



FACULTY SEARCH GUIDELINES SUPPLEMENT

Step-by-Step Instructions for Interfolio

These guidelines provide step-by-step instructions to initiate a faculty search on the Galveston Campus and are intended to complement the [Faculty Affairs Hiring Guidelines](#).



Office of Academic Affairs

TEXAS A&M UNIVERSITY AT GALVESTON

These guidelines are only intended as a supplemental add-on to the Faculty Affairs Hiring Guidelines for the Interfolio System and should not be solely relied upon.

**Requesting a New
Faculty Position**

**Create a New
Position in Interfolio**

**Publishing &
Advertising the
Position**

**Conducting the
Search Process**

**Final Candidate
Selected**

QUESTIONS?

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INTERFOLIO – INITIATING A FACULTY SEARCH

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Glossary:

➤ *Faculty Affairs – FA*

➤ *Department = Unit*

➤ *Chief Academic Officer – CAO*

➤ *Director of Academic Affairs = College Administrator*

INTRODUCTION

This document is specific to the expectations for the Galveston Campus and is only a supplement to the information found on the [Faculty Affairs Hiring Intranet](#). The intent of this guideline is to be straightforward with the steps used to initiate a faculty search rather than the generality of the Faculty Affairs and Interfolio User Guides.

To access the “Faculty Search” module in Interfolio, go to the FA Portal

<https://facultyaffairsportal.tamu.edu/> and sign in with your Net ID and password. Then select “Positions” from the left menu.

While working through the various sections, note the option to “Skip Step”. This allows the Administrator entering the position to work on various sections at different times. However, do not submit to the college level until all sections are complete, including the initial Search Criteria and Internal Notes sections.

Note: Avoid using abbreviations (ie: TAMUG, MARB, LIST, etc.) in the Interfolio system to help applicants navigate the job board and to help easily identify positions within the Department.

REQUESTING A NEW FACULTY POSITION

Biannually, Department Heads may request new full time faculty positions. This includes the need to fill an existing faculty position due to a vacancy. When a faculty position vacates, the salary savings are swept to a central account under Academic Affairs. For further details, please refer to the [Guideline for Allocation of Faculty Lines and Faculty Hires](#).

Prior to submitting a request for a new faculty position, the Department Head is highly encouraged to discuss with the CAO first. To request a position, complete the ["Faculty Line Position Request"](#) form and submit to the College Administrator two weeks prior to the bi-annual Academic Affairs Leadership Team meeting (either A2CM or AHM) that is designated for the new faculty lines discussion.

Collectively, the academic leadership team reviews the requests to decide where we have the most critical academic needs and should invest our limited funds. These meetings typically take place at the first August A2CM/AHM and the first February A2CM/AHM. Dates are subject to change and the College Administrator will notify Department Heads accordingly.

Once the academic leadership team approves a new faculty position and the CAO concurs with the recommendation, the Department Head should have a [Personnel Action Request \(PAR\)](#) completed and routed to the CAO for signature. Please be sure to attach a copy of the Request for Faculty Position form since it provides the justification details and note who will serve on the search committee. While the PAR is routing, the department may begin the **"Create Position"** process in Interfolio.



Note, part-time faculty requests, also known as "tactical hires", do not follow this process. The Department Head should meet with the CAO to discuss any part time faculty needs before submitting a PAR. Do not start the Interfolio **"Create Position"** process until the PAR has been signed by the CAO and the budget office has assigned a number. Once that occurs, the Interfolio Faculty Search submission process to Faculty Affairs can proceed simultaneously while the PAR routes for final approvals from the Budget Office, Chief Operating Officer and Human Resources Executive Director.

CREATE A NEW POSITION TO INITIATE A FACULTY SEARCH

The Faculty Search module will take you through several sections to create the faculty position, which “builds” the job posting (advertisement). Once a department has initiated their first search in the Interfolio Faculty Search module, it is possible to **“Clone an existing position”** and then just edit the position specifics rather than starting from scratch.

Screen View 1



From the **“Positions”** module, select **“New Position”**, then choose the applicable faculty type from the drop-down menu and select the hiring department as the **“Unit”**. Once the Position Type (track) is selected and **“Create”** is clicked, the Position Type cannot be changed. If it needs to be changed, delete the position and start over.

Screen View 2

This screenshot shows the 'Create Position' form. At the top, it says 'Please select information about the position you want to create. You cannot make changes to these fields once the position is created.' The 'Type' section has a dropdown menu with the following options: 'Academic Professional Track (Non-Tenure) Faculty', 'Research Track Faculty', 'TAMUQ', 'Tenure Review Upon Hire', 'Tenure-Track Faculty', and 'Tenure-Track or Tenure Review Upon Hire (either)'. Below the dropdown, there are two radio buttons: 'A new position' (selected) and 'Clone from an existing position'. At the bottom, there are 'Create' and 'Cancel' buttons.

Screen View 3

This screenshot shows the 'Create Position' form, continuing from the previous step. It says 'Please select information about the position you want to create. You cannot make changes to these fields once the position is created.' The 'Type' dropdown is now closed. The 'Search For or Select Unit' section has a dropdown menu with the following options: 'Administrator', 'Texas A&M University at Galveston', 'Foundational Sciences', 'Liberal Studies', 'Marine Biology', 'Marine Engineering Technology', 'Marine Sciences', and 'Maritime Business Administration'. At the bottom, there are 'Create' and 'Cancel' buttons.

To complete the Create Position sections 1-6, the Department Head and/or the Search Committee Chair must provide the following information to the department's designated Administrator (See [Appendix D](#)).

1. Description & Dates

- **Position Title** - See [Appendix A](#) for the Possible Position Titles specific to the Galveston Campus

Please note that position titles need to contain the tenure type and faculty title all spelled out – do not use abbreviations. Use the entire phrase verbatim from the list of Possible Position Titles ([Appendix A](#)).

- **Location** - Galveston, Texas (possibly McAllen, Texas for MARA hires)
- **Position Type** – this is automatically populated depending on the previous selection made (Screen View 2)
- **Open Date** – This is the date that you are creating the position in Interfolio. Regardless of the date entered, the position will not go live until all approvals are complete. The System will let you enter a future date, but note it won't actually post until the date entered AND all approvals have taken place. This date may also be edited after approvals are complete.
- **Deadline (Position Closes)**

Rolling Deadline or Specific Date – for receipt of applications (until filled vs. specific date)

Rolling Deadline: To keep accepting applications until an acceptable candidate has been identified, choose "Rolling Deadline."

Specific Date: To stop receiving applications by a specific date and review what has been received to date, choose "Specific Date" and enter the date to stop receiving applications.

If the search committee wishes to continue receiving applications beyond the initial application deadline as filed with Faculty Affairs, the "Specific Date" field can be changed to a later date and this will not require another round of approvals.

In either scenario, the position will have to be manually closed when ready to stop receiving applications by changing the position's status (refer to Screen View 13).

Screen View 4

The screenshot shows the 'Description & Dates' form in the TAMUG Interfolio system. The form is titled 'Texas A&M University > Positions > Untitled Position > Description & Dates'. It contains the following fields and options:

- Position Title ***: A text input field with the placeholder 'Untitled Position'.
- Location ***: A text input field with the placeholder 'Ex.: Washington, DC'.
- Position Type**: A dropdown menu showing 'Academic Professional Track (Non-Tenure) Faculty'.
- Open Date ***: A date picker field showing 'Mmm d, yyyy' with a calendar icon.
- Deadline**: Two radio button options: 'Rolling Deadline' (selected) and 'Specific Date'.

A callout box titled 'GENERAL INFORMATION' is present on the right side of the form, stating: 'Start by filling out some general information about the position, including most of the fields required to publish your opening.'

See Screen View 5 on the next page to correlate with this section.

- **Position Description** – refer to [Appendix B](#) for sample language which may be modified at the search committee's discretion
 - Briefly describe the essential functions or expectations of the position (e.g. *The successful candidate will be expected to...*)
 - Be clear on the specifics for teaching, research and service expectations
 - At a minimum, the following must be included:
 - Appointing Unit
 - Faculty Title being advertised for
 - Discipline/Area of Specialization
 - Full or Part Time Status
 - Service Period (ie: 9 months)
 - Track-type
 - Anticipated State Date
 - Number of positions if more than one
 - The “About the Galveston Campus” information paragraphs must be included after the Position Description. (Refer to [Appendix B](#))
 - The TAMU mission and core values statement must be included. (Refer to [Appendix B](#))
- **Qualifications** – at a minimum, a Master's degree is required for most faculty positions
In the Qualifications field, enter required educational requirements, qualifications, skills, licensing, any teaching/research and/or service experience requirements and desired/preferred qualifications, as applicable that have been defined by the search committee or department head.

Please be aware that stating preferred/desired qualifications could potentially cause issues if the department ends up hiring a foreign national in a position that qualifies for permanent residency. If you wish to list preferred qualifications, keep in mind that the Department of Labor treats these as requirements.

- **Application Instructions** – refer to [Appendix C](#) for sample language
The Application Instructions section should advise the applicant of the requirements necessary to apply for the position. The search committee may modify the example language shown in [Appendix C](#) as long as the key elements are present (Posting ID URL# hyperlink and required documents).

Be clear about what documentation/materials are required and the preferred/required format of those documents/materials. Interfolio accepts the following file types and document types: • DOC • DOCX • DOT • ODT • WPD • RTF • TXT • HTML • PDF • Links to webpages • Links to videos hosted by YouTube and Vimeo.

- **Equal Employment Opportunity Statement** – *pre-populated; no changes can be made – be sure this is included in any external advertisements, or simply publish the Interfolio link to apply.*

Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity.

Screen View 5

The screenshot displays a web form with four distinct sections, each with a red arrow pointing to its header:

- Position Description ***: This section includes a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and image. The text area below the toolbar is currently empty.
- Qualifications**: This section also features a rich text editor with the same toolbar as the Position Description section. The text area is empty.
- Application Instructions**: This section includes a third rich text editor with the same toolbar. The text area is empty.
- Equal Employment Opportunity Statement**: This section contains pre-populated text. The first line reads: "Texas A&M University is committed to enriching the learning and working environment for all visitors, students, faculty, and staff by promoting a culture that embraces inclusion, diversity, equity, and accountability. Diverse perspectives, talents, and identities are vital to accomplishing our **mission** and living our **core values**." The second line reads: "Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity."

Note when publishing advertisement to external outlets, these 4 sections make up the final advertisement and are required to be included verbatim as approved by the CAO and FA in the Interfolio Faculty Search module.

- **Advertising Setting** –all faculty searches are “Public” unless an internal or external search waiver is being requested. For search waiver requests, mark the position “Private”.

Select the applicable reason for the private search from the drop-down menu. Then enter an explanation as to why the mandatory search process is being waived.

Drop-down Menu Options:

- Spousal/Partner Hire
- Target of Excellence/Opportunity Hire
- Individual Names in Grant or Offer Letter
- Specialist
- Emergency Hire
- Visiting Scholar and Research
- Internal Promotion
- Research Team
- Change in Organizational Structure
- Reinstatement, Returning Employee
- Other

Screen View 5a – Internal Search Waiver Example

Advertising Setting

What is the advertising setting for this position? * New Feature

[Learn more about the advertising setting](#)

- ☐ **Public**, the position will be available for applicants to find and apply online.
- ☒ **Private**, the position will not be discoverable in any public position feeds managed by Interfolio.

Reason for Private Search *

Emergency Hire ▼

Explain the reason for waiving the mandatory search process:

Internal search waiver to teach Marine Botany (MARB 408) in the Spring 2022 semester. Refer to President Hiring Authorization Request 10-032 for Sierra Cagle.

2. Required Documents

Select the required documents from the drop-down menu (ie: Cover Letter, C.V., Contact Reference, etc.). Note the “number required” is how many documents should be uploaded (ie: a list of three references with contact information is one document).

All applicants are required to submit a Diversity Statement. Be sure to add it to the list of required documents and include these instructions: *Detailing professional skills, experience and/or willingness to support campus inclusion, diversity and equity efforts.*

In addition, select the applicable options (1) *Applicant may upload additional documents* and (2) *Send a message upon submission of the application* and provide a standard message to reply to the applicant that the application has been received.

Both options are recommended as a best practice but may be changed at the search committee’s discretion.

Sample Message on Application Submission: *(may be altered at the search committee’s discretion)*

{subject} Texas A&M University at Galveston – [Name of Position] Position Application

{body} Your application for the [Name of Position] position with the Department of [Name] at Texas A&M University at Galveston has been successfully submitted. Should you have any questions regarding the position, please contact the Search Committee Chair [Name] via email at [\[email address@tamug.edu\]](mailto:email_address@tamug.edu).

Screen View 6

Texas A&M University > Positions > Untitled Position >

Required Documents

Untitled Position

0 Documents Required

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

[+ Add Requirement](#)

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.

Subject *

Message Subject

Body *

[Preview](#)

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

Add Document Requirement

Document Type

- Select Type —
- Confidential Letter of Recommendation or Evaluation
- Cover Letter**
- C.V.
- Transcript (Official)
- Transcript (Unofficial)
- Award
- Dissertation Abstract
- Image
- International Financial Statements
- List of courses taught
- Nomination Letter
- Non-confidential Letter of Recommendation or Evaluation
- Other Certification
- Other Document
- Peer evaluations
- Personal Statement
- Proposal
- Research Statement

☐ 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.

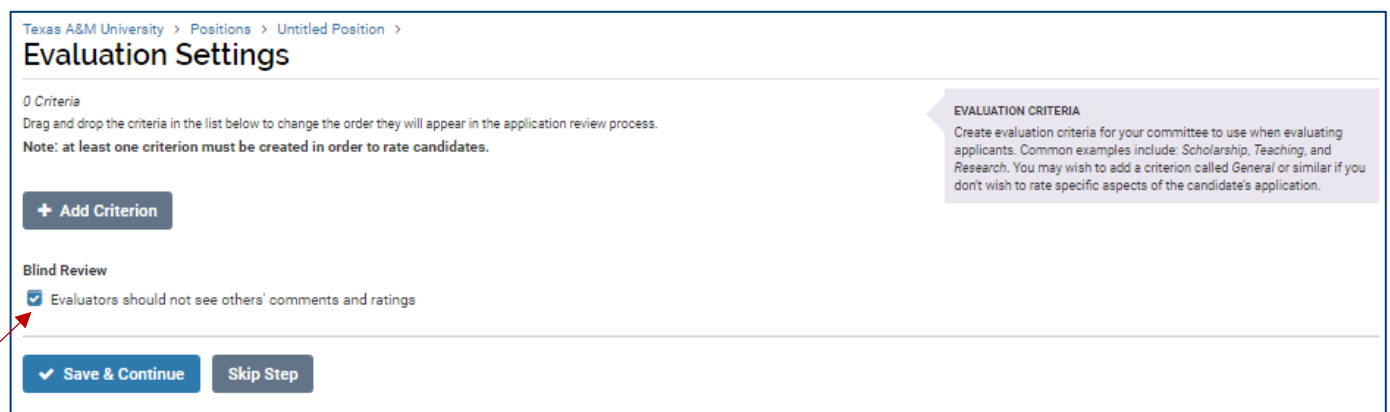
[Save & Continue](#) [Skip Step](#)

3. Evaluation Settings

Add the evaluation criteria provided by the Search Committee Chair. The criteria should include all required (minimum) and desired/preferred qualifications listed in the "Qualifications" section. Criteria may also be built around job duties or the expectations of the position. Candidates who do not meet the minimum qualifications may not be hired into the position.

As the diversity statement must be part of the evaluation rubric for all applicants, be sure to enter *"Professional skills, experience and/or willingness to support campus inclusion, diversity and equity efforts."* As one of the criterion entered into Interfolio.

Screen View 7



Texas A&M University > Positions > Untitled Position >

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.

[+ Add Criterion](#)

Blind Review

☒ Evaluators should not see others' comments and ratings

[✓ Save & Continue](#) [Skip Step](#)

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.

It is a best practice to check the **"Blind Review"** box so an evaluator will only be able to see the ratings she/he assigns and not the ratings assigned by other evaluators.

The Search Committee Chair might consider removing the Blind Review when the search committee gets to the deliberation stage so that the aggregate overall rating (average of all Evaluators' ratings) is visible to the search committee.

If the search will have multiple stages of review, please refer to the ["Texas A&M University Interfolio Faculty Search User Guide"](#) for details on running a search with this common strategy. If different criteria will be used at different stages of the search, the Search Committee Chair should outline which criteria apply to which stages so the Administrator can enter them in the appropriate order in this section.

4. Application Forms

This section already has required University forms populated. Units may also create their own forms (under “Administration” module – not “Positions” module) to gather additional information from applicants and “Add” the form to the position in this section.

Screen View 8

The screenshot shows the 'Application Forms' section of the TAMU system. At the top, there is a breadcrumb trail: 'Texas A&M University > Positions > Untitled Position >'. The main heading is 'Application Forms'. Below this, a message states: '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.' A section titled '2 Forms Required' indicates that two forms are needed and provides instructions to drag and drop documents to change their order. Two forms are listed: 'Foster Child Form' and 'Veteran Status/Identification Form', both marked as 'Required' with a close icon. Below the list is a '+ Add Form' button. A checkbox labeled 'Applicants must complete an Equal Employment Opportunity form' is checked, with a text input field containing 'TAMU EEO'. A note at the bottom states: '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.' At the bottom of the screen are two buttons: 'Save & Continue' and 'Skip Step'.

5. Search Committee Members and Chair

To extend Evaluator access to personnel who will serve on the search committee, those individuals must be added to the search. Select “Add Member” and search by name, unit or email to find the appropriate individuals – then click “Add” next to their name. If the individual is not found, he/she will need to be added as a “user” by an Administrator first.

As a best practice, FA advises that a staff member should be assigned as “Manager” in Interfolio to assist the Search Committee Chair with managing the mechanics of the search. Refer to [Appendix D](#) for more information on the “Interfolio Faculty Search User Role Capabilities”.

Screen View 9

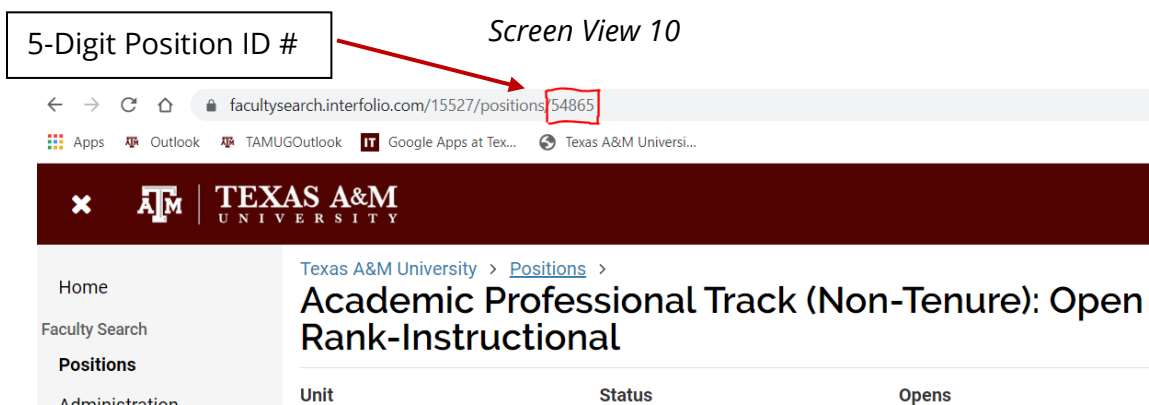
The screenshot shows the 'Search Committee' section of the TAMU system. At the top, there is a breadcrumb trail: 'Texas A&M University > Positions > Untitled Position >'. The main heading is 'Search Committee'. Below this, there are two buttons: '+ Add Member' and '+ Add Manager'. A section titled '1 Committee Members' lists one member: 'Carl Bishop Smith' with the role 'Committee Manager'. To the right of this list is a close icon. A callout box titled 'COMMITTEE MEMBERS' contains the text: '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.' At the bottom of the screen are two buttons: 'Save & Continue' and 'Skip Step'.

6. Internal Notes

The Internal Notes section will not be seen by applicants and all fields are REQUIRED unless otherwise noted. Refer to Screen View 12 on the page 14 to correlate with this section.

- **Position ID** – 2 Digit Academic Year of the anticipated start date – Interfolio Position ID#* - number of positions – Track
ie: 20-XXXXX-01-TT or 21-XXXXX-02-APT X's represent the 5 digit Position ID #

*The unique 5-digit Position ID number is located in the website address bar of the browser being used to enter the position into Interfolio – the image below is an example only – do not use the 5-digit number shown. (Refer to [Appendix E](#) for the difference between the Position ID and the Posting ID)



- **Appointment Type** – Fixed Term, Continuing, Tenure Track, Tenured
- **Rank** (optional)
- **Title** (optional)
- **Position Term Length** – ie: 9 months
- **Discipline** (optional)
- **Anticipated Start Date**
- **Salary Range or Pay Grade** – you may enter “commensurate with experience” or the proposed monthly or annual salary range.
- **Funding Source** (optional) – enter salary range if known and/or use “Internal PAR XXXX” indicating the PAR number.
- **Hiring Plan**

Must provide a list of outlets (e.g. sites, journals, listservs, job boards, etc.) where the advertisement will be posted. Additional outlets beyond what is reflected in this section may also be used to post advertisements. However, at a minimum, ads must be posted in all outlets identified in this section. Also, articulate your good faith efforts to recruit underrepresented demographics. Finally, outline the search process specifying which methods or strategies will be used to identify and develop a diverse pool of applicants as required per University Rule 12.99.99.M0.04.

Note: For those familiar with the former Dean of Faculties hiring process, this would be the information previously included in the Authorization to Recruit memorandum.

- **General Notes**

Enter the justification on why the position is being requested and what need it is fulfilling. How will it contribute to and enhance departmental and institutional teaching, research, and service?

Note: the Department Head will have already completed a "Faculty Position Request form" in advance of creating the position in Interfolio (refer to page 3). The Administrator creating the position should have a copy of this form and it should route with the PAR prior to initiating a faculty search in Interfolio. The form contains the position justifications needed for the General Notes section.

If a search waiver for an emergency, strategic or targeted faculty hire is being requested, add the justification paragraph in the General Notes section and attach a current CV from the individual. In addition, add the letter "W" to the end of your Position ID above (ie: 20-XXXXX-01-TTW) and note if this is an internal or external waiver. Refer to the "[Texas A&M University Interfolio Faculty Search User Guide](#)" or contact the College Administrator for more complete information on search waivers.

- **File Attachments** – May upload documentation for the search committee to access, such as hiring best practices or committee notes.
 - Must attach the approved President Hiring Authorization form for tenure-track/tenure positions. [https://facultyaffairs.tamu.edu/dof/media/DOF-Media/Documents/Forms/President-Hiring-Authorization-Request-Form-\(Faculty\).pdf](https://facultyaffairs.tamu.edu/dof/media/DOF-Media/Documents/Forms/President-Hiring-Authorization-Request-Form-(Faculty).pdf)
 - For Search Waivers, must attach candidate's CV.

When finished with all six sections, click "Submit for Approval". The faculty position has now been created and the approval routing process commences within Interfolio.

Screen View 11

Texas A&M University > Positions > Academic Professional Track (Non-Tenure): Open Rank-Instructional >

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](#)

Position Title
Academic Professional Track (Non-Tenure): Open Rank-Instructional

Interfolio Approval Routing after Creating the Position



Screen View 12

Texas A&M University > Positions > Test >

Internal Notes

Position ID or Requisition Number

Rank

e.g., Associate Professor, Lecturer

Title

e.g., Visiting, Clinical, Research

Discipline

Position Term Length

Anticipated Start Date

-- Select Term --

Mmm d, yyyy

Salary Range or Pay Grade

e.g. \$80,000 - \$100,000; GS-8

Funding Source

e.g. Vice-President's Office; Grant Foundation

Hiring Plan

General Notes

PUBLISHING THE “APPLY NOW” PAGE FOR THE POSITION

Once an email notification is received that the position is approved by Faculty Affairs, the final steps to open the position and manually publish it to the job board need to be completed.

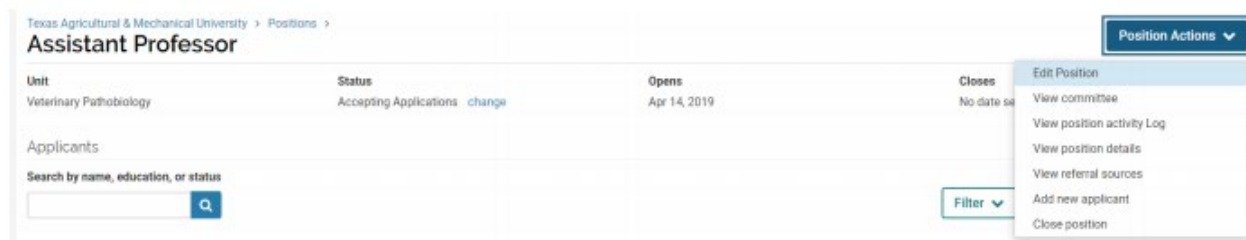
The Administrator for the search will need to set an initial status for the position (ie: “Accepting Applications”) and update accordingly throughout the search process.

Possible Position Statuses:

- Accepting Applications
- Reviewing Applications
- Interviewing Finalists
- Position Filled
- Waiver

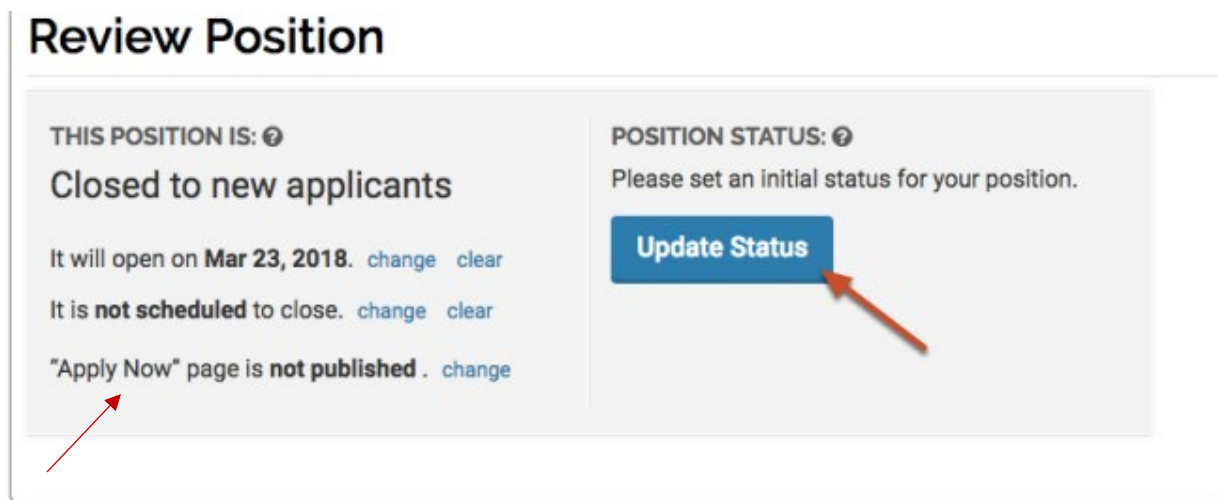
Select the applicable position, then click on the “Position Actions” button and “Edit Position”.

Screen View 13



Then use the “Update Status” button to make the change. The date the position opens may also be changed to the Faculty Affairs approval date or the current date.

Screen View 14



After changing the status to “Accepting Applications”, then change the “Apply Now” page status – simply click the word “change”. When the position is successfully published, a unique URL address will appear at the bottom left corner of the window as shown below. Make sure this URL is included in any external advertisements. *(When the search process is complete, “change” the “Apply Now” page status to remove the position from the live job board.)*

Screen View 15

The image below is an example only – do not use the five digit URL number shown

The screenshot shows the 'Review Position' interface. On the left, under 'THIS POSITION IS:', it says 'Open to new applicants' with links to 'change' and 'clear'. Below that, it shows the opening and closing dates (Sep 1, 2015 to Aug 16, 2018) with 'change' and 'clear' links. The 'Apply Now' page status is 'published' with 'view' and 'change' links. A red circle highlights the URL 'http://apply-alpha.interfolio.com/22946'. On the right, under 'POSITION STATUS:', it says 'Accepting Applications' with a 'change' link. Below that, it lists actions that can happen with this status: 'Applicants can view this status.', 'Applicants can update their application materials.', and 'Evaluators can review applications to this position.' On the far right, there is a list of settings to edit: 'Description & Dates', 'Required Documents', 'Evaluation Settings', 'Application Forms', 'Search Committee', and 'Internal Notes'.

The five digits in the URL address to apply for the position (<http://apply-alpha.interfolio.com/#####>) is referred to as the **Posting ID number** – not to be confused with the *Position ID number* discussed on page 11 (refer to [Appendix E](#)). After making desired adjustments, click “Save”.

When selecting the applicable Position Status, it will list what actions can happen while the search is in that particular status. For instance, when you select “Accepting Applications”, the boxes are pre-checked for “Applicants can view this status” and “Applicants can update their application materials”.

If you want the search committee members to access applications as they are received, be sure to check the box for “Evaluators can review applications to this position”. Otherwise, the applications will not be available to search committee members until the position status is changed to “Reviewing Applications”.

Please refer to the [“Texas A&M University Interfolio Faculty Search User Guide”](#) for more complete information on changing a position’s status.

ADVERTISING THE POSITION

The advertisement cannot be changed once Faculty Affairs has approved the position in Interfolio. Should a change be absolutely necessary, please work with the College Administrator to have it amended and reapproved at all levels of review (Dept Head, CAO and FA).

The only sections from Interfolio required for the external advertisements are 1) Position Description, 2) Qualifications, 3) Application Instructions and the 4) Equal Opportunity Employment disclaimer. It is also acceptable to simply list the title of the position and link to the posting. (Refer back to *Screen View 5*)

To avoid unintentional changes to the advertisement, it is best to generate a PDF copy** of the final advertisement from the Interfolio system to send it to the other advertising outlets. Upon position approval, have the advertisement published in all external outlets identified in the Hiring Plan, per FA requirements. However, postings are not limited to the outlets previously identified.

Steps to Conversion:

1. Open position in Interfolio
2. Click "**View position details**" under "**Position Actions**" tab
3. Open Position URL by clicking on the hyperlink
4. Right click on the page and hover over Adobe Acrobat*
5. Select "Convert Web Page to Adobe PDF"
6. Save and Open

*If you do not see the Adobe Acrobat option when you "right click and hover" (step 4 above), follow these steps instead:

1. Right click and select "Save As" (save as a webpage)
2. Open Adobe Acrobat DC
3. Select "Create PDF"
4. Click "Select a file" to browse for the saved webpage
5. Select the saved webpage and click "Create"

**If you need a Word version of the advertisement to help populate external ads, select "Export PDF" from the Adobe Acrobat Tools Menu and export back to Word. Note, it may require some minor clean up to remove headers/footers and logos that may not be appropriate for the external outlet.

To post in HigherEdJobs.com, contact TAMUG Human Resources for assistance.

As always, be sure to retain copies of all advertisements published, noting the publication start date and end date, as part of the search committee records. Refer to the [University Records Retention Schedule](#) for the length of time such documentation is required to be retained.

CONDUCTING THE SEARCH PROCESS

Note as we work through a few searches with this new system, we can expand the details in this section. Knowledge of the mechanics of this new system is too limited at this time, so please refer to Faculty Affairs and Interfolio user guides. You may also contact the College Administrator for specific questions or issues. Moving forward, definitely share any lessons learned that should be incorporated into this section with the College Administrator.

Search committee members should refer to the [Faculty Affairs intranet](#) for more complete information on conducting a faculty search.

Within Interfolio, the Administrator needs to run the mechanics of the search and assign disposition codes to the applicants as the process moves along (similar to Workday) by working closely with the Search Committee Chair. The **Position Status** also needs to be updated as the search moves through the process.

When the search committee no longer wants to receive new applications, be sure to change the “Apply Now” page status to remove the ad from the live job board – simply click “change” (refer to Screen View 15).

Once the search committee has finished their evaluation of the candidates and identified a short list of 3 to 4 individuals who should be invited to campus for interviews, the short list and candidate CVs should be provided to the Department Head who will in turn communicate with the CAO. The CAO will authorize who may be invited for on-campus interviews. At this point, the Administrator should change the disposition codes for the applicants to be invited for interviews.

Once the interview process has been completed, the search committee provides a written report to the Department Head that identifies each candidate’s strengths and weaknesses. In turn, the Department Head meets with, and makes a recommendation to, the CAO for his consideration.

FINAL CANDIDATE SELECTED

Once the CAO agrees with the selection of the final candidate, an offer letter should be drafted. Refer to [FA's intranet](#) for offer letter templates and mandatory contingency statements.

After drafting the offer letter, send it to the CAO and College Administrator for review prior to sending to the candidate. Be sure to print the offer letter on TAMUG compliant letterhead.

Once the final candidate has accepted the offer, change their status to "Hired" in Interfolio. Now the FA hiring process can begin in the FA Hiring Workflow (<https://facultyaffairsportal.tamu.edu/>).

Screen View 16 – note Position ID #

Texas Agricultural & Mechanical University > Positions

Search for positions

Filter Clear Filters

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

Position #	Status #	Application Information #	EEO Notes
Assistant Professor Veterinary Pathobiology Tenure-Track Faculty ID: 7507	Accepting Applications	2 applications Opens: Apr 14, 2019	Add

Screen View 17 – Hiring Workflow correlates to Interfolio Position ID#

ATM | TEXAS A&M UNIVERSITY Dean of Faculties Portal Howdy Sandra Harnden

Hiring Workflow

Need Signature View Startups Inbox Start Hire Interfolio Applicant Tracking Logs URNs Needed Search Reports User Guide Workflow Diagram

Interfolio

Open Positions

Position ID	Unit	Name	Open Date	Position Type	Applications	Position Status	Positions Requested	Hires Started
7507	Veterinary Pathobiology	Assistant Professor	4/14/2019	Tenure-Track Faculty	2	Accepting Applications	2	2
7517	Veterinary Pathobiology	Assistant Professor 2	4/20/2019	Tenure-Track Faculty	1	Accepting Applications	0	1
7519	Veterinary Pathobiology	Assistant Professor	4/27/2019	Tenure-Track Faculty	0	Waiver	0	0
7871	Veterinary Pathobiology	test4	6/17/2019	Tenure-Track Faculty	2	Accepting Applications	0	1
7878	Agricultural Economics	Academic Professional Track Faculty: Lecturer	6/27/2019	Academic Professional Track Faculty	1	Accepting Applications	0	0
7881	Veterinary Pathobiology	Tenure-Track Assistant Professor	7/2/2019	Tenure-Track Faculty	6	Accepting Applications	0	0

After clicking on the "Position ID" number, the applicants will display and the individual to be hired can be selected using the "Start Hire" button on the right. Then start uploading all the required documents and information. Refer to the [Faculty Hiring Checklist](#) for details on the information and documentation to be entered and uploaded before sending the hire to the Department Head for review.

Faculty Hire Approval Process



Once Faculty Affairs has approved the hire, the College Administrator will advise Human Resources of the approval via email referencing the PAR # and carbon copy the Department Head and the Department Administrator (academic support staff member within the department that processes faculty hiring at the department level).

After FA approval process is complete, the Workday processes begin. Contact Human Resources for more information.

APPENDIX A – Possible Faculty Position Title Options for TAMUG

The entire phrase, as shown below, must be entered into the “Position Title” field when creating an open faculty position in Interfolio. The discipline may also be included. [Brackets] indicate where an edit may be made and do not use the asterisk – for footnoting purposes only within this document.

Academic Professional Track Faculty

Academic Professional Track (Non-Tenure): Instructional [Rank]*

Academic Professional Track (Non-Tenure): Executive [Rank]*

Academic Professional Track (Non-Tenure): [Rank] Of the Practice*

Academic Professional Track (Non-Tenure): Visiting [Rank]*

Academic Professional Track (Non-Tenure): Lecturer

Academic Professional Track (Non-Tenure): Senior Lecturer

Academic Professional Track (Non-Tenure): Principal Lecturer

Academic Professional Track (Non-Tenure): Lab Instructor

Academic Professional Track (Non-Tenure): Open Rank-Instructional**

Academic Professional Track (Non-Tenure): Open Rank-Executive**

Academic Professional Track (Non-Tenure): Open Rank-Of the Practice**

Academic Professional Track (Non-Tenure): Open Rank-Lecturer**

*Insert specific [Rank] if advertising for a particular rank (ie: Assistant Professor, Associate Professor or Professor).

**If searching for multiple ranks within a given title dependent upon candidate qualifications, utilize the appropriate “Academic Professional Track (Non-Tenure): Open Rank [adjective]”. For example, “Academic Professional Track (Non-Tenure): Open Rank-Instructional”.

Tenured/Tenure-Track Faculty

Tenure-Track: Open Rank

Tenure-Track: Assistant Professor

Tenure-Track: Associate Professor

Tenured/Tenure-Track: Open Rank

Tenured/Tenure-Track: Assistant Professor

Tenured/Tenure-Track: Associate Professor

Tenured/Tenure-Track: Professor

Tenure Review Upon Hire

Tenured: Open Rank

Tenured: Associate Professor

Tenured: Professor

APPENDIX B – Sample Language for the Position Description

The Department of *[insert name]* at Texas A&M University at Galveston invites applications for a *[if hiring more than one position, indicate number of positions] [indicate full-time or part-time], [indicate track-type, i.e., tenured, tenure-track, non-tenure accruing, or research track] position with [indicate service period, e.g., a 9-month or an 11-month] academic appointment beginning [anticipated start date].* *Close this paragraph with one of the following:*

- Applicants will be considered for the faculty title of *[insert specific faculty title(s) advertising for, must be in alignment with position title and position type]. OR*
- Applicants will be considered for the faculty titles of *[insert specific faculty titles advertising for, must be in alignment with position title and position type] depending on qualifications.]*

[Insert information for discipline/area of specialization and subdiscipline if applicable.] [Insert brief essential functions or expectations of the position (e.g., The successful candidate will be expected to...) Be clear on specifying teaching, research, and service expectations.]

[Briefly highlight why your unit would be a great place to work.]

“Galveston Campus” Information – must be included *(entered into Interfolio in the same box as the position description)*

Texas A&M University at Galveston is an ocean-oriented branch campus of Texas A&M University which educates nearly 2,300 undergraduate and graduate students in a unique blend of marine and maritime programs, including majors in science, business, engineering, liberal arts, and transportation. It is driving the development of the blue economy in the Gulf Coast Region and is a critical contributor to Texas A&M's sea-grant portion of Texas A&M's rare land-, sea-, space-grant mission with nearly \$10 million in research expenditures.

Texas A&M-Galveston is also home to the Texas A&M Maritime Academy, one of seven in the U.S. and the only academy integrated into a Tier 1 academic institution, which trains over 400 cadets annually for maritime service and employment around the world. Texas A&M-Galveston is ideally located in Galveston, Texas on the Gulf Coast where is it surrounded by the industry, environment and programs essential to fulfilling its special-purpose mission. Aggies are known for their deep commitment to the success of each other and their strong desire to serve.

TAMU's mission and core values statement – must be included. *(entered into Interfolio in the same box as the position description at the end)*

Texas A&M-Galveston is committed to enriching the learning and working environments for all visitors, students, faculty, and staff, which is vital to accomplishing our [mission](#) and living our [core values](#).

See following pages for Position Description samples.

Sample Position Description – full time; one position

The Department of Marine Biology at Texas A&M University at Galveston (TAMUG) invites applications for a full-time, non-tenure track position with a 9-month academic appointment beginning September 1, 2020. Applicants will be considered for the faculty titles of Instructional Assistant Professor or Instructional Associate Professor depending on qualifications.

The successful candidate will be expected to dedicate themselves to our freshman and sophomore level students. The person will teach all sections of beginning Biology courses, BIOL 111 and BIOL 112, and possibly other courses as appropriate to TAMUG's marine and/or maritime programs. They will also integrate course materials with scholarly activities ongoing in the Marine Biology Department. They will also serve as a mentor to students enrolled as Marine Biology/Marine Fisheries majors in the Marine Biology Department.

Texas A&M University at Galveston is an ocean-oriented branch campus of Texas A&M University which educates nearly 2,300 undergraduate and graduate students in a unique blend of marine and maritime programs, including majors in science, business, engineering, liberal arts, and transportation. It is driving the development of the blue economy in the Gulf Coast Region and is a critical contributor to Texas A&M's sea-grant portion of Texas A&M's rare land-, sea-, space-grant mission with nearly \$10 million in research expenditures.

Texas A&M-Galveston is also home to the Texas A&M Maritime Academy, one of seven in the U.S. and the only academy integrated into a Tier 1 academic institution, which trains over 400 cadets annually for maritime service and employment around the world. Texas A&M-Galveston is ideally located in Galveston, Texas on the Gulf Coast where it is surrounded by the industry, environment and programs essential to fulfilling its special-purpose mission. Aggies are known for their deep commitment to the success of each other and their strong desire to serve.

Texas A&M-Galveston is committed to enriching the learning and working environments for all visitors, students, faculty, and staff, which is vital to accomplishing our [mission](#) and living our [core values](#).

Sample Position Description – part time; multiple positions

The Department of Liberal Studies at Texas A&M University at Galveston (TAMUG) invites applications for up to three part-time, non-tenure track Lecturer positions with a 4.5-month academic appointment beginning September 1, 2020.

The successful candidate(s) will be expected to teach two political science courses per semester from the required core curriculum courses, American National Government and State and Local Government (Texas). This is predominantly an undergraduate teaching position, so having an exceptionally strong commitment to excellence in teaching, and other interactions leading to overall student success is expected. In addition, service to the University and Department is also required. The successful candidate(s) will be able to work in an interdisciplinary department that includes Anthropology, Archeology, Political Science, Communication, English, History, and Philosophy.

Texas A&M University at Galveston is an ocean-oriented branch campus of Texas A&M University which educates nearly 2,300 undergraduate and graduate students in a unique blend of marine and maritime programs, including majors in science, business, engineering, liberal arts, and transportation. It is driving the development of the blue economy in the Gulf Coast Region and is a critical contributor to Texas A&M's sea-grant portion of Texas A&M's rare land-, sea-, space-grant mission with nearly \$10 million in research expenditures.

Texas A&M-Galveston is also home to the Texas A&M Maritime Academy, one of seven in the U.S. and the only academy integrated into a Tier 1 academic institution, which trains over 400 cadets annually for maritime service and employment around the world. Texas A&M-Galveston is ideally located in Galveston, Texas on the Gulf Coast where is it surrounded by the industry, environment and programs essential to fulfilling its special-purpose mission. Aggies are known for their deep commitment to the success of each other and their strong desire to serve.

Texas A&M-Galveston is committed to enriching the learning and working environments for all visitors, students, faculty, and staff, which is vital to accomplishing our [mission](#) and living our [core values](#).

APPENDIX C – Sample Language for Application Instructions

Opening Statement

Applicants must submit electronic PDF copies of 1) cover letter, 2) curriculum vitae, 3) a personal statement to include philosophy and plans for teaching and service, and 4) names and contact information of three (3) professional references by applying online at: <http://apply.interfolio.com/132702>.

Applications are only accepted online at <http://apply.interfolio.com/#####>. Applications must include electronic PDF copies of 1) cover letter 2) a current CV 3) a personal statement to include philosophy and plans for teaching, research and service, and 4) a list of three references.

OR

Applicants must include electronic PDF copies of 1) cover letter 2) a current CV 3) a personal statement to include philosophy and plans for teaching, research and service, and 4) a list of three references by applying online at: <http://apply.interfolio.com/#####>.

**To find the unique 5-digit Position URL ##### to insert into the Application Instructions, skip to the end of the Create Position sections and select "Position Actions", then "View Position Details" – the image below is an example only – do not use the 5-digit number shown.*

IMPORTANT – The Interfolio Position ID # is not the same as the 5-digit URL Posting ID # to apply (refer to [Appendix E](#)).

Screen View 18

Texas A&M University > Positions >

Academic Professional Track (Non-Tenure): Open Rank-Instructional

Unit: Texas A&M University at Galveston | Status: Position Being Created

Position Actions ▼

- Edit Position
- View committee
- View position activity Log
- View position details**
- Delete position

! This position is in the process of being created and will need to be approved before it is open to receive applications. Once submitted for approval, the desk...

Position Details

Basic Information

Position Title	Location
Academic Professional Track (Non-Tenure): Assistant Professor of the Practice	Galveston, Tx
Position Type	Position URL
Academic Professional Track (Non-Tenure) Faculty	apply.interfolio.com/70908

Position Description

The Maritime Transportation Department (MART) at Texas A&M University at Galveston (TAMUG) invites applications for a full-time (9 months per year), Academic Professional Track faculty member (non-tenure) at the Assistant Professor of the Practice position in the area of marine transportation, navigation, seamanship, and lifesaving courses with the possibility of hire for summer sea term cruises. The Texas A&M Maritime Academy is the only maritime academy that is part of an AAU institution - Texas A&M University.

The successful candidate will enhance the quality of undergraduate and graduate license option education by teaching four to five (4-5) sections of MART 210 – RADAR/ARPA/ECDIS and one to two (1-2) sections of MART 404 - The Navigator during the fall and spring semesters, including all corresponding lab sections, and participate in multiple departmental committees. The new Assistant Professor of the Practice will integrate both academic and ship operations to maintain licensing and educational requirements. This position would

Close

← Screen View 19

5-Digit URL Posting ID #

Closing Statement

The closing statement option depends on the “Rolling Deadline” or “Specific Date” option chosen under the [Description & Dates](#) section:

Rolling Deadline for Receipt of Applications

For more information on the position, please contact the Chair of the Search Committee, *[Insert Name]* at *[email address]*. Review of applications will begin *[date]* and the position will remain open until filled.

Specific Date for Receipt of Applications

For more information on the position, please contact the Chair of the Search Committee, *[Insert Name]* at *[email address]*. The initial deadline for receipt of complete applications is *[date]*.

OR

For more information on the position, please contact the Chair of the Search Committee, *[Insert Name]* at *[email address]*. Completed applications received by *[date]* will be given preferred consideration.

Full Example:

Applications are only accepted online at <http://apply.interfolio.com/#####>. Applications must include electronic PDF copies of a personal statement to include philosophy and plans for teaching, research and service, and 4) a list of three references. For more information on the position, please contact the Chair of the Search Committee, Dr. John Doe at doej@tamug.edu. Review of applications will begin March 15, 2024 and the position will remain open until filled.

APPENDIX D – Interfolio Faculty Search User Role Capabilities

Administrator – Every hiring unit has an assigned Administrator and can have more than one. Faculty Search Administrators are typically staff who are well-versed in coordinating academic personnel recruitment.

College-level Administrators can create, supervise, manage, monitor, and close searches at the college level or in any department within that college. Currently, the Galveston College-level Administrators are Dr. Debbie Thomas and Cari Bishop Smith.

Department-level Administrators are assigned by the College-level Administrator and can create, supervise, manage, monitor, and close all searches at the department level. All Department Heads and staff that support the faculty search process have this access for their unit. See table below*.

Should a new user need this type of access, contact the College Administrator for assistance.

Committee Manager – Assigned by Administrator to coordinate a particular search; can edit settings and statuses, view reports, communicate with applicants. This is an optional role.

As a best practice, it is recommended that units assign an Administrator to the role of “Committee Manager” — to manage the search by working directly with the search committee. This is typically a staff member within the unit who supports the faculty search process.

Some units may assign the Committee Manager role to the Search Committee Chair. This is at each Department Head’s discretion since the role has the ability to edit all details of the search (accidentally or intentionally) which could result in serious complications to application data and workflow. To avoid this risk, Search Committee Chairs should be assigned an Evaluator role and the Search Committee Chair would communicate with the Administrator to make sure that statuses and applicant communications are administered as intended.

Evaluators – Assigned by department-level or college-level Administrator; appropriate role for members of the search committee charged with viewing, reviewing, and rating applications; cannot create or edit positions.

***Currently assigned Departmental Administrators as of September 2023**

Department	Department Head	Support Staff
Foundational Sciences	Melanie Moser	Glenda Nelson
Liberal Studies	JoAnn DiGeorgio-Lutz	John Vandewater
Marine Biology	Anna Armitage	Stacey Herman
Marine & Coastal Environmental Science	Vacant (MM)	Gretchen Childress
Marine Engineering Technology	Alok Verma	Vacant
Maritime Business Administration	Vacant (JDL)	Jossette Chimes
Maritime Transportation	George Edenfield	Linda Jenko

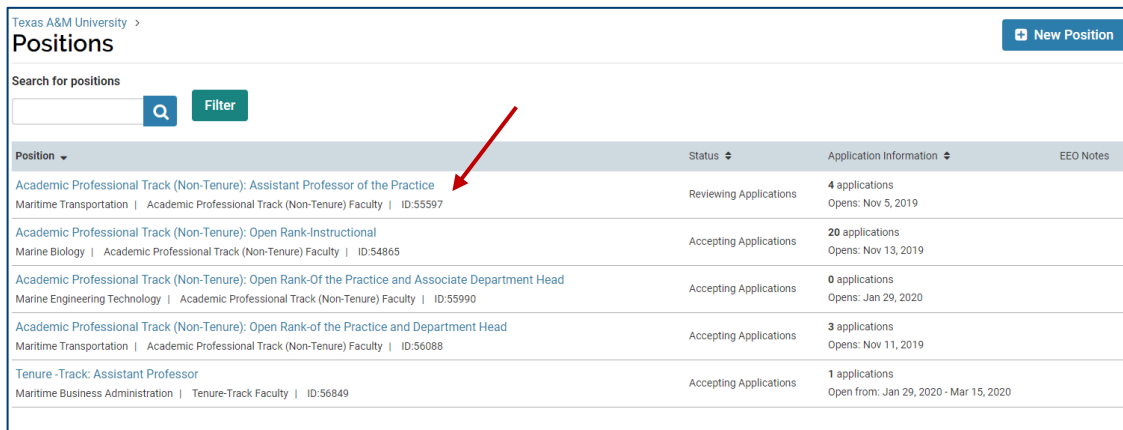
APPENDIX E – Position ID versus Posting ID

While creating the position in Interfolio, the **Position ID number** is found in the address bar of the web browser being used. (Refer to page 11)

Once the position has been created, the **Position ID number** is found on the list of open positions for the unit and it will correspond to the position in the FA Hiring Workflow under “Interfolio Positions” (see images below).

Interfolio:

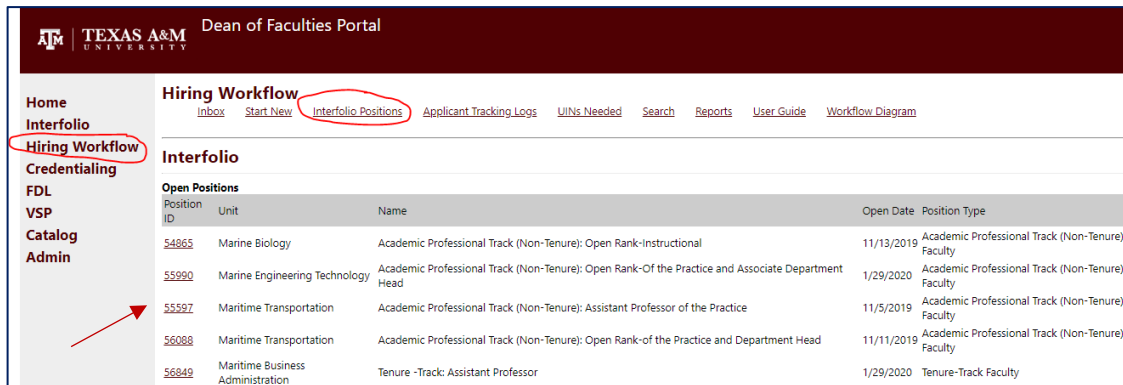
Screen View 20



Position	Status	Application Information	EEO Notes
Academic Professional Track (Non-Tenure): Assistant Professor of the Practice Maritime Transportation Academic Professional Track (Non-Tenure) Faculty ID:55597	Reviewing Applications	4 applications Opens: Nov 5, 2019	
Academic Professional Track (Non-Tenure): Open Rank-Instructional Marine Biology Academic Professional Track (Non-Tenure) Faculty ID:54865	Accepting Applications	20 applications Opens: Nov 13, 2019	
Academic Professional Track (Non-Tenure): Open Rank-Of the Practice and Associate Department Head Marine Engineering Technology Academic Professional Track (Non-Tenure) Faculty ID:55990	Accepting Applications	0 applications Opens: Jan 29, 2020	
Academic Professional Track (Non-Tenure): Open Rank-of the Practice and Department Head Maritime Transportation Academic Professional Track (Non-Tenure) Faculty ID:56088	Accepting Applications	3 applications Opens: Nov 11, 2019	
Tenure -Track: Assistant Professor Maritime Business Administration Tenure-Track Faculty ID:56849	Accepting Applications	1 applications Open from: Jan 29, 2020 - Mar 15, 2020	

FA Portal Hiring Workflow:

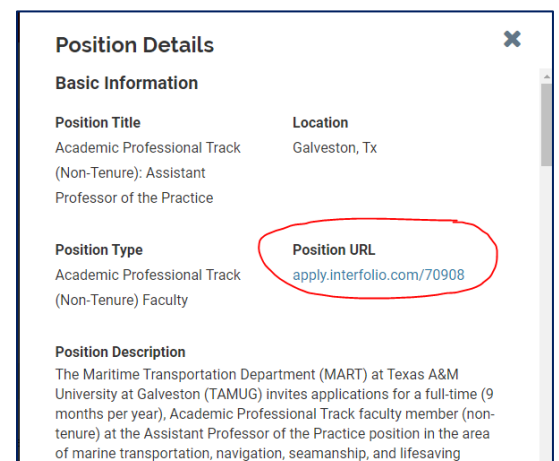
Screen View 21



Position ID	Unit	Name	Open Date	Position Type
54865	Marine Biology	Academic Professional Track (Non-Tenure): Open Rank-Instructional	11/13/2019	Academic Professional Track (Non-Tenure) Faculty
55990	Marine Engineering Technology	Academic Professional Track (Non-Tenure): Open Rank-Of the Practice and Associate Department Head	1/29/2020	Academic Professional Track (Non-Tenure) Faculty
55597	Maritime Transportation	Academic Professional Track (Non-Tenure): Assistant Professor of the Practice	11/5/2019	Academic Professional Track (Non-Tenure) Faculty
56088	Maritime Transportation	Academic Professional Track (Non-Tenure): Open Rank-of the Practice and Department Head	11/11/2019	Academic Professional Track (Non-Tenure) Faculty
56849	Maritime Business Administration	Tenure -Track: Assistant Professor	1/29/2020	Tenure-Track Faculty

Screen View 22 →

Once a position has been created, the status has been changed to Accepting Applications and the posting has been published, the unique five-digit Position URL hyperlink reflects the **Posting ID number**. Select the applicable position from the unit's list of available positions, select “Position Actions”, then “View Position Details” and a pop-up window will open as shown to the right. Note how the Position ID is 55597 and the Posting ID is 70908 in this example.



Position Details	
Basic Information	
Position Title	Location
Academic Professional Track (Non-Tenure): Assistant Professor of the Practice	Galveston, Tx
Position Type	Position URL
Academic Professional Track (Non-Tenure) Faculty	apply.interfolio.com/70908
Position Description	
The Maritime Transportation Department (MART) at Texas A&M University at Galveston (TAMUG) invites applications for a full-time (9 months per year), Academic Professional Track faculty member (non-tenure) at the Assistant Professor of the Practice position in the area of marine transportation, navigation, seamanship, and lifesaving	

HYPERLINKED SCREEN VIEWS INDEX

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