

Visiting Non-Employee Health Coverage

Purpose

As a condition of their appointment, visiting faculty, scholars, postdoctoral fellows, and researchers should maintain their own health coverage through their home institution. In the event that coverage is not in place, Northwestern would offer a Visiting Non-Employee plan administered by Gallagher. This plan is not subsidized by the University, with the visiting non-employee responsible for the full cost of the plan. This plan should only be used when coverage from the home institution is not available, or does not have a local coverage network. This is not an employee benefit and is not subject to rules and regulations that govern employee benefits.

Eligibility

Those with an unpaid primary role of a visiting non-employee, as outlined below, who are sponsored or employed elsewhere, usually by another university, industry, or government agency, are eligible for the Visiting Non-Employee plan. Those on a J-1 visa, adjunct faculty, students, pre-doctoral fellows, and other un-paid faculty and staff appointments are ineligible for this plan. Those eligible typically hold the PhD, MD, or equivalent terminal degree in their discipline or have received equivalent professional recognition. Visiting positions that are considered employees (see employee handbook) are not eligible for this plan.

Title	Job Code
Postdoc & Scholar	
Visiting Scholar	100007
Visiting Faculty	
Visiting Professor	100033
Visiting Librarian	104062
Visiting Instructor	100244
Visiting Clinical Professor	105916
Visiting Asst Professor	100057
Visiting Assoc Professor	100304
Visiting Researcher	
Visiting Research Engineer	102010
Visiting Research Collaborator	106624
Research Affiliate	103074
Argonne Institute Fellow	100067

How to Apply

Benefits start the first of the month coinciding with or following initial eligibility. Reappointments are not considered as initial eligibility. Late enrollments will not be allowed. Premiums will be billed to the individual via Gallagher.

Applications are completed directly with Gallagher using the following links. The online application should only be processed after the appointment has received all proper approvals.

A guide on how to process your enrollment can be found [here](#).