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Faculty Search
Administrator Training

Agenda

- What is Interfolio Faculty Search?
- Interfolio Faculty Search Terms & User Roles
- Demo:
  - Faculty Search Navigation
  - Administrative Settings
  - Search Creation & Management
  - Reports
- Tips and Best Practices
- How to Find Support

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What is Interfolio Faculty Search?

Interfolio Faculty Search is an online platform for running complex academic searches in a shared governance context, built to help institutions ensure their recruitment practices are equitable, transparent, collaborative, and efficient.

- Gives search committees specific review and organizational tools that enable them to spend their time reviewing applicants, instead of losing time just accessing materials and keeping track of their notes.

- Makes assembling and submitting an academic application clear and easy for the applicant, including the process of requesting and attaching confidential letters.
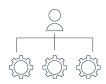
Key Concepts

Faculty Search	A Interfolio module also known as FS or Search which can be used to facilitate faculty, fellowship, academic staff, and other search processes.
Units	Tiers within the hierarchy which determines scope – like Schools, Departments, or Divisions. Each unit is made up of Administrators, Committee Managers, and Committee Members.
Approval Templates	Can be used based on position type to create and workflow for position approval and candidate selection approval
Positions and Searches	A search in Faculty Search as an academic, staff, fellowship, or other position that gathers application materials to be evaluated by a committee. Search is a single place to collect, store, view, and review applicant materials.
Landing Page	Each search will have an advertisement page hosting the position description with a unique URL that will serve as the online application for each open position.
Application	Collection of materials by which a candidate is reviewed (documents and other files).
Committees	Groups of users that can review and assess the materials submitted by applicants.
Dossier	Tool for all faculty to store and manage job, fellowship, and promotion documents in one place. The Dossier will act as the central archiving tool for candidate materials. All information submitted for a review will be copied into the faculty Dossier for archiving or reusability purposes.

Faculty Search: User Roles

Administrators govern and manage an assigned unit within the institutional hierarchy. There can be multiple administrators assigned to a specific unit. Administrators can create, manage, and report on searches at their unit or any unit nested below.
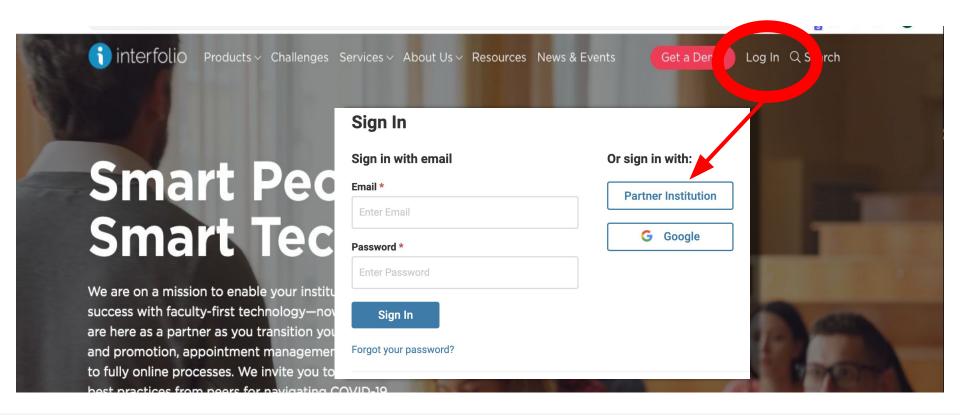
Committee Managers can create and manage searches within a given unit in which they have been assigned to. They can communicate with applicants and committee, control search settings, apply statuses, add applicants and applicant documents and create search reports.

Evaluators are assigned to search committees. Once assigned to a committee, Evaluators can review applications including all documentation and custom form responses. When reviewing applicants, evaluators can apply labels and evaluate applicants using a five star rating system.
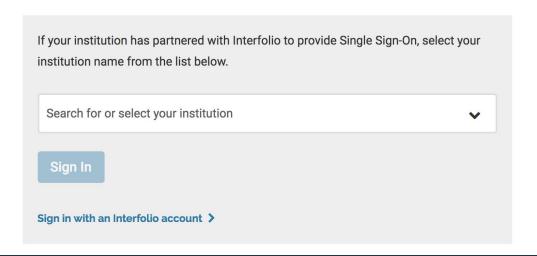
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Search for or select your institution ⌄

Sign In

Sign in with an Interfolio account ❯

Don't have an account? Sign up now.
Use Interfolio's suite of services to simplify your academic life.

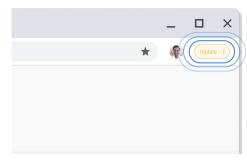**Sign Up**

Questions

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Interfolio Pro Tips/ Universal Practices

- Preferred Browsers: Google Chrome and Mozilla Firefox

- Ensure you are always using an up-to-date browser

- Do not select the browser back button!

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Case Western Reserve University › Positions

Test Assistant Professor

⚠ This position is currently in the process of being approved.

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Interfolio Resources

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