OFFICE OF THE PROVOST & DIVISION OF ACADEMIC AFFAIRS
Academic Resources

VPAA 131(B) · Offer Approval

Request to hire from a completed recruitment

Candidate & Position Information

Candidate Name:		Date:	
Job Posting Number:		Prepared By:	
Position Number:		Payroll Start Date:	
College / Division:		Length of Appointment *(Professional Track Faculty only)* :	
Department:		Tenure Requested at Hire? *(tenured faculty only)*	
Offered Position Rank:		Any Tenure Years of Credit? *(tenure-track faculty only)*	
Previous/Current UNT Employee or Student? List ID if known.			

Funding Request — Estimate by Source

Expense	Dept	College	VP R&I	VP F&A	VPAA	TOTAL
Salary (1)						$ 0.00
HEF Eligible Start-Up – Equipment (2)						$ 0.00
Start-Up – Renovation / Construction (3)						$ 0.00
Start-Up – Staff / Graduate Student Salary Support (4)						$ 0.00
Jr. Faculty Summer Research Support						$ 0.00
Summer Salary						$ 0.00
CREATE						$ 0.00
Insurance (5)						$ 0.00
Moving						$ 0.00
Travel						$ 0.00
Other New Hire Support (computer, office equipment, etc.)						$ 0.00
Graduate Student Tuition Support						$ 0.00
Other Reimbursements (6)						$ 0.00
Recruitment Reimbursement						$ 0.00
Total Requested Commitments	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

1) Attach justification for any proposed salary outside +/-10% of the CUPA median. 2) HEF-eligible start-up funds are approved when an offer is made; the amount above is an estimate only and must be resubmitted for a new candidate if an offer is unsuccessful. A detailed cost schedule (Start-Up Cost Detail tab) is required for start-up exceeding $50,000. All start-up funds must be expensed within 2 years of the hire date unless an exception is approved by all VPAA-131 approvers. 3) For renovation/construction, describe anticipated needs, attach a signed Facilities estimate, and complete the Start-Up Cost Detail tab. 4) For staff/graduate student salary support, detail the positions, salaries, and related expenses on the Start-Up Cost Detail tab. 5) Standard reimbursement amounts for insurance and other typical hiring expenses: https://vpaa.unt.edu/file/3621 6) Describe any other reimbursements listed above.

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Space & Facility Needs

Space Type	Needed?	Building	Room #
Office Space			
Wet Lab			
Dry Lab			

Please Provide Any Additional Comments Related to Funding or Justification for Proposed Salary Outside Set Salary Range:

Endowed Chair / Professor — document any additional compensation, supplements, or reimbursements associated with the endowed position (if applicable):

Approval Routing

Route in this order: (1) Department Chair → (2) Dean / Executive Dean (if applicable) → (3) College Academic Financial Officer → (4) Academic Resources, who routes to Space Management, AVP Facilities (if applicable), Provost, VP Research & Innovation (if applicable), and VP Finance & Administration (if applicable).

Approver	Amount Approved	Signature / Date
Department Chair / School Director	$ 0.00	
Dean / Executive Dean (if applicable)	$ 0.00	
College Academic Financial Officer		
Space Management		
Facilities (Tenure / Tenure-Track only)		
Provost & VP for Academic Affairs (required if tenure requested at hire)		
Provost (VPAA-funded commitments)	$ 0.00	
Research & Innovation	$ 0.00	
Finance & Administration	$ 0.00	
Academic Resources		

Office Use Only — Academic Resources

Search Waiver Information:	

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Start-Up Cost Detail

Complete only if start-up costs exceed $50,000, or if renovation/construction or staffing support is requested.

Lab Needs

Type of Lab:		**Lab Location:**	
Has an Estimate Been Prepared?		**Estimated Amount of Renovations:**	
Additional Comments:			

Please ensure the New Faculty Principal Investigator Questionnaire is completed: https://riskmanagement.unt.edu/new-faculty-principal-investigator-questionnaire

Start-Up Personnel Needs

Position Title	Funding Source	Purpose / Use	Date Needed	FY __ Cost	FY __ Cost	FY __ Cost
Total				$ 0.00	$ 0.00	$ 0.00
Grand Total (All Fiscal Years):	$ 0.00					

Supplies, Equipment & Other M&O Schedule

Description	Funding Source	Purpose / Use	Date Needed	FY __ Cost	FY __ Cost	FY __ Cost
Total				$ 0.00	$ 0.00	$ 0.00
Grand Total (All Fiscal Years):	$ 0.00					