Letter to Assistant Professor, Tenure-Track Faculty

**CONFIDENTIAL**

Date:

Name:

Address:

Dear [name],

I am pleased to offer you the position of Assistant Professor in the department of [department name]. 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 with a proposed 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].”)

Your tenure-track appointment as an assistant professor will involve a probationary period no longer than six years. With the 20[XX]-[XX] academic year you will begin the [X] year of the probationary period. Campus procedures call for you to be reviewed for promotion and tenure no later than the fall of the sixth year of appointment. Our policies do permit promotion and tenure (and likewise termination) earlier than the sixth year.

In the third year of your probationary period, the campus requires that your unit conduct a review, and that you be provided with an assessment of your professional development, including your progress toward a positive recommendation for indefinite tenure at the end of the probationary period.

The decision to recommend promotion and tenure will be based on realized excellence and the promise of continued excellence, as judged in a review of your record of research, teaching and service during your appointment here. For your information, I have included links to Provost’s Communication No. 9 (Promotion and Tenure), Frequently Asked Questions About Promotion and Tenure, and Communication No. 13 (Review of Faculty in Year Three of the Probationary Period).

I have also included links to some of the general terms of employment at the University and to employee benefits information. 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](https://humanresources.illinois.edu/job-seekers/background-checks.html).

Upon successful completion of the background check process, and receipt of your (Ph.D. or other terminal degree), a recommendation for appointment at the rank of Assistant Professor must be approved by the Board of Trustees of the University of Illinois prior to your service begin date. Please provide official institutional confirmation of completion of your degree requirements by [date] (early to mid-June if August start date; offering unit should consult deadlines for submitting proposed appointments to Illinois Human Resources for Board approval).

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,

[Dean/Department Head or Chair]

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 #9: Promotion and Tenure](https://provost.illinois.edu/policies/provosts-communications/communication-9-promotion-and-tenure/)

[Communication #13: Review of Faculty in Year Three of the Probationary Period](https://provost.illinois.edu/policies/provosts-communications/communication-13-review-of-faculty-in-year-three-of-the-probationary-period/)

[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](https://uofi.app.box.com/s/sxqf3ghn8lzc5lcb9ujsiu6bwdn4zi2p)

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