

## 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 degrees earned:
  - Baccalaureate Degree
  - Master's Degree
  - Doctoral Degree

### **Approval from Dean's Office (required)**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Send to Jessica Williams, Office of the Provost at MS 2019 or via email at [jessica.m.williams@ttu.edu](mailto:jessica.m.williams@ttu.edu)