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 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 Non-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 Non-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, Promotion, 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 shall be extended to a full six-year period.
3. a Professor of DEPARTMENT in the Non-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, Promotion, 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 shall be extended to a full six-year period.

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](https://geiselmed.dartmouth.edu/ofa/document/appointments-promotions-titles/part-ii-professional-expectations-for-individuals-holding-academic-titles-at-geisel/) at the Geisel School of Medicine at Dartmouth (APT document) on the Office of Faculty Affairs site.

*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, 202x, you would not be eligible for the upcoming (July 1, 202x) merit increase cycle, but would be eligible to participate in subsequent annual merit increase programs.

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/hr/benefits_compensation/benefits/index.php). 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 benefit program. [If over 40] Should you choose to take the 7% special benefit as additional pay, your annualized starting base would be equivalent to $XXX,XXX.

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 Faculty Affairs site](https://geiselmed.dartmouth.edu/ofa/).

*Space and support for research activities*:

**Optional**: [We shall provide you with XXX square feet of space, including an office, in the LOCATION building to begin your research program. In addition, we shall provide you with XXXX access to XXXX equipment (shared, departmental, etc.)]. I as your Chair and other senior members of your 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.

*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 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 research and scholarly activities, as well as provide advice on other important career development activities. You are also eligible for other Dartmouth career development opportunities outside of your own department and the programs.

*Graduate programs and training grants*:

If applicable

*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.

*Relocation expenses*:

[Optional and *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]

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/).

**Obligations and Responsibilities**

As is the case for nearly all individuals hired into the Non-tenure Faculty Line, your activities are expected to be predominantly, if not exclusively, in research (in a rare number of cases, may be: in teaching). If in research, it is our expectation that you will be engaged in activities to secure funding from extramural sources and will establish a robust research program. In addition, unless otherwise specificed, it is our expectation that you will recover at least 95% of the funds required to support your compensation (salary and benefits) as well as all costs associated with your research program from qualified sources as defined in in Appendix 3, *Policy on Compensation and Research Support*, in the APT document.

To be in compliance with the [US Government Code of Federal Regulations (CFR)](http://www.ecfr.gov/cgi-bin/text-idx?SID=91ad1b03e1f33d0d41209edbb3911586&mc=true&node=se2.1.200_1430&rgn=div8) [<http://www.ecfr.gov/cgi-bin/text-idx?SID=91ad1b03e1f33d0d41209edbb3911586&mc=true&node=se2.1.200_1430&rgn=div8>], faculty members in the Non-tenure Line who are expected to develop self-directed research programs and are committed at > 50% effort (six person-months) as principal investigator (PI) or co-investigator (co-I) on sponsored awards (whether federal or non-federal) will be afforded at a minimum 5% central support for grant writing and other service activities precluded as allowable costs on federal research awards. Non-tenure Line faculty who demonstrate excellence in research as set forth by guidelines in Appendix 4, *Subvention Guidelines*, may be provided with additional subvention support (e.g., 25% or 50%), but such subvention is not made in perpetuity and is contingent upon a continued level of maintained support.

Option 1: As a Non-tenure Line faculty member engaged in research activities, you are not required to perform either teaching or service for the institution, although you may voluntarily participate in *de minimis* professional opportunities (e.g., an occasional guest lecture or occasional term appointment to a non-standing and limited-engagement committee). Please note that such voluntary activities will not be compensated by the Department or the Medical School, and individuals whose support is fully derived for research activities should not serve on standing/long-term committees nor take on teaching duties of recognized authority (i.e., as course instructor or co-instructor) without a reallocation of FTE to these pursuits.

Option 2: In some cases, Non-tenure Line faculty members may have an identified portion of their FTE dedicated to specific teaching or service obligations under conditions where the Department/Institution has funds to cover the compensation obligations to the Non-tenure Line faculty member on a contract basis. Your initial hire will include 0.XX FTE and concomitant support for such activities for a period of X years. Teaching/service activities on such a contract basis are limited to the period for which the Department/Institution has funds available to support such activities and do not obligate the Medical School to any continued support beyond the period defined in this letter.

Should you be able to recover more than the expected level of compensation (as set forth above) from extramural sources, the balance above the XX% that is derived from Geisel central sources can accrue to personal and department accounts according to the Geisel policy on [Faculty Research and Innovation Accounts](https://geiselmed.dartmouth.edu/ofa/faculty-research-and-innovation-accounts-fria/).

Your continued appointment and employment at Dartmouth College in the Non-tenure Faculty Line is contingent upon availability of funds to Dartmouth College (Geisel) to your research program. 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 appointment and employment may be terminated for cause [<https://faculty.dartmouth.edu/dean/governance-service/faculty-handbook>]. 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.

*Academic advancement*:

At the Geisel School of Medicine, review by the Appointments, Promotions, and Titles (APT) Committee for promotion normally occurs after six years in rank, 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 document entitled [Academic Appointments, Promotions and Titles](https://geiselmed.dartmouth.edu/ofa/document/appointments-promotions-titles/part-ii-professional-expectations-for-individuals-holding-academic-titles-at-geisel/) at the Geisel School of Medicine at Dartmouth.

*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 Darmouth more broadly, such activities may be carried out at the equivalent of [no more than one day per week](https://geiselmed.dartmouth.edu/ofa/document/appointments-promotions-titles/part-ii-professional-expectations-for-individuals-holding-academic-titles-at-geisel/) (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* (as applicable; i.e., if there is internal support for these activities):

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.

Note: few if any Non-tenure Line faculty members will be expected to be hired with central support. For those rare cases where that may occur:

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, from participation on Dartmouth’s academic committees to service on study sections and journal reviewing, as examples. 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://policies.dartmouth.edu/policy/background-check-policy).

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://policies.dartmouth.edu/policy/nondiscrimination-and-anti-harassment-policy-and-resolution-procedures)
* [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 at the time of hire ([https://hub-rapport.dartmouth.edu/hub/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[FDBEC2E78A52C04193D27A2F17EBA701]]](https://hub-rapport.dartmouth.edu/hub/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity%5bOID%5bFDBEC2E78A52C04193D27A2F17EBA701%5d%5d)). 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.

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