



Request for Faculty Offer Letter

TO: Office of the Senior Vice President and Provost

Date

FROM:

Unit

SUBJECT: Faculty Appointment – EEO Search #

Please extend an offer to

With the rank and title of

Date of birth:

To fill position number

formerly held by

Mailing address:

Email address for offer letter:

is valid until approx.

RECOMMENDED TERMS OF OFFER:

Salary:

Appt. period:

Effective date:

Appt. status*:

Tenure probationary period:

Date Ph.D. completed:

Tenure decision year:

Date Ph.D. expected to be completed:

Length of Renewable Term:

Conditional hire:

Salary, if changed to Acting:

U.S. Citizen:

If no, what country?

Attach chair/director statement, if English proficiency certification required (see Faculty Handbook section 3.31.3 (B)).

**If with Tenure, please attach letters of recommendation obtained by the search committee.*

ADDITIONAL TERMS OF OFFER:

Salary commitment: Unit # 1:
Unit # 2 :

Dean #1:
Dean #2:

Provost:
Endowment:

President:
Other:

Moving expense up to:

Provost:

Unit # 1
Unit # 2

Dean # 1
Dean # 2

Total Start-up:

Unit # 1

Dean # 1

Provost

OU Tulsa

Unit # 2

Dean # 2

VPR

(other)

Additional Information:

Attachments: Candidate's Vita and other relevant correspondence (see tenure requirement), if search not on ByCommittee.

ePAF should be completed by the College upon receipt of offer letter acceptance.

Approvals:

Chair/Director # 1	Date
Chair/Director # 2 (for split appointments)	Date
Vice President for Research*	Date
Other	Date

Dean # 1	Date
Dean # 2 (for split appointments)	Date
OU Tulsa	Date
Senior Vice President and Provost	Date

*Required for research faculty appointments or when start-up funds are committed by the VPR.