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, 215-746-6263
- Cathy Von Elm, Social Sciences Division, cvonelm@sas.upenn.edu, 215-746-6262
- Jody Chavez, Natural Sciences Division, 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)

2. Click on Positions
3. Select “New Position”

4. Create a record for the position
   a. Select “Position Type” [insert brief explanation of types as illustrated below].
   b. Your “Unit” is preselected
   c. You should always create a new position rather than cloning an existing one.
   d. Review info then click “Create.”
5. Enter the information about the search.

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

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

Application Instructions

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

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.
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.
In the example below, applicants will be required to submit two syllabi.
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.
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.
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.
10. Add notes about the search, as noted below.

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.

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.

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.

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.
So close to being done.

- Make sure that this date is in the past and that there is no close date.
- "Apply Now" page is published. View | Change
- Change this to "Reviewing Applications" as displayed here.
- Insert this link into the ad text immediately, and include in all outside posts.
- Click to change this to published or no one will see it.
- 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.
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.

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Recruitment Advertising. Solved.
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 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.

![JobElephant Logo](image_url)