A&S Recruitment Timeline and Admin Guide for Non-Tenure Eligible (NTE) Faculty Recruitment
(Adapt per your dept procedures and timeline, and confirm current College policies and procedures)

**Fall**
- Based on Dept/Prog request and Dean’s decision, Chair/Dir receives official Adjunct and NTE Authorization – noting how many full-time Visiting NTE, Lecturer NTE, or part-time Adjunct Lecturers the dept is allocated.
- Department may meet to discuss issues related to new position, job ad, etc.
  - Appoint (at least) a 3-member search committee for each position being recruited.
  - Chair/Dir shares links with faculty & staff from the A&S Resources for Faculty Recruitment and Appointment: CCAS/AAUP Ethics of Faculty Recruiting, Office of Diversity and Inclusion (D&I), Arts & Sciences Action Plan for Diversity and Inclusion (D&I).
- Dept/Prog Admin is Hiring Official (HO). See PeopleAdmin (PA) guidance via Human Resources Office.
  - Basic steps for Staff actions may apply to Instructional module.

**Late Fall (Approx mid-Dec)**
- Chair/Dir submits job ad (based on A&S NTE advertising template) for approval to Dean’s office and D&I.
- After narrative job ad approved, HO update PeopleAdmin designated posn#, or new posn, as indicated in authorization with attributes and duties. Refer to template Posn Descr Sample NTE Faculty. Circulate PD for approvals.

**Winter**
- After PeopleAdmin position descrip (PD) is approved, HO create posting but do not circulate; notify D&I directly when posting is ready. Posting includes search & selection plan. Faculty posn posting length 30 days minimum.
- PA posting must be active before submitting any external emails or ads that point to PeopleAdmin posting.
- Forward approved narrative ad to faculty, distribute to professional listservs, invite underrepresented applicants.
- For Lecturer positions (not Visiting) Dean’s Office will sponsor a group ad in Chronical of Higher Education in early January. Each Lecturer position requires area of specialization, job expectations, and required and preferred qualifications to be listed in the Chronicle.

**Winter/Early Spring** Applicants apply online.

**Spring (immediately after application review-begin date)**
- HO provide search committee members with PeopleAdmin Guest Login and password (confidentially).
- Search committee reviews ALL applicants online in PA. List of applicant names can be downloaded by report from JOBS to excel. Use excel rubric or other standard system for equal review of applicants.
- Remind department members of confidentiality of applicant names and info.
- Records Management: Use consistent naming conventions for documents with multiple candidates/searches. Save docs in shared administration “search” folder for future reference and to ensure proper records retention.

*Most NTE and Adjunct interviews are conducted virtually/remotely.*
- HO indicate appropriate interview status in PA for D&I Office review.
- Work with search committee to set up phone/skype interview times, appointments with applicants.
- From D&I recruitment procedures, make faculty aware of acceptable/non-acceptable topics during interviews.
- Use standard question list for all interviewees. Retain notes in recruitment admin file.

*There is no on-campus interview allocation from dean for visits to campus: thus Adjunct and NTE interviews are by phone or skype. If dept/prog chooses to fund its own on-campus interviews, see the TE resources for guidance on processes.*
**Mid-Spring**

- For selection, use meeting, discussion, and voting methods per dept personnel procedures. Ranking of candidates allows dept to quickly move to second choice if first choice declines.
- Minutes/notes from dept meeting are used as brief hiring justification on Hiring Proposal for selected candidate. Longer justification notes can be uploaded as a doc to hiring proposal if desired.
- Initiate PA Hiring Proposal for finalist. Indicate authorized salary, begin date 8/10/xx, IPEDS code for NTE faculty = *Not applicable* (PeopleAdmin does not currently have an IPEDS code for Instructional NTEs). Circulate for approvals.
  - *After* PA final approval to Level 1, dept chair may extend a verbal offer to top candidate for the approved salary.
- Candidate and chair verbally agree to salary terms (and on rare occasions, Lecturers may receive dept-funded relocation assistance. There is a special form for this so must be determined at the negotiation stage)
- Send **Faculty Appointment Form** to Dean’s office, who will initiate the contract.
  - Confirm if NTE candidate already has 93# - if so, include on the Faculty Appointment Form.

**Late-Spring**

- After contract signed, PA Level-1 will indicate “Offer accepted – notify employment” to begin closing search.
- HO/Admin complete PA “Reasons for Non-Selection” of other applicants in a timely manner.
- After search closed and hire is fully approved, PA will send automated notice to non-interviewed candidates.
  - Dept Chair or Search Committee Chair should personally contact interviewees who were not selected.
- Print off contract, c.v. and application packet for new employee’s permanent dept personnel file.
- Records Management: Retain any paper or electronic search files and notes confidentially per state guidelines. Note the year that recruitment records can be destroyed after Records Management approval.

**Spring/Summer**

- Remind new faculty of August 10 begin date (or Monday if Aug 10 is weekend). Faculty can complete online Part 1 of I-9 up to 120 days prior to start date. See Contract and New Hire Email instructions for details.
  - Review New Hire Instructions email sent to candidate with offer letter, on which dept chair and admin are copied. Dept admin make appointment with new hire to meet for I-9 completion, etc. *Liaise w Reves if international hire.*
- Assist faculty on-boarding. Share local resources if faculty is moving to Wmbg. [http://www.wm.edu/offices/diversity/recruitment/facultyrecruitment/relocationresources/index.php](http://www.wm.edu/offices/diversity/recruitment/facultyrecruitment/relocationresources/index.php)
- Admin talk with chair about office space, phone, computer, directory, web page updates, workorders, as appropriate.

**Finances Related to NTE Searches**

- For new Lecturers who have authorized relocation assistance per Dean’s Office (must be offered at time of contract and documented in contract), Admin prepares relevant relocation documents per current university and A/P policy.
- Other: To obtain updated list of all dept employee names, Banner ID, and position numbers, Admin can run Discoverer Plus *“Employee List”* after Sept 16 each year (Payroll 17). The report does not include salary but will include index, 93#, posn #, for all employees. (*Discoverer will be replaced by Qlik reporting approx 2019.*)