# Revised 2/23/17 **A5**

# **NEW ACADEMIC SUPPORT PROFESSIONAL**

# **BARGAINING UNIT**

Date

Name, Address

Dear      :

Upon recommendation of (name and title), I am pleased to offer you the continuous position of (title) in (division/area) at Western Illinois University at a salary of $      per month. The period of your appointment will begin on (start date). This is a       month       percent appointment.

Candidates are required to submit to a criminal 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, and the policies and regulations of the Board of Trustees and the University.

This position is included as an academic support professional in the collective bargaining unit represented by the University Professionals of Illinois. You will receive and should become familiar with the articles of Agreement especially those sections pertaining to academic support professionals defined as part of Unit B.

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/Director/Vice President

Enclosures

I accept the position as described above.

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