Instructions: Please consult with the Provost before making a final offer to any candidate. Once the position is accepted please use this form to confirm all details of the offer and forward to Academic Affairs.

<table>
<thead>
<tr>
<th>Candidate Name:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department TT Salary Range, Lowest:</td>
<td>Highest:</td>
</tr>
<tr>
<td>Date PhD received:</td>
<td></td>
</tr>
</tbody>
</table>

**Terms of Offer**

Starting Rank: ☐ Assistant Professor ☐ Associate Professor

Years of Service Credit (0-2)

Annual Salary (must be within advertised range and divisible by 12): $

**Academic Affairs Expenses**

Academic Affairs will provide up to $2500 for Moving Expense. Candidate cannot be currently employed at SSU and must move at least 50 miles

Moving Expenses ___ Yes ___ No

Start-up costs provided by Academic Affairs (With prior approval of Provost):

**Release Time**

Please indicate the anticipated number of units of release from teaching during the first two years of hire. By contract the faculty member can teach only a maximum of 18 units in each of their first two years

Year 1: Fall ___ Spring ___ Year 2: Fall ___ Spring ___

**School Expenses**

Moving Expenses provided by School:

Start up Expenses provided by School:

SSU Townhouse offered to finalist Yes ☐ No ☐ Accepted by finalist Yes ☐ No ☐

**Additional Incentives**

**Special Conditions**

Dean’s Signature ___________________________ Date ______________

Provost’s Signature ___________________________ Date ______________

Letter Sent (FA Initial) ___________ Date ________________________________________________________

12/2016