Interfolio Search Position Naming Conventions
Updated 7/10/2024

When naming positions in Interfolio, please include the following in this order:
1. **Role** (position rank), plus
2. **Descriptor** (one of the following):
   a. **Subfield** (when possible; if so, please stop here.)
   b. **Field/Department** (when no subfield is present)

**Formatting:** Please use *only commas* to separate the **Role** and **Descriptor**, like the examples below. Please do not use other punctuation or phrasing.

**General List of Roles:**

**Ladder Faculty (tenure/tenure track):**
- Assistant Professor
- For open rank, use: Assistant/Associate/Full Professor
- For open tenured, use: Associate/Full Professor

**Instructional (Non-Ladder) Faculty:**
- Lecturer
- Senior Lecturer

**Examples of Position Names that conform to these conventions:**
- *(role, subfield:)* Associate/Full Professor, Quantum Theory
- *(role, subfield:)* Assistant/Associate/Full Professor, Computer Engineering
- *(role, field/department:)* Assistant Professor, Applied Physics

**Examples of Position Names that do not conform to these conventions:**
- Associate Professor of Computer Science, Yale University
  - The role should be Assistant/Associate/Full Professor (if an open ladder search), or Associate/Full Professor (if a tenure search).
  - A comma should be used instead of the word ‘of’ (to standardize position format).
  - Computer Science is too broad of a field; please use a field or subfield if at all possible
  - Please do not include ‘Yale University’ in the position title, because the institution will be readily viewable on job posting websites.
- Tenure-track Faculty – Applied Physics Department
  - The terms Tenure-track or Faculty are variably defined and should not be used; please refer to the **General List of Roles** above. The role should be Assistant Professor for a tenure-track search.
  - A comma should be used instead of the dash (–) (to standardize position format).
  - Please do not use the term ‘Department’, as it makes the title too long; only the field/subfield.