

03-02-07

**RECRUITMENT LETTER TEMPLATE**  
**Emory University School of Medicine**  
**The Emory Clinic, Inc.**  
**Emory Children=s Center, Inc.**

*All paragraphs are for clinical departments. Paragraphs 1, 2, 4, 5, 6, 7b, and 8 are for basic science departments.*

**1. First and last paragraphs. Introductory and closing personal comments to be written by Chair.**

Sample:

I/we have very much enjoyed our conversations with you about the possibility of your joining the School of Medicine as a faculty member in our department/institute. We are excited about the contributions you could make to the department and the School, particularly in the area(s) of \_\_\_\_\_. I/we believe this would prove to be an excellent opportunity for you as well because \_\_\_\_\_. The missions of the department and the School of Medicine in scholarship, teaching, and service are a good match for your interests, especially because \_\_\_\_\_.

**2. Paragraph 2. Preferred language about faculty appointment; something along these lines is required.**

*Please note: This is a recruitment letter, not an offer letter. It is extremely important for Chairs and Division Directors to avoid the use of the term offer in written and spoken communications with the candidate. The reason is that the terms offer and accept have very significant legal meaning. When one offers a position, the candidate accepts the offer, and a mutual exchange of value is expected (compensation from the Department for performance of a job by the faculty member), arguably a binding contract has been created under the law. However, under Emory policy, only the Dean and University officers above him can bind the University to a faculty contract. This is the reason we are so careful to call this letter a recruitment letter and to couch the language with contingency terms (such as subject to approval by the Dean, and It is our intent that....). It is for your protection that we enforce this concept. If a faculty appointment is not subsequently approved by the Dean, or if some of the terms are not approved, but the Chair or Director has made an offer and the candidate has accepted, even before approval, then arguably the candidate could claim the he/she has a binding contract that the department must honor. In this case, the candidate could argue that he/she reasonably assumed that the Chair/Director had the authority to make the offer. Chairs and Division Directors have, on occasion, been placed in difficult circumstances by using offer and accept inappropriately.*

*The mandatory language in this paragraph also gives preliminary information about the appointment procedure and notifies the candidate that the faculty appointment must be made by the Dean.*

*The Statement of Principles Governing Faculty Relationships (Gray Book) states that the School should describe in writing the details of limited appointment that are contingent upon specified grants or contracts. This would also be the place in the letter to introduce that.*

*Sample (at the end of the following paragraph):*

After the first year, renewal of your faculty appointment would be contingent upon \_\_\_\_, as further detailed below.

**A. For full-time faculty, Assistant Professor or below, all tracks (limited appointment)**

I am extremely pleased to notify you that I wish to propose to the Dean your appointment to the faculty of the School of Medicine as \_\_\_\_\_ (academic rank) of \_\_\_\_\_ (department name), \_\_\_\_\_ track, effective \_\_\_\_\_ (date), in the Department of \_\_\_\_\_. You may expect to hear from him very shortly after we receive a positive response to this letter. This would be a renewable one-year appointment, and we look forward to working with you in all aspects of your career development. *[Add any details of appointment that would be contingent upon grants or contracts.] [The following could added, for large departments. Please note that faculty appointments are in the School of Medicine and its departments, not in divisions.]* Your assignment would be in the Department of \_\_\_\_\_=s Division of \_\_\_\_\_. *[Add any details of appointment that are contingent upon grants or contracts.]*

**B. For full-time faculty, Associate Professor and Professor with tenure**

I am extremely pleased to notify you that I wish to propose to the Dean your appointment to the faculty of the School of Medicine as \_\_\_\_\_ (academic rank) of \_\_\_\_\_ (department name), with tenure, effective \_\_\_\_\_ (date; allowing sufficient time for collection of tenure packet and completion of processing). Tenured appointments at Emory are granted by the Board of Trustees. The procedure includes approval by the department; review and recommendation to the Dean by the School=s Faculty Committee on Appointments and Promotions and Council of Chairs; and then approval and the request from the Dean to the Provost and the Board. We look forward to receiving your positive response to this letter. We will then provide additional information and instructions on preparation of the materials required for the review process, and we will be delighted to assist you any way we can. Depending on the meeting dates of the Faculty Committee, the Chairs, the President=s Advisory Committee, and the Board, this process may take three or more months from the time we submit your materials to the Dean=s office.

***If the candidate will arrive before the tenured appointment can be processed, The Board of Trustees expects that the entire process for the faculty appointment will have been completed before the faculty member arrives. Only when the candidate will arrive within a month or two should the department propose that a candidate be appointed as "Acting". In that event please note that the entire process must be completed and sent to the Provost within 6 months. The letter should include:***

Because you would arrive before the appointment and tenure process can be completed, I would request that you be given a transient faculty appointment as Acting Associate Professor/Professor, tenure track. Your senior rank and the grant of tenure would require approvals at all levels. We would request that the approved rank and tenure status be made retroactive to your start date at Emory. We will have less than six months to complete the entire approvals process, so it will extremely important for you to work with us to complete your packet as soon as possible.

**C. For full-time faculty, Associate Professor, tenure track**

*This level of appointment is available only for new appointments.*

I am extremely pleased to notify you that I wish to propose to the Dean your appointment to the faculty of the School of Medicine as Associate Professor of \_\_\_\_ (department name), tenure track, effective \_\_\_\_\_ (date; allowing sufficient time for collection of tenure packet and processing). This rank carries the requirement that the faculty member must attain tenure within three years of appointment. Typically, assuming annual renewal, the proposal for the grant of tenure is reviewed during the winter of the second year. The procedure for tenure track appointment at the Associate Professor level includes approval by the department; review and recommendation to the Dean by the School=s Faculty Committee on Appointments and Promotions and Council of Chairs; and then approval by the Dean. We look forward to receiving your positive response to this letter. We will then provide additional information and instructions on preparation of the materials required for the review process, and we will be delighted to assist you any way we can. Depending on the meeting dates of the Faculty Committee and the Chairs, this process may take two or more months from the time we submit your materials to the Dean=s office.

**If the candidate will arrive before the approval process can be completed, please note that the entire process must be completed within 6 months. The letter should include:**

Because you would arrive before the appointment and tenure process can be completed, I would request that you be given a transient faculty appointment as Acting Associate Professor, tenure track. Your senior rank would require approvals at all levels. We would request that the approved rank be made retroactive to your start date at Emory. We will have less than six months to complete the entire approvals process, so it will extremely important for you to work with us to complete your packet as soon as possible.

**D. For full-time faculty, Associate Professor and Professor, clinical or research track (limited appointment)**

I am extremely pleased to notify you that I wish to propose to the Dean your appointment to the faculty of the School of Medicine as \_\_\_\_\_ (academic rank) of \_\_\_\_\_ (department name), \_\_\_\_\_ track, effective \_\_\_\_\_ (date). This would be a renewable one-year appointment, and we look forward to working with you in all aspects of your career development. [Add any details of appointment that are contingent upon grants or contracts.] The procedure leading up to the appointment includes approval by the department, and then review and recommendation to the Dean by the School=s Faculty Committee on Appointments and Promotions and the Council of Chairs. We look forward to your positive response to this letter. We will then provide additional information and instructions on preparation of the materials required for the review process, and we will be delighted to assist you any way we can. Depending on the meeting dates of the Faculty Committee and the Chairs, this process may take up to two months from the time we submit your materials to the Dean=s office.

**If the candidate will arrive before the approval process can be completed, please note that the entire process must be completed within 6 months. The letter should include:**

Because you would arrive before the appointment process can be completed, I would request that you be given a transient faculty appointment as Acting Associate Professor/Professor, clinical track/research track. Your senior rank would require approvals at all levels. We would request that the approved rank be made retroactive to your start date at Emory. We will have less than six months to complete the entire

approvals process, so it will extremely important for you to work with us to complete your packet as soon as possible to ensure that we can send it forward for approvals in a timely manner.

**E. For part-time faculty**

*Please note that no track is specified for part-time faculty.*

I am extremely pleased to notify you that I wish to propose to the Dean your appointment to the faculty of the School of Medicine as \_\_\_\_\_ (academic rank) of \_\_\_\_ (department name), part-time, effective \_\_\_\_\_ (date). You may expect to hear from him shortly after we receive your positive response to this letter. This would be a renewable one-year appointment, and we look forward to working with you. *[Add any details of appointment that are contingent upon grants or contracts.]*

**F. For temporary faculty appointment**

I am extremely pleased to notify you that I wish to propose to the Dean your appointment to the faculty of the School of Medicine as \_\_\_\_\_ (academic rank) of \_\_\_\_ (department name), on a temporary \_\_\_\_\_ (part-time, full-time) basis, effective beginning on \_\_\_\_\_ and ending on \_\_\_\_\_. You may expect to hear from him shortly after we receive your positive response to this letter. We look forward to working with you. *[Add any details of appointment that are contingent upon grants or contracts.]*

**G. For Departmental administrative appointments**

*If the Chair also intends to give the candidate an administrative appointment, either in The Emory Clinic, in Emory Children's Center, at Grady, at the VAMC, or in the Department, this should be expressed at the end of paragraph 2. Example:*

Subject to approval of your faculty appointment, I also would also propose to appoint you as Director of the \_\_\_\_ (or Vice Chair, etc.). Departmental administrative appointments are made and renewed at the discretion of the Chair.

**H. For secondary/joint appointments in other departments**

*A Chair cannot ask the Dean to approve a secondary/joint faculty appointment in another department. Such requests must come directly from the Chair of the secondary/joint department. Please note that secondary appointments are not assigned to a track. They are listed on the CV and in signature lines as secondary appointments. Therefore, the recruitment letter should state:*

I would also ask the Chair of the Department of \_\_\_\_\_ to request a secondary faculty appointment in the School of Medicine as \_\_\_\_\_ (rank).

*The final packet, including a copy of the recruitment letter signed by the Chair and the candidate and based on which the Dean=s offer and appointment letter is prepared, should include the letter from the other departmental Chair requesting the secondary/joint appointment. Joint appointments carry a salary commitment from the second Department, so the Chair= s letter should include this commitment and any other terms that apply.*

**I. For appointment of faculty who practice medicine in an office or system external to an Emory-approved practice plan**

*Usually this is not allowed under School of Medicine and Clinic policies. However, in rare and unusual circumstances (an expected and dire shortage), a temporary part-time appointment for a specified period of time might be approved, while the Department recruits a replacement*

*candidate. Such cases should not be routed initially through the routine appointments process. With as much advance notice as possible, please contact Mr. Barwick with the details, and we will determine whether a special contract and faculty appointment can be created.*

**J. Endowed chair and endowed professorship appointments**

*If the Department intends to request an appointment to an endowed chair or endowed professorship, please remember that the process is separate from the appointments and promotions process. A separate Chair=s letter and CV are required.*

**3. Paragraph 3. Required language for membership in The Emory Clinic or Emory Children's Center.**

*For membership in the Emory Clinic:*

Contingent on your School of Medicine faculty appointment, I would also propose to the Director of The Emory Clinic, Inc. that you be appointed as a [Physician Member/Professional Member/Associate/Affiliate<sup>1</sup>] in The Emory Clinic, Inc. Your [Clinic] status would also be renewable on an annual basis. *[For temporary faculty members, replace preceding sentence with: Your Emory Clinic status would end when your faculty appointment ends.] [Use the following sentences only for those being appointed as Physician Members or Professional Members.]* A copy of a generic Emory Clinic Employment Contract is enclosed as Attachment \_\_ for your review.<sup>2</sup> The official contract would be presented to you during orientation.

*For membership in Emory Children's Center, Inc.:*

Contingent on your School of Medicine faculty appointment, I would also propose to the President of Emory Children's Center, Inc. that you be appointed as a member of Emory Children's Center. Your Center status would also be renewable on an annual basis. *[For temporary faculty members, replace preceding sentence with: Your Center status would end when your faculty appointment ends.* A copy of a generic Emory Children's Center Employment Contract is enclosed as Attachment \_\_ for your review. The official contract would be presented to you during orientation.

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<sup>1</sup> Physician Member - available all regular faculty clinicians who will be appointed to TEC. Professional Member - available for a limited number of non-M.D. health care professionals who provide necessary clinical services; e.g., Ph.D.s, Podiatrists, Dentists, etc. Associate Status - available for fellows who are in non-ACGME-accredited fellowships who hold temporary (start and end date specified; one year or less) appointments as faculty in the SOM and TEC, usually one year. These individuals will be able to bill for their services. Affiliate Status - available for those faculty physicians who are heavily engaged in research/teaching and contribute nominally to TEC's health care delivery mission; e.g., psychiatrists who cover one or two weekends annually, or end-career physicians, with nominal clinical productivity (e.g., one session weekly). The first two classes (members) execute an Employment Agreement that includes a non-compete covenant. Faculty who hold Associate and Affiliate status do not.

<sup>2</sup> Please be sure to include the correct contract. Several versions exist, depending on the status of the candidate.

4. **Paragraph 4. Compensation.**

Please note that the Statement of Principles on Faculty Relationships **requires** a written description of the ~~A~~precise terms and conditions of each appointment. @

Points should include, for example:

A. **Salary amount for the first year and sources.** Note that only tenured appointments are guaranteed for over one year, and faculty recruitment letters should generally quote a salary only for the first year. If it is necessary to mention salary levels for additional years, please use contingency language, provided below. If the candidate will hold a departmental administrative post (e.g., Division Director, Director of the Residency Training Program, Vice Chair, etc., as stated above), it is wise to earmark part of the compensation as administrative and use the appropriate language, provided below.

**Sample, all salary from the Department/School of Medicine:**

Your starting annual salary would be \$\_\_\_\_\_, all provided by the Department. [Use the following if there is a departmental administrative appointment.] Of your total compensation, \$\_\_\_\_ would be for your administrative appointment. In the unlikely event that this administrative appointment ends, your compensation would be adjusted to that of comparable faculty members, in accordance with University and School policy. [Use the following only if you must. It is preferable to omit this commitment, to allow the Chair and Department more flexibility.] It would be my intent that in years two and three, your annual salary would be \$\_\_\_\_\_ ....., assuming your academic [and clinical] performance meets expectations and your faculty appointment is renewed.

You would be eligible for merit adjustments in your salary, subject to University, School, and Department policies and guidelines. [If applicable, you may wish to add a sentence about eligibility for your department=s incentive bonus plan.]

**Sample, salary from the Department/School of Medicine and The Emory Clinic or Emory Children's Center:**

Your starting annual salary would be \$\_\_\_\_\_. Although you would receive one paycheck from Emory University, \$\_\_\_\_ of your salary would be provided by [The Emory Clinic/Emory Children's Center] and \$\_\_\_\_ would be provided by the Department. [Use the following if there is a departmental administrative appointment.] Of your total compensation, \$\_\_\_\_ would be for your administrative appointment. In the unlikely event that this administrative appointment ends, your compensation would be adjusted to that of comparable faculty members, in accordance with University and School policy. [Use the following only if you must. It is preferable to omit this commitment, to allow the Chair and Department more flexibility.] It would be my intent that in years two and three, your annual salary would be \$\_\_\_\_\_ ....., assuming your academic and clinical performance meets expectations and your faculty appointment is renewed.

You would be eligible for merit adjustments in your salary, subject to University, School, [Clinic/Center], and Department policies and guidelines. [If applicable, you may wish to add a sentence about eligibility for your department=s Clinic and/or University incentive bonus plan.]

**Sample, salary from the Department and the VAMC, or all from the VA MC:**

Your starting annual salary would be \$\_\_\_\_\_. You would receive one paycheck from Emory University for \$\_\_\_\_ of your salary, provided by \_\_\_\_\_, and a separate

paycheck from the VAMC for \$\_\_\_\_.<sup>3</sup> Since the School of Medicine takes total, all-source salary equity very seriously, you would be required to authorize the release of your VAMC compensation to the School of Medicine. *[Use the following if there is a departmental administrative appointment.]* Of your total compensation, \$\_\_\_\_ would be for your administrative appointment. In the unlikely event that this administrative appointment ends, your compensation would be adjusted to that of comparable faculty members, in accordance with University and School policy. *[Use the following only if you must. It is preferable to omit this commitment, to allow the Chair and Department more flexibility.]* It would be my intent that in years two and three, your annual salary would be \$\_\_\_\_ ....., assuming your academic and clinical performance meets expectations and your faculty appointment is renewed.

You would be eligible for merit adjustments in your salary, subject to University, School, VAMC, and Department policies and guidelines. *[If applicable, you may wish to add a sentence about eligibility for your department=s Clinic and/or University incentive bonus plan.]*

**B. Any other salary or compensation conditions that the department wishes to propose**

*Please call or contact Mr. Barwick or Ms. Olson in advance before sending through paperwork, if the department is proposing something unusual or questionable.*

**5. Paragraph 5. Departmental support for position.**

**A. Start-up package, if any**

*Note that funding provided for operation of an organizational unit over which the faculty member will have an administrative appointment is not provided through a discretionary account as described in this paragraph. The “start-up funds” provided through a discretionary account as described in this paragraph are for use by that individual only to fund his or her own personal educational or research activities.*

Sample:

In addition to your personal compensation, the Department would provide start-up funds of \$\_\_\_\_. We are glad to be able to do this to support your continued faculty development. These funds would be provided through a discretionary account in your name to be used for research and education in accordance with the School=s Discretionary Accounts Policy. Funds would be transferred to this discretionary account as expenditures charged to it accrue.

**B. Office, laboratory, and clerical arrangements**

*Please remember that things change over the years, so make a commitment for the first year with the expectation that other things might occur in future years.*

Sample:

Initially, you would be assigned office and laboratory space in the \_\_\_\_ Building. The Department would provide clerical assistance as for other faculty, namely \_\_\_\_\_. Of course, the department would provide a computer and printer. Certainly if any unusual needs arise during your work, you could discuss these needs with [your Division Director / me].

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<sup>3</sup> If all compensation and significant fringe benefits will come from the VAMC, please modify this language or accordingly.

### **C. Benefits**

*An attachment that outlines the benefit packages from the University and The Emory Clinic or Emory Children=s Center would be helpful, or reference to the University website. The University summary is available at the HR web site. If you create your own, please be sure it is current and correct and that it applies to Faculty, not to Staff, as appropriate. Ms. Shelle Bryant in the Dean=s Office can review it for you. Remember that full University and Clinic benefits are available only for those who are employed by the University at an effort level of 0.5 FTE or more. Further, for faculty physicians who will work in The Emory Clinic, note that Clinic benefits are available only for Physician Members and Professional Members; Clinic benefits are not available for those with Associate or Affiliate status. Benefits provided by ECC to its members currently are limited to life and personal accident insurance.*

#### Sample:

You would be eligible for the full range of excellent benefits provided by [both] Emory University [and The Emory Clinic] [and additional benefits provided by Emory Children=s Center]. Attachment \_\_ provides more information on the benefits package(s). You can also see the Emory Human Resources website for more information, which can be reached through the Emory University home page.. The details of the specific components of the benefits plan[s] would be discussed with you by \_\_\_\_\_, our Department Administrator, and by representative[s] of the Department of Human Resources [and The Emory Clinic] when you begin your Emory employment, but please let us know if you have particular questions.

*For 8/8 VA faculty and part-time faculty less than 0.5 FTE, the following description of benefits should be used in place of the preceding paragraph: You would be entitled to limited University benefits such as access to the University library system, CME discounts, discounted tickets to Emory events, a discount in the Emory bookstore, [for VA Assistant Professor and above: courtesy scholarships,] and Emory gym membership.*

### **D. Moving expenses**

*An extra allocation for moving expenses usually is reserved for senior faculty when it is needed to seal a recruitment. It is not intended to be available for all faculty recruitments. The maximum amount available for relocation is \$12,000 with receipts. If the Department must offer some funding for relocation to seal a recruitment, the amount for junior faculty should be less. Further, the allowance for trips to Atlanta to locate housing also usually is reserved only for the most difficult competitive recruitments and most outstanding senior faculty. If provided, the “scouting trip” allowance must be treated differently for tax purposes by both the University and the prospective faculty member. The “scouting trip” allowance is treated as a taxable signing bonus payment to which withholding must be applied. In contrast, reimbursement of bona fide moving expenses is generally not taxable and no withholding is taken.*

The Department wishes to make your transition easier and would reimburse you for up to \$\_\_\_\_\_ in moving expenses [and, at your option, expenses associated with one or two trips to Atlanta to locate housing]. The University has negotiated substantial discounts with certain national moving companies, and we encourage you to use one of these. Billing for moving expenses could be direct to the University or you could provide receipts for reimbursement. \_\_\_\_\_ [Dept admin] can provide further information and would assist you with the arrangements. Please be aware that this provision of relocation expenses may have tax consequences for you. [If “scouting trip”

*allowance provided:* Because reimbursement for travel to Atlanta to locate housing would likely be taxable and therefore subject to withholding, unlike reimbursement for your actual moving expenses, it is important that these separate items be documented distinctly and with care.]

6. **Paragraph 6. Job description to be written by the Chair.**

*As stated above, this is **required** by the Statement of Principles Governing Faculty Relationships. Faculty cannot be promoted if they do not meet expectations in all appropriate areas (including scholarship), and therefore such expectations should at least be outlined.*

*Points should include, for example:*

- < *Scholarship and grant expectations and responsibilities*
- < *Teaching expectations and responsibilities*
- < *Clinical expectations and responsibilities, and also site(s) - e.g., Clinic, Crawford Long, VAMC, Grady, etc.*
- < *Administrative duties and other service such as departmental, school, and national citizenship*
- < *Reporting line (always ultimately to the Department Chair)*

*Remember that you must include expectations for scholarship if promotion is expected. Like other terms contained in the recruitment letter, the faculty member's proposed responsibilities should be described as contingent (e.g., "You would be assigned" rather than "You will be assigned").*

7. **Paragraph 7. Preferred language for credentialing and similar requirements.**

(Something similar is required.)

**A. Credentialing for clinical service. Required.**

*Please note that Grady credentialing and EHC credentialing are separate processes. If the faculty physician is to be credentialed in both systems, please ensure that the Department is following the procedures for both. EHC and Grady will begin the credentialing process in parallel with the recruitment and will finalize it when the faculty appointment letter is issued by the Dean, since we usually approve requests for appointment. Grady also requires a documented Georgia medical license. Please be sure to indicate on the cover sheet of the recruitment packet when the recruitment is for a faculty member who requires credentialing at Grady. On receipt of the recruitment packet, the Dean=s Office will notify Grady to begin the credentialing process.*

*Sample:* *Please pay attention to the language to include all the credentialing that will be required for the candidate; the proposed language might not cover all the possibilities.]*

Attachment \_\_ lists some requirements for your faculty appointment in the School of Medicine, appointment in [The Emory Clinic, Inc. / The Emory Children=s Center], and credentialing in the Emory Healthcare and Grady Memorial Hospital systems. I enclose this list now partly for your convenience but especially because most of these are required to be accomplished before your start date and for issuance of your first salary check. In particular, you must have your Georgia Medical License and complete the credentialing process in [Emory Healthcare and/or Grady Health Systems] before you can bill for patient services in [The Emory Clinic / the Emory Children=s Center / the Emory Medical Care Foundation]; before you can be added to our third party payer panels; and also before you will be eligible to be paid the clinical component of your salary. Licensing and credentialing usually require two or three months if all forms are

promptly completed and returned but could take up to six months if we encounter delays in receiving the necessary completed documents. Staff members in [both] the Department [and The Clinic] are available to answer questions and provide assistance, to the extent possible, as you provide the required documentation for the process at your very earliest convenience. For your convenience and ours, I suggest that you complete all the credentialing forms that are provided to you and return them to me with your affirmative response to this letter or as soon as you can afterwards.

In addition, please note that the faculty appointment in the School of Medicine requires that the candidate be board eligible or board certified. The policy is available to you from \_\_\_\_, our departmental administrator.

**B. Credentialing for academic appointment**

*This is for faculty who will not be credentialed through TEC (e.g., P.A., D.P.T., Ph.D. faculty, M.D. faculty who will not practice medicine, M.D. faculty who will be credentialed through Grady only, M.D. faculty who will work at VAMC only).* **Required.**

The School of Medicine requires that you provide a certified copy of your transcript that shows successful completion of your highest degree program.

**8. Paragraph 8. Required.**

Of course, School of Medicine faculty [and Clinic/Center appointees] are subject to the policies of the School [, Clinic/Center,] and University as they now exist or as they may be modified in the future in accordance with approved procedures. We will provide the various websites in due course, but please do not hesitate to ask about any particular concerns you may have.

If the terms outlined in this letter are acceptable to you and if you wish me to pursue the School of Medicine faculty appointment [and Clinic/Center appointment], please indicate by signing the enclosed copy of this letter and returning it to me at the address noted above within \_\_ days of receipt.

**9. Candidate=s signature line. Required.**

Recognizing the contingencies stated herein, I hereby state that the terms specified in this letter for proposal of my appointment as a University faculty member [and member of The Emory Clinic, Inc./Emory Children's Center, Inc.] are acceptable.

\_\_\_\_\_  
(Signature)

(Date)

## **ATTACHMENT**

### **REQUIREMENTS FOR FACULTY APPOINTMENT IN THE SCHOOL OF MEDICINE AND MEMBERSHIP IN [THE EMORY CLINIC, INC. / THE EMORY CHILDREN=S CENTER] AND FOR CREDENTIALING IN GRADY HEALTH SYSTEMS**

Faculty appointment in the Emory University School of Medicine [and appointment in The Emory Clinic, Inc. / The Emory Children=s Center] is/are contingent on satisfaction of the following requirements by the candidate. Credentialing for Emory School of Medicine faculty in the Grady Health System also requires completion and satisfaction of their process. The following list is not exhaustive. Additional information and paperwork will be provided. The candidate is required to do the following:

1. On the initial day of employment in Emory University, furnish appropriate documentation verifying legal status permitting candidate to work under applicable U.S. immigration laws.
2. Obtain and maintain medical staff privileges at Crawford Long and Emory Hospitals, Grady Memorial Hospital, the Veterans Affairs Medical Center, Children=s Healthcare of Atlanta, and/or any other hospitals where the candidate is assigned.
3. Present a certification that he/she has successfully completed his/her residency training program and is board eligible or board certified (See School of Medicine Policy for more detail).
4. Possess a valid, unrestricted medical license to practice medicine in the State of Georgia. The candidate should initiate the application process immediately if not currently licensed. This process may take more than 90 days for completion.
5. Document possession of a valid Controlled Substance Registration Drug Enforcement Administration Certificate. A copy is required for department files; a number is not sufficient.
6. Successfully complete [The Emory Clinic, Inc.'s / The Emory Children=s Center=s] pre-employment drug screening performed by the Emory University Hospital Employee Occupational Health Service.
7. Agree to complete any subsequently needed forms and return them to the Department [and Clinic / Center; Grady] in a timely manner.
8. Complete the physician orientation of [The Emory Clinic, Inc. / The Emory Children=s Center].

9. Within 60 days after start, complete the orientation of the Emory Healthcare Office of Compliance.

In addition, Emory will verify the credentials presented by the candidate.