SMD FIS/Faculty Search Module Q&A

Chrome or Firefox preferred browsers due to known functionality issues with the Safari browser with the FIS.

Q 1.   Where do I find the salary range or pay grade information that is required in postings?
For Clinical or Basic Sciences positions, refer to the most recent Faculty Posting Ranges document. For a copy of the document, or for additional guidance, contact URMFG Director of Faculty Compensation, URMFG CFO or Central SMD Senior Director of Finance.

Q 2.   How do I add a salary range to a posting?
Salary ranges need to be entered in the Salary Range or Pay Grade field, and also **in the text of the job description.**
Enter the full range across all ranks in the Salary Range box (e.g., "$65,000 - $150,000 per year") then also add the details of the breakdown for the range at each rank (e.g., "Assistant Professor: $65,000 - $80,000 per year; Associate Professor: $85,000 - $100,000 per year; Professor $110,000 - $150,000 per year") **in the text** of the description.

Q 3.   Where is the pay rate transparency disclaimer language entered since the 'salary range field' is limited and cannot accept the disclaimer?
The following is required in the 'application instructions' section: |

If you already have an Interfolio account, please sign in to apply to this position. If not, please create an Interfolio account. For questions/concerns pertaining to the position, email XXXX (add appropriate contact person within the department).

The referenced pay range represents the University's good faith and reasonable estimate of the base range of compensation for this faculty position. Individual salaries will be determined within the job's salary range and established based on (but not limited to) market data, experience and expertise of the individual, and with consideration to related position salaries. Alignment of clinical incentive-based compensation may also be applicable and will be discussed during the hiring process.

Q 4.   While determining the evaluations criteria and starting the approval process; is it possible to go back later and add to the evaluation if needed?
Yes, administrators may go back and make edits to add evaluations if needed in order to start the evaluation process.

Q 5.   How do I post an open rank search?
List all ranks possible, i.e. assistant professor/associate professor/professor (be sure to include the complete name of the rank).

Q 6.   What job code should I use for an open rank posting?
The HCM team is working on creating a 'dummy' job code for open searches; when the identified candidate is chosen the 'actual' job code will be input in the system. Until this time use the lowest possible job code for the open search.

Q 7.   Is there an option to view what the position description will be before it is 'published'?
Yes, review is available before publishing.

Q 8.   What is the 'message template' function?
The 'message template' function contains a standard email template that the user may choose and edit as needed.

Q 9.   Is there a standard e-mail template that can be emailed to the participant?
The email template is customizable.

Q 10.   Will positions posted in HRMS transfer to the UR Faculty automatically or will they need to be entered manually?
New postings will need to be manually entered into the UR Faculty system. Postings currently open in HRMS at the time we implement the FIS/Faculty Search modle may need to be moved to the new system if a candidate is not identified before implementation of the HCM. *We are awaiting for additional guidance on this item.*

Q 11.   Will posting in the FIS also generate a posting in HRMS?
Faculty job postings will ONLY be within the FIS/FacultySearch, and no longer in HRMS. Applicants must apply within the Faculty Search posting.

Q 12.   Where do I include 'full time/ part time' on a posting?
Full time/part time designation needs to be entered into the search criteria section.

Q 13.   Will the new FIS/ UR faculty system push alerts to a user letting them know when an applicant has applied?
There are no notifications when an applicant applies to a position.

Q 14.   What is the required minimum number of days for a posting?
A job posting must remain open for 30 days (30-day window begins the date the posting is published and made **visible to candidates)** before an offer may be made to the chosen candidate. In special circumstances, a waiver may be granted for unique scenarios. Contact The Office of Academic Affairs for more information@ URFacultySMD@urmc.rochester.edu

Q 15. When creating a search, should the department list a member of Academic Affairs as an evaluator or committee manager?
This is not necessary. The Office of Academic Affairs will have access to every search with Administrative Access for departments within the School of Medicine and Dentistry.

Q 16. Can more than one committee manager be added?
Yes.

Q 17. Where can applicants access postings?
The Office of Academic Affairs Faculty Job Openings page has a link to URFaculty, https://www.urmc.rochester.edu/smd/academic-affairs/faculty-job-openings.aspx

Q 18. Can my department provide a job offer to a candidate before they apply for a position?
Candidates must apply to an open faculty posting before a job offer can be extended.

Q 19. Is the faculty recruitment form still necessary?
Yes, recruitment forms are still required although a separate process from posting a position to recruit a candidate. The recruitment form is required to obtain permission to make an offer to a candidate. Continue to upload recruitment forms to Box.

Q 20. How should candidates submit application materials?
Applicants must upload application materials into the FIS, and not email them to individuals or department contacts.

Q 21. I need to post a position in an external source (journal, external web page) – how do I do this?
The URL for the position in the FIS needs to be included in external advertisements, so candidates can find the posting, complete the application and upload materials. The URL is found in 'position details'.

Q 22. Is there a minimum number of materials required for applicants
At minimum, all applicants should upload a CV.

Q 23. When I receive notification that a position is approved, does that mean it is visible to candidates?
When you receive notification that a position is approved, you must "publish" the position and 'make it visible to candidates'.

Q 24. Where do I email for questions regarding SMD faculty recruitment?
Please email The Office of Academic Affairs using our shared email inbox, URFacultySMD@urmc.rochester.edu