

A&S Faculty Search Matrix

updated Sept 2024

[See more detailed guidance at A&S Faculty Recruitment and Appointment web page](#)

Detail for each step is found on the "Timeline and Guide" for TTE and Term faculty

Overview and Selected Steps:	TTE Faculty	Teaching Faculty	TTE/TF Recruitment Timeline 2024-25	Visiting Teaching Faculty	Postdoctoral Research Associates	Adjunct Lecturer
Position type	Full-time 9-month Instructional, continuing tenure-eligible	Full-time 9-month instructional, specified-term, may be renewable	Early July	Full-time 9-month instructional, limited specified-term	Full-time specified-term, may be 9-month or 12-month	Part-time specified-term (paid per-class)
Ranks/Titles as authorized by Dean	Assistant Professor, Associate Professor, or Professor	Assistant Teaching Professor (new hires) with future promotion opportunity to Associate Teaching Professor and Teaching Professor		Visiting Assistant Teaching Professor	Postdoctoral Research Associate	Adjunct Lecturer
Authorization to Recruit	TTE Search Authorization memo from Dean A&S	Term Faculty (TF) Search Authorization memo from Dean A&S	Due August 23rd	Term Faculty (TF) Search Authorization memo from Dean A&S	No dean authorization. If grant-funded, need OSP confirmation of funding support in budget	Adjunct allocation memo from Dean A&S
Establish Search Committee	Recommend minimum 3 to Vice-Dean, who approves committee and committee chair	Recommend minimum 3 to Vice-Dean, who approves committee and committee chair		Recommend minimum 3 to Vice-Dean, who approves committee and committee chair	minimum 2-3, no dean approval necessary	minimum 2, no dean approval necessary
Implicit Bias Training	A&S Training required every year. Click this link to register for remaining dates. Aug 29th: 12 - 1:15pm, Sept 9th: 7:30-8:45am. Please contact Associate Dean for Diversity, Equity & Inclusion if additional training dates are needed.	A&S Training required every year. Click this link to register for remaining dates. Aug 29th: 12 - 1:15pm, Sept 9th: 7:30-8:45am. Please contact Associate Dean for Diversity, Equity & Inclusion if additional training dates are needed.	Before committee application review begin date	A&S Training required every year. Click this link to register for remaining dates. Aug 29th: 12 - 1:15pm, Sept 9th: 7:30-8:45am. Please contact Associate Dean for Diversity, Equity & Inclusion if additional training dates are needed.	A&S Training required every year. Click this link to register for remaining dates. Aug 29th: 12 - 1:15pm, Sept 9th: 7:30-8:45am. Please contact Associate Dean for Diversity, Equity & Inclusion if additional training dates are needed.	A&S Training required every year. Click this link to register for remaining dates. Aug 29th: 12 - 1:15pm, Sept 9th: 7:30-8:45am. Please contact Associate Dean for Diversity, Equity & Inclusion if additional training dates are needed.
Job Ad and Screening Rubric Prep & Approval	Use TE Ad template on web site. Also prepare a screening/scoring rubric. Email both to A&S Assoc Dir FPS who will review & seek dean approval for both documents	Use Term Ad template on web site. Also prepare a screening/scoring rubric. Email both to A&S Assoc Dir FPS who will review & seek dean approval for both documents		Committee begin Aug 12th. Due August 30th	Use Term Ad template on web site. Also prepare a screening/scoring rubric. Email both to A&S Assoc Dir FPS who will review & seek dean approval for both documents	Use Postdoc Ad template on web site. Also prepare a screening/scoring rubric. Email both to A&S Assoc Dir FPS who will review & seek dean approval for both documents
Position Description (PD) module: PeopleAdmin	Create net new PD or edit existing PD per Dean's Search Auth memo. See TE Position Description Sample for guidance, using approved job ad language. Proof and circulate for approvals.	Create net new PD or edit existing PD per Dean's Search Auth memo. See Term Position Description Sample for guidance, using approved job ad language. Proof and circulate for approvals.	Due September 11th		Create net new PD or edit existing PD per Dean's Search Auth memo. See Term Position Description Sample for guidance, using approved job ad language. Proof and circulate for approvals.	Create net new PD or edit existing PD. See Postdoc Position Description Sample for guidance, using approved job ad language. Proof and circulate for approvals.
Preparing the Job Posting	Once PD approved to create posting, see "Creating a Posting" job aid. Add Special Applicant Instructions from 2nd half of approved ad text. List required applic docs & comm names. Save draft posting in H.O. queue & contact UHR to post.	Once PD approved to create posting, see "Creating a Posting" job aid. Add Special Applicant Instructions from 2nd half of approved ad text. List required applic docs & comm names. Save draft posting in H.O. queue & contact UHR to post.		Due September 19th	Once PD approved to create posting, see "Creating a Posting" job aid. Add Special Applicant Instructions from 2nd half of approved ad text. Enter search plan. Save draft posting in H.O. queue & contact HR to post.	Once PD approved to create posting, see "Creating a Posting" job aid. Add Special Applicant Instructions from 2nd half of approved ad text. Enter search plan. Save draft posting in H.O. queue & contact HR to post.
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	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	Once posting is active in People Admin		Hiring unit post full narrative ad to 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	Hiring unit post full narrative ad to 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
Schedule Future meetings & Interviews	As soon as job is posted, tentatively schedule future Outlook calendar time for applic review, search comm discussion, long & short list interviews, and dept decision meetings to reach hiring proposal early Spring.	As soon as job is posted, tentatively schedule future Outlook calendar time for applic review, search comm discussion, long & short list interviews, and dept decision meetings to reach hiring proposal early Spring.		Mid-September	As soon as job is posted, tentatively schedule future Outlook calendar time for applic review, search committee discussion, short list interviews, and dept decision meetings	As soon as job is posted, tentatively schedule future Outlook calendar time for applic review, search committee discussion, medium (optional) and short list interviews, and dept decision meetings
Applicant Pool Assessment Prior to Review	Optional: Contact Vice-Dean and Assoc Dean for DEI if you wish for applicant pool feedback prior to your review begin date.	Optional: Contact Vice-Dean and Assoc Dean for DEI if you wish for applicant pool feedback prior to your review begin date.	Optional: 1-2 weeks before applicant review date		Optional: Contact Vice-Dean and Assoc Dean for DEI if you wish for applicant pool feedback prior to your review begin date.	Optional: Contact Vice-Dean and Assoc Dean for DEI if you wish for applicant pool feedback prior to your review begin date.
Applicant Review Begin	Hiring Official assist committee administratively. Use approved rubric. See Timeline and Guide.	Hiring Official assist committee administratively. Use approved rubric. See Timeline and Guide.		30-45 days after posting is live	Hiring Official assist committee administratively. Use approved rubric. See Timeline and Guide.	Hiring Official assist committee administratively. Use approved rubric. See Timeline and Guide.
First round "long-list" interviews	Remote interviews. No Vice-Dean approval needed, but may seek VD advice. H.O. update applic status for those no longer under consideration [ideally these intv should occur in fall semester]	Remote interviews. No Vice-Dean approval needed, but may seek VD advice. H.O. update applic status for those no longer under consideration [ideally these intv should occur in fall semester]	2-4 weeks after review begin date Approximately week of December 2nd	Optional	Optional	Optional
Approval of "short-list" interviewees	On-Campus interviews. V-D must approve short-list and rationale. See Timeline & Guide for details	On-Campus interviews. V-D must approve short-list and rationale. See Timeline & Guide for details		4-6 weeks after review begin date, Approximately week of December 9th	V-D approval not required. Remote interviews only. Timeline may move faster as a result.	V-D approval not required. Remote interviews only. Timeline may move faster as a result.
Hiring unit schedules on campus interviews	Suggestion: Ideally, short-list approval could occur December and admin could immediately begin planning interview visits for January - February.	Suggestion: Ideally, short-list approval could occur December and admin could immediately begin planning interview visits for January - February.	Immediately following short list approval December - January	Remote interviews only. Timeline may move faster as a result.	Remote interviews only. Timeline may move faster as a result.	Remote interviews only. Timeline may move faster as a result
Interview on-campus visits	Consider 1 to 1.5 day interview length, and bring in 2-3 candidates per week. [If on-campus visits not done in fall, ideally these should be mid-Jan - mid-Feb]	Consider 1 to 1.5 day interview length, and bring in 2-3 candidates per week. [If on-campus visits not done in fall, ideally these should be mid-Jan - mid-Feb]		late January - early February	Remote interviews only. Timeline may move faster as a result.	Remote interviews only. Timeline may move faster as a result.
Hiring unit finalist discussion meeting	Follow hiring unit procedures. See Timeline & Guide for more guidance	Follow hiring unit procedures. See Timeline & Guide for more guidance	1-2 days after last interview		Hiring Unit makes hiring decision	Hiring Unit makes hiring decision
Conversation with Vice-Dean re finalist	Schedule meeting w Vice-Dean to discuss unranked list and summary of dept rationale for the top finalists. See Timeline & Guide for details	Schedule meeting w Vice-Dean to discuss unranked list and summary of dept rationale for the top finalists. See Timeline & Guide for details		1-2 days after dept/prog meeting	Hiring Unit makes hiring decision	Hiring unit makes hiring decision
Begin Hiring Proposal (HP) for selected hire	Hiring Official see Faculty Resources web "Creating a Hiring Proposal" for finalist.	Hiring Official see Faculty Resources web "Creating a Hiring Proposal" for finalist.	Hiring Proposal submitted following corresponding steps: 1-2 days after Vice-Dean meeting w. unit. No later than March 7th		See Faculty Resources web "Creating a Hiring Proposal" for finalist.	See Faculty Resources web "Creating a Hiring Proposal" for finalist.
Check Banner to verify if applicant already has 93#.	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 #.		Attach compiled scoring rubrics and notes as one PDF to Hiring Proposal. If hiring justification is long, add separate doc as attachment.	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 #.
Hiring Proposal Attachment: Search and Selection Rubric	Attach compiled scoring rubrics and notes as one PDF to Hiring Proposal. If hiring justification is long, add separate doc as attachment.	Attach compiled scoring rubrics and notes as one PDF to Hiring Proposal. If hiring justification is long, add separate doc as attachment.	Full-time faculty do not have courses listed in the HP, use this time to update the registrar's course system so courses agree with eventual Fac Appt Form (FAF).		Attach compiled scoring rubrics and notes as one PDF to Hiring Proposal. If hiring justification is long, add separate doc as attachment.	Attach compiled scoring rubrics and notes as one PDF to Hiring Proposal. If hiring justification is long, add separate doc as attachment.
Adjunct * courses and compensation on Hiring Proposal	While TTE faculty do not have courses listed in the HP, use this time to update the registrar's course listing system.	While TTE faculty do not have courses listed in the HP, use this time to update the registrar's course system so courses agree with eventual Fac Appt Form (FAF).		Paste brief hiring justification in HP field. Circulate HP for approvals.	n/a	n/a
Hiring Justification & HP Approval	Paste brief hiring justification in HP field. Circulate HP for approvals.	Paste brief hiring justification in HP field. Circulate HP for approvals.	When approved HP is returned to Level 1, open HP comments history for verbal offer instructions		Paste brief hiring justification in HP field. Circulate HP for approvals.	Paste brief hiring justification in HP field. Circulate HP for approvals.
Approval to Extend Verbal Offer	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		Approx 1 to 3 weeks after approval to extend verbal offer	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
Submit Faculty Appointment Form (FAF) to initiate written offer	After salary, startup and reloc (if applicable) are finalized and candidate has verbally accepted, dept submit FAF to initiate letter of intent (LOI)	After salary & reloc (if applicable) are finalized and candidate has verbally accepted, dept submit FAF to initiate teaching faculty contract	Before Spring Break		After salary & reloc (if applicable) are finalized and candidate has verbally accepted, dept submit FAF to initiate teaching faculty contract	After salary & reloc (if applicable) are finalized and candidate has verbally accepted, dept submit FAF to initiate postdoc contract (indicate if postdoc has teaching responsibility)
Letter of Intent	Issued by Dean A&S Office	none		Hiring Units should strive for TE & TF searches completed with signed offer letters approx. Spring Break or shortly thereafter	none	none
Contract	Issued from Provost after BOV	Issued by Dean A&S Office	After finalist returns signed written offer, Level 1 moves the HP action to "Offer Accepted, Notify Emp"		Issued by Dean A&S Office	Issued by Dean A&S Office
PeopleAdmin Level 1: "Offer Accepted, Notify Employment"	After finalist returns signed written offer, Level 1 moves the HP action to "Offer Accepted, Notify Emp"	After finalist returns signed written offer, Level 1 moves the HP action to "Offer Accepted, Notify Emp"		After acceptance of written offer	After finalist returns signed written offer, Level 1 moves the HP action to "Offer Accepted, Notify Emp"	After finalist returns signed written offer, Level 1 moves the HP action to "Offer Accepted, Notify Emp"
Hiring Official closes out other applicant statuses	HO completes other applicant reasons for non-selection. Contact HR to inform of search status (filled, failed, etc.) and to close search.	HO completes other applicant reasons for non-selection. Contact HR to inform of search status (filled, failed, etc.) and to close search.	This ends specific TE/TF timeline info to share hiring units		HO completes other applicant reasons for non-selection. Contact HR to inform of search status (filled, failed, etc.) and to close search.	HO completes other applicant reasons for non-selection. Contact HR to inform of search status (filled, failed, etc.) and to close search.
Background Check	Dean's Office provides signed contract to HR. HR initiates background check, then finalizes hiring proposal & EFAF.	Dean's Office provides signed contract to HR. HR initiates background check, then finalizes hiring proposal & EFAF.		Dean's Office provides signed contract to HR. HR initiates background check, then finalizes hiring proposal & EFAF.	Dean's Office provides signed contract to HR. HR initiates background check, then finalizes hiring proposal & EFAF.	Dean's Office provides signed contract to HR. HR initiates background check, then finalizes hiring proposal & EFAF.

New Hire 93#, W&M Account Info, Banner Instructor Flag	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	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*
New Hire Onboarding	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.	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.
Possible re-hire using A&S Faculty Appt Form (FAF)	N/A. Appt is continuing and tenure-eligible, pending BOV approval. Hiring unit maintains letter of intent in unit personnel records.	Specified-term typically 1 AY or may be multi-year. Track contract terms and expiration. Possibility of re-hire pending funding, curricular need, and performance review.		Specified-term typically 1 AY or may be multi-year. Track contract terms and expiration. Possibility of re-hire pending funding, curricular need, and performance review.	Specified-term typically 1 AY or may be multi-year. 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.
When PeopleAdmin re-hire is required	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.	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 may experience a delay in HR issuing their 93#.

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