**PROCEDURES FOR RECRUITMENT**

**FACULTY SCIENTIST**

1. Chair completes and signs LCOM recruitment documentation below and submits to Dean’s Office via PeopleAdmin recruitment action:

* Complete PeopleAdmin tabs in action. Select the appropriate job code: 0981

**Attach in PeopleAdmin:**

* + Search Plan
  + Position Description/Ad
  + Letter to Dean from Chair. Chair must sign letter.

**Attach in a separate email to the Dean’s Office:**

* + LCOM Request for Position “RFP”

\*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%7C638821427893660387%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=n%2BUMr77hXA5PPlNwbqcFKvrMs5OKQT%2BYyObKjbbLADY%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%7C638821427893674006%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=44E5wmf8gJ%2Fc763SdfJDuosKQ8n0vjMpLYnGA1kGQLI%3D&reserved=0). Applicants are requested to include in their cover letter information about how they will 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 summarizing qualifications and how they will enhance the impact of Our Common Ground values and professionalism
* Contact information for three references

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.

The anticipated salary range for this position is: [insert a range for the UVM salary] (Use this sentence for external ads only and populate the anticipated pay range field in the recruitment action with the salary range).

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 to obtain signature.
2. Dean’s Office submits action (excluding LCOM RFP and UVMMG documents) to Faculty Services. Faculty Services reviews and assigns position number if needed. Faculty Services approval is received electronically via PeopleAdmin.
3. Department initiates the search.
4. Post position internally and externally at all 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 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.
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. If Dean’s Office approves, Dean’s Office approval is received electronically via PeopleAdmin (LCOM NTT Int. Auth. Approved/Open)
10. Interviews are scheduled by Department. The 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. If Dean’s Office approves, Dean’s Office approval is received electronically via PeopleAdmin (LCOM NTT Appt. Auth. Approved/Closed)
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.
    * 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 approve and skip Provost approval by changing status to “ready for offer”.
16. Once Chair’s Office receives letter signed by Chair and Dean, Chair’s office will send letter to candidate along with Employee Information Form.
17. 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.
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 registers 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.

7/18/2025