Faculty Applicant Summary Form
Instruction Guide

https://hrnt.jhu.edu/admin/faculty

02/05/2014
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Over the 2011-2012 academic year, the Faculty Data Governance workgroup in conjunction with the Data Stewards developed a system to track faculty applicant data called the Faculty Applicant Summary Form (FASF). The FASF replaces a paper process involving mailed forms tabulated by the Office of Institutional Equity that was not uniformly utilized throughout the university. The system collects faculty search information and faculty applicant EEO information with the goal of providing JHU senior leadership with metrics to assess and ensure a diverse faculty. The data will also be used to comply with federally mandated EEO reporting.
Definitions

- Professorial Faculty – Faculty with the rank of Assistant Professor, Associate Professor or Professor
- Data Stewards –
- Data Governance Group – Comprised of the Vice Provost for Faculty, Assistant Provost of IR, EBS and HR, this group serves as the core leadership body for the data stewards
- Divisional Rank – A rank that is recognized only within the Homewood schools (KSAS, WSE). These ranks are not universally recognized at all higher ed institutions. Faculty with a divisional rank will also have an official rank which is recognized throughout JHU and at other higher ed institutions. Schools other than WSE/KSAS should not use divisional rank.
- OIE – Office of Institutional Equity
- OFCCP – Office of Federal Contract Compliance Programs
- EBS – Enterprise Business Solutions – EBS is the department responsible for the maintenance and development of SAP.
- IR – Institutional Research
- Applicant – Anyone who submits a complete application and meets the minimum qualifications for an open position
Department starts new faculty search

Department designee creates new faculty applicant summary form and completes the “Position Information” tab information

Position is posted using current procedures

As applicants apply, department designee enters name and email into “Applicant Pool” tab

As applicants are selected for interview, extended an offer or accept an offer, the department designee searches for the applicant and updates the record

Email is sent to applicant requesting completion of confidential online EEO form. Department does not see results of EEO form submission.

At the conclusion of the search, after an offer was accepted and all interviewed applicants have been updated, department designee checks the box on the “Administrative” tab to indicate the search is complete.
Faculty Applicant Summary Form (FASF) Overview

- Link to create a new position search form.
- Link to the latest FASF changes and general information.
- List of current open searches.
- List of prior completed searches.
- Link to FASF Help Guide.
- Click to sort by Title, Academic Dept, etc.
To create a new search form, click on this link.

To open an existing search form, click on the desired data point.
### Create/Edit Search Form (Position Tab)

#### Faculty Applicant Summary Form

**Position Information**

- **Title:**
- **Employee Group:**
- **Initial Posted Rank:**
- **Final Rank:**
- **Divisional Rank:**
- **Field of Study:**
- **Academic Department:**
- **School:**
- **Leadership Role:**

**Additional Information**

- **List in order of importance the major criteria and requirements for this position: (Be as specific as possible. Include any required areas of specialization, advanced training or background. Max. of 5 entries.)**

- **How was information about the position publicize? (Check all that apply.)**
  - Advertisements or notices
  - Letters to other institutions
  - Other

- **Specify other efforts which were made to make this position known to potential candidates who are women, members of ethnic minority groups or persons with disabilities.**

**Documentation**

- **Attach/Edit/View copies**
- **Attach/Edit/View a copy and a list of institutions**
- **Attach/Edit/View relevant letters**

**Actions**

- **Save**

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*Always remember to click Save.*

*Click to attach supporting documentation.*

*Scroll over tooltips for helpful hints.*

*Link to FASF Overview Screen.*
Applicant Tab Screen

• Applicants are entered on the applicant tab screen. They can be entered manually, one at a time or uploaded in a batch process (refer to the Applicant Uploads page for additional instructions).
• ALL qualified applicants should be entered into the system.
• For those applicants entered manually and for those batch uploads in which we still need to collect EEO information, an automated email will be sent to the applicant requesting they complete the online EEO form.
• This information is attached to the applicants record, but will not be visible to the academic departments. It will be used to create the Affirmative Action report.
• It is necessary to indicate the applicants that are interviewed, extended an offer and who accept the offer. As the checkboxes are answered, additional questions may appear.
• For those applicants that are interviewed, but did not complete the EEO form, it will be necessary for you to indicate the gender, ethnicity and racial background.
Always remember to click Save.

If an outside applicant tracking tool was used, select it from the dropdown box. You will be able to upload the applicant’s information.

You can also use this tool to upload applicants from a spreadsheet.

To manually enter an applicant to the interview pool.

List of the applicants entered for this position.
Applicant Uploads

• The system allows users to upload applicants from the following sources:
  – Interfolio – currently only names and emails
  – AcademicJobs – uploads names and EEO information
  – MathJobs – uploads names and EEO information
  – Excel file – currently only names and emails

• From the applicant pool tab, identify if you intend to upload applicant data.
• If you are using Interfolio or an Excel upload:
  – You will be able to upload the data yourself.
  – The system will automatically send the EEO email to all applicants.
  – You may upload as often as needed and do not need to remove applicants already uploaded as the system will automatically remove duplicates based on the email address

• If you are using AcademicJobs or MathJobs:
  – Be sure to enter ‘jschmidt@jhu.edu’ and ‘chuang54@jhu.edu’ in the EEO officer role.
  – When you have closed the application phase and are not accepting additional applications, email ‘jschmidt@jhu.edu’ and ‘chuang54@jhu.edu’ and request an upload of the applicant data. They will inform you when the upload is complete

• With any applicant upload, you will still need to update which applicants were interviewed and offers extended.
If an outside applicant tracking tool was used, you must import the exported spreadsheet.

For **AcademicJobs / MathJobs**, make sure to add jschmidt@jhu.edu and chuang54@jhu.edu as the EEO officer role.

For **Interfolio**, the EEO information will be imported along with the applicant’s information.

You can import data from your own spreadsheet by selecting **Applicant Upload**.

Click to bring up a popup window for importing applicant spreadsheet.
Check here to send an automated EEO email.

Click to begin the upload process.

The imported applicants are now displayed in the Applicant Pool grid.

Click to select Excel spreadsheet of applicant information.

The confirmation screen – this will list the number of applicants being added along with a quick preview.

Please confirm that the number and name of the applicants match your records.
Adding a New Applicant (Applicant Pool Tab)

These fields will show/hide as you enter information.

Check here to send an automated EEO email.

Click to clear entered information.

Click to save entered information.

Fields for applicant information.

These fields will show/hide as you enter information.
Click on the applicant to be modified.

You can now modify these fields.

Click to clear entered information.

Click to save entered information.

Click to delete applicant.
You can search for a specific applicant by their name or email address. This allows you to quickly find an applicant and edit their information.
For applicants you have selected for interview, you will be asked to complete missing EEO information for the applicant. This will happen when the applicant has not answered all of the EEO questions.

As displayed below, the system will only allow you to enter missing EEO information, you will not be able to view or edit the EEO information supplied by the applicant.

For applicants you have selected for interview, you will be asked to complete missing EEO information for the applicant. This will happen when the applicant has not answered all of the EEO questions.

As displayed below, the system will only allow you to enter missing EEO information, you will not be able to view or edit the EEO information supplied by the applicant.

If the applicant has saved any EEO information, you will be unable to edit those fields. All fields have been saved by the applicant. You are unable to edit any EEO fields.

Warning message. You can only edit EEO data that is empty.

Click to add the applicant to the interview pool.

If the applicant has saved any EEO information, you will be unable to edit those fields.
You can add additional users to edit/maintain this position.

Check the appropriate option if the search was not filled.

Check here to indicate that the form is complete. You always have the option to make updates if needed.

Optional indicator for Data Stewards to mark that this form has been reviewed.

Always remember to click Save.
This will create an Excel document summarizing this form.
Security

- Access to the system is controlled by JHED authentication. All JHED users have the ability to sign into the system and create a new faculty search record.
- Users have the ability, as mentioned in the administrative tab, to add/remove additional users to the faculty search record.
- The originator of the faculty search record and all users currently added on the administrative tab will have the ability to view/edit the form.
- The Data Steward role allows users to view/edit all faculty search records for a particular school.
- The Provost Office and the HRIS development team will have access to view/edit all faculty search records.
Contact your Data Steward for process related questions

<table>
<thead>
<tr>
<th>School</th>
<th>Data Steward</th>
<th>Email</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>CBS</td>
<td>Vacant</td>
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</tr>
<tr>
<td>KSAS</td>
<td>John Kunz</td>
<td><a href="mailto:jjkunz@jhu.edu">jjkunz@jhu.edu</a></td>
<td>410-516-4138</td>
</tr>
<tr>
<td>Peabody</td>
<td>Barbara Lambert</td>
<td><a href="mailto:lambert@peabody.jhu.edu">lambert@peabody.jhu.edu</a></td>
<td>410-234-4658</td>
</tr>
<tr>
<td>SAIS</td>
<td>Shanna Hines</td>
<td><a href="mailto:shines2@jhu.edu">shines2@jhu.edu</a></td>
<td>202-663-5651</td>
</tr>
<tr>
<td>SOE</td>
<td>Connie Kinsley</td>
<td><a href="mailto:ckinsley@jhu.edu">ckinsley@jhu.edu</a></td>
<td>410-516-4475</td>
</tr>
<tr>
<td>SOM</td>
<td>Mary Foy</td>
<td><a href="mailto:mfoy@jhmi.edu">mfoy@jhmi.edu</a></td>
<td>410-955-3080</td>
</tr>
<tr>
<td>SON</td>
<td>Jennifer Calhoun</td>
<td><a href="mailto:calhoun@jhu.edu">calhoun@jhu.edu</a></td>
<td>410-502-3172</td>
</tr>
<tr>
<td>SPH</td>
<td>Erin Pankau</td>
<td><a href="mailto:epankau@jhsph.edu">epankau@jhsph.edu</a></td>
<td>410-955-8313</td>
</tr>
<tr>
<td>WSE</td>
<td>Bonnie Duggins</td>
<td><a href="mailto:bonnie@jhu.edu">bonnie@jhu.edu</a></td>
<td>410-516-2829</td>
</tr>
<tr>
<td></td>
<td>Joy Mettee</td>
<td><a href="mailto:jmettee@jhu.edu">jmettee@jhu.edu</a></td>
<td>410-516-3983</td>
</tr>
</tbody>
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Contact HRIS for technical questions

Charles Huang       John Schmidt
443-997-8195        443-997-7336
chuang54@jhu.edu    jschmidt@jhu.edu
Common Questions

- When do I need to complete the FASF?
- Applicant related questions
- Who starts the form?
- What do we do if the search was started with the old paper process?
- Who counts as an applicant?
- What if we don’t know the final position rank of the search form?
- How do we designate a resident/post-doctoral fellow hire?
- Can we have multiple hires for the same position?
- Do we enter post-doctoral fellow positions into the FASF?
- How can we get the EEO report for a search?
- What do we do if we closed the search without hire?
When is the FASF required

- Currently, all full time professorial faculty hires require completion of the FASF.
  - This includes Target of Opportunity hires and the hiring of residents, post-docs and fellows.
- What if I have more than 1 appointment for a single search?
  - Indicate the multiple hires. Only 1 search form is necessary.
  - Indicate the rank of each hire on the applicant tab.
Some schools, including SOM, have opted to require the FASF for all faculty hires, both full and part time and both professorial and non-professorial. Refer to the chart below for more information for your school.

<table>
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• What constitutes an applicant and when do I need to enter them on the FASF form?
  – An applicant is someone who completes the required application for a posted vacancy and meets the minimum requirements.
  – All qualified applicants must be entered on the FASF.
  – Individuals that submit interest in employment to an academic department that is not directed towards a vacancy or do not submit the required information are not considered applicants and do not need to be entered.

• For Target of Opportunity hires, the individual should be entered as an applicant
Who Starts the FASF?

Depending on the school, different people should start/create a new FASF record. Refer to the table below for how your school operates.

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<tr>
<td>WSE</td>
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</table>
Dear Applicant,

Please click here to complete the EEO form to assist the Johns Hopkins University in complying with federal regulations.

Federal laws require that the University collect information concerning its applicants for employment. Providing the information requested on the Applicant Data Form is voluntary. Failure to provide this information will not result in any adverse treatment of you as an applicant.

The Johns Hopkins University does not discriminate on the basis of race, color, gender, religion, age, marital status, pregnancy, sexual orientation, national or ethnic origin, disability, genetic information, gender identity or expression, or veteran status in any program or activity administered by the University. The University has affirmative action programs for minorities, women, persons who are disabled and veterans, as appropriate.

The information you provide will remain confidential. The completed form contains no reference to your name and it will be maintained separately from your applicant file in the Dean's office or other designated location. Completed copies of the Applicant Data Form will not be placed in your applicant file. The forms, without names, will be retained in the dean's office or other designated location for the purpose of compiling information about the applicant pool, and to assist the University in the evaluation/enhancement of its affirmative action recruitment efforts. Applicants with a disability who may require accommodations during the application process may provide information about their needs so that appropriate accessibility plans may be made.

Please return this form to: Caroline Laguerre-Brown, Vice Provost for Institutional Equity, Office of Institutional Equity, Johns Hopkins University, 3400 N. Charles Street, Garland Hall 130, Baltimore, MD 21218.

Thank you.