



INFORMATION for OFFER LETTERS & INVITATIONS

Submit to Carla Harris, *cdharris@tamu.edu*, MPH 120, with applicant's CV.

PI making the invitation _____

Account # _____ Account name _____

Business staff signature verifying availability of funds _____

INFORMATION on the VISITOR

Full name _____

Telephone # _____ Email _____

Mailing address _____

Proposed position title _____

This is an invitation for an on-site, College Station visitor.

an invitation for remote access only.

an invitation with alternative arrangements. Specify in additional information section.

The proposed offer is for a full time position.
(employment only)

a part-time position of _____ % effort.

The proposed full time salary is \$ _____ per _____ year. _____ month. _____ hour.

Proposed start date _____ Proposed end date _____

This proposed appointment is renewable.
(employment only)

non-renewable.

Allowances in this offer

business travel \$ _____ per year for entire term of this offer

computer equipment \$ _____

relocation \$ _____

stipend \$ _____ per month per week for entire visit

other _____ one-time per _____

duties for this position [Add additional pages, if necessary.]

Be specific and detailed to avoid having this request returned for more information. (General statements like "conduct research in X physics" will be rejected by the VPR's office.)

%
%
%
%
%
%
%
%
100 % total

Has this applicant completed the degree(s) required for this position? yes no

If not, when will he/she complete the degree? _____

What are the PhD institution and country? _____

Comments regarding the degree _____

Will this applicant require a visa? yes no *Please address questions about visas to Michele.*

Preferred type of visa _____

Comments regarding the visa _____

Anything else pertinent to this proposed offer? _____

Expiration date (reply-by) for this offer _____

All offer letters must include the required statements regarding work authorization and associated medical insurance, TAMU benefits, and physical and/or intellectual property ownership. Each offer must be signed by the faculty member making the offer AND either the department head or associate department head. No offer letter will be issued for a position until the approval process is completed.