

**APPROVAL TO NEGOTIATE A FACULTY APPOINTMENT OFFER**

Department \_\_\_\_\_

Position Description/TITLE \_\_\_\_\_

Name of Candidate with whom you want to negotiate an offer of appointment \_\_\_\_\_ (1)

VPAA Number \_\_\_\_\_

Proposed Rank/Step \_\_\_\_\_

Names of Finalists/Interviewees	Reason for Non-Selection of Finalists/Interviewees

Department Chair(s) \_\_\_\_\_ Date \_\_\_\_\_

Chair, Search Committee \_\_\_\_\_ Date \_\_\_\_\_

Dean(s) \_\_\_\_\_ Date \_\_\_\_\_

Approved, Provost and Vice President for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

[1] Please forward the curriculum vitae of the candidate with this form. A new form, along with a curriculum vitae, must be submitted for approval to negotiate a faculty appointment offer for a candidate not previously approved.

A final written University offer may not to be tendered until the Academic Transaction Form, Statement of Terms and Conditions, a Letter of Offer for your signature, and a copy of this form have been forwarded to the Associate Vice President for Academic Affairs for approval.

This form can be found on Academic Affairs Home Page at <http://www-rohan.edsu.edu/dept/academic/index.html> under the Information and Forms button.