NORTHWESTERN UNIVERSITY WEINBERG COLLEGE OF ARTS & SCIENCES

Guide to Managing WCAS Faculty Search System

Search Administrators

Before You Start: Advertising and directing Applicants

- You will request approval for your ad, committee, intended advertising targets and special considerations for affirmative action via Faculty Pre-Search Review form for Weinberg. If you intend to use the search system, your ad should indicate your departmental website as the address at which applications will be received.

Configuring Search Options

- Once you have received your Faculty Pre-Search Review form for Weinberg back from the Dean's Office, work with the search committee chair to fill out the Faculty Search System Configurable Options Form and send to Fran Petty (f-petty@northwestern.edu) **NOTE:** you may begin filling out this form ahead of time, but I will not be able to activate your application portal until final approval from the Provost's Office has been obtained.
- You will receive an email with your department's specific application URL. See attachment 1. Please open the URL and make sure the application page looks correct with the variables you have chosen. Once you have approved the application page, your search will be activated and you will have access to it in the system.

Posting the application link

- You will post your job on your department website with the link to the application page. Most departments run a mini-ad with a link to another page on the department site that includes applicant instructions. See attachment 2a. If you have questions about how to establish the mini-ad on your home page, or how to set up an interstitial page to host the instructions and application portal, please put in a ticket to Weinberg IT so that Weinberg MarComm can assist you.
- *Applicants are NOT able to return to their application once it is submitted, so it is important that they are informed of this and that they know what is required to apply before they begin. Please feel free to use the text from Attachment 2b for your site's instructions.*
- The applicant will fill in their information and attach their documents and will receive an email confirming receipt by the system. They will also be given your chosen email as a point of contact regarding the search.

Managing Search Members

- When you enter the search system, you will start on the "Dashboard" page. This page gives you an at-a-glance update on applications and reviews. See attachment 3.
- To grant access to administrators/search committee members (including yourself), go to the "Administration" tab. There, you will find a grid in which to add members. The + key will allow you to add a new line/member. A pop-up window will ask for NetID, Last Name, First Name, and then give you several drop down options for members' access. See attachment 4.

Managing Application Documents

- To review and edit applications, click on the "Applications" tab at the top of the page. You may customize your display, sort by any of the fields, filter by review decision, correct basic applicant information, and search by keywords for an application. See attachment 5.

- Click on applicant's last name to view a specific application. You can view basic information, concatenate the application documents by clicking the "view all" link above the documents menu, and enter a review from this page if you have reviewer status. See attachment 6.
- Click on the "Administrative Notes" tab to leave a note for the committee regarding the application (i.e. 'documents added mm/dd/yy,' or 'candidate withdrew', etc.).
- Click on "Manage Documents" tab to upload new documents for applicants, in cases where warranted.
- If you need the system to re-send the request email to an applicant's reference-writer, go to the applicant detail and click the "Edit" hyperlink in the purple bar header "List of References". You will then have a grid of the reference writers' information. Highlight the name you need to email by clicking on their line, and click the pencil icon. Move the drop down for "Active" to "No", and click "Submit". Move the "Active" drop down back to "Yes", click "Submit" and refresh the applicant detail page. You should now have an active hyperlink next to that reference-writers stats that says "Send email request".
- An Excel document can be generated by clicking the "Reports" tab that will list all the basic information on each applicant of the search. Committee members with "Can edit" access to reviews can print an Excel report of their own reviews.

Managing communications

- Click on the "Communications" tab to send emails to applicants. See attachment 7.
- You can filter applicants for keywords so that you can customize your email for a particular group, e.g. send a 'thanks but no thanks' message to applicants with a search chair 'reject' code.
- You can choose to have the system email references on completion of application – or – you can choose to hand-select which among the applicant's references you will request.
- If you choose to hand-select, you will need to go into the finalist's application detail. Under Documents, List of References you will be given the option to send an email to that specific reference. You will need to send to each one individually.
- If you choose to have the system email references automatically, you can still email individual references to send a second or personalized request.

Search Chair Review decision

- You will have same access as committee members to review applicants (see committee member guide below), but will also have "Review decision by chair" capability on the applicant detail pages. This allows you to code the applicant's review status.

Search Committee Members

- When you enter the search system, you will start out on the "Dashboard" page. This page gives you an at-a-glance update on applications and reviews.
- To review and edit applications, click on the "Applications" tab at the top of the page. You may customize your display, sort by any of the fields, filter by review decision, and search by keywords for an application. The search feature will not search the text of your reviews for keywords, however, you can add 'tags' to your reviews by which you can sort.
- Click on applicant's last name to view a specific application. You can view basic information, concatenate the application documents by clicking the "view all" link above the documents menu, and enter a review from this page.
- You can also view "Administrative Notes" on this page in cases where the administrator or chair would like to call your attention to the application.

- When you have entered your review score and completed your review comments, click the box indicating "My review is complete" before saving your review. This is a sortable field from the "Applications" tab.
- An Excel document can be generated by clicking the "Reports" tab that will list all the basic information on each applicant of the search. Committee members can also print an Excel report of their own reviews.

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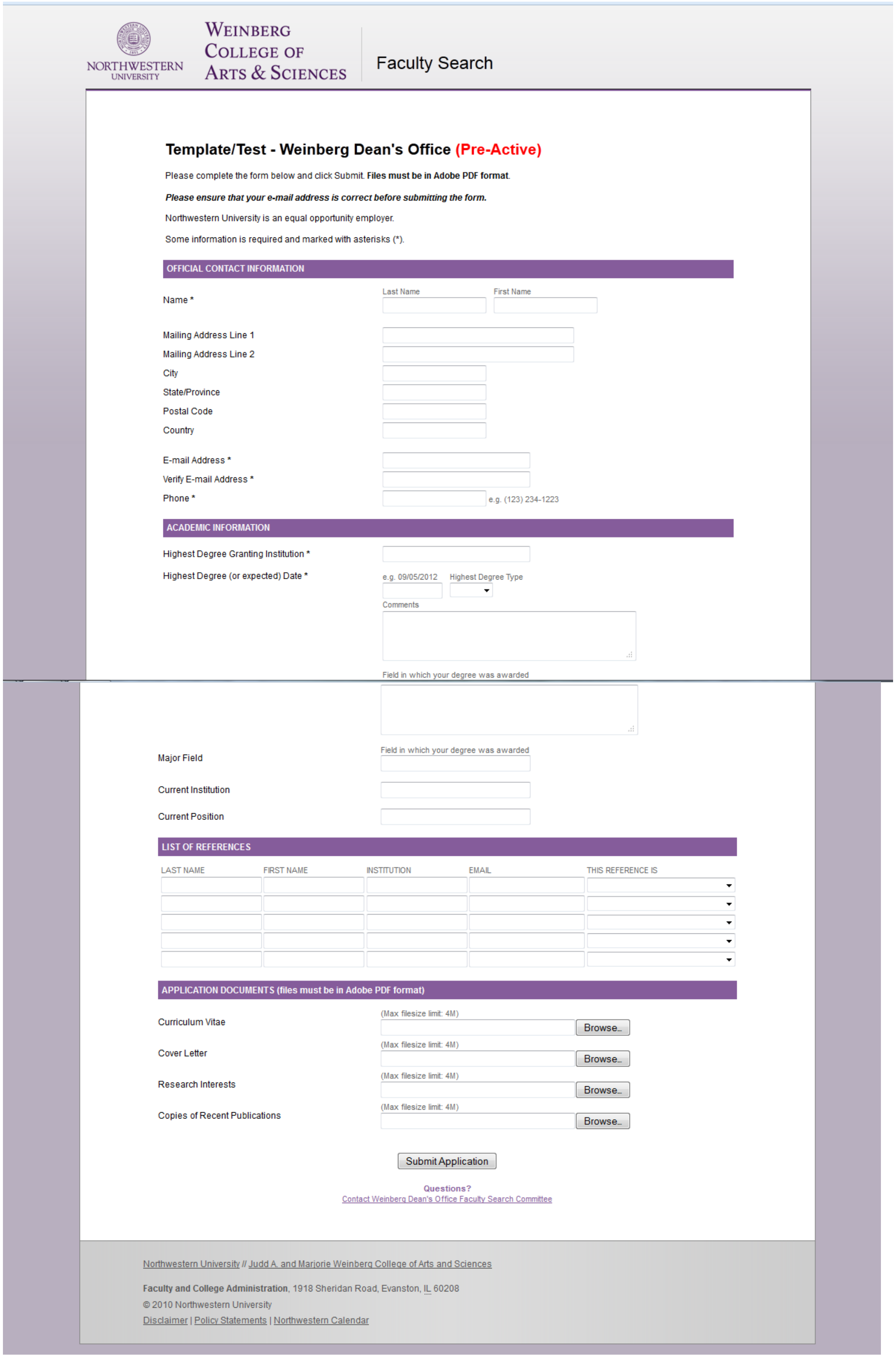
Attachment 1: Candidate application page



NORTHWESTERN UNIVERSITY | WEINBERG COLLEGE OF ARTS & SCIENCES | Faculty Search

Template/Test - Weinberg Dean's Office (Pre-Active)

Please complete the form below and click Submit. **Files must be in Adobe PDF format.**

Please ensure that your e-mail address is correct before submitting the form.

Northwestern University is an equal opportunity employer.

Some information is required and marked with asterisks (*).

OFFICIAL CONTACT INFORMATION

Name * — Last Name / First Name

Mailing Address Line 1

Mailing Address Line 2

City

State/Province

Postal Code

Country

E-mail Address *

Verify E-mail Address *

Phone * — e.g. (123) 234-1223

ACADEMIC INFORMATION

Highest Degree Granting Institution *

Highest Degree (or expected) Date * — e.g. 09/05/2012 — Highest Degree Type

Comments

Field in which your degree was awarded

Major Field — Field in which your degree was awarded

Current Institution

Current Position

LIST OF REFERENCES

LAST NAME	FIRST NAME	INSTITUTION	EMAIL	THIS REFERENCE IS

APPLICATION DOCUMENTS (files must be in Adobe PDF format)

Curriculum Vitae — (Max filesize limit: 4M) Browse...

Cover Letter — (Max filesize limit: 4M) Browse...

Research Interests — (Max filesize limit: 4M) Browse...

Copies of Recent Publications — (Max filesize limit: 4M) Browse...

Submit Application

Questions?
Contact Weinberg Dean's Office Faculty Search Committee

Northwestern University // Judd A. and Marjorie Weinberg College of Arts and Sciences

Faculty and College Administration, 1918 Sheridan Road, Evanston, IL 60208

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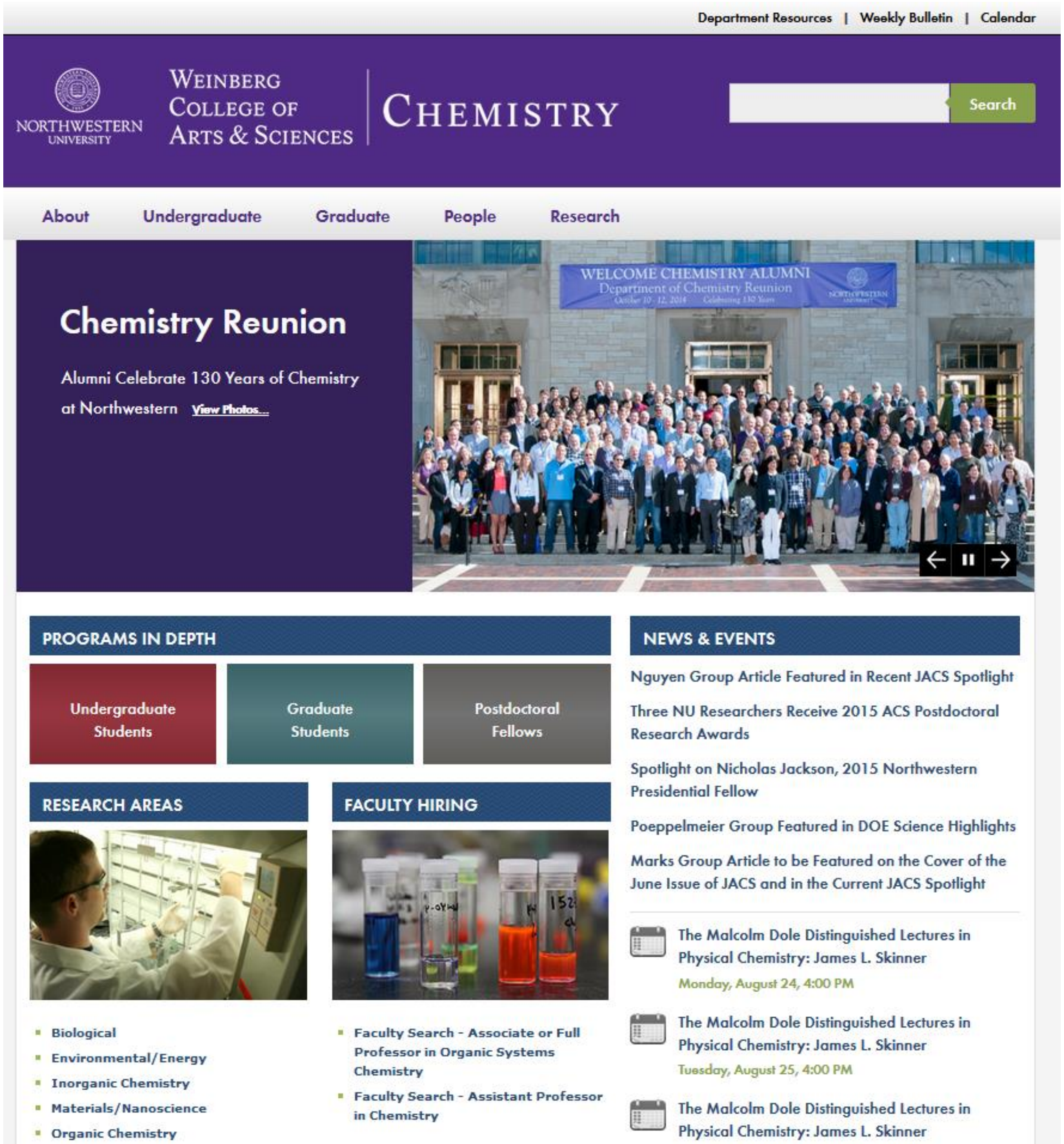
Disclaimer | Policy Statements | Northwestern Calendar

Attachment 2a: Department webpage portal to application



Department instructions page and hyperlink to application:

Department Resources | Weekly Bulletin | Calendar

NORTHWESTERN UNIVERSITY Weinberg College of Arts & Sciences | CHEMISTRY

Search

About Undergraduate Graduate People Research

HOME / PEOPLE / FACULTY SEARCH

- PEOPLE HOME
- CORE FACULTY
- TEACHING LINE FACULTY
- AFFILIATED FACULTY
- EMERITUS FACULTY
- RESEARCH FACULTY
- STAFF
- ALUMNI

FACULTY SEARCH

Associate or Full Professor in Organic Systems Chemistry

NORTHWESTERN UNIVERSITY - The Department of Chemistry invites applications for a tenure line faculty position at the level of Associate or Full Professor commencing Fall 2016. The specific area of specialty being solicited is organic chemistry with an emphasis on organic systems chemistry. Candidates should have a demonstrated track record of excellence in research, teaching, and scholarship. Duties include teaching undergraduate and graduate students as well as building an original and truly outstanding research program. Please submit all application materials electronically to **http://www.chemistry.northwestern.edu**. Application review will be ongoing. AA/EOE. Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities. Women and minorities are encouraged to apply. Hiring is contingent upon eligibility to work in the United States. Only electronic application materials will be accepted.

Application Instructions

To apply for the **Associate or Full Professor** position, please apply here: **https://facultysearch.weinberg.northwestern.edu/apply/index/MTUx**

Applications will **only** be accepted online (see links above). *Please prepare all documents in advance as Adobe PDF files.* All required fields are marked with an asterisk and must be filled in before clicking on the "Submit" button. Incomplete applications cannot be saved.

1. **Prepare a separate PDF (3MB max file size) for each of your documents.**

   Please save or "print to PDF" all of your individual documents. Alternately, you may scan your documents to PDF. The first method is preferred, however, because it retains text recognition capabilities.
2. **Prepare a list of names and email addresses for your external academic references.**

   Three references are required. Please note that your references will not be automatically contacted to upload letters of recommendation upon completion of your application. You will be notified if and when your references are contacted to upload letters.
3. **Submit application.**

   When your PDF files and list of references are complete, you may proceed to the online application (see links above). All required fields must be filled in before you click on the "Submit" button. The system will not accept incomplete applications. You will receive an email confirmation shortly after your application has been received.

To report a problem with the online application process, please send a detailed email to **chemsearch@northwestern.edu**.

Weinberg College of Arts & Sciences

Attachment 2b: text for application instructions

Please read ALL instructions and make all preparations before proceeding to application page. If you have been asked to sumbit a letter of recommendation for an applicant, please use the link in your email instructions instead of this page.

1. Applications will only be accepted through the online form. Please make sure all documents are prepared in advance, because partial applications will not be accepted and cannot be saved. Also, **please be sure all information is entered completely and accurately** (especially names and email addresses), as there will be no opportunity for online revision after your application has been accepted.

2. All uploaded files should be in Adobe PDF format. Files in another electronic format (e.g., MS Word) should be "saved as" or "printed to" PDF format before uploading. If you only have a paper version of a particular document, you may scan it and save it as a PDF. However, the first method is preferred, because it retains text recognition capabilities.

3. # names and email addresses for external referees are required, though you may list up to # names. Very soon after you submit your complete online application, your references will automatically be emailed instructions for uploading a letter of recommendation.(NOTE to ADMINS: this is only if you have selected the option to have the system automatically email reference-writers upon submission of the application.) **NOTE:** If you are using a professional placement or dossier service (e.g., Interfolio) to submit any or all recommendations, **please use the service's address instead of your referee's address** in the appropriate space. Once again, please be sure all addresses are entered correctly with **no spelling errors**; otherwise your referee or dossier service will not receive the instructions.

4. Some things to remember when uploading your application documents:

- Please note that no document may exceed **4 MB** in size, so be sure to minimize the size of any large PDF files before uploading.
- File names should not contain parentheses, quotation marks, or other such characters; the system will likely not accept such documents.
- The size of the writing sample should be equivalent to a single journal article or book chapter; it may be published or unpublished. Only one sample need be submitted.

5. When your PDF files and list of references are complete, you may proceed to the Online Application. All required fields must be filled in before you click on the "Submit Application" button. **The system will not accept incomplete applications.** Applications that are complete by DATE, will be ensured full consideration. (References will be allowed to arrive for a week or so after the deadline.) You will receive an email confirmation shortly after your application has been received.

If you have any questions about submitting your application, please contact NAME at Phone Number or email@northwestern.edu.

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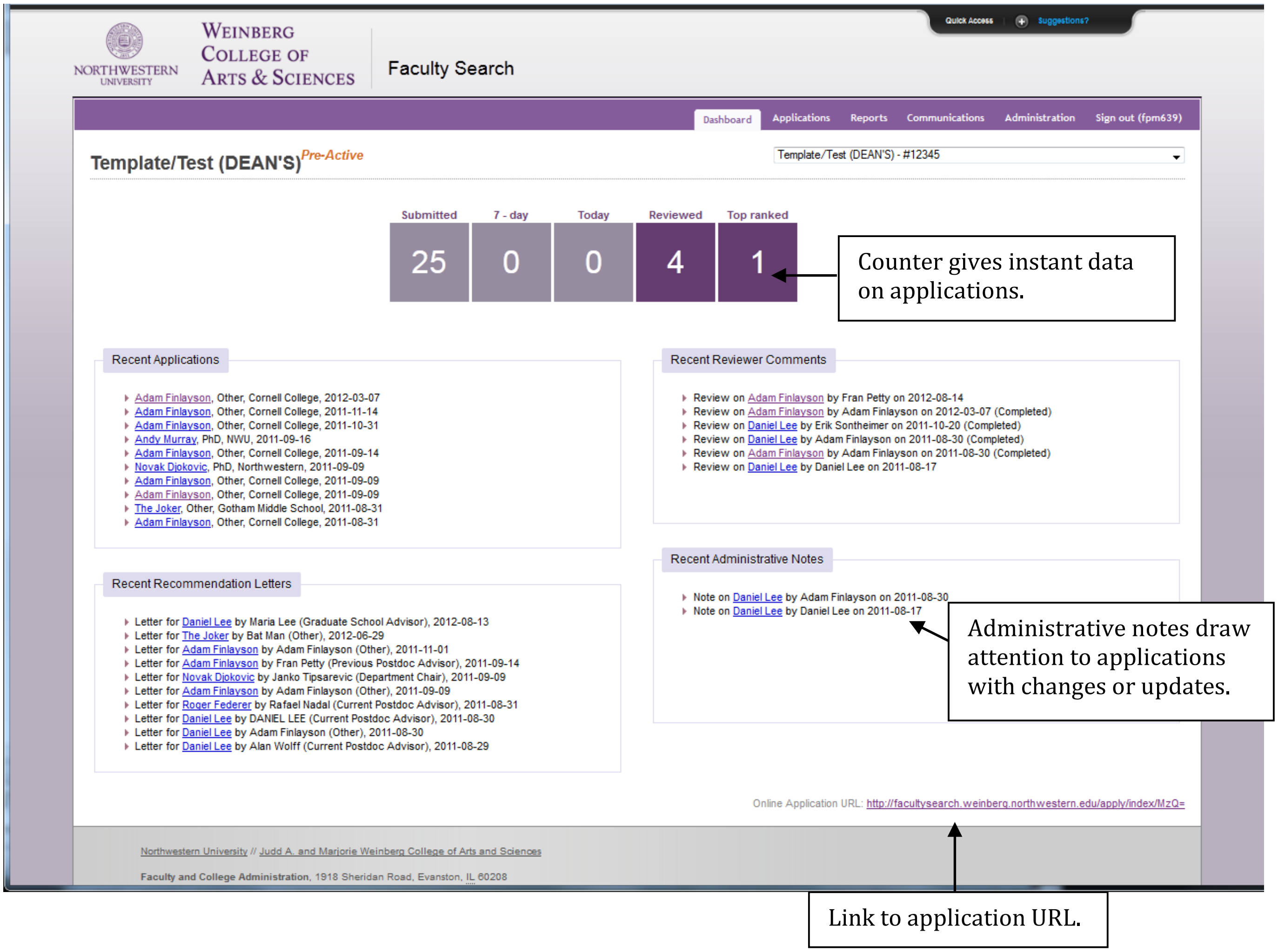
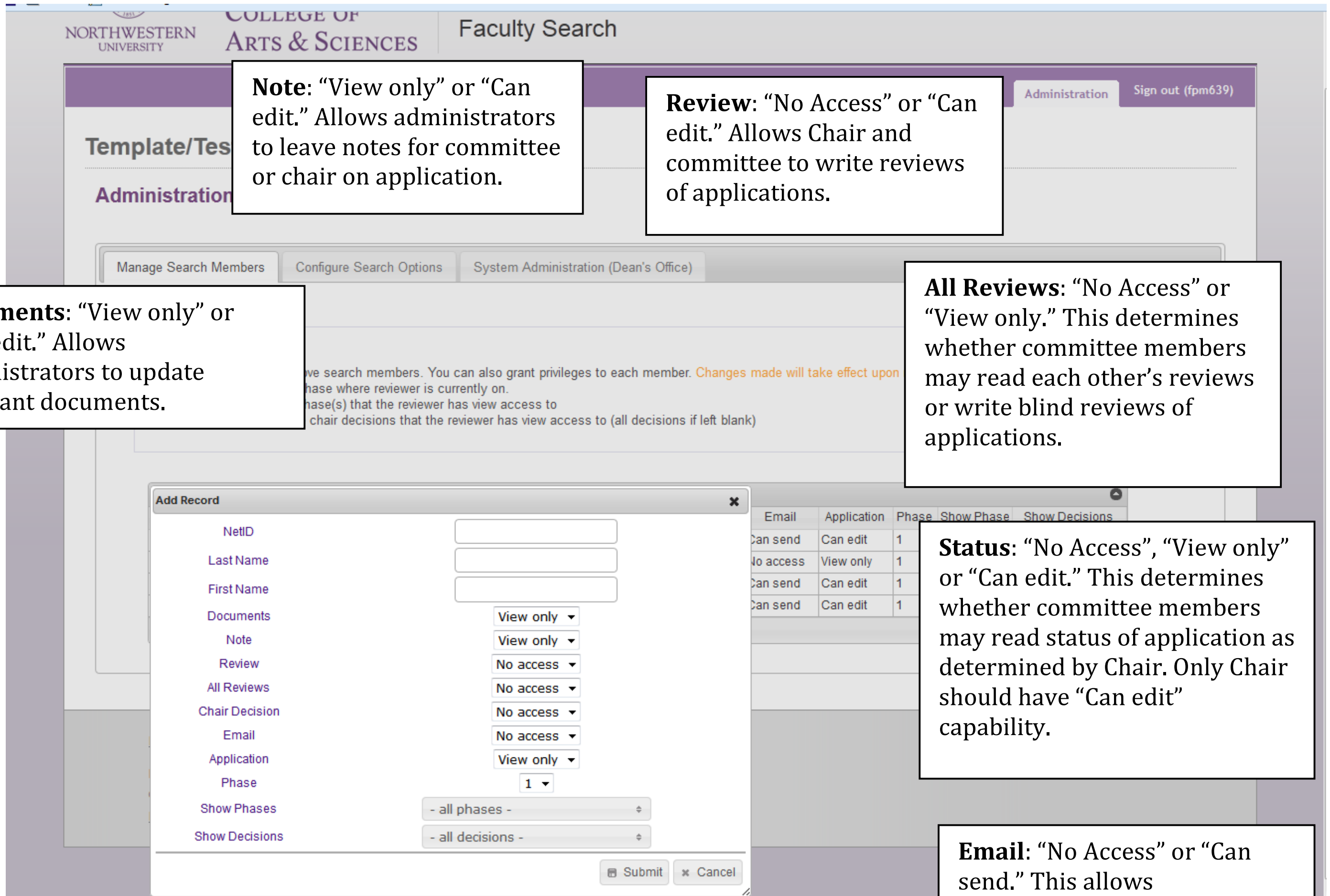
Attachment 3: The Dashboard



Attachment 4: Member Administration



Note: "View only" or "Can edit." Allows administrators to leave notes for committee or chair on application.

Review: "No Access" or "Can edit." Allows Chair and committee to write reviews of applications.

Documents: "View only" or "Can edit." Allows administrators to update applicant documents.

All Reviews: "No Access" or "View only." This determines whether committee members may read each other's reviews or write blind reviews of applications.

Status: "No Access", "View only" or "Can edit." This determines whether committee members may read status of application as determined by Chair. Only Chair should have "Can edit" capability.

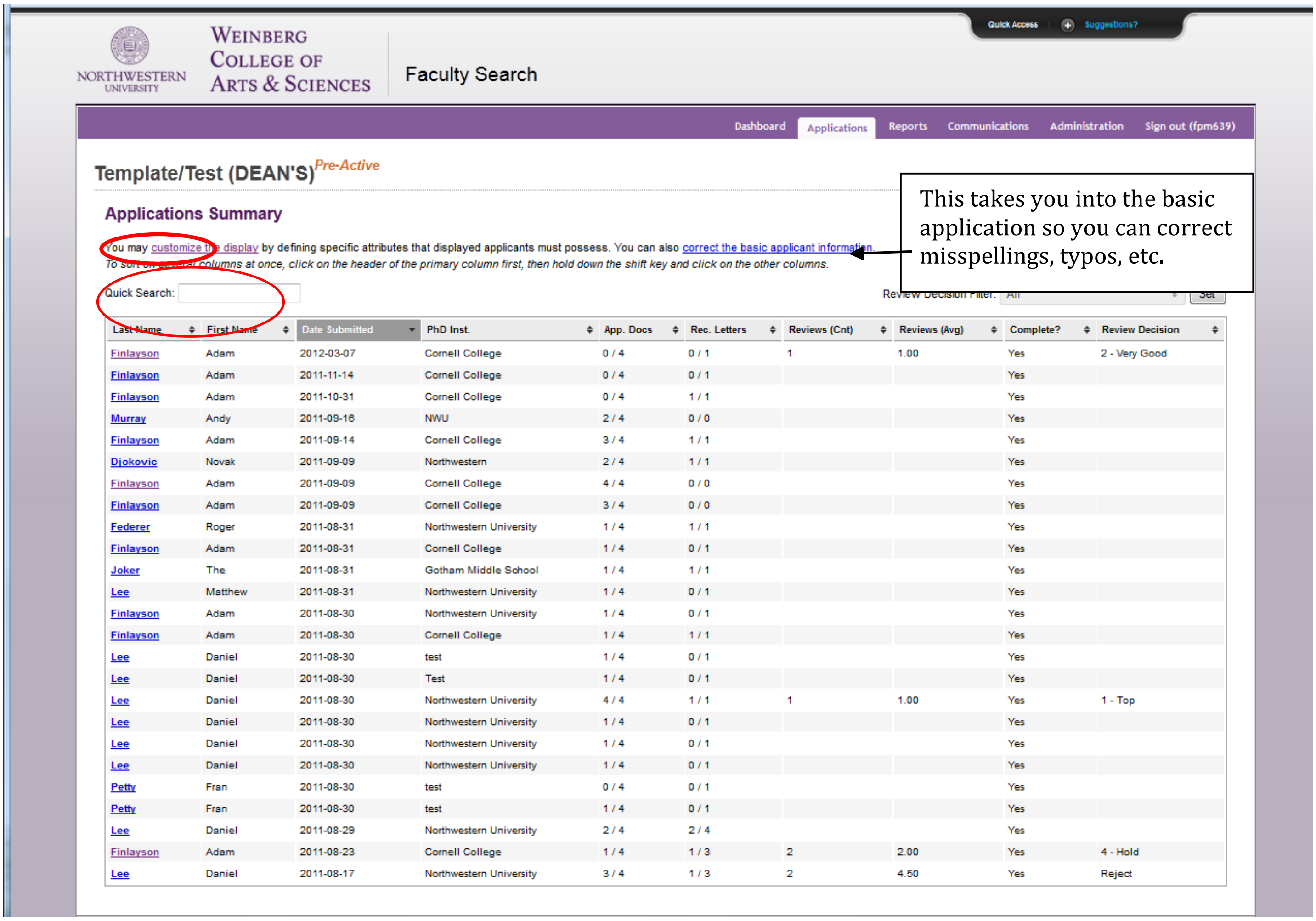
Email: "No Access" or "Can send." This allows administrator to send emails to candidates and references.

Show decisions: Members can be added who only have viewing access to candidates who have been ranked as 'Top', etc. This feature allows entire departments to be added so they only see finalists.

Phase: members can be moved to 'phases' of review so that, for instance, a second round of reviews can be written about finalist candidates.
Show Phases: members can be set to see one, some, or all of the reviews from all phases.

Application: "View Only" or "Can edit." This allows administrator to edit application information.

Attachment 5: Applications Summary page



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Faculty Search

Quick Access | Suggestions?

Dashboard | Applications | Reports | Communications | Administration | Sign out (fpm639)

Template/Test (DEAN'S) *Pre-Active*

Applications Summary

You may customize the display by defining specific attributes that displayed applicants must possess. You can also correct the basic applicant information.

To sort on several columns at once, click on the header of the primary column first, then hold down the shift key and click on the other columns.

Quick Search:

Review Decision Filter: All | Set

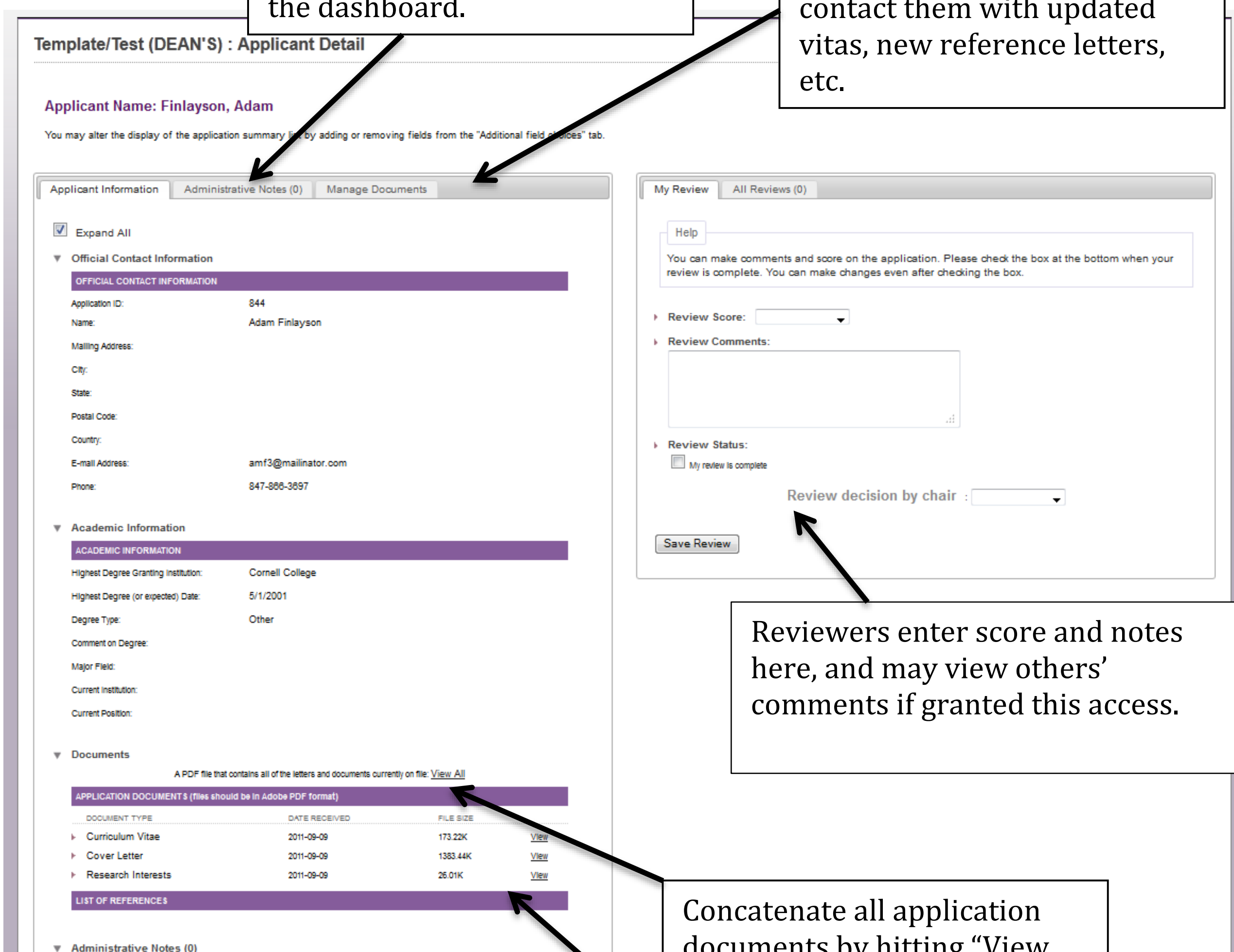
Last Name	First Name	Date Submitted	PhD Inst.	App. Docs	Rec. Letters	Reviews (Cnt)	Reviews (Avg)	Complete?	Review Decision
Finlayson	Adam	2012-03-07	Cornell College	0 / 4	0 / 1	1	1.00	Yes	2 - Very Good
Finlayson	Adam	2011-11-14	Cornell College	0 / 4	0 / 1			Yes	
Finlayson	Adam	2011-10-31	Cornell College	0 / 4	1 / 1			Yes	
Murray	Andy	2011-09-16	NWU	2 / 4	0 / 0			Yes	
Finlayson	Adam	2011-09-14	Cornell College	3 / 4	1 / 1			Yes	
Djokovic	Novak	2011-09-09	Northwestern	2 / 4	1 / 1			Yes	
Finlayson	Adam	2011-09-09	Cornell College	4 / 4	0 / 0			Yes	
Finlayson	Adam	2011-09-09	Cornell College	3 / 4	0 / 0			Yes	
Federer	Roger	2011-08-31	Northwestern University	1 / 4	1 / 1			Yes	
Finlayson	Adam	2011-08-31	Cornell College	1 / 4	0 / 1			Yes	
Joker	The	2011-08-31	Gotham Middle School	1 / 4	1 / 1			Yes	
Lee	Matthew	2011-08-31	Northwestern University	1 / 4	0 / 1			Yes	
Finlayson	Adam	2011-08-30	Northwestern University	1 / 4	0 / 1			Yes	
Finlayson	Adam	2011-08-30	Cornell College	1 / 4	1 / 1			Yes	
Lee	Daniel	2011-08-30	test	1 / 4	0 / 1			Yes	
Lee	Daniel	2011-08-30	Test	1 / 4	0 / 1			Yes	
Lee	Daniel	2011-08-30	Northwestern University	4 / 4	1 / 1	1	1.00	Yes	1 - Top
Lee	Daniel	2011-08-30	Northwestern University	1 / 4	0 / 1			Yes	
Lee	Daniel	2011-08-30	Northwestern University	1 / 4	0 / 1			Yes	
Lee	Daniel	2011-08-30	Northwestern University	1 / 4	0 / 1			Yes	
Petty	Fran	2011-08-30	test	0 / 4	0 / 1			Yes	
Petty	Fran	2011-08-30	test	1 / 4	0 / 1			Yes	
Lee	Daniel	2011-08-29	Northwestern University	2 / 4	2 / 4			Yes	
Finlayson	Adam	2011-08-23	Cornell College	1 / 4	1 / 3	2	2.00	Yes	4 - Hold
Lee	Daniel	2011-08-17	Northwestern University	3 / 4	1 / 3	2	4.50	Yes	Reject

This takes you into the basic application so you can correct misspellings, typos, etc.

Attachment 6: Applicant Detail page

Leave an administrative note indicating a change to an application. This shows up on the dashboard.

Administrators can swap out documents if applicants contact them with updated vitas, new reference letters, etc.



Reviewers enter score and notes here, and may view others' comments if granted this access.

Concatenate all application documents by hitting "View All" – or – look at individual application documents by clicking each one individually

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Attachment 7: Communications