


Date: October 22, 2020
To: Department Chairs
From: David S. Raiford, M.D. 
Subject: Review of Faculty Offer Letters

Please accept this updated guidance regarding review of offer letters for new faculty recruits who will be employed by VUMC. You have received separately an updated faculty offer letter template with a separate non-compete document which all VMG members must sign. These documents are effective immediately and supersede all prior versions. Offer letters for the following appointments must be submitted for review and approved before transmittal to the faculty candidate:

Professor: Tenure Track; Educator Track; Clinical Practice Track
Associate Professor: Tenure Track; Educator Track; Clinical Practice Track
Assistant Professor: Tenure Track; Other Tracks only if associated with assignment of dedicated space (not including an office), funds for development or capital equipment of greater than \$100,000, and/or annual compensation of \$250,000 or greater.

A final draft version of the offer letter accompanied by a current curriculum vitae should be sent by e-mail to Associate Dean John Penn, who will distribute them among the Offices of Faculty Affairs, Finance, and Research, as appropriate for review. Normally, turnaround time for review will not exceed three business days.

Offer letters created for VMG member physicians whose clinical practice will be limited to sites away from the main VUMC campus (includes One Hundred Oaks) should ordinarily not contain language proposing a faculty appointment. Requests to propose faculty appointment for such persons must be approved in advance by the Senior Associate Dean for Faculty Affairs / Chief of Clinical Staff, VUMC.

It is our intent to facilitate your recruiting efforts while ensuring consistency with internal policies and external regulatory obligations relating to faculty hiring and compensation. Please contact Associate Dean Penn or me with any questions.

DSR/eyd

cc: Jeffrey R. Balser, M.D., Ph.D.
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