Administrative duties are generally carried out in support of work in a program area/unit which specifically relate to the direction and/or control of that program area/unit or function within an area/unit. The following are procedures for appointing faculty to administrative positions:

<table>
<thead>
<tr>
<th>STEP 1 (Department)</th>
<th>Determine requirement for administrative position (new, vacant, replacement).</th>
<th>Identify faculty member for administrative position.</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP 2 (Department)</td>
<td>Draft letter appointing faculty member to administrative title.</td>
<td>Template letter is attached. Letter should include: (1) effective date, (2) proposed administrative title, (3) duties and responsibilities, (4) admin supplement, if applicable, and (5) name of incumbent, if any</td>
</tr>
<tr>
<td>STEP 3 (Department)</td>
<td>Submit draft letter via email to the Associate Dean for Administrative Affairs for review.</td>
<td>Eric Conde <a href="mailto:Eric.conde@jax.ufl.edu">Eric.conde@jax.ufl.edu</a></td>
</tr>
<tr>
<td>STEP 4 (Admin Affairs)</td>
<td>Associate Dean for Admin Affairs will review and approve letter.</td>
<td>Draft letter will be returned via email to the department for printing in department letterhead and chair signature.</td>
</tr>
<tr>
<td>STEP 5 (Department)</td>
<td>Send letter signed by department chair to Admin Affairs (attn: Eric Conde) for final review and Dean’s signature.</td>
<td></td>
</tr>
<tr>
<td>STEP 6 (Admin Affairs)</td>
<td>Obtain Dean’s signature and return to department.</td>
<td></td>
</tr>
<tr>
<td>STEP 7 (Department)</td>
<td>Obtain signature of faculty member officially accepting administrative assignment.</td>
<td>Original letter – faculty member Forward copy – along with COM-Jax Personnel Action Form - to Administrative Affairs for UF processing.</td>
</tr>
<tr>
<td>STEP 8 (Admin Affairs)</td>
<td>Prepare UF Academic Personnel Transaction Form and send to UF for processing into the University’s HR system (MyUFL- PeopleSoft).</td>
<td>File copy of UF Academic Personnel Transaction Form and letter in the faculty member personnel file.</td>
</tr>
<tr>
<td>STEP 9 (Admin Affairs)</td>
<td>Input title and admin supplement (if any) into the UF COM-Jax Faculty Database.</td>
<td>Jacci Landicho / Eric Conde</td>
</tr>
</tbody>
</table>

*ATTACHMENTS*
- Frequently Used Administrative Titles
- Appointment Letter for Administrative Positions
- Appointment Letter for Administrative Positions (Admin Supplement)
Frequently Used Administrative Titles

The following is a list of commonly used administrative titles at UF College of Medicine Regional Campus, Jacksonville:

Interim Chair, Department of
Assistant Chair, Department of
Associate Chair, Department of

Chief, Division of

Assistant Program Director, XXX Residency
Associate Program Director, XXX Residency
Program Director, XXX Fellowship
Program Director, XXX Residency

Clerkship Director

Medical Director, XXX (UF Primary Care Center Location)
Medical Director, XXX (UF Specialty Care Center Location)

The following administrative titles can be assigned only by the Dean of the Regional Campus, Jacksonville:

Chair, Department of

Senior Associate Dean, XXX
Associate Dean, XXX
Assistant Dean, XXX
Appointment Letter for Administrative Positions

Date

Name, M.D.
Academic Rank
Department of
University of Florida College of Medicine - Jacksonville
Address
Jacksonville, Florida  32209

Dear Dr. ________: 

In recognition of your expanded role and responsibilities, effective _____date____, you are being appointed as _____Administrative Title_____.

Duties and Responsibilities:

(Example): You will be responsible for: (1) providing comprehensive care to infants in the Shands Jacksonville NBN; (2) educating pediatric residents and medical students about the clinical care of newborn infants, instructing them on neonatal procedures, and supervising the clinical care they provide. You will provide newborn stabilization at deliveries where a pediatrician is requested by an obstetrician and will educate the residents and medical students about newborn resuscitation).

In keeping with University policy, we must inform you that you may be removed from this administrative appointment at any time during the term of this appointment, solely at the discretion of the University.

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

Sincerely,

Name
Professor and Chair

Approved: ____________________________________________________________

Daniel R. Wilson, M.D., Ph.D.                Date
Dean, College of Medicine-Jacksonville

Accepted: ____________________________________________________________

Name, M.D.                              Date

cc:   Eric Conde, M.S.A., Associate Dean for Administrative Affairs
Appointment Letter for Administrative Positions (Admin Supplement)

Date

Name, M.D.
Academic Rank
Department of
University of Florida College of Medicine - Jacksonville
Address
Jacksonville, Florida  32209

Dear Dr. ________:

In recognition of your expanded role and responsibilities, effective _____date____, you are being appointed as _____Administrative Title______. In this new position, you will receive an administrative supplement of $_______, thus bringing your new total annual salary to $_______.

Duties and Responsibilities:
(Example: You will be responsible for: (1) providing comprehensive care to infants in the Shands Jacksonville NBN; (2) educating pediatric residents and medical students about the clinical care of newborn infants, instructing them on neonatal procedures, and supervising the clinical care they provide. You will provide newborn stabilization at deliveries where a pediatrician is requested by an obstetrician and will educate the residents and medical students about newborn resuscitation).

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

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

Sincerely,

Name
Professor and Chair

Approved:  ______________________________________________
Daniel R. Wilson, M.D., Ph.D.    Date
Dean, College of Medicine-Jacksonville

Accepted:  ____________________________________________
Name, M.D.    Date

cc:  Eric Conde, M.S.A., Associate Dean for Administrative Affairs
     David Schreck, UFJHI Director of Budget