

## OFFER LETTER DISTRIBUTION

Fully executed offer letters are to be maintained in the faculty files in the Office of Faculty Affairs. Upon receipt of a fully executed offer letter, Faculty Affairs will email a pdf copy of the offer letter to the chair of the appointing department.

Subsequent to the distribution of the copy of the fully executed offer letter to the chair, additional copies will only be made available by the Office of Faculty Affairs to signatories of the letter. Requests for copies must come to Faculty Affairs directly from the signatory and will be emailed to that individual only.