

California State University, Chico
Authorization to Extend an Offer (AEO)
Full-time Tenure-Track Faculty Searches

This form must be completed and approved prior to extending the initial offer of employment

Recruitment No. : _____

College/Unit: _____

Dept: _____

Background Check Information: Name of finalist _____
 Finalist's non-CSU Chico email _____

Required Attachments for Finalist and Alternates (If alternates are listed, all required attachments must be submitted with this form)

1. **Form 9 – Reference Check for Final Candidates** who had a campus visit and will be offered the position now (see FPPP 5.1.3.n). Reference checks for additional candidates must be completed, submitted and approved prior to an offer being extended.
2. **Form 10 – Education Verification for Final Candidates** who had a campus visit and will be offered the position now (see FPPP 5.1.3.1.1). Education verification for additional candidates must be completed, submitted and approved prior to an offer being extended.
3. **Offer details form** including salary (max included), moving expenses, summer contracts/stipends offered, etc.
4. **Moving and Relocation Approval Form**, if moving reimbursement may become part of the offer. See Moving and Relocation Procedure (<https://csuchico.box.com/v/moving-and-relocation>) for more information.
5. OAPL will attach CV of finalists/alternates to be offered the position.

Names of candidates given campus visit:

Name

Name

Name

Name

Name

Name

Indicate the finalist who will be offered the position, and any alternates, if offer is declined:

Brief statement why candidate is qualified:

Finalist

Alternate #1

Alternate #2

Applicants interviewed who will not be offered the position:

Reason for unacceptability:

Name

Name

The undersigned have reviewed the enclosed documents and request authorization to extend an offer of employment for those with attached reference and education checks only.

Search Committee Chair

Signature

Date

Department Chair

Signature

Date

College Dean (or designee)

Signature

Date

Brian J. Oppy

 AVP of Academic Personnel Signature

Date

The undersigned has reviewed the enclosed documents and approves the request to extend an offer of employment.

Debra Larson

 Provost

Signature

Date

Office of Academic Personnel

Rev. 9/2020