

**Checklist for Request to Make an Offer**  
**Office of the Associate Provost for Academic Administration**

<b>Checklist for Request to Make an Offer for Faculty Position</b>		
	Request from proper Administrative Unit?	(This is checked only at the Dean level and the Provost level – at the department level this document would be the Chair's/Directors' memorandum.)
	Hiring Audit Form (HAF) Section II completed & included?	
	If applicants from target group were interviewed, but not offered the position, is a detailed memorandum of justification of the decision not to hire qualified target group applicant(s) included?	
	If position is security sensitive, is "approval of background check" memo included?	
	Is the applicant for whom permission to make an offer is being requested, an applicant for whom the unit has permission to interview?	
	For Faculty-Administrators reporting to Deans or higher, if HAF Section II indicates a monthly salary rate, has Chancellor's approval of proposed salary been obtained?	NOTE: This step is executed by the Associate Provost for Academic Administration.
	If position is a tenured position, is the departmental tenure decision vote included?	
	If position is a tenured position, is copy of candidate's résumé included?	
	If position is a tenured position, is there information regarding whether or not the applicant is tenured at their current location?	
	If position is a tenured position, is there information regarding the applicant's teaching in their vita (for example, having won teaching awards)?	NOTE: If such information is not included in the vita then the information must be procured
	If position is a tenured position, is there evidence of Provost approval?	NOTE: Associate Provost staff will solicit Provost's response.

<b>Checklist for Request to Make an Offer for A/P Position</b>		
	Request from proper Administrative Unit?	(This is checked only at the Dean level and the Provost level – at the department level this document would be the Chair's/Directors' memorandum.)
	Hiring Audit Form (HAF) Section II completed and included?	
	If applicant(s) from target group interviewed, but not offered the position, is a detailed memorandum of justification of the decision not to hire qualified target group applicant(s) included?	

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	If position is security sensitive, is "approval of background check" memo included?	
	Is the applicant for whom permission to make an offer is being requested, an applicant for whom the unit has permission to interview?	
	For A/P positions, is proposed salary no greater than the mid-point of the salary range established for the position?	
	For A/P positions reporting to Deans or higher and who are exempt from job content evaluation, if HAF Section II indicates a monthly salary rate, has Chancellor's approval of proposed salary been obtained?	NOTE: This step is executed by the Associate Provost for Academic Administration.