

A&S Faculty Search Matrix

updated Aug 2025

Overview and Selected Steps:	Postdoctoral Fellows	Recruitment Timeline 2025-26
Position type	Full-time specified-term, may be 9-month or 12-month	
Ranks/Titles as authorized by Dean	Postdoctoral Research Fellow	
Authorization to Recruit	No dean authorization. Notify Faculty Personnel Services and include OSP confirmation of funding support (if grant funded).	When grant is awarded
Establish Search Committee	minimum 2-3, no dean approval necessary	Due with job ad & rubric to FPS
Confidentiality Statement	Search Committee members shall complete a signed and dated Confidentiality and Ethics Agreement form at the time they agree to serve on the search committee. These signed forms will be retained by the hiring unit with other recruitment records.	Before committee application review begin date
Recruitment Training for Faculty	Faculty who did not complete the A&S training in AY2024-2025 must complete the UHR Cornerstone training. Those who already completed in 24-25 are exempt.	
Recruitment Training for Students (as applicable)	Hiring units are responsible for ensuring that students participating in searches self-enroll and complete the Blackboard training module prior to interacting with candidates: ULTRA-WMBURE-01-JUN2025" (self-enroll link: https://go.wm.edu/ScN2dN)	
Job Ad and Screening Rubric Prep & Approval	Use Postdoc Ad template located in shared recruitment box folder. Also prepare a screening/scoring rubric according to job ad. Notify Faculty Personnel Services (FPS) who will review & seek dean approval for both documents.	Recommended 1-2 week due date
Position, Requisition Creation, & Posting in Workday	Once approved, FPS will create the position and job requisition in WorkDay based on response to recruitment questions in job ad.	Position updated & posted within 1-2 weeks (according to job ad questionnaire preferences)
External Advertising	Hiring unit post full narrative ad to their chosen online venues. Higher Ed Jobs picks up all live WorkDay postings. Save PDF of Higher Ed Jobs listing for search records and Dept of Labor audit. To reach a broad pool of qualified applicants, hiring units may explore recruitment channels available through their professional networks, professional organizations, and, if available, academic special interest groups/caucuses of professional organizations.	Once posting is active in WorkDay
Set up committee in WorkDay	Once requisition is posted, FPS will set up committee definition & assign members to requisition in WorkDay. Committee membership can be assigned with start date based on review begin date.	Due by job review date
Schedule Future meetings & Interviews	As soon as job is posted, tentatively schedule future Outlook calendar time for applic review, search comm discussion, interviews, and dept decision meetings (as applicable).	Shortly after job is posted
Applicant Review Begin	Unit admin assist committee administratively. Use approved rubric.	30 days after posting is live

Request Reference Letters	For applicants whose status is updated to schedule interview stage, the hiring unit will also request letters of reference for these applicants. Move short list applicants to Reference Letter to trigger this step.	Immediately after short list identified & scheduled for interviews
Interviews	Remote interviews. No Vice-Dean approval needed, but may seek VD advice. Unit admin update applic status for those no longer under consideration and requests letters of recommendation (next step)	Approximately two weeks after review begin date
Hiring unit finalist discussion meeting	Hiring Unit makes hiring decision	Approximately 1-2 days after last interview
Hiring Justification & Verbal Offer Approval for selected finalist	Chair/Dir (or PI as appropriate) provides hiring justification and notifies FPS to submit request for verbal offer authorization in WorkDay & circulate for approvals	Requests for verbal offer submitted 1-2 days after hiring unit discussion meeting
Hiring Proposal Attachment: Search and Selection Rubric	FPS attaches compiled scoring rubrics (and letters of reference as applicable) and notes to Verbal offer.	
Approval to Extend Verbal Offer	When approved verbal offer is approved FPS notifies PI or dept chair/dir as appropriate for verbal offer.	
Submit Faculty Appointment Form (FAF) to initiate written offer	After salary & reloc (if applicable) are finalized and finalist has verbally accepted, unit admin submit FAF to initiate postdoc contract (indicate if postdoc has teaching responsibility)	Approx one weeks after approval to extend verbal offer (depending on negotiations)
Contract	Issued by A&S Dean's Office through WorkDay	Approximately 48 hours after receiving FAF
Hiring Official closes out other applicant statuses	Unit admin completes other applicant <i>reasons for non-selection</i> . Contact FPS to inform of search status (filled, failed, etc.) and to close requisition.	After acceptance of written offer
Background Check	Dean's Office provides signed contract to HR. HR initiates background check, then finalizes hire in WorkDay.	
New Hire 93#, W&M Account Info	HR creates 93# & UserID request. D.O. notifies dept admin of 93#	
New Hire Onboarding	Hiring Unit Administrator and Chair/Dir review New Hire Instructions email sent by A&S Dean's office at the same time as contract initiated. Supervisor receives onboarding task in WorkDay and assigns new employee to meet with unit administrator. Liaise with incoming employee for successful onboarding.	Shortly before job begin date
Possible re-appointment using A&S Faculty Appt Form (FAF)	Specified-term typically 1 AY or may be multi-year. Track contract terms and expiration. Possibility of re-appointment pending funding, curricular need, and performance review. Submit Full-time Faculty Appointment form to request reappointment contract.	
When WorkDay re-hire is required	Required if hired to teach in different dept/prog. Or if re-hired after clearance.	