**IUI Office of Academic Affairs**

Retention Offer Data and Approval Form

**Faculty Information**

|  |  |
| --- | --- |
| Faculty Name: Click or tap here to enter text. | Rank Status: Click or tap here to enter text. |
| School: Click or tap here to enter text. | Department: Click or tap here to enter text. |

**Retention Elements** (to be filled in by HRBP per retention offer letter)

**Salary Details**

|  |  |
| --- | --- |
| Current Base Salary:  10-Month  12-Month  $Click or tap here to enter text. |  |
| Increase *in Dollars*  Provided by School: Click or tap here to enter text.  Provided by Other Source: Click or tap here to enter text. | Describe Other Source: Click or tap here to enter text. |
| Years of Other Source Funding:  1  2  3 |  |

**Research Funding Support**

|  |  |
| --- | --- |
| Provided by School Total Cash Equivalent:  Click or tap here to enter text. | Describe Details: Click or tap here to enter text. |
| Provided by Other Source Total Cash Equivalent:  Click or tap here to enter text.  Describe Other Source: Click or tap here to enter text. | Describe Details: Click or tap here to enter text. |

*Repeat for each external source on a separate page as an attachment.*

**Teaching Load Adjustment**

Provided by school, describe details: Click or tap here to enter text.

**Professional Development Programming/Other Terms**

|  |  |
| --- | --- |
| Provided by School Total Cash Equivalent:  Click or tap here to enter text. | Describe Details: Click or tap here to enter text. |
| Provided by Other Source Total Cash Equivalent:  Click or tap here to enter text.  Describe Other Source: Click or tap here to enter text. | Describe Details: Click or tap here to enter text. |

**Documentation**

Attach confirmation from all non-RC sources

Include a brief description (separate page) of the reason for special retention efforts

Attach an explanation of planning for the department moving forward

Attach retention offer letter

**Approved By**

Academic Affairs – Jay Gladden

Academic Affairs – Margie Ferguson

Finance and Administration – Camy Broeker

Office of Institutional Equity – Karloa Stevens

**For Office Use Only**

Date of implementation of offer: Click or tap to enter a date.

Candidate demographic information (gender, ethnic identification per HR records: Click or tap here to enter text.

Faculty accepts offer

Faculty resigns – Destination, if known: Click or tap here to enter text.

**Review and Submission**

The school/unit HRBP is responsible for submitting this form and required documentation in **one PDF** file to the Office of Academic Affairs at [acadhr@iupui.edu](mailto:acadhr@iupui.edu).

If approved, please attach a copy of this form to the eDoc.

Form Updated: March 2024