**Memorandum**

To: Brian Strom, MD

 RBHS Chancellor

 Prabhas Moghe, Ph.D.

Executive Vice President for Academic Affairs

From: Dean

Re: Compensation for Additional Services – Faculty Name

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

Date:

I would like to recommend (Faculty’s Name) receive compensation for additional services in the amount of $(dollars) effective (date) when they will assume the additional responsibilities as (title). These are bona fide services that are substantially over and above those normally assigned to (Faculty’s Name). Their new annual salary will be $(dollars). This includes an academic base of $(dollars), which includes compensation for additional services of $(dollars) and (if applicable) a supplement of $(dollars). This compensation for additional services will be reviewed annually by the Dean.

In addition to their current responsibilities as a, the duties for this additional compensation include INSERT DUTIES OR INDICATE JOB DESCRIPTION IS ATTACHED.

(Faculty name) will serve in this role at the will of the Dean. Should they no longer hold this role, the compensation for additional services will be removed from the faculty member’s compensation.

Thank you for considering this request.