COMPONENTS TO BE INCLUDED IN THE ADJUNCT CLINICAL INSTRUCTOR OFFER

Appointments at this rank require a minimum of 50 hours of teaching annually

RANK (Adjunct Clinical Instructor)

START DATE (Reasonable, ~1 ½ - 2 months out)

LENGTH OF APPOINTMENT (1 year, renewable annually)

CONTINGENCY CLAUSE - APPROVAL

Offer is contingent upon approval by the Assistant Dean for Faculty Affairs.

CONTINGENCY CLAUSE – BACKGROUND CHECK

Offer is contingent upon the successful completion of a background check.

IMMIGRATION CLAUSE

If applicable, this offer is contingent on your securing valid immigration status and work authorization before your expected start date and maintaining your valid immigration status and work authorization throughout your employment.

SALARY – SUMMARIZED and DIVIDED

- Typically this type of appointment is without salary. If salary is offered, the appointment effort cannot total more than 49% of the Total Academic Salary (Base + Acad Supplement, aka the Full Time Rate)

- Salary must be divided into:
  - Base
  - Academic Supplement
  - Supplement Salary
  - Incentive Salary
  - Administrative differential

- Summarize with Total Salary (sum of all components offered)

- NOTE: If offering other types of payments that don’t have associated effort (such as a signing bonus, educational loan repayment assistance, contribution to a 401K, etc.), a Provost Justification Memo will also be required when uploading the draft offer. These types of payments require prior approval by the Provost in order to be included in the offer letter.

LOCATION OF WORK

- Typically this is the candidate’s home institution where University of Michigan Medical School students will be rotating to.
EVALUATION OF PERFORMANCE

- Include a statement that the individual’s performance (teaching, scholarly productivity, and clinical care) will be evaluated annually by the chair, division head or other individual.
- Indicate they will need to provide documentation of a minimum of 50 hours of teaching each year.
- Indicate that the decision regarding re-appointment is based on this evaluation and the needs of the department and medical school.

TEACHING

- The individual's teaching responsibilities should be clearly outlined, whether to medical students, graduate students, residents, nurses, or other.

CLINICAL SERVICE – If applicable, clinical duties should be outlined EXPLICITLY.

CANDIDATE ACCEPTANCE SIGNATURE LINE