**NON-TENURE TRACK TEMPLATE**

**Revised Fall 2023**

*[use for:*

*Research Professor Series*

*Scholar in Residence*

*Artist in Residence]*

Date

Address

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

I am pleased to offer you a \_\_\_\_% appointment to the faculty of the University of Colorado Boulder as *[TITLE*]. This offer is made upon the recommendation of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the concurrence of the Dean of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the Vice Provost and Associate Vice Chancellor for Faculty Affairs*,* and 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**

Subject to approval by the Provost, your service will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. *[Instructor series appointments usually start on the first day of an academic semester]* This appointment will end no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. *[No longer than four years]* Your initial academic year salary will be $\_\_\_\_\_\_\_\_. This is a non-tenure-track appointment and may be renewable in accordance with University provisions concerning renewal and reappointment found in the Laws of the Regents. *[If a non-renewable appointment, substitute the preceding sentence with the following: "This is a non-tenure track appointment and is non-renewable."]*

*[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.

Please note New Faculty Orientation day 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.

1. **Teaching, Scholarly and Creative Work** [Scholarly and Creative Works may be removed if not being included in merit formula]**, 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 *(if applicable)*, and \_\_\_\_\_\_\_\_% leadership and service to the Department, University and profession. [*If this is a one-year, non-renewable appointment, no merit review is anticipated, and this paragraph may be deleted.]* Your normal classroom teaching assignments will include \_\_\_\_ courses per academic year.

By accepting this position, you agree to perform duties and responsibilities that are in the area of your expertise or academic interest, or are otherwise appropriate, and that 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.

1. **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/). The Center for Teaching and Learning (CTL) 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:

* [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 who are citizens of the United States 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. [*If faculty member is being reappointed include the following statement*] This requirement has already been met.

State law specifically requires that you be an employee-at-will in your non-tenure track position and that the following paragraph be included in this letter of offer.

Your employment contract is subject to termination by either party to such contract at any time during its term, and you shall be deemed to be an employee-at-will. No compensation, whether as a buy-out of the remaining term of the contract, as liquidated damages, or as any other form of remuneration, shall be owed or paid to you upon or after termination of such contract except for compensation that was earned prior to the date of termination.

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 Service ([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.

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, which may be amended from time to time.

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In order that a recommendation for appointment may be submitted to the Provost on your behalf, please notify me by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_, of your willingness to accept this position by returning the signed letter via DocuSign. 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.**