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

SCHOOL _____ **DEPT** _____ [**Filled in by Provost: Date Rec'd** _____]

CUNYFirst Position Number: _____

PROVOST'S LETTER: Rank, Salary, Start Date [1] 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:

Title: ☐ Professor[1] ☐ Associate Professor[1] ☐ Assistant Professor[1] ☐ Other _____

Position: ☐ Tenure Track ☐ Tenured[1]

Ph.D: ☐ Yes ☐ No **Other Type of Degree** _____

Annual Salary: _____ **SAB:** ☐ Yes ☐ No **Start Date:** _____

Other Comments: _____

CANDIDATE OF CHOICE: Request that a letter of offer be sent to:

_____
Name

_____
Candidate's complete address

_____
Candidate's permanent email address

DEAN'S LETTER: Additional Compensation, Startup Equipment, Other: 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, Other: Describe, include cost and proposed source of funds:

_____

Approved for Provost's Letter _____ / _____
Must be signed by Provost/ Date

[1] 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

[Academic Administration, rev 7/19, 3/22]