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

<table>
<tr><td colspan="2">Academic Unit:</td><td colspan="2">Name of Department/Division:</td></tr>
<tr><td colspan="2">Candidate Name:</td><td colspan="2">Degree:</td></tr>
<tr><td colspan="2" rowspan="2">Address for Mailing:</td><td colspan="2">E-mail Address:</td></tr>
<tr><td colspan="2">Telephone:</td></tr>
<tr><td colspan="2">Position Title:</td><td colspan="2">Job Code:</td></tr>
<tr><td>Position Number:</td><td>Job ID Number:</td><td>FTE:</td><td>Nine or Twelve Month Contract:</td></tr>
<tr><td colspan="2">Appointment Start Date:</td><td colspan="2">Appointment End Date or Continuous:</td></tr>
<tr><td colspan="2">Annual Salary:</td><td colspan="2">Moving allowance, if applicable, not to exceed 5% of base salary:</td></tr>
<tr><td colspan="2">Startup Funds:</td><td colspan="2" rowspan="2">Workload Assignment (if applicable):
Fall semester : __ courses;
Spring semester __ courses
[12 mth, Summer: _____]
Research: ____%
Service: ____%</td></tr>
<tr><td colspan="2">Reports To and Evaluated By:</td></tr>
<tr><td colspan="4">Who should they forward transcripts. Include name and address:

Duties and Comments:

Attach relevant documents as necessary.
Form sent to HRBP, copy Academic Hiring Coordinator</td></tr>
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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.