



UR FACULTY SEARCH ADMINISTRATOR OVERVIEW

School of Medicine and
Dentistry

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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)

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[FS Training Guide: Committee Manager](#) 

[FS Training Guide: Evaluator](#) 

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

[FIS Training Video](#)

[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?

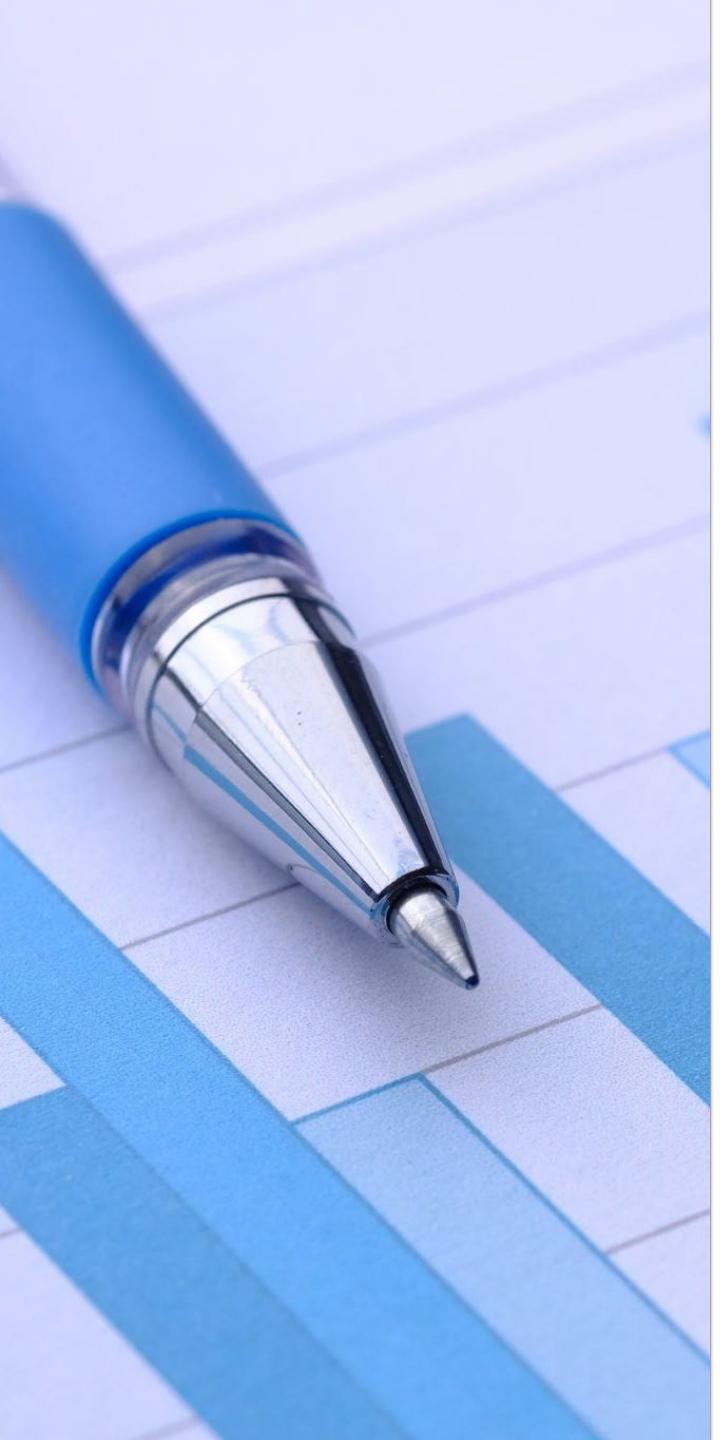


START IN WORKDAY

- 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



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

HIKE
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?

