txt\_img\_header

*date\_current*

*txt\_candidate\_first\_name txt\_candidate\_middle\_name txt\_candidate\_last\_name, txt\_suffix\_name*

*txt\_candidate\_address*

*txt\_candidate\_city, txt\_candidate\_state txt\_candidate\_zip*

Re: Offer of Employment

Dear txt\_candidate\_prefix\_name txt\_candidate\_last\_name:

It is our pleasure to offer you a txt\_time faculty position in the txt\_dept\_full with the University of Arkansas for Medical Sciences College of Medicine effective date\_candidate\_start.

*Faculty Appointment*

txt\_offer\_rank\_content.

*Duties and Expectations*

We are extremely supportive of your goals. This is a superb opportunity for you to build a strong and successful academic career and to make significant contributions to your discipline, your department and the College of Medicine. Consistent with your goals and College expectations for your academic pathway, we anticipate that your time will be allocated among our mission areas as described in the attached FTE sheet. FTE sheets are evaluated annually or as your assignments change.

List your Vision of the faculty member here. Example 1: We anticipate that you will use your start-up package to work towards research to apply for a R01 in your second year. Example 2: Your mission will be to establish a nationally recognized research center for the neuroscience of human behavior focusing on clinical problem solving in psychiatry. As we have discussed, we hope your center will also further research and faculty development in the areas of radiology, cancer, neurology, and potentially neurosurgery as well as the many basic sciences of human behavior. This vision should be your expectation of what this faculty member can bring to your department, not specifics that are expected of all of you faculty.

*Salary*

All compensation is evaluated annually. All faculty appointments are for a period of one year, consistent with University of Arkansas Board Policy 405.1 (tenure-track appointments) or 405.3 (non-tenure track appointments).

Your starting salary will be composed of the following additive components:

 A base component of num\_candidate\_salary per year txt\_candidate\_attachments

 Additional incentive payments are earned as outlined in the departmental incentive plan. <Add language here if we are guaranteeing a certain level for year 1.>

This salary is contingent upon your continued employment at UAMS.

*Benefits*

 Modify or remove if not eligible> Full time UAMS employees are eligible to participate in our excellent faculty fringe benefits & retirement plan. However, when a Clinical Department hires a Basic Scientist, both Tenure Track and Non-Tenure Track faculty are faculty fringe benefit & retirement plan eligible. Feel free to review at <https://hr.uams.edu/benefits/>.

 In recognition of your commitment to move to Little Rock, and in accordance with University policy #4.2.17, you are eligible for assistance with moving expenses.  In support of your move, we will pay a one-time incentive payment of $15,000 [or insert other amount not exceeding 7% of salary, up to a max $15,000] in your first monthly paycheck.

 Under the Tax Cuts and Jobs Act of 2017, moving support is a taxable benefit and will be subjected to payroll tax and reported on your W-2.  There are no additional funds available to support your move, nor will the institution reimburse expenses incurred.  Should you resign your position within twenty-four (24) months of employment, you may be required to repay the University a prorated amount based on the duration of your employment.

*Other Resources*

 <If applicable, list other commitments such as start-up, space, equipment, other positions, endowed chair, etc.>

 If you will have an appointment at the VA, a separate letter from the VA will outline their commitments.

 Every two years, the UAMS Faculty Center publishes the *Absolutely Unofficial Faculty Survival Guide – the FIGS Book (Fill in the Gaps)*. This Survival Guide is published to help you become better acquainted with our community. It contains general information about UAMS and Central Arkansas that we hope will be helpful for new faculty members and their families. The FIGS Book can be accessed at <https://www.slideshare.net/>LisaMuldrew/figscomplete2013.

*Policies*

At UAMS, we expect an atmosphere of professionalism and collegiality at all times, consistent with the UAMS core values of integrity, respect, diversity and inclusion, teamwork, creativity, excellence, and safety. We expect you to comply with UAMS institutional policies that govern the hospital, the College of Medicine, and the University. Of special note are the policies that govern outside volunteer and consultation work, and legal consultation and expert witness testimony. All policy manuals, including policies listed previously, can be found at the following link: <http://medicine.uams.edu/facultyoffer/> (password: policies). Outside employment or consultation work requires prior review and approval by the department chair and the dean. All sources of compensation must be disclosed annually in the conflict of interest database.

Faculty with substantial research time will be expected to secure and maintain extramural funding to support their time and research programs.

UAMS does have a Drug Testing Policy in place. Prior to beginning work, you may be required to submit to a pre-employment screening and/or random drug screening during your employment period at our expense.

In closing, we pledge to do our utmost to make your career here fulfilling and successful. We are extremely optimistic about our future and we know that the department will only be as good as its faculty. With your recruitment, the future of our department will be enhanced. We hope to receive your written acceptance of this position very soon; the terms of this offer will remain in effect until <XXX XX, XXXX>. We are prepared to address whatever questions you may have. Once again, welcome to UAMS and Little Rock, and we look forward to working with you.

Sincerely,

|  |  |
| --- | --- |
| txt\_sig\_chair |  |
| txt\_chairperson, txt\_chair\_degree  Professor and txt\_interimChair  Department of txt\_dept\_name | Christopher T Westfall, M.D., FACS Executive Vice Chancellor Dean, College of Medicine  Pat Walker Professor of Ophthalmology  Director, Harvey & Bernice Jones Eye Institute |

*Enclosures: <List only if applicable. DELETE THIS IF NOT APPLICABLE, eg FTE sheet>*

I reviewed this letter and the attachments and agree to the terms as outlined above.

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txt\_candidate\_first\_name txt\_candidate\_middle\_name txt\_candidate\_last\_name, txt\_suffix\_name Date