

**Required Documentation for Academic
Specialist and Professor of Practice**

Completed Approval of Terms of Academic Appointment Form.

1. Updated copy of proposed offer letter, which includes information on specific employment requirements and benefits, background checks, and the importance of responding appropriately to it.
2. Copy of candidate's vitae.
3. Vote of approval by faculty in unit. Date of approval_____.
4. Level of teaching responsibilities:
 - a. Undergrad Only.
 - b. Graduate (some or all).
5. Statement of person's experience as related to teaching responsibilities.

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 if the offer is declined by this candidate or if you have any questions.