

**Faculty Offer Letter Request (List of questions to reference before [electronic submission](#))**

Please note - a copy of the unit's letterhead (Word format) is required.

Please be aware that if the start-up, funding sources, and/or salary differ from the information on the approved pre-verbal offer form, a revised pre-verbal offer form must be submitted for approval before this form is submitted.

1. Unit/department leader's name and email address
2. I certify that the Pre-verbal offer form ( <https://forms.office.com/r/xwvrbRWu8nj> ) has been approved and that the terms/amounts/funding sources contained therein are as I wish them to appear in the offer letter.
  - Yes
  - No (directs to # 3)
3. Please re/submit the Pre-Verbal offer form ( <https://forms.office.com/r/xwvrbRWu8nj> ) prior to submitting a request to initiate the faculty offer letter.
  - Yes

**Candidate Information**

4. Candidate's official name (Last, First, MI)
5. Candidate's email address (where you want the letter sent)
6. Candidate's UFID (enter N/A if not applicable)
7. Candidate's salary to be listed in offer letter:  
(Please note that if this is outside the range on the approved pre-verbal offer form, a revised form must be submitted before the offer letter request.)
8. What will the start-up package be?  
Please include all funding sources and amounts. Please refer to the pre-verbal offer form for approved amounts/range/funding sources.
9. Candidate's citizenship status?
  - US citizen or permanent resident
  - Foreign national (prompts questions below)
    - 9a. What is their visa type and status?
    - 9b. Amount of department support for immigration costs
10. Are you requesting a spousal accommodation (Dual Career Academic Hire)?
  - Yes
  - No (prompts question below)
    - 10a. What is the status of the spousal accommodation (Dual Career Academic Hire)?

### **Specific position information**

11. Requisition number

12. Proposed hire effective date?

13. Do you need a courtesy appointment before the hire effective date? (IFAS courtesy faculty policy : <https://go.ufl.edu/c498gvo> )

- Yes
- No

14. Are you requesting tenure upon hire?

- Yes
- No

15. Is the tenure home department different from the hiring unit?

- Yes (prompts question below)
- No
- N/A

15a. What is the tenure home department chair's name and email?

### **Offer Letter Information**

UF/IFAS HR will draft the offer letter. A copy will be sent to the unit for review before UF/IFAS HR enters it into DocuSign for official signatures.

16. Supervisor of new hire (name and email)

17. Names of other employees to be cc'ed in DocuSign

18. Copy of unit's letterhead (upload Word file)