

Education Scholar, Research Scholar, Tenure Pathway Recruitments

Policies & Processes

I. Create a new faculty position:

1) NSCI Chair and/or Vice Chair **identifies a Search Committee Chair** and contacts the Business Manager (Daniel Mills) to initiate recruitment. Chair and/or Vice Chair should also provide details of **proposed startup**, if applicable, including guaranteed salary support, startup funds, and funding source.

2) Department Business Manager contacts the Chair to request the following information:

- * **1-2 paragraphs justifying decision to recruit** (e.g. replacement hire, unmet need, etc)

- * **Position Description (PD) / Ad Copy**. In most cases the Business Manager can provide a template from earlier searches to be updated to reflect current needs.

- * **Search Plan**. As above the Business Manager can provide a recent Search Plan for use as a template. Note the finalized Search Plan should include the **names and titles of proposed search committee** (committee must include at least 4 members, including chair, cannot be all male, and must include at least one faculty member from outside NSCI) as well as a **list of venues for targeted advertising** and our approach to ensure a diverse applicant pool.

- * **Tenure Recruitments only: CV and interview evaluation rubrics**. As above the Business Manager can provide previous templates to be updated.

3) Business Manager **submits PD, completed search plan, and CV/interview evaluation tools** as applicable to LCOM Dean and UVM Provost's Offices to request permission to post to the UVM Jobs website. Review process typically takes 1-2 weeks.

Eff July 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 Vector.

4) 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](#)**

Tenure pathway recruitments are now expected to follow advertising guidelines provided by the UVM Provost's Office: <https://www.uvm.edu/provost/advertising-guidelines-tenure-track-faculty-recruitment>

II. Applicants & Interview Authorization (IA):

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

7) Committee Chair **reviews applications in UVM Jobs** as they are received and consults with the committee to **generate a list of prospective interviewees**. For Tenure Pathway Recruitments, every member of the Search Committee is expected to complete a **quantitative evaluation of all candidates** using the previously approved CV evaluation rubric.

8) Committee Chair performs **preliminary screening interviews** to assess/confirm candidate interest/commitment prior to sending the following information to the Business Manager

* **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.)

* **Tenure Pathway Recruitments only:**

- Include (by rank) rubric average scores for each criterion for each candidate for interview and possible interview.

- Include a comparison of the applicant pool demographics with the national, discipline-specific demographics.

- Include an explanation of aspects of the search process that may or may not have led to a diverse pool of applicants.

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.

9) Business Manager **submits Interview Authorization (IA)** for review by the LCOM Dean and UVM Provost's Office. Interview Authorization typically takes 1-2 business days.

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

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

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

11) After every formal interview, all pathways, committee members and faculty interviewers are expected to complete a quantitative **interview evaluation form** to assess the candidate. All evaluation forms should be returned to the Committee Chair and Business Manager.

III. Appointment Authorization (AA):

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

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

14) Committee Chair sends the following information to the 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**
- * **Tenure Recruitments only:** please provide 1-2 paragraphs summarizing the **results of any departmental discussion or vote** taken with respect to the finalists.
- * **Tenure Recruitments only:** please provide completed copies of all evaluation tools (CV and/or interview forms) used to evaluate the candidates.

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

IV. Appointment Letter & UVM Paperwork:

14) After AA is approved, Department Chair, Vice Chair, and/or Search Committee Chair conducts negotiations with the candidate or candidates in accordance with the ranked listing in the approved AA.

The purpose of these discussions is to clarify interest/responsibilities, obtain a verbal commitment, and determine **starting salary, startup support, relocation support, and start-date.**

- * New employees are required to attend UVM orientation and benefits enrollment on their first day of work. For this reason all UVM start-dates must fall on a **Monday** or on the Tuesday after a Holiday.

15) Business Manager **drafts UVM appointment letter** reflecting these agreed terms 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 remaining candidates to inform them they are no longer under consideration.

17) Business Manager **sends the fully signed UVM appointment letter** and blank **UVM Employee Information Form (EIF)** to the candidate.

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