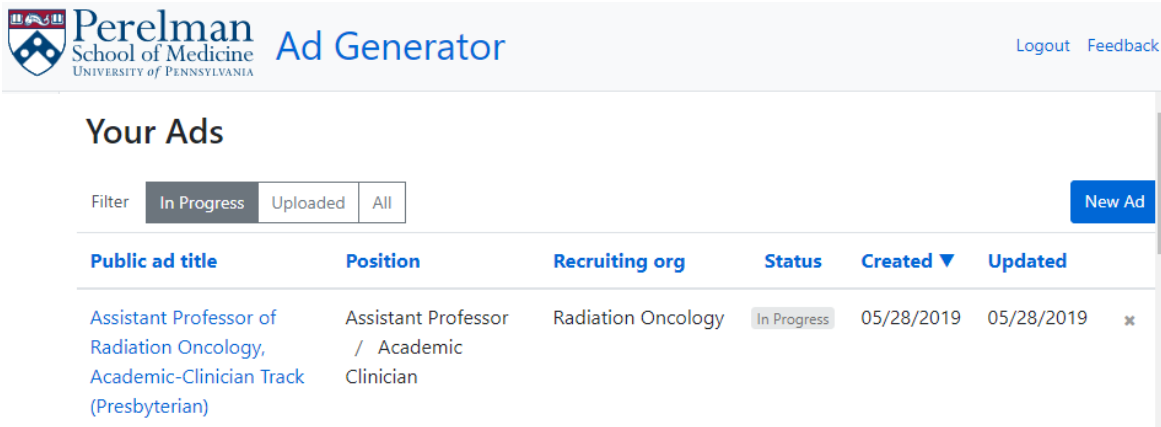


Creating a New Position in the Ad Generator and Interfolio

- You can access the Ad Generator at <https://www.med.upenn.edu/apps/adg3n> or selecting “Ad Generator 3.0” under *Faculty Administration* in [my.med](#).
- You can access Interfolio at <https://home.interfolio.com/31697> or by selecting “Interfolio” under *Faculty Administration* in [my.med](#).
- The Ad Generator will be utilized when **creating a new position**, and is utilized to collect basic information about the position and build the ad text.
- Interfolio Faculty Search will be utilized to **finish creating a new position (include adding additional application requirements and selecting your committee members)**, manage existing positions, and review applicants.

In Ad Generator

1. Navigate to the Ad Generator at <https://www.med.upenn.edu/apps/adg3n> or selecting “Ad Generator 3.0” under *Faculty Administration* in [my.med](#).



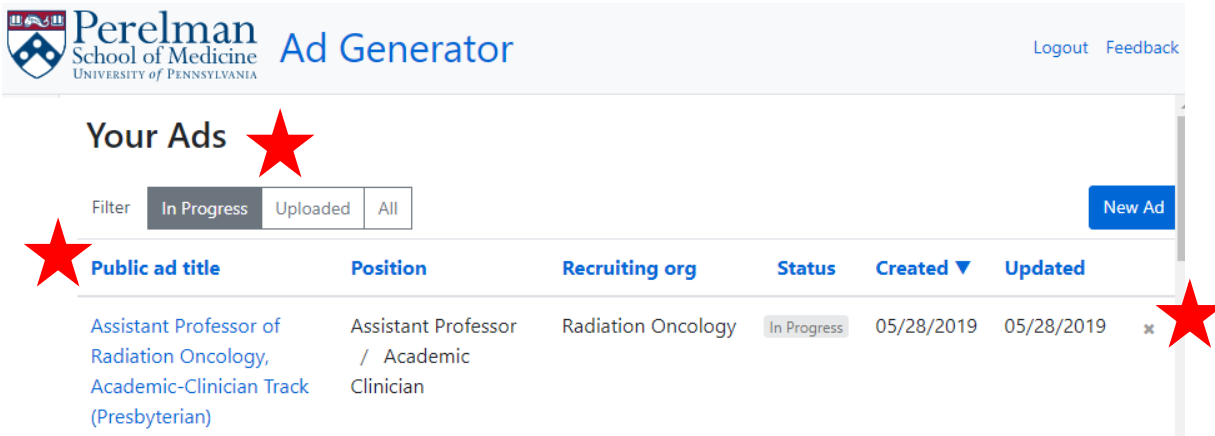
Perelman School of Medicine UNIVERSITY of PENNSYLVANIA Ad Generator Logout Feedback

Your Ads

Filter **In Progress** Uploaded All New Ad

Public ad title	Position	Recruiting org	Status	Created ▼	Updated	
Assistant Professor of Radiation Oncology, Academic-Clinician Track (Presbyterian)	Assistant Professor / Academic Clinician	Radiation Oncology	In Progress	05/28/2019	05/28/2019	x

2. From here, you can:
 - a. View positions that are: **In Progress** – not yet submitted to Interfolio; **Uploaded** – submitted to Interfolio; **All** – all In Progress and Uploaded ads
 - b. Sort by column by clicking on the blue headers
 - c. Delete an “In Progress” ad. **Note – once an ad has been deleted it cannot be recovered.**



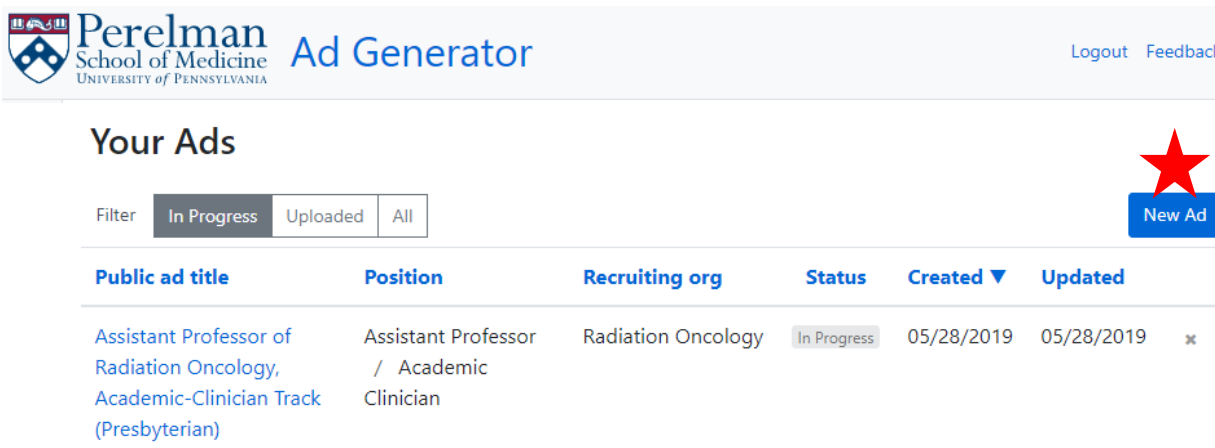
Perelman School of Medicine UNIVERSITY of PENNSYLVANIA Ad Generator Logout Feedback

Your Ads

Filter **In Progress** Uploaded All New Ad

Public ad title	Position	Recruiting org	Status	Created ▼	Updated	
Assistant Professor of Radiation Oncology, Academic-Clinician Track (Presbyterian)	Assistant Professor / Academic Clinician	Radiation Oncology	In Progress	05/28/2019	05/28/2019	x

3. To create a new ad, click “New Ad”



Perelman School of Medicine UNIVERSITY of PENNSYLVANIA Ad Generator Logout Feedback

Your Ads

Filter **In Progress** Uploaded All New Ad

Public ad title	Position	Recruiting org	Status	Created ▼	Updated	
Assistant Professor of Radiation Oncology, Academic-Clinician Track (Presbyterian)	Assistant Professor / Academic Clinician	Radiation Oncology	In Progress	05/28/2019	05/28/2019	x

4. In the first screen:
- a. Select the type of add and rank (for Faculty), or the Academic Support Staff Position. **Note – Position type and rank cannot be updated after this screen. If you make an error, you will need to delete the ad and start again.**
 - i. For faculty ads, you can select “Tenure” and “Clinician Educator” together if you are searching for a candidate for either of those tracks.
 - ii. See “Academic Support Staff” section below for details on creating ads for this group.
 - b. Select the Recruiting organization. **Note – you will only see organizations listed for which you can create a new position.**
 - c. Input your Public ad title.
 - i. If this is for a position with CHOP, please include ‘CHOP’ in the title.
 - ii. Ad titles should be 6-10 words long
 - iii. There is no need to include your department/division name in the ad title – this will be listed on the ad in Interfolio.
 - 1. For external ad publishing, you can insert your department information in the title as needed.
 - d. When you are finished, click “Create Ad.”

The screenshot shows a web form titled "Start an Ad" with a close button (X) in the top right corner. The form is divided into two main sections: Faculty type and Support Staff type, separated by a vertical line with the word "or" in the middle. The Faculty type section includes radio buttons for "Tenure" (checked), "Clinician Educator", "Research", and "Academic Clinician". Below these is a note: "Tenure" and "Clinician Educator" may both be chosen. A "Rank" dropdown menu is set to "Assistant Professor". The Support Staff type section has a "Position" dropdown menu. Below the Faculty/Support Staff section is a "Recruiting organization" dropdown menu set to "Psychiatry", with a link "If you do not see your organization please contact us here". The "Public ad title" text input field contains "Assistant Professor, Tenure Track in Psychiatry - CHOP" and has a placeholder text: "Enter a meaningful title, e.g., 'Psychiatric Clinician in Autism'; include CHOP if applicable". At the bottom right, there are two buttons: "Cancel" and "Create Ad".

Start an Ad

Faculty type

- Tenure
- Clinician Educator
- Research
- Academic Clinician

"Tenure" and "Clinician Educator" may both be chosen

Rank

Assistant Professor

Support Staff type

Position

or

Recruiting organization

Psychiatry

If you do not see your organization please [contact us here](#)

Public ad title

Assistant Professor, Tenure Track in Psychiatry - CHOP

Enter a meaningful title, e.g., "Psychiatric Clinician in Autism"; include CHOP if applicable

Cancel Create Ad

Full-time Faculty

5. Now, you will finish inputting all of the required and option information for your ad text:

a. Basic Info:

- i. Here, you will see that the track and rank, ad title, and recruiting organization are pre-filled in from the first screen. You may update the title and recruiting organization as needed.
- ii. Select if this position is being co-sponsored by either CHOP or the VA.
- iii. Select if this position is intended for multiple hires (this is just to create the appropriate ad language, this does not require or preclude you from hiring multiple candidates based on your selection).

Your ad was created



Basic Info

Position

Assistant Professor / Tenure



Public ad title



Assistant Professor, Tenure Track in Psychiatry - CHOP

Enter a meaningful title, e.g., "Psychiatric Clinician in Autism"; include CHOP if applicable

Recruiting organization



Psychiatry

If you do not see your organization please [contact us here](#)

Co-sponsoring institution

None

CHOP

VAMC



Position intended for multiple hires?



b. Responsibilities

- i. This section is tailored to your track selection, so you will see only the responsibility areas that apply to that track. Additional responsibilities that do not fall within a given area can be added to the "Additional information" box as seen below.
 1. For Tenure – Teaching and Research responsibilities are required, Clinical responsibilities are optional (if the position is for a basic scientist)
 2. For Clinician Educator – Teaching, Clinical, and Research responsibilities are required
 3. For Research – Research responsibilities are required
 4. For Academic Clinicians – Teaching and clinical responsibilities are required
- ii. All of these fields are **complete the sentence**. Each statement begins with "XXXXX responsibilities may include..." and is finished by the user. Please be sure that your statement makes sense.

Responsibilities

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.

When applicable

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.

c. Requirements

- i. Degree – select from the drop down list of degree options.
- ii. Expertise – This field is **complete the sentence**. The statement begins with “Expertise is required in the specific area of...” and is finished by the user. Please be sure that your statement makes sense. This field is optional.
- iii. Certifications – Please include all required or anticipated certifications, eligibility, experience, etc. This field is optional.

Requirements

Degree

M.D. or Ph.D. or M.D./Ph.D.

Expertise is required in the specific area of...

adolescent psychiatry, with a focus on behavioral disorders.

Optional

List all required certifications

Board certified or eligible in Psychiatry.

Optional

- d. Additional Information – Use this space to describe your department, division, additional responsibilities, CHOP/Penn/the VA, Philadelphia, etc. This field is optional.

Additional

Additional information

Additional information to include with ad text

Optional

6. Preview, Save, or Go Back

- a. To preview your ad text **and send the position to Interfolio** , click “Next” (see step 7 for more information).
- b. To save your work at any time, click “Save.”
- c. To go back to the home page (list of positions currently In Progress), click “Back.”

Additional

Additional information

Optional

Additional information to include with ad text



Next

Save

Back

7. Submitting Your Position to Interfolio

- a. To preview your ad text **and send the position to Interfolio** , click “Next” as seen above.
- b. The Ad Generator will automatically generate the ad text based on the information you entered in the various fields. **Please review this text carefully** to ensure that the ad makes sense and covers the right information for your position. **Note – this is unapproved ad language and should not be published.** The content can be copied and pasted into an email and shared with staff and faculty for review.
 - i. If you need to update any of the information, select “Cancel” and make the necessary updates.
 - ii. If the draft looks good, click “Send to Interfolio.”

Confirm ad text ×

UNOFFICIAL AD TEXT - The text below is not approved and should not be shared publicly.

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.
Minorities/women/individuals with disabilities/protected veterans are encouraged to apply.

 Cancel  **Send to Interfolio**

- iii. The system may “think” for a few seconds while it works in the background. Once the position has been submitted to Interfolio, you will be taken back to the Ad Generator home screen and a direct link **to continue creating your new position** will be in the green bar at the top. **Click the link “here” to continue creating your position.**
- iv. We **highly** encourage you to continue straight into Interfolio to complete required position information and submit it for approval.

Perelman School of Medicine UNIVERSITY of PENNSYLVANIA **Ad Generator** [Logout](#) [Feedback](#)

Your ad was uploaded to Interfolio and can be viewed [here](#)  ×

Your Ads

Filter In Progress Uploaded All New Ad

Public ad title	Position	Recruiting org	Status	Created ▼	Updated
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Academic Support Staff

Follow Steps 1-4 above.

1. In the first screen:
 - a. Select the Academic Support Staff Position. **Note – Position type and rank cannot be updated after this screen. If you make an error, you will need to delete the ad and start again.**
 - b. Select the Recruiting organization. **Note – you will only see organizations listed for which you can create a new position.**
 - c. Input your Public ad title. If this is for a position with CHOP, please include 'CHOP' in the title.
 - d. When you are finished, click "Create Ad."

The screenshot shows a web form titled "Start an Ad" with a close button (X) in the top right corner. The form is divided into two main sections by a vertical line. The left section is for "Faculty type" and "Rank". The right section is for "Support Staff type" and "Position". Below these are fields for "Recruiting organization" and "Public ad title". At the bottom right are "Cancel" and "Create Ad" buttons. Red stars are placed over the "Support Staff type" label, the "Position" dropdown, the "Recruiting organization" dropdown, the "Public ad title" text input, and the "Create Ad" button.

Start an Ad [X]

Faculty type

- Tenure
- Clinician Educator
- Research
- Academic Clinician

"Tenure" and "Clinician Educator" may both be chosen

Rank

[Empty dropdown menu]

Support Staff type

Position

Instructor

or

Recruiting organization

Emergency Medicine

If you do not see your organization please [contact us here](#)

Public ad title

Instructor, Emergency Medicine

Enter a meaningful title, e.g., "Psychiatric Clinician in Autism"; include CHOP if applicable

Cancel Create Ad

2. Now, you will finish inputting all of the required and option information for your ad text:


a. Basic Info:


- i. Here, you will see that the position, ad title, and recruiting organization are pre-filled in from the first screen. You may update the title and recruiting organization as needed.
- ii. Select if this position is being co-sponsored by either CHOP or the VA.
- iii. Select if this position is intended for multiple hires (this is just to create the appropriate ad language, this does not require or preclude you from hiring multiple candidates based on your selection).

Your ad was created ×

Basic Info


Position


Instructor 

Public ad title 

Instructor, Emergency Medicine

Enter a meaningful title, e.g., "Psychiatric Clinician in Autism"; include CHOP if applicable

Recruiting organization 

Emergency Medicine 


If you do not see your organization please [contact us here](#)

Co-sponsoring institution

None

CHOP

VAMC 

Position intended for multiple hires? 

b. Responsibilities

- i. Please list the specific responsibilities associated with this position.
- ii. This field is **complete the sentence**. The statement begins with "Responsibilities may include..." and is finished by the user. Please be sure that your statement makes sense.

Responsibilities


Responsibilities may include...

developing expertise in research skills, including scholarship, clinical care related to research, and teaching medical students, residents and/or fellows.


c. Requirements

- i. Degree – select from the drop down list of degree options.
- ii. Expertise – This field is **complete the sentence**. The statement begins with “Expertise is required in the specific area of...” and is finished by the user. Please be sure that your statement makes sense. This field is optional.
- iii. Certifications – Please include all required or anticipated certifications, eligibility, experience, etc. This field is optional.


Requirements

Degree 

M.D or M.D./Ph.D. ▼

Expertise is required in the specific area of...  *Optional*

Complete the sentence


List all required certifications  *Optional*

Board Certified/Eligible in Emergency Medicine.


d. Additional

- i. Additional Information – Use this space to describe your department, division, additional responsibilities, CHOP/Penn/the VA, Philadelphia, etc. This field is optional.
- ii. Opportunities for growth - Here, you should describe how being in this role will develop the candidate and provide them with additional training opportunities. This field is **complete the sentence**. The statement begins with “The successful applicant will have an opportunity to...” and is finished by the user. Please be sure that your statement makes sense.

Additional

Additional information  *Optional*

Additional information to include with ad text

The successful applicant will have an opportunity to... 

develop individual training experiences in research and/or teaching that will allow selected candidates to attain personal career objectives while developing a career in an academic setting.

3. Preview, Save, or Go Back

- a. To preview your ad text **and send the position to Interfolio** , click “Next” (see step 4 for more information).
- b. To save your work at any time, click “Save.”
- c. To go back to the home page (list of positions currently In Progress), click “Back.”

 [Next](#) [Save](#) [Back](#)

4. Submitting Your Position to Interfolio

- a. To preview your ad text **and send the position to Interfolio** , click “Next” as seen above.
- b. The Ad Generator will automatically generate the ad text based on the information you entered in the various fields. **Please review this text carefully** to ensure that the ad makes sense and covers the right information for your position. **Note – this is unapproved ad language and should not be published.** The content can be copied and pasted into an email and shared with staff and faculty for review.
 - i. If you need to update any of the information, select “Cancel” and make the necessary updates.
 - ii. If the draft looks good, click “Send to Interfolio.”

Confirm ad text ×

UNOFFICIAL AD TEXT - The text below is not approved and should not be shared publicly.



The Department of Emergency Medicine at the Perelman School of Medicine at the University of Pennsylvania seeks candidates for an Instructor position in the Academic Support Staff. This appointment will be initially for one (1) year and continuation during that time period and renewal are based on satisfactory performance and availability of funding (limited to three (3) years).

Responsibilities may include developing expertise in research skills, including scholarship, clinical care related to research, and teaching medical students, residents and/or fellows.

Applicants must have an M.D or M.D./Ph.D. degree. Board Certified/Eligible in Emergency Medicine. The successful applicant will have an opportunity to develop individual training experiences in research and/or teaching that will allow selected candidates to attain personal career objectives while developing a career in an academic setting.

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

The University of Pennsylvania is an EOE. Minorities/women/individuals with disabilities/protected veterans are encouraged to apply.


 
Cancel Send to Interfolio

- iii. The system may “think” for a few seconds while it works in the background. Once the position has been submitted to Interfolio, you will be taken back to the Ad Generator home screen and a direct link **to continue creating your new position** will be in the green bar at the top. **Click the link “here” to continue creating your position.**
- iv. We **highly** encourage you to continue straight into Interfolio to complete required position information and submit it for approval.

Perelman
School of Medicine
UNIVERSITY of PENNSYLVANIA

Ad Generator

[Logout](#) [Feedback](#)

Your ad was uploaded to Interfolio and can be viewed [here](#) 

Your Ads

Filter

In ProgressUploadedAll

New Ad

Public ad title	Position	Recruiting org	Status	Created ▼	Updated
-----------------	----------	----------------	--------	-----------	---------

In Interfolio

A new tab/window will open in Interfolio.

1. “Required Documents” (landing page after you click “here” in the step above).

Required Documents

Assistant Professor, Tenure Track in Psychiatry - CHOP

2 Documents Required

Drag and drop the documents in the list below to change the order they will appear in the application requirements.


1	Cover Letter		
1	C.V.		

 [+ Add Requirement](#)


REQUIRED DOCUMENTS


Customize the document requirements for your opening using our list of standard document types. Don't see what you need? Select *Other Document* and enter the details.

Additional Applicant Options

-  Applicants may add additional documents

You may give applicants the ability to include additional materials with their application. If you have documents that you recommend, but don't require as part of the application, you should select this choice.

-  Send a message on application submission.


 [Save & Continue](#)

[Skip Step](#)

- a. The Cover Letter and CV are already set as required for this position – **do not remove them.**
- b. If you would like to add other requirements, click “Add Requirement” and select from the list of options.
 - i. Please note that these are simple document attachments, so the “Number Required” is the number of actual document attachments that will be required before the candidate can submit an application. Also, take advantage of the “Requirement Note” to explain what you are looking for.
 1. **Note** – These requirements can be updated at a later point in the search if the department would like to request additional documents from specific candidates. Please reach out to FAPD for more information about conducting a *Multi-Stage Search*.
 - ii. When you are finished, click “Save.”

Add Document Requirement


Document Type


Research Statement 

Number Required

1

Requirement Note

Please attach a statement outlining your area of research and any past grant support. 

 [Save](#) [Cancel](#)

- c. We recommend that you do not select either of the options under “Additional Applicant Options.” Applicants will receive a system generated message confirming submission of their application from Interfolio.
 - d. When you are finished with this section, click “Save & Continue.”
2. Evaluation Settings
- a. Please click “Skip Step” for this section. We will not be adding criteria for evaluation at this time.

Evaluation Settings

0 Criteria

Drag and drop the criteria in the list below to change the order they will appear in the application review process.

Note: at least one criterion must be created in order to rate candidates.

EVALUATION CRITERIA

Create evaluation criteria for your committee to use when evaluating applicants. Common examples include: *Scholarship, Teaching, and Research*. You may wish to add a criterion called *General* or similar if you don't wish to rate specific aspects of the candidate's application.

+ Add Criterion

Blind Review

- Evaluators should not see others' comments and ratings



✓ Save & Continue

Skip Step

3. Application Forms

- a. This section allows you to collect additional information about candidates in a structured format. **Note** – forms must be created before you want to use them in a position. Please reach out to FAPD if you are interested in having application forms created for your department.


Application Forms

If your institution has a standard application form, it will appear when you click *Add Form*. Need to create a new form? Forms can be created through the [administration dashboard](#).

2 Forms Required

Drag and drop the documents in the list below to change the order they will appear in the document delivery packet.


Where did you hear about this position? Preview		Required	x
Employee Status Preview		Required	x

 [+ Add Form](#)

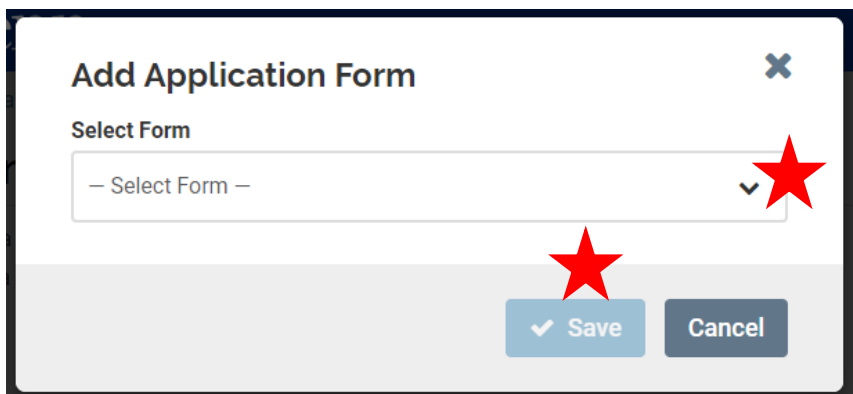
- Applicants must complete an Equal Employment Opportunity form

Request for Voluntary Self-Identification

Note: EEO responses can be viewed by EEO officers and administrators but not by committee members. EEO forms may be required by institutional or unit administrators.

 [Save & Continue](#) [Skip Step](#)

- b. Within this section, two forms are pre-set as “required” – “Where did you hear about this position?” and “Employee Status.” You can preview either of these forms by clicking the “Preview” button next to the form. All applicants will be required to complete the Self-ID (EEO) form at the applicant stage – “I wish not to disclose” will still remain an option when completing this form.
- c. If you have created additional application forms, you can add them by clicking “Add Form” and selecting your form from the drop down menu and clicking “Save.”



- d. When you are finished with this section, click “Save & Continue.”

4. Search Committee

- a. It is important to identify those that will be Search Managers (previously called search chairs and applicant managers) and Evaluators (previously called search committee members).
- b. Academic Support Staff positions are not required to have a search committee.
- c. **Do not delete the pre-populated Committee Manager “UPenn SOM API User” from your committee.**

Search Committee

+ Add Member **+ Add Manager**

1 Committee Members

UPenn SOM API User Committee Manager

✓ Save & Continue **Skip Step**

COMMITTEE MEMBERS
Add the members of your search committee to grant them access to applicant materials. If the committee hasn't been selected yet, you can always return to this screen by clicking *Edit* from the position overview.

- d. To add a Committee Manager (search chair, applicant manager that **does not** already have access to the department/division):
 - i. Click “Add Manager”

Add Manager

Q waltman Sort By Name

First Name	Last Name	Email
GERALDINE	WALTMAN	jwaltman@upenn.edu

+ Add **Close**

- ii. Search the name of the person you would like to add.
 - 1. **Note** – The “Committee Manager” role must be pre-assigned to a user for them to show up on this list. For more information on adding this role to a user, please see the “Adding a Committee Manager Role” section.
 - iii. Click “Add” next to the person’s name. You may have as many “Managers” as is necessary for your search, but please do not assign evaluators/committee members to this role.
 - iv. Click “Close” when you are finished.
- e. To add a Committee Member/Evaluator:

- i. Click “Add Member”

First Name	Last Name	Email	
ANNIKA	AAHREN	aahren@sas.upenn.edu	+ Add
ERIN	AAKHUS	Erin.Aakhus@uphs.upenn.edu	+ Add
CARY	AARONS	Cary.Aarons@uphs.upenn.edu	+ Add
RUTH	ABAYA	AbayaR@email.chop.edu	+ Add
SORAYA	ABBASI	abbasis@uphs.upenn.edu	+ Add
LAWRENCE	ABBOTT	labbott@sas.upenn.edu	+ Add
MICHAEL	ABBOUD	michael.e.abboud@gmail.com	+ Add
SOO	ABBOUD	Soo.Abboud@uphs.upenn.edu	+ Add
SOO	ABBOUD	soo.kim-abboud@penmedicine.upenn.edu	+ Add
STEPHANIE	ABBUHL	abbuhs@uphs.upenn.edu	+ Add

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

Close

- ii. Search the name of the person you would like to add.
1. **Note** – All users will be available in the search list. Please be sure that you are selecting the correct person for the committee by confirming the name and email that appears in the search.
- iii. Click “Add” next to the person’s name. You may have as many “Members” as is necessary for your search.
- iv. Click “Close” when you are finished.
- f. Once you have confirmed your committee members and are finished with this section, click “Save & Continue.”

Search Committee

+ Add Member

+ Add Manager

6 Committee Members

UPenn SOM API User	Committee Manager	✕
GERALDINE WALTMAN	Committee Manager	✕
Karen Grasse	Evaluator	✕
Josh Gianitsis	Evaluator	✕
ROBERT LEAHY III	Evaluator	✕
KIMBERLY HAEBEL	Evaluator	✕

COMMITTEE MEMBERS

Add the members of your search committee to grant them access to applicant materials. If the committee hasn't been selected yet, you can always return to this screen by clicking *Edit* from the position overview.



✓ Save & Continue

Skip Step

5. Internal Notes

- This section may have some pre-populated information about the position, but will remain largely unused.

Internal Notes

Position ID or Requisition Number

Rank

e.g., Associate Professor, Lecturer

Title

e.g., Visiting, Clinical, Research

INTERNAL NOTES

Any information entered on this screen remains private to users at your institution and will never be seen by applicants.

//////////

File Attachments

+ Add File



FILE ATTACHMENTS

Upload documentation for your committee to access. This may include items like hiring best practices or committee notes.

✓ Save & Continue

Skip Step

- b. Once the position has been approved, you will attach copies of your published ads in the “File Attachments” section of “Internal Notes.” For more information on adding this role to a user, please see the “Attaching External Ad Publications” section.
 - c. When you are finished with this section, click “Save & Continue.”
6. Review Position and Submit for Approval

Review Position



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

Submit for Approval



Position Information

Description & Dates [Edit](#)

Required Documents [Edit](#)

Evaluation Settings [Edit](#)

Application Forms [Edit](#)

Search Committee [Edit](#)

Internal Notes [Edit](#)

- a. Review all of the information under each header. All information will be listed under each section – you will not be required to “Edit” unless an update is needed.
 - i. **Do not edit any information under the “Description and Dates” section.** This information is automatically created from the Ad Generator. If an update is required, please include a personal message (with specific updates) when submitting the position for approval (see below).
- b. When you have reviewed all of the available information, click “Submit for Approval.”

Send Position for Approval

This position needs to be approved before it is published and available for application. The approver(s) displayed will receive a message asking them to review the position. You will receive an email once the position has been approved by all approvers.

Position

Assistant Professor, Tenure Track in Psychiatry - CHOP

Send To

Step 1 of 2: School Faculty Affairs

Personalize Message

Include a personal message to the members receiving access.



- i. All positions will be reviewed by FAPD first, before moving to the DSA. The DSA will receive an email notification when the submission has been approved by FAPD and is ready for their review.
 - ii. You can choose to include a personalized message by clicking the check box. You will be asked to provide a subject and message content – this will appear in the email message that the reviewer receives.
 - iii. When are you ready to submit the position (whether you included a personal message or not) click “Send.”
7. Once the position has been submitted, you will be redirected back to your “Position” landing page. Here you will see all of your positions and their current statuses, including the position that is awaiting approval.

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	Waiting For Approval Step 1 of 2: School Faculty Affairs	0 applications Open from: Jun 4, 2019 - Jun 4, 2021	

- a. You will see which step the position is currently at for approval.
- b. You will also see the open date range for the position. Positions will be live for two years
 - i. You will be able to accept applications for the position seven (7) days after you have sent it to Interfolio from the Ad Generator. This means that FAPD and your DSA will have a seven-day window in which to approve the position. **The “close date” for the position will remain the same, regardless of how long it takes for the position to be reviewed and approved.**