

Name
Address

Dear _____:

Upon the recommendation of Professor _____, Head (Chair) of the Department of _____, I am pleased to invite you to join the academic staff of that unit with the rank of Assistant Professor of _____ and Physician Surgeon effective August 16, 200X. Your appointment will be on a 12-month service basis at 51% time as Assistant Professor in tenure-track year one at an annual salary of \$_____ and at 49% as Physician Surgeon, on a 12-month service basis non-tenured, at an annual salary of \$_____, for a total annual salary of \$_____. This recommendation for appointment is being made pending approval by the Board of Trustees of the University of Illinois.

On behalf of the faculty, I am delighted to have you join our department and support our mission of research, teaching and service. Your teaching and clinical service will be selected based on your expertise and the needs of the department and I will work with you to select your assignments. Our tenure-track faculty members are given the opportunity to demonstrate ability in teaching before submitting tenure applications. Your tenure-track appointment as an assistant professor is an annual appointment which will be generally followed by yearly reappointments to create a probationary period no longer than six years. Campus procedures call for reviews to occur during the third year with the penultimate review in the sixth year. The third year review will provide you with an assessment of your professional development and your prospects for being recommended for indefinite tenure at the end of the probationary period. I will assist you in developing a plan to help you balance your research, teaching and service requirements.

College/Department may want to insert language regarding space, moving expenses, etc. here (see sample letters #1 and #2).

Your position includes direct patient care at _____ and in the hospital, and teaching students at both sites as well. I would anticipate that you would spend about ___ percent of your time providing direct clinical care and clinical teaching. The remainder of your time would allow for academic activities including research, attending meetings (department, college and/or hospital) and community activities. Additional terms of employment are covered in the attached document.

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. Additionally, due to Medicare-Medicaid/Government Exclusion

sanctions listings issued by the State and Federal government, it is our obligation to have a review of all new hires done at the time of employment. By accepting this offer, you are acknowledging that you are aware of our obligations and that you are granting us approval to conduct this review. Should your name appear on this government sanctions list, your employment can be revoked.

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)