Research Faculty funding reminder...

Keep in mind that if Research Faculty are responsible for activities outside of the grants that they are funded from whether the grants are federal or private that they have to have an outside source of funding to cover the time spent completing the activities outside of the grant. Examples of typical activities that would be included according to the Faculty Handbook would be: “Providing significant contributions to the conceptualization or writing of new proposals, or teaching; however, support for any time or effort spent on activities outside of their sponsored research must come from non-sponsored research funds”. The Faculty Handbook section 6.2, 6.15 and section 10.4 explains this concept.

Faculty Handbook

For more information please contact OVPR-HR at ovpr-hr@vt.edu

The Department of Human Resources is pleased to announce that PeopleAdmin has been updated to allow departments to capture reference letters for applicants online.

Employees should review the following key points before they begin working with the online reference letters module within PeopleAdmin.

1. The new feature only applies to new postings. The online reference letter feature cannot be applied to existing postings.
2. This feature only applies to faculty (AP, T&R, and Research) postings.
3. The configuration for the online reference feature is completed when the posting is created by the staffing specialist or someone in Equity & Access. As a result, the department will need to include any online reference requirements in the “Additional information or special instructions” section on the position description request.

The Department of Human Resources strongly believes that reference letters should only be required of applicants who are considered finalists for the position. However, if the department has routinely collected letters of reference from all applicants, it is fine to continue doing so. If reference letters are required of every applicant, this information should be treated the same for each candidate within each stage of the selection process. For example, reference letters should only be reviewed for the final interview group, or only for those who make the short list.

A user guide for online reference letters is available in the Resource Guide. The guide covers how applicants indicate who will provide references, how and when the references are solicited and collected, and how departments can review the references.

An online tutorial just on reference letters will be available in mid-January 2014 and will be posted in the Resource Guide when it is complete.

If you or your department is interested in an information/consultation session with OVPR-HR regarding research faculty and how we can best serve you Contact us at ovpr-hr@vt.edu or call 293-9359