



University of California  
San Francisco

*advancing health worldwide*

Department Letterhead  
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July 1, 2016

To: Jane Q. Recruit, MD  
UCSF, Department of XXXXXXXX  
Box 1234

From: Joan B. Doe, MD, PhD  
Professor and Chair  
Department of XXXXXXXX  
Box 5678

Re: Payback Agreement to the Faculty Recruitment Allowance Program (FRAP)

The Department has obtained approval from the School of Medicine Dean's Office and is able to provide you with a payment under the Faculty Recruitment Allowance Program (FRAP). The terms and conditions of this Faculty Recruitment Allowance, including payback conditions and terms are as follows:

- This program allows a one-time payment or disbursements over a period not to exceed five years. The primary purpose of the Faculty Recruitment allowance is to provide support for housing costs, but the individual may also use the allowance to support childcare expenses, education or tuition assistance, or similar expenses of newly recruited faculty who are appointed to an Academic Senate series.
- The total amount of the allowance received is considered wages for the purposes of Federal and State tax reporting and is subject to withholding, Social Security taxes, worker's compensation, and unemployment insurance.
- Allowance payments are not covered compensation for the purposes of the University's retirement or benefits plans, and are not considered salary when premiums and benefit amounts of employee-paid insurance plans are based on earnings.
- The campus has established FRAP repayment conditions. Payments of amounts over \$50,000 are contingent upon the faculty member making a commitment to remain at the UCSF campus for five years. If the faculty member separates from the University before the expiration of five years, the gross FRAP payment must be repaid, with the repayment amount decreasing by 20% for each year of service. For example, if a faculty member received \$60,000 and left after three years, the faculty member would repay \$24,000.

Please indicate that you have reviewed this letter and that you have agreed to these terms and conditions by signing and dating below. If you should have any questions regarding the above, please do not hesitate to contact me or program manager Wilson Hardcastle at wilson.hardcastle@ucsf.edu.

I have elected to participate in the University's Faculty Recruitment Allowance Program and I will abide by the terms and conditions defined.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date