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.

This appointment is for one year, which will be effective date and ends date. Your salary for this Visiting 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 group health and life insurance programs.

This appointment is a non-tenurable position and provides you no credit towards tenure. This is your first year of a visiting appointment with a maximum of three years, according to University policy. Visiting Faculty employment contracts can be renewed and/or terminated as outlined in the University Policies in the areas referencing and applicable to Visiting Faculty.

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 will receive a packet of information on this and other important employment forms from Human Resources. 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. 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.

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.

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

Sincerely,

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

Dean/Appointing Officer Title

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

cc: Provost

 Human Resources

 Budget Office

Position #

FOAP