COMPONENTS TO BE INCLUDED IN THE RESEARCH SCIENTIST OFFER LETTER
A formal offer cannot be given to the candidate until the appointment has been approved by the Vice-President for Research of the University.

RANK (Research Scientist)

START DATE (Any date after the date of approval by the Vice-President for Research)

LENGTH OF APPOINTMENT (No specified length, this is an open-ended appointment.)

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)

- 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

- Include the link the UM benefits website: [http://benefits.umich.edu/](http://benefits.umich.edu/)

- If VA Appointment, indicate whether benefits will be provided by the VA or UM

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 (scholarly productivity) will be evaluated annually by the chair, division head or other individual.

- Indicate that the decision regarding continuation of appointment is based on this evaluation, the availability of funding and the needs of the department and medical school.
RESEARCH

○ Specify expectations for research, grant funding, scholarly productivity and interdisciplinary efforts. Specify expectation for participation in or presentation at professional meetings.

CANDIDATE ACCEPTANCE SIGNATURE LINE

OTHER INCLUSIONS

START-UP/PROFESSIONAL DEVELOPMENT FUNDS

○ The type and dollar amount of funds should be specified, along with the types of expenditures for which those funds can be used and any limit on the length of time the faculty member has to expend them.

MOVING EXPENSES

○ Can be offered at Department’s discretion.
○ Should be provided consistently within the department or unit.
○ MAXIMUM REIMBURSEMENT: 1/12 of the annual salary.
○ Dollar amount should be specified.

CONFLICT OF INTEREST

○ Indicate Conflict of Interest regulations of the University of Michigan apply.

TEACHING

○ Typically stated as: Your teaching responsibilities will include teaching, mentorship, and supervision of undergraduate and graduate students performing research in the laboratory.

SERVICE

○ Institutional citizenship and/or participation in national organizations and meetings.