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

**CONFIDENTIAL**

Date:

Name:

Address:

Dear [name],

I am pleased to offer you an appointment at [X] percent time as an insert approved academic professional title here in <unit name> at an annual salary of [$X] on a 12-month service basis. As we discussed, the proposed start date for this position is [month] [day], [year]. 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 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).

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 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 have included links to 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 [date].

Sincerely,

[Unit Head or Dean/Director]

I, [Name], accept the above offer.

Signature

Date:

## Enclosures:

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

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