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# **NEW ADMINISTRATOR**

**TEMPORARY**

Date

Name, Address

Dear      :

Upon recommendation of (name and title), I am pleased to offer you the 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. Employment is contingent upon receipt of an official transcript from a regionally accredited institution of higher learning for the highest degree completed. 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, and the policies and regulations of the Board of Trustees and the University.

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 the Provost’s Office at Western Illinois University within two weeks of receipt. If you have any questions concerning this offer, you may contact me at (309)      . Congratulations, and welcome to Western.

Sincerely,

Dean/Director/Vice President

Enclosures

I accept the position as described above.

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

Revised 3/18/13

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