



**Approval of Terms for Academic Appointment  
for Tenured and Tenure Track Faculty  
Routing and Action Form**

|                       |  |
|-----------------------|--|
| <b>Candidate Name</b> |  |
|-----------------------|--|

|                   |  |               |  |
|-------------------|--|---------------|--|
| <b>Department</b> |  | <b>Campus</b> |  |
|-------------------|--|---------------|--|

|                                       |  |                           |                 |
|---------------------------------------|--|---------------------------|-----------------|
| <b>Proposed Rank</b>                  | Assistant Professor (FT3)  | Associate Professor (FT2) | Professor (FT1) |
|                                       | Assistant Librarian (LT3)  | Associate Librarian (LT2) | Librarian (LT1) |
|                                       | Acting Assistant Professor (FG3)   |                           |                 |
| <b>Initial Appointment Start Date</b> |  |                           |                 |
| <b>End Date</b>                       |  |                           |                 |
| <b>Initial Salary</b>                 |  |                           |                 |
| <b>Appointment Type</b>               | With Tenure      Tenure Eligible<br><br>*(Note: Probationary periods for tenure eligible faculty are seven years unless separate approval is given.) |                           |                 |
| <b>Search #</b>                       |  | <b>Position #</b>         |                 |
| <b>Account #</b>                      |  |                           |                 |

**\*Conversion from Acting Professorial Rank to Tenure Eligible:** Conversion of this appointment to a tenure eligible appointment is expected and a decision will be made no later than \_\_\_\_\_.

**(PLEASE SEE PAGE 3 FOR LIST OF REQUIRED DOCUMENTATION)**

**IF TENURE TRACK:**

A reappointment decision during the probationary period will be made no later than \_\_\_\_\_. In the case of a positive decision, reappointment would begin \_\_\_\_\_.

With continued full-time service in rank, a tenure decision will be made no later than May 15, \_\_\_\_\_. In the case of a positive decision, appointment with tenure would begin July 1, \_\_\_\_\_.



### Signatures

This form must be signed by the department chair, and/or the dean of the school or division, by the executive vice chancellor/chief academic officer, and/or the vice president or chancellor (for offers with tenure), and it is further subject to the consent of the Board of Trustees.

|   |  |
|---|--|
| Department Chair or Regional<br>Campus Director |  |
| Date  |  |
| School Dean                                     |  |
| Date  |  |
| Executive Vice Chancellor                       |  |
| Date  |  |

**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.
3. Copy of candidate's vitae.
4. If hired at the associate or full level, either:
  - a. Candidate already holds that rank.
  - b. Vote of unit promotion & tenure committee.

**B. With Tenure (all above items required, and additionally):**

1. A total of six external letters of recommendation, all of which include evaluation of teaching and research achievements.
2. Brief biographical sketch of referees and indication of relationship to candidate.
3. Date of interview with the chief academic officer or designee \_\_\_\_\_.
4. Note from dean regarding vote of unit promotion and & tenure committee approving tenure, and if applicable, promotion to a rank higher than that currently held by the applicant.

**C. For All: Prior to Hire the Unit Must Verify:**

1. English language proficiency.
2. Academic credentials and applicable licensure.
3. For untenured: references (does not require written letters).

Inform Office of Academic Affairs at [acadhr@iupui.edu](mailto:acadhr@iupui.edu) if the offer is declined by this candidate or if you have any questions.