

## Department of Neurological Sciences

### Clinical Faculty Recruitment

#### Policies & Processes

##### I. Create a new faculty position:

1) Neurology Clinic Manager (Christian Pinillos) forwards UVMCMC business plan and memo of approval to NSCI Business Manager (Daniel Mills) and **identifies the Search Committee Chair**. Business Manager contacts Committee Chair to request the following:

- \* **Names of proposed search committee** (minimum 4 members, including chair). Committee cannot be all male and must include at least one faculty member from outside Neurological Sciences.
- \* **Position Description (PD) / Ad Copy**. In most cases Business Manager can provide a template from earlier searches to be updated to reflect current needs.
- \* **List of venues for advertising**. All clinical positions in NSCI are advertised at the AAN and NMA Jobs Centers but please provide any other division or discipline-specific venues to be targeted with paid advertisements.

2) Business Manager **submits PD and search plan** to LCOM Dean and UVM Provost's Offices to request permission to post to the UVM Jobs website.

Eff 2024 search committee members who have not completed the AAEO training within the last two years are now required to complete affirmative hiring training. Once the Search Plan has been approved, search committee members will be contacted via email by the UVM Office of Diversity, Equity and Inclusion with a link to access any required trainings in UVM's Vector system.

3) After Search Plan is approved, Business Manager **arranges for paid advertising** as above and **creates guest user credentials** which the Committee Chair can use to applicant data in the UVM Jobs System.

- \* [UVM Jobs HR Log-In](#) (use guest user credentials, NOT NetID)

- \* [Guest User Information](#)

Applications to clinical faculty postings are also monitored by UVMCMC recruitment staff and by the Neurology Clinic Manager via Guest User ID, who will inform the Committee and/or Department Chairs of prospective candidates via email.

##### II. Applicants & Interview Authorization (IA):

4) Faculty job postings must remain active for a period of at least 30 days. Any interested candidates must **apply via the UVM Jobs website**.

5) Committee Chair **reviews applications in UVM Jobs** as they are received and consults with the committee to **generate a list of prospective interviewees**.

6) Committee and/or Department Chair performs **preliminary screening interviews** to assess/confirm candidate interest/commitment prior to sending Business Manager the following information:

- \* **Names of any candidates to be formally interviewed**

- \* **Names of any candidates who will not be interviewed** along with a short justification for this decision (e.g. candidate does not possess the appropriate education or experience, etc.)

7) Business Manager updates applicant status in the PeopleAdmin system and **submits Interview Authorization (IA)** for review by the LCOM Dean and UVM Provost's Office. Interview Authorization typically takes 1-2 business days.

UVM now requires successful background checks for all potential finalists. Once a candidate has been designated "Recommend for Interview," UVM HR will perform background checks using their information in the PeopleAdmin System. This background check should be completed prior to the finalist's on-campus interview.

8) After IA is approved, Search Committee Chair works with the Chair's Executive Assistant to **schedule formal interviews** with the search committee and other faculty members as appropriate.

- \* Interviews can take place in person or remotely via videoconferencing.

- \* Background checks should be complete prior to interview.

- \* All candidates must be interviewed or otherwise excluded from consideration before we can make an offer to any one candidate.

9) After every formal interview, committee members and faculty interviewers are expected to complete a quantitative **interview evaluation form** to assess the candidate. Forms are returned to the Committee Chair for review.

### III. Appointment Authorization (AA):

10) Search Committee Chair reviews evaluation forms and consults with committee to **identify one or more candidate(s)** to whom we will make an offer.

11) Chair contacts references for the top candidate only. Faculty candidates are now required to provide contact information for a minimum of 3 professional references.

12) Committee Chair sends the following information to Business Manager for inclusion with the Appointment Authorization (AA):

- \* **Ranked list of all candidates to whom we "would" offer the position** including bullet points describing strengths and weaknesses, proposed faculty rank, and name(s) of proposed faculty mentor(s)

\***Unranked list of all candidates who interviewed and “would not” be offered a position** with a brief justification describing reasons for non-selection.

\***Unranked list of all candidates who withdrew from consideration** along with the date of their withdrawal and reasons stated (if given).

\* Confirmation that a **minimum of 3** reference checks were conducted (by and with whom)

\* **Summary of Reference Check Outcomes**

13) Business Manager takes down the public posting and submits the completed AA to the LCOM Dean and UVM Provost’s Offices. Appointment Authorization approval typically takes 3-5 business days.

Please note that AA approval for all dually appointed clinical faculty positions is required to be in place before we can make a formal offer.

IV. Offer letters & hire paperwork:

14) After AA is approved, Department Chair and/or Search Committee Chair **negotiates with the candidate(s)** and **sends UVM offer letter** with breakdown of UVM and UVM salary.

\* UVM salary for dually appointed clinical faculty is fixed at **\$30,000**. Any adjustments as for visa purposes will be implemented post-hire via LCOM base adjustment process.

\*UVM offer letter should also include a confirmed **start-date** if/when practical.

15) Department Chair and/or Search Committee Chair forwards the signed UVM offer letter to UVM Business Manager who drafts a **UVM appointment letter** and routes to the LCOM Dean and UVM Provost’s Offices for signatures and approval. This process typically takes 1-2 weeks.

16) Search Committee Chair contacts any other remaining finalists to inform them they are no longer under consideration.

17) Business Manager **sends the fully signed UVM appointment letter to the candidate** with other UVM paperwork to be completed in advance of their requested start-date.

18) **Candidate returns signed UVM paperwork.**