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

**CONFIDENTIAL**

Date:

Name:

Address:

Dear Dr. [name],

I am pleased to offer you the position of Associate Professor (or Professor) in the department of [name] on a “Q” (initial term) appointment. Your appointment will be at [X] percent time on an academic year (nine-month) service basis with an annual salary of [$X] paid over twelve months. We propose a start date of August 16, [year].

[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 [department name].”]

The [20XX-XX] academic year will be the first year of a four-year term (“Q”) appointment. No later than the penultimate year of the “Q” [academic 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 inform you that the last year of your initial term appointment will serve as your terminal contract year. Links to Provost’s Communications No. 5 (Term Professorial Appointments) and No. 9 (Promotion and Tenure) are included below for your review. I have also included links to some of the general terms of employment at the University as well as to employee benefits.

Professor [name] will be writing separately to you about your opportunities here, about research support, and about 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 may receive an email from HireRight Customer Support, [noreply@hireright.com](mailto:noreply@hireright.com). The background check process will not begin until you provide authorization by responding to the email from HireRight Customer Support, [noreply@hireright.com](mailto:noreply@hireright.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 [Background Checks](http://humanresources.illinois.edu/job-seekers/background-checks.html).

After successful completion of the background check process, a recommendation for appointment must be approved by the Board of Trustees of the University of Illinois prior to your service begin date.

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=1411899).

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.

If you choose to accept our invitation, we would appreciate receiving your acceptance in writing by [date]. (Note to Units: Departments should be aware of the deadlines for submitting proposed appointments to the Illinois Human Resources office to ensure adequate time for review and approval by the Board prior to the start of an appointment.) In order to create a University Identification Number (UIN), please provide your legal name as indicated on your Social Security card (if not yet eligible for Social Security card, please use name on passport) and birthdate along with your acceptance of this offer.

Sincerely,

[Supporting Professor]

I, [Name], accept the above offer.

Signature

Date:

Printed legal name as appears on Social Security card (or if not yet eligible for Social Security card, print passport name):

First Name:

Middle Name:

Last Name:

Birthdate (Month-Day-Year):

## Enclosures:

[Communication #5: Term Professorial Appointments (“Q” and “W”)](https://provost.illinois.edu/policies/provosts-communications/communication-5-term-professorial-appointments-q-and-w-appointments/)

[Communication #9: Promotion & Tenure Frequently Asked Questions](https://provost.illinois.edu/policies/provosts-communications/communication-9-promotion-and-tenure/promotion-tenure-frequently-asked-questions/)

[Communication #2 – General Terms of Employment for Academic Staff Members 8-19-2020](https://uofi.app.box.com/s/sxqf3ghn8lzc5lcb9ujsiu6bwdn4zi2p)

[Benefits](https://www.hr.uillinois.edu/UserFiles/Servers/Server_4208/File/Benefits/EmployeeBenefits.pdf)