**VERMONT FELLOWS**

Procedures for Processing Appointment Letter and ePAR

1. Chair’s office initiates letter of recommendation and appointment letter. One letter of recommendation is sufficient as long as all of the Fellows’ names are included in the letter.
2. Chair’s office initiates the ePAR, prints and saves it (DO NOT SUBMIT). (If the birth date is unknown, enter 1/1/1901). Fellow job code is 7301R.
3. Chair’s office sends the original appointment letter, letter of recommendation, CV or MyERAS application and a copy of the ePAR to Kelsey Sadewicz in the Dean’s Office via email.
4. After the Dean has signed the appointment letter, it will be sent back to the Chair’s Office via email.

1. The Chair’s Office will facilitate getting the appointment letters signed. In addition to the appointment letter, please provide the Fellows with:

* Employee Information Form (must be completed by Fellow).
1. When the department receives the signed appointment letter and completed Employee Information Form, scan both documents into a single PDF file (one for each Fellow) and attach to the ePAR (enter the correct birth date in the comments field, be sure FTE is 0.00 and Standard Hours are 37.50) and submit to the Dean’s Office. (To find the ePAR in the system: UVM ePARs > ePAR Transaction Inquiry. Enter ePAR # and click ‘Search’)

11/5/2024