

OFFER LETTER - REQUEST FORM

You have chosen a candidate and would like to move forward with a Formal Offer Letter. Please complete the following form and forward to Julie.Barclay@ttuhsc.edu This letter will be completed and sent to you for approval before it is signed by the Dean and sent to the candidate along with the Position Overview.

Info Needed for Offer Letter:

- Name of Department
- Name of Department Chair with Credentials
- Candidate Full Name (Check spelling and hyphens)
- Candidate Mailing Address
- Rank
- Tenure or Non-Tenure
- Start Date
- Starting Salary

Info Needed if Applicable:

- Starting Bonus Amount
(gross amount before tax and deductions) one-time bonus payable at the first regular pay period following the start of employment if before the 15th day of the month)
- Reimbursable Moving Expenses Amount
- Current City Moving from
- Support for Visa Application Amount
- Title of Secondary Role (ex: leadership role)
- Stipend Amount for Secondary Role

Form Completed by: