3. Faculty Permission to Hire Form*

Complete sections 1 and 2 and submit this form for permission to extend an offer to a candidate.

Position Title _____ Position No. _____

School _____ Department/Division _____

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Immigration/Visa Expens

es: ☐ Yes ☐ No

*Note: For each offer made (e.g., if an initial offer is declined and a second or third is extended), a separate "Faculty Permission to Hire " form must be submitted and the Candidate Status in Interfolio must be updated with one of the following selections: 1. Offer extended; 2. Offer declined; 3. Offer accepted.

This provides a formal mechanism to report on all extended offers, even if the initial candidate(s) did not accept.