Date

Employee Legal Name Employee G Number

Employee Full Address

Dear Employee Legal Name:

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

This is a temporary appointment, which will be effective date and is anticipated to continue through date. Your compensation will be based on an annualized amount of $\_\_\_\_\_\_. You will be eligible to participate in the University’s group health and life insurance programs as available to adjunct administrative professional staff.

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

While the appointment to these responsibilities 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 its background screening and upon Human Resources receiving your official transcript. Additionally, this appointment is subject to all applicable University policies as published 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. Human Resources will send you information on this and other important employment forms.

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.

Human Resources will contact you to schedule your benefits orientation. Your benefits are effective the date of your hire. You will also be invited to attend a new staff orientation.

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

Sincerely,

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

Dean/Appointing Officer Title

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

cc: Dean/Appointing Officer

 Human Resources

 Budget Office

Position #

FOAP