

[INSERT DATE]

[INSERT CANDIDATE NAME AND ADDRESS]

Dear [INSERT CANDIDATE NAME]:

It is my pleasure to offer you an appointment as [INSERT RANK] in the Department of [INSERT DEPARTMENT] at the University of South Alabama on the [INSERT TRACK] track. This is a 12month tenure -accruing appointment with the proposed starting date for your employment being on or about [INS ERT DATE]. The accrual for time toward tenure for this appointment begins on the fifteenth of August following your appointment date. Please note that the Vice-President for Medical Affairs/Dean of the Frederick P. Whiddon College of Medicine , on behalf of the President, will provide the official academic appointment after completion of the hiring process. The hiring process includes review of references, degree verification, and completion of a background check.

regarding USA policies and promotion/tenure guidelines. These documents are available on -line at:

- x <http://www.southalabama.edu/departments/academicaffairs/facultyhandbooks.html>
- x [https://www.southalabama.edu/colleges/com/administration/faculty -affairs.html](https://www.southalabama.edu/colleges/com/administration/faculty-affairs.html)

The initial proposed salary for this position is \$[INSERT AMOUNT] per year plus benefits. You

We look forward to you joining the Department of [INSERT DEPARTMENT] and the University of South Alabama. Please sign and return the original letter within [INSERT # DAYS] of receipt.

[Recipient Name]  
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Sincerely,

\_\_\_\_\_  
[INSERT CHAIR NAME]  
[INSERT DEPARTMENT]

\_\_\_\_\_  
John V. Marymont, MD, MBA  
Vice-President for Medical Affairs  
Dean, Frederick P. Whiddon College of Medicine

I accept the terms and conditions as stated above:

\_\_\_\_\_  
[INSERT CANDIDATE NAME]

Date: \_\_\_\_\_

cc: Jeanna M. Smith, Executive Director, Office of Faculty Affairs and Faculty Development