

(Only complete for positions in Academic Affairs)

PERMISSION TO MAKE A VERBAL JOB OFFER

Permission to make a verbal job offer to a candidate requires the permission of the Academic Dean and Provost. Complete this form and wait for a response before offering the position.

Division: _____

Position Title: _____

PCN #: _____

Requested Salary: _____

Date: _____

Candidate you wish to offer position to _____

Any special conditions requested _____
(Early promotion/tenure, etc.)

Moving Expense Amount: \$ _____

Return this form to the Dean's Office and complete the Report of Applicant Pool and send to Human Resource Services.

Signature (Search Committee Chair)

Signature (Division Chair)

Signature (Academic Dean)

Signature (Provost)