1/12/18 F2

ABD FACULTY

Date

Name, Address

Dear      :

Upon recommendation of      , chairperson of the Department of      , I am pleased to offer you the tenure-track position of Assistant Professor in the       Department at Western Illinois University. Your salary will be $      per month for       months. This is a       percent appointment. The period of your appointment will be (start date) to (end date), and your specific responsibilities will be assigned by (chairperson). In addition to the regular teaching load, they will include professional responsibilities and other duties as designated by the chair and/or me. Additionally, the University will reimburse you up to $3,000 for allowable moving expenses (see [www.wiu.edupolicies/movexp.php](http://www.wiu.edupolicies/movexp.php)).

Employment is contingent upon receipt of an official transcript for the highest degree completed and any additional coursework. Transcripts must be sent directly from the degree granting institution to the Provost’s Office. Student copies will not be accepted. If the terminal degree is not verified by an official transcript or statement of degree by (employee's start date), you will be assigned the title of Instructor and issued a one-year temporary contract for the (first academic year of employment i.e. 2018-2019) academic year. If the degree is completed and verified within the (first academic year of employment i.e. 2018-2019)academic year, you will automatically be appointed to a tenure-track position beginning with the start of the following semester. If the terminal degree is not completed by (start date of second academic year), you may be issued a terminal contract for the (second academic year of employment i.e. 2019-2020) academic year.

Candidates are required to submit to a criminal background check after an offer of employment has been extended and accepted, and prior to employment date. Employment is contingent upon successfully passing the background check, pursuant to University policies and procedures relating to the receipt and evaluation of information contained in the background check. After passing the initial background check, employees must self-disclose any criminal convictions with three business days of conviction.

This appointment will remain in effect until modified or terminated in accordance with the policies and procedures of Western Illinois University. The appointment is contingent upon continued approval of funding by the President to support this position.

Faculty at Western Illinois University are represented by the University Professionals of Illinois (UPI) as their bargaining agent. You will be placed in the bargaining unit immediately upon completion of your doctorate degree. You will receive and should become familiar with the articles of Agreement, especially those sections pertaining to retention, promotion, and tenure. Your annual evaluations are governed by provision of the UPI collective bargaining Agreement.

The Immigration and Control Act of 1986, Public Law 99-603, requires all new employees to file, in person, an Employment Eligibility Verification Form (I-9) within three days of the beginning of this appointment. Enclosed is a list of the types of documentation you will be expected to provide. Until the I-9 form is completed, you will not have access to WIU services, including an e-mail account, photo I.D. card, parking hangtag, and keys. Failure to comply with this law will result in cancellation of your appointment.

If you accept this offer, please sign and return this letter to Human Resources at Western Illinois University within two weeks of receipt. If you have any questions concerning this offer, feel free to contact me at (309)      . Congratulations and welcome to Western.

Sincerely,

Dean

I accept the position as described above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_