

# Posting an Ad in Interfolio Faculty Search

a guide for search administrators



July 2022

## **Introduction**

The University uses Interfolio Faculty Search to manage aspects of posting faculty jobs, reviewing applications, and selecting candidates. This document is a guide for administrators working in Interfolio Faculty Search. It provides details on configuring and posting an ad in Interfolio and offers guidelines for administering a search.

For assistance in working with Interfolio Faculty Search, please contact your divisional Faculty Affairs person in the SAS Dean's Office.

- Janel Baselice, Humanities Division, [janelm@sas.upenn.edu](mailto:janelm@sas.upenn.edu), 215-746-6263
- Cathy Von Elm, Social Sciences Division, [cvonelm@sas.upenn.edu](mailto:cvonelm@sas.upenn.edu), 215-746-6262
- Jody Chavez, Natural Sciences Division, [jchavez@sas.upenn.edu](mailto:jchavez@sas.upenn.edu), 215-573-2510

## ***Prepare the post***

Once a search has been authorized, gather the following information:

1. Draft of the ad text
2. Names of search committee chair and search committee members
3. Names of journals, publications, websites, organizations where the ad will be posted (see attached for a list of recommended outlets for ads and information about discounts for placing ads; also note that reimbursement is provided for the cost of posting ads.)

In the case of standing faculty searches, this information should be sent to your divisional Faculty Affairs staff member, who will review/revise and forward to the Associate Dean and DSA for approval.

## ***Determine how letters of recommendation will be collected:***

Letters of recommendation for appointments to tenure (Associate or full Professor) are *not* collected as part of the application process.

For Lecturer and Assistant Professor searches the department/program should determine how letters are collected. This decision will determine how the search is configured in Interfolio and must be made prior to the ad being posted.

The first determination is whether the letters will be collected for all applicants. If yes, the options are to:

1. configure the search in Interfolio to require applicants to request confidential letters prior to submitting their application (see page 6 for details). Or
2. configure the search in Interfolio to collect contact information from all applicants (i.e. make this a required element of the application – see page 9 for details). The search administrator must request each letter separately within the system.

If, on the other hand, a decision has been made to collect letters for an approved list of applicants rather than for all applicants:

1. configure the search to collect contact information from all applicants (i.e. make this a requirement rather than an option – see page 9 for details). Interfolio’s “tagging” feature allows the committee chair and members to identify applicants for whom letters should be collected, and the search administrator must request each letter separately within the system.

The same considerations apply for mixed-rank searches, but are only applicable to applicants for non-tenured appointment. Therefore, the search must be configured to collect contact information from applicants as an option, and letters will be requested by the search administrator from either all applicants or from an approved list of applicants for appointment at the rank of Assistant Professor.

### ***Post the ad***

Once the ad has been approved and considerations about letters of recommendation have been addressed, create the ad in Interfolio (see pp. 1-12). Once posted, the ad will automatically appear on Penn’s Faculty Jobs page (<https://facultyjobs.upenn.edu/>) and, for a limited time, on Inside Higher Ed, Diverse Issues in Higher Education, and Indeed.com.\* Screen shots of these and all other posts of the ad should be captured and saved in Interfolio’s Internal Notes section (see p. 11) as early in the search as possible. See Appendix A for a list outlets for publishing ads provided by the Provost’s Office and further information about how Penn has contracted with a service called Job Elephant to facilitate posting ads beyond Penn.

### ***Collect interviewed candidate summaries***

In keeping with the University requirement to maintain documentation summarizing the evaluation of interviewed candidates (see Appendix B), toward the end of the search, upload a list of questions asked of all candidates and a short evaluation of candidates interviewed in the Internal Notes section of the search in Interfolio.

### ***A few words of caution***

Please *do not* edit an ad once it has been approved and posted. If any revisions need to be made, contact staff in the Dean’s Office. Similarly *do not* close an ad or identify any applicants as selected without written confirmation from the Dean’s Office.

### ***In progress***

Documentation on working with applications is in progress. Please proceed with caution and be in touch with staff in the Dean’s Office as your search progresses.

1. Sign on to Interfolio@Penn from the Business tab:  
(https://portal.apps.upenn.edu/penn\_portal/u@penn.php?tabid=732)

U@Penn Penn home | PennPortal | Webmail | Directories | Penn A-Z

General **Business** Research Libraries Global Resources Log in to U@Penn

SEARCH Password Help | Using U@Penn | Log in

**Business Administration**

**Administrative Systems**

- Additional Pay Pre-Work Request
- ATLAS
- BEN Deposits
- BEN Financials
- Budget Planning Application
- BusinessObjects BI Launchpad (BI4)
- Interfolio@Penn
- Mission Continuity
- Penn+Box
- Penn People Administration
- PennWorks
- Research Reports
- Salary Increase Modeling
- Secure Share-Application for secure file exchange available to Penn faculty and staff
- Space@Penn Web Updater
- links to other academic, business/financial and research systems...

**Resources**

- Access Administrators
- Budget Process Overview
- Capital Process Overview
- Commodity Matrix
- Data Warehouse
- eForms
- Penn Employee Solution Center
- Penn Marketplace

**Training and Support**

**Financial Resources**

- Office of the VP for Finance and Treasurer
  - Senior Business Officers
  - University Annual Reports
  - Budget Process Overview
- Office of the Comptroller**
  - Accounts Payable
  - Accounting Operations
  - Financial Reporting
  - Payroll
  - Tax and International Operations
- Purchasing**
  - Purchasing Services
  - Forms and Documents
  - Buying Information
  - Authorized Buying Methods
  - Supplier Diversity Program

**Policies and Procedures**

**Policies and Compliance**

- University Policies
- Financial Policy Manual
- Principles of Responsible Conduct
- Compliance Reporting (215-P-COMPLY)

**Safety and Preparedness**

- Emergency Information (PennReady)
- Environmental Health and Radiation Safety

**Student Systems**

**Administrative Applications**

- Athletics Eligibility Enrollment Review
- Infodesk
- Penn Loan System
- Pennant Accounts
- Pennant Accounts Feeder App
- Pennant Graduate Funding
- Pennant Plus
- Pennant Student Account Summary

**Advising and Teaching**

- Course Search
- Advisor InTouch
- Courses InTouch

**Homepages**

- Student Financial Services
- University Registrar

**Provost Administrative Resources**

- Office of the Provost
- Faculty Handbook
- Faculty Senate
- Interfolio@Penn**
- FIS - Faculty Information System
- Faculty Jobs
- PeopleAdmin for Faculty

2. Click on Positions

U@Penn

Home Faculty Search **Positions** Administration Reports Users & Groups

Welcome back, Benjamin Franklin

Your Action Items

### 3. Select “New Position”

University of Pennsylvania > **Positions**

**New Position**

Search for positions

**Type** All Types **Status** All Statuses **Active or Closed?** Active

### 4. Create a record for the position

- Select “Position Type” [insert brief explanation of types as illustrated below].
- Your “Unit” is preselected
- You should always create a new position rather than cloning an existing one.
- Review info then click “Create.”

University of Pennsylvania > Positions > **Create Position**

Please select information about the position you want to create. You cannot make changes to these fields once the position is created.

**Type \***

Select position type

**Search For or Select Unit**

School of Arts and Sciences

**What kind of position would you like to create?**

A new position

Clone from an existing position

Do no use without approval from the Dean

**Create** **Cancel**

**Type \***

Select position type

**Academic Support Staff**

Associated Faculty

Search Waiver Requests

Standing Faculty

Standing Faculty - Clinician-Educator

**Examples include:**

- Lecturer A
- Senior Lecturer
- Lecturer in Foreign Language

**Examples include:**

- Research Faculty
- Practice Faculty
- Visiting Faculty

**Examples include:**

- Assistant Professor
- Associate Professor
- Professor

Not applicable to SAS.

5. Enter the information about the search.

University of Pennsylvania > Positions > New Position >

## Description & Dates

Department/Program/Center, Rank, Subject

**Position Title \***

Position Title

**Location \***

Philadelphia, PA

**Position Type**

Standing Faculty

**Open Date \***

Select a date far enough in the future to allow the post to go through all approvals. This can/must be modified if approvals are received prior to date initially entered.

MM/DD/YYYY

**Deadline**

Always choose rolling deadline.

Rolling Deadline  Specific Date

**Position Description \***

Ad text is drafted in the department and reviewed by divisional faculty affairs staff. In addition to information about the particular position, ad text generally includes:

- A mention of an expectation of undergraduate and graduate teaching (as applicable)
- A list of materials to be submitted with the application (CV, cover letter, teaching and/or research statements, etc., as applicable)
- Instructions regarding letters of recommendation (see documentation above).
- DO NOT include an application deadline. A sentence about when review of applications begins and/or the expected start of the position could be included.

**Every ad should end with the following paragraph:** The (dept/program/center) is strongly committed to Penn's Action Plan for Faculty Diversity and Excellence and to creating a more diverse faculty (for more information see: <http://www.upenn.edu/almanac/volumes/v58/n02/diversityplan.html>). The University of Pennsylvania is an Equal Opportunity Employer. Minorities, women, individuals with disabilities and protected veterans are encouraged to apply.

### Qualifications

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, decrease indent, increase indent, link, unlink, insert image, and link icon.

Leave this blank and include all of the information in the position description.

body

### Application Instructions

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, decrease indent, increase indent, link, unlink, insert image, and link icon.

Leave this blank and include all of the information in the position description.

body

### Equal Employment Opportunity Statement

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania is an equal opportunity and affirmative action employer. Candidates are considered for employment without regard to race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class. Questions or concerns about this should be directed to the Executive Director of the [Office of Affirmative Action and Equal Opportunity Programs](#), University of Pennsylvania, 421 Franklin Building, 3451 Walnut Street, Philadelphia, PA 19104-6205; or (215) 898-6993 (Voice) or (215) 898-7803 (TDD).

6. Identify the documents the search committee will review.

University of Pennsylvania > Positions > Faculty Search >

# Required Documents

Faculty Search

0 Documents Required

Drag and drop the documents in the list below to change the order they will appear in the application requirements.

**+ Add Requirement**

### Additional Applicant Options

- Applicants may add additional documents  
You may give applicants the ability to include additional materials with the application. If you don't require this as part of the application, you should select this choice.
- Send a message on application submission.

**✓ Save & Continue**

**Skip Step**

### Add Document Requirement

**Document Type** ← See next page for an expanded list.

– Select Type –

**Number Required**

1

**Requirement Note**

Save Cancel

Below is a list of all documents that can be required before an application can be submitted.

# Add Document Requirement

## Document Type

- Select Type —
- Select Type —
- Award
- Bibliography
- C.V.
- Confidential Letter of Recommendation or Evaluation
- Contact Reference
- Cover Letter
- Creative Work
- Dissertation Abstract
- Diversity Statement
- Essay
- Image
- International Financial Statements
- Job Market Paper
- List of courses taught
- Multimedia
- Nomination Letter
- Non-confidential Letter of Recommendation or Evaluation
- Other Certification
- Other Document

This option will require all applicants to enter contact info for recommenders, set a "due date" by which confidential letters are to be submitted, and send the requests themselves before they can finalize their applications. It is not necessary for letters to be in-hand prior to application submission, but applicants must complete the steps to request the letters themselves. The letters remain confidential. See above for more information on letters of recommendation.

This is used when asking applicants to upload a single document with the names and contact info for references to be contacted at a later date by the department. Please consult with Faculty Affairs staff if you are considering this option, as the option to add an "Application Form" (described below on p. 9) may be preferable.

- Peer evaluations
- Personal Statement
- Portfolio
- Presentation
- Proposal
- Publication
- Research Plan
- Research Statement
- Resume
- Student evaluations
- Summative Assessment
- Syllabus
- Teaching Certification
- Teaching Portfolio
- Teaching Statement
- Test Score
- Transcript
- Video
- Webpage
- Writing Sample

In the example below, applicants will be required to submit two syllabi.

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### Add Document Requirement ✕

**Document Type**

 ▼

**Number Required**

 ▼

**Requirement Note**

✓ Save Cancel

- 7. Skip this step. The School of Arts and Sciences is currently not using this feature. If your search committee is interested in using it, please contact faculty affairs staff in the Dean's Office.

[University of Pennsylvania](#) > [Positions](#) > [Faculty Search](#) >

## Evaluation Settings

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0 Criteria

Drag and drop the criteria in the list below to change the order they will appear in the application review process.

**Note: at least one criterion must be created in order to rate candidates.**

[+ Add Criterion](#)

### Blind Review

Evaluators should not see others' comments and ratings

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[✓ Save & Continue](#)

[Skip Step](#)

- 8. The University has established two required application forms (i.e. questions to which applicants are required to provide responses or register their declination to respond): the first is "Where did you hear about this position?" The second is a "Request for Voluntary Self-Identification," which will be used to gather data for EOC compliance. Interfolio includes a third form, collecting information on highest degree earned.

To request a custom form to collect additional data to facilitate review of applications, please contact staff in the Dean's Office.

[University of Pennsylvania](#) > [Positions](#) > [Faculty Search](#) >

## Application Forms

If your institution has a standard application form, it will appear when you click *Add Form*. Need to create a new form? Forms can be created through the [administration](#) dashboard.

1 Forms Required

Drag and drop the documents in the list below to change the order they will appear in the document delivery packet.

Where did you hear about this position? [Preview](#)

**Required** x

**+ Add Form**

Applicants must complete an Equal Employment Opportunity form

Request for Voluntary Self-Identification

Note: EEO responses can be viewed by EEO officers and administrators but not by committee members. EEO forms may be required by institutional or unit administrators.

**✓ Save & Continue**

**Skip Step**

Add the Reference Contact Form to require applicants to submit contact info of their references. Using this form assumes that an administrator will subsequently request letters. In Interfolio, this is a multi-step process, and is not recommended if letters are being requested from a high volume of applicants, but would work well if the search committee will be reviewing letters for a subset of applicants.

### Add Application Form

**Select Form**

— Select Form —

— Select Form —

Where did you hear about this position?

Reference Contact Form

Employee Status

9. Click and search to add the search committee members (whom Interfolio calls Evaluators) and the search committee chair (known as the Committee Manager in Interfolio). If a name is not listed, please contact staff in the Dean's Office.

University of Pennsylvania > Positions > [Unit or Department Name] [Rank] in [Subject] >

## Search Committee

+ Add Member

+ Add Manager

### 1 Committee Members

Cathy Von Elm

Committee Manager



✓ Save & Continue

Skip Step

## 10. Add notes about the search, as noted below.

University of Pennsylvania > Positions > Faculty Search >

### Internal Notes

Position ID or Requisition Number

Rank

e.g., Associate Professor, Lecturer

Title

e.g., Visiting, Clinical, Research

Discipline

Position Term Length

– Select Term –



Anticipated Start Date

MM/DD/YYYY



Salary Range or Pay Grade

e.g., \$80,000 – \$100,000; GS-8

Funding Source

e.g., Vice-President's Office; Grant Foundation

#### Hiring Plan

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, image, and link icon.

body

#### General Notes

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, image, and link icon.

body

#### File Attachments

+ Add File

✓ Save & Continue

Skip Step

Use this space to document required information such as:

- Efforts made to share the ad widely, including:
  - Journals, association websites, etc. where the ad will be posted beyond Penn
  - Outreach efforts such as lists of contacts and notes sent to graduate programs, etc.
- Questions to be asked of interviewees and search committee documentation notes.

Upload copies of job ads as they appear in posts outside Penn, as well as the required documentation of the search (see Appendix B, p. 15)

11. Review the ad, then click submit to send it to 1) the department chair, whose approval will send it to the Diversity Search Advisor, then to staff in the Dean's Office, and the Associate Dean for review and approval. When you click Submit for Approval, you will be prompted to send a custom email in the system. If you unselect that option, a system generated email will go to the next reviewer.

Minor edits (such as a typo) may be corrected by the reviewer, but substantive edits will be returned to the search administrator to revise and resubmit.

University of Pennsylvania > Positions > [Unit or Department Name] [Rank] in [Subject] >

## Review Position



This position is in the process of being created and will need to be approved before it is open to receive applications.

Step 2.

**Submit for Approval**

### Position Information

Description & Dates

**Edit**

Step 1.

Review your work by clicking "Edit"

#### Position Title

[Unit or Department Name] [Rank] in [Subject]

#### Location

Philadelphia, PA

#### Position Type

Standing Faculty

#### Open Date

Jun 20, 2019

#### Close Date

—

#### Position Description

[Insert ad text here]

#### Qualifications

—

#### Application Instructions

Applicants should submit materials online at: <http://apply.interfolio.com/#####>

#### Equal Employment Opportunity Statement

The University of Pennsylvania values diversity and seeks talented students, faculty and staff fr

**Step 3.** (not pictured) email the department chair within Interfolio to notify him/her of the need to review/ approve the post. The ad will be routed to the chair, then to the DSA, Faculty Affairs staff, and the Dean, in that order, for approval.

12. Once the ad is approved, you will see a page that looks like this when you log on. In order for the post to be published to the Penn Faculty Jobs page (<https://facultyjobs.upenn.edu/>) and for the Interfolio "Apply Now" page to be published, please complete the following steps:

1. Change the "Position Status" to Reviewing Applications. Applicants will not see this status.

## Political Science Assistant Professor in Conflict Studies

Unit: Political Science  
Status: n/a **change**  
Opens: Jul 3, 2019

Applicants  
Search by name, education, or status

Applicant Name | Date Updated | Applicant Status

No results returned by the selected filters.

2. Change the date the position opens. It is necessary for this date to be current or in the past. It should not be more than a day or two before the date the ad is published.

3. Select "Edit Position" to take the last few steps to making the ad public.

Unit: Political Science  
Status: n/a change  
Opens: Jul 3, 2019

Position Actions  
Edit Position  
View committee  
View position activity Log  
View position details  
View referral sources  
Add new applicant  
Close position  
Delete position

Applicant Name | Date Updated | Applicant Status | Tags | My Overall Rating

No results returned by the selected filters.

Please note: Interfolio has made it possible to edit an ad at any time, by any person who has permission to submit or approve that particular ad. Once an ad is posted, please *never* modify it without consulting with staff in the Dean's Office. It could prove fatal to your search.

University of Pennsylvania > Positions > History of Art Associate Professor in South Asian Art and Architecture >

## Review Position

THIS POSITION IS:

**Open to new applicants**

It opened on **Jun 19, 2019**. [change](#) [clear](#)

It is **not scheduled** to close. [change](#) [clear](#)

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

<http://apply.interfolio.com/64263>

POSITION STATUS:

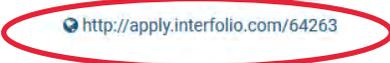
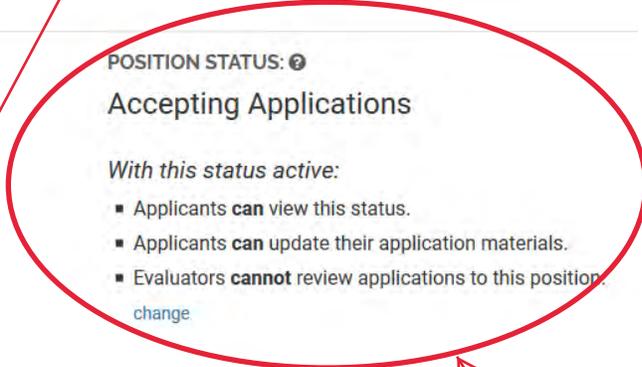
**Accepting Applications**

*With this status active:*

- Applicants **can** view this status.
- Applicants **can** update their application materials.
- Evaluators **cannot** review applications to this position.

[change](#)

Make sure that this date is in the past and that there is no close date.



Click to change this to **published** or no one will see it.

Insert this link into the ad text immediately, and include in all outside posts.

Change this to "Reviewing Applications" as displayed here.

## Position Status

Reviewing Applications [change](#)

Applicants can view this status when it is active.

Applicants can update their application materials while this status is active

Evaluators can review applications while this status is active.

[Save](#) [Cancel](#)

## Eisler, Christine A

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**From:** FACULTY AFFAIRS <FACULTY\_AFFAIRS@LISTS.UPENN.EDU> on behalf of Orts, Julie <julp@UPENN.EDU>  
**Sent:** Wednesday, August 24, 2022 2:57 PM  
**To:** FACULTY\_AFFAIRS@LISTS.UPENN.EDU  
**Subject:** FW: University of Pennsylvania Recruitment Advertising Options

Hi All – You likely received the email below from Job Elephant but I thought I'd forward it to be sure you are aware of the new job boards that have been funded by the Office of the Vice Provost for Faculty and the availability of Andy Boom to provide advice about additional outlets for your positions.

### Julie Orts

Senior Business Systems Analyst  
Office of the Provost – Administrative Affairs  
University of Pennsylvania  
3401 Walnut Street, Suite 353B, Office 353  
Email: [julp@upenn.edu](mailto:julp@upenn.edu)  
Cell: (610) 721-1220

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**From:** JobElephant.com <christian@jobrephant.com>  
**Sent:** Wednesday, August 24, 2022 2:24 PM  
**To:** Orts, Julie <julp@upenn.edu>  
**Subject:** University of Pennsylvania Recruitment Bulk Advertising Options



The graphic features the University of Pennsylvania logo at the top, consisting of the shield emblem and the text "Penn UNIVERSITY of PENNSYLVANIA". Below the logo is a collage of four images: a woman speaking in a classroom, a group of diverse students and faculty members, a large Gothic-style building (likely a campus landmark), and a woman in a lab coat working in a laboratory. At the bottom, a dark blue banner contains the text "Recruitment Advertising" in white.

## Hello University of Pennsylvania Hiring Managers and Faculty Search Administrators

After another year of job ad posting and data collection, UPenn leadership and JobElephant are pleased to announce some changes to the bulk advertising options previously in place. These adjustments are based on the analytics (tracking data) from the thousands of job ads placed for UPenn over the past year. Publications that showed less than favorable tracking are being replaced. The new options that should provide improved tracking results, as well as a cost saving to the University. These new additions will be in place for one year when the data will be evaluated to determine if renewal is warranted.

**Effective immediately, any position posted through Workday or Interfolio will automatically be listed on the following sites:**

[Academic Careers\\*](#)  
[Asians in Higher Ed\\*](#)  
[Blacks in Higher Ed\\*](#)  
[The Chronicle of Higher Education\\*](#)  
[Disabled in Higher Ed\\*](#)  
[Diverse Jobs](#)  
[Higher Ed Jobs](#)  
[Hispanics in Higher Ed](#)  
[Inside Higher Ed Jobs](#)  
[LGBT in Higher Ed\\*](#)  
[Native Americans in Higher Ed\\*](#)  
[The HBCU Career Center](#)  
[Veterans in Higher Ed\\*](#)  
[Women and Higher Ed](#)

\*New for this academic year

### **How to request additional publications to your job posting campaign:**

1) Send JobElephant [andy@jobelephant.com](mailto:andy@jobelephant.com) an email including a link to the Workday job page (staff positions) or Interfolio landing page (faculty positions) and the list of publications you would like to advertise the job opening. If you are unsure about where to advertise or need more ideas, just let us know and we can make recommendations. Learn more about our recommendation engine [Horton](#) here.

2) We will reply the same day with a prepared ad proof along with our quote sheet with prices, run times and any additional information pertinent to the request. We never price any publication above the price you currently receive.

3) Upon your emailed approval, we will submit all the ads to the publication vendors within hours for processing.

4) We will email an invoice to you unless you specify a different billing contact. Every person will automatically receive a login and password to access our cPortal to access tear sheets (proof of publication) online.

**Account Manager**

The account manager for The University of Pennsylvania is Andy Boom;

[andy@jobelephant.com](mailto:andy@jobelephant.com)

JobElephant headquarters are located in San Diego, CA. With office hours of M-F 6:00am - 6:00pm PST.

**Recruitment Advertising. Solved®**



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[Update Profile](#) | [Our Privacy Policy](#) | [Constant Contact Data Notice](#)

Sent by christian@jobelephant.com powered by

