FACULTY APPLICANT SELF-IDENTIFICATION SYSTEM (FASI) INSTRUCTIONS FOR SCHOOL OF MEDICINE USERS

GENERAL BACKGROUND

The Faculty Applicant Self-Identification System (FASI) enables you to collect gender and ethnicity data from applicants for faculty positions, and to create applicant pool grids for the School of Medicine's Office of Academic Affair's review of the search and offer and for your final candidate's faculty long form.

Why do we do this?

Because Stanford University is a Federal contractor, we are required to request information regarding the gender, race and ethnicity of applicants for employment and to prepare periodic reports on this information. FASI facilitates this data collection by asking each of our faculty applicants to identify their gender and ethnicity. The collection of this information also enables Stanford to meet its commitment to equal employment opportunity by allowing it to assess the diversity of its applicant pools and the effectiveness of its affirmative action efforts. FASI is required for all searches except in cases where the Provost has approved a search waiver.

How does FASI work?

FASI is a web-based application. Access the system at https://fasi.stanford.edu

You must be on the "Home" page to navigate through the system. There is a ""Home"" navigation button on each page.

Department administrators and faculty affairs staff can upload applicant names into the system from Excel or add them individually as the applicant names arrive.

Department administrators instruct the system to send an email to each applicant requesting applicant to log into a website and answer self-identification questions.

The website collects the statistics and populates the applicant grid for department administrators to use for reporting aggregated applicant pool gender and ethnicity on the candidate's faculty appointment papers (long form).

This system is accessible to all department administrators conducting searches. The School of Medicine's Office of Academic Affairs provides the Provost's Office with a list of FASI users and normally requests access for new faculty affairs administrators at the same time they are granted FAST|FAC FAA access. To request access for others or to seek FASI help, contact Jane Volk-Brew.

INSTRUCTIONS

1. **GO TO THE WEB ADDRESS** https://fasi.stanford.edu/

2. **CREATE THE SEARCH.**

   TIP: Access to a search and its data is not shared. The person who will enter the applicant data must create the search in FASI. Contact Jane Volk-Brew about user access issues.

   From the home page select the link "Create Search" and fill out the online form.

   In the "Department" field enter a text string containing the following elements:

   {department name} ({division name if applicable}) {specialty keywords}

   Here are examples:
   Medicine (Gastroenterology) Division Chief
   Molecular/Cellular Physiology adrenergic receptors

   TIP: This text field is limited to 50 characters + spaces; be strategic, succinct and abbreviate when necessary. Type this text string in a Word document and use the Word Count tool to check the length.

   Select the target professorial rank from the "Position" field menu. TIP: if the search is unrestricted for line and/or rank, choose "Other Position".
   The PeopleSoft position number authorized by OAA for the search must be entered into the "Billet" field. This field is not optional for School of Medicine users.

   Here is an example:
   12345

   Click on "Create Search", then click on ""Home"". TIP: ignore the warning that you have not saved anything and click on "Ok". You have created your search; you can confirm this because it appears on the "Maintain Search Status" page.

3. **MAINTAIN SEARCH STATUS**

   On the "Home" page click on the left hand navigation entitled "Maintain Search Status".

   Use this page to maintain the search, that is, to delete a search before an email is sent or to close or reopen a search.

You can toggle the status between "Open" and "Closed" as needed, so long as the search is retrievable (allowed for up to two years). The FASI system tracks searches by academic year with a new web address assigned each year. TIP: keep a separate record of the searches by the year created and their web addresses.

TIP: if a search does not result in a candidate for whom a long form is prepared and OAA authorizes that the search be reinitiated with new advertising, close the existing FASI search record and create a new one. This will establish separate applicant pools.

4. ADD APPLICANT NAMES AND EMAILS TO THE SYSTEM.

You have two options in the left hand navigation:

Select the link "Add Applicants" to add names individually. FASI will check for duplicate email addresses added to the same search with this method.

OR

"Upload Applicants" allows you to add a group of names with a file. TIP: FASI does not check for duplicate email addresses added to the same search with this method, so check the applicants' names and email addresses before uploading the file.

To use the "Upload Applicant" method, first create an Excel spreadsheet with two columns, one containing the applicants' names formatted as {last name, first name} and another with the applicants' email addresses. There must be no row of column headings. Example:

Peep, Little Bo	sheep@yahoo.com
Pan, Peter	wontgrowup@gmail.com
Dog, Clifford	bigred@aol.com

Save the Excel file as a tab delimited text file {filename}.txt. TIP: use the PeopleSoft position number assigned to the search and reference an applicant group number. Each time you upload additional files with new applicant names, increment the group number. Examples:

Position_12345_group1.txt
Position_12345_group2.txt
Position_12345_group3.txt

On the "Upload Applicants" page, select the search from the menu, browse for the file on your computer, and add it to FASI.

TIP: whichever method you use to add applicants, if you have more than one open search, be sure to select the right search from the pick list each time you add an applicant or upload a text file.

Users are encouraged to add applicants regularly in batches throughout the open application period, rather than waiting until a complete list of all the applicants is available. Upload separate .txt files or add applicants individually.

TIP: print or make a PDF of the confirmation page for each upload. Note the date and time on the PDF if the information does not automatically appear in the footer of your PDF.

5. MAINTAIN APPLICANTS AND EDIT

TIP: click on the "Maintain Applicants" link in the left navigation to use the "Display Applicants and Edit" page to check, and correct if necessary, an applicant's name and email address before sending the FASI email to applicants. Extra spaces or characters, inadvertently duplicating an email address for more than one applicant, or other inaccuracies may interfere with the applicant receiving the email and responding.

All of the applicants appear sorted by last name on the "Maintain Applicants" page. TIP: users cannot sort by any of the columns in FASI, but you can copy and paste the data into Excel to perform this function. In the browser, go to the Edit menu and choose "Select All" and "Copy". Open a new worksheet in Excel and place the cursor in the top left cell. In the Edit menu choose "Paste". Click on the merged header cells with the label "Search", go to the Format menu, choose "Cells", click on the Alignment tab, and deselect "Merge cells". Now you can select the entire data set and sort them as usual from the Data menu.

If an applicant was added to the wrong search, you can delete him or her using this page but only before an email is sent out to him or her. Click on "Delete" and confirm the deletion when prompted.

If you discover the error after the email has been sent, contact Yan Li, Office of the Vice Provost for Faculty Development and Diversity. Identify the wrong and correct searches and the applicant in your help request.

6. ASK APPLICANTS TO SELF-IDENTIFY.

The system does not send the emails automatically; you must initiate the sending of emails to applicants.

From the home page select the link “Send Emails to Applicants” on the left, check the box next to the search for which you want to send the emails, then click on the “Send Emails” button.

TIP: send the email to an applicant as soon as possible after his/her application is received. This may result in a good response rate and will help avoid the situation of not having asked an applicant to self-identify before his/her application is declined or he/she withdraws from the search.

Return regularly to “Send Emails to Applicants” and send a second email as a reminder. This second email will only go to applicants who have not responded. There is a two email limit for each email address in a search, so each applicant will receive your email a maximum of two times no matter how many times you click on “Send emails”. If all of the applicants have either responded or received two emails, the system will refresh the page with a small message in red that “There are no non responders in that search” and not allow you to send any more emails except to new applicants who are added to the search.

If an applicant has been added to more than one search, he or she will receive separate email at least once, and no more than twice, for each search in which his or her name appears.

TIP: print or make a PDF of the confirmation page for each successful email sending; it is date and time stamped and may be helpful for tracking process.

WHAT THE APPLICANT RECEIVES AND THE FORM THE APPLICANT COMPLETES

A sample of the email message the applicant will receive is available through the “What Applicant Receives” link on the left side of the “Home” page and appears on OAA’s website at https://fasi.stanford.edu/what_applicant_rec.pdf.

When the applicant clicks on the link provided in the email, he/she is connected to a FASI applicant logon page and asked to supply the email address to which the message was sent. After the applicant enters the email address, a web form appears explaining that Stanford is a Federal contractor required to request, collect and report on the gender and race/ethnicity of applicants for employment. The responding applicant must select a gender. Two questions are asked with respect to race and ethnicity. An applicant may select one or more racial classifications (resulting in a count in the "Two or More Races" column of the applicant pool grid) or may decline to identify race and ethnic background. The classifications are defined at http://med.stanford.edu/academicaffairs/faaTools/RaceEthnicityDefinitions.pdf.

After the responding applicant completes and submits the form, FASI confirms that the information was received.

7. INTERIM VIEW OF THE DATA YOU HAVE COLLECTED.

You may observe the aggregated diversity of the applicant pool for each of your searches on the "Display Applicant Grid" page at any time.

The table displays your open searches by default. To display a list of closed searches or of all searches, click on the appropriate radio button and on the "Filter" button. To return to a list of open searches only, click on the "Reset" button.

Click on the "View" link to the right of the search for which you want to see the aggregated applicant pool data.

Open search applicant pool data is reported in an "Interim" grid. If your search contains data from applicants identifying for "2 or more race" combinations, there will be a count in the right most column and more information provided at the bottom of the page. If you want to keep a copy of the "2 or more race" combinations from your search, save from the "Interim" grid by copying into an Excel spreadsheet. It will not appear on the "Final" grid. TIP: include a copy of the "Interim" grid with the Search & Offer materials for the Office of Academic Affairs' review.

Closed search applicant pool data is reported in a "Final" grid, with the inclusion of a field in which to identify the recommended candidate and the EEO-1 race/ethnicity definitions. The additional information about identified "2 or more race" combinations does not appear on the "Final" grid. You must upload a copy of the "Final" grid to FAST|FAC Section 2D for each faculty candidate emerging from a search. "Interim" applicant grids will not be accepted.

A sample of the "Final" applicant pool grid appears at http://med.stanford.edu/academicaffairs/administrators/applicant_pool_grid_example_2010.pdf.

Print the report at any time by selecting "Print PDF" at the bottom of the page.

8. CLOSE YOUR SEARCH.

After the Office of Academic Affairs approves the Search and Offer, your search is done. Go to the "Home" page and select "Maintain Search Status". Select the search and toggle the "Close" radio button, then click on the "Update" button.

9. PRINT AND SAVE THE FINAL APPLICANT POOL GRID.

From this point forward, and unless you change the search status back to open, the applicant pool grid available on the "Display Applicant Grid" page is "Final".

From the "Home" page, select the "Display Applicant Grid" link on the left. On the "Display Applicant Grid" page, filter for closed searches, select the search you are working on from your list of closed searches, click on "View".

To print the grid, click on "Print PDF" at the bottom of the page and save the file to your computer to upload into FAST|FAC Section 2D of your faculty candidate's action.

TIP: Double-check the grid numbers against any numbers mentioned in the search narrative of the (long form), and if there is a discrepancy, the search report should contain a good faith effort to factually explain it (allowing for the fact that the department neither knows which applicants have responded nor how they self-identified). For example, applicants with a Ph.D. who applied to a clinical search for which a M.D. is required, might not be included as official "applicants" and asked to self-identify, but should be mentioned in the search report. If you have questions regarding a discrepancy and providing an explanation, contact Rebecca Robinson, Craig Spencer, or Judith Cain.