

Letter of Offer from Dean/Director-Associate or Full Professor With Indefinite Tenure

CONFIDENTIAL

Dr. Joseph Smith
Address

Dear Dr. Smith:

Upon the recommendation of Professor _____, Head (Chair) of the Department of _____, I am pleased to offer you a tenured faculty position in that department at the rank of Associate Professor (or Professor). Your appointment will be effective August 16, 200X, at an academic year (nine-month) salary of \$ _____ paid over twelve months. This appointment will carry indefinite tenure. This recommendation for appointment is made subject to approval by the Board of Trustees of the University of Illinois.

At the University of Illinois, as at most universities in this country, we subscribe to the principles of academic freedom and tenure laid down by the American Association of University Professors (AAUP). The Statement on Academic Freedom and Tenure of the American Association of University Professors has been since 1940 the foundation document in this country covering the freedoms and obligations of tenure. The AAUP Statement on Professional Ethics is a document of similarly broad application to those in academia. I am enclosing copies of these documents for your information, and commend them to your attention.

Professor _____ will be writing separately to you about your opportunities here, about research support, and about your responsibilities, including teaching assignments.

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, we would appreciate your indicating so in writing and, at the same time, completing the electronic documents that are needed to process your appointment. When you arrive on campus, you will be asked to present proof of your citizenship and eligibility to work (see the I-9 form). Once we have the required documents, the necessary paperwork can be completed and processed so that the Board of Trustees can issue a formal contract. Your timely return of the completed documents and letter of acceptance will ensure that your first paycheck is received on September 16.

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]

I, [Name], accept the above offer.

Signature: _____ Date: _____

Enclosure(s): Attachment 3, Attachment 4, etc.

Letter to Assistant Professor-Tenure-Track Faculty

CONFIDENTIAL

Dr. Joseph Smith

Address

Dear Dr. Smith:

Upon the recommendation of Professor _____, Head (Chair) of the Department of _____, I am pleased to offer you the position of Assistant Professor in that department at an academic year (nine-month) salary of \$ _____ paid over twelve months, effective August 16, 200X. This recommendation is made subject to approval by the Board of Trustees of the University of Illinois.

Your tenure-track appointment as an assistant professor will involve a probationary period no longer than six years. With the 200X-XX academic year, you will begin the first year (adjusted for credit) 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. Our policies do permit promotion and tenure (and likewise termination) earlier than in the sixth year.

In the third year of your probationary period, the campus requires that your unit conduct a review, and that you be provided with an assessment of your professional development, including your progress toward a positive recommendation for indefinite tenure at the end of the probationary period.

The decision to recommend promotion and tenure will be based on realized excellence and the promise of continued excellence, as judged in a review of your record of research, teaching and service during your appointment here. For your review, I enclose copies of the Provost's Communication No. 9 (Promotion and Tenure), Frequently Asked Questions About Promotion & Tenure, and Communication No. 13 (Review of Faculty in Year Three of the Probationary Period).

Professor _____ will be writing separately to you about your opportunities here, about research support, and about your responsibilities, including teaching assignments.

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 offer, we would appreciate your indicating so in writing and, at the same time, completing the electronic documents that are needed to process your appointment. When you arrive on campus, you will be asked to present proof of your citizenship and eligibility to work (see the I-9 form). Once we have the required documents, the necessary paperwork can be completed and processed so that the Board of Trustees can issue a formal contract. Your timely return of the completed documents and letter of acceptance will ensure that your first paycheck is received on September 16.

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]

I, [Name], accept the above offer.

Signature: _____ Date: _____

Enclosure(s): Communications, etc.

Letter to Assistant Professor-Tenure-Track Faculty, BUT ABD

CONFIDENTIAL

Dr. Joseph Smith
Address

Dear Dr. Smith:

Upon the recommendation of Professor _____, Head (Chair) of the Department of _____, I am pleased to offer you the position of Assistant Professor in that department at an academic year (nine-month) salary of \$_____ paid over twelve months, effective August 16, 200X. The appointment at this rank and salary are contingent upon receipt of your (Ph.D. or other terminal degree) by _____. If you have not completed all degree requirements by August 16, your appointment will be at the rank of lecturer, which is a one-year, renewable contract, at a salary of \$_____. This recommendation is made subject to approval by the Board of Trustees of the University of Illinois.

Your tenure-track appointment as an assistant professor will involve a probationary period no longer than six years. With the 200X-XX academic year you will begin the first year (adjusted for credit) 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. Our policies do permit promotion and tenure (and likewise termination) earlier than the sixth year.

In the third year of your probationary period, the campus requires that your unit conduct a review, and that you be provided with an assessment of your professional development, including your progress toward a positive recommendation for indefinite tenure at the end of the probationary period.

The decision to recommend promotion and tenure will be based on realized excellence and the promise of continued excellence, as judged in a review of your record of research, teaching and service during your appointment here. For your information, I enclose copies of the Provost's Communication No. 9 (Promotion and Tenure), Frequently Asked Questions About Promotion and Tenure, and Communication No. 13 (Review of Faculty in Year Three of the Probationary Period).

Professor _____ will be writing separately to you about your opportunities here, about research support, and about your responsibilities, including teaching assignments.

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 offer, we would appreciate your indicating so in writing and, at the same time, completing the electronic documents that are needed to process your appointment. When you arrive on campus, you will be asked to present proof of your citizenship and eligibility to work (see the I-9 form). Once we have the required documents, the necessary paperwork can be completed and processed so that the Board of Trustees can issue a formal contract. Your timely return of the completed documents and letter of acceptance will ensure that your first paycheck is received on September 16.

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]

I, [Name], accept the above offer.

Signature: _____ Date: _____

Enclosure(s): Communications, etc.

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

CONFIDENTIAL

Dr. Joseph Smith
Address

Dear Dr. Smith:

Upon the recommendation of Professor _____, Head (Chair) of the Department of _____, I am pleased to offer you the position of Associate Professor (or Professor) in that department on a “Q” (initial term appointment). Your appointment will be effective August 16, 200X, at an academic year (nine-month) salary of \$ _____, paid over twelve months. This recommendation is made subject to approval by the Board of Trustees of the University of Illinois.

The 200X-XX academic year will be the first year of a four-year term (“Q”) appointment. No later than the penultimate year of the “Q” contract [Insert year], a review of your scholarly, teaching, and service record will be conducted to determine whether or not you have established a record that justifies the unit recommending you for indefinite tenure and possible promotion. If the review does not warrant indefinite tenure, then the department will take steps to initiate a notice of nonreappointment, and the last year of your term contract will serve as your terminal year. Copies of the Provost’s Communications No. 5 (Term Professorial Appointments) and No. 9 (Promotion and Tenure) are enclosed for your review.

Professor _____ will be writing separately to you about your opportunities here, about research support, and about your responsibilities, including teaching assignments.

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 offer, we would appreciate your indicating so in writing and, at the same time, completing the electronic documents that are needed to process your appointment. When you arrive on campus, you will be asked to present proof of your citizenship and eligibility to work (see the I-9 form). Once we have the required documents, the necessary paperwork can be completed and processed so that the Board of Trustees can issue a formal contract. Your timely return of the completed documents and letter of acceptance will ensure that your first paycheck is received on September 16.

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]

I, [Name], accept the above offer.

Signature: _____ Date: _____

Enclosure(s): Attachment 3, Communications, etc.

Letter of Offer from Dean/Director/Unit Head–Academic Professional Appointees

CONFIDENTIAL

Ms. Abigail Herrington
Address

Dear Ms. Herrington:

I am pleased to offer you an appointment at _____% as an ***approved academic professional title here*** in this unit at an annual salary of \$ _____ on a 12-month service basis. This recommendation is made subject to approval by the Board of Trustees of the University of Illinois.

As we discussed, the starting date for this position is ***Month XX, 200X***. This is a non-tenured academic professional position. I am enclosing some general information about employment and benefits for your information.

I would appreciate learning of your decision by _____. If you choose to accept our offer, we would appreciate your indicating so in writing and, at the same time, completing the electronic documents that are needed to process your appointment. When you arrive on campus, you will be asked to present proof of your citizenship and eligibility to work (see the I-9 form). Once we have all the required documents, we will forward this recommended appointment to the Board of Trustees for approval, and you will be provided with a formal contract.

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

Sincerely,
[Unit Head or Dean/Director]

I, [Name], accept the above offer.

Signature: _____ Date: _____

Enclosure: Attachment 3

Salary Structure Within the Letters of Offer for Unit Executive Officers

1. Nine-Month Service for Administrative Duties

CONFIDENTIAL

Dr. Joseph Smith
Address

Dear Dr. Smith:

It is my pleasure to offer you appointment as Head (Chair) of the Department of _____, effective August 16, 200X. In consideration of your service as Head (Chair), you will receive an administrative increment of \$ _____ for the (9-month) academic year. In addition, you will receive (spell out any other support commitments, such as one- or two-months summer salary or a discretionary support fund). If you accept my offer, your administrative appointment will require approval by the Board of Trustees, which will be sought at the Board's (month) meeting.

Along with your new administrative appointment, I propose to move your academic year (9-month) base salary as (rank) to \$ _____, to be paid over 12 months, effective August 16, 200X. Thus, your salary and administrative increment together will total \$ _____.

I hope you will accept the challenge of providing leadership to the Department of _____, and I look forward to working with you.

Sincerely,
Dean/Director

I, [Name], accept the above offer.

Signature: _____ Date: _____

2. Twelve-Month Service for Administrative Duties

CONFIDENTIAL

Dr. Joseph Smith
Address

Dear Dr. Smith:

It is my pleasure to offer you appointment as Head (Chair) of the Department of _____, effective August 16, 200X. In consideration of your service as Head (Chair), you will receive an administrative increment of \$ _____ to be paid on a 12-month basis. In addition, you will receive (spell out any other support commitments, such as one- or two-months summer salary or a discretionary support fund). If you accept my offer, your administrative appointment will require approval by the Board of Trustees, which will be sought at the Board's (month) meeting.

Along with your new administrative appointment, I propose to move your academic year (9-month) base salary as (rank) to \$ _____, to be paid over 12 months, effective August 16, 200X. Thus, your salary and administrative increment together will total \$ _____.

I hope you will accept the challenge of providing leadership to the Department of _____, and I look forward to working with you.

Sincerely,
Dean/Director

I, [Name], accept the above offer.

Signature: _____ Date: _____