



Office of the Dean  
College of Health Sciences  
131 M. Parks Memorial Bldg.  
Georgia College & State University  
Campus Box 64  
Milledgeville, GA 31061  
Office (478) 445-4092  
Fax (478) 445-1913

May 1, 2019

Monica Ketchie

Dear Dr. Ketchie (Monica),

I am pleased to advise you that it is my intention to recommend your appointment as Program Coordinator of the Women's Health Nurse Practitioner and Nurse Midwifery Programs in the School of Nursing at Georgia College. The Program Coordinator Position is in addition to your tenure track faculty appointment as an Assistant Professor. This Program Coordinator position is assigned for a one year period and is subject to renewal based on employee performance and funding availability. This position will end on May 31, 2020.

Attached to this offer letter is a copy of your job description. Your primary role during this academic year will be to oversee the Women's Health Nurse Practitioner Program and to prepare for the pre-accreditation visit for the nurse midwifery program. If the nurse midwifery program is approved you will prepare for the initial cohort enrollment in summer of 2020. Your program coordinator work effort is expected to be 3 credit hours each semester. You will carry a nine credit hour teaching load each semester. Currently you are in a ten month tenure track faculty line and will receive an additional summer contract for both your teaching and program coordinator services.

Dr. Deborah MacMillan, Professor and Director School of Nursing

EC: Dr. Sandra Gangstead, Dean  
College of Health Science

Attachments:  
Job Description

(This section to be completed by Candidate and sent to College of Health Sciences Dean's Office.)

### **Acceptance of Offer**

I hereby accept the terms and conditions set forth in the offer letter, including any attachments thereto, as set forth in the offer letter sent to me dated May 1, 2019. I understand that incorporated as though set forth in full within the terms and conditions of the offer I hereby accept are all laws, rules, and regulations currently in effect and as may be updated from time to time of the: (1) United States of America, (2) State of Georgia and local county and/or city, (3) University of Georgia System Board of Regents at <http://www.usg.edu/regents/bylaws/> and <http://www.usg.edu/policymanual/>, as well as all other Board of Regents' policies and procedures as may applicable, and, (4) all Georgia College & State University policies and procedures at <http://www2.gcsu.edu/policies/overall/> as well as all other GCSU policies and procedures as may be applicable.

I hereby accept the position as described in the above letter.



Signature

5/1/19

Date

monica.ketchie@gcsu.edu

Georgia College Email address (print) if applicable

mfketchie@gmail.com

Alternate Email address (print)

Send as an attachment to secure email:  
Or

sandra.gangstead@gcsu.edu

Send secure FAX to:

Dr. Sandra Gangstead, Dean  
(478-445-1913)

Or

Hand-deliver to Office:

COHS Dean, 131 M. Parks Memorial Bldg. GCSU