



<Insert school name>

<Date>

<Candidate's Name>

<Email>

Dear Dr. <ZZZ>,

We are pleased to offer you an appointment to join the faculty of the <School/Dept> with LSU Health Sciences Center - New Orleans (LSUHSC-NO) as <title/rank> (gratis) on a non-tenure track. Subject to receipt of this signed document and the requisite institutional approvals, the appointment will be effective on <date> but no later than <date>. The appointment is contingent on your ability to provide acceptable documentation of United States authorized employment and, if applicable, successful licensure to practice in the State of Louisiana. No compensation is associated with this position, and you are not eligible for benefits. All gratis appointments are made on a term basis and reappointments are limited to one academic or fiscal year. This appointment will automatically renew on July 1 each year, until you receive notification of non-renewal.

As a voluntary faculty member, you will be ... *(Briefly state expected research responsibilities and if relevant sites of participation, teaching duties if any, and requirements to participate in committees/departmental meetings.)*

We appreciate your contribution to the programs of the <School/Dept> and look forward to a mutually rewarding association.

If applicable, <On the following pages, please continue to sign the appropriate acknowledgment document according to your specific appointment type.>

Please retain a copy of this letter and subsequent acknowledgment for your files. If you have any questions, please do not hesitate to contact one of us.

Sincerely,

\_\_\_\_\_

Department Head Name  
Professor and Head  
Department of ZZZ  
School of ZZZ

\_\_\_\_\_

ZZZ, MD  
Dean  
School of ZZZ

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<Name of Candidate>