



REQUEST FOR PERMISSION TO EXTEND AN OFFER

(Faculty/Department Chairs/Directors/Associate Deans)

To: Lori Hudspeth, Academic Budget Coordinator
Wingo Hall 213

From: _____
(Department Chair)

Date:

Department:

Name of Candidate:

Salary (maximum):

Academic Rank and/or Title:

Start-up (maximum):

Credit toward tenure:

Credit toward promotion:

Start Date:

Replacing/New:

Explanation of request goes in this space.

Is immigration assistance required? _____ If yes, general counsel's approval is required.

General Counsel

Date

Extension of an offer meeting the above conditions is approved:

College Dean

Date

Lori Hudspeth, Academic Budget Coordinator

Date

Laura Young, Associate Provost

Date

Steven W. Runge, Executive Vice President
& Provost

Date

Note: Attach a vita and the draft letter to offer position to candidate.