

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 invite you to indicate your willingness to join the faculty of that department at the rank of **Associate Professor (or Professor)** on a “Q” (initial term appointment). Your appointment will be effective August 16, **20XX**, at an academic year (nine-month) salary of \$_____, paid over twelve months. This recommendation for appointment is subject to approval by the Board of Trustees of the University of Illinois.

The **20XX-XX** academic year will be the first year of a four-year term (“Q”) appointment. No later than the penultimate year (in this case, the third year) of the “Q” appointment, your scholarly, teaching, and service record will be reviewed to determine whether you have established a record that justifies a recommendation for indefinite tenure (**and possible promotion**). If the review of your scholarly record does not warrant indefinite tenure, then the department will take steps to initiate a notice of nonreappointment, and the last year of your “Q” appointment 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 invitation, we would appreciate your indicating so in writing and, at the same time, completing the 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. 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 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]

Enclosure(s): Comm. No. 5, Comm. No. 9, etc.