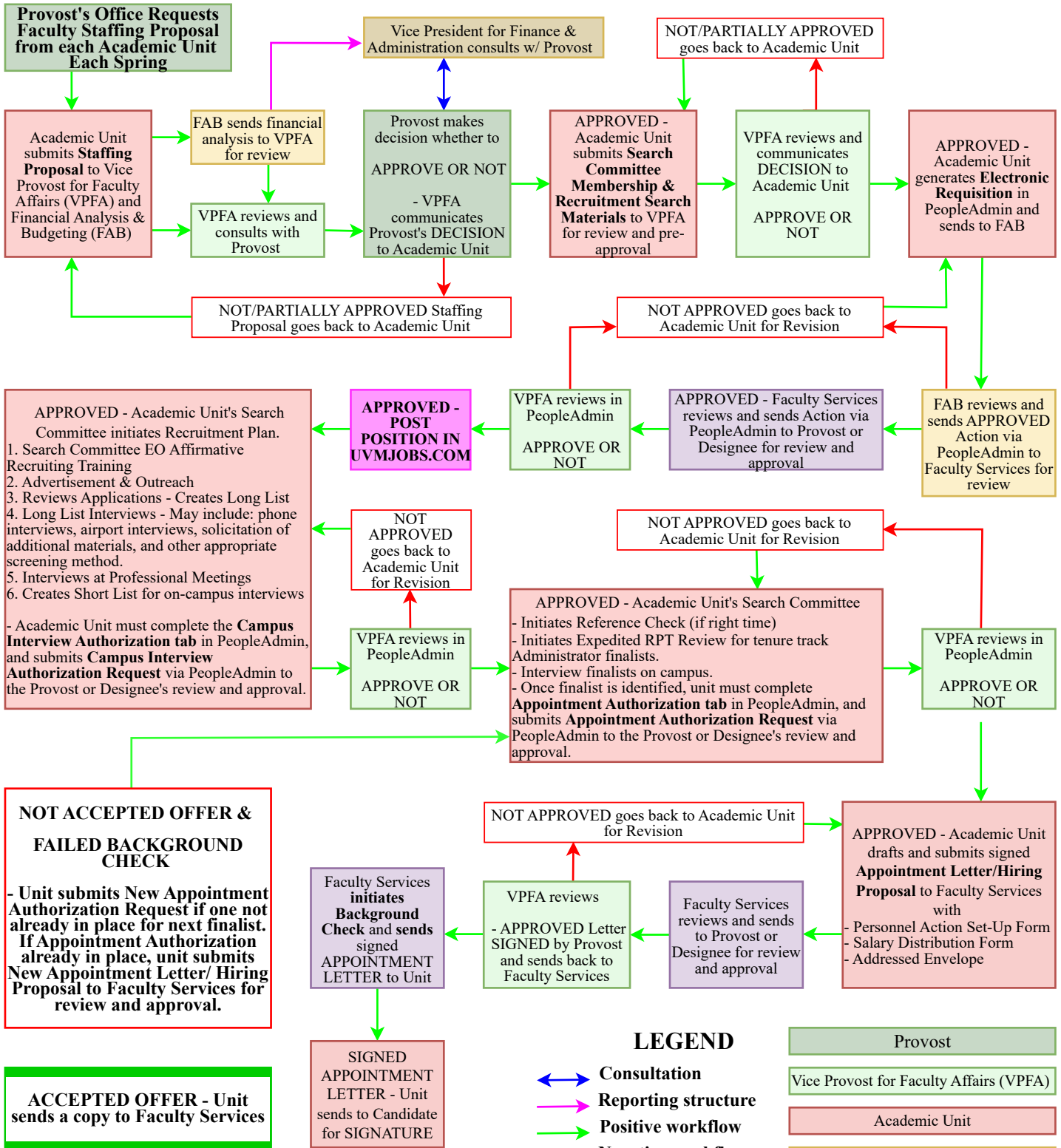


Tenure Track Recruitment Workflow

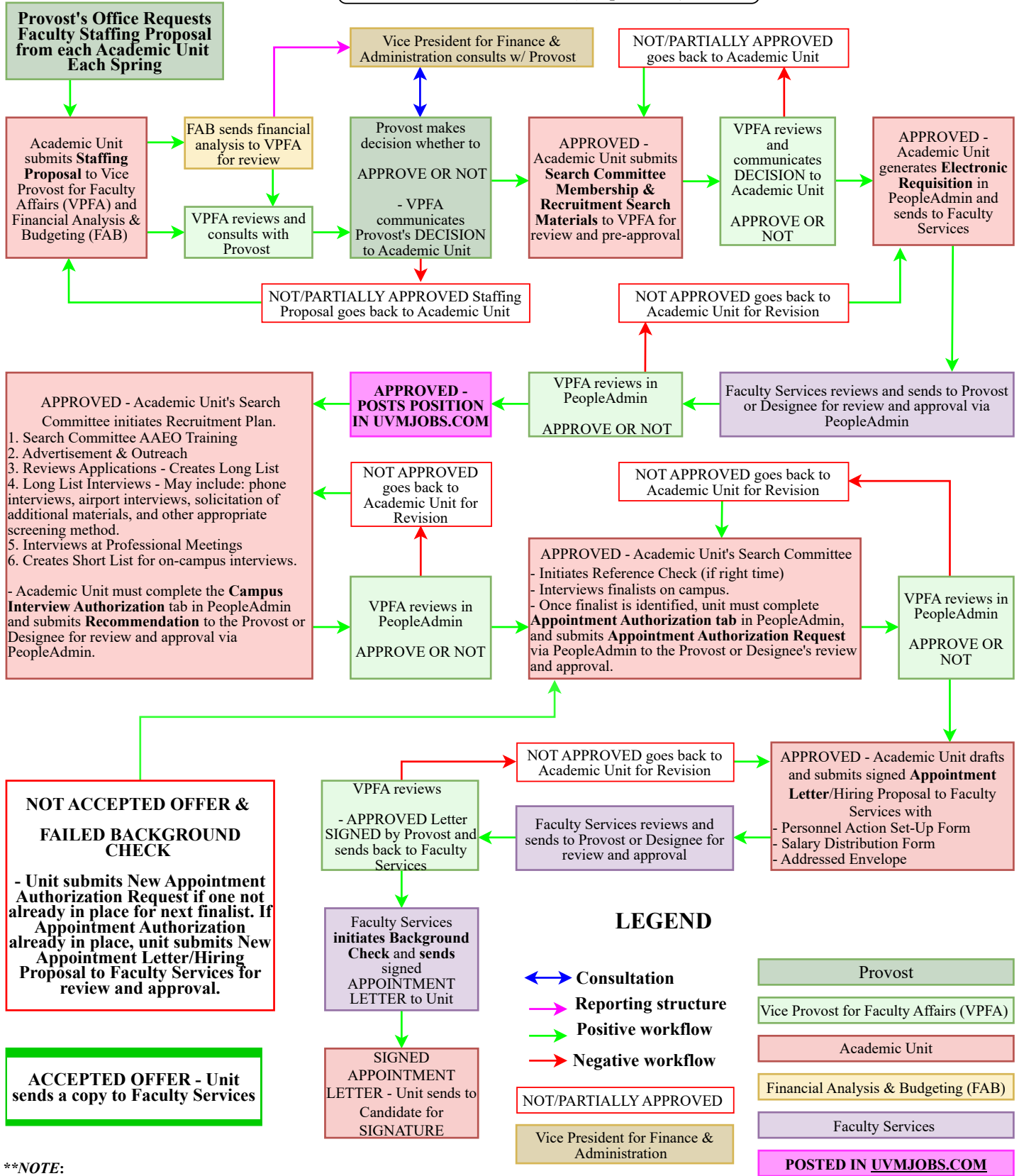
UVM Academic Units (except LCOM)



****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.

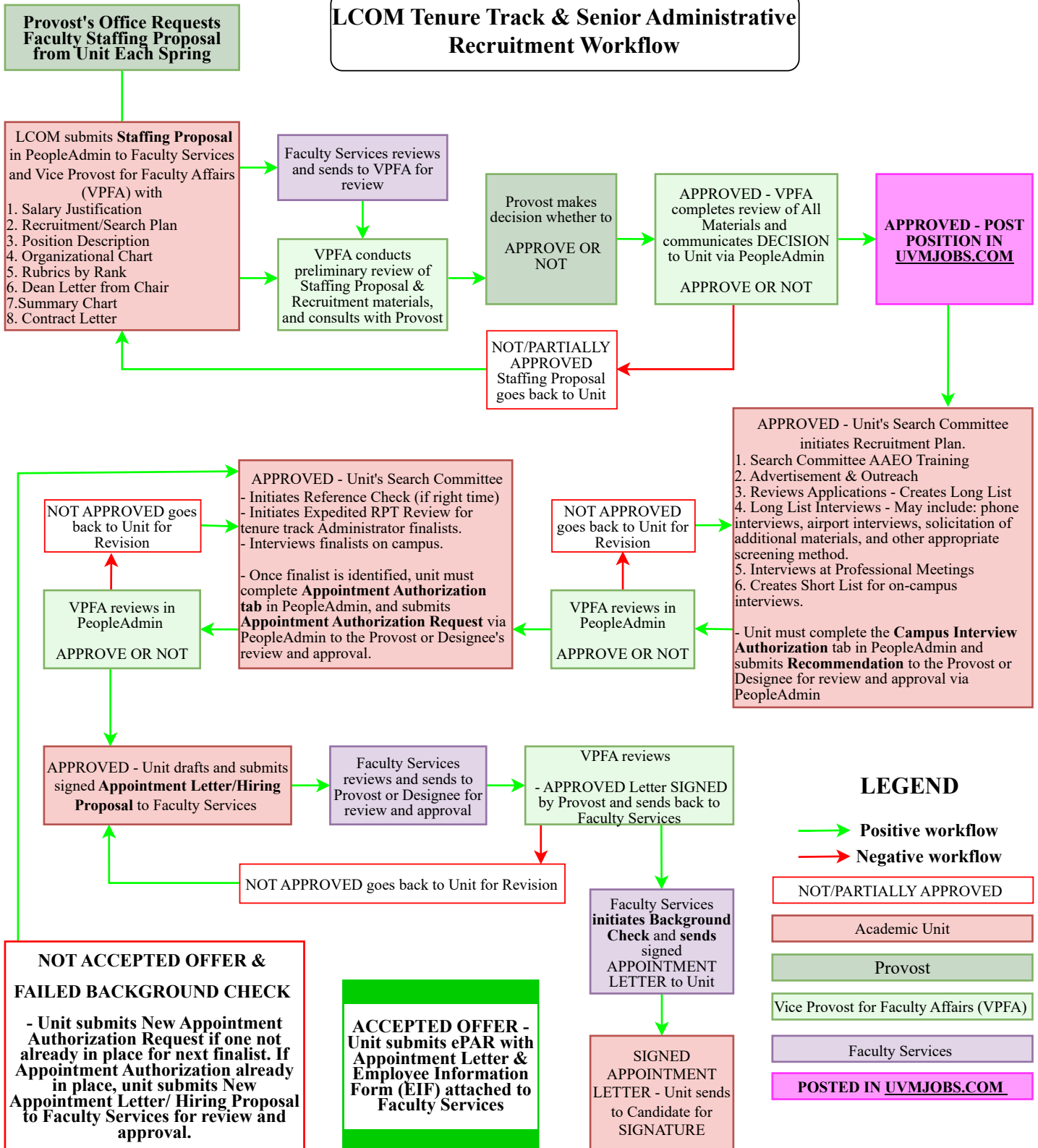
Non-Tenure Track Recruitment Workflow UVM Academic Units (except LCOM)



****NOTE:**

- Any changes to the Approved Staffing Proposal e.g., ranks or new requests, process starts at the beginning.
- Any changes during the process, needs Provost or Designee's approval.
- 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



LEGEND

- Positive workflow
- Negative workflow

NOT/PARTIALLY APPROVED

Academic Unit

Provost

Vice Provost for Faculty Affairs (VPFA)

Faculty Services

POSTED IN UVMJOBS.COM

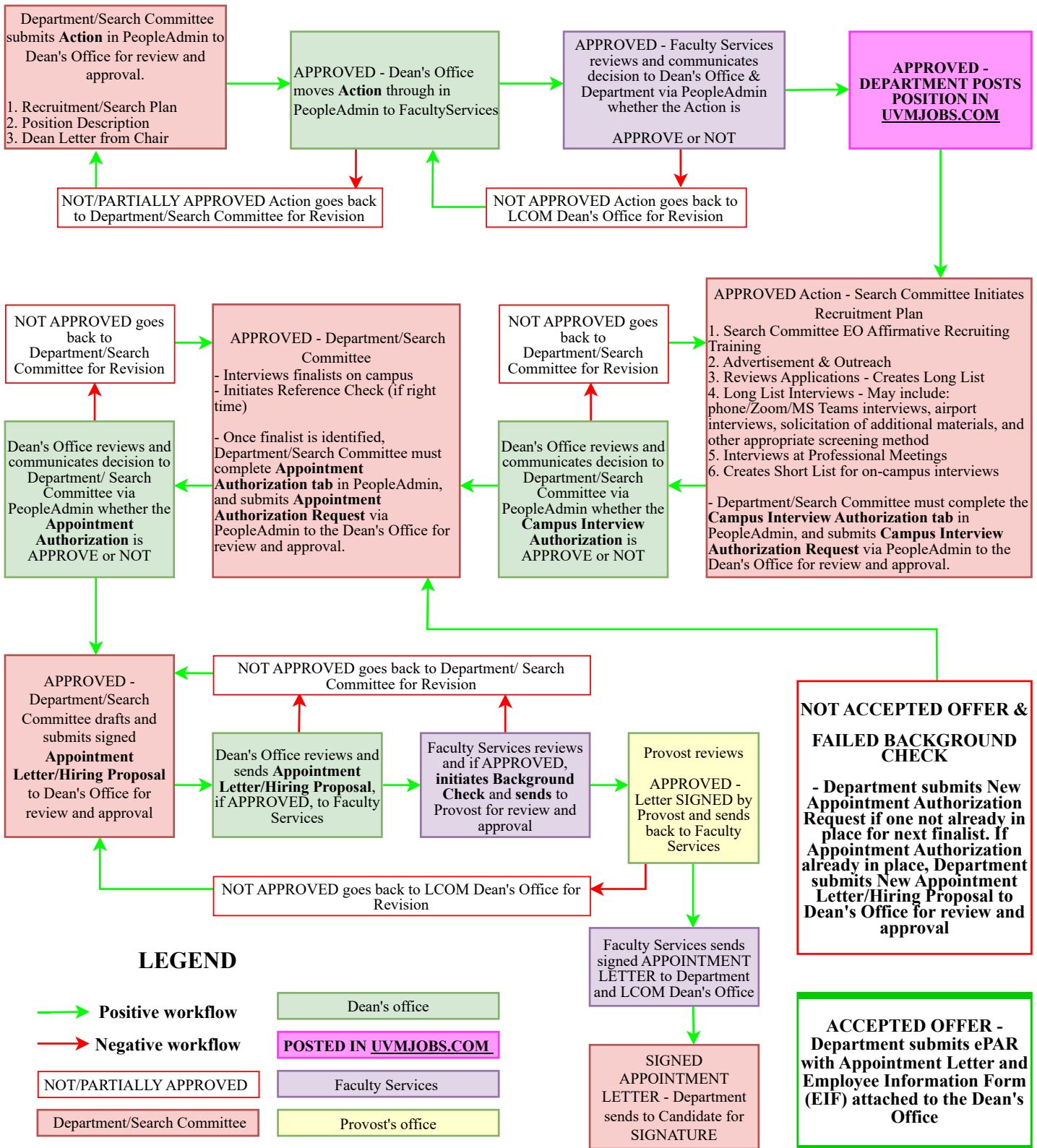
**NOTE:

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



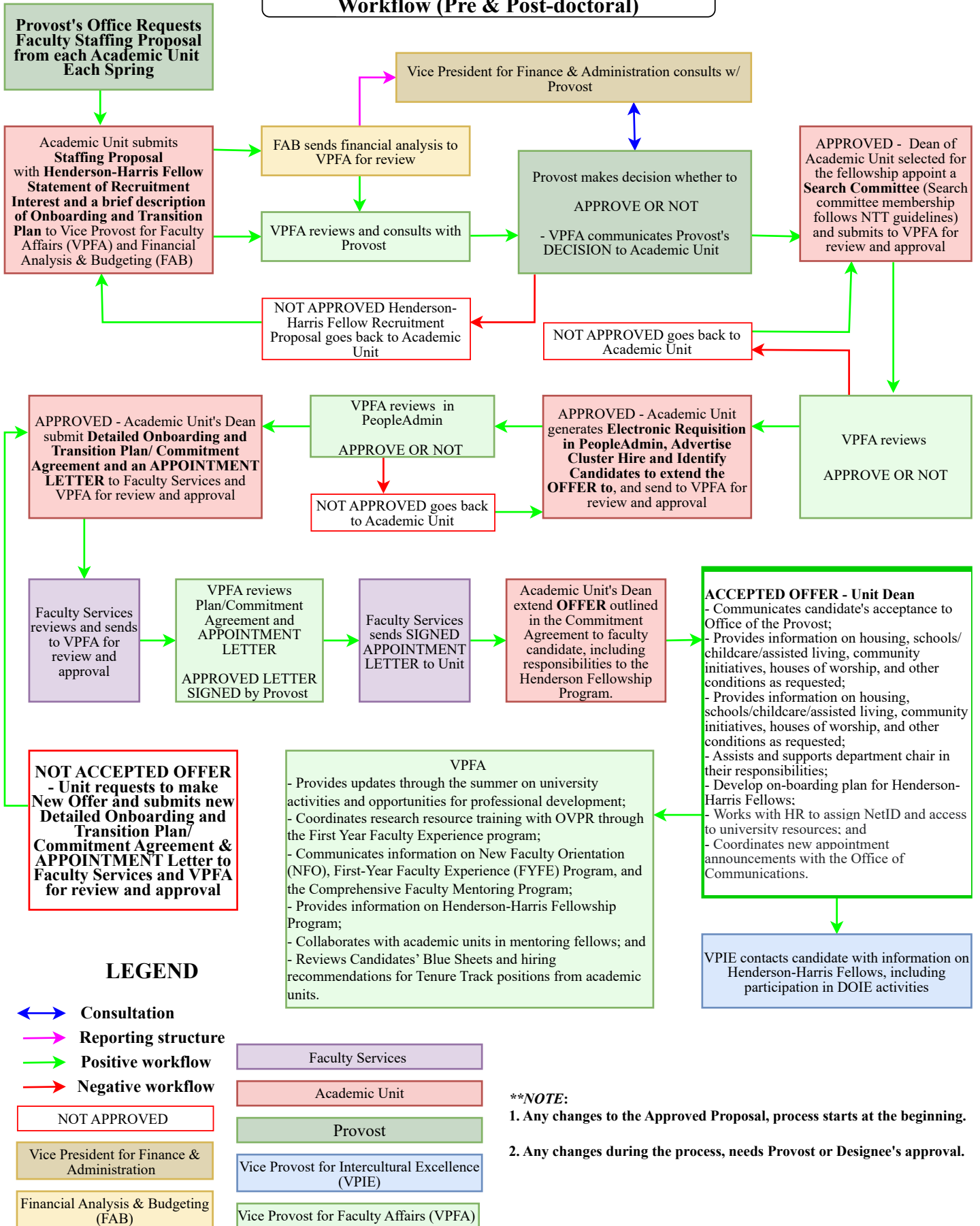
LEGEND

- Positive workflow
- Negative workflow
- NOT/PARTIALLY APPROVED
- Department/Search Committee
- Dean's office
- POSTED IN UVMJOBS.COM
- Faculty Services
- Provost's office

****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)



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

Once finalists are identified, the Search Committee

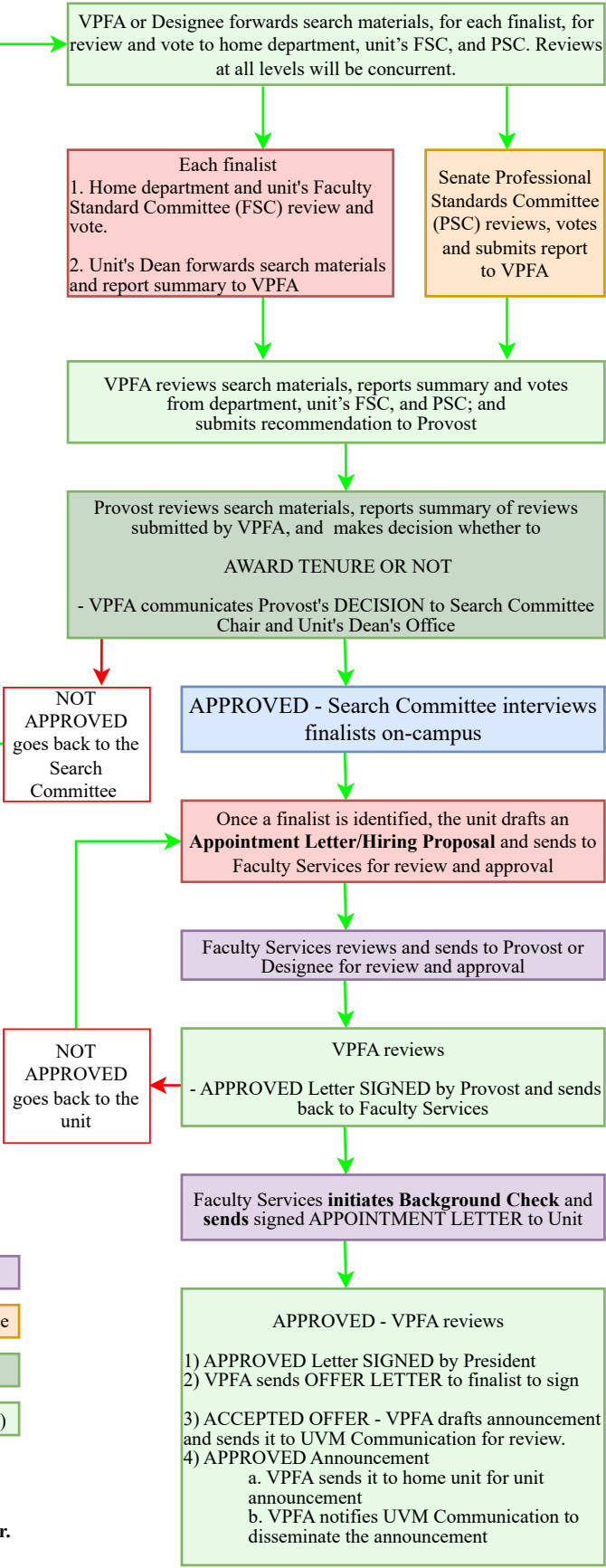
- Initiates Reference Check (if right time)
- Initiates Expedited Tenure Review Process for tenure track Administrator who
 - a. Have been granted tenure at an academic institution of comparable reputation;
 - b. Already hold the rank of full professor at a comparable academic institution; and
 - c. 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.



LEGEND

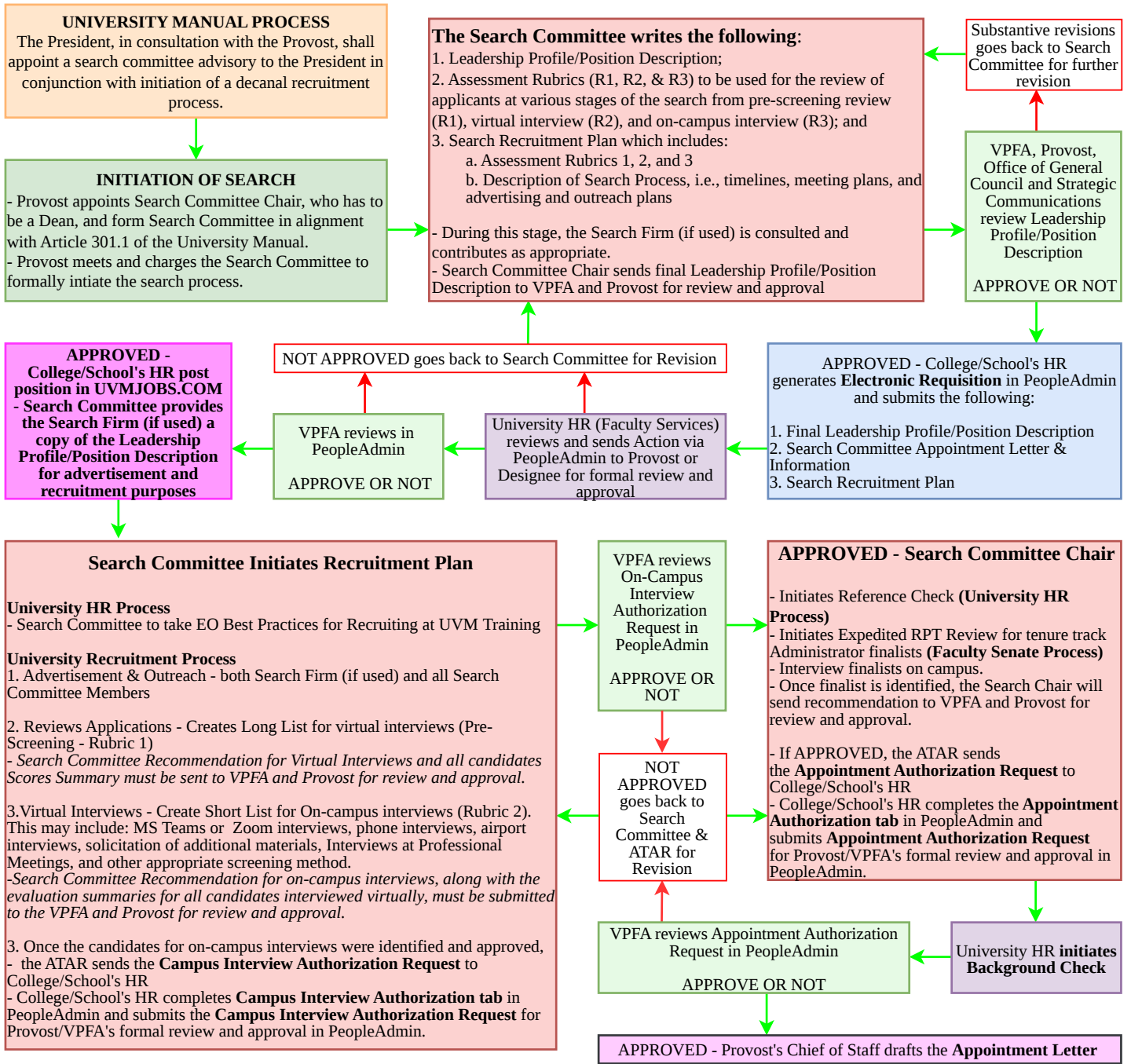
→ Positive workflow
→ Negative workflow

NOT APPROVED	Faculty Services
Search Committee	Senate Professional Standards Committee
Academic Unit	Provost
	Vice Provost for Faculty Affairs (VPFA)

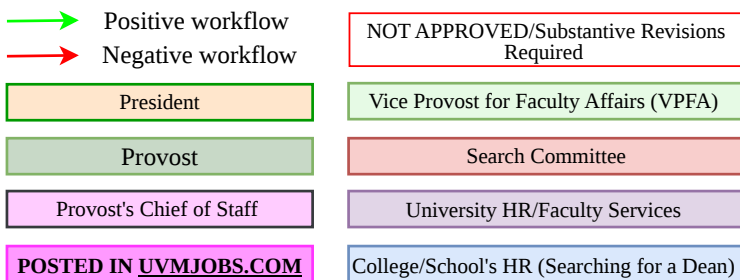
****NOTE:**

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.

Dean-Only Recruitment Workflow



LEGEND



***NOTE:** Any changes in the Leadership Profile/Position Description, Rubrics (1, 2, & 3), and the search process require Provost or Designee's approval.
**** ATAR - Academic Talent Acquisition and Retention Coordinator**

NOT ACCEPTED OFFER and/or FAILED BACKGROUND CHECK

- Provost picks next ACCEPTABLE finalist

FACULTY SENATE PROCESS

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

Once finalists are identified, University HR initiates **Background Check**, and the **Search Committee Chair** initiates the following:

HR PROCESS
 - **Initiates Reference Check** - Request letters of recommendation from references provided by candidates

FACULTY SENATE PROCESS - [Expedited Tenure Review Process \(Link\)](#)
 - **Initiates Expedited Tenure Review Process for tenure track Administrator who**

- Have been granted tenure at an academic institution of comparable reputation;
- Already hold the rank of full professor at a comparable academic institution; and
- 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.

- The Search Committee Chair, in consultation with the Vice Provost for Faculty Affairs (VPFA):
 - Notifies finalists of the Expedited Tenure Review Process;
 - Provides finalists of pertinent information (e.g., timeline, RPT guidelines); and
 - Gathers information from finalists' referees.
- The Search Committee Chair sends the following, for each interview finalist, to the VPFA:
 - Dossier, including CV;
 - Cover memo summarizing eligibility for expedited review and credentials/qualifications for tenure for each finalist;
 - Potential home department(s) or school (following consultation with candidate), and the corresponding College/School's RPT guidelines;
 - Evidence of teaching effectiveness (requested from candidate; e.g., a summary of courses taught, teaching evaluation data, teaching awards); and
 - 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.
- The review is to be completed over the course of 5 business days prior to finalists on-campus interview.
- The review will focus solely on the candidates' acceptability for tenure under UVM and relevant academic College/School guidelines.

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

Each finalist
 1. Home department and College/School's Faculty Standards Committee (FSC) review and vote.
 2. College/School's Search Liaison forwards search materials and report summary to VPFA

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

VPFA reviews search materials, search report summary of RPT reviews and votes from department, College/School'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 HIRE CANDIDATE AT REQUESTED RANK OR NOT**

- VPFA communicates Provost's **DECISION** to Search Committee Chair and College/School's Search Liaison

NOT APPROVED goes back to the Search Committee

APPROVED - Search Committee interviews finalists on-campus

Once a finalist is identified, The Provost's Chief of Staff drafts the **Appointment Letter**.

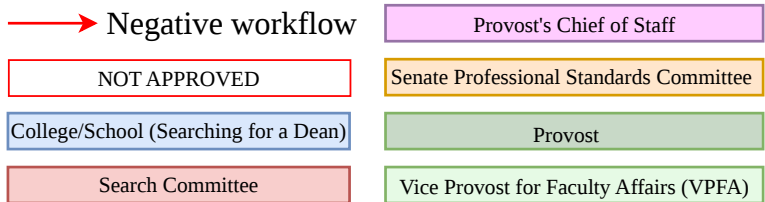
- APPROVED Letter SIGNED by President
- Provost sends OFFER LETTER to finalist to sign

ACCEPTED OFFER

- VPFA notifies Search Committee and College/School's Search Liaison
- University Strategic Communications sends out campus-wide and public Announcements

LEGEND

→ Positive workflow
 → Negative workflow



****NOTE:**
 1. College/School's Search Liaison has the responsibility to submit material for RPT review to appropriate committees, and the reports of reviews and votes at College/School level in a timely manner.
 2. Any changes during the process, needs Provost or Designee's approval.