WILLIAM & MARY

College of Arts & Sciences

Visiting Teaching Faculty Search Matrix 2025-26

Overview and Selected Steps:	Visiting Teaching Faculty	VTF Recruitment Timeline due dates 2025-26
		Note: the dates below are recommended per each units' Dean issued Search Authorization. Please consult with your unit Vice-dean and the Director of Faculty Personnel Services for exceptions to recommended hiring deadlines.
Position type	**Full-time** 9-month instructional, limited specified-term	
Ranks/Titles as authorized by Dean	Visiting Assistant Teaching Professor	
Authorization to Recruit	Visiting (VTF) Search Authorization memo from Dean A&S	**Mid-December**
Establish Search Committee	Recommend minimum 3 to Vice-Dean, who approves committee and committee chair	**Due January 28th**
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.	**Before committee application review begin date**
Recruitment Training	Faculty who did not complete the A&S training in AY2024-2025 must complete the UHR Safe Hire Cornerstone training. Those who already completed in 24-25 are exempt. Consult with unit VD for list of those who completed training if needed. 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 Visiting 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 January 21st **Due January 28th**
Position, Requisition Creation, & Posting in Workday	Once job ad is approved, hiring unit should notify FPS primary recruiter to create the position, job requisition, and posting in WorkDay based on response to recruitment questions in job ad.	**Due February 4th**
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.	Once posting is active in WorkDay (approximately week of Feb 11th)
Schedule Future meetings & Interviews	As soon as job is posted, tentatively schedule future Outlook calendar time for applic review, search committee discussion, interviews, and dept decision meetings	**Early March**
Application Review Begin	Department Administrator assists committee administratively. Use approved rubric. Committee members will receive access to postings on the review begin date established from the job ad.	30-45 days after posting is live (or 60 days as approved by Vice-Dean)
Interviews	Typically only one round of remote interviews for Visiting Teaching Faculty for short-listed candidates. Vice-dean approval not required. Hiring unit administrator must update identified short-listed candidates to "schedule interview" after applicant interviews are scheduled.	No later than week of March 30th
Request Reference Letters	For applicants whose status is updated to "schedule interview" stage, the hiring unit administrator will also request letters of reference for these applicants. **Move applicants to Reference Check Parrallel to trigger this step.**	Immediately after short list identified & scheduled for interviews
Disposition Applications no longer under consideration	Hiring unit administrator completes initial application dispositioning for candidates who do not meet minimum requirements or applicants no longer under consideration according to search committee reasons for dispositioning outlined in committee consolidated scoring rubric. Recommended to maintain 1-2 alternates as backup.	
Hiring unit finalist discussion meeting	Hiring Unit makes hiring decision. No Vice-dean approval required	1-2 days after last interview and after all letters of reference are received
Begin verbal offer approval request for selected hire	Chair/Dir notifies FPS to submit request for verbal offer authorization in WorkDay and include hiring justification for finalist.	1-2 days after last interview and finalist is determined by hiring unit. **No later than April 15th**
Search Materials	Ensure all search materials are collected from search committee members (scoring rubrics, interview notes, etc.) and retain for dept records.	
Approval to Extend Verbal Offer	When verbal offer is approved, FPS will reach out with additional verbal offer instructions.	
Submit Faculty Appointment Form (FAF) to initiate written offer	After salary & reloc (if applicable) are finalized and candidate has verbally accepted, dept submit FAF to initiate teaching faculty contract	Approx 1 week after approval to extend verbal offer
Contract	Issued by Dean A&S Office through Workday	Approx 48 hours after Faculty Appt Form is received
Hiring Official closes out other applicant statuses	Hiring unit administrator completes other applicant *reasons for non-selection.* Contact FPS to inform of search status (filled, failed, etc.) and to close search.	After acceptance of written offer
Background Check	Dean's Office provides signed contract to HR. HR initiates background check, then finalizes hire in Workday	This ends the VTF recruitment timeline outlined in unit search authorization
New Hire Onboarding	Hiring Unit Administrator and Chair/Dir review New Hire Instructions email. Liaise with incoming employee for successful onboarding.	
New Hire 93#, W&M Account Info, Banner Instructor Flag.	Employee will receive 93# once all Workday onboarding steps are finalized. Dean's office handles flagging as instructor of record and notify hiring unit when new faculty may be added to the course schedule.	
Possible re-hire using A&S Faculty Appt Form (FAF)	Specified-term typically 1 AY or may be multi-year based on Dean approval. Hiring unit should track contract terms and expiration. Subsequent renewals should follow process outlined in Dean call for Visiting Teaching Faculty requests and are based on funding, curricular need, and performance review.	
When PeopleAdmin re-hire is required	Required if hired to teach in different dept/prog. Or if re-hired after clearance.	updated Jan 2026