

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

Candidate Name:		Prepared By:	
Position Number:		Date:	
Offered Position Rank:		Phone Extension:	
Posted Position Rank(s):		Department:	
Payroll Start Date:		Tenure Request at Hire (Y/N):	

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

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

(1) 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 \$100,000. 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.

(2) Standard reimbursement amounts for insurance and other typical hiring expenses can be found at: <https://vpaa.unt.edu/file/3621>

*List the appropriate CIP code for the program in which they will be serving. Attach justification for salaries outside the (+/-) 10% of CUPA median		***Staff Support Details - please provide detail on types of positions, salaries, and other related expenses:	
Space - Provide Office Building and Room #, and (if applicable) Lab Building and Room # and type of research lab space needed (i.e. wet/dry lab)- Required Field :		****Please provide detail on any Other Reimbursements listed above:	
**Renovation/Construction - Provide brief description of anticipated needs and attach signed Facilities Estimate and/or any related correspondence from Facilities:		If this is an Endowed Chair/Professor please document any additional compensation, supplements or reimbursements associated with the endowed position	

Comments:

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Form Routing: 1) Department Chair 2) Dean and Executive Dean if applicable 3) Academic Resources 4) Space Management 5) AVP Facilities (if applicable) 6) Provost 7) VP Research & Innovation (if applicable) 8) VP Finance & Administration (if applicable) 9) Academic Resources

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Reviewed by:	Signature
Director of Academic Personnel:	
Director Space Management:	
AVP Facilities (Tenure/Tenure-Track only):	

Approvals (if applicable)	Request to Hire Total	Signature
Total Department Funded Commitments Chair Approval:		
Total College Funded Commitments Dean Approval:		
Total Provost Funded Commitments:		
Total VP Research & Innovation Funded Commitments:		
SVP Finance and Admin Funded Commitments:		

Approved for Tenure if Applicable:	
Provost Signature:	

Academic Resource Use Only	Comments
Opportunity Hire	
Dual Career Hire	
High Impact Hire	

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

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

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