

## FINAL TERMS OF NEW EMPLOYMENT OFFER

Arts & Sciences, Winter 2012

Complete this form when a candidate has accepted a permanent employment offer. Shaded areas are for Dean's Office use. **SUBMIT FORM TO CAROL RUSH AND ATTACH A COPY OF THE FINAL OFFER LETTER AND THE ACCEPTANCE LETTER.**

Unit \_\_\_\_\_ Total start-up cost

Candidate's name \_\_\_\_\_ Rank \_\_\_\_\_

Field \_\_\_\_\_

Annual base salary \_\_\_\_\_ Start date \_\_\_\_\_ Search number \_\_\_\_\_

Relocation incentive payment?  yes  no Amount \_\_\_\_\_  
 (attach Relocation Incentive Payment Approval Request form)

Non-base Salary Items (relocation incentive, summer months, research accounts, etc.)		Funding Source and Amount (include budget number and dollar amount in each column)			
Item description	Year	Dept leave recapture	Other	College	Other
<b>Totals</b>					

Additional comments:

Space plans for new hire: *(Identify office and research space that will be assigned to the new faculty member. All negotiations for any unusual facilities requests have been completed prior to the offer.)*

\_\_\_\_\_  
Dept. Chair/Director signature      Date

\_\_\_\_\_  
Divisional Dean signature      Date