



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.

Please describe efforts made to inform potential female and minority applicants:

Provide name, gender, race/ethnicity of each candidate interviewed but not selected. For each candidate, check one or more boxes indicating areas in which the rejected candidate was less qualified. Please indicate if the candidate was offered the position but declined.

Candidate:

	Name
Educational Background	Relevant Experience
Professional references	Required Salary
Area of professional specialty	
Other (specify)	

Candidate:

	Name
Educational Background	Relevant Experience
Professional references	Required Salary
Area of professional specialty	
Other (specify)	

Candidate:

	Name
Educational Background	Relevant Experience
Professional references	Required Salary
Area of professional specialty	
Other (specify)	

Candidate:

	Name
Educational Background	Relevant Experience
Professional references	Required Salary
Area of professional specialty	
Other (specify)	

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.