COMPONENTS TO BE INCLUDED IN THE VISITING LECTURER WITH SALARY OFFER
Per the LEO Contract

1. Title – Visiting Lecturer.
2. Name of employing academic unit (department)
3. Contingency Clause – Appointment Approval
   Offer is contingent upon approval by the Assistant Dean for Faculty Affairs.
4. Contingency Clause – Background Check
   Offer is contingent upon the successful completion of a background check.
5. 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.
6. Duration of employment
7. Name of department chair, program head, or other person to whom the Employee reports
8. Percentage of effort and salary – salary is always all base salary.
9. Information re: benefit eligibility - Include the link to the UM benefits website: http://benefits.umich.edu/
10. A description of the appointment and general responsibilities
11. The relevant Union security statement required under Article IV, Union Security, as well as the
    Authorization for Payroll Deduction of Union Dues/Service Fee card
12. Candidate Acceptance Signature Line