

# Request for VPAA's Formal Offer Letter—Full-time Faculty

- Check here if position was advertised / Advertisement Number: \_\_\_\_\_ Date of Acceptance of Verbal Offer: \_\_\_\_\_  
 All appropriate advertising and pre-employment screening have been completed  
 Terms of employment that the Dean and VPAA agreed upon have been verbally accepted by this candidate  
 Required documentation is included.  
 Salary offer has not exceeded current budget or has been approved by the VPAA and noted below\*

\*New Hire  Rehire  If rehire, previously FT  PT  Temp  Staff  Other: \_\_\_\_\_

Relatives at KSU?  Yes  No If yes, describe: \_\_\_\_\_

\*Required Attachments:  Official Graduate Transcripts (Masters, Ph.D.)  Candidate Vita or  On File

## Department Information

College: \_\_\_\_\_ Mail Drop: \_\_\_\_\_  
 Department: \_\_\_\_\_ Dept #: \_\_\_\_\_ Department Phone No. \_\_\_\_\_

## General Information (full-time faculty)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Teaching Field: \_\_\_\_\_

Title: Dr.  Mr.  Ms.  (please check)

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ or Country: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth \_\_\_\_\_

Race: \_\_\_\_\_ Gender: \_\_\_\_\_

U.S. Permanent Resident/Citizen:  Yes  No- If No, what is Visa status? \_\_\_\_\_ Inst Global Initiatives Contacted?  Yes  No

**Start Date:** Fall: \_\_\_\_\_ Spring: \_\_\_\_\_ Summer: \_\_\_\_\_ Specific Date: \_\_\_\_\_

Please check one:  Permanent or  Temporary (1 Year or less)

Full-time or  Half-time or Other: \_\_\_\_\_

**Terms of Employment** (Check one):  9 Month (Academic)- M03  12 Month (Fiscal)-M01  1 semester (M03/M01)

(Check one):  Tenure Track  Non-Tenure Track  Not applicable

Benefits for this hire? Yes  No  Teaching: \_\_\_\_\_ % Administration: \_\_\_\_\_ % (Total 100%)

Recommended Probationary Credit toward tenure (Check number of years):  0  1  2  3

## Rank of Faculty Member (Please check only ONE of the following):

- Professor (202X00)  Temporary Limited Term Professor ((922X00 or 922X01)  
 Associate Professor (201X00)  Temporary Limited Term Associate Professor (922X00 or 922X01)  
 Assistant Professor (202X00)  Temporary Limited Term Assistant Professor (922X00 or 922X01)  
 Instructor (203X00)  Temporary Limited Term Instructor (922X00 or 922X01)  
 Lecturer (204X00)

Official Title: \_\_\_\_\_ (Example: Assistant Professor of English and Director of English Lab) Relocation \$ \_\_\_\_\_

PS Budget Position Number: \_\_\_\_\_ Annual Salary: \$ \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_

Current PS Budget: \$ \_\_\_\_\_ Funding Dept Number: \_\_\_\_\_ Source of Funding: \_\_\_\_\_

Does current Budget cover the salary?  Yes  No – If no, provide an explanation of the source for the additional funding:  
 \_\_\_\_\_

## Required Signatures:

\_\_\_\_\_  
 Date: \_\_\_\_\_

Department Chair

\_\_\_\_\_  
 Date: \_\_\_\_\_

Dean

Office Use ONLY:

Entered by: \_\_\_\_\_ Verified by: \_\_\_\_\_

PS Budget # \_\_\_\_\_ Employee ID \_\_\_\_\_

- Copies of transcripts are acceptable to make offer to the faculty member. Official documents MUST be received to complete the hiring process.