**AFFILIATE RESIDENTS – 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 UVM File Transfer Service (<https://filetransfer.uvm.edu/>). This includes the letter of recommendation and Resident Data Sheets. One letter of recommendation is sufficient as long as all of the Resident 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 UVM File Transfer Service (<https://filetransfer.uvm.edu/>)
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 Resident names are included in the letter.
5. Chair’s office initiates the ePARs, prints and saves them (DO NOT SUBMIT). The Resident job code is 7302R. 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. You do not need to send the Resident Data Sheets back.
7. After the Dean has signed the appointment letters, they will be sent to the affiliate site contact via email copying the UVM Chair’s Office contact.
8. The affiliate site contact will obtain the signatures and send the signed letters back to Kelsey Sadewicz in the Dean’s Office via email.
9. Kelsey Sadewicz will send the signed letters to the appropriate UVM Chair’s Office contact via email.
10. When the UVM Chair’s Office receives the signed appointment letters back, scan the letter with Resident Data Sheet into a single PDF file (one for each Resident) 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, Resident Data Sheet 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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