

DRAFT

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 effective August 16, 200X at an academic year (nine-month) salary of \$ _____ paid over twelve months. With a nine-month appointment no vacation is earned, however, all health benefits commensurate with a 100 percent time appointment are offered. 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 in _____ you will bring to our faculty in support of our mission of research, teaching and service.

Your responsibilities as a faculty member are to build a strong research program, contribute to the teaching effectiveness of your department and service to the University and profession. Your teaching activities will be selected based on your expertise and the needs of the department and I will work with you to select your teaching 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.

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.

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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)

(Language appearing in italics provides examples of “start-up” terms for faculty recruitments in the sciences or humanities).