**IUI Office of Academic Affairs**

Approval of Terms for Academic Appointments

For Clinical and Lecturer Appointment

Routing and Action Form

|  |  |
| --- | --- |
| **Candidate Name** | Click or tap here to enter text. |
| **Department / Campus** | Click or tap here to enter text. |
| **Appointment Type** | [ ]  Clinical [ ]  Assistant [ ]  Associate [ ]  Full [ ]  Lecturer [ ]  Senior Lecturer [ ]  Teaching Professor  |
| **HRMS Administrative Post Code** | Click or tap here to enter text. |
| **Initial Appointment Start Date** | Click or tap to enter a date.  |
| **End Date** | Click or tap to enter a date. |
| **Initial Salary** | Click or tap here to enter text. |
| **Months** | [ ]  10-Month [ ]  12-Month  |
| **Search #** | Click or tap here to enter text. |
| **Position #** | Click or tap here to enter text. |
| **Account #** | Click or tap here to enter text.  |
| **New or Replacement Position** | [ ]  Replacement [ ]  New Position  |

**Please see page 2 for a 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 acknowledged within PeopleAdmin when the offer is approved. Offers are further subject to the consent of the Board of Trustees.

|  |  |
| --- | --- |
| **Department Chair or Regional Campus Director** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |
| **School Dean** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |
| **Executive Vice Chancellor and Chief Academic Officer** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

**Required Documentation for**

**Clinical and Lecturer Appointments**

1. **For Clinical Appointments:**

[ ] Completed Routing and Action Form

[ ] Undated copy of the proposed offer letter including:

[ ]  Statement about mentoring

[ ]  Information on specific employment requirements and benefits

[ ]  Background checks and the importance of responding appropriately to it

[ ] Candidate’s CV

[ ] If hired at the associate or full level, either

[ ]  Candidate already holds that rank

[ ]  Unit promotion and tenure committee review

1. **For Lecturer Appointments (all of the above items required, and additionally):**

[ ]  Statement of philosophy of teaching

[ ]  Peer review of teaching if not addressed by letters of reference

[ ]  For hiring at senior or teaching professor level, either:

[ ]  Candidate already holds that rank

[ ]  Unit promotion and tenure committee review

1. **For Both – Prior to hire, the unit must verify:**

[ ] English language proficiency

[ ] Academic credentials and applicable licensure

[ ] References (does not require written letters)