



Action Requiring Approval	Submission of Request		Distribution of Approved Request
	Submit To	Info Contact	
<b>FACULTY and A/P APPOINTMENT ACTIONS</b>			
<b>Vice Provost for Faculty Affairs</b>			
Administrative Supplements		P. Hollenbeck	Originator, Dean, DFA, Provost Approvals TO Payroll, Approvers (outside Provost Office)
Clinical Faculty Position Authorizations		P. Hollenbeck	Originator, Dean, DFA, Approvers (outside Provost office), Amy Klutzke, Rukhsana Malik
Continuing Lecturer Authorizations		P. Hollenbeck	Originator, Dean, DFA, Approvers (outside Provost office), Amy Klutzke
Faculty Target FTE Authorizations		P. Hollenbeck	Originator, Dean, DFA, Provost Approvals TO Payroll, Approvers (outside Provost Office), Cherise Hall, Rukhsana Malik
Moving Allowance Exceptions	Submit to Peter Hollenbeck at	P. Hollenbeck	Originator, Dean, DFA, Department Head
Overloads	<a href="mailto:approvalsofficeoftheprovo@purdue.edu">approvalsofficeoftheprovo@purdue.edu</a>	P. Hollenbeck	Originator, Dean, DFA, Provost Approvals TO Payroll, Approvers (outside Provost Office)
Prior Approval Appointment Requests		P. Hollenbeck	Originator, Dean, DFA, Provost Approvals TO Payroll, Approvers (outside Provost Office)
Search Waivers for Faculty		P. Hollenbeck	Originator, Dean, DFA (department will upload to Success Factors to proceed to OIE)
Tenure Clock Extensions		P. Hollenbeck	Originator, Dean, DFA, Dept Head, Approvers, Provost Approvals TO Payroll, Suzie Robinson
Tenure Requests		P. Hollenbeck	Dean, DFA, Provost Approvals TO Payroll
University Faculty Scholars/Showalter Scholars		P. Hollenbeck	Originator, Dean, DFA, Suzie Robinson
Nepotism Waiver Recommendations	Submit to A. Rollock via P. Hollenbeck at	P. Hollenbeck	To Office of Institutional Equity for Approval and Distribution: email is vpec@purdue.edu
	<a href="mailto:approvalsofficeoftheprovo@purdue.edu">approvalsofficeoftheprovo@purdue.edu</a>		
<b>Faculty Offer Letters and Leaves</b>			
Offer Letters (Contracts for Faculty Appointments)	email offer letter and checklist to	Amy Klutzke	Originator
	<a href="mailto:aklutzk@purdue.edu">aklutzk@purdue.edu</a>		
Leaves - Non-Sabbatical	via Success Factors	Lisa Mauer,	
Leaves - Sabbatical	Provost Approval to Lisa Mauer	Associate Vice	
		Provost for Faculty	
		Affairs	
<b>Other Responsible Staff</b>			
Distinguished & Named Professor Appointments	Ruth Ann Weiderhaft	Ruth Ann Weiderhaft	
<b>FUNDING APPROVALS/ACTIONS</b>			
<b>Vice Provost for Faculty Affairs</b>			
Faculty Dual Career Funding	Submit to Peter Hollenbeck at	Hall/Hartwick	Originator, Dean, DFA, Approvers (outside Provost office), Suzie Robinson, Rukhsana Malik
Faculty Retention Requests	<a href="mailto:approvalsofficeoftheprovo@purdue.edu">approvalsofficeoftheprovo@purdue.edu</a>	Hall/Hartwick	Originator, Dean, DFA, Approvers (outside Provost Office), Suzie Robinson
Leading Faculty Requests		Hall/Hartwick	Originator, Dean, DFA, Approvers (outside Provost office), Suzie Robinson
Strategic Opportunity Faculty Hires		Hall/Hartwick	Originator, Dean, DFA, Approvers (outside Provost office), Suzie Robinson, Rukhsana Malik
Online Faculty/Lecturer Hiring Program	Submit to G. Bertoline via P. Hollenbeck at	Hollenbeck/Bertoline	Originator, Dean, DFA, Gary Bertoline, Chris Martin, Carrie Berger, Jason Dietz
	<a href="mailto:approvalsofficeoftheprovo@purdue.edu">approvalsofficeoftheprovo@purdue.edu</a>		
<b>Other Provost Staff</b>			
All Other Funding Requests	Provost via Cherise Hall	Hall/Hartwick	Originator, Dean, DFA, Approvers (outside Provost office), Suzie Robinson