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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, 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:       |
|  |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |