



ROUTING FOR ACTIONS REQUIRING PROVOST APPROVAL

January 2024

Action Requiring Approval	Submission of Request	Info Contact	Distribution of Approved Request
FACULTY and A/P APPOINTMENT ACTIONS			
Vice Provost for Faculty Affairs			
Administrative Supplements	Submit to Sunil Prabhakar at approvalsofficeoftheprovo@purdue.edu	S. Prabhakar	Originator, Dean, DFA, Provost Approvals TO Payroll, Approvers (outside Provost Office)
Clinical Faculty Position Authorizations		S. Prabhakar	Originator, Dean, DFA, Approvers (outside Provost office), Angela Mills
Lecturer Authorizations		S. Prabhakar	Originator, Dean, DFA, Approvers (outside Provost office), Angela Mills
Moving Allowance Exceptions		S. Prabhakar	Originator, Dean, DFA, Department Head
Overloads (over \$2500)		S. Prabhakar	Originator, Dean, DFA, Provost Approvals TO Payroll, Approvers (outside Provost Office)
Prior Approval Appointment Requests		S. Prabhakar	Originator, Dean, DFA, Provost Approvals TO Payroll, Approvers (outside Provost Office)
Search Waivers for Faculty		S. Prabhakar	Originator, Dean, DFA (department will upload to Success Factors to proceed to OIE)
Tenure Clock Extensions		S. Prabhakar	Originator, Dean, DFA, Dept Head, Approvers, Provost Approvals TO Payroll, Suzie Robinson
Tenure Requests		S. Prabhakar	Dean, DFA, Provost Approvals TO Payroll
University Faculty Scholars/Showalter Scholars		S. Prabhakar	Originator, Dean, DFA, Suzie Robinson
Nepotism Waiver Recommendations	Submit to A. Rollock via S. Prabhakar at approvalsofficeoftheprovo@purdue.edu	S. Prabhakar	To Office of Institutional Equity for Approval and Distribution: email is vpec@purdue.edu
Faculty Offer Letters and Leaves			
Offer Letters (Contracts for Faculty Appointments)	email offer letter and checklist to facultyhiring@purdue.edu		Originator
Leaves - Non-Sabbatical	via Success Factors Provost Approval to Lisa Mauer	Lisa Mauer, Associate Vice Provost for Faculty Affairs	
Leaves - Sabbatical			
Other Responsible Staff			
Distinguished & Named Professor Appointments	Shelly Dunk	Shelly Dunk	
FUNDING APPROVALS/ACTIONS			
Vice Provost for Faculty Affairs			
Faculty Dual Career Funding	Submit to Sunil Prabhakar at approvalsofficeoftheprovo@purdue.edu	Hartwick/Willing	Originator, Dean, DFA, Approvers (outside Provost office), Suzie Robinson
Faculty Retention Requests		Hartwick/Willing	Originator, Dean, DFA, Approvers (outside Provost Office), Suzie Robinson
Moveable Dreams Hires		Hartwick/Willing/Bean	Originator, Dean, DFA, Approvers (outside Provost office)
Online Faculty/Lecturer Hiring Program	Submit to D. Peroulis via S. Prabhakar	Prabhakar/Peroulis	Originator, Dean, DFA, Dimitrios Peroulis, Chris Martin, Carrie Berger, Jason Dietz

Jenna Rickus - Vice Provost for Teaching & Learning
 Sunil Prabhakar - Vice Provost for Faculty Affairs

Alysa Rollock - Vice President for Ethics & Compliance