



UNIVERSITY OF
ILLINOIS
URBANA - CHAMPAIGN

College of Liberal Arts & Sciences

Department of Linguistics
4088 Foreign Languages Building, MC-168
707 S. Mathews Ave.
Urbana, IL 61801-3673

DATE

Professor Name
Department
UN:
via email

Dear NAME,

The Department of <insert department name> is pleased to formally offer a 0% FTE, \$0 compensation appointment as Professor beginning <insert date>. This is an indefinite appointment that can be terminated by consent of the two parties involved, or upon your departure/retirement from the University.

As a faculty affiliate of the Department, our expectation is that you will be involved in one or more of the following activities.
<insert list of duties>

Additionally, we advise you to consider listing your affiliation with us on research publications that result from collaboration with our faculty and/or students.

If you choose to accept our invitation, we would appreciate receiving your acceptance in writing as soon as possible. We must receive your acceptance to add the appointment.

We look forward to your collaboration with the department.

Sincerely,

Department Head Name

Title

cc: Laura Czys, HR, SLCL
NAME, Office Manager, Department

I, _____, accept the attached 0% \$0 offer of Professor from the Department of <insert department name> issued <DATE>.

Signature: _____ Date: _____