Due to the upcoming transition to Interfolio, all existing searches will either need to be completed in the current systems, or transitioned to Interfolio Faculty Search this summer. Attached is your list of currently active ads from Ad Generator 2.0, along with the Interfolio Ad Creation Template and sample general ads. Below are instructions on how best to utilize these attachments to make the transition to Interfolio as seamless as possible. We highly recommend you get started on this process as soon as possible.

If you have any questions, please do not hesitate to reach out.

Faculty Ad Chart for Departments
- If a faculty search is completed, indicate so in the ORANGE column, under header “Search Completed”.
- If a faculty search is still in process or continuing after July 1, indicate so in the GREEN column, under header “Enter Ad in Interfolio”.
- If you have a NEW search, list the ad title(s) at the bottom of the ad chart.
  - Indicate that this position needs to be created in the GREEN column, under header “Enter Ad in Interfolio”.

Interfolio Ad Creation Template
- Faculty Ads
  - For faculty positions/searches that you are moving to Interfolio, prepare an Ad Creation Template for each position [See attached TEMPLATE].
  - For faculty positions/searches that are new, prepare an Ad Creation Template for each position.
  - The Ad Creation Template is an excellent tool for planning the faculty search and communicating with your Search Committee Chair, DSA, and Department Chair/Division Chief to ensure all participants in the search process have accurate information.

  ▪ Reminders
    1. Please be sure to “complete the sentence” where appropriate in the template. The new system is better templated to create much more consistent ads.
    2. The Ad Creation Template requires that a Search Committee for each position be assembled before submission of the position in Interfolio.
    3. Assistant Professor ads are standalone; Associate & Full Professor may be combined in one ad.
    4. General language will no longer be used in ad text, e.g., ‘excellent qualifications in clinical care, teaching and research’.

- Instructor A & Research Associate Ads
Each department will be required to place a general ad for **Instructor A** and for **Research Associate** (if applicable to your department).

- Faculty Coordinators are often asked to hire candidates into these positions without advanced notice, e.g., Postdocs who reach their 5-year limit, Fellows or Postdocs who are applying for K Awards. Faculty Coordinators should maintain active ads for these positions at all times.

- Prepare an **Ad Creation Template** for **Instructor A** and for **Research Associate** for your department [See SAMPLE general ads & Instructor A activities attached]

**Interfolio Training Session** – Mid-May 2019

- We will ask that you bring a completed **Ad Creation Template** to the Faculty Coordinator training sessions to enter into **Ad Generator** and **Interfolio Faculty Search** during trainings in May (exact dates TBD).

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