The George Washington Henderson New Faculty Program

Purpose

This program provides timely funding for Target of Opportunity hires that contribute to the diversification of the UVM faculty. Target of Opportunity hires include, but are not limited to: (i) a candidate in the finalist interview pool from an advertised tenure track faculty search; and, (ii) spouse, civil union partner, or significant other of a candidate from an advertised tenure track faculty search who has been offered a position. The program is open to faculty recruits at any rank. However, salary commitments from the Provost and the Vice President for Research (VPR) will be at the level of assistant professor and will not exceed three years. The requesting unit must contribute at least one third of the starting salary. In-kind commitments from the Provost and VPR will be in the form of professional development, peer mentoring, community building and networking opportunities, as applicable.

This program contributes to:

Academic Success Goals 1.5 and 2.2.

Inclusive Excellence Pillar 1 Component 1, Pillar 2 Component 1, Pillar 4 Component 3

Amplifying Our Impact Strategic Area: All

Primary Lead: Office of the Provost

Supporting Units: Vice President for Research; Deans

Process

(i) Dean from unit conducting tenure track faculty search submits **Request Form** to Vice Provost for Faculty Affairs (VPFA).
(ii) Office of the Provost coordinates commitment from units identified in the Request Form.
(iii) Dean extends offer outlined in the **Commitment Agreement** to faculty candidate, including responsibilities to the Henderson Fellowship Program.
(iv) Dean communicates candidate's acceptance of offer to Office of the Provost and submits **Onboarding plan.**
(v) Candidate's information is entered by Office of the Provost into database jointly managed by VPFA and Vice Provost for Diversity, Equity and Inclusion (VPDEI).
(vi) VPDEI contacts candidate with information on Henderson Fellows, including participation in required activities.
(vii) VPFA coordinates with University Communications for public announcement.

Request Form Checklist

- Faculty position information: College/school, department, discipline, track, rank, appointment period
- Action needed by: (date)
- Candidate information: from application or requested material: (i) cv; (ii) statements (research/scholarship, teaching, commitment to diversity); (iii) letters of recommendation; (iv) search committee recommendation
- Dean statement*: (i) anticipated workload; (ii) specific unit plans for supporting the individual's professional development and success; (iii) description of how through this hire the unit will advance its inclusive excellence goals; (iv) description of how the faculty hire will contribute to Amplifying Our Impact (including Carnegie R1 Status Plan) and advance the Academic Success Goals
  (*If candidate's appointment will be in a different academic unit, the recruiting dean must work jointly with the hosting dean in completing the statement)
- Financial request: terms and amounts for each unit

Commitment Agreement

a) Faculty track and years of appointment
b) Salary commitment per year: __ Hiring unit __ Provost __ VPR __ Other unit
c) Start-up commitment per year: __ Hiring unit __ Provost __ VPR __ Other unit
d) Teaching assignment
e) Scholarship/research expectations
f) Service expectations
g) Responsibilities as GWH New Faculty

Onboarding Plan

Onboarding serves the purpose of informing, orienting, and empowering the new faculty member. The process begins as soon as the offer is accepted and continues throughout the first year of employment. The period between acceptance of the employment offer (typically late Spring) and beginning of employment (typically start of the academic year) is the most critical. Communications with new hire must be transparent, honest, respectful, and frequent. Please review the responsibilities listed below for those offices involved to ensure a successful onboarding process is in place.

(a) <u>Responsibilities of department chair (or Associate Dean in units without chairs)</u>

- Devises 90 day personalized onboarding plan (in coordination with Search Committee chair)
- Maintains frequent contact with new hire through the summer
- Communicates department's imperatives, plans, and goals

- Assists with office/lab set-up and facilitates contact with vendors, tech personnel, and others, as needed
- Designs mentoring plan and assigns department mentor
- Fosters development of personal and professional relationships with members of the department, university, and community
- Identifies and reports issues that require dean and provost intervention

(b) Responsibilities of Dean's Office

- Identifies need for spousal/partner accommodation
- Provides information on housing, schools/childcare/assisted living, community initiatives, houses of worship, and other needs as requested
- Assists department chair in their responsibilities

(c) Responsibilities of Office of the Provost (VPFA & VPDEI)

- Assigns netID and access to university resources
- Provides monthly updates through the summer on university activities and opportunities for professional development
- Coordinates research resource training with OVPR
- Communicates information on New Faculty Orientation, New to the Faculty Brown Bag Series, and Faculty Mentoring Program
- Provides information on Henderson Fellowship Program
- Facilitates contact with Henderson Fellows community and assigns peer mentor
- Coordinates new appointment announcement with Office of Communications