**PROCEDURES**

**RECRUITMENT OF LCOM TENURE FACULTY**

**Includes: All appointments on Tenure Pathway. ALL searches must follow this process, including those using a search firm. Waivers are managed on a case-by case basis.**

**Please review:** [**Guidelines for Recruiting Candidates for Tenured and Tenure-Track Faculty Positions | Office of the Provost | The University of Vermont (uvm.edu)**](https://www.uvm.edu/provost/guidelines-recruiting-candidates-tenured-and-tenure-track-faculty-positions)

1. Chair completes and signs LCOM documentation and submits to Dean’s Office via PeopleAdmin recruitment action:
	* Complete PeopleAdmin tabs in action. \*Please use language below in the ad copy section of the action as well as the attached position description/ad and contact letter.

**Attach in PeopleAdmin:**

* + A single PDF named “approval documents” that contains:

Faculty Staffing Proposal-Recruitment Request Form

Summary Chart for Faculty Req Recruitment Template (xls)

Salary justification, indicating if there is a change in fte and why

Organizational chart

Search Plan & rubrics by rank

Letter to the Dean signed by the Chair (Chair must sign letter)

\*Position description/ad – please highlight any changes from existing position

\*Contact letter

**Attach in email to Jeanna Page in Dean’s Office:**

LCOM Request for Position “RFP”

UVMMG Business Plan and Approval Email - for clinical positions

\*Please use language below in the Ad copy section of the action, the attached position description/ad and contact letter. Please be sure the links remain live.

The University of Vermont is especially interested in candidates who can contribute to inclusive excellence through their teaching, service, and scholarship. Our community embraces and advances the values of [Our Common Ground](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uvm.edu%2Fpresident%2Four-common-ground&data=05%7C02%7Crebecca.wilcox%40med.uvm.edu%7C533dbd75d3d24a09418808dced1345c4%7Ced03ff7aba9f420480a6b226316c919d%7C0%7C0%7C638645914245954496%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=7UJPwn8FKFfd8Nhy4WhPegtuxKQnAVVmQKGhO8a3gtU%3D&reserved=0): openness, respect, responsibility, integrity, innovation, and justice while upholding the highest standards of [professionalism](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uvm.edu%2Flarnermed%2Fprofessionalism-larner&data=05%7C02%7Crebecca.wilcox%40med.uvm.edu%7C533dbd75d3d24a09418808dced1345c4%7Ced03ff7aba9f420480a6b226316c919d%7C0%7C0%7C638645914245974769%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=l2bMPQ38nJjEPxKyh4pAFCyx%2FdxAN8wbwhzaYh3A52U%3D&reserved=0), driven by a passion for lifelong learning and improvement. Cultural humility, kindness, and respect form the foundations upon which the college strives to elevate professionalism in all its endeavors. Professionalism is demonstrated through integrity, accountability, compassion, altruism, and social responsibility.

Successful candidates will exhibit a strong commitment to the tenets of Our Common Ground and the principles of professionalism. Applicants are required to submit a separate statement detailing how they would enhance the impact of Our Common Ground values and professionalism, and advance inclusive excellence at LCOM and among the populations the college serves through teaching, service, and scholarship.

The University of Vermont is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other category legally protected by federal or state law.

Applicants must apply online at: [www.uvmjobs.com](http://www.uvmjobs.com) under Position No. XX. Applications must include:

• CV

• Cover letter

• Contact information for three references

• Separate statement detailing how they would enhance the impact of Our Common Ground values and professionalism, and advance inclusive excellence at LCOM and among the populations the college serves through teaching, service, and scholarship.

Questions about this opportunity may be directed to: XXX, via email \_\_\_\_\_\_\_\_\_\_\_.

Review of applications will begin immediately. Applications will be accepted until the position is filled. Employment is subject to a successful background check.

1. Dean’s Office approvals as appropriate:
	* Sign off by Senior Associate Dean for Research
	* Sign off by Associate Dean for Faculty
	* Sign off by Senior Associate Dean for Finance & Administration
	* Senior Associate Dean for Finance & Administration reviews with Dean for Dean approval
2. Dean’s Office submits action (excluding LCOM Request for Position and UVMMG documents) to Provost’s Office for approval. Provost approval is received electronically via PeopleAdmin.
3. Department initiates the search. Invite Associate Dean for Faculty who attends first search committee meeting to charge the committee.
4. Post position internally and externally at all of the locations outlined in the Search Plan. Keep copies of the external ads as they will be included in the Interview Authorization. If changes need to be made to the posting language after the position is posted, send a red-lined version with the requested changes to Jeanna Page or Kamen Swim for their approval and/or advice on the best way to proceed.
5. Provide UVM Affirmative Recruitment Guidelines document and list of legal and illegal interview questions to committee members. Managing Bias eModule training link will be sent to committee member UVM email addresses if they have not already completed the training. Committee members need to complete the training before reviewing candidate materials.
6. Applications are reviewed by the search committee, using rubrics specific to candidate rank.
7. PeopleAdmin steps in the PeopleAdmin Mini Manual should be followed to change candidate statuses.
8. Chair completes and signs the “Interview Authorization Form” (prior to scheduling interviews) and submits to Dean’s Office via PeopleAdmin for approval by the Associate Dean for Faculty. Interview Authorizations are only needed for on-campus interviews. They are not needed for virtual screening interviews with the committee members.
9. Dean’s Office submits to Provost’s Office for approval.
10. Once the Provost’s Office has approved this Interview Authorization, it will transition to the Onboarding team who will start the background check for candidates you have requested to interview. Please inform your selected candidates 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.
11. Once Onboarding approves the Interview Authorization step, you will receive the Provost approval electronically via PeopleAdmin.
12. Interviews are scheduled by Department. Rubrics must be scored by candidate rank. Search Committee selects finalists and presents to Chair.
13. Hiring manager conducts reference checks on finalist(s). A minimum of 3 references is required.
14. Chair completes and signs the “Appointment Authorization Form” (prior to employment offer) and submits to Dean’s Office via PeopleAdmin for approval by the Associate Dean for Faculty.
15. Dean’s Office submits to Provost’s Office for approval. Provost approval is received electronically via PeopleAdmin.
16. Chair negotiations. Must match with recruitment plan on LCOM Request for Position form.
17. Chair initiates LCOM appointment letter and ePAR and submits to Jeanna Page in the Dean’s Office via email for approval by the Senior Associate Dean for Finance & Administration who reviews with the Dean and obtains signature. Refer to “Procedures for Processing New Hire Appointment Letter and ePAR” For clinical faculty, please also send the Medical Group offer letter to Jeanna Page via email.
18. Once Chair’s Office receives LCOM appointment letter signed by Chair, Dean and Provost, Chair’s office will send letter to candidate along with Employee Information Form.
19. Once candidate has signed the LCOM appointment letter and returned completed employee information form, Chair’s office will attach signed LCOM 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.
20. Chair’s Office should register individual for UVM New Employee Orientation.
21. Chair’s Office is responsible for completion of I-9 within 3 business days of the employee’s hire date.
22. Complete PeopleAdmin steps to finalize the recruitment process.
23. Prepare in consultation with department chair and colleagues, an onboarding plan.

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