

Employment Offer Approval Form

- Regular Full-time
 Initial Offer

- Temporary Full-time (New)
 Revised Offer

This is a request for approval to make an offer of employment in accordance with the following:

Name of Employee: _____
Name of Department: _____
Academic Rank/Title: _____
Position Number # _____
Term of Employment: _____
Salary Rate: _____
Track (Tenure or Non-tenure): _____
Probationary Credit towards Tenure: _____
Earliest date to apply for tenure is fall of: _____
Must apply for tenure no later than fall of: _____
Must receive tenure not later than fall of: _____

Education – Degree and Degree Title	Institution	Date	Degree CIP Code

SACS Criteria: (check one)

- Faculty holds a minimum of a Master’s degree in the teaching discipline and may teach undergraduate classes
 Faculty holds a minimum of a terminal degree in the teaching discipline and may teach undergraduate or graduate classes as applicable
 Faculty does not hold a graduate degree in teaching discipline but is qualified to teach courses listed in the attachment.

Specific job-related duties, responsibilities, and assignments associated with this offer will be defined by the department chairperson or dean as appropriate, and may be modified as needed. From time to time, duties may be assigned by other administrative officers who are in the reporting line to the president.

This offer will be made subject to approval by the Board of Regents for the University System of Georgia and will be subject to the applicable state and federal laws and to the statutes and regulations of Augusta State University and to the Bylaws and Policies of the Board of Regents.

Submitted by Chairperson: _____ Date: _____

Recommend approval, Dean: _____ Date: _____

Recommend approval, VPAA: _____ Date: _____

Approved by President: _____ Date: _____