

## **RSENR Graduate Program Policy General Recruitment**

**Purpose:** Ensure that all applicants to the Natural Resources MS and Ph.D. graduate programs of the Rubenstein School receive a fair and equitable review of their application.

**Note:** The recruitment policies for the Masters in Leadership Sustainability and Ph.D. in Transdisciplinary Leadership and Creativity for Scholarship programs in the RSENR are governed separately by those programs.

**Context:** Faculty in the RSENR often opt to recruit students independently, vet them, and choose one or more to formally apply to the UVM Graduate college. It is important that we ensure 1) that any independent recruitment process is fair and equitable and 2) any students who apply directly to the UVM Graduate College to a RSENR Graduate Program outside of any independent recruitment process, receive due consideration of their application. As additional context, after late 2021, all prospective students applying to the RSENR MS and PhD programs will be required to select at least one and up to three faculty with whom they would like to work. This will be a required response in the application process before the student can proceed with the application. *Faculty identified by a prospective student as a potential advisor will be asked to evaluate the student's application.*

**Rationale:** We typically receive more applications from highly qualified students than we can accommodate. Each of these students deserves some consideration of the application they have labored to submit. Many faculty advisors conduct their own independent recruitment of graduate students, often before students officially submit their application to the Graduate College. This general policy is to ensure that we facilitate an inclusive, equitable, and just recruitment and evaluation process for all prospective students, no matter what path they have taken to apply. Additional guidance is available in the following, related policies that cover specific recruiting situations:

- RGP Policy - Recruitment - Pre-Screen & Targeted
- RGP Policy - Recruitment - Competitive Graduate Research Assistantship

### **Policy**

If faculty choose to recruit students on their own through a pre-screening process, they must follow Pre-Screening and Targeted Recruitment Guidelines developed by the RSENR Graduate Program and approved by the RSENR Graduate Faculty. These guidelines will state minimum standards and processes to ensure outreach to and equitable consideration of a diverse pool of applicants.

All students who apply to a graduate program in the Rubenstein School are required to choose at least one preferred advisor. If a prospective student identifies you as a potential advisor, the Graduate Coordinator will send you the student's application to review:

- If you have no ability to accept the student, you may return their application with an indication you have "No ability to advise."

- If you do decide to advise the student, inform the Graduate Coordinator who will then seek two additional faculty to provide seconding evaluations, per our normal process.

If you have conducted your own recruitment process and a student from outside of that process applies directly to the UVM Graduate College to work with you, the RSENR Graduate Coordinator will send you the outside applicant's application materials. If you elect not to consider the applicant in your recruitment process, you must provide a brief rationale for your decision.

As a matter of practice, within 3 weeks of our stated annual application deadline (January 1, annually), we will inform all students who remain unclaimed by an advisor that we must decline their application based on "lack of program capacity." Refer to our RSENR [admissions timetable](#) application information and deadlines.

If you do not currently have funding or capacity to advise an applicant but would like to consider them for a subsequent term when you may have greater capacity or could be able to secure funding, contact the [RSENR Grad Coord@uvm.edu](mailto:RSENR_Grad_Coord@uvm.edu) to learn more about the process to request an adjustment to an applicant's intended start term.

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