

TO BE COMPLETED BY HIRING DEPARTMENT					
Candidate Name:			Dept. Name:		
Degree: <i>(choose one)</i>					
	Terminal degree received, Date:		ABD, Expected Date:		Other, Date:
Starting Rank: <i>(choose one)</i>					
Assistant Professor			Associate Professor		
Annual Salary: <i>(must be within advertised range and divisible by 12)</i>					Years of Service:
Release Time: <i>(Indicate the anticipated number of units of release from Teaching during the first two years of hire.)</i>					
Year 1:	Fall units	Spring units	Year 2:	Fall units	Spring units
Academic Affairs Start-up Funds and Relocation Expenses:					
	Yes		No	Relocation expenses provided by Academic Affairs: <i>(must move minimum of 50 miles)</i>	
	Yes		No	Start-up funds provided by Academic Affairs: <i>(Provost approval required)</i>	
School Start-up Funds and Relocation Expenses:					
	Yes		No	Relocation expenses provided by School:	
	Yes		No	Start-up funds provided by School:	
Additional Conditions:					

TO BE COMPLETED BY DEAN					
Approved		Yes		No	
Comments:					
Dean Signature:					Date:

TO BE COMPLETED BY AVP FACULTY AFFAIRS					
Approved		Yes		No	
Comments:					
AVP Faculty Affairs Signature:					Date:

TO BE COMPLETED BY PROVOST OR DESIGNEE					
Approved		Yes		No	
Comments:					
Provost and Vice President for Academic Affairs or Designee Signature:					Date:

INFORMATION ABOUT THE USE OF THIS FORM	
The Provost must be consulted before the department can make a final offer to any candidate.	
Once the position is accepted, use this form to confirm all details of the offer.	
Forward completed and signed paperwork to Faculty Affairs.	

COMPLETE FIELDS AS FOLLOWS	
Candidate Name	Employee name as it appears in PeopleSoft or on the employee's Social Security Card.
Dept. Name	Name of hiring department.
Years of Service Credit	Can only be 0-2
Degree	Choose One:
	If Terminal degree is received, indicate the date it was received.
	If Terminal degree is ABD, indicate the date the degree is expected.
	If Other degree, indicate type of degree and date degree was received.
Starting Rank	Choose one: Assistant Professor or Associate Professor.
Annual Salary	Must be within advertised range and divisible by 12.
Release Time	By contract new hire faculty can only teach a maximum of 18 units in each of the first 2 years. Indicate the number of units in both Spring and Fall for both Year 1 and Year 2.
Academic Affairs Relocation Expenses and Start-up Funds	Check yes or no if Academic Affairs is providing the candidate relocation expenses. Candidate cannot be currently employed at SSU and must move a minimum of 50 miles.
	Check yes or no if Academic Affairs is providing the candidate start-up funds. Indicate the amount. Requires Provost approval.
School Relocation Expenses and Start-up Funds	Check if the school is providing relocation expenses for the candidate. Indicate the amount.
	Check if the school is providing start-up funds for the candidate. Indicate the amount.
Additional conditions	Conditions provided by the school.

QUESTIONS/CONTACT	
If you have any questions about completing this form, please call Faculty Affairs at 664-2192 (CRS 877-735-2929 TTY)	