**UNIVERSITY OF CALIFORNIA, IRVINE**

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University of California, Irvine [Department Address-1]

School of Medicine [Department Address-2]

Department of [Department]

[Date-1]

[Candidate’s Name]

[Current Title]

[Current Work Address-1]

[Current Work Address-2]

RE: Tentative Offer Letter for Appointment to [Rank] Adjunct Professor

Dear Dr. [Last Name],

We are writing to summarize our proposal and tentative offer for an academic appointment as [Rank] Adjunct Professor, in the Department of [Department], in the School of Medicine. The proposed start date for this appointment in your academic department will be [Date-2]. (*Add the following if the faculty member will have a clinical practice*): [The start date and appointment are contingent upon having a current unrestricted California Medical License and a Medical Staff appointment at UC Irvine Medical Center. You must be credentialed with all payors to be eligible to bill and collect revenue on your first day of employment.] The process of appointment will be initiated by a recommendation from the Department, which is then reviewed by the School of Medicine Dean’s Office and the UCI Council on Academic Personnel. The decision to offer an academic appointment is made by the Vice Provost*. (If Assistant, All Steps, the decision is made by the Dean of the School of Medicine).*

**Compensation**

The position of (Assistant, Associate) Adjunct Professor carries a base salary (X) of $[Amount]. In addition, you will receive a Health Sciences Compensation Scale [Scale #] (X’) in the amount of $[Amount] and a negotiated salary (Y) component of $[Amount], bringing your total salary to $[Amount]. (*Add the following if the faculty member will have a clinical practice*) Of your full-time effort at UCI, it is expected that X% will be in clinical care (i.e. cFTE). (to be adjusted if appointment is less than 100%). (if applicable) You will be a member of the UCI Health Sciences Compensation Plan ([Health Sciences Compensation Plan](https://medschool.uci.edu/about/academic-affairs/health-science-compensation-plan)). (*Explain source of the negotiated salary component. Clearly specify the duration of commitments from the Department and plans for the faculty member to assume responsibility for the negotiated component from grants and other sources.)*

The Adjunct Professor title is used for faculty members supported by non-State funds. If their appointment is 51% or greater, they have the same retirement, health and other benefits as faculty in the line series who receive a base salary from state funds. Because of the source of funding, however, adjunct faculty members do not have tenure and their appointments are subject to review/renewal on July 1st of every year. Information about the Adjunct Professor series may also be found in the Academic Personnel Manual ([APM](https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/)), specifically [APM - 280, Adjunct Professor Series](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-280.pdf).

When you are serving as an Adjunct Professor at the University of California, all clinical teaching, professional service activities, and patient care services must be provided within the University of California, Irvine or as part of an approved affiliation agreement or professional service agreement.

**Duties and Responsibilities**

As a faculty member in the Adjunct Professor series ([APM - 280](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-280.pdf)), your primary duties are (1) teaching, (2) professional competence and activity, (3) research and creative work, and (4) University and public service in an academic school/academic department.

(Insert a paragraph that summarizes research, teaching and clinical service responsibilities. Summarize time available for research.) Remember Adjunct series requires formal teaching. If this is lengthy, attach a separate MOU with a signature line for candidate and chair. [*If MOU will be included, please insert this language here:*  Please see the attached Memorandum of Understanding (MOU) for a detailed description of expected duties and responsibilities.]

Clinical Teaching and Professional Services Responsibilities

Your responsibilities will be to xxxxxxxxxxxxxxx.

Research and Creative Work Responsibilities

Your responsibilities will be to xxxxxxxxxxxxxxx.

University and Public Service

Your responsibilities will be to xxxxxxxxxxxxxxx.

**Mentor**

Your faculty mentor will be Dr. [Full Name], [Title].

[This section is required for all assistant professor appointments.]

**Laboratory and Office Space**

You will be provided an office and lab space by the Department of [Name] in existing [Name] department space to carry out your responsibilities.

**Vaccination Policy**

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

**New Faculty Orientation**

The New Faculty Orientation is a half-day event led by the Dean’s Office in partnership with the Office of Academic Affairs and is designed to introduce you to our medical school and provide you with critical information on teaching, research and other opportunities at UCI School of Medicine. Once appointed you will receive an invitation to the next available orientation.

You will meet your new colleagues, hear from a number of current School of Medicine faculty and staff members and have the opportunity to ask questions. The orientation is also a great occasion to meet key faculty leaders and administrators, visit our Campus as well as to obtain useful information about benefits and a range of resources available at UCI School of Medicine.

[Chair] is the person to whom you report in your academic home department and with whom you should discuss matters related to your employment.

**Benefits and Opportunities**

You will find information about employee benefits regarding life, health, dental, vision and disability insurance as well as the University of California retirement plan online ([University of California Compensation & Benefits](https://ucnet.universityofcalifornia.edu/compensation-and-benefits/benefits-of-belonging.html)). We think you will find that the benefits package is excellent. If you would like more detailed information, please contact the Employee Experience Center at (949) 824-0500 or via email at eec@uci.edu.

We hope that the plans and commitments described above are acceptable to you. If they are, please indicate this by your signature below and return to me at [add Chair’s email] by [add date—e.g., 2 weeks from date of letter] and we will initiate the appointment process. Please contact me if there are points you would like to discuss.

[Name] Michael J. Stamos, MD

Chair, Department of [Department] Dean, UCI School of Medicine

I agree to the terms of this letter and will accept the faculty position if it is offered.

[Candidate’s Name], [Credentials] Date

\*The policies and procedures pertaining to the employment relationship between academic faculty and the University of California are published in the Academic Personnel Manual (APM): [Academic Personnel and Programs](https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/index.html).

cc: Geoffrey Abbott, PhD, Senior Associate Dean of Academic Personnel, SOM

John Gross, MD, Vice Dean for Faculty & Clinical Affairs, SOM

Jami Holland, Director of Academic Affairs, SOM

Carl Smith, Senior Assistant Dean of Administration, SOM

Martha Graciano, Executive Director of Finance, SOM

[Full Name], CAO, Department of [Name], SOM