



University of California  
San Francisco

Department of Psychiatry  
Langley Porter Psychiatric  
Institute  
401 Parnassus Avenue  
San Francisco, CA 94143-0984

**SAMPLE  
AGREEMENT/APPOINTMENT LETTER  
MATCH 2014**

July 2014

Dear Prospective Resident:

It is our pleasure to offer you an appointment to the Housestaff in the Department of Psychiatry at the University of California San Francisco for the academic year of 2014 - 2015. We are very pleased about your selection and look forward to your joining our Department.

Appointments are granted for a period of one year and must be renewed each academic year based upon mutual agreement. This contract is for the period commencing 7/1/2014 and ending 6/30/2015. Conditions for reappointment are further described in the UCSF Housestaff Information Booklet. The contract(s) for subsequent years of training will be presented to you no later than four months prior to the end of this current contract (more information regarding this may be found in the Academic Due Process Policy in the UCSF Housestaff Information Booklet).

Your postgraduate training year (PGY) in the Child and Adolescent Psychiatry Program will be PGY 4. Your salary for the academic year, based on the University of California, Office of the President salary scale will be \$58,241.00. Actual earnings may vary depending upon hospital rotation assignment.

The Housestaff Information Booklet describes institutional policies and procedures applicable to residents and fellows appointed to the UCSF Housestaff. Program-specific policies are available from your program coordinator. The Booklet can be read in full via the UCSF School of Medicine website: <http://medschool.ucsf.edu/gme/>. In particular, please note the following policies:

- General housestaff responsibilities
- Leave time policy (vacation, education, sick, parental, other leave of absence)
- Professional liability insurance (including tail coverage)
- Conditions of non-renewal of appointment
- Counseling services/physician impairment
- Program closure/reduction
- Health and disability insurance
- Academic due process leave policy
- Moonlighting
- Duty hours
- General competencies
- Gender, sexual, and other forms of harassment
- Restrictive covenants

More information concerning gender, sexual, and other forms of harassment can be obtained by contacting the UCSF Affirmative Action Equal Opportunity Office (<http://aaeo.ucsf.edu>).

Trainees in ACGME approved programs must abide by the moonlighting policy specific to their program/departmental policies which are consistent with the general UCSF moonlighting policy found in the UCSF Housestaff Information Booklet.

The UCSF duty hours policy is consistent with ACGME requirements. Trainees must become and remain educated in the duty hours requirements and general competencies. Trainees must provide accurate information as requested by their department and the Dean's office regarding duty hours and general competencies.

UCSF provides some housing for employees. The UCSF Housing Office (<http://www.campuslifeservices.ucsf.edu/housing/>) can assist you with this and other housing options.

Physician assistance programs are available for counseling and psychological support. In addition, the Faculty & Staff Assistance Program provides confidential well-being resources for Housestaff (<http://www.ucsfhr.ucsf.edu/assist/index.html>). The UCSF policies on physician impairment and substance abuse as well as resources to help with these problems are available in the Housestaff Information Booklet.

Please acknowledge your acceptance of this appointment and your agreement to comply with all University and Medical Center policies, including those described in the UCSF Housestaff Information Booklet, by signing and returning this letter as soon as possible. By signing this letter you are authorizing UCSF to conduct a background check for the purpose of evaluating you for employment, promotion, reassignment, or retention, and agree that follow-up background checks may be done for cause at any time during the course of employment. This offer of training is dependent upon the results of your signed attestation statement (attached) and its review by the program as well as satisfactory results from the background check. Any "yes" response on the attestation statement requires an explanation. After review of your explanation of "yes" statements and/or the background screening results, our offer of a contract for training may be revoked or the conditions of the offer revised.

We look forward to our association with you in our training program. If you have any questions regarding the above please contact us. Please sign below and return indicating your understanding of the above, your access to the UCSF Housestaff Information Booklet on the UCSF School of Medicine GME website, and your acceptance of our offer.

Sincerely,

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Bennett L. Leventhal, M.D.  
Program Director

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Matthew W. State, M.D.  
Department Chair

By signing below I acknowledge the appointment as described above and I acknowledge that I have read the UCSF Housestaff Information Booklet.

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Prospective Fellow

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Date