This is an **EXAMPLE LETTER of a Team Science Offer Letter**

Variation of Offer Letter for those recruited with demonstrated team scientist approach

<DATE>

Name >

Address>

City, State, Zip>

E-Mail Address>(Required)

**Position # > (Required)**

**Taleo #> (Required)**

Dear Dr. >

We are delighted that you are interested in joining the faculty at the University of Tennessee Health Science Center (UTHSC), College of Medicine, in the Department of > . This letter describes the terms on which we would propose that you be appointed, *but does not itself constitute an offer of appointment.* Upon receipt of your approval of the proposed terms, we will process your paperwork through the appropriate channels. Upon approval of the College, the University will transmit your official faculty appointment letter to you.

Your academic rank will be proposed as a Choose an item. (PT %) Choose an item., subject to final approval by the College’s Academic Appointment and Promotions Committee. As agreed this is a tenure track position and you will be advance for tenure in keeping with University of Tennessee policies and procedures. It is anticipated that your appointment will be effective Click here to enter a date. and specific provisions of the offer are outlined below.

Your initial total faculty compensation will be at a rate of $> per year and is comprised of University funding. This compensation is contingent upon your meeting and maintaining the conditions set forth in the offer letter. You will receive the standard fringe benefits package commensurate with your academic rank and in keeping with University policy. You may review your benefit and retirement options at the following website: <http://www.uthsc.edu/hr/Benefits/>.

In addition, you will be eligible to participate in the UTHSC sponsored programs Faculty Incentive Program. Fiscal

Procedure F200 may be reviewed at the following website: <http://uthsc.policymedical.net>

**[For those who have a supplement to their salary because of additional administrative duties, add the following:]** Your UTHSC salary includes a supplement of $ > for your services in the role of >. At such time as there is a change in your role or you no longer serve in this role, your UTHSC compensation will be adjusted accordingly.

**<Include any start -up package, sources of the start-up, and the length guaranteed>**

This is a tenure-track position and once tenure is awarded, at least 30% of your salary must be obtained from extramural sources. Based on your record, we have full confidence that you will be able to maintain the minimum 30% salary recovery from grants. However, failure to obtain at least 30% of your salary from extramural sources will result in a 10% reduction of your salary the first year, and will be reduced by an additional 10% each year. These reductions may go up to a maximum of a 30% reduction. Once extramural funding and 30% salary support is reestablished on grants, your salary will be restored.

You will be provided a one-time allowance for relocation expenses up to $13,500 in accordance with University policy. This allowance shall not exceed the actual cost of your move, and it will be subject to withholding taxes, as required by IRS regulations.

This offer is contingent upon documentation of citizenship and/or work authorization as required by the Immigration Reform and Control Act of 1986. No more than two weeks prior to your start date, you will need to log into UTHSC Human Resources website at <https://hrx.talx.com/ec/#/Welcome> to complete the Form I-9 online. In addition, as part of the I-9 compliance, you **must** present the Human Resources Department located at 910 Madison Avenue, 1st floor, with documents which identify and indicate you are eligible to work in the United States. These documents must be provided prior to or on your first day of employment at the university.

Upon your acceptance of this appointment, the Department will contact Human Resources to schedule an orientation session for you. During orientation you will complete UTHSC employee benefits paperwork, including participation in the University’s insurance and retirement programs.

General expectations of your appointment are proposed as follows:

* *Education (> % effort):*

*Research (70-80% effort):* Develop and maintain a strongly funded research program that supports your time as Pl, Co-Pl or co-investigator. You are expected to conduct research, either as leader or part of a team, and publish at least 3-4 papers per year. You are expected to publish at least two papers as lead or senior author prior to tenure consideration, and regularly (e.g. every 2-3 years) thereafter. We expect a minimum of 30% salary coverage on extramural grants prior to submission of tenure packet, with evidence of likely maintenance of future funding (e.g. a history of continuous extramural grant coverage, or current salary coverage on multi-year grants). With time at UTHSC, you will be expected to grow your research program and productivity.

* *Service (> % effort): <primarily applicable for those with administrative roles. Delete if not applicable>*

Please note, the expectations listed above outline the distinctive requirements needed to meet the minimum criteria for a positive recommendation for the award of tenure at UTHSC.

As noted in the UTHSC Faculty Handbook, Section 4.7.2, Execution of a faculty appointment requires documentation of the candidate’s credentials. Your appointment to the University faculty is contingent upon the completion of the following important steps:

1. UTHSC’s receipt of an official transcript from the US Accredited Institution of your doctoral or terminal degree, copy of ECFMG (Non-US M.D.), or third-party Credential Evaluation Report (Non-US Ph.D.), sent directly to **UTHSC** **College of Medicine** **910 Madison Avenue, Suite 1010, Memphis TN 38103**;
2. return the attached Fair Credit Reporting Act Form (FCRA) for employment purposes;
3. adherence to State and Federal laws, and the Policies, Procedures, and Guidelines of the University of Tennessee;

Each step must be completed before your employment and compensation can begin. Therefore, it is imperative that all forms and documents that you receive are completed and returned promptly. Please note that misrepresentation of academic credentials is a Class A misdemeanor in Tennessee TCA § 49-7-133 (UTHSC Faculty Handbook, Section 3.3)

We believe this is an exciting opportunity for us all. If you agree to the terms outlined above for this position, you must sign and return an originally executed copy to us within 15 business days of receipt. We look forward to your joining the University of Tennessee Health Science Center.

<NAME> Scott E. Strome, M.D.

Chair, Department of > Robert Kaplan Executive Dean

**I agree to the proposed terms and conditions of this letter of offer:**

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<FACULTY NAME> Date