

Insert Department Letterhead (Double Click in header to open)

OFFER LETTER TEMPLATE – LECTURER (The start date for temporary faculty appointments is one week prior to the first day of class and ends on date of commencement respectively.)

Date

Name

Address

Dear Name:

I am pleased to offer you a FTE, % appointment to the faculty of the University of Colorado Boulder as **Lecturer**. This offer is made upon the recommendation of [department] with the concurrence of [associate dean, dean, vice provost].

Subject to approval, your service will begin on . This appointment will end no later than . Your compensation will be \$ and will be issued monthly over the [fall/spring] semester. Payday is the last working day of the month. 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.

Your teaching assignment and any service assignments are listed in the chart below. This offer is contingent upon adequate enrollment for this/these course sections.

Course	Credits	Percentage of Time	Salary
COURSE ID – COURSE NAME	#	##%	\$####
COURSE ID – COURSE NAME	#	##%	\$####
TOTAL			

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. Additional information is available here:

<https://www.cu.edu/regents/law/5>

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

<https://www.cu.edu/ope/aps/2027>

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 pledge 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.

For new hire or rehire whose background check was completed more than 3 years ago:

This offer is contingent upon the successful completion of a criminal and other background checks as required; an Excluded Parties List System check; reference check; verification of your academic degree(s) where required; and verification of your employment eligibility. You will receive an e-mail from the University's external vendor, HireRight Customer Support (customersupport@hireright.com) that will direct you to complete the authorization form on-line. 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 <https://www.colorado.edu/policies/background-check-policy>.

All new faculty at the University of Colorado Boulder are required to complete training on sexual misconduct, intimate partner violence, and stalking, and a refresher course is required every 3 years. You may find more information about this mandatory training for employees, including options to fulfill the training requirement, on the Office of Institutional Equity and Compliance (OIEC) website: <https://www.colorado.edu/oiec/education-assessment/mandatory-training>.

If your work involves export-controlled technology, your work may be contingent upon obtaining authorization from the US Department of State or Commerce. The Office of Export Controls can assist in making this determination and applying for authorization. Contact: exportcontrol@colorado.edu.

If you have any questions about available benefits as a faculty member, please contact Employee Services at (303) 860-4200 and select option 3 to speak with a benefits professional. 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. Additional information is available here: <https://www.cu.edu/employee-services/benefits-wellness>.

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Please notify me by _____, _____ of your willingness to accept this position by signing below. An electronic copy of the fully signed letter will be provided to you for your records.

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

Sincerely,

Name, Chair
Department of _____

Date

Concurred by:

Lori Bergen, Founding Dean
College of Media, Communication and Information

Date

I accept this offer as described above, with the understanding that this appointment is conditional upon successful completion of a criminal background check, if required, and adequate enrollment.

I certify that I am not being compensated for more than 4 courses or the equivalent for any one semester. This 4-course limit includes all courses taught at the University of Colorado, including Continuing Education and all other CU campuses.

Name of appointee

Date



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Faculty Pledge

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

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.

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 _____