

# A&S Faculty Search Matrix

[See more detailed guidance at A&S Faculty Recruitment and Appointment web page](#)

updated July 2023

Detail for each step is found on the "Timeline and Guide" for TTE and Term faculty

Overview and Selected Steps:

|  | TTE Faculty   | Teaching Faculty  | Visiting Teaching Faculty   | Postdoctoral Research Associates  | Adjunct Lecturer  |
|--|---|---|---|---|---|
| <b>Position type</b>                                   | Full-time 9-month Instructional, continuing tenure-eligible   | Full-time 9-month instructional, specified-term, may be renewable   | Full-time 9-month instructional, limited specified-term   | Full-time specified-term, may be 9-month or 12-month  | Part-time specified-term (paid per-class)   |
| <b>Ranks/Titles as authorized by Dean</b>              | Assistant Professor, Associate Professor, or Professor  | Assistant Teaching Professor (new hires) with future promotion opportunity to Associate Teaching Professor and Teaching Professor   | Visiting Assistant Teaching Professor   | Postdoctoral Research Associate   | Adjunct Lecturer  |
| <b>Authorization to Recruit</b>                        | TTE Search Authorization memo from Dean A&S   | Term Faculty (TF) Search Authorization memo from Dean A&S   | Term Faculty (TF) Search Authorization memo from Dean A&S   | No dean authorization. If grant-funded, need OSP confirmation of funding support in budget  | Adjunct allocation memo from Dean A&S   |
| <b>Establish Search Committee</b>                      | Recommend minimum 3 to Vice-Dean, who approves committee and committee chair  | Recommend minimum 3 to Vice-Dean, who approves committee and committee chair  | Recommend minimum 3 to Vice-Dean, who approves committee and committee chair  | minimum 2-3, no dean approval necessary   | minimum 2, no dean approval necessary   |
| <b>Implicit Bias Training</b>                          | Training required every-other-year. Register on W&M DEI web site: Fri, Aug 11, 2023 - 9:00 - 10:30am Fri, Aug 11, 2023 - 1:00 - 2:30pm  | Training required every-other-year. Register on W&M DEI web site: Fri, Aug 11, 2023 - 9:00 - 10:30am Fri, Aug 11, 2023 - 1:00 - 2:30pm  | Training required every-other-year. Register on W&M DEI web site.   | Training required every-other-year. Register on W&M DEI web site.   | Training required every-other-year. Register on W&M DEI web site.   |
| <b>Job Ad and Screening Rubric Prep &amp; Approval</b> | Use TE Ad template on web site. Also prepare a screening/scoring rubric. Email both to A&S Assoc Dir FPS who will review & seek dean approval for both documents  | Use Term Ad template on web site. Also prepare a screening/scoring rubric. Email both to A&S Assoc Dir FPS who will review & seek dean approval for both documents  | Use Term Ad template on web site. Also prepare a screening/scoring rubric. Email both to A&S Assoc Dir FPS who will review & seek dean approval for both documents  | Use Postdoc Ad template on web site. Also prepare a screening/scoring rubric. Email both to A&S Assoc Dir FPS who will review & seek dean approval for both documents   | Use Adjunct Lecturer Sample Position Description to create one generic adjunct pool position.   |
| <b>Position Description (PD) module: PeopleAdmin</b>   | Create net new PD or edit existing PD per Dean's Search Auth memo. See TE Position Description Sample for guidance, using approved job ad language. Proof and circulate for approvals.                                | Create net new PD or edit existing PD per Dean's Search Auth memo. See Term Position Description Sample for guidance, using approved job ad language. Proof and circulate for approvals.                              | Create net new PD or edit existing PD per Dean's Search Auth memo. See Term Position Description Sample for guidance, using approved job ad language. Proof and circulate for approvals.                              | Create net new PD or edit existing PD. See Postdoc Position Descrip Sample for guidance, using approved job ad language. Proof and circulate for approvals.   | Maintain generic Adjunct Lecturer pool Position Descrip. Most units have one generic adj posn #, however, departments will have multiple position ID#s, depending on hiring need.                                     |
| <b>Preparing the Job Posting</b>                       | Once PD approved to create posting, see "Creating a Posting" job aid. Add Special Applicant Instructions from 2nd half of approved ad text. Enter search plan. Save draft posting in H.O. queue & contact HR to post. | Once PD approved to create posting, see "Creating a Posting" job aid. Add Special Applicant Instructions from 2nd half of approved ad text. Enter search plan. Save draft posting in H.O. queue & contact HR to post. | Once PD approved to create posting, see "Creating a Posting" job aid. Add Special Applicant Instructions from 2nd half of approved ad text. Enter search plan. Save draft posting in H.O. queue & contact HR to post. | Once PD approved to create posting, see "Creating a Posting" job aid. Add Special Applicant Instructions from 2nd half of approved ad text. Enter search plan. Save draft posting in H.O. queue & contact HR to post. | Once PD approved to create posting, see "Creating a Posting" job aid. Add Special Applicant Instructions from 2nd half of approved ad text. Enter search plan. Save draft posting in H.O. queue & contact HR to post. |
| <b>External Advertising</b>                            | Hiring unit post full narrative ad to online venues. Higher Ed Jobs picks up all live PeopleAdmin postings. Save PDF of Higher Ed Jobs listing for search records and Dept of Labor audit                             | Hiring unit post full narrative ad to online venues. Higher Ed Jobs picks up all live PeopleAdmin postings. Save PDF of Higher Ed Jobs listing for search records and Dept of Labor audit                             | Hiring unit post full narrative ad to online venues. Higher Ed Jobs picks up all live PeopleAdmin postings. Save PDF of Higher Ed Jobs listing for search records and Dept of Labor audit                             | Hiring unit post full narrative ad to online venues. Higher Ed Jobs picks up all live PeopleAdmin postings. Save PDF of Higher Ed Jobs listing for search records and Dept of Labor audit                             | Additional online advertising is optional but encouraged for adjunct pools, ads must point to Jobs.wm.edu   |
| <b>Schedule Future meetings &amp; Interviews</b>       | As soon as job is posted, tentatively schedule future Outlook calendar time for applic review, search committee discussion, medium and short list interviews, and dept decision meetings                              | As soon as job is posted, tentatively schedule future Outlook calendar time for applic review, search committee discussion, medium and short list interviews, and dept decision meetings                              | As soon as job is posted, tentatively schedule future Outlook calendar time for applic review, search committee discussion, short list interviews, and dept decision meetings   | As soon as job is posted, tentatively schedule future Outlook calendar time for applic review, search committee discussion, medium (optional) and short list interviews, and dept decision meetings                   | As soon as job is posted, tentatively schedule future Outlook calendar time for applic review, search committee discussion, medium and short list interviews, and dept decision meetings                              |
| <b>Applicant Pool Assessment Prior to Review</b>       | Optional: Contact Vice-Dean and Assoc Dean for DEI if you wish for applicant pool feedback prior to your review begin date.   | Optional: Contact Vice-Dean and Assoc Dean for DEI if you wish for applicant pool feedback prior to your review begin date.   | Optional: Contact Vice-Dean and Assoc Dean for DEI if you wish for applicant pool feedback prior to your review begin date.   | Optional: Contact Vice-Dean and Assoc Dean for DEI if you wish for applicant pool feedback prior to your review begin date.   | Optional: Contact Vice-Dean and Assoc Dean for DEI if you wish for applicant pool feedback prior to your review begin date.   |
| <b>Applicant Review Begin</b>                          | Hiring Official assist committee administratively. Use approved rubric. See Timeline and Guide.   | Hiring Official assist committee administratively. Use approved rubric. See Timeline and Guide.   | Hiring Official assist committee administratively. Use approved rubric. See Timeline and Guide.   | Hiring Official assist committee administratively. Use approved rubric. See Timeline and Guide.   | Hiring Official assist committee administratively. Use approved rubric. See Timeline and Guide.   |
| <b>First round "long-list" interviews</b>              | Remote interviews. No Vice-Dean approval needed, but may seek VD advice. H.O. update applic status for those no longer under consideration  | Remote interviews. No Vice-Dean approval needed, but may seek VD advice. H.O. update applic status for those no longer under consideration  | Optional  | Optional  | Optional  |
| <b>Approval of "short-list" interviewees</b>           | On-Campus interviews. V-D must approve short-list and rationale. See Timeline & Guide for details   | On-Campus interviews. V-D must approve short-list and rationale. See Timeline & Guide for details   | V-D approval not required. Remote interviews only. Timeline may move faster as a result.  | V-D approval not required. Remote interviews only. Timeline may move faster as a result.  | Remote interviews. V-D approval not required. You may clone one or more adjunct PD's in anticipation of HP for finalist(s).   |
| <b>Interview on-campus visits</b>                      | Consider 1 to 1.5 day interview length, and bring in 2-3 candidates per week.   | Consider 1 to 1.5 day interview length, and bring in 2-3 candidates per week.   | Remote interviews only. Timeline may move faster as a result.   | Remote interviews only. Timeline may move faster as a result.   | Remote interviews only. Timeline may move faster as a result  |
| <b>Hiring unit discussion meeting</b>                  | Follow hiring unit procedures. See Timeline & Guide for more guidance   | Follow hiring unit procedures. See Timeline & Guide for more guidance   | Hiring Unit makes hiring decision   | Hiring Unit makes hiring decision   | Hiring Unit makes hiring decision   |
| <b>Conversation with Vice-Dean re finalist</b>         | Present Vice-Dean with unranked list and summary of dept rationale for the top finalists. See Timeline & Guide for details  | Present Vice-Dean with unranked list and summary of dept rationale for the top finalists. See Timeline & Guide for details  | Hiring Unit makes hiring decision   | Hiring unit makes hiring decision   | Hiring unit makes hiring decision   |
| <b>Begin Hiring Proposal (HP) for selected hire</b>    | See Faculty Resources web "Creating a Hiring Proposal" for finalist.  | See Faculty Resources web "Creating a Hiring Proposal" for finalist.  | See Faculty Resources web "Creating a Hiring Proposal" for finalist.  | See Faculty Resources web "Creating a Hiring Proposal" for finalist.  | Clone Adjunct PD for each finalist, keeping in mind that one PD should always remain unfiled. When PD approved, create detailed Hiring Proposal incl adj course list.   |

Completed in People Admin Position Management Side.

Completed in People Admin Applicant Tracking (blue) Side.

Overview and Selected Steps:

|  | TTE Faculty  | Teaching Faculty   | Visiting Teaching Faculty  | Postdoctoral Research Associates   | Adjunct Lecturer   |
|--|--|--|--|--|--|
| <b>Check Banner to verify if applicant already has 93#.</b><br>Include on HP | 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 #.  | 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 compiled scoring rubrics and notes as one PDF to Hiring Proposal. If hiring justification is long, add separate doc as attachment.            | Attach compiled scoring rubrics and notes as one PDF to Hiring Proposal. If hiring justification is long, add separate doc as attachment.  | Attach compiled scoring rubrics and notes as one PDF to Hiring Proposal. If hiring justification is long, add separate doc as attachment.  | Attach compiled scoring rubrics and notes as one PDF to Hiring Proposal. If hiring justification is long, add separate 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.                               | 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).                              | 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).                              | n/a  | * 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 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  | 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. works with Level 1 to prepare FAF. Include existing 93# on FAF. Also ensure Registrar's course schedule is correct. | When verbal offer accepted, H.O. works with Level 1 to prepare FAF. Include existing 93# on FAF. List courses, section, and credits on FAF. Update registrar's system so data agrees with FAF. | When verbal offer accepted, H.O. works with Level 1 to prepare FAF. Include existing 93# on FAF. List courses, section, and credits on FAF. Update registrar's system so data agrees with FAF. | When verbal offer accepted, H.O. works with Level 1 to prepare FAF. Include existing 93# on FAF. List courses, section, and credits on FAF. Update registrar's system so data agrees with FAF.                   | When verbal offer accepted, H.O. consult with Level 1 & prepare Adjunct FAF. Include existing 93# on FAF. 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   | none   | none   |
| <b>Contract</b>  | Issued from Provost after BOV  | Issued by Dean A&S Office  | Issued by Dean A&S Office  | 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"   | 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"   |
| <b>Hiring Official closes out other applicant statuses</b>                   | HO completes other applicant <i>reasons for non-selection</i> . Contact HR to inform of search status (filled, failed, etc.) and to close search.    | HO completes other applicant <i>reasons for non-selection</i> . Contact HR to inform of search status (filled, failed, etc.) and to close search.  | HO completes other applicant <i>reasons for non-selection</i> . Contact HR to inform of search status (filled, failed, etc.) and to close search.  | HO completes other applicant <i>reasons for non-selection</i> . Contact HR to inform of search status (filled, failed, etc.) and to close search.  | Generic pool posting remains open through Jan. Update applic 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. HR initiates background check, then finalizes hiring proposal & EPAF.                                  | Dean's Office provides signed contract to HR. HR initiates background check, then finalizes hiring proposal & EPAF.  | Dean's Office provides signed contract to HR. HR initiates background check, then finalizes hiring proposal & EPAF.  | Dean's Office provides signed contract to HR. HR initiates background check, then finalizes hiring proposal & EPAF.  | Dean's Office provides signed contract to HR. HR initiates background check, then finalizes 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   | HR EPAF creates 93# & UserID request. D.O. flags instructor status in Banner (for teaching postdocs). 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.   | 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. Appt is continuing and tenure-eligible, pending BOV approval. Hiring unit maintains letter of intent in unit personnel records.                 | Specified-term typically 1 AY or may be multi-year. Track contract terms and expiration. Possibility of re-hire pending funding, curricular need, and performance review.                      | Specified-term typically 1 AY or may be multi-year. Track contract terms and expiration. Possibility of re-hire pending funding, curricular need, and performance review.                      | Department/Prog rehires via PAF to HR. Specified-term typically 1 AY or may be multi-year. 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.   | Required if hired to teach/work 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#.