**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

**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 and the attached position description/ad. Please be sure the links remain live.

The University of Vermont is a welcoming, educationally purposeful community committed to creating an inclusive environment that embraces intellectual diversity and global perspectives. We seek to prepare students to be accountable leaders who will bring to their work a grasp of complexity, effective problem-solving and communication skills, and an enduring commitment to learning and ethical conduct. Members of the University of Vermont community embrace and advance 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%7CJeanna.Page%40med.uvm.edu%7C97ffeaee2bc241eaffc108dd8cb43a36%7Ced03ff7aba9f420480a6b226316c919d%7C0%7C0%7C638821427893626817%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=jZFAogjY1iZQf8Z7bQ5QANIMuvMHYFHLTdc6lCO7aNo%3D&reserved=0): Respect, Integrity, Innovation, Openness, Justice, and Responsibility. The successful candidate will demonstrate a strong commitment to UVM’s mission and advancing Our Common Ground values through their teaching, service, research, scholarship, or creative arts.

Successful candidates will exhibit a strong commitment to the tenets of Our Common Ground and the principles of [professionalism](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uvm.edu%2Flarnermed%2Fprofessionalism-larner&data=05%7C02%7CJeanna.Page%40med.uvm.edu%7C97ffeaee2bc241eaffc108dd8cb43a36%7Ced03ff7aba9f420480a6b226316c919d%7C0%7C0%7C638821427893646747%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=xw3BL%2BLsQJpalJ8fYVyr4y%2FpON%2FNQdyuneIHWWRAAik%3D&reserved=0). Applicants are required to submit a separate statement detailing how they would enhance the impact of Our Common Ground values and professionalism.

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.

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 Recruiting and Hiring Guide 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 timely.
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. Provost approval is received electronically via PeopleAdmin.
10. Interviews are scheduled by Department. Rubrics must be scored by candidate rank. Search Committee selects finalists and presents to Chair.
11. Hiring manager conducts reference checks on finalist(s). A minimum of 3 references is required.
12. 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.
13. Dean’s Office submits to Provost’s Office for approval. Provost approval is received electronically via PeopleAdmin.
14. Chair negotiations. Must match with recruitment plan on LCOM Request for Position form.
15. Chair initiates LCOM appointment letter and creates a hiring proposal in PeopleAdmin, attaching the appointment letter that has been signed by the Chair in the “Faculty Offer Letter-Dept Signature Only” space. Submit hiring proposal to Dean/Director.
	* For dually employed clinical candidates, please also send the Medical Group offer letter to Jeanna Page via email.
	* Jeanna Page in the Dean’s Office will provide appointment letter to the Senior Associate Dean for Finance & Administration who reviews with the Dean and obtains signature. Jeanna Page will upload letter signed by Dean to hiring proposal in the “Faculty Offer Letter - signed by unit” space and submit to Faculty Services.
	* Faculty Services 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.
	* Faculty Services will submit hiring proposal to Provost’s Office for review and signature.
	* If approved and signed, Provost’s Office will upload a signed version of the letter to the “Faculty Offer Letter – Provost Signature” space in the hiring proposal and will move hiring proposal back to the department. If not approved, hiring proposal will be returned for edits.
16. 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.
17. 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.
18. Complete PeopleAdmin steps to finalize the recruitment process including updating candidate statuses and updating the hiring proposal to either offer accepted or offer declined.
19. Chair’s Office should register individual for UVM New Employee Orientation.
20. Chair’s Office is responsible for completion of I-9 within 3 business days of the employee’s hire date.
21. Prepare in consultation with department chair and colleagues, an onboarding plan.

5/20/2025