

(Date)

(Address)

Dear:

I am pleased to formally offer you the position of ____(title)(department)(college)___ at Grand Valley State University. Your appointment will be forwarded to the Board of Trustees for confirmation at their next meeting.

This appointment will be effective _____. Your salary for the 200_ - 200_ academic year 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. **Add information about contract and tenure review dates.**

This appointment is subject to the provisions of the Administrative Manual, Grand Valley Manual, and Faculty Handbook that apply to all faculty and the Immigration and Reform Control Act of 1986.

Information on this, as well as your orientation to Grand Valley, will be sent to you from Human Resources. Should you need any immigration work, please contact Human Resources at (616) 331-2215. Human Resources will provide immigration services for submitting H-1-B and TN1 applications as well as the first 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.

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

Please sign, date and return the original copy of this letter by (date) as official acceptance of the appointment conditions imposed. A copy of this letter is provided for your personal files.

Welcome to Grand Valley State University!

Sincerely,

Name:

Signature:

Title:

Date:

cc: Provost
Human Resources
Budget Office
Department

Position#

Account#