

## Full Time, Unranked Academic Appointee Position Offer Letter Information for Academic Position

<b>Academic Unit:</b>		<b>Name of Department/Division:</b>	
<b>Candidate Name:</b>		<b>Degree:</b>	
<b>Address for Mailing:</b>		<b>E-mail Address:</b>	
		<b>Telephone:</b>	
<b>Position Title:</b>		<b>Job Code:</b>	
<b>Position Number:</b>	<b>Job ID Number:</b>	<b>FTE:</b>	<b>Nine or Twelve Month Contract:</b>
<b>Appointment Start Date:</b>		<b>Appointment End Date or Continuous:</b>	
<b>Annual Salary:</b>		<b>Moving allowance</b> , if applicable, not to exceed 5% of base salary:	
<b>Startup Funds:</b>		<b>Workload Assignment (if applicable):</b>	
<b>Reports To and Evaluated By:</b>		<b>Fall semester : __ courses;</b> <b>Spring semester __ courses</b> <b>[12 mth, Summer: ____]</b> <b>Research: ____ %</b> <b>Service: ____ %</b>	
<b>Who should they forward transcripts. Include name and address:</b>			
<p><b>Duties and Comments:</b></p> <p style="text-align: center;"><i>Attach relevant documents as necessary.</i></p> <p style="text-align: center;"><i>Form sent to HRBP, copy Academic Hiring Coordinator</i></p>			

### Reminder:

Transcripts (if needed) should be requested before the offer.  
 Update applicants with appropriate status including who was interviewed, etc.  
 Reference check(s) completed before extending offer.