

[INSERT DATE]

[INSERT CANDIDATE NAME AND ADDRESS]

Dear [INSERT CANDIDATE NAME]:

It is my pleasure to offer you an appointment as [INSERT RANK] in the Department of [INSERT DEPARTMENT] at the University of South Alabama on the [INSERT TRACK] track. This is a 12-month non-tenure-accruing appointment with the proposed starting date for your appointment being on or about [INSERT DATE]. Please note that only the President of the University may provide the official academic appointment after completion of the hiring and credentialing process and recommendation by the Dean of the College of Medicine. The hiring process includes review of references, completion of a background check, degree verification, verification of medical licensure in the state of Alabama, and successful credentialing at our hospitals.

The USA Faculty Handbook and the College Guidelines for faculty address questions you may have about rights and responsibilities of faculty, as well as information regarding USA policies and promotion/tenure guidelines. These documents are available on-line at:

- <http://www.southalabama.edu/departments/academicaffairs/facultyhandbooks.html>
- <http://www.usahealthsystem.com/faculty-appointment-promotion-and-tenure>

The initial proposed salary for this position is \$[INSERT DOLLAR AMOUNT] per year plus benefits. [INSERT ANY OTHER NEGOTIATED SALARY INFORMATION. This could include compensation for an administrative appointment, any increment on board certification, performance incentives, and/or call pay]. You will be entitled to all the benefits of a [INSERT FTE, i.e., 1.0, 0.5 or other] FTE faculty member of the Department of [INSERT DEPARTMENT]. Malpractice insurance will be provided at no cost to you.

[DELETE PARAGRAPH IF NOT RELEVANT] As a material inducement for successful completion of your Fellowship in [INSERT FELLOWSHIP], relocation to the USA Health geographic service area and enter into an Employment Agreement with USA Health for a minimum of [INSERT NUMBER] years, we offer a Commitment Loan of \$[INSERT DOLLAR AMOUNT]. Such commitment loans will be forgiven at a rate proportional to the number of years identified, i.e., one-third per year of service if a three year commitment is expected. If for any reason your employment with HCM terminates prior to the complete forgiveness of the advance payment, the remaining balance is due in full immediately. Commitment loans are considered taxable income, with the tax incurred in the year that the commitment portion is forgiven.

[DELETE PARAGRAPH IF NOT RELEVANT] USA Health will reimburse you directly for costs incurred to move your household goods, up to \$[INSERT AMOUNT - note University policy sets a limit of \$15,000]. This amount will be distributed per the terms of USA's relocation assistance policies and procedures. Moving expenses paid to you are considered taxable income. The exception to this rule is that the reimbursement of expenses associated with the move of any laboratory/office items is not taxed.

[Recipient Name]

[INSERT DATE]

Page 2

[INSERT ANY OTHER NEGOTIATED INFORMATION HERE. This could include J-1/H1-B, professional membership, travel to professional meetings, other commitments regarding professional development etc.].

[INSERT PROFESSIONAL DUTIES/EXPECTATIONS, RE CLINICAL RESPONSIBILITIES, OTHER SERVICE, TEACHING AND SCHOLARSHIP. Include administrative duties/responsibilities, if relevant.].

We look forward to you joining the Department of [INSERT DEPARTMENT] and the University of South Alabama. Please sign and return the original letter within [INSERT # DAYS].

Sincerely,

[INSERT CHAIR NAME]
[INSERT DEPARTMENT]

G. Owen Bailey
Chief Executive Officer and Senior Associate Vice-President for Medical Affairs

John V. Marymont, MD, MBA
Vice-President for Medical Affairs and Dean, College of Medicine

I accept the terms and conditions as stated above:

[INSERT CANDIDATE NAME]

Date: _____

cc: [INSERT DEPARTMENT DIRECTOR OF OPERATIONS]
Nicole Schultz, Director, Office of Faculty Affairs