

# Office of Faculty Administrative Services (OFAS)

## Information Session

September 14, 2021

# Agenda

- Faculty Search (FS) module
  - Position Close date
  - Update on Position and Applicant Statuses
  - Two steps close process - aka, Archive
- Review, Promotion and Tenure (RPT) module
  - New Academic year => update all your standing committees
    - Ladder Faculty are added to Interfolio from WD
  - Teaching Evaluations, case materials need to be uploaded (FAS)
  - Cases need to be sent 3-weeks prior to TAC or SAAC date

# Faculty Search Module

# Position Close date

- Set the Close Date to 1 year out from when the position is opened.

## Why?

- Per Office of the Provost; does not want to have the Yale's Academic Job Listings site with old positions listed.
- Having a Close Date will automatically help keep old searches from being listed.
- Per the Office of Institutional Equity and Accessibility (OIEA) - Job ads are only good for one year.

The screenshot displays the Yale University Academic Job Listings interface. The top section, titled 'Academic Job Listings' and 'Office of the Provost', includes a description of the university's commitment to recruiting diverse talent and a link to the online directory. Below this, the 'Position Summary' for an 'Assistant Professor' role is shown. The position is 'Open to new applicants' and was opened on 'Nov 3, 2020'. The 'Close' date is 'Nov 3, 2021', which is circled in red. The 'Position Status' is 'Reviewing Applications'. The 'Unit' is 'Infectious Diseases' and the 'Status' is 'Reviewing Applications'. The 'Opens' date is 'Nov 3, 2020' and the 'Closes' date is 'Nov 3, 2021', also circled in red. The 'Apply Now' page is 'published'. The bottom section shows search filters for 'Position Type' and 'Academic Unit', both set to '- Any -', and a 'SEARCH' button.

Yale University > Positions > Assistant Professor >

## Position Summary

THIS POSITION IS: Open to new applicants

It opened on **Nov 3, 2020** [change](#) [clear](#)

It will close on **Nov 3, 2021** [change](#) [clear](#)

"Apply Now" page is **published** [view](#) [change](#)

<http://apply.interfolio.com/80716>

POSITION STATUS: Reviewing Applications

With this status:

- Applicants
- Applicants
- Evaluators

[change](#)

## Assistant Professor

Position Actions

Unit	Status	Opens	Closes
Infectious Diseases	Reviewing Applications <a href="#">change</a>	Nov 3, 2020	Nov 3, 2021

Applicants

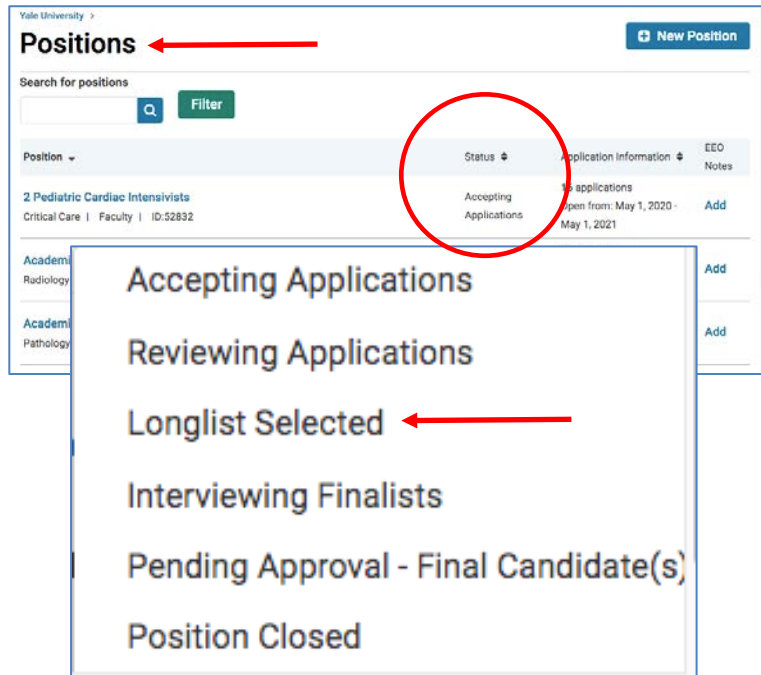
Position Type: - Any - Posted Within: - Any -

Academic Unit: - Any -

[SEARCH](#)

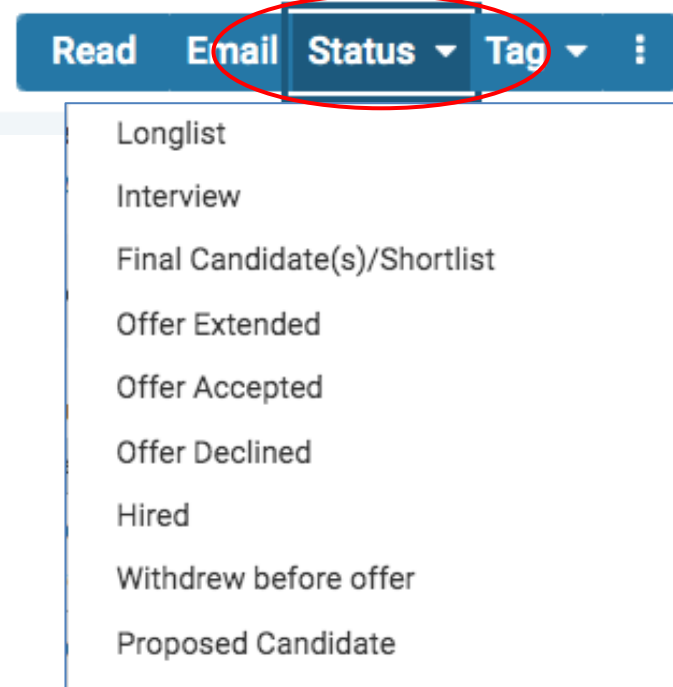
# Update on the two Statuses

- Position Status



Position Status: *where is the search currently in the process ?*

- Applicant Status

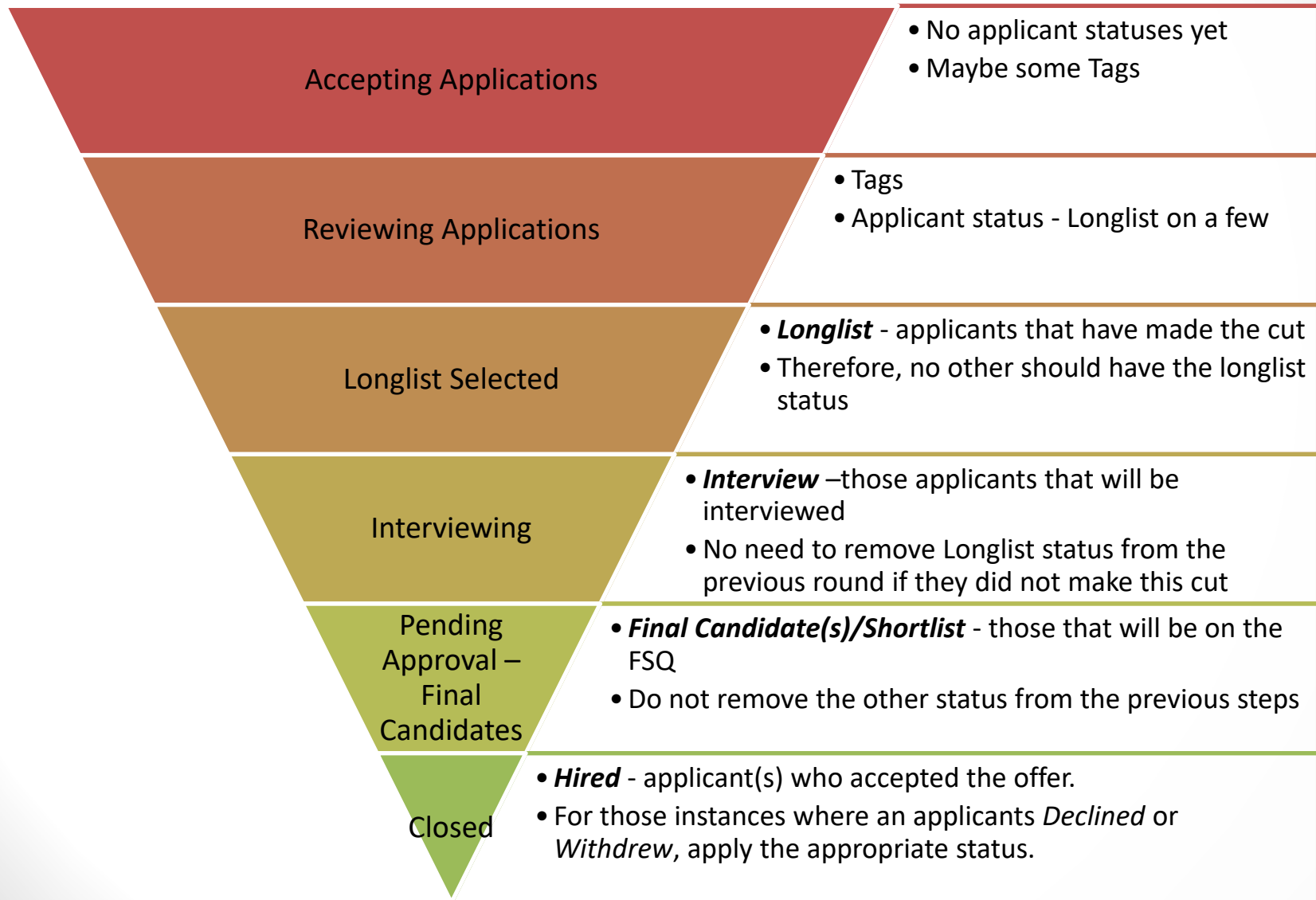


Applicant Status: *what has the committee decided about this applicant? Will this person be on the FSQ?*

# When to apply the Statues?

## Position Status

## Applicant Status

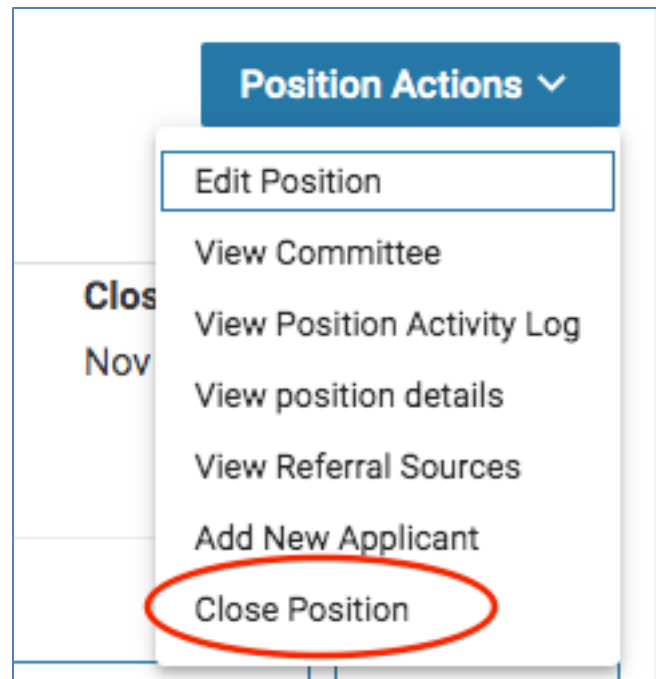


# Why now?

Future is here!

- We're in the beginning stages of getting the FSQ on-line.
- The data in Interfolio needs to be spot on so your data in the future FSQ process is correct.
- We need to be working out the kinks now, not later.
- Archiving a position and reporting will be enhanced.

# Archive positions: Two steps to Close a Position





# Step 1 – Identify who was selected or not?

Selected includes applicants that were:

- ❖ Hired
- ❖ Offer Declined
- ❖ Withdrew before offer made

## Closing Position

Was an applicant selected?

☒ Yes

☐ No

Select Applicant(s)

You must select at least one applicant to continue.

 Add Applicant

## Add Selected Applicant

Search for name or email address



Name ^	Email ↕	Status ↕	Actions
Adam Lanman	adam_lanman@brown.edu		<a href="#">Add</a>
Adam Smercina	asmerci@umich.edu		<a href="#">Add</a>
Adi Foord	foord@umich.edu		<a href="#">Add</a>

# Step 2 – Close Position

## Closing Position

Was an applicant selected?

☒ Yes

☐ No

Select Applicant(s)

[+ Add Applicant](#)

Name ^	Email ⇅	Status ⇅	Actions
Mislav Balokovic	mislav.balokovic@cfa.harvard.edu		<a href="#">Remove</a>

[Close Position](#)

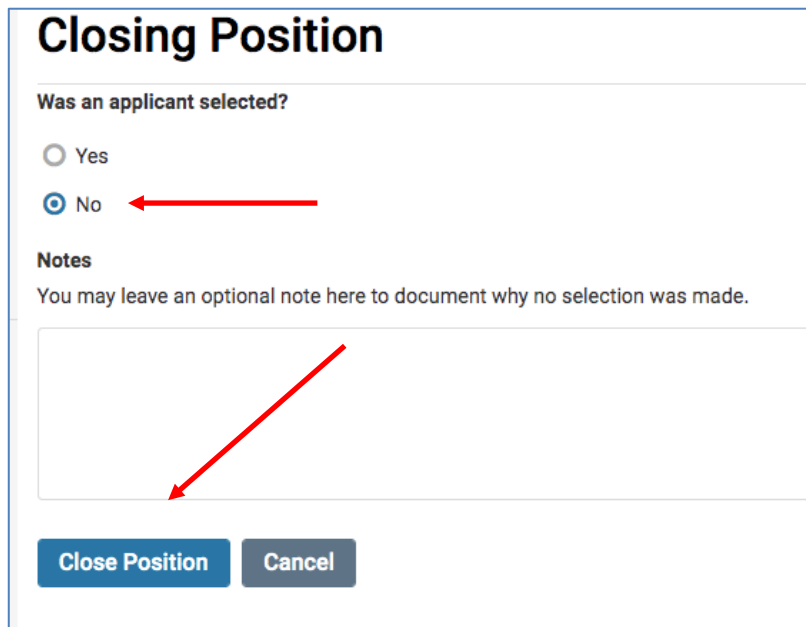
[Cancel](#)

# No one selected?

No problem. Select No, enter a brief note (seek reason from chair) and close position.

Example:

Search did not produce a qualified candidate,  
Search was paused due to Covid-19, etc.



**Closing Position**

Was an applicant selected?

☐ Yes

☒ No ←

**Notes**

You may leave an optional note here to document why no selection was made.

↙

**Close Position** **Cancel**

# Questions?



# Review, Promotion and Tenure (RPT) Module

# Update your standing committees

- New academic year => updating your faculty committee lists.
- Some leave, some are promoted, and some are new.
- Ladder faculty and ladder-like in WD are now being imported into Interfolio via a nightly feed.



2021



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# Reminder

## Faculty of Arts and Sciences' Reminder

### ❖ Course evaluations

- ❖ Need to be uploaded to the case for your department's review as well as for the TAC (internal candidates only)

The screenshot shows a web interface for a 'Candidate Packet'. At the top, there is a blue header bar with icons for 'Expand All', 'Collapse All', 'Download', 'Share', 'Settings', and 'Move'. Below the header, the title 'Candidate Packet' is followed by a paragraph: 'Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.'

Below this paragraph, there is a section titled 'Candidate Documents' with a 'Locked' status and an 'Unlock' button. Further down, under the heading 'Internal Sections', a paragraph states: 'These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.'

Under 'Internal Sections', there are three expandable sections: 'Committee Documents' (with 'Edit' and 'Add File' buttons), 'Course Evaluations' (with 'Edit' and 'Add File' buttons), and 'External Evaluations' (with 'Request Evaluation' and 'Add File' buttons'). A red circle is drawn around the 'Course Evaluations' section, highlighting it.



# Reminder

Have a scheduled TAC or SAAC date?

- ❖ Send the case forward 3-weeks prior to the TAC date to provide enough time for TAC committee members to review the materials.
- ❖ Send the case forward 2-weeks prior to the SAAC date to provide enough time for SAAC committee members to review the materials.

# Questions?



# Need help?



Contact us via

[fas.dean@yale.edu](mailto:fas.dean@yale.edu)

or

[faculty.admin@yale.edu](mailto:faculty.admin@yale.edu)

OFAS

# Thank you and enjoy your day!



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