

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

CONFIDENTIAL

Name

Address

Dear Name:

I am pleased to offer you an appointment at \_\_\_\_\_ percent time as an *insert approved academic professional title here* in <unit name> at an annual salary of \$ \_\_\_\_\_ on a 12-month service basis. As we discussed, the proposed start date for this position is *Month XX, 20XX*. This is a non-tenured academic professional position.

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

This offer is contingent upon your successful completion of a criminal background check process in accordance with the University of Illinois Background Check Policy. Following your acceptance of this offer, you will receive an email from [UniversityofIllinoisHR@geninfo.com](mailto:UniversityofIllinoisHR@geninfo.com). The background check process will not begin until you provide authorization by responding to the email from [UniversityofIllinoisHR@geninfo.com](mailto:UniversityofIllinoisHR@geninfo.com). Please respond promptly to this request.

You can find the University policy, the Urbana campus Guidelines for Implementation of the Background Check policy and a set of Frequently Asked Questions (FAQ's) at <http://www.ahr.illinois.edu/background/background.html>.

In addition, you may be required to document eligibility for employment as required by the Immigration Reform and Control Act of 1986 on or before your first day of work. This recommendation for appointment is subject to approval by the Board of Trustees of the University of Illinois.

I am enclosing some general information about employment and benefits for your information.

If you choose to accept our offer, we would appreciate receiving your acceptance in writing by \_\_\_\_\_.

Sincerely,

[Unit Head or Dean/Director]

I, [Name], accept the above offer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Enclosure: Attachment 3