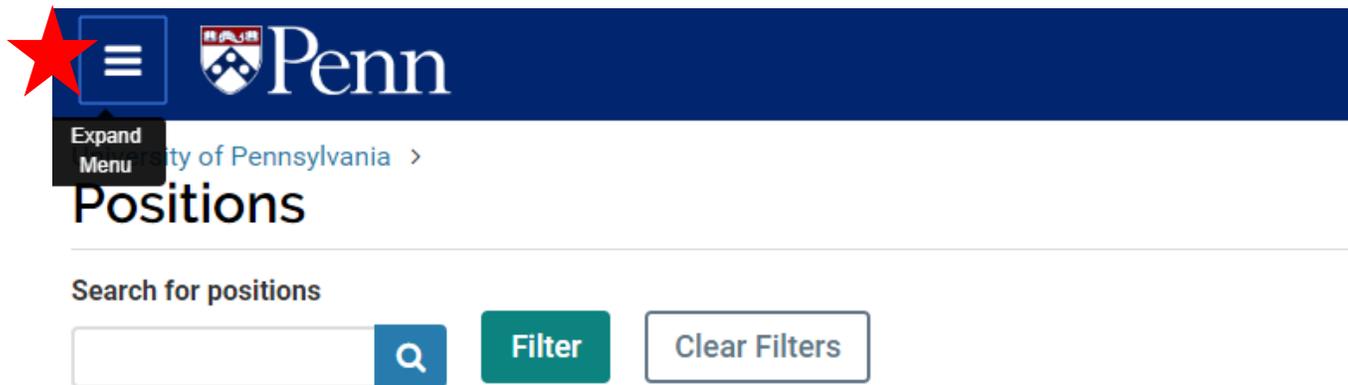


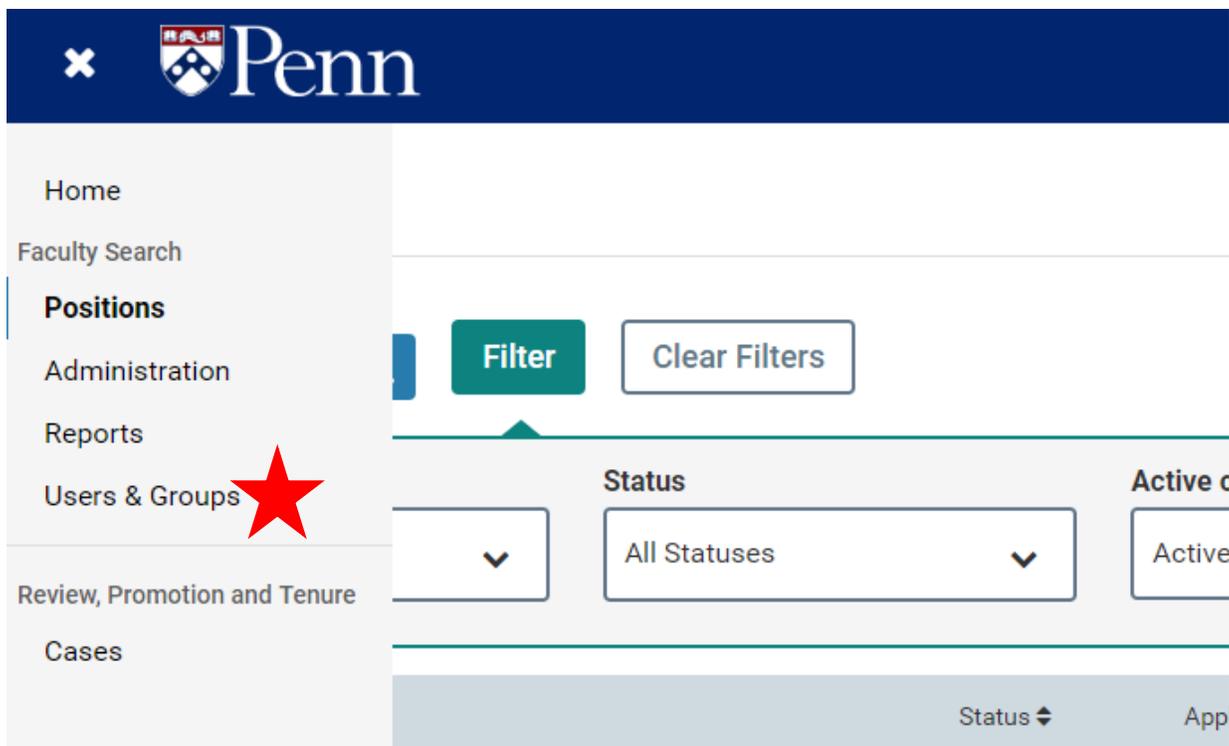
## How to Add “Committee Manager” Role to Search Chairs

The “Committee Manager” role must be assigned to a faculty member prior to attempting to add them to that role in a search.

- Some faculty will already be assigned this role before the application goes live, but follow the steps below to add others as needed.
  - If your department has divisions, anyone you assign as a “Committee Manager” at the department level will be available at the division level.
  - You must assign this role to a faculty member for each division/center/institute they will be working with.
1. After logging in to Interfolio, click “Users and Groups” in the menu on the left. If you do not see a menu on the left, click to “Expand Menu” as seen below. **Note** – you may or may not have all of the same menu options as seen below. All Faculty Coordinators should have the ability to update their Committee Managers.



The screenshot shows the top navigation bar of the Interfolio system. On the left, there is a red star icon next to a blue square button with a white hamburger menu icon. Below this button is a dark grey tooltip that says "Expand Menu". To the right of the button is the Penn State logo and the text "University of Pennsylvania >". Below the navigation bar, the word "Positions" is displayed in a large, bold font. Underneath "Positions", there is a search bar with the placeholder text "Search for positions", a magnifying glass icon, a green "Filter" button, and a white "Clear Filters" button.



The screenshot shows the left-hand navigation menu of the Interfolio system. The menu items are: Home, Faculty Search, Positions, Administration, Reports, Users & Groups, Review, Promotion and Tenure, and Cases. A red star is placed over the "Users & Groups" option. To the right of the menu, the "Filter" and "Clear Filters" buttons are visible. Below these buttons, there is a "Status" dropdown menu with "All Statuses" selected. To the right of the "Status" dropdown is a "Active c" dropdown menu with "Active" selected. At the bottom of the screenshot, there is a "Status" dropdown menu with a downward arrow and an "App" button.

2. Search for the name of the faculty member that needs the updated role, and click the “pencil” icon on the right.

# Users, Units & Titles

Users Units

Search for users

User	Role & Unit	Additional Permissions	Actions
 SARAH GUERIN guerinsa@upenn.edu	Evaluator   -	-	

3. Scroll down to the “Permissions” section.

## Permissions

### Role

A user's role determines their capabilities in the program. [Learn more about User Roles.](#)

### Unit \*

Psychiatry 

 Browse By Unit

▼ Perelman School of Medici...

▼ Perelman School of Me...

Center for Psychotherap...

**Psychiatry** 

### Role \*

Committee Manager  



- Select the department/division/center/institute for which are assigning the permission.
- Select “Committee Manager” for the Role.
- Click “Save” when you are finished.