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. This is a tentative schedule, which is subject to change by the Unit Head.

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

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| --- | --- | --- | --- | --- | --- |
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| 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.

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)), including but not limited to the Faculty Handbook. 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 Administrative Manual 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.

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.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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