Letter of Intent Template Guidelines

From: McNiel, Nancy O
Subject: Faculty Letter of Intent: New Template

Below is the newest template for faculty letters of intent. As you are aware, we do not encourage the use of LOI’s, but this template should be utilized when they are necessary.

This template was created by a collaboration among the Office of Legal Affairs, the MMS Faculty Affairs Office, and the MMS Office of Administration.

MMS Clinical Departments:

Please begin utilizing this template immediately. Drafts of LOI’s will follow the same approval process as is currently in place. Send the letter, with any changes from the template highlighted, and a copy of the approved RTR (first two pages). Include a statement re: why you are not progressing immediately to an offer letter, rather than sending an LOI. If there is no approved RTR, you must attach a compensation justification, an equity analysis and a CV.

Please contact me with any questions.

Thanks,
nancy

Nancy O. McNiel, Ph.D.
Associate Dean for Administrative Affairs

The Letter of Intent Template can be found here:

https://med.uth.edu/administration/files/2017/07/Letter-of-Intent-Template-for-depts-1-28-16-CLEAN.doc