

DRAFT

Name
Address

Dear _____:

Upon the recommendation of Professor _____, Head (Chair) of the Department of _____, I am pleased to invite you 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 August 16, 200X 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 faculty continue to express excitement at the prospect that you will join us as we seek to reach new levels of excellence in the department.

The 200X-0X appointment year will be the first year of a three-year term (“Q”) appointment. To provide you with feedback on your progress, as well as direction and guidance in the promotion and tenure process, you will have an initial annual review during the spring of _____. A review of your research, teaching, and service record will be conducted no later than the last year of your “Q” contract. If it is recommended that you be awarded indefinite tenure, you will receive a contract at the beginning of your fourth year of service indicating Associate Professor (or Professor) with tenure. If review of your scholarly record does not warrant indefinite tenure, the last year of your term contract will serve as your terminal year.

Office space will be provided and will include a designated office and laboratory facilities for your research activities. You will be provided \$_____ over three years as start-up funds to help establish your research program. While summer months are funded by external funds only, except in circumstances when teaching is needed, as part of your start-up funds, we agree to support your salary for two (2) summers during 200X and 200X. This funding should be dedicated to your research pursuits. Summer salary is paid as 2/9ths of your previous academic year base salary and can be paid during any two-month period beginning May 16 through August 15. In addition, we will reimburse your moving expenses in the amount up to \$_____.

OR

Teaching duties will include two courses each semester beginning August 16, 200X. Moving expenses for your household and office effects up to \$_____ will be reimbursed by the department. In addition, we will provide you with an office and computer suitable to your needs. You will be eligible for travel assistance and resources, subject to budget availability, for conference travel up to \$_____ per academic year, professional association meetings if you present a paper and conference and professional development workshops depending on resource availability. I have included an enclosure describing some of the general terms of employment at the University.

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

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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)