**IUI Office of Academic Affairs**

Approval of Terms for Academic Appointments

For Professor of Practice Appointment

Routing and Action Form

|  |  |
| --- | --- |
| **Candidate Name** | Click or tap here to enter text. |
| **Department / Campus** | Click or tap here to enter text. |
| **Candidate’s Highest Degree Title** | Click or tap here to enter text. |
| **HRMS Administrative Post Code** | Click or tap here to enter text. |
| **Initial Appointment Start Date** | Click or tap to enter a date. |
| **End Date** | Click or tap to enter a date. |
| **Initial Salary** | Click or tap here to enter text. |
| **Months** | 10-Month  12-Month |
| **Search #** | Click or tap here to enter text. |
| **Position #** | Click or tap here to enter text. |
| **Account #** | Click or tap here to enter text. |
| **New or Replacement Position** | Replacement  New Position |

**Please see page 2 for a list of required documentation.**

**Signatures**

This form must be signed by the department chair and the dean of the school or division. The signature of the executive vice chancellor/chief academic officer will be acknowledged within PeopleAdmin when the offer is approved. Offers are further subject to the consent of the Board of Trustees.

|  |  |
| --- | --- |
| **Department Chair or Regional Campus Director** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |
| **School Dean** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |
| **Executive Vice Chancellor and Chief Academic Officer** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

**Required Documentation for**

**Professor of Practice Appointments**

1. **Please be sure these items are included:**

Completed Routing and Action Form

Undated copy of the proposed offer letter including:

Information on specific employment requirements and benefits

Background checks and the importance of responding appropriately to it

Candidate’s CV

Vote of approval by the faculty in the unit. Date of approval: Click or tap here to enter text.

Level of teaching responsibilities:

Undergraduate only

Graduate (some or all)

Statement of person’s experience as related to teaching responsibilities

1. **Prior to hire, the unit must verify:**

English language proficiency

Academic credentials and applicable licensure

References (does not require written letters)