



<b>VPAA 131(B) - Offer Letter Approval</b>
<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 Term:	
Payroll Start Date:		FTE:	
Is Candidate Previous/ Current Employee or Student? List ID number if known		Tenure Requested at Hire (Y/N):	

**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) please describe below :						
Start-Up - Staff/Graduate Student Salary Support (4) please describe below :						
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) please describe below :						
<b>Total Requested Commitments:</b>						

1) Justification for salaries outside the (+/-) 10% of CUPA median:	
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 <b>exceeds \$50,000</b> . 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.	
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:	
4) Staff Support Details - please provide detail on types of positions, salaries, and other related expenses:	
5) Standard reimbursement amounts for insurance and other typical hiring expenses can be found at: <a href="https://vpaa.unt.edu/file/3621">https://vpaa.unt.edu/file/3621</a>	
6) Please provide detail on any other reimbursements listed above:	



**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) College 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:

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: <a href="https://riskmanagement.unt.edu/new-faculty-principal-investigator-questionnaire">https://riskmanagement.unt.edu/new-faculty-principal-investigator-questionnaire</a>		

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

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