

**Southern Connecticut State University**  
**Interfolio Faculty Implementation Project Coordinator**  
**2024-25**

In accordance with university policy for leadership positions for which full-time faculty receive reassigned time from the administration, the Provost is soliciting applications from individuals who are interested in serving as Interfolio Faculty Implementation Project Coordinator.

**Duties and Responsibilities:**

The university is engaging with Interfolio (software-as-a-service) to set up several products, among which will be “Review, Promotion and Tenure” to ensure the sustainability of our digital evaluation process. The selected Coordinator will work in close partnership with Human Resources, IT, and all academic departments. The Coordinator will report to the Associate Vice President for Academic Affairs.

**Specific responsibilities include, but are not limited to the following:**

- Work collaboratively with relevant Senate evaluation committees to translate our policies into the SCSU Interfolio set-up
- Work collaboratively Human Resources and AAUP to ensure that the set-up adheres to our employment contracts
- Work collaboratively with departments, school deans, and the Office of Faculty Development to provide training and support faculty users
- Maintain updated training guides for use on the AA and Senate webpages
- Ensure work is completed within the designated timeline for implementation
- Test and respond to inquiries from faculty about use of new tools
- Provide overall administrative leadership for and oversight of the Interfolio Project

**Persons seeking this position must have the following qualifications:**

- Tenured or tenure-track faculty member;
- Strong knowledge of P&T, first year, second year, professional assessment and coach evaluation processes (from set up through final approval);
- Excellent communication and organizational skills;
- Willing and able to manage ambiguity

**Preference will be given to those applicants with the following:**

- Demonstrated ability to work with staff on multi-phase implementation process
- Ability to consider diverse range of technology abilities and comfort with change and foresee ways to ensure smooth adoption across users

**Application and Selection Process:**

Persons interested in seeking the position should apply using the [online application](#) by end of day March 3, 2023.

The Associate Vice President for Academic Affairs, and HR and IT representative will review the materials of all applicants and will interview selected finalists. The Provost will announce the choice for the position after the successful applicant notifies the AVP AA and the Provost of their acceptance of the position.

**Reassigned Time, Effective Date, and Term of Appointment:**

Upon the adoption (pending) of the Interfolio product, the Coordinator will receive three (3) hours of reassigned time to be divided between summer A & B; and three (3) credits to be divided between fall and spring semesters, depending upon the timeline negotiated with the vendor.

Due to the contingent nature of the work, this position will sunset by the end of Spring 2025.