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

- Chair/Dir receives NTE search authorization with approved specialization, salary, and other instructions.
- Faculty may meet to discuss issues related to search, job ad, etc.
  - Appoint (at least) a 3-member search committee for each position being recruited.
  - Chair/Dir shares links or guidance with faculty & staff of any referenced resources for faculty recruitment.
  - Vice-Dean meets with chair/dir and search committee to discuss verbal search charge.
- Dept/Prog Admin is Hiring Official (HO). See PeopleAdmin (PA) system guidance provided by HR.

- Chair/Dir submits job ad (based on A&S NTE advertising template) for approval to Dean's office.
- Full-time NTE positions may be authorized as either Lecturer or Visiting.
  - *Lecturer* title/rank is used regardless of degree status and denotes curriculum support posn. May have future career path for promotion to Senior Lecturer per NTE policy.
  - *Visiting* title may be either Visiting Assistant Professor for earned terminal degree or Visiting Instructor for those without a terminal degree but must have minimum master's degree. Hired for short-term leave or vacancy replacements.

- After narrative job ad approved by Dean's Office, HO update PeopleAdmin designated posn#, or new posn, as indicated in authorization with attributes and duties. Refer to A&S Posn Descr Sample NTE Faculty. Circulate PD for approvals.

- After PeopleAdmin position descrip (PD) is approved, HO create posting with search plan, but *do not circulate;* notify HR faculty recruitment coordinator when posting is ready.
- PA posting must be active before submitting any external emails, ads, or professional listservs that point to PeopleAdmin posting.
- For NTE Lecturer positions, Dean's Office will sponsor a group ad in Chronical of Higher Education and Diversity Issues using approved ad. Per Department of Labor requirements.

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 for systematic review of applicants who meet required qualifications.
- 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 administrative "search" folder for future reference and to ensure proper records retention.

Preliminary phone/Zoom interview of "long list" applicants:
- HO indicate interview status in PeopleAdmin for Dean's Office review.
- Follow instructions in authorization to save PDF of long-list applicants for Dean's Office review (and possible dept review per dept procedures).
- Work with search committee to set up phone interview times, appointments with applicants.
- Follow same question list for all interviewees. Retain notes in recruitment admin file.

Final interview of "short list" applicants, campus or zoom per dean's guidance:
- HO indicate final interview status in PA. Notify Dean's Office of final list. When approved to proceed:
- Search Committee member may reach out initially to invite final interviewees. HO/Admin should then take over scheduling arrangements. Relay standard information to each applicant.
- Admin contact Vice-Dean's Admin Asst to schedule Lecturer interviewee 30 min appts with Vice-Dean:
  - Share Box access to saved application with Vice-Dean, 1 week in advance of each dean appointment.

Typically Lecturer or Visiting faculty may not have on-campus interviews. If this changes, instructions will be provided in the authorization.

Hiring unit discussion of finalists:

- Faculty meeting and discussion of candidates uses decision-making/voting methods per dept personnel procedures.
- Minutes/notes from dept meeting can be used as brief hiring justification on Hiring Proposal for selected candidate.

Decision on verbal offer:

- Chair discusses with dean regarding finalist, following procedures in search authorization.
- When instructed, initiate PA Hiring Proposal for finalist. Indicate authorized salary, simple title, begin date 8/10/xx, (or 1/10/xx Spring hire) IPEDS NTE faculty = 2A (primarily instructional). Circulate for approvals.

- When candidate verbally agrees to terms (salary, possible relocation) access from recruitment web page the **Faculty Appointment Form (FAF)** and send to Dean's office, who will prepare the contract.
    - Any existing 93# must be included on the Faculty Appointment Form submitted to Dean's Office.
- *IMPORTANT: Please be aware of advance timing leading up to university breaks/holidays, and the time needed for decision-making, hiring proposal, negotiations, etc, if you hope for a written offer to be issued before any break.*

Closing out the search:

- After letter of intent 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, PA will send automated notice to non-interviewed candidates.
    - Dept Chair or Search Committee Chair should personally contact interviewees who were not selected.
- Save contract, c.v. and hiring proposal for new employee's permanent dept personnel file/e-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.

Onboarding new hire:

- See *New Hire Instructions* email to employee (Chair and Hiring Official are copied) and work with new hire to complete I-9 on or before their start date.
    - Liaise w Reves Center for International Studies if your new hire is not a permanent US resident.
- After offer is accepted, assist faculty on-boarding, including (if applicable) relocation stipend process.
- Admin talk with chair/dir about office space, phone, computer, directory, web page updates, etc.

Finances Related to NTE Searches

- For Lecturer searches: If recruitment expenses have been authorized by the dean, these expenditures should be allocated directly to the department's dean support index up to the authorized amount.
- For authorized relocation stipend documented in the offer letter, the department must verify the move to new, local address and then an URSA and PAF must be completed for Dean's Office signature.