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**[Issue offer letter on Department/School letterhead**
**Complete highlighted areas; Remove instructions and highlighting from final letter]**

***CHAIR/DIRECTORS MUST OBTAIN DEAN APPROVAL PRIOR TO ENGAGING IN VERBAL NEGOTIATIONS. WRITTEN OFFER LETTERS SHOULD NOT BE SENT TO DAN AND CRAIG PRIOR TO DEAN APPROVAL OF A WRITTEN OFFER LETTER THAT SUMMARIZES AGREED UPON VERBAL TERMS.***

<Insert Date>

**Address must be included to determine accuracy of relocation amount offered in letter**

<address>

<address>

<address>

Dear <insert name>:

Upon the recommendation of the Search Committee for the <insert department or school name> and the <insert Department or School > Faculty Status Committee (insert DFSC or SFSC) of the <insert department or school name>, it is my pleasure to invite you to join the <insert department or school name> in the College of <insert College name> at Illinois State University. This is a probationary tenure-track appointment, which begins August 16, 2025.  All academic appointments are subject to approval by the President of Illinois State University and are contingent upon all requirements stated in this offer letter. Listed below are the conditions of your appointment.

Your tenure year, the dates for consideration of tenure, and the determination of credit for prior service (if any) will be calculated according to Article IX of the *Illinois State University Faculty Appointment, Salary, Promotion and Tenure Policies.*These policies, including recent revisions, are available for download at <http://provost.illinoisstate.edu/resources/tenure-promo/>.

* Your rank will be XXXX
* Your annual salary will be $XX,XXX, distributed as a nine-month salary of $X, XXX per month
**Note to Chairs/Directors: monthly salary should be rounded up to the next whole dollar.**
* Your initial contract will be for a nine-month appointment for August 16, 2025 - May 15, 2026. You will receive notice of reappointment or non-reappointment each year, along with evaluation of your professional performance.
* **(If applicable)** You will be given X [*up to 3*] years of credit towards tenure in the probationary period for previous tenure track faculty experience. You may request later that any/all of those years be added back to the reduced probationary period as per IX.B. 2 in the *Illinois State University Faculty Appointment, Salary, Promotion and Tenure Policies*.
* **(If applicable)** Renewal of your appointment will be contingent on receipt of documentation that you have completed your Ph.D. by May 15, 2026**[Include for ABD hires only]**
* You may have opportunities for summer teaching, which are guided by the availability of funding and by Departmental, College and University procedures.
* You may have opportunities to apply for internal research funds through the University Research Grants, as provided for by Department, College, and University procedures.

**[Describe the assigned job duties in this standard format.  The following is an example.]**

You are expected to teach X courses per semester (XX credit hours), to engage in scholarly or creative activities, to serve on department/school, college, or university committees, and to serve the X profession at large.  Your specific duties will be assigned by the Chairperson/Director, consistent with Illinois State University assignment policies, beginning fall semester 2025.
**NOTE to Chairs/Directors: *If course reassignments are offered, the number of courses, timeframe, and expectations for the reassignment(s) must be clearly outlined in the above section. Course reassignments must be Dean approved after a discussion about how course replacement costs will be funded***

**If this is an approved SDEP search include the following section. If not, delete. NOTE: Do not outline cost share details but be aware that the Provost funds $16,000 and the college/school/department is responsible for $4.000)**

You will receive $20,000 for up to three academic years (2025-2026, 2026-2027, and 2027-2028) to support your research and teaching as it relates to your work in XXXX. Funding in years 2 and 3 is contingent on reappointment. The funding should be spent as agreed upon with the Chair/Director. Funds can be used for graduate assistant funding, professional travel to disseminate research, professional development, summer salary (inclusive of fringe benefits), or other Chair/Director approved investments that will support research and teaching. Funds must be spent in the fiscal year (July 1-June 30) they are distributed. Unused funds are not eligible for carryover to future fiscal years. See University Policy 7.1.22 for additional information on Foundation funding guidelines.

**If EDEP funds have been approved by the Dean and Provost’s Office, include the following. If not, delete. NOTE: Do not outline cost share details but be aware that the Provost funds $5,000 and the college/school/department is responsible for $5.000)**

You will receive $10,000 for up to three academic years (2025-2026, 2026-2027, and 2027-2028). The funding should be spent as agreed upon with the Chair/Director. These funds can be used for graduate assistant funding, professional travel to disseminate research, professional development, summer salary, or other Chair/Director approved investments that will support research and teaching. Funding in years 2 and 3 is contingent on reappointment. Funds must be spent in the fiscal year (July 1-June 30) they are distributed. Unused funds are not eligible for carryover to future fiscal years.

**NOTE: if offering general startup funding, use the same language above and do not provide cost-share details:**
You will receive $XX,XXX for up to **X** academic years (2025-2026, 2026-2027, and 2027-2028). The funding should be spent as agreed upon with the Chair/Director. These funds can be used for graduate assistant funding, professional travel to disseminate research, professional development, summer salary, or other Chair/Director approved investments that will support research and teaching (see next bullet for items to consider). Funding in years 2 and 3 is contingent on reappointment. Funds must be spent in the fiscal year (July 1-June 30) they are distributed. Unused funds are not eligible for carryover to future fiscal years

*NOTE: If offering summer appointment prior to beginning of tenure-track appointment on August 16 be advised that under State of Illinois rules, insurance benefits are not available until the beginning of your tenure-track appointment on August 16.*

**[Insert the appropriate amount of relocation allowance using the following table.  Delete this note and the table before sending draft offer letter for review. Note: The Office of the Provost will only pay the amount in this table.**

|  |  |
| --- | --- |
| Individual is relocating from: | Individual receives allowance of |
| McLean County, IL | $0 |
| Illinois outside of McLean Co. | $4,000 |
| A contiguous state to Illinois | $5,000 |
| Outside a contiguous state | $7,000 |

**If a relocation allowance is being provided (candidate from outside McLean County). NOTE: if the school/department/college is offering more than the amount in the table, please be aware the Provost will only cover the amount in the table. Do not outline cost share details in this letter, but instead provide total relocation amount as one total**

The University will provide you with a relocation allowance of $X,XXX in your August 31, 2025 paycheck to help cover the costs of both your moving and house hunting expenses.  Please note that all relocation allowances are reportable and subject to applicable income and employment taxes.

If you are legally required to provide documentation to the Department of Homeland Security to secure sponsorship of your initial employment, the University will provide financial support for three distinct aspects of securing the employment documentation:

1. H-1B Processing: Attorney Fees Only: $1,545
2. H-1B Processing: Related Fees: $960, including
3. H-1B Application Fee (I-129 and supporting documents): $460
4. Anti-Fraud Fee: $500
5. Permanent Residency Sponsorship: $1,030

The Center for Integrated Professional Development (CIPD), on behalf of the Office of the Provost, will support your transition to ISU by providing orientation events and resources. In collaboration with other campus units, CIPD offers an online, self-paced orientation and will host in-person sessions during Faculty Prep Week, August 11-15, 2025. This week starts with a **New Faculty Welcome Session on Monday, August 11**. You will receive an email in July with information about the orientation events and how to register for them. We encourage you to participate in this program to aid in your transition to Illinois State University. A listing of events will be available at <https://prodev.illinoisstate.edu/events/orientation/>

**[Consider a message about any other expectations you might have.  The following paragraph is an example.]**

Note that the first day of classes will be August 18, 2025. You are expected to attend all department/school and college meetings and events. These events are designed to welcome you to the University community, properly orient you to our university and college, and help ensure your success as a faculty member. More information about these events' dates will be sent to you before the academic year starts.

Illinois State University is authorized to do business within the State of Illinois. All work under this appointment is required to be performed from within the State of Illinois. Illinois State University does not authorize out-of-state work.

If you are not a United States Citizen, State of Illinois employee benefits for medical and retirement eligibility are contingent on your visa status and on your meeting the Internal Revenue Test of "Substantial Presence." More details about this contingency are available on the website <http://hr.illinoisstate.edu/benefits/insurance/>

If you are an individual with a disability and need a reasonable accommodation under the Americans with Disabilities Act (ADA) or other state or federal law, you may request an accommodation by contacting the Office of Equal Opportunity and Access at 309-438-3383 or visit [http://equalopportunity.illinoisstate.edu](http://equalopportunity.illinoisstate.edu/).

This position is subject to a criminal background investigation based on University Policy 3.1.30 and any offer of employment is contingent upon your passing a satisfactory criminal background investigation. You may not begin work until the criminal background investigation results have been received and cleared by Human Resources.

The accompanying employment materials contain additional information that is also a part of this offer.  Please read this information carefully and complete the enclosed documents as needed.

* Tenure Year Designation Form (PERS 919): [hr.illinoisstate.edu/downloads/PERS919.pdf](https://hr.illinoisstate.edu/downloads/PERS919.pdf)
* HR Benefit Orientation Information: [hr.illinoisstate.edu/benefits/new-hire-orientation](https://hr.illinoisstate.edu/benefits/new-hire-orientation)

Additional documents will be sent to you by Human Resources or completed in Human Resources upon your arrival. If you have any questions, feel free to contact me or Human Resources at (309) 438-8311.

We will also need official transcripts indicating your highest earned degree no later than 30 calendar days after the date of your appointment. Failure to provide the required transcript may result in your appointment being rescinded based on a determination that you are not eligible to hold the position. An official transcript bears the official signature of the Registrar, may have a raised university seal, and/or is printed on secured paper. A photocopy cannot be accepted as an official institutional document. Please see that official transcripts are sent to: Human Resources – Academic Employment, Campus Box 1300, Illinois State University, Normal, IL 61790-1300.

In addition, all appointments are contingent upon proof of eligibility for employment at Illinois State University to perform the required duties described above on your scheduled start date.  The Immigration and Control Act of 1986, Public Law 99-603, requires all new employees to file an I-9 in person and no later than three days from the beginning of employment.  This should be accomplished through Human Resources.  A list of the types of documentation you will be expected to provide is available at <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>. Failure to comply with this law will result in cancellation of your appointment.

This position is part of a bargaining unit represented by the University Professionals of Illinois, which is affiliated with the IFT/AFT-AAUP.

As verification that you accept this offer, please sign the enclosed copy of this letter and return it to me, acknowledging your acceptance of the terms set forth in this letter, along with all other completed forms by the end of business on <insert date>. A Notice of Appointment will be sent by Human Resources.

Again, it is a pleasure to welcome you as a faculty member of Illinois State University.   If you have any additional questions, feel free to contact me at (309) 438-XXXX or Human Resources at (309) 438-8311.

Sincerely,

Xxx xxxxx, Ph.D.

Professor and Chair/Director

Copies: xxxx xxxxx, College Dean

Human Resources

Office of the Provost

I accept the offer as described in this letter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date