Date

Employee Legal Name Employee G Number Employee Full Address

Dear Employee Legal Name:

I am pleased to formally offer you the position of Adjunct Librarian beginning on date and ending on date. Your salary for this appointment period will be $\_\_\_\_\_.

It is expected that the normal time commitment for this appointment will be approximately number hours per week. This equals number of hours per pay period. Your primary work location will be primarily located in building. On occasion, you may be required to work, instruct, or attend meetings in buildings on campuses other than your primary work location. Name as the Unit Head for Department will be your immediate supervisor.

**Responsibilities**

Dean’s Office to add Responsibilities

This appointment is contingent upon the University’s approval of its background check and the receipt of your official transcript by Human Resources.

All non-tenured faculty, which includes adjunct librarians, 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 a non-tenurable position and provides you no credit towards tenure. This appointment is for the period indicated only and does not imply continued employment. Adjunct library faculty employment may be renewed and/or terminated as outlined in the University Policies. No retirement or other fringe benefits apply to this appointment.

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:///%5C%5Coffice.ads.gvsu.edu%5Cdfs%5CHuman-Resources-Data%5CHR%20ADMINISTRATION%20AND%20TECHNOLOGY%5CRuthanne%5CLetter%20Templates%5CAdjunct%20Instructors%20%28Sem%20by%20Sem%29%5Cwww.gvsu.edu%5Chro%5Chiringforms). On this website, you will select the I-9 Employment Eligibility link.

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,

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

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

Position #
FOAP