DATE

FACULTY MEMBER’S NAME

ADDRESS

Re: Terms of Faculty Appointment

Dear Dr. NAME:

I am pleased to learn that you are considering accepting employment with the Dartmouth-Hitchcock Clinic.

Should you accept employment with Dartmouth-Hitchcock Clinic pursuant to the terms of the Dartmouth-Hitchcock Clinic Employment Agreement, I will propose to the Dean of The Geisel School of Medicine at Dartmouth that you be appointed as Professor of [DEPARTMENT], Active Emeritus. This is a limited voting faculty position.

While we anticipate that this faculty appointment will be conferred, please understand that this letter is not a promise or guarantee of a faculty appointment. If not already conferred, active Emeritus faculty appointment is contingent upon approval by Geisel pursuant to its policies and procedures, including endorsement by the Dean, the Dean’s Academic Board, the Provost of Dartmouth College, and the Trustees of Dartmouth College. The terms set forth herein will apply in the event that a faculty appointment is conferred.

Please note, as outlined in the document entitled, [Faculty Appointments, Promotions and Titles at the Geisel School of Medicine](http://geiselmed.dartmouth.edu/faculty/pdf/faculty_apt_geisel.pdf) (APT document), appointments for those at the rank of Professor, Active Emeritus will be for a period of one year and may be renewed acording to criteria set forth in the document entitled, [Geisel Policy on Post-FRO and Active Emeritus Status](http://geiselmed.dartmouth.edu/faculty/pdf/Geisel%20Policy%20on%20Post-FRO%20Active%20Emeritus%20Status.pdf). Further information on appointments, promotions and titles is set forth in the APT document. This and other important documents for members of the Geisel faculty may be found online in the [Geisel Faculty Handbook](http://geiselmed.dartmouth.edu/faculty/fac_info/).

As an Emeritus faculty member of Dartmouth College, you are entitled to retain your Dartmouth email account, have access and borrowing privileges in the Dartmouth College library system and make Dartmouth Outdoor Programs and Dartmouth Outing Club cabin reservations under the same policies as current employees. These privileges are non-transferable and do not apply to other family members. Any questions about your status should be referred to Human Resources at Dartmouth College.

Specific academic responsibilities in teaching, research and/or service associated with this faculty position are set forth in the Dartmouth-Hitchcock Clinic Employment Agreement.

Should your employment at Dartmouth-Hitchcock Clinic end for any reason, your faculty appointment as Active Emeritus would revert to Emeritus status unless active status is otherwise agreed upon by the Dean of the Geisel School of Medicine. You retain all rights of Emeritus status independent of active state.

Please note that your Emeritus faculty appointment may be terminated for cause under Dartmouth College policy.  If your faculty appointment terminates, all benefits that are associated with this position (e.g., access to Dartmouth’s libraries) will also terminate.

As a faculty member of Dartmouth College, you will be required to comply with Dartmouth’s rules and policies including, but not limited to, those outlined in the College’s [Employment Policies and Procedures Manual](http://www.dartmouth.edu/~hrs/policy/). Among these are policies on patent, copyright, conflict of interest, and Institutional Diversity and Equity (including Sexual Respect and Title IX policies). These policies, as well as specific policies on Standards of Conduct for Teacher-learner Relationships for Geisel faculty 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 College’s Confidentiality Policy prohibits the use and disclosure of this information, except as necessary to perform the requirements of your employment.

We recognize that this is a major decision for you on both professional and personal levels. Please know that we are delighted at the prospect of your joinng our faculty and look forward to welcoming you to the Dartmouth community.

Sincerely,

CHAIR’S NAME

NAME OF DEPARTMENT

On Behalf of the Trustees of Dartmouth College

Please acknowledge your agreement with the terms set forth herein by signing below, and returning one copy to me in the enclosed envelope.

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 (Faculty candidate’s name) (date)