Offer Letter Template for the ranks of Research Associate and Instructor

(Updated September 2023)

DATE

Candidate  
Candidate’s Address

Dear Dr. Last Name:  
  
On behalf of my colleagues in the Department of \_\_ , I am pleased to extend to you an offer of employment upon approval of the Dean of the University of Maryland School of Medicine and the President of the University of Maryland, Baltimore. Your initial appointment will be submitted to the School of Medicine at the level of Research Associate, non-tenure track in the Department of \_\_\_.

Your start date will be on or about \_\_\_. Your appointment will be subject to annual renewals by the school. Faculty appointments with the School of Medicine can begin on any date during the year, but are renewed on an academic year basis, i.e., July 1st to June 30th. Approval of your faculty appointment depends upon the timely submission of requested paperwork. Delays in submission of requested paperwork may result in postponement of your initial start date.

In addition, please be aware that per University of Maryland Baltimore policy, prior to consideration for promotion to Assistant Professor, on the tenure track or non-tenure track, a full national competitive search for the position would have to be conducted.

[Include a **detailed** EXPECTATIONS PARAGRAPH.]

In accordance with the University of Maryland, Baltimore, Background Investigation Policy <http://www.umaryland.edu/policies-and-procedures/index/> this offer is contingent upon completion of a background investigation. The investigation includes educational verification, criminal history, and employment verification for the last seven years. It is important that you understand that this offer is contingent on the outcome of this background investigation and that any significant findings resulting from this investigation could result in the withdrawal of this offer. You will be contacted directly via email by Hire Right, our background investigation vendor.

If the terms and conditions of this letter are acceptable, the necessary steps will be taken to secure administrative approvals for your appointment. Your formal offer of appointment will come through an appointment letter issued by the Dean's Office of the University of Maryland School of Medicine and it will be subject to the terms and conditions stated therein and in this letter. I will request that you be appointed as a 12-month faculty member, at an annual total approved salary of $\_\_\_. Of this amount, your initial salary will be derived 100% from [insert general statement about source(s) of funds, e.g., Research Grants].

If you are not a United States citizen, then prior to your start date, you are required to provide evidence that you are a permanent resident of the United States or that you have secured the necessary approvals to be eligible to work in the United States. This offer will be null and void if you are not fully eligible to work as a member of the faculty on your effective date.

Before commencement of your UMB employment you will need to disclose if you currently have or you plan to have a financial or employment relationship with any outside company to [Chair, division head or other hiring authority]. If you do have a financial or employment relationship with an outside company, you will need to work with [Chair, division head or other hiring authority] to develop an acceptable plan for management of the conflict. If the conflict cannot be managed, or the President of UMB does not accept the plan and grant a conflict-of-interest exemption, you may need to conclude your relationship with the company or pursue other employment.

As a condition of employment, all faculty in the School of Medicine are expected to meet the credentialing and/or occupational health standards required by their job duties.

Please be aware that we insist upon highly professional and respectful interactions with all, regardless of position or status, in the workplace. We expect our faculty to display the highest levels of professionalism. Faculty must adhere strictly to all University, hospital and practice policies regarding professionalism, harassment, and disruptive behavior. Patients should be treated in a dignified manner, compassionately and respectfully. Unprofessional interactions and disruptive behavior will result in swift and appropriate counseling and disciplinary action, up to and including non-renewal and termination. Detailed information is listed in this link. <https://www.medschool.umaryland.edu/OFAPD/Professionalism/>

The University offers a comprehensive benefit package. Should you accept this offer, you will receive a welcome letter, which will include an invitation to an onboarding session that you should attend. During the session, you will learn about important aspects of your employment. In the meantime, the UMB HRS website provides detailed information about benefits at <https://www.umaryland.edu/hrs/new-employees/faculty-and-staff/> .

Feel free to contact me if you have any questions. If you accept this offer based on the terms and conditions outlined above, please sign below and return a copy to me by [insert date]. Following your acceptance, I will process the necessary paperwork for final approval by the School of Medicine and University.

On behalf of the faculty and staff, we look forward to your joining the Department and pursuing our common educational and professional goals.   
  
Sincerely,   
Department Chair

[co-signed by Center/Institute/Program Director if providing funding]

cc: Mark T. Gladwin, MD, Dean  
Enclosures

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                 Date:\_\_\_\_\_\_\_\_\_

[type candidate's full name and degree below the signature line]