

Provost Comm. 7 - TOP Stage 2

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.

OEOA Office Use

Job Group Code (OEOA Office Use Only):

R (OEOA Office Use Only):

 Yes No

G (OEOA Office Use Only):

 Yes No

Organization Code:

College Name or Administrative Unit:

College Code (2 character field):

Units Requesting Review

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

*Unit requesting review:

*College:

*Date:



Today

Second Unit Requesting Review:

College:

Date:



Today

Proposed Appointee

*Proposed Appointee:

Gender:

Select:

Ethnic Identification:

Select:

Race:

Select:

*Current Title:

*Current Employer:

How Candidate Qualifies for TOP Funding

*Racial-Ethnic Identity (specify):

*Gender (underrepresented in field):

*Disability:

Terms

Proposed Title:

*Proposed date of appointment:



Today

*Proposed Salary

*Proposed campus commitment:

Actual Campus Salary Commitment (Provost Office Use Only):

Contact

Who should be contacted 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
- Letter from Unit Executive Officer that outlines rationale for the hire in terms of
 - (a) distinction of the candidate's record
 - (b) candidate's contributions to the strategic priorities of the unit and the college
 - (c) diversity goals of the unit
 - (d) data from the OEOA Faculty Report and
 - (e) need for faculty growth in the unit
- Letter from Dean providing rationale for TOP in this unit
- Letters of Recommendation

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 or call 217-333-6677 M-F 8:30 a.m. - 5:00 p.m.