DATE

NAME

ADDRESS

CITY, STATE ZIP

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 a Research Associate in the Department of XXX. This is a non-voting, non-faculty academic position.

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

Information on appointments, promotions and titles (including criteria for rank and expectations for reappointments and promotions) is set forth in the document, entitled, Academic Appointments, Promotions and Titles at the Geisel School of Medicine (APT document), found at <https://geiselmed.dartmouth.edu/oaa/document/appointments-promotions-titles/>. The APT document and other information for members of the Geisel faculty may be found on the Office of Academic Affairs site at <https://geiselmed.dartmouth.edu/oaa/>.

As a member of the academic community of Dartmouth College, you will have access to the Dartmouth Library system, includingour full biomedical research collections and clinical references, such as *UpToDate*. Your academic appointment will also provide you with a 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. Additional information for academic personnel at Geisel can be found on the Office of Academic Affairs site (<https://geiselmed.dartmouth.edu/oaa/>).

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

Should your employment at Dartmouth-Hitchcock Clinic end for any reason, your academic appointment shall terminate effective as of your employment end date, unless agreed upon otherwise by the Dean. Also, independent of employment by Dartmouth-Hitchcock Clinic, your appointment and employment may be terminated for causeunder Dartmouth College policy. If your academic appointment terminates for any reason, all benefits that are associated with this position (e.g., access to Dartmouth’s libraries) will also terminate.

As a member of the Dartmouth College academic community, you will be expected to comply with Dartmouth’s rules and policies, when applicable, including, but not limited to, policies on institutional diversity & equity (IDE) and sexual respect. Please be aware, too, that all individuals who hold academic titles at Dartmouth are required to complete an online training module on sexual respect. Information on this module and other relevant information can be found at <https://sexual-respect.dartmouth.edu>. 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.

You should be aware that as a member of the Geisel community, it is your responsibility to read, understand, and comply with certain Geisel and Dartmouth College policies, including without limitation:

* [Dartmouth’s Non-discrimination Policy](https://www.dartmouth.edu/ide/policies/gennondiscrim.html)
* [Dartmouth’s Sexual and Gender-Based Misconduct Policy and Procedures](https://sexual-respect.dartmouth.edu/compliance/dartmouth-sexual-and-gender-based-misconduct-policy-and-procedures)
* [Dartmouth’s Research Misconduct Policy](https://policies.dartmouth.edu/policy/research-misconduct-policy-and-procedures)
* [Dartmouth’s Policy on Export Controls and Material Transfers](https://www.dartmouth.edu/osp/compliance/export_controls/index.php)
* [Policy on Expectations for Professionalism for Faculty, Non-Faculty Academics, and Staff of the Geisel School of Medicine at Dartmouth](https://geiselmed.dartmouth.edu/oaa/policy-on-expectations-for-professionalism-for-faculty-non-faculty-academics-and-staff-of-the-geisel-school-of-medicine-at-dartmouth/)

If you are engaged in the undergraduate medical education (MD Program) and/or in Geisel-related educational responsibilities within the clinical environment, it is also your responsibility to read, understand, and comply (where applicable) with the specific policies noted below:

* [Clinical Supervision Policy](https://geiselmed.dartmouth.edu/students/pdf/policies/UME-CURR.CE-0017.pdf)
* [Learning Environment (Positive Learning Environment/Mistreatment Reporting)](https://geiselmed.dartmouth.edu/students/links/medical-student-mistreatment-reporting/)
* [Professionalism Policy and Reporting](http://geiselmed.dartmouth.edu/students/links/professionalism-reporting)

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

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 joining our academic community and look forward to welcoming you to the Dartmouth community.

Sincerely,

CHAIR’S NAME

Chair, Department of DEPARTMENT

On Behalf of the Trustees of Dartmouth College

Please note that if you shared self-identification data on gender, race and/or ethnicity with Dartmouth-Hitchcock, by signing this Terms of Appointment statement, you agree that Dartmouth-Hitchcock may share this information with the Geisel School of Medicine. Geisel requires such data for accreditation by the LCME and uses these data to assess efficacy of efforts to enhance diversity and inclusion of the Geisel faculty. Geisel does not share identified data (i.e., yours as an individual) with any other third party.

You may opt out of sharing this data with Geisel by checking the box below:

Dartmouth-Hitchcock may not share my self-identification data with the Geisel School of Medicine at Dartmouth.

Please acknowledge that you have read the terms of this appointment statement by signing below.

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SIGNATURE [NAME] DATE