# Revised 2/23/17 F3

# NEW 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.

Candidates are required to submit to a background check after an offer of employment has been extended and accepted, and prior to employment date. Employment is contingent upon successfully passing the background check, pursuant to University policies and procedures relating to the receipt and evaluation of information contained in the background check. Employment is also contingent upon receipt of an official transcript for the highest degree completed and any additional coursework. Transcripts must be sent directly from the degree granting institution to the Provost’s Office. Student copies will not be accepted.

Your employment is subject to the availability of funds, to the laws of the State of Illinois, to the policies and regulations of the Board of Trustees and the University, and to the possibility of modification or cancellation at any time prior to the beginning of an academic term, per departmental need.

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.

The Immigration and Control Act of 1986, Public Law 99-603, requires all new employees to file, in person, an Employment Eligibility Verification Form (I-9) within three days of the beginning of this appointment. Enclosed is a list of the types of documentation you will be expected to provide. Until the I-9 form is completed, you will not have access to WIU services, including an e-mail account, photo I.D. card, parking hangtag, and keys. Failure to comply with this law will result in cancellation of your appointment.

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, feel free to contact me at (309)      . Congratulations and welcome to Western.

Sincerely,

Dean

I accept the position as described above.

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