insert date

Dear insert name,

It is my pleasure to invite you to return to 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 the 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 202[**x**]-202[**x**] academic year, the department is offering you **[xx]** FTE at $[**xx**] per month*.*

For the Fall 202[**x]** semester, the department is offering you **[xx]** FTE $**[xx]** per month. For the Spring [202**x]** semester, the department is offeringyou **[xx or TBD]** FTE at $[**xx or TBD**] per month.

For the Fall 202[**x]** semester, the department is offering you **[xx]** FTE $**[xx]** per month.

The Spring 202[**x]** semester, the department is offeringyou **[xx]** FTE at $[**xx**] per month.

Your tentative course assignments are insert tentative course assignments if known; if unknown, insert “to be determined”

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 offer of employment and any course assignments herein are contingent upon University needs, including but not limited to Departmental/School needs, program needs, availability of funding, and/or sufficient enrollment.

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.

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 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.

This offer is valid thru end of business on insert date.

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