Concurrent Faculty and Administrative Appointment

TEMPLATE CHAIR Request Letter

DATE

Dear Dr. Gladwin:

This letter is to request an administrative increase of $\_\_ to Dr. FN LN’s for assuming the role of \_\_\_\_\_, effective DATE. Should this be approved, Dr. FN LN’s Institutional Base Salary (IBS) will increase from $ \_\_\_\_\_\_\_\_\_ to $ \_\_\_\_\_\_\_\_\_\_, and Total Approved Salary (TAS) will increase from $\_\_\_\_\_ to $\_\_\_\_\_. Future COLA and merit increases [**will** or **will not**] apply to this administrative component. Should they step down from the role of \_\_\_ for any reason, Dr. \_\_\_\_’s TAS and IBS will be reduced by $\_\_ [IF COLAs and Merits will apply include following phrase] plus any COLAs or merits applied this portion of their salary.

[Add justification for taking on new role]

[***NOTE!!***: If faculty member already holds one or more administrative appointments, state them here and address how the new administrative appointment(s) relates to the old from a programmatic, effort and salary perspective.]

[NOTE NEW: If role is a “leased” arrangement for an UMMC or UMMS administrative role(s) additional information AND Review by the Recruitment & Retention Committee are required. In these cases, the following needs to be included in the Admin Chair Letter:

- Complete justification - What institution – UMMC and/or UMMS?

* What specific area within UMMC/UMMC?
* Percent effort consistent with “Leased Time” being considered (should be no more than 50%;rarely & with special justification up to 70%)?
* What is the anticipated funding/reimbursement to the department?
* How will this “leased effort” be back-filled by the department?
* Salary must be based on existing UMSOM salary and AAMC benchmarks

NO COMMITMENTS SHOULD BE MADE BEFORE THERE IS REVIEW BY THE RECRUITMENT COMMITTEE & APPROVAL BY THE DEAN.

Please see the attached draft letter to be sent to Dr. \_\_\_\_ should you approve this request.

If you require additional information, I am available at your convenience.

Sincerely,

Professor and Chair (Co-Signed by Director as Applicable)