(DATE)

Dear Dr.

We are pleased to offer you a position (or letter of invitation) as a Visiting Scholar in the School of Medicine, Department of \_\_\_\_\_\_\_\_\_, Division of \_\_\_\_\_\_\_\_\_\_\_\_ at the University of Pittsburgh for an initial term of one year effective \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_. Your initial appointment will be (full-time or part-time) at % effort with an annual salary/stipend of $\_\_\_\_\_\_\_\_\_\_ to be funded by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Currently it appears these funds are available throughout the time period stated above. If funding is discontinued or no longer available during the stated time period, it is understood and agreed upon that the appointment shall end. You are eligible to receive a benefit package for Visiting Scholars outlined by the University of Pittsburgh, Human Resources, www.hr.pitt.edu/benefits

(OPTIONAL): Renewal of up to one year of your appointment will be based on continued availability of funding and satisfactory performance and approval from the School of Medicine Office of Faculty Affairs.

The purpose and responsibilities of your visit will focus on \_\_\_\_\_\_\_\_\_\_\_.

Since you will not have the appropriate licensure, you will not be able to participate in any hands-on clinical or patient related activity. You will, however, upon completion of the required training be able to participate in other research activities.

As a Visiting Scholar, you will be required to complete the Chemical Hygiene and the Bloodborne Pathogens online training modules. In addition, you may also be required to complete the laboratory animals in research training module, if necessary. We also require that you complete the “Preventing Discrimination and Sexual Violence: Title IX VAWA and the Clery Act for Faculty and Staff” and “Discrimination and Harassment Prevention” training modules. They can be found at <https://www.diversity.pitt.edu/education/online-trainings>.

Your appointment is contingent upon receipt of appropriate employment authorization from the US Citizenship & Immigration Services (USCIS) within the US Department of Homeland Security and/or the US Department of State. We will work with you to ensure receipt of the information necessary to proceed with the Office of International Services (OIS) at the University of Pittsburgh on your behalf for processing of the required employment authorization. For more information about OIS please refer to their website at [www.ois.pitt.edu](http://www.ois.pitt.edu) .  
  
The University of Pittsburgh strives to keep our community healthy and safe and utilizes vaccination as a condition of studying and working at our campuses. Please be aware that the University of Pittsburgh now requires all Pitt affiliates (faculty, staff, and students) on all campuses to be vaccinated against COVID-19 or have an approved exemption. Proof of vaccination or approved exemption must be received before your first day of work. Your employment is contingent on receipt of this documentation, and you will not be allowed to begin work until it is received. Visit coronavirus.pitt.edu to learn more about this requirement.

In accordance to the University of Pittsburgh guidelines, if you agree with this offer, please sign below and return this offer/invitation letter to our office.

(signature lines)