# Revised 2/23/17 **A4**

# **CONTINUOUS OR TEMP ADMIN MOVING**

**OUT OF BARGAINING UNIT**

Date

Name, Address

Dear      :

Upon recommendation of (name and title), I am pleased to offer you the (continuous or temporary) position of (title) in (division/area) at Western Illinois University at a salary of $      per month. The period of your appointment will be (start date), to (end date). This is a      -month,      -percent appointment, and you will retain your rank and tenure in the department of      in conjunction with this appointment. During the period of this appointment, you will not be represented by the bargaining unit Agreement. Governing policies for this appointment will be covered by the Board of Trustees Regulations.

Your employment is subject to the availability of funds, to the laws of the State of Illinois, and the policies and regulations of the Board of Trustees and the University.

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, you may contact me at (309)      . Congratulations on your appointment.

Sincerely,

Dean/Director/Vice President

I accept the position as described above.

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