**EDUCATION SCHOLAR PATHWAY**

**For appointment of: \*Instructor (two-year term)**

**\*Assistant Professor (two-year term)**

**\*Associate Professor (four-year term)**

**\*Professor (six-year term)**

DATE (May 1, 2019)  
  
NAME (Jane L. Smith, M.D.)

ADDRESS (1234 Main Street)

ADDRESS (Burlington, VT 05401)

Dear SALUTATION (Dr. Smith):

We are pleased to offer you the position of \_\_\_\_\_\_\_\_\_\_\_\_ in the Education Scholar Pathway in the Department of \_\_\_\_\_\_\_\_\_\_\_\_ at The Robert Larner, M.D. College of Medicine at The University of Vermont. This appointment will be [full-time (XX% FTE, 12 months) OR part-time (XX% FTE, 12-months)], for the period beginning (e.g. July 1, 2015), and ending (e.g. June 30, 2017) at a FY \_\_\_annual salary of $\_\_\_\_\_\_\_\_\_\_\_\_\_. [NOTE: for start dates other than July 1, include “that will be pro-rated through June 30, 20\_\_.”]

Your appointment is conditional upon the need to fulfill the teaching mission of the College of Medicine as assessed by the Chair in consultation with the Dean and carries with it all the rights and privileges afforded faculty members in the Larner College of Medicine Faculty Handbook with the exception of eligibility for tenure.

**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://app.jjkellerlaborlawposters.com/posters/eyJhbGciOiJIUzUxMiIsInR5cCI6IkpXVCJ9.eyJhY2NvdW50SWQiOiIyMDEwMTM2MzgiLCJjb250YWN0SWQiOiI2MDM0MTY4NDUiLCJpc3MiOiJub2Rlc2VydmVyIiwiaWF0IjoxNzE3MTczMzEzfQ.e5Z2F6NhOWSAh-FyB_6wUaq6PMvJ-W2QLjc2yw4NTWhAAt0Utigb14c5kT9_V7yBy5tSNu2TGDzHBtkQjsamjQ) 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.

*(If relocation being offered by UVM, please include this paragraph. If relocation not being offered, please remove this paragraph):*

The College will provide $XX,000.00 toward relocation expenses according to the federal tax regulations and University of Vermont guidelines. This payment will be considered taxable wages. For details, please refer to the University Relocation Policy Statement: <https://www.uvm.edu/d10-files/documents/2024-12/relocation.pdf>

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 Larner College of Medicine Faculty Handbook. Faculty resources, including links to the Handbook and other guiding documents, are available on the Larner College of Medicine Office for Faculty website at [Office for Faculty | The University of Vermont](https://www.uvm.edu/larnermed/officeforfaculty), and you can link directly to the Handbook online at:

<https://www.uvm.edu/provost/university-manual-collective-bargaining-agreements-faculty-handbooks>.

This offer is contingent upon the completion of a successful background check. If the background check process reveals information about criminal charges or convictions that you failed to disclose on your application, UVM may immediately revoke this offer of employment, or, if you have already begun your employment with UVM, may terminate it immediately.

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.

Members of the University of Vermont community embrace and advance the values of Our Common Ground, which can be found online at: <https://www.uvm.edu/president/our-common-ground>.

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.

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 within 10 days of your receipt of this letter. Also, please complete and return the personnel information sheets, which will become part of your permanent University record.

We look forward to welcoming you to the faculty of the Larner College of Medicine and the University of Vermont.

Sincerely,

CHAIR SIGNATURE BLOCK

(e.g., Mitchell Norotsky, M.D.

Stanley S. Fieber, M.D.’48 Chair of Surgery)

Richard L. Page, M.D.

Dean

Linda S. Schadler, PhD

Acting Provost and Senior Vice President

**Acceptance:**

I accept the offer as stated above.

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

Date Signature