

AC Approval Guide
Revised 6/1/2020. Includes COVID-related restrictions

Notes:

- **For COVID:** All hires must be submitted to the finance hiring exception form, either for all IUPUI or for IUSM. In the notes, put the justification. In particular, note if the hiring is to *replace* someone (no addition to headcount) or to *add* a position. The latter will need explicit dean-level justification for non-IUSM hires.
- AC2: do not exceed 75% FTE in any term, across all IU institutions (6 credits for summer, 9 credits across fall; winter 1 and 2 are combined with spring). Include a copy of the appointment letter in the e-doc, and an indication that there is sufficient enrollment for the course.
- AC3: in e-doc notes, indicate whether this is a new student or a continuing student. International students who are not located in the U.S. need special consideration; see Graduate Office and OIA guidance. No other approval needed for 15-20 standard hours. For 20-30 standard hours, send “overload” request including advisor approval to OAA.
- AC1: all non-tenure track offer letters, including visiting, must **include a COVID paragraph**; see updated template.
- AC1 visiting: OAA will approve most requests to extend a visiting appointment for a third year. The extension must still be formally approved.
- AC1 **overload** (payment for teaching more than the usual load): **fall 2020: all teaching (not just over 3 credits) must be approved via the FIAD hiring exception form. This should be very rare. For fall and spring teaching, prefer adjuncts.**
- AC1 **admin supplement:** **Any new supplement needs approval via the FIAD form.** Indicate if it is new money (nobody else had ever received it) or it is the same as before, just for a new person. Completely new, additional supplements should be avoided and will only rarely be approved.
- IUSM: only tenure-track appointments go through OAA.

This chart shows the **rights** associated with each classification. The fewer rights, the more this classification was designed to be *short-term*.

Appointee Rights by Type	Family leave	1 year notice of non-reappointment	Ranks	Campus grievance	Faculty governance (voting)
Tenure track	x	x	x	x	x
Clinical, lecturer	x	x	x	x	x
Research scientist	x		x	x	x
Professor of practice	x	x		x	x
Academic specialist	x	x			
Research associate	x				
Visiting (any rank)				(x)	
Post-doc					

This chart shows the **review of hiring** associated with each classification*. **ALL hiring or new extra pay needs to also go through the Covid hiring exception process (IUSM or rest of IUPUI).**

Classification	OAA review:	Notes
Visiting, any title	None for 1-2 years	3rd year generally approved for 2020-2021; 3 rd year: approved only with plan for the future; or in very unusual circumstances; more: not approved.
Postdoc	None for 1-3 years	3+ years: approved with specific plan meeting postdoc career goals.

Research associate	Yes. Position description must be submitted to OAA prior to search.	Avoid using for longer-term needs: this classification has no advancement/promotion ability.
Academic specialist	Yes. Position description must be submitted to OAA prior to search.	Very rare. Prefer a staff position or other faculty classification.
Professor of practice	Yes	Must be endorsed by faculty vote (see ACA 19)
Research scientist	No	
Clinical or lecturer	Yes	
Tenure track	Yes	
With tenure	Yes	Requires 6 letters and endorsement by the unit P&T committee ¹

Administrative position requirements*:

Position	Faculty category qualifications	PeopleAdmin Search?	Notes
Director	Clinical, TT, or (if an academic program) lecturer	N	Notify faculty of the opportunity
Chair	Tenure track	N	Notify faculty of the opportunity
Assistant dean	Faculty (any type): for anything having to do with academic programs or faculty affairs Staff: needs to be equivalent of PAE4	N	Notify faculty (and staff) of the opportunity
Associate dean	Tenure track (should be tenured)	Yes but can be internal only	Associate dean OFFERS must be pre-approved by EVC Johnson.
Dean	Executive search. (Includes IUPUI unit leaders for core schools) <i>Managed by Chancellor's office and OAA. Must include step for school P&T committee step for tenure. After selection, school HR staff handle hiring processes.</i>		

For **all administrative** positions, send a copy of the offer letter to acadhr@iupui.edu (if not using PeopleAdmin, edocs). Offer letters for faculty need to distinguish between administrative responsibilities and compensation, and base/faculty compensation.

*Classifications/administrative positions re IUSM: all non-tenure track positions in IUSM are handled only by IUSM. Except for executive associate deans, administrative position processes do not apply to the School of Medicine.

Reviewed/updated 6/1/2020

¹ For IUSM candidates already tenured elsewhere, endorsement by unit P&T committee not needed. For all other IUPUI candidates, an endorsement by the school P&T committee (or a special ad hoc subset of it) is needed.