

SEAS – Search Procedures

Search Advertisement

Once approved by the SEAS Dean's Office, the department may proceed with advertising the position by submitting the advertisement for approval through Interfolio. The following information will be needed to submit the posting.

1. Inclusive search plan – there should be a written description of the strategy for ensuring that the search process is inclusive and follows guidelines for best practices for faculty searches, such as the use of gender inclusive language for the advertisement, dissemination of the ad to the broadest pool of potential search candidates, and ensuring all committee members are aware of the effects of unconscious bias.

2. Space plan – there should be a written plan for the office and lab space that the candidate will occupy (if this has not yet been decided, please provide estimate of sq foot needs and ideal location)

3. Search Committee – Members of the search committee should be identified by the following roles: chair, diversity representative, member. **Please note, the search committee chair and diversity representative will be required to attend a diversity training to be scheduled by the SEAS Dean's Office; other committee members are encouraged to attend.**

4. Advertisement - The following items **must** be included in the advertisement:

- **Rank and title of the appointment and anticipated start date.** Please refer to the *Interfolio Search Position Naming Conventions* document for guidance on how to title the position.
- **Description of the position** which should include
 - ❖ the targeted area(s) or field(s) in which the selected candidate is expected to demonstrate expertise
 - ❖ a phrase that identifies the position as a teaching position – should include “faculty” and “teaching”
- **Educational requirements for the position** – please use the wording “PhD or equivalent degree at the time of hire” which allows flexibility for international degrees and ABDs. (Must have PhD will require the selected candidate specifically have a PhD)
- **Required application materials.** Materials should include, at a minimum, a CV, cover letter, and letters or recommendation or names of recommenders. Beyond that the department may request additional materials which may include writing samples, research statement, diversity statement, teaching statement, sample syllabi, etc. Please note, all application materials specified in the ad must be received for a particular candidate to be eligible for an offer. For any candidate for a tenure track position there must be three confidential letters of recommendation in

hand before they may be interviewed; for candidates for appointment to the tenure ranks, external evaluations are solicited as part of the tenure case review process.

- **The date when the review of applications will begin.** Recommended statements are either “Review of applications will begin...” or “To ensure full consideration, please submit all materials by...”
- **The date when applications must be received by.**
- **Contact name and information for the position.** This is usually the search committee chair, or someone who can answer specific questions regarding the position for potential candidates. It can also be the chair’s assistant.
- **URL for the Interfolio portal.** This will be generated once you submit the position in Interfolio.
- **Yale’s EEO statement:** “Yale University is an Affirmative Action/Equal Opportunity Employer. Yale values diversity among its students, staff, and faculty and strongly welcomes applications from women, persons with disabilities, protected veterans, and underrepresented minorities.”

Interfolio Submission

The chair’s assistant (or equivalent) creates the posting of the position in Interfolio.

Please note the following when creating the position:

1. The posting must have an open and close date. If you would like to conduct a rolling deadline search, select May 31, 2024 as the close date and provide a rationale in the ‘General Notes’ section under Position Notes.
2. The ad setting should be public
3. Please use the three buckets of information for the ad: Position Description, Qualifications, and Application details. Relevant information should be in the appropriate section and should not be duplicated in multiple areas.
4. When adding required documents, if you are asking for *names* of recommenders, please require just **one** document. If you are asking for *actual letters*, require the appropriate number.
5. Please include a message on application submission to the candidate
6. Under *Evaluation Settings* please be sure *Blind Review* remains checked
7. Under *Application Forms* please do not remove the “Where did you find this posting?” form – this is a new SEAS required form.
8. Under *Position Notes*, please fill out the fields as follows:
 - ❖ Position ID – leave blank
 - ❖ Appointment Type – tenure-track or tenured
 - ❖ Rank – should match posting title
 - ❖ Title – leave blank
 - ❖ Discipline – please include field or area for the search
 - ❖ Term length – leave blank

- ❖ Anticipated Start Date – should match date in posting
- ❖ Salary Range – leave blank
- ❖ Funding Source – leave blank unless the search is joint with a center or institute in which case indicate that here
- ❖ Hiring plan – use this box to indicate your inclusive search plan and a list of ALL places, including listservs, you plan to advertise the position (please include website links where applicable)
- ❖ General notes – use this box to indicate your space plan and your search committee and their roles. If you are asking to conduct a rolling search, indicate the rationale here as well.

Advertising

All ads placed through Interfolio will automatically appear on the following sites:

- ❖ Provost's *Academic Job Listings* page (<https://academicpositions.yale.edu/>)
- ❖ SEAS Faculty Openings page (<https://seas.yale.edu/faculty-research/faculty-openings>)
- ❖ HERC job board (<https://main.hercjobs.org/jobs/>).

Starting this year, the SEAS Dean's Office will be centrally placing individual ads for each search in the Chronicle of Higher Education. This will ensure that there is an ad which meets federal requirements in the event the selected candidate needs immigration assistance. The Dean's Office will provide copies of the ads to the departments for use when submitting the search in FSRP. **Departments are not required to place additional ads to meet OISS requirements.**

The SEAS Dean's Office will also be placing broad advertisements with a number of diversity focused recruitment sites. These will be general ads indicating that SEAS is hiring this year in X, Y, Z disciplines and will direct interested candidates to the SEAS Faculty Openings site for more information and to apply.

Please take these centralized advertisement strategies into consideration when you plan additional advertising at the departmental level.