Tenure Track Recruitment Workflow

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

Academic Unit submits Staffing Proposal to Vice Provost for Faculty Affairs (VPFA) and Financial Analysis & Budgeting (FAB)

FAB sends financial analysis to VPFA for review

VPFA reviews and consults with Provost

Provost makes decision whether to APPROVE or NOT

- VPFA communicates Provost's DECISION to Academic Unit

APPROVED - Academic Unit submits Search Committee Membership & Recruitment Search Materials to VPFA for review and pre-approval

VPFA reviews and communicates DECISION to Academic Unit

APPROVE or NOT

NOT/PARTIALLY APPROVED

Staffing Proposal goes back to Academic Unit

NOT APPROVED goes back to Academic Unit for Revision

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

Faculty Services reviews and sends APPROVED Letter SIGNED by Provost

APPROVED - Academic Unit sends Staffing Proposal, Appointment Letter to Faculty Services for review and approval

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

NOT/PARTIALLY APPROVED

Staffing Proposal goes back to Academic Unit

NOT APPROVED goes back to Academic Unit for Revision

FAB reviews and sends APPROVED to Faculty Services for review via PeopleAdmin

**NOT/PARTIALLY APPROVED**

Academic Unit submits Staffing Proposal to Faculty Services

Faculty Services sends SIGNED APPOINTMENT LETTER to Unit

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

LEGEND

- Consultation
- Reporting structure
- Positive workflow
- Negative workflow

NOT/PARTIALLY APPROVED goes back to Academic Unit for Revision

APPROVED - Academic Unit's Search Committee initiates Recruitment Plan.
1. Search Committee AAEO Training
2. Advertisement & Outreach
3. Reviews Applications - Creates Long List
4. Long List Interviews - May include: phone interviews, airport interviews, solicitation of additional materials, and other appropriate screening method.
5. Interviews at Professional Meetings
6. Creates Short List for on-campus interviews.

- Academic Unit must complete the Campus Interview Authorization tab in PeopleAdmin and submits Recommendation to the Provost or Designee for review and approval via PeopleAdmin.

APPROVED - OPEN POSITION

POSTED IN UVMJOBS.COM

APPROVED - VPFA reviews in PeopleAdmin

APPROVE OR NOT

NOT APPROVED goes back to Academic Unit for Revision

APPROVED - Faculty Services reviews and sends to Provost or Designee for approval via PeopleAdmin

PROVOST'S OFFICE REQUESTS TO FAB

FAB sends financial analysis to VPFA for review

NOT/PARTIALLY APPROVED

Financial Analysis & Budgeting (FAB) sends financial analysis to VPFA for review

NOT APPROVED goes back to Academic Unit for Revision

APPROVED - Academic Unit's Search Committee

- Initiates Reference Check (if right time)
- Initiates Expedited RPT Review for tenure track Administrator finalists.
- Interviews finalists on campus.
- Once finalist is identified, unit must complete Appointment Authorization in PeopleAdmin for unit's Dean and Provost or Designee's review and approval.

- Academic Unit must complete the Campus Interview Authorization tab in PeopleAdmin and submits Recommendation to the Provost or Designee for review and approval via PeopleAdmin.

APPROVED - Academic Unit's Search Committee initiates Recruitment Plan.

1. Search Committee AAEO Training
2. Advertisement & Outreach
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4. Long List Interviews - May include: phone interviews, airport interviews, solicitation of additional materials, and other appropriate screening method.
5. Interviews at Professional Meetings
6. Creates Short List for on-campus interviews.

- Academic Unit must complete the Campus Interview Authorization tab in PeopleAdmin and submits Recommendation to the Provost or Designee for review and approval via PeopleAdmin.

APPROVED - VPFA reviews in PeopleAdmin

APPROVE OR NOT

NOT APPROVED goes back to Academic Unit for Revision

APPROVED - Faculty Services reviews and sends to Provost or Designee for approval via PeopleAdmin

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.

**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:**
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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

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

Faculty Services reviews and sends to VPFA for review

NOT APPROVED goes back to Unit for Revision

VPFA reviews in PeopleAdmin
APPROVE OR NOT

APPROVED - Unit's Search Committee - Initiates Reference Check (if right time) - Initiates Expedited RPT Review for tenure track Administrator finalists. - Interviews finalists on campus. - Once finalist is identified, unit must complete Appointment Authorization in PeopleAdmin for unit's Dean and Provost or Designee's review and approval.

APPROVED - VPFA completes review of All Materials and communicates DECISION to Unit via PeopleAdmin
APPROVE OR NOT

NOT APPROVED goes back to Unit for Revision

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

NOT APPROVED goes back to Unit for Revision

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

APPROVED - SIGNED Letter - Unit sends to Candidate for SIGNATURE

SIGNED APPOINTMENT LETTER - Unit sends to Faculty Services

APPROVED - SIGNED APPOINTMENT LETTER to Unit

Faculty Services sends SIGNED APPOINTMENT LETTER to Unit

NOT APPROVED Staffing Proposal goes back to Unit

APPROVED - OPEN POSITION POSTED IN UVMJOBS.COM

LEGEND

Positive workflow

Negative workflow

NOT/PARTIALLY APPROVED

Academic Unit

Provost

Vice Provost for Faculty Affairs (VPFA)

Faculty Services

POSTED IN UVMJOBS.COM

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

ACCEPTED OFFER - Unit sends a copy to Faculty Services

SIGNED APPOINTMENT LETTER - Unit sends to Candidate for SIGNATURE

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

**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.
**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.
**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.
**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.

**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.