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
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| \*\*\****Please send all documents individually labeledin PDF format via email tofaculty.search@lehigh.edu*** \*\*\* |

8.29.24