January Wednesday Workshop Agenda

Agenda

Overview of the transition process to Interfolio
- The transition to Interfolio is at the direction of the University Provost.
  - In conjunction with the transition to Workday, all 12 schools are instituting Interfolio.
  - Interfolio and Workday will replace dozens of outdated applications utilized to manage faculty actions and reporting.
  - Interfolio will create a consistent search, recruitment, and appointment process across all the schools.
  - The Provost and University administrators will be able to easily report on countless aspects of recruitment and appointment.
  - **Interfolio Faculty Search** – creation of faculty ads, candidate applications, applicant review, and affirmative action compliance
  - **Interfolio Review, Promotion, and Tenure (RPT)** – manage faculty appointments, reappointments, and promotions
- **PSOM**
  - Interfolio Faculty search will replace AdGen 2.0, Applicant Review, and the AA Form
    - Interfolio RPT – Partially replaces FIS for management of faculty actions
      - Dossier document collection, review, and approval from department to provost
      - Once we transition, new applicants will apply in Interfolio Faculty Search, then move through RPT for appointment, reappointment, and promotion
      - Preview of this later in the spring, with trainings to follow
  - We will be adapting and updating processes across the board to work within the new platform and procedures

Demonstration of Ad Generator 3.0 and Interfolio Faculty Search
- **Overview of Ad Generator 3.0** (see page 2 for list of fields)
  - New positions start here – used to create template ad text that will be used in the Interfolio ad
- **Interfolio Faculty Search**
  - Utilize ad text from Ad Generator 3.0 to complete position and submit for approval
  - Interfolio will not be used to evaluate candidates at this time
  - FAPD will now formally review ads before they are submitted to DSA
  - Candidates will create an Interfolio account to apply to open positions

Review of applicants will occur in Interfolio Faculty Search
- Review applicant materials
- Updated status of applicant (Interviewed, Shortlist, etc.)
- Apply disposition codes to candidates no longer being considered
- Can download applicant documents and form responses (for an individual or all applicants)
  - Option to review and comment on documents within the system

Reminders
- **Get dossiers and AA forms in by March 1.**
  - PSC Meetings end in May.
- FAPD is focusing on position design as we transition to Interfolio; old ad text that was approved in the past may not be approved as-is in the new system.
  - There will be hands on trainings in the spring, hosted by both the University and FAPD.
- Our goal is that you will be able to utilize Interfolio for ads, applicant review, AA forms, and faculty actions by July 1, but will provide more information as it comes available.
  - Please continue to use the current systems for applicant review and AA forms until further notice.
- Do not forget about the Interfolio/Workday updates website from FAPD - [https://www.med.upenn.edu/fapd/interfolio-workday-resource-page.html](https://www.med.upenn.edu/fapd/interfolio-workday-resource-page.html)
- Check out the new Provost website on Interfolio - [https://provost.upenn.edu/faculty/facp](https://provost.upenn.edu/faculty/facp)