**Affiliate Faculty**

Dear:

I am pleased to formally offer you the position of Affiliate Faculty in the (dept) within the (college) at Grand Valley State University.

This appointment is for one year, which begins on (date) and ends (date). You will teach (total credits) during the year. Your salary for this Affiliate Faculty appointment will be $. You are 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 Chapter 4, Section 3-Adjunct Faculty of the Administrative Manual in the areas referencing to and applicable to Affiliate Faculty. Your primary responsibilities will include (list).

This appointment is subject to the provisions of Administrative Manual that apply to all adjunct faculty and to the *Immigration Reform and Control Act of 1986.* Information on this, as well as information about your benefits, will be sent to you from Human Resources. Should you need any immigration work please contact Human Resources at (616) 331-2215. Human Resources will provide immigration services for submitting H-1-B and TN1 applications as well as the first 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.

Since faculty and staff members are required to fulfill their University responsibilities completely and effectively, any outside employment which a full time faculty or staff member wishes to undertake must be approved in writing in advance by the appointing officer.

If you find these arrangements acceptable, please sign, date and return the original copy of this letter to me by (date) as an official indication of your acceptance of the appointment conditions proposed. The duplicate copy is for your records.

Sincerely,

Dean

cc: Provost

Human Resources

Unit Head

Budget Office

Position#

Account#

Signature

Date