



**APPROVAL OF TERMS FOR ACADEMIC APPOINTMENTS**

<b>Candidate Name</b>			
<b>Department</b>		<b>Campus</b>	
<b>Appointment Type</b>	<input type="checkbox"/> Tenure <input type="checkbox"/> Clinical <input type="checkbox"/> Lecturer <input type="checkbox"/> Scientist <input type="checkbox"/> Research Associate <input type="checkbox"/> Librarian <input type="checkbox"/> Part-time faculty (less than 1.0 FTE)		
<b>Proposed Title</b>			
<b>Initial Appointment Start Date*</b>		<b>Initial Appointment End Date**</b>	
<i>*If involved in patient care must start first of month, except July/August may start 3<sup>rd</sup> Monday of month</i> <i>**Initial appointments are either 1, 2, or 3 years for tenure, clinical and lecturer track appointments always end June 30<sup>th</sup></i>			
<b>Initial Salary</b>	\$ _____	<b>FTE</b>	_____ %
<b>Funding Source(s)</b>	<input type="checkbox"/> Dually Employed <input type="checkbox"/> Grants/Contracts/Foundation <input type="checkbox"/> Other _____		
<b>Evidence of Recruitment</b>	<input type="checkbox"/> OAA Posting Number: _____ <input type="checkbox"/> Search Waiver		

**REQUIRED DOCUMENTATION\***

- Undated copy of proposed offer letter
- Curriculum Vitae (CV)
- If non-Indianapolis campus, copy of approval from the department chair in Indianapolis AND Executive Associate Dean for Educational Affairs

*\*Additional documentation is required for tenure track offers, see page 2*

**SIGNATURES**

This form must be signed by the Department Chair or the IUSM Regional Campus Director, the Dean of the School of Medicine, and the Executive Vice Chancellor/Chief Academic Officer, and it is further subject to the consent of the Board of Trustees.

Department Chair or Regional Campus Director	
Date	
IUSM Dean	
Date	
Executive Vice Chancellor <i>(required for tenure track only)</i>	
Date	



**ADDITIONAL REQUIRED DOCUMENTATION  
FOR TENURE TRACK**

1. Probationary Tenure Appointments To be submitted at the time of hire

- Three external letters of reference for probationary tenure appointments

2. Tenured Appointments To be submitted at the time of offer

a. Previously tenured

- Six external, independent letters of reference which meet the IUPUI “arms-length” criteria, all requested by the department without suggestion by the candidate

- Meeting with IUPUI Associate Vice Chancellor for Academic Affairs or designee

Date of meeting: \_\_\_\_\_

If designee, provide name of designee: \_\_\_\_\_

b. Not previously tenured

- Letter from the Primary Committee approving the appointment with tenure.

- Exact vote record recorded in the letter

- At least four votes from tenured faculty whose rank is at or above the rank being offered

- Six external, independent letters of reference which meet the IUPUI “arms-length” criteria, all requested by the department without suggestion by the candidate

- Personal statement

- Evaluations of teaching, if available