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 Dean of Faculties Hiring Guidelines.

Office of Academic Affairs
TEXAS A&M UNIVERSITY AT GALVESTON

QUESTIONS?
Cari Bishop Smith
Faculty Hiring Coordinator
bishopc@tamug.edu
409.740.4403
www.tamug.edu/AcademicAffairs/FacultyHiring

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

Revised October 2020
INTRODUCTION

This document is specific to the expectations for the Galveston Campus and is only a supplement to the official "Dean of Faculties Interfolio Faculty Search User Guide". The intent of this guideline is to be straightforward with the steps used to initiate a faculty search rather than the generality of the DoF and Interfolio User Guides. Please refer to the appropriate DoF guideline document as well as the Interfolio user guides for more complete information.

DoF/Interfolio User Guides: [http://dof.tamu.edu/Hiring/INTERFOLIO-FACULTY-SEARCH](http://dof.tamu.edu/Hiring/INTERFOLIO-FACULTY-SEARCH)

This new Interfolio process replaces the previous Authorization to Recruit and Pre Hire stages. To access the “Faculty Search” module in Interfolio, go to the DoF Portal [https://dofportal.tamu.edu/](https://dofportal.tamu.edu/) and sign in with your Net ID and password. Then selection “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 Faculty Hiring Coordinator two weeks prior to the bi-annual Academic Affairs Coordination Meeting (A2CM) meeting designated for the new faculty lines discussion.

Collectively, the Department Heads and academic leadership review 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 September A2CM and the first March A2CM. Dates are subject to change and the Faculty Hiring Coordinator will notify Department Heads accordingly.

Once the A2CM 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.
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*

*Screen View 3*
In order 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
   - **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.
   - **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 the DoF, 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*


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 paragraph must be included as the last paragraph of the Position Description. (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.

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 (Position 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

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.

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 DoF in the Interfolio Faculty Search module.
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].

Screen View 6
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.

*Screen View 7*

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 “[Dean of Faculties 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. Departments 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](attachment:image)

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.

As a best practice, the DoF 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”.

All members of the search committee must have attended Strategies and Tactics for Recruiting to Improve Diversity and Excellence "STRIDE" Training within the last two years to serve. Attendance will be tracked in TrainTraq beginning 2020 or contact the Faculty Hiring Coordinator to check attendance.

![Screen View 9](attachment:image)
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 13 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  
  
*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)

- **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 salary range.
- **Funding Source** (optional) – enter if known
- **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.M1.

**Note:** For those familiar with the former DoF 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 a 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 “Dean of Faculties Interfolio Faculty Search User Guide” or contact the Faculty Hiring Coordinator 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.

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*

![Interfolio Approval Routing after Creating the Position](image)
### Internal Notes

<table>
<thead>
<tr>
<th>Position ID or Requisition Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g., Associate Professor, Lecturer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g., Visiting, Clinical, Research</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Term Length</th>
<th>Anticipated Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>— Select Term —</td>
<td>[Month, YYYY]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salary Range or Pay Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g., $80,000 - $100,000; 65-8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g., Vice-President's Office, Grant Foundation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hiring Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]</td>
</tr>
</tbody>
</table>

PUBLISHING THE “APPLY NOW” PAGE FOR THE POSITION

Once an email notification is received that the position is approved by the DoF, 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 DoF 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.

![Review Position](image)

The five digits in the URL address to apply for the position ([http://apply-alpha.interfolio.com/#####](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 **“Dean of Faculties Interfolio Faculty Search User Guide”** for more complete information on changing a position’s status.
ADVERTISING THE POSITION

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

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. (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 DoF 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:

4. Right click and select “Save As” (save as a webpage)
5. Open Abode Acrobat DC
6. Select “Create PDF”
7. Click “Select a file” to browse for the saved webpage
8. 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.

Refer to Appendix F for a list of diversity related websites where Human Resources will manually post faculty positions once the position has been approved by the Dean of Faculties, as well as HigherEdJobs.com that Human Resources can assist with upon request.

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 DoF and Interfolio user guides. You may also contact the Faculty Hiring Coordinator for specific questions or issues. Moving forward, definitely share any lessons learned that should be incorporated into this section with the Faculty Hiring Coordinator.

Search committee members should refer to the Strategies and Tactics for Recruiting to Improve Diversity and Excellence Handbook for Search Committee Members for more complete information on conducting a faculty search. The objective of the handbook is to provide evidence-based practices to increase the diversity of applicant pools, to ensure the fair and equitable review of all candidates, and to demonstrate that Texas A&M University is committed to creating an inclusive, welcoming, and supportive environment for all faculty, staff, and students.

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. Please refer to the “Dean of Faculties Interfolio Faculty Search User Guide” for details.

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 the DoF’s “Faculty Hiring Guidelines for Deans and Department Heads” for offer letter templates and mandatory contingency statements.

After drafting the offer letter, send it to the CAO and Faculty Hiring Coordinator 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 DoF hiring process can begin in the DoF Hiring Workflow (https://dofportal.tamu.edu/).

*Screen View 16 – note Position ID #*

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

After the DoF 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. [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): 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 track, 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.]

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

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 the primary component that fulfills the sea-grant portion of Texas A&M’s land-, sea-, space-grant mission and has nearly $10 million annually 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 300 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.

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 the primary component that fulfills the sea-grant portion of Texas A&M’s land-, sea-, space-grant mission and has nearly $10 million annually 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 300 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.

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 the primary component that fulfills the sea-grant portion of Texas A&M’s land-, sea-, space-grant mission and has nearly $10 million annually 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 300 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.
APPENDIX C – Sample Language for Application Instructions

Opening Statement

Applications are only accepted online at http://apply.interfolio.com/#####. Applications must include electronic PDF copies of [ie: 1) cover letter 2) a current CV 3) a diversity statement detailing professional skills, experience and/or willingness to support campus inclusion, diversity and equity efforts and 4) a list of three references – list all required documents].

OR

Applicants must submit electronic PDF copies of [e.g. 1) cover letter, 2) curriculum vitae, 3) statement on teaching philosophy and interests, 4) a diversity statement detailing professional skills, experience and/or willingness to support campus inclusion, diversity and equity efforts and 5) a list of three references with contact information – list all required documents] 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

Screen View 19
Diversity Statement

We are especially interested in qualified candidates who can contribute, through their research, teaching, and/or service, to the diversity and excellence of Texas A&M University at Galveston's academic community.

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 1) Cover Letter, 2) a current CV, 3) a diversity statement detailing professional skills, experience and/or willingness to support campus inclusion, diversity and equity efforts along with 4) a list of three references. We are especially interested in qualified candidates who can contribute, through their research, teaching, and/or service, to the diversity and excellence of Texas A&M University at Galveston's academic community. For more information on the position, please contact the Chair of the Search Committee, Dr. John Doe at doeij@tamug.edu. Review of applications will begin March 15, 2020 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. Patrick Louchouarn, Dr. Donna Lang 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 Faculty Hiring Coordinator 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 January 2020*

<table>
<thead>
<tr>
<th>Department</th>
<th>Department Head</th>
<th>Support Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundational Sciences</td>
<td>Melanie Moser</td>
<td>N/A</td>
</tr>
<tr>
<td>Liberal Studies</td>
<td>JoAnn DiGeorgio-Lutz</td>
<td>Lupe Aaron</td>
</tr>
<tr>
<td>Marine Biology</td>
<td>Daniel Roelke</td>
<td>Russell Tassin</td>
</tr>
<tr>
<td>Marine &amp; Coastal Environmental Science</td>
<td>Kyeong Park</td>
<td>Brian Overeem</td>
</tr>
<tr>
<td>Marine Engineering Technology</td>
<td>Matt Kane</td>
<td>Steve Bentz</td>
</tr>
<tr>
<td>Maritime Business Administration</td>
<td>Joan Mileski</td>
<td>Britney Nealon</td>
</tr>
<tr>
<td>Maritime Transportation</td>
<td>Augusta Roth</td>
<td>Donna Ferrer</td>
</tr>
</tbody>
</table>
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 DoF Hiring Workflow under “Interfolio Positions” (see images below).

**Interfolio:**  

![Screen View 20](image)

**DoF Portal Hiring Workflow:**  

![Screen View 21](image)

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.
APPENDIX F – Faculty Position Advertisement and Human Resources

Revised December 2019

Human Resources (HR) has created a new section on their job opportunities website for our open faculty positions that are outside of Workday. Interfolio is now used for all faculty searches.

Job Opportunities Site: http://www.tamug.edu/hrd/Job%20Opportunities.html

Additionally, all of our open staff positions in Workday are scraped by the following diversity websites in alignment with our Affirmative Action Plan (AAP):

1. https://workplacediversity.com/company/texas-a_and_m-galveston-146653
2. https://veteransconnect.com/company/texas-a_and_m-galveston-146653
3. https://hispanicdiversity.com/company/texas-a_and_m-galveston-146653
4. https://disabilityconnect.com/company/texas-a_and_m-galveston-146653
5. https://outandequal.com/company/texas-a_and_m-galveston-146653
6. https://alldiversity.com/company/texas-a_and_m-galveston-146653

In order to remain in alignment with AAP requirements, HR will need to manually post our faculty position advertisements to the sites listed above since the positions are outside of Workday. Therefore, HR will need to be notified when a faculty position is ready to post.

The college-level Faculty Hiring Coordinator (Cari Bishop Smith) will be responsible for notifying HR – specifically, Carolyn Moreno (in her absence, Jacque Jillson) and providing a final PDF copy of the advertisement. Since TAMUG has subscriptions for unlimited postings to these sites, departments should not spend unnecessary funds to post the ad on their own – contact HR with any questions.

TAMUG HR also has subscription to HigherEdJobs.com so departments should not pay to post ads to this site either. The department will need to communicate with HR directly if the ad needs to be posted on HigherEdJobs.com.
# HYPERLINKED SCREEN VIEWS INDEX

<table>
<thead>
<tr>
<th>Screen View #</th>
<th>Description</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Faculty Search Module Access</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Select Position Type</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Select Unit (Department)</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Position Title, Location, Open &amp; Close Dates</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Position Description, Qualifications &amp; Application Instructions</td>
<td>7</td>
</tr>
<tr>
<td>6</td>
<td>Required Documents &amp; Message to Applicants</td>
<td>8</td>
</tr>
<tr>
<td>7</td>
<td>Evaluation Settings &amp; Blind Review</td>
<td>9</td>
</tr>
<tr>
<td>8</td>
<td>Application Forms</td>
<td>10</td>
</tr>
<tr>
<td>9</td>
<td>Search Committee</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>Internal Notes &amp; Position ID #</td>
<td>11</td>
</tr>
<tr>
<td>11</td>
<td>Review Position &amp; Submit for Approval</td>
<td>12</td>
</tr>
<tr>
<td>12</td>
<td>Internal Notes Section Full View</td>
<td>13</td>
</tr>
<tr>
<td>13</td>
<td>Publishing the Apply Now Page</td>
<td>14</td>
</tr>
<tr>
<td>14</td>
<td>Update Position Status</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>Published Apply Now Page</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>Position ID View</td>
<td>18</td>
</tr>
<tr>
<td>17</td>
<td>Portal Hiring Workflow &amp; Position ID</td>
<td>18</td>
</tr>
<tr>
<td>18</td>
<td>Finding the Position URL Step 1</td>
<td>23</td>
</tr>
<tr>
<td>19</td>
<td>Finding the Position URL Step 2</td>
<td>23</td>
</tr>
<tr>
<td>20</td>
<td>Interfolio Position ID</td>
<td>23</td>
</tr>
<tr>
<td>21</td>
<td>Hiring Workflow in DoF Portal</td>
<td>23</td>
</tr>
<tr>
<td>22</td>
<td>Interfolio Posting ID</td>
<td>23</td>
</tr>
</tbody>
</table>