[PLACE ON DEPARTMENTAL LETTERHEAD]

[DATE]

Wesley Burks, MD

Dean, UNC School of Medicine

Vice Chancellor for Medical Affairs

CEO, UNC Health Care System

Dean Burks:

I would like to recommend a faculty compensation contingent supplemental payment for the faculty members listed on the attached spreadsheet. This recommendation is being made per the Department Compensation Plan and covers the time period [DATE] through [DATE]. The payment amounts on the attached spreadsheet are consistent with the approved Department of [NAME] Clinical Compensation Plan and School of Medicine Clinical Faculty Compensation Plan.

I attest that all faculty members listed in the attached spreadsheet will be in an active, paid appointment when the incentive payment is distributed, as dictated by the UNC payroll schedule.

Sincerely,

[DEPARTMENT CHAIR SIGNATURE LINE]

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

[DEPARTMENT CHAIR NAME],

Department of [NAME]

 UNC School of Medicine