COMPONENTS TO BE INCLUDED IN THE ADJUNCT CLINICAL LECTURER OFFER

RANK (Adjunct Clinical Lecturer)

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 (indicate VA salary if applicable)

- 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

- For VA appointments, include the statement, “The VA has instituted random drug testing for all employees. You may be requested at any time during your employment to participate in this testing.”
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 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 - Clinical Duties should be outlined EXPLICITLY.

CANDIDATE ACCEPTANCE SIGNATURE LINE