

## Employment Agreement Approval for Faculty with Salaries over \$250,000

TIU \_\_\_\_\_

College \_\_\_\_\_

Name \_\_\_\_\_

Current Base Salary \_\_\_\_\_

Rank or Proposed Rank \_\_\_\_\_

(if already employed)

Additional title \_\_\_\_\_

Proposed Base Salary \_\_\_\_\_

(if applicable, e.g. endowed chair)

Proposed Summer Salary \_\_\_\_\_

Term \_\_\_\_\_

Other (including any bonuses) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

### Checklist for new hires

- \_\_\_ Draft letter of offer
- \_\_\_ Candidate's CV
- \_\_\_ Letters from external reviewers (5)
- \_\_\_ P&T Committee recommendation
- \_\_\_ TIU head recommendation
- \_\_\_ Dean recommendation
- \_\_\_ Salary justification (including market analysis)

### Checklist for current employees

- \_\_\_ TIU head recommendation
- \_\_\_ Dean recommendation
- \_\_\_ Salary justification (including market analysis)
- \_\_\_ Draft letter of offer  
(if applicable, e.g. administrative appointment,  
endowed chair)

### Routing and Approval

\_\_\_\_\_  
College review and recommend for approval, date

\_\_\_\_\_  
Office of Academic Affairs preliminary review, date

\_\_\_\_\_  
**Office of Legal Affairs review and recommend for approval, date**

\_\_\_\_\_  
**Office of Human Resources review and recommend for approval, date**

\_\_\_\_\_  
**Executive vice president and provost approval, date**

\_\_\_\_\_  
**President approval, date (only if total salary exceeds \$350,000)**

\_\_\_\_\_  
Office of Academic Affairs *for processing*, date