

# A&S Faculty Search Matrix

Overview and selected steps for faculty recruitment and appointment

updated August 2022

	TE Faculty	Non-tenure Eligible (NTE)	Adjunct Lecturer
<b>Position type</b>	<b>Full-time</b> continuing tenure-eligible	<b>Full-time</b> specified-term (Lecturer, Visiting, Post-doc)	<b>Part-time</b> specified-term (paid per-class)
<b>Ranks/Titles as authorized by Dean</b>	Assistant Professor, Associate Professor, or Professor	Lecturer, Visiting Instructor, Visiting Assistant Prof [Postdoc Research Assoc may be grant-funded]	Adjunct Lecturer
<b>Authorization to Recruit</b>	TE Search Authorization memo from Dean A&S	(Instructional Only) NTE allocation memo by Dean A&S. Grant-funded Postdoc PI seek OSP approval	Adjunct allocation memo from Dean A&S
<b>Advertising template and approval</b>	Use TE Ad template. Email A&S Assoc Dir FPS who will review & obtain dean ad approval for PD & publication.	Use NTE Ad template. Email A&S Assoc Dir FPS who will review & obtain dean ad approval for PD & publication.	Use Adjunct Lecturer Sample Position Description to create one <i>generic</i> adjunct pool position.
<b>Position Description (PD) module: PeopleAdmin Posn #</b>	As indicated in Dean's Search Auth Memo, edit existing Posn # [or] create net new PD (where # assigned by HR)	As indicated in Dean's Search Auth Memo, edit existing Posn # [or] create net new PD (where # assigned by HR)	Maintain one generic Adjunct Lecturer pool Position Description # in PeopleAdmin.
<b>Position Description (PD) module: Update for Recruitment</b>	Refer to TE Fac Posn Descrip Sample: For correct PD attributes, paste in approved job ad language (description & requirements)	Refer to TE Fac Posn Descrip Sample: For correct PD attributes, paste in approved job ad language (description & requirements)	Create/update generic Adjunct Lecturer pool Position Description # in People Admin by updating a PD belonging to an adjunct faculty that is no longer employed in the position, or create net new. Most units have one generic adj posn #, however, departments will have multiple PD ID#'s, depending on hiring need.
<b>Position Description Approval</b>	Hiring Official will receive system email when PD is approved. HO can begin posting using approved PD.	Hiring Official will receive system email when PD is approved. HO can begin posting using approved PD. See HR Posting resources by searching for "PeopleAdmin" in Box	Hiring Official will receive system email when PD is approved. HO can begin posting using approved PD. See HR Posting resources by searching for "PeopleAdmin" in Box
<b>Search Committee</b>	3 people minimum	3 people minimum	2 people minimum
<b>Implicit Bias Training</b>	Anyone who participates in a search (review apps, meet candidates, interview, feedback, or vote) must take HR implicit bias training every-other year in fall	Anyone who participates in a search (review apps, meet candidates, interview, feedback, or vote) must take HR implicit bias training every-other year in fall	Anyone who participates in a search (review apps, meet candidates, interview, feedback, or vote) must take HR implicit bias training every-other year in fall
<b>Preparing the Job Posting</b>	See HR Faculty Posting resources - search in Box for "PeopleAdmin." In draft posting, add Special Application Instructions from 2nd half of approved ad text. Enter search comm, required applicant docs, & plan. <i>Save draft posting in H.O. queue &amp; contact HR to post.</i>	See HR Faculty Posting resources - search in Box for "PeopleAdmin." In draft posting, add Special Application Instructions from 2nd half of approved ad text. Enter search comm, required applicant docs, & plan. <i>Save draft posting in H.O. queue &amp; contact HR to post.</i>	Create posting from approved generic adjunct PD, add Special Applic Instructions. Enter search comm, required applicant docs, & plan. Save draft posting in H.O. queue & contact HR to post.
<b>Advertising</b>	Dean A&S will sponsor Chronicle/Diversity ad on behalf of A&S. Hiring unit post add'l online venues, orgs, listservs point to Jobs.wm.edu	Lecturers included in Chronicle ad. Visiting & Postdocs: Post or link to at least one online public or discipline-specific venue pointing to Jobs.wm.edu	Additional online advertising is optional by encouraged for adjunct pools, ads must point to Jobs.wm.edu

<b>Review and Applicant Tracking</b>	Assist search committee to begin application review. Update PeopleAdmin applicant statuses at interview stages. See search auth for Vice-Dean involvement	Assist search committee to begin application review. Update PeopleAdmin applicant statuses at interview stages. Consult search auth for next steps.	Assist search committee to begin application review. Update PeopleAdmin applicant statuses at interview stages.
<b>Interviews</b>	Remote (first-round). On-Campus interview visits as authorized. Vice-Dean meets with short list.	On-Campus interview visits as authorized for lecturers. Remote interviews typically for visiting and postdocs.	Remote interviews typically. At this time you may clone one or more adjunct PD's in anticipation of HP creation for finalist(s).
<b>Decision</b>	Follow search auth for decision process for full-time finalists	Follow search auth for decision process for full-time finalists	Hiring unit committee selects ad hoc part-time adjuncts per needs.
<b>Begin Hiring Proposal (HP) for selected hire</b>	Per resources and HP job aids in Box "PeopleAdmin," create detailed Hiring Proposal for finalist.	Per resources and HP job aids in Box "PeopleAdmin," create detailed Hiring Proposal for finalist.	Clone Adj PD's for each finalist, keeping in mind that one PD should always remain unfilled. When PD approved, create detailed Hiring Proposal incl adj course list.
<b>Check Banner to verify if applicant already has 93#. Include on HP</b>	If applicant has existing 93# as prior student, employee, travel, or vendor. Hiring unit must add 93# to HP and FAF to avoid duplicate #.	If applicant has existing 93# as prior student, employee, travel, or vendor. Hiring unit must add 93# to HP and FAF to avoid duplicate #.	If applicant has existing 93# as prior student, employee, travel, or vendor. Hiring unit must add 93# to HP and FAF to avoid duplicate #.
<b>Hiring Proposal Attachment: Search and Selection Rubric</b>	Attach scoring rubric to Hiring Proposal. If hiring justification is long, add full doc as attachment.	Attach scoring rubric to Hiring Proposal. If hiring justification is long, add full doc as attachment.	Attach scoring rubric to Hiring Proposal. Attach Vice-Dean approval if hire includes new course additions excluded from allocation memo. If hiring justification is long, add full doc as attachment
<b>Adjunct courses and compensation on Hiring Proposal</b>	While full-time faculty do not have courses listed in the HP, use this time to update the registrar's system so course listing agrees with eventual FAF.	While full-time faculty do not have courses listed in the HP, use this time to update the registrar's system so course listing agrees with eventual FAF.	Include courses, section, credits, and compensation on FAF. Update course schedule so schedule and future FAF agree.
<b>Hiring Justification &amp; HP Approval</b>	Paste brief hiring justification in HP field. Circulate HP for approvals.	Paste brief hiring justification in HP field. Circulate HP for approvals.	Paste brief hiring justification in HP. Circulate to obtain approvals.
<b>Approval to Extend Verbal Offer</b>	When approved HP is returned to Level 1, open HP comments history for verbal offer instructions	When approved HP is returned to Level 1, open HP comments history for verbal offer instructions	When approved HP is returned to Level 1, open HP comments history for verbal offer instructions
<b>Submit Faculty Appointment Form (FAF) to initiate written offer</b>	When verbal offer accepted, H.O. & Level 1 prepare FAF to A&S Assoc Dir Fac Pers Svcs. <b>Include existing 93# on FAF.</b> List courses, section, and credits on FAF. Update registrar's system so data agrees with FAF.	When verbal offer accepted, H.O. & Level 1 prepare FAF to A&S Assoc Dir Fac Pers Svcs. <b>Include existing 93# on FAF.</b> List courses, section, and credits on FAF. Update registrar's system so data agrees with FAF.	When verbal offer accepted, Hiring Official and Level 1 prepare FAF to A&S Fac Pers Svcs Mgr. <b>Include existing 93# on FAF.</b> List courses, section, credits, and compensation on FAF. Verify course schedule agrees with FAF.
<b>Letter of Intent</b>	Issued by Dean A&S Office	none	none
<b>Contract</b>	Issued from Provost after BOV	Issued by Dean A&S Office	Issued by Dean A&S Office
<b>PeopleAdmin Level 1: "Offer Accepted, Notify Employment"</b>	After finalist returns signed <u>written</u> offer, Level 1 moves the HP action to "Offer Accepted, Notify Empl"	After finalist returns signed <u>written</u> offer, Level 1 moves the HP action to "Offer Accepted, Notify Empl"	After finalist returns signed <u>written</u> offer, Level 1 moves the HP action to "Offer Accepted, Notify Empl"

<b>Hiring Official closes out other applicant statuses</b>	HO completes other applicant <i>reasons for non-selection</i> to fully close search.	HO completes other applicant <i>reasons for non-selection</i> to fully close search.	Generic pool posting remains open through January. Update applicant status as committee screens, interviews. HO completes other applicant reasons for non-selection before closing adjunct posting to re-post for new AY recruiting.
<b>Background Check</b>	Dean's Office provides signed contract to HR, who initiates background check, then completes hiring proposal & EPAF.	Dean's Office provides signed contract to HR, who initiates background check, then completes hiring proposal & EPAF.	Dean's Office provides signed contract to HR, who initiates background check, then completes hiring proposal & EPAF.
<b>New Hire 93#, W&amp;M Account Info, Banner Instructor Flag.</b>	HR EPAF creates 93# & UserID request. D.O. flags instructor status in Banner. D.O. notifies dept admin of 93# to update registration	HR EPAF creates 93# & UserID request. D.O. flags instructor status in Banner. D.O. notifies dept admin of 93# to update registration	HR EPAF creates 93# & UserID request. D.O. flags instructor status in Banner. D.O. notifies dept admin of 93# to update registration*
<b>New Hire Onboarding</b>	Hiring Unit Administrator and Chair/Dir review New Hire Instructions email. Liaise with incoming employee for successful onboarding and I-9.	Hiring Unit Administrator and Chair/Dir review New Hire Instructions email. Liaise with incoming employee for successful onboarding and I-9.	Hiring Unit Administrator and Chair/Dir review New Hire Instructions email. Liaise with incoming employee for successful onboarding and I-9.
<b>Possible re-hire using A&amp;S Faculty Appt Form (FAF)</b>	N/A. Appointment is continuing and tenure-eligible, pending BOV approval and annual performance review. Hiring units maintain personnel file.	Specified-term NTEs typically 1 AY. Track contract terms and expiration. Possibility of re-hire pending funding, curricular need, and performance review.	After initial hire, if no 1-yr break in service, possibility of re-hire is pending approved funding, curricular need, and performance review.
<b>When PeopleAdmin re-hire is required</b>	N/A	Required if hired to teach in different dept/prog. Or if re-hired after clearance.	Required if hired to teach in different dept/prog. Or if re-hired after clearance, or a year or more of non-employment

Note: Search Waivers are rare with specific criteria. Contact Deans' Office for guidance. If approved, follow same hiring steps except no public posting.

\* Hires finalized very close to the start date will experience a delay in HR issuing their 93#.

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