



**REQUIRED DOCUMENTATION  
FOR TENURED OR TENURE TRACK APPOINTMENTS**

**A. TENURE TRACK:**

1.  Completed Approval of Terms of Academic Appointment Form
2.  Undated copy of proposed offer letter, which includes reference to Dean of Faculties letter that will provide information on specific employment requirements and benefits, and the importance of responding appropriately to it
3.  Copy of candidate's vitae
4.  Three external letters of reference (waived for candidates who have been employed in a faculty role involving teaching, research, and professional service, by a school on the IUPUI campus for a year or longer and whose initial appointment included review of external letters).
5.  Evidence of English language proficiency for candidates whose first language is not English
6.  Evidence of approval to recruit (Form A2, Form A3, or FAM number \_\_\_\_\_)
7.  Unit has verified that academic credentials and, when applicable, licensure are bona fide.

**B. TENURED, all above items required, and additionally:**

8.  Statement from Dean recommending appointment, describing special qualities candidate will bring, and assessing teaching and research potential
9.  Brief biographical sketch of referees and indication of relationship to candidate
10.  An additional three (for a total of six) external letters of recommendation, all of which include evaluation of teaching and research achievements
11.  Date of interview with the Dean of the Faculties or designee: \_\_\_\_\_