

**Request to Extend Offer - Exempt (EEOR-3)**

Check one:  Faculty  Library Date:

Contact Name:  Contact Phone:

Department Name:  Open Position Title:

Name of Previous Employee:

**Candidate Recommended**

Name:

<b>Race:</b>	<b>Gender:</b>	<b>Meet AA Goal?</b>
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Reason for recommending this candidate:

Recurring  Part-time -  Ph.D. Proposed Salary:   
 Non-Recurring FTE:   Terminal Degree Proposed Start Date:   
 9-Month  Full-time   School funded moving expenses Amount   
 12-Month  Other

**Description of Other Candidates Interviewed**

Date Interviewed	Applicant's Name	Race	Gender	Reason(s) not offered the position

If more than three additional candidates interviewed, please attach additional sheets.

**Required Approvals:**

1. Hiring Supervisor	Date	4. Director, OIE	Date
2. Department Head	Date	5. Vice Chancellor	Date
3. Dean	Date	6. Chancellor	Date

**Hiring Report**

(Complete this section once formal offer has been accepted by the Candidate above. Forward the *completed* form to Faculty Records.)

Candidate recommended above accepted the position on: \_\_\_\_\_

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