Date:

NAME

ADDRESS

CITY, STATE, ZIP

Dear TITLE LAST NAME:

We are pleased to offer you a % appointment as Choose an item. job code Choose an item. 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 DIVISION DIRECTOR. 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.

Your appointment is on the Choose an item., with the Choose an item. focus. [TENURE:] This is a regular faculty appointment with a probationary period of 9/6/3+1 years. [ACADEMIC:] This is a term faculty appointment that runs through DATE so that subsequent reappointments will follow the fiscal year. [TENURE ONLY:] 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.

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.

**DELETABLE: Advanced Rank Contingency with Tenure**

DELETABLE: 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 Dean of the Medical School. If the rank is not approved by the relevant Medical School Promotion Committee, 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.

**Salary and Benefits**

BASE PLUS INCREMENT: 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.

You will receive separate compensation for your clinical practice duties from UMPhysicians as detailed in its separate offer letter.

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

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.

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.](file:///C%3A%5CUsers%5Chdorr%5CDesktop%5Cletters%5C.%20https%3A%5Cpolicy.umn.edu%5Chr%5Cmedicaldisability)

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 PHONE, but we recommend you also contact a benefits counselor in the University’s Office of Human Resources at 612-624-UOHR (612-624-8647).

**Resources**

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

**Connection to University of Minnesota Physicians**

You will receive a separate offer of employment from University of Minnesota Physicians (“UMPhysicians”), the clinical practice for Medical School faculty. Medical School faculty who engage in clinical activities often have concurrent, dual employment arrangements with the University and UMPhysicians. The University employs them to perform academic duties (e.g., teaching, research, University service, etc.). UMPhysicians employs them to perform clinical duties. Although the Medical School and UMPhysicians are closely affiliated, they are separate entities. Therefore, the details of your offer and employment with UMPhysicians are set forth in a separate letter from UMPhysicians. The clinical practice of all faculty members of the Medical School is required to be performed through UMPhysicians. Also, since many of the academic duties of Medical School faculty occur in the hospital or clinical setting, faculty members are generally required to maintain an employment relationship with UMPhysicians as a condition of their University employment.

**Common Paymaster**

The Medical School and UMPhysicians use a common paymaster. You will receive two paychecks but only one W-2. It is important to understand that you will have two employers at all times and that the terms of your dual employment, the policies applicable to your dual employment, as well as the compensation and benefits you receive, are separately determined by each respective employer.

The allocation of your effort between the Medical School and UMPhysicians may change from time-to-time to reflect duties and responsibilities. If so, your allocation of compensation may also change to reflect your relative effort and contributions to each respective employer.

**Assignment and Duties**

Responsibilities for faculty on the Choose an item. Track are described in the applicable track statement and generally include TENURE: 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.] ACADEMIC/ CLINICIAN: 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.

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

DELETE FOR CLINICIAN TRACK: 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. DELETE FOR CLINICIAN TRACK: 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.

**Licensing, Credentialing, and Other 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. 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.

In addition, this appointment and the effective start date are contingent upon starting your employment with UMPhysicians. Because clinical practice is an important part of your appointment, it is a fundamental expectation of your continued appointment that you maintain an unrestricted license to practice medicine in Minnesota, employment by UMPhysicians, and full credentialing at your primary practice site and any other practice sites as appropriate.

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,

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

DELETABLE: Name (Division Head)

Title

Department

Attachment:

Choose an item. Track Statement

DELETABLE: Position Description

I accept the terms of this offer.

|  |  |
| --- | --- |
| Name | Date |

This document contains important information about your employment.

