# Revised 2/23/17 F4

# REHIRED TEMPORARY FACULTY NON-BARGAINING UNIT

Date

Name, Address

Dear      :

Upon recommendation of      , chairperson of the Department of      , I am pleased to offer you the temporary position of **(rank)** in the       Department at Western Illinois University. The period of your appointment will be **(start date)** to **(end date)**, and your specific responsibilities will be assigned by **(chairperson)**. Your salary will be $      per month for       months. This is a       percent appointment.

Rehired candidates are required to submit to a criminal background check after an offer of employment has been extended and accepted, and prior to employment start date. After passing the initial background check, rehired candidates will simply be subject to the expectation to self-disclose any criminal convictions within 3 days of rehire, or within 3 days of conviction while under contract.

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. Employment is also subject to having sufficient enrollment in the course(s) to be taught.

Faculty at Western Illinois University are represented by the University Professionals of Illinois (UPI) as their bargaining agent. Full-time temporary faculty in their second or subsequent year of consecutive employment and part-time faculty in their third or subsequent year of consecutive employment at 50 percent or more are included in the bargaining unit. At that time, they attain Associate Faculty status. Since you do not meet these requirements, you are not covered by the terms of the agreement.

If you accept this offer, please sign and return this letter to Human Resources at Western Illinois University within two weeks of receipt.

Sincerely,

Dean

I accept the position as described above.

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