

University of Illinois

**SPECIAL WRITTEN AGREEMENT TO ACCEPT TERMS OF A MULTI-YEAR CONTRACT**

I, \_\_\_\_\_, signify by my signature below my willingness to accept the terms  
(name of appointee)

associated with an initial appointment and renewal or non-renewal of a multi-year contract at the University of Illinois as

\_\_\_\_\_ in \_\_\_\_\_  
(title) \* (name of department or unit, and name of college) \*

on special terms stated herein with an appointment beginning \_\_\_\_\_ and continuing through \_\_\_\_\_  
(date) (date)  
on \_\_\_\_\_ percent time, at a minimum annual salary<sup>1</sup> of \_\_\_\_\_.  
(appointment percent) \*

The annual salary indicated above is the minimum amount to be paid to the employee for the assigned percent time during the term of the multi-year agreement, subject to the terms of the Notification of Appointment. The University reserves the right to increase the salary amount during the annual term of this appointment, and will notify the employee of the amount and effective date of any such adjustment.

\*Appointment changes as described in the Provost’s Communication titled “Program for Multi-Year Contracts for Eligible Academic Staff” can nullify a current Special Written Agreement to Accept Terms of a Multi-Year Contract.

This appointment is subject to pertinent notice rights as defined by the document “Notice of Non-reappointment From Board of Trustees During Final Year of Multi-Year Contract (100%)” and to the terms regarding loss of soft-funding set forth in the annual Notification of Appointment. This appointment is not subject to automatic renewal, and accordingly all employment rights cease upon completion of the contract period specified above. Subsequent multi-year contracts will require completion of new special written agreement.

This appointment is subject to the University of Illinois *Statutes*, the *General Rules Concerning University Organization and Procedure*, Provost’s Communication titled “Program for Multi-Year Contracts for Eligible Academic Staff,” and all other applicable employment policies.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
Unit Head or Chief Date  
Executive Officer

\_\_\_\_\_  
Dean Date

\_\_\_\_\_  
Provost Date

Execution of this agreement supersedes any previous multi-year or single-year agreement currently in effect.

<sup>1</sup> An initial partial year appointment will result in payment of a pro-rated annual salary.

**Notice of Non-reappointment From Board of Trustees During Final Year of Multi-Year Contract (100% time)**

Title	Source of Funds: Soft Funds <sup>1</sup> Or Hard Funds <sup>2</sup>	Notice <sup>3</sup> Due Multi-Year Contract	Notice <sup>4</sup> Due One-Year Contract
Adjunct Assistant Professor Adjunct Associate Professor Adjunct Professor	Soft Funds or Hard Funds	No BOT notice required*	No BOT notice required*
Associates: Clinical Associate Research Associate (including Postdoctoral Research Associate) Teaching Associate	Soft Funds	No BOT notice required*	No BOT notice required*
Associates: Clinical Associate Research Associate (including Postdoctoral Research Associate) Teaching Associate	Hard Funds	1) In the final year of a multi-year contract, notice must be given no later than six months before the end of an annual appointment or by March 1 <sup>st</sup> in the case of an academic year appointment.  2) In the final year of a multi-year contract, if notice is given later than six months before the end of the annual appointment or after March 1 <sup>st</sup> in the case of an academic year appointment, notice shall be accompanied by an offer of a terminal contract for one additional year of service.	1) Notice must be given no later than six months before the end of an annual appointment or by March 1 <sup>st</sup> in the case of an academic year appointment.  2) If notice is given later than six months before the end of the annual appointment or after March 1 <sup>st</sup> in the case of an academic year appointment, notice shall be accompanied by an offer of a terminal contract for one additional year of service.
Clinical Assistant Professor Clinical Associate Professor Clinical Professor	Soft Funds or Hard Funds	No BOT notice required*	No BOT notice required*
Instructor Lecturer	Soft Funds or Hard Funds	No BOT notice required*	No BOT notice required*
Research Assistant Professor Research Associate Professor Research Professor	Soft Funds	No BOT notice required*	No BOT notice required*
Research Assistant Professor Research Associate Professor Research Professor	Hard Funds	1) In the final year of a multi-year contract, notice must be given no later than six months before the end of an annual appointment or by March 1 <sup>st</sup> in the case of an academic year appointment.  2) In the final year of a multi-year contract, if notice is given later than six months before the end of the annual appointment or after March 1 <sup>st</sup> in the case of an academic year appointment, notice shall be accompanied by an offer of a terminal contract for one additional year of service.	1) Notice must be given no later than six months before the end of an annual appointment or by March 1 <sup>st</sup> in the case of an academic year appointment.  2) If notice is given later than six months before the end of the annual appointment or after March 1 <sup>st</sup> in the case of an academic year appointment, notice shall be accompanied by an offer of a terminal contract for one additional year of service.

\*University of Illinois *Statutes*, Article X, Section 1.a. When notice of non-reappointment from the Board of Trustees is not required, a written courtesy communication is recommended from the appointing unit to the employee.

<sup>1</sup> Soft Funds are specified on the Notification of Appointment (NOA) with a symbol \* indicating employment and payment contingent upon receipt of funds for the project on which employee is assigned.

<sup>2</sup> Hard Funds are all funds other than those specified as subject to receipt of funds on the NOA.

<sup>3</sup> Notice is defined as: notice of non-reappointment issued by the Board of Trustees of the University of Illinois

<sup>4</sup> Notice is defined as: notice of non-reappointment issued by the Board of Trustees of the University of Illinois