

Request to Extend Offer

Check one:

Faculty Administrative/Professional Staff Librarian

Date:	Contact Name:	Contact Phone:
Department:	Position Title:	
Name of Previous Employee:		

Section A: Candidate recommended. Recurring 10-Month Part-time FTE _____
 Non-Recurring 12-Month Full-Time Other

Name:	* Race:	* Gender:	* Meet AA Goal?
Reason for recommending this candidate:			

Proposed Salary \$ _____ School funded moving expenses Yes Amount \$ _____
Start Date _____ No

Ph.D. Yes Terminal Degree Yes _____
 No No (List degree)

Citizenship: U.S. Citizen, U.S National, or Lawful Permanent Resident of the U.S.
Other (Visa Contingency statement must be included in offer letter)

Section B: Description of Other Candidates Interviewed

Date Interviewed	Applicant's Name	* Race	* Gender	Reasons not offered the job

Section C: Signatures of Approval

** To be completed by AA/EO*

1. Hiring Supervisor _____ Date	4. AA/EEO Officer _____ Date
2. Department Head _____ Date	5. Vice Chancellor _____ Date
3. Dean / Director _____ Date	6. Chancellor _____ Date