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| **Request to Offer** | | | | | |  | UNIT NAME: | |  | |
| CONTACT NAME: | |  | |
| The **Request to Offer** is used for authorization to hire a candidate into a vacant position. Upon completion, please obtain appropriate approval signatures. Signed forms can be submitted for processing electronically to [rbchr@rbc.edu](mailto:rbchr@rbc.edu), via fax at 862-6439, or in person (CSA Building, Room 202). | | | | | | E-MAIL: | |  | |
|  | TELEPHONE: | |  | |
|  |  | |  | |
| Working Title: | Position Number: | | | Role Code & Title: | | | | Pay Band: | | | |
| Selected Candidate: | Proposed Rate of Pay: | | | Anticipated Start Date: | | | | Current or Former RBC Employee:  Yes  No | | | |
| Justification for Hire: | | | | | | | | | | | |
| Additional Information: | | | | | | | | | | | |
| Instructional Faculty Hires: *Graduate Transcripts and State Application MUST BE ATTACHED.* | | **Proposed Rank: Candidate has 18 graduate credits in subject area:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Yes  No  **Tenure Status:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ***Academic Department Chair Signature*** | | | | | | | | | |
| **Funding Information** | | | | | | | | | | | |
| Budget Code/Cost/Fund/Sub-Program: | | | | | Percentage: | | | | | | |
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| INITIATOR - PRINT NAME | | |  | INITIATOR - SIGNATURE | | | | | | DATE | |
|  | | |  | | | | | |  | |
| PROVOST or UNIT HEAD – PRINT NAME | | | PROVOST or UNIT HEAD – SIGNATURE | | | | | | DATE | |
|  | | |  | | | | | |  | |
| CHIEF BUSINESS OFFICER - PRINT NAME | | | CHIEF BUSINESS OFFICER - SIGNATURE | | | | | | DATE | |
| **Paul Edwards** | | |  | | | | | |  | |
| PRESIDENT’S OFFICE – PRINT NAME | | | PRESIDENT’S OFFICE - SIGNATURE | | | | | | DATE | |
| **Dr. Debbie L. Sydow (or designee)**  **For HR Use Only**  *Intent to Offer* Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fingerprinting Results Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Appointment Letter Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ R-Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | | | | | |  | |