

THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN

Request to Make an Offer – Classified and Administrative Staff

- 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.
- **An application and or resume must be attached before being submitted.**

Position Information

Department: _____ Cost Center Number: _____
 Salary/Current Budget: _____ Position Title: _____ Position # _____
 Posting #: _____
 Cost Center Number and Budget verified by Commitment Accounting: Yes No
 Criminal Background Check: Date Completed _____ Cleared: Yes No

Candidate Information (Attach application or resume.)

Candidate Name: _____ Replacement for: _____

Proposed Terms of the Offer

Pay Plan Range: _____ Salary Requested: _____
 Justification for Salary Requested:

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

Approvals

Budget Head: _____ Date: _____
 Department VP Approval: _____ Date: _____
 Human Resources: _____ Date: _____
 Budget (VPBA): _____ Date: _____
 Sponsored Research*: _____ Date: _____
 President: _____ Date: _____

**Salary paid from any grant funds must be approved by Sponsored Research.*