

APPROVAL TO NEGOTIATE A FACULTY APPOINTMENT OFFER

Department: _____

Position Description/Title: _____

VPAA Number: _____

Proposed Rank: _____

Name of Candidate with whom you want to negotiate an offer of appointment [1]: _____

Names of Finalists/Interviewees	Reason for Non-Selection of Finalists/Interviewees

Department Chair(s) _____ Date _____

Chair, Search Committee _____ Date _____

Dean(s) _____ Date _____

Approved, Provost _____ Date _____

Date of Office of Employee Relations & Compliance Certification

[1] Please forward the curriculum vitae of the candidate with this form. A new form, along with a curriculum vitae, must be submitted for approval to negotiate a faculty appointment offer for a candidate not previously approved.

A final written University offer may not be tendered until the Academic Transaction Form, a Letter of Offer for your signature, a copy of this form, and a curriculum vitae have been forwarded to the Associate Vice President for Academic Affairs for approval.

This form can be found on Academic Affairs home page.