

**BARUCH COLLEGE**  
**REQUEST TO SEND LETTER OF OFFER FOR FULL TIME FACULTY POSITION**

<b>SCHOOL</b> _____ <b>DEPT</b> _____ <b>[Filled in by Provost: Date Rec'd</b> _____ <b>]</b>
<b>CUNYFirst Position Number:</b> _____
<b>PROVOST'S LETTER:</b> <u>Rank, Salary, Start Date</u> <sup>1</sup> The following elements will be addressed in the letter from the Provost, and no other person is authorized to write a letter of offer with these details:
<b>Title:</b> <input type="checkbox"/> Professor <sup>1</sup> <input type="checkbox"/> Associate Professor <sup>1</sup> <input type="checkbox"/> Assistant Professor <sup>1</sup> <input type="checkbox"/> Other
<b>Position:</b> <input type="checkbox"/> Tenure Track <input type="checkbox"/> Tenured <sup>1</sup>
<b>Ph.D.:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Other Type of Degree</b> _____
<b>Annual Salary:</b> _____ <b>SAB:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Start Date:</b> _____
<b>Other Comments:</b> _____

<b>CANDIDATE OF CHOICE:</b> Request that a letter of offer be sent to:
_____
<b>Name</b>
_____
<b>Candidate's complete address</b>
_____
<b>Candidate's permanent email address</b>
_____

<b>DEAN'S LETTER:</b> <u>Additional Compensation, Startup Equipment, Other:</u> The following elements will be addressed in a letter from the Dean; this letter must make these elements contingent upon the offer from the Provost; no person other than the Dean is authorized to write a letter with these details; this letter must not be sent without approval from the Provost.
Give amount, duration, and purpose of additional compensation:
_____
_____
Equipment, Moving expenses, Workload reductions, Other: Describe, include cost and proposed source of funds:
_____
_____

**Approved for Provost's Letter** \_\_\_\_\_ / \_\_\_\_\_  
**Must be signed by Provost/ Date**

<sup>1</sup> Consult Provost's Office about following, which require special action:  
(a) if appointment is to be with tenure; (b) if terminal degree is not a Ph.D.; (c) if candidate has not completed terminal degree; (d) if equivalency is required