

**FULL-TIME ACADEMIC OFFER LETTER REQUEST FORM:
Information for Academic Position**

Revised 3/29/23

Academic Unit:		Name of Department/Division:	
Candidate Name:		Earned Degree[s], or ABD:	
Home Address for Mailing:		E-mail Address:	
		Telephone:	
Position Title:		Job Code:	
Tenure Status:		Ranked or Unranked:	
Credit Toward Tenure, and dates of:		Track Start Date:	
Position Number:	Job ID Number:	FTE:	Nine or Twelve Month Contract:
Appointment Start Date:		Appointment End Date or Continuous for those appointed with Tenure:	
Annual Salary:		Amount of Moving allowance, if applicable, not to exceed 5% of base salary:	
Startup Funds:		Workload Assignment: Fall semester : __ courses; Spring semester __ courses [12 mth, Summer: ____] Research: ____ % Service: ____ %	
Reports To and Evaluated By:			

Additional Duties and Responsibilities of the position, Negotiated Terms, Start-up specifications, and/or Comments:

ATTACH RELEVANT DOCUMENTS AS NECESSARY