



January 2021

EEO Reports for Applicant Pools Available for Faculty Searches

EEO reports for ongoing searches in your department, gathered by Anneliese Singh, Associate Provost for Diversity and Faculty Development and Administrative Program Coordinator Joey Couvillion in the Office of the Provost, are now available. The EEO Reports give you the demographic info reported by applicants related to URM (race/ethnicity), gender, disability status, and veteran status. These numbers can help you understand whether you have wide and deep diversity in your applicant pool before you move the search forward. The transmission of these reports will be a regular feature of all job searches in the future. Deans will receive these reports monthly until a search is completed (please let [Kady Weingart](#) know if a specific search position is closed).



Faculty Search Training



If you are interested in a search committee training now or in the future, please email [Anneliese Singh](#). The Office of the Provost is beginning to strengthen our processes for supporting EDI in faculty and other searches on campus, and we welcome feedback. Conversations are underway with Human Resources and the Office of Institutional Equity to identify more equitable hiring practices in building diverse applicant pools. In the interim, leaders can work with your HR Business Partner contact to pull EEO Reports for a staff positions.

Clarification: Contact Reference VS. Letter of Recommendation

Interfolio offers many options when setting application requirements for faculty hiring. "Contact Reference" and "Letter of Recommendation" - are two such settings that have caused confusion for applicants and position managers.

"Contact Reference" should be used when seeking to collect the names and contact information of individuals which the committee or hiring manager would like to speak with regarding the candidate's application.

The "[Confidential] Letter of Recommendation" setting (sometimes referred to as "Letter of Reference") should be used when seeking formal, written statements in support of a candidate. Interfolio offers confidential collection of these documents through their external review platform. Interfolio has a very informative [guide](#) available showing how an applicant can request a confidential letter during the application process.



Canvas Course Roles



Please note that effective Spring 2021, the Teacher and Student course roles in Canvas are reserved for the official instructor(s) of record and students of record, as listed in Banner. All additional course members should be manually assigned through Canvas using one of the alternate roles based on the their involvement in the course. **Please click on the stamp for additional information about teacher and student course roles.**

New Postdoc Offer Letter Available

We have created a new Postdoc offer letter template. This new template is located in the Provost Office offer letter template folders in box and includes the following updates:

- All Postdocs will now have one (1) year renewable appointments with a five (5) year term limit.
- All Postdocs are required to have an Individual Development Plan (IDP) on file detailing their duties and responsibilities.
- All Postdocs must be reviewed at the end of each year before being renewed.



This new template should be used for all new Postdoc appointments. If you do not have access to the Provost Office offer letter templates in box, please [contact us](#).

Reminders

Interfolio Position Titles

There are two end-of-title add-ons which prevent an Interfolio position from posting. The first, " - SEARCH WAIVER" should be used **only** when requesting to waive a full search. The second, " - DO NOT POST" should be used for all other instances, such as adjunct postings.

Course Evaluation Results Available

Results of the Fall 2020 course evaluations are available to faculty and administrators through the Course Evaluations menu item in Gibson. Questions or requests for evaluation results from prior semesters should be directed to courseeval@tulane.edu.

Academic Personnel Review

Please review the [Timetable for Academic Personnel Review](#) for upcoming deadlines.

To see all of our policy documents please visit the [Office of Academic Affairs website](#).

Previous editions of the Policy Post are available [here](#).

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