COMPONENTS TO BE INCLUDED IN THE VISITING RESEARCH SCIENTIST OFFER

☐ RANK (Visiting Research Scientist)

☐ START DATE (Reasonable, ~2 ½ - 3 months out)

☐ LENGTH OF APPOINTMENT (Maximum of 1 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, summarize as stated 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 For VA appointments, include the statement, “The VA has instituted random drug testing for all employees. You may be requested at any time during your employment to participate in this testing.”
RESEARCH

- The individual's research responsibilities should be clearly outlined along with identified collaborator and specific laboratory where work is to be performed.

CANDIDATE ACCEPTANCE SIGNATURE LINE

OTHER INCLUSIONS

TEACHING

- Typically stated as: Your teaching responsibilities will include teaching, mentorship, and supervision of undergraduate and graduate students performing research in the laboratory.