



**UR FACULTY
SEARCH
ADMINISTRATOR
OVERVIEW**

School of Medicine and
Dentistry

June 2025

Tammy Michielsen,
Director, Academic
Affairs

AGENDA

- Provide overview
 - For new administrators
 - Refresher/reminders for users
 - New information
- For questions during presentation, please enter into chat
- Q&A



URFACULTY POWERED BY INTERFOLIO

- Implemented by U of R in October of 2024.
- Reference and training materials accessible at:

OAA web page:

<https://www.urmc.rochester.edu/smd/academic-affairs/urfaculty/faculty-search>

Provost's web page:

<https://www.rochester.edu/provost/ur-faculty/>

OAA WEB PAGE

[HTTPS://WWW.URMC.ROCHESTER.EDU/SMD/ACADEMIC-AFFAIRS/URFACULTY/FACULTY-SEARCH](https://www.urmc.rochester.edu/smd/academic-affairs/urfaculty/faculty-search)

[Educational Programs](#) [Offices](#) [Academic Affairs](#) [Faculty Development](#) [Research](#) [Diversity](#) [About the School](#)

Office of Academic Affairs

Home

[School of Medicine & Dentistry](#) / [Academic Affairs](#) / [Faculty Information System/URFaculty](#) / Faculty Search

Contact

Faculty Search

Executive
Leadership in
Academic Medicine
(ELAM)

[FS Training Guide: Administrator](#) 

Faculty Career
Flexibility

[FS Training Guide: Committe Manager](#) 

Faculty Information
System/URFaculty

[FS Training Guide: Evaluator](#) 

Faculty Search

[FIS Faculty Search Module Q.A.](#) 

Faculty Job
Openings

[FIS Training Video](#)

Faculty Regulations

[FS Integrations Training](#)

ACCESS & SIGN-IN

- Request access via URFacultyHelp@rochester.edu
- Use UR SSO to log in: <https://account.interfolio.com/login>

URFACULTY

- All faculty job opportunities posted here.
- Include **URFaculty URL** on external postings.
- Do not have candidates email materials to an individual or uploaded to other systems.



WHAT'S NEW



Updated Administrative Guide-
found on OAA web page



New information highlighted in
green

How do you generate a posting in URFaculty?



START IN WORKDAY

- Create Position
- Set position to “send to UR Faculty“

When posting integrates to URFaculty from myURHR

- Fill in details of posting
- Assign committee manager (add yourself) and reviewers
- Change status to published **AND** accepting applications

A close-up photograph of a blue and silver ballpoint pen lying diagonally across a document. The document features a light blue grid pattern, with some areas highlighted in a darker blue. The pen's tip is pointing towards the bottom right of the frame.

EDIT/CREATE DETAILS OF POSITION

- Posting detail notes
 - Salary integrated from Workday is generic –update with specific range per SMD compensation committee FMV
 - EOE language populates automatically – do not also add (i.e. in the ad itself)
 - The default committee manager is “Rochester API user”, update this and add yourself and any others.
 - Position notes – update per Admin guide

NEW
PAGE 3
OF ADMIN
GUIDE

- Create a search with multiple hires
 - Limited use, for example
 - When goal is to hire multiple TAR positions
 - When goal is to hire multiple individuals of a certain subspecialty, i.e. breast radiologists

NEW POSTING APPROVAL

FIRST approval required is the department administrator who generates the posting.

This approval allows the search request to be returned to an administrator, alleviates the need to request additional information via email.

The **Admin** must approve the search before it moves to the next approval step (SMD Finance and then OAA).

EVALUATION SETUP

Add	Add evaluation criteria
Set	Set visibility for evaluators
Add	Add any required document uploads

MANAGE THE SEARCH

Manage search (pp. 21-26 admin guide)

- Position and application status
- Filter applicant pool, sort applications
- Email applicants, request letter of recommendation
- Archive/unarchive applications

END SEARCH

Apply

Apply disposition codes for all applicants

Remove

Remove position from visibility

Position

Close position

CLOSING THE POSITION

- From position page, click on “Position Actions” , then “Close Position”

CANDIDATE SELECTED?

- **YES** – click “Add Applicant” and “Close Position”

Choose applicant + Close position creates notification to OAA

OAA confirm signed letter on file --- approves action

- **NO** – add a note why no selection made and “Close Position”

SEND HIRE TO MYURHR

Choose BP
(business
process) for
myURHR

- **BP: New hire**: **new** to UR – no previous record with UR in IDM
- **BP: Rehire**: candidate with previous record in IDM
 - **Identity Management steps** -enter URID in hiring note (Page 31 of admin guide)
- **BP: Add job**: hire **internal candidate** into new position **in addition to their current position**

Integration will move profile to Workday to begin hire process

**HIRE
APPLICANT IN
UR FACULTY
SEARCH
CREATED
BEFORE
MYURHR
INTEGRATION**

- Create position in Workday/myURHR
- DO NOT send position to URFaculty Search
- In URFaculty – locate posting
 - Edit position
 - In Position notes enter myURHR Position ID number (do not enter any other values in this space)

SUPPORT & RESOURCES



Office of Academic Affairs web
page and team members



URFacultyHelp@rochester.edu
for access/help



Interfolio help site: product-
help.interfolio.com

Questions?

