Faculty Searches and Hiring

2019

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Getting Started

Resources for running searches:

- The DOF website (searches and hiring section)
- Interfolio's help desk (877.997.8807)
- Dean_of_Faculty@brown.edu

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Setting up a Search

All searches must be run through Interfolio.

- Regular faculty searches require prior approval
- Non-regular faculty searches can be set up without approval but must be approved before launch
- All searches require a few basic pieces...

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Requirements for all searches

- A job description that includes: the term of the job, a description of duties, required documents, and that requires evidence of commitment to diversity and inclusion

- Required documents set in Interfolio

- A soft deadline (e.g. "Applications received by X will receive full consideration, but the position will remain open until filled)

- A search committee chair and diversity rep

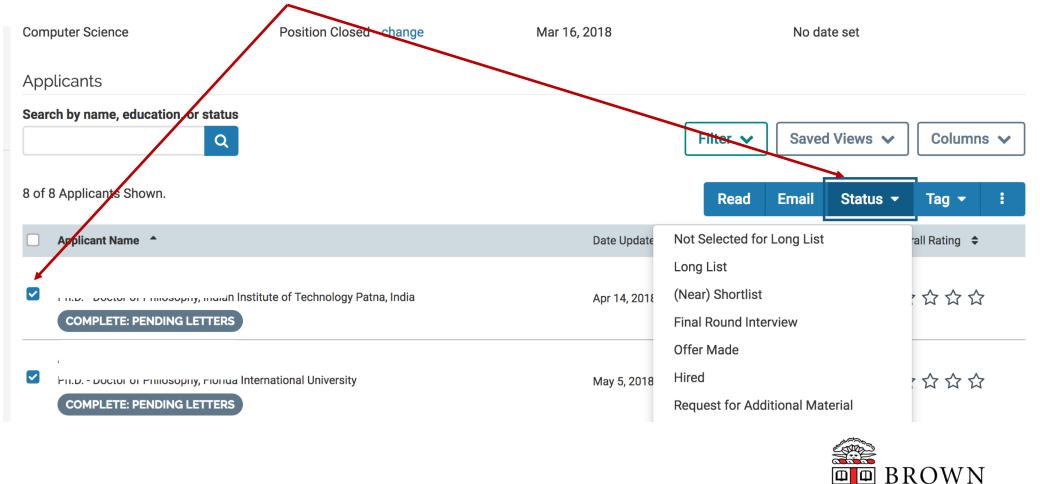- A plan to attract a large and diverse pool of applicants

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Running the search

1. Post your ads (DOF will post to HERC)

2. Faculty should reach out to likely candidates or candidates' mentors, especially with an eye to diversifying the pool

3. After the deadline has passed, the committee will review applications to create a long-list or a near-short-list

4. Mark all applicants with the status of "long-list," "not long-list," or "(near)shortlist" in Interfolio.

5. The committee may conduct remote interviews with, or ask for more material from, members of the long-list without prior authorization

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The Long List

Set the long list by checking the boxes next to each applicant and choosing either "long list," or "not selected for long list" from the "status" menu.

First set of reports

- The first two reports (Interim Pool and Diversity) are due before campus interviews (or remote interviews that take their place) may be scheduled

- Candidates must be marked as "(near)shortlist" or as "long-list" or "not long-list" before the Interim Pool Report can be generated

- The chair of the committee will normally submit the Interim Pool report while the Diversity Rep will submit the Diversity report

- All reports can be accessed through our new web portal: https://apps.cis.brown.edu/faculty-hiring/

- I will give your unit chair, search chair, and diversity rep access to the portal at the start of the search

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Reporting Portal

Faculty Hiring
Logged in as: Joel Revill

Positions

| Position Title Filter | Select a unit | Select a position type | Filter | Clear |

○ Not Submitted   ● Awaiting Approval   ? Updates Requested   ✔ Complete

Id	Title	Unit	Diversity Report	Interim Pool Report	Diversity Report Update	Compliance Report	Actions
48076	Postdoctoral Research Associate in Annenberg	Annenberg Institute	○	○	○	○	View

Click "view" to see specific reports

Reports

Type	Status	Action
Diversity Report	○ Not Submitted	View
Interim Pool Report	○ Not Submitted	View
Diversity Report Update	○ Not Submitted	View
Compliance Report	○ Not Submitted	View

Documents

- GAN_R305H190035.1.1.pdf20190613-3750-1yugc7z.pdf

Continuing the search

- Once the Interim Pool Report is approved, whomever submitted it will receive an automated approval email; you can now mark candidates as "final round interview"

- You may now schedule on-campus (or virtual) interviews with finalists

- The search committee will make their final recommendations and the department will discuss and vote (for regular faculty searches)

- You should upload minutes of the relevant faculty meetings and a memo from the chair to Interfolio. The chair can now submit the Compliance Report and the Diversity Rep can submit the updated Diversity Report using the same process described above.

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Concluding the search

When the compliance report is approved, whomever submitted it will receive an automated email

Regular Faculty Searches

- The chair should be in touch with the Dean to discuss terms of an offer

- The formal offer will always come from the Dean's office

- The department should generate a corresponding letter with details on teaching, office space, etc.

Non-Regular Faculty Searches

- Once the Compliance Report is approved, the search committee chair can make an offer

- The formal offer will always come from the Dean's office

- Submitting a FAF through Workday will trigger the offer

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Closing the search

Once all offers have been accepted or rejected, you will need to close the search in Interfolio.

Choose "close position" in "position actions," then indicate whether a hire was made.

Brown University › Positions ›

Postdoctoral Research Associate in Data Science

Unit	Status	Opens	Clo
Data Science Initiative	Offer Made change	Apr 15, 2019	No

Position Actions ⌄

Edit Position
View committee
View position activity Log
View position details
View referral sources
Add new applicant
Close position

Applicants

Search by name, education, or status

[   ] 🔍   Filter ⌄

Final Round Interview ✕   **Save**   **Clear Filters**

2 of 2 Applicants Shown.

☐	Applicant Name ▲	Date Updated ⬍	Applicant Status	Tags	My Overall Rating ⬍

Brown University › Postdoctoral Research Associate in Data Science ›

Closing Position

Was an applicant selected?

◉ Yes

◯ No

Select Applicant(s)
You must select at least one applicant to continue.

➕ Add Applicant

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