

[INSERT DATE]

[INSERT CANDIDATE NAME AND ADDRESS]

Dear [INSERT CANDIDATE NAME]:

It is my pleasure to offer you an appointment as [INSERT RANK] in the Department of [INSERT DEPARTMENT] at the University of South Alabama on the [INSERT TRACK] track. This is a 12-month non-tenure-accruing appointment with the proposed starting date for your employment being on or about [INSERT DATE]. Please note that the Vice-President for Medical Affairs/Dean of the Frederick P. Whiddon College of Medicine, on behalf of the President, will provide the official academic appointment after completion of the hiring process. The hiring process includes review of references, degree verification, and completion of a background check.

The *USA Faculty Handbook* and the *College of Medicine Guidelines* for faculty address questions you may have about rights and responsibilities of faculty, as well as information regarding USA policies and promotion/tenure guidelines. These documents are available on-line at:

- <http://www.southalabama.edu/departments/academicaffairs/facultyhandbooks.html>
- <https://www.southalabama.edu/colleges/com/administration/faculty-affairs.html>

The initial proposed salary for this position is \$[INSERT AMOUNT] per year plus benefits. You will be entitled to all benefits of a full-time faculty member of the Department of [INSERT DEPARTMENT]. [INSERT ANY OTHER NEGOTIATED SALARY INFORMATION].

[DELETE PARAGRAPH IF NOT RELEVANT] USA Whiddon College of Medicine will reimburse you directly for costs incurred to move your household goods, up to \$[INSERT AMOUNT] - note University policy sets a limit of \$15,000. Moving expenses paid to you are considered taxable income. The exception to this rule is that the reimbursement of expenses associated with the move of any laboratory/office items is not taxed.

[INSERT ANY OTHER NEGOTIATED INFORMATION HERE. This could include information regarding laboratory start-up package, J-1/H1-B, professional membership, travel to professional meetings, etc.].

[INSERT PROFESSIONAL DUTIES/EXPECTATIONS RE TEACHING, SCHOLARSHIP AND SERVICE].

We look forward to you joining the Department of [INSERT DEPARTMENT] and the University of South Alabama. Please sign and return the original letter within [INSERT # DAYS] of receipt.

[Recipient Name]  
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Sincerely,

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[INSERT CHAIR NAME]  
[INSERT DEPARTMENT]

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John V. Marymont, MD, MBA  
Vice-President for Medical Affairs  
Dean, Frederick P. Whiddon College of Medicine

I accept the terms and conditions as stated above:

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[INSERT CANDIDATE NAME]

Date:\_\_\_\_\_

cc: Jeanna M. Smith, Director, Office of Faculty Affairs