

WUSM Policy on Non-Employee Voluntary Faculty Appointments

Form D: Voluntary Faculty Promotion Letter

[date]
[name, address]

Dear _____:

It gives me great pleasure to offer you a promotion in rank in connection with your Voluntary faculty appointment in the [insert Department/Program name]. Your new title will be Voluntary [Clinical/Research] [insert rank] of [insert Department/Program name].

In your new rank, you will [describe role/duties/activities/expectations]. The [Department/Program] looks forward to your contributions.

Please note a few aspects of Voluntary appointments at the School of Medicine. Voluntary appointments carry non-employee, unpaid status. In all activities carried out in connection with their appointment, Voluntary faculty members must comply with the standards of conduct contained in all Washington University and School of Medicine policies (including but not limited to the Code of Conduct and policies concerning compliance, patient care, research, discrimination and harassment, and abusive conduct), except insofar as those policies apply only to employed faculty. Those policies are generally collected at <http://facultyinformationhandbook.wustl.edu> and <http://medicine.wustl.edu/info/faculty>. In addition, in representing their status at the University and School of Medicine, Voluntary faculty must use their full title (including the “Voluntary Clinical” or Voluntary Research” modifier to their rank) and may not represent themselves to be regular or employed members of the faculty. Finally, Voluntary appointments may be terminated for any reason at any time.

To accept this promotion, please countersign this letter below and return it to me at your earliest convenience. Again, the [Department/Program] looks forward to our continued affiliation.

Sincerely,

[Department Head/Program Director]

cc: Human Resources

Accepted: _____

Date: _____