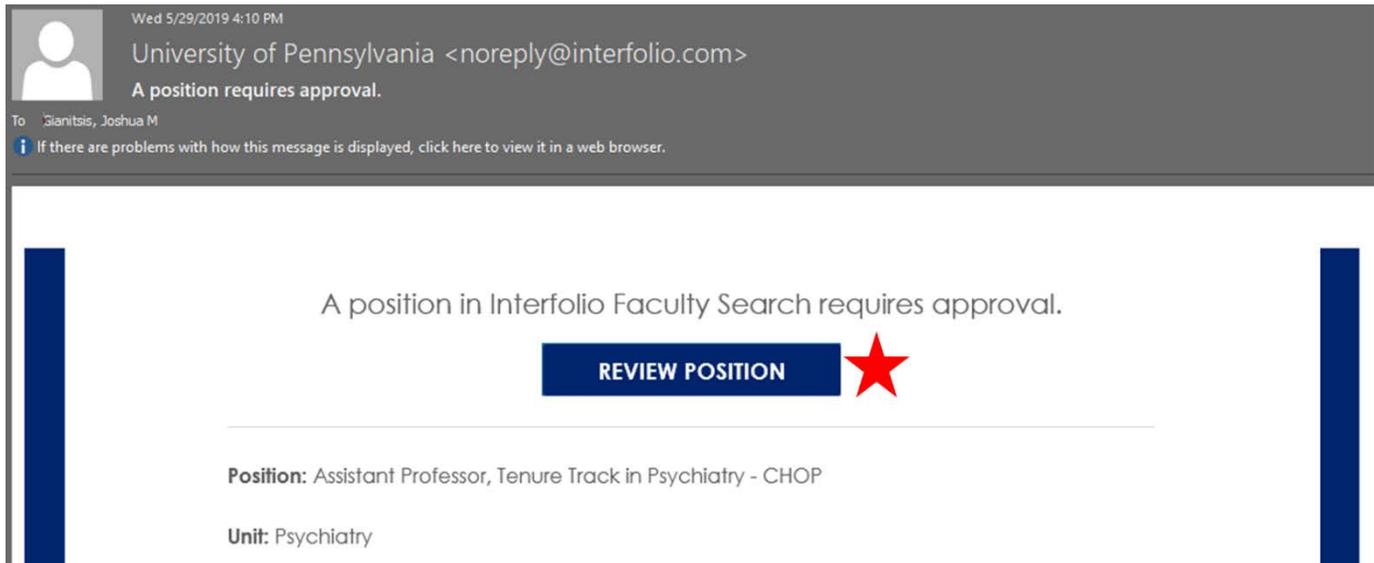
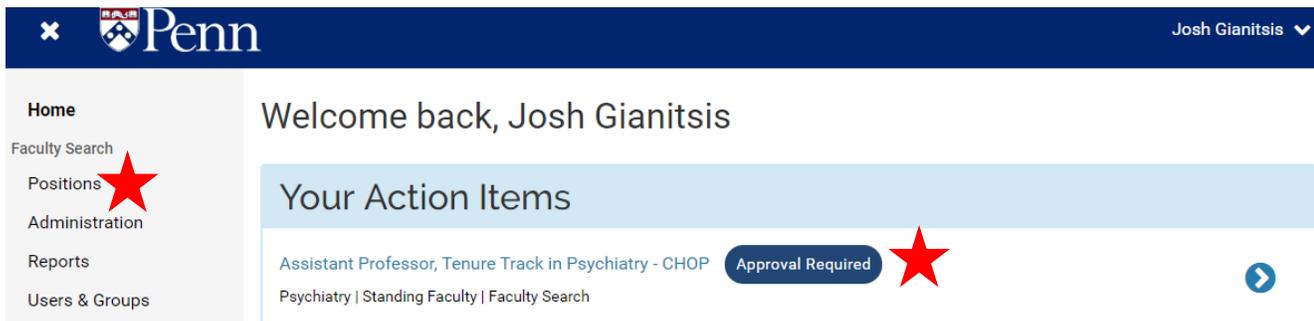


# Approving Positions in Interfolio

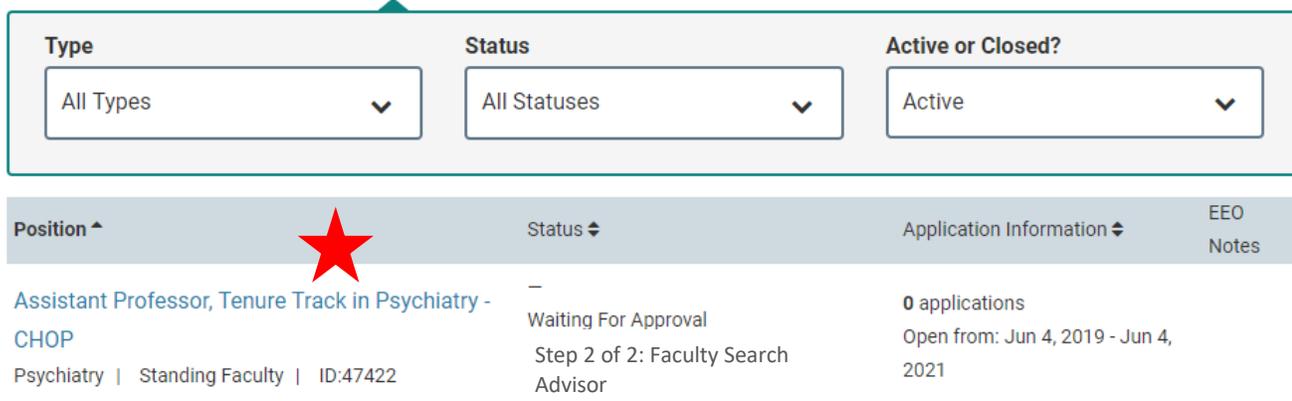
1. Click “Review Position” in the email notification that you receive. If you lose track of the email, follow the steps below in 1a.



- a. If you lose track of the email, you can login to Interfolio at <https://home.interfolio.com/31697> or by selecting “Interfolio” under *Faculty Administration* in [my.med.](#)



- i. The position requiring approval may be listed in the “Your Action Items” section. If so, click the name of the position.
  1. Alternatively, click “Positions” on the left.
  2. Click the name of the position you need to reviews



## 2. Review Position Details

University of Pennsylvania > Positions >

# Assistant Professor, Tenure Track in Psychiatry - CHOP

Position Actions ▾

Current Step

Send back

Approve

Step 2 of 2: Faculty Search Advisor

Currently assigned to

Karen Grasse (grasse@upenn.edu)

Josh Gianitsis (joshmcg@upenn.edu)

[Position Details](#) [Applicant Review Details](#) [Internal Information](#)

▼ Position Information

Edit

Unit

Psychiatry

Position Type

Standing Faculty

Location

Philadelphia, PA

URL

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

Use the URL to announce your opening online. The position can be published once it is approved.

Open Date

Jun 4, 2019

Close Date

Jun 4, 2021

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.

- a. **Note** – You are able to edit the position details if you do not want to send the position back for something minor.
  - i. Click “Edit”
  - ii. Update the necessary information.
  - iii. Click “Save and Continue” at the bottom of the page to save any updates.
  - iv. Navigate back to Step 1 above to access the review and approval portal.

### 3. Review Required Documents and Committee Members

University of Pennsylvania > Positions >

## Assistant Professor, Tenure Track in Psychiatry - CHOP

Position Actions ▾

#### Current Step

Step 2 of 2: Faculty Search Advisor

Send back

Approve

#### Currently assigned to

Karen Grasse (grasse@upenn.edu)

Josh Gianitsis (joshmcg@upenn.edu)

Position Details Applicant Review Details Internal Information

Required Documents   [Edit](#)

Document Type	Number Required
Cover Letter	1
C.V.	1

Required Forms [Edit](#)

Criteria [Edit](#)

Committee Members  [Edit](#)

Name	Email	Role
UPenn SOM API User	upenn_som_apiuser@interfolio.com	Committee Manager
JANE WALTMAN	jwaltman@upenn.edu	Committee Manager
Karen Grasse	grasse@upenn.edu	Evaluator
Josh Gianitsis	joshmcg@upenn.edu	Evaluator
ROBERT LEAHY III	rorie@upenn.edu	Evaluator
KIMBERLY HAEBEL	khaebel@upenn.edu	Evaluator

- a. **Note** – You are able to add additional required documents or edit the committee membership if you do not want to send the position back for updating by the faculty coordinator.
  - i. Click “Edit”
  - ii. Update the necessary information.
  - iii. Click “Save and Continue” at the bottom of the page to save any updates.
  - iv. Navigate back to Step 1 above to access the review and approval portal.

#### 4. Approve or Send back the Position

University of Pennsylvania > Positions >

## Assistant Professor, Tenure Track in Psychiatry - CHOP

Position Actions 

Current Step

Step 2 of 2: Faculty Search Advisor

Send back

Approve

Currently assigned to

Karen Grasse (grasse@upenn.edu)

Josh Gianitsis (joshmcg@upenn.edu)

Position Details

Applicant Review Details

Internal Information

- a. If you approve the position, select "Approve." A personalized message is not required, and click "Send."

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

## Approve Position

This is the final step in the approval process. By selecting to approve, the position creator will receive an email notifying them that the position is ready to publish and start accepting applications on the open date.

Position

Assistant Professor, Tenure Track in Psychiatry - CHOP

Personalize Message

Include a personal message to the members receiving access.

Send

Cancel

Preview

- b. If you send the position back, please be sure to send it back to the "Position Creator", and include a note about what needs to be updated.

Position

Assistant Professor, Tenure Track in Psychiatry - CHOP

Send To \*

Position Creator: UPenn SOM API User (upenn\_som\_apiuser@interfolio.com)

Personalize Message

Include a personal message to the members receiving access.

From Name

Josh Gianitsis

Reply to email address

joshmcg@upenn.edu

Subject \*

Please Update

Message \*



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

Send

Cancel

Preview