Date

Employee Legal Name Employee G Number

Employee Full Address

Dear Employee Legal Name:

During the winter yearsemester, your contract renewal was reviewed and I am pleased to inform you that you will be granted a one, two or three year contract renewal. Your current contract expires at the end of winter year semester. Your new one, two or three year contract will begin fall year and extend through the end of the winter year semester. Your next contract review will take place during the winter year semester.

You are eligible to participate in the University’s benefit program that applies to Affiliate Faculty.

This Affiliate Faculty 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 and applicable to Affiliate Faculty. 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).

Salary increases for Affiliate Faculty will be determined at the same time increases are determined for tenured and tenure track faculty, and you will receive your salary letter in the month of July.

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 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.

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.

I look forward to your continued contributions to Grand Valley State University.

Sincerely,

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

Dean/Appointing Officer Title

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

cc: Provost

 Human Resources

 Budget Office

Position #

FOAP