

Letter of Offer Approval Form - New Appointment Only

All letter of offer approvals must be submitted to Faculty Affairs through Interfolio

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 offer signed by department chair; (4) extend offer from Recruiting Solutions; (5) faculty ballot/s (6) CV; (7) Approval to hire from Provost, applicable during hiring freeze. 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. Submit all letter of offer approvals through Interfolio. Department staff that submitted the approval will be notified by Interfolio email once the approval has been processed. 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:

Did you provide a letter of intent to the candidate? _____ Yes _____ No
 If so, you must provide a copy with this approval request

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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