

**APPROVAL OF TERMS OF ACADEMIC APPOINTMENT
FOR NON-TENURE RELATED APPOINTMENTS**

Routing and Action Form

REQUEST TO OFFER

CANDIDATE _____

DEPARTMENT _____ SCHOOL _____

APPOINTMENT TYPE (check all that apply):

CLINICAL Assistant Associate Full

LECTURER SENIOR LECTURER

ACADEMIC SPECIALIST

PROPOSED TITLE _____

HRMS ADMINISTRATIVE POST CODE _____

INITIAL APPOINTMENT START/END DATE _____ TO _____

INITIAL SALARY _____

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 NON-TENURE RELATED 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.

C. FOR ACADEMIC SPECIALIST APPOINTMENTS, all items for section A required, and additionally:

1. Statement of academic work or job description.
2. Peer review of capacity for proposed work, if not addressed by letters of reference.