DATE

NAME

ADDRESS

CITY, STATE ZIP

Dear Applicant Name:

I am pleased to inform you that your Visiting Faculty appointment in the (department) within the (college) has been renewed for one year effective fall (year). Your salary for the (year) academic year will be $\_\_\_. You will also be eligible to participate in the University’s group health and life insurance programs.

This visiting appointment is to a non-tenurable position and provides you no credit toward tenure. It may be renewed for not more than (number of years remaining). Visiting appointments are not to exceed a total of three years. All Visiting Faculty employment contracts can be renewed and/or terminated as outlined in the Administrative Manual in the areas referencing and applicable to Visiting Faculty. This appointment is subject to the provisions of the Administrative Manual, Grand Valley Manual and Faculty Handbook as those manuals and Handbook may be amended from time to time.

Your primary instructional responsibilities will be to teach (subject) courses listed below.

 Course(s) Times Comments *Credit/Contact hrs* Position #(s) Amount(s)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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|  |  |  |  |  |  |
| Total Salary |  |  |  |  | $ |

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 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

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

cc: Provost

 Human Resources

 Budget Office

Position #:

FOAP