DATE

NAME, M.D.

TITLE

DEPARTMENT

CAMPUS ADDRESS

Dear Dr. XXXX:

This letter is to offer you the administrative role of XXXXXXXXX, at XXXXXXX effective upon the date of your full-time employment as a faculty member in the department on or around XXXXXXXX.

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

Should you accept this role, your Institutional Base Salary (IBS) Pay 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 Total Approved Salary will be reduced by $\_\_ [IF COLAs and Merits will apply include following phrase] plus any COLAs or merits applied this portion of your salary.

[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 you 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