Faculty Offer Letter Checklist: Visiting Faculty All Tracks/Ranks
Updated 2/4/2020

All items are required unless marked optional

Select the opening paragraph based on proposed rank:

Visiting Clinical Lecturer / Visiting Clinical Instructor / Visiting Research Investigator

We are pleased to offer you a faculty appointment as Visiting Clinical Lecturer/Visiting Clinical Instructor/Visiting Research Investigator in the Department of ____________, Division of ____________, effective November 1, 2019. This offer is contingent upon approval by the Medical School Advisory Committee and the Medical School Executive Committee.

Note: Reasonable Start Date – 1 ½ months out

Visiting Assistant Professor / Visiting Clinical Assistant Professor / Visiting Research Assistant Professor/Visiting Assistant Research Scientist

We are pleased to offer you a faculty appointment as (Visiting Assistant Professor/Visiting Clinical Assistant Professor/Visiting Research Assistant Professor) in the Department of ____________, Division of ____________, effective November 1, 2019. This offer is contingent upon approval by the Medical School Advisory Committee and the Medical School Executive Committee.

Note: Reasonable Start Date - 2 ½-3 months out

Visiting Associate Professor/Visiting Professor/Visiting Clinical Associate Professor / Visiting Clinical Professor/Visiting Research Associate/Visiting Research Professor/Visiting Associate Research Scientist/Visiting Research Scientist

It is our intent to offer you a faculty appointment in the Department of ____________, Division of ____________. Your title will be (Visiting Associate Professor or Visiting Professor), to be effective January 1, 2020. This offer is contingent upon approval by the Medical School Advisory Committee, the Medical School Executive Committee, the Dean, the Executive Vice-President for Medical Affairs, the Provost the President of the University, and the Regents of the University. Once your appointment is approved, a formal offer will be sent to you that includes the details of this letter of intent.

Note: Reasonable Start Date - 4 ½-5 months out

Contingency Clause - Background Check & Drug Screening
• Include: Offer is contingent upon the successful completion of a background check and a pre-employment drug screening.

Length of Appointment
• All Ranks
  o Maximum length of appointment is one year or less.

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: For all offers that include payments greater than $50,000 that do not have associated effort (such as signing bonus, educational loan repayment assistance, contribution to a 401(K), deferred compensation, etc.) will require a Provost Justification Memo.

Teaching (optional)
- The individual’s teaching responsibilities should be clearly outlined, whether to medical students, graduate students, residents, nurses, or other.

Medical School Bylaws

The Faculty of the Medical School consists of a diverse organization of health care professionals and scientists who perform the teaching, research, health care and service missions of the Medical School. The University is a public university and the Faculty serves in the public interest. Faculty members are responsible for providing instruction to a large learning community that includes undergraduates, medical students, allied health workers, graduate students, residents, postdoctoral fellows, physicians, professional colleagues through continuing medical education, and the public.

The University of Michigan is committed to building a campus environment in which all members of our community can learn and grow. Faculty members are expected to offer mentorship within the entire learning community, including mentorship to Faculty colleagues. The University of Michigan Medical School is similarly dedicated to providing all our members with respect and opportunities to contribute to our mission. To achieve this, we expect faculty members to show respect to others, to act with integrity and civility, and to contribute to strengthening an environment that values diversity and inclusion and is free from discrimination and harassment. Confidentiality in clinical, research, administrative and other professional roles must be assured.

In addition to the Regents’ Bylaws and the Medical School Bylaws, each of which apply to all Faculty members, special rules such as the Medical Staff Bylaws, the University of Michigan Medical Group Bylaws (UMMG Bylaws) and research guidelines and principles pertain where applicable. Faculty who provide clinical patient care must have and maintain the appropriate clinical credentials and privileges approved by the applicable governing body.

Faculty members must avoid conflicts of interest and conflicts of commitment to the University. Academic freedom does not abrogate the requirement for integrity in scholarship, professional confidentiality, collegial behavior, or civility in the workplace. The Medical School’s Conflict of Interest and Outside Interest policies and disclosure forms are available online at: https://msa.med.umich.edu/regulatory-affairs/across-missions/conflict-interest. Faculty are required to disclose their Outside Interests annually and as needed to update disclosures in M-Inform available online at: http://www.umms.med.umich.edu/minform/. Faculty must disclose the Outside Interests of both themselves and their immediate family members. When reviewing disclosures, Faculty outside interests must enhance the Faculty’s usefulness as a teacher and scholar (see Regents’ Bylaws Section 5.12). Eligible outside interests may not include the performance of functions that otherwise are more appropriately performed within the UMHS, including education, research, establishment of non-profit entities, patient chart reviews and clinical activity. If you have questions regarding your ability to
seek outside employment or to engage in consulting work, please contact your [Department Chair/Department Administrator]. Certain immigration statuses may prohibit these activities, therefore, visa holders should additionally consult with the International Center.

Failure to meet these responsibilities may result in corrective action up to and including suspension or termination of Faculty appointment and/or termination of employment. Corrective action is further described in Section 4.6 of the Medical School Bylaws.

Acceptance Timeline

If the terms of this letter are satisfactory, please acknowledge your acceptance with your signature in the space provided within two weeks of receipt.

Candidate Acceptance Signature Line

(First Name Last Name)       Date