Date  
  
  
  
Name  
Address  
Address

Dear:

We are pleased to offer you the position of \_\_\_\_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_\_\_ at The Robert Larner, M.D. College of Medicine at The University of Vermont. This appointment will be part time, \_\_ FTE, 12-months, for the period beginning (e.g. July 1, 2015), and ending (e.g. June 30, 2017) at an FY \_\_ annual salary of $\_\_\_\_\_\_\_\_\_\_\_\_\_ [for start dates other than July 1, include: “(that will be pro-rated through June 30, 20\_\_)”]. Your appointment is contingent upon the availability of restricted funding and will terminate at any time the restricted funds should cease.

In addition to the terms and conditions stated in this letter of appointment, faculty are subject to departmental, College and University policies, including policies appearing in the College of Medicine Faculty Handbook, which may be found on the web at: <https://www.uvm.edu/provost/university-manual-collective-bargaining-agreements-faculty-handbooks>

**Include if fully remote upon hire** **(based on University’s telework policies and procedures and if fully approved by LCOM HR Director, LCOM Dean and Provost’s Office)**: The University agrees that commencing on your hire date, you may telework on a full-time basis from a non-UVM facility located in [City, State]. Please refer to Federal and State Labor Laws (<https://www.jjkeller.com/learn/SHRMPDF>) for further information regarding those applicable laws in the state you work in. If you wish to telework from a different location, you will need to submit a telework request and receive prior approval for a change in work location following the University’s telework policies and procedures.

Vermont state statute requires all U.S. citizens in faculty positions at publicly-funded universities to subscribe to an oath to: support the U.S Constitution, the Vermont Constitution, and all state and federal laws. Your position may include formal and/or informal instructional responsibilities. If you are a U.S. citizen, your signature on this appointment letter serves as your attestation to this oath.

Our Larner College of Medicine community upholds the highest standards of professionalism as we follow our passion for lifelong learning and improvement. We demonstrate professionalism through integrity, accountability, compassion, altruism, and social responsibility. We honor the trust our society has placed in us as stewards of the art and science of medicine, relying on cultural humility, kindness, and respect to guide our daily interactions. We expect all members of our community to embrace these principles of professionalism as we strive to conduct and support patient care, research, and education that are second to none.

If your decision is to accept the position as stated above, please indicate your acceptance by signing a copy of the appointment letter and returning it to the Chair.

We look forward to hearing from you within 10 days of your receipt of this letter.

Sincerely,

Chair

Richard L. Page, M.D.

Dean, Larner College of Medicine

Acceptance:

I accept the offer as stated above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature