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 the department at Grand Valley State University.

This appointment is for one year, which will be effective date and ends date. You will be assigned to teach number credits during the year. Your salary for this Affiliate 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 benefit program that applies to affiliate faculty.

This appointment is a non-tenurable position and provides you no credit toward tenure. Affiliate Faculty employment contracts can be renewed and/or terminated as outlined in the University Policies in the areas referencing to and applicable to Affiliate Faculty. Your primary responsibilities will include (insert position details here).

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 should find this form in your Onboarding Portal. Should you need any immigration work please contact the Human Resources Office at (616) 331-2215. If eligible, Human Resources will provide immigration services for submitting H-1-B and TN1 applications as well as the first two (2) steps of permanent residency. 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

Dean/Appointing Officer Title

cc: Provost

 Human Resources

 Budget

Position #

FOAP