

College of Arts and Sciences: Informal Offer Approval Form

Department/Program: _____ Position Number: _____

Request to make an informal offer to: _____

Salary	\$	_____	
Startup costs	\$	_____	
Moving expenses	\$	_____	
Other	\$	_____	Explain: _____

Position Description Form Expectations

Teaching _____% Research _____% Service _____% Administration _____%

Teaching Expectations:

Research Expectations:

Service Expectations:

Other Commitment:

Approval:

Dean

Date