PROCEDURES FOR TENURE
WAIVER - LCOM FACULTY
NON-TENURE TRACK TO TENURE TRACK POSITION

Includes: Tenure Pathway waivers. Waivers are managed on a case-by case basis. Please refer to Larner College of Medicine (LCOM) Faculty Non-Tenure Track (NTT) to Tenure-Track Position guideline document.

1. Chair submits to Senior Associate Dean for Research (SADR) and Jeanna Page via email:
   - A detailed cover letter addressed to LCOM Dean outlining the rationale for the transition to TT, unique qualifications of the candidate, and evidence to support the guiding principles. It should also contain the support of the candidate's TT transition, and how this meets the strategic goals of the department as well as general financial plans for supporting the faculty. A mentoring plan and a description of how the department will facilitate the candidate's transition to TT responsibilities including how the candidate will satisfy the teaching and service expectations of the TT as outlined by the Faculty Handbook and Standards and Guidelines.
   - Faculty member's updated CV in the LCOM format (if existing LCOM faculty member)
   - Completed LCOM "request for position" form

2. The SADR will review with the LCOM Dean. If they both approve, the SADR will send an email to the Chair letting them know. SADR also sends email with approval letter attached to Vice Provost for Faculty Affairs (VPFA), copying Jeanna Page to inform them and let them know the action will be submitted in PeopleAdmin. Jeanna sends approval letter to department administrator so that it can be attached in the action.

3. Chair's office submits action in PeopleAdmin with the documents below included.
   - Candidate CV in LCOM format (LCOM format if existing LCOM faculty member)
   - Faculty Staffing Proposal-Recruitment Request Form
   - Summary Chart for Faculty Req Recruitment Template (xls)
   - Position description – please highlight any changes from existing position
   - Salary justification, indicating if there is a change in fte and why
   - Organizational chart
   - Detailed cover letter from the Department Chair addressed to LCOM Dean outlining the rationale for the transition to TT, unique qualifications of the candidate, and evidence to support the guiding principles. It should also contain the support of the candidate's TT transition, and how this meets the strategic goals of the department as well as general financial plans for supporting the faculty. A mentoring plan and a description of how the department will facilitate the candidate's transition to TT responsibilities including how the candidate will satisfy the teaching and service expectations of the TT as outlined by the Faculty Handbook and Standards and Guidelines.
   - LCOM Request for Position (attach in an email to Dean's Office)
   - UVMMG Business Plan and Approval Email - for clinical positions (attach in an email to Dean's Office)
   - Waiver Form (attach in an email to Dean's Office)
   - Evidence of the Department's support-not just the chairs. A narrative describing the consultation process with the department and an indication of the department faculty members' support will hasten the process of review. Most units hold a vote by the tenured faculty members in the department.
   - Dean and SADR preliminary approval email

4. Dean's Office approvals as appropriate:
   - Sign off by Senior Associate Dean for Research
   - Sign off by Associate Dean for Faculty
   - Sign off by Senior Associate Dean for Finance & Administration
   - Senior Associate Dean for Finance & Administration reviews with Dean to obtain signature on LCOM RFP

5. Dean's Office submits packet (excluding COM RFP, Waiver Form and UVMMG documents) to Waterman for Provost approval. Provost approval is received electronically via PeopleAdmin.

6. Once approved by the Provost's Office, the PeopleAdmin steps in the PeopleAdmin Mini Manual should be followed to have candidate apply, answer criminal conviction question(s) and closing out the action.

7. Chair initiates Appointment Letter (and payroll forms) and submits to Dean's Office for approval by the Senior Associate Dean for Finance & Administration who reviews with the Dean and obtains signature. (Also refer to "Procedures for Processing New Hire Appointment Letter and ePAR" for more details.)

8. Prepare in consultation with department chair and colleagues, an onboarding plan