

Faculty Hiring ePAR & Appointment Letter Process

1. For New hires (recruitments & waivers), follow the PeopleAdmin procedures. When the Provost has approved the **Appointment Authorization** in PeopleAdmin, initiate the appointment letter. After the Chair has signed the appointment letter:
 - a. Initiate the ePAR and save it (DO NOT SUBMIT). (If the birth date is unknown, enter 1/1/1901.) Send the appointment letter and a printed copy of the ePAR to the Dean's Office along with a mailing envelope*.

*Address the mailing envelope to where the appointment letter should be sent (to the department or to the candidate). If the envelope is addressed to an off-campus address, include the print and mail center account card to bill the postal charge to.

2. After the Dean has signed the appointment letter, it will be mailed to Faculty Services/HR.
3. Once the appointment letter is signed by the Provost, you will receive an email with a scanned copy of the letter and a note indicating that the appointment letter has been mailed to its intended recipient.*

* If the appointment letter is mailed to the department, your office is responsible for mailing it to the new faculty member.

For Part-Time faculty that do not attend orientation, the [department is responsible for completion of the I-9 form](#).

4. When the new faculty member signs and returns the appointment letter and Employee Information Form to the department, scan and attach them to the ePAR, enter the correct birth in the comments field and submit. (To find the ePAR in the system: UVM ePARs > ePAR Transaction Inquiry. Enter ePAR # and click 'Search')
5. Register individual for [new employee orientation](#).