

Name
Address

Dear _____:

It is with pleasure that I offer you the positions of Department Head in the Department of _____ and Professor with indefinite tenure, College of _____ at the University of Illinois at Chicago. This offer is subject to formal approval by the Board of Trustees of the University of Illinois. The faculty shares my excitement at the prospect of having you lead the Department of _____ to new levels of excellence.

I am proposing a _____ start date, which is the Monday following the Board of Trustees meeting at which your appointment will be considered. I anticipate that it will be approved. The initial salary offer is for \$110,000 on a twelve-month service basis, and can be broken down accordingly: an \$85,910 nine-month faculty base salary, 2/9ths of \$85,910 (\$19,090) for summer employment, and \$5,000 for an administrative stipend. Your salary will be subject to annual review and adjustment and, in accordance with University statutes, your performance as Head shall be evaluated at least once every five years. Should you return to the faculty during your employment at UIC, your faculty salary would be calculated in the following manner: subtract \$5,000 from your salary at that time and multiply the remainder by 9/11. Please note that the terms of this offer are subject to the University of Illinois Statutes, the full text of which are available at <http://www.uillinois.edu/trustees/statutes.html>. Upon approval of your appointment by the Board of Trustees, the terms of the contract will be as set forth in the Notification of Appointment.

As we discussed, we use a scholar administrator model in the College, whereby administrative duties are considered as roughly 50% of your Head position and ongoing scholarship the remainder. The main responsibilities, either done directly or to be delegated are as follows:

- Encourage, build and sustain a high quality department with respect to teaching, innovative research and service, within the overall mission of the College.
- Work with and participate as faculty to create and implement curricula approved by the faculty of the College as a whole.
- Collaborate in developing and facilitating marketing plans for education, including student recruitment, screening, admissions, retention, graduation and awarding of degrees
- Collaborate in developing and facilitating marketing plans for research and service programs, including faculty and staff recruitment, screening, hiring, retention, promotion, training and career development as needed
- Facilitate seeking outside resources to support the activities of the department in the form of grants, contracts, or gifts.
- Collaboratively develop and administer cost-effective business and support services for the department which are integrated with those of the College. These include, but are not limited to database analyses and dissemination of business information of the department, budget planning and management, approval, monitoring and reporting.
- Create visibility for the department within the community, which includes engaging the alumni.

Office space will be provided for you and your administrative staff and will include designated laboratory facilities for your research activities and research staff. The department will provide reimbursement of reasonable moving expenses up to \$ _____. We have discussed various other concerns, such as _____ (specifics are detailed in a separate

memorandum - *Example could include: a) support to hire two new tenure-track faculty; b) hire of research faculty dependent on grant funds; c) partner accommodation funds, if appropriate, etc.*) While these cannot be made part of the contract, I recognize their importance to you and commit to using my best efforts as Dean to bring them to fruition.

Certain matters that we discussed will be contingent on factors not within the University's control. These include:

_____, which will be contingent upon _____.
_____, which will be contingent upon _____.

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 vacation accrual of 24 days and 25 days of sick leave both 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.

With best wishes,

Name _____
Dean, College of _____

Enclosures