**IUI Office of Academic Affairs**

Approval of Terms for Academic Appointments

For Visiting Appointment

Routing and Action Form

|  |  |
| --- | --- |
| **Candidate Name** | Click or tap here to enter text. |
| **Department / Campus** | Click or tap here to enter text. |
| **Appointment Type** | [ ]  Clinical [ ]  Assistant [ ]  Associate [ ]  Full [ ]  Lecturer [ ]  Senior Lecturer [ ]  Teaching Professor [ ]  Tenure-Track [ ]  With Tenure |
| **HRMS Administrative Post Code** | Click or tap here to enter text. |
| **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  |
| **Search #** | Click or tap here to enter text. |
| **Position #** | Click or tap here to enter text. |
| **Account #** | Click or tap here to enter text. |
| **Position Type** | [ ]  Replacement [ ]  New |

Please see next page for a list of required documentation.

**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 assistant vice chancellor for faculty affairs will be added here for non-searched offers.

**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** | 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 or AVC for Faculty Affairs** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

Form Updated: January 2024

**Required Documentation for**

**Visiting Appointment**

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

[ ] References (does not require written letters)

1. **For Non-Searched Offers (include the following items with this form):**

[ ] Description of duties

[ ] Candidate’s CV

[ ] Draft offer letter (Refer to sample offer letter for required information.)

[ ] Description of either:

a) search plan for non-visiting replacement or

b) why the need is temporary (no extension or replacement needed)

1. **For Searched Offers (include the following items with this form):**

[ ]  Job advertisement

[ ]  Draft offer letter (Refer to sample offer letter for required information.)

[ ]  Candidate’s CV

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