

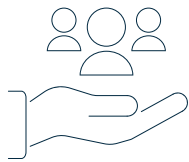
# How Interfolio Helps Medical Schools

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Critical, Faculty-Friendly System  
to Support Academic Affairs Processes

# How can your school of medicine save thousands of hours every year—and make a greater impact?

## The Medical School's Mission

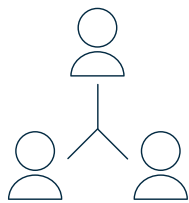


We know that every day, your medical faculty make a transformative impact on students, on the community, and on their respective subfields of medicine.

We also know that all medical faculty—teaching, research, clinical, and others—depend on the critical contributions of the school's professional staff to keep those academic activities in operation.

The more your faculty and staff are able to use their limited time on meaningful work, the **greater capacity for impact your school has**.

## Historic Challenges in Medical Faculty Affairs



Schools of medicine have distinct needs when it comes to faculty affairs and management processes:

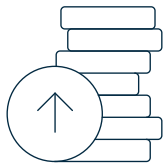
- House a large number of departments and divisions
- Employ a distinct set of professional roles, including teaching, clinical, research, residency, community outreach, advocacy, and others in between
- Collect distinct sets of data about faculty activities, backgrounds, and qualifications

Unfortunately, at many institutions, core faculty employment processes remain far more **inefficient, decentralized, and inequitable** than they should be.



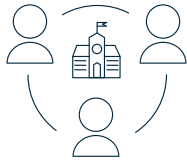
We're not talking about the time rightly spent by deans and committees on considering and making a good decision.

Rather, we're talking about the untold hours spent—by professional staff, faculty, and leadership—in simply **locating and accessing the correct materials and information, in the correct format**.



The avoidable hours spent on shuffling documents, data, and access, when added up, represent a massive obstacle that **holds back the impact your medical school could make.**

## Making Faculty Affairs Efficient, Transparent, and Equitable



Focused entirely on the academic lifecycle, Interfolio remains the leader in faculty information and workflow technology.

We've helped many schools of medicine achieve success in making their faculty affairs and career processes **more efficient, more compliant, and more equitable.**



We're known for being:

- ☑ Faculty-friendly at every turn, leading to greater usage and adoption by faculty
- ☑ Highly flexible to match your school
- ☑ Easy to implement in pieces (modules)—addressing certain pains right away
- ☑ Proactive about human change management needs
- ☑ Uniquely attentive to the full medical faculty lifecycle
- ☑ Familiar to scholars through our long-running Dossier platform, used today by over 1 million scholars

The Interfolio Faculty Information System gives your school of medicine an easy, familiar central platform to manage the **full career trajectory of medical faculty.**

That's why so many leading schools of medicine have increasingly moved onto Interfolio in recent years.



# How Interfolio Helps Medical Schools to Recruit and Hire Faculty

## Module: Interfolio Faculty Search

We know medical faculty recruitment is a critical type of activity that happens year-round depending on the type of position.

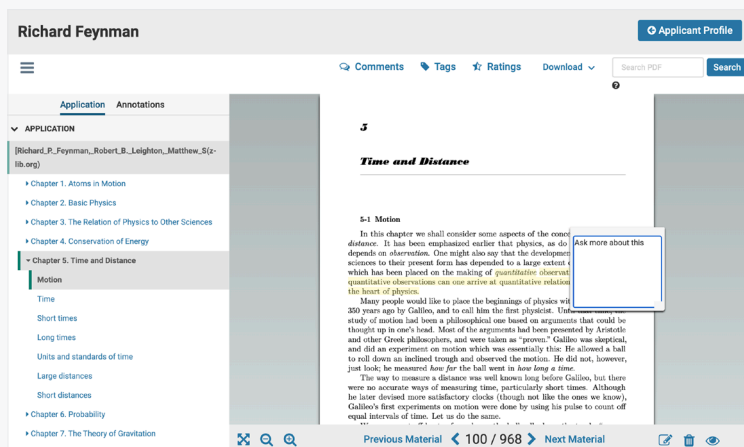
Let's look at how Interfolio addresses a few core challenges historically faced by medical schools around faculty hiring.

### Historic Challenge Faced: Faculty Committee Time

Inconvenience for faculty on committees (and deans) to:

- Access and review application materials efficiently
- Know when it is their turn to review certain applicants
- Submit their feedback about each applicant

### What Interfolio Offers: Committee-Friendly Experience



An easy experience, tailored to the academic setting, for reviewing any number of full applications online—including not just CVs but publications, multimedia, and more.

Save your committees and deans countless hours by enabling them to give good consideration to applications—from anywhere!

## Historic Challenge Faced: Professional Staff Burden

Difficulty for professional staff to:

- Collect and distribute letters of recommendation (securely!)
- Create, publish, and share job postings
- Keep faculty jobs board up to date
- Manage open/closed status of current searches
- Communicate effectively with applicants about status

## What Interfolio Offers: Easy List and Job Posting Management

**Cancer Biology Faculty at the Demo Institute (Senior Faculty)** Position Actions

Unit: Oncology    Status: Accepting Applications change    Opens: July 23, 2022    Closes: No date set

Applicants

Search by name, education, or status

14 of 14 Applicants Shown.

Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<b>Tomas Aguilar</b> <span>Incomplete</span>	07/25/22 10:28 AM EDT	<span>🕒</span>		☆☆☆☆
<b>Derrick Richardson</b> <span>Incomplete</span>	08/04/22 11:50 AM EST	<span>🕒</span>		☆☆☆☆

*Note: A dropdown menu for 'Position Closed' is visible, showing options: Administrator Review, Final Review, Reviewing Applications, Interviewing Finalists, COVID-19 Delay, and Position Filled.*

An applicant list management interface for professional staff and chairs, built specifically for academic hiring.

Give your departments a smooth, convenient way to filter, narrow, and communicate with your applicant pool.

**Cancer Biology Faculty at the Demo Institute (Senior Faculty)**

Interfolio Demo University

Location: Los Angeles, CA    Open Date: Jul 16, 2023

**Description**  
The Demo Institute is seeking faculty members at all levels interested in establishing independent research programs using innovative approaches to study important areas of cancer biology. The candidate will join the intellectually vibrant and collaborative faculty in the Demo Institute Cancer Center.

Demo Institute is internationally renowned for research in many medical topics within a highly synergistic and stimulating environment. We seek interactive individuals who are passionate in their pursuit of important problems in science. Demo Institute offers an outstanding start-up package, a competitive salary and excellent benefits.

**Application Process**  
This institution is using Interfolio's Faculty Search to conduct this search. Applicants to this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge.

[Apply Now](#)

An easy end-to-end experience for faculty job applicants, including an automatically generated landing page.

Interfolio is familiar to your applicants via our Dossier service, which today serves nearly 2 million scholars worldwide.

**Demo University of Health Sciences Open Positions**

Search by position title or location    Filter by Unit

Showing 4 of 4 positions

Position / Department	Open Date	Deadline
<b>Assistant Clinical Faculty - Anesthesiology</b> Department of Anesthesiology Los Angeles, CA	Sep 27, 2022	Apr 28, 2023
<b>Assistant Professor of Internal Medicine</b> Department of Internal Medicine Los Angeles, CA	Feb 22, 2023	

A built-in list of all your open positions, easy to integrate with your faculty jobs board.

Reap the workflow benefits of the Interfolio hiring experience—while also taking a huge burden off your department and IT staff every year.

## Historic Challenge Faced: Delivering on Faculty Diversity

Persistent struggle for department, school, or institution to:

- Gather a significant level of applicant pool EEO/diversity data
- Understand which advertising channels are working
- Ensure compliance with policies about job description language, position approval, decision process, appointment status, and similar restrictions
- Accomplish strategic hiring of the right faculty (especially tenure-track!)
- Effectively report on faculty recruitment activity

## What Interfolio Offers: Near 100% Applicant Diversity Data and Strategic Recruiting Insights

EEO-1/Affirmative Action Voluntary Self Identification Form		
<b>1. 1. Gender</b>		
Answer Information	# of Responses	Response %
Female	62	39%
Male	92	57%
Other	0	0%
I don't wish to answer	7	4%
Total	161	100%
<b>2. 2. Ethnicity</b>		
Answer Information	# of Responses	Response %
I am Hispanic / Latino/a--A person having origins of Cuban, Mexican, Puerto Rican, Central or South American or other Spanish culture or origin, regardless of race.	22	14%
I am not Hispanic / Latino/a	122	76%
I don't wish to answer	17	11%
Total	161	100%
<b>3. 3. Race</b>		
Note: Numbers in parentheses indicate the number of responses that were part of a multiple-selection answer.		
Answer Information	# of Responses	Response %
American Indian or Alaskan Native--A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	4 (1)	2%
Asian--A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.		

Diversity/demographic (EEO) survey responses from 100% of your applicants—voluntary but strategically embedded in the application experience.

Making any progress on diversifying your medical faculty starts with reliable data about who is actually applying for your positions.

“ Supporting the career advancement of **Scripps Research** faculty is not only a commitment to their individual success, but also an investment in the contributions they make to life-saving medical research and the well-being and longevity of people all over the world. By growing our existing partnership with Interfolio, we have powerful new tools to support and engage faculty during every phase of their careers. ”

**Dr. James Williamson**

Executive Vice President of Research and Academic Affairs  
Scripps Research

# How Interfolio Helps Medical Schools to Conduct Faculty Evaluations

## Module: Interfolio Review, Promotion & Tenure

We know that tenure, promotion, reappointment, and other professional evaluations of medical faculty can carry a huge logistical burden—while lacking severely in security and documentation.

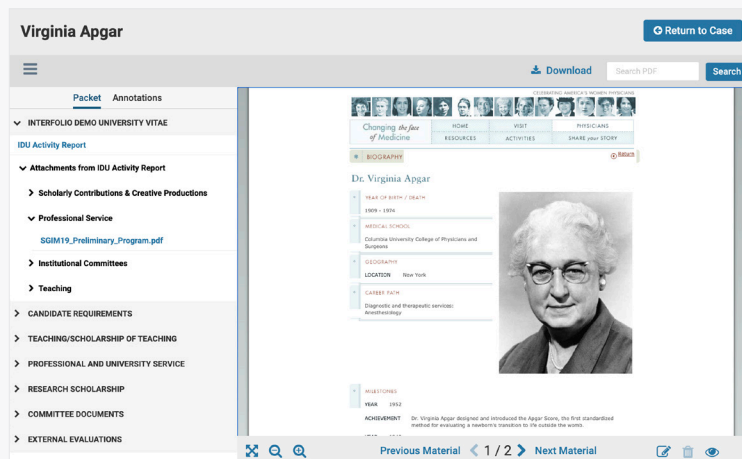
Let's look at how Interfolio addresses a few core challenges historically faced by medical schools around faculty evaluation and promotion processes.

### Historic Challenge Faced: Faculty Committee Time

Inconvenience for faculty on committees (and deans) to:

- Access and review colleagues' tenure/promotion/evaluation materials efficiently
- Know when it is their turn to review a colleague up for review
- Submit their required forms or documents regarding their colleague's evaluation
- Obtain external evaluations of faculty by peers outside the institution

### What Interfolio Offers: Committee-Friendly Experience



An easy, academic-tailored experience that replicates the traditional 3-ring binder online.

Regain countless hours by enabling your committees and deans to review from anywhere—securely and fairly.

## Historic Challenge Faced: Faculty Time When Being Reviewed

Inconvenience for faculty going through formal evaluations to:

- Understand in advance what they are required to submit, and in what format
- Compile and properly assemble their materials for tenure/promotion and other evaluations
- Understand in advance how their materials and information will appear to committee reviewers, once submitted
- Actually submit their formal case packet

## What Interfolio Offers: Ease, Familiarity, and Continuity for Faculty Members

Interfolio Demo University > Your Packets >

### Department of Neurology Promotion

Unit: Department of Neurology | Type: Promotion | Packet Deadline Type: Soft Deadline | Packet Due Date: [View Instructions] [Preview Packet]

Overview | Packet

Expand All | Collapse All

☐ Candidate Documents Submitted Unlocked [Preview] [Submit] 2 of 2 Required Files

☐ Teaching and Teaching Related Activities Submitted Unlocked [Preview] [Submit] 3 of 4 Required Files

Teaching Statement 1 required, 1 Added [Add]

Title	Details	Actions
rfernandez teaching statement	Added Jan 17, 2023	Edit   Remove

Syllabi 1 required, 1 Added [Add]

Title	Details	Actions
R Fernandez Neurology 102	Added Jan 17, 2023	Edit   Remove

A clear view of requirements and easy ways to add materials and information—including from past reviews at your institution—to assemble their case.

Empower all medical faculty to know what's required and put their best foot forward in all professional evaluations.

### My Materials

Guidelines | Request Recommendation

All Materials (24)

search [Filter] View Archived Materials [Add Files]

Title	Type	Status
Recommendation from Dr. Pat Crookston for Professor of Psychology	Confidential Letter of Recommendation or Evaluation	Requested Jul 27, 2022 at 3:15 PM
Recommendation from Prof. Jeremiah Williams	Confidential Letter of Recommendation or Evaluation	Requested Oct 10, 2022 at 5:57 PM
Recommendation from Dr. Elizabeth Nguyen for Chief, Department of Anesthesia	Confidential Letter of Recommendation or Evaluation	Completed Mar 18, 2021 at 2:20 PM
CV Adalberto Martinez 2022	CV	Received May 27, 2022 at 11:14 AM

A private, lifelong space for medical faculty members to curate and prepare their materials for upcoming formal evaluations.

Provide your medical faculty members with continuity and a familiar experience throughout their academic careers.



## Historic Challenge Faced: Professional Staff Burden

Difficulty for professional staff to:

- Move faculty case materials efficiently from one step to the next—whether on paper or in a digital format
- Manage security/confidentiality of faculty materials and information throughout formal processes
- Locate and communicate the current status of any faculty member's formal evaluation case
- Manage communication with faculty under review, committees, and leadership (deans, provost)

## What Interfolio Offers: Secure Workflow and Administrative Tools Tailored for Academic Evaluations

Interfolio Demo University > Templates > College of Medicine Promotion >

### Case Review Steps

[Add Step](#) [Additional Options](#)

1 Department Unit Committee

Academic Level: [University](#) [School](#) [Division](#) [Department](#)

[Edit](#) [Delete](#)

Standing Committee (7)

☒ No Instructions ☒ 1 Required Document ☒ 1 Required Form

2 Division Chair

Academic Level: [University](#) [School](#) [Division](#)

[Edit](#) [Delete](#)

Standing Committee (7)

☒ No Instructions ☒ No Required Documents ☒ No Required Forms

3 College Committee

[Edit](#) [Delete](#)

Creating a Template

- 1 Template Information
- 2 Candidate Requirements
- 3 Internal Case Sections
- 4 Case Review Steps
- 5 Template Summary

I accept, I will submit an evaluation.  
I've changed my mind and decline to submit an evaluation.

Due March 31, 2023  
You can not submit after the due date.

A highly flexible workflow template engine to exactly match your medical school's process for every type of faculty evaluation.

Ensure correct, equitable process and save professional staff massive time by automating the path of all medical faculty evaluations.

A dedicated toolkit for gathering external peer evaluations about your medical faculty and routing them directly into the correct place.

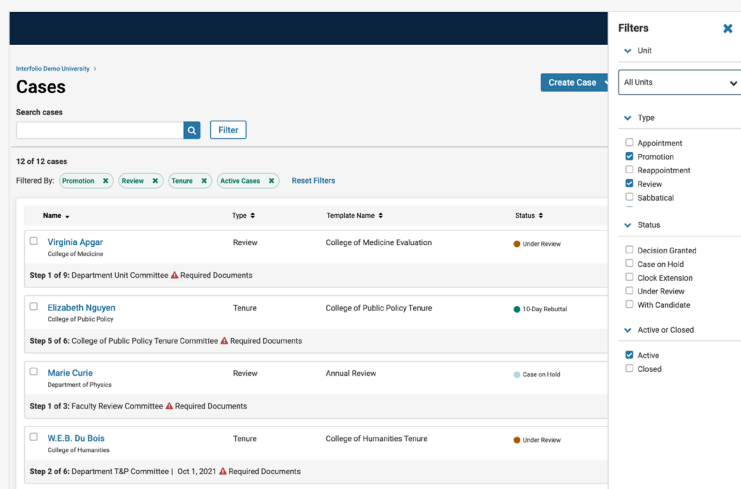
Save your staff time, ensure confidentiality, and represent your institution well with branded requests and automatic access restrictions.

## Historic Challenge Faced: Lack of Transparency for Leadership

Persistent struggle for department, school, or institution to:

- Maximize faculty and staff time spent on impactful activities
- Ensure all medical faculty tenure/promotion/evaluation cases are conducted correctly and equitably
- Provide transparency about the status/progress of all medical faculty evaluations
- Anticipate and plan for upcoming career milestones of medical faculty members (tenure, promotion, reappointment, sabbatical)

## What Interfolio Offers: Central, Secure Source of Relevant Academic Evaluations Data



A consolidated interface to reference and manage faculty tenure cases, promotions, or other evaluations.

Trade in the rooms full of 3-ring binders, or infuriating file-sharing systems, for a platform built expressly for academia.



Our faculty are the heart of what makes us successful, and we knew we could better support them while improving academic management processes. The Interfolio Faculty Information System solves our challenges with faculty appraisals, reporting, and data, while at the same time increasing trust and collaboration with faculty.



**Dr. Jonathon Egan**

Assistant Provost, Academic Administration  
Southern California University of Health Sciences

# How Interfolio Helps Medical Schools to Build and Share Reliable Data

## Module: Interfolio Faculty Activity Reporting

We know that schools of medicine and health sciences have a large, distinctive body of data they need to capture, report, and share about their faculty members from year to year.



We have important faculty data in one centralized location thanks to Interfolio, which enables us to easily pull in faculty publications data with the Data Service. That data allows us to recognize all that faculty do and identify gaps where we can develop our faculty's skills.



**Peg Demers**

Chief of Staff and Executive Director,  
Academic Planning and Operations  
University of North Texas Health Science Center

### Historic Challenge Faced: Faculty Time Spent

Time spent by medical faculty every year on:

- Supplying data about research, courses taught, clinical hours, advising/mentoring, funding, committee service, and all other professional activities
- Updating/preparing CVs and biosketches for tenure/promotion, annual reviews, grant applications, fellowships, and other scenarios
- Updating web profiles showcasing their work and focus
- Hunting for the right academic collaborator for research, teaching, or practice

## What Interfolio Offers: Unparalleled Convenience for Faculty

**My Records**

Accepted 1 Need Review 1 Deleted

We found the following activities based on your information. Please review and accept or delete the act

1 - 6 of 6 Results

**DELETE SELECTED**

Title of Activity	Type
<input type="checkbox"/> DRUGS IN PREGNANCY	Article
<input type="checkbox"/> Prediction of therapeutic response in steroid-treated pulmo...	Article
<input type="checkbox"/> Pulmonary alveolar proteinosis mimicking idiopathic pulmo...	Article
<input type="checkbox"/> SHARK-NIR: From K-band to a key instrument, a status update	Proceedings Publication

**Term** +  
Fall

**Status** +  
Completed/Published

**Title**  
Prediction of therapeutic response in steroid-treated pulmonary sarcoidosis. Evaluation of clinical

**Journal**  
The American review of respiratory disease

**Month / Season**

**Year**  
1985

The unique Interfolio Data Service that bulk-populates publication data from a massive pool throughout the year and suggests new entries for faculty to validate.

Save your medical faculty (and staff) countless hours by pulling publications in from credible sources and ensuring accuracy.

**Save** **Save As New Vita** **Export** **Back to Vitas**

**Citation Format**  
Chicago Manual of Style 16th edition (full note)

**Scott K. Harris**  
**Harris Standard Vita 2021**  
Standard institutional CV for 2021-2022 academic year

**Interests**

Faculty ID	Research
	Web-based applications and database design

**Professional Licensures & Certifications**  
Title: Certified Public Accountant

**Text Stylings**

Font Family  
Arial

Font Size  
11 pt

Font Color  
#272727

Space Before  
4 pt

Space After  
4 pt

Border Placement  
Border Width

A modern, faculty-friendly CV builder that generates vitas in any number of formats from the data in the system.

Save medical faculty a huge amount of time every year on updating their CVs and biosketches for different purposes—including tenure/promotion and other evaluations.

### Import from Medline / PubMed

**Search**

Maximum Records 25

Hide Duplicates ☐

Search Field + Search Word / Term

Select + osteoporosis

**Search** **Cancel** **Add Field**

Duplicate (already imported) entries are disabled.

Select	Authors	Title	Journal	Year Published
<input type="checkbox"/>	Hao Chen, Shaoshuo Li, Jianwei Wang, Yong Ma, and Heng Yin	Screening of key biomarkers in osteoporosis: Evidence from bioinformatic analysis	International journal of rheumatic diseases	2022
<input type="checkbox"/>	Evin Bozkuz, Seda Turgut, Naim Pamuk, Hamide Piskinpassa, Duygu Metin, Ahmet Durak, Nuri Sahbaz, Omur Gunaldi, ... (view all)	The effect of COVID-19 process on patients with endocrinological disease in a pandemic hospital: What happened to the others?	Archives of endocrinology and metabolism	2022

Supplemental integrations with select additional data sources.

Spare faculty and staff from manual data entry by enabling them to search certain linked databases—ensuring a complete picture of their contributions while freeing them to spend more time making an impact.

## Historic Challenge Faced: Professional Staff Burden

Difficulty for professional staff at medical schools to:










- Request and collect annual activity data from all faculty
- Compile, validate, and report on data of all kinds
- Support faculty in updating CVs, biosketches, and web profiles
- Produce compliant reports for accreditation reviews

## What Interfolio Offers: Convenient, Flexible Administrative Toolkit

**Activities** Quicklinks

Jump to Section Show All Hide All

[Teaching](#) Help  
[Advising Load](#) Help  
[Scholarly Contributions & Creative Productions](#) Help  
[Grants, Contracts, and Other Funding](#) Help

Title	Sponsor	Award Date	Status	Term	Total Funding	Actions
APSF/FAER Mentored Research Training Grant (MRTG)	Anesthesia Patient Safety Foundation	2017-11-23	Completed	Spring 2020	300,000.00	  
Annual Investigator Initiated Research (IIR) Grant	Anesthesia Patient Safety Foundation	2010-02-25	Completed	Spring 2012	150,000.00	  
Frontiers in Anesthesia Research Award	International Anesthesia Research Society	2011-11-18	Completed	Fall 2019	750,000.00	  

[Add](#)

[Professional Development](#) Help  
[Professional Service](#) Help

Title	Organization	Description	Start Term	End Term
James D. Grant and Charles D. Stokes Featured Panel at Anesthesiology 2019	American Society of Anesthesiologists		Fall 2018	Fall 2019
President	Society for Obstetrics Anesthesiology and Perinatology		Spring 2014	Fall 2017
Committee on Perinatal Health	American Medical Association, the American College of Obstetricians and Gynecologists, the American Academy of Family Physicians, the American Academy of Pediatrics, and the March of Dimes		Fall 2000	Ongoing

A rich, faculty-friendly academic database structure for maintaining activity and profile data.

Win medical faculty over and shorten activity reporting times with a system they'll embrace.

“

We know that our faculty are talented educators, prolific authors and researchers, and devoted mentors, but until recently we have lacked the infrastructure to fully appreciate the impact they make in support of our academic community and university mission. With Interfolio, faculty at **Clark University** have gained a tool to effectively showcase their scholarship to the broader community.

”

**Dr. Yuko Aoyama**  
Associate Provost and  
Dean of Research and Graduate Studies  
Clark University

## Historic Challenge Faced: Lack of Transparency and Reliable Data for Leadership

Persistent struggle for department, school, or institution to:

- Efficiently showcase the concrete impact their medical faculty make every year
- Ensure a reliable and up-to-date picture of all recent, relevant faculty activities
- Ensure equitable distribution and credit for committee service hours and other less-visible responsibilities
- Efficiently meet accreditation requirements
- Foster productive collaboration between medical faculty in related fields

## What Interfolio Offers: Central, Integrated Hub of Reliable Academic Data

**Find Colleagues**

Find colleagues at your institution by using keywords to search profile or activity sections displayed below. Note: this searches records for active faculty. Profile sections are not based on year; activity sections are based on year range.

Select Profile or Activity Sections to Search \*

☐ New Section Name  
☐ Interests  
☐ Post-Graduate Training  
☒ Scholarly Contributions & Creative Productions  
☐ Grants, Contracts, and Other Funding  
☐ Orcid ID

Select Unit \*

University ▼

Select Year Range \*

2010 ▼ to 2022 ▼

Enter Keyword \*

natal

**Search**

Found 3 Matching Records

First Name	Last Name	Type	Title	Outlet	Status	Semester	Contact
Virginia	Aulaz	Journal Article	PERINATAL ASPHYXIA AND PSYCHOLOGIC SIGNS OF BRAIN DAMAGE IN CHILDHOOD	Podiatrics	Completed/Published	2018	<a href="#">Contact</a>

An easy interface for faculty, leadership, and staff to search the database for collaborators.

Spark productive connections across the institution around funding, research, clinical practice, coursework, and more.

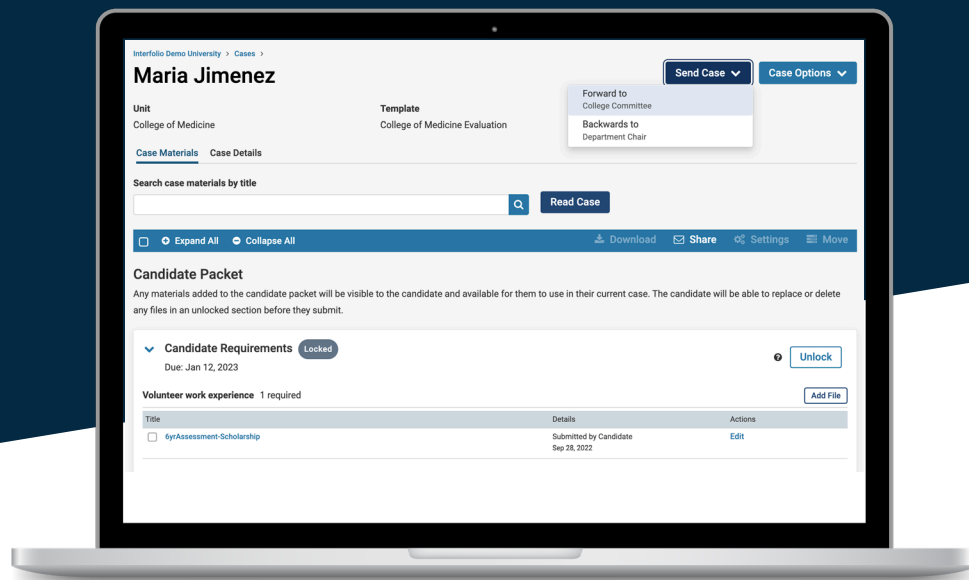
“Before we adopted Interfolio, we would have trouble finding information because everything was in paper files, and we couldn’t run reports. Now, with Interfolio, we have faculty data and reporting capabilities so we can more effectively promote the institution when we get media requests or when we’re responding to accreditation standards.”

**Dr. Marguerite Giguette**

Associate Provost and Chief Institutional Research Officer  
Office of Institutional Research & Decision Support  
Xavier University of Louisiana

# Transform Your Medical School's Impact

Book Your Consultation and Demo Today



One reason that our medical school partners have seen great success is Interfolio's distinctive modular structure.

By using Interfolio's phased implementation, your institution can free up time around certain academic workflows right away—in many cases seeing benefits within a matter of weeks—before you move on to tackle more complex portions.

Find out what a difference Interfolio could make for your medical school's impact **this year**—book your consultation and product demonstration today.

[Request a consultation here](#)

# About Interfolio

Conceived by academics for academics, Interfolio is an education technology company headquartered in Washington, DC, USA and in Cambridge, England, UK. Founded in 1999, Interfolio operates the acclaimed Faculty Information System for colleges and universities, the Researchfish impact assessment platform for funders and research organizations, and the widely used Dossier service for individual scholars. Over 400 clients based in 15 countries choose Interfolio's technology for hiring and recruitment, academic appointments and timelines, activity data reporting, faculty reviews and promotions, and research impact analysis. Interfolio provides scholar-first products for the full academic lifecycle—from job seeking to professional accomplishments, committee service, funding award compliance, career growth and advancement, administrative leadership, and beyond.

For more information about Interfolio, please contact [team@interfolio.com](mailto:team@interfolio.com), or visit [www.interfolio.com](http://www.interfolio.com)