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Guidelines for Faculty Search Advertisement

The position approval chain is Department Director-Dean-VCAA-HR.

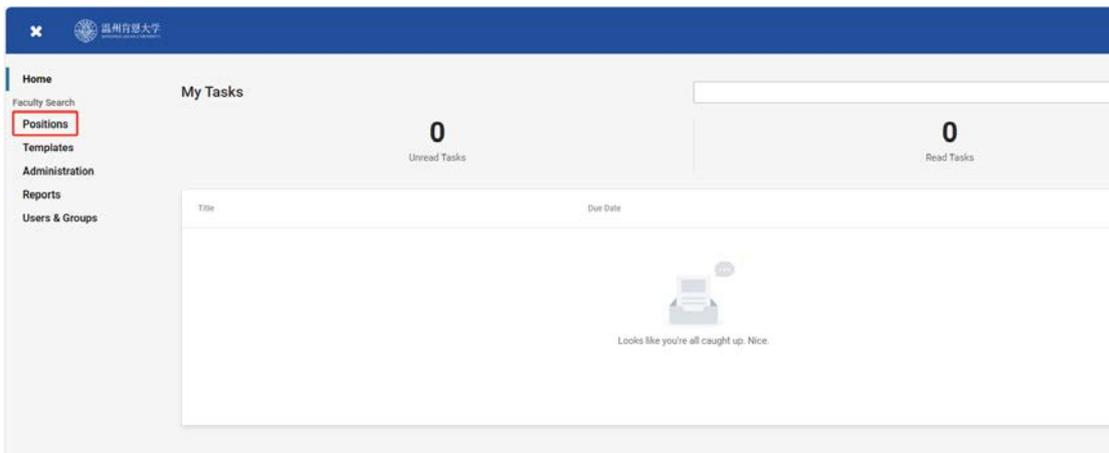
Each search committee should obtain program-specific instructions for running searches, such as blind review policy, evaluation criteria & rubrics.

Login

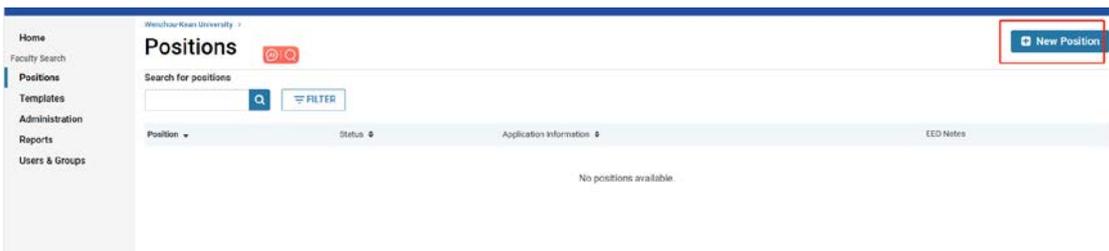
Log in to the Interfolio platform by navigating to <https://account.interfolio.com/sso> and selecting "Wenzhou-Kean University" from the list of available partner institutions. Users will be prompted to authenticate with their **WKU emails and password**.

New Position Creation

After login, the Interfolio home page is shown below. Click the **“Position”** tag on the left column menu.



The positions you are granted access to are listed here. Click the **“New Position”** button in the top right corner.



Create Position

Type: only select “Faculty”

Search For or Select Unit: select a specific program, such as “Educational Leadership”.

What kind of position would you like to create? Select “A new position”.

Select the “CREATE” button

Home
Faculty Search
Positions
Templates
Administration
Reports
Users & Groups

Create Position

Please select information about the position you want to create. You cannot make changes to these fields once the position is created.

Type *
Faculty

Search For or Select Unit *
Educational Leadership

What kind of position would you like to create?
 A new position
 Clone from an existing position

CREATE CANCEL

Basic Information

Position Title: please follow the **tile formula** “year of hiring + subject + Assistant/Associate Professor or Lecturer

e.g. 2025 Educational Leadership tenure track Assistant/Associate Professor

2025 ESL Lecturer

Location: Wenzhou, China

Open Date: please put the date when you create the position

Deadline: Rolling Deadline

Home > Positions > Untitled Position

Basic Information

Description and Dates

Position Title *
Untitled Position

Location *

Position Type
Faculty

Open Date *
[Date Picker]

Deadline
 Rolling Deadline Specific Date

Position Description:

We recommend using the following in the Position Description bar:

About Wenzhou-Kean University

Wenzhou-Kean University (WKU), located in Wenzhou, China, one of three Sino-American universities along with NYU Shanghai and Duke Kunshan University, is approved by the Ministry of Education of China. Launched in 2012, WKU offers a unique model of higher education in partnership with Kean University, a comprehensive, public university in the state of New Jersey that is accredited by the Middle States Commission on Higher Education. Wenzhou is one of the most vibrant and economically advanced developed cities on China's East Coast, located one hour by plane and three hours by high-speed train from Shanghai.

WKU sits on approximately 500 beautiful acres and currently enrolls about 5,100 students, and it is now in the midst of a rapid growth that will bring enrollment to 7,000 students within the next three years. All instruction is in English and all curriculum is provided by Kean University.

In addition to its current 18 undergraduate programs, WKU has been approved by the Ministry of Education for offering 8 Master's and 3 doctorate programs. WKU highly values research-powered teaching and learning, and the average number of faculty publications and the Field-weighted Citation Impact are among the best of leading Chinese academic institutions.

About the Job:

Please provide a specific job description of the subject.

Faculty positions at WKU offer:

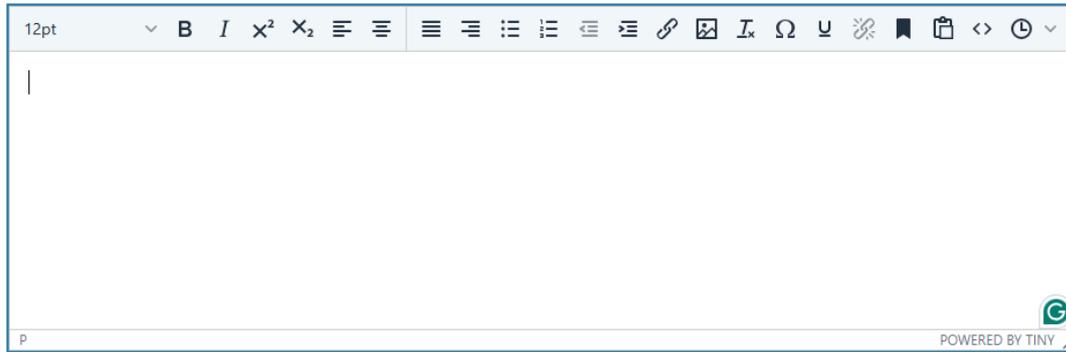
The University will offer a highly competitive salary rate based on the qualifications and experience of the candidate. A well-rounded healthcare coverage, academic travel up to \$2,000, housing options and subsidy up to \$3,000, home traveling up to \$6,000 (2 international round-trip airfares), a reimbursement to cover relocation expenses up to \$1,000, shuttle bus to campus for work, and up to 8% front-load retirement benefits within accordance with completion of years of service with the University. WKU tuition waiver up to 50% for spouse/dependent children of faculty for undergraduate programs. Tuition discount of private/international kindergarten, elementary, middle and high schools for children of faculty. A collegial environment. Startup grant of up to 80,000 RMB. Three-year initial contract. Six-credit course release per academic year for the first three years. The opportunity to teach high-quality students. About 50% of graduates have been admitted to graduate schools at the World's Top 50 Universities, and about 60% of graduates at the World's Top 100 Universities.

Background Screening:

Wenzhou-Kean University conducts background screenings on all job candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background Screenings.

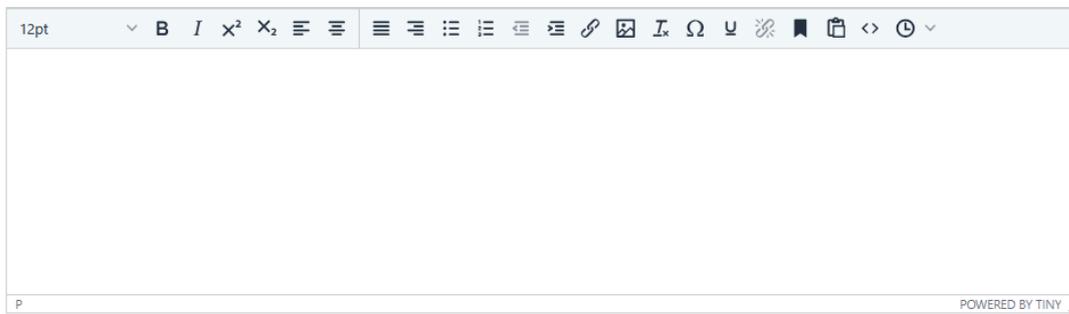
Position Description *

Describe the position in as much detail as possible. Consider separating out qualifications and application instructions to make your description more readable.



Qualification: Please provide a specific description of the qualifications for the position.

Qualification



Application Instructions:

Applicants must upload the following to interfolio:

1. CV
2. Cover letter
3. Unofficial Transcripts
4. A Teaching Statement
5. A Research Statement (tenure-track Assistant/ Associate Professor positions only)
6. List of three references
7. Portfolio (Design and Architecture programs only)

Official transcripts for all degrees and three current letters of recommendation are required before appointment.

*Items No. 5 and No. 7 are selective for specific programs/positions.

The committee can decide to require any other documents that are needed.

Application Instructions

12pt

1. CV
2. Cover Letter
3. Unofficial Transcripts
4. A Teaching Statement
5. A Research Statement (tenure-track Assistant/ Associate Professor positions only)
6. List of three references (for shortlisted candidates, recommendation letters are required to submit through Interfolio.)
7. Portfolio (Design and Architecture programs only)

Three current letters of recommendation are required before advancement. Official transcripts for all degrees are required before appointment.

POWERED BY TINY

Advertising Setting:

All of WKU's positions are public.

Advertising Setting

What is the advertising setting for this position? *

[Learn more about the advertising setting](#)

- Public**, the position will be available for applicants to find and apply online.
- Private**, the position will not be discoverable in any public position feeds managed by Interfolio.

Equal Employment Opportunity Statement

Wenzhou-Kean University is committed to abiding by equal opportunity employment standards. We prohibit all forms of discrimination on any of the grounds in relevant laws. All our employment practices are based on individual merit and our hiring needs at the time.

SAVE & CONTINUE

Click the “**Save & Continue**” button.

Required Documents

Click Add Requirement on the Required Documents page.

Wenzhou-Kean University > Positions > 2024 esi lecturer >

Required Documents

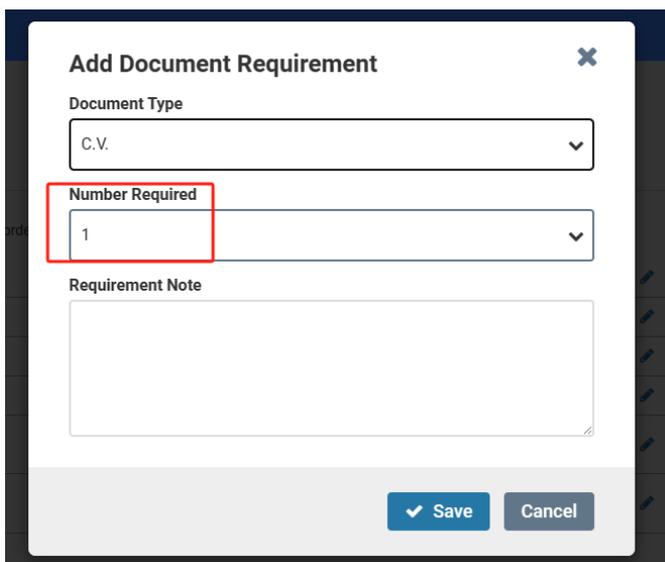
2024 esi lecturer

6 Documents Required

Drag and drop the documents in the list below to change the order they will appear in the application requirements.

1	C.V.		
1	Cover Letter		
1	Research Statement		
1	Teaching Statement		
1	Transcript unofficial transcripts		
1	Contact Reference Please provide 3 references		

+ Add Requirement



Select the **Document Type** and **Number Required** from the dropdown and enter the **Requirement Note** in the field provided on the Add Document Requirement window that displays.

Please note that applicants must submit the required number of documents to complete the application.

*Best Practices When Collecting Recommendation Letters

We do not require that all initial applicants must submit recommendation letters, but we still need letters to complete hiring procedures at shortlist or even later stages.

Here is the recommended way of collecting letters of recommendation by conducting a multi-stage search:

1. Narrow your applicant pool by archiving applicants no longer being considered. This will freeze their view of their application (it won't show as incomplete for these applicants if you edit the requirements.)
2. Edit the application to add new requirements or instruct your short list of applicants to use the Additional Documents section to request or add confidential letters of recommendation.
3. Edit the application status for your finalist of applicants to edit their application. Notify applicants by using the email applicants feature.

For more details, please refer to the following:

Interfolio — Run Multi-Stage and Open Rank Searches

<https://product-help.interfolio.com/creating-and-managing-positions/run-multi-stage-and-open-rank-searches>

Additional Applicant Options

All applicants should be notified of the acknowledgement of the application. This can be done easily by setting up a message on application submission.

Check the box adjacent to **Send a message on application submission** under the Additional Applicant Options section.

Insert Message Template: select the template *Application Acknowledgement from Wenzhou-Kean University*

Reply to email address: leave a contact email address because the Interfolio cannot receive email messages.

Additional Applicant Options

Applicants may add additional documents

You may give applicants the ability to include additional materials with their application. If you have documents that you recommend, but don't require as part of the application, you should select this choice.

Send a message on application submission.

Insert Message Template ▾

Search or Select a Message Template

- Application Acknowledgment from Wenzhou-Kean University
- Note from Wenzhou-Kean University (Pre-SR)
- Your Wenzhou-Kean University Application (Post-SR)
- Interview with Wenzhou-Kean University

Reply to email address *

Reply to must be a valid email address.

Dear %ApplicantName%,

Thank you for applying for %PositionName% with us, and this email serves as confirmation that we received your application. If you are selected for the next phase of the recruitment process, you will be contacted by the search committee.

We appreciate your interest in Wenzhou-Kean University and we look forward to reviewing your application.

Sincerely,

Search Committee

Preview

Save & Continue Skip Step

Click the “**Save & Continue**” button.

Identify Evaluation Settings

Custom evaluation criteria can be established for rating applicants on a 5-star scale. This allows Evaluators to rate and compare applicants on criteria such as scholarship, teaching, research, publishing, or whatever criteria they add.

The evaluation criteria only work as a reference that cannot replace the detailed rubrics some committees may currently use.

It is also optional to set up a Blind Review in which evaluators will not see the comments and ratings left by others.

Evaluation Settings

3 Criteria

Drag and drop the criteria in the list below to change the order they will appear in the application review process.
 Note: at least one criterion must be created in order to rate candidates.

Research	x
Teaching	x
Work Experience	x

[+ Add Criterion](#)

Blind Review

Evaluators should not see others' comments and ratings

[Save & Continue](#) [Skip Step](#)

Click the “**Save & Continue**” button.

Application Forms

HR manages this section; please do not make any changes to the page.

Click the **Save & Continue** button.

Home

Faculty Search

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Administration

Reports

Users & Groups

Application Forms

If your institution has a standard application form, it will appear when you click *Add Form*. Need to create a new form? Forms can be created through the [administration dashboard](#).

1 Forms Required

Drag and drop the documents in the list below to change the order they will appear in the document delivery packet.

Wenzhou Keian University Application Form [Preview](#) **Required** x

[+ Add Form](#)

Applicants must complete an Equal Employment Opportunity form

Note: EEO responses can be viewed by EEO officers and administrators but not by committee members. EEO forms may be required by institutional or unit administrators.

[Save & Continue](#) [Skip Step](#)

Create a Search Committee

Click **Add Member** to call up a list of available users who can serve on the committee.

Search for the user and click **Add** adjacent to the desired member's name to add to the committee.

Click **Close** when finished.

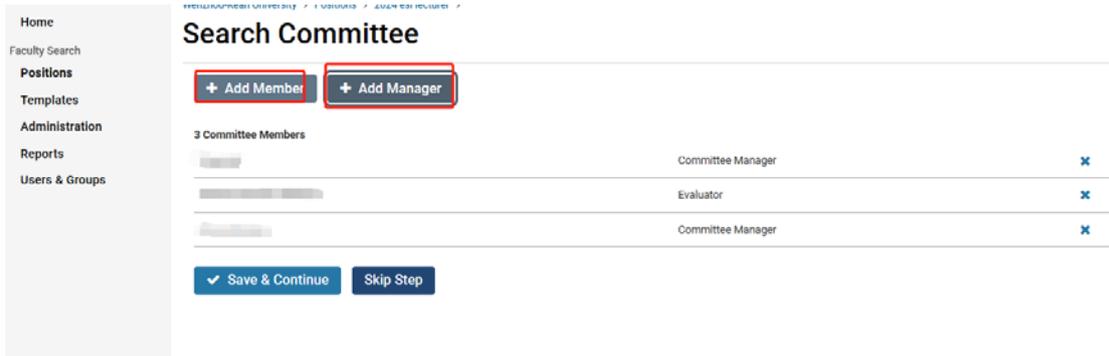
Click **Add Manager** to call up a list of available Committee Managers for the committee.

Search for the user and click **Add** adjacent to the desired member's name to add as a manager for the committee.

Click **Close** when finished.

Click the **Save & Continue** button.

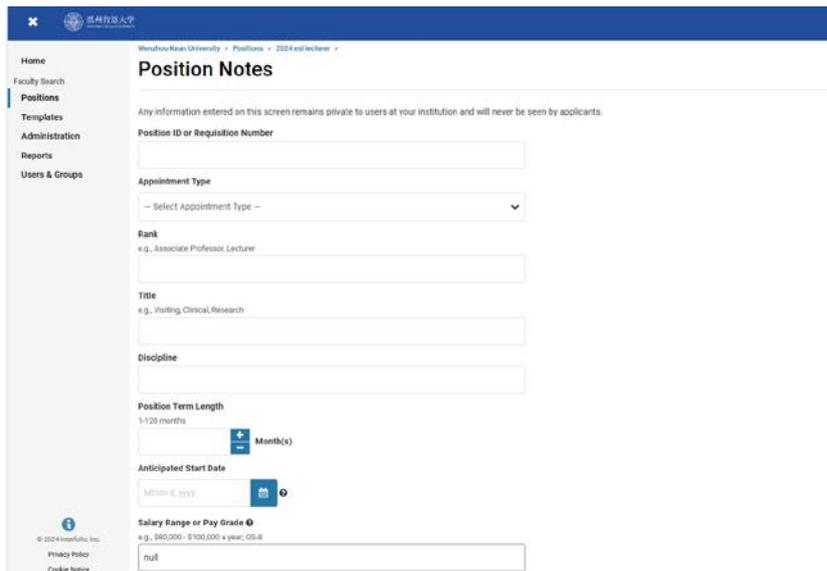
*Please provide committee members or potential committee members to HR first to make sure they have been given roles in the system.



Position Notes

Position notes are optional, only accessible to users at the institution, will never be seen by applicants, and are available to all committee members for the position. On this page, a position ID number, salary range, term length, funding source, hiring plan, general notes, and other files can be added that will become available for committee members evaluating the position.

Click the **“Save & Continue”** button.



Review Position Summary

Double-check the position information before submitting it for approval. Information can be edited.

Click **Submit for Approval** and then click **Send**; the position will be reviewed and approved according to the chain of command.

An automatic email will be sent to the administrator responsible for approving the position, and they will be notified that the position requires approval when they log into the program. A **Personalized Message** can be sent to the next approver.

Wenzhou-Kean University > Positions > 2024 esl lecturer >

Position Summary

This position is in the process of being created and will need to be approved before it is open to receive applications.

[Submit for Approval](#)

Position Details

Basic Information [Edit](#)

Description & Dates

Unit
Educational Leadership

Position Type
Faculty

Position Title
2024 esl lecturer

Location
Wenzhou, China

Open Date
Mar 1, 2024

Deadline
—

If the position is approved, the position creator will be notified that the position is approved.

HR will publish the approved position so that the position can be seen on the job board.

