

**Letter of Offer to Specialized Faculty In Units Where Collective Bargaining is NOT Applicable (NOT Post-Docs)**

CONFIDENTIAL

[Name]  
Address

Dear [Name]:

I am pleased to offer you the position of <insert title>\_\_\_\_\_ in the department of <insert unit name>\_\_\_\_\_. Your appointment will be at <X> percent time on an academic year (nine-month) service basis with an annual salary of \$ \_\_\_\_\_, paid over twelve months. We propose a start date of August 16, 20XX.

[Add any personal comments you want to make about the appointment. E.g., "This invitation is made with the strong support of the faculty of the Department of \_\_\_\_\_."]

I have also included an enclosure describing some of the general terms of employment at the University. Professor \_\_\_\_\_ will be writing separately to you about your opportunities here and your responsibilities, including teaching assignments.

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 will 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.

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

Sincerely,  
[Dean/Department Head/Chair]

I, [Name], accept the above offer.

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

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