***[DIRECTIONS: Please Do Not Include Highlighted Text in Letter]***

Date

Faculty Candidate’s Name

Candidates Address

Candidate’s City, State, and Zip Code

RE: Letter of Intent

Dear Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_:

We are pleased to inform you of our intent to offer you a [*select one:* full-time (1.0 FTE) ***OR*** part-time (\_\_\_\_ FTE)] faculty appointment at the rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso), Paul L. Foster School of Medicine (PLFSOM), with an anticipated start date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your direct supervisor will be Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. ***[Note: If this is a joint appointment, Departments must obtain approval from Dean’s office prior to distribution of LOI]***

This [*select one:* full-time or part-time position] will be requested on the [*Select one:* tenure or non-tenure] track, with a base salary of $ \_\_\_\_\_\_\_\_\_\_\_\_\_ per annum plus fringe benefits (as per TTUHSC El Paso Policies). [*If applicable:* You will also be granted an administrative appointment as \_\_\_\_\_\_\_\_\_\_\_\_\_\_ with a stipend of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Administrative positions are held at the pleasure of the chair. The position and any associated stipend may be revoked at any time without cause. Payment of an administrative stipend is contingent upon satisfactory performance of the obligations of that position, including timely completion of time sheets, and receipt of contract funds. Payment of any compensation above base salary is contingent upon compliance with institutional policies including the timely completion of medical records and billing documentation.]

[*If applicable:* You will be provided a sign-on bonus of $\_\_\_\_\_. This benefit is taxable to you.]

In addition, you will be provided a moving allowance of up to $ \_\_\_\_\_\_\_ through the university’s approved vendors. Expenses above this amount require prior review and authorization by \_\_\_\_\_\_\_\_\_\_\_\_\_. All moving and relocation reimbursement or payments on behalf of employees for moving or relocation are taxable.

1. **Clinical Service*: [Note: The purpose of this section is two-fold: to ensure that the candidate has a clear understanding of the expectations of him/her from a clinical perspective and to ensure that the proposed clinical requirements are consistent with the ProForma submitted to support the position]***
2. Call
3. # of days
4. Restricted vs. unrestricted
5. Is this part of current compensation or is there additional compensation
6. Clinic/Outpatient
7. # of clinics (should include all clinics including resident supervision clinics).
8. # of patients / clinic expected
9. Expectations with providing services at multiple locations.
10. Inpatient
11. # of OR days if appropriate
12. # of weeks of consult coverage or service coverage as appropriate
13. Statement of outpatient expectations while on clinical inpatient service.
14. Expectations with providing services at multiple locations.
15. Outreach
16. Describe any expectations regarding outreach to community or outside providers

**[*Note: Chairs are urged to include specific RVU targets in the letter. Statements such as “75% clinical “are acceptable in conjunction with the above items, but are not acceptable as standalone references*.]**

1. **Teaching Expectations**:
2. Describe expectations for supervision of students / residents in inpatient and outpatient setting. For example “of your 6 half day clinics, I anticipate at least one will be resident supervision clinic.”
3. Describe expectations for participation in pre-clerkship and clerkship education of medical students (MS I-IV) (e.g., Scientific Principles of Medicine clinical correlation lectures and/or small group problem solving session, Medical Skills Course teaching, and participation in clerkship.
4. Describe teaching expectations in graduate medical education.
5. Describe teaching expectations in the Graduate School of Biomedical Sciences.
6. **Scholarship Expectations:**
7. Description of activity expectations regarding scholarship and peer reviewed publications.
8. **Research**: [***Note: If the position includes protected time for research, this section must be included; [“Prior” to distribution the LOI must also be reviewed and approved by the Associate Dean for Research if a commitment of lab space is being made]***
9. State the % protected time
10. Describe expectations regarding obtaining external funding support, publication expectations
11. Describe commitments of lab space, resources and startup funds.
12. **Other Expectations**:
13. Describe any significant committee or administrative work, including responsibilities. For example, a clinic medical director may be expected to work with administrator in making schedules to assure balanced workloads through the week.
14. You will be expected to serve on a proportionate share of Department and institutional committees.
15. You will have the opportunity to discuss your goals and progress towards promotion with your department chair. The PLFSOM guidelines for faculty appointment, tenure and promotion are available at <https://ttuhscep.edu/som/facultyaffairs/_documents/PLFSOM-Guidelines-for-Faculty-Appointment-Tenure-and-Promotion.pdf>.
16. You are expected to adhere to all institutional and departmental policies and procedures and comply with the Declaration of Faculty Professional Responsibility: <https://elpaso.ttuhsc.edu/som/facultyaffairs/_documents/Declaration_of_Faculty_Professional_Responsibility.pdf>.
17. You are expected to uphold and promote the values-based culture of TTUHSC El Paso.

These duties may be redefined or restructured by TTUHSC El Paso based upon institutional needs.

Your beginning employment shall be contingent upon review and approval by the Committee on Faculty Appointment, Promotion, Tenure, and Comprehensive Performance Appraisal (CFAPTA), possession of a current unrestricted Texas medical license, DEA controlled substances registration, completion of clinical credentialing requirements as set forth by the Office of Clinical Affairs, attainment of hospital privileges as determined by your chair, and successful completion of a criminal background check as required by university policy for all new hires prior to your employment effective date. In addition, you will also be required by federal law to show proof of identity and authorization to work in the United States to the Human Resources Department on your first day of employment. Furthermore, as per PLFSOM Professional Staff Bylaws, faculty members are also required to obtain and maintain board certification in their primary area of practice.

The university policy requires that the PLFSOM receive and maintain documentation of each faculty member’s academic preparation. Please initiate the request process as soon as possible so that the school will receive your **official** transcript(s) directly from your terminal degree-granting institution(s) and meet the requirement for the transcript(s) to be on file before your scheduled employment effective date. Please contact your terminal degree-granting institution(s) to request your official terminal degree(s) transcript(s) to be sent directly to:

Office of Faculty Affairs  
Paul L. Foster School of Medicine

Attn: Transcript Coordinator

130 Rick Francis St., MSC 21006

El Paso, TX 79905

Phone No. (915) 215-4135

transcript\_elp@ttuhsc.edu

1. Resources/Support: To enable you to achieve success in your role as a faculty of TTUHSC El Paso, the following resources will be provided**: *[Note: List any resources, training, CME funds not covered anywhere else].***
   1. Mandatory Pathways to Success for New Faculty program: As a new faculty member, you will be required to participate in the next Pathways to Success for New Faculty program for faculty members.
   2. Faculty Development Course: In support of your professional development, you will be enrolled in the school’s Faculty Development Course within the first year of your employment subject to course availability.
   3. Faculty Mentoring Program: Please discuss with your Chair the opportunity to participate in the Institutional Faculty Mentoring Program.
   4. You will receive up to \_\_\_\_\_ days per calendar year for professional development including CME. This is subject to the approval of the Chair, as well as applicable TTUHSC El Paso policies.
   5. You will also receive reimbursement or direct payment of up to $\_\_\_\_\_ per year for CME, professional dues or other expenses related to professional development, subject to approval by the department chair and applicable TTUHSC El Paso policies.
   6. As a public institution of higher education in the State of Texas, TTUHSC El Paso provides malpractice coverage through its Texas Tech University System Medical Liability Self-insurance Plan for TTUHSC El Paso employed physicians.

We are excited by the prospect of you joining the Paul L. Foster School of Medicine. Please be aware that only the Dean of the PLFSOM may issue a formal letter of offer. In order to facilitate the extension of that offer, we ask that you acknowledge your acceptance of the terms of this letter of intent by signing below, and returning the original signed letter to me within 10 days of receipt of this letter.

Sincerely,

Chair’s Name,

Chair’s Rank and Title

TTUHSC El Paso, Paul L. Foster School of Medicine

Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I accept the terms of my proposed employment as described in this letter. I understand that only the Dean of the PLFSOM may issue a formal letter of offer.

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

Signature ***[Type in Name of Recruit]*** Date

Cc: Richard A. Lange, M.D., M.B.A., President, TTUHSC El Paso and Dean, PLFSOM

KoKo Aung, M.D., M.P.H., Vice President for Faculty Success, TTUHSC El Paso and

Associate Dean for Faculty Affairs, PLFSOM

Jessica Fisher, C.P.A., MAccy., Vice President for Finance and Administration, TTUHSC El Paso

Lisa Badillo, M.B.A., M.H.S.A., Vice President for Clinical Administration, TTUHSC El Paso and Associate Dean for Finance, PLFSOM