DATE

NAME

ADDRESS

CITY, STATE ZIP

Dear Applicant Name:

I am pleased to formally offer you the position of Part-Time Instructor for (semester/year*)* for \_\_ credits which is (x %) FTE. (Note: use total clock hours per semester divided by 600 to calculate FTE) Your contract details are outlined below.

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

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

It is expected that the total time commitment for all courses above will be approximately **\_\_\_\_** clock hours per semester (inclusive of time for teaching, preparation, and evaluation activities). This is \_\_\_\_ hours per pay period.

The (semester/year) begins on *\_\_\_\_* and ends on *\_\_\_\_*. The pay dates are (dates). Part-Time 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 with more than either nine (9) credits, 27 hour per week, or 450 hours per semester time commitment expectation will not be entered on payroll without Provost approval.

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)). 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. Part-Time Instructor employment contracts can be renewed and/or terminated as outlined in the University Policies in the areas referencing and applicable to Part-Time Instructors. 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.

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](http://www.gvsu.edu/hro/hiringforms). On this website, you will select the I9 Employment Eligibility link.

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.

You will receive a parking sticker from the Department of Public Safety. If you do not receive yours before you start work, you can stop by the Department of Public Safety and pick up a temporary parking permit. 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 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

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

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

Provost Signature Date

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

cc: Provost

Human Resources

Budget Office

Position #

FOAP