

**REQUIRED TEMPLATE - LETTER OF OFFER
BASIC or CLINICAL SCIENCE, RESEARCH TRACK
2018 - 2019**

<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: Reimbursement of moving expenses will be handled in accordance with Chancellor's Memorandum # 30. <http://www.lsuhscc.edu/administration/cm/cm-30.pdf>

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 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.) *(#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.lsuohsc.edu/administration/subscriptions/> and <http://www.lsuohsc.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>
Professor and Head
Department of

Steve Nelson, MD
Dean
School of Medicine
Date:

**REQUIRED TEMPLATE - LETTER OF OFFER
BASIC SCIENCE, TENURE TRACK
2018 - 2019**

<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: Reimbursement of moving expenses will be handled in accordance with Chancellor's Memorandum # 30. <http://www.lsuhscc.edu/administration/cm/cm-30.pdf>

Research start up funds of up to ... (if applicable) will be made available for your use, with up to \$<YYYY> provided in year 1 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.

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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 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.)

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.lsuhs.edu/administration/subscriptions/> and <http://www.lsuhs.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>
Professor and Head
Department of

Steve Nelson, MD
Dean
School of Medicine
Date:

Template: July 2018

**REQUIRED TEMPLATE - LETTER OF OFFER
FULL-TIME CLINICAL FACULTY, NON-TENURE TRACK
75 – 90% CLINICAL FACULTY, NON-TENURE TRACK
2018 – 2019**

<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, as <Rank> of Clinical <CSci> (or *Clinical <Rank> of <CSci>*) 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 100% <or appropriate %age> effort. The 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 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.**)*

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. If your appointment is continued, your compensation will be re-evaluated taking into account the revenue streams available to support your salary, as well as your performance and productivity. Performance and productivity will be measured by, but not necessarily limited, to, those factors considered in the annual review process. The compensation re-evaluation will be guided by the departmental and school income policies and procedures and also by national benchmark salary data for academic faculty with supplements adjusted on a <monthly, quarterly, semi-annual, annual> 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. Additionally, medical malpractice indemnification will be provided in accordance with the provisions of LSA-RS. 40:1237.1 or its successor.

If applicable add statement: Reimbursement of moving expenses will be handled in accordance with Chancellor's Memorandum # 30. <http://www.lsuhscc.edu/administration/cm/cm-30.pdf>

As a **full-time** faculty member (or *As a faculty member*), all professional services and all clinical activities must be performed for or at the direction of LSUHSC. All practice collections 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 and school compensation policies and procedures.

Your appointment is contingent on successful and continued 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) <https://www.fsmb.org/fcvs/>; 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 <http://www.lsbme.la.gov/licensure/physicians> 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 being credentialed at the LSU HealthCare Network (our Faculty

Group Practice) and obtaining and maintaining privileges at all practice sites that will utilize your clinical services. Please note that you may have specific additional “privilege” requirements to satisfy at individual facilities if you will be using moderate or deep sedation for procedures.

Your clinical activities will include...

Your teaching responsibilities will include...

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

All **full time** faculty members (**or** *All faculty members*) are expected to engage in scholarly activity, as evidenced by clinically relevant research, educational scholarship, or outcomes and/or systems research. Specifically, we expect that 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 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 administrative duties will encompass...(if applicable)

All **full-time** faculty members (**or** *All 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 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.)

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.lsuhs.edu/administration/subscriptions/> and <http://www.lsuhs.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>
Professor and Head
Department of

Steve Nelson, MD
Dean
School of Medicine
Date:

Template: July 2018

**REQUIRED TEMPLATE - LETTER OF OFFER
CLINICAL FACULTY, TENURE TRACK
2018 - 2019**

<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, 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, as 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 guarantees must be approved by the dean)*** year. If your appointment is continued, your compensation will be re-evaluated taking into account the revenue streams available to support your salary, as well as your performance and productivity. Performance and productivity will be measured by, but not necessarily limited, to, those factors considered in the annual review process. The compensation re-evaluation will be guided by the departmental and school income policies and procedures and also by national benchmark salary data for academic faculty with supplements adjusted on a **<monthly, quarterly, semi-annual, annual>** 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. Additionally, medical malpractice indemnification will be provided in accordance with the provisions of LSA-RS. 40:1237.1 or its successor.

If applicable add statement: Reimbursement of moving expenses will be handled in accordance with Chancellor's Memorandum # 30. <http://www.lsuhscc.edu/administration/cm/cm-30.pdf>

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 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 and school compensation policies and procedures.

Your appointment is contingent on successful and continued 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) <https://www.fsmb.org/fcvs/>; 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 <http://www.lsbme.la.gov/licensure/physicians> 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 being credentialed at the LSU HealthCare Network (our Faculty Group Practice) and obtaining and maintaining privileges at all practice sites that will utilize your clinical services. Please note that you may have specific additional "privilege" requirements to satisfy at individual facilities if you will be using moderate or deep sedation for procedures.

Your clinical activities will include...

Your teaching responsibilities will include...

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

All full time faculty members are expected to engage in scholarly activity, as evidenced by clinically relevant research, educational scholarship, or outcomes and/or systems research. Specifically, we expect that 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 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 administrative duties will encompass ... *(if applicable)*

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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>
Professor and Head
Department of

Steve Nelson, MD
Dean
School of Medicine
Date:

Template: July 2018

REQUIRED TEMPLATE- LETTER OF OFFER
CLINICAL FACULTY Part – time (less than 75%, and without certain recurring support)*
2018 - 2019

<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, as Clinical <rank> of <CSci> 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 <YY>% effort. The appointment is for an initial <calculate carefully....> month period and will end automatically on <June 30, 2018 or some earlier date, (same FY)>. As is the case with such part-time and gratis appointments, the 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, the appointment will automatically end on June 30 of that same academic year and you will receive no further formal notice of its 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 the initial term of this appointment. If the appointment is renewed, your compensation will be re-evaluated taking into account the revenue streams available to support your salary, as well as your performance and productivity. Performance and productivity will be measured by, but not necessarily limited to, those factors considered in the annual review process. The compensation re-evaluation will be guided by the departmental and school income policies and procedures and also by national benchmark salary data for academic faculty with supplements adjusted on a *<monthly, quarterly, semi-annual, annual>* 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. Medical malpractice indemnification is provided only in accordance with the provisions of LSA-RS. 40:1237.1 or its successor.

Your appointment is contingent on successful and continued 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) <https://www.fsmb.org/fcvs/>; 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 <http://www.lsbme.la.gov/licensure/physicians> 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 being credentialed at the LSU HealthCare Network (our Faculty Group Practice) and obtaining and maintaining privileges at all practice sites that will utilize your clinical services. Please note that you may have specific additional "privilege" requirements to satisfy at individual facilities if you will be using moderate or deep sedation for procedures.

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 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.

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 **<fifteen (15)>** 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, 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.lsuhsoc.edu/administration/subscriptions/> and <http://www.lsuhsoc.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>
Professor and Head
Department of

Steve Nelson, MD
Dean
School of Medicine
Date:

Template: July 2018

**REQUIRED TEMPLATE LETTER OF OFFER
CLINICAL FACULTY – Volunteer (gratis), but not with accompanying PSA
Regular, Clinical Service/Teaching – No Compensation
2018 - 2019**

<Date>

Candidate Name
Recruit Address

Dear Dr. <ZZZZZ>:

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, as Clinical <Rank> of <CS> on a non-tenure track. Subject to receipt of the "Acceptance of Offer" and the requisite institutional approvals, the appointment will be effective on <date> but no later than <date>. The appointment is contingent on your ability to provide acceptable documentation of United States authorized employment. No compensation is associated with this position and you are not eligible for benefits. The appointment is for an initial <calculate this carefully...> month period and will end automatically on <June 30, 2018 or some earlier date, (same FY)>. As is the case with all gratis appointments, the 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, the appointment will automatically end on June 30 of that same academic year and you will receive no further formal notice of its expiration.

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. Medical malpractice indemnification is provided only in accordance with the provisions of LSA-RS. 40:1237.1 or its successor.

Your appointment is contingent on successful and continued 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) <https://www.fsmb.org/fcvs/>; 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 <http://www.lsbme.la.gov/licensure/physicians> 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 being credentialed at the LSU HealthCare Network (our Faculty Group Practice) and obtaining and maintaining privileges at all practice sites that will utilize your clinical services. Please note that you may have specific additional "privilege" requirements to satisfy at individual facilities if you will be using moderate or deep sedation for procedures.

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

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 and you also have the right to resign from your faculty position at any time.

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: <http://www.lsuhs.edu/administration/subscriptions/> and <http://www.lsuhs.edu/administration/academic/docs/LSUHSC-NO%20Faculty%20Handbook.pdf> .

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>
Professor and Head
Department of

Steve Nelson, MD
Dean
School of Medicine
Date:

Template: July 2018

**REQUIRED TEMPLATE LETTER OF OFFER
RESEARCH FACULTY – Volunteer (gratis)
No Compensation
2018 - 2019**

<Date>

Candidate Name
Recruit Address

Dear Dr. <ZZZZZ>:

We are pleased to offer you an appointment to join the faculty of the Department of <zzz>, School of Medicine, LSU Health Sciences Center (LSUHSC) in New Orleans as <Rank> - Research (gratis) on a non-tenure track. Subject to receipt of the "Acceptance of Offer" and the requisite institutional approvals, the appointment will be effective on <date> but no later than <date>. The appointment is contingent on your ability to provide acceptable documentation of United States authorized employment. No compensation is associated with this position and you are not eligible for benefits. The appointment is for an initial <calculate this carefully...> month period and will end automatically on <June 30, 2018 or some earlier date, (same FY)>. As is the case with all gratis appointments, the 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, the appointment will automatically end on June 30 of that same academic year and you will receive no further formal notice of its expiration.

As a voluntary faculty member you will be *(briefly state expected research responsibilities and if relevant sites of participation, teaching duties if any, and requirements to participate in committees/departmental meetings.)*

Unless other agreements are established with the Chancellor's Office, 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.

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 and you also have the right to resign from your faculty position at any time.

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:
<http://www.lsuhscc.edu/administration/subscriptions/> and
<http://www.lsuhscc.edu/administration/academic/docs/LSUHSC-NO%20Faculty%20Handbook.pdf> .

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>
Professor and Head
Department of

Steve Nelson, MD
Dean
School of Medicine
Date:

Template: July 2018