



INTERFOLIO FACULTY SEARCH APPROVE A HIRING POSITION

Tulane



INTERFOLIO FACULTY SEARCH

APPROVE A HIRING POSITION

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WHAT IS INTERFOLIO FACULTY SEARCH?

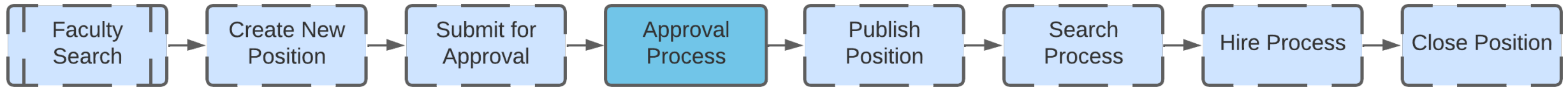
Interfolio Faculty Search is an online platform designed to streamline the faculty recruitment process for academic institutions. It offers a comprehensive suite of tools to manage job postings, collect applications, review candidate materials, and make hiring decisions.

Key Features include:

- Approval Process for a requested faculty position
- Job posting to multiple job boards
- Management of individual applications
- Secure request and review of confidential letters of recommendation
- Gather EEO data
- Committee review

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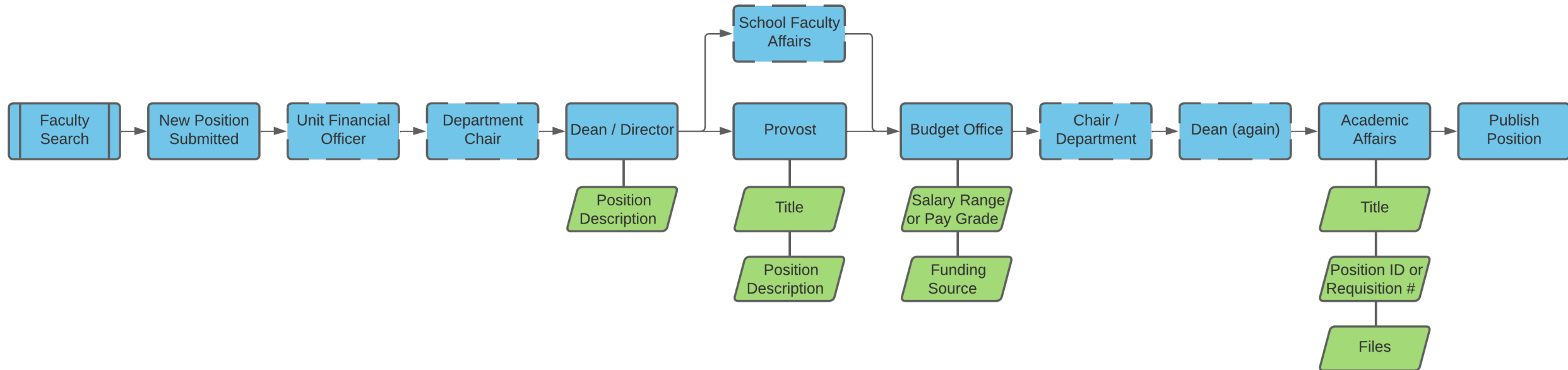
PROCESS OVERVIEW



This document focuses on the third step, “Approval Process”.

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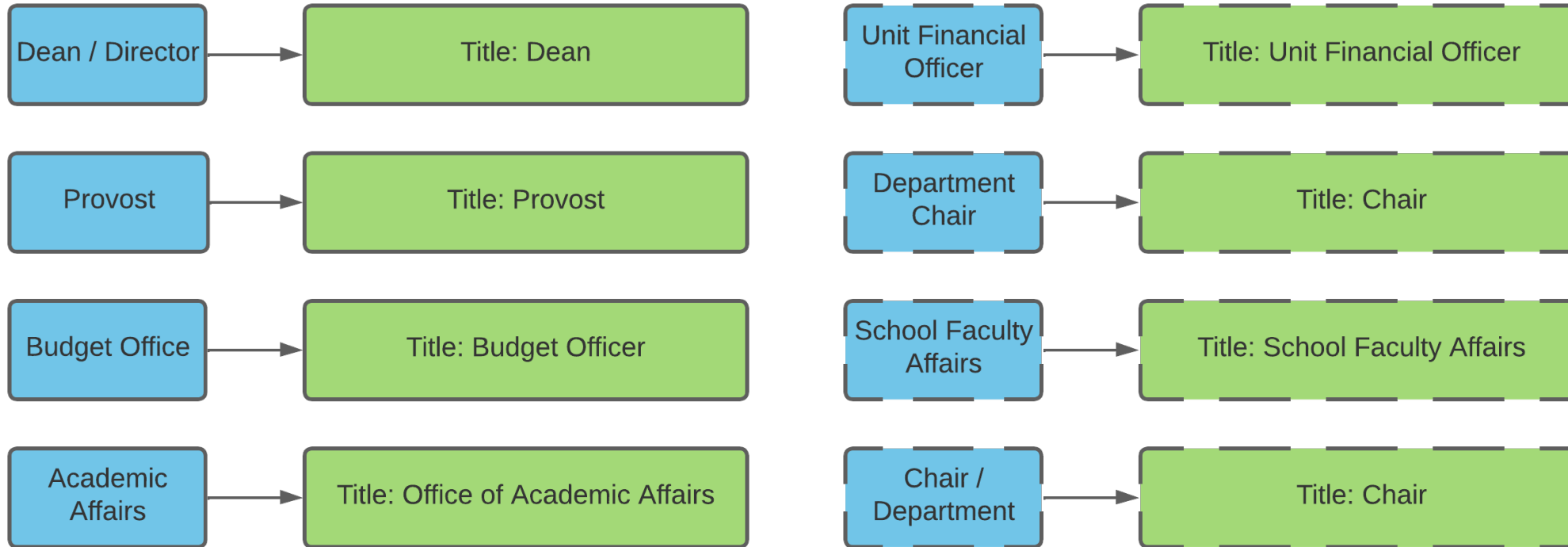
POSITION APPROVAL PROCESS



More detail for each step in this process will be provided in the following pages.

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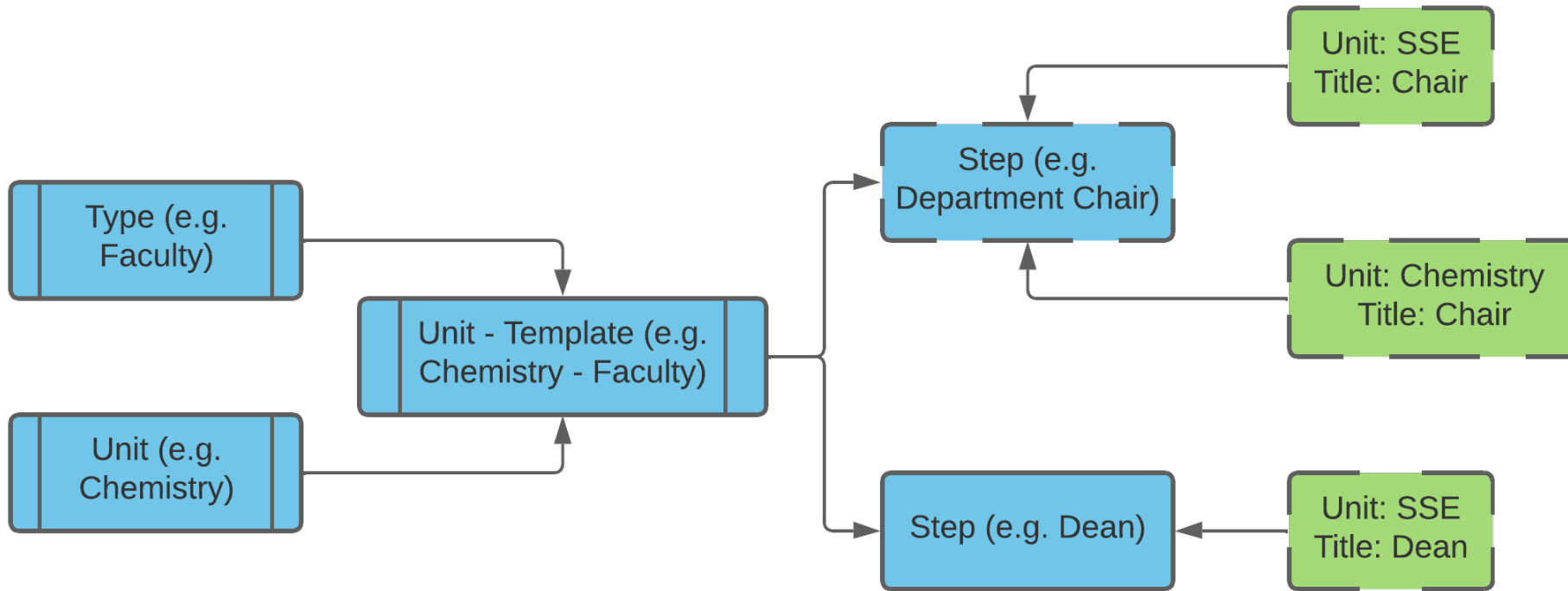
DEFINING APPROVERS



Each Approval Step has one or more Approvers assigned to it, based on the Title(s) that have been assigned to their Faculty Search user account.

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HOW APPROVERS ARE ASSIGNED

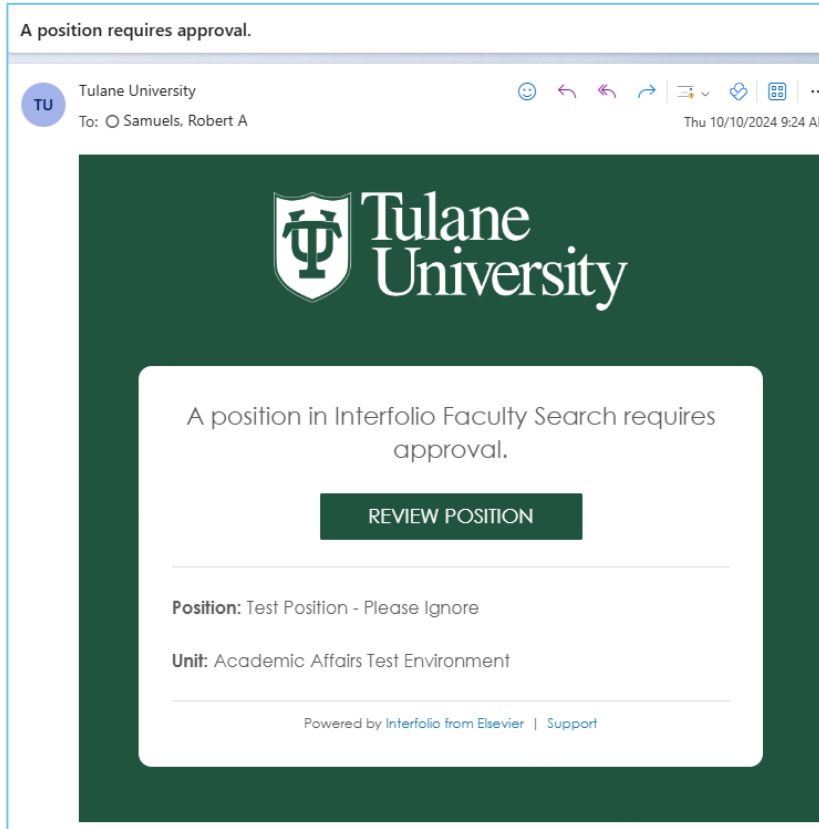


The Type and the Unit that are assigned to the Position will determine which Template is used for the approval process.

For each step in the approval process, the people with the correct Title for that Unit (and the Units above it) will be assigned as approvers.

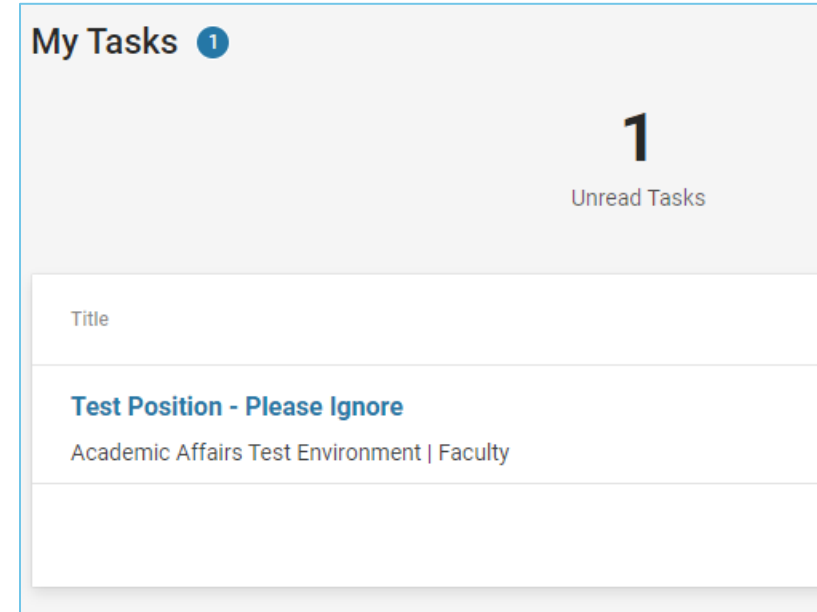
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HOW TO VIEW A POSITION (1)



When a new position has been forwarded to an approval step that you need to approve, you will receive a notification email like the one on the left.

You can also check your Home Page in Interfolio and you will see your Unread Tasks, including any new positions that you need to approve, like the image to the right.



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HOW TO VIEW A POSITION (2)

Tulane University > Positions >

Test Position - Please Ignore

Position Actions ▾

Current Step
Step 1 of 4: The Dean

Currently assigned to
Bob Samuels (rsamuels3@tulane.edu)

Position Details Applicant Review Details Internal Information

▾ Position Information Edit

Unit
Academic Affairs Test Environment

Position Type	Location
Faculty	Test

When you click on the email link or the Task link on your Interfolio Home Page, you will be taken to the position information, which you can then review.

There are three tabs that access three different pages of information: **Positions Details**, **Applicant Review Details**, and **Internal Information**.

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POSITION DETAILS

Position Details Applicant Review Details Internal Information

▼ Position Information

Unit
Academic Affairs Test Environment

Position Type
Faculty

Location
Test

URL
http://apply.interfolio.com/157011
Use the URL to announce your opening online. The position can be published once it is approved.

Open Date
Oct 31, 2024

Close Date
No date set

Description
Test

Qualifications
-

Application Instructions
-

EEO Statement
Equity, diversity, and inclusion are fundamental to advancing intellectual rigor, learning, and scholarship. Tulane University the basis of age, shared ancestry, color, disability (and including mental disorder, learning disability, physical disability), ge race, religion, sex, sexual orientation, veteran status, or any other status or classification protected by federal, state, or loc We encourage all qualified candidates to apply. We are intentionally seeking candidates who are committed to fostering e

The **Positions Details** tab contains the following information:

- Unit (can not be edited after creation)
- Position Type (can not be edited after creation)
- Location
- Open Date and Close Date
- Description
- Qualifications
- Application Instructions
- EEO Statement (should not be edited)

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APPLICANT REVIEW DETAILS

Position Details **Applicant Review Details** Internal Information

▼ Required Documents

Document Type	Number Required
C.V.	1

▼ Required Forms

Name

Candidate Additional Information Form

EEO form - Tulane

▼ Criteria

Name

Research

▼ Committee Members

Name	Email	Role
Bob Samuels	rsamuels3@tulane.edu	Committee Manager

The **Applicant Review Details** tab contains the following information:

- Required Documents
- Required Forms
- Criteria
- Committee Members (and their roles)

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INTERNAL INFORMATION

Position Details	Applicant Review Details	Internal Information
Position ID or Requisition Number Test		
Appointment Type Fixed Term		
Rank Test		
Title Test		
Discipline Test		
Position Term —		
Anticipated Start Date —		
Salary Range/Pay Grade —		
Funding Source —		
Hiring Plan —		
General Notes —		
Files —		

The **Internal Information** tab contains the following information:

- Position ID or Requisition Number (the IRC number, IRCxxxxxx)
- Appointment Type
- Rank
- Title
- Discipline
- Position Term
- Anticipated Start Date
- Salary Range / Pay Grade
- Funding Source
- Hiring Plan
- General Notes
- Files

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HOW TO APPROVE A POSITION

Test Position - Please Ignore Position Actions ▾

Current Step
Step 1 of 4: The Dean Send back Approve

Currently assigned to
Bob Samuels (rsamuels3@tulane.edu)

Position Details Applicant Review Details Internal Information

Position Information Edit

Unit
Academic Affairs Test Environment

To approve a position, click the **Approve** button.

You will then be taken to page where you can choose to send a personal message to the next step in the approval chain (or not).

When you are done, click the **Send** button.



Approve Position

Approving the position will send the position to the next step in the process.

Position
Test Position - Please Ignore

Send To
Step 2 of 4: The Provost

Personalize Message
 Include a personal message to the members receiving access.

From Name Reply to email address
Bob Samuels rsamuels3@tulane.edu

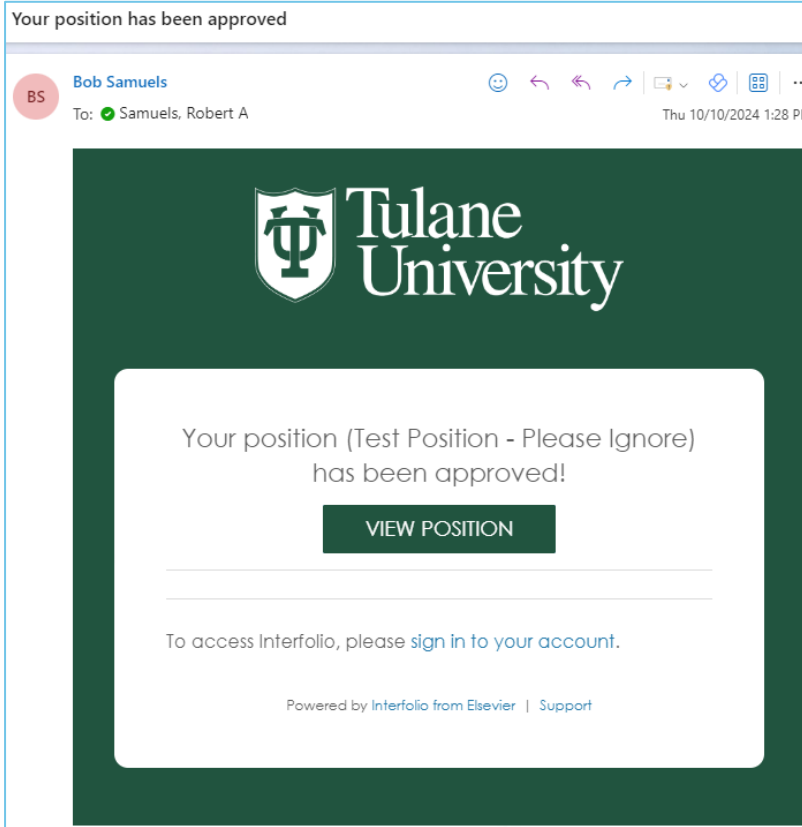
Subject *

Message *

Send Cancel Preview

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ONCE YOUR POSITION IS APPROVED



When a new position has been approved at each step, you will receive a notification email like the one on the left.

If you click on the link, you will see a page like the one below.

Tulane University > Positions >

Test Position - Please Ignore

[Position Actions](#)

Unit	Status	Opens	Closes
Academic Affairs Test Environment	n/a	Oct 31, 2024	No date set

! This position is not open. Once the position is open and accepting applications, you will be able to review received applications.

[Edit Position](#)

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PUBLISHING THE POSITION

Tulane University > Positions > Test Position - Please Ignore >

Position Summary

THIS POSITION IS: Closed to New Applicants

Open Date *
10/31/2024

Deadline
 Rolling Deadline
 Specific Date

POSITION ADVERTISING: private
"Apply Now" page is **not published**

PUBLISH

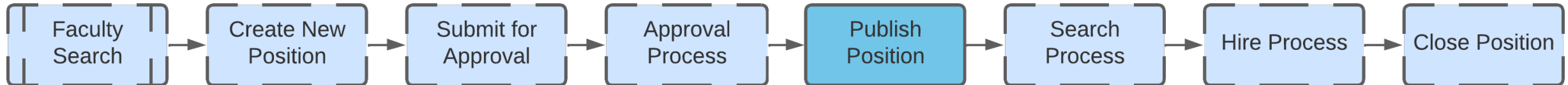
URL
The position must be published to activate the URL.

POSITION STATUS: Please set an initial status for your position.
Update Status

If you click on the **Edit Position** button, you may see that you need to **Publish** the position and that you might need to set the **Status** for the Position, see left.

If necessary, click the **Publish** button to Publish the Position.

If necessary, click the **Update Status** button to set the Position Status to *Accepting Applications*.



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Interfolio Faculty Search Approve a Hiring Position



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