**Offer Packet**

The offer packet consists of the documents listed below. These documents are uniform throughout the institution. Changes to the documents are made on a very limited case by case basis, and only with the approval of the Vice Chancellor.

* Appointment Letter
* IHL Contract (unless part-time)
* Professional Service Addendum (if clinical and full-time)
  + Professional Service Agreement (if clinical and part-time)
* Recruitment Agreement (as applicable)
  + Promissory Note

**Appointment Letter**

The appointment letter is addressed from the Vice Chancellor for Health Affairs to the Candidate. The appointment letter sets forth the position, tenure status, tentative start date, salary, and recruitment allocation, if applicable. The Chair is given the option of adding additional details regarding specific responsibilities of the Candidate. It is not a contract, and specifically states so. The signature lines are provided only as a tool to ensure that the Candidate understands the details surrounding appointment to the Medical Center’s faculty. It should not be used as a negotiating tool. It should be consistent with the Chair and Candidate’s discussions during the hiring process.

**IHL Contract**

The Medical Center is a department of the University of Mississippi, a state institution of higher learning governed by the Board of Trustees for Institutions of Higher Learning (IHL). As such, each member of the Medical Center faculty must sign an employment contract with the IHL Board. This contract sets out the academic rank and department of the faculty member. The dollar amount on the face of the IHL contract is congruent with the academic title with which it is associated (i.e., Professor, Associate Professor, etc.), and is the portion of the salary which is tied to tenure, if applicable. This contract cannot be altered in any way, as it is between the Employee and the IHL Board. Part time employees do not receive an IHL Contract.

**Recruitment Agreement and Promissory Note**

As part of employing appropriate professional staff, UMMC is authorized by state statute to enter into recruitment agreements to provide for needed faculty providers and staff members. The law specifies that the amount of the recruitment agreement is to be forgiven over a three-year period on a year-for-year pro rata basis. In the event that the provider or staff member should leave UMMC employment, he or she must repay any remaining sum(s) that was advanced plus interest as negotiated in the agreement (hence, the promissory note). Said amounts are to be repaid over no more than a two-year period. Although the statute is very specific, it is the only way recruitment incentives may be paid with state dollars.

**Professional Services Addendum/Agreement**

The PSA is entered into between the Provider and the Medical Center. The PSA sets out the terms of the Provider’s employment with the Medical Center (term, duties of the Provider, duties of the Medical Center, Restrictive Covenant, etc.). Full-time employees receive a Professional Service *Addendum*, because these employees receive an IHL Contract, and the PSA is required to be an addendum to that contract. Part-time employees receive a Professional Service *Agreement*, because they do not receive an IHL Contract. The title is the only difference between the Addendum and Agreement.