

**TRANSMITTAL SHEET FOR
PARTNER ACCOMMODATION REQUEST**

Primary Hire (Recruited or Retained):

(Name) (Rank)

Primary Hiring Department: _____

Accommodated Hire: _____

(Name) (Rank)

Proposed Annual Salary Offer: _____ Effective Date of Hire: _____

Secondary Hiring Department: _____

(If different from the Primary Hiring Department)

Funding Breakdown: \$ _____ Primary Department Commitment
 \$ _____ Secondary Department Commitment
 \$ _____ Campus Commitment

APPROVALS:

Primary College: _____ Date _____

Secondary College: _____ Date _____

_____ Approved for funding _____ Not approved for funding

Provost Approval: _____ Date _____

(Provost or Designee)

ATTACHMENTS:

- Cover Memo/Letter requesting financial support from the campus signed by both deans covering the following points:
 - Credentials of both the primary and partner hire,
 - Objectives of both departments and how these hires complement those objectives,
 - The resources that the department/college is providing for the partner hire, and
 - Confirmation that all required hiring procedures have been completed for the partner hire, i.e., affirmative action, I-9, etc.

- Updated curriculum vitae for both the primary and partner hire.

(Please refer to FPPG 100, Policy #104: Partner Accommodation Program Policy for assistance in completing this form.)