

## CONDITIONS OF EMPLOYMENT

### Employment Eligibility Verification

Prior to beginning work at Indiana University, all new appointees must provide proper documentation showing that they are a U.S. citizen or an authorized alien entitled to work in the country for the period of appointment. The types of documents that will be required are listed on the attached sheet. The original documents must be furnished to a representative of the employing unit.

In addition, if the employment offer is to be with tenure and permanent resident status (which takes up to a year in many cases to acquire) is not acquired by the beginning date of the appointment, but an appropriate visa is obtained, appointment would have to be as visiting until permanent resident status is approved. The tenured offer would be effected once permanent residency papers are obtained.

For a tenure track appointment, please note that if permanent resident status is not acquired by the beginning date of the appointment, but an appropriate visa is obtained, appointment may be for a period of up to three years (or for the period for which the visa is valid, whichever is less). Reappointment beyond this period is contingent upon and extension of the visa or approval of permanent resident status before the end of the second year.

### English Language Proficiency

An authorized alien being offered a tenure track position should possess adequate English language skills or, as a condition of employment, should agree to participate in a program which will improve these skills to a satisfactory level. Verification of English language proficiency may be required prior to initial appointment and if additional training is required, verification of progress may be required annually. Additional training may be provided by the employing unit; progress will be monitored and taken into consideration during the annual review process. Candidates for tenure should have demonstrated satisfactory English language skills to expect a favorable review. An ability to teach at a satisfactory level in English is expected as a matter of competence, and failure to maintain satisfactory English language competency can be grounds for dismissal of tenured or tenure-track faculty.

### Background Check

A law of the State of Indiana requires that Indiana University conduct a background check of all new employees regarding criminal activity as well as sex and violent offender convictions. This background check is required for all full-time and part-time academic appointees, including Student Academics. The search and screen process for academic appointments which carry the titles of Dean or higher will require an additional credit history check, and verification of state tax payment.

IUPUI Dean of the Faculties

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