CLOSE POSITION & SUBMIT SELECTED CANDIDATE FOR APPROVAL PROCESS:

To submit your "selected candidate" for approval, you must close the position and submit selected applicant/candidate(s) through applicable workflow for Tenure Track or Non Tenure Track Selection Approval Step process. Upon selected applicant's acceptance of Department/Dean acknowledgment letter, you may proceed with the close position process. Please view the link below located within Interfolio's Product Help for the step by step process including screenshots of closing the position and submitting selected applicants through approval cycle. Interfolio Product Help is available to all users and provides assistance with all modules, and is located in the drop down menu under your name in the upper right corner of your Interfolio module.

https://product-help.interfolio.com/m/27443/l/976649-submitting-a-selection-for-approval-closing-a-position

Close position/selected applicant/candidate approval steps listed below:

- Navigate to the position you want to close
- Click "Close Position" under the "Position Actions" menu at the top right of the screen
- If one or more applicants was selected to fill the position, click "Add Applicant"
- A list of available applicants will appear in a window. Find the name of the applicant(s) you want to select, and click "Add"
- When adding your selected applicant(s), under the "Internal Documents" section of the "selected applicant" page, you must click "add file" and attach selected applicant's Acknowledgment Letter signed by the Department Chair/Dean, before proceeding with close position process.
- Click "Close Position" to send and submit the selected applicants for approval
- This opens a page that lists the approver(s) for the selection process
- Note that you can click a link to view all the selection approval steps in the process
- Click "Send" when you are ready to submit the selected candidate for approval

If selected candidate receives final approval, Provost VP Coordinator Team will inform VPC Dean through Interfolio and provide instruction for Provost Offer Letter process. For further details please view, Provost Offer Letter/Appointment Instructions.

TO CLOSE A POSITION (ARCHIVE) AND INDICATE FINAL OUTCOME/STATUS:

DEPARTMENT ADMINISTRATOR - ENTER FINAL STATUS: Once Department Administrator closes a position and selection approval process is complete, Department Administrator would
select an appropriate position status to indicate the position's closed state. Back on the position page, Department Administrator would click on the Status "Change" link at top of the position page (note that the position's closed state is indicated in parentheses), and add the appropriate final status: "position filled" OR "Cancelled - No hires." This will officially change the status and close the position. Please see additional help link and further details from Interfolio:

https://product-help.interfolio.com/m/27443/l/517442-close-a-position-archive-and-indicate-a_n-outcome

Committee Managers and Administrators can close a position when applications are no longer being considered, either because a hire has been made or for some other reason.

When closing a position, Committee Managers or Administrators are asked to indicate which applicants were selected to fill the position, and if no applicants were selected, can leave an optional note to document why no selection was made. The user is also asked to set a final closed status for the position and has the option to send a message to all applicants based on the status they have chosen.

ADDITIONAL INTERFOLIO HELP LINKS:

https://product-help.interfolio.com/m/39937/l/606244-position-and-application-statuses https://product-help.interfolio.com/m/27443/l/606097-edit-an-existing-position https://product-help.interfolio.com/m/27443/l/949264-view-the-positions-activity-log https://product-help.interfolio.com/m/39937/l/1074484-closing-positions https://product-help.interfolio.com/m/27443/l/938188-using-disposition-codes