**IUI Office of Academic Affairs**

Approval of Terms for Academic Appointments

For Tenured and Tenure-Track Faculty

Routing and Action Form

|  |  |
| --- | --- |
| **Candidate Name** | Click or tap here to enter text. |
| **Department / School/ Campus** | Click or tap here to enter text. |
| **Proposed Rank** | [ ]  Assistant Professor (FT3) [ ]  Associate Professor (FT2) [ ]  Professor (FT1) [ ]  Assistant Librarian (LT3) [ ]  Associate Librarian (LT2) [ ]  Librarian (LT1) [ ]  Acting Assistant Professor (FG3)  |
| **Appointment Type** | [ ]  Tenure Eligible [ ]  With Tenure\* NOTE: Probationary periods for tenure eligible faculty are seven years unless separate approval is given.) |
| **Initial Appointment Start Date** | Click or tap to enter a date.  |
| **End Date** | Click or tap to enter a date. |
| **Initial Salary** | Click or tap here to enter text. |
| **Months** | [ ]  10-Month [ ]  12-Month  |
| **Indicate FTE if less than 1** |  |
| **Search #** | Click or tap here to enter text. |
| **Position #** | Click or tap here to enter text. |
| **Account #** | Click or tap here to enter text.  |
| **Funding** | [ ]  Check if any funds will come from outside the school (see required documentation in Section D)  |

\***Conversion from Acting Professorial Rank to Tenure Eligible:** Conversion of this appointment to a tenure eligible appointment is expected and a decision will be made no later than Click or tap here to enter text.

**Please see page 3 for a list of required documentation.**

**IF TENURE TRACK:**

A reappointment decision during the probationary period will be made no later than Click or tap here to enter text.. In the case of a positive decision, reappointment would begin Click or tap here to enter text..

With continued full-time service in rank, a tenure decision will be made no later than May 15, Click or tap here to enter text.. In the case of a positive decision, appointment with tenure would begin July 1, Click or tap here to enter text..

**Please add signatures on page 2.**

Form updated: March 2024

**Signatures**

This form must be signed by the department chair and the dean of the school or division. The signature of the executive vice chancellor/chief academic officer will be acknowledged within PeopleAdmin when the offer is approved. The signature of the vice president or chancellor (for offers with tenure) will also be included in the approval within PeopleAdmin. Offers are further subject to the consent of the Board of Trustees.

**Please note:** If a user initiates an Adobe Digital Signature for a field below, the form will be locked and no longer allow edits or additions in the fillable fields. A typed name is sufficient for the Office of Academic Affairs files.

|  |  |
| --- | --- |
| **Department Chair or Regional Campus Director** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |
| **School Dean** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |
| **Executive Vice Chancellor and Chief Academic Officer** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

**Required Documentation for**

**Tenured or Tenure-Track Appointments**

1. **Tenure-Track (include the following items with this form):**

[ ] Completed Routing and Action Form for Tenured or Tenure-Track Appointments

[ ] Undated copy of the proposed offer letter (Refer to sample offer letter for required information.)

[ ] Candidate’s CV

[ ] If hired at the associate or full level, either

[ ]  Candidate already holds that rank

[ ]  Vote of unit promotion and tenure committee

[ ] Mention of mentoring or list the mentor’s name

1. **With Tenure (all of the above items required, and additionally):**

[ ]  A total of six external letters of recommendation, all of which include evaluation of teaching and research achievements. In exceptional cases, candidates can be hired without six letters if the school’s P&T committees are supportive and with the approval of the provost/EVC. Requests for exception should be sent to acadhr@iupui.edu before completing the offer packet.

[ ]  Brief biographical sketch of referees and indication of relationship to candidate

[ ]  Date of interview with the chief academic officer or designee: Click or tap to enter a date.

[ ]  Note from the dean regarding the vote of the unit promotion and tenure committee approving tenure, and if applicable, promotion to a rank higher than that currently held by the applicant

1. **For All Offers (units are responsible for ensuring the following items but they do not need to be submitted with the offer):**

[ ] English language proficiency

[ ] Academic credentials and applicable licensure

[ ] For untenured: references (does not require written letters)

1. **If funding will come from outside the academic school, include the following:**

[ ] A brief summary of sources of funding, for each year during which there is non-school funding; include both base and any supplemental or start-up cash

[ ] Email or other documentation from each entity providing the funding (PHDI/DEMA funding will be documented through OAA.)

*All funders will be provided a copy of the completed offer packet.*

Inform the Office of Academic Affairs at acadhr@iu.edu if the offer is declined by this candidate or if you have any questions.