**Tenure-Track Offer Form**

**Instructions:** Please consult with the Provost before making a final offer to any candidate. Once the position is accepted please use this form to confirm all details of the offer and forward to Academic Affairs.

<table>
<thead>
<tr>
<th>Candidate Name:</th>
<th>Department:</th>
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<tr>
<th>Department TT Salary Range, Lowest:</th>
<th>Highest:</th>
<th>Date PhD received:</th>
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**Terms of Offer**

- **Starting Rank:**
  - ☐ Assistant Professor
  - ☐ Associate Professor

- **Years of Service Credit (0-2)**: 

- **Annual Salary (must be within advertised range and divisible by 12):** $

**Academic Affairs Expenses**

- Academic Affairs will provide up to $2000 for Moving Expense. Candidate cannot be currently employed at SSU and must move at least 50 miles.

- Moving Expenses: ☐ Yes ☐ No

- Start-up costs provided by Academic Affairs (With prior approval of Provost):

**Release Time**

- Please indicate the anticipated number of units of release from teaching during the first two years of hire.
- By contract the faculty member can teach only a maximum of 18 units in each of their first two years.

- Year 1: Fall ☐ Spring ☐ Year 2: Fall ☐ Spring ☐

**School Expenses**

- Moving Expenses provided by School:

- Start up Expenses provided by School:

- SSU Townhouse offered to finalist: ☐ Yes ☐ No ☐ Accepted by finalist: ☐ Yes ☐ No ☐

**Additional Incentives**

**Special Conditions**

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Dean’s Signature ___________________________ Date ___________________________

Provost’s Signature ___________________________ Date ___________________________

Letter Sent (FA Initial) _________ Date____________________________________ 04/2016