University of Pittsburgh School of Medicine (UPSOM)

SAMPLE STANDARD OFFER LETTER

# UPSOM FACULTY IN BASIC SCIENCE DEPARTMENTS

# UPSOM NON-UPP FACULTY IN CLINICAL DEPARTMENTS

# (Pitt Only)

## MUST BE PRINTED ON UNIVERSITY OF PITTSBURGH LETTERHEAD

Dear Dr. :

The University of Pittsburgh School of Medicine (UPSOM), Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is pleased to offer you employment for a term of year (s), effective . Your faculty appointment will be recommended at the rank of [with tenure/appointment stream/in the tenure stream]. Please be advised that your academic appointment is subject to University policy and approval. ***Add the following for appointments as instructor/assistant professor in the tenure stream*:**  *In accordance with School of Medicine policy, the maximum length of your tenure stream service prior to conferral of tenure, if granted, shall not exceed ten years. (See the document “Guidelines for Faculty Appointment and Promotion”at the following link:* [*https://www.medfaculty.pitt.edu/sites/default/files/AppointmentandPromotionGuidelines.pdf*](https://www.medfaculty.pitt.edu/sites/default/files/AppointmentandPromotionGuidelines.pdf)*) Additionally, all Assistant Professors in the tenure stream in the School of Medicine are required to participate in the Springboard Orientation Program for new faculty investigators.*

*[Note: For appointment as Associate Professor or Professor in the tenure stream, the initial term of employment must be 4 years]*

**Add the following for appointments at the rank of associate professor and professor:** In view of the fact that we will recommend your appointment at the rank of [Associate Professor/Professor], the School of Medicine by-laws require that the appointment be reviewed and approved by a standing committee of the School. The Department will make a strong positive recommendation supporting your appointment at the rank of [Associate Professor/Professor]. Please rest assured that this is a standard procedure at the University of Pittsburgh School of Medicine. In order to begin the committee review process and maintain University employment pending this review, you must submit the required materials to your department administrator [for tenured appointments and for Associate Professor or Professor in the tenure stream appointments ] (see <http://www.medfaculty.pitt.edu/checklist-preparation-faculty-portfolios-appointment-and-promotion-tenure-conferral-tenure-or> ) [for appointment stream appointments] (see <https://medfaculty.pitt.edu/checklist-preparation-faculty-portfolios-appointment-and-promotion-appointment-stream>)  within six weeks of your acceptance of this offer from the School of Medicine. This process is similar to that at most universities and normally takes several months. While your portfolio is under review, you may use the offered faculty rank title, but your University status will be Under Committee Review (UCR) until the review process is complete and your appointment is approved. [For tenured and for Associate Professor or Professor in the tenure stream appointments] You will receive a letter from the Office of the Chancellor to inform you when the appointment is final. [For appointment stream Associate Professors and Professor appointments] You will receive a letter indicating Provost approval when the appointment is final. If you have questions, please contact the department administrator.

The compensation package, which has been approved for your first year of employment, includes both base salary and incentive compensation components. Your annual base salary for the first year of your appointment will be $ . *[If applicable:* *This amount is exclusive of any incentive compensation that you may receive for the School of Medicine’s research incentive program.  The amount of incentive compensation, if any, will be calculated based on the terms of the incentive program in effect for the distribution.]* The initial allocation of your responsibilities will be \_\_\_\_\_\_\_\_\_% research, \_\_\_\_\_\_\_\_\_% teaching, and \_\_\_\_\_\_\_\_% service *[if applicable: \_\_\_\_\_\_\_\_\_\_% administrative or other duties].* ***(For tenure stream faculty, must specify % teaching and % service as well as % research).*** *If applicable due to administrative responsibilities:* **Additionally, you will receive an administrative supplement of $ \_\_\_\_\_\_\_\_ (paid in monthly installments) through UPP in recognition of your role as Division Chief of \_\_\_\_\_\_\_\_. *Add the following if the administrative responsibilities are University of Pittsburgh related:* Additionally, you will receive an administrative supplement of $\_\_\_\_\_\_\_\_\_\_\_ (paid in monthly installments) through the University of Pittsburgh in recognition of your role as Director of \_\_\_\_\_\_\_\_\_\_\_.** **If at any time, those responsibilities associated with your administrative duties should cease, that portion of your salary would be relinquished.**

***(Optional) Insert only for Research Prefix appointments:***

This position is renewable based on availability of funding and satisfactory performance. Currently, it appears that funds are available throughout the time period stated above.  If for some reason the funding is discontinued or no longer available during the stated time period, it is understood and agreed that the appointment shall end with the funding. Your initial appointment in my laboratory will be \_\_\_\_\_\_\_\_\_\_ (insert % effort) with an annual base salary of \_\_\_\_\_\_\_\_\_\_ to be funded by [Insert source of funds]***.***

***Insert for all tenure stream and tenure appointments:*** The expectation of the School of Medicine is that faculty members who are substantially engaged in research will obtain extramural funding to support 75% of the total cost  of their research programs, including 75% of the research portion of their own salaries (up to the NIH cap).  This expectation applies to faculty members who are beyond their initial start-up period. Moreover, we recognize that faculty members will have different levels of research effort, may have other major assignments and responsibilities, and may be working in areas of research that less readily attract extramural funding but are still of great scientific and institutional importance. Therefore, the figure of 75% is best seen as an aspirational goal; your performance will be evaluated yearly using the Faculty Performance Evaluation (FPE) with consideration of your professional circumstances. Expectations for your performance, including grant funding, will be delineated annually in the Faculty Performance Evaluation.   Your entire compensation is expected to be covered by a combination of grant funding and other revenue or credit aligned with, and available for activities including teaching, administration, and/or service.

You will receive the standard fringe benefit package provided to all faculty members through the University of Pittsburgh. This employment offer is contingent upon *[insert any licenses, certificates or clearances necessary to perform the job duties]*, verification of your eligibility to work in the United States and any other legally required prerequisites to your employment. Enclosed is a document, the University of Pittsburgh Electronic Form I-9 Completion Instructions, which explains how to complete the University’s process for verifying your eligibility to work in the United States as required by federal law, including an important first step to take prior to your first day of employment. *(****Optional****, insert any department specific I-9 instructions here.)*

***Add the following if the recruit is likely to have “direct contact with children” as defined at*** [***http://www.hr.pitt.edu/protecting-children-abuse/clearances***](http://www.hr.pitt.edu/protecting-children-abuse/clearances) ***:*** This offer is also contingent on you satisfactorily submitting the following clearances prior to commencement of your appointment: 1. Pennsylvania Department of Human Services Child Abuse History Clearance, 2. Pennsylvania State Police Criminal Record Check and 3. FBI Criminal Record Check. ProVerify is the University’s vendor for managing Child Protection Clearances. You will be contacted by ProVerify with information on how to obtain and submit these clearances.

Sections specific to the individual: (to be written and inserted by the Department Chair)

• Description of duties

• Departmental Commitments

* Space
* Staffing
* Funding

• Department Specific “Benefits”

* Moving expenses (MUST COMPLY WITH IRS AND UNIVERSITY GUIDELINES)
* (Please be advised that the federal government has mandated that relocation funds provided by an employer be considered as taxable income to the employee.)
* Dues/Travel
* Parking (will be administered under department guidelines)

Should you accept this offer, your appointment will be subject to the conditions as set forth in the Office of the Provost faculty handbook, which can be viewed at the following website: <https://www.provost.pitt.edu/faculty-handbook> . ***Add the following for appointments with tenure and in the tenure stream***: *Your appointment will be subject to the conditions as set forth in the University of Pittsburgh Bylaws, Chapter II, The Faculty, which includes Article III, General Policies of Appointment and Tenure, and Article IV., Full-Time Tenured or Tenure-Stream Faculty.*

***Add the following for appointments with research responsibilities/programs:*** The Health Sciences Office of Research handbook for new faculty members can be found at the following link, <https://www.oorhs.pitt.edu/sites/default/files/2022-11/Handbook.pdf> . It contains valuable information that will ensure that you can start your research program at the University of Pittsburgh with a minimum of delays or complications.

***(Optional)* Please be advised that this offer will expire** [within \_\_ days of receipt or on \_\_\_\_\_\_, 20\_\_] **if we do not receive an executed copy of this letter from you by that date.**

We look forward to having you join our faculty. Please feel free to call with any questions you may have concerning this offer of employment.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Chair, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

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Anantha Shekhar, MD, PhD Date

Senior Vice Chancellor for Health Sciences

John and Gertrude Petersen Dean, School of Medicine

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I accept the terms offered above Date

Enclosures