

**Template to Add an Administrative Title and Supplement:**  
**From Department Chair to Faculty**

**Print on Department Letterhead**

Date

FACULTY NAME

Academic Rank

Department of \_\_\_\_\_

UF College of Medicine-Jacksonville

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

In recognition of your expanded role and responsibilities as \_\_\_\_\_ effective **DATE**, you will receive an administrative supplement of \$\_\_\_\_\_. Your new salary will be \$\_\_\_\_\_.

In keeping with University policy, we must inform you that you may be removed from your appointment as \_\_\_\_\_ at any time during the term of their appointment/contract, solely at the discretion of the University. If at any time you no longer serve in this capacity, the aforementioned \$\_\_\_\_\_ will be removed from your total salary and your new pay rate and appointment would be adjusted to reflect your new responsibilities.

I greatly appreciate your commitment and look forward to your continued contributions, support and productivity.

Sincerely,

\_\_\_\_\_  
Professor and Chair

Approved: \_\_\_\_\_

Linda R. Edwards, MD

Date

Dean, College of Medicine – Jacksonville

Accepted: \_\_\_\_\_

FACULTY NAME