
INTERFOLIO FACULTY SEARCH

User Guide

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BAYLOR UNIVERSITY

Introduction

Welcome to Baylor University's Online faculty recruitment system. The following instructions focus specifically on the faculty hiring process.

You will use this system to:

- Create and submit recruitment requisition requests to the Office of the Provost
- View applicants to your requisitions
- Request approval to interview and to hire applicants
- Notify the Provost's Office of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:

- Faster processing of employment information
- Up-to-date access to information regarding all your requisitions
- More detailed screening of applicants' qualifications – before they reach the interview stage

We have provided these training materials to assist with your understanding and use of this system.

Getting Started

Logging In

To log in, go to the Interfolio login site

<https://account.interfolio.com/login>

Click the "Partner Institution" button. Start typing "Baylor" and select Baylor University from the drop-down menu. Click Sign in. You will be taken to the Duo authentication page. Once you have completed the authentication, you will land on the positions page. If the page header does not say "Positions", select the Positions option from the side menu. If you have Administrator access, you should see any positions to which you have access displayed in a table.

To create a new position, follow the instructions on the following pages

Creating a Position Requisition

Click on the “New Position” button in the top right corner to begin a new requisition.

Type: *

Select the template you will use from the dropdown Box:

Faculty: Use for all full-time faculty assignments (Temporary, Clinical, Contract, Tenure Track)

Part -Time Faculty: Use for all part time faculty assignments

Academic Professional: To be used for Librarians only

NOTE: Once you set the position type and click create... you will not be able to edit the position type. If the position type needs to change, you will have to start over again. Be sure you select the correct template type.

Search for or Select Unit:

After selecting the position type, you will need to select the unit where the new position will be located from the “search For or Select Unit” drop down menu. All Baylor units should be loaded into the menu. If you do not see your unit, please contact Academic Affairs.

What kind of Position would you like to create?

Select either:

A new position – you will start from scratch and enter in all information required

Clone from an existing position – items will populate from the position you are cloning

Select Create or Cancel

Position Information Description & Dates

Position Title:*

To create continuity that supports reporting and a user-friendly applicant interface, position titles must start with rank, then title, then classification, then area of specialization/assignment, all spelled out.

Example: Assistant Professor, Tenure track, Biological Sciences

This title order and avoiding the use of abbreviations is especially important because it helps applicants effectively navigate the Job Board and will help you easily find positions on your positions list.

Location:*

Enter the City and State for this position - Example: Waco, Texas

Position Type:*

This field automatically populates based on template type selected above.

Open Date:*

The date you would like to start the posting and start accepting applications. This date cannot be retroactive.

Regardless of the date you enter here, the position will not go live until it has been reviewed and approved through the workflow process. Units should have realistic expectations when setting a position open date.

Deadline:*

This is the date that you want to stop receiving applications. The search will not close when you reach this date, but new applicants will not be able to apply without extending this date. You must include a deadline date. Extending the position deadline date after the search has been approved will not require another round of approvals – however the change will need to be sent to the provost’s office for adjustment in the system.

Please Note - We will not be using rolling deadlines. This date shows as “close date” to the applicant.

Each year all current year searches must be closed out – The Deadline should not cross the start of the fall semester in any given year

Take care to post the position for the 30-day minimum if eligibility for permanent residency is a possibility

Position Description:*

Please note: This information is visible to applicants and the information here should mirror advertisements posted in other recruitment outlets.

This field should describe the primary duties and responsibilities of the position for which you are recruiting.

Minimum requirements for this section include: Appointing unit, rank and title, discipline, indication of full or part time status (should match up with template selected), service period, clarity on tenure or clinical status, anticipated start date, number of positions your search is approved to fill, and a brief list of essential functions and expectations.

Qualifications:*

This field must include the minimum educational requirements for the position and should include desired/preferred qualification as applicable.

Units who anticipate the potential of hiring a non-U.S citizen whom they would want to sponsor for permanent residency should contact the Office of General Council to obtain the appropriate paperwork.

Application Instructions:*

All applications materials should be submitted through Interfolio. Provide detailed instructions regarding required and optional applicant documents. If you have included an “other document” for applicants to attach, you should use this field to explain what should be attached to that link.

See required documents section below.

EEO Statement:*

This field automatically populates and cannot be changed/deleted at user level. No action is necessary.

Required Documents

Required documents must be attached for the applicant to complete and submit their application.

Select “Add Requirement”:

Please note – the CV is a required document. You must include this document for all faculty searches. You may add as many documents as you require from the drop-down list.

You may add required documents that are not on the list by selecting “Other Document” and including in that selection the description of what this document should be.

Additional Applicant Options:

Select “Applicants may add additional documents” if documents on your list are recommended but not required.

Select “Send a message on application submission” if you would like the applicant to receive an email upon completion of their application.

Evaluation Settings:

See the separate instructions for this section. This step is not required.

Application Forms:

If your college/department has a standardized application form, you may add that form in this section and require applicants to complete that form.

Please note – the Baylor EEO form is required and can’t be removed from this page. All applicants will route through this form.

Search Committee:

To extend evaluator access to personnel who will serve on your search committee, each search committee member must be added to the requisition.

Click “Add Members” or “Add Manager” to view personnel already loaded into the system. You can search by name or email. Repeat this process until you have added all search committee members. To remove a search committee member, simply click the X.

ALL tenure track and clinical searches must have a search committee. In addition, search committees must be diverse with respect to race and sex.

Targeted hires (full time temporary adjuncts) should NOT have a search committee if you have identified in advance the temporary appointee.

Internal Notes

Position ID or Requisition Number:

Position number or some other identifier should be included here. If the position is new and you don't have a line item with the funding in your budget, state “New”. Additional information about funding sources will be included below.

Rank:

You must use the following terminology

Assistant Professor
Associate Professor
Full Professor
Professor (all ranks)
Instructor
Lecturer
Senior Lecturer

If multiple ranks, type out each rank – comma delimited.

Example - Assistant Professor, Associate Professor

Academic Professional (for Librarians only)

Assistant Librarian
Associate Librarian
Librarian
Librarian (all ranks)

Title:

You must state employee status – use the following terminology

Temporary or Regular

Then include one of the following:

Tenured

Tenure track

Clinical

Non-Tenure Track

Example: Temporary, Clinical

You may list other information such as:

Department Chair

Director of X

Discipline:

You should describe the teaching or research discipline

Example – Physics, Mechanical Engineering, Social Work

Position Term Length:

Select the appointment term from the drop-down list

Example – 10-month or 12-month faculty position

Anticipated Start Date:

Select date from the calendar or type in the date

Salary Range or Pay Grade:

Include information regarding estimated pay range

Funding Source:

Enter Chart of account info - Entity, Dept, Fund, Designation, Account, Purpose, position number

This information should reflect where the funding resides in your budget.

Hiring Plan:

Describe how and where you will be advertising for this position. Enter a list of outlets where you will post your advertisement. (Example – journals, listservs, job boards, etc.) Be sure to include details regarding your good faith efforts to ensure a diverse candidate pool (race and sex). All tenure track, clinical, and contract hires full time hires will be reviewed for this information by our EEO officer.

DO NOT leave this field blank unless this is a targeted hire where there will not be a search.

General Notes:

Details about this position – If it is a replacement, you should list the incumbents name. If it is new, you should clearly document this. Provide as much information as possible in order to avoid delays that result from having to call or send back the requisitions for clarification.

File Attachments:

Add documentation for committee members to access – could be best practices or committee notes.

Submitting the Requisition for Approval

Once you have completed the steps to create a position, a review screen will pop up that includes all information entered during the process. Before clicking the “Submit for Approval” button, check through all sections to make sure they are complete, accurate and that the content is compliant with these policies. Once the requisition has been submitted, it will begin working its way through the approval workflow.

Approving a Requisition

If you are assigned to approve requisitions, you will receive an email notifying you that a requisition requires your approval. Clicking “Review Position” opens the requisition approval page that displays the current step and who the step is assigned to for approval.

After your review, select “Approve”. This opens a page that lists the approver(s) for the next step in the workflow. The approver(s) will receive an email indicating that a selection has been made and is awaiting their approval. You can personalize this email with a message to the approver. You must include a message if the box is checked for the personalized message, otherwise you will not be able to send the approval to the next step. Uncheck the personalized message box if you do not want to send a message.

Click “Send” when you are ready to forward this requisition to the next approval level.

Sending a Requisition Back

If a selection is not approved, click “Send Back” to return the requisition back to an earlier step for correction or changes. Indicate the step in the workflow you are sending the position back to and personalize the message that will alert approvers at that step. Approvers at that step will receive an email indicating that a position requires their attention.

Note: With POSITION approval, you can send your position back to any previous step in the workflow and when it’s resolved, it will return to the step that sent it back.

*These items post to the applicant site