**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)