FACULTY OFFER COVER SHEET

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| Name: | Start date: |
| Department: | |
| Candidate Email for offer letter: | PO Search Number |
| Terminal Degree Completion date: | |
| Proposed Rank: | |
| Items to be included in Faculty Offer request:   * Completed [Recommendation for Appointment](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fprovost.lehigh.edu%2Fsites%2Fprovost.lehigh.edu%2Ffiles%2Frecommendation_for_appointment.doc&wdOrigin=BROWSELINK) * Draft offer letter (Use template supplied by Provost Office) * CV of Candidate of Choice and other finalists * Dean letter * Chairperson letter * [Affirmative Action Compliance Statement](https://provost.lehigh.edu/hiring) & EEO report (Not needed for Visiting Faculty)   + Please be sure that the information directly above the Associate Dean’s signature is complete. * Reference letters for Candidate (Not needed for Visiting Faculty) * Reference Checks (Not needed for Visiting Faculty) * Misconduct Check (Not needed for Visiting Faculty) * Any additional Supporting Documents | |
| \*\*\****Please send all documents individually labeled in PDF format via email to faculty.search@lehigh.edu*** \*\*\* | |

8.29.24