

Name
Address

Dear _____:

Upon the recommendation of Professor _____, Head (Chair) of the Department of _____, I am pleased to invite you to accept the privileges and responsibilities of a tenured faculty position in that department at the rank of Associate Professor (or Professor). Your full-time, nine-month appointment will be effective August 16, 200X at an academic year salary of \$ _____ paid over twelve months. This recommendation for appointment is being made pending approval by the Board of Trustees of the University of Illinois. We are very enthusiastic about the strength/expertise you will bring to our faculty in support of our mission of research, teaching and service.

As a start-up package, we will provide the following: (Can be listed below or in a separate attachment)

- Institutional funds of \$300,000 a year for three years. This amount should be used for your research purposes, including funding a postdoctoral research associate/graduate students and the purchase of supplies, equipment, etc.
- Institutional funds to recruit and appoint up to two research faculty (maximum of \$200,000). These funds will be available for two years after which salary support should be from grant funding.
- For a period of three years from initial appointment, a return of at least 75% of the Facility and Administration (F&A) monies allocated to the College and earned by you as principal investigator on your grants will be returned to you to supplement your research activities and any additional salary support. However, after the three years any salary supported by F & A monies would need to be funded through extramural resources, e.g., grants, contracts, generated by you.
- Additionally, I will request through the Office of the Vice Chancellor for Research for return of F and A funds (70%) earned from your grants. This request is for two years and the funds will be used for the remodeling of your research laboratory.
- Partner hire negotiations can be considered and if the terms of hire qualify, a request for support funding will be made under the Partner Accommodation Policy with the cost of salary shared by the Campus, the home college and the spousal hiring college for up to three years. In the fourth year, the salary becomes the responsibility of the partner hiring college.
- Appropriate space has been made available in the _____ building and will include designated office space and laboratory facilities for your research group.
- An allowance for moving expenses up to \$_____ and reimbursement for one trip to Chicago to find housing and to complete employment-related paperwork will be provided.

The University offers a comprehensive benefits package, including paid life and health insurance, contributions to the State Universities Retirement System (SURS) and the opportunity to participate in tax-sheltered annuities or investments. Your benefits include an annual accrual of 25 days of sick leave based on the academic year August 16 through August 15 and pro-rated for a partial year or part-time status. I have included an enclosure describing in more detail some of the general terms of employment at the University. Please note that the terms of employment are

subject to the University of Illinois Statutes, the full text of which are available at <http://www.uillinois.edu/trustees/statutes.html>.

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. We would appreciate learning of your decision by _____. Upon approval of your appointment by the Board of Trustees, the terms of the contract of employment will be as set forth in the Notification of Appointment.

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.

Sincerely,
(Dean or Head/if offer made by Head,
the Dean should endorse offer)

Enclosure(s)