

Request to Offer

**North Dakota
State University
Fargo, ND 58105**

Complete this form for all 0000, 1000, 2000 and 3000 level benefited positions.
Refer to the *NDSU Policy Manual*, Section 202 (Staff) or Section 304 (Nonbanded) for information.

Total # of Applicants: [for non-broadbanded positions ONLY]

This form MUST BE ACCOMPANIED by the complete application file for EACH of those in the final selection pool. Each applicant file should include all application and screening materials; a completed Recruitment/Employment Checklist; and, when applicable, a completed Interview Report; a copy of the interview questions used by the search committee; and a completed Criminal Record Disclosure form (fax acceptable).

1. Department: _____ Department #: _____
2. College or Division: _____
3. Budget position number for which a person is recommended (position number):
If none, explain: _____
4. Name of person recommended: _____
5. Title or Rank: _____ Job Family: _____
6. Starting date (must be AFTER the Request to Offer is fully approved): _____
7. Total salary proposed \$ _____ annually or \$ _____ for the portion of the year involved.
8. If this person is **not** a U.S. citizen or permanent resident has the department contacted the International Programs Office to discuss visa/work authorization for this position? Yes No

Please give current non-immigrant visa type and expiration date:
Visa type: _____ Expiration Date: _____

9. If applicable, for faculty positions:

Tenure status and credit (to be completed for faculty ranked positions **only**.)

- a. Recommended tenure status Probationary (tenure track)
 Special Appointment (non-tenure track)

Tenure credit to be awarded for previous professional experience (limited to 3 years) _____ years.

Tenure credit to be earned during the academic year in which the appointment begins (1 year if prior to January 1; 0 if January 1 or later during the academic year) _____ years.

Remarks:

Requested by:

Department or Unit Administrator Date Dean/Director Date

Approved by (under terms listed above):

Equity and Diversity **or** Human Resources Date Vice President Date

President Date

An offer of a position may be made as soon as this form with approval signatures has been returned to the department. All terms are subject to approval by the North Dakota State Board of Higher Education.

After the Request to Offer is approved, a fully signed copy must be attached to the Hiring Form 100/102 or Change Form 101/2.