

Faculty Pre-Offer Approval Form

Fields marked by an asterisk (*) are required

*Person Completing Form: _____

*Was This Position Searched? Yes No

Position Details

*Job Req #		*Approximate Start Date	
*Position #		*Position Funding Type	
*College/Division		*Organization	
*Job Title			
Discipline		*Supervisor Name, Title	
If applicable, if this position is currently occupied in Workday, has termination or other job change information been submitted or otherwise reported to the Provost Budget Office?			

Salary, Budget, and Offer Details

*Position Budget Amount _____ *Position Budget Worktag(s) _____

Recommended Candidate Details

*Candidate Name (First, Middle Initial, Last)	
*List reason(s) why recommended candidate was selected over others interviewed. Relate rationale to position qualifications and duties.	

Candidate Offer Details

*Offer Salary Amount or Range Include the anticipated starting base salary and stipend details, unless a fixed salary is being offered	
*Other Offer Details (portfolio type, teaching load, start-up package, non-salary funding, etc.)	
Please provide an explanation as to the funding source(s) for offers that are higher than the approved amount on the requisition. Also, clearly explain additional items that you plan to include in the offer that are beyond the salary amount listed in the requisition:	

***Information on Alternate Recommended Candidates** *(if applicable)*

	Alternate #1	Alternate #2	Alternate #3	Alternate #4	Alternate #5
Candidate Name First, Middle Initial, Last					
Recommended Tenure Status					
Recommended Faculty Rank					
List Candidate Strengths and Weaknesses Related to position qualifications and duties					
Current RIT Employee?	Yes No	Yes No	Yes No	Yes No	Yes No
Foreign National or Will Require RIT's Assistance? List any relevant details	Yes No	Yes No	Yes No	Yes No	Yes No
Candidate Offer Details If different from Recommended Candidate					

Offer Approvals

Verbal offers can not be made until the pre-offer form is approved by the AA Budget Officer or Delegate and the Provost or the Provost's Faculty Hiring Delegate

Required Accompanying Materials

Please include the following documents with the *Faculty Pre-Offer Approval Form*:

- ✓ Final candidate's CV and other relevant application materials (including alternates)
- ✓ Completed Faculty Selection Criteria Rating Sheet (updated post-interviews)
- ✓ Completed Faculty Recruitment Plan
- ✓ If not included on the form, a statement including why the recommended candidate was selected over others interviewed, with written evidence of strengths and weaknesses as related to the position qualifications and duties
- ✓ **Effective August 2025:** The *Mid-Search Certification Form* is no longer required, as EEO data will no longer be collected from applicants. However, the *Mid-Search Review Checklist* will remain part of the faculty search process. It does not need to accompany the pre-offer materials, as the dean's signature on the *Faculty Pre-Offer Approval Form* signifies approval.

Approvals

Hiring Manager (optional): _____	Date: _____
College Liaison: _____	Date: _____
Dean: _____	Date: _____
AA Budget Officer or Delegate: _____	Date: _____
Provost or Faculty Hiring Delegate: _____	Date: _____

Once an offer has been made and accepted, or if the search has failed, please promptly complete the required tasks in Workday to ensure timely processing.