SMD Faculty Posting Process

Effective 10/1/23 – All faculty postings submitted through URFaculty

Access Interfolio: https://iam-api.interfolio.com/users/sso_redirect?tenant_id=16224

Departments will create a position (see training guides)
Training Guides are found in Box, https://rochester.box.com/s/9hhuihopd4h2u2k0kr7t1q1692yeocqr

Posting approval process with implementation of the URFacultySearch online Module:

1. Department originates request – routes for review
2. First review Finance:
   a. IF approved move to OAA (below)
   b. HOLD and seek clarification and once clarified, move to OAA (below).
   c. Is there a recruitment form associated with this position? If yes, enter the RF #
3. Office of Academic Affairs reviews
4. Back to department with approval
5. Department must publish the position for it to be made public

Please note:

Enter the following information to receive financial review:

1. In Position Details section
   a. Salary Range or Pay Grade
2. In application instructions section:
   a. Pay range language required (see below)
3. In Position Notes Section: (This is an internal section, not public facing)
   a. General Notes field: Provide answers to the following questions (required)
      i. Is this position >25% research?
      ii. Is there a startup package associated with this position?
   b. Position ID or Requisition Number field: If there is a RF, enter #

Click "Save and Continue"

Pay rate language:

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.

For questions or concerns regarding the SMD faculty recruitment process, email

URFacultySMD@urmc.rochester.edu