

Publishing and Storing your External Ad Publications

Once your position has been approved by your DSA, and the link is live and the position status has been set to “Accepting Applications”, you will need to publish the position according to the appropriate search guidelines, and then attach copies of the ad posting to the position in Interfolio.

All positions in Interfolio will automatically be posted to [Inside Higher Ed](#), the [Higher Education Recruitment Consortium \(HERC\)](#), and [Diverse Issues in Education \(Diverse Jobs\)](#). You will not be required to post to any of these locations, and you will not be required to obtain copies of these postings.

As a reminder, beginning in academic year 2019-20, position posting guidelines are as follows:

- Tenure, CE, and Research positions – required to post in at least one national journal specific to the discipline
- AC and Academic Support Staff– no additional national journal publications required

1. To get the ad language and application link
 - a. Find the position in your list of positions

Positions

Search for positions

Type	Status	Active or Closed?
All Types	All Statuses	Active

Position ^	Status ⇅	Application Information ⇅	EEO Notes
 Assistant Professor, Tenure Track in Psychiatry - CHOP Psychiatry Standing Faculty ID:47422	Accepting Applications	0 applications Open from: Jun 4, 2019 - Jun 4, 2021	

- b. Click “Position Actions” and then click “View position details.”

University of Pennsylvania > Positions >

Assistant Professor, Tenure Track in Psychiatry - CHOP

Position Actions

- Edit Position
- View committee
- View position activity Log
- View position details 
- View referral sources

Unit
Psychiatry
Status
Accepting Applications
Opens

- c. Here, you will find the position URL and description. **All of the text in the “Position Description” section must be utilized for any external publication.** Please note the location of the position title.

Position Details ✕

Basic Information

Position Title Assistant Professor, Tenure Track in Psychiatry - CHOP	Location Philadelphia, PA
Position Type Standing Faculty	Position URL apply.interfolio.com/63672

Position Description

The Children's Hospital of Philadelphia and the Department of Psychiatry at the Perelman School of Medicine at the University of Pennsylvania seek candidates for several Assistant Professor positions in the tenure track. Expertise is required in the specific area of adolescent psychiatry, with a focus on behavioral disorders.

Teaching responsibilities may include mentoring students, residents and fellows and course lecturing.

Clinical responsibilities may include providing essential contributions to the clinical programs of the department, including substantial teaching and/or independent contributions to clinical research programs. Publications may derive from clinical observations or from participation in studies.

Research or scholarship responsibilities may include the development of an independent research program that is synergistic with the scientific and clinical missions of the Department of Psychiatry.

Applicants must have an M.D. or Ph.D. or M.D./Ph.D. degree. Board certified or eligible in Psychiatry.

We seek candidates who embrace and reflect diversity in the broadest sense.

The University of Pennsylvania and The Children's Hospital of Philadelphia are EOE's. Minorities/women/individuals with disabilities/protected veterans are encouraged to apply.

Qualifications

Application Instructions

[Close](#)

2. Once you have posted your position to journal(s), follow the steps below to attach copies to the positions.
 - a. Click the position in your list of positions

Positions

Search for positions

Q

Filter

Clear Filters

Type	Status	Active or Closed?
All Types ▼	All Statuses ▼	Active ▼

Position ▲	Status ◆	Application Information ◆	EEO Notes
<div style="display: flex; align-items: center;"> <div style="color: red; font-size: 2em; margin-right: 5px;">★</div> <div> <p style="margin: 0;">Assistant Professor, Tenure Track in Psychiatry - CHOP</p> <p style="margin: 0; font-size: 0.8em;">Psychiatry Standing Faculty ID:47422</p> </div> </div>	<p style="margin: 0;">Accepting Applications</p>	<p style="margin: 0;">0 applications</p> <p style="margin: 0; font-size: 0.8em;">Open from: Jun 4, 2019 - Jun 4, 2021</p>	

b. Click "Position Actions" and then click "Edit Position."

University of Pennsylvania > Positions >

Assistant Professor, Tenure Track in Psychiatry - CHOP

Position Actions ▾

Unit

Psychiatry

Status

Accepting Applications

Opens

Edit Position

View committee

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View position details

View referral sources

c. Click "Internal Notes"

University of Pennsylvania > Positions > Assistant Professor, Tenure Track in Psychiatry - CHOP >

Review Position

THIS POSITION IS: ⓘ

Closed to new applicants

It will open on **Jun 4, 2019**. [change](#)
[clear](#)

It will close on **Jun 4, 2021**. [change](#)
[clear](#)

"Apply Now" page is **published**. [view](#)
[change](#)

<http://apply.interfolio.com/63672>

POSITION STATUS: ⓘ

Accepting Applications

With this status active:

- Applicants **can** view this status.
 - Applicants **can** update their application materials.
 - Evaluators **can** review applications to this position.
- [change](#)

EDIT POSITION...

1. [Description & Dates](#)

2. [Required Documents](#)

3. [Evaluation Settings](#)

4. [Application Forms](#)

5. [Search Committee](#)

6. [Internal Notes](#)

d. Scroll to the bottom and click "Add File." Here, you will attach a copy of each of your external publications (to national journals, diversity journals, job boards, etc.).

File Attachments

+ Add File

✓ Update

Return to Overview

e. Title the "Attachment Name" the name of the publication, and attach a copy of the posting. Click "Save."

Add a File Attachment ✕

Attachment Name 

File 

Test Document.docx

We accept the following kinds of files: .pdf, .doc, .docx, .xls, .xlsx, .txt, .ppt, .pptx, .html.



- f. Repeat the above steps for all external ad publications.
- g. When finished, click "Update."

File Attachments

-  Cell ✕
-  Nature ✕
-  WIA ✕

