

CURRENTDATE

APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1 APPLICANTSTREET2

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME:

I am pleased to advise that you have been appointed as a member of the University’s adjunct administrative professional staff in JOBDEPARTMENT at Grand Valley State University.

This is a temporary appointment, which will be effective OFFERSTARTDATE and is anticipated to continue through OFFERENDDATE. We anticipate you will be working (insert number) hours per week for this (insert number) week appointment period. This equals (insert number) hours per pay period. (Hours per pay period = hours per week times weeks per appointment period/number of pays for this appointment). Your compensation for this appointment will be $OFFERSUPER. There are no benefits associated with this appointment.

Your job responsibilities will include (insert position details here). This is not an exhaustive listing of your job responsibilities.

Adjunct AP cannot work more than 29 hours per week without prior permission from the Human Resources Office. Any appointment with more than a 29 hour commitment expectation will not be entered on payroll without the Human Resources Office approval. While this appointment is anticipated for the above stated period, please understand that your employment with the University is on an at-will basis and you have the right to terminate your employment at any time, with or without notice, for any or no reason. Likewise, the University retains the same rights. Nothing in University practice or policy should be construed to entitle you to a continuing employment or employment for a specified amount of time.

This appointment is contingent upon the University’s approval of your background screening. Additionally, this appointment is subject to the provisions of the Administrative Manual as this Manual may be amended from time to time.

Further, you are subject to the requirements of the Immigration Reform and Control Act of 1986 which requires 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. Please print it, fill out Section 1 and bring it to either your department’s Office Coordinator or to the Human Resources Office with acceptable documentation. A list of acceptable documents can be found on page 9 of the Form I-9.

You will receive a parking sticker from the Department of Public Safety within the next week or so. In the meantime, you can stop by the Department of Public Safety and pick up a temporary parking permit if you do not receive yours before you start work.

I look forward to contributions you will make to our Department.

Sincerely,

ASSISTANTFNAME ASSISTANTLNAME

OFFERSUPPLEMENTARY\_TEXT07