TEXAS SOUTHERN UNIVERSITY

Request to Make an Offer Form

TENURE-TRACK POSITION, NON-TENURE TRACK POSITION AND NON-TENURE TRACK RESEARCH POSITIONS NOTE: Return of this form signed by the provost is your authorization to make the below offer of employment to faculty. No offer, verbal or written, is to be made prior to approval of the form.

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| Position Information |
| Candidate’s Name: | Proposed Faculty Title:Proposed Administrative Title: |
| Department/Unit:If different from above, proposed Academic Home Dept.: | School/College: |
| Service Basis: 9 mos. 12 mos. Other: | Cost Center/FOPAL:Position/B Number: |
| Proposed Salary:Effective Start Date: | FTE for Faculty Title:FTE for Administrative Title: |
|  |  | Tenure-Track |  | Tenured |  | Non Tenure-Track | COMMITTEE VOTE FOR TENURE:Number of faculty votingNumber of votes in favor of granting tenureNumber of votes in favor of opposing tenureNumber of abstentions |
| If this Request to Make an Offer includes an offer of tenure, pleaseprovide information about the department vote for tenure asindicated at the right.DEPARTMENT VOTE FOR APPOINTMENT: Yes NoTallies: For Against Abstaining |
| The department |  | /college |  | (check one or both) has/have identified sufficient office |  | and/or laboratory |  | space (check one or |
| both as appropriate to the program of the prospective faculty member) to accommodate the needs of this faculty. |

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| Permission to Make an Offer |
| Citizenship: |  | USA |  | Permanent Resident |  | Other (Complete Visa classification below) |
| Anticipated Start of Mandatory Tenure Review: Fall | Years Toward Tenure: |
| Moving Expenses: |  | Yes |  | No | Maximum Allowable Moving Expenses: |
| Visa Information |
| Country of Origin/Citizenship: | Date of Entry into the United States: |
| Family Member(s) in the United States: |  | Yes |  | No If yes, number of family members in the United States: |
| Visa Classification: | Dates of Current VisaBegin: End: |
| Education |
| Institution | Degree(s) Earned | Major Area | Degree Date (MM/YYYY) |
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| Approvals |
| Chair/DirectorPrinted Name:Signature: | Date | \*DeanPrinted Name:Signature: | Date |

Signature: Date

James W. Ward, Ph.D.

Interim Provost and Vice President for Academic Affairs

\*Note: Joint appointments require other college’s/school’s concurrence.

Implemented Fall 2013