**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)