

Letter of Offer Approval Form - New Appointment Only

Department completes white areas and submits the following items to Office of Faculty Affairs before candidate signs letter of offer. (1) Authorization to hire form and email approval (2) waiver request, if applicable (3) letter of intent, if applicable; (4) letter of offer signed by department chair; (5) extend offer from Recruiting Solutions; (6) faculty ballot/s (7) CV. If advanced rank or immediate tenure is requested, send CV electronically to Coordinator of Faculty Committee Office. Advance rank requires review by Promotion, Appointment and Tenure Review Committee which meets monthly. Deliver or scan this form and above items to Beth Williams, Director of HSC Faculty Affairs, at Abell Administration, Room 408 or beth.williams@louisville.edu. Allow at least 3 business days for processing. Department will be notified when approvals are obtained. The chair of the search committee should provide data for the Diversity Categories. If there are questions about completing the form, call 852-6165.

Candidate's Name & Degree/s:			
Department:			
Rank (Instructor, Assistant Professor, Associate Professor, Professor):			
Track (Term, Probationary, Immediate Tenure or Part-Time):			
Proposed Start Date:			
VA appointment:	Yes: _____	# of _____ /8	Base PCN:
Contract Basis:	A12 (100%): _____	B12 (82%-99%): _____	Supplement PCN:
PeopleSoft Job Opening #	Waiver ____ Yes ____ No		Supplement PCN:

Funding Source

Salary Sources:	Amount:	Program #:	Program Name:
Base:			
Base Subtotal:			
Supplement:			
Supplement:			
Supplement:			
Supp Subtotal:			
Grand Total:			
UBM: Name:	Phone:	Email:	

School of Medicine Identified Diversity Categories

Diversity Category	Declined Offers	This Hire
Black/African American		
Hispanic/Latino		
Women*		

* Women should be counted in all categories that apply

Total # applicants who applied; waiver is one applicant

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OFFICE USE ONLY	Initials	Date	Comment
Beth Williams-Director of HSC Faculty Affairs			
Celeste Carter-Director of HSC Financial Affairs			
Ronald I. Paul, M.D., Vice Dean for Faculty Affairs and Advancement			
Toni M. Ganzel, M.D., M.B.A. - Dean, School of Medicine			