***[DIRECTIONS: Please Do Not Include Highlighted Text in Letter]***

Date

Faculty Candidate’s Name

Candidates Address

Candidate’s City, State, and Zip Code

RE: Letter of Intent

Dear Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_:

We are pleased to inform you of our intent to offer you a faculty appointment at the rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso), Woody L. Hunt School of Dental Medicine (WLHSDM), with an anticipated start date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your direct supervisor will be Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Dean WLHSDM. ***[Note: If this is a joint appointment, approval must be obtained from Dean’s office prior to distribution of LOI]***

The position will be requested on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_track, with a base salary of $ \_\_\_\_\_\_\_\_\_\_\_\_\_ per annum plus fringe benefits (as per TTUHSC El Paso Policies). You will also be granted an administrative appointment as \_\_\_\_\_\_\_\_\_\_\_\_\_\_ with a stipend of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Administrative positions are held at the pleasure of the Dean. The position and any associated stipend may be revoked at any time without cause. Payment of an administrative stipend is contingent upon satisfactory performance of the obligations of that position, including timely completion of time sheets, and receipt of contract funds. Payment of any compensation above base salary is contingent upon compliance with institutional policies regarding the timely completion of medical records and billing documentation.

In addition, you will be provided a moving allowance of up to $ \_\_\_\_\_\_\_ through the university’s approved vendors. Expenses above this amount require prior review and authorization by \_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **Clinical Service*: [Note: The purpose of this section is two-fold: to ensure that the candidate has a clear understanding of the expectations of him/her from a clinical perspective and to ensure that the proposed clinical requirements are consistent with the ProForma submitted to support the position]***
2. Call
3. # of days
4. Restricted vs. unrestricted
5. Is this part of current compensation or is there additional compensation
6. Clinic/Outpatient
7. # of clinics (should include all clinics including resident supervision clinics).
8. # of patients / clinic expected
9. Expectations with providing services at multiple locations.
10. Inpatient
11. # of OR days if appropriate
12. # of weeks of consult coverage or service coverage as appropriate
13. Statement of outpatient expectations while on clinical inpatient service.
14. Expectations with providing services at multiple locations.
15. Outreach
16. Describe any expectations regarding outreach to community or outside providers

**[*Note: Chairs are urged to include specific RVU targets in the letter. Statements such as “75% clinical “are acceptable in conjunction with the above items, but are not acceptable as standalone references*.]**

1. **Teaching Expectations**:
2. Describe expectations for supervision of students / residents in inpatient and outpatient setting. For example “of your 6 half day clinics, I anticipate at least one will be resident supervision clinic.”
3. Describe expectations for participation in pre-clinical and clinical education of dental students (MS I-IV) (e.g., Scientific Principles of Dental Medicine clinical correlation lectures and/or small group problem solving session, Dental Skills Course teaching, and participation in clerkship.
4. **Scholarship Expectations:** [note that scholarship is separate from research. Scholarship is part of general duties of a faculty, and does not in itself warrant protected time (For details, please refer to the attached “WLHSDM Criteria and Guidelines for Faculty Appointment, Tenure & Promotion”)]:
5. Description of activity expectations regarding scholarship and peer reviewed publications.
6. **Research**: [***Note: If the position includes protected time for research, this section must be included; [“Prior” to distribution the LOI must also be reviewed and approved by the Associate Dean for Research if a commitment of lab space is being made]***
7. State the % protected time
8. Describe expectations regarding obtaining external funding support, publication expectations
9. Describe commitments of lab space, resources and startup funds.
10. **Other Expectations**:
11. Describe any significant committee or administrative work, including responsibilities. For example, a clinic medical director may be expected to work with administrator in making schedules to assure balanced workloads through the week.
12. You will be expected to serve on a proportionate share of School and institutional committees.
13. You will have the opportunity to discuss your goals and progress towards promotion during an annual faculty performance evaluation conference with your department chair.

These duties may be redefined or restructured by TTUHSC El Paso based upon institutional needs.

Your beginning employment shall be contingent upon review and approval by the Committee on Faculty Appointment and Advancement (CFAA), possession of a current unrestricted Texas dental license, DEA, completion of clinical credentialing requirements as set forth by the Office of Clinical Affairs, attainment of hospital privileges as determined by your Dean, and successful completion of a criminal background check as required by university policy for all new hires prior to your employment effective date. In addition, you will also be required by federal law to show proof of identity and authorization to work in the United States to the Human Resources Department on your first day of employment. Furthermore, faculty members are also required to maintain board certification.

The university policy requires that the WLHSDM receive and maintain documentation of each faculty member’s academic preparation. Please initiate the request process as soon as possible so that the school will receive your **original** transcript(s) directly from your terminal degree-granting institution(s) and meet the requirement for the transcript(s) to be on file before your scheduled employment effective date. Please contact your terminal degree-granting institution(s) to request your original terminal degree(s) transcript(s) to be sent directly to:

Office of Faculty Affairs  
TTUHSC El Paso

Attn: Transcript Coordinator

5001 El Paso Dr, ASB Rm 1108

El Paso, TX 79905

Phone No. (915) 215-4909

transcript\_elp@ttuhsc.edu

1. Resources/Support: To enable you to achieve success in your role as a faculty of TTUHSC El Paso, the following resources will be provided**: *[Note: List any resources, training, CME funds not covered anywhere else].***
   1. Mandatory New Faculty Orientation: As a new faculty member, you will be required to participate in the next New Faculty Orientation program for faculty members.
   2. Faculty Development Course: In support of your professional development, you will be enrolled in the school’s Faculty Development Course within the first year of your employment subject to course availability.
   3. Faculty Mentoring Program: Please discuss with your Chair for opportunity to participate in the Institutional Faculty Mentoring Program.
   4. You will receive up to \_\_\_\_\_ days per calendar year for professional development including CE. This is subject to the approval of the Chair, as well as applicable TTUHSC El Paso policies.

We are excited by the prospect of you joining the Woody L. Hunt School of Dental Medicine. Please be aware that a formal letter of offer may only be issued by the Dean, WLHSDM. In order to facilitate the extension of that offer, we ask that you acknowledge your acceptance of the terms of this letter of intent by signing below, and returning the original signed letter to me within 10 days of receipt of this letter.

Sincerely,

[Dean’s Name]

Dean

TTUHSC El Paso, Woody L. Hunt School of Dental Medicine

I accept the terms of my proposed employment as described in this letter. I understand that a formal offer may only be made by the Dean, WLHSDM.

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

Signature ***[Type in Name of Recruit]*** Date

Cc: Richard A. Lange, M.D., M.B.A., Founding President TTUHSC El Paso /Dean for PLFSOM

KoKo Aung, M.D., M.P.H., Vice President for Faculty Success

Michael J. Romano, M.D., M.B.A., Associate Dean for Clinical Affairs, TTUHSC El Paso

Sue Fuciarelli, Chief Financial Officer, TTUHSC El Paso /Vice President for Finance & Admin, TTUHSC El Paso

Frank Stout, Chief Operating Officer, TTUHSC El Paso /Vice President for Operations, TTUHSC El Paso