Dear First Name Last Name:

I am pleased to offer you the position of:

Appointment Type: Click to select Appointment Type 

Faculty Rank: Click to select Faculty Rank

Title(s): Click to type Title(s)

Primary Academic Department: Click to select Primary Academic Department

Primary IUSM Campus: Click to select Primary IUSM Campus

Total FTE: Click or tap here to enter text.

This position Choose an item in accordance with Indiana University (IU) and School of Medicine (IUSM) tenure policies and procedures. The beginning date of your appointment will be Click to select date. Your starting salary from the University will be Click to type Salary per year. In addition to your salary, you will receive [fringe benefits](https://hr.iu.edu/employment/new-employees.html), which include eligibility to participate in the university’s retirement and life and health insurance programs. You must enroll in health benefits within 30 days of the beginning date of your appointment. If this 30-day period is missed, you cannot enroll until the next open enrollment session. IU’s policy is to provide reasonable [accommodations](https://oeo.iupui.edu/ada-accessibility/index.html) for qualified persons with disabilities; please contact the IU Indianapolis Office of Civil Rights Compliance to begin this process.

You will receive a taxable relocation allowance through a one-time lump sum payment in the amount of $Click here to type Amount

*If eligible for tenure,* the [IU Indianapolis Faculty Guide](https://facultycouncil.indianapolis.iu.edu/Governance/IU-Indianapolis-Faculty-Guide) indicates that a three-year formative review is required for all tenure probationary faculty in the spring of the third year (Click to enter academic year (YYYY-YYYY)). Application for tenure and promotion occurs during the seventh year (Click to enter academic year (YYYY-YYYY)) of IUSM’s nine-year probationary period. Tenure and promotion require documented evidence that you have met IU Indianapolis, IU School of Medicine, and departmental standards.

*For acting lecturers*, when you obtain your terminal degree (we allow a maximum of three years from the initial appointment date), your appointment type will be converted to the Clinical track.

Your initial duties will include the following: Click to describe duties and include % effort for each applicable mission area. Your supervisor may prescribe additional or different duties. Faculty presence on campus is essential for our school's culture and effectiveness. Any requests for remote work must benefit the school, be approved by the dean each semester, and be documented through a school process.

This offer is contingent on final administrative approval and the university’s verification of your credentials and other information as required by law, satisfactory completion of a background check, and your production of the federally required documentation indicating that you are a U.S. citizen, a permanent resident of the United States, or you are otherwise legally authorized to work in the United States for the period of this appointment. Criminal convictions may result in ineligibility for certain appointments or positions within IUSM.

The university’s commitment to you and your reciprocal expectations are rooted in university policies and procedures related to academic appointments. Attached is the IUSM Academic Appointee [Guide](https://fapdadmindashboard.iusm.iu.edu/online/fapd_documents/download?data=197eaba5-9dae-465f-310d-08db763d2c39&_gl=1*z6oaw3*_ga*NjU4NjkwODQuMTY4MjM2NDI2MA..*_ga_61CH0D2DQW*MTY4OTc5MjQ1OS44MS4xLjE2ODk3OTQ5NDkuNDYuMC4w) that highlights necessary IU and IUSM policies and procedures that govern the terms and conditions of your appointment, as well as other important issues associated with your position with the university, such as promotion, reappointment, dismissal, and benefits. The guide includes information on IUSM’s [core values](https://medicine.iu.edu/about/mission-vision-values), [guiding principles](https://medicine.iu.edu/about/mission-vision-values), and [honor code](https://medicine.iu.edu/about/policies-guidelines/honor-code). Please thoroughly review IU policy [UA-17, Conflicts of Commitment and Interest](https://policies.iu.edu/policies/ua-17-conflicts-of-interest-commitment/index.html#policyStatement) (“UA-17”). Among other requirements, UA-17 requires that academic appointees (1) prevent individual or institutional conflicts of commitment in their assigned duties for IU; and (2) disclose potential conflicts of interest and conflicts of commitment and adhere to any requirements created to manage or eliminate those conflicts. You are required to submit a [Conflicts of Interest and Commitment online disclosure form](https://compliance.iu.edu/compliance-areas/conflicts-of-interest/disclosure.html?_gl=1*1d9w58x*_gcl_au*MTk5ODQ0MzE1Ni4xNzQ2MDE3NDUy*_ga*MTI0NzIwNDM3NC4xNzQwNTEwNTA2*_ga_61CH0D2DQW*czE3NTA3Njk3NjIkbzI0MiRnMCR0MTc1MDc2OTc2MiRqNjAkbDAkaDA.) (“COIC Form”) at least annually and whenever there is a significant change giving rise to a potential or actual conflict of interest or commitment. You must prepare the COIC Form immediately upon commencement of employment. In the event of a conflict between this letter's terms and applicable university or campus policy, university and campus policies control. This letter is not a contract, employment agreement, or other promise of continued employment.

Please also note that IU policy prohibits participation in certain foreign talent recruitment programs. Please see <https://rso.iu.edu/research-security-assurance/malign-foreign-talent-recruitment-programs.html>.

The culture of the School of Medicine and IU Indianapolis is of the highest importance. We value a culture of collaboration, teamwork, and mutual respect while dedicating ourselves to excellence in teaching, research, and service. Accepting this appointment represents your acceptance of these documents and commitment to embracing and adhering to these values and principles. Please note that the attached [guide](https://fapdadmindashboard.iusm.iu.edu/online/fapd_documents/download?data=197eaba5-9dae-465f-310d-08db763d2c39&_gl=1*z6oaw3*_ga*NjU4NjkwODQuMTY4MjM2NDI2MA..*_ga_61CH0D2DQW*MTY4OTc5MjQ1OS44MS4xLjE2ODk3OTQ5NDkuNDYuMC4w) is not an exhaustive list of policies and procedures that may be applicable; additional university policies can be found at [policies.iu.edu](https://policies.iu.edu/).

*If dually employed,* this position is also subject to the requirements of our various affiliated hospital organizations, including, but not limited to, Indiana University Health, Eskenazi Health, and the Richard L. Roudebush Veterans Affairs Hospital. These may include credentialing approvals, a criminal history check, health evaluations, and drug screening.

*If dually employed,* you may not provide health care except through the IUSM-approved faculty practice plan, Indiana University Health Medical Group (IUHMG). Your continuous participation in this approved faculty practice plan is necessary for your appointment. Therefore, termination, resignation, or other non-participation in the approved faculty practice plan may constitute persistent neglect of duties or persistent failure to carry out the tasks reasonably to be expected of a person holding the position involved, misconduct or violation of other University requirements, and result in loss of appointment. Please note that IUHMG also has several policies and procedures you should familiarize yourself with.

*If dually employed,* your employment agreement with IUHMG and its policies and procedures govern your relationship with IUHMG. Therefore, as it relates to your employment with IUHMG, in the event of any conflict between the terms of this letter, applicable university policy, and applicable IUHMG policy or your IUHMG employment agreement, the IUHMG policy or agreement will control.

If these terms are acceptable, please indicate your acceptance by signing at the bottom of this letter. We look forward to welcoming you to the IU School of Medicine.

Sincerely,

Signature Block Department Chair/Regional Campus Dean/Library Director

ACCEPTANCE:

I accept and acknowledge the terms and conditions of the appointment as set forth above. I also agree that my appointment is specific to the IU Indianapolis campus and the IU School of Medicine, irrespective of the geographic location of my day-to-day activities, duties, and responsibilities. Therefore, I agree that I am subject to the applicable policies and procedures of the IU Indianapolis campus and the IU School of Medicine relating to my appointment, reappointment, and tenure, including those pertaining to post-tenure review.

Signature: Date:

Print Name: