**AUTHORIZATION TO EXTEND OFFER**

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| **POSITION INFORMATION** | | | |
| Date: |  | | |
| Budget Position Number: |  | | |
| UW System Title: |  | | |
| Working Title: |  | | |
|  | | | |
|  | | | |
| **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 |