

Request to Extend Offer

Check one:

Faculty Administrative/Professional Staff Librarian

| | | |
|----------------------------|-----------------|----------------|
| Date: | Contact Name: | Contact Phone: |
| Department: | Position Title: | |
| Name of Previous Employee: | | |

Section A: Candidate recommended. Recurring 10-Month Part-time FTE _____
 Non-Recurring 12-Month Full-Time Other

| | | | |
|---|---------|-----------|-----------------|
| Name: | * Race: | * Gender: | * Meet AA Goal? |
| Reason for recommending this candidate: | | | |

Proposed Salary \$ _____ School funded moving expenses Yes Amount \$ _____
Start Date _____ No

Ph.D. Yes Terminal Degree Yes _____
 No No (List degree)

Citizenship: U.S. Citizen, U.S National, or Lawful Permanent Resident of the U.S.
Other (Visa Contingency statement must be included in offer letter)

Section B: Description of Other Candidates Interviewed

| Date Interviewed | Applicant's Name | * Race | * Gender | Reasons not offered the job |
|------------------|------------------|--------|----------|-----------------------------|
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Section C: Signatures of Approval

** To be completed by AA/EO*

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|---------------------------------------|-------------------------------------|
| 1. Hiring Supervisor _____ Date _____ | 4. AA/EEO Officer _____ Date _____ |
| 2. Department Head _____ Date _____ | 5. Vice Chancellor _____ Date _____ |
| 3. Dean / Director _____ Date _____ | 6. Chancellor _____ Date _____ |