Non-Tenure Track Recruitment Workflow

**NOT/PARTIALLY APPROVED**
- Staffing Proposal goes back to Academic Unit
- NOT APPROVED goes back to Academic Unit for Revision

**NOT APPROVED OFFER**
- Unit requests to make New Offer and submits new Appointment Letter to Faculty Services for review and 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.

**NOT APPROVED**
- Unit sends a copy to Faculty Services
- NOT ACCEPTED OFFER - Unit sends a copy to Faculty Services
- NOT ACCEPTED OFFER - Unit requests to make New Offer and submits new Appointment Letter to Faculty Services for review and approval

**APPROVED - Academic Unit drafts and submits signed Appointment Letter to Faculty Services with**
- Personnel Action Set-Up Form
- Salary Distribution Form
- Addressed Envelope

**APPROVED**
- Academic Unit's Search Committee initiates Recruitment Plan
- APPOPROVED - OPEN POSITION POSTED IN UVMJOBS.COM
- VPFAs reviews and consults with Provost
- Faculty Services reviews and sends to Provost or Designee for review and approval via PeopleAdmin

**LEGEND**
- Positive workflow
- Negative workflow
- Consultation
- Reporting structure
- Provost
- Vice Provost for Faculty Affairs (VPFA)
- Financial Analysis & Budgeting (FAB)
- Faculty Services
- Academic Unit

**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.

**UVM Academic Units (except LCOM)**

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