REQUEST TO OFFER

CANDIDATE ________________________________

DEPARTMENT ____________________________ SCHOOL ________________________________

PROPOSED RANK

- Assistant Professor (FT3) [ ]
- Associate Professor (FT2) [ ]
- Professor (FT1) [ ]

- Assistant Librarian (LT3) [ ]
- Associate Librarian (LT2) [ ]
- Librarian (LT1) [ ]

- Acting Assistant Professor (FG3) [ ]

APPOINTMENT START/END DATE _________________ TO _________________

*CONVERSION FROM ACTING PROFESSORIAL RANK TO TENURE ELIGIBLE: Conversion of this appointment to a tenure eligible appointment is expected and a decision will be made no later than ___________________________.

APPOINTMENT TYPE

- WITH TENURE [ ]
- TENURE ELIGIBLE* [ ]

*(Note: Probationary periods for tenure eligible faculty are seven years unless separate approval is given)

INITIAL SALARY ________________________________

SEARCH # __________ POSITION # __________ ACCOUNT # _______

(PLEASE SEE NEXT PAGE FOR LIST OF REQUIRED DOCUMENTATION.)

IF TENURE TRACK

A reappointment decision during the probationary period will be made no later than ___________________________. In the case of a positive decision, reappointment would begin ___________________________.

With continued full-time service in rank, a tenure decision will be made no later than May 15, __________. In the case of a positive decision, appointment with tenure would begin July 1, __________.

This statement must be signed by the Chairperson of the Department, and/or the Dean of the School or Division, by the Chief Academic Officer, and/or the Vice President or Chancellor, and it is further subject to the consent of the Board of Trustees.

Chairperson ________________________________ Date signed __________________________

School Dean ________________________________ Date signed __________________________

Chief Academic Officer ________________________________ Date signed __________________________

Chancellor ________________________________ Date signed __________________________
REQUIRED DOCUMENTATION
FOR TENURED OR TENURE TRACK APPOINTMENTS

A. TENURE TRACK:

1. ☐ Completed Approval of Terms of Academic Appointment Form
2. ☐ Undated copy of proposed offer letter
3. ☐ Copy of candidate’s vitae
4. ☐ Three external letters of reference (waived for candidates who have been employed in a faculty role involving teaching, research, and professional service, by a school on the IUPUI campus for a year or longer and whose initial appointment included review of external letters).
5. ☐ Evidence of English language proficiency for candidates whose first language is not English
6. ☐ Evidence of approval to recruit (Form A2, Form A3, or FAM number ________________)
7. ☐ Unit has verified that academic credentials and, when applicable, licensure are bona fide.

B. TENURED, all above items required, and additionally:

8. ☐ Statement from Dean recommending appointment, describing special qualities candidate will bring, and assessing teaching and research potential
9. ☐ Brief biographical sketch of referees and indication of relationship to candidate
10. ☐ An additional three (for a total of six) external letters of recommendation, all of which include evaluation of teaching and research achievements
11. ☐ Date of interview with the Chief Academic Officer or designee: ______________________
12. ☐ Note from Dean regarding vote of faculty or school P&T committee approving tenure.