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.

Update on the two Statuses

- Position Status
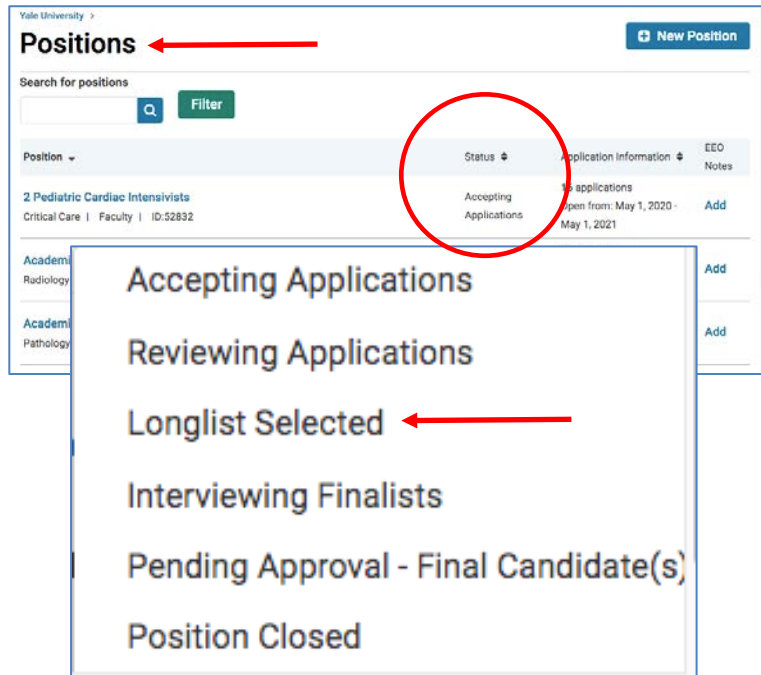
- Applicant Status

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

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

When to apply the Statues?

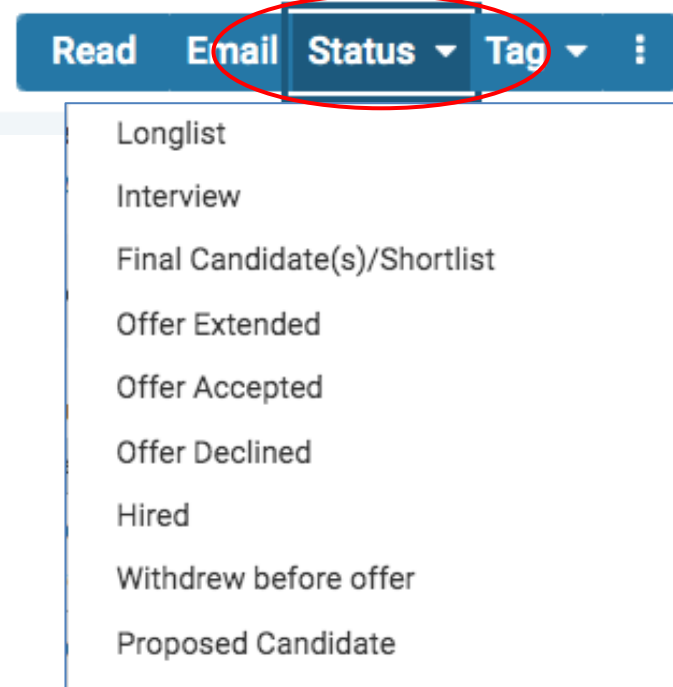| Position Status	Applicant Status
Accepting Applications	• No applicant statuses yet • Maybe some Tags
Reviewing Applications	• Tags • Applicant status - Longlist on a few
Longlist Selected	• *Longlist* - applicants that have made the cut • Therefore, no other should have the longlist status
Interviewing	• *Interview* –those applicants that will be interviewed • No need to remove Longlist status from the previous round if they did not make this cut
Pending Approval – Final Candidates	• *Final Candidate(s)/Shortlist* - those that will be on the FSQ • Do not remove the other status from the previous steps
Closed	• *Hired* - applicant(s) who accepted the offer. • For those instances where an applicants *Declined* or *Withdrew*, apply the appropriate status.

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Why now?

Future is here!

- We're in the beginning stages of getting the FSQ on-line.
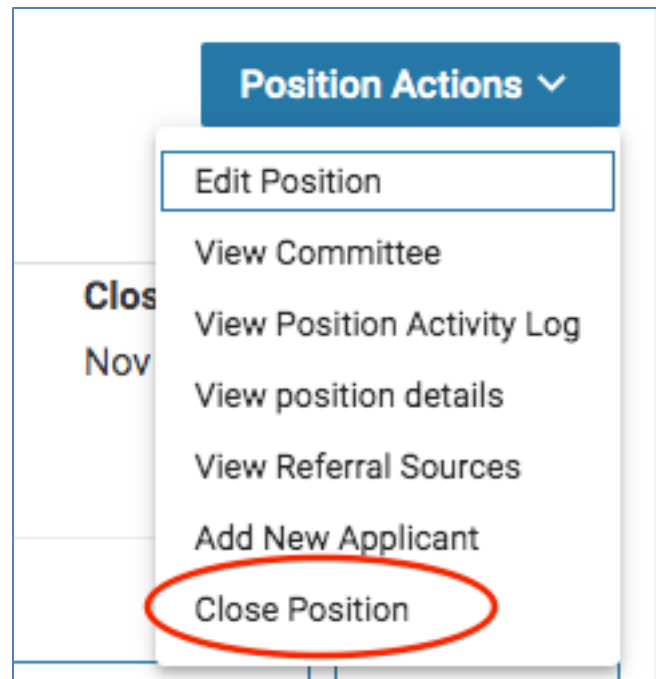
- The data in Interfolio needs to be spot on so your data in the future FSQ process is correct.

- 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?

Closing Position

Was an applicant selected?

◉ Yes

○ No

Select Applicant(s)

You must select at least one applicant to continue.

➕ **Add Applicant**

Selected includes applicants that were:

❖ Hired

❖ Offer Declined

❖ Withdrew before offer made

Add Selected Applicant   ✖

Search for name or email address

[   ] 🔍

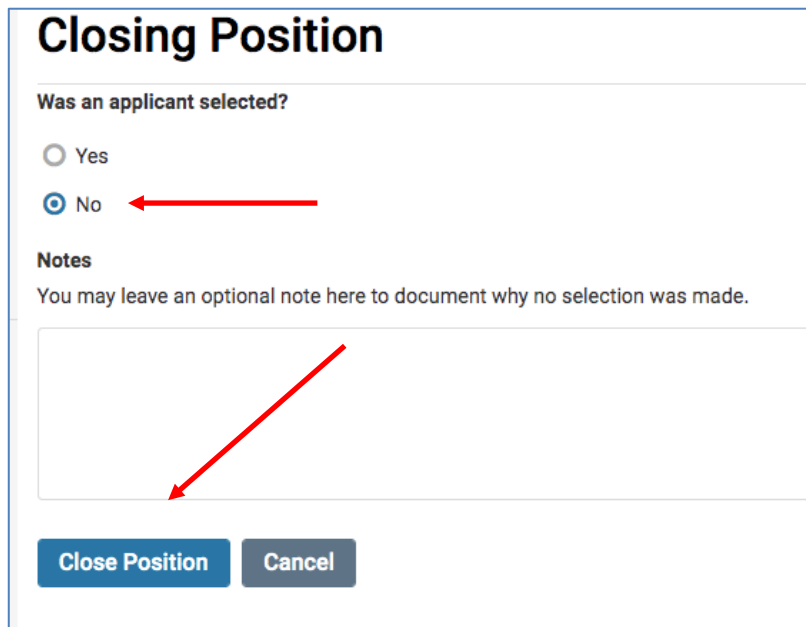| Name ▲	Email ⬍	Status ⬍	Actions
Adam Lanman	adam_lanman@brown.edu		Add
Adam Smercina	asmerci@umich.edu		Add
Adi Foord	foord@umich.edu		Add

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Step 2 – Close Position

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.

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.

Users, Committees & Units

Users **Committees** Units

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Review, Promotion and Tenure

Cases

Templates

Administration

Reports

Users & Groups

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Committee Name   Unit

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Edit Committee   ✕

JB	Jessica Brantley jessica.brantley@yale.edu	☆ ✕	LB	Leslie Brisman leslie.brisman@yale.edu	☆ ✕
DB	David Bromwich david.bromwich@yale.edu	☆ ✕	AB	Ardis Butterfield ardis.butterfield@yale.edu	☆ ✕
JC	Jill Campbell jill.campbell@yale.edu	☆ ✕	JG	Jacqueline Goldsby jacqueline.goldsby@yale.edu	☆ ✕
LH	Langdon Hammer langdon.hammer@yale.edu	☆ ✕	MH	Margaret Homans margaret.homans@yale.edu	☆ ✕
DK	David Kastan david.kastan@yale.edu	☆ ✕	LM	Lawrence Manley lawrence.manley@yale.edu	☆ ✕

🔍 Search Users   Sort By Name ⌄

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First Name	Last Name	Email	
Daniel	Abadi	daniel.abadi@yale.edu	＋ Add
Jason	Abaluck	jason.abaluck@yale.edu	＋ Add
Chadi	Abdallah	chadi.abdallah@yale.edu	＋ Add
Sonya	Abdel-Razeq	sonya.abdel-razeq@yale.edu	＋ Add
Ghaith	Abdulkarim	ghaith.abdulkarim@yale.edu	＋ Add

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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)

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

or
faculty.admin@yale.edu
OFAS

Thank you and enjoy your day!

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