

August 24, 1998

To: Deans, Directors, and Vice Chancellors

From: Elizabeth Hoffman
Provost and Vice Chancellor for Academic Affairs

Re: Letters of Offer

The Office of Academic Human Resources has developed the attached guidelines regarding written offers of employment. I believe that you will find the document useful as you assure compliance with the various relevant policies and procedures.

Please distribute these guidelines to all appropriate individuals within your own offices and in your subunits. Since campus level guidelines cannot cover all the variations that could arise at the unit level, you may wish to include your own additional guidelines before distribution. You should feel free to attach your own sample letters to make them more directly applicable to offers made by your units as long as you include all of the critical points covered in the attached samples. I would appreciate receiving a copy of additional or modified guidelines that you distribute.

Questions about these guidelines may be directed to the Office of Academic Human Resources, (3-3490).

EH:mnk
attachments

Letters of Offer for Members of the Academic Staff

Written letters of offer are required for all faculty and academic professional appointments. This policy provides guidelines and suggested language for use in composing all letters of offer. In addition, an attachment outlining general terms of employment (Attachment I) should be included with each letter of invitation to accept an academic appointment.

Overview

The University's **Statutes** (Article IX, Section 3.a.) provide that only the Board of Trustees has the authority to make formal appointments to the academic staff. Although units initiate recommendations for appointments, all interactions with the individual to be appointed must indicate that the final appointment requires Board approval. For appointments to the faculty, although unit executive officers conduct initial discussions, the appropriate dean or director (or designate) must sign the letter (University **Statutes**, Article IX, Section 3.d.). All internal approvals (Attachment II) must be received before the candidate can be issued a letter of offer. This letter of offer may be accompanied by a communication from the appropriate department head, or a letter from the department head may be sent separately and simultaneously with the dean's letter. In all cases, however, it should be made clear to candidates that their agreement with the tentative terms outlined in the communication will result only in recommendations of approval to the Board of Trustees.

Effective August 21, 1998, the Board of Trustees will no longer require that new academic employees sign their first official Notification of Appointment (NOA) in order to be activated on the payroll. This requirement will be replaced with the requirement of a written letter of offer (technically, a letter of invitation to accept an appointment) with certain components. This change in policy will reduce the time required to process the new academic appointments and, hopefully, eliminate delays in receipt of the first paycheck. While a confirmed letter of acceptance of the letter of offer is helpful, it is not required by this policy.

Copies of the letters of offer should remain in the unit personnel files. Units will inform Academic Human Resources that the letters of offer are being held at the unit level when they send through the Electronic Change of Status form and other required appointment forms. The only exceptions are letters pertaining to new department heads/chairs, deans, and vice chancellors/chancellors, copies of which should be forwarded with the vita to Academic Human Resources. Copies of these documents are needed in order for the Board of Trustees agenda item/biographical sketch to be written, and they are also sent to Board Office.

Procedures

Faculty Prior Approvals

The **Statutes** (Section IX.3.d) state that recommendations to the academic staff shall ordinarily originate with the department, or, in groups not organized as departments, with the officers in charge of the work concerned. These recommendations are to be presented to the dean of the college, and in some cases, for transmission with the deans' recommendation to the Provost via the Vice Chancellor for Research (see Attachment II).

When a recommendation for appointment has been approved through the appropriate channels, a formal letter of offer may be written. The Dean/Director normally writes the letter of invitation with a parallel letter written by the executive officer of the unit, which details the duties and responsibilities of the position. However, it may be a college decision to request that the department head write the formal letter of offer with a review and endorsement by the dean.

Academic Professional Prior Approvals

When appointing an academic professional, the unit must obtain the prior approval of the Chancellor and the Provost when a salary offer exceeds \$90,000. Units should follow the standard procedures for establishing and filling academic professional positions on this campus and the affirmative action requirements.

Other Prior Approvals

See Attachment II for other approvals required prior to extending an offer of employment.

Letters of Offer

The formal letter of invitation in most cases should include the following items describing the specifics of the appointment. A copy of Attachment I, *General Terms of Employment for Academic Staff Members* should be included with each letter. Copies of sample letters of invitation are attached to this policy (Attachment III).

Rank (Professor, Associate Professor, Assistant Professor, etc.)

Title (if appointment is to be academic professional or administrative)

Salary

Percent time (full-time, part-time (need to specify), or, if a joint appointment, the breakdown of percent of appointment to be held in each unit)

Service required (eleven or nine-month appointment or other negotiated arrangements, e.g., for an initial hire of a nine-month employee, the first year's salary will be spread over 370 days rather than the normal 360 days or a 1/12 monthly rate)

Effective starting date (if the effective starting date for a nine-month appointment is other than the beginning of the fall term (08/21/XX), an explanation of service versus pay should be provided)

An indication of an expected response date (note: under normal circumstances good practice is to allow a fairly short period – two to three weeks)

A statement that the invitation is being offered pending approval by the Board of Trustees of the University of Illinois

An indication that the paperwork must be completed and returned so that a formal contract may be issued by the Board of Trustees

An indication that a timely return of all completed documents will ensure that the first payroll check will be received on the first appropriate pay date

The letter should enclose:

The personal history and professional experience form (optional)

The general terms and conditions applying to appointment (Attachment I)

Acceptance of the Offer

It is always good practice to request acknowledgment and acceptance of the invitation to join the academic staff. For the purposes of this policy, a signed acceptance of the offer

is not a requirement. Please note that the letter of offer does not supersede the official Notification of Appointment issued by the Board of Trustees.

Final Processing

Once the invitation has been accepted, and the required paperwork has been completed, the unit should submit the electronic recommendation for appointment, noting in the memo section that a copy of the letter of offer is on file in the unit.

Assistance:

For further assistance regarding this policy, please contact Academic Human Resources (413-3490).

Attachments:

General Terms of Employment for Academic Staff Members – Attachment I
Chart of Internal Prior Approvals – Attachment II
Sample Letters of Offer (4) – Attachment III

Attachment I

GENERAL TERMS OF EMPLOYMENT FOR ACADEMIC STAFF

(excerpted from University of Illinois Statutes and the General Rules)

Academic staff members are subject to applicable policies of the University contained in the University of Illinois **Statutes and General Rules Concerning University Organization and Procedure**, the UIC **Human Resources Policy and Procedures Manual**, and the **UIC Faculty/Staff Handbook**, which are subject to modification from time to time. The following excerpts and additional information below from the University of Illinois **Statutes** and **The General Rules** contain some of the important aspects of the terms of employment and are for the information of the appointee. The information below does not purport to be exhaustive. New academic appointees are also directed to the UIC web page that will give them access to the *Statutes*, *The General Rules*, *the Faculty/Staff Handbook*, and *the Human Resources Policies and Procedures Manual* which contain more complete information about the policies referenced below: <http://www.uic.edu>

Notice of Appointment from the Board of Trustees

The University of Illinois **Statutes** (Article IX, Section 3.a.) provide that only the Board of Trustees has the authority to make formal appointments to the academic staff. New academic staff members will receive a formal Notification of Appointment from the Board once the hiring unit has received all completed payroll documents and the necessary appointment paperwork can be completed and processed. Required forms normally include the Personal History and Professional Experience form, the I-9, W-4, Employee Information Form, and the Authorization for Deposit of Recurring Payments form. Other documents (i.e., resume/vita, letter of explanation, etc.) may be required and will be requested as appropriate by the unit.

Service and Compensation

The terms of employment of the academic and administrative staff shall be normally defined as one of the following:

The academic year, which shall consist of two semesters (08/21-01/05, and 01/06-05/20);

Twelve months, including allowable vacation: The Twelve month dates can encompass any twelve-month period but are normally 09/01-08/31;

The summer session;

Other stated periods (i.e., academic professional employees may also be appointed on a ten-month basis, normally paid over a twelve-month period; others are appointed on a dates indicated basis, etc.).

Compensation for services shall be in twelve monthly installments or on a pro rata basis for shorter periods for all academic staff members. In other words, for services over the academic year (08/21-05/20), an academic staff member will be paid over twelve months (09/01-08/31). Certain exceptions to this policy of paying in twelve-monthly installments include temporary ("visiting") faculty and academic professionals and low percent time temporary adjunct faculty, who may be compensated in monthly installments during the period over which services are rendered. NOTE: Initial appointments to the "A" service code (9 months of service paid over 12 months) will require payment over 370 days from 08/21 of the current year through

08/31 of the following year. Subsequent appointments will be on a 09/01-08/31 schedule.

Members of the staff required to render services during the academic year may be employed in the Summer Session, or to perform research or other services during a period not exceeding two months, and receive, for each month of such service, additional compensation at the monthly rate of one-ninth of the full-time rate paid for services required during the preceding academic year. Such employment may be for longer periods during the summer only upon advance approval. Academic staff members appointed on a ten-month basis, may render services for an additional month each year and receive additional compensation at the monthly rate of one-tenth of full-time rate paid for services required during the academic year. Those required to render services for twelve months, with allowable vacation, shall not receive additional compensation for services rendered while on vacation leave. For staff members rendering services partly on a twelve-month basis and partly on an academic year basis, this regulation applies only to the twelve-month portion.

Vacation and Sick Leave

Academic staff members, who provide service on a twelve-month basis shall earn 24 days of vacation each academic year, defined as 09/01-08/31. During a partial year appointment, vacation shall be prorated. Vacation shall be arranged to accommodate the convenience of the staff member and the requirements of the unit. Vacation may be accumulated up to a maximum of 48 working days; however employees with the University can be required to utilize all vacation benefits during the year earned or prior to the last day of employment. Vacations taken during the holiday recesses, other than the actual holidays recognized by the University, shall be considered a part of the annual vacation allowance of 24 days.

Holidays recognized by the University shall be New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and such other days as may be determined by the president of the University.

Academic staff members (with the exception of those classifications noted below) earn 25 days of sick leave each academic year, the first 12 of which are cumulative and may be carried over. Additional requirements for earning sick leave include participation in the State Universities Retirement System or the Federal Retirement System, **and** an appointment for at least 50 percent time to a position for which service is expected to be rendered for at least nine consecutive months. Medical residents, postdoctoral research associates, staff members on an F-1 or J-1 visa (who are not classified as Resident Aliens), SURS annuitants, other academic and administrative staff members who are not participants in the State Universities or Federal Retirement Systems, and those who are appointed for less than 50 percent time and/or for less than nine consecutive months, earn sick leave of 13 work days for each appointment year, no part of which will be cumulative. Sick leave, like vacation, is earned on September 1 of each year and is prorated for part-time appointments and appointments which are for a partial year.

Attachment II

Additional approvals for new appointments:

TRANSACTION	PRIOR APPROVALS REQUIRED*
for a faculty appointment involving tenure where the person did not have tenure in previous institution	P, VCR
unit executive officers, i.e., heads, chairs, directors, and other major administrative appointments reporting to deans, e.g., associate deans, directors, etc.	P
directors and other major administrative appointments reporting to a Vice Chancellor	P, C
administrative appointments with salaries greater than \$90K	P, C

*P= Provost; C= Chancellor; VCR= Vice Chancellor for Research

Attachment IIIa

Letter of Offer to Associate or Full Professor With Indefinite Tenure

Name
Address

Dear _____:

Upon the recommendation of Professor _____, Head (Chair) of the Department of _____, I am pleased to invite you to indicate your willingness to accept the privileges and responsibilities of a tenured faculty position in that department at the rank of Associate Professor (or Professor). This appointment will carry indefinite tenure. This recommendation for appointment is being made pending approval by the Board of Trustees of the University of Illinois.

Your full-time, nine-month appointment will be effective August 21, 199X at an academic year salary of \$ _____ paid over twelve months. However, for services provided August 21, 199X through May 20, 199X, your first year salary will be paid over the twelve and one-third-month period from August 21, 199X through August 31, 199X. In subsequent years, your nine-month salary will be paid over a September 1, 199X through August 31, 199X period. The department will provide reimbursement of reasonable moving expenses up to \$_____.

We would appreciate learning of your decision by _____. I have included an enclosure describing some of the general terms of employment at the University. If you choose to accept our invitation, please indicate so in writing and, at the same time, complete and return the enclosed forms needed to process your appointment. Once we have the required completed documents, the necessary paperwork can be completed and processed so that the Board of Trustees can issue a formal contract.

This invitation is made with the strong support of the faculty of the Department of _____.

(Add any personal comments you want to make about the appointment.)

Sincerely,
(Dean)

Enclosure(s): Attachment I, etc.

Attachment IIIb

Letter of Offer to Assistant Professor, Tenure-Track Faculty

Name
Address

Dear _____:

Upon the recommendation of Professor _____, Head (Chair) of the Department of _____, I am pleased to invite you to indicate your willingness to join the academic staff of that unit with the rank of Assistant Professor effective August 21, 199X at an academic year (nine-month) salary of \$ _____ paid over twelve months. You will be assigned a tenure code of ___ indicating that you will be in your ___th year of probation. This recommendation for appointment is being made pending approval by the Board of Trustees of the University of Illinois.

This position is a full-time, nine-month tenure-track position paid over twelve months with no allowable vacation. However, for services provided August 21, 199X through May 20, 199X, your salary will be paid over the twelve and one-third-month period from August 21, 199X through August 31, 199X. In subsequent years, your nine-month salary will be paid over a period from September 1, 199X through August 31, 199X. Your teaching load for the 199X-9X academic year will consist of _____ courses. The department will provide reimbursement of reasonable moving expenses up to \$ _____.

Your tenure-track appointment as an assistant professor will involve a probationary period of no longer than six years. With the 199X-9X academic year you will begin the ___th year of your probationary period. Campus procedures require that you be reviewed for promotion and tenure no later than your sixth year of probation. The campus also requires us to conduct a mid-probationary review at which time you should be provided with an assessment of your professional development and your prospects for being recommended for indefinite tenure at the end of the probationary period.

We would appreciate learning of your decision by _____. I have included an enclosure describing some of the general terms of employment at the University. If you choose to accept our invitation, please indicate so in writing and, at the same time, complete and return the enclosed forms needed to process your appointment. Once we have the required completed documents, the necessary paperwork can be completed and processed so that the Board of Trustees can issue a formal contract.

This invitation is made with the strong support of the faculty of the Department of _____, and they join me in the hope that you will respond favorably.
(Add any personal comments you want to make about the appointment.)

Sincerely,
(Dean)

Enclosure(s): Attachment I, etc.

Attachment IIIc

Letter of Offer to Faculty on an Initial Term Appointment ("Q" Appointment)

Name
Address

Dear _____:

Upon the recommendation of Professor _____, Head (Chair) of the Department of _____, I am pleased to invite you to indicate your willingness to join the faculty of that department at the rank of Associate Professor (or Professor) on a "Q" (initial term) appointment. Your 100% time twelve-month appointment will be effective September 1, 199X at an annual salary of \$ _____. This recommendation for appointment is being made pending approval by the Board of Trustees of the University of Illinois.

The 199X-9X appointment year will be the first year of a three-year term ("Q") appointment. No later than the last year of the "Q" contract, a review of your scholarly, teaching, and service record will be conducted to determine whether or not you have established a record that justifies the unit recommending you for indefinite tenure. If review of your scholarly records does not warrant indefinite tenure, the last year of your term contract will serve as your terminal year.

We would appreciate learning of your decision by _____. I have included an enclosure describing some of the general terms of employment at the University. If you choose to accept our invitation, please indicate so in writing and, at the same time, complete and return the enclosed forms needed to process your appointment. Once we have the required completed documents, the necessary paperwork can be completed and processed so that the Board of Trustees can issue a formal contract.

This invitation is made with the strong support of the faculty of the Department of _____.

(Add any personal comments you want to make about the appointment.)

Sincerely,
(Dean)

Enclosure(s): Attachment I, etc.

Attachment IIIId

Letter of Offer to Academic Professional Appointees

Name
Address

Dear _____:

Upon the recommendation of the search committee, I am pleased to invite you to indicate your willingness to accept the position of Associate Director of Media Services at 100% time at an annual salary of \$ _____ on a 12-month service basis. This recommendation for appointment is subject to approval by the Board of Trustees of the University of Illinois.

As we discussed, the starting date for this position is October 1, 199X. This is a non-tenured academic professional position. Your appointment will include an annual vacation accrual of 24 days and 25 days of sick leave, both based on the academic year September 1-August 31, and pro-rated for a partial year. I am enclosing some general information about employment and benefits for your information.

I would appreciate learning of your decision by _____. If you choose to accept our invitation, please indicate so in writing and, at the same time, complete and return the enclosed forms needed to process your appointment. Once we have the required completed documents, the necessary paperwork can be completed and processed so that the Board of Trustees can issue a formal contract.

(Add any personal comments you want to make about the appointment.)

Sincerely,
(Unit Head or Dean/Director)

Enclosure(s): Attachment I, etc.