

Drafting Job Postings in Interfolio

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UNIVERSITY *of* WASHINGTON

OFFICE OF ACADEMIC PERSONNEL

acadpers@uw.edu | <http://ap.washington.edu/>

Agenda

- Selecting the Position Type
- Setting Basic Information
- Position Description Section: Requirements & Considerations
- Qualifications Section: Requirements & Considerations
- Internal Notes Section: Requirements & Considerations
- Avoiding Common Mistakes
- Additional Considerations & Resources

Getting Started

Before you start building the position in Interfolio:

- Read through OAP's [Planning a Hire](#) web content
- Review applicable [Academic Titles and Ranks](#) web page
- Review UW Interfolio's [Create a Position User Guide](#)
- Realize the review and approval process could take several days; begin well in advance of when you want your job posting to go live

Selecting a Position Type

Position Types

To start, you'll need to set the position type.

Position Types are tags that set standards for what's required in the draft ad; they also determine review/approval routing.

To select the correct type, you need to know whether the recruited position is:

- In a departmentalized or undepartmentalized school/college/campus
- Eligible for permanent residence sponsorship
- On your unit's hiring plan

Position Types – Data Point #1

Departmentalized or undepartmentalized school/college/campus?

In general:

- **Departmentalized:** Formal, established departments where faculty report to chairs/campus deans who in turn report to the dean/chancellor
- **Undepartmentalized:** Faculty reporting to program/faculty heads or directly to the dean
- In Interfolio Faculty Search, “DEP” = departmentalized, “UNDEP” = undepartmentalized

Position Types – Data Point #2

Eligible for permanent residence sponsorship?

In general, eligibility requires the position to be/have:

- Full-time and salaried
- At the rank of assistant professor, associate professor, or professor
- On a professorial or clinical dental pathway track
- Some form of teaching responsibilities

Review OAP's [Permanent Residence Sponsorship](#) and [Professorial Track](#) web pages for more information, or reach out to the [International Scholars Operations](#) team to discuss.

Position Types – Data Point #3

On your unit's hiring plan?

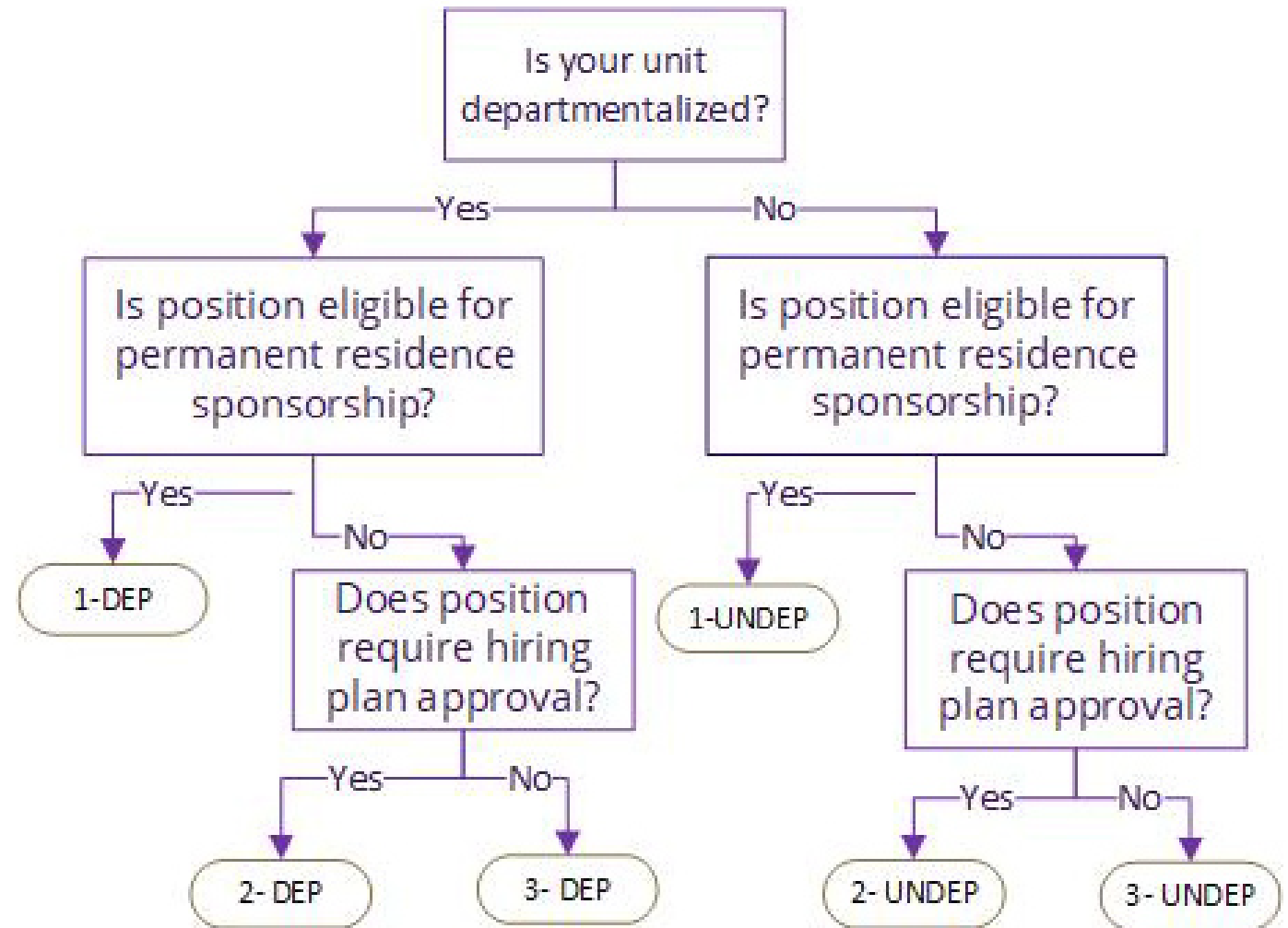
Job postings for positions on the unit's formal approved hiring plan require special review.

If your position is not on the hiring plan, you can still use Interfolio for recruitment; your job posting will just route differently.

If you are unsure of whether your recruitment is on the hiring plan, reach out to your dean/chancellor's office for confirmation.

Selecting a Position Type

Use this decision tree to determine the correct Position Type for your job posting.



Also available at

<https://ap.washington.edu/ahr/policies/recruitment/planning/position-types/>

Position Types – Summary & Review

1 - DEP/UNDEP

- ✓ Appears on unit hiring plan
- ✓ Eligible for permanent residence sponsorship
- ✓ Unit responsible for reviewing job posting content
- ✓ Reviewed by ISO Advisor
- ✓ Reviewed by AHR Specialist

2 – DEP/UNDEP

- ✓ Appears on unit hiring plan
- ✓ Not eligible for permanent residence sponsorship
- ✓ Unit responsible for reviewing job posting content
- ✓ Reviewed by AHR Specialist

3 – DEP/UNDEP

- ✓ Not on unit hiring plan
- ✓ Not eligible for permanent residence sponsorship
- ✓ Unit responsible for reviewing job posting content
- ✓ Minimal review by AHR Specialist

Setting Basic Information in Interfolio Faculty Search

Position Title

A position title can have a few different elements that help the applicant a concise description of the appointment:

- **Title** (required) – General descriptor of the appointment (e.g., 'lecturer', 'professor')
- **Track** (as applicable) – Series of related titles (e.g., tenured/tenure-track, research, teaching, WOT, clinical)
- **Rank** (as applicable) – Level of the associated title (e.g., assistant, associate)
- **Specialization/Department** (required) – Area of study/specialization or the department name

All job postings have a title and specialization/department; not all have a rank and track.

Position Title Examples

Example 1:

Assistant Professor (Tenure-track) - Ethnomusicology



Rank



Title



Track



Specialization/Department

Example 2:

Lecturer Part-Time Temporary - Economics



Title



Specialization/Department

Example 3:

Research Professor - Materials Science and Engineering



Track



Title (full rank implied)



Specialization/Department

Location, Open & Close Date

Location: City and state of the applicable UW campus or other UW-approved worksite(s)

Open Date: Date posting will appear on UW's [Academic Jobs](#) board

Close Date: Date posting will stop appearing on UW's [Academic Jobs](#) board; many units leave this field blank and then manually 'unpublish' when they no longer want to receive applications

1-DEP/UNDEP and 2-DEP/UNDEP positions **must** be posted on UW's Academic Jobs board for at least 30 days.

Position Description Section

Position Description Must-Haves

The Position Description section of Interfolio is where applicants should find the essentials of the position.

Select elements must be included before AHR and ISO reviewers will approve the draft.

Following the [Create a Position User Guide](#) will help your draft job posting move smoothly through the review and approval process.

Position Description Must-Haves

- Rank, Title, Track, and Specialization/Department
- Academic appointing unit; can also add the division, school/college/campus
- FTE (i.e., full-time, part-time, or a specific FTE percentage)
- Appropriate [service period](#)
- Stated relationship to tenure
- [Salary disclosure](#) requirements
- Anticipated start date of employment; calendar date or general range (e.g., mo/yr, qtr/yr)
- Number of approved positions the recruitment seeks to hire
- “Specific rank commensurate with experience and qualifications” (or similar) if search is open-/multi-rank
- Functions and expectations of the position; description of general responsibilities

Relationship to Tenure Options

Tenured: Only for Associate Professor or Professor positions

Tenure-track: Only for Assistant Professor, Associate Professor Tenure-Track, or Professor Tenure-Track positions

Without Tenure (WOT): Does not hold tenure because all/part of UW-administered salary comes from sources other than regularly appropriated state funds; also referred to as Without Tenure by Reason of Funding

Non-tenure eligible: Title does not allow for tenure or tenure consideration; includes research and teaching tracks plus all annual/shorter titles

The posting should include a statement along the lines of “This is a <<insert tenure relationship>> appointment”.

Salary Disclosure Requirements

Washington state law ([RCW 49.58.110](#)) requires job postings to include:

1. The salary range for the position
2. A general description of all other compensation to be offered to the hired applicant
3. A general description of all of the benefits to be offered to the hired applicant

UW has specific template language that must be used in all academic personnel job postings – both through and external to Interfolio.

Follow guidance on OAP's [Salary Disclosure in UW Academic Job Postings](#) web page to ensure your position description is in compliance.

Additional Must-Haves for 1-DEP/UNDEP

Permanent residence eligible positions require a teaching component.

1-DEP/UNDEP position descriptions must include a statement of general teaching duties or the statement **“All UW faculty engage in teaching, research/scholarship, and service.”**

Keep in mind that teaching is broader than the conventional classroom instruction ([Faculty Code 24-32.C](#)). At UW, teaching takes place in many contexts, including in classrooms, clinics, labs, and through traditional instruction, research projects, mentoring, and advising.

Additional Must-Haves for CBA Covered

Certain titles/ranks require special language related to a collective bargaining agreement (CBA):

- Postdoctoral scholar job postings must include the [UAW ad template language](#)
- Librarian job postings must include [collective bargaining language](#)

Qualifications Section

Qualifications Must-Haves

The Qualifications section of Interfolio lets applicants know what skills, credentials, and experience are **required** in order to be considered for the position.

For positions that are eligible for permanent residence sponsorship (i.e., 1-DEP/UNDEP position type), the Qualifications section must include select elements before the ISO team will approve the draft.

Qualifications Must-Haves for 1-DEP/UNDEP

Degree requirement

- Can be a specific degree (“Ph.D.”) or a list of acceptable degrees (“Ph.D., D.O., or M.D.”)
- Must include a “or foreign equivalent” clause in the degree requirement (“Ph.D., D.O, M.D., or foreign equivalent”)

Field of study

- Can be very specific (“...Ph.D. in Physics”)
- Can be specific with options (“...Ph.D. in Physics or related field” OR “...Ph.D. in Physics or relevant field”)
- Can be broad, but not open-ended (“...Ph.D. in a relevant field”)

Qualifications Must-Haves for 1-DEP/UNDEP

Because the U.S. Department of Labor considers **all qualifications** to be **minimum requirements**, even if vague or listed as “preferred”, the qualifications section should be limited to minimum requirements only.

Unit must document that the selected candidate meets **all** listed minimum requirements.

Desired or preferred qualifications should be reworded as job duties in the position description.

Preferences as Job Duties

Problematic Language

We especially encourage applicants with an *interest* in teaching a diverse student population using innovative teaching techniques

We seek an Assistant Professor with a *commitment* to excellence in teaching Esoterics

Must have a *passion* for interdisciplinary education and mentoring

Acceptable Language

The successful candidate will be expected to teach a diverse student population using innovative teaching techniques

As Assistant Professor, the successful candidate will be expected to contribute to a high standard of teaching excellence in the field of Esoterics

Will be expected to mentor and teach students in an interdisciplinary environment

Preferences as “Positive Factors”

Though not ideal, preferences can also be incorporated into the position description as “positive factors” using very specific language.

Problematic Language	Acceptable Language
Preference will be given to applicants with XYZ experience	Positive factors for consideration include, but are not limited to, experience with XYZ
Completion of a residency in ABC preferred	Positive factors for consideration include, but are not limited to, completion of a residency in ABC.
The ideal candidate will be board certified in Nephrology but we will consider candidates who are certified in another area	Positive factors for consideration include, but are not limited to, board certification in Nephrology

Internal Notes Section

Internal Notes Section

Units recruiting for 1-DEP/UNDEP and 2-DEP/UNDEP position types must complete select fields in the Internal Notes Section:

- **Position ID or Requisition Number**
Enter the hiring plan number associated with the position you are recruiting
- **Hiring Plan**
List all the outlets where your job posting will appear (e.g., journals, listservs, job boards, etc)
- **General notes**
Identify affirmative action goals and areas of underrepresentation, and articulate good faith efforts to reach underrepresented groups; visit the [Instructions on Finding Current Affirmative Action Placement Goals](#)

Avoiding Common Mistakes

Common Mistakes Resulting in Send-Backs

- Open-/multi-rank job posting missing the statement “Specific rank commensurate with experience and qualifications” or similar
- 1-DEP/UNDEP and 2-DEP/UNDEP position types missing a hiring plan number or hiring plan number is incorrect
- Non-tenure eligible job posting fails to note the position is not eligible for tenure

Common Mistakes Resulting in Send-Backs

- Position description section includes requirements that should be listed in the Qualifications section (e.g., “We seek applicants with a *national reputation* in...”)
- Qualifications section lists preferred/desired qualifications that should be reworded as job duties and relocated to the Position Description section.
- Qualifications section includes vague requirements that cannot be corroborated (e.g., “a commitment to...”, “a passion for...”, “an interest in...”)
- Too many requirements listed in Qualification section

Additional Considerations & Resources

EOAA and Diversity Statements

UW's EOAA statement and diversity statement are automatically appended to each approved Interfolio position.

Units or SCCs can add their own diversity statement, but should keep in mind:

- Two diversity statements will appear in your posting
- Statements **must not** include specific preferences
- Statements **can “encourage” only the following groups** to apply:
 - Women
 - Minorities
 - Protected veterans
 - Individuals with disabilities

External Postings

If also advertising outside of UW Academic Jobs/Interfolio, keep in mind:

- Job postings in external sources should use **same** approved content posted on UW's Academic Jobs board
- External postings that differ from approved content could jeopardize your ability to sponsor the successful hire for permanent residence
- Abbreviated external job postings that include a hyperlink to the full UW Academic Jobs posting **must include the full Qualifications section** in the abbreviated ad itself
- Eligibility for permanent residence sponsorship requires an ad posted in The Chronicle of Higher Education or a national print journal for at least 30 days

If you need to revise a job posting, you **must** reach out to AHR first.

Resources

Planning a Hire

<https://ap.washington.edu/ahr/policies/recruitment/planning/>

Create a Position user guide

<https://ap.washington.edu/ahr/policies/recruitment/posting-jobs/create-a-position-user-guide/>

Creating Ads for Permanent Residence Sponsorship Eligible Positions

<https://ap.washington.edu/ahr/policies/recruitment/planning/permanent-residency-requirements/>

Salary Disclosure for UW Academic Job Postings

<https://ap.washington.edu/ahr/policies/recruitment/planning/salary-disclosure-in-uw-academic-job-postings/>

Questions?

Thanks for attending
this training!