

TO BE COMPLETED BY HIRING DEPARTMENT										
Candidate Name:					Dept. Name:					
Degree: <i>(choose one)</i>										
PhD received, Date:			ABD, Expected Date:			Other: Date:				
Starting Rank: <i>(choose one)</i>										
Assistant Professor					Associate Professor					
Dept. TT Salary Range:										
(Lowest)					(Highest)					
Annual Salary: <i>(must be within advertised range and divisible by 12)</i>							Years of Service:			
Release Time: <i>(Indicate the anticipated number of units of release from Teaching during the first two years of hire.)</i>										
Year 1:	Fall	units	Spring	units	Year 2:	Fall	units	Spring	units	
Academic Affairs Start-up Funds and Moving Expenses:										
Yes	No	Moving expenses provided by Academic Affairs? <i>(\$2,500 max must move min of 50 miles.)</i>								
Yes	No	SSU Townhouse offered to finalist?								
Yes	No	SSU Townhouse accepted by finalist?								
Yes	No	Start-up funds provided by Academic Affairs:							<i>(Provost approval required)</i>	
School Start-up Funds and Moving Expenses:										
Yes	No	Moving expenses provided by School:								
Yes	No	Start-up funds provided by School:								
Additional Incentives:										
Special Conditions:										

TO BE COMPLETED BY DEAN				
Approved	Yes	No		
Comments:				
Dean Signature:				Date:

TO BE COMPLETED BY AVP FACULTY AFFAIRS				
Approved	Yes	No		
Comments:				
AVP Faculty Affairs Signature:				Date:

TO BE COMPLETED BY PROVOST OR DESIGNEE				
Approved	Yes	No		
Comments:				
Provost and Executive Vice President for Academic Affairs or Designee Signature:				Date:

FACULTY AFFAIRS USE ONLY	
Letter Sent (FA Initial)	Date:

**INFORMATION ABOUT THE USE OF THIS FORM**

- The Provost must be consulted before the department can make a final offer to any candidate.
- Once the position is accepted, use this form to confirm all details of the offer.
- Forward completed and signed paperwork to Faculty Affairs.

**COMPLETE FIELDS AS FOLLOWS**

<b>Candidate Name</b>	Employee name as it appears in PeopleSoft or on the employee's Social Security Card.
<b>Dept. Name</b>	Name of hiring department.
<b>Years of Service Credit</b>	Can only be 0-2
<b>Degree</b>	Choose One:
	PhD was received. Indicate the date it was received.
	If PhD is ABD. Indicate the date the degree is expected.
	Other. Indicate type of degree and date degree was received.
<b>Starting Rank</b>	Choose one: Assistant Professor or Associate Professor.
<b>Dept. TT Salary Range</b>	As advertised on POA.
<b>Annual Salary</b>	Must be within advertised range and divisible by 12.
<b>Release Time</b>	By contract new hire faculty can only teach a maximum of 18 units in each of the first 2 years. Indicate the number of units in both Spring and Fall for both Year 1 and Year 2.
<b>Academic Affairs Moving Expenses and Start-up Funds</b>	Check yes or no if Academic Affairs is providing the candidate moving expenses. Academic Affairs will provide up to \$2500. Candidate cannot be currently employed at SSU and must move a minimum of 50 miles.
	Check yes or no if the candidate was offered a SSU townhouse.
	Check yes or no if the candidate accepted the offer of the SSU townhouse.
	Check yes or no if Academic Affairs is providing the candidate start-up funds. Indicate the amount. Requires Provost approval.
<b>School Moving Expenses and Start-up Funds</b>	Check if the school is providing moving expenses for the candidate. Indicate the amount.
	Check if the school is providing start-up funds for the candidate. Indicate the amount.
<b>Additional incentives</b>	Incentives provided by the school.
<b>Special conditions</b>	Conditions provided by the school.

**QUESTIONS/CONTACT**

If you have any questions about completing this form, please call Faculty Affairs at 664-2192 (CRS 877-735-2929 TTY)