College of Medicine Administrative Affairs

Faculty Letter of Offer Checklist

In accordance with the rules of the University of Florida and College of Medicine guidelines, certain items must be included in the Letter of Offer. (See list below.)

_____ 1. Date

_____ 2. Department, Title/Track, Position, Job Code, FTE, begin date and Administrative Title (when applicable)

_____ 3. Employment Period

_____ 4. Salary (include admin supplement when applicable)

_____ 5. Compensation Plan

_____ 6. Tenure Status

_____ 7. Duties and Responsibilities (Include effort %)

_____ 8. Moving Expenses

_____ 9. Employment Conditions

_____ 10. Performance and Personnel Decisions

_____ 11. Outside Activity and Conflicts of Interest

_____ 12. Intellectual Property

_____ 13. Health/Risk Assessment

_____ 14. Federal Healthcare Programs

_____ 15. Direct Deposit Program

_____ 16. Vacation/Sick Leave

_____ 17. HIPAA Privacy

_____ 18. Retirement Contributions

_____ 19. Employment Eligibility

_____ 20. Fringe Benefits

_____ 21. Background Check

_____ 22. Resignation Notice Requirement

_____ 23. Choice of Law

_____ 24. CLINICAL FACULTY STATEMENTS
- a) Clinical Faculty Retirement Contributions
- b) Clinical Fringe Benefits
- c) Patient Records
- d) Licensure/Privileges
- e) Medicare and Medicaid Obligations
- f) Professional Liability Insurance
- g) Federal Payment Levy Program
- h) Practice Privileges
- i) Notice of Termination or Resignation
- j) Restrictive Covenant

_____ 25. Signature Line