Interfolio

System Considerations for a Faculty Information System

How to choose a solution that covers the full faculty lifecycle.

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Use this guide to assess the key capabilities you need in your technology for faculty. What can you accomplish today with your current system and what do you need when considering a technology partner? This checklist serves as a workbook as you assess your institution's—and its stakeholders'—needs.

Institutional Insights and Showcasing	Interfolio	Your Institution	Other Vendor
Gather and validate data on faculty activities and pre-populate this data in promotion and tenure cases	✓		
Encourage faculty engagement in maintaining activity data by providing digital dossiers and the ability to export easily to CVs	✓		
Build faculty web profiles from real-time data validated by faculty	✓		
Support accreditation and compliance standards with easy reporting and equitable processes	✓		
Enable responsive faculty development based on data and workloads	✓		
Analyze all data points within a single user interface to generate relevant institutional reports based on campus permissions	✓		
Forecast future institutional and faculty needs regarding workforce and workload	✓		

Efficiency and Effectiveness	Interfolio	Your Institution	Other Vendor
Activate a centralized, trusted source of faculty data for all milestones of a faculty member's career	✓		
Gain visibility into career growth patterns, timelines and rosters	✓		
Integrate with other platforms within the academic data ecosystem (SIS, ERP, HRIS, Course Evaluations, Grant Management, RIM, etc.) to create a one-stop shop for faculty workflows and management	✓		
Use technology to seamlessly scale institution-specific, customized workflows for all faculty career milestones	✓		

Transparency and Inclusion	Interfolio	Your Institution	Other Vendor
Create holistic vitas of a faculty member's work and impact (research, creative productions, teaching, service, appointment and advancement timelines, conference participation, patents, mentoring and more)	✓		
Support DEI initiatives with data on faculty hiring and advancement	✓		
Enable consistent, fair and transparent committee decision workflows to support shared governance processes	✓		

System Considerations for Faculty Hiring

	Interfolio	Your Institution	Other Vendor
Centrally view, sort, label and narrow your applicant pool	✓		
Make application materials required or optional and prevent submission until all required items are completed (i.e., never receive incomplete applications or chase for missing materials)	✓		
View all applicant materials—including documents, forms, pictures and videos—in a single viewer without needing to download anything or open multiple browser windows	✓		
Add customizable disposition codes to ensure compliance and understand why applicants were not selected	✓		
Allow applicants to update and add to their original applications if needed, based on customizable statuses	✓		
Support hiring pools with rolling deadlines, such as adjunct hires	✓		
Request and collect confidential letters of recommendation through a single online channel automatically linked to the appropriate applicant	✓		
Define groups of users and establish clear evaluation criteria for faculty search committee members	✓		
Manage and automate communication to groups of applicants according to the stage of the search, the progress of individual applicants, or other customizable criteria and filters	✓		
Produce and save detailed, consistent and standardized reports on applicant data	✓		
Set approval requirements for each designated user in the system to increase accountability, legal compliance and consistency in job postings	✓		
Integrate with existing HRIS systems (e.g., Workday)	✓		
Collect 100% of mandatory applicant data to meet equality monitoring obligations and analyze the data with visual dashboards	✓		
Easily publish job postings to external sources with an API	✓		

System Considerations for Faculty Evaluations

	Interfolio	Your Institution	Other Vendor
Provide faculty a way to effectively assemble, arrange and preview their professional dossier, regardless of discipline, through a flexible and easy-to-use solution	✓		
Accept different file types for supporting materials such as Microsoft Word, PDF, Excel, PowerPoint, images, videos and web links	✓		
Replicate the exact guidelines and policies of your faculty handbook into editable digital templates with configurable and customizable workflow features	✓		
Provide faculty and administrators with a real-time look at the status of cases and next steps, including missing requirements and upcoming deadlines	✓		
Centrally manage committee membership and easily communicate with committees	✓		
Define and assign access to candidate materials to committees, maintaining confidentiality as needed	✓		
Initiate evaluations for multiple faculty members in bulk	✓		
Enable committee members to review the entire candidate packet online in a secure, continuous viewer and confidentially make notes that only they can see	✓		
Request, collect and distribute confidential external evaluations with the institution's brand in a way that automatically sends reminders and adds submitted evaluations to the correct case	✓		
Import data and file attachments from faculty activity reporting and other systems of record into cases	✓		
Support workflows for any committee-driven processes, including teaching awards, sabbatical, travel requests and more	✓		

System Considerations for Lifecycle Management

	Interfolio	Your Institution	Other Vendor
Create a centralized database for academic appointment and faculty employment information	✓		
Maintain a dedicated, accurate roster of all faculty members, including their title, rank, status and key milestones	✓		
Visualize the professional journey and expected timeline for advancement for each type of academic employment	✓		
Take individual and bulk actions on faculty career milestones, including emailing faculty; adding events; and initiating new review, promotion, and tenure cases	✓		
Anticipate and plan for academic personnel milestones such as appointment, reviews, tenure, promotion and sabbatical/leave	✓		
Track individual advancement pathways, document exceptions from the standard model, and specific employment commitments made to faculty	✓		
Explore—and act on—data about faculty composition and events in easy-to-use visual dashboards	✓		

System Considerations for Activity Reporting

	Interfolio	Your Institution	Other Vendor
Create a central, searchable hub of reliable faculty information, activity data and supporting materials	✓		
Populate the system in bulk from a data pool of 280M records of books, book chapters, articles, and conference proceedings from authoritative external sources such as CrossRef, OpenAlex, and Scopus	✓		
Create an out-of-the-box faculty public profile to showcase work and accomplishments	✓		
Keep faculty publication records current with an ongoing and automated sync from validated external sources	✓		
Import clean data with behind-the-scenes deduplication and smart matching to a faculty member	✓		
Allow faculty or authorized proxy users to validate imported publication data before it is added to their profile, improving the matching algorithm each time	✓		
Customize faculty activity classifications according to institutional priorities, categories and accreditation requirements	✓		
Produce reports on aggregate data for institutional research, budgeting, or compliance needs using a variety of templates	✓		
Generate ad hoc reports on activity without requesting support from the vendor's customer service team	✓		
Run built-in reports aligned to the requirements of accrediting bodies (SACS, LCME, AACSB, ABET, NCATE and more)	✓		
Request specific information, at specific times, from faculty members with buildable and customizable forms	✓		
Generate clean, readable CVs with a single click in institutionally configured formats	✓		
Automatically push CVs and associated file attachments into workflows for annual reviews, promotion and tenure, reappointment, sabbatical, and other formal processes	✓		

System Considerations for Services

	Interfolio	Your Institution	Other Vendor
Receive information on best practices and strategic guidance supporting change management, faculty buy-in and adoption and workflow optimization	✓		
Get implementation guidance, assistance with integration capabilities and SSO changes on campus through technical and product consultations	✓		
Gain unlimited access to an e-learning platform that provides 24/7 on-demand training modules and a searchable product help site	✓		
Attend training sessions designed to familiarize all end users (faculty, academic leadership and academic affairs staff) with capabilities, features and best practices	✓		
Obtain an exclusive client-only invitation to the solution partner's annual conference to network with peers and hear from keynote speakers and academic leaders on higher education trends and strategies	✓		

Empowering scholars worldwide, Interfolio from Elsevier is an education technology company trusted by more than 500 colleges and universities across 20 countries since 1999. With innovative products designed to support major milestones in the faculty lifecycle, Interfolio's technology enables academic leaders to effectively advance institutions and their academic staff.

The most comprehensive platform of its kind, the Interfolio Faculty Information System streamlines processes for faculty hiring and recruitment, academic appointments and timelines, activity data reporting, and reviews and promotions. In addition, millions of scholars have used the Interfolio Dossier service to pursue academic programs and positions.

For more information visit: elsevier.com/products/interfolio

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