

2007-2008 Group on Faculty Affairs  
AAMC Listserve Queries & Responses

**Query: Online faculty job application systems**

Question from Martin E. Feder, The University of Chicago ([m-feder@uchicago.edu](mailto:m-feder@uchicago.edu)) :

We would be interested in learning about any successful implementations of ONLINE faculty job application systems at academic medical centers, particularly systems that easily allow

- (a) Faculty applicants to upload letters of application, CVs, etc.
- (b) Simple querying of faculty applicants for personal data relevant to Affirmative Action/Equal Opportunity compliance
- (c) Administrators to upload letters of reference, etc.
- (d) Easy sharing of uploaded documents by those making appointment decisions

Thanks in advance for any information you are able to provide.

**Responses:**

*Lisa Sutton, East Carolina University (SuttonLi@ecu.edu):*

At the Brody School of Medicine at East Carolina University we use PeopleAdmin which allow us to accomplish the 4 steps you listed below.

Sometimes applicants choose not to submit their CVs, names of references or letter of interest on-line (we do not require our faculty to complete an "application form") but the service is available and we are becoming more and more reliant on it.