**NON-AFFILIATE** VOLUNTEER/NONPAID FACULTY   
(**EXCLUDES RESIDENTS/FELLOWS**)

Procedures for Processing Appointment Letter and ePAR

1. Chair’s office initiates letter of recommendation and appointment letter.
2. Chair’s office initiates the ePAR (Hire, Hire), prints and saves it (DO NOT SUBMIT). (If the birth date is unknown, enter 1/1/1901)
3. Chair’s office sends the appointment letter, letter of recommendation, CV and a copy of the ePAR to Kelsey Sadewicz in the Dean’s Office via email.
4. Kelsey sends to Dr. Wilcox for approval. Once approved, Kelsey to send appointment request and letter to Vicki Gilwee for Dean Page’s signature.
5. Once the appointment letter is signed by the Dean, it will be sent back to the requester via email. They will then send to the faculty member (with the form below).

* Employee Information Form

1. The new faculty member should sign and return to the department: the signed appointment letter and Employee Information Form. When the department receives these, create a single PDF and attach it to the ePAR (enter the correct birth date in the comments field and be sure FTE is 0.00) 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