

**ONE YEAR NOTICE OF END
OF DMS SALARY OBLIGATION
FOR NON-TENURED FACULTY
MEMBERS**

(Note: DHC-employed faculty members must be dealt with according to DHC's policies. However, all DMS faculty members, regardless of employer, are entitled to one year's notice of termination of their position, except "for cause".)

To: (Faculty member's name)

From: (Department chair's name)

Date:

Re: Impending termination of salary commitment

As we have discussed, each faculty member has a different mixture of teaching, research, clinical, and administrative activities which in aggregate support their employment. When significant components of a faculty member's time are not funded by specific internal or external sources, it becomes a financial problem for the department, and ultimately for the medical school. Such shortfalls do occur from time to time and short lapses in funding can be buffered by funds from various sources. Yet if the lack of salary support persists for extended periods with little chance of reversal, it is not sustainable indefinitely by either the department's or the medical school's reserves.

The department chair should insert text specifically to cover the following three points:

- (1) a summary of the faculty member's current financial status and the availability to the faculty member of reserve funds, additional service work or other support mechanisms that might be invoked to support salary;*
- (2) the budgeted sources of his/her salary and the support expectations that are associated with their position (this can be found in the faculty member's offer letter and/or the "Form-A" for the search number under which they were hired);*
- (3) a summary of any recent conversation(s) between the chair and/or section chief and the faculty member regarding expectations, their status and plans for the future.*

In light of the information noted above, I must inform you that this department and Dartmouth Medical School cannot continue to support your salary after the last day of [*current month*] of [*next calendar year*]. You should make your professional and career plans based upon this information. Needless to say, if your current circumstances in this department change significantly in the coming months, then this decision can be revisited. Should we both document in writing a change in your current distribution of effort with a new plan that provides for full funding of each of your new activities that I can support – then we can alter this established schedule. If part of such a new plan requires continued financial support from the medical school, then the Dean would need to approve such a new plan as well. If nothing essential changes and we have not formalized an agreement on a new distribution of effort with full funding for each activity, then in one year, you will be obliged to find alternative employment, or cover your own salary by alternative means. Please keep me informed of your plans and requirements. I will do my best to assist you in whatever plan you choose to implement whether here or at another institution.