n.b.: Department letterhead may be substituted for this Geisel template letterhead

DATE

FACULTY MEMBER’S NAME

ADDRESS

Dear Dr. NAME:

It is with genuine pleasure and anticipation that we write to offer you a faculty position in the Department of DEPARTMENT at the Geisel School of Medicine at Dartmouth.

**Commitments**

*Professional appointment*:

Should you accept this position, I will propose to the Dean of The Geisel School of Medicine at Dartmouth that you be appointed as a Lecturer/Senior Lecturer in DEPARTMENT. Your initial appointment will be for one year with an anticipated start date of XXXX. Your academic credentials will be reviewed and must be endorsed by the Dean, the Dean's Academic Board, and the Provost of Dartmouth College. This appointment may be renewed, depending upon your performance and on the availability of funds as determined by the Dean.

Information on appointments, promotions and other matters pertinent to faculty and non-faculty academics may be found online in the document entitled Academic Appointments, Promotions and Titles at the Geisel School of Medicine at Dartmouth (APT document) on the [Faculty Handbook site](http://geiselmed.dartmouth.edu/faculty/fac_info/) at: <http://geiselmed.dartmouth.edu/faculty/pdf/geisel_faculty_apt.pdf>

*Salary and benefits*:

We offer you a position as (full-time/part-time) (X FTE) with an initial annual base salary of $XXX,XXX paid monthly, plus the standard benefits provided by Dartmouth College. You will be eligible for yearly merit increases as determined by your performance and by institutional guidelines set by Dartmouth College and the Dean of Geisel.

Information on benefits, including information on the College’s generous retirement contribution program and other benefit programs (e.g., child care, wellness programs, etc.), may be found on Dartmouth’s website at <http://www.dartmouth.edu/~hrs/benefits>. In addition to this base salary and the standard benefits plan, if you are over 40 years of age, under Dartmouth’s plans, you will be eligible to receive both the 7% special benefit credit (which may be taken as salary or deposited in a Supplemental Retirement Account at your direction) and a defined contribution of up to 9% to a retirement account established under the College’s benefit program. If, at any time in the future, your fractional FTE is < 1.0, the expected fractional compensation recovery (and the complementary level of subvention support for compensation offered by the School) will be scaled to your fractional FTE.

As a faculty member of Dartmouth College, you will have access to the Dartmouth Library system, including *UpToDate*.  You will also receive your own Dartmouth Name Directory (DND) account, which gives you email and other important online accesses.  Additionally, your Dartmouth College photo ID card may qualify you for discounts from Dartmouth programs and facilities such as the [Hanover Country Club](http://www.dartmouth.edu/~hccweb/index.html), [Hopkins Center](http://www.hop.dartmouth.edu/) for the Arts, [Dartmouth Outing Club](http://www.dartmouth.edu/~doc/), [Morton Farm](http://www.dartmouth.edu/~drc/index.html), and the Dartmouth [Skiway](http://skiway.dartmouth.edu/). Additional information for faculty at Geisel can be found at <http://geiselmed.dartmouth.edu/faculty/fac_info/>.

*Relocation expenses*:

[Optional and *must* be approved by the Dean’s Office (Exec Dean for Admin&Finance/Dean of Faculty Affairs) prior to being included in the offer. The bonus must not exceed $10,000]

We shall provide you with a one-time lump sum relocation bonus of $XXXX for you to use toward the cost of moving to Dartmouth. Please note that this is considered taxable income. You are also eligible for certain real estate benefits, including access as a faculty member to [Dartmouth College owned housing](https://realestate.dartmouth.edu/).

*Computer, network and administrative support*:

Dartmouth will provide departmental administrative support, computer and network hook-up, and access to a full range of institutional support services.

**Obligations and Responsibilities**

As a Lecturer in the Department of DEPARTMENT, you will be required to teach (outline expected course responsibilities).

Your continued appointment and employment as a Lecturer in DEPARTMENT is contingent upon availability of funds to Dartmouth College (Geisel) to support your teaching activities. If funding for this position changes during any appointment period, your fractional FTE may be adjusted to meet that change in qualified support or your employment may be terminated. You will be provided a minimum of 30 days’ notice prior to termination of employment. Unless otherwise specified by the Dean of the Medical School, your faculty title at Dartmouth shall terminate effective at the end of your employment. In addition, your faculty title may also be terminated [for cause](http://www.dartmouth.edu/~dof/pdfs/ofdc.pdf). If you no longer hold an academic position with the medical school, all benefits that are associated with this position (e.g., a DND account and access to Dartmouth’s libraries) will also terminate.

*Performance goals and expectations:*

 To be delineated

*Other professional obligations*:

 To be delineated

This appointment is contingent upon your ability to work in the United States.  If you will require immigration sponsorship for your employment at Dartmouth, you must obtain the appropriate visa status prior to starting your appointment.  Our office will work with Dartmouth’s Office of Visa and Immigration Services (OVIS) to facilitate the sponsorship process.

Your offer is also contingent upon your consent to a pre-employment background check with results acceptable under Dartmouth [policy](https://www.dartmouth.edu/~hrs/pdfs/background_check_policy.pdf).

The Immigration Reform Act of 1986 requires all employers to verify identity and eligibility for employment of all newly hired employees.  Previous employment at Dartmouth College does not necessarily exempt you from this requirement.  To ensure compliance with federal law, you must complete Section 1 of the Form I-9 no later than the first day of your appointment. Your department administrator can assist you with these forms.  Dartmouth College is also a participant in E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees.

##### As an employee of Dartmouth College, you will be expected to comply with Dartmouth’s rules and policies including, but not limited to, policies on the [responsible conduct of research](https://www.dartmouth.edu/~osp/resources/RCR/), [patents, copyright and other intellectual property rights](file:///C%3A%5CUsers%5Cd32717h%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CBJ0ZQ94N%5CPOLICY%20ON%20PATENTS%2C%20COPYRIGHTS%2C%20AND%20OTHER%20INTELLECTUAL%20PROPERTY%20RIGHTS), [conflict of interest](https://www.dartmouth.edu/~osp/resources/policies/dartmouth/cofinterest.html), [institutional diversity & equity (IDE)](https://www.dartmouth.edu/~ide/Diversity%20Mission%20Statement.html), and [sexual respect](https://sexual-respect.dartmouth.edu/). These policies, as well as specific policies and information on, but not limited to, Standards of Conduct for Teacher-Learner Relationships for Geisel faculty, professionalism in Undergraduate Medical Education (UME), and expectations for conflict of commitment and remote work agreements may also be found at the link for the [Geisel Faculty Handbook](http://geiselmed.dartmouth.edu/faculty/fac_info/). In addition, during the course of your faculty appointment, you may receive or become aware of confidential material, including employment information, financial data, medical information, trade secrets, and other non-public or proprietary information concerning Dartmouth College, its employees, its students, and its donors. Please be aware that the Dartmouth’s Confidentiality Policy prohibits the use and disclosure of this information, except as necessary to perform the requirements of your employment.

**Optional**: As you may carry out your teaching activities in space located at the Lebanon site of Dartmouth Hitchcock Medical Center (DHMC), we ask that you also please read and understand the information related to their policies governing professional responsibilities and behavior.

You are also expected to obtain any necessary training or certification required for your activities at Dartmouth including, but not limited to, those required by Title IX, Environmental Health & Safety, by the Animal Care and Use Committee, or by the Committee for Protection of Human Subjects.

*Remote Work Agreements*:

It is the expectation that all full-time faculty members maintain a regular physical presence within the major campuses affiliated with Geisel during any quarter in which they are active (e.g., not on family leave etc.). It is recognized that faculty members will engage in activities associated with their professional responsibilities (e.g., study section, attending professional meetings, giving seminars, or teaching in invited academic programs offsite) that may take them off campus. However, outside of such normal academic obligations, prolonged periods (> 3 months) in which they are absent must have prior approval by the Chair of the Department, the Dean Office and all other relevant parties. All remote work agreements must be reviewed and agreed upon by the faculty member’s chair, the Dean of Faculty Affairs, and, if relevant the Executive Dean of Administration and Finance at Geisel or other key leaders of Geisel’s clinical partners (e.g., D-H/ WRJ VAMC). In addition, all such remote work agreements must meet expectations set forth by any relevant funding agencies for the scope of sponsored work and for Dartmouth’s policies. It will be the obligation of the faculty member to correspond with sponsors and provide confirmation that sponsors will support such alternative/remote work arrangements

We recognize that this is a major decision for you on both professional and personal levels. Please know that we are delighted to extend this invitation to join our faculty and will do all that we can to provide you both the support and academic environment necessary to achieve your career goals. We are committed to see you thrive at Dartmouth. Feel free to contact us should you have any questions about this offer.

If these terms are agreeable, please acknowledge your acceptance of the above offer by signing, dating, and returning the original letter by DATE. We look forward to welcoming you to the Dartmouth community.

Sincerely,

CHAIR’S NAME

NAME OF DEPARTMENT

On Behalf of the Trustees of Dartmouth College

By signing below, I indicate that I understand and agree with the contents of this letter and that I accept the offer in the Department of DEPARTMENT at the Geisel School of Medicine at Dartmouth.

Please sign, date, and return the original letter by [RESPONSE DATE].

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 SIGNATURE (NAME) DATE