

# Updating a Returned Position in Interfolio

1. You may or may not receive an email notification when a position has been returned. It is important to keep track of your pending positions to ensure that they are reviewed, approved, and posted in a timely manner. Please check all positions with an empty "Status" by clicking on the name of the position.

University of Pennsylvania >

## Positions

 New Position

Search for positions

psych



Filter

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Type

All Types

Status

All Statuses

Active or Closed?

Active

Position ^

Status

Application Information

EEO Notes

 Assistant Professor, Tenure Track in Psychiatry - CHOP

Psychiatry | Standing Faculty | ID:47422

0 applications

Open from: Jun 4, 2019 - Jun 4, 2021

2. If the position has been returned, you will see a notice, along with which review level sent it back and the message as to why it was returned.
3. To make the required updates, click "Edit Position."

University of Pennsylvania > Positions >

## Assistant Professor, Tenure Track in Psychiatry - CHOP

Position Actions



This position was sent back by Josh Gianitsis on Jun 3, 2019. After you make changes to the position advertisement, applicant review or internal information, please return the position to the approver to continue with the approval process.

### Details

Position Sent Back By 

Diversity Search Advisor

### Message

Please update the job responsibilities to better describe the clinical role within the department and resubmit. 

 Edit Position

Return to Approver

4. Click "Edit" next to the required areas, based on the feedback you received. **This is the only time when you should edit ad text within Interfolio.**

# Review Position



This position is in the process of being created and will need to be approved before it is open to receive applications.

## Position Information

Description & Dates [Edit](#)



### Position Title

Assistant Professor, Tenure Track in Psychiatry - CHOP

5. Make the necessary updates to the title and position description. **Do not update the Location, Open Date, or Deadline options.**

## Description & Dates

### Position Title \*



Assistant Professor, Tenure Track in Psychiatry - CHOP

### Location \*

Philadelphia, PA



### Position Type

Standing Faculty

### Open Date \*

Jun 4, 2019



### Deadline

Rolling Deadline  Specific Date

Jun 4, 2021



### Position Description \*



Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, image, and help.

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.

6. When finished with any updates, click "Save and Continue" at the bottom of the page.

✓ Save & Continue

7. Return to the position submission page and submit the updated position. The position will be submitted back to the review level that returned it.

University of Pennsylvania > Positions >

# Assistant Professor, Tenure Track in Psychiatry - CHOP

Position Actions ▾



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