**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] Professor

Dear Dr. [Last Name],

We are writing to summarize our proposal and tentative offer for an academic appointment as [Rank] Professor, in the Department of [Department], in the School of Medicine. This is a tenure [track (use this word only for appointments at the Assistant rank)] appointment with membership in the University of California Academic Senate. The proposed start date for this appointment in your academic department will be [Date-2]. (If the faculty member will have a clinical practice use the tentative offer letter template for the Physician Scientists Line Series) 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 [Dean (if appointment is at Assistant Professor, Steps I, II or III) or Provost and Executive Vice Chancellor (for all others)]. This offer of employment is contingent upon the successful completion of the University of California, Irvine’s Institutional Reference Check for substantiated misconduct related to teaching, research, and/or service (and clinical care, if applicable).

**Compensation**

The position of [Rank] Professor, carries a base salary (X) of $[Amount] that is provided by the University of California. In addition, you will receive a Health Sciences Compensation Scale [Scale #] (X’) in the amount of $[Amount] from your active grants, and a negotiated salary component (Y) of $[Amount], bringing your total salary to $[Amount]. (*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*.)

You will be a member of the University of California Health Sciences Compensation Plan ([Health Sciences Compensation Plan](https://medschool.uci.edu/about/academic-affairs/health-science-compensation-plan)). This means that the salary includes the state-funded component (X) plus a supplement (X’) that is currently associated with membership in the [APU]. The sum, X + X’, provides the benefits-eligible salary. Salaries are negotiated once annually, effective July 1st each year. Information about the Professor series may also be found in the Academic Personnel Manual ([APM](https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/)), specifically [APM - 220, Professor Series](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-220.pdf).

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

**Duties and Responsibilities**

As a faculty member in the Professor series ([APM - 220](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-220.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.

[Add summary of research, teaching and clinical service responsibilities – 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.]

**Set-Up Funds**

We have allocated $[Amount] of set-up funds to help establish your research program at UC Irvine. These funds may be used at your discretion for items such as equipment, research supplies, computers, moving expenses, etc. – whatever makes most sense for your research program, within University policy. These funds will be available to you as they are expended. Any unused portion of set-up funds at the end of each year will be allowed to carry forward until such time as they are fully expended. Procedures for expending these funds can be obtained from your department CAO, [Full Name] at [email address]. You are also welcome and encouraged to start submitting grant proposals as soon as the formal offer has been accepted. The School of Medicine Director of Contracts & Grants, [Full Name], can assist you with the grant submission process, or with the transfer of Contracts & Grants, and can be reached at [email address].

**Equipment**

[add text here]

**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.

**Removal**

Consistent with University policy, you may charge 100% of the costs for moving your laboratory, office and library to your setup account, provided those items are available for use by other faculty and students and moved directly to the University. You may charge your setup account for 50% of your standard allowable personal housing removal costs. (Standard items do not include boats, pets, or storage of items). Effective January 1, 2018, under the new tax law, all personal housing removal/moving expense reimbursements are taxable to the employee. This includes moving reimbursements paid directly to an employee and payments made directly to a vendor. UCI relocation policy and guidelines may be viewed online at ([UCI Policies & Procedures - Moving and Relocation](https://www.policies.uci.edu/policies/procs/715-16.php)).

**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**

This offer includes the following:

* Eligibility based on availability to purchase a home in University Hills ([Irvine Campus Housing Authority](https://icha.uci.edu/)).
* You are approved for a forgivable Zero Interest Supplemental Home Loan (ZIP loan) up to a maximum of $82,600, if it is used for the purchase of a home outside of University Hills within four years of starting your employment. Please note that loan forgiveness, if any, will be reported as taxable income in the year forgiven on a W-2 form and is subject to standard withholding requirements ([Employee Housing Assistance Program](https://policy.ucop.edu/doc/3600675/EmployeeHousingAssistance)). If you would like more detailed information, please contact Jessica Alvarez at jrsoto@uci.edu.
* Eligibility to apply for a loan from the University of California Mortgage Orientation Program (MOP loan) to assist in the purchase of a home ([Office of Loan Programs](https://www.ucop.edu/loan-programs/index.html)).
* 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