

**Schedule and Instructions for Submitting New Tenure System Faculty Appointments and Permanent Administrative Appointments Requiring Direct Board of Trustees Approval**

<b>Due date for receipt of all required documents in AHR</b>	<b>Board of Trustees Meeting for consideration/review</b>	<b>Appointment begin date**</b>
June 23, 2015	July 22-23, 2015	July 24, 2015 or later
August 10, 2015	September 10, 2015	September 11, 2015 or later
October 12, 2015	November 12, 2015	November 13, 2015 or later
December 7, 2015	January 21, 2016	January 22, 2016 or later
February 16, 2016	March 16, 2016	March 17, 2016 or later
April 19, 2016	May 19, 2016	May 20, 2016 or later
June 21, 2016	July 20-21, 2016	July 22, 2016 or later

**\*\*Appointments Must Be Approved by the Board of Trustees Prior to the Service Begin Date.**

Administrative appointments requiring prior Board approval are listed in Provost’s Communication #3, Attachment 1: <http://provost.illinois.edu/communication/03/index.html>

Units are encouraged to send documentation earlier than the deadlines above, immediately following acceptance of an offer and if accompanied by all required documents (below).

**Step 1** - Send the following documents via e-mail attachments to Academic Human Resources at

[ForBOTapproval@illinois.edu](mailto:ForBOTapproval@illinois.edu):

- Accepted Offer Letter(s) (all if sequenced or revised)
- CV/Resume
- If applicable:
  - E-mail message from Illinois Human Resources confirming completion of background check
  - Hiring Request Form
  - Provost’s approval for hire with indefinite tenure or “Q” appointment
  - Service Toward Completion of the Probationary Period form for Assistant Professor if service begins after the 8<sup>th</sup> week of the Academic Year
  - Provost’s approval if hire is supported through a special initiative such as TOP, Dual Career, or other
  - Proof of completion of terminal degree (for appointment at rank of Assistant Professor if degree was completed within one year or less prior to the start date of the appointment)
  - Provost’s approval of administrative appointment
  - PAPE if applicable for administrative appointment

**Step 2** - Academic Human Resources will forward the appointment information to the next Board of Trustees meeting per the meeting schedule.

**Step 3** - Once Academic Human Resources has received approval of an appointment the individual who submitted the documents for approval will be notified.

**Step 4** - This notification should be provided by the hiring unit to their Human Resources contact for attachment to the HRFE transaction. The Board approval and the HRFE transaction details must match.

**Step 5** – The hiring unit should notify the appointee of the Board of Trustees approval for their appointment and begin the onboarding process.

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