

College of Arts & Sciences

TENURE ELIGIBLE & TEACHING FACULTY SEARCH MATRIX 2026-27

Note: The dates below are recommended per each units' Dean issued Search Authorization. Please consult with your unit Vice-dean (VD) and the Director of Faculty Personnel Services (FPS) for exceptions to recommended hiring deadlines.

Key steps and dates for CAS Tenure-Eligible & Teaching Faculty Recruitments are available on your Search Authorization & FPS Recruitment webpage at <https://go.wm.edu/Rg99lh>.

Authorization, Position Development & Committees**AUG**

- **Early Aug:** TTE/TF Search authorization from Dean's office to Departments/Programs.
- **Aug 21:** Recommend a 3-5 member search committee to VD for approval.
- **Aug 21-28:** Job Ad & Screening Rubric Prep & Approval.
- **Committee completes confidentiality statements & Safe Hire Training prior to application review date.**

Workday Actions, External Advertising, & Recruitment Timeline Planning**SEPT**

- **Sept 9:** Once job ad & rubric approved, FPS will create the new position in Workday (WD).
- **Sept 17:** Once position is approved in WD, FPS will prepare the Job Requisition & Posting.
- **Departments begin external advertising once position posted.**
- **Mid- Sept:** Unit Admin schedules block outs for future meetings & interviews related to search.

Application Review, Long List Selection, References, & Interviews**OCT
NOV
DEC**

- **1-2 weeks after applicant review date (optional): Applicant Pool Assessment Prior to review.**
 - Contact Vice-Dean if you wish for applicant pool feedback prior to your review begin date.
- **30-45 days after posting is live:** Begin Application Review according to review begin date specified in your job ad.
- **2 weeks after review begin date:** Once application review is complete, share committee consolidated scoring rubric with unit administrator to set up interviews, move in Workday to "interview stage," request letters of recommendation, and disposition candidates deemed no longer under consideration.
- **4 weeks after review begin date (no later than last week of November):** First round "long-list" remote interviews & request applicant reference letters in Workday complete. Ideally interviews should occur in fall semester, with reference letters received shortly before first round interviews.
- **4-6 weeks after review begin date (no later than the first week of December):** Approval of "short-list" interviews by V-D.
- **Immediately following short-list approval (ideally before winter break):** Hiring unit schedules on campus interviews. Search chair also communicates to any candidates not advanced and notifies admin to disposition in Workday.

Short List On-Campus Interviews**JAN
FEB**

- **Mid- Jan - no later than Feb 26th :** Short-list on-campus Interviews.
- **1-2 days after last interview:** Hiring unit finalist discussion meeting.
- **1-2 days after hiring unit meeting:** Conversation with Vice-Dean re finalist.

Hiring Approval / Written Offer**MAR**

- **1-2 days after Vice-Dean meeting with Unit (no later than March 7):** Dept prepares hiring justification and proposed salary and forwards to FPS to request verbal offer in Workday.
- **Approx 1-3 weeks after approval to extend verbal offer:** Confirm salary, startup (if applicable), & relocation (if applicable) with candidate.
 - **Once details confirmed:** Submit Faculty Appt Form to initiate written offer.
- **1-2 days after FAF approved:** Candidate Contract issued by FPS in Workday.

Finalist Offer Accepted & Search Closeout**Spring
Break**

- Hiring units should strive for TE/TF searches completed with signed offer letters approx Spring Break or shortly thereafter.
- Once candidate has signed the formal offer, chairs should communicate with other candidates not selected.
- Celebrate and enjoy your spring break!
- Unit Administrator then closes out other applicant statuses & retains all recruitment materials.