

Letter of Offer to Assistant Professor, Tenure-Track Faculty

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 academic staff of that unit with the rank of Assistant Professor effective August 21, 200X at an academic year (nine-month) salary of \$ _____ paid over twelve months. You will be assigned a tenure code of ___ indicating that you will be in your ___th year of probation. This recommendation for appointment is being made pending approval by the Board of Trustees of the University of Illinois.

This position is a full-time, nine-month tenure-track position paid over twelve months with no allowable vacation. However, for services provided August 21, 200X through May 20, 200X, your 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 period from September 1, 200X through August 31, 200X. The department will provide reimbursement of reasonable moving expenses up to \$ _____.

Your tenure-track appointment as an assistant professor will involve a probationary period no longer than six years. With the 200X-0X academic year you will begin the first year of the probationary period. Campus procedures call for you to be reviewed for promotion and tenure no later than the fall of the sixth year of appointment. In the third year of your probationary period, the campus requires that the unit conduct a review and that you be provided with an assessment of your professional development and your prospects for being recommended for indefinite tenure at the end of the probationary period.

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 _____, and they join me in the hope that you will respond favorably.

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

Sincerely,
(Dean)

Enclosure(s)