

A&S General Timeline and Admin Guide to Postdoctoral Research Associate Recruitments

(Adapt per your dept procedures and timeline, and confirm current W&M policies and procedures)

- Principal Investigator (PI) or Chair/Dir receives OSP confirmation of funding with approved specialization and authorized salary per grant budget.
- PI may meet to discuss issues related to search, job ad, etc.
 - Appoint (at least) a 3-member search committee for each position being recruited.
 - Refer to links and guidance with faculty & staff of any referenced resources for faculty recruitment: [A&S Faculty Recruitment & Appointment](#)
- Dept/Prog Admin is Hiring Official (HO). See PeopleAdmin (PA) system guidance provided by HR.
- Dept/Prog Admin or PI submits job ad (based on A&S postdoc advertising template) for approval to Faculty Personnel Services Manager, who will review required language and seek Vice-Dean's formal approval.
- The job ad template contains language that makes up the position description, posting instructions to applicants, and serves as the full narrative ad to be publicized on external sources.
- Full-time postdoctoral positions may be advertised for one or more years (or renewable) based on the terms of the grant. Postdoc positions must have a PhD at the time of appointment.
- After narrative job ad is approved by Dean's Office, HO update PeopleAdmin designated posn#, or new posn.
 - Contact Dean's office if HO is unsure of posn# or if it should be net new. Refer to A&S Posn Descr Sample Postdoc Faculty. Circulate PD for approvals.
- After PeopleAdmin position descrip (PD) is approved, HO create posting with committee names search plan, but **do not circulate**; notify HR faculty recruitment coordinator when posting is ready.
- PA posting must be active before submitting any external emails, ads, or professional listservs and must point applicants to the PeopleAdmin posting.

Immediately after application review-begin date:

- HO assists search chair in developing a rubric to evaluate all candidates.
- A list of applicant names can be downloaded and listed in the rubric with all applicants who applied by the review begin date.
- Remind committee members of confidentiality of applicant names and info.
- HO creates a box site that contains a rubric template for all committee members. Use excel rubric for systematic review of applicants who meet required and preferred qualifications.
- Box site should contain PDF copy of the full Position Description, and a PDF copy of the Posting.
- Search Committee is automatically granted user access to the Posting and Applications to review within PeopleAdmin.

Alternate process to access applications:

- HO downloads applications and supporting documents and places documents in box folder for search committee members to review within Box. Periodically additional PDF of recent applications will be uploaded to Box if needed.
- Records Management: Use consistent naming conventions for documents with multiple candidates/searches. Save docs in shared administrative "search" folder for future reference and to ensure proper records retention based on records management guidance.

Phone/Zoom interview of applicants:

- HO indicate interview status in PeopleAdmin and notify Vice-Dean of short list candidates.
- Work with search committee to set up phone/zoom interview times, appointments with applicants.
- Follow same question list for all interviewees. Retain notes in recruitment admin file.

Hiring unit discussion of finalists:

- Discussion of candidates uses decision-making/voting methods per dept personnel procedures.

- Minutes/notes from decision meeting can be used as brief hiring justification on Hiring Proposal for selected candidate.

Decision on verbal offer:

- When instructed, initiate PA Hiring Proposal for finalist. Indicate authorized salary, simple title, begin date (use either 10th or 25th of whichever month the candidate will be hired). IPEDS Postdoc faculty = 2E (primarily research). Circulate for approvals.
- When candidate verbally agrees to terms (salary, possible relocation) access from recruitment web page the **Full-time Faculty Appointment Form (FAF)** and send to Dean's office, who will prepare the contract.
 - **Any existing 93# must be included on the Faculty Appointment Form submitted to Dean's Office.**
- **IMPORTANT:** Please be aware of advance timing leading up to university breaks/holidays, and the time needed for decision-making, hiring proposal, negotiations, etc, if you hope for a written offer to be issued before any break.

Closing out the search:

- After contract is signed and returned, PA Level-1 will indicate "Offer accepted – notify employment" to begin closing search.
- HO/Admin complete PA "Reasons for Non-Selection" of other applicants in a timely manner.
- After search closed, PA will send automated notice to non-interviewed candidates.
 - Dept Chair or Search Committee Chair should personally contact interviewees who were not selected.
- Save contract, c.v. and hiring proposal for new employee's permanent dept personnel file/e-file.
- Records Management: Retain any paper or electronic search files and notes confidentially per state guidelines. Note the year that recruitment records can be destroyed after Records Management approval.

Onboarding new hire:

- See *New Hire Instructions* email to employee (Chair, Hiring Official and PI are copied) and work with new hire to complete I-9 on or before their start date.
 - Hiring Official should liaise w the office of International Students, Scholars, & Programs (ISSP – formerly Reves Center) if your new hire is not a permanent US resident.
- After offer is accepted, assist on-boarding, including (if applicable) relocation stipend process.
- Admin talk with chair/dir about office space, phone, computer, directory, web page updates, etc., as appropriate to postdocs in your unit.

Finances Related to Postdoc Searches

- If grant budget supports a relocation stipend, this must be documented in the offer letter. The department must verify the move to new, local address, collect receipts for the move (*if the grant requires receipts and reimburses only up to the receipt maximum. Dept must verify if the grant has this requirement*) and then an URSA and PAF must be completed by admin for Dean's Office signature.