Employee Name

Address

# Dear Dr. \_\_\_\_:

Confirming our discussion, your UF assignment is being adjusted to \_\_ FTE. Your effort at UF will be assigned among the following missions: \_\_% teaching, \_\_% clinical, \_\_% research, \_\_% administration.

In addition to your UF appointment, you are being appointed on a (part-time or full-time) basis, 0.\_\_ FTE (\_/\_ths) with the North Florida/South Georgia Veterans Health System (VA). You are expected to comply with VA rules and regulations and you are subject to the same policies and procedures applicable to any VA employee. Should your appointment with the VA end for any reason, the University of Florida is under no obligation to offer you any additional FTE, appointment or assignment to replace the VA appointment. Also, as a jointly-appointed COM/VA faculty member, you are subject to the College of Medicine policy titled, “ UF College of Medicine Faculty with VA Assignments Compensation, Leave and COM Fringe Benefits Eligibility Policy,” a copy of which is enclosed.

Your combined total annual salary will be $\_\_\_\_\_\_\_ ($\_\_\_\_ UF and $\_\_\_\_\_ VA). You are being appointed as part of the VA/Deans Agreement and, as such, the UF and VA salary components of your total salary are subject to the policies and regulations of each respective employer.

Sincerely,

Department Chair (signed)

Acknowledged:

 Faculty member (date)