**DATE**

**NAME**

**EMAIL**

Dear Dr. **NAME**,

This letter supplements the formal offer from Professor XXXXXX that you have received and provides additional information about the position and offer, including general departmental policies and support. We regard this as a very important recruitment, and the commitments we are making reflect our strong desire to have you join us in circumstances that will provide the particular opportunities and resources that will best support the development of your work at the highest level.

All commitments are pending your acceptance of the department’s official offer and any of its contingencies to join the University of Illinois Urbana-Champaign.

Please review the [College of LAS Policy for Appointment or Promotion for Specialized Faculty](https://las.illinois.edu/system/files/inline-files/College%20criteria%20for%20appointment%20to%20Spec%20Faculty%20titles%20Dec2024.pdf) and the attached Departmental policy for **TITLE** ranks. ADD if applicable: unit policy on cancelled courses.

**Statement of Duties**

Your primary responsibilities as a **TITLE** will be to support the department’s educational efforts and this is achieved through teaching. Workload expectations shall be in accordance with Provost Communication [#25](https://provost.illinois.edu/policies/provosts-communications/communication-25-employment-guidelines-for-specialized-faculty-holding-non-tenure-systems/), which may be modified from time-to-time.

*Teaching*

Your expected teaching load typically will be **XXXX** courses per academic year, with approximately **XXX%** effort dedicated to teaching activities. ADD:KNOWN COURSES TO BE TAUGHT. OPTIONAL: We will work with you to create a rotation of courses that will provide teaching assignments which address needs of our students and curriculum. ADD: expectations regarding office hours and course preparatory time

ADD ONLY IF UNIT SF POLICY REQUIRES SERVICE

*Service*

**TITLE** are also expected to engage in service, with approximately **X%** effort dedicated to service activities. The service expectation may be fulfilled through service on a departmental committee. We will discuss your interests and find the appropriate committee or other service activity.

**Office Space & Professional Development Funds (Unit needs to enter their established Prof Dev fund amount)**

We will provide you with an office that is suitably equipped (i.e., computer, phone, internet) as well as a professional development fund you may use for travel to conferences, books, subscriptions, office supplies and other expenses consistent with your teaching responsibilities. Per the NTFC contract, the amount of this fund is up to $750 per academic year. Any unused funds shall not carry forward to the subsequent academic year. In addition, the department provides funds to cover costs associated with specific courses you teach.

**Attendance at Unit Meetings**

ADD INFO FROM UNIT BYLAWS REGARDING ATTENDANCE AT FACULTY MEETINGS AND ANY MANDATORY UNIT MEETINGS

**Moving Expenses (IF APPLICABLE)**

You will receive a one-time moving payment of $**XXXXX** in relocation assistance, processed directly to you after your first regular paycheck. This assistance is taxable income and the appropriate withholding from your pay will be applied.

**Later start (IF APPLICABLE- edit as needed for the late start date- this is written for January)** It is our understanding that you wish to delay your start date to January, 202X. While this is acceptable, we want to clarify how this will impact your salary. Faculty salaries are paid on an academic year service basis, or a 9/12 basis, meaning the 9 month salary (August 16 through May 15) is paid in equal payments over a 12 month period (August 16 through August 15). If you choose to delay your start date, your total salary will be prorated in accordance with your start date and will still be paid in equal payments through August, 202X.

For example, for a start date of 1/16/202X, you would receive pay for 4 months (1/16/202X through 5/15/202X), spread over 7 months (1/16/202X through 8/15/202X). Note that if you receive summer salary from grants or startup funds, your summer paychecks will be significantly higher.

**Summer Support (IF APPLICABLE)**

During summers, you may also augment your 9-month academic year salary by summer teaching. Summer teaching is not always available but is planned and negotiated year-by-year between the specialized teaching faculty member and the unit executive officer.

FIRSTNAME, we hope very much that you will find this structure of support attractive and that you will decide to join us. We are excited about what you would bring to our department, and we have created a circumstance that we hope makes Illinois the best place for you to pursue this new phase in your career. If you choose to accept our invitation, we would appreciate receiving your acceptance in writing by **DATE**.

Sincerely,

NAME

Professor and Head/Chair

UNIT

I, **NAME**, accept the above offer.

Signature

Date: