

FACULTY/STAFF OFFER CHECKLIST

This form must be completed with all appropriate signatures before making an offer

Section 1: Completed by Committee Chair

Position title:								
Department:			Track if a	Track if applicable (Tenure/Professional):				
Name	Name of new employee:							
Start and end date:			Number	Number of months (or ongoing):				
			If a replac	If a replacement,				
New c	or replacement position:		•		vious employ	yee:		
	Appropriate reference checks	Type of d	Type of degree/journeyman or equivalent:					
Accou	nt number:	Proposed sa	Proposed salary offer:			Cell phone stipend:		
Other conditions/justifications of salary offer: *If applicable, granting years or more than grade level base towards salary offer must have prior approval by the Advancement & Tenure Committee before the offer is made. Return all papers pertaining to the search to the HR office (i.e. interview notes, rating sheets, resumes, etc.)								
Section 2: Completed by Human Resources								
	Candidate meets post requirer			Salary is in	approved range:			
	Job announcement and application attached							
	Cabinet-level supervisor completed interview (Full-time Staff/Faculty only):							
Cabinet-level Supervisor		Date	-	Committee Chair		air I	Date	
Chief People Officer		Date	-			er is accepted, the committee chai insuccessful candidates they	ir	