

# A&S Faculty Search Matrix

Overview and selected steps for faculty recruitment and appointment

updated October 2022

|   | TE Faculty   | Non-tenure Eligible (NTE)  | Adjunct Lecturer   |
|---|--|--|--|
| <b>Position type</b>  | <b>Full-time</b> continuing tenure-eligible  | <b>Full-time</b> specified-term (Lecturer, Visiting, Post-doc)   | <b>Part-time</b> specified-term (paid per-class)   |
| <b>Ranks/Titles as authorized by Dean</b>                       | Assistant Professor, Associate Professor, or Professor   | Lecturer, Visiting Instructor, Visiting Assistant Prof [Postdoc Research Assoc may be grant-funded]  | Adjunct Lecturer   |
| <b>Authorization to Recruit</b>                                 | TE Search Authorization memo from Dean A&S   | (Instructional Only) NTE allocation memo by Dean A&S. Grant-funded Postdoc PI seek OSP approval  | Adjunct allocation memo from Dean A&S  |
| <b>Advertising template and approval</b>                        | Use TE Ad template. Email A&S Assoc Dir FPS who will review & obtain dean ad approval for PD & publication.  | Use NTE Ad template. Email A&S Assoc Dir FPS who will review & obtain dean ad approval for PD & publication.   | Use Adjunct Lecturer Sample Position Description to create one <i>generic</i> adjunct pool position.   |
| <b>Position Description (PD) module: PeopleAdmin Posn #</b>     | As indicated in Dean's Search Auth Memo, edit existing Posn # [or] create net new PD (where # assigned by HR)  | As indicated in Dean's Search Auth Memo, edit existing Posn # [or] create net new PD (where # assigned by HR)  | Maintain one generic Adjunct Lecturer pool Position Description # in PeopleAdmin.  |
| <b>Position Description (PD) module: Update for Recruitment</b> | Refer to TE Fac Posn Descrip Sample: For correct PD attributes, paste in approved job ad language (description & requirements)   | Refer to TE Fac Posn Descrip Sample: For correct PD attributes, paste in approved job ad language (description & requirements)   | Update your unfilled generic Adjunct Lecturer pool Posn Descrip # in People Admin. Most units have one generic adj posn #, however, departments will have multiple position ID#'s, depending on hiring need.   |
| <b>Position Description Approval</b>                            | Hiring Official will receive system email when PD is approved. HO can begin posting using approved PD.   | Hiring Official will receive system email when PD is approved. HO can begin posting using approved PD. See HR Posting resources by searching for "PeopleAdmin" in Box  | Hiring Official will receive system email when PD is approved. HO can begin posting using approved PD. See HR Posting resources by searching for "PeopleAdmin" in Box  |
| <b>Search Committee</b>   | 3 people minimum   | 3 people minimum   | 2 people minimum   |
| <b>Implicit Bias Training</b>                                   | Anyone who participates in a search (review apps, meet candidates, interview, feedback, or vote) must take HR implicit bias training every-other year in fall  | Anyone who participates in a search (review apps, meet candidates, interview, feedback, or vote) must take HR implicit bias training every-other year in fall  | Anyone who participates in a search (review apps, meet candidates, interview, feedback, or vote) must take HR implicit bias training every-other year in fall  |
| <b>Preparing the Job Posting</b>                                | See "Creating a Posting" job aid on A&S resources site. In draft posting add Special Application Instructions from 2nd half of approved ad text. Enter search committee, applicant docs, & search plan. * Save draft posting in H.O. queue & contact HR to post. | See "Creating a Posting" job aid on A&S resources site. In draft posting add Special Application Instructions from 2nd half of approved ad text. Enter search committee, applicant docs, & search plan. * Save draft posting in H.O. queue & contact HR to post. | See "Creating a Posting" job aid on A&S resources site. Create posting from approved generic adjunct PD, add Special Application Instructions. Enter search committee, applicant docs, & search plan. * Save draft posting in H.O. queue & contact HR to post. |
| <b>Advertising</b>  | Dean A&S will sponsor a group Chronicle/Diversity ad on behalf of A&S. Hiring unit post add'l online venues, orgs, listservs with link to Jobs.wm.edu  | Lecturers included in Chronicle ad. Visiting & Postdocs: Post or link to at least one online public or discipline-specific venue pointing to Jobs.wm.edu   | Additional online advertising is optional but encouraged for adjunct pools, ads must point to Jobs.wm.edu  |

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| <b>Review and Applicant Tracking</b>                                      | Hiring Official assist search comm to begin application review. Update PeopleAdmin applicant statuses at interview stages. Consult search auth for Vice-Dean involvement       | Hiring Official assist search comm to begin application review. Update PeopleAdmin applicant statuses at interview stages. Consult search auth for Vice-Dean involvement   | Hiring Official assist search committee to begin application review. Update PeopleAdmin applicant statuses at interview stages.   |
| <b>Interviews</b>   | Remote (first-round). On-Campus interview visits as authorized. Vice-Dean meets with short list.   | On-Campus interview visits as authorized for lecturers. Remote interviews typically for visiting and postdocs.   | Remote interviews typically. At this time you may clone one or more adjunct PD's in anticipation of HP creation for finalist(s).  |
| <b>Decision</b>   | Follow search auth for decision process for full-time finalists  | Follow search auth for decision process for full-time finalists  | Hiring unit committee selects ad hoc part-time adjuncts per needs.  |
| <b>Begin Hiring Proposal (HP) for selected hire</b>                       | Per resources and HP job aids in Box "PeopleAdmin," create detailed Hiring Proposal for finalist.  | Per resources and HP job aids in Box "PeopleAdmin," create detailed Hiring Proposal for finalist.  | Clone Adjunct PD for each finalist, keeping in mind that one PD should always remain unfilled. When PD approved, create detailed Hiring Proposal incl adj course list.  |
| <b>Check Banner to verify if applicant already has 93#. Include on HP</b> | If applicant has existing 93# as prior student, employee, travel, or vendor. Hiring unit must add 93# to HP and FAF to avoid duplicate #.                                      | If applicant has existing 93# as prior student, employee, travel, or vendor. Hiring unit must add 93# to HP and FAF to avoid duplicate #.  | If applicant has existing 93# as prior student, employee, travel, or vendor. Hiring unit must add 93# to HP and FAF to avoid duplicate #.   |
| <b>Hiring Proposal Attachment: Search and Selection Rubric</b>            | Attach final summary scoring rubric to Hiring Proposal. If hiring justification is long, add doc as attachment.  | Attach final summary scoring rubric to Hiring Proposal. If hiring justification is long, add doc as attachment.  | Attach final summary scoring rubric to Hiring Proposal. Attach Vice-Dean approval if hire includes new course additions excluded from orig allocation. If hiring justification is long, add doc as attachment.  |
| <b>Adjunct* courses and compensation on Hiring Proposal</b>               | While TTE faculty do not have courses listed in the HP, use this time to update the registrar's course listing system.   | While full-time faculty do not have courses listed in the HP, use this time to update the registrar's course system so courses agree with eventual Fac Appt Form (FAF).  | * List Adj courses, section, credits, & compensation on HP. Update Registrar's course sched to agree with future Adjunct Fac Appt Form (FAF).   |
| <b>Hiring Justification &amp; HP Approval</b>                             | Paste brief hiring justification in HP field. Circulate HP for approvals.  | Paste brief hiring justification in HP field. Circulate HP for approvals.  | Paste brief hiring justification in HP. Circulate to obtain approvals.  |
| <b>Approval to Extend Verbal Offer</b>                                    | When approved HP is returned to Level 1, open HP comments history for verbal offer instructions  | When approved HP is returned to Level 1, open HP comments history for verbal offer instructions  | When approved HP is returned to Level 1, open HP comments history for verbal offer instructions   |
| <b>Submit Faculty Appointment Form (FAF) to initiate written offer</b>    | When verbal offer accepted, H.O. & Level 1 prepare FAF to A&S Assoc Dir Fac Pers Svcs. <b>Include existing 93# on FAF.</b> Also ensure Registrar's course schedule is correct. | When verbal offer accepted, H.O. & Level 1 prepare FAF to A&S Assoc Dir Fac Pers Svcs. <b>Include existing 93# on FAF.</b> List courses, section, and credits on FAF. Update registrar's system so data agrees with FAF. | When verbal offer accepted, Hiring Official (consult with Level 1) prepare Adjunct FAF, send to A&S Fac Pers Svcs Mgr. <b>Include existing 93# on FAF.</b> List courses, section, credits, and compensation on FAF. Verify course schedule agrees with FAF. Full-time NTE faculty <u>overloads</u> use Adjunct FAF. |
| <b>Letter of Intent</b>   | Issued by Dean A&S Office  | none   | none  |
| <b>Contract</b>   | Issued from Provost after BOV  | Issued by Dean A&S Office  | Issued by Dean A&S Office   |
| <b>PeopleAdmin Level 1: "Offer Accepted, Notify Employment"</b>           | After finalist returns signed <u>written</u> offer, Level 1 moves the HP action to "Offer Accepted, Notify Empl"   | After finalist returns signed <u>written</u> offer, Level 1 moves the HP action to "Offer Accepted, Notify Empl"   | After finalist returns signed <u>written</u> offer, Level 1 moves the HP action to "Offer Accepted, Notify Empl"  |

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| <b>Hiring Official closes out other applicant statuses</b>         | HO completes other applicant <i>reasons for non-selection</i> to fully close search.  | HO completes other applicant <i>reasons for non-selection</i> to fully close search.  | Generic pool posting remains open through January. Update applicant status as committee screens, interviews. HO completes other applicant reasons for non-selection before closing adjunct posting to re-post for new AY recruiting. |
| <b>Background Check</b>  | Dean's Office provides signed contract to HR, who initiates background check, then completes hiring proposal & EPAF.  | Dean's Office provides signed contract to HR, who initiates background check, then completes hiring proposal & EPAF.                                      | Dean's Office provides signed contract to HR, who initiates background check, then completes hiring proposal & EPAF.   |
| <b>New Hire 93#, W&amp;M Account Info, Banner Instructor Flag.</b> | HR EPAF creates 93# & UserID request. D.O. flags instructor status in Banner. D.O. notifies dept admin of 93# to update registration                                      | HR EPAF creates 93# & UserID request. D.O. flags instructor status in Banner. D.O. notifies dept admin of 93# to update registration                      | HR EPAF creates 93# & UserID request. D.O. flags instructor status in Banner. D.O. notifies dept admin of 93# to update registration*  |
| <b>New Hire Onboarding</b>   | Hiring Unit Administrator and Chair/Dir review New Hire Instructions email. Liaise with incoming employee for successful onboarding and I-9.                              | Hiring Unit Administrator and Chair/Dir review New Hire Instructions email. Liaise with incoming employee for successful onboarding and I-9.              | Hiring Unit Administrator and Chair/Dir review New Hire Instructions email. Liaise with incoming employee for successful onboarding and I-9.   |
| <b>Possible re-hire using A&amp;S Faculty Appt Form (FAF)</b>      | N/A. Appointment is continuing and tenure-eligible, pending BOV approval and annual performance review. Hiring units maintain letter of intent in unit personnel records. | Specified-term NTEs typically 1 AY. Track contract terms and expiration. Possibility of re-hire pending funding, curricular need, and performance review. | After initial hire, if no 1-yr break in service, possibility of re-hire is pending approved funding, curricular need, and performance review.  |
| <b>When PeopleAdmin re-hire is required</b>                        | N/A   | Required if hired to teach in different dept/prog. Or if re-hired after clearance.  | Required if hired to teach in different dept/prog. Or if re-hired after clearance, or a year or more of non-employment   |

Note: Search Waivers are rare with specific criteria. Contact Deans' Office for guidance. If approved, follow same hiring steps except no public posting.

\* Hires finalized very close to the start date may experience a delay in HR issuing their 93#.