

Request to Make an Offer of a Faculty Appointment

Date: _____

Position Information

School/Department _____ Position : _____

Account Number: _____ Budgeted Salary: \$ _____

I confirm that a criminal background check has been conducted.
My office has received an e-mail indicating that no incriminating records were found.

Dean's Signature

Candidate Information: (please attach vita)

Candidate's Name: _____

Does the candidate have a terminal degree in the position's field? Yes No

If no, justify why the candidate is qualified for the position. (you may attach a second page)

Proposed Terms of the Offer:

Rank: _____

Academic Year Salary: \$ _____ Start Date: _____

Moving Paid by the School/Department: Yes Allowance: \$ _____ No

* Special terms of the offer: Please specify proposed funding level and sources: _____

Approvals:

Dean: _____ Date: _____

VP for Academic Affairs: _____ Date: _____

President: _____ Date: _____

* Disclose any Commitments of the University not covered above: