

## Important Information about Searches – The offer stage Supplemental Letter

Updated November 8, 2023

Once the search committee makes the recommendation to the department Executive Officer, HR submits the request to the Dean. The documents to submit include the following:

- Letter from Executive Officer to the Dean
- Letters of reference
- Summary Narrative

The School Director will issue the offer letter once approved.

When the offer is made to a candidate by the School's Director, a supplemental letter should be sent by the Department's EO with details/information not included in the standardized School's letter.

### For example:

1. Teaching load, courses to teach, course releases if any..
2. Start package.
3. Research opportunities offered at the campus level (i.e. Campus Research Board, Illinois Humanities Institute, Unit for Criticism, etc.).
4. Moving expenses (please follow wording from the university below)

### The wording should be one of these two options:

**A. If the department wants to provide a flat amount of relocation assistance, not necessarily based on actual expenses and receipts and the amount to be processed as payroll.** You will state:

*"a one-time relocation payment of \$XXXX processed directly to you after your first regular paycheck. This assistance is taxable income and the appropriate withholding from your pay will be applied."*

**B. If the department wished to reimburse based on actual expenses and receipts, you will state:**

*"You will be reimbursed for expenses to cover the cost of your relocation up to \$[amount of payment], processed directly to you after approval of the expenses. This assistance is taxable income and the appropriate withholding for your pay will be applied."*

5. Office/equipment
6. If applicable, any teaching release offered to support research development

**Please note, the letter should be on departmental letterhead in pdf format and sent to the candidate, [SLCL HR](#), [SLCL Business](#), [Director's Office](#).**