

**ADDITIONAL APPROVAL REQUIREMENTS FOR
MAJOR ADMINISTRATIVE AND FACULTY APPOINTMENTS
BEYOND THE COLLEGE LEVEL**

Draft Letters of Offer – Draft letters of offer must be prepared and submitted along with a current curriculum vita, plus at least three external letters of reference, and the Board Briefing Document (BBD). Eight sample letters of offer are included in this documentation for your reference; however you may wish to develop your own sample letters to make them more directly applicable to offers made by your units. All draft letters must include language that states the appointment is contingent upon Board of Trustees approval. Joint appointments will require approval from both employing units with the home department/college taking responsibility for coordinating the processing for approvals and notification to the Faculty Affairs HR (FAHR) Office if Board approval is required. **All offer packets for appointments falling into any of the groups below should be sent to FAHR, 1253 S. Halsted, Suite 303, MC-095.** FAHR will coordinate the routing and approval process with both the Dean of the Graduate College and the Campus P&T Committee representative.

TYPE OF OFFER*	PROVOST APPROVAL	DEAN, GRADUATE COLLEGE APPROVAL	CAMPUS P & T COMMITTEE APPROVAL (CHAIR, CO-CHAIR, or similar REPRESENTATIVE)	BOARD OF TRUSTEES APPROVAL
Unit executive officer (first level) i.e. heads, chairs, associate deans, directors of a major unit or a school reporting to a dean or vice chancellor and appointment is in conjunction with a faculty position with the offer of indefinite tenure.	x**	x**	x**	x**
Second level administrative appointment and the administrative appointment is in addition to a tenured faculty or tenure-track appointment.	x**	x**	x**	
Faculty appointment w/the offer of indefinite tenure to current non-tenured UIC faculty or external faculty who do not hold tenure at their current institution.	x**	x**	x**	
Faculty appointment w/the offer of indefinite tenure to an external candidate who holds tenure at his/her current institution.	x**	x**		
Faculty appointment (non-tenured, tenure-track, and tenured) with a salary outside the normal range for that rank and discipline. (Generally 20% above the high/75 percentile).	x**			
Tenure-track faculty and initial three-year "Q" faculty appointments only.				

*Review and approval applies to NEW hires which may require the faculty and/or administrative appointment to hold a temporary title modifier until all prior approvals are granted. Additional appointments or changes in current appointment status may require these approvals as well. If you are unsure regarding when prior approval is required or when a temporary title modifier should be used, contact FAHR.

**Denotes prior approval is required from this office.

Terminal Degree Requirements - Appointments to the rank of assistant professor require a terminal degree for that discipline. Offers being made to individuals without a terminal degree must specify an appointment as lecturer or instructor for up to one year. **Extensions beyond one year must have**

Provost approval. The faculty member should obtain written verification from the institution where the terminal degree was received, along with the date of completion of work toward terminal degree. This documentation must be submitted to FAHR for verification that requirements of the terminal degree have been met before the faculty member can be appointed as assistant professor. Any adjustment to annual salary at the time of the title change to assistant professor generally should be made at the beginning of the academic year following the awarding of the terminal degree. Such salary adjustments should be addressed in the letter of offer.

Briefing Document on Administrative Appointments with Joint Faculty Appointments – A Briefing Document is required on all the following administrative appointments and approval by the Board of Trustees (BOT) must occur before the permanent appointment is effective (refer to “Documents Required” and “Board Approval” on the previous page). Appointments are generally effective the Monday following the BOT meeting at which the appointment is approved. Following is a list of some campus appointments that require a biosketch be prepared for prior BOT approval.

1. Department heads and chairs, directors of schools within a College
2. All new permanent administrative appointments, including promotions, if the administrative appointment is held in conjunction with a percent time salaried faculty appointment (tenured, tenure-track or non-tenured). This includes, but is not limited to the following titles:
 - Assistant or Associate Dean (includes Regional Vice Dean or Vice Dean)
 - Director (includes Executive)
 - Associate or Assistant Director
 - Associate or Assistant Chancellor (includes Special/Deputy)
 - Associate or Assistant Vice Chancellor (or Provost)
 - Assistant to the Vice Chancellor/Dean/Head
 - Chief Operating Officer (includes Financial/Information)

Briefing Document on Faculty Appointments – A Briefing Document is required on all permanent faculty appointments when the terms of the appointment include the following:

1. New probationary (tenure-track) faculty
2. New faculty with Q appointments
3. New faculty appointments with indefinite tenure

Faculty appointments may become effective prior to Board of Trustees approval; however, it is recommended that faculty appointments, whenever possible, be approved by the BOT prior to the appointment effective date.

Biosketch - A “biosketch” is the document format used by the campus HR offices to transmit appointment information to the Board of Trustees for review and approval at their regular monthly meetings. **FAHR will prepare biosketches using the briefing document provided for all faculty and major administrative appointments that are given in conjunction with a faculty appointment (other than a 0% non-tenured faculty appointment).**

Board Items – The appointments below whether permanent or temporary (interim, acting, etc.) require a Board Item be prepared and approved by the BOT prior to the effective date of the appointment. FAHR will prepare the Board Items for the following major administrative appointments when held in conjunction with a faculty appointment.

1. Dean
2. Chancellor
3. Vice Chancellor or Provost

Reference Documents:

Policy on Review and Approval of Offers with Indefinite Tenure
University of Illinois *Statutes*
General Rules Concerning University Organization and Structure