

Faculty Job Offer

Hiring Manager to complete:

Candidate Name: _____

Candidate Email Address: _____

Candidate Phone Number: _____

Position Number/Job Id: _____

Position title: _____

Minimum Salary: _____

Salary to be offered: _____

Tentative Start Date: _____

Candidate's credentials have been completed and approved by: _____

(Credentialing is done by the Office of Academic Affairs)

Justification of salary above minimum & special considerations (such as years toward tenure):

Hiring Official Signature: _____ Date: _____

The following is only applicable to salary above the minimum range:

Faculty hires – Salary above the minimum faculty salary range must be approved by the respective Director/Dean, Provost and Executive Vice President for Finance and Operations prior to submission.

Director/Dean _____ Date: _____

Provost Approval: _____ Date: _____

VP/CBO Approval: _____ Date: _____

President Approval: _____ Date: _____

Please note this form should be submitted along with search documentation to HR. HR will make the verbal job offer