

College Dean's office process:

For Tenure track positions: College Executive Associate Dean (Jean Robinson) sends authorization for a search to chairs in Summer of year of search (which is prior to year position starts), so in July 2012 will authorize searches to take place during Academic /Fiscal year 2012-13, with a start date no sooner than August 1, 2013.

For postdoc appointments, lecturers, academic specialists: search and start date can be in same academic/fiscal year. These also need to go through the eDoc Lite process, but unless paid on general fund (10) account, we approve more or less automatically.

Visiting and temporary postdoc appointments do not need to go through eDoc Lite, but not a bad idea, especially if there's a chance the position may convert to permanent.

eDoc Lite reference manual link:

<http://www.indiana.edu/~vpfaa/policylocker/recruitment/E-DocLiteRecruitmentGuidelines1.pdf>

for help: email to: recruithelp-l@indiana.edu

Affirmative Action link: <http://www.indiana.edu/~affirm/acsearch.shtml>

eDoc Lite forms (what the College would like to see):

Vacancy Notices:

- School/RC: ARSC
- Note OAA number if search is carried over from previous year
- Department: please use FIS org code
- Title(s): Specify rank/ area (especially if you have more than one authorization)
- Position: select "new" (for tenure track - we do not automatically replace vacancies)
- Account: please include acct number – this is more important to us than position number. If the position will be on a grant and the number hasn't been assigned, you can use faculty member research account – we just need to know if you expect to fund on general fund or not.
- Sal Grade: See table: <http://sos.uhrs.indiana.edu/AcademicTitlesandSalaryGradeCodes.htm>
- Salary Range: Exec Assoc Dean must approve before vacancy notice is posted
- Expected end date: not necessary for tenure track positions, non-temp positions
- Search Committee: Needs to be listed! Check with Chair for members
- Ad: should also be approved in advance by Exec Assoc Dean

Waiver Request:

These are only done for special hires (spousal, special opportunity) and, once approved, bypass normal Vacancy/Advertising/interview process. If for tenured positions or positions on your general fund acct, this should be negotiated between dept chair and the deans office prior to issuing. Please fill out form as above: School/RC, Department: (fis code), Sal Grade: AC1, Salary (should be pre-approved by dean), new position, Account number. Select the appropriate waiver circumstance, and the detailed explanation text should be based on negotiations that were settled between chair/director and Dean/OAA office.

Interview Request:

- Complete and route **before** bringing candidates to campus.
- Include OAA number from approved vacancy form
- Still include the School/RC, Department: FIS org code, Title: rank/area, Sal Grade, and Account number
- Include names in priority order

- Follow guidelines for scheduling candidate interviews at:
<https://coas3.coas.indiana.edu/recruiting/secured/orientation/index.cfm>
- Dean's office will reimburse departments for up to 2 candidate visits (three if approved for diversity); see limits/guidelines at
<http://college.indiana.edu/faculty/budget/policies/recruitreimbursement.shtml>

Offer to Recommend Process:

- Chair negotiates offer details with Dean.
- Dept fills out Offer Request form: include information as in other forms: School/RC, Dept, Title: rank/area, Acct.
- Salary must be pre-approved by Exec Assoc Dean
- Citizenship needs to be noted
- Additional Comments: can include a summary of terms, should not be a copy of draft offer letter
- Notes section: attach chair letter (if applicable), Offer to Recommend Appointment (OTR) form, and candidate's CV.
- Offer to Recommend Appointment (OTR) form :
 - Should be attached to offer request in WORD format
 - Title: Assistant, Associate, Full, etc.
 - Rank: see Sal Grade chart above
 - Initial appt begin/end dates: for probationary tenure positions, end date is 3 years after appointment
 - Tenure-Probationary: credit granted toward tenure should be 0 unless specifically negotiated. Tenure decision date should be 6 years later.
 - Convertible to Tenure-Probationary: this is for candidates who haven't yet received PhD.
 - Special Conditions: summarize terms from Chair/Dean's letter, do not copy entire letter in this section
 - Fringe benefits: all should be checked for tenure/tenure probationary positions
- When Dean approves, Chair may send an informal offer letter (see template)
- When the Offer to Recommend form is routed to College:
 - Deans office drafts letter for dean and attaches to Offer Request and routes
 - VPFAA approves OTR
 - Dean's office sends out by FedEx the official letter and OTR forms to be signed by candidate for acceptance
 - Forms returned to dean's office by candidate
 - Dean's office sends acceptance to the Dean's budget office
 - Budget office creates /assigns a position number
 - Completes the add person edoc
 - When the add person is approved and Employee ID obtained, Budget office will send copies of acceptance paperwork to dept and VPFAA
 - Dept completes hire edoc
 - Budget office will set up Research Account

Search Status - Please complete when search is over!

- Final document in the eDoc Lite process. Enter OAA number, School/RC, Dept (fis code), Position Title: rank/area; and Acct.
- Offer Status: either accepted or declined
- Status of Search: select "closed permanently" unless dean has already given permission for search to be re-opened.



Document Type Name:	VacancyNotice
Document Status:	INITIATED
Create Date:	09:17 AM 02/06/2012
Document ID:	9980088

Editing Document

Filling out new Document

Vacancy Notice Indiana University - Academic Positions	OAA :	
	Campus* :	(BL) Bloomington
	School / RC* :	ARSC-BL

Attributes marked with a * are required fields.

Reactivating prior year search. Prior OAA#			
Department* :	Use FIS Org code	FTE* :	1
Appointment Status* :	Tenure Track	Title(s)* :	Rank / Area
Position* :	<input checked="" type="radio"/> New <input type="radio"/> Replacement	Account/Position #, Individual, or Specialized Area* :	10-xxx-xx
Salary Grade* :	FT_	Salary Range* :	pre-approve by Dean
Part Time Position :	<input type="checkbox"/> Part Time Position	Visiting Position : (temporary = 2 years or less)	<input type="checkbox"/> Visiting Position
Expected Start Date* :	08/01/2012	Expected End Date :	
Search Scope* :	Full National Search	National Publications :	
National Direct Mail :		Targeted Publications :	
Personal Contacts :		Electronic :	
Other :			
Comments :			

Search Committee Chair :	PLEASE FILL IN		
Search Committee Member 1 :	PLEASE FILL IN	Search Committee Member 2 :	
Search Committee Member 3 :		Search Committee Member 4 :	



Document Type Name:	WaiverRequest
Document Status:	INITIATED
Create Date:	02:22 PM 02/03/2012
Document ID:	9976909

Editing Document

Filling out new Document

Waiver Request		OAA :	
Indiana University - Academic Positions		Campus* :	(BL) Bloomington
		School / RC* :	ARSC-BL
Attributes marked with a * are required fields.			
Department* :	Use FIS Org code	FTE* :	1
Title(s)* :	rank / area	Salary Grade* :	AC1
Recommending Offer To:* :	xxxx	Salary:* :	(pre-approved by dean)
Position* :	<input checked="" type="radio"/> New Position <input type="radio"/> Replacement For	Account/Position #, Individual, or Specialized Area :	ACCOUNT
Expected Start Date* :	08/01/2012	Expected End Date :	
Appointment Status* :	Tenure Track		
Waiver Circumstances* :	Select		
Detailed Explanation* :	text based on negotiations alerady discussed between Chair/Director and Dean/OAA		
Sex :		Ethnicity :	
Citizenship :			
Comments :			
IU Bloomington searches: Please download and attach an Offer to Recommend Appointment template letter from the links below. After filling out the form, attach the completed document to this eDoc prior to routing. MicroSoft WORD format			

Set annotation:

#2



Document Type Name:	InterviewRequest
Document Status:	INITIATED
Create Date:	09:24 AM 02/06/2012
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Editing Document

Filling out new Document

Interview Request Indiana University - Academic Positions	OAA* :	#from approved vacanc
	Campus* :	(BL) Bloomington
	School / RC* :	ARSC-BL

Attributes marked with a * are required fields.

Department* :	Use FIS Org code	Salary Grade* :	FT_
Title* :	rank / area	Appointment Status* :	Tenure Track
Acct./Position#* :	Acct		

List of top-ranked candidates with an indication of those to be interviewed.

Name	Application Date	Request Interview
1: rank in priority order		<input type="radio"/> Yes <input type="radio"/> No
2:		<input type="radio"/> Yes <input type="radio"/> No
3:		<input type="radio"/> Yes <input type="radio"/> No
4:		<input type="radio"/> Yes <input type="radio"/> No
5:		<input type="radio"/> Yes <input type="radio"/> No
6:		<input type="radio"/> Yes <input type="radio"/> No
7:		<input type="radio"/> Yes <input type="radio"/> No
8:		<input type="radio"/> Yes <input type="radio"/> No

Total Applicants* :	# (Entered by the interviewing department):
Total AMFs Received	

Comments	
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The following section to be filled in by the Office of Affirmative Action.

	White	Black	Hispanic	Asian	Native American	Hawaiian Pacific Islands	Multiple Ethnicities
Male							
Female							

Sex Not Given	
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Document Type Name:	OfferRequest
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Editing Document

Filling out new Document

Offer Request

Indiana University - Academic Positions

OAA* :	enter # from approved \
Campus* :	(BL) Bloomington
School / RC* :	ARSC-BL

IU Bloomington searches: "Offer to Recommend Appointment" form and a draft of the Dean's offer letter must be included with this request. If a candidate declines an offer a new form must be submitted recommending that an offer be extended to another candidate.

Attributes marked with a * are required fields.

Department* :	Use FIS Org code	FTE* :	1
Title(s)* :	Rank / Area	Appointment Status* :	→ Tenure Track
Salary Grade* :	AC1	Acct./Position#* :	ACCT
Proposed Salary Base* :	xx,xxx	Expected Start Date* :	08/01/2012
Expected End Date :			
Recommending Offer To* :	xxxxxxx		
Sex :		Ethnicity :	
Citizenship :			

Additional Comments : Can include summary of terms, but should NOT include copying the entire letter. Letter should be attached in Create Note section

IU Bloomington searches: Please download and attach an Offer to Recommend Appointment template letter from the links below. After filling out the form, attach the completed document to this eDoc prior to routing. MicroSoft WORD format

Set annotation:

Create Note			
Author	Date	Note	Action

OFFER TO RECOMMEND APPOINTMENT
INDIANA UNIVERSITY
BLOOMINGTON, INDIANA
(Faculty, Lecturer, Librarian or Research Rank Position)

Contained herein are the terms and conditions of an offer to you for the position described below. The proposed offer, if tenure is involved, is subject to the approval of the Board of Trustees of Indiana University; otherwise, it is subject to formal administrative approval.

1. Name: _____ Title: Assistant Professor (or Associate Professor) Rank: FT3 (or FT2)

2. Department: _____ School: ARSC Campus: BL

3. Annual Salary Rate: \$ _____ Rate Basis: X 10-pay ___ 12-pay

4. Initial Salary Period: X academic year ___ fiscal year ___ other: actual pay for period: \$ _____

5. Initial Appointment to begin on August 1, 2012 and end on May 31, 2015.

6. Type of Appointment:

- ~~___ Tenured*~~
 - Tenure-Probationary*
Credit is being granted toward tenure for prior service of 0 years; assuming continuous full-time service and positive reappointment decisions, the tenure decision to be made by May 1, 2018 ; the tenure decision to become effective July 1 of the following year (the end of the 7th year of countable service.)
 - ~~___ Convertible to Tenure-Probationary~~
 - ~~___ Limited Term~~
 - ~~___ Long-term Contract for ___ years~~
- Conditions: _____

7. Special conditions:

8. Fringe Benefits:

- Participation in Retirement Plan 10
- Option to join Medical and Dental Plans
- Life insurance
- Fee Courtesy for employee, spouse, and dependent children

(A summary statement of current benefit values and cost distribution between the University and the employee may be requested from the Academic Personnel Policies and Services office.)

*AT INDIANA UNIVERSITY, CANDIDATES FOR FACULTY POSITIONS IN TENURED OR TENURE-PROBATIONARY STATUS ARE EXPECTED TO ACCEPT THE TERMS AND CONDITIONS OF THE PROPOSED APPOINTMENT PRIOR TO AN OFFICIAL OFFER BEING EXTENDED.

(Chairperson/Unit Head's Signature) Date

(Appointee's Signature) Date

*UPON APPROVAL OF APPOINTMENT TO A TENURE-RELATED POSITION DESCRIBED ABOVE, THIS DOCUMENT SHALL SERVE AS THE FORMAL TENURE AGREEMENT.

Offer recommended _____
(Dean/Director's Signature) Date

Approved _____
(Vice Provost for Faculty and Academic Affairs' Signature) Date

Sample OTR for Assistant or Associate Professor with start date of August 1, 2012.

Note information in point 6 - Credit is being granted toward tenure for prior service of 0 years . . .

October 2009

OFFER TO RECOMMEND APPOINTMENT
INDIANA UNIVERSITY
BLOOMINGTON, INDIANA
(Faculty, Lecturer, Librarian or Research Rank Position)

Contained herein are the terms and conditions of an offer to you for the position described below. The proposed offer, if tenure is involved, is subject to the approval of the Board of Trustees of Indiana University; otherwise, it is subject to formal administrative approval.

- 1. Name: _____ Title: Acting Assistant Professor Rank: FG3
- 2. Department: _____ School: ARSC Campus: BL
- 3. Annual Salary Rate: \$ _____ Rate Basis: X 10-pay 12-pay
- 4. Initial Salary Period: X academic year fiscal year other: actual pay for period: \$ _____
- 5. Initial Appointment to begin on August 1, 2012 and end on May 31, 2013

6. Type of Appointment:

 Tenured*

 Tenure-Probationary*

Credit is being granted toward tenure for prior service of years; assuming continuous full-time service and positive reappointment decisions, the tenure decision to be made by May 1, _____; the tenure decision to become effective July 1 of the following year (the end of the 7th year of countable service.)

X Convertible to Tenure-Probationary

 Limited Term

 Long-term Contract for years

Conditions: If PhD received by 9/30/2012, appointment as Assistant Professor, effective 8/1/2013. If PhD received by 1/31/2013, appointment as Assistant Professor, effective 1/1/2013.

7. Special conditions: _____

8. Fringe Benefits:

x Participation in Retirement Plan 10

x Option to join Medical and Dental Plans

x Life insurance

x Fee Courtesy for employee, spouse, and dependent children

(A summary statement of current benefit values and cost distribution between the University and the employee may be requested from the Academic Personnel Policies and Services office.)

*AT INDIANA UNIVERSITY, CANDIDATES FOR FACULTY POSITIONS IN TENURED OR TENURE-PROBATIONARY STATUS ARE EXPECTED TO ACCEPT THE TERMS AND CONDITIONS OF THE PROPOSED APPOINTMENT PRIOR TO AN OFFICIAL OFFER BEING EXTENDED.

(Chairperson/Unit Head's Signature) Date

(Appointee's Signature) Date

*UPON APPROVAL OF APPOINTMENT TO A TENURE-RELATED POSITION DESCRIBED ABOVE, THIS DOCUMENT SHALL SERVE AS THE FORMAL TENURE AGREEMENT.

Offer recommended _____
(Dean/Director's Signature) Date

Approved _____
(Vice Provost for Faculty and Academic Affairs' Signature) Date

Sample OTR for Acting Assistant Professor with start date of August 1, 2012.



Document Type Name:	SearchStatus
Document Status:	INITIATED
Create Date:	09:30 AM 02/06/2012
Document ID:	9980209

Editing Document

Filling out new Document

Search Status		OAA* :	enter # from approved \
Indiana University - Academic Positions		Campus* :	(BL) Bloomington
		School / RC* :	ARSC-BL
Attributes marked with a * are required fields.			
Department* :	use FIS code	Appointment Status* :	Tenure Track
Position Title* :	rank / area	Acct./Position#* :	ACCT
Salary Grade* :	FT_		
Offer made to :	xxxxxxx		
Offer was :	Offer Status* :	No Offer	
	If Declined or No Offer Selected, please select one of the Following:	Search will be closed	
	Expected Start Date	08/01/2012	error: Enter a valid date in the format mm/dd/yyyy
	Status of Search	Search will be closed permanently	
	Criminal Background Check Complete?	<input type="checkbox"/>	
Additional Offer Information:	Were there any informal (email, phone call) offers for this vacancy that didn't matriculate to a formal Offer Request?	<input type="radio"/> Yes <input type="radio"/> No	
	If yes, please list the name(s) of the candidates in the following section:		
	Additional Notes		
Comments :			

DATE

Dear xxx:

I am delighted to send this preliminary offer letter on behalf of my colleagues in the Department of xxx. We invite you to join the department as an assistant professor on XXXX 1, 20XX. Pursuant to our discussions and in consultation with Executive Associate Dean of the College Jean Robinson, the offer includes the following:

1. Your academic year salary will be set at \$xxx over a 10 month period (August to May), and may be supplemented with summer salary up to 32.5% of academic salary derived from research grants.
2. The University has group medical coverage and life insurance programs which will be available to you. These will be further described in the official offer letter from the Dean, but are outlined on the IU website (<http://www.indiana.edu/~uhrs/benefits>).
3. Your office will be located in xxx Hall, and you will be provided with a standard computer and printer.
4. The College of Arts and Science will provide \$xxx for research funds for three years, with \$xxx available in Year 1, and \$xxx/year in Years 2 and 3. Unspent funds roll over to the following year. These funds can be used at your discretion (within parameters of IU rules and regulations) for professional needs such as attendance at professional conference, research-related travel, journals, books, software; paying for graduate or student assistance, and so on, in order to establish your research and teaching excellence.
5. As a member of the department, your teaching requirements are xxx courses per year (usually taught x in one semester, and x in the other) and will include graduate as well as undergraduate courses. *(add in other requirements per agreement)*
6. You will have two one-course releases that may be used prior to tenure. Typically they are used in one semester in year 3 or year 4 in order to allow you to devote a significant portion of time to research and writing. During this time you are still expected to participate in departmental activities and to perform expected service in the department. This teaching release assumes that you will have received positive recommendations in your annual reviews, and the timing of the leave will be determined in consultation with me.
7. The College will provide x summer faculty fellowships (\$8,000 per summer) for Summer 20XX and Summer 20XX.
8. The College will reimburse you up to \$xxx, for allowable moving expenses, against actual receipts and subject to Indiana University policy.

After you confirm your agreement on these terms, you will receive an official offer from the Dean of the College of Arts and Sciences. The Dean's letter will include a contract which will need to be signed and returned. Please note that your offer from Indiana University will be contingent on the university verifying your credentials and other information as required by law.

We believe that the Department of XXX at Indiana University offers a unique opportunity for your research and teaching vision and accomplishments. Your contributions to date, your innovation in bringing new methods to address questions of fundamental importance, and your promise for future contributions -- coupled with our long tradition of excellence -- indicates that is a great opportunity on all sides. Truly, we are eager for you to join us. Please do not hesitate to contact us about any matter that will foster your success here.

Sincerely,

Xxxx
Chair

June 6, 2011

Name
Address
City, ST ZIP

Dear ,

The College is pleased to offer you an appointment as (Lecturer/Academic Specialist) in the Department of _____, starting _____, 2011, at a starting annual salary of \$ _____ for the ____ - ____ academic year. Your salary will be paid in ten monthly installments beginning August 31, 2011. The initial contract period is for three years, from August 1, 2011, until May 31, 2014. Following the initial appointment, lecturers are considered for annual reappointment and are eligible for promotion to Senior Lecturer on multi-year contracts following a maximum probationary period of seven years. Continuation of this contract is based on effective performance of assigned duties and continuation of programmatic needs.

Indiana University has a fine program of fringe benefits which adds significantly to the value of your stated salary. You will be enrolled in the University's group life insurance program and may join its medical plans. The University pays the full cost of the group life insurance and a portion of the cost of the medical program. These additional benefits are outlined on the IU website (<http://www.indiana.edu/~uhrs/benefits>). Note that certain benefit plan enrollments must be made within 30 days of your date of hire which is August 1, 2011.

Details of your responsibilities will be arranged in your department and should be discussed with the department chair, Professor _____, as quickly as possible. The offer must also gain final administrative approval and is subject to your furnishing the federally required documentation showing that you are a citizen or permanent resident of the United States, or an authorized alien entitled to work in the United States for the period of this appointment. The offer is also contingent on the University receiving verification of your credentials and other information required by law, including a background check.

To enable the University to conduct a background check, a signed authorization from you is required. This authorization form is included with this letter and contract. Please sign both and return them to us.

On behalf of the College, I welcome you to the faculty in the College of Arts and Sciences.

Sincerely,

Jean C. Robinson
Executive Associate Dean

cc Thomas Gieryn, Vice Provost for Faculty and Academic Affairs
_____, Chair, Department of _____
Christine Puckett, Assistant Dean of Finance