



3. Faculty Permission to Hire Form*

Complete sections 1 and 2 and submit this form for permission to extend an offer to a candidate.

1. Enter Faculty Position Information

Position Title _____ Position No. _____

School _____ Department/Division _____

Candidate's Name _____ Email Address _____

Race/Ethnicity _____ Gender _____ Anticipated Start Date _____

International Candidate: Yes No

Immigration/Visa Expenses: Yes No

Variance to the Hiring Process:

If a request for a variance to the hiring process is being made, please refer to the Variances from Standard Faculty Search Procedures process and **attach a written justification** to the request form. The justification should be between ½ to 1 page outlining the reason(s) for the Variance request, including confirmation that faculty input has been systematically gathered.

2. Complete the following before submitting this form:

I. Attach the following supporting materials to this form –

1. Draft of Contract/Offer Letter (in Word format)
2. CV of the selected candidate (in PDF format)

II. Ensure all ads and faculty search related documents are in BOX before submission –

- Ensure that the Faculty Search and Recruitment BOX folder associated with this search is up to date with **all** faculty search related documents, including copies of the posted advertisements from **all** recruitment sources listed in the Recruitment Plan. This should include any additional advertisements/position announcements the search committee may have added after submitting the Finalist Interviews Request Form.

3. Submit for Authorization (in the following order):

Provost Approval: _____ Date _____

Dean Approval: _____ Date _____

***Note:** For each offer made (e.g., if an initial offer is declined and a second or third is extended), a separate “**Faculty Permission to Hire**” form must be submitted and the Candidate Status in Interfolio must be updated with one of the following selections: 1. Offer extended; 2. Offer declined; 3. Offer accepted.

This provides a formal mechanism to report on all extended offers, even if the initial candidate(s) did not accept.