DATE:  
TO:  Robbyn Wacker, Provost and Senior Vice President  
FROM:  
RE:  Permission to Hire (name)____________________________  

Send documents: □ Regular mail □ Email □ Both regular mail and email

Position Number:

Position Title and Department:

Position Type:  
(Term, Tenure Track, Tenure)

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.