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/department/college along with your current position as rank Professor in department at Grand Valley State University.

This 12-month appointment will be effective date. Your annualized salary will be $\_\_\_\_\_. This annualized salary is a combination of $\_\_\_\_\_ for your faculty appointment and $\_\_\_\_\_ for the administrative duties associated with this appointment. Retirement benefits will be paid on the combined annualized salary.  Either party may terminate this appointment at any time.  When you return to the faculty, your salary will revert to your faculty salary, plus any associated salary adjustments.

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)).

 *(Use the rest of this paragraph if this is an external hire – not a current Grand Valley faculty member)*

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 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)*

Part of your assignment may be on Grand Valley campuses other than the one at which your department and office is based.

I would appreciate your signing, dating and returning this letter to me by date as an official indication of your acceptance of your appointment and the conditions indicated.

Sincerely,

Dean/Appointing Officer Name Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Appointing Officer Title

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cc: Provost

 Human Resources

 Budget Office

Position #

FOAP