



**Approval of Terms for Academic Appointments
for Visiting Appointment
Routing and Action Form**

Candidate Name	
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Department		Campus	
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Appointment Type	Clinical Lecturer	Assistant Senior	Associate Teaching Professor	Full Tenure-Track
HRMS Administrative Post Code				
Initial Appointment Start Date				
End Date				
Initial Salary				
Months	10-month	12-month		
Search #		Position #		
Account #				

Replacement Or New Position

(Please see next page for 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 added for searched offers and assistant vice chancellor for faculty affairs for non-searched offers.

Please note: If a user initiates an Adobe Digital Signature for a field below, the form will be locked and no longer allow edits or additions in the fillable fields. A typed name is sufficient for Office of Academic Affairs files.

Department Chair	
Date	
School Dean	
Date	
Executive Vice Chancellor and Chief Academic Officer	
Date	

**Required Documentation for
Visiting Appointment****A. For All Offers (units are responsible for ensuring the following items but they do not need to be submitted with the offer):**

1. English language proficiency.
2. Academic credentials and applicable licensure.
3. References (does not require written letters).

B. For Non-Searched Offers (include the following items with this form):

1. Description of duties.
2. Candidate CV.
3. Offer letter draft.
4. Description of either:
 - a. Search plan for non-visiting replacement.
 - b. Why the need is temporary (no extension or replacement needed).

C. For Searched Offers (include the following items with this form):

1. Job advertisement.
2. Offer letter draft.
3. Candidate's CV.

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