

OFFEREE APPROVAL FORM

Before an offer is made this form must be completed by the Search Chair and processed after the Search Chair and Dean/VP determine the successful candidate.

Attach these documents for successful candidate only: Finalist Approval Form (with all signatures), updated Screening Summary Report, and Resume.

College/Division: _____
Position: _____ Hiring Goal _____ PRF# _____
Submitted by: _____ Date: _____

Name of Successful Candidate	Official Transcript of Highest Degree On File
	____ Yes ____ No*

***Successful candidate will not be approved without official transcript on file**

<i>Determination by Dean or Vice President* (to be sent Affirmative Action w/documents):</i>	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Comments: _____	
_____ Dean/VP	_____ Date
*Note: If position reports to more than one department/division, both Deans/VPs must sign.	

<i>Determination by Director of Affirmative Action (to be sent to Human Resources w/documents):</i>	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Comments: _____	
_____ Director of Affirmative Action	_____ Date

<i>Determination by Human Resources (to be sent to Search Chair w/documents):</i>	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Comments: _____	
_____ Director of Human Resources	_____ Date

Distribution by HR: Original – sent to Search Chair (with all attached documents)

**Electronic Copies to: Deans/VP
Affirmative Action Office
Human Resources
Search Chair**