

Form C: Pre-Offer Approval (Faculty Recruitment)
College of Arts & Sciences

Instructions: Please complete this form and submit it to the Associate Dean of Faculty. The Dean's Office will draft an offer letter for the department chair to approve. Note that the offer letter must be approved by the Provost's Office prior to sending to the candidate. The Dean's Office will notify the department chair when the offer letter has been approved and is ready to send.

Candidate's Name:

Candidate's Address:

Department:

Position Title:

Rank:

Title Series:

Start Date:

Salary:

Proposed DOE:

Teaching Responsibility (number of courses or credit hours per academic year; if already determined, provide specifics of first-year teaching assignments and any other instructional or advising duties):

Summary of Start-up Package Details (*approved by Associate Dean of Research and Business Office*):

Third Year Progress Review Year:

Promotion and Tenure Review to Occur in Year:

Academic Appointment Home (*if joint appointment*):

Relocation Allowance (*the standard is \$5,000*): \$

Offer Deadline:

Search Committee Chair

Department Chair