

BARUCH COLLEGE
REQUEST TO SEND LETTER OF OFFER FOR FULL TIME FACULTY POSITION

SCHOOL _____ DEPT _____ [Filled in by Provost: Date Rec'd _____]
CUNYFirst Position Number: _____
PROVOST'S LETTER: <u>Rank, Salary, Start Date</u> ¹ The following elements will be addressed in the letter from the Provost, and no other person is authorized to write a letter of offer with these details:
Title: <input type="checkbox"/> Professor ¹ <input type="checkbox"/> Associate Professor ¹ <input type="checkbox"/> Assistant Professor ¹ <input type="checkbox"/> Other
Position: <input type="checkbox"/> Tenure Track <input type="checkbox"/> Tenured ¹
Ph.D: <input type="checkbox"/> Yes <input type="checkbox"/> No Other Type of Degree _____
Annual Salary: _____ SAB: <input type="checkbox"/> Yes <input type="checkbox"/> No Start Date: _____
Other Comments: _____

CANDIDATE OF CHOICE: Request that a letter of offer be sent to:

Name

Candidate's complete address

Candidate's permanent email address

DEAN'S LETTER: <u>Additional Compensation, Startup Equipment, Other:</u> The following elements will be addressed in a letter from the Dean; this letter must make these elements contingent upon the offer from the Provost; no person other than the Dean is authorized to write a letter with these details; this letter must not be sent without approval from the Provost.
Give amount, duration, and purpose of additional compensation:

Equipment, Moving expenses, Workload reductions, Other: Describe, include cost and proposed source of funds:

Approved for Provost's Letter _____ / _____
Must be signed by Provost/ Date

¹ Consult Provost's Office about following, which require special action:
(a) if appointment is to be with tenure; (b) if terminal degree is not a Ph.D.; (c) if candidate has not completed terminal degree; (d) if equivalency is required