



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 in IHR	Board of Trustees Meeting for consideration/review	Appointment begin date*
June 21, 2022	July 20-21, 2022	July 22, 2022 or later
August 23, 2022	September 22, 2022	September 23, 2022 or later
October 18, 2022	November 17, 2022	November 18, 2022 or later
December 13, 2022	January 26, 2023	January 27, 2023 or later
February 28, 2023	March 30, 2023	March 31, 2023 or later
April 18, 2023	May 18, 2023	May 19, 2023 or later
June 20, 2023	July 19-20, 2023	July 21, 2023 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: <http://provost.illinois.edu/files/2016/05/Communication-3-BOT-Guideline-re-Appointments-Requiring-Direct-Approval-10-04-2017.pdf>**

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 Illinois Human Resources at 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 track or tenured 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 Illinois Human Resources can send an Addendum to the Board.
 - 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
 - Job Description for administrative appointment

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

Step 3 - Once Illinois Human Resources has received BOT 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 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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