

VPAA 131(B) - Offer Letter Approval
<i>Please attach any supporting documentation or pre-approval emails</i>

Candidate Name:		Date:	
Position Number:		Prepared By:	
Posted Position Rank:		Job Posting Number:	
Offered Position Rank(s):		Department:	
Job Code:		Appointment Length/Term:	
Payroll Start Date:		FTE:	
Is Candidate Previous/Current Employee or Student? <i>List ID number if known</i>		Tenure Requested at Hire: If no, note any years of credit toward tenure.	

Will any portion of this candidate's appointment be conducted outside of the DFW region? If yes, please provide additional details and expected location. An FWA form will also need to be completed for approval.

OFFER LETTER APPROVAL: Funding Source (College, VPAA, etc.)

Expense	Dept	College	VP, R&I	VP, F&A	VPAA	TOTAL
Salary (1):						
HEF Eligible Start-Up - Equipment (2):						
Start-Up - Renovation/Construction (3) <i>please describe below</i> :						
Start-Up - Staff/Graduate Student Salary Support (4) <i>please describe below</i> :						
Jr. Faculty Summer Research Support:						
Summer Salary:						
CREATE:						
Insurance (5):						
Moving:						
Travel:						
Other new hire support (computer, office equipment, etc.):						
Graduate Student Tuition Support:						
Other Reimbursements (6) <i>please describe below</i> :						
Total Requested Commitments:						

<p>1) Justification for proposed salary that is outside the (+/-) 10% of CUPA median:</p>	
<p>If they will have a summer assignment, please detail the expectations.</p>	
<p>2) Start up expenses are approved at the time the offer is made to the candidate. Approval at time of hire is merely an estimate. This form must be resubmitted for a new candidate if an offer is unsuccessful. A detailed cost schedule (see Start-up Details Tab below) must be submitted for start-up that exceeds \$50,000. All start-up must be expensed within 3 years of the faculty members hire date. Any exceptions must be approved by all approvers on the VPAA-131.</p>	
<p>3) Renovation/Construction: Provide brief description of anticipated needs and attach signed Facilities Estimate and/or any related correspondence from Facilities - complete the startup page:</p>	
<p>4) Staff Support Details: Please provide detail on types of positions, salaries, and other related expenses:</p>	
<p>5) Standard reimbursement amounts for insurance and other typical hiring expenses can be found at: https://vpaa.unt.edu/file/3621</p>	
<p>6) Please provide detail on any other reimbursements listed above:</p>	



OFFICE OF THE PROVOST &
DIVISION OF ACADEMIC AFFAIRS
Academic Resources

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Prepared By:

Position Number:

Job Posting Number:

Offered Position Rank(s):

Department:

Space - Provide Office Building and Room #, and (if applicable) Lab Building and Room # (complete pg. 2 Lab Section) ***Required Field***:

Office Space:

Wet Lab:

Dry Lab:

If this is an Endowed Chair/Professor please document any additional compensation, supplements or reimbursements associated with the endowed position.

Comments:

Routing for Approval: 1) Department Chair 2) Dean and Executive Dean *if applicable* 3) Academic Financial Officer 4) Submit to Academic Resources *(AR will route for signatures from Space Management, AVP Facilities (if applicable), Provost, VP Research & Innovation (if applicable), VP Finance & Administration (if applicable), Academic Resources)*

Signature Approvals:

College Academic Financial Officer:

Director for Academic Resources:

Provost & VP for Academic Affairs
(Tenure with Hire Candidates):

Director Space Management:

AVP Facilities *(Tenure/Tenure-Track only)* :

Approvals (if applicable)

Request to Recruit Total

Signature Approvals:

Total Department Funded Commitments Chair Approval:

Total College Funded Commitments Dean Approval:

Total Provost Funded Commitments:

Total VP Research & Innovation Funded Commitments:

VP Finance and Admin Funded Commitments:

Academic Resource Use Only

Search Wavier Information:

VPAA-131 Faculty Recruitment Request & Offer Letter Approval - Start-Up Details

Lab Needs		
Type of Lab:		Detail below renovations needed in the space before the new hire arrives.
Lab Location:		
Has an estimate been prepared?		
Estimated Amount of Renovations:		
Any Additional Comments:		
Please ensure the New Faculty Principal Investigator Questionnaire is completed. The form can be found here: https://riskmanagement.unt.edu/new-faculty-principal-investigator-questionnaire		

Start-up Personnel Needs						
Position title	Funding source	Purpose/activity	Date Needed	Cost		
				FY	FY	FY
Total						

Supplies, Equipment, and other M&O Schedule							
Description	Funding Source	Vendor	Purpose/Use	Date Needed	Cost		
					FY	FY	FY
Total							