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

<table>
<thead>
<tr>
<th>Due date for receipt of all required documents in AHR</th>
<th>Board of Trustees Meeting for consideration/review</th>
<th>Appointment begin date**</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 9, 2016</td>
<td>September 8, 2016</td>
<td>September 9, 2016 or later</td>
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<tr>
<td>October 11, 2016</td>
<td>November 10, 2016</td>
<td>November 11, 2016 or later</td>
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<tr>
<td>December 6, 2016</td>
<td>January 19, 2017</td>
<td>January 20, 2017 or later</td>
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<td>February 14, 2017</td>
<td>March 15, 2017</td>
<td>March 16, 2017 or later</td>
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<tr>
<td>April 11, 2017</td>
<td>May 11, 2017</td>
<td>May 12, 2017 or later</td>
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<tr>
<td>June 13, 2017</td>
<td>July 12-13, 2017</td>
<td>July 14, 2017 or later</td>
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**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](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:

- 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 8th 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.

Document updated 09-15-16