

Guidelines for Addenda:

There are various occasions when it makes sense to use an addendum to make corrections to or add information to an offer letter. There are other times when an addendum is not the best tool to use. The Office of Faculty Affairs offers this as guidance for the use of addenda, though we realize this will not cover all situations.

1. Before an offer letter has been finalized and fully signed, corrections can be made on the letter itself and initialed. In order to make things move more rapidly, Faculty Affairs is willing to initial these changes electronically. If the AVC is notified of a change by email, the correction can be approved through an email response. No addendum is needed here.
2. Addenda should be used when something needs to be corrected in a finalized, accepted offer letter (say, a start date is wrong or needs to be adjusted) or when there is a change in an offer that does not redefine the position (say, percentage time is being changed permanently). When an addendum is being used, it should clearly state who the addendum is for; it should also indicate what changes are being made with a clear indication of what the old offer letter said and what the new state of affairs is for each area that is being altered and any subsequent change in salary. A template for such matters is attached.
3. Addenda do not need to be used when someone is resigning a position. A resignation is an action taken by the individual; we are not offering them anything. Their letter of resignation will suffice for notification of the end of their appointment.
4. An addendum should not be used when a position is being significantly redesigned. In this case, a new offer letter should be drafted.

Similar to the offer letter process, all addenda must be submitted to CU Offer for review and approval before final processing. We hope this is clear and will help all of us report these matters more efficiently.

If you have any questions, please contact Angela Knight (angela.knight@colorado.edu), 303-492-6407.