

UNIVERSITY of
NORTHERN COLORADO



Faculty/Exempt Letter of Intent Memo Template

TO: Abe Harraf, Provost and Vice President for Academic Affairs

FROM:

DATE:

RE: Permission to Hire _____ (name) _____

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.