COMPONENTS TO BE INCLUDED IN THE ADJUNCT INSTRUCTIONAL TRACK OFFER
ASSISTANT PROFESSOR/ASSOCIATE PROFESSOR/PROFESSOR

RANK

START DATE (Reasonable, ~2 ½ - 3 months out)

LENGTH OF APPOINTMENT (Maximum of one year, renewable.)

CONTINGENCY CLAUSE - APPROVAL

Offer is contingent upon approval by the Medical School Executive Committee.

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 appointment is without salary. If salary is offered, it should be summarized as noted below.)

- 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.

BENEFITS STATEMENT

- Adjunct faculty are not eligible for benefits.

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.”
COLLABORATOR and EVALUATION OF PERFORMANCE

- Specific collaborator(s) must be named.
- 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.

RESEARCH

- The individual’s research responsibilities should be clearly outlined, such as expectations for visits to the laboratory, contributions to the research, etc.

TEACHING

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

CLINICAL SERVICE - Clinical Duties should be outlined EXPLICITLY, when applicable.

CANDIDATE ACCEPTANCE SIGNATURE LINE