COMPONENTS TO BE INCLUDED IN THE VISITING CLINICAL INSTRUCTOR OFFER

☐ RANK (Visiting Clinical Instructor)

☐ START DATE (Reasonable, ~1 ½ - 2 months out)

☐ LENGTH OF APPOINTMENT (up to 1 year, not renewable)

☐ CONTINGENCY CLAUSE - APPROVAL

   Offer is contingent upon approval by the Assistant Dean for Faculty Affairs.

☐ 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.)

   o Salary must be divided into:
      ▪ Base
      ▪ Academic Supplement
      ▪ Supplement Salary
      ▪ Incentive Salary
      ▪ Administrative differential

   o Summarize with Total Salary (sum of all components offered)

   o 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

   o If more than a 50% appointment, include the link the UM benefits website: http://benefits.umich.edu/

☐ LOCATION OF WORK

   o Specify where work is to be performed at the University of Michigan Hospital and Health Systems.
DUTIES

- The individual’s responsibilities to the University of Michigan Medical School for the duration of this appointment should be clearly outlined.