**How to Complete the Interfolio Position Creation Template (template follows instructions)**

**Full-time Faculty Positions**

* Track – Tenure, CE, AC, Research
* Rank – Assistant, Associate, Full
* Recruiting Organization – Department and Division (if applicable)
* Co-sponsoring Organization – Is this position a CHOP or VA position? If so, identify which
* Intended for multiple positions? – Do you anticipate hiring one or more faculty from this search? If so, please indicate.
* Responsibilities – These are ***complete the sentence*** statements. Each responsibility area listed in the ad will start with “(*Teaching, Clinical, Research or scholarship*) responsibilities may include…” and finish with whatever items you add. These should be specific to the role/position as much as possible. **Do not write a complete sentence in the box**. It is helpful to read what you wrote out loud, combining it with the “pre-statement” to ensure that your text makes sense.
	+ Teaching – required for tenure, CE, and AC positions
		- *(Teaching responsibilities may include…)* the teaching of medical students, residents, and fellows, as well as formal lecture opportunities within the department.
	+ Clinical – required for CE, AC, and tenure physician-scientist
		- *(Clinical responsibilities may include…)* out-patient consultations for high risk obstetrical, maternal and fetal conditions, obstetrical ultrasound, antenatal testing, prenatal genetic diagnosis, as well as in-patient consultation and obstetrical care at Pennsylvania Hospital and the MFM satellite practices.
	+ Research /Scholarship– required for tenure, research, and CE
		- *(Research or scholarship responsibilities may include…)* developing collaborative and independent research programs related to human genetics, co-supervision of postdoctoral fellows, students, and research staff, coordinating NIH-funded grant efforts with local, national, and international collaborators, and participation in writing grants, reports, and manuscripts.
* Degree Requirements – identify the degree(s) you expect applicants to have.
* Expertise (not required) – This is a ***complete the sentence*** statement which starts with “*Expertise is required in the specific area of…”* and finishes with whatever items you add. These usually include academic areas of focus, clinical skill sets and training, research experience and training, etc. **Do not write a complete sentence in the box**. It is helpful to read what you wrote out loud, combining it with the “pre-statement” to ensure that your text makes sense.
	+ *(Expertise is required in the specific area of…)* E.G., human genetics, computational biology, pharmacogenetics/genomics, functional genomics, genome editing, etc.
* Certifications (not required) – This could include board certifications, etc. You will need to write complete sentences here.
* Additional Information (not required) – Please use this space to describe additional responsibilities not captured above, information about the department, hospital, city, etc.
* Document Requirements – CV and Cover Letter are always required for positions. Note: In Interfolio FS, you will be able to add a research statement, recommendation letters, a list of references, etc.
* Search Committee Manager – List the name of your search chair and any additional applicant managers for this search.
* Search Committee Members – List the names of your search committee members.

**Interfolio Ad Creation Template – Full-time Faculty (Tenure, CE, Research, AC)**

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| **Required Fields in Ad Generator 3.0** |
| **Track** |  |
| **Rank** |  |
| **Ad title** |  |
| **Recruiting Organization**(department/division) |  |
| **Co-sponsoring institution** (None, CHOP, VAMC) |  |
| **Intended for multiple positions?** |  |
| **Teaching responsibilities may include...** (complete the sentence) | (required for tenure, CE, AC) |
| **Clinical responsibilities may include...** (complete the sentence) | (required for tenure physician scientist, CE, AC) |
| **Research or scholarship responsibilities may include...** (complete the sentence) | (required for tenure, research, CE) |
| **Degree requirements** |  |
| **Optional Fields in Ad Generator 3.0** |
| **Expertise is required in the specific area of...**(complete the sentence) |  |
| **Certifications** |  |
| **Additional information**  |  |
| **Required Documents for Application (CV and Cover Letter already required)\*** |
| **Document Type (Research Statement, Rec Letters, References, etc.)** | **Number Required** |
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| **Search Committee Manager (Chair and Applicant Managers)\*** |
| **Name (first and last)** | **Email** |
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| **Search Committee Members\*** |
| **Name (first and last)** | **Email** |
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\***NOTE**: Identification of Required Documents for Application, Search Committee Managers (Search Chairs and Applicant managers), and Search Committee Members will be indicated in Interfolio.

**Academic Support Staff Positions**

* Position – Instructor or Research Associate
* Recruiting Organization – Department and Division (if applicable) or Center/ Institute
* Co-sponsoring Organization – Is this position a CHOP or VA position? If so, identify which
* Intended for multiple positions? - Do you anticipate hiring one or more faculty from this search? If so, please indicate that.
* Responsibilities – This is a ***complete the sentence*** statement which starts with “*Responsibilities may include…*” and finishes with whatever items you add. These should be specific to the role/position as much as possible. **Do not write a complete sentence in the box**. It is helpful to read what you wrote out loud, combining it with the “pre-statement” to ensure that your text makes sense.
	+ (*Responsibilities may include…*) working with the principle investigator in the area of investigational neurocritical care monitoring and data analysis.
* Degree Requirements – identify the degree(s) you expect applicants to have.
* Successful Applicants will… – This is a ***complete the sentence*** statement which starts with “*The successful applicant will have an opportunity to...*” and finishes with whatever items you add. Here, you should describe how being in this role will develop the candidate and provide them with additional training opportunities. **Do not write a complete sentence in the box**. It is helpful to read what you wrote out loud, combining it with the “pre-statement” to ensure that your text makes sense.
	+ (*The successful applicant will have an opportunity to...*) develop independence in research through writing patents, grants and peer reviewed publications.
* Expertise (not required) – This is a ***complete the sentence*** statement which starts with “*Expertise is required in the specific area of…”* and finishes with whatever items you add. These usually include academic areas of focus, clinical skill sets and training, research experience and training, etc. **Do not write a complete sentence in the box**. It is helpful to read what you wrote out loud, combining it with the “pre-statement” to ensure that your text makes sense.
	+ *(Expertise is required in the specific area of…)* E.G., human genetics, including statistical genetics, computational biology, pharmacogenetics/genomics, functional genomics, genome editing, etc.
* Certifications (not required) – This could include board certifications, etc. You will need to write complete sentences here.
* Additional Information (not required) – Please use this space to describe additional responsibilities not captured above, information about the department, hospital, city, etc.
* Document Requirements – CV and Cover Letter are always required. Note: In Interfolio FS, you may add a research statement, recommendation letters, a list of references, etc.
* Search Committee Manager (optional for academic support staff) – List the name of your search chair and any additional applicant managers for this search.
* Search Committee Members (optional for academic support staff) – List the names of your search committee members.

**Interfolio Position Creation Template – Academic Support Staff**

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| **Required Fields in Ad Generator 3.0** |
| **Position**(Instructor or Research Associate) |  |
| **Ad title** |  |
| **Recruiting Organization**(department/division) |  |
| **Co-sponsoring institution** (None, CHOP, VAMC) |  |
| **Intended for multiple positions?** |  |
| **Responsibilities may include...** (complete the sentence) |  |
| **Degree requirements** |  |
| **The successful applicant will have an opportunity to...**(complete the sentence) | (describe growth, career development, and training opportunities) |
| **Optional Fields in Ad Generator 3.0** |
| **Expertise is required in the specific area of...**(complete the sentence) |  |
| **Certifications** |  |
| **Additional information**  |  |
| **Required Documents for Application (CV and Cover Letter already required)\*** |
| **Document Type (Research Statement, Rec Letters, References, etc.)** | **Number Required** |
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| **Search Committee Manager (Chair and Applicant Managers) – Optional for Academic Support Staff\*** |
| **Name (first and last)** | **Email** |
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| **Search Committee Members – Optional for Academic Support Staff\*** |
| **Name (first and last)** | **Email** |
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\***NOTE**: Identification of Required Documents for Application, Search Committee Managers (Search Chairs and Applicant managers), and Search Committee Members will be indicated in Interfolio.

Revised 1.2021