RESEARCH
UNIVERSITY OF MICHIGAN

STANDARD OFFER LETTER – NORMAL APPOINTMENT in the
RESEARCH SCIENTIST TRACK

DATE

NAME1
ADDRESS

Dear NAME1:

I am pleased to offer you the regular full-time position of POSITION TITLE in UNIT NAME. The annual compensation for this position will be SALARY, plus the University's standard benefits. The start date for this position will be DAY, DATE. [INSERT THE FOLLOWING FOR NON-U.S. CITIZENS/PERMANENT RESIDENTS: 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.]

As a member of the research faculty, you are expected to perform basic or applied research in an area of considerable complexity, with responsibility for identifying and selecting the problems to be studied, the approach to solving them, and the organization and presentation of results obtained. You may also participate in non-didactic instructional activities, in mentoring and supervising undergraduate and graduate students engaged in research activities, and as a member of dissertation committees.

If this position is acceptable to you, please endorse below and return a copy to me. If you have questions regarding this offer, please feel free to discuss them with NAME2 (CONTACT INFO).

Sincerely,

NAME3

I accept the position of POSITION TITLE in UNIT NAME as described above:

NAME1 Date