COMPONENTS TO BE INCLUDED IN THE VISITING ASSISTANT PROFESSOR OFFER

- **RANK** (Visiting Assistant Professor)
- **START DATE** (Reasonable, ~2 ½ - 3 months out)
- **LENGTH OF APPOINTMENT** (Maximum of one year, non-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**
  - If more than a 50% appointment, include the link the UM benefits website: http://benefits.umich.edu/
- **RESEARCH**
  - The individual’s research responsibilities should be clearly outlined along with identified collaborator and specific laboratory where work is to be performed.
☐ TEACHING

- The individual’s teaching responsibilities 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