**THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER**

**College of Medicine**

Name

Home Address

City, State, Zip

Dear Dr. <insert>, July 1, 2023

The University of Tennessee Health Science Center (UTHSC) College of Medicine is pleased to confirm your appointment for 2023-2024 which commences July 1, 2023, as a Choose an item. Choose an item. on Choose an item. in the Department of <insert>. This appointment is effective thru June 30, 2024.

This letter confirms appointment at your current salary. You will be notified either individually or, in the case of an across-the-board increase, via campus announcement of any salary increase.

It is an expectation that all faculty will contribute to the College of Medicine educational mission.  The medical school is committed to the principle that educational relationships should be one of mutual respect between the teacher and learner.  To that end, it is expected that faculty members will abide by the principles outlined in the UTHSC Code of Conduct <https://uthsc.edu/tlc/documents/code-conduct.pdf>

In addition, College of Medicine faculty must acknowledge the primacy of the medical education program’s authority over academic affairs and the education/assessment of medical students and share responsibility with the College of Medicine for creating and maintaining an appropriate learning environment.

Please remember:

* If you receive a supplement to your salary because of additional administrative duties/role (GME, ADA, etc.), the supplement will no longer be added to your salary if and when you no longer serve in this role.
* For faculty who are required to obtain part or all of their salary from extramural research funding, at such time as you no longer receive such funds your UTHSC compensation will decrease consistent with the nature of your specific appointment.
* For faculty members with a clinical component, your faculty appointment assumes continuation of your existing practice through an approved clinical practice group. A change in the nature of your clinical practice will likely affect your faculty appointment, so remember to discuss any substantial changes with your chair or the dean’s office in advance.
* Tenure track faculty should consult with their department chair as to the progress, process, and timelines related to your tenure decision.

This appointment may be renewed annually based on need, mutual interest, satisfactory performance and availability of funding. Should circumstances dictate the need to discontinue this position; the college will adhere to the notice provisions appropriate for this type of appointment, as described in the Faculty Handbook.

If you believe an error has been made regarding your appointment, please bring the issue to the attention of your Chair or the Dean.

<insert name > Scott E. Strome, M.D.

Chair, Department of <Insert> Robert Kaplan Executive Dean

College of Medicine, UTHSC College of Medicine, UTHSC

Distribution: Original: Faculty Member

 Copies: Chair, Dean, Vice Chancellor for Academic, Faculty & Student Affairs