**AUTHORIZATION TO EXTEND OFFER**

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| **POSITION INFORMATION** |
| Date: |       |
| Budget Position Number: |       |
| UW System Title: |       |
| Working Title: |       |
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|  |
| **INITIAL OFFER INFORMATION** *to be completed by individual authorized to make verbal offer* |
| Candidate First/Last Name: |       |
| FTE% |       |
| Appointment Type: |  |
| Approved Salary Range: |       |
| Requested Offer Salary: |       | Requested Start Up Costs: |       |
| Max Salary Allowed: |       | Requested Moving Expenses: |       |
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| **AUTHORIZATION** |

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| *Area Leader* |  | *Date* |

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| **FINAL OFFER INFORMATION** *after offer is complete, complete this section.*  |
| [ ]  | **ACCEPTED** | [ ]  | **DECLINED** |
| Salary:  |       | [ ]  | Salary |
| Start-Up Costs: |       | [ ]  | Tuition Remission |
| Moving Expenses: |       | [ ]  | Teaching Load |
| Other: |       | [ ]  | Other       |
|  |
| **AUTHORIZATION** |
| I have negotiated the conditions of the offer as indicated above and will be preparing a formal Letter of Offer. I have provided Human Resources or department administrative support with the candidate’s name and e-mail address to conduct a criminal background check. |

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| *Designated Approver* |  | *Date* |

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| **ROUTING** |
| Designated approver ↓Area Leader ↓Designated Approver ↓Human Resources  |