**TENURE-TRACK TEMPLATE**

**Revised Spring 2024**

Date

Address

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

With enthusiastic support from the faculty, I am pleased to offer you an appointment to the faculty of the University of Colorado Boulder as \_\_\_\_\_\_\_\_*[title]*\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This offer is made upon the recommendation of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and with the concurrence of the Dean of the College/School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the Vice Provost and Associate Vice Chancellor for Faculty Affairs. This offer is subject to final approval by the Provost and Executive Vice Chancellor for Academic Affairs of the University of Colorado Boulder. In this letter, I outline the terms and conditions of this offer and provide additional information about your new appointment.

1. **Appointment Details**

This is a tenure-track appointment. The initial academic-year salary is $\_\_\_\_\_\_\_\_. The University of Colorado has a seven-year probationary period or “tenure clock,” with comprehensive review for reappointment occurring in year four and review for tenure occurring in year seven, contingent upon a successful comprehensive review. Your service at the University of Colorado will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will continue through the 20\_-20\_ academic year *[year 4 of the seven-year tenure clock, and last year of initial appointment]*. The comprehensive review for reappointment will be conducted during academic-year 20\_-20\_\_ *[year 4 of the seven-year tenure clock, and last year of initial appointment (same as dates above)]* in accordance with University provisions concerning renewal and reappointment found in the Laws of the Regents. Following a successful comprehensive review, a mandatory review for tenure will occur during academic-year 20\_-20\_ *[year 7 of the seven-year tenure clock]*. The above review due dates are as they stand at the time of appointment to the tenure track and will change each time you are awarded a leave that qualifies for a tenure clock stoppage. For additional information on the tenure review process, please see section 4 of this letter.

Reappointment and tenure reviews focus on work accomplished during your tenure probationary period. While the Board of Regents sets the standards for tenure and promotion, the primary unit defines the criteria for meeting those standards. For a description of the unit’s Primary Unit Criteria, please visit the following link: *[insert link to the department or program primary unit criteria here]*. Candidates for tenure are evaluated based upon the Primary Unit Criteria for tenure that are in place at the time of hire to the tenure track. However, if you would like to be evaluated according to the Primary Unit Criteria for tenure that are in place at the time of your tenure review, and not by the criteria when you entered the tenure track, you must make a formal request, in writing, to the dean. If the request is approved by the dean, the request and approval will be placed in the tenure review dossier to document the change in Primary Unit Criteria.

Please note New Faculty Orientation will be on August \_\_, 20\_\_, which is a required event for new faculty. [*insert date – New Faculty Orientation is held on the Monday before the first day of Fall classes each year*]. See section 4 below for additional details about preparing for this event.

*[OPTIONAL PARAGRAPHS]*

*[Years of credit toward tenure modify the explanation of the tenure clock above in paragraph 2. For information on the award of years of credit and template language on how it should be explained in the offer letter, please see the Appendix.]*

*[IF CANDIDATE HAS NOT FINISHED DEGREE, ADD THE FOLLOWING PARAGRAPH]:*

This offer of appointment as Assistant Professor is extended to you on the condition that you complete all requirements for conferral of the Ph.D. degree prior to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_. If you do not complete all the requirements at that time, your appointment will be at the rank of Instructor with an initial salary of $\_\_\_\_\_\_\_\_ *(10% less than academic year salary)* for the two academic years 20\_-20\_ and 20\_-20\_. This appointment will be converted to the rank of Assistant Professor at the beginning of the semester after the one in which you complete all requirements for the Ph.D. and your salary will be adjusted at the same time. Your probationary period for tenure will begin at the time your appointment is converted to the rank of Assistant Professor.

*[If Applicable]:* ADDITIONAL PARAGRAPHS ON FACULTY SUPPORT (INCLUDE START-UP COSTS, RELEASE TIME, ETC.)

In order to assist you in establishing a strong research program, the university intends to provide you with start-up funding of up to $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to enable you to purchase equipment (including software and computers), pay personnel salary and associated benefits, travel, and other expenses needed to conduct your university research over the next [insert term of year(s)]. The final amount and its allocation among start-up expenses, including equipment, laboratory/space and researchers will be agreed to by you and the university within [*insert period of time*] after you begin your appointment. Any equipment purchased with these funds will remain the property of the University of Colorado but will be for your exclusive use so long as you remain a member of the faculty.

*[If applicable]:* CONTINUE WITH STANDARD START-UP DESCRIPTION HERE

*[If applicable]: ADDITIONAL SENTENCE FOR MOUs RELATED TO DUAL UNIT APPOINTMENTS, for example, being rostered in an institute, holding tenure in two units, holding a roster home in two units, etc.)*

Further details on your additional obligations are described in the attached Memorandum of Understanding between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(department)* and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(department).*

*[If applicable]:* In order to assist you with your relocation, the University will reimburse the actual moving and transportation costs for you to relocate, up to a maximum of $\_\_\_\_\_\_\_\_ and subject to University policy (appended). *[optional]:* You will receive $\_\_\_\_\_\_\_\_ to purchase \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a computer, etc.) which will remain the property of the University of Colorado but will be for your exclusive use so long as you remain a member of the faculty.

[END OF OPTIONAL PARAGRAPHS]

1. **Teaching, Scholarly and Creative Work, and Leadership and Service Responsibilities** [Required section]

For purposes of annual merit evaluation, your efforts and accomplishments will be assessed according to the following formula: \_\_\_\_\_% teaching, \_\_\_\_\_% scholarly and creative work, and \_\_\_\_\_% leadership and service to the Department, University and profession.Your normal classroom teaching assignments will include \_\_\_ courses per academic year.

By accepting this appointment, you agree to perform duties and responsibilities which are in the area of your expertise or academic interest, or are otherwise appropriate, and which are assigned to you consistent with your rights and responsibilities as a faculty member, and the policies and procedures of the University and of your academic unit.

**3. Professional Development** [Required section]

The University of Colorado places a priority on supporting faculty and offers a robust array of programs and services to support faculty development from hiring to retiring through the Office of Faculty Affairs, [Faculty Development and Support Program](https://www.colorado.edu/fds/). For example, through the Leadership Education for Advancement and Promotion (LEAP) Program, you have an opportunity to participate (within your first four years on campus) in an Introductory Leadership Workshop with other junior faculty. This is a two day, skill-based workshop held on campus two to three times each year. Upon completion of this workshop you will receive a $1,000 stipend for participating. The [Center for Teaching and Learning (CTL)](https://www.colorado.edu/center/teaching-learning/) offers all faculty a variety of professional development workshops throughout the year in establishing strong learning environments and discipline-specific pedagogy.

1. **Policies and Training Responsibilities**[Required section]

By accepting this appointment, you agree to comply with all resolutions, rules and regulations adopted by the Board of Regents, and with policies and regulations adopted by the campus, department, school, college or other academic unit in which your appointment is made, consistent with the policies and procedures of the University and your rights and responsibilities as a faculty member. For additional information, please see the following links at:

* [Standards, Processes and Procedures for Reappointment, Tenure, Promotion, and Post-Tenure Review](https://www.cu.edu/ope/aps/1022)
* [Board of Regents Faculty Regulations](https://www.cu.edu/regents/law/5)
* [Code of Conduct](https://www.cu.edu/ope/aps/2027)
* [Professional Rights and Responsibilities of Faculty Members](https://www.colorado.edu/fds/professional-rights-and-responsibilities-prr)

The laws of the state of Colorado require that faculty members of the University affirm in writing that they will support the constitutions of the United States and of Colorado, and that they will faithfully execute the duties of their employment. The required faculty pledge form is enclosed.

This offer is contingent upon the satisfactory completion of a criminal background check as required by the University. You will receive an e-mail from the University’s external vendor, HireRight Customer Support ([customerservice@hireright.com](mailto:customerservice@hireright.com)), that will direct you to complete the authorization form on-line. The background check must be completed prior to employment. By accepting this offer you verify that you’ve read the University’s background check requirements, including your self-disclosure obligation which begins from the date of acceptance, [available on the web](http://www.colorado.edu/policies/background-check-policy).

All new faculty at the University of Colorado Boulder are required to complete training on sexual misconduct, discrimination and harassment. A CU Identikey is required in order to access the training. You will receive an e-mail from your college or school personnel coordinator once your Identikey has been established. Once your Identikey is in place, please visit the [Office of Institutional Equity and Compliance (OIEC) website](http://www.colorado.edu/institutionalequity/training-and-education) for instructions on how to complete the required training.The online training must be completed prior to the required in-person New Faculty Orientation to be held on [*insert date – New Faculty Orientation is held on the first day of Fall semester each year*]. OIEC recommends that the online training be completed as close to the in-person orientation as possible so as to reinforce content.

The [Professional Rights and Responsibility and Roles and Professional Responsibilities of Academic Leaders (PRR) document](https://www.colorado.edu/bfa/node/3180/attachment) sets forth a foundation for supporting a positive and respectful faculty work culture. Faculty are expected to understand and incorporate the PRR into the fabric of their research, scholarship, creative work, teaching, and service. Training for all faculty in understanding and using the PRR is available through [Skillsoft](https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=summary&assetid=_scorm12_cu_u10111_0001).

CU receives a large portion of its research funding from U.S. government agencies, and some of this research involves technology that is of a sensitive nature, either for national security reasons or otherwise. As a result, your ability to publish your research and to employ or collaborate with foreign nationals may be contingent upon obtaining authorization from the U.S. Departments of State, Commerce or Treasury. The CU Office of Export Controls can assist in making this determination and applying for authorization. Please contact [exportcontrolshelp@colorado.edu](mailto:exportcontrolshelp@colorado.edu) for any questions or concerns you might have.

1. **Benefits** [Required section]

If you have any questions about available benefits as a faculty member, please contact [Benefits, part of Employee Services](https://www.cu.edu/employee-services), at (303) 860-4200, option 3. You have 31 days from your hire date to enroll in any benefits programs. If your appointment begins on the first of the month, medical and dental coverage begin on that date. If your appointment begins on any other date, coverage begins the first day of the following month. Your specific start date and benefits eligibility are determined by University policy.

Full-time tenured and tenure-track faculty are eligible to apply to the Faculty Housing Assistance Program (FHAP). Participating in the FHAP can make housing affordable to qualified applicants by providing a source of financial assistance for a down payment needed to qualify for a home loan and potentially avoiding the cost of private mortgage insurance. For additional information and an applicant worksheet, please visit the [FHAP website](https://www.cu.edu/treasurer/housing-assistance-programs).

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

We are thrilled at the prospect of having you on our faculty. I hope you will accept this offer to join the University of Colorado Boulder community. If the terms described above are acceptable, then please notify me by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_, of your willingness to accept this position by returning the signed letter via DocuSign, so that a recommendation for appointment may be submitted to the Provost on your behalf. We look forward to your acceptance of this offer and your contributions to the University.

Sincerely,

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

Chair

Concurred by:

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

Dean

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

Vice Provost and Associate Vice Chancellor for Faculty Affairs

I accept this offer of the faculty position described above, with the understanding that this offer is conditional upon approval of my appointment by the Provost of the University of Colorado Boulder.

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

Signature Date

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

Candidate e-mail address

I decline this offer.

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

Signature Date

**Candidate: Please proceed to the final page of this document to provide additional required information.**

**Tenure-Track Template Appendix**

**(for internal use only – do not include in offer letter)**

**Years of Credit Toward Tenure**

New hires with prior applicable experience (academic or otherwise) may be awarded *up to three years of credit toward tenure.* Years of credit are *outlined in the offer letter* at the time of hire *and are binding.*

* The chair and dean should share the option of awarding years of credit to new pre-tenure hires with prior applicable experience at the time the offer of appointment is being negotiated. If it is decided to award years of credit, it must be documented in the offer letter for the tenure-track position.
* If years of credit are not awarded at the time of hire, the candidate has until the end of their first semester at the university to request years of credit retroactively without necessitating additional approval. The retroactive award of years of credit should be documented by addendum to the original offer letter. The addendum must be reviewed and approved by the Office of Faculty Affairs (OFA) via the usual process for the review and approval of offer letters.
* If the candidate wishes to request years of credit after their first semester but prior to the year of their comprehensive review, their dean may request retroactive approval from the Provost and Executive Vice Chancellor for Academic Affairs. It is not possible to request years of credit once the comprehensive review is underway or has been completed. Once provost approval has been granted, please forward the approval email to [cuoffer@colorado.edu](mailto:cuoffer@colorado.edu) along with a draft addendum to the original letter of offer for review and approval by OFA.
* If a candidate is unable to meet the requirements for tenure at the adjusted due date, they cannot ask to rescind the years of credit retroactively.

*Impact of years of credit toward tenure*

* Years of creditreduce the number of years on the 7-year tenure clock at CU by the number of years awarded but allow the candidate to count that same amount of work from a prior position toward their probationary period at CU.
* Per Regent policy 5.D.1(A), the years of the probationary period must be continuous. Therefore, years of credit must be continuous and contiguous with the start date at CU. In other words, candidates cannot select discontinuous years. For example, if a candidate has two years of credit, they may count work completed in the final two years at their prior position toward their comprehensive review and review for tenure at CU Boulder.

*Calculation of tenure clock when there are years of credit*

* Years of credit toward tenure are subtracted from the comprehensive review part of the tenure clock.
  + If one year of credit is granted, comprehensive review for reappointment will take place in year 3 and review for tenure in year 6.
  + If two years of credit are granted, comprehensive review for reappointment will take place in year 2 with review for tenure taking place in year 5.
  + For an explanation of how the clock is adjusted when three years of credit are awarded, see the next section of this appendix.

*Change in type of comprehensive review when 3 years of credit are awarded* (instead of being for reappointment, the comprehensive review becomes one for feedback only)

* If a candidate is granted three years of credit, they have just one 4-year appointment period prior to the granting of tenure instead of the usual two appointment periods (pre-reappointment and post-reappointment but pre-tenure).
* This then changes the type of comprehensive review they are required to undergo. *Since there is just one 4-year appointment period prior to the granting of tenure, no reappointment is taking place at the time of comprehensive review, rendering the comprehensive review as one for feedback only*.
* Feedback-only comprehensive review takes place in year 2 and review for tenure takes place in year 4. However, if the standards for tenure have been met, the tenure review may take place at the same time as the comprehensive review.
* It is not possible to waive the feedback-only comprehensive review as Regent policy requires that a comprehensive review occur prior to review for tenure.

*Applicable Regent and System Policies*

* Regent Policy 5
* APS 1022

*Template language for the award of years of credit toward tenure*

This language assumes a Fall 2024 start date of August 19, 2024.

**One year of credit (comprehensive review for reappointment in year 3 and tenure review in year 6):**

Your service will begin on August 19, 2024 and will continue through the 2026-2027 academic year. The comprehensive review for reappointment will be conducted in academic-year 2026-2027, in accordance with University provisions concerning renewal and reappointment found in the Laws of the Regents. Following a successful comprehensive review, a mandatory review for tenure will occur during academic-year 2029-2030. [be sure to include the statement about primary unit criteria here]

As you have requested, you will be granted one year of credit toward the mandatory requirement for tenure based on your previous experience. By accepting the terms of this offer you acknowledge that your decision to accept credit towards tenure is binding and may not be declined by you at a later date. Given the award of one year of credit, you are allowed to count work completed in the final year (AY2023-2024) in your prior position toward your comprehensive review and review for tenure at the University of Colorado.

**Two years of credit (comprehensive review for reappointment in year 2 and tenure review in year 5):**

Your service will begin on August 19, 2024 and will continue through the 2025-2026 academic year. The comprehensive review for reappointment will be conducted in academic-year 2025-2026, in accordance with University provisions concerning renewal and reappointment found in the Laws of the Regents. Following a successful comprehensive review, a mandatory review for tenure will occur during academic-year 2028-2029. [be sure to include the statement about primary unit criteria here]

As you have requested, you will be granted two years of credit toward the mandatory requirement for tenure based on your previous experience. By accepting the terms of this offer you acknowledge that your decision to accept credit towards tenure is binding and may not be declined by you at a later date. Given the award of two years of credit, you are allowed to count work completed in the final two years (AY2022-2023 and AY2023-2024) in your prior position toward your comprehensive review and review for tenure at the University of Colorado.

**Three years of credit (non-reappointment, feedback-only comprehensive review in year 2 and tenure review in year 4):**

Your service will begin on August 19, 2024 and will continue through the 2027-2028 academic year. A non-reappointment, feedback-only comprehensive review will be conducted in academic-year 2025-2026. Following the completion of comprehensive review, a mandatory review for tenure will occur during academic-year 2027-2028. Your review for tenure may occur at the same time as your comprehensive review, provided the primary unit criteria and Regent standards for tenure have been met. [be sure to include the statement about primary unit criteria here]

As you have requested, you will be granted three years of credit toward the mandatory requirement for tenure based on your previous experience. By accepting the terms of this offer you acknowledge that your decision to accept credit towards tenure is binding and may not be declined by you at a later date. Given the award of three years of credit, you are allowed to count work completed in the final three years (AY2021-2022, AY2022-2023, and AY2023-2024) in your prior position toward your comprehensive review and review for tenure at the University of Colorado.