

(Date)

Dear \_\_\_\_\_ :

We are pleased to offer you a part-time position to the Faculty of the Department of (Select) at the University of Kansas School of Medicine-Wichita beginning \_\_\_\_\_. This appointment will be on the non-tenure track and is renewable annually. The appointment will be \_\_\_\_\_ FTE University and is subject to final approval by the Executive Dean and Vice Chancellor for Academic Affairs and successful completion of a background check. Time served in this position does not accumulate time towards tenure.

**APPOINTMENT AND SALARY:** The academic rank for this position is (Select). The salary from the University for the part-time appointment will be \_\_\_\_\_ per year. Any portion of your salary that is funded by restricted funds, grants, funds contingent upon grants, third party contract payments, or endowed funds from any source, is subject to the availability of those funds and may be reduced in the event the funding source is decreased. Please consult with your Department Chair or Director if you have any questions regarding the source of your funding. Please see Attachment A for the complete description of duties for this position.

We will need you to apply for and receive Kansas Licensure if you have not yet done so. Our office staff will assist you in applying for medical staff privileges at Wesley Medical Center and the Via Christi Regional Medical Center and can assist with other necessary paperwork.

Faculty at the University of Kansas work under the policies, governance, rules and bylaws of the University of Kansas and the Kansas Board of Regents. These are outlined in the Handbook for Faculty and Other Unclassified Staff, which may be downloaded from the KUSM-W Website, at the following web address:

<http://wichita.kumc.edu/support/>.

We are delighted by the prospect of your becoming a colleague and ensure our support to help you in your growth and development as an academic faculty member of the University of Kansas, and that there is sufficient academic accomplishment for appropriate academic growth toward future promotions.

If the terms of this letter of offer are satisfactory to you, please sign in the appropriate place and return it by \_\_\_\_\_, using the enclosed envelope. We will then proceed with the necessary faculty appointment paperwork.

Sincerely,

\_\_\_\_\_  
, MD  
Professor and Chairman  
Department of (Select)

\_\_\_\_\_  
S. Edwards Dismuke, MD, MSPH  
Professor and Dean

I accept this letter of offer \_\_\_\_\_  
Signature

I decline this letter of offer \_\_\_\_\_  
Signature

cc: S. Edwards Dismuke, MD, MSPH, Dean  
Human Resources  
Academic and Student Affairs

Enclosures