

**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.)