CONCURRENT FACULTY AND ADMINISTRATION APPOINTMENT

TEMPLATE LETTER TO FACULTY MEMBER

DATE

NAME, M.D.

TITLE

DEPARTMENT

CAMPUS ADDRESS

Dear Dr. NAME:

This letter is to offer you the administrative role of XXXXXXXXX, at XXXXXXX effective DATE. The dean has approved an administrative increase of $\_\_ to your salary for assuming this role. Should you accept this role, your Institutional Base Salary (IBS) will increase from $ \_\_\_\_\_\_\_\_\_ to $ \_\_\_\_\_\_\_\_, and your Total Approved Salary (TAS) will increase from $\_\_\_\_ to $\_\_\_\_. Future COLA and merit increases [**will** or **will not**] apply to this administrative component. Should you step down from the role of \_\_\_ for any reason, your IBS and TAS will be reduced by $\_\_ [IF COLAs and Merits will apply include following phrase] plus any COLAs or merits applied this portion of your salary.

[Either include a detailed description of position and responsibilities, or insert general expectations of position and attach a job description]

[***NOTE:*** If faculty member already holds administrative appointment(s), you may need to address how the new administrative appointment relates to the old from a programmatic, effort and salary perspective.]

[NOTE: If faculty member is being “leased” to UMMS or UMMC please insert which institution (UMMS or UMMC) and specific area, and include the % effort that they will be “leased”.] i.e. “ Your time is being leased to \_\_\_\_\_\_\_ for \_\_\_\_\_% of effort in order for your to take on this role.”

The position of \_\_\_\_\_ serves at the pleasure of the Chair of \_\_\_\_\_\_. All Board of Regents’ and UMB policies on the accrual of annual, sick and personal leave apply. The department policy on leave payout is applicable during the term of this administrative appointment. All your faculty rights are retained that are applicable to your rank status while serving in the concurrent administrative appointment.

**[NOTE: Following to be included if Faculty member is Tenure Track or Tenured]** Your time will continue to count toward your eligibility for sabbatical leave. Approval of sabbatical leave is a separate issue from accrual of years of eligibility toward sabbatical leave. Time in role will be included when schedules of comprehensive review of tenured faculty are determined.

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

Sincerely,

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

Accepted:

[Name] Date

To be inserted into faculty offer letter if admin appointment occurs with a new appointment:

Should you accept this position, I will also appoint you as \_\_\_.  This administrative role is considered separate from your faculty appointment and therefore, you are receiving a separate letter (attached), requiring a separate acceptance on your part and delineating the specific conditions and additional compensation associated with that role.