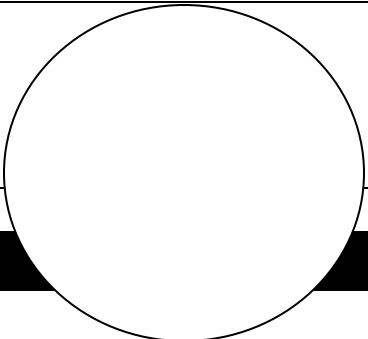




Request to Make an Offer

For Teaching, Research, Extension, and Administrative Personnel



Form Prepared By:

Phone:

INDIVIDUAL TO WHOM OFFER WILL BE MADE

1. Position Number	2. Date	3. File Number	
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4. Name	5. Gender	6. Race/Ethnicity	7. Federal ID Number
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8a. Position Title	8b. Position Title Code	9. FTE
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10a. Department/Unit	10b. Dept Code	11a. College/School	11b. Division Code
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12. Primary Position Group <input type="checkbox"/> Faculty-Regular <input type="checkbox"/> Faculty-Non-regular <input type="checkbox"/> Administrative	13. Service Basis <input type="checkbox"/> Nine (9) Month <input type="checkbox"/> Twelve (12) Month	14a. Hire Type <input type="checkbox"/> Standard <input type="checkbox"/> Temporary <input type="checkbox"/> Emergency <input type="checkbox"/> Special Circumstances	14b. Hire Process <input type="checkbox"/> Full <input type="checkbox"/> Abridged
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15. Appointment Dates START DATE: _____ END DATE: _____	<input type="checkbox"/> w/ possible reappointment at end of appointment term.
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16. Salary Please check if Mission Enhancement <input type="checkbox"/>	17. Moving Expenses \$ _____ <i>Up to 10% of Salary</i>	18. Relocation Expenses
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19. Tenure Status <input type="checkbox"/> TENURED (Please attach tenure form & materials.) <input type="checkbox"/> TENURE-TRACK (Years toward tenure: _____.) <input type="checkbox"/> NON-REGULAR (Tenure not applicable.)	20. Official Transcripts <input type="checkbox"/> are on file with department <input type="checkbox"/> have been requested
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21. Other Special Conditions

22a. Academic Home Department Name	22b. Academic Home Department Sub Code
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23. Citizenship/International Status:
The selected candidate has provided assurance of eligibility to be employed in this position.
 Yes No

24. Will the salary and rank offered be within the range stated on your Recruiting-Hiring Plan?
 Yes No *If not, please explain the extenuating circumstances. If other candidates have withdrawn citing salary or rank as a reason, then a full discussion of the negotiations with them should be supplied.*

25. How does this appointment affect the underutilization status of the department as reflected in the most recent report of goals and timetables?



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RECRUITMENT METHODS

26. How did your recruiting efforts differ from those in item 23 of the Recruiting-Hiring Plan? Attach a copy of all published advertisements.

[Note: If no Recruiting-Hiring Plan then please list a) publications where you advertised; b) referral sources; c) individuals you invited to apply; and d) any special efforts used to recruit female and minority applicants. Please also attach a copy of all published advertisements.]

APPLICANT DATA

For items 27 and 28, please indicate the number of candidates (both male and female) fitting each of the racial/ethnic categories below.

27. Breakdown of All Applicants

Note: An applicant is one who has made a formal request to be considered for this position.

Total		White		Black		Asian/ Pacific Islander		American Indian/ Alaskan Native		Hispanic		Non-Determined	
M	F	M	F	M	F	M	F	M	F	M	F	M	F

28. Breakdown of Applicant Shortlist

Note: The shortlist should consist of all candidates who made the first cut.

Total		White		Black		Asian/ Pacific Islander		American Indian/ Alaskan Native		Hispanic		Non-Determined	
M	F	M	F	M	F	M	F	M	F	M	F	M	F

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APPLICANT DATA (continued...)

29. Position Finalists

List the top candidates by name, gender, and race/ethnicity and give a brief description of their strengths and weaknesses.

Name	Offer Refused	Gender	Race/Ethnicity ¹	Strengths/Weaknesses
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

COMMENTS

APPROVAL

Chair Signature ²⁻³	Date Chair Approved	Dean/Director Signature ³⁻⁴	Date Dean/Director Approved
Chair Signature ²⁻³	Date Chair Approved	Dean/Director Signature ³⁻⁴	Date Dean/Director Approved
Provost or Designee Signature	Date Offer Can Be Made ⁵		

¹ Race/Ethnicity Codes: White (**W**); Black (**B**); Asian/Pacific Islander (**A**); American Indian/Alaskan Native (**I**); Hispanic (**H**).

² Signature of the department chair certifies that the appointment is in conformity with the Board of Curators' Instructional Communication Policy, Section 330.090 of the Collected Rules and Regulations.

³ Joint appointments require concurrence by both divisions.

⁴ Signature of the divisional dean confirms that office accommodations have been secured for the faculty position being filled.

⁵ Return of this form signed by the Provost or designee is your authorization to make the above offer of employment. **No offer is to be made prior to the approval of this form.**

Please forward the completed *Request to Make an Offer*, a draft of the letter of offer, copies of the position advertisement, a copy of the candidate's curriculum vitae/resume, and the Candidates Demographic Data form to the Office of the Vice Provost for Minority Affairs, International Programs & Faculty Development. **(Do not send materials directly to the Office of the Provost.)**