insert date

Dear insert name,

It is my pleasure to invite you to join the faculty of the choose school or department of insert department or school name in the College of insert college name at Illinois State University. This is a non-tenure track appointment, which begins insert date. Listed below are conditions of your appointment.

Your title will be choose an item.

The appointment dates for your choose an item faculty appointment are insert datethrough insert date.

***Please choose one of the following options and delete the remaining. Only change the text that is bolded and in brackets.***

For the 201[**x**]-201[**x**] academic year, the department is offering you **[xx]** FTE at $[**xx**] per month*.*

For the Fall 201[**x]** semester, the department is offering you **[xx]** FTE at $**[xx]** per month. For the Spring [201**x]** semester, the department is offeringyou **[xx or TBD]** FTE at $[**xx or TBD**] per month.

For the Fall 201[**x]** semester, the department is offering you **[xx]** FTE at $**[xx]** per month.

The Spring 201[**x]** semester, the department is offeringyou **[xx]** FTE at $[**xx**] per month.

Assignments are an approximation and contingent on departmental needs.

Your tentative course assignments are insert course assignments or TBD if unknown

You are expected to hold office hours, prepare instructional materials, grade student assignments, and perform other relevant and appropriate duties and responsibilities.

Please identify any significant non-teaching duties and what FTE is being credited to this appointment.

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 [equalopportunity@ilstu.edu](mailto:equalopportunity@ilstu.edu). The Office of Equal Opportunity and Access will hold any confidential information you provide in confidence.

This position is subject to a criminal background investigation based on University Policy 3.1.30 and any offer of employment is contingent upon you 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.

We will also need official transcripts indicating your highest earned degree no later than 30 calendar days after the date of your appointment (referenced above). 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 immediately to:

Human Resources  
Campus Box 1300  
Illinois State University  
Normal, IL. 61790-1300

This offer is contingent upon the availability of funding and/or program needs.

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.

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 may be accomplished within the department or 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.

If you are not a United States Citizen, State of Illinois employee benefits for medical and retirement eligibility are contingent on visa status and on your meeting the Internal Revenue Test of "Substantial Presence." The website <http://hr.illinoisstate.edu/prospective/>outlines in more detail this contingency and the names of the individuals available to discuss your situation and to outline any procedures you need to follow.

This position is part of a bargaining unit represented by the Illinois State University Education Association (ISUEA) which is affiliated with the IEA/NEA. For more information, please review the Union contract available at <http://hr.illinoisstate.edu/managers/labor-relations/union/>.

Completion of additional employment forms are part of this offer and will be completed in person upon your arrival.

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)insert phone number.

Sincerely,

insert name

insert title

Enclosures

cc: insert name, insert title

Human Resources

I accept the offer as described in this letter dated insert date

Signature Date