

## Checklist of Topics to be included in Initial Appointment Letters

1. Nature and locus of position
  - a. college,
  - b. department
  - c. track e.g. tenure track or non-tenure track. For **tenure track**, specify the time when the candidate would be considered for tenure (mandatory 6-year probationary period – see *Faculty Handbook, Section 4.8.1* and provide link where this can be viewed); for senior hires, may include reference to an expedited review (*Faculty Handbook, Section 4.5*). For **non-tenure track**, specify the type of non-tenure track position (clinical educator, research, or limited duration) and refer to the *Faculty Handbook, Section 5* for additional details.
2. Proposed rank (letter should indicate that final rank requires additional review and approval by college committees)
3. Proposed Salary
4. Source of benefits (UT, practice group, other) and web site where additional information on benefits can be obtained
5. Sources of funding for position including the campus base salary (*Faculty Handbook, Part I, Section 4.7.2*), compensation for administrative duties, etc., and a listing of contingencies that might affect total compensation and/or continuation of appointment
6. Anticipated start date and date when offer letter will expire
7. Period of initial appointment
8. Expected effort (in percentages) devoted to each of the assigned campus missions
9. Statement indicating any specific requirements that may apply to this position such as:
  - a. Professional licensure,
  - b. board certification,
  - c. membership in a campus practice plan, and
  - d. satisfactory completion of a criminal background check.
10. Statement of required documentation via official transcript and/or credential evaluation of highest earned degree (and other relevant degrees) and postgraduate training upon initial appointment
11. Statement that appointment is made subject to the applicable State and Federal laws and the statutes and regulations of the UTHSC and to the Bylaws and Policies of the Board of Trustees of the University of Tennessee.

12. Statement that the appointee will abide by the rules and regulations of UTHSC, including the provisions of the *Faculty Handbook* and the principles of the Honor Code of UTHSC.
13. Statement about misrepresentation of academic credentials as required by TCA § 49-7-133 (exact verbiage as below is required):
  - Misrepresentation of academic credentials is a Class A misdemeanor in Tennessee. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents, orally or in writing, that such person: (1) has successfully completed the required course work for and has been awarded one or more degrees or diplomas from an accredited institution of higher education; (2) has successfully completed the required course work for and has been awarded one or more degrees or diplomas from a particular institute of higher education; or (3) has successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.
14. A statement that the letter contains the complete appointment agreement between UTHSC and the appointee and that any previous discussions or correspondence are not binding on UTHSC.
15. Include links to the UTHSC home page, pages providing access to the *Faculty Handbook* as well as a link to the UT BOT web site.
  - <http://www.uthsc.edu>
  - <https://academic.uthsc.edu/faculty/info.php> (link to *Faculty Handbook* and other important faculty-related documents)
  - <http://uthsc.edu/saes/honor-code.php>
  - <https://trustees.tennessee.edu>
16. Forms:
  - Faculty Appointment Agreement (FAA)
  - Consumer Authorization & Disclosure Statement forms
  - Personal Data Form
  - Conflict of Interest Form (Outside Interests Disclosure Form)
17. Return address for response to the offer