

**INTERFOLIO FACULTY SEARCH - CREATE NEW POSITION**

NOTE 1: Please add your search committee manager and members to Faculty Search Users list before creating new position. All search committee participants must be added to "Users" list in "Users & Groups" tab on left side of Faculty Search Home Page in order to be added to committee. If you do not have access or need assistance to add a user, please contact your VP Coordinator in Dean's office

NOTE 2: **Basic instructional links for Interfolio Faculty Search process are listed below on the last page.**

Select "Positions" tab on upper left side of Faculty Search Home Page (Individual would see all positions to which they have access)

Click "New Position" at upper right corner of position page ( Brings you to "Create Position" page)

<b>Type</b>	Select position type from drop down menu: (option 1 or 2 only) <ol style="list-style-type: none"> <li>1. Prov Tenure Track</li> <li>2. Prov Non Tenure Track</li> </ol>
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<b>Search for or Select Unit (Hiring Department)</b>	Search/Select Department from drop down menu
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<b>What kind of position would you like to create?</b>	Choose option 1 or 2: <ol style="list-style-type: none"> <li>1. A new position</li> <li>2. Clone from an existing position (if choose clone, you will need to search and select the position to clone)</li> </ol> <p>Then click "Create"</p>
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<b>Position Title</b>	<p>"Position Title" is a free-form text field. <u>Please check to confirm "position title" is spelled correctly when entering.</u> Position Title must follow format below (which is exactly how title will appear in posting)</p> <p><b><u>"POSITION TITLE" ENTRY FORMAT:</u></b>          POSITION TITLE – DEPARTMENT/SPECIALIZATION (IF APPLICABLE), COLLEGE/SCHOOL/CENTER-INSTITUTE, DIVISION  <b>*NOTE: PREFACE WITH PART-TIME AS APPROPRIATE</b></p> <p><b>EXAMPLES - POSITION TITLE:</b></p> <ol style="list-style-type: none"> <li>1. Assistant Professor - Physical Oceanography, School of Marine and Atmospheric Sciences, Division of Marine Sciences</li> <li>2. Assistant Professor – Quantitative Finance, Applied Mathematics &amp; Statistics, College of Engineering and Applied Sciences</li> </ol> <p><b><u>POSITION TITLES FOR PROVOST TENURE TRACK:</u></b> Professor, Associate Professor, Assistant Professor, Librarian, Associate Librarian, Senior Assistant Librarian, Assistant Librarian</p> <p><b><u>POSITION TITLES FOR PROVOST NON TENURE TRACK:</u></b>          Lecturer, Research Assistant Professor, Research Associate Professor, Research Professor, Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor</p>
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<b>Location (Campus Location)</b>	Stony Brook, NY (alternate: Southampton, NY or Manhattan, NY)
<b>Open Date</b>	Select date when candidates may begin applying to position
<b>Close Date</b>	Date when no longer wish to receive new applications (choose option 2 only) <ol style="list-style-type: none"> <li>1. Rolling Deadline (DO NOT USE)</li> <li>2. Specific Date (enter deadline date up to 6 month posting. If needed, may request to repost.)</li> </ol>
<b>Position Description</b>	Describe position with as much detail as possible. Must include: <ol style="list-style-type: none"> <li>1. "Tenure Track" OR "Non Tenure Track" position in "Department"</li> <li>2. Full-Time OR Part-Time</li> <li>3. List Responsibilities/Description of duties – ex: teaching/research/curriculum/service/mentoring</li> <li>4. Anticipated Start Date (as required per Dean area)</li> </ol> <p><b>OPTIONAL:</b> Include salary range/salary dependent upon qualifications/commensurate with experience, etc, in "Position Description" section.</p>
<b>Qualifications</b>	Must list "Required" and "Preferred" qualifications, Required ex: PhD (or equivalent), Preferred ex: teaching/research experience
<b>Application Instructions</b>	List required/preferred documentation to be submitted by the applicant and required format if necessary. "CV" is a "required" document for all searches. (Document type examples: C.V., cover letter, teaching statement, research statement).
	<p><b>ONCE ABOVE REQUIRED/PREFERRED DOCUMENTATION IS ADDED, THE FOLLOWING REQUIRED INFORMATION MUST BE INCLUDED IN APPLICATION INSTRUCTIONS SECTION:</b></p> <p><b>REQUIRED INFORMATION:</b></p> <p>All application materials must be submitted online. Please use the Apply Now button to begin your application. For technical support, please visit Interfolio's Support Site (<a href="https://support.interfolio.com/">https://support.interfolio.com/</a>) or reach out to their Scholar Service Team at <a href="mailto:help@interfolio.com">help@interfolio.com</a> or (877) 997-8807.</p> <p>For questions regarding this position, please contact [ADD DEPARTMENT CONTACT HERE] at [DEPARTMENT CONTACT EMAIL].</p>

**Special Notes**

[SPECIFY IF TENURE OR NON-TENURE TRACK] Non-Tenure Track position. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. **Anticipated Start Date:** As soon as possible.

**Campus Description**

[ADD CAMPUS AND/OR DEPARTMENTAL DESCRIPTIONS]

**The selected candidate must successfully clear a background investigation.**

In accordance with the Title II Crime Awareness and Security Act, a copy of our crime statistics is available upon request by calling (631) 632- 6350. It can also be viewed online at the University Police website at <http://www.stonybrook.edu/police>.

SBU campus description:

Stony Brook University, one of four research-intensive campuses within the State University of New York (SUNY) system, is widely regarded as its flagship. The University embraces its mission to provide comprehensive undergraduate, graduate and professional education of the highest quality, and its rankings bear that out. It's included among the top 1% of universities in the world by the 2018 QS World University Rankings and among the top 40 public universities by U.S.News & World Report's 2020 Best Colleges rankings. It is a member of the prestigious Association of American Universities, composed of the top 62 research institutions in North America. As Long Island's largest single-site employer, Stony Brook has nearly 15,000 full- and part-time employees, including more than 2,700 faculty. It enrolled roughly 26,800 students in fall 2019 — 17,900 undergraduate students and 8,900 graduate students — and offers more than 200 majors, minors and combined-degree programs. The Department of Athletics supports 18 Division I varsity intercollegiate athletic programs that compete at the highest level within the NCAA. Located approximately 60 miles east of Manhattan on Long Island's beautiful North Shore, Stony Brook is situated on 1,454 wooded acres, encompassing 13 schools and colleges; a Research and Development Park; world-class athletics facilities, including an 8,300-seat stadium and a 4,000-seat arena; and Stony Brook Medicine, Long Island's premier academic medical center. Also part of the University is a teaching and

	<p>research campus in Southampton, New York, which offers graduate arts programs and is the site of the Marine Sciences Center. In addition, Stony Brook has a role in running, and performs joint research with, Brookhaven National Laboratory, the only Department of Energy Laboratory in the Northeast. Home to the Emerson String Quartet, the Pollock-Krasner House in East Hampton, NY, and the Humanities Institute, with endeavors that extend to the Turkana Basin Institute in Kenya and the Ranomafana National Park in Madagascar, Stony Brook sustains an international reputation that cuts across the arts, humanities, social sciences and natural sciences.</p> <p><b>“SPECIFIC COLLEGE” DESCRIPTION</b> - “College” description may be added by department administrator creating position. If Department chooses to add a College description, must place description at the end of application instructions section.</p>
<p><b>EEO Employment Opportunity Statement</b></p>	<p>OIDE embedded statement listed on every posting</p>
<p><b>Save and Continue / Skip Step</b></p>	<p>Reminder: Upon completion of each position section you will be prompted to “Save and Continue” or “Skip Step.” If you do not need to view/update a particular section you may select skip step. You must select “save and continue” when updating your position.</p>
<p><b>Required Documents (“Applicant Instructions” required documents. Applicant must include with application)</b></p>	<p>Click “Add Requirement” which brings you to “Add Document Requirement” pop up window. . “CV” is a “required” document for all searches.</p> <ul style="list-style-type: none"> <li>▪ “Document Type” - select type from drop down list (example: cv, cover letter, teaching statement)</li> <li>▪ “Number Required” - select from drop down</li> <li>▪ “Requirement Note” - List additional note if needed</li> <li>▪ Click “Save.”</li> <li>▪ Repeat above for additional required documents</li> </ul> <p><b>NOTE:</b> If you don’t see the document type you require then select “Other Document” from “Document Type” drop down list, then add:</p> <ul style="list-style-type: none"> <li>▪ “Number Required” - select from drop down</li> <li>▪ “Requirement Note” - List document name/description</li> <li>▪ Click “Save.”</li> </ul>
<p><b>Additional Applicant Options</b></p>	<p>Option for applicant to “add additional documents.” (You may grant applicants the ability to include additional materials with their application. If you have documents that you recommend, but don’t require as part of the application, you should select this</p>

	<p>choice). If you choose this option you would select the check box referenced below.</p> <ul style="list-style-type: none"> <li>○ Applicants may add additional documents</li> </ul> <p>Option to “send a message” - Additional checkbox below may be checked if you want to send a message on application submission: (If select this option, you will be prompted to add a “Subject” for your email message and add “Body” of your email message to be sent upon application submission.</p> <ul style="list-style-type: none"> <li>○ Send a message on application submission.</li> </ul>
<p><b>Evaluation Settings</b></p>	<p>Evaluation settings are used to create the Resume Screening Device/Rating form which includes required/preferred qualifications, additional variables for the position, administrative/managerial skills. Rating form must also be attached to the Internal Notes section of the position. Click “Add Criterion” to list evaluation criteria used to rate candidates. <u>First letter of each first word under the criterion section must be capitalized</u> (You may drag and drop the criteria in your list to change order to appear in application review process).</p> <ul style="list-style-type: none"> <li>▪ Click “Add Criterion”</li> <li>▪ Add Criterion Name / Examples: Experience obtaining external research funding, agenda for future research, mentoring undergraduate students</li> <li>▪ Click “Save”</li> <li>▪ Add further criteria as needed</li> <li>▪ To delete a criterion, click the x for the specific criteria</li> </ul> <p><b>Blind Review</b> – check box only if evaluators <u>should not</u> see others’ comments and ratings (determined by Dean/Area/Search Committee Manager)</p>
<p><b>Application Forms: (may designate as “Required” by area as needed)</b></p> <p><a href="https://product-help.interfolio.com/m/27443/l/606115-create-a-custom-application-form">https://product-help.interfolio.com/m/27443/l/606115-create-a-custom-application-form</a></p>	<p>List of Application forms created are located under Administration tab/Application Forms. Following forms are designated by Provost area as “Required” forms and will automatically be added to all positions created in Provost area</p> <ol style="list-style-type: none"> <li>1. <b>Stony Brook University Faculty Employment Application</b></li> <li>2. <b>Survey-Provost</b></li> <li>3. <b>Work Experience-Provost</b></li> </ol> <p><b>Note:</b> An additional application form “PhD/Terminal Degree Verification” is included in application forms section for Provost</p>

area but is not required. Please add this form as needed per position.

NOTE: Dean area may create additional application forms as needed for area. Department may request approval from Dean to create specific form available for department use only. (A user's role determines their capabilities. Institutional Administrator, Administrator and Committee Manager have access to create/edit and manage custom application forms. The forms created will be available to positions created at or below the unit displayed)

To begin "Add New Form" process:

- Click on "Administration"
- Check "Settings" at top of Administration page, to confirm you are editing/adding form to the correct administrative unit in the drop down menu (form you create will be available to positions created at or below the unit displayed)
- Select "Application Forms" tab
- Click "+Add" on "Application Forms" page which brings you to "Add New Form" pop up window

From "Add New Form" pop up window, user would:

- "Form Title" – Name the form
- Click "Save"
- "Form Description" (optional - list as needed)
- Option for new form to be required for all new positions. If choosing this option, would select the check box referenced below.
  - This form is required by all new positions
- "Add Question" (option to add sections divider/section heading/section description if needed).
- Question Title – list title
- Help Information – list as needed
- Question Type – select from drop down (Text, Paragraph, Multiple Choice, Check Boxes or Grid)
- Check "Question Required" if applicable.
- Repeat "Add Question" process to complete form as needed
- Once new application form is complete, you may drag and drop the questions to reorder them as needed. Then click "Done" and form will be included in Application Forms.

<p><b>Search Committee</b></p>	<p>Click “Add Manager” to Add Committee Manager and Click “Add Member” to add members of search committee who are designated as evaluators (all search committee participants must first be added to “Users” list in “Users &amp; Groups” tab on left side of Faculty Search Home Page in order to be added to committee. If you do not have access or need assistance to add a user, please contact your VP Coordinator in Dean’s office).</p> <ul style="list-style-type: none"> <li>▪ Committee manager must be assigned the “role” of committee manager in the respective department/area. Committee managers supervise searches at the department level. Committee Managers are responsible for changing applicant statuses throughout the search process, communicating with applicants within the Faculty Search system, oversee committee search members and confirm all members submit required evaluative data for each candidate. Committee Managers can edit settings and statuses (if permissions allow), view reports. Committee Manager Role may be assigned to an administrative staff member or a committee member, as determined by Dean area.</li> <li>▪ Committee member name(s) need to be added to user list, but do not have a “role” and will be listed as an “evaluator.” Evaluators are assigned to one or more search committees by an Administrator or Committee Manager. Evaluators can view applications, add labels to applications, and if permissions allow, can add ratings and comments on applications.)</li> <li>▪ For more information regarding user roles and capabilities, see the help links in final section below for “Managing Users” and select “User Roles in Interfolio’s Faculty Search” and view User Role Capabilities table.</li> </ul>
<p><b>Search Committee Managers and Administrators: Request confidential letters of recommendation</b></p>	<p>Committee Managers and Administrators can request confidential letters of recommendation directly from recommenders on behalf of an applicant.</p> <p>Instructions help link:  <a href="https://product-help.interfolio.com/m/27443/l/683217-request-a-letter-of-recommendation-on-behalf-of-an-applicant#navigate-to-the-applicant-s-profile-page">https://product-help.interfolio.com/m/27443/l/683217-request-a-letter-of-recommendation-on-behalf-of-an-applicant#navigate-to-the-applicant-s-profile-page</a></p>
<p><b>Internal Notes Section: (requirements below)</b></p>	<p>Any information entered on this screen remains private to users at Stony Brook and will never be seen by applicants.</p>
<p><b>Position ID or Requisition Number</b></p>	<p>Dean Area provide LINE # &amp; SBU FACULTY JOBS REFERENCE #</p>
<p><b>Rank</b></p>	<p>Official Title –ex. Assistant, Associate or Full Professor</p>

<b>Title</b>	Add as needed ex: Additional Administrative appointment/Business Title
<b>Discipline</b>	Add Department/Specialty as needed
<b>Position Term Length</b>	Tenure Track list 10 or 12 month. Non Tenure Track 10 or 12 month or leave blank (Semester or biweekly – would be listed in General Notes section)
<b>Anticipated Start Date</b>	Date/Academic Year
<b>Salary Range</b>	Salary info / dependent on qualifications
<b>Funding Source</b>	Account/Grant & PCR #
<b>Hiring Plan</b>	(SUSB Pre-Search and Recruitment Plan) Resume Rating Device, Selection criteria to evaluate/rank candidates. Interview Questions.
<b>General Notes</b>	Example/Position details: 1/2/3 year, term/ temporary appointment, semester/biweekly etc. Add Department contact/email or additional information as needed
<b>File Attachments (Internal Notes Section)</b>	<p>Must include:</p> <ol style="list-style-type: none"> <li>1. Approved PCR(position compensation form)</li> <li>2. Signed Ad Request Form (as needed)</li> <li>3. Resume Rating Device (only required if not using Interfolio's evaluation criteria)</li> <li>4. Interview Evaluation Form. Interview questions MUST be included by the Mid-Search Review.</li> <li>5. Additional attachments as needed (e.g. - Research Support Request/RSR (OVPR), Memorandum of Understanding/MOU)</li> <li>6. Upon selected candidate approval process, attach copy of department acknowledgment letter</li> <li>7. Upon closing position, candidate final approval, and acceptance of official offer, attach copy of Provost Official Offer Letter signed by selected candidate</li> </ol>
<p><b>Create position</b></p> <p><b>Help Link: Submit a New Position for Approval</b></p> <p><a href="https://product-help.interfolio.com/m/27443/l/449026-submit-a-new-position-for-approval">https://product-help.interfolio.com/m/27443/l/449026-submit-a-new-position-for-approval</a></p>	<p>Once position is created, with all required fields completed, the “Submit for Approval” option is listed to the right of the “Edit Position” option for the new position. Department must review all fields of new position for accuracy and once ready to submit for review/approval process, Department will select:</p> <ul style="list-style-type: none"> <li>▪ “Submit for Approval”</li> </ul> <p>Once submitted for approval, the designated approver(s) will receive an automated email message requesting to review the position. Multiple steps/stages for approval process will be listed, e.g. Step 1 of 3, Step 2 of 3 (“Personalize Message” - Option to check box to “Include a personal message to the members receiving access” to approve the position that will go out to the designated approver(s) and click “send” to submit the position to the first step in position approval process).</p>



	Department Approver who initiated the request for position approval will receive an automated email message from Interfolio once the position is approved by all “approvers” in the template workflow for your area.
<b>Publish / URL for Position</b>	In the process of creating a position in Interfolio Faculty Search, you are also creating an "Apply Now" landing page that will announce your position opening online. The unique URL of this landing page will be used to post your position (“Apply Now” will appear on upper right side of your new position page located under SBU Jobs/Faculty Jobs/Faculty and Librarian Positions).
<b>HRS Recruiter</b>	Once position approved by HRS Recruiter, the recruiter will copy and paste the unique URL link and post your new position on SBU Faculty Jobs site and complete advertising process.
<b>IMPORTANT REMINDER:</b>	<b><u>No changes</u> to position descriptions after a position has been approved and posted.</b>
<b>HELP LINKS:</b>	
<b>Help for Interfolio Faculty Search;</b> <b>Under “Creating a Position” menu item on the left you can find the following Free Training Webinars:</b> <ol style="list-style-type: none"> <li><b>1. FACULTY SEARCH: POSITION CREATING AND MANAGEMENT 2019</b></li> <li><b>2. ADDING COMMITTEE MEMBERS AND MANAGERS TO A SEARCH COMMITTEE</b></li> </ol>	<a href="https://product-help.interfolio.com/m/27443">https://product-help.interfolio.com/m/27443</a>
<b>Getting Started – Sign In, Help Options, Best Practices</b>	<a href="https://product-help.interfolio.com/m/27443/c/186904">https://product-help.interfolio.com/m/27443/c/186904</a>
<b>Managing Users</b>	<a href="https://product-help.interfolio.com/m/27443/c/101454">https://product-help.interfolio.com/m/27443/c/101454</a>
<b>Administration: Managing Program Settings, Permissions, EEO</b>	<a href="https://product-help.interfolio.com/m/27443/c/221322">https://product-help.interfolio.com/m/27443/c/221322</a>
<b>Creating a Position</b>	<a href="https://product-help.interfolio.com/m/27443/c/104834">https://product-help.interfolio.com/m/27443/c/104834</a>
<b>Support Contact Info: <a href="mailto:help@interfolio.com">help@interfolio.com</a> / 877-997-8807 (9:00 am – 6:00 pm Eastern Time M-F)</b>	