Date

Employee Legal Name Employee G Number

Employee Full Address

Dear Employee Legal Name:

I am pleased to formally offer you the position of <select one> Adjunct Instructor (New), Adjunct Instructor (Returning), Senior Adjunct Instructor (Returning) for semester/year. The dates of the **semester** are **MM/DD/YYYY** to **MM/DD/YYYY**. Your appointment details are outlined below.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course(s) | Day | Time | Credit Hours | Contact Hours | Effort Hours | Org Code(s) | Position Number(s) | Amount(s) |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total Salary** |  |  |  |  |  |  |  | **$** |

Your assignment dates for the semester are **MM/DD/YYYY** to **MM/DD/YYYY** *(as needed if different than semester dates).*It is expected that the total effort for all courses above will be approximately \_\_\_\_ hours per semester (inclusive of time for teaching, preparation, and evaluation activities). This is \_\_\_\_ hours per pay period. Adjunct faculty shall support University assessment efforts by providing appropriate data from courses taught.

Pay dates for this assignment can be found at [www.gvsu.edu/payroll](file:///C:\Users\osifoa\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\RBI9BXMH\www.gvsu.edu\payroll) under pay calendars, adjunct pay dates. The first pay will occur as soon as administratively possible within these pay dates after receipt of this signed appointment letter. Adjunct Instructors cannot teach more than nine (9) credits per semester, or have a time commitment expectation greater than 27 hours per week or 450 hours per semester across the University, without prior permission from the Provost. Any appointment that exceeds any of these time limits will not be entered on payroll without Provost approval.

This appointment is contingent upon the University’s receipt and approval of the required documents listed below. If it is determined the credentials are not appropriate to teaching the course(s) indicated, this appointment is invalid. GVSU must verify that each faculty member is qualified to teach the course(s) indicated. (See items 3, 4 and 5 in the list of required documents below.) **If you have previously submitted the documents to teach in this program at GVSU, and *your information (e.g. resume, transcripts) has not changed since that submission*, then new documents do not need to be submitted at this time.  In addition, completion of a new I-9 is not required unless it has been 12 months or more since you were employed at GVSU.**

**Required documents to complete the hiring process:**

1. Signed appointment letter
2. Form I-9
3. Signed Faculty Qualifications Assurance Form
4. A current resume or curriculum vitae, showing relevant education/training, certifications, and experience
5. Official transcripts for the highest degree earned relevant to the course(s) being taught
6. Oath of Teachers (notarized)
7. Background check authorization on the Completed Candidate Credential Summary Form
8. If staff teaching a class must have the Request for Teaching Overload form located on the Provost’s website completed each semester. The completed form must be submitted with this letter.

In addition, this appointment is contingent upon the University’s approval of its background screening.

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. The Form I-9 and the list of acceptable documents can be found at [www.gvsu.edu/hro/hiringforms](file:///\\office.ads.gvsu.edu\dfs\Human-Resources-Data\HR%20ADMINISTRATION%20AND%20TECHNOLOGY\Ruthanne\Letter%20Templates\Adjunct%20Instructors%20(Sem%20by%20Sem)\www.gvsu.edu\hro\hiringforms). On this website, you will select the I-9 Employment Eligibility link. (See item 2 in list of required documents above.)

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). This appointment is to be a non-tenurable position and provides you no credit towards tenure. This appointment is for the semester/year only and does not imply continued employment. Adjunct Instructor employment appointments can be renewed and/or terminated as outlined in the University Policies. Your appointment is dependent upon adequate departmental student enrollments to be determined after registration is complete. If your appointment is cancelled within one week of the beginning of class, your compensation will be 15% of the amount for the cancelled class. No retirement or other fringe benefits apply to this appointment.

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 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,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature

Dean/Appointing Officer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Appointing Officer Title Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost Signature Date

*Provost approval for appointment with more than nine (9) credits or a 27-hour expectation*

cc: Provost  
 Human Resources  
  
FOAP (optional)