

Attachment A

MEMORANDUM

DATE: XXXXXXXX

TO: William J. Pettit, D.O.
Senior Associate Dean for Academic Affairs
Oklahoma State University Center for Health Sciences

CC: Christina Massey
Executive Assistant for Academic Affairs
Oklahoma State University Center for Health Sciences

FROM: Damon Baker, D.O.
Chairman of the Department of Internal Medicine
Oklahoma State University Center for Health Science

RE: Request for Adjunct Clinical Faculty Appointment

Dear Dr. Pettit,

I would like to recommend the following physicians for an appointment to the faculty as an Adjunct Clinical Assistant Professor in the Department of Internal Medicine:

Medical Oncologist:

John Doe, D.O.

Ginger Spice, D.O.

Radiation Oncologist:

John Smith, D.O.

Suzie Que, D.O.

A copy of each physician's Curriculum Vitae is enclosed. If any further information is needed, please contact me.

Sincerely,

Damon L. Baker, D.O.
Professor and Chair
Department of Internal Medicine

MEMORANDUM

DATE: XXXXXXXX

TO: William J. Pettit, D.O.
Interim Senior Associate Dean
Oklahoma State University Center for Health Sciences

CC: Christina Massey
Executive Assistant for Academic Affairs
Oklahoma State University Center for Health Sciences

FROM: Damon Baker, D.O.
Chairman of the Department of Internal Medicine
Oklahoma State University Center for Health Sciences

RE: Request for Adjunct Clinical Faculty Appointment

Duane Koehler, D.O., has requested appointment to adjunct clinical faculty (Assistant Clinical Professor of Internal Medicine), non-tenure track for the following physicians: **Tahlequah:** John Doe, D.O., Nephrology; Suzie Que, D.O., Internal Medicine; John Smith, D.O., Internal Medicine; and Justin Smith, D.O., Internal Medicine. **Lawton:** J.R. Doe, D.O., Internal Medicine; **Muskogee:** Ginger Spice, D.O., Internal Medicine. I concur with this request.

These physicians will be involved with training of either OPTI partner residents and/or OSU COM medical students at Tahlequah, Muskogee and Lawton, Oklahoma.

I have used the guidelines in the "Guidelines for Initial Appointment", which are listed in the "OSU-COM Reappointment, Promotion, and Tenure Guidelines" in order to consider these appointments.

Thank you for your consideration in this matter. I am attaching CVs and added documentation for the physicians listed above.

Damon Baker, D.O.
Chairman of OSU CHS Department of Internal Medicine

Date