

OFFER LETTER COMPONENTS FORM

College and Department Commitments

Name of Faculty Member		Effective Date
Faculty Rank		Position Number
Academic Home College		Academic Home Department
Base Salary	Stipend	Probationary Credit
Teaching %	Research %	Administration and Service %
Teaching Load		

All components listed below are subject to funding availability and/or budgetary constraints.

Clerical/Administrative/GRA/GTA Support		Research/Teaching Support
Laboratory Space Requested		Renovation of Laboratory Space Requested
Research/Laboratory Equipment Requested		Projected Research/Laboratory Equipment Funds
Technology Needs/Requests		Technology Needs/Requests Funds
Travel/Professional Development Funds	Discretionary Funds	Course Release Time
Summer Salary	Relocation/Moving Expenses	
Other (other needs/requests and accompanying costs)		

Academic Approvals:

Office of Research Commitments (If Applicable)

All components listed below are subject to funding availability and/or budgetary constraints.	
Personnel (Clerical/Administrative/GRA/GTA Support)	Transferring Personnel (postdocs, grad students, technicians, particularly those requiring visa, etc.)
Animal Space/Care	Research/Teaching Support
Laboratory Space Requested	Renovation of Laboratory Space Requested
Major Research/Laboratory Equipment Requested	Projected Research/Laboratory Equipment Funds
Technology Needs/Requests/Trailing IP applications or start-up companies (potential Conflict of Interest)	Technology Needs/Requests Funds

Travel/Professional Development Discretionary Funds Funds

Course Release Time