A&S Faculty Search Matrix

updated Aug 2025

Overview and Selected Steps:	TTE Faculty	Teaching Faculty	TTE/TF Recruitment Timeline 2025-26
Position type	**Full-time** 9-month Instructional, continuing tenure-eligible	**Full-time** 9-month instructional, specified-term, may be renewable	
Ranks/Titles as authorized by Dean	Assistant Professor, Associate Professor, or Professor	Assistant Teaching Professor (new hires) with future promotion opportunity to Associate Teaching Professor and Teaching Professor	
Authorization to Recruit	TTE Search Authorization memo from Dean A&S	Teaching Faculty (TF) Search Authorization memo from Dean A&S	**Early July**
Establish Search Committee	Recommend minimum 3 to Vice-Dean, who approves committee and committee chair	Recommend minimum 3 to Vice-Dean, who approves committee and committee chair	**Due August 22nd**
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.	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	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. 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)	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. 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 TE 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.	Use TF Ad template located in shared in 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.	Committee begin Aug 22nd. **Due August 29th**
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.	Once approved, FPS will create the position and job requisition in WorkDay based on response to recruitment questions in job ad.	**Position Due September 10th. Requisition Due September 18th.**
External Advertising	Hiring unit post full narrative ad to their chosen 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. 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.	Hiring unit post full narrative ad to their chosen 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. 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.	Once requisition is posted, FPS will notify department admin to 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, long & short list interviews, and dept decision meetings to reach hiring proposal early Spring.	As soon as job is posted, tentatively schedule future Outlook calendar time for applic review, search comm discussion, long & short list interviews, and dept decision meetings to reach hiring proposal early Spring.	**Mid-September**
Applicant Review Begin	Hiring Official assist committee administratively. Use approved rubric.	Hiring Official assist committee administratively. Use approved rubric.	30-45 days after posting is live
First round "long-list" interviews	Remote interviews. No Vice-Dean approval needed, but may seek VD advice. H.O. update applic status for those no longer under consideration and requests letters of recommendation **(next step)** **[ideally these intv should occur in fall semester]**	Remote interviews. No Vice-Dean approval needed, but may seek VD advice. H.O. update applic status for those no longer under consideration and requests letters of recommendation **(next step)** **[ideally these intv should occur in fall semester]**	2-4 weeks after review begin date **Approximately week of December 1st**
Request Reference Letters	For applicants whose status is updated to "long-list" interview stage, the hiring unit will also request letters of reference for these applicants. **Move long list applicants to Reference Check to trigger this step.**	For applicants whose status is updated to "long-list" interview stage, the hiring unit will also request letters of reference for these applicants. **Move long list applicants to Reference Check to trigger this step.**	Immediately after long list identified & scheduled for interviews
Approval of "short-list" interviewees	On-Campus interviews. V-D must approve short-list and rationale. H.O. update applic status for those no longer under consideration.	On-Campus interviews. V-D must approve short-list and rationale. H.O. update applic status for those no longer under consideration.	4-6 weeks after review begin date, **Approximately week of December 8th**
Hiring unit schedules on campus interviews	Suggestion: Ideally, short-list approval could occur December and admin could immediately begin planning interview visits for January - February.	Suggestion: Ideally, short-list approval could occur December and admin could immediately begin planning interview visits for January - February.	Immediately following short list approval **December - January**

Additional guidance for on-campus interviews & offer stages coming soon!