**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](mailto:acadhr@iu.edu) if the offer is declined by this candidate or if you have any questions.