



ROUTING FOR ACTIONS REQUIRING PROVOST APPROVAL

June 2020

Action Requiring Approval	Submission of Request	Info Contact	Distribution of Approved Request
	Submit To	Info Contact	
FACULTY and A/P APPOINTMENT ACTIONS			
Vice Provost for Faculty Affairs			
Administrative Supplements	Submit to Peter Hollenbeck at approvalsofficeoftheprovo@purdue.edu	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		P. Hollenbeck	Originator, Dean, DFA, Department Head
Overloads		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 approvalsofficeoftheprovo@purdue.edu	P. Hollenbeck
Faculty Offer Letters and Leaves			
Offer Letters (Contracts for Faculty Appointments)	email offer letter and checklist to aklutzk@purdue.edu	Amy Klutzke	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	Ruth Ann Weiderhaft	Ruth Ann Weiderhaft	
FUNDING APPROVALS/ACTIONS			
Vice Provost for Faculty Affairs			
Faculty Dual Career Funding	Submit to Peter Hollenbeck at approvalsofficeoftheprovo@purdue.edu	Hall/Hartwick	Originator, Dean, DFA, Approvers (outside Provost office), Suzie Robinson, Rukhsana Malik
Faculty Retention Requests		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
Other Provost Staff			
All Other Funding Requests	Provost via Cherise Hall	Hall/Hartwick	Originator, Dean, DFA, Approvers (outside Provost office), Suzie Robinson