COMPONENTS TO BE INCLUDED IN THE VISITING LECTURER (without salary) OFFER

☐ RANK (Visiting Lecturer)

☐ 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 (indicate VA salary if applicable)

   ○ Typically this type of appointment is without salary.
   ○ A salaried appointment is considered subject to the LEO Lecturer contract (see Visiting Lecturer with salary section).

☐ LOCATION OF WORK

☐ DUTIES

   ○ The individual’s responsibilities to the University of Michigan Medical School should be clearly outlined.

☐ CANDIDATE ACCEPTANCE SIGNATURE LINE