**Guidance for Requesting Authorization to Make a Verbal Offer**

Please send, at minimum, the below information **via email or on letterhead with a memo heading**, so the [DATE, TO/FROM, and SUBJECT/POSITION] information is clearly attached to the request.

**Minimum information required:**

1. Position Title;
2. Search committee report conclusion(s) and/or recommendation(s);
3. Top candidate name;
4. Reasons for selecting the top candidate (committee’s, faculty’s, Dean’s reasons)
5. Faculty vote-- # eligible, # yes, # no, # abstain, # absent, and date of vote;
6. Posted salary range for position;
7. Requested salary range for *offer*, considering candidate’s individual qualifications and comparisons with other faculty at-rank for compression and equity;
8. Start-up package details, including funding source(s) for each component;
9. Term of appointment (ie, for Assistant Prof: initial 3-year appointment, renewable, or for Teaching-Track, initial # years, renewable);
10. Standard annual teaching/course load;
11. Description of administrative duties and compensation, if any; and
12. Whether additional candidates are also viable, and their ranking among candidates, plus the above (1-11) pieces of information if requesting authorization to make additional offers in the event that the top candidate declines. Separate memos/emails may also be sent per offer being made rather than requesting all in one communication.