# 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 txt\_position\_type\_name position in the txt\_dept\_full with the University of Arkansas for Medical Sciences College of Medicine effective date\_candidate\_start.

*Faculty Appointment*

We will recommend your appointment at the rank of Instructor - Non-Tenure eligible, in the txt\_dept\_full.

*Duties and Expectations*

We are extremely supportive of your goals. This is a superb opportunity for you to build a strong and successful career and to make significant contributions to your discipline, your department and the College of Medicine. Consistent with your goals and College expectations, we anticipate that your time will be allocated among our mission areas as follows: < >% clinical, < >% education, < >% research, and < >% administration.

*Salary*

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

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

*Benefits*

 Full time UAMS employees are eligible to participate in our fringe benefits & retirement plan *(if applicable).*

 The department, through the Faculty Group Practice, pays for the claims-made coverage and purchases the tail coverage for the claims-made policy upon your departure. If you leave UAMS, you will not be required to purchase your own tail coverage.

*Hospital Privileges & Medical Licensure*

Please note that you will not be allowed to provide clinical care in the hospital or clinics, or bill for services prior to the granting of privileges, which is dependent upon receipt and full processing of a complete initial credentialing packet. The initial packet will include the enrollment forms for all applicable managed care provider organizations. A request for this packet has been initiated by the department today and will be forwarded to you shortly. Please complete and return it to the UAMS Department of Professional Staff Services and/or the ACH Medical Staff Services, if indicated, as quickly as possible. The date you are granted privileges will not necessarily coincide with your faculty appointment date. However, it is expected that you will be able to be present and qualified to begin clinical work by the effective date of your University appointment.

Also, please refer to the Instructions for Arkansas State License at <https://www.armedicalboard.org>. You need to get this paperwork in as top priority because the process generally requires several weeks. Note that maintaining your faculty appointment is contingent on maintaining your Arkansas license, your hospital privileges, and remaining good standing in the Faculty Group Practice.

*Federal Health Care Program Eligibility*

The offer of employment is contingent upon your being determined to be eligible to participate in Federal Health Care programs. An “ineligible person” is defined as any individual or entity who (1) is currently excluded, suspended, debarred, or otherwise ineligible to participate in the Federal Health Care programs such as Medicare, Medicaid and Champus; or (2) has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated in the Federal Health Care programs after a period of exclusion, suspension, debarment, or ineligibility.

Screening of an applicant to determine eligibility for employment may include inquiries to entities such as the General Service Administration’s List of Parties Excluded from Federal Programs, the Health and Human Services/Office of the Inspector General’s List of Excluded Individuals/Entities, the National Practitioner Databank, and the Healthcare Integrity and Protection Data Bank.

*Policies*

We expect you to comply with UAMS institutional policies that govern the hospital, the College of Medicine, and the Faculty Group Practice (FGP).  Of special note are the policies on the capture of patient care revenues, moonlighting, outside volunteer and consultation work, and legal consultation and expert witness testimony.  All policy manuals, including the specific policies listed previously, can be found at the following password protected link, <http://medicine.uams.edu/facultyoffer/> (password: policies). Further, all sources of compensation must be disclosed annually in the conflict of interest database.

UAMS does have a Drug Testing Policy in place (<https://hr.uams.edu>). Prior to beginning work, you will be required to submit to a pre-employment screening and/or random drug screening during your employment period at our expense.

*Other Resources*

 Every two years, the Office of Faculty Affairs 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.

*Termination of Employment*

We hope you will remain at UAMS indefinitely. However, We recognize that career plans and paths may change. The Dean and I expect that you will provide us with a minimum of one (1) month notice, should you decide to end your employment here.

*The Future*

We expect you to develop a long term, successful career at University of Arkansas for Medical Sciences, txt\_dept\_full. At UAMS, there are formal mechanisms for mentoring in developing your skills. We expect that you will work hard, make substantial contributions to our mission, and find your work fulfilling.

In closing, We pledge to do our utmost to make your career here fulfilling and successful. We are extremely optimistic about our future and 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 <Date>. We are prepared to address whatever questions you may have. Once again, welcome to UAMS and we look forward to working with you.

Sincerely,

|  |  |
| --- | --- |
| txt\_sig\_chair |  |

|  |  |
| --- | --- |
| txt\_chairperson, txt\_chair\_degreeProfessor and txt\_interimChairDepartment of txt\_dept\_name | Christopher T Westfall, M.D., FACSExecutive Vice Chancellor Dean, College of Medicine Pat Walker Professor of OphthalmologyDirector, Harvey & Bernice Jones Eye Institute |

*Enclosures: (List only if applicable)*

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