



APPROVAL OF TERMS FOR FACULTY APPOINTMENTS

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|--|---|---------------------------------------|-------|
| Candidate Name | | | |
| Department | | Campus | |
| Appointment Type | <input type="checkbox"/> Tenure <input type="checkbox"/> Clinical <input type="checkbox"/> Lecturer <input type="checkbox"/> Scientist <input type="checkbox"/> Librarian <input type="checkbox"/> Part-time faculty (AC1 0.75 – 0.99 FTE) | | |
| Proposed Title(s) | | | |
| Initial Appointment Start Date* | | Initial Appointment End Date** | |
| <i>*If dually employed, must start first of month, except July/August may start 3rd Monday of month</i> <i>**Initial appointments are 3 years for all above appointment types and always end June 30th (except Scientist)</i> | | | |
| Initial Salary | \$ _____ | FTE | _____ |
| Funding Source(s) | <input type="checkbox"/> Dually Employed <input type="checkbox"/> Grants/Contracts/Foundation <input type="checkbox"/> Other _____ | | |
| Evidence of Recruitment | <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
- If hired at the associate or full rank, either:
 - Candidate already holds the rank being offered
 - Approval from IUSM Faculty Affairs for higher rank attached

**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.

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



**ADDITIONAL REQUIRED DOCUMENTATION
FOR TENURE TRACK**

1. Tenure Probationary Appointments

- References (verbal or written) obtained and on file in the department/unit
- If hired at the associate or full rank, either:
 - Candidate already holds the rank being offered and is reflected on the CV
 - Approval from IUSM Faculty Affairs for higher rank attached

2. Tenured Appointments

a. Previously tenured

- If hired at the associate or full rank, either:
 - Candidate already holds the rank being offered and is reflected on the CV
 - Approval from IUSM Faculty Affairs for higher rank attached
- Six external letters of reference which meet “arms-length” criteria, requested by the department without suggestion by the candidate*
- Brief biographical sketch of referees and indication of relationship to candidate*
- Date of meeting with [chief academic officer](#) or designee _____

b. Not previously tenured

- Letter from the Primary Committee approving the appointment with tenure*
 - Exact vote record recorded in the letter
 - separate tenure and promotion in rank vote noted, if applicable
 - At least four votes from tenured faculty whose rank is at or above the rank being offered
- Six external letters of reference which meet “arms-length” criteria, requested by the department without suggestion by the candidate*
- Brief biographical sketch of referees and indication of relationship to candidate*
- Date of meeting with [chief academic officer](#) or designee _____

**Use definitions, instructions, and forms from the IUPUI Promotion and Tenure Guidelines*