(DATE) (Letter of Intent – HS Assistant, Associate, Clinical Professor) APPROVED: 2/1/2019

FIRST NAME LAST NAME, DEGREE

ADDRESS

ADDRESS

Dear Dr. LAST NAME:

We are very pleased about the prospect of having you join the University of California, Riverside, School of Medicine, as a faculty member and colleague. Clinical Division Faculty are very impressed by your accomplishments and interests, and are committed to your continued career development. We want to take this opportunity to clarify some issues of importance that we have discussed. This document represents a letter of intent and understanding as to how the position will be structured. The process of appointment will be initiated by a recommendation from the Clinical Division Faculty which is then reviewed by the School of Medicine Dean’s Office. The decision to offer an appointment is made by the Dean of the School of Medicine.

We propose the following:

**Start Date**

Your proposed start date of MONTH DATE, YEAR is approximately 90 days from the receipt of this signed offer letter *and* your fully completed credentialing application. The start date is also contingent upon you having an approved appointment, current unrestricted California Medical License and that you are credentialed through UC Riverside and our affiliated hospitals prior to said start date. You must be credentialed with all payors to be eligible to bill and collect revenue on your first day of employment. Any exception to this must be approved in writing by the Senior Associate Dean for Clinical Affairs. This offer letter is expressly conditional upon your acceptance by (NEGOTIATED LOCATION ex: RCH) as a physician for the hospital program. **(REMOVE IF NOT APPLICABLE)**

**Academic Rank**

We will propose you for a faculty appointment as SERIES/ RANK/STEP (Title Code: **XXXX**) in DEPARTMENT of XXXXXX within the Division of Clinical Sciences;Health Sciences Compensation Plan - Academic Programmatic Unit Scale **XX**). Please note that your academic appointment as SERIES/RANK requires additional approval by the School of Medicine committee on Clinical Faculty appointments and the School of Medicine Dean. Under the University of California system of shared governance, the Dean exercises the authority to appoint faculty in the Health Sciences Clinical Professor series only after a tiered peer review process of some duration has made its recommendation. Faculty in the Health Sciences Clinical series, do not have tenure and their appointments are subject to review/renewal on July 1st of every year. Details about the Health Sciences Clinical Professor track can be found in the online Academic Personnel Manual (APM) 278: <http://ucop.edu/academic-personnel-programs/_files/apm/apm-278.pdf>.

A condition of employment is you maintain board certification. Your proposed appointment as SERIES/ RANK/STEP will require contributions from you in the form of teaching responsibilities, clinical activities, implementation of the clinical enterprise strategy, University and/or public service, and scholarly and /or creative activities. In this series, the majority of your time is spent on clinical endeavors and teaching contributions may be in the form of lectures, small group case-based discussions, or supervising students or residents in a clinical environment. Scholarly activities may include development of creative patient centered clinical program, presentations, publications, and other scholarly activities. We will provide you with a faculty brochure that further delineates the academic appointments at the University of California.

After your initial proposed academic faculty appointment is confirmed by the tiered peer review process, your academic rank will be formally reevaluated for promotion in approximately **XX** years. Progression in the academic ranks is described further in the web-site referenced above.

**Administrative Appointment (REMOVE IF NOT APPLICABLE)**

You will be appointed **XXXXXXXXXXXXXXXXXXX**. The initial term of this appointment is one-year and will be eligible for reappointment subject to satisfactory yearly performance reviews.

**Duties and Responsibilities [INSERT APPLICABLE DEPARTMENT LANGUAGE]**

* **Clinical:** **(TO BE REVISED ACCORDINGLY – PERCENTS MUST BE INCLUDED)** You are being hired into a full-time position in the Department of **XXXXXX**, Division of Clinical Sciences. The focus of your clinical activity will be assigned to **XXXXXXX** and/or other UCR Health affiliates. Your academic department report will be to the Chair of **XXXXXX**. **XXX**-percent (**XX** %) of your effort will be devoted to your clinical practice endeavors. You will spend a total of **XXX**-days a week doing direct outpatient care at the assigned clinical site(s). **XXX**-percent (**XX** %) of your effort will be devoted to your administrative duties as the **XXXXX XXXXXX** of **XXXXX** for UCR Health. The SOM or UCR Health affiliate will pay for your cost of malpractice insurance. Financial performance calculation of your clinical practice will be based upon a XX% of Clinical FTE (Full time equivalent).
* **Administration:** **(TO BE REVISED ACCORDINGLY) PERCENTS MUST BE INCLUDED** Your administrative role as **XXXXXX** will report to the Senior Associate Dean for Clinical Affairs (SADCA). **XXX**-percent (**XX**%) of your total efforts will include administrative duties assigned by the SADCA including standardizing clinical practice protocols across the various Primary Care practices of UCR Health. The appointment to **XXXX** is a critical one for the UCR School of Medicine. In this capacity, it will be important to build a strong collaborative working relationship between **XXXXXX**, and UCR Health.

**(TO BE REVISED ACCORDINGLY)**

* *Teaching:* You will teach residents and medical students in the clinical setting and medical students at the UCR SOM campus.
* *University and Public service activities* will relate to your primary responsibilities in clinical teaching and professional activities taking into account the primary emphasis on clinical teaching and patient care services. Such activities could include service on various Faculty committees.
* *Scholarly/and or Creative Activities* will relate to your primary responsibilities in clinical teaching and professional activities taking into account the primary emphasis on clinical teaching and patient care services. Such activitiesmay include*:* articles, poster presentations, lectures, workshops, Performance Improvement projects, clinical-IT system projects, contributions to UCR publications, mentorship assignments, development of clinical teaching content, course development, and/ or clinical trial participation.

**Salary: (TO BE REVISED ACCORDINGLY)** The annual salary for the position of SERIES/ RANK/STEP is $**XXXXXXXX** per year for XXX% effort. Your salary will be generated primarily through clinical activities. This salary is distributed in monthly payments and is composed of several components:

* Your ‘base salary’ (X + X’) of $**XXXXXX** per year is composed of:   
   X ($**XXXXXX**) determined by your academic rank (SERIES/ RANK/STEP) +  
   X’ ($**XXXXXX**) determined by the Academic Programmatic Unit Scale **XX**.
* Your ‘negotiated compensation’ component (Y) is $**XXXXXX** per year and will be generated by you through either clinical activity or grants. As part of the Health Sciences Compensation Plan, the Y component will be negotiated with the Chair on an annual basis.
* Your Administrative Stipend (AS) component is $**XXX** per year while serving as   
  **XXXXXXXXXXXXXXXXXXXXXX.** **(REMOVE IF NOT APPLICABLE)**
* The School of Medicine will guarantee the X & X’ component of your base for one (1) year **(anything variation above the one (1) year guarantee would require prior approval through BFAC)** ending June 30, 201X if funding is not available from NEGOTIATED LOCATION (ex: RCH).

Additionally, $**XXXXXX** (X + X’) of the $**XXXXXX** total negotiated salary is covered under the University of California Retirement Plan (UCRP) in accordance with UCRP provisions and regulations. UCRP is one of the most generous benefits of UC employment. UCRP benefits include lifetime monthly retirement income, disability benefits, survivor income, and death benefits. The Summary Plan Description is located at: <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/retirement-benefits/ucrp/>

With an academic appointment as a faculty member in the School of Medicine, Division of Clinical Sciences, you will become a member of the *UCR Health Sciences Compensation Plan (HSCP).* The UCR HSCP clearly delineates the components of your total negotiated salary. Adherence to the compensation plan guidelines constitutes a condition of employment. The UCR HSCP prohibits members from separate clinical practice, or retention of any professional clinical income outside of the plan.

It is anticipated that each year, beginning in late winter or early spring for the academic year, the process for review of negotiated salary for the subsequent fiscal year will commence. After operational expenses are netted, additional salary dollars generated from grants, consultations or clinical income deposited into the UCR compensation fund are considered in determining your total negotiated salary for the following fiscal year, as well as your academic rank. These additional funds must be administered through UCR so they can be captured in your individual calculation.

You may accept certain categories of income accruing from occasional service such as honoraria, prizes (defined as gifts in recognition personal achievements and not for services) and other forms of compensation for your professional activities outside the University of California in accordance with the University’s policy on outside professional activities that applies to academics in the health sciences.

**Incentive (Z) Compensation:** (**TO BE REVISED ACCORDINGLY - REMOVE IF NOT APPLICABLE)** Your Incentive Compensation (Z) will supplement the negotiated salary described above. The incentive is not a guaranteed component of the salary. The incentive (Z) payment will be calculated as follows:

* For clinical services provided by you under a professional services contract between UCR Health and **XXXXXXXXXX** establishing your availability to complete “hospitalist/ nocturnist” shifts at **XXXXXXXXXX**:
  + UCR HSCP will first retain all income generated by completion of the initial agreed upon number of **XXXXXXXXXX** Hospitalist shifts substituted per week until your ambulatory practice is established (see Duties and Responsibilities: Clinical);
  + Then, 80% of net revenues collected for additional “hospitalist/nocturnist” shifts at **XXXXXXXXXX** will be distributed to you as an Incentive Compensation (Z).
  + Such approved ‘elective’ clinical activity must not interfere with your ability to complete your core UCR responsibilities in an alert and refreshed capacity. This arrangement will be reviewed with you on no less than a quarterly basis with both the Department Chair and SADCA.
* After your clinical and administrative practice is mature and you elect to discontinue your **XXXXXXXXX** duties, your Z-compensation will be determined by the standard compensation guidelines of the UCR HSCP.

**Additional Compensation: (TO BE REVISED ACCORDINGLY - REMOVE IF NOT APPLICABLE)**

You are eligible to participate in opportunities for additional compensation. Compensation will supplement the negotiated salary described above. These additional payments will be paid quarterly if the TNS plus benefits are fully covered and funding for the additional shifts has been received. This is not a guaranteed component of the salary. The payment will be calculated as follows:

* UCR HSCP will retain all clinical revenue generated. You are required to complete 182 shifts per year.
* After the required 182 shifts, you will be compensated at one hundred five dollars ($105) per hour for any 12 hour, daytime hospitalist shifts or portion thereof, and one hundred and twenty-six dollars ($126) per hour for any Nocturnist shifts and or portion thereof. In addition, you will be compensated at one hundred and fifteen dollars ($115) per hour for any hospitalist swing shifts or portion thereof.
* Additional compensation is also available through patient rounding on residents at a UCR-affiliated Skilled Nursing Facilities based around Riverside, California.
* Such approved additional clinical activity must not interfere with your ability to complete your core UCR responsibilities in an alert and refreshed capacity. This arrangement will be reviewed with you on no less than a quarterly basis with both the Department Chair and SADCA.
* You may be eligible for an annual Quality Incentive Bonus of up to nine thousand dollars ($9,000). This bonus will be determined by the Hospitalist Program’s achievement of specific patient care goals and quality metrics as agreed upon by UCR SOM and RCH.
* If the performance for the Hospitalist Program at RCH as a whole exceeds a threshold agreed upon by UCR SOM and RCH, an additional productivity bonus incentive may be offered.

**Removal Expenses: (TO BE REVISED ACCORDINGLY - REMOVE IF NOT APPLICABLE)**

We are able to provide you with the following support for your move to Riverside:

• The School of Medicine will pay up to 50% not to exceed $10,000 of the allowable expenses for removal of household goods and professional items (library, laboratory, office materials) to the Riverside area. This includes the expenses incurred in moving your dependents to the Riverside area via air coach, automobile, or other means of transportation, up to the equivalent of the most economical air coach fare.

• The School will arrange for the hire of a moving company when you have determined the time and place of your move. [Please see the brochure “Family and Household Move Information for New Academic Appointees”:

<https://academicpersonnel.ucr.edu/appointment/NewAppointeeBrochure.pdf> which defines allowable items and specific policies and procedures governing removal expenses paid by the University.] This program must be used before the end of the first year of paid employment in order to be excludable from the employee’s taxable gross income (see Campus Policy number 650-31.)

**Benefits**

The University of California offers excellent health and retirement benefits, as well as resources to help you make the right choices for you and your family. These benefits are an important part of your total compensation.  If you choose to participate in any of the health and welfare benefits, you are normally required to enroll online within the first 31 days of your employment.. Following your hire, you will receive communications from Fidelity regarding the UC Retirement Choice Program, which allows you to choose between two retirement plan options. Participation in a Retirement Program is required.  You are encouraged to enroll as soon as possible since enrollment starts the vesting clock. Please refer to the enclosed document more for information.  Information on UC benefits is available at: <http://ucnet.universityofcalifornia.edu/forms/pdf/complete-health-benefits-guide-for-employees.pdf>. You may also contact the UC Path at (855) 982-7284 for more information or send an inquiry through: <http://ucpathproject.ucop.edu/contact/index.html>.

**Academic Enhancement Fund**

We understand that your appointment may necessitate your attendance at relevant national meetings, conferences, CME courses and memberships in professional organizations. We will provide you with $2,000 of funding for academic enhancement that is available until June 30, XXXX and may be renewable. Requests for additional financial support above that level must have written approval in advance by the Senior Associate Dean for Clinical Affairs.

Physicians practicing exclusively within the scope of their employment with the University of California, Riverside, are exempt from the DEA registration renewal fee.

**Medical License**

You will need to have an active California medical license at the time of your appointment. You must be eligible for a permanent medical license from the California Medical Board and permanent unrestricted licensure is a condition of continued employment.

**Medical Records**

Patient records, patient lists, and billing information are the property of the University and will remain with the University at the expiration or termination of this letter and/or your employment with the University. Employee may not access or utilize patient lists or billing information without the express written permission of the Senior Associate Dean of Clinical Affairs.

We hope you find this summary commensurate with your ambitions and needs. We believe you bring skills and imagination to this position that will enrich the School of Medicine. If you accept this general agreement, please respond by signing and returning this written letter by MONTH DATE, YEAR. Upon acceptance of this offer, you will be contacted by ACADEMIC AFFAIRS ANALYST NAME, Senior Academic Affairs Analyst, to make sure that all necessary paperwork is collected and completed so that we may compile your appointment file expeditiously and submit it for the tiered peer review process. Ms./Mr. XXXXX’s contact information is [XXXXXXX@medsch.ucr.edu](mailto:XXXXXXX@medsch.ucr.edu) (email) or (951) XXX-XXXX (telephone).

The offer of this position is also conditional upon the successful completion of a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) background check, National Practitioner Data Bank review, and your completion of all required steps for California licensure and hospital credentialing.

All elements of your total compensation package—both cash and non-cash compensation, benefits and perquisites—are represented above. All other aspects of your employment terms and conditions will be in accordance with those applicable to academic employees generally, in accordance with University Policies.

If you agree to the terms described, please sign this letter and return it to ACADEMIC AFFAIRS ANALYST NAME. If you have any questions or concerns, please do not hesitate to contact me. We are very pleased to have you join our School of Medicine faculty, and look forward to working with you.

Sincerely,

Deborah Deas, M.D., M.P.H.

Dean, School of Medicine

CEO, Clinical Affairs

FIRST NAME LAST NAME, DEGREE

Chair, DEPARMENT

I understand and accept the proposed offer of appointment as SERIES/ RANK/STEP in DEPARTMENT with the University of California Riverside, School of Medicine.

The provisions of this letter of intent to propose employment have been read, are understood, and the terms outlined are herewith accepted. I understand that my employment is contingent upon successful completion of all necessary faculty appointment processing and hiring paperwork as required by the University. In signing below to signal my acceptance of these terms, I acknowledge that there are no other representations on which I am relying.

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FIRST NAME LAST NAME, DEGREE Date

Documents to be returned concurrently to UC Riverside:

* Signed Offer Letter of Intent
* Completed Credentialing Application

cc: Chair, DEPARTMENT, NAME

Tae Kim, M.D., Chief Medical Officer, UCR Health

Iryna Ethell, Associate Dean for Academic Affairs

Terri Buchanan, Director for Academic Affairs

Sheri Nichols, Director for Finance

Sylvia Vazquez, Director for Human Resources

ACADEMIC AFFAIRS ANALYST NAME, Senior Academic Affairs Analyst