Interfolio Search Position Naming Conventions
Updated 3/27/2019

When naming positions in Interfolio, please include the following in this order:
1. **Role** (position rank), plus
2. **Descriptor** (one of the following):
   a. **Subfield** (when possible; if so, please stop here.)
   b. **Field/Department/Program** (when no subfield is present), or
   c. Another **defining characteristic** (when applicable.)

Formatting: Please use *only commas* to separate the **Role** and **Descriptor**, like the examples below. Please do not use other punctuation or phrasing.

General List of Roles:

Ladder Faculty (tenure/tenure track):
- Assistant Professor
- For open rank, use: Assistant/Associate/Full Professor
- For open tenured, use: Associate/Full Professor

Instructional (Non-Ladder) Faculty:
- Lector
- Senior Lector I
- Lecturer
- Senior Lecturer

For roles in the Training or Research categories, please refer to the Academic Track Types table in the OFAS Workday Guide here.

Examples of Position Names that *conform* to these conventions:
- (*role, subfield:*) Associate/Full Professor, Theoretical Biological Physics
- (*role, subfield:*) Assistant/Associate/Full Professor, Modern European History
- (*role, field/department:*) Assistant Professor, Economics
- (*role, another defining characteristic:*) Postdoctoral Associate, Smith Lab

Examples of Position Names that *do not conform* to these conventions:
- Associate Professor of Social Science, Yale University
  - The role should be Assistant/Associate/Full Professor (if an open ladder search), or Associate/Full Professor (if a tenure search).
  - A comma should be used instead of the word 'of' (to standardize position format).
  - Social Science is too broad of a field; please use a field or subfield within the social sciences.
  - Please do not include 'Yale University' in the position title, because the institution will be readily viewable on job posting websites.
- Tenure-track Faculty – Statistics and Data Science Department
  - The terms Tenure-track or Faculty are variably defined and should not be used; please refer to the **General List of Roles** above.
  - A comma should be used instead of the dash (–) (to standardize position format).
  - Please do not use the term 'Department', as it makes the title too long; only the field/subfield.
- Postdoctoral Position in the Environmental Humanities
  - The word 'Position' is too vague and should not be used; please use the appropriate role of Postdoctoral Associate (Yale-funded) or Postdoctoral Fellow (not Yale-funded).
  - A comma should be used instead of the phrase 'in the' (to standardize position format).