

## Letter of Offer to Associate or Full Professor With Indefinite Tenure

Name  
Address

Dear \_\_\_\_\_:

Upon the recommendation of Professor \_\_\_\_\_, Head (Chair) of the Department of \_\_\_\_\_, I am pleased to invite you to indicate your willingness to accept the privileges and responsibilities of a tenured faculty position in that department at the rank of Associate Professor (or Professor). This appointment will carry indefinite tenure. This recommendation for appointment is being made pending approval by the Board of Trustees of the University of Illinois.

Your full-time, nine-month appointment will be effective August 21, 200X at an academic year salary of \$ \_\_\_\_\_ paid over twelve months. However, for services provided August 21, 200X through May 20, 200X, your first year salary will be paid over the twelve and one-third-month period from August 21, 200X through August 31, 200X. In subsequent years, your nine-month salary will be paid over a September 1, 200X through August 31, 200X period. The department will provide reimbursement of reasonable moving expenses up to \$ \_\_\_\_\_.

We would appreciate learning of your decision by \_\_\_\_\_. I have included an enclosure describing some of the general terms of employment at the University. 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.

This invitation is made with the strong support of the faculty of the Department of \_\_\_\_\_.

(Add any personal comments you want to make about the appointment.)

Sincerely,  
(Dean)

Enclosure(s)