*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 on or before 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 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/Expectations of the faculty member here. Example 1: We are enthusiastic for your vision of developing a fellowship program in Orthopaedic Hand Surgery. We expect you to work with the graduate medical education leadership in the College of Medicine to develop and submit an application by (date). Example 2: We share your interest in developing a limb salvage program at UAMS and will work with you in facilitating the growth of this important program over the next two years. 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 are appointed into twelve month positions, and are, subject to University of Arkansas Board Policy 405.1 (tenure-track appointments) or 405.4 (non-tenure track appointments).

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

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

 Additional incentive payments are earned as outlined in the departmental compensation plan. Departmental compensation plans are updated on a period basis and subject to change. <Add language here if we are guaranteeing a certain level for year 1.>

This salary is contingent upon your continued employment at UAMS and the continued financial health of the university.

*Benefits*

 If not eligible, remove or modify> Full time UAMS employees are eligible to participate in our excellent faculty fringe benefits & retirement plan. This may be reviewed at [https://hr.uams.edu/benefits/.](https://hr.uams.edu/benefits/)

* If not eligible, remove or modify> 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.

 If not eligible, remove or modify> 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.

 We will provide an Education Fund (“E-fund”) of num\_candidate\_edu per year to cover your professional travel, dues, subscriptions, and other business expenses. This fund is contingent on available resources and will be evaluated annually.

 UAMS 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.

*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.

*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. During your employment at UAMS, you may be deployed to other hospitals or off-site clinics where additional privileges are required.

Also, please refer to the Instructions for Arkansas State Medical License. You can access instructions at [www.armedicalboard.org](http://www.armedicalboard.org). Please complete and submit this paperwork as top priority because the process generally requires several weeks. Note that maintaining your faculty appointment is contingent on receiving and maintaining your Arkansas medical license and your hospital privileges. Suspension or revocation of your Arkansas medical license by the Arkansas State Medical Board or revocation of your hospital privileges at any site are grounds for immediate termination for cause.

*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. Being or becoming ineligible to participate in the Federal Health Care programs during the course of your employment is grounds for immediate termination for cause. 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 TRICARE; 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*

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 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 in this letter, can be found at the following password protected link, <https://medicine.uams.edu/offer/>. **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.** In all instances, this offer and the terms and conditions of your employment are subject to all applicable policies of the Board of Trustees of the University of Arkansas and of the institution.

Every UAMS faculty member shall receive a developmental annual faculty review, typically conducted by the faculty member’s department chair or, in large departments, by the faculty member’s division chief. UAMS Academic Affairs Policy 2.3.3: Criteria and Procedures for UAMS Annual Faculty Reviews governs this process and can be found at this link: <http://go.uams.edu/facultyreview>. The paired evaluation forms to be used in the annual review process within the College of Medicine can be found at this link: <https://medicine.uams.edu/faculty/resources/>. Annually, you will be informed of the date by which your self-assessment shall be submitted to the departmental administrator who helps coordinate the process.

During the course of your employment, should you be assigned to work at an outside facility in your capacity as a UAMS employee, our expectation is that you will comply with UAMS institutional policies as well as the policies and procedures of that facility. If at any time you believe that UAMS policies in some way conflict with the policies of the other facility, you should immediately contact your department chair or the dean for guidance. If you have not obtained your Arkansas medical license and medical staff privileges by the start date identified in this letter, then we may delay your employment start date.

This offer is contingent upon the satisfactory completion of a criminal background, sex offender registry check and pre-employment drug screening at our expense. You may also be subject to random drug screening during your employment.

*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 three (3) months’ notice, should you decide to end your employment here. Failure to do so will result in loss of your final quarter incentive distribution. This letter and applicable policies of the university contain the entire understanding between us, and there are no agreements, whether written or oral, regarding your employment other than those contained in this letter.

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 I look forward to working with you.

Sincerely,

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

|  |  |
| --- | --- |
| txt\_chairperson, txt\_chair\_degree  Professor and txt\_interimChair  Department of txt\_dept\_name | txt\_comdean\_name txt\_comdean\_title1 txt\_comdean\_title2 |

*Enclosures: (List only if applicable<Remove this line if not applicable>)*

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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