# **F10**

# **REHIRED TEMPORARY FACULTY - DISTANCE LEARNING**

**NON-BARGAINING UNIT**

Date

Name, Address

Dear      :

Upon recommendation of (name), Chairperson of the Department of      , I am pleased to offer you the temporary position of Instructor 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 the chairperson. Your salary will be $40 per student credit hour with a maximum salary of $      based on a maximum enrollment of       students. The actual salary paid will be calculated based on 10th day enrollment.

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 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)      .

Sincerely,

Dean

I accept the position as described above.

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

Revised 8/13/13

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