**AFFILIATE FELLOWS – Temporary Procedures**

Procedures for Processing Appointment Letter and ePAR

1. Affiliate Chair initiates appointment packet and sends to Kelsey Sadewicz in the Dean’s Office via email. This includes letter of recommendation and CV or MyERAS application. One letter of recommendation is sufficient as long as all of the Fellow names are included in the letter.
2. Packet reviewed and approved by Associate Dean for Faculty.
3. Once approved by Associate Dean for Faculty, Dean’s Office notifies UVM Department Chair to initiate appointment paperwork and sends documents via email.
4. UVM Department Chair’s office initiates letter of recommendation and appointment letters. Please remember that the Provost’s signature should **not** be included on the appointment letters. One letter of recommendation is sufficient as long as all of the Fellow names are included in the letter.
5. Chair’s office initiates the ePARs, prints and saves them (DO NOT SUBMIT). The Fellow job code is 7301R. If the birth date is unknown, enter 1/1/1901.
6. Chair’s office sends the appointment letter, letter of recommendation and copy of the ePAR to Kelsey Sadewicz in the Dean’s Office via email.
7. After the Dean has signed the appointment letters, they will be sent to the affiliate site contact via email, with the document below copying the UVM Chair’s Office contact.

* Employee Information Form (must be completed by Fellow).

1. The affiliate site contact will obtain the signatures and completed Employee Information Forms and send them back to Kelsey Sadewicz in the Dean’s Office via file transfer service (<https://filetransfer.uvm.edu/>)
2. Kelsey Sadewicz will send the signed letters and completed employee information forms to the appropriate UVM Chair’s Office contact via file transfer service (<https://filetransfer.uvm.edu/>)
3. When the UVM Chair’s Office receives the signed appointment letters and Employee Information Forms back, scan the letter with Employee Information Form into a single PDF file (one for each Fellow) and attach to the ePAR (be sure Standard Hours are 37.50, FTE is 0.00, enter the correct birth date in the comments field, be sure FTE is 0.00 and the start dates on the appointment letter and ePAR are the same) and submit to the Dean’s Office. (To find the ePAR in the system: UVM ePARs > ePAR Transaction Inquiry. Enter ePAR # and click ‘Search’). Business address must be the affiliate site address.

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Danbury, CT 06810

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Norwalk, CT 06856

Central Vermont Medical Center  
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75 Beekman Street  
Plattsburgh, NY 12901