

Letter of Offer to Faculty on an Initial Term Appointment (“Q” Appointment)

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 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 September 1, 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 200X-0X appointment year will be the first year of a three-year term (“Q”) appointment. No later than the last year of the “Q” contract, a review of your scholarly, teaching, and service record will be conducted to determine whether or not you have established a records that justifies the unit recommending you for indefinite 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.

If this letter leaves you with any questions, please call. I enclose two copies; if you accept, I would appreciate the return of one copy with your acceptance noted. The other copy is for your records. I would appreciate learning of your decision by _____.

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)