



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

Due date for receipt of all required documents to forBOTapproval@illinois.edu	Board of Trustees Meeting for consideration/review	Appointment begin date*
June 4, 2024	July 10-11, 2024	July 12, 2024 or later
August 20, 2024	September 19, 2024	September 20, 2024 or later
October 15, 2024	November 14, 2024	November 15, 2024 or later
December 10, 2024	January 23, 2025	January 24, 2025 or later
February 18, 2025	March 20, 2025	March 21, 2025 or later
April 22, 2025	May 22, 2025	May 23, 2025 or later
June 24, 2025	July 23-24, 2025	July 25, 2025 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, Appointments Requiring Direct Approval by the Board of Trustees:**
<https://provost.illinois.edu/policies/provosts-communications/communication-3-appointments-of-faculty-specialized-faculty-and-academic-professionals/>

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 forBOTapproval@illinois.edu :

- Accepted Offer Letter(s) (all if sequenced or revised)
 - If letter indicates summer funding, ensure summer start date, salary, and FTE are specified and are acknowledged by faculty in the initial offer or subsequent communication. Please make sure to use the most current offer letter template for tenure system faculty. If any of the details in the original offer have changed at the time the appointment is being processed, please submit the updated offer letter or supporting documentation to the forBOTapproval@illinois.edu email so an addendum may be sent.
 - Written confirmation from the unit confirming the name as entered by the incoming faculty member/administrator at the bottom of the letter matches the name on the Social Security Card (or passport if the employee does not yet have a social security number/card).
- CV/Resume

- As applicable:
 - Email message from Illinois Human Resources confirming completion of background check
 - Email message from Illinois Human Resources confirming completion of sexual misconduct check
 - OAE hire approval email (please do not send the pre-search or search summary documents); this should be included for all regular faculty hires, and also TOP hires where a search was conducted
 - Provost approval transmittal form if hire is supported through a special initiative such as TOP, Dual Career, or other, which should include the signature or email approval
 - Provost approval for hire with indefinite tenure or “Q” appointment, which should include the signature or email approval
 - Service Toward Completion of the Probationary Period form for Assistant Professor if service begins after the 8th week of the academic year
 - Proof of completion of terminal degree (for appointment at rank of Assistant Professor if degree was completed anytime during the previous calendar year, or within the calendar year of the start of the appointment)
 - Provost approval of administrative appointment, which should include signature or email approval

Step 2 – The Office of the Provost and/or Illinois Human Resources will forward the appointment information to the next Board of Trustees meeting per the meeting schedule.

Step 3 - Once BOT approval of an appointment is given, the individual who submitted the documents for approval will be notified.

Step 4 - This notification should be provided by the hiring unit to the HR 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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