



Effective March 1, 2023, the Office of the Vice Provost for Faculty Affairs assumed a centralized administrative responsibility of Interfolio Faculty Search. Vickie Watson had been the University's point of contact for the past 3 years and we're thankful and appreciative of her work and dedication. With this change, each department will have the sole responsibility of posting their own faculty and postdoc positions and making any edits that are needed to their positions. Please see the below FAQs where we answer the most frequently asked questions related to using Interfolio Faculty Search.

Frequently Asked Questions

- I am having issues logging on, please help!
 - Please email help@interfolio.com or call them at 877-997-8807, option 2.
- How do I post a position?
 - Please utilize this step-by-step how-do [guide](#).
- How do I add a user/committee member/reviewer to Faculty Search?
 - Please contact your Dept Admins/HR Staff or email Interfolio-Help@jhu.edu.
- Why didn't my position post to the external site?
 - In order for your posting to be pushed out to the external sites (HERC, Insight Into Diversity, Higher Ed Jobs, Chronicle of Higher Education, or Direct Employers), two fields must be properly entered.
 - The position location must be formatted as City, State, Zip Code (in this order with the commas), i.e. Baltimore, MD, 21218
 - The general notes section must read either Full Time or Part Time (just the way it reads here, no deviations)
 - The Office of the Vice Provost for Faculty Affairs receives a daily error report and will update any errors that occur. Once the update is complete, the position will automatically post to the external sites.
- How do I request an EEO report for my open position?
 - Please follow your current division/department procedures.
 - You may also email Interfolio-Help@jhu.edu and include the department, position title and ID number and we will email you the report.

Interfolio has a library of how-do [guides](#) that may answer your question(s).
All other questions pertaining to Interfolio, please email Interfolio-Help@jhu.edu.

Thank you,
Office of the Vice Provost for Faculty Affairs