University of Colorado Boulder
Office of the Vice Chancellor for Research
330 Regent Administrative Center, 26 UCB
Boulder, CO 80309-0026
Phone: 303-492-7401
FAX: 303-492-5777
www.Colorado.edu/VCResearch

Name of Candidate: _____

Dear Candidate,

Congratulations on your future employment at the University of Colorado Boulder. The Office of the Vice Chancellor, along with your hiring unit, wants to ensure that the hiring process proceeds smoothly and in a timely manner in order for you to finalize your hiring prior to the monthly payroll freeze processing date, and in order for you to enroll in your benefits plans as soon as possible.

Please detach this document from the Research Faculty Leave, Benefits and Other Policies form, signed by your supervisor, enclosed with your offer letter, complete the upper portion of this form and return with your original offer letter, to the hiring unit.

Thank you for your assistance with this request!

Sheryl A. Jensen
Assistant to (Personnel Officer) the Vice Chancellor for Research
Office of the Vice Chancellor for Research, University of Colorado Boulder, 26 UCB
Boulder, CO 80309-0026

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This section to be completed by the candidate:

I affirm that I have:

1 – Completed the JobsatCU process including the Faculty/Exempt Professional & EEO Data (application) Form,
2 – Uploaded the required hiring dossier documents, consisting of
 -- Resume/vitae
 -- Proof of highest degree earned (copy of diploma, transcript showing the degree, and/or Letter of completion provided by the respective Dean or Registrar)
 -- Letter of recommendation
3 – Completed the background check, as required, and
4 – Returned my original offer letter with this document to the hiring unit.

_____ _____
Candidate's Printed Name, Signature Date

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I, _____ (PPL or DL printed name) affirm that the required dossier documents:

Research Faculty Checklist for Position #_____, the Faculty/Exempt Professional and EEO Data (application) form is indicated as "complete", and the Resume/Vita, Proof of Highest Degree Earned, and the Letter of Recommendation have been uploaded into Jobs at CU (J@CU) Posting #_____ by either the candidate or by me;

Sent this form, along with the Research Faculty Leave, Benefits and other Policies document, signed by the supervisor or hiring unit's chair/director to the candidate with the offer letter; and

Submitted the ORIGINAL OFFER LETTER, WITH ORIGINAL SIGNATURES, Search Waiver or Search Summary Statement and verified completion of the background check and the I-9 documentation before signing and submitting this Hiring Dossier Affirmation Form to the Office of the Vice Chancellor for Research,

Hiring Department Signature_____Date_____