

University of Illinois

**SPECIAL WRITTEN AGREEMENT TO ACCEPT TERMS OF A MULTI-YEAR CONTRACT**

I, \_\_\_\_\_, signify by my signature below my  
(name of appointee)  
willingness to accept the terms associated with an appointment under a multi-year contract at the  
University of Illinois as \_\_\_\_\_  
(title)  
in \_\_\_\_\_ on special terms stated herein  
(name of department or unit; and name of college)  
beginning \_\_\_\_\_ and continuing through \_\_\_\_\_,  
(date) (date)  
on \_\_\_\_\_ percent time, at an annual salary<sup>1</sup> of \_\_\_\_\_.

The annual salary indicated above is the minimum amount to be paid to the employee for the assigned percent time during the term of the multi-year agreement. The University reserves the right to increase the salary amount during the annual term of this appointment, and will notify the employee of the amount and effective date of any such adjustment.

This appointment is subject to the pertinent notice rights as defined on the reverse side of this agreement. This appointment is not subject to automatic renewal, and accordingly all employment rights cease upon completion of the contract period specified above. Subsequent multi-year contracts will require completion of a new special written agreement.

Appointment changes as described in the UIC Policy for Multi-Year Contracts for Non-Tenured Faculty can nullify a current agreement. This appointment is subject to the University of Illinois *Statutes*, the *General Rules Concerning University Organization and Procedure* and all other applicable employment policies.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
Department Head or Chief      Date  
Executive Officer

\_\_\_\_\_  
Dean                                      Date

\_\_\_\_\_  
Provost or designee                      Date

Execution of this agreement supersedes all previous multi-year agreements currently in effect.

<sup>1</sup> An initial partial year academic (9-month) appointment will result in a pro-rated annual salary.

**Multi-Year Contracts for Non-Tenured Faculty (100%)**  
 Notice Rights during Period of Multi-Year Contract and One-Year Contract

Faculty Rank	Source of Funds	Notice Due	
		Multi-Year Contract	One-Year Contract
Associate (Teaching, Clinical, Postdoctoral Research)	Hard Funds <sup>2</sup>	1) In the final year of a multi-year contract, notice must be given no later than six months before the end of an annual contract or by March 1 <sup>st</sup> in the case of an academic year appointment. 2) In the final year of a multi-year contract, if notice is given later than six months before the end of the annual contract, or after March 1 <sup>st</sup> in the case of an academic year appointment, renewal shall be accompanied by an offer of a terminal contract for one additional year of service.	1) Notice must be given no later than six months before the end of an annual contract or by March 1 <sup>st</sup> in the case of an academic year appointment. 2) If notice is given later than six months before the end of the annual contract, or after March 1 <sup>st</sup> in the case of an academic year appointment, renewal shall be accompanied by an offer of a terminal contract for one additional year of service.
Associate (Teaching, Clinical, Postdoctoral Research)	Soft Funds <sup>3</sup>	No notice required.*	No notice required.*
Clinical	Hard or Soft Funds	No notice required.*	No notice required.*
Lecturer and Instructor	Hard or Soft Funds	No notice required.*	No notice required.*
Research	Hard Funds	1) In the final year of a multi-year contract, notice must be given no later than six months before the end of an annual contract or by March 1 <sup>st</sup> in the case of an academic year appointment. 2) In the final year of a multi-year contract, if notice is given later than six months before the end of the annual contract, or after March 1 <sup>st</sup> in the case of an academic year appointment, renewal shall be accompanied by an offer of a terminal contract for one additional year of service.	1) Notice must be given no later than six months before the end of an annual contract or by March 1 <sup>st</sup> in the case of an academic year appointment. 2) If notice is given later than six months before the end of the annual contract, or after March 1 <sup>st</sup> in the case of an academic year appointment, renewal shall be accompanied by an offer of a terminal contract for one additional year of service.
Research	Soft Funds	No notice required.*	No notice required.*

<sup>2</sup> Hard Funds are all funds other than those specified as subject to receipt of funds on the Notification of Appointment (NOA).

<sup>3</sup> Soft Funds are specified on the NOA with a symbol \* indicating employment and payment contingent upon receipt of funds for the project on which employee is assigned.

\*Formal notice by the Board of Trustees is not required. University of Illinois *Statutes*, Article X, Section 1.a.