OFFER LETTERS

All Offers Should Include:
- Position Title
- Start Date
- % FTE
- Salary
- Service Basis (9, 10 or 12 service)

Campus Minimums:
- Academic
  - 12-month 30,826 – most common
  - 10-month 28,023.64
  - 9-month 25,221.27
- Specialized Faculty
  - 9-month 40,000 – most common
  - 10-month 44,444.44
  - 12-month 48,888.89

Offer Letters may need to include any of the following specialty items below, use accordingly.

- **New Hire**
  On or before your first day, you will be asked to present proof of your citizenship and eligibility to work and also complete online new hire forms; our human resources department will contact you after receipt of an accepted offer.

- **Benefit eligible position with visa status contingency/information**
  This position includes benefits, information at: [https://nessie.uhr.uillinois.edu/cf/benefits/index.cfm](https://nessie.uhr.uillinois.edu/cf/benefits/index.cfm), however your specific eligibility will have to be determined upon completing a tax status review appointment to review your current visa status and/or substantial presence. If you do not pass the substantial presence test or do not hold a visa that is eligible to receive benefits, you will be required to obtain healthcare independent of the University and will be required to provide proof of insurance upon hire date. [http://www.irs.gov/Individuals/International-Taxpayers/Substantial-Presence-Test](http://www.irs.gov/Individuals/International-Taxpayers/Substantial-Presence-Test).

- **BOT contingency language – required for all academic positions**
  This recommendation for appointment is subject to approval by the Board of Trustees of the University of Illinois.

- **Background Checks - language is required for all appointments excluding students (undergrad and graduate)**
  This language is still in draft form, if you have an offer letter to issue prior to the availability on AHR’s website please contact your campus HR office.

- **CFA pending contract – required for all specialized faculty [http://www.ahr.uillinois.edu/units/ler/other.html](http://www.ahr.uillinois.edu/units/ler/other.html)**
  In a decision of the labor board, the job title of Lecturer was among approximately 500 non-tenure track faculty positions unionized by the Campus Faculty Association IFT-AFT, AAUP (CFA). The decision is being reviewed on appeal to determine the proper configuration of the bargaining unit. At this time there is no existing collective bargaining agreement covering the position. The University is committed to keeping employees informed as these matters develop.

- **VAP active contract through 8/15/16 – required for all visiting academic professional appointments**
  Please be advised that visiting academic professionals are covered by a collective bargaining agreement between the Board of Trustees of the University of Illinois and the Visiting Academic Professionals/AAP-IEA-NEA union. For more information regarding the bargaining unit, please see the Association's website, [http://www.ieanea.org](http://www.ieanea.org).