

**REQUIRED TEMPLATE - LETTER OF OFFER
BASIC or CLINICAL SCIENCE, RESEARCH TRACK
2008 - 2009**

<Date>

Recruit Name
Recruit Address

Dear Dr. <ZZZZZ>:

We are pleased to offer you an appointment to join the faculty of the Department of < >, School of Medicine, LSU Health Sciences Center (LSUHSC) in New Orleans, LA as <Rank>-Research, on a non-tenure track. Subject to the terms and conditions of this letter and the attached "Acceptance of Offer," this appointment will be effective on <date> but no later than <date> at <BB>% effort. Your appointment is for an initial one year period. *(If desired, include a statement here, based on rank, as to expected time frames for advancement should candidate be reappointed and satisfy expectations. Refer to PM-23.)*

*(Also include a statement here on joint appointment(s) if applicable. **If it is a joint appointment, then all relevant department heads and center directors must also sign the letter of offer. If salary or start-up funding is dependent on joint appointment status, completion of the "internal memo" attached to Chancellor's Memorandum #31 must be completed as well.**)*

The position will carry an annual salary of \$<XXX> *(derived from source of funding, if important to mention)*. If your appointment is continued, your compensation will be renegotiated based on your ability to generate salary from external sources and on other performance measures, including, but not necessarily limited, to those established in the annual review process. Specifically, it is expected that you will generate 50% of your annual salary in extramural funding; this is the same expectation that is established for all research faculty in the School of Medicine. ***(Or if applicable, include this or a similar statement: However, since you are being hired as an assistant professor and currently have no extramural funding support, it is expected that you will fulfill this expectation at the close of the initial term of appointment and, if reappointed, continue to generate this level of salary from external sources.)***

A summary description of benefits, including retirement plans, is outlined as an appendix to this letter. LSU will withhold from an employee's compensation and make the required employer's contribution to the Teachers' Retirement System of Louisiana or the Optional Retirement Plan, as the case may be, only on those amounts which are classified by LSU as "base salary" or "base compensation." No amounts other than "base salary" or "base compensation" shall be considered "earnable compensation" for purposes of retirement. No retirement will be calculated or paid by the Teachers' Retirement System of Louisiana on any amounts other than "base salary" or "base compensation." The Benefits Office in Human Resource Management will answer specific questions should you need additional information.

Research start up funds of up to ... (if applicable) will be provided. Support staff of... Space for research, totaling... located in... will be provided. Future space needs will be evaluated on an annual basis in the context of the School of Medicine Research Space Policy.

Expectations of your research endeavors are... All grants and contract applications submitted with you listed as principal investigator or equivalent designation must be processed through LSUHSC with LSUHSC cited as the sponsoring institution, in accordance with University policy.

Generally, all intellectual developments, including inventions, patents, copyrights, software programs, etc., made during employment at LSUHSC, belong to the University. Furthermore, all intellectual developments and technological advances that have potential commercial value must be routed through the Office of Technology Transfer. Consequently, you must agree to abide by the related Health Sciences Center and University policies and regulations, including Chapter VII of the LSU By-Laws and Regulations and Permanent Memoranda 16 and 64 as well as any subsequent amendments.

Your teaching responsibilities will include...*(if applicable)*

Your administrative duties will encompass...*(if applicable)*

An annual evaluation process is usually conducted by the department head (*and by the Director of the Center of...*). At the time of review you will be expected to provide a summary of your scholarly accomplishments, teaching activities, institutional service and grant funding. As part of the review process, a plan for goals and objectives for the coming year will be discussed; long range career goals will also be discussed.

It is very important to both the School and you that there are not any misunderstandings as we embark on our new relationship together. Hence, we emphasize that this offer is conditioned upon 1) review by the School of Medicine Appointments and Promotions Committee, if advanced rank is considered, and receipt of all applicable administrative approvals, up to and including approval by the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, for both this offer and for your employment, 2) the execution of the appended "Acceptance of Offer" and the return of the signed "Acceptance of Offer" within thirty (30) days of the signature date by the Dean or the Dean's designee, 3) a negative pre-employment screening test conducted in accordance with LSUHSC's drug and substance abuse policy. (Provisions for remote sampling can be made if you are unable to come to LSUHSC.) (#3 is not required for appointments less than 100%, but is required if appointment is converted to 100%)

Further, by your signed acceptance of this Letter of Offer on the appended "Acceptance of Offer" you acknowledge that 1) this letter and the "Acceptance of Offer" constitute the entire agreement between yourself and the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College (University), 2) you will be subject to all University By-Laws and Regulations and the policies and procedures of the LSUHSC, the School of Medicine and the department, including, but not limited to, the University By-Laws and Regulations, the Faculty Handbook, Permanent Memoranda and Chancellor's Memoranda as exist now and as modified in the future (many of these documents can be reviewed on the LSUHSC web-site with www.lsuhs.edu/no/administration/subscriptions/policies.aspx and www.lsuhs.edu/no/administration/academic/FacultyHandbook.pdf being representative links), 3) verbal statements or written material not specifically included in this letter shall be of no force or effect, and 4) no changes in or additions to this letter shall be recognized. (If necessary to change the terms of offer, this letter of offer will be completely rescinded and a new letter of offer provided.)

Please retain a copy of the letter and the signed agreement for your files if desired. We regard this as an exciting and new opportunity for someone with your background and interests. If you have any questions, please do not hesitate to call me.

Sincerely yours,

<Department Head Name>
Professor and Head
<Department>

Steve Nelson, MD
Dean
School of Medicine
<Date>

**REQUIRED TEMPLATE - LETTER OF OFFER
BASIC SCIENCE, TENURE TRACK
2008 - 2009**

<Date>

Recruit Name
Recruit Address

Dear Dr. <ZZZZZ>:

We are pleased to offer you an appointment to join the faculty of the Department of <BSci>, School of Medicine, LSU Health Sciences Center (LSUHSC) in New Orleans, LA as < Rank> on the tenure track. Subject to the terms and conditions of this letter and the attached "Acceptance of Offer," this appointment will be effective on <date> but no later than <date>, at 100% effort. Your appointment is for an initial <choose: 1, 2 or 3> year period. *(If desired, include a statement here, based on rank, as to expected time frames for advancement. Refer to PM-23.)* **(For a senior faculty member, associate professor or professor, tenure review is usually not considered until satisfactory completion of an evaluation period of three years.)**

*(Also include a statement here on joint appointment(s) if applicable. **If it is a joint appointment, then all relevant department heads and center directors must also sign the letter of offer.** If salary or start-up funding is dependent on joint appointment status, completion of the "internal memo" attached to Chancellor's Memorandum #31 must be completed as well.)*

The position will carry an annual salary of \$<XXX> *(derived from source of funding, if important to mention)*. If your appointment is continued, your compensation will be renegotiated based on your ability to generate salary from external sources and on other performance measures, including, but not necessarily limited, to those established in the annual review process. Specifically, it is expected that you will generate 50% of your annual salary in extramural funding; this is the same expectation that is established for all research faculty in the School of Medicine. **(Or if applicable, include this or a similar statement: However, since you are being hired as an assistant professor and currently have no extramural funding support, it is expected that you will fulfill this expectation at the close of the initial term of appointment and, if reappointed, continue to generate this level of salary from external sources.)** **(Also, if applicable: Additionally, you will be eligible to participate in the School of Medicine Research Incentive Plan as a means of enhancing your compensation.)**

A summary description of benefits, including retirement plans, is outlined as an appendix to this letter. LSU will withhold from an employee's compensation and make the required employer's contribution to the Teachers' Retirement System of Louisiana or the Optional Retirement Plan, as the case may be, only on those amounts which are classified by LSU as "base salary" or "base compensation." No amounts other than "base salary" or "base compensation" shall be considered "earnable compensation" for purposes of retirement. No retirement will be calculated or paid by the Teachers' Retirement System of Louisiana on any amounts other than "base salary" or "base compensation." The Benefits Office in Human Resource Management will answer specific questions should you need additional information.

Research start up funds of up to ... (if applicable), with \$<YYYY> provided in year 1 etc. Support staff of... Space for research, totaling... located in... will be provided. Future space needs will be evaluated on an annual basis in the context of the School of Medicine Research Space Policy.

Expectations of your research endeavors are... All grants and contract applications submitted with you listed as principal investigator or equivalent designation must be processed through LSUHSC with LSUHSC cited as the sponsoring institution, in accordance with University policy.

Generally, all intellectual developments, including inventions, patents, copyrights, software programs, etc., made during employment at LSUHSC, belong to the University. Furthermore, all intellectual developments and technological advances that have potential commercial value must be routed through the Office of Technology Transfer. Consequently, you must agree to abide by the related Health Sciences Center and University policies and regulations, including Chapter VII of the LSU By-Laws and Regulations and Permanent Memoranda 16 and 64 as well as any subsequent amendments.

Your teaching responsibilities will include...

Your administrative duties will encompass...(if applicable)

An annual evaluation process is usually conducted by the department head (and by the Director of the Center of...). At the time of review you will be expected to provide a summary of your scholarly accomplishments, teaching activities, institutional service and grant funding. As part of the review process, a plan for goals and objectives for the coming year will be discussed; long range career goals will also be discussed.

It is very important to both the School and you that there are not any misunderstandings as we embark on our new relationship together. Hence, we emphasize that this offer is conditioned upon 1) review by the School of Medicine Appointments and Promotions Committee, if advanced rank is considered, and receipt of all applicable administrative approvals, up to and including approval by the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, for both this offer and for your employment, 2) the execution of the appended "Acceptance of Offer" and the return of the signed "Acceptance of Offer" within thirty (30) days of the signature date by the Dean or the Dean's designee, 3) a negative pre-employment screening test conducted in accordance with LSUHSC's drug and substance abuse policy. (Provisions for remote sampling can be made if you are unable to come to LSUHSC.)

Further, by your signed acceptance of this Letter of Offer on the appended "Acceptance of Offer" you acknowledge that 1) this letter and the "Acceptance of Offer" constitute the entire agreement between yourself and the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College (University), 2) you will be subject to all University By-Laws and Regulations and the policies and procedures of the LSUHSC, the School of Medicine and the department, including, but not limited to, the University By-Laws and Regulations, the Faculty Handbook, Permanent Memoranda and Chancellor's Memoranda as exist now and as modified in the future (many of these documents can be reviewed on the LSUHSC web-site with www.lsuhs.edu/no/administration/subscriptions/policies.aspx and www.lsuhs.edu/no/administration/academic/FacultyHandbook.pdf being representative links), 3) verbal statements or written material not specifically included in this letter shall be of no force or effect, and 4) no changes in or additions to this letter shall be recognized. (If necessary to change the terms of offer, this letter of offer will be completely rescinded and a new letter of offer provided.)

Please retain a copy of the letter and the signed agreement for your files if desired. We regard this as an exciting and new opportunity for someone with your background and interests. If you have any questions, please do not hesitate to call me.

Sincerely yours,

<Department Head Name>
Professor and Head
<Department>

Steve Nelson, MD
Dean
School of Medicine
<Date>

Template: March 2008

**REQUIRED TEMPLATE - LETTER OF OFFER
FULL-TIME CLINICAL FACULTY, NON-TENURE TRACK
2008 - 2009**

<Date>

Recruit Name
Recruit Address

Dear Dr. <ZZZZ>:

We are pleased to offer you an appointment to join the faculty of the Department of <CSci>, School of Medicine, LSU Health Sciences Center (LSUHSC) in New Orleans, LA as <Rank> of Clinical <CSci> on a non-tenure track. Subject to the terms and conditions of this letter and the attached "Acceptance of Offer," this appointment will be effective on <date> but no later than <date> at 100% effort. Your appointment is for an initial one year period. *(If desired, include a statement here, based on rank, as to expected time frames for advancement should candidate satisfy expectations. Refer to PM-23.)*

*(Also include a statement here on joint appointment(s) if applicable. **If it is a joint appointment, then all relevant department heads and center directors must also sign the letter of offer.** If salary or start-up funding is dependent on joint appointment status, completion of the "internal memo" attached to Chancellor's Memorandum #31 must be completed as well.)*

Your annual salary will be \$<YYY>, comprised of a base salary of \$<SSS> **derived from <source if important to mention>** and a supplement at the rate of \$<MMM> **derived from <source if important to mention>**. You will receive this compensation guarantee for one year. At the end of the salary guarantee, and if your appointment is continued, your compensation will be renegotiated based on your ability to generate clinical revenue, salary support from other external sources, and on other performance measures, including, but not necessarily limited, to those established in the annual review process. This renegotiation will be guided by the departmental and School of Medicine income plans with supplements adjusted on a <monthly, quarterly,> basis.

A summary description of benefits, including retirement plans, is outlined as an appendix to this letter. LSU will withhold from an employee's compensation and make the required employer's contribution to the Teachers' Retirement System of Louisiana or the Optional Retirement Plan, as the case may be, only on those amounts which are classified by LSU as "base salary" or "base compensation." No amounts other than "base salary" or "base compensation" shall be considered "earnable compensation" for purposes of retirement. No retirement will be calculated or paid by the Teachers' Retirement System of Louisiana on any amounts other than "base salary" or "base compensation." The Benefits Office in Human Resource Management will answer specific questions should you need additional information.

As a full-time faculty member, all professional services and all clinical activities must be performed for or at the direction of LSUHSC. All practice collections and public hospital and other practice activities will be conducted by the School of Medicine or its properly authorized designee, and the appropriate amount will be applied to the supplement in accordance with the applicable departmental income plan. Failure to comply with this requirement will lead to termination. (A copy of the Faculty Income Plan is available upon request.)

Your appointment is contingent on successful licensure to practice in the State of Louisiana. Please note that licensing in the State of Louisiana requires submission of background credentials to the Federation (of State Medical Boards) Credentials Verification Service (FCVS) www.fsmb.org/fcvs_physapp.html; the licensing process requires four months or even more depending on your educational and employment history. The Louisiana State Board of Medical Examiners (LSBME) has an online application process www.lsbme.louisiana.gov/PhysLicense.htm and you should review the "Helpful Hints" link for physician licensing. Of particular note is the tracking information for the FCVS and LSBME sites and the ability to designate present or future support staff for access to the tracking links; an authorization form can be downloaded from the LSBME web site. Your appointment and any guarantee of supplemental compensation are also contingent on obtaining privileges at all practice sites that will utilize your clinical services.

Your clinical activities will include...

Your teaching responsibilities will include...

Include if applicable: Research start up funds of up to... Research space needs will be evaluated on an annual basis in the context of the School of Medicine Research Space Policy.

Expectations for your research endeavors are... All grants and contract applications, including those for clinical trials, submitted with you listed as principal investigator or equivalent designation must be processed through LSUHSC with LSUHSC cited as the sponsoring institution, in accordance with University policy.

Generally, all intellectual developments, including inventions, patents, copyrights, software programs, etc., made during employment at LSUHSC, belong to the University. Furthermore, all intellectual developments and technological advances that have potential commercial value must be routed through the Office of Technology Transfer. Consequently, you must agree to abide by the related Health Sciences Center and University policies and regulations, including Chapter VII of the LSU By-Laws and Regulations and Permanent Memoranda 16 and 64 as well as any subsequent amendments.

Your administrative duties will encompass...(if applicable)

An annual evaluation process is usually conducted by the department head (*and by the Director of the Center of...*). At the time of review you will be expected to provide a summary of your scholarly accomplishments, teaching activities, institutional service and grant funding. As part of the review process, a plan for goals and objectives for the coming year will be discussed; long range career goals will also be discussed.

It is very important to both the School and you that there are not any misunderstandings as we embark on our new relationship together. Hence, we emphasize that this offer is conditioned upon 1) review by the School of Medicine Appointments and Promotions Committee, if advanced rank is considered, and receipt of all applicable administrative approvals, up to and including approval by the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, for both this offer and for your employment, 2) the execution of the appended "Acceptance of Offer" and the return of the signed "Acceptance of Offer" within thirty (30) days of the signature date by the Dean or the Dean's designee, 3) a negative pre-employment screening test conducted in accordance with LSUHSC's drug and substance abuse policy. (Provisions for remote sampling can be made if you are unable to come to LSUHSC.)

Further, by your signed acceptance of this Letter of Offer on the appended "Acceptance of Offer" you acknowledge that 1) this letter and the "Acceptance of Offer" constitute the entire agreement between yourself and the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College (University), 2) you will be subject to all University By-Laws and Regulations and the policies and procedures of the LSUHSC, the School of Medicine and the department, including, but not limited to, the University By-Laws and Regulations, the Faculty Handbook, Permanent Memoranda and Chancellor's Memoranda as exist now and as modified in the future (many of these documents can be reviewed on the LSUHSC web-site with www.lsuhs.edu/no/administration/subscriptions/policies.aspx and www.lsuhs.edu/no/administration/academic/FacultyHandbook.pdf being representative links), 3) verbal statements or written material not specifically included in this letter shall be of no force or effect, and 4) no changes in or additions to this letter shall be recognized. (If necessary to change the terms of offer, this letter of offer will be completely rescinded and a new letter of offer provided.)

Please retain a copy of the letter and the signed agreement for your files if desired. We regard this as an exciting and new opportunity for someone with your background and interests. If you have any questions, please do not hesitate to call me.

Sincerely yours,

<Department Head Name>
Professor and Head
<Department>

Steve Nelson, MD
Dean
School of Medicine
<Date>

**REQUIRED TEMPLATE - LETTER OF OFFER
CLINICAL FACULTY, TENURE TRACK
2008 - 2009**

<Date>

Recruit Name
Recruit Address

Dear Dr. <ZZZZ>:

We are pleased to offer you an appointment to join the faculty of the Department of <CSci>, School of Medicine, LSU Health Sciences Center (LSUHSC) in New Orleans, LA as <Rank> on the tenure track. Subject to the terms and conditions of this letter and the attached "Acceptance of Offer," this appointment will be effective on <date>, but no later than <date>, at 100% effort. Your appointment is for an initial <choose: 1, 2 or 3> year period. *(If desired, include a statement here, based on rank, as to expected time frames for advancement. Refer to PM-23.)* *(For senior faculty, associate professor or professor, tenure review is usually not considered until satisfactory completion of an evaluation period of three years.)*

*(Also include a statement here on joint appointment(s) if applicable. **If it is a joint appointment, then all relevant department heads and center directors must also sign the letter of offer.** If salary or start-up funding is dependent on joint appointment status, completion of the "internal memo" attached to Chancellor's Memorandum #31 must be completed as well.)*

Your annual salary will be \$<YYY>, comprised of a base salary of \$<SSS> *derived from <source if important to mention>* and a supplement at the rate of \$<MMM> *derived from <source if important to mention>*. You will receive this compensation guarantee for one *(longer compensations guarantees must be approved by dean)* year. At the end of the salary guarantee, and if your appointment is continued, your compensation will be renegotiated based on your ability to generate clinical revenue, salary support from other external sources, and on other performance measures, including, but not necessarily limited, to those established in the annual review process. This renegotiation will be guided by the departmental and School of Medicine income plans with supplements adjusted on a <monthly, quarterly,> basis.

A summary description of benefits, including retirement plans, is outlined as an appendix to this letter. LSU will withhold from an employee's compensation and make the required employer's contribution to the Teachers' Retirement System of Louisiana or the Optional Retirement Plan, as the case may be, only on those amounts which are classified by LSU as "base salary" or "base compensation." No amounts other than "base salary" or "base compensation" shall be considered "earnable compensation" for purposes of retirement. No retirement will be calculated or paid by the Teachers' Retirement System of Louisiana on any amounts other than "base salary" or "base compensation." The Benefits Office in Human Resource Management will answer specific questions should you need additional information.

As a full-time faculty member, all professional services and all clinical activities must be performed for or at the direction of LSUHSC. All practice collections and public hospital and other practice activities will be conducted by the School of Medicine or its properly authorized designee, and the appropriate amount will be applied to the supplement in accordance with the applicable departmental income plan. Failure to comply with this requirement will lead to termination. (A copy of the Faculty Income Plan is available upon request.)

Your appointment is contingent on successful licensure to practice in the State of Louisiana. Please note that licensing in the State of Louisiana requires submission of background credentials to the Federation (of State Medical Boards) Credentials Verification Service (FCVS) www.fsmb.org/fcvs_physapp.html; the licensing process requires four months or even more depending on your educational and employment history. The Louisiana State Board of Medical Examiners (LSBME) has an online application process www.lsbme.louisiana.gov/PhysLicense.htm and you should review the "Helpful Hints" link for physician licensing. Of particular note is the tracking information for the FCVS and LSBME sites and the ability to designate present or future support staff for access to the tracking links; an authorization form can be downloaded from the LSBME web site. Your appointment and any guarantee of supplemental compensation are also contingent on obtaining privileges at all practice sites that will utilize your clinical services.

Your clinical activities will include...

Your teaching responsibilities will include...

Include if applicable: Research start-up funds of up to ... Research space needs will be evaluated on an annual basis in the context of the School of Medicine Research Space Policy.

Expectations for your research endeavors are... All grants and contract applications, including those for clinical trials, submitted with you listed as principal investigator or equivalent designation must be processed through LSUHSC with LSUHSC cited as the sponsoring institution, in accordance with University policy.

Generally, all intellectual developments, including inventions, patents, copyrights, software programs, etc., made during employment at LSUHSC, belong to the University. Furthermore, all intellectual developments and technological advances that have potential commercial value must be routed through the Office of Technology Transfer. Consequently, you must agree to abide by the related Health Sciences Center and University policies and regulations, including Chapter VII of the LSU By-Laws and Regulations and Permanent Memoranda 16 and 64 as well as any subsequent amendments.

Your administrative duties will encompass ... *(if applicable)*

An annual evaluation process is usually conducted by the department head *(and by the Director of the Center of...)*. At the time of review you will be expected to provide a summary of your scholarly accomplishments, teaching activities, institutional service and grant funding. As part of the review process, a plan for goals and objectives for the coming year will be discussed; long range career goals will also be discussed.

It is very important to both the School and you that there are not any misunderstandings as we embark on our new relationship together. Hence, we emphasize that this offer is conditioned upon 1) review by the School of Medicine Appointments and Promotions Committee, if advanced rank is considered, and receipt of all applicable administrative approvals, up to and including approval by the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, for both this offer and for your employment, 2) the execution of the appended "Acceptance of Offer" and the return of the signed "Acceptance of Offer" within thirty (30) days of the signature date by the Dean or the Dean's designee, 3) a negative pre-employment screening test conducted in accordance with LSUHSC's drug and substance abuse policy. (Provisions for remote sampling can be made if you are unable to come to LSUHSC.)

Further, by your signed acceptance of this Letter of Offer on the appended "Acceptance of Offer" you acknowledge that 1) this letter and the "Acceptance of Offer" constitute the entire agreement between yourself and the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College (University), 2) you will be subject to all University By-Laws and Regulations and the policies and procedures of the LSUHSC, the School of Medicine and the department, including, but not limited to, the University By-Laws and Regulations, the Faculty Handbook, Permanent Memoranda and Chancellor's Memoranda as exist now and as modified in the future (many of these documents can be reviewed on the LSUHSC web-site with www.lsuhsoc.edu/no/administration/subscriptions/policies.aspx and www.lsuhsoc.edu/no/administration/academic/FacultyHandbook.pdf being representative links), 3) verbal statements or written material not specifically included in this letter shall be of no force or effect, and 4) no changes in or additions to this letter shall be recognized. (If necessary to change the terms of offer, this letter of offer will be completely rescinded and a new letter of offer provided.)

Please retain a copy of the letter and the signed agreement for your files if desired. We regard this as an exciting and new opportunity for someone with your background and interests. If you have any questions, please do not hesitate to call me.

Sincerely yours,

<Department Head Name>
Professor and Head
<Department>

Steve Nelson, MD
Dean
School of Medicine
<Date>

REQUIRED TEMPLATE LETTER OF OFFER
CLINICAL FACULTY - Gratis
Regular, Clinical Service/Teaching – No Base Compensation
2008 - 2009

<Date>

Candidate Name
Recruit Address

Dear Dr. <ZZZZZ>:

We are pleased to offer you an appointment to join the gratis faculty of the Department of <CS>, School of Medicine, LSU Health Sciences Center (LSUHSC) in New Orleans, LA as Clinical <Rank> of <CS> on a non-tenure track. Subject to receipt of the "Acceptance of Offer" and the requisite institutional approvals, this appointment will be effective on <date> but no later than <date>. No base compensation is associated with this position and you are not eligible for benefits. Your appointment is for an initial <calculate this carefully...> month period and will end automatically on <June 30, 2009 or some earlier date, (same FY)>. As is the case with all gratis appointments, your appointment is made on a term basis and reappointments are limited to one academic or fiscal year. Should you be reappointed in subsequent academic years, your appointment will automatically end on June 30 of that same academic year and you will receive no further formal notice of that expiration.

(If relevant, add a statement here about "additional" compensation. Choose between the following options or otherwise specifically characterize the manner for compensation:

- **Payment of \$____, for each clinic attended at, will be paid as "additional" compensation.**
- **Hourly payment at the rate of \$____, for, will be paid as "additional" compensation.**
- **Call compensation at the rate of \$____/____, will be paid as "additional" compensation, for)**

In the event that you provide clinical services as a faculty member of the School of Medicine, all professional services and all clinical activities must specifically be performed for or at the direction of LSUHSC and any practice collections must be conducted by the School of Medicine or its properly authorized designee. Specifically, malpractice insurance coverage through the School only pertains to clinical activity you might conduct with students or house officers within the public hospital setting; any exceptions to this must be initiated by the departmental business office and approved by the Dean's Office and the Chancellor's Office

Your appointment is contingent on successful licensure to practice in the State of Louisiana. Please note that licensing in the State of Louisiana requires submission of background credentials to the Federation (of State Medical Boards) Credentials Verification Service (FCVS) www.fsmb.org/fcvs_physapp.html ; the licensing process requires four months or even more depending on your educational and employment history. The Louisiana State Board of Medical Examiners (LSBME) has an online application process www.lsbme.louisiana.gov/PhysLicense.htm and you should review the "Helpful Hints" link for physician licensing. Of particular note is the tracking information for the FCVS and LSBME sites and the ability to designate present or future support staff for access to the tracking links; an authorization form can be downloaded from the LSBME web site. Your appointment and any guarantee of supplemental compensation are also contingent on obtaining privileges at all practice sites that will utilize your clinical services.

As a voluntary clinical faculty member you will be (briefly state expected clinical and clinical teaching responsibilities and if relevant sites of participation.)

As a matter of clarification, this gratis position requires 1) review by the School of Medicine Appointments and Promotions Committee, if this is a new appointment rather than a renewal and if advanced rank is considered, and receipt of all applicable administrative approvals and 2) the execution of the appended "Acceptance of Offer" and the return of the signed "Acceptance of Offer" within thirty (30) days of the signature date by the Dean or the Dean's designee. Moreover, as when serving in the capacity of a gratis LSUHSC faculty member you will be subject to all University By-Laws and Regulations and the policies and procedures of the LSUHSC, the School of Medicine and the department, including, but not limited to, the University By-Laws and Regulations, the Faculty Handbook. Most of our policies and procedures are outlined on the LSUHSC website with the following being representative links: www.lsuhs.edu/no/administration/subscriptions/policies.aspx and www.lsuhs.edu/no/administration/academic/FacultyHandbook.pdf .

Please retain a copy of the letter and the signed agreement for your files if desired. We regard this as an exciting and new opportunity for someone with your background and interests. If you have any questions, please do not hesitate to call me.

Sincerely yours,

<Department Head Name>
Professor and Head
<Department>

Steve Nelson, MD
Dean
School of Medicine
<Date>

Template: March 2008

**REQUIRED TEMPLATE - LETTER OF OFFER
CLINICAL FACULTY Part – time
2008 – 2009**

<Date>

Candidate Name
Recruit Address

Dear Dr. <ZZZ>:

We are pleased to offer you an appointment to join the part-time faculty of the Department of <CSci>, School of Medicine, LSU Health Sciences Center (LSUHSC) in New Orleans, LA as Clinical <rank> of <CSci> on a non-tenure track. Subject to the terms and conditions of this letter and the attached "Acceptance of Offer," this appointment will be effective on <date> but no later than <date> at <YY>% effort. Your appointment is for an initial <calculate carefully.....> month period and will end automatically on <June 30, 2009 or some earlier date, (same FY)>. As is the case with all part-time and gratis appointments, your appointment is made on a term basis and reappointments are limited to one academic or fiscal year. Should you be reappointed in subsequent academic years, your appointment will automatically end on June 30 of that same academic year and you will receive no further formal notice of that expiration.

Your annual salary will be \$<YYY>, comprised of a base salary of \$<SSS> **derived from <source if important to mention>** and a supplement at the rate of \$<MMM> **derived from <source if important to mention>**. You will receive this compensation guarantee for one year. At the end of the salary guarantee, and if your appointment is continued, your compensation will be renegotiated based on your ability to generate clinical revenue, salary support from other external sources, and on other performance measures, including, but not necessarily limited, to those established in the annual review process. This renegotiation will be guided by the departmental and School of Medicine income plans with supplements adjusted on a <monthly, quarterly,> basis.

A summary description of benefits, including retirement plans, is outlined as an appendix to this letter; eligibility for benefits will depend on the percentage of effort associated with the appointment. LSU will withhold from an employee's compensation and make the required employer's contribution to the Teachers' Retirement System of Louisiana or the Optional Retirement Plan, as the case may be, only on those amounts which are classified by LSU as "base salary" or "base compensation." No amounts other than "base salary" or "base compensation" shall be considered "earnable compensation" for purposes of retirement. No retirement will be calculated or paid by the Teachers' Retirement System of Louisiana on any amounts other than "base salary" or "base compensation." The Benefits Office in Human Resource Management will answer specific questions should you need additional information.

While providing clinical services as a faculty member of the School of Medicine, all professional services and all clinical activities must specifically be performed for or at the direction of LSUHSC and all practice collections must be conducted by the School of Medicine or its properly authorized designee. Failure to comply with this requirement will lead to termination.

Your appointment is contingent on successful licensure to practice in the State of Louisiana. Please note that licensing in the State of Louisiana requires submission of background credentials to the Federation (of State Medical Boards) Credentials Verification Service (FCVS) www.fsmb.org/fcvs_physapp.html; the licensing process requires four months or even more depending on your educational and employment history. The Louisiana State Board of Medical Examiners (LSBME) has an online application process www.lsbme.louisiana.gov/PhysLicense.htm and you should review the "Helpful Hints" link for physician licensing. Of particular note is the tracking information for the FCVS and LSBME sites and the ability to designate present or future support staff for access to the tracking links; an authorization form can be downloaded from the LSBME web site. Your appointment and any guarantee of supplemental compensation are also contingent on obtaining privileges at all practice sites that will utilize your clinical services.

Your clinical activities will include*(briefly state expected clinical and clinical teaching responsibilities and if relevant sites of participation.)*

Your teaching responsibilities will include...

It is very important to both the School and you that there are not any misunderstandings as we embark on our new relationship together. Hence, we emphasize that this offer is conditioned upon 1) review by the School of Medicine

Appointments and Promotions Committee, if this is a new appointment rather than a renewal and if advanced rank is considered, and receipt of all applicable administrative approvals, up to and including approval by the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, for both this offer and for your employment, and 2) the execution of the appended "Acceptance of Offer" and the return of the signed "Acceptance of Offer" within thirty (30) days of the signature date by the Dean or the Dean's designee.

Further, by your signed acceptance of this Letter of Offer on the appended "Acceptance of Offer" you acknowledge that 1) this letter and the "Acceptance of Offer" constitute the entire agreement between yourself and the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College (University), 2) you will be subject to all University By-Laws and Regulations and the policies and procedures of the LSUHSC, the School of Medicine and the department, including, but not limited to, the University By-Laws and Regulations, the Faculty Handbook, Permanent Memoranda and Chancellor's Memoranda as exist now and as modified in the future (many of these documents can be reviewed on the LSUHSC web-site with www.lsuohsc.edu/no/administration/subscriptions/policies.aspx and www.lsuohsc.edu/no/administration/academic/FacultyHandbook.pdf being representative links), 3) verbal statements or written material not specifically included in this letter shall be of no force or effect, and 4) no changes in or additions to this letter shall be recognized. (If necessary to change the terms of offer, this letter of offer will be completely rescinded and a new letter of offer provided.)

Please retain a copy of the letter and the signed agreement for your files if desired. We regard this as an exciting and new opportunity for someone with your background and interests. If you have any questions, please do not hesitate to call me.

Sincerely yours,

<Department Head Name>
Professor and Head
<Department>

Steve Nelson, MD
Dean
School of Medicine
<Date>

Template: March 2008