Date

NAME

ADDRESS

CITY, STATE, ZIP

Dear TITLE LAST NAME:

We are pleased to offer you a \_\_% appointment as Choose an item [Assistant Professor, Associate Professor, Professor,] job code Choose an item [9403 (Assistant Professor), 9402 (Associate Professor), 9401 (Professor),] in the Department of NAME at the University of Minnesota Medical School effective DATE, or a mutually agreeable date subject to the conditions set forth in this letter. OPTIONAL STATEMENT: Your appointment will be within the Division of DIVISION NAME under the leadership of NAME. The legal name, address and phone number of the employer is University of Minnesota, 100 Donhowe Building, 319 15th Ave. SE, Minneapolis MN 55455; (800) 756-2363.

*Choose one of the three options below -*

**DELETABLE Option 1:** Your appointment is Academic Track with the Choose an item if Academic Track [research, education, clinical scholarship] focus. This is a term faculty appointment that runs through Choose an item., so that subsequent reappointments will follow the fiscal year.

**DELETABLE Option 2:** Your appointment is Tenure-Track. This is a regular faculty appointment with a probationary period of 9/6/3+1 years. Your appointment is governed by the University of Minnesota’s Board of Regents Policy on Faculty Tenure, which can be found at [policy.umn.edu/hr/tenure](http://policy.umn.edu/hr/tenure).

**DELETABLE Option 3:** Your appointment is Tenured. Your appointment is governed by the University of Minnesota’s Board of Regents Policy on Faculty Tenure, which can be found at [policy.umn.edu/hr/tenure](http://policy.umn.edu/hr/tenure).

Criteria for promotion are detailed in the attached track statement and can also be found at [z.umn.edu/ms-pt](http://z.umn.edu/ms-pt). You can view your electronic Notice of Appointment in the My Info tab of [MyU.](https://www.myu.umn.edu/)

FOR DUAL VA APPOINTMENTS ONLY: Your appointment is a dual appointment with the Minneapolis Veterans Affairs Health Care System. You will receive a separate agreement outlining the expectations and responsibilities of your VA appointment.

*If needed, choose one of the two options below -*

**DELETABLE Option 1 (without tenure): Advanced Rank Contingency**

Our offer at the rank of Associate Professor OR Professor is contingent upon you completing an abbreviated dossier per the Medical School standards and receiving a positive recommendation at the Department and Medical School review levels. The conferral of rank is contingent upon the approval and recommendation of the Executive Vice President and Provost, and final approval by the Board of Regents. If the rank is not approved, additional options (including but not limited to appointment at a lower rank) will be discussed with your Department Head and the Associate Dean for Faculty Affairs. Your abbreviated dossier must be submitted to the Office of Faculty Affairs for review 30 days BEFORE your start date. If your dossier is not received by DATE, your appointment will be entered into the system as an Assistant Professor, and you will be required to go through the standard promotion process to achieve an advanced rank.

**DELETABLE Option 2 (with Tenure): Advanced Rank Contingency with Tenure**

Our offer at the rank of Associate Professor OR Professor with tenure is contingent upon you completing an abbreviated dossier per the Medical School standards and receiving a positive recommendation at the Department and Medical School review levels. The conferral of rank and tenure is contingent upon the approval and recommendation of the Executive Vice President and Provost, and final approval by the Board of Regents. If the rank is not approved, additional options (including but not limited to appointment at a lower rank) will be discussed with your Department Head and the Associate Dean for Faculty Affairs. Your abbreviated dossier must be submitted to the Office of Faculty Affairs for review 90 days BEFORE your start date. If your dossier is not received by DATE, your appointment will be entered into the system as an Assistant Professor, and you will be required to go through the standard promotion process to achieve an advanced rank.

**Salary and Benefits**

Your initial University of Minnesota annual compensation will be $ AMOUNT. (ONLY FOR BASE PLUS INCREMENT): This consists of two components: (1) your first-year University base salary will be $\_\_\_,000 which is recurring, and (2) an increment of $\_\_\_,000 which combines with your base salary to make up your total University compensation. This position fits the Executive, Administrative, Professional, and/or Computer exemption from the overtime provisions of the Fair Labor Standards Act and applicable Minnesota law.

DELETABLE: Additional language regarding departmental compensation plan.

Future increases to your University salary will conform to Medical School and University compensation plan guidelines.

*Choose one of the two options below -*

**DELETABLE Option 1 (new to UMN):**

You will receive a standard University faculty fringe benefit package, in accordance with regular University policy, which currently includes health, dental, life, and long-term disability insurance options, retirement, optional deferred compensation, and flexible spending accounts. Your basic employee medical, dental, and life insurance elections will become effective on the first day of the month following the first day of employment. For a start date of DATE, these benefits would start on DATE. These benefits are explained in detail at [humanresources.umn.edu/benefits](http://humanresources.umn.edu/benefits). Please be mindful of application deadlines as they may affect the coverages available to you. We recommend that you consider extending your insurance benefits at your present place of employment through the Federal COBRA insurance program.

**DELETABLE Option 2 (current UMN employee):**

You will continue to receive a standard University faculty fringe benefit package, in accordance with regular University policy, which currently includes health, dental, life, and long-term disability insurance options, retirement, optional deferred compensation, and flexible spending accounts. These benefits are explained in detail at [humanresources.umn.edu/benefits](http://humanresources.umn.edu/benefits). Please be mindful of application deadlines as they may affect the coverages available to you.

This appointment may provide vacation benefits as described here [policy.umn.edu/hr/academicvacation](https://policy.umn.edu/hr/academicvacation). This appointment may provide medical leave benefits as described here policy.umn.edu/hr/medicaldisability.

The pay period is 14 days in length and you will be paid bi-weekly (every other Wednesday). With a start date of DATE, you may expect your first paycheck on DATE. Deductions will be taken from your paycheck as required by law for federal and state income tax withholding. There will be a deduction of 6.2% for Social Security (Old-Age, Survivors and Disability Insurance) up to the applicable income limit, 1.45% for Medicare, and 5.5% for the Faculty Retirement Plan. You may elect voluntary deductions for employee benefits.

Questions regarding University of Minnesota benefits can be discussed with human resources professional NAME AT EMAIL, but we recommend you also contact a benefits counselor in the University’s Office of Human Resources at 612-624-UOHR (612-624-8647).

**OPTIONAL: Hiring Incentive Bonus**

OPTIONAL: You will receive a new hire incentive bonus in the form of a one-time, taxable, lump sum payment of $XXX within the first 30-days of your employment start date. If your employment terminates, for any reason, within the first year of the day in which it begins, you shall pay back to the University of Minnesota a pro-rated portion of this incentive bonus equal to a fraction which has as its denominator the number twelve (12), and as its numerator a number equal to the number of months remaining until the one (1) year anniversary of your employment start date. For example, if you resign your position six (6) months after your start date, you agree to repay one-half of the entire incentive bonus, or $XXX.

**OPTIONAL: Relocation Expenses**

OPTIONAL: You will receive a relocation allowance in the form of a one-time, taxable, lump sum payment of $XXX *(DETERMINE AMOUNT: lesser of $10,000 or one month's salary)* within the first 30-days of your employment start date. If your employment terminates, for any reason, within the first year of the day in which it begins, you shall pay back to the University of Minnesota a pro-rated portion of this relocation allowance equal to a fraction which has as its denominator the number twelve (12), and as its numerator a number equal to the number of months remaining until the one (1) year anniversary of your employment start date. For example, if you resign your position six (6) months after your start date, you agree to repay one-half of the entire relocation assistance, or $XXX.

**OPTIONAL: Business Expense Allowance (BEA)**

OPTIONAL: In addition to this salary and benefits package, we will provide an annual professional expense account of $5,000. Per the departmental BEA policy, this amount is prorated based on FTE; and for new faculty, based on their start date during their first year. These funds can be used to reimburse allowable (according to U of MN Medical School BEA policy) professional expenses. These expenses include continuing professional education, dues, subscriptions, and similar expenditures.

**Resources**

DESCRIBE HERE THE RESOURCES THAT WILL BE PROVIDED (office, start-up, secretarial support, research support, etc.).

**Assignments and Duties**

*Choose one of the three options below -*

**DELETABLE Option 1 (*academic track)*:** Responsibilities for faculty on the Academic Track are described in the applicable track statement and generally include the development of an academic program; participation in the teaching of medical students, residents, and fellows; and participation in service activities on behalf of the Department, the Medical School, and your profession. We encourage you to regularly refer to the attached track statement, which can also be found at [z.umn.edu/ms-pt](http://z.umn.edu/ms-pt), in order to ensure you are on track for promotion.

Your particular responsibilities include EXPAND ON DUTIES as needed, or attach position description.

We believe it is essential that you define an area of scholarly interest and professional development. You should develop programs clearly identified with you, in which you can assume either a programmatic leadership role or develop mechanisms that allow you to pursue this area of interest throughout your career.

We expect that you will work collaboratively with your faculty mentors or other academic leaders in the Department or University to define an academic area of clinical, educational, programmatic, or research development with clearly defined goals and outcomes. It is also expected that within the first year of employment you will submit a first- or last-authored manuscript for publication in a peer-reviewed journal and will continue this practice throughout your academic career in the Medical School.

We are absolutely committed to your success in this faculty appointment and will work closely with you to ensure your continued development. DELETABLE: Expand on duties as needed, or attach position description.

**DELETABLE Option 2 *(tenure-track)*:** Responsibilities for faculty on the Tenure-Track are described in the applicable track statement and generally include development of an independent, extramurally funded research program; the teaching of medical students, residents, and fellows; and participation in service activities on behalf of the Department, the Medical School, and your profession. We encourage you to regularly refer to the attached track statement, which can also be found at [z.umn.edu/ms-pt](http://z.umn.edu/ms-pt), in order to ensure you are on track for promotion.

Your particular responsibilities include EXPAND ON DUTIES as needed, or attach position description.

Initially, your clinical service will comprise approximately \_\_\_\_% of your overall effort and your academic commitments will comprise approximately \_\_\_\_% for your academic program development.

We believe it is essential that you define an area of scholarly interest and professional development. You should develop programs clearly identified with you, in which you can assume either a programmatic leadership role or develop mechanisms that allow you to pursue this area of interest throughout your career.

We expect that you will work collaboratively with your faculty mentors or other academic leaders in the Department or University to define an academic area of clinical, educational, programmatic, or research development with clearly defined goals and outcomes. It is also expected that within the first year of employment you will submit a first- or last-authored manuscript for publication in a peer-reviewed journal and will continue this practice throughout your academic career in the Medical School.

We are absolutely committed to your success in this faculty appointment and will work closely with you to ensure your continued development. DELETABLE: Expand on duties as needed, or attach position description.

**DELETABLE Option 3 *(tenured)*:** Responsibilities for Tenured faculty are described in the applicable track statement and generally include development of an independent, extramurally funded research program; the teaching of medical students, residents, and fellows; and participation in service activities on behalf of the Department, the Medical School, and your profession. We encourage you to regularly refer to the attached track statement, which can also be found at [z.umn.edu/ms-pt](http://z.umn.edu/ms-pt), in order to ensure you are on track for promotion.

Your particular responsibilities include EXPAND ON DUTIES as needed, or attach position description.

Initially, your clinical service will comprise approximately \_\_\_\_% of your overall effort and your academic commitments will comprise approximately \_\_\_\_% for your academic program development.

We believe it is essential that you define an area of scholarly interest and professional development. You should develop programs clearly identified with you, in which you can assume either a programmatic leadership role or develop mechanisms that allow you to pursue this area of interest throughout your career.

We expect that you will work collaboratively with your faculty mentors or other academic leaders in the Department or University to define an academic area of clinical, educational, programmatic, or research development with clearly defined goals and outcomes. It is also expected that within the first year of employment you will submit a first- or last-authored manuscript for publication in a peer-reviewed journal and will continue this practice throughout your academic career in the Medical School.

We are absolutely committed to your success in this faculty appointment and will work closely with you to ensure your continued development. DELETABLE: Expand on duties as needed, or attach position description.

**Annual Review**

Your performance will be reviewed each year via the annual faculty review process. This process includes a written summary of your accomplishments for the previous year, as well as an in-person meeting. The Department will provide you with the proper format to assist you in preparing your summary. The review provides you with an opportunity not only to receive feedback on your performance but also to set goals for the coming year. Annual summary information is also used to ensure you are meeting the performance criteria of your rank and track and, if applicable, evaluate progress towards promotion.

**Terms and Conditions**

Your appointment is contingent upon meeting the policies and practices of the University of Minnesota and your eligibility for employment in the United States.

**Background Check**

In order to comply with University policy, this offer is contingent upon the successful completion of a background check. You will receive an email from the University’s background check vendor, HireRight that will include the link to enter your personal information and authorization for the check. Please enter your information as soon as possible upon receipt of the eLink from HireRight.

**I-9 Verification**

Federal law requires that all employees be authorized to work in the United States. This employment offer is contingent upon verification that you meet this requirement. In addition, if you are here on a non-immigrant visa, you must be authorized specifically to work at the University of Minnesota. Regardless of your citizenship status, you must: 1) complete and submit Section 1 of the I-9 Form found at [i9express.com](http://i9express.com/) on or before your first day of work for pay, 2) provide the required I-9 documentation described on the I-9 form to establish your identity and authorization to work on or before your first day of work for pay, and 3) receive confirmation from the University that your documentation satisfies the federal law requirements.

Your employment, including any rights and privileges afforded under the University's codes, policies, and agreements applicable to your position, does not begin until all of these steps have been completed. If you report to your first day of work without the required I-9 documentation, you will not be allowed to start work or remain in the workplace until you present the required documents.

We look forward to working with you in pursuing the missions of our Department and the University of Minnesota Medical School. If you accept this offer, which is valid through DATE, please sign this letter where indicated and return as a .PDF version via email. The email version will be considered binding. We look forward to hearing from you soon.

Sincerely,

|  |  |
| --- | --- |
| Name (Department Head)TitleDepartment | Jakub Tolar, MD, PhDDean of the Medical SchoolVice President for Clinical AffairsDistinguished McKnight University Professor |

DELETABLE: Name (Division Head)

Title

Department

Attachment:

Choose an item [Academic Track Statement, departmental 7.12]

DELETABLE: Position Description

I accept the terms of this offer.

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| --- | --- |
| Name | Date |
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This document contains important information about your employment.

