

Revised Guidelines for Recruitment of T/TT Faculty¹

Effective Fall 2019

1. The following statement should be included in all advertisements. Applicants are required to submit a statement reflecting their commitment to UVM's Our Common Ground values. Sample for advertising copy:

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: 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.

2. The following information should be included in all advertisements:
 - a. Position rank/title
 - b. Appropriate level of degree and field(s) in which it is required
 - c. A minimum of three references supplied by the applicant required
 - d. Employment is subject to a successful background check.
3. The chair of the Search Committee must have completed AAEO training within the past two academic years, and other Search Committee members within the past three academic years.
4. Description of the Search Process: Include a plan for networking, broad outreach, and specific actions the department will take to widen its pool of applicants; describe any changes implemented since the last search by the unit and the expected outcomes of those changes.
5. Recruitment plan submission must include a rubric for each step of evaluation, and any other information pertinent to the evaluation of candidates.
6. Search committees are required to evaluate, and weigh accordingly, all information provided by the candidates (including the Our Common Ground statement) during the first round of review.
7. Request for Interview Authorization must include an approved rubric with the reviewers' average score for each criterion, for each candidate for interview, and possible interview. Include the ranking of candidates, if appropriate.
8. Request for Interview Authorization must include a comparison of the applicant pool demographics with the national, discipline-specific demographics.

9. Request for Interview Authorization must include an explanation of aspects of the search process that may or may not have led to a pool of applicants comparable to the national, discipline-specific demographics.
10. Search committee members are encouraged to prepare, in consultation with the department chair and colleagues, an onboarding plan for the finalist.
11. An AAEO statement. SAMPLE: *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.*
12. Optional language describing UVM and the Burlington community can be found [here](#).
13. **National Professional Journals:** All positions should be advertised in national mediums in the event that the candidate selected requires a work visa:
 - Print advertisement in a national professional journal which states the job title, duties and requirements; or
 - Advertisement in an electronic or web-based national professional journal, provided that the ad contains the same information listed above for print advertisements, is posted for at least 30 calendar days on the journal's website, and that the documentation of the placement of the electronic ad includes evidence of the start and end dates of the ad placement and the text of the ad (e.g., the ad must be printed out from the website on the first day, and again on the last day of display).

If, by way of a competitive search, you hire a foreign national for whom UVM will pursue permanent residency, please be sure to retain copies of all advertising for this position as proof of posting to U.S. Department of Labor at the time of application. This includes a copy of the position posting on UVM's website.

14. **Submission & Approval:** Proposed advertisement language should be submitted in the "Position Details" tab in [PeopleAdmin](#). Approval of the requisition in PeopleAdmin will indicate approval of the proposed advertisement.

***These guidelines must be strictly adhered to. Alternative submissions will not be Approved.**

¹Please refer to the Provost's response to your Faculty Staffing Proposal

Updated 11-7-2022; 04-03-25