##### Department Letterhead

Date

Name

Department

### UCB

Boulder, Colorado

Dear Name,

The Department is pleased to offer you a Teaching Assistant appointment for the 2024 Summer Session. You will be expected to work \_\_\_\_ hours per week for this \_\_\_% appointment. The compensation for this appointment is based on AY 2023-2024 rates and is estimated to be $\_\_\_\_\_\_\_\_\_\_\_ with a maximum of \_\_\_\_ hours of tuition credits for the Summer Session. Your position will be to assist in the instruction of Course & Section # Course Name for Term \_\_\_\_. This offer is contingent upon adequate enrollment for this course section.

All CU Boulder employees are required to take the Sexual Misconduct, Discrimination, and harassment training course. The online training is offered through SkillSoft, and can be accessed at: <http://www.colorado.edu/institutionalequity/training-and-education> Click on Mandatory Training for new Faculty and Staff. State of Colorado law specifically provides that you be an employee-at-will in this position and that the following paragraph be included verbatim in this letter of offer; the provisions of this paragraph shall supersede and control any conflicting provisions of any University policy or employee handbook:

Y*our 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.*

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 UCB, the 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 Teaching Assistant.

Please indicate your intention to accept this appointment by signing below by Date. Keep a copy of the offer letter for your records.

Sincerely,

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

Department Chair’s Name Date

I accept this offer as stated above.

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

TA Name Date

Email address: Student ID:

Concurred by:

Patrick Tally, Dean of Summer Session Date

College of Arts and Sciences

**Summer Letters: For Department/Program Use Only**

New CU hire? Yes No If no, PS ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding from Regular Summer Budget (Enter Speedtype and Amt) ST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding from Summer Incentive Dollars (Enter Speedtype and amount) ST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_