School of Medicine Offer Letter Template

1. **Faculty appointment.**

A. For full-time Assistant Professor or below, all tracks or no track assignment at recruitment (limited appointment):

   We are pleased to notify you that approval has been given for your primary appointment to the faculty of the School of Medicine as _______ [academic rank] [Assistant Professor or Instructor: of / Associate or Sr. Associate: in] _________ [Dept name]. [If track assigned at recruitment (mandatory for Associate Professor and Professor): _______ track,] effective _________ [effective date] or, if later, the date on which all contingencies described below have been satisfied. This appointment is renewable annually at the beginning of the academic year. [If no track assigned at recruitment: Your assignment to a track will occur in three years (assuming renewal of your appointment). We anticipate that at that time, you will be assigned to the _______ [anticipated future track name] track, though this could change to the extent your professional goals change.] [If applicable: You will be assigned to the Division of _______. [Division name]] [For clinical faculty: Your appointment is contingent upon your obtaining clinical credentials {and membership in the appropriate Emory-affiliated practice plans}, as described below.] [If applicable, insert language such as “After the first year, assuming satisfactory performance and assuming renewal of your appointment, further renewal of your faculty appointment would be contingent upon your obtaining external research funding sufficient to cover 50% of your salary by the end of your second year and 75% of your salary by the end of your third year, as further detailed below.”]

B. For full-time Associate Professor or Professor with tenure (with initial transient appt):

   We are pleased to notify you that approval has been given for your appointment to the faculty of the School of Medicine as Acting _______ [academic rank] of [Dept name], tenure track, effective _______ [effective date] or, if later, the date on which all contingencies described below have been satisfied. This will be a transient rank while the necessary documentation for your proposed appointment as [academic rank] of [Dept name], with tenure, are assembled and presented in the near future to the School of Medicine Faculty Committee on Appointments and Promotions, the Council of Chairs, the Provost and the Board of Trustees. Upon successful completion of the approval process, you will be notified that your appointment has been converted. We will have less than six months to complete the entire approvals process, so it will be extremely important for you to work with us to complete your packet as soon as possible. [If applicable: You will be assigned to the Division of _______. [Division name]] [For clinical faculty: This appointment would be contingent upon your obtaining clinical credentials [if applicable: and membership in the appropriate Emory-affiliated practice]
plans, as described below].

C. For full-time Associate Professor, tenure track:

We are pleased to notify you that approval has been given for your appointment to the faculty of the School of Medicine as Associate Professor of [Dept name], tenure track, effective [effective date] or, if later, the date on which all contingencies described below have been satisfied. [If applicable: You will be assigned to the Division of ____.] [For clinical faculty: In addition, your appointment will be contingent upon your obtaining clinical credentials (and membership in the appropriate Emory-affiliated practice plans), as described below.] The procedure for tenure track appointment at the Associate Professor level includes approval by the department; review and recommendation to the Dean by the School’s Faculty Committee on Appointments and Promotions (FCAP) and Council of Chairs (COC); and then approval by the Dean. Depending on the meeting dates of the FCAP and the COC, this process may take three or more months from the time we submit your materials to the Dean’s office [if effective date 4 months or more away: and must be completed before your arrival]. [If applicable: After the first year, assuming satisfactory performance, renewal of your faculty appointment would be contingent upon your obtaining external research funding, as further detailed below.] This rank requires that tenure be attained by the end of the fifth full academic year. Typically, assuming annual renewal, the proposal for the grant of tenure is reviewed during the winter of the fourth full academic year.

Transient appointment:

Because you will arrive before the appointment process can be completed, you initially will be given a transient faculty appointment as Acting Associate Professor, tenure track. We will have less than six months to complete the entire approvals process, so it will be extremely important for you to work with us to complete your packet as soon as possible.

D. For full-time faculty, Associate Professor and Professor, clinical track, research track, or MEST:

We are pleased to notify you that approval has been given for your appointment to the faculty of the School of Medicine as [academic rank] of [Dept name], [track name] track, effective [effective date] or, if later, the date on which all contingencies for this appointment described below have been satisfied. This appointment will be renewable on an annual basis. [If applicable: You will be assigned to the Division of ____.] [Division name] [For clinical faculty: In addition, your appointment will be contingent upon your obtaining clinical credentials and membership in the appropriate Emory-affiliated practice plans, as described below.] The procedure leading up to the appointment includes approval by the department and then review and recommendation by the School’s Faculty Committee on Appointments and Promotions (FCAP) and the Council of Chairs (COC). Depending on the FCAP and COC meeting dates, this process may take up to three months from the time your final packet is assembled [if effective date 4 months or more away: and must be completed before your arrival]. [If applicable, insert language such as “After the first
year, assuming satisfactory performance and assuming renewal of your appointment, further renewal of your faculty appointment would be contingent upon your obtaining external research funding sufficient to cover 50% of your salary by the end of your second year and 75% of your salary by the end of your third year, as further detailed below.”]

Transient appointment:
Because you will arrive before the appointment process can be completed, you initially will be given a transient faculty appointment as Acting Associate Professor/Professor, _______ track. We will have less than six months to complete the entire approvals process, so it will be extremely important to complete your packet as soon as possible.

E. For part-time faculty (not temporary), all ranks (without tenure):
We are pleased to notify you that approval has been given for your appointment to the faculty of the School of Medicine as ______ [academic rank] of ________ [Dept name], [if track assigned at recruitment (mandatory for Associate Professor and Professor): ______ track,], part-time (____ FTE), effective _______ [effective date] or, if later, the date on which all contingencies described below have been satisfied. [For Assistant Professor and below, if applicable: Your assignment to a track will occur in three years (assuming renewal of your appointment). Based upon discussions with you, we anticipate, you will be assigned to the __________[anticipated future track name] track, though this could change to the extent your professional goals change.] This appointment is renewable annually at the beginning of the academic year. You will be assigned to the Division of ______. [Division name]. [If applicable, insert language such as “After the first year, assuming satisfactory performance and assuming renewal of your appointment, further renewal of your faculty appointment would be contingent upon your obtaining external research funding sufficient to cover 50% of your salary by the end of your second year and 75% of your salary by the end of your third year, as further detailed below.”]

F. For temporary faculty (full or part-time), all ranks, not including visiting faculty:
We are pleased to notify you that approval has been given for your appointment to the faculty of the School of Medicine as ______ [Assistant Professor or Instructor: of / Associate or Sr. Associate: in] of ________ [Dept name], on a temporary [part-time (___ FTE)] [full-time] basis, effective ______ [effective date] or, if later, the date on which all contingencies described below have been satisfied, and ending on ______ [termination date]. You will be assigned to the Division of ______. [Division name]

G. For visiting faculty (full or part-time), all ranks. If the faculty candidate holds an academic rank at another institution equivalent to an academic rank used in the SOM, then that rank would be used in the candidate’s proposed title (e.g., Visiting Associate Professor). Otherwise, the candidate would be proposed with the title Visiting Scholar.

We are pleased to notify you that approval has been given for your appointment to the
faculty of the School of Medicine as Visiting _______ [academic rank or “Scholar”] of ______ [Dept name], on a temporary _______ [part-time (___ FTE)] [full-time] basis, effective ______ [effective date] or, if later, the date on which all contingencies described below have been satisfied, and ending on _______ [termination date]. You will be assigned to the Division of ______. [Division name]

H. For administrative appointments in Department, EC, ECC, Winship, Grady, VAMC

You also will be appointed ______________________ [administrative title]. This administrative appointment will be at the discretion of [if departmental appt: the Chair / or another as applicable] and will always be contingent upon your faculty appointment.

I. Secondary appointment in another department

A secondary appointment involves no additional compensation from the second Department. A second letter signed by the Chair of the secondary department should be issued unless the recruitment letter includes his or her co-signature.

You will be granted a secondary faculty appointment in the School of Medicine as ______ [rank] of _______ [secondary Department name].

J. Joint appointment in another department

A joint appointment involves compensation or other support/resources from both Departments. In that case, the recruitment letter should bear the e-signatures of both Chairs and the Dean after appropriate editing and should specify the salary and other funding commitments from both Departments and all other terms relating to the joint appointment.

2. Required language for EC or ECC status.

For EC employment:

In addition to your University employment through the School of Medicine, you will be employed by Emory Clinic, Inc. (EC) as a __________________ [EC status: Physician Member, Professional Member, Associate, or Affiliate¹] in EC. [For non-temporary faculty members, if applicable: Your continued faculty appointment will be contingent on maintenance of your EC employment status.] [Use the following sentences only for EC Physician Members and Professional Members: A copy of a generic EC employment agreement is enclosed as Attachment E for your review. The official contract will be presented to you during orientation. Please refer to your EC employment agreement for the terms of your EC employment.] [Use the following sentence only for EC Associate and Affiliate Members: The terms of your EC employment are governed by EC policies.]

¹ Physician Member - available all regular faculty clinicians who will be appointed to EC. Professional
For ECC employment:

In addition, you will also be employed by Emory Children’s Center, Inc. (ECC). Your ECC employment will always be contingent on your faculty appointment and will be renewable on an annual basis for as long as you hold a faculty appointment that requires such employment. [For temporary faculty members, replace preceding sentence with: Your ECC employment will be contingent on your faculty appointment and will end when your faculty appointment ends.] [For non-temporary faculty members, if applicable: In addition, your continued faculty appointment will be contingent on maintenance of your ECC employment.] A copy of the generic ECC employment agreement is enclosed as Attachment [If no EC employment contract: E] [If also EC employment contract: F] for your review. The official contract will be presented to you during orientation.

For membership in the Winship Cancer Institute:

Contingent on your School of Medicine faculty appointment, you will also be appointed as a member of the Winship Cancer Institute of Emory University (Winship). Your Winship status will be contingent on your faculty appointment and will end when your faculty appointment ends or such status is no longer required.

For employment by the VAMC:

I understand that you also will be employed by the Atlanta VAMC on a ____/8ths basis. [If applicable (e.g., for 8/8ths VA faculty): Your faculty appointment will be contingent on your VAMC employment and will be subject to immediate termination in the event that your VAMC employment ends.]

3. Description of responsibilities

Attachment A outlines your primary responsibilities, which will be used to assess your academic progress. These may change over time at the discretion of your Chair. [For non-temporary appointments only: Information regarding criteria for promotion can be found on the Faculty Affairs and Development website at

Member - available for a limited number of non-M.D. health care professionals who provide necessary clinical services; e.g., Ph.D.s, Podiatrists, Dentists, etc. Associate Status - available for fellows who are in non-ACGME-accredited fellowships who hold temporary (start and end date specified; one year or less) appointments as faculty in the SOM and EC, usually one year. These individuals will be able to bill for their services. Affiliate Status - available for those faculty physicians who are heavily engaged in research/teaching and contribute nominally to EC’s health care delivery mission; e.g., psychiatrists who cover one or two weekends annually, or end-career physicians, with nominal clinical productivity (e.g., one session weekly). The first two classes (members) execute an Employment Agreement that includes a non-compete covenant. Faculty who hold Associate and Affiliate status do not.
Faculty development is an important part of our academic mission and faculty development opportunities are detailed on our website at med.emory.edu/faculty_dev/.

4. **Compensation, benefits and support.**
The salary, employment benefits and other support associated with your faculty appointment are outlined in Attachment B.

5. **Credentialing requirements.**
   **A. Credentialing for clinical service. [if applicable]**

   Attachment C lists some requirements for your appointment in ___________ [EC / ECC], and credentialing in the systems. This must be accomplished before your start date and for issuance of your assigned salary check. In particular, you must have your Georgia Medical License and complete the credentialing process before you can bill for patient services, be added to our third party payer panels, and be eligible to receive the clinical component of your salary. Licensing and credentialing usually require three or four months if you provide all information promptly but could take up to six months if we encounter delays in obtaining the information. Staff members in the Department [and EC] are available to answer questions and provide assistance. Your faculty appointment will always be contingent on your obtaining and maintaining medical staff privileges and managed care credentialing to perform your clinical duties at the healthcare facilities in which you are assigned to practice.

   **B. Credentialing for academic appointment**
   *This is for all candidate. The SOM must have original certified transcripts on file for all faculty. It would be prudent to collect the transcript upon recruitment to avoid the necessity of having to do so later.*

   The School of Medicine requires that you provide a certified copy of your transcript that shows successful completion of your highest degree program prior to your start date. *[If applicable: If the transcript is in a language other than English, please also provide a certified translation.]*

6. **Compliance with policies and closing.**

   Of course, before Emory employment begins, faculty candidates are required to provide appropriate documentation verifying legal authorization to work in the US. *[If candidate will hold an H1-B, H1-B1, or O-1 visa: Your employment also will be contingent on the University’s ability to obtain any required deemed export licenses.]*

   By accepting this appointment, you recognize and agree that the policies and
procedures of the School of Medicine[, EC][, ECC] and the University, including the University's Intellectual Property Policy (available at https://policies.emory.edu/7.6), as they may be amended from time to time during the course of your employment, establish terms of your employment and that you have been given an opportunity to review the current version of those policies and procedures and you consent to them. Emory policy web pages are listed in Attachment D, which also contains information on School policies of particular interest, including the mandatory policy on industry and other professional relationships. [For part-time faculty: Please note that School of Medicine policy does not permit employed faculty to practice medicine or other licensed professions in any form outside the Emory-owned or Emory-approved practice plans without the prior written approval of the Chair and the Dean’s Office.]

Please indicate your acceptance of this appointment by signing and dating the enclosed copy of this letter [ if any salary from VAMC: (including attachment X)] and returning it to the following email address: [return to department email address]. Alternatively, you may return it via facsimile to [department fax number] or mail the signed letter to: [insert department mailing address]. Your appointment will be initiated when this document has been received in the Dean's office. Failure to sign and return this letter promptly could result in delay or cancellation of your appointment.

We are very pleased to have you with us.

Christian P. Larsen, M.D., D.Phil. [Department signature block]
Dean, School of Medicine
Vice President, Health Center Integration

7. Candidate’s signature line [follows Chair’s and Dean’s signature blocks].

I accept the appointment on the terms stated in this letter.

__________________________  ________________________
(Signature)                  (Date)
Attachment A

Proposed Position Description

[Position description should include the following elements as applicable:

- Brief general description of position and/or job title
- Scholarship (may include percent effort and expectations related to publications and funding)
- Teaching (may include percent effort, type and frequency of teaching activities)
- Service/Clinical Service (may include percent effort, worksite(s), type and frequency of work, e.g. number of on-call weekends)
- Administrative Service, if applicable (may include percent effort, administrative title if any, and description of expectations associated with administrative service)
- Reporting line (always ultimately to the Chair)]
1. **Salary**

**All salary from the Department/School of Medicine:**

Your starting annual salary will be $______, all provided by the Department. *If applicable:* Your salary will be subject to reduction based on the research funding available for your position. *If there is a departmental administrative appointment:* Of your total compensation, $____ will be for your administrative appointment as [administrative title]. In the event that this administrative appointment ends, your compensation would be adjusted to that of comparable faculty members, in accordance with University and School policy. *For non-temporary appointments only:* You will be eligible for merit adjustments in your salary, subject to applicable policies. *If applicable, add language regarding the Department's compensation plan.* *If applicable:* You will receive a one-time recruitment bonus of $_______ on or shortly after the date your faculty appointment begins. In the event you leave within _________ [period of time, e.g., one year] of your appointment’s effective date, you would return a pro-rated portion of this amount.

**Salary from the Department/School of Medicine and EC/ECC:**

Your starting annual salary will be $______. You will receive one paycheck from Emory University, with $___ of your salary provided by [EC/ECC] and $___ provided by the Department. Your [EC/ECC] salary component will be subject to adjustment based on the clinical compensation plan. *If applicable:* Your University salary component will be subject to reduction based on the research funding available for your position. *If there is a departmental administrative appointment:* Of your total compensation, $____ will be for your administrative appointment as [administrative title]. In the event that this administrative appointment ends, your compensation would be adjusted to that of comparable faculty members, in accordance with University and School policy. *For non-temporary appointments only:* You will be eligible for merit adjustments in your salary, subject to applicable policies. *If applicable, add language regarding the Department's compensation plan.* *If applicable:* You will receive a one-time recruitment bonus of $_______ on or shortly after the date your faculty appointment begins. In the event you leave within _________ [period of time, e.g., one year] of your appointment’s effective date, you will return a pro-rated portion of this amount.

**Salary from Emory and the VAMC, or all from the VAMC:**

*If Emory salary only:* Your Emory starting annual salary will be $______  
*If salary from both Emory and the VA:* Based on your anticipated [Emory
Employment FTE]___ FTE, allocation of effort to Emory-specific duties, you will receive one paycheck from Emory University for $____ of your salary, provided by ____ [the Department/ECC/EC]. You will also receive a separate paycheck from the VAMC for $____.] [If no Emory salary: You will receive no salary from Emory. Your salary from the VAMC will be $____.] The University and VAMC components of your salary will be subject to adjustment based on your allocation of effort between them. [If applicable: The University component will also be subject to reduction based on the research funding available.] Since the School of Medicine must ensure total, all-source salary equity, you will be required to authorize the release to the School of Medicine of your VAMC compensation. Attachment X contains the authorization language required by the VAMC. Please sign attachment X and return it with your signed copy of this letter [If administrative appointment with associated salary: Of your total compensation, $____ will be for your administrative appointment as [administrative title]. In the event that this administrative appointment ends, your compensation would be adjusted to that of comparable faculty members, in accordance with University and School policy.] [For non-temporary appointments only: You will be eligible for merit adjustments in your salary, subject to applicable policies.] [If applicable, add language regarding the Department’s incentive plan.] [If applicable: You will receive a one-time recruitment bonus of $______ on or shortly after the date your faculty appointment begins. In the event you leave within ________ [period of time, e.g., one year] of your appointment’s effective date, you would return a pro-rated portion of this amount.]

2. Benefits
Full University and EC benefits are available only for those employed by the University at an effort level of 0.5 FTE or more. In addition, EC benefits are available only for EC Physician Members and Professional Members; EC benefits are not available for those with EC Associate or Affiliate status. Benefits provided by ECC to its members currently are limited to life and personal accident insurance.

For non-VAMC faculty who will receive full Emory benefits and for VAMC faculty whose VA 8ths are less than 4/8ths and whose Emory employment FTE is 0.5 FTE or greater:
You will be eligible for the full range of excellent benefits provided by Emory University [and EC] [and additional benefits provided by ECC]. The details of the specific benefits will be provided via online orientation and you will receive login information closer to your effective date. For information about your benefits before completing orientation, including healthcare provider directories, please visit the Benefits Home Page at http://www.hr.emory.edu/eu/benefits. You can also see the Emory Human Resources website for more information, which can be reached through the Emory University home page. Details will be discussed with you by our Department staff and by representative[s] of Emory Human Resources [and EC] when you begin your Emory employment. Faculty benefits
include one month (20 working days) of vacation each academic year (September 1 – August 31) under current School policy. [If part-time: This is pro-rated for part-time faculty.] Vacation and time away for approved academic and personal external activities must be approved in advance through your Department and is prorated for the academic year.[for fulltime faculty not starting Sept 1 – 14(effective start date)] Based on your start date, you will be eligible for [insert calculation for days off] ___ vacation during the current academic year.

For non-VAMC faculty who will not receive full Emory benefits (including part-time faculty less than 0.5 FTE, and Visiting faculty receiving less than $10,000 in salary from Emory) and VAMC faculty whose Emory employment FTE is less than 0.5 FTE:

You will be entitled to limited University benefits such as access to the University library system, CME discounts, discounted tickets to Emory events, a discount in the Emory bookstore, [for VA Assistant Professor and above: courtesy scholarships] and Emory gym membership.

For VAMC faculty whose VA 8ths are 4/8ths or greater and whose Emory employment FTE is 0.5 FTE or greater:

You will be required to elect to receive employment benefits from either Emory or the VAMC (but not both.) This will be discussed with you at orientation. For information about Emory benefits before completing orientation, including healthcare provider directories, please visit the Benefits Home Page at http://www.hr.emory.edu/eu/benefits. You can also see the Emory Human Resources website for more information, which can be reached through the Emory University home page.

3. Other support

Start-up package (if applicable)

Note that funding provided for operation of an organizational unit over which the faculty member will have an administrative appointment is not provided through a discretionary account as described in this paragraph. The “start-up funds” provided through a University discretionary account as described in this paragraph are for use by that individual only to fund his or her own personal educational or research activities. This does not include personal development funds (see below).

In addition to your personal compensation, the Department will provide start-up funds of $_____. [Insert details, if any, of how start-up funds are required to be used.] These funds will be provided through a discretionary account in your name to be used for research and education in accordance with the School's Discretionary Accounts Policy. Funds will be transferred to this discretionary...
account as expenditures charged to it accrue.

**Office, laboratory, and clerical arrangements (if applicable)**

Initially, you will be assigned office and laboratory space in [location]. The Department would provide clerical assistance as for other comparable faculty as well as [access to] a computer and printer.

**Professional development funds**

The Department would also provide you with a professional development fund of $____ annually, contingent on the availability of funding, which can be used for purchases and activities to further your academic progress, such as books and travel to professional conferences. [If applicable: These funds cannot be carried over from one year to another.]

**Moving expenses**

Whether moving expenses are provided and in what amount are at the reasonable discretion of the Department. It is not intended to be available for all faculty recruitments. Amounts reimbursed average about $15,000. If a “scouting trip” allowance (to travel to Atlanta to locate housing) also is provided, it must be treated differently for tax purposes by both the University and the prospective faculty member. The “scouting trip” allowance is treated as a taxable signing bonus payment to which withholding must be applied. In contrast, reimbursement of bona fide moving expenses is generally not taxable and no withholding is taken.

The Department will reimburse you for up to $_______ in moving expenses [and, at your option, expenses associated with travel to Atlanta to locate housing]. The University has negotiated substantial discounts with certain national moving companies, and we encourage you to use one of these. Billing for moving expenses could be direct to the University or you could provide receipts for reimbursement. ________________ [Dept contact] can provide further information and will assist you with these arrangements. Please be aware that this provision of moving and travel expenses may have tax consequences for you. [If “scouting trip” allowance provided: Because reimbursement for travel to Atlanta to locate housing would likely be taxable and therefore subject to withholding, unlike reimbursement for your actual moving expenses, it is important that these separate items be documented distinctly and with care.]
Selected Requirements for Clinical Service

For faculty candidates who will perform clinical services, appointment to the School of Medicine faculty [and EC / ECC] is contingent on satisfaction of the following requirements by the candidate. Credentialing in the Grady Health System also requires completion of the Grady credentialing process. Credentialing in the Emory Healthcare System, Grady Health System and/or Children’s Healthcare of Atlanta are managed separately.

The candidate is required to do the following:

1. Obtain and maintain medical staff privileges and managed care credentialing at the hospitals where the candidate is assigned, such as Emory hospitals, Grady Memorial Hospital, the VAMC, and Children’s Healthcare of Atlanta.

2. Present documentation confirming successful completion of a residency training program and board certification or eligibility.

3. Possess a valid, unrestricted medical license to practice medicine in the State of Georgia. The candidate should initiate the application process immediately if not currently licensed. This process may take more than 90 days for completion.

4. If applicable, document possession of a valid Controlled Substance Registration Drug Enforcement Administration Certificate. A copy of this certificate is required for department files; a number is not sufficient.

5. If required, successfully complete pre-employment drug screening.

6. Agree to provide any subsequently needed information to the Department [and EC / ECC / Grady] and/or the relevant credentialing offices in a timely manner.

7. [If applicable: Complete the physician orientation program for [EC / ECC].]

8. If the candidate will be credentialed in Emory Healthcare, complete the orientation program of the Emory Healthcare compliance office within 60 days following the start date.

In addition, Emory will verify all credentials presented by the candidate.

The above list is not comprehensive. Additional information will be provided.
Attachment D
Emory University Policy Websites:

http://provost.emory.edu/faculty/Document%20clearinghouse/Index.html (University Faculty Handbook)
http://provost.emory.edu/faculty/Document%20clearinghouse/PartB.html (Statement of Principles Governing Faculty Relationships)
http://med.emory.edu/main/administration/policies/faculty_staff/index.html (School of Medicine Faculty policies and procedures)
http://www.or.emory.edu (University Office of Research Administration)
http://www.emory.edu/EO/index.html (Equal Opportunity Office)
http://www.hr.emory.edu/eu/benefits (University Benefits)
http://policies.emory.edu/7.6 (Emory University Intellectual Property Policy)

School of Medicine Policies of Particular Interest

School of Medicine Guidelines on Appointment, Promotion, and Tenure

We encourage you to give special attention to the School’s Guidelines on Appointment, Promotion, and Tenure at:


The Guidelines provide information that will be important for your professional development and advancement of your career goals at Emory. In particular, we urge you to become familiar with the criteria for promotion applicable to your rank and track; to establish, in consultation with your faculty supervisor, professional goals consistent with those criteria; and to monitor and regularly discuss with your supervisor your progress toward those goals and promotion.

School of Medicine Policy on Industry and Other Professional Relationships

Please note that the School of Medicine has adopted a Policy on Industry and Other Professional External Relationships at:


In addition, all faculty are required to use our eCOI reporting system to report their external personal arrangements and additional information needed for review and resolution of potential conflicts of interest. As part of eCOI, all faculty must certify, by December 31st of each year, that they have read and understood the Policy on Industry...
and Other Professional Relationships and have provided all information regarding their personal external arrangements.

This policy and our eCOI system are important in enabling our faculty to have appropriate and productive relationships with industry while ensuring the integrity of our research, education, and clinical missions.
[if applicable]
Attachment E
EC Employment Agreement
[if applicable]
Attachment F
ECC Employment Agreement
I hereby authorize disclosure by the Atlanta VA Medical Center (VAMC) to the Emory University (Emory) of my VAMC salary and effort information. This authorization shall remain in effect for as long as I continue to hold an Emory faculty appointment or until I revoke it in writing.

I understand that I may refuse to sign this authorization and that it is voluntary, and that failure to timely sign it will result in the end of my faculty appointment.

Emory may not disclose my VAMC salary and effort information to anyone else without my separate written authorization, except that Emory may make such a disclosure if it is permitted by a federal or state law.

I have the right to revoke this authorization in writing at any time. The revocation must be in writing to the Dean of the School of Medicine at Emory. I understand that upon my revocation of this authorization, my Emory faculty appointment will end.

____________________________________          ______________________________

  Printed Name          Department / Division

____________________________________          ______________________________

  Signature          Date