

Provost and Vice President For Academic Affairs

600 Lincoln Avenue
Charleston, Illinois 61920-3099

Office: (217) 581-2121
Fax: (217) 581-6053



February 25, 2013

Anabela Resende da Maia
12 Cameron Avenue, Unit 4
Somerville, MA 02144

Dear Dr. Resende da Maia:

On behalf of Eastern Illinois University and upon the recommendation of the appropriate administrative staff, I am pleased to offer you a position as Assistant Professor in the Department of Biological Sciences for the academic year 2013-2014 as the first probationary year of a tenure-track appointment. Your monthly salary will be \$7,223 per month for nine months beginning August 16, 2013, for a total of \$65,007. This appointment is subject to regulations as set forth in the University's Internal Governing Policies; other University policies, practices and procedures; and the provisions of the *Eastern Illinois University/University Professionals of Illinois Unit A Agreement (Agreement)*.

As a member of the Department of Biological Sciences, your duties will include but are not limited to teaching courses in the areas of Human Anatomy, Histology, Human Physiology and Animal Physiology. You may also be assigned by your chairperson to teach other courses in your areas of competence as required by department, college and university needs. You will be expected to hold regular office hours for consultation with students. In addition to your regular teaching duties, you may be required to supervise undergraduate and graduate students in directed/independent studies. You will receive the following: \$100,000 in start-up funds for your lab space to be expended (\$65,000 for FY13, \$20,000 for FY14 and \$15,000 for FY15); Registration and travel funds to attend two conferences during AY14. In addition, you will receive reimbursement for receipted moving expenses in accordance with IGP #116, Moving Expense Reimbursement. This IGP can be found at <http://www.eiu.edu/~auditing/IGP/index.html>. Please note the requirement for two bids to be secured. If you need additional information, you may contact Dean Ornes at 217-581-3328.

Looking more broadly at your duties and obligations as an Eastern Illinois University tenure-track faculty member, all such faculty are expected to contribute in each of the traditional areas of responsibility: teaching, research and service. While our *Agreement* provides that each department have a Departmental Application of Criteria (DAC) specifying the expectations for retention and promotion in each of these traditional areas, let me make some general comments. As you may know, Eastern Illinois University is classified as a Masters, comprehensive institution and is known for the quality of its programs and the instruction students receive while pursuing their degrees. A progressive record of accomplishments in this area of responsibility is of paramount importance. It also is expected that all tenure-track faculty at Eastern will be active in and intellectually engaged with their discipline. This can take many forms and will vary among individuals and departments; nevertheless, scholarly and creative activity is an expectation and a responsibility. Finally, in the area of service, you will be expected to be a participant both on campus and off in professionally related activities or through the provision of your professional expertise to others. Again, our *Agreement* and your department's DAC will provide more specific guidance regarding these expectations.

Your performance will be evaluated annually as prescribed in the *Agreement*. Unless you exercise the contractual provisions regarding the application of prior university experience toward tenure prior to April 15, 2014, a mandatory decision on tenure will be made by the University in the spring of 2019; this process will begin in January 2019 with the submission of your portfolio for departmental review. Before you seek credit for any qualifying prior higher education experience, you are encouraged to consult with your department chairperson.

The University requires the completion of certain documentary procedures in order to assure the eligibility of individuals for employment and to appoint new employees. The Immigration Reform and Control Act of 1985 requires that you provide the University's Department of Human Resources with documentation verifying your identity and eligibility to be employed in the United States before beginning work. This may have been done already. In any event, it is your responsibility to assure that the appropriate documents have been presented to this office. In addition, within 30 days of your date of hire, the State of Illinois requires all new employees to complete Ethics Training. The Ethics Training for New State of Illinois Employees of the Agencies of the Illinois Governor workbook is located at http://www.eiu.edu/ethics/Ethics_Orientation_for_EIU_Employees_web.pdf. Please print, sign and return the last page when you return your signed offer letter to ensure compliance with this requirement. You also need to read, sign and return the Information about Social Security Form SSA-1945: Statement Concerning Your Employment in a Job Not Covered by Social Security. The form is located at <http://www.socialsecurity.gov/form1945>.

Information pertaining to all fringe benefits is available through the University's Benefits Office at (217)-581-5825 (see also <http://www.eiu.edu/~humanres/>). It is important to note that health benefits for a newly appointed faculty member on an academic-year appointment will become effective on your date of hire. You must enroll in a group insurance plan within 10 calendar days of your date of hire. Additional information regarding benefits plans will be provided to you by the Benefits Office.

Dr. Dagni Bredezen, EIU's Director of Faculty Development, will contact you with program information at a later date. You may visit <http://www.eiu.edu/~facdev/> to learn more about Faculty Development at Eastern.

Finally, your first paycheck will be issued at the end of September. Salary payments will continue on a monthly basis as indicated by this offer unless you elect to have payments spread over twelve months (September-August). This option is not available for contracts that are less than nine months and for contracts that are less than 50 percent. Again, the Department of Human Resources handles the paperwork associated with this alternative election.

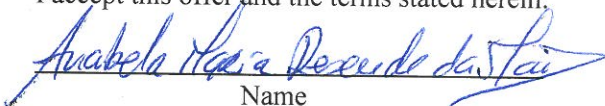
To accept this offer in accordance with the terms stated herein, please sign your name to this letter, initial and date the first page of the letter, and return it to the Office of the Provost of this University no later than March 7, 2013. Please keep the copy for your information. Access to University systems cannot be granted until the offer is signed and returned to the VPAA office.

Sincerely,



Blair M. Lord
Provost and Vice President
for Academic Affairs

I accept this offer and the terms stated herein:



Name

03/01/2013
Date

cc: Dean Ornes, Dr. Gaines