Department Logo

[Date]  
[Candidate Name]  
[Candidate Address]

Dear [Candidate Name],

We are pleased to offer you a [secondary/joint] Faculty appointment in the [Secondary Department], School of Allied Health Professions at LSU Health Sciences Center-New Orleans as [faculty rank and title]. Your primary academic appointment will continue in the Department of [Primary Department], and you will retain the title of [academic rank]. Subject to receipt of the "Acceptance of Offer" and the requisite institutional approvals, this appointment will be effective on [Effective Date]. The [Secondary Department/Center] will not be responsible for any component of your compensation, and you will retain your space within the Department of [Primary Department].

Your responsibilities include – A brief summary of DUTIES WITHIN THE DEPARTMENT

Sincerely,

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Department Head Name Date

Title/Dept

School of Allied Health Professions

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Erin Dugan, Ph.D. Date

Dean, School of Allied Health Professions