Date

Employee Legal Name Employee G Number

Employee Full Address

Dear Employee Legal Name:

I am pleased to formally offer you the position of title in department at Grand Valley State University. Your appointment will be forwarded to the Board of Trustees for their approval at their next meeting.

This appointment will be effective date. Your base salary for the 9 or 12 month Faculty appointment will be $\_\_\_\_\_. Part of your assignment may be to teach on Grand Valley campuses other than the one at which your department and office is based. You are also eligible to participate in the University’s benefit program that applies to tenure track faculty.

This position requires a doctorate. If you do not possess a doctorate by August 6, year, this initial appointment will only be for two (2) years, ending date and the appointment will be at the Instructor rank. You will have three (3) semesters to produce an official transcript showing that the doctoral degree has been completed. Otherwise, the fourth semester will be the terminal semester. If you provide an official transcript showing that the degree has been completed during this time, your initial appointment will be extended for an additional two (2) years. Time spent at the Instructor rank will count towards tenure and promotion. See Grand Valley State University’s Board of Trustees policy 4.2.6 for more information.

This appointment is contingent upon the University’s approval of its background screening, the receipt of your official transcript by Human Resources and upon your faculty qualification verification. All faculty are subject to the policies of the University as found on the University Policies website, [www.gvsu.edu/policies](http://www.gvsu.edu/policies).

The Immigration Reform and Control Act of 1986 require new employees to present proof of identity and verification of employment eligibility by completing a Form I-9. You should find this form in your Onboarding Portal. Should you need any immigration work, please contact Human Resources at (616) 331-2215. If eligible, Human Resources will provide immigration services for submitting H-1-B and TN1 applications as well as the first two (2) steps of permanent residency. Grand Valley will pay the application fees for the H-1-B. Fees for anything beyond this will be your responsibility.

GVSU must verify that each faculty member is qualified to teach the course(s) indicated. Therefore, the following documents are required in order to complete the hiring process:

1. Signed contract letter
2. Signed Faculty Qualifications Form
3. A current resume or curriculum vitae, showing relevant education/training, certifications, and experience
4. Official transcripts for the highest degree earned relevant to the course(s) being taught

This contract is contingent on receiving credentials validating the qualifications needed to teach the course(s). If it is determined that the credentials are not appropriate to teaching the course(s) indicated, this contract is invalidated. If you have previously submitted the documents to teach in this program at GVSU, and they are up-to-date, then new documents do not need to be submitted at this time.

*(Include any position and/or unit comments/information you wish here)*

All employees are required to register for a GVSU parking permit in order to park on campus. If you are a new employee, once your network credentials and ID # are available, you can register for your parking permit. Visit [www.gvsu.edu/parking](http://www.gvsu.edu/parking) for instructions. Please remember, all University parking lots require a permit.

Welcome to Grand Valley State University!

Sincerely,

Dean/Appointing Officer Name

Dean/Appointing Officer Title

cc: Provost

 Human Resources

 Budget

Position #

FOAP