**Letter of Offer to Specialized Faculty In Units Where Collective Bargaining is NOT Applicable (and NOT Post-Docs)**

**CONFIDENTIAL**

Date:

Name:

Address:

Dear Dr. [name],

I am pleased to offer you the position of [title] in the Department of [unit 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. 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].”)

I have included links, below, to some of the general terms of employment and benefits at the University. Professor [name] will be writing separately to you about your opportunities here and 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. The background check process will not begin until you provide authorization by responding to the email from HireRight Customer Support, 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 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. This recommendation for appointment is subject to approval by the Board of Trustees of the University of Illinois.

If you choose to accept our invitation, we would appreciate receiving your acceptance in writing by [date].

Sincerely,

[Dean/Department Head or Chair]

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)