Date

Name and Address

Dear:

I am pleased to invite you to consider an appointment as XXX in the Department of XXXX at the University of Illinois at Chicago for the (Fall/Spring Semester) AY 20xx. This is a XXX% appointment which will be paid over the period of (standard Fall/Spring appointment dates) at a monthly salary of $XXXX. Such appointment is subject to the formal approval of the Board of Trustees of the University of Illinois and is subject to the University of Illinois Statutes, the full text of which is available at <http://www.bot.uillinois.edu/statutes>. Upon approval of your appointment by the Board of Trustees, the terms of employment will be as set forth in the Notification of Appointment (NOA). Employment is conditioned upon ability to document your employment eligibility as required by the Immigration and Control Act of 1986, as well as any required background and security checks. If employment eligibility is received after xx/xx/xxxx, then the effective date of this appointment will be adjusted to a date after eligibility is gained. Accordingly, salary will be prorated. Please review the University’s General Terms of Employment for Academic Staff, available at <https://faculty.uic.edu/hiring/generalterms/> .

Insert other relevant information regarding the class, book orders etc.

This appointment is to a position that (is or is not) included in the non-tenure system collective bargaining unit represented by UIC United Faculty Local 6456, IFT-AFT, AAUP (UICUF) and is subject to the terms of UIC’s collective bargaining agreement with UICUF. (verify with college before sending).

If this letter leaves you with any questions, please call me. I enclose two copies of this letter; I would appreciate the return of one copy with your willingness to proceed noted below by XXXX. The second copy is for your records. Our HR staff will contact you thereafter regarding the required paperwork that must be completed to initiate the hiring process.

Sincerely yours,

Executive Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name Date