FACULTY HIRING WORKFLOW – Create Position in Interfolio

**Dept**
- Log into doportal.tamu.edu, select Interfolio; then select “New Position”
- Refer to TAMUG Interfolio Faculty Search Module Guide Supplement for step by step instructions to create a new position
- Enter the applicable information at each prompt and "Save and Continue"
- Once all six sections are complete, select "Submit for Approval" to send to the Department Head for review and approval

**DH**
- Department Head should carefully review the Position Description, Qualifications, Evaluation Criteria and the Hiring Plan under the Internal Notes section
- The Hiring Plan identifies where advertisements will be placed, articulates good faith efforts to recruit underrepresented demographics and outlines the search process specifying what methods or strategies will be used to help identify and develop a diverse pool of applicants
- When all in good order, send to the College Review level

**CAO**
- After the College Administrator ensures all six sections are complete; the position will be sent to the CAO for review and approval prior to submitting to the Dean of Faculties
- The CAO will carefully review the Position Description and Qualifications sections to help ensure the advertisement adequately describes the faculty position
- The CAO will also carefully review the Hiring Plan to help ensure best practices are being followed to reach a diverse pool of applicants
- When all in good order, CAO will send to the Dean of Faculties Reviewers

**Post**
- DoF will post to TWC* and send an approval email back to the Department and the College Administrator through Interfolio
- Upon receipt, change the position status to "Accepting Applications" and publish the Apply Now page to the Interfolio job board
- Advise HR to begin the Workday process of creating the position, if needed. Note no job requisitions are created because Workday is not being used to conduct the search

*TWC - Texas Workforce Commission

Department Administrator may wish to utilize the Faculty Hiring Checklist as step-by-step tool.

For questions pertaining to the Creating a Position in Interfolio or any stage of the hiring process, please contact the College Administrator at x4403 or bishopc@tamug.edu.

Click here to return to Faculty Hiring