

# Updating Committee Managers and Evaluators on an Approved Position

At times, search committee membership may need to be updating while a position is open.

1. Click the name of the position.

University of Pennsylvania > **Positions** + New Position

Search for positions

psych

**Type** All Types   
**Status** All Statuses   
**Active or Closed?** Active

Position ^	Status	Application Information	EEO Notes
 Assistant Professor, Tenure Track in Psychiatry - CHOP Psychiatry   Standing Faculty   ID:47422	-	0 applications Open from: Jun 4, 2019 - Jun 4, 2021	

2. Click "Position Actions" and then click "Edit Position."

University of Pennsylvania > Positions > **Assistant Professor, Tenure Track in Psychiatry - CHOP**

**Unit**  
Psychiatry

**Status**

**Position Actions**  

Edit Position 

View committee

View position activity Log

3. Click "Search Committee" on the right.

University of Pennsylvania > Positions > Academic Pediatric Plastic Surgeon > **Review Position**

**THIS POSITION IS:**

**Open to new applicants**

It opened on **Apr 1, 2019**. [change](#)  
[clear](#)

It will close on **Apr 1, 2021**. [change](#)  
[clear](#)

"Apply Now" page is **published**. [view](#)  
[change](#)

<http://apply.interfolio.com/61687>

**POSITION STATUS:**

**Accepting Applications**

*With this status active:*

- Applicants **can** view this status.
- Applicants **can** update their application materials.
- Evaluators **can** review applications to this position.

[change](#)

**EDIT POSITION...**

1. [Description & Dates](#)
2. [Required Documents](#)
3. [Evaluation Settings](#)
4. [Application Forms](#)
5. [Search Committee](#) 
6. [Internal Notes](#)

4. Make the required updates by adding or removing Committee Managers and/or Members. Once you have confirmed your committee members and are finished with this section, click "Update."