**

 CONDITIONAL OFFER SUMMARY FOR NEW FACULTY APPOINTMENT**

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| NAME:      |
| DEPARTMENT:      |
| BUDGET TITLE:      |
| BEGINNING SALARY:      |
| ELIGIBLE FOR PRIOR SERVICE CREDIT TOWARD CONTINUING APPOINTMENT (TENURE):  NO [ ]  YES [ ]  IF YES,       (SATISFACTORY FULL-TIME PRIOR SERVICE IN AN ACADEMIC RANK TITLE AT ANY OTHER ACCREDITED ACADEMIC INSTITUTION OF HIGHER EDUCATION; SUBJECT TO HR & PAYROLL SERVICES APPROVAL. SERVICE IN AN ACADEMIC RANK TITLE AT ANOTHER SUNY MUST BE REQUESTED AND CANNOT BE WAIVED) |
| OBLIGATION (ACADEMIC YEAR OR SEMESTER/FTE):      |
| INITIAL APPOINTMENT:TEMPORARY [ ]  TERM [ ]        (TEMPORARY APPOINTMENTS ARE 1 YEAR MAXIMUM IN LENGTH)  |
| ANTICIPATED CONTINUING APPOINTMENT (TENURE) REVIEW DATE (IF APPLICABLE):      |
| OTHER AGREEMENTS/PROVISIONS (IF APPLICABLE):      |
| TEACHING LOAD:      |
| MOVING EXPENSES TO BE REIMBURSED:NO [ ]  YES [ ]  MAXIMUM:       |

IF SELECTED, HEALTH INSURANCE BEGINS ON 43RD DAY OF EMPLOYMENT (subject to contract negotiations). FOR MORE INFORMATION ON BENEFITS, VISIT: <http://www.geneseo.edu/hr/orientation>

OFFICE OF THE PROVOST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All appointments to the academic staff at SUNY Geneseo are subject to verification of the appointee’s educational achievements. You must provide an official transcript of your highest degree prior to your appointment date. All appointments are contingent upon a satisfactory outcome of the background investigation. I understand that a formal offer of employment is contingent upon verification of all of the above, final budgetary approval and a formal, written offer of employment from the President.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_