

Types of offer letters that require Provost's Office approval prior to delivering to the employee:

- **Tenure Track & Tenured Faculty**
- **Assistant/Associate/Dean (new and reappointments)**
- **Department Chair/Head (new and reappointments)**
- **Other Administrative Appointments that report to the Provost**

Please submit offer letters for approval by email to the Vice Provost for Faculty Affairs and copy the Administrative Assistant to the VPFA. Recall also that the CSU background check must be completed before the letter is given to the employee.

The Provost requests copies of signed offer letters for all tenured and tenure track faculty, as well as Special faculty with titles of Assistant/Associate/Professor. Please do not send signed copies of letters for Administrative Professional, Temporary faculty or for faculty with the title of Instructor.

Administrative Professional, Non-tenure Track Faculty (including Temporary, Special, and Senior Teaching Appointments), and Postdoc offer letters *do not* need to be submitted to the Provost's Office for approval unless there is a need for the letter to deviate from the standard offer letter template. For non-Regular assignments that specify an end date, (STA and Special non-tenure track faculty appointments generally do not specify an end date) a new letter should be signed at the time of each reappointment outlining the new terms of employment.

Visiting Associate Agreement forms are required for unpaid Associates classified as Research Associates, Scientists, Scholars, and Senior Scientists/Scholars who are members of the faculty for a short time while on leave or visiting from another institution. If necessary, the Oracle assignment may be initiated for the Associate prior to the Agreement form's approval, however the form should be completed and routed for approval as soon as the Associate arrives on campus.