

UNIVERSITY of  
NORTHERN COLORADO



**Faculty/Exempt Letter of Intent Memo Template**

**TO:** Provost and Vice President for Academic Affairs

**FROM:**

**DATE:**

**RE:** Permission to Hire \_\_\_\_\_ (name) \_\_\_\_\_

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**Position Number:**

**Position Title and School/Department:**

**Position Type:**

(Term, Tenure-Track, exempt/administrative)

**Salary:**

(Please specify academic or fiscal year)

**Start Date:**

**Current Mailing Address:**

**Other:** Please include all that are applicable.

**Time credit toward tenure:**

**Time credit toward promotion:**

**Reductions to Salary:**

**Miscellaneous information:** The following information will **not** be included in the letter of intent, but should be provided to the Provost for review and approval.

**Start up costs:**

**Moving Expenses:**

**Reductions to teaching load:**

**All relevant material is attached.**

**Please remember that a background check verifying information submitted must be completed subsequent to the letter of intent but before a contract can be written.**