**PROCEDURES FOR WAIVER**

**Faculty Scientist Appointments**

**Waivers are managed on a case-by case basis. They should be discussed with Associate Dean for Faculty prior to submission.**

1. Chair completes and signs LCOM documentation and submits to Dean’s Office via PeopleAdmin waiver action:
   * Complete appropriate PeopleAdmin tabs using correct job code 0981

**Attach in PeopleAdmin**:

* + Position Description
  + Letter to Dean from Chair (must be signed by Chair)
  + Candidate CV

**Send to Jeanna Page via email:**

* + LCOM Request for Position “RFP”

1. Dean’s Office approvals as appropriate:
   * Sign off by Senior Associate Dean for Finance & Administration
   * Sign off by Associate Dean for Faculty
   * Sign off by Senior Associate Dean for Research
   * Senior Associate Dean for Finance & Administration reviews with Dean to obtain signature
2. Dean’s Office submits action (excluding LCOM Request for Position) to Provost’s Office. When receiving a Faculty Scientist action, the Provost’s Office will process without review/approval of the action.
3. Once the Provost’s Office has approved the waiver, it will transition to the Onboarding team who will start the background check for candidate. Please inform your candidate that when the background check is initiated, they will receive an email from UniversityofVermont@screening.services with the subject line “UVM Background Check.” The email will contain a link to complete a short information and consent form. You should continue with your regular hiring process while the background check is being conducted. Should the background check process yield adverse findings, the steps outlined in the “Adverse Finding” section of the Background Check Policy will be followed.
4. Once Onboarding approves the waiver, you will receive the Provost approval electronically via PeopleAdmin.
5. Once approved by the Provost’s Office, the PeopleAdmin steps in the PeopleAdmin Mini Manual should be followed to have candidate apply and closing out the action.
6. Chair’s Office conducts reference checks with a minimum of 3 references.
7. Chair negotiations. Must match with recruitment plan on LCOM Request for Position Form.
8. Chair initiates appointment letter and ePAR and submits to Jeanna Page in the Dean’s Office for approval by the Senior Associate Dean for Finance & Administration who reviews with the Dean and obtains signature.
9. Once Chair’s Office receives letter signed by Chair and Dean, Chair’s office will send letter to candidate along with Employee Information Form.
10. Once candidate has signed the letter and returned completed employee information form, Chair’s office will attach signed appointment letter and completed Employee Information Form to ePAR and submit to the Dean’s Office. Following Dean’s Office approval, ePARs are routed to Faculty Services and Payroll for approval. Note: Chair’s office must be cognizant of the UVM payroll deadlines to ensure that the letter and completed materials arrive in the Dean’s Office prior to the individual’s hire date and associated payroll deadline.
11. Chair’s Office should register individual for UVM New Employee Orientation.
12. Chair’s Office is responsible for completion of I-9 within 3 business days of the employee’s hire date.
13. Complete PeopleAdmin steps to finalize the recruitment process.
14. Prepare in consultation with department chair and colleagues, an onboarding plan.

12/13/24