**CAS OFFER LETTER TEMPLATE – INSTRUCTOR 75% - INITIAL APPT (This template to be used for 75% Instructors and Senior Instructors. Standard appointment length is 3 years, but may be for 1-2 years. Appointments of less than two academic years should be hired as Lecturer.**

**Insert Department Letterhead**

Date

Name

Address

City, State, Zip

Dear Name:

I am pleased to offer you a 75% appointment to the faculty of the University of Colorado Boulder as Title. This offer is made upon the recommendation of the Department/Program of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the concurrence of the Divisional Dean of the College of Arts and Sciences.

Your service will begin on one week prior to the first day of an academic semester. This appointment will end no later than date of commencement. 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."]. Each academic unit on the Boulder campus will have a procedure, as may be amended from time to time, for evaluating instructors for possible reappointment. This procedure involves an evaluation by a duly constituted body of the unit faculty and a review by the relevant dean. The evaluation shall cover all aspects of your appointment; in order to be reappointed, there needs to be a finding that you are a “highly effective” teacher as defined by the College of Arts and Sciences (see the College’s Reappointment Standards at <http://artsandsciences.colorado.edu/facultystaff/standards-for-instructor-rank-reappointment-evaluations/>). In general, a notice from the unit-level review will be issued one semester before the current contract expires, indicating one of the following: (a) you will be renewed; (b) you will not be renewed; or (c) your renewal is still pending. Rostered instructors should receive notification of non-renewal at least six weeks before the end date in the Agreement. Any concerns that you may have about your evaluation should be addressed to the dean prior to your review. The dean’s decision on reappointment is final and not subject to a grievance.

For purposes of annual merit evaluation, your efforts and accomplishments will be assessed according to an evaluation formula of 85% teaching and 15% service to the community, Department/Program, University and profession.

Specific teaching assignments for your 6 courses per academic year will be determined by the Chair/Director in consultation with you and the Divisional Dean. Instructors with 75% appointments are allowed to accept one additional appointment per semester, up to a total of 100% time, contingent upon departmental need and College approval. You also will be expected to provide service to your unit or College. An assessment of your service work by the Department will be part of both the salary merit and reappointment processes. 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.

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:

<https://www.cu.edu/regents/Laws/article-05.html>

<https://www.cu.edu/content/faculty-handbook>

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 oath form is enclosed.

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 Support ([customersupport@hireright.com](mailto:customersupport@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 at <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 following web address located on the Office of Institutional Equity and Compliance (OIEC) website for instructions on how to complete the required training: <http://www.colorado.edu/institutionalequity/training-and-education>.

If you have any questions about available benefits as a faculty member, please contact the Benefits Office (303) 860-4200. 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. For additional information, please see the following link at: <https://www.cu.edu/employee-services/benefits/>.

In order that a recommendation for appointment may be submitted to the Chancellor on your behalf, please indicate your willingness to accept this position by providing your electronic signature by date.

We look forward to your acceptance of this offer and your contribution to the University.

Sincerely,

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

Name, Chair/Faculty Director Date

Department/Program

Concurred by:

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

Name, Divisional Dean Date

College of Arts & Sciences

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 Divisional Dean. I certify that the total percentage of my appointments, including those through Continuing Education, other CU campuses, and within the staff system, does not exceed 100% without explicit written approval by all supervisors and the Dean’s office.

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

Candidate Name Date

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

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| --- | --- | --- | --- | --- | --- |
| **To Be Completed By Department/Program:** | | | | | |
|  |  |  |  |  |  |
| **Is a BGC needed?** |  | **If yes, request for BGC sent to hr-bgc@colorado.edu:** | | |  |
|  |  |  |  |  |  |
| **BGC completion date:** |  |  |  |  |  |
|  |  |  |  |  |  |
| **New CU hire?** |  | **If no, Employee ID #:** |  | **Position #:** |  |
|  |  |  |  |  |  |
| **Funding Distribution Speedtype:** | |  | (if ST blank, dept salary ST will be charged) | | |
|  |  |  |  |  |  |
| **Funding Source L&R?** |  |  |  |  |  |
|  |  |  |  |  |  |
| **If not L&R, explain source of funding:** | |  | | | |
|  |  |  |  |  |  |



If you are not a citizen of the United States and are appointed on a temporary basis, you are not required to make this pledge. To exercise this option, please print your name on the line below in this box.

**Faculty Pledge**

REQUIRED BY C.R.S. 22-61-104

I solemnly pledge that I will uphold the Constitution of the United States and the

Constitution of the State of Colorado, and I will faithfully perform the duties of the position upon

which I am about to enter.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_