



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

<b>Candidate Name</b>			
<b>Department</b>		<b>Campus</b>	
<b>Appointment Type</b>	Clinical Lecturer	Assistant Senior	Associate Teaching Professor
<b>HRMS Administrative Post Code</b>			
<b>Initial Appointment Start Date</b>			
<b>End Date</b>			
<b>Initial Salary</b>			
<b>Months</b>	10	12	
<b>Search #</b>		<b>Position #</b>	
<b>Account #</b>			

**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 after approval, and it is further subject to the consent of the Board of Trustees.

*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 or Regional Campus Director	
Date	
School Dean	
Date	
Executive Vice Chancellor and Chief Academic Officer	
Date	



## Required Documentation for Clinical and Lecturer Appointments

### A. For Clinical Appointments:

1. Completed Approval of Terms of Academic Appointment Form.
2. Updated copy of proposed offer letter, which includes statement about mentoring, information on specific employment requirements and benefits, background checks, and the importance of responding appropriately to it.
3. Copy of candidate's vitae.
4. For hiring at associate or full level, either:
  - a. Candidate already holds that rank.
  - b. Unit promotion & tenure committee review.

### B. For Lecturer Appointments (all items or section A required, and additionally):

1. Statement of philosophy of teaching.
2. Peer review of teaching if not addressed by letters of reference.
3. For hiring at senior or tenured professor level, either:
  - a. Candidate already holds that rank.
  - b. Unit promotion & tenure committee review.

### C. For Both: Prior to Hire: Unit Must Verify:

1. English language proficiency.
2. Academic credentials and applicable licensure.
3. 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.