REQUIRED TEMPLATE - LETTER OF OFFER

**BASIC or CLINICAL SCIENCE, RESEARCH TRACK**

<Date>

Recruit Name

Recruit Address

Dear Dr. <ZZZZZ>:

We are pleased to offer you an appointment to join the faculty of the Department of <XX>, School of Medicine, LSU Health Sciences Center (LSUHSC) in New Orleans as <Rank>-Research, on a non-tenure track. This appointment is contingent on your ability to provide acceptable documentation of United States authorized employment. Subject to the terms and conditions of this letter and the attached “Acceptance of Offer,” the appointment will be effective on <date> but no later than <date> at <BB>% effort. The appointment is for an initial **<choose**:one, two, or three> year period. *If desired, include a statement here, based on rank, as to the expected time frame for advancement should candidate be reappointed and satisfy expectations. Refer to PM-23 and SOM guidelines/criteria.)*

*(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 re-evaluated based on your ability to generate salary from external sources, on other performance measures, including, but not necessarily limited, to those established in the annual review process, and on normative salary benchmark data for academic faculty. Specifically, it is expected that you will generate 50% of your annual salary in extramural funding; this is the expectation that we have established for all research-intensive faculty in the School of Medicine. (***If applicable, include this or a similar statement:*** *However, since you are being hired as an instructor/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 at least 50% of your salary from external sources.)* (***For 100% effort faculty:*** 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.

<*If applicable, add statement:* Additionally, you are eligible to receive a one-time relocation incentive of $xxxxx.  An incentive agreement for this amount will be sent to you after we receive your signed acceptance of this offer.  Please note that the relocation incentive is considered taxable income.

Research start up funds of up to ... (*if applicable*) will be provided. Start up funds can be used to hire personnel, purchase equipment and supplies, and support travel and other academic expenses; start up funds cannot “roll over” beyond the initially designated timeframe without prior approval from the Dean. 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 Management. Consequently, your signature on the Acceptance of Offer indicates your agreement to abide and be bound by the related LSU Health Sciences Center and University policies and regulations, including Chapter VII of the LSU By-Laws and Regulations as well as any subsequent amendments or Permanent Memoranda.

Your teaching responsibilities will include...*(if applicable)* Please note that if you wish to be involved in mentoring of graduate students that you must apply for faculty status in the School of Graduate Studies after the start of your faculty appointment in the School of Medicine.

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

All full-time faculty members participate in an annual review process, conducted by the department head (or designee) *(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 acknowledged by and between LSUHSC and you that the statement of a specific term of employment is not an absolute guarantee; rather you are subject to the same performance standards and expectations as other LSUHSC faculty members. As a result, you can be terminated for cause before the completion of this initial term; moreover, there is no guarantee that the appointment will be renewed beyond the initial term. Additionally, you also have the right to resign from your position at any time. Detailed information about termination for cause, appeals, and non-renewal is in the LSUHSC Faculty Handbook.

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 clearance by the Louisiana Higher Education Foreign Security Act (LAHEFSA) committee and 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 <fifteen (15)> 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), and 4) clearance of a background check conducted in accordance with the current LSUHSC policy.

*(#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, signed by all designated school officials, 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

<http://www.lsuhsc.edu/administration/subscriptions/> and <http://www.lsuhsc.edu/administration/academic/docs/LSUHSC-NO%20Faculty%20Handbook.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. *(Please customize the concluding comments). <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 contact one of us.

Sincerely yours,

|  |  |
| --- | --- |
| <Department Head Name> | Richard DiCarlo, MD |
| Professor and Head | Dean |
| Department of xxxx | School of Medicine |
|  | Date: |

Template: January 2023

# REQUIRED TEMPLATE - LETTER OF OFFER

# BASIC SCIENCE, TENURE TRACK

<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, as < Rank> on the tenure track.This appointment is contingent on your ability to provide acceptable documentation of United States authorized employment. Subject to the terms and conditions of this letter and the attached “Acceptance of Offer,” the appointment will be effective on <date>but no later than <date>*,* at 100%effort. The appointment is for an initial <choose: one, two, or three> year period*.* *(If desired, include a statement here, based on rank, as to the expected time frame for advancement. Refer to PM-23 and SOM guidelines/criteria.) (*For senior faculty appointments, 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 beyond the initial period, your compensation will be re-evaluated based on your ability to generate salary from external sources, on other performance measures, including, but not necessarily limited, to those established in the annual review process, and on normative salary benchmark data for academic faculty. Specifically, it is expected that you will generate at least 50% of your annual salary in extramural funding; this is the expectation that we have established for all research intensive faculty in the School of Medicine. (***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 at least 50% of your salary from external sources.)* 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.

<*If applicable, add statement:* Additionally, you are eligible to receive a one-time relocation incentive of $xxxxx.  An incentive agreement for this amount will be sent to you after we receive your signed acceptance of this offer.  Please note that the relocation incentive is considered taxable income.

In addition to your compensation (as discussed above), research start up funds of up to ... (if applicable) will be made available for your use, with up to $<YYYY> provided in year 1, $<YYYY> provided in year 2, etc. Start up funds can be used to hire personnel, purchase equipment and supplies, and support travel and other academic expenses; start up funds cannot “roll over” beyond the initially designated timeframe without prior approval from the Dean. 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 Management. Consequently, your signature on the Acceptance of Offer indicates your agreement to abide and be bound by the related LSU Health Sciences Center and University policies and regulations, including Chapter VII of the LSU By-Laws and Regulations as well as any subsequent amendments or Permanent Memoranda.

Your teaching responsibilities will include... Please note that if you wish to be involved in mentoring of graduate students that you must apply for faculty status in the School of Graduate Studies after the start of your faculty appointment in the School of Medicine.

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

All full-time faculty members participate in an annual review process, conducted by the department head (or designee) *(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 acknowledged by and between LSUHSC and you that the statement of a specific term of employment is not an absolute guarantee; rather you are subject to the same performance standards and expectations as other LSUHSC faculty members. As a result, you can be terminated for cause before the completion of this initial term; moreover, there is no guarantee that the appointment will be renewed beyond the initial term. Additionally, you also have the right to resign from your position at any time. Detailed information about termination for cause, appeals, and non-renewal is in the LSUHSC Faculty Handbook.

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 clearance by the Louisiana Higher Education Foreign Security Act (LAHEFSA) committee and 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 <fifteen (15)> 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), and 4) clearance of a background check conducted in accordance with the current LSUHSC policy.

Further, by your signed acceptance of this Letter of Offer on the appended “Acceptance of Offer” you acknowledge that 1) this letter, signed by all designated school officials, 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

<http://www.lsuhsc.edu/administration/subscriptions/> and <http://www.lsuhsc.edu/administration/academic/docs/LSUHSC-NO%20Faculty%20Handbook.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. *(Please customize the concluding comments). <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 contact one of us.

Sincerely yours,

|  |  |
| --- | --- |
| <Department Head Name> | Richard DiCarlo, MD |
| Professor and Head | Dean |
| Department of xxxx | School of Medicine |
|  | Date: |

Template: January 2023

# REQUIRED LETTER OF OFFER TEMPLATE

**CLINICAL FACULTY, NON-TENURE TRACK (FULL-TIME or >75% EFFORT)**

**2024-2025**

<Date>

<Recruit Name>

<Recruit Address>

Dear Dr. <ZZZ>:

We are pleased to offer you an appointment to join the faculty of the Department of <XXX>, School of Medicine, LSU Health Sciences Center (“LSUHSC”) in New Orleans, as <Rank> of Clinical <Department> (*or Clinical <Rank> of <Department>*) on a non-tenure track. The appointment will be effective on <date> but no later than <date> at 100% *(or appropriate percentage*) effort. The appointment is for an initial <one-year> period, and is subject to the terms of the attached “Acceptance of Contingent Offer.” *(If desired, include a statement about the expected time for advancement. Refer to PM-23 and SOM guidelines/criteria.) (Also, include a statement 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, include a completed “internal memo” attached to Chancellor’s Memorandum #31.) For non-tenured positions:* Non-tenured faculty appointments at LSUHSC School of Medicine are for one-year periods, and contracts are renewable on an annual basis.

Your annual salary will be $<YYY>, comprised of a base salary of $<BBB> derived from <source> and a supplement at the rate of $<SSS> derived from <source>. An appendix to this letter contains a summary description of benefits, including retirement plans. The LSUHSC Human Resource Management Benefits Office will provide detailed information at the time of hire. If you wish to meet with or talk to a benefits expert prior to your start date, we will be happy to arrange that for you. <*If applicable, add statement:* Additionally, you are eligible to receive a one-time relocation incentive of $xxxxx.  An incentive agreement for this amount will be sent to you after we receive your signed acceptance of this offer.  Please note that the relocation incentive is considered taxable income.

Your clinical activities will include...

Your teaching responsibilities will include...

We expect all faculty members to engage in some scholarly activity, as evidenced by clinically relevant research, educational scholarship, or outcomes and/or systems research. Specifically, we expect that you will ….. <*Include if applicable:* Research start-up funds of up to <XXX> will be available for your use. You can use start-up funds to hire personnel, purchase equipment and supplies, and support travel and other academic expenses; start-up funds cannot “roll over” beyond the initially designated timeframe without prior approval from the Dean. *Include if applicable:* We will provide research space comprising <XXX>, and we will evaluate future needs in the context of the School of Medicine Research Space Policy.>

You will be expected to keep all medical records up to date, submit billing for clinical services promptly, and comply with all policies of the clinical affiliates in which you have assigned duties. It is also expected that you will maintain high ethical and professional standards, and comply with the LSUHSC Code of Conduct <https://www.lsuhsc.edu/administration/ocp/code_of_conduct.aspx>. <*Include if there will be a specific administrative role:* Additionally, we expect you to serve as…>

As we embark on our new relationship, we emphasize that this offer and your employment are conditioned upon the following: (1) the return of the signed “Acceptance of Contingent Offer” Agreement (“Agreement”) within <fifteen (15)> days of the signature date by the Dean or the Dean’s designee below; (2) receipt of all applicable administrative approvals, up to and including clearance by the Louisiana Higher Education Foreign Security Act (LAHEFSA) committee and approval by the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College; (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); and (4) clearance of a background check conducted in accordance with LSUHSC policy. Additionally, a favorable recommendation by the LSUHSC School of Medicine Appointments and Promotions Committee is required if your appointment is at an advanced rank.

LSUHSC-NO strongly recommends that all employees and students be fully vaccinated against COVID-19. Please note that LSUHSC-NO clinical faculty, residents, fellows and students should follow COVID policies of the clinical facilities to which they are assigned, and many of our clinical partners still require proof of vaccination against COVID-19.

Please retain a copy of this letter and the signed Agreement for your files. *<Please customize the concluding comments: e.g.* We regard this as an exciting opportunity for someone with your background and interests, and we look forward to fostering your professional development as a faculty member in the Department of <XXX>*.>* If you have any questions, please do not hesitate to contact one of us.

Sincerely yours,

|  |  |
| --- | --- |
| <Department Head Name> | Richard DiCarlo, MD |
| Professor and Head | Dean |
| Department of <XXX> | School of Medicine |
|  | Date: |

Template: February 2025