

The University of Texas of the Permian Basin

Request to Make an Offer of Employment for Staff Members

Position Information

Department: _____

Account Number: _____ Budgeted Salary: _____

Position # or Name in the Budget: _____

Candidate Information (Attached application or resume.)

Candidate Name: _____

Proposed Terms of the Offer

Title: _____

Salary Range: _____ Salary Offered: _____

Justification for Salary Above Minimum Range: _____

Justification MUST be completed if salary offered is higher than minimum salary in the Classified Pay Plan.

Approvals

Budget Head: _____ Date: _____

Department VP Approval (VPBA) (VPAA) (VPSS):

_____ Date: _____

Human Resources: _____ Date: _____

Vice President (VPBA, VPAA, or VPSS):

_____ Date: _____

President: _____ Date: _____

***A finalist for a position must be informed that an offer cannot be made until approval of the offer and proposed salary is received from the President.**