

# Provost Comm. 8 - Dual Career Appointment

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**Before submitting this form, please ensure that the salary commitment from the secondary unit has been reviewed and approved by the appropriate representative of that unit.**

Organization Code:

College Name or Administrative Unit:

College Code (2 character field):

## Dual Career Information

**Please Note:** Appointments requiring approval from two units must have supporting documentation (e.g., statement from second unit that summarizes strategic need for the appointment, statement from second unit that indicates financial support for the appointment) attached to the HireTouch workflow. The hiring unit will be responsible for obtaining this information and as an indication that the information is indeed attached, please confirm by checking the box below.

\*Supporting documents attached?  
 Yes  No  Not Applicable

\*Recruitment or retention?  Recruitment  Retention

\*Name of individual to be recruited or retained:

\*Current or proposed title at Illinois:

\*Employment Unit:

## Proposed Appointee

\*Proposed Appointee:

Proposed Title:

\*Proposed Salary:

\*Proposed FTE:

\*Proposed Date of Appointment:



Today

**Current U of I Employee**

\*Current UI Employee:  Yes  No

If Yes, Please enter the UIN:

**Current Job Information**

\*Current Title:

\*Current Employer:

**Salary Commitment**

\*Hiring Unit:

\*Salary Commitment (Hiring Unit):

\*Second Unit:

\*Salary Commitment (Second Unit):

\*Request for Campus Salary Support Commitment:

Actual Campus Salary Commitment (Provost Office Use Only):

**Votes of Faculty Committees for tenured appointments**

Department Votes for Tenure:

 

Department Votes Against Tenure:

 

Department Vote Abstentions:

 

School Votes for Tenure:

 

School Votes Against Tenure:

 

School Vote Abstentions:

 

College Votes for Tenure

 

College Votes Against Tenure:

 

College Vote Abstentions:

 

**Contact**

Contact for additional information?

\*Name:

\*Email:

\*Phone:

**Attachments**

Please make sure the following items have been uploaded under the 'Activity' tab:

- Candidate's current curriculum vitae
- Statement from second unit indicating the financial support the unit will provide for this appointment
- Statement from second unit summarizing the strengths of the case, addressing any weaknesses apparent in the supporting material, and explaining why the appointment will strengthen the unit
- Statement from first unit, indicating the need to attract the second partner to ensure success in the recruitment or retention of the first partner
- All letters received from authorities who can evaluate the candidate's qualifications for proposed appointment at the University

**For tenure appointment requests**

If tenure is proposed, the following items are also needed:

- Sample copy of letter used to invite letters of reference from distinguished external commentators
- Descriptions of qualifications of the external reviewers. Include name, affiliation, why the person is qualified to serve as a referee, and whether selected by the nominee or the unit
- Evidence of teaching effectiveness. Evidence on and critical evaluations of the candidate's effectiveness as a teacher and mentor of students. Reference may be made to commentary in external letters, awards, and scores from formal teaching evaluations as appropriate

*If you have questions, please contact the Office the Provost at [provost@illinois.edu](mailto:provost@illinois.edu) or call 217-333-6677 M-F 8:30 a.m. - 5:00 p.m.*