[Month Date, Year]

[Full Name], [Terminal Degree]

[Professorial Title]

[Home Department]

RE: Appointment as [Administrative Title]

Dear Dr. [Last Name],

I am pleased to offer you (or “renew your appointment for”) the role of [Administrative Title], effective July 1, 20[xx] to June 30, 20[xx]. This position will be a (if more than one-year: two-year, three-year) renewable appointment, subject to annual review. This administrative appointment may be terminated at any time with or without cause. If faculty holds another Administrative Title, add: This appointment is in addition to your other administrative role as [other Administrative Title]. Furthermore, it is acknowledged that no conflict of interest exists between the two positions.

In association with this assignment, the position is expected to comprise approximately [xx]% of total effort (or as applicable), and you will receive annual compensation in the amount of $[xx]. The compensation will be provided to you as follows: $[xx] (up to $25,000, the maximum retirement-eligible stipend across all appointments!) will be paid as a retirement-eligible stipend, which is the maximum stipend level, with the remaining $[xx] balance (if applicable) paid as a Z payment (if less than $25k, period after ‘will be paid as a retirement-eligible stipend’ and remove rest). (Explain details of Y component, salary shortfall support, and/or clinical buy-down if applicable).

Your signature on this letter confirms the following agreement:

* The responsibilities of this position are described in the attached document.
* You will report to the [Supervisor Title] (Chair of the Department of, Director of the, Dean, etc. – don’t include name).

I am so appreciative of your (“continued” - for renewals) interest and enthusiasm for this position.

Sincerely,

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[Name of Supervisor], [Terminal Degree] Michael J. Stamos, MD

[Supervisor Title] Dean, UCI School of Medicine

I agree to the terms of this letter and accept the position as described.

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[Full Name], [Terminal Degree] Date

cc: [Full Name], [Terminal Degree], Chair, Department of [Home Department] (if not signatory above)

[Full Name], Department Administrator, Department of [Home Department]

John E. Gross, MD, Vice Dean for Faculty & Clinical Affairs, SOM, Vice President, UCI Health

Geoffrey W. Abbott, PhD, Senior Associate Dean for Academic Personnel, SOM

Carl Smith, Senior Assistant Dean of Administration, SOM

Martha Graciano, Executive Director of Finance, SOM

Jami Holland, Director of Academic Affairs, SOM

**Insert Job Description or Responsibilities on Next Page**