



CAS REQUEST FOR APPOINTMENT

TO: Dean, College of Arts & Sciences

Date

FROM:

Unit

Department Number

SUBJECT: Faculty Appointment – EEO Search #

Please extend an offer to

With the rank and title of

Date of birth:

To fill position number

formerly held by

Mailing address:

Email address for offer letter:

is valid until approx.

RECOMMENDED TERMS OF OFFER:

Salary:

Appt. period:

Effective date:

Appt. status*:

Tenure probationary period:

Date Ph.D. completed:

Tenure decision year:

Date Ph.D. expected to be completed:

Length of Renewable Term:

Conditional hire:

Salary, if changed to Acting:

U.S. Citizen:

If no, what country?

Attach chair/director statement, if English proficiency certification required (see Faculty Handbook section 3.31.3 (B)).

**If with Tenure, please attach letters of recommendation obtained by the search committee.*

ADDITIONAL TERMS OF OFFER:

Salary commitment: Unit # 1:
Unit # 2 :

Dean #1:
Dean #2:

Provost:
Other:

President:

Moving expense covered up to a maximum of:

Unit # 1
Unit # 2

Dean # 1
Dean # 2

Total Start-up:

Unit # 1

Dean # 1

Provost

OU Tulsa

Unit # 2

Dean # 2

VPR

(other)

Additional Information:

Choose all that apply for the selected candidate:

Hispanic or Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

Please describe efforts made to inform potential female and minority applicants:

Provide name, gender, race/ethnicity of each candidate interviewed but not selected. For each candidate, check one or more boxes indicating areas in which the rejected candidate was less qualified. Please indicate if the candidate was offered the position but declined.

Candidate:

	Name	Gender	Race/Ethnicity
Educational Background		Relevant Experience	
Professional references		Required Salary	
Area of professional specialty			
Other (specify)			

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Professional references		Required Salary	
Area of professional specialty			
Other (specify)			

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Educational Background		Relevant Experience	
Professional references		Required Salary	
Area of professional specialty			
Other (specify)			

Approvals:

_____	Date
Chair/Director # 1	
_____	Date
Chair/Director # 2 (for split appointments)	
_____	Date
Vice President for Research	
_____	Date
Other	

_____	Date
Dean # 1	
_____	Date
Dean # 2 (for split appointments)	
_____	Date
OU Tulsa	
_____	Date
Senior Vice President and Provost	

Attachments: Candidate's Vita and other relevant correspondence (see tenure requirement). ePAF should be completed by the College upon receipt of offer letter acceptance.