**Procedures for Processing Secondary Appointment Letters and ePARs**

1. Secondary department Chair’s office initiates letter of support, appointment letter, Request Form for Secondary Faculty (<https://www.uvm.edu/sites/default/files/UVM-Faculty-Affairs/Request_Secondary_Non-Salaried_rev_Jan21.docx>) and CV.
2. Secondary department Chair’s office routes to home Chair for approval and signature.
3. Secondary Chair’s office initiates the ePAR (using secondary job codes below), prints and saves it (DO NOT SUBMIT).

* 0898 Instructor
* 0897 Assistant Professor
* 0896 Associate Professor
* 0895 Professor

1. Secondary Chair’s office sends the original appointment letter, letter of support (from Secondary department Chair), Request Form for Secondary Faculty, CV and a printed copy of the ePAR to the Dean’s Office via email.
2. After the Dean has signed the appointment letter, it will be sent to the secondary Chair’s office via email.
3. Secondary Chair’s office obtains faculty member’s signature.
4. Once the appointment letter is signed by the faculty member and returned to the secondary department Chair’s office, create a PDF and attach it to the ePAR and submit to the Dean’s Office. (To find the ePAR in the system: UVM ePARs > ePAR Transaction Inquiry. Enter ePAR # and click ‘Search’)

4/15/2024