# Faculty Retention Information Sheet – Boulder Campus

*To be filled out by department chair for all known external offers and/or retention events for faculty. Please route with attached retention letter if applicable. If no retention offer is to be made, this information sheet is still required.*

**Faculty Name:**

**Department:**

Competing Institutions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Successful |  |  | Failed |  |  | Not Offered |

Retention offer was:

Was this a preemptive retention attempt? (yes/no) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check all that apply for both categories:**

| **Item** | **Components of External Offer** | **Retention Offer Includes** |
| --- | --- | --- |
| 1. Salary
 |  |  |
| 1. Research Support
 |  |  |
| 1. Extra Funding
 |  |  |
| 1. Better HR Benefits
 |  |  |
| 1. More Prestigious Position
 |  |  |
| 1. Endowment Offered
 |  |  |
| 1. Position for Spouse/Partner
 |  |  |
| 1. Tuition Assistance for Dependents
 |  |  |
| 1. Housing Assistance
 |  |  |
| 1. Personal Reasons
 |  |  |
| 1. Other

(please list details if known) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  |  |  |
|  | Department Chair or Dean |  | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Received by Dean’s Office: |  | Initials |  | Date |
| Received by Faculty Affairs: |  | Initials |  | Date |