

Tenure-eligible & Teaching Faculty Timeline & Guide (2026-27)

Search Committees, Stakeholders, and Training:

- Department Chair and/or Program Director recommends potential Search Committee members (compiled based on perspective and experiences) to responsible Vice-Dean. Search Committees sometimes benefit from having continuing TTE or Teaching Faculty from outside units participating. These members can add perspectives on diversity; or invite diverse perspectives into your interviews of candidates. **Search Committees should have at minimum three members; we recommend five.** Your Vice-Dean will be in touch with any questions and then will appoint the committee via email message.
- **Search committee member eligibility:** adapted from the Faculty Search Guide.
 - **Potential search committee members should not serve on a search committee if they have an actual or perceived conflict of interest that could compromise, or reasonably appear to compromise, their objectivity. Examples of conflicts of interest include:**
 - the individual plans to apply or does apply for the position;
 - the individual has an immediate family member, household member, or intimate partner that plans to apply or applies for the position;
 - the individual has a strong, pre-existing preference to select a particular individual;
 - The individual has a shared financial interest or endeavor with an applicant;
 - The individual and applicant have or had an officially recognized mentor- mentee relationship;
 - The individual and applicant have or had a close relationship, such as a close personal friendship or recent co-authorship, which may impact the individual's ability to objectively evaluate the applicant.
 - the individual has been a substantial collaborator on creative/scholarly work or grant applications with one or more applicants;
 - the individual recognizes a prejudice, bias, or other challenge that could impact their ability to conduct thorough and impartial evaluation; and
 - the individual believes that their recusal may be necessary to avoid the appearance of a conflict of interest.
 - **Departmental members with a conflict of interest, as described above, must not participate in candidate-specific interview activities, evaluation or deliberation of candidates, departmental votes, or any other aspect of the search that could influence the hiring decision. This recusal remains in effect until the candidate is no longer under consideration.**
- **Search Training:** Arts & Sciences faculty and staff who completed University Human Resources Safe Hire training during 2025-26 are exempt from completing the required Workday learning training offered by University Human Resources (UHR) in 2026-27. (Units can request a roster of 2025-2026 participants from UHR by emailing askhr@wm.edu.)
 - **Chairs, Directors, and unit administrators can also confirm Safe Hire Search Committee training for direct reports under the employee profile career tab > learning in Workday.**
 - **Please see job aid at the following link for step by step instructions how to access this: [How to Track and Manage Team Learning Progress | Scribe](#)**
 - Faculty who did not complete the Safe hire training in AY2025-2026 must complete the [UHR Workday Learning training](#) prior to participating in a search.
 - **Any individual participating in faculty searches, in an evaluator capacity, is required to take the Safe Hire training (available in Workday Learning) to stay current on the latest research on effective recruitment and hiring.**
- **Confidentiality & Ethics Agreement:** all search committee members must complete the Confidentiality and Ethics [Agreement](#) available on the faculty search guide prior to participating in the search process.
- **Student Training:** 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>)
Hiring managers and search committee chairs are automatically added to the module as graders in order to confirm that their students have completed the module.

- **Records retention for search records:** Hiring units should come up with a plan to capture all information from collaborating individuals and search committee members. Microsoft Forms or Qualtrics surveys are often great methods for collecting stakeholder feedback to ensure consistency of feedback among stakeholders. All search records, screening rubric scores, notes and feedback collected should be retained according to records retention guidelines.

Generative Artificial Intelligence (AI) Considerations:

Please be aware of candidate use of AI during the application process. Incorporating a standardized phone screening step for long-listed candidates prior to virtual interviews with the committee can be an effective tool to confirm qualifications and avoid investing time in full interviews for candidates who may have a strong application but may not truly be viable. Phone screenings can consist of a set of standardized questions focused on clarifying experience, role in prior work, and overall fit. If committees/search chairs are interested in conducting phone screenings for long-list applicants, they should ensure all long-listed candidates are evaluated using the same process for a consistent and equitable recruitment. Please contact Jinger Hickman or Kirbi Baxley if you have additional questions about incorporating a phone screen prior to first-round interviews.

Detailed Timeline:

August 21–28: Start work on job ad and rubric

- The Chair/Director shall share this search authorization and instruct the Search Committee and the academic unit administrator(s) supporting the search to review relevant materials on the CAS [Faculty Recruitment & Appointment](#) resources web page. This page contains overviews, timelines, and guidance relevant to all stages of the search.
- After the vice-dean approves the search committee members and copies Dean’s Office Faculty Personnel Services (FPS) staff, the Dean’s Office will enroll the chair/dir, search committee members, and academic unit administrator in the relevant unit’s folder in the Box site “TE/TF Job Ads and Rubrics.” The folder contains collaborative templates that must be used for the job ad and rubrics.
- While drafting your job ad & applicant screening rubric (to include qualifications, defined scoring scale, and score summary feature), we request you to utilize the Box “online” edit option to open and edit your documents. Please do not download the files to edit and upload later as this can create version errors.
- The job ad template will also include space to list your approved search committee members. We encourage use of a variety of key words in the ad so that your job ad is picked up in web searches.

No later than Friday, August 28 - Job Ad and Rubric Review & Approval.

- On or before this date, complete your unit’s update of the templates on the Box review site for both the narrative job ad and the applicant screening rubric.
- **Important:** Email Jinger Hickman jrhickman@wm.edu indicating that your job ad and rubric drafts are ready to begin the initial Dean’s Office review and approval process.
- Your vice-dean will review and approve the job ad and screening rubric. **The vice-dean will save a final version of each document with “Final” added at the end of the file name to the Box folder.**
- After being notified by the Vice-Dean, the Chair/Dir may then download the final job ad and rubric to save and share with search committee members and the unit’s academic administrator.

No later than Wednesday, September 9 – Ask the Dean’s Office staff to enter approved position description in Workday

- Hiring unit notifies the Faculty Personnel Services (FPS) staff member who serve as the Primary Recruiter (PR). The PR enters the position description using the approved narrative job ad text and relevant attributes per position. Once submitted, the chair/director will receive a request to approve the position. The FPS team and the academic unit administrator will both receive notification when the Workday position is approved.

No later than Thursday, September 17 – FPS Creates Workday Job Requisition & Posting

- Hiring unit has communicated on the job ad template the date that the FPS PR staff should activate the job requisition in Workday, in addition to any other fields necessary on the requisition.
- Once job is posted, minimum application review date must be 30 days; committee can request 45 day initial review date if desired. Your public posting can remain open for a total of 60 days during which time you can revisit the pool and consider additional applicants. Exemptions from this provision will only be granted if extenuating circumstances arise or by approval of the Vice-Dean.
- Please note: Letters of reference will be requested at the first round / “long list” interview stage, triggered by the hiring unit’s academic administrator. **Reference letters for internal candidates must be requested outside of Workday.** Please contact a Faculty Personnel Services Staff member for specific instructions on this process.

Advertising and Department of Labor Requirements:

- Postings must be active before any external advertising goes live. External advertising initiated by the hiring unit must point applicants to Workday application portal. An additional resource for outreach in professional affinity outlets is available on the CAS [Faculty Recruitment & Appointment](#) resources web page.
- All posted job requisitions are automatically displayed in the online national outlet *Higher Ed Jobs* shortly after the posting goes live. This posting satisfies Department of Labor (DOL) requirements. **Please note: Hiring units must save the Higher Ed Jobs ad display as a PDF (must include HEJ page header or identifier) and retain with your search records for Reves Center international hires and DOL audit purposes.**

Scheduling Committee Meetings and Interviews.

- After the Workday Posting is live, the academic unit administrator should tentatively schedule future Outlook calendar time(s) for committee application review and discussions, first round and second round interviews, and department decision meetings to reach the hiring proposal stage by mid-Spring.

Application Review

- At every stage of the hiring process, candidates who progress should demonstrate a strong commitment to inclusive teaching and/or scholarship. Competitive candidates should show dedication to innovative and intentional approaches to teaching and scholarship in which under-represented students and colleagues flourish. William & Mary seeks to recruit and retain faculty who reflect systematically on how to ensure that under-represented students reach their full potential. In discipline-specific ways, their expertise may be manifested in teaching methods, course design, student assessment, selection of content, mentoring practices, publications, and more.
- **SACSCOC credential requirements:** To meet SACSCOC audit expectations, TTE candidates must hold, by the time of appointment, a terminal degree that satisfies the requirements of the position; TF candidates must hold the highest degree that meets the job requirement. Candidates must also have at least 18 graduate semester hours in the discipline they will be hired to teach. Search chairs should consult their Vice-Dean or the Associate Dean of Educational Policy as needed to confirm that candidates are being evaluated and advanced appropriately.
- When a final interview round requires the participation of stakeholders outside of the search committee, the Search Chair may share an **applicant’s C.V./resume** and other materials with those stakeholders, provided the applicant has pre-approved the document’s circulation and that any personal details or contact information are redacted.

Recommended Timeline for Interviews:

- **Reference letters** will be requested for all applicants who make first-round interviews (long-list candidates).
 - The unit academic administrator supporting the search committee must update applicant statuses in Workday to indicate those who reach this stage and to trigger the request for references. The unit academic administrator must monitor receipt of letters to prompt for missing letters.

- **No later than the last week of November:** Complete Zoom first-round interviews. It's often helpful for search chairs to check with unit admins on receipt of reference letters, and request candidates to prompt referees if letters are not received prior to interviews.
- **No later than the first week of December:** Select short list candidates and seek Vice-Dean approval of campus interview short list by loading long-list recruitment materials into your assigned Faculty Recruitment folder, being sure to load completed rubrics from the Zoom interviews, rankings, and a brief candidate justification document that outlines the strengths and weaknesses of each candidate selected for short list.
- **December and early January:** Begin scheduling on-campus interviews for January and early February. Your Vice-Dean(s) should meet with all candidates for TTE and TF positions. Candidates who are already tenured should also meet with the Dean. Each search will be limited to THREE on-campus interviews unless there is an exceptional reason to bring in more. Please consult your Vice-Dean. Be mindful of expense when organizing meals with candidates. We recommend small groups (candidate and maximum three faculty/staff), especially when eating at restaurants. Please observe per diem limits and contact your Vice-Dean if you go over budget. The expectation is that with careful management, you will not need to spend more than the allocation. Should your unit identify more than 3 candidates for interviews and receive Vice-dean approval to bring in additional candidates, any expenses for additional candidates will be at the hiring units expense.
- Students must be involved in the campus visits in some way: informal lunch with the candidates, a sample class, a campus tour, etc. Please ensure that your students self-enroll in the Blackboard search training and that they have completed it before they interact with candidates.
- **No later than February 26:** Complete campus interviews and hold a department meeting to select finalists. Hiring unit chair/director meet with the Vice-Dean to review finalists' strengths and any concerns, and to determine the recommended order in which offers will be made.
- **No later than March 5:** Work with the Dean's Office FPS staff serving as Primary Recruiter (PR) to initiate offer steps (formerly, hiring proposal) for the top finalist. After a sequence of approvals, the unit will be notified and provided instructions to extend the verbal offer. We recommend following up with an email confirming the details of the verbal offer. Collaborate with Vice-Dean as necessary to bring the offer to conclusion on salary and startup (as applicable) in about two weeks.

Additional CAS specific faculty recruitment guidance for chairs/directors, unit administrators, and search committees are found on the CAS [Faculty Recruitment & Appointment](#) webpage as well as the CAS [Guidelines](#) webpage. University-wide faculty recruitment guidance is found in the [Faculty Search guide](#).

I look forward to working with you and the Search Committee, and to a successful hire. Please contact me, your unit Vice-dean, or Jinger Hickman with any questions about the Arts & Sciences process.