DATE

NAME

ADDRESS

CITY, STATE ZIP

Dear Dr. NAME:

It is with genuine pleasure and anticipation that we write to offer you a faculty position in the Department of DEPARTMENT[[1]](#footnote-1) 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

1. an Assistant Professor of DEPARTMENT in the Tenure-track/Tenure Faculty Line. Your initial appointment will be for three years with an anticipated start date of XXXX. It is our expectation that this appointment will be extended for an additional three years assuming you meet the performance expectations as outlined below. Your academic credentials will be reviewed and must be endorsed by the Dean, the Dean's Academic Board, and the Provost of Dartmouth College.
2. an Associate Professor of DEPARTMENT in the Tenure-track/Tenure Faculty Line with an anticipated start date of XXXX. Your appointment will be for an initial period of one year. During that time, a representative from the Department of DEPARTMENT will work with you to obtain the necessary documents needed for your portfolio. Your academic credentials will be reviewed and must be endorsed by the Appointments, Promotions, and Titles (APT) Committee, the Dean, the Dean's Academic Board, and the Provost of Dartmouth College, with the expectation that, subsequent to review, this appointment would be extended to a full six-year period.
3. a Professor of DEPARTMENT in the Tenure-track/Tenure Faculty Line with an anticipated start date of XXXX. Your appointment will be for an initial period of one year. During that time, a representative from the Department of DEPARTMENT will work with you to obtain the necessary documents needed for your portfolio. Your academic credentials will be reviewed and must be endorsed by the Appointments, Promotions, and Titles (APT) Committee, the Dean, the Dean's Academic Board, and the Provost of Dartmouth College, with the expectation that, subsequent to review, this appointment would be extended to a full six-year period.

If with tenure, please use this language: a Professor of DEPARTMENT in the Tenure-track/Tenure Faculty Line with an expectation for tenure and an anticipated start date of XXXX. Your appointment will be for an initial period of one year. During that time, a representative from the Department of DEPARTMENT will work with you to obtain the necessary documents needed for your portfolio. Your academic credentials will be reviewed and must be endorsed by the Appointments, Promotions, and Titles (APT) Committee, the Dean, the Dean's Academic Board, the Provost of Dartmouth College, and the Dartmouth College Board of Trustees, with the expectation, that subsequent to review, your appointment to Professor with tenure would be conferred.

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](https://geiselmed.dartmouth.edu/oaa/document/appointments-promotions-titles/)) on the [Office of Academic Affairs site](https://geiselmed.dartmouth.edu/oaa/), which contains links to this and many other important documents at Geisel.

If Relevant: In addition to your academic appointment in the Department of DEPARTMENT at Geisel, we expect that you will apply for membership to Relevant Programs at Geisel/Dartmouth College/D-H.

*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. Note that, should your start date occur on or after March 1, 2021, you would not be eligible for the upcoming (July 1, 2021) merit increase cycle, but would be eligible to participate in subsequent annual merit increase programs.

Bonus/Optional: In addition to your annual base salary, we will provide you with a one-time lump sum payment of $XX,000, which may be used at your discretion to aid in your transition to the Upper Valley, and which will be included in your first monthly paycheck. Please note that this is considered taxable income. At your election, you may choose to defer receipt of up to 50% ($XX,000) of this supplemental support through DATE. You are also eligible for certain [real estate benefits](https://realestate.dartmouth.edu/), including access as a faculty member to Dartmouth College owned housing.

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

If age is unknown or under 40: Information on benefits, including information on Dartmouth College's generous retirement contribution program and other benefit programs (e.g., childcare, wellness programs, etc.), may be found on [Dartmouth's website](https://www.dartmouth.edu/hrs/benefits/index.html). In addition to this annual 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 Dartmouth's benefits program. Thus, for example, at the time a faculty member turned 40, if their base salary for a 1.0 FTE was $150,000 and if they took this benefit as additional compensation, they could realize a salary of 165,000. Please note that, for proposal submission, they would use the base salary of $150,000 as their 1.0 FTE annual base.

If age is over 40: Information on benefits, including information on Dartmouth College's generous retirement contribution program and other benefit programs (e.g., childcare, wellness programs, etc.), may be found on [Dartmouth's website](http://www.dartmouth.edu/~hrs/benefits). In addition to this annual base salary and the standard benefits plan, as you know, since you are over 40 years of age, under Dartmouth's plans, you are 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 Dartmouth's benefits program. Thus, if you choose to take the 7% benefit as compensation, your annualized take-home pay would be $XXX,000; however, for proposal submission, you would use the base salary of $XXX,000 for your 1.0 FTE annual base.

In terms of guaranteed support, we will provide you with 100% support for your compensation (salary and benefits) for the first 3 years of your appointment or until the time during this first three years that you secure extramural funding (e.g. grants, qualified teaching support from non-Geisel sources, etc.). It is our expectation that you establish a robust and self-directed research program by no later than 3 years from your appointment date, through which you will be expected to recover 50% or more of your salary and benefits (compensation) from qualified sources (as defined in Appendix 3, Geisel Policy on Compensation and Research Support, of the APT document). Please note that most qualified sources are extramural to the Geisel School of Medicine, and we strongly encourage all faculty members to meet their expectations as much as possible from extramural funding as this provides the strongest support for advancing their research programs. Note that if at any time in the future your fractional FTE is < 1.0, the expected fractional compensation recovery (and the 50% level of subvention support for compensation offered by the School) will be scaled to your fractional FTE.

We further strongly encourage our faculty members to capture support for their compensation in excess of this level. If you are able to secure more than XX% of your faculty-based compensation from extramural sources, the amounts exceeding XX% that are derived from qualified extramural sources can accrue to personal and department discretionary accounts according to the Geisel policy on Faculty Research and Innovation Accounts ([FRIA](https://geiselmed.dartmouth.edu/oaa/faculty-research-and-innovation-accounts-fria/)).

In addition to the FRIA policy, Geisel can provide additional incentives to successful research-intensive faculty members through the newly established Faculty Research Incentive Program ([FRIP](https://geiselmed.dartmouth.edu/oaa/document/faculty-research-incentive-program/)), which serves to reward investigators who, in addition to covering facilities and administrative (F&A) costs incurred by Geisel in support of sponsored research efforts, obtain significant additional extramural support for F&A recovery. This program will allow faculty members to supplement their income and/or set aside additional discretionary funds in a Faculty Research Incentive Account (FRIA) to support their research programs.

*Access to the Libraries and other Dartmouth Programs*:

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/).

*Space and support for research activities*:

We will provide you with laboratory space, lab support, and office space appropriate for your research program. As part of your initial appointment, we will provide you with approximately XXX square feet of research and support space, including an office, in the XXX building on our XXX campus.

We will also provide you with $XXX,XXX in program development funds that will be available for X years from the time you begin your work here. These funds will be available to you, at your discretion, for the establishment of your research program at Geisel. Note that these funds are in addition to the guaranteed support for your compensation enumerated above. It will be up to your discretion as to how to spend these funds for equipment, supplies, and to support additional research personnel (students, staff, and/or non-faculty academics; e.g., postdoctoral scholars and research scientists/analysts) not covered by training grants or other institutional mechanisms. Any use of unexpended program development funds after this initial first XX-year period will require approval from your department chair and the Dean.

(Optional if NCCC member) As a member of the Norris Cotton Cancer Center (NCCC) and the Department of XXX, you will be provided with access to NCCC Shared Resources (core facilities) and NCCC and departmental shared equipment. Any use of unexpended program development funds after this initial first XX-year period will require approval from your department chair, the Director of NCCC, and the Dean.

In addition to these program development funds, we commit to supporting your eligibilty and nomination for select internal funding opportunities, when appropriate, through numerous sources of pilot program funds available through Dartmouth entities, including (but not limited to) the Provost’s Office, Norris Cotton Cancer Center, and the Hitchcock Foundation.

*Mentorship*:

Ongoing mentorship will be provided to you by me as Chair of XXX and a designated mentorship team. All Chairs are required to meet with each faculty member at least annually to provide both feedback and guidance on their academic performance and trajectory. I as your Chair, along with others, will help guide you with respect to your teaching, research, scholarly and service activities, as well as provide advice on other important career development activities. I, as Chair, and other senior members of our department and programs shall also provide guidance that will facilitate your efforts to establish your laboratory at Dartmouth, hire staff, address budget issues, recruit trainees, and apply for extramural support.

*Graduate programs and training grants*:

As a faculty member in the Department of DEPARTMENT, you will be invited to participate in the XXXX graduate program, which provides you with access to excellent PhD and MD/PhD graduate students. (Optional) We also will invite you to be a participating faculty member on the XXXX training grant.

*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**

*Academic advancement*:

a. If Assistant Professor: At the Geisel School of Medicine, review by the Appointments, Promotions, and Titles (APT) Committee for advancement from Assistant to Associate Professor is expected to occur by six years in rank as Assistant Professor, although this timeline may be abbreviated or extended when appropriate. I as Chair, along with senior members of the Department and the School, will work with you so that you may meet the criteria for promotion in accordance with this timeframe. Information on appointments, promotions, and titles, as well as other information pertinent to your faculty rights and obligations, may be found in the [APT document](https://geiselmed.dartmouth.edu/oaa/document/appointments-promotions-titles/).

b. If Associate Professor: At the Geisel School of Medicine, review by the APT Committee for advancement from Associate Professor to Professor is expected to occur by six years in rank as Associate Professor, although this timeline may be abbreviated or extended when appropriate. I as Chair, as well as senior members of the Department and the School, will work with you so that you may meet the criteria for promotion in accordance with this timeframe. Information on appointments, promotions, and titles, as well as other information pertinent to your faculty rights and obligations, may be found in the [APT document](https://geiselmed.dartmouth.edu/oaa/document/appointments-promotions-titles/).

*External activities*:

All full-time faculty members at Geisel (Tenure-track/Tenure and Non-tenure Lines) who are employed by Dartmouth College may engage in outside professional activities (e.g., consulting or teaching at summer institutes in which fees for services are paid to the individual, rather than as a contract/grant through Dartmouth). Please note that, consistent with [policies for Dartmouth](https://faculty.dartmouth.edu/dean/sites/faculty_dean.prod/files/dean_faculty/dartmouth_fac_handbook.pdf) more broadly, such activities may be carried out at the equivalent of no more than one day per week (seven days). In no case should consulting or other outside activities interfere with the teaching, research, service, or other obligations and responsibilities of the faculty member to the medical school.

Faculty members, full time or not, are required to discuss these matters and the expected time commitment with their respective Chairs and the Dean of Faculty Affairs/Executive Dean of Administration & Finance in advance of making contractual arrangements or continuing commitments. Faculty members are requested to keep their Chairs and the Geisel Dean’s Office informed of all formal or continuing consulting arrangements and ensure that such activities comport with Dartmouth’s Conflict of Interest Policies.

*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, all faculty who plan to be absent from campus for any prolonged period (> 3 months), must have prior approval by the Chair of the Department, the Dean’s Office and all other relevant parties for such absences. Such provisions also apply to part-time employees should they be receiving compensation for off-site activities from Dartmouth College. All remote work agreements must be reviewed and agreed upon by the faculty member’s chair, the Dean of Faculty Affairs, the Executive Dean of Administration and Finance at Geisel, and if relevant 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.

*Teaching and service*:

The Mission of the Geisel School of Medicine at Dartmouth is to improve the lives of the communities we serve through excellence in learning, discovery, and healing, and to foster an inclusive, diverse community that reflects our world, and addresses the most challenging issues in health care. Our purpose as a faculty includes teaching, research, and service, and we anticipate that you will play an important role in each of these areas over time. Our teaching is for medical students and graduate students, and is in both lecture and seminar styles as well as at-the-bench. Opportunities exist for undergraduate, graduate, and medical students at Dartmouth to work in your laboratory. Faculty members in the Department of DEPARTMENT typically are responsible for approximately X to XX hours of lectures per year, which includes teaching in both medical and graduate student courses.

Provide information on the specific course/teaching expectations during all years of the first appointment term.

Our complete dedication to excellence in all that we do is, we trust, evident. Our commitment to the academic and scientific communities of which we are a part takes various forms including, but not limited to, participation on Dartmouth’s academic committees, as requested by your Chair or the Dean, to service on study sections and journal reviewing. Unless otherwise approved by the Dean, all tenure-track faculty members will also be expected to provide service to Geisel (or Dartmouth more broadly) as requested by their Chair and/or the Dean. It is our expectation that you will contribute to [specify expected service obligations for the first appointment term] during your first term as a faculty member at Geisel, and that continued service will be part of your ongoing expectations, although the specific service will itself likely change.

*Performance goals and expectations*:

 To be delineated

*Other professional obligations*:

 To be delineated

*Verification of eligibility and expectations for compliance*:

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 all individuals receiving remuneration from Dartmouth College. 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 a member of the Dartmouth College academic community, you will be expected to comply with Dartmouth’s rules and policies including, but not limited to, policies on the responsible conduct of research, patents, copyright and other intellectual property rights, conflict of interest, open dissemination of research findings, 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>.

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 medical education (MD Program) and 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 are also expected to obtain any necessary training or certification required for your activities at Dartmouth 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. Finally, all new employees are required to attest to [Dartmouth’s New Invention Agreement](https://hub-rapport.dartmouth.edu/hub/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity%5bOID%5bFDBEC2E78A52C04193D27A2F17EBA701%5d%5d) at the time of hire. Please note that you will need your Dartmouth log-in information to access this site in Rapport. Please contact the Office of Sponsored Programs (OSP; <https://www.dartmouth.edu/osp/>) should you have any questions on this form/site.

**Optional**: As you will carry out your research efforts 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.

Please be aware that, because of the Covid-19 pandemic, individuals moving to the Dartmouth area and/or working on Dartmouth property must adhere to current quarantine restrictions as determined by federal, state, and institutional guidelines (<https://news.dartmouth.edu/covid-19/important-updates>) and to current restrictions on campus research activities established by Dartmouth College and by the Geisel School of Medicine. Please note that as part of these institutional guidelines, all employees must be fully vaccinated prior to the start of employment, to include a COVID booster once eligible. Individuals seeking an exemption from Dartmouth’s vaccine requirement for a medical or religious reason should reach out to the Office of Institutional Diversity and Equity to complete and submit the necessary paperwork or visit <https://www.dartmouth.edu/hrs/> for additional information and instructions on where to upload proof of vaccination documentation.

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

Chair, Department 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.

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 SIGNATURE [NAME] DATE

1. If hire is through TDI, substitute The Dartmouth Institute for Health Policy & Clinical Practice (TDI); not Deprt of TDI. [↑](#footnote-ref-1)