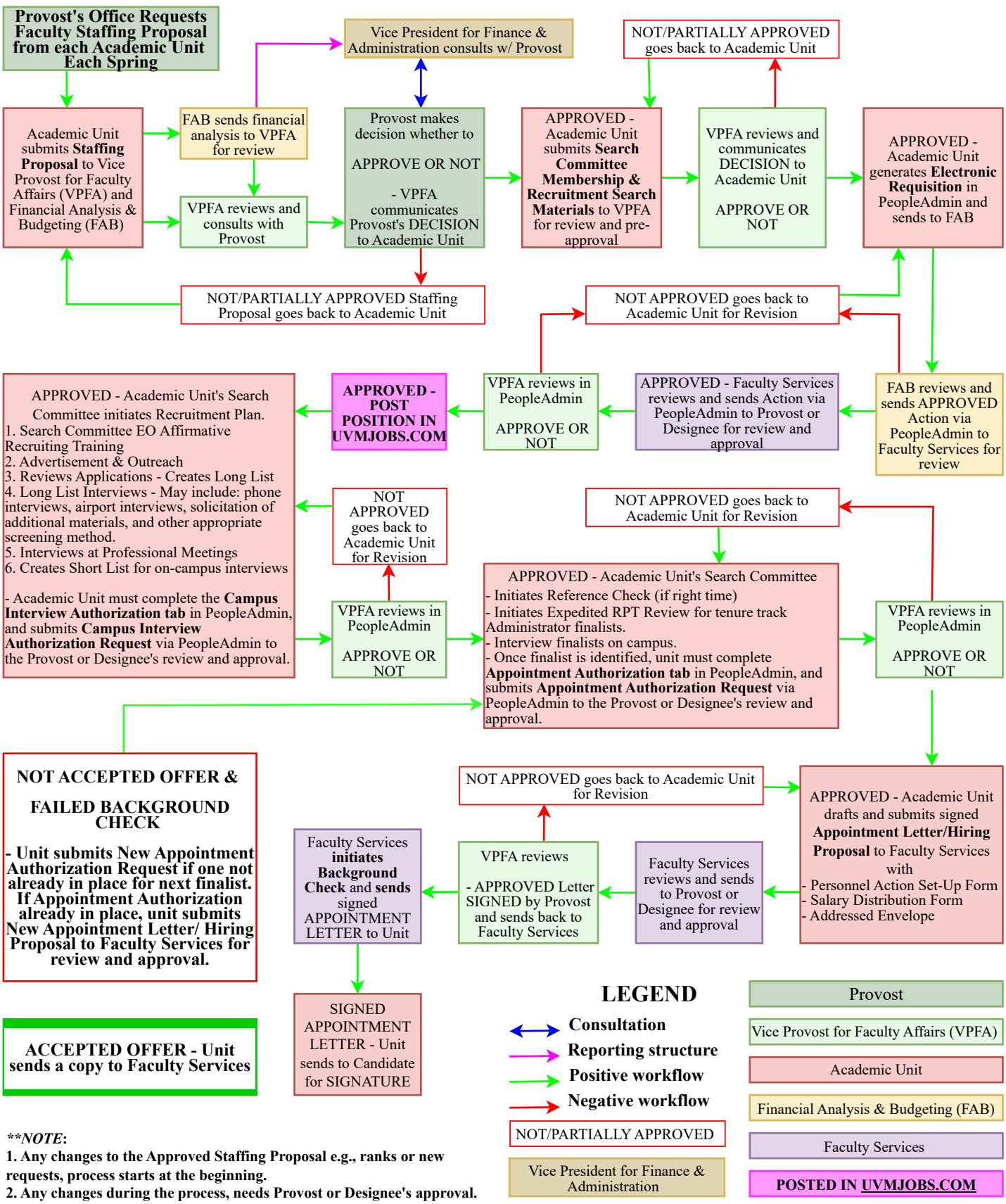
Tenure Track Recruitment Workflow

UVM Academic Units (except LCOM)



***NOTE*:**

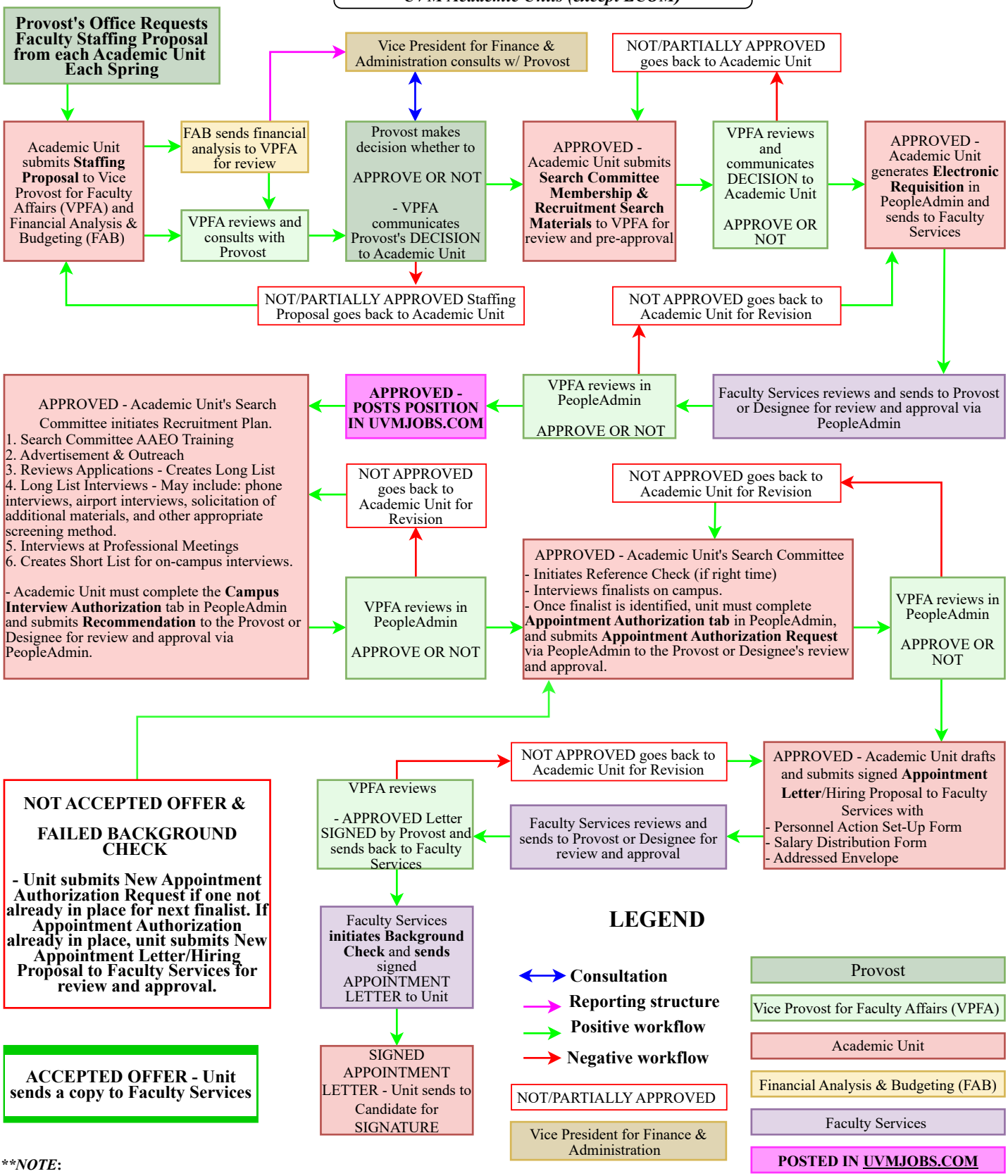
1. Any changes to the Approved Staffing Proposal e.g., ranks or new requests, process starts at the beginning.

2. Any changes during the process, needs Provost or Designee's approval.

3. NOT ACCEPTED OFFER: In cases where only one candidate was put forth for either Campus Interview Authorization or Appointment Authorization, Unit must restart process from Campus Interview Authorization or Appointment Authorization for VPFA or Designee's review and approval.

Non-Tenure Track Recruitment Workflow

UVM Academic Units (except LCOM)



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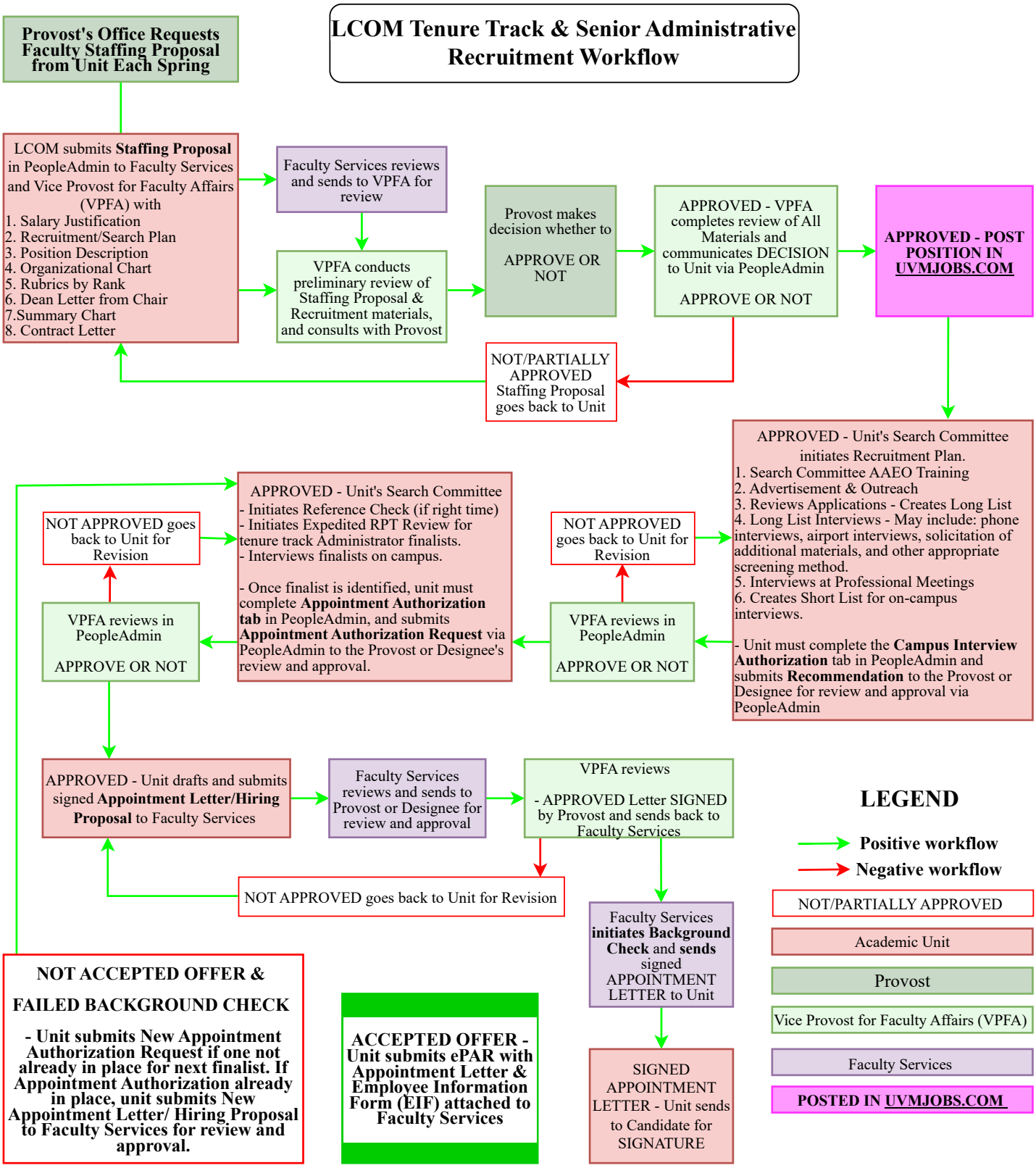
2. Any changes during the process, needs Provost or Designee's approval.

3. NOT ACCEPTED OFFER: In cases where only one candidate was put forth for either Campus Interview Authorization or Appointment Authorization, Unit must restart process from Campus Interview Authorization or Appointment Authorization for VPFA or Designee's review and approval.

LCOM Tenure Track & Senior Administrative Recruitment Workflow



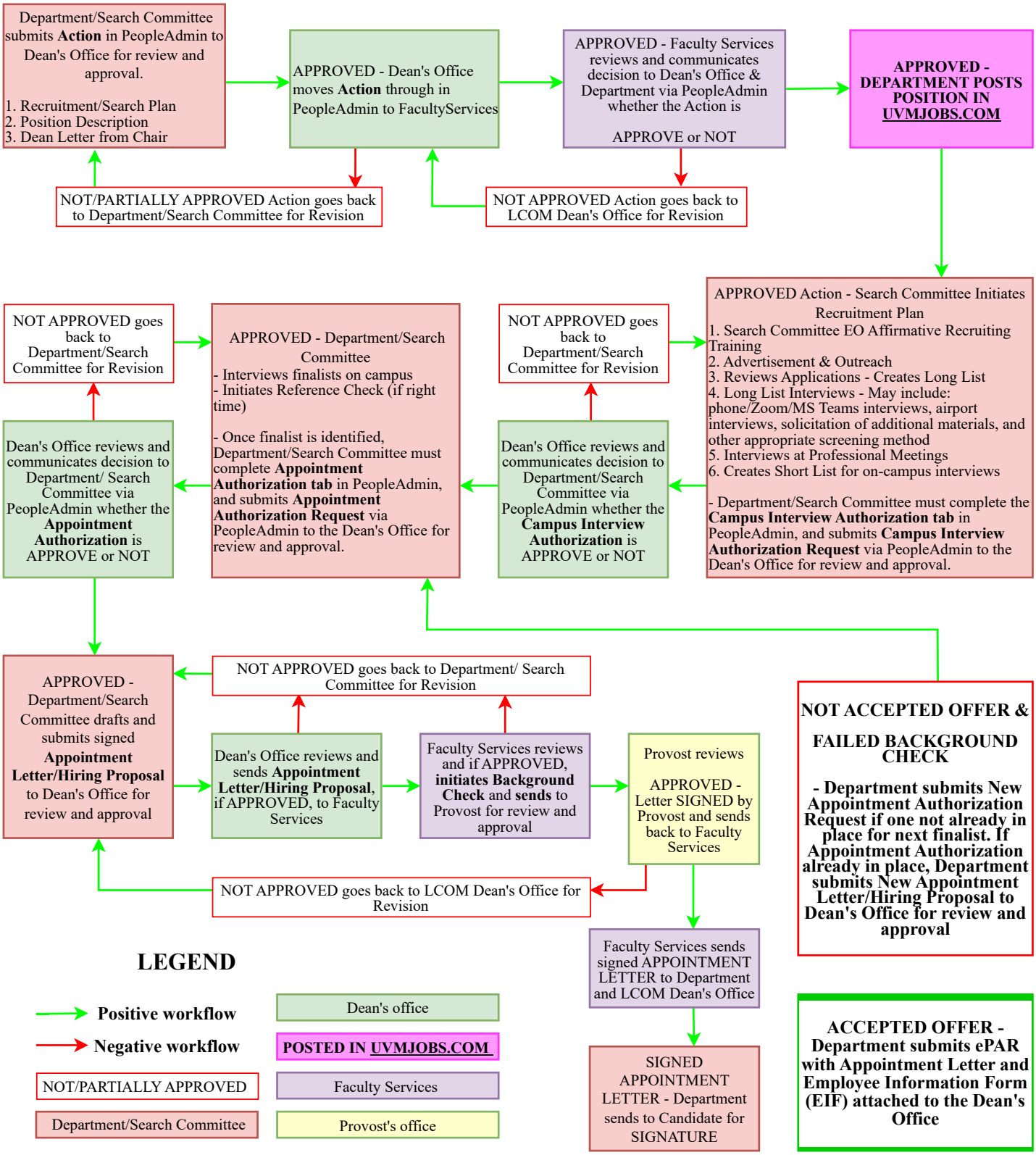
***NOTE*:**

1. Any changes to the Approved Staffing Proposal e.g., ranks or new requests, process starts at the beginning.

2. Any changes during the process, needs Provost or Designee's approval.

3. NOT ACCEPTED OFFER: In cases where only one candidate was put forth for either Campus Interview Authorization or Appointment Authorization, Unit must restart process from Campus Interview Authorization or Appointment Authorization for VPFA or Designee's review and approval.

LCOM Non-Tenure Pathway Recruitment Workflow



***NOTE*:**

1. Any changes during the process, needs Unit Dean's approval.

2. NOT ACCEPTED OFFER: In cases where only one candidate was put forth for either Campus Interview Authorization or Appointment Authorization, Unit must restart process from Campus Interview Authorization or Appointment Authorization for Unit Dean's review and approval.

Henderson-Harris Fellow Recruitment Workflow (Pre & Post-doctoral)

Provost's Office Requests Faculty Staffing Proposal from each Academic Unit Each Spring

Academic Unit submits **Staffing Proposal** with **Henderson-Harris Fellow Statement of Recruitment Interest and a brief description of Onboarding and Transition Plan** to Vice Provost for Faculty Affairs (VPFA) and Financial Analysis & Budgeting (FAB)

FAB sends financial analysis to VPFA for review

Vice President for Finance & Administration consults w/ Provost

VPFA reviews and consults with Provost

Provost makes decision whether to

APPROVE OR NOT

- VPFA communicates Provost's DECISION to Academic Unit

APPROVED - Dean of Academic Unit selected for the fellowship appoint a **Search Committee** (Search committee membership follows NTT guidelines) and submits to VPFA for review and approval

NOT APPROVED Henderson-Harris Fellow Recruitment Proposal goes back to Academic Unit

NOT APPROVED goes back to Academic Unit

VPFA reviews

APPROVE OR NOT

APPROVED - Academic Unit generates **Electronic Requisition in PeopleAdmin, Advertise Cluster Hire and Identify Candidates to extend the OFFER to**, and send to VPFA for review and approval

NOT APPROVED goes back to Academic Unit

VPFA reviews in PeopleAdmin

APPROVE OR NOT

APPROVED - Academic Unit's Dean submit **Detailed Onboarding and Transition Plan/ Commitment Agreement and an APPOINTMENT LETTER** to Faculty Services and VPFA for review and approval

Faculty Services reviews and sends to VPFA for review and approval

VPFA reviews Plan/Commitment Agreement and APPOINTMENT LETTER

APPROVED LETTER SIGNED by Provost

Faculty Services sends SIGNED APPOINTMENT LETTER to Unit

Academic Unit's Dean extend **OFFER** outlined in the Commitment Agreement to faculty candidate, including responsibilities to the Henderson Fellowship Program.

ACCEPTED OFFER - Unit Dean
- Communicates candidate's acceptance to Office of the Provost;
- Provides information on housing, schools/ childcare/assisted living, community initiatives, houses of worship, and other conditions as requested;
- Provides information on housing, schools/childcare/assisted living, community initiatives, houses of worship, and other conditions as requested;
- Assists and supports department chair in their responsibilities;
- Develop on-boarding plan for Henderson-Harris Fellows;
- Works with HR to assign NetID and access to university resources; and
- Coordinates new appointment announcements with the Office of Communications.

VPIE contacts candidate with information on Henderson-Harris Fellows, including participation in DOIE activities

VPFA
- Provides updates through the summer on university activities and opportunities for professional development;
- Coordinates research resource training with OVPR through the First Year Faculty Experience program;
- Communicates information on New Faculty Orientation (NFO), First-Year Faculty Experience (FYFE) Program, and the Comprehensive Faculty Mentoring Program;
- Provides information on Henderson-Harris Fellowship Program;
- Collaborates with academic units in mentoring fellows; and
- Reviews Candidates' Blue Sheets and hiring recommendations for Tenure Track positions from academic units.

NOT ACCEPTED OFFER - Unit requests to make New Offer and submits new Detailed Onboarding and Transition Plan/ Commitment Agreement & APPOINTMENT Letter to Faculty Services and VPFA for review and approval

LEGEND

- **Consultation**
- **Reporting structure**
- **Positive workflow**
- **Negative workflow**
- NOT APPROVED
- Vice President for Finance & Administration
- Financial Analysis & Budgeting (FAB)
- Faculty Services
- Academic Unit
- Provost
- Vice Provost for Intercultural Excellence (VPIE)
- Vice Provost for Faculty Affairs (VPFA)

***NOTE*:**

1. Any changes to the Approved Proposal, process starts at the beginning.

2. Any changes during the process, needs Provost or Designee's approval.

Expedited Tenure Review Process for Incoming Administrators with Faculty Appointments Recruitment Workflow

<u>Once finalists are identified</u>, the Search Committee

- Initiates Reference Check (if right time)

- Initiates Expedited Tenure Review Process for tenure track Administrator who

a. Have been granted tenure at an academic institution of comparable reputation;
b. Already hold the rank of full professor at a comparable academic institution; and
c. Will hold a joint faculty appointment in an academic unit at UVM.

*If either of the two are not the case, the standard tenure review process will be deployed. If the third is not the case, the tenure question is irrelevant.

PROCESS

1. The Search Committee Chair, in consultation with the Vice Provost for Faculty Affairs (VPFA):

a. Notifies finalists of the Expedited Tenure Review Process;
b. Provides finalists of pertinent information (e.g., timeline, RPT guidelines); and
c. Gathers information from finalists' referees.

2. The Search Committee Chair sends the following, for each interview finalist, to the VPFA:

a. Dossier, including CV;
b. Cover memo summarizing eligibility for expedited review and credentials/qualifications for tenure for each finalist;
c. Potential home department(s) or school (following consultation with candidate), and the corresponding unit's RPT guidelines;
d. Evidence of teaching effectiveness (requested from candidate; e.g., a summary of courses taught, teaching evaluation data, teaching awards); and
e. Summary of information from referees pertaining to suitability for tenured position.

**Finalists will be reviewed on the basis of documents already submitted as part of the search process, including, but not limited
to: 1) the candidate's CV, 2) letters of support, 3) documentation of teaching effectiveness, and 4) letter from the search committee chair.

3. The review is to be completed over the course of 5 business days prior to finalists on-campus interview.

4. The review will focus solely on the candidates' acceptability for tenure under UVM and relevant academic-unit guidelines.

VPFA or Designee forwards search materials, for each finalist, for review and vote to home department, unit's FSC, and PSC. Reviews at all levels will be concurrent.

Each finalist
1. Home department and unit's Faculty Standard Committee (FSC) review and vote.

2. Unit's Dean forwards search materials and report summary to VPFA

Senate Professional Standards Committee (PSC) reviews, votes and submits report to VPFA

VPFA reviews search materials, reports summary and votes from department, unit's FSC, and PSC; and submits recommendation to Provost

Provost reviews search materials, reports summary of reviews submitted by VPFA, and makes decision whether to

AWARD TENURE OR NOT

- VPFA communicates Provost's DECISION to Search Committee Chair and Unit's Dean's Office

NOT APPROVED goes back to the Search Committee

APPROVED - Search Committee interviews finalists on-campus

Once a finalist is identified, the unit drafts an **Appointment Letter/Hiring Proposal** and sends to Faculty Services for review and approval

Faculty Services reviews and sends to Provost or Designee for review and approval

VPFA reviews

- APPROVED Letter SIGNED by Provost and sends back to Faculty Services

NOT APPROVED goes back to the unit

Faculty Services **initiates Background Check** and **sends** signed APPOINTMENT LETTER to Unit

APPROVED - VPFA reviews

1) APPROVED Letter SIGNED by President
2) VPFA sends OFFER LETTER to finalist to sign

3) ACCEPTED OFFER - VPFA drafts announcement and sends it to UVM Communication for review.
4) APPROVED Announcement
a. VPFA sends it to home unit for unit announcement
b. VPFA notifies UVM Communication to disseminate the announcement

LEGEND

Positive workflow
Negative workflow

NOT APPROVED
Search Committee
Academic Unit

Faculty Services
Senate Professional Standards Committee
Provost
Vice Provost for Faculty Affairs (VPFA)

***NOTE*:**
1. Unit has the responsibility to submit material for RPT review to appropriate committees, and the reports of reviews and votes at unit level in a timely manner.

2. Any changes during the process, needs Provost or Designee's approval.