

Request for Official Offer Letter

Position (T#) Number: _____

Requisition Number: _____

(Requisition Number is needed if job was posted in the new Applicant Tracking System)

Was job posted in new system _____ YES _____ NO

Incumbent's Name who formerly held this T#: _____

NAME OF NEW HIRE:

COLLEGE:

DEPARTMENT:

RANK:

SALARY:

CHECK APPOINTMENT PERIOD WHICH APPLIES:

_____ 9 month appointment

_____ 12 month appointment

EFFECTIVE HIRE DATE:

LIST ANY CONTINGENCIES:

ATTACH THE FOLLOWING DOCUMENTATION:

- Completed **“Certification of Faculty Qualifications”** (*OP 32.36 Attachment*)
 - Note: If candidate does not have 18 credit hours pertaining to the courses he/she will teach, a Letter of Justification must be attached stating how the candidate is qualified to teach in the area of hire.
- Copy of C.V.
- Copy of signed College Departmental Offer Letter
- Current Email address if different than the one found on their C.V.
- Copy of approved Job Description
- Original transcripts for all graduate degrees earned

Approval from Dean's Office (required)

By: _____ Date: _____

Send to Jessica Williams, Office of the Provost at MS 2019.