Faculty Hiring ePAR & Appointment Letter Process

1. For New hires (recruitments & waivers), follow the PeopleAdmin procedures as usual. When the Provost has approved the **Appointment Authorization** in PeopleAdmin, initiate the appointment letter. After the Chair has signed the appointment letter:
   a. Initiate the ePAR (attach an electronic copy of the appointment letter) and submit to the Dean’s Office.
   b. At the same time, send the appointment letter to the Dean’s Office for signature along with a mailing envelope addressed to you and a note referencing the ePAR #.

2. After the Dean has signed the appointment letter, it will be routed to the Provost for signature and the corresponding ePAR will be routed electronically to the Provost. Once the appointment letter is signed, you will receive an electronic notification from the ePAR system saying that your ePAR has been denied/rejected. This is notification that the ePAR needs future action.

3. The appointment letter signed by the Dean and Provost will be returned to you via UVM courier.

4. Your office is responsible for mailing the appointment letter to the new faculty member. You should enclose in the envelope the following:
   a. Appointment Letter
   b. **Teacher’s Oath**
   c. **Employee Information Form**
   d. **United Academics Dues or Agency Fee Deduction Form** (if applicable)

   - **For Part-Time faculty that do not attend orientation**, the **department is responsible for completion of the I-9 form**. The department may choose to mail a **Form W-4** and **Form W-4 VT** or direct the new faculty member to **change their W-4 Tax information** in PeopleSoft Self-Service.

5. When the new faculty member signs and returns the letter and Employee Information Form and Union Dues/Agency Fee Form (if applicable), scan these and attach to the ePAR, then submit to the Dean’s Office. (To find the ePAR in the system: UVM ePARs > ePAR Transaction Inquiry. Enter ePAR # and click ‘Search’)

6. Register individual for **new employee orientation**.
Faculty Hire ePAR & Appointment Letter Process

1. Dept
   - Hard copy of Appt Letter
     - 1A: Sent to candidate, Candidate signs & returns

2. Dean’s Office/Approver
   - Hard copy of Appt Letter
     - 1B: Courier delivers Provost-signed Appt letter

3. Faculty Services
   - Hard copy of Appt Letter
     - 1A: If Provost signature is needed, Provost signs & returns

4. Provost’s Office
   - Hard copy of Appt Letter

Candidate Declines Offer

Hiring manager makes verbal job offer to candidate

Candidate accepts offer (negotiation of salary may occur)

2. Appt letter, Emp Info Form, Union Dues Form scanned & attached in system

Initiator creates ePAR (If birthdate is unknown, enter 01/01/1901)

ePAR is returned to dept with notes stating what needs to be done (Employee Packet, obtain birthdate & enter in comments, change fields, etc). Simultaneous with Provost-signed appt letter carried by courier to dept.

If accompanied by unsigned Appt letter, sent to Provost & returned

If accompanied By Provost & Candidate - Signed appt letter

For Processing

KEY

Hard Copy

Electronic