

DATE: _____

TO: _____

FROM: _____

RE: Division of costs for new faculty, _____

1. Salary

- a. The Department of _____ will provide _____% of Dr. _____'s \$ _____ salary beginning in the _____ year of his/her appointment for a period of _____ years.
[Based upon anticipated retirements, the Department's commitment toward Dr. _____'s salary should continue beyond that date, depending upon the progress the candidate is making and his/her continued participation in departmental responsibilities. Check if applicable.]
- b. The _____ Center will provide _____ % of Dr. _____'s \$ _____ salary beginning in the _____ year of his/her appointment for a period of _____ years.

2. Startup Funding

- a. The Department of _____ will provide a total of \$ _____ in startup funds over a _____ year period (\$ _____ per year) from date of appointment.
- b. The _____ Center will provide a total of \$ _____ in startup funds over a _____ year period (\$ _____ per year) from date of appointment.

3. Space

- a. The Department of _____ will allocate
Dr. _____ space in _____

- b. The _____ Center will allocate
Dr. _____ space in _____

4. Tenure/Promotion

- a. Both the Department Head and Center Director will draft separate written recommendations regarding the faculty member's tenure and promotion. The tenure and promotion must also be approved by the Promotions Committee at the School of _____, the Dean of the School of _____, and the Vice-Chancellor for Academic Affairs. Note that current policies for Basic Science promotions make it difficult for an assistant professor to be eligible for tenure with less than five years of service to the University. Both success in obtaining extramural grant support and publication record are considered necessary to the promotion process; evidence of teaching excellence and university service are also necessary criteria. Annual reviews of the faculty member's progress will be conducted by both the Department Head and the Center Director.
- b. Dr. _____ will be considered for promotion to Associate Professor with tenure in the Department of _____ and the _____ Center at a time when he/she becomes eligible for the promotion and when the Center Director/Department Head consider him/her qualified for that promotion. Separate faculty committees from the Department of _____ and the _____ Center will review the documents required by the promotion process of LSUHSC-NO and will forward a written recommendation to the Department Head and Center Director regarding the faculty member's promotion.

5. Teaching

Dr. _____ will participate in teaching courses as his/her interests and the needs of the department dictate not to exceed _____ hours for the first _____ years.

Dr. _____ will participate in the following courses:

6. Clinical

Dr. _____ will participate in the following clinical activities:

Dr. _____ (check one)

will not receive guaranteed supplemental income.

will receive guaranteed supplemental income and responsibility for the guaranteed supplemental income will reside fiscally with _____.

7. Indirect costs on grants

Indirect costs on grants received by Dr. _____ will be divided between the Department and the Center in the same proportion as the sources of his/her base salary.

8. Duties and Responsibilities

Dr. _____ will be expected to:

- a. participate in seminar programs in both the department and the center;
- b. serve as a mentor to graduate students in the department and the center;
- c. attend faculty meetings and functions in both the department and the center;
- d. serve on selected university and departmental committees, which will further advance his/her academic career with the consent of both the department head and center director.

SIGNATURES

Recommended by _____
Department Head of _____

Recommended by _____
Dean, School of _____

Recommended by _____
Center Director of _____

Recommended by Joseph Moerschbaecher III, PhD,
Vice Chancellor for Academic Affairs

Approved by Larry Hollier, MD, Chancellor of
LSUHSC-NO