REQUEST TO OFFER

CANDIDATE

DEPARTMENT __________________________ SCHOOL __________________________

APPOINTMENT TYPE (check all that apply):

CLINICAL Assistant ☐ Associate ☐ Full ☐
LECTURER ☐ SENIOR LECTURER ☐

HRMS ADMINISTRATIVE POST CODE _______

INITIAL APPOINTMENT START/END DATE ________________ TO ________________

INITIAL SALARY ____________________________ MONTHS 10 ☐ 12 ☐

SEARCH # _______ POSITION # _______ ACCOUNT # _______

REPLACEMENT ☐ OR NEW POSITION ☐

(Please see next page for list of required documentation.)

This statement must be signed by the Chairperson of the Department, and/or the Dean of the School or Division, by the Executive Vice Chancellor, and/or the Vice President or Chancellor, and it is further subject to the consent of the Board of Trustees.

Chairperson ____________________________ Date signed ____________________

School Dean ____________________________ Date signed ____________________

Chief Academic Officer ____________________________ Date signed ____________________
REQUIRED DOCUMENTATION
FOR CLINICAL AND LECTURER APPOINTMENTS

A. FOR CLINICAL APPOINTMENTS:

1. □ Completed Approval of Terms of Academic Appointment Form.

2. □ Undated copy of proposed offer letter, which includes information on specific employment requirements and benefits, background checks, and the importance of responding appropriately to it.

3. □ Copy of candidate’s vitae.

4. □ Three internal or 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. □ Unit has verified that academic credentials and, when applicable, licensure are bona fide.

B. FOR LECTURER APPOINTMENTS, all items for section A required, and additionally:

1. □ Statement of philosophy of teaching.

2. □ Peer review of teaching if not addressed by letters of reference.

3. □ Statement of agreement to mentor candidate.