



## Quick Reference Guide: Completing an eLOI for Tenure/Tenure-Track Faculty

**Instructions:** The following steps outline how to complete a faculty electronic letter of intent (eLOI) for a new tenured/tenure-track faculty member and route the eLOI for approval. An eLOI will be created the day after the PeopleAdmin7 Hiring Proposal status has been set to “Final Verbal Offer Details” or “Final Verbal Offer Details-Updated”. The eLOI Originator will receive an email to complete the eLOI.

1. Log into **AccessPlus** using your **University ID** and **password**
2. Click on the **Kuali Action List**



3. Click the eLOI Doc ID# to open in a new tab

Document Id	Document Type	Title
<a href="#">447946</a>	kw01 LOI Document Type	LOI:POL S/B/PROFESSOR/Henry Johansen

**Note:** The eDoc title is formatted as LOI:Dept/PayBase/Title/Name.

**IOWA STATE UNIVERSITY**  
 OF SCIENCE AND TECHNOLOGY

**Faculty - Tenure/Tenure-Track  
 Letter of Intent**

Name	<input type="text" value="Henry Johansen"/>	Email	<input type="text" value="Johansen@msn.com"/>
<small>The offer being made to you is outlined below:</small>			
Rank	<input type="text" value="PROFESSOR"/>		
Administrative Title	Administrative End Date	Administrative Increment	
<input type="text"/>	<input type="text" value="mm-dd-ccyy"/>	<input type="text"/> Included in Annual Salary	
Additional Title	Additional Title End Date	Additional Title Increment	
<input type="text"/>	<input type="text" value="mm-dd-ccyy"/>	<input type="text"/> Included in Annual Salary	
<input type="text"/>	<input type="text" value="mm-dd-ccyy"/>	<input type="text"/> Included in Annual Salary	
Academic Department and College	<input type="text" value="04320-Political Science / College of Liberal Arts and Sciences"/>		
Secondary Department	<input type="text"/>		

**Note:** The system will automatically generate the appropriate eLOI form based on the position type within the PeopleAdmin Hiring Proposal.

\*If any of the pre-populated fields are incorrect, edit the **Hiring Proposal** in PeopleAdmin and update the status to **Final Verbal Offer Details/Updated**. The new content will be updated in the eLOI system the following day.



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Save the eLOI at any time by scrolling to the bottom and clicking 'save'.

4. **Review** the candidate's name, rank, and email address.
5. **Enter additions to** the position title information, if applicable:

Fields/Descriptions		
<b>Rank</b>	Pre-populated from PeopleAdmin Hiring Proposal	
<b>Administrative Title</b> This field would indicate if the faculty member would have an administrative title such as Department Chair or Dean.	<b>Administrative End Date</b> The date in which the administrative title will be completed or up for renewal.	<b>Administrative Increment</b> Use this field to delineate the amount of the listed salary due to the administrative title.
<b>Additional Title</b> This field would indicate if the faculty member has a named position such as Endowments or Professorships.	<b>Additional Title End Date</b> The date in which the additional title(s) will be completed or up for renewal.	<b>Additional Title Increment</b> Use this field to delineate the amount of the listed salary due to the additional title.

\* Administrative Increments or Additional Title Increments should be included within the Annual Salary. A note should also be entered within the special condition section, clarifying the terms of the addition.

6. **Update** secondary departments.  
 If the appointment is a joint hire, select the secondary hiring academic department(s). The form can capture up to three hiring departments. Once additional department(s) is selected, the form will route through the proper approvals in those department(s)/college(s).
7. **Review** pre-populated information about the position, **such as:**
  - Pay base
  - Twelve or Nine month appointment
  - Fraction
  - Employment Terms
  - Annual and Monthly Salary
  - Start Date
8. Complete **tenure or probationary information** for this appointment:

eLOI Editable Fields	Description and Guidance
With Tenure	Check the <b>With Tenure</b> box if the faculty member is being hired with tenure.



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eLOI Editable Fields	Description with Guidance
Probationary	Check the <b>Probationary</b> box if the faculty member is being hired with a probationary period. Enter the Probationary Period Dates. Indicate if credit will be provided for prior service.
Probationary Appointment End Date	The date the current probationary term will end.
Non-renewal Date	This date indicates when the department must inform the faculty member if the appointment will not be renewed.
Probationary Period Completion Date	The date in which the probationary term will conclude (e.g. 7 year date).
Tenure Credit Offered	Tenure credit information to be populated based on candidate's prior experience (if applicable).
# of Years Credit	
Institution	
Dates	

9. Complete **Special Conditions** of the position.  
 Any special conditions pertaining to the faculty appointment or administrative appointment should be specified in this section. For example, if the candidate must earn terminal degree before start date, please indicate here.
10. **Upload relevant documents** and attachments to the Tenure/Tenure-Eligible LOI:
  - *Required:* Offer Letter from Department
  - *Optional:* Draft Position Responsibility Statement (PRS)
  - *Optional:* If it is a named position, include Addendum to LOI

**Note:** These are draft versions and will never be accessible to the candidate. The final versions will be uploaded later while **Extending an eLOI to the Candidate**.
11. Click **Approve** to route to the next approver (*reference **Understanding eLOI User Roles** for more information on the automatic routing process*).

The next approver will receive an email notification that a task is assigned to him/her. The eLOI will not be editable by approvers, and any changes will need to be made by the eLOI Originator. Once the form is approved by all of the required individuals and user groups, the eLOI Originator will receive an email that the eLOI is complete.

At this point, the department may reach out to the candidate to let him/her know the posting number and what to expect an email regarding an electronic letter of intent. Please see **Extending an eLOI to the Candidate** for more information.