

## Info for Chairs to consider in a letter of intent to new clinical faculty

1. Is the faculty member tenure or non-tenure/School of Medicine track?
2. If tenure track are they research or teaching focused? If tenure need to include date they must apply for tenure and approximate time of mid tenure review.
3. Please note any special agreements such as time to tenure or advance placement in rank.
4. Discuss expectations for clinical productivity with regard to benchmarks.
5. Discuss expectations for outcomes data with benchmarks (could include comparative length of stay, morbidity and mortality, meaningful use quality measures, etc. compared to peers).
6. What are the expectations for patient satisfaction? Provide a copy of the patient questionnaire.
7. How will peer evaluation of clinical competency be measured (Suggest peer evaluation form/mentorship program for new faculty)?
8. How will professionalism evaluations be conducted (Suggest nursing/staff evaluation)?
9. Give new hire information on promotion and tenure policy and document this (See form, consider arranging meeting with the department's PAC representative).
10. Give new hire Faculty Evaluation Plan and Report file to be completed annually – this is required for promotion.

Attachment D

MEMORANDUM OF INTENT

[Candidate's Name & Address]

Dear [Candidate's Name]:

On behalf of Marshall University's Joan C. Edwards School of Medicine (SOM) and its faculty practice plan, University Physicians & Surgeons, Inc., d/b/a Marshall Health (MH), it is my pleasure to offer you an appointment in the department of \_\_\_\_\_ under the following terms and conditions:

**Faculty Appointment:** Faculty Rank, Status, Track, Division/Department

For Example: Associate Professor, Full-time, Tenure Track, (Educator, Research or Clinical), Internal Medicine. You will be eligible for academic appointment to the faculty with rank and tenure as specified by the Chair of this department subject to the review and action were taken by the Promotion and Tenure Committee at the SOM.

(All tenure-track appointments are considered "Probationary" until tenure is granted. Faculty rank of Associate Professor and Professor should be subject for approval by the Promotion and Tenure Committee. This employment proposal should state whether the position is tenure-track or non-tenure track. If the faculty appointment is tenure track, then the date the candidate is eligible to apply for tenure should be listed along with the approximate date of mid-tenure review. If a candidate is given credit for previous employment, then it should be outlined in this employment proposal.)

**Hire Date:**

Effective on or about (Date). The date is flexible but a minimum of 90 days notice is necessary for licensing, credentialing, etc. The hire date will be calculated from the time you submit all of your information outlined in the new hire checklist.

**Primary Responsibilities will include, but are not limited to:**

- Teaching (%)
- Clinical (%) Clinical productivity will be assessed yearly. (Please state expectations for productivity in terms of RVU or other as applicable.)
- Research (%)
- Service (%)

**Salary:** \$ (Annual Salary) per year [Derived in part from SOM and MH]

**Incentive Compensation Program:** Department Specific

**Faculty evaluation:**

Faculty are evaluated annually. A faculty evaluation form is completed yearly by faculty and reviewed by the Chair and Dean of the SOM. Data such as patient satisfaction and quality metrics will be collected and compared to peers. Satisfactory performance or rates similar to peers is expected and outliers may require remediation. Clinical performance and professionalism will be evaluated by peers and staff using a survey and/or direct observation. This information will be used in your yearly evaluation and for promotion and tenure application.

**Promotion and Tenure:**

You will receive the promotion and tenure policy. The departmental representative for the Personnel Advisory Committee will meet with you to discuss the requirements for advancement in faculty rank during orientation.

**Relocation/ Signing Bonus:**

Actual, reasonable and necessary travel and moving expenses will be reimbursed not to exceed \$ (dollar amount). If you voluntarily terminate your appointment prior to the end of the first year, then you will be responsible for paying to this amount back.

Or

In lieu of relocation expenses, a \$ (dollar amount) signing bonus payable \$ (dollar amount) at the time the employment contract is signed and \$ (dollar amount) at the completion of the first full month of employment, repayable if you voluntarily terminate your appointment prior to the end of the first year.

**Benefits:**

The usual package includes vacation two days/month (total accumulation 48 days), sick leave 1.5 days/month, health and disability insurance and liability insurance via The Joan C. Edwards School of Medicine at Marshall University, retirement through Marshall University and University Physicians & Surgeons, Inc. The retirement plan is through TIAA-CREF which requires a 6% contribution by the employee matched with a 6% contribution by the employer up to Federal limits. Other opportunities are available for tax-deferred contributions to your retirement plan(s). For more information, please contact Marshall University and University Physicians & Surgeons, Inc.

**CME Reimbursement:** Department Specific

**Research:** Department Specific

**Professional Liability:**

Occurrence-based professional liability insurance will be provided covering all activities carried out within the scope of employment under the same terms and conditions as provided to all full-time faculty at the School of Medicine. Annual premiums are assessed as part of the department's overhead.

**Publications:**

Department Specific

**Non-Compete:**

There is a two-year, 50-mile radius non-competition clause in the final contract. (This section will not apply if the physician is under an income guarantee arrangement from one of the hospitals.)

**License & Credentialing:**

The assumption of employment and duties is contingent upon successful completion of individual background check, obtaining a West Virginia license, being credentialed at the appropriate hospitals and issuance of appropriate insurance provider numbers prior to hiring date.

We are excited about the prospect of you joining the Marshall Health team and advancing the School of Medicine's mission in both the clinical and academic areas of our department. If you are in agreement with the terms of this offer letter, please accept by signing below and returning the letter to me within 10 business days.

\_\_\_\_\_  
Name Date  
Professor and Chair  
Department Name

\_\_\_\_\_  
Larry D. Dial, MD Date  
Chief Medical Officer, Marshall Health  
Vice Dean for Clinical Affairs, Joan C. Edwards School of Medicine

Accepted by: \_\_\_\_\_  
Name of Faculty Member Date

cc: Beth L. Hammers, MBA, Finance and Administration

## LETTER OF INTENT TEMPLATE – BASIC SCIENCE

Dear Dr. XXX:

On behalf of the Joan C. Edwards School of Medicine at Marshall University, it is my pleasure to offer you a full-time faculty appointment as an Assistant/Associate/Full Professor in the Department of XYZ effective on or about July 1, 20XX and renewable at the beginning of each fiscal year (June 30 20XX). This appointment will be a tenure-track (probationary) appointment pursuant to the provisions of the [West Virginia Higher Education Policy Commission Title 133, Procedural Rule Series 9](#) and [MU BOG AA-28](#). You will be eligible to apply for tenure as early as your XXX year at MU and no later than your sixth year of continuous full-time employment. You will have a mid-tenure review with feedback on your progress in your second or third year of employment. If tenure is not granted by your sixth year, you will be given a terminal 1-year contract. You will be given a copy of the promotion and tenure regulations and will have the opportunity to discuss promotion procedures with a departmental Personnel Advisory Committee member during orientation.

Your appointment will be at an annual base salary of \$XXX,000 derived from the XXXX Grant (RCG) awarded to XXXX. Future changes to your base salary will be consistent with the School of Medicine Basic Science Salary Plan. Your salary (base + fringe) will be derived from the XXX grant. After this grant expires, your salary will be derived from state or other School of Medicine funds and will be subject to the guidelines set forth in the Salary Plan.

To facilitate the establishment of your research program, we will provide the following additional support:

- (1) Up to \$XXX,000 from the XXX Grant which may be applied to costs for a technician's salary, equipment, supplies and animal costs to be expended as follows:
- (2) Up to \$XX00 per year for travel to one domestic research meeting for three years from the XXX.
- (3) Up to \$XX00 per year (travel and fees) for the cost of an external research advisor from the XXX grant
- (4) Up to \$XXX,000 from the School of Medicine for the period from July 1 20XX to June 30 20XX for a technician salary, research supplies, and equipment. These funds may be distributed per your instructions and are contingent upon the adequacy of state funding.
- (5) Up to \$40,000 for equipment from the Department of XXX and subject to approval by the department chair.
- (7) X00 square feet of lab space and an office in the Robert C. Byrd Biotechnology Science Center.
- (8) Moving expenses for your lab equipment, mouse colony, and personal belongings will be reimbursed up to \$5,000 by the Department of XXX. You will be required to submit quotes from at least two moving companies and select the lower bid.

The duties and responsibilities of this appointment include:

- (1) Establishment of an independent and externally funded research program in XYZ,

- (2) Teaching in Principles of Disease (other courses) on an annual basis beginning in Fall 20XX and auditing the portions of these courses in the Fall 20XX
- (3) Directing and teaching in one biomedical science graduate course in your area of expertise beginning in the 20XX-11 academic year,
- (4) Service on School of Medicine and University committees as recommended by your departmental chair and/or the Dean of the School of Medicine,
- (5) Participation in the XXX seminar program and other programs and administrative responsibilities and
- (6) Such other duties and responsibilities as are normally assigned to full-time faculty at the School of Medicine and for which you are qualified by your skill, training and/or experience.

Peer evaluation of competency and teaching and staff evaluation of professionalism will be accomplished by the survey. A review of satisfactory or above is expected. You will complete a Faculty Evaluation Plan annually and given feedback on your success at meeting expectations. Remediation may be required if expectations are not satisfactory.

**If you are in agreement with the above offer please sign this letter and the attached appointment notices to the Dean’s Office as soon as possible. We look forward to your joining the faculty of the School of Medicine.**

I would appreciate receiving an answer from you within three weeks of receiving this letter concerning your willingness to accept our offer. While you may have other opportunities, I hope that you will join the faculty of the Department of XXX of the Joan C. Edwards School of Medicine at Marshall University. Should you accept this offer, we would like for you to start on or before July 1, 20XX. Actual start date is negotiable.

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Name	Date
Professor and Chair	
Department Name	

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Joseph I. Shapiro, MD	Date
Dean, Joan C. Edwards School of Medicine	

Accepted by: \_\_\_\_\_

Name of Faculty Member	Date
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cc: Beth L. Hammers, MBA, Finance and Administration