

## **Request to Extend Offer (REO) Form Instructions**

When a Department Head identifies a candidate for an approved open position and wishes to finalize negotiations with the individual, the department must submit a **REQUEST TO EXTEND OFFER** to the Office of Faculty Affairs (Room 117CMW, M/C 784). While all employment offers are subject to final approval by the University of Illinois Board of Trustees, submission of this form by a Department Head and approval by the Dean provide the opportunity for agreement within the College on specific terms of the recommendation which will be forwarded to the Board. If there is to be funding from the Hospital, either the Hospital Director or the Chief Medical Officer must approve the request before it is submitted to the College. **A formal offer letter should not be given to the candidate until the Request to Extend Offer has been approved by all appropriate parties.**

In completing the **REQUEST TO EXTEND OFFER**, please observe the following guidelines:

**Name of Candidate** - enter the full name of the individual to whom you wish to extend an offer. Also attach his or her curriculum vitae and a draft of the offer letter (short form).

**Anticipated Starting Date** - specify when you expect the candidate to begin employment. *Allow sufficient time for processing of papers.*

**Approval Number** - enter the approval number of the corresponding **REQUEST TO OPEN POSITION** (found at the bottom left of the page, next to the Dean's signature).

**Proposed Tenure/Service Codes** - enter the tenure status and service code which is being proposed for the candidate. One of the following tenure symbols should be used: 1-6, A, Q, W, or N.

**Business Plan Required?** - check either yes or no. If yes, attach copy of business plan.

**Appointment Lines and Funding** - enter each of the appointment lines along with their corresponding percent time, annual rates, and funding sources. If funding is received from the Hospital indicate the duration of the funding commitment.

**Affirmative Action Statement** - summarize search activities assuring affirmative action consideration for minorities and women. Indicate whether or not the candidate is a minority (if known), as well as the candidate's gender.

**Department Head Signature** - the Department Head must sign and date the **REQUEST TO EXTEND OFFER** before submitting it to the Office of Faculty Affairs.

**Hospital Director or Chief Medical Officer Signature** - approval of funding arrangements must be indicated by the appropriate signature *before submission.*

**VA Memorandum of Understanding** - if the appointment will include % and \$ at the Jesse Brown VA, a copy of the Memorandum of Understanding must be attached.