**Faculty Fellow Guidance**

The Faculty Fellow is defined by CU Boulder as a position used,

*“For recognition of additional work such as course development, external fellowships paid through the university, or other assignments or duties that are not summer teaching, summer research or course overload. This job code is limited for use as an additional appointment for faculty members with a primary appointment (or combination of appointments). The primary appointment(s) must be active, regular (permanent) with at least 20 Standard Hours.”*

The position is typically temporary, associated with a primary appointment, and can encompass a variety of responsibilities that fall outside the main purview of faculty’s regular positions (e.g., teaching, research, traditional service and leadership in the department/unit).

There are a variety of codes associated with the Faculty Fellow title.

|  |  |
| --- | --- |
| **Faculty Rank** | **Associated Faculty Fellow Job Code** |
| **1100** – Distinguished Professor | **1100FF** – Faculty Fellow |
| **1101** – Professor | **1101FF** – Faculty Fellow |
| **1102** – Associate Professor | **1102FF** – Faculty Fellow |
| **1103** – Assistant Professor | **1103FF** – Faculty Fellow |
| **1107** – Teaching Professor | **1107FF** – Faculty Fellow |
| **1108** – Associate Teaching Professor | **1108FF** – Faculty Fellow |
| **1109** – Assistant Teaching Professor | **1109FF** – Faculty Fellow |
| **1439** – Faculty Fellow | N/A |

When determining which faculty fellow job code to use, please consider the following questions:

1. Does the employee have a primary appointment with the university (i.e., not temporary)?
   1. If yes – use faculty fellow job code associated with faculty member's primary role.
   2. If no – (rare situation) use job code 1439 for faculty fellows who do not have a primary appointment with the university, or who will only be employed with the university on a temporary basis.
2. Does the faculty “fellow” position function like an endowed appointment, i.e., the “position” is an honor and has no explicit administrative responsibilities or additional work assignments the faculty member must complete?
   1. If yes – please use job codes 1451 Endowed Chair OR 1450 Endowed Professor.
   2. If no – use the job code associated with the faculty member’s current rank.

**FACULTY FELLOW TEMPLATE**

**Spring 2025 Update**

**Use for ALL faculty fellow job codes**

Date

Address

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

I am pleased to appoint you to the position of Faculty Fellow *[working title optional]* in the *Department/Program* of \_\_\_\_\_\_\_\_\_\_\_\_ at the University of Colorado Boulder. This offer is made upon the recommendation of the department, with the concurrence of the Dean of the College/School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the Vice Chancellor and Senior Vice Provost for Faculty Affairs, and the appointment is subject to the final approval of the Provost and Executive Vice Chancellor for Academic Affairs of the University of Colorado Boulder.

1. **Appointment Details**

Subject to approval by the Provost, this appointment will be effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_\_ *[Often this date is the beginning of an academic year/semester, or the start of the fiscal year (July 1)].* Should the unit elect to renew this Faculty Fellow appointment, you will be reviewed for reappointment on the unit’s usual timeline of \_\_\_\_\_\_\_\_\_ *[insert review timeline].*

*[If a non-renewable appointment, substitute the preceding sentences with the following: "This is a non-renewable administrative appointment and it will end \_\_\_\_\_\_\_\_\_\_\_\_."]*

As compensation for serving as Faculty Fellow, you will receive ($\_\_\_\_) paid out over the academic year. *[Where applicable: for appointment terms that do not line up with the academic year, please add the following language after academic year:]* and prorated for the term of service. *[If the appointment period is for the fiscal year (12 months), please explain compensation.]*

1. **Role Responsibilities**

Your duties as Faculty Fellowwill be to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Your annual merit formula as Faculty Fellow *[OR working title]* will be \_\_\_\_\_\_\_\_% teaching, \_\_\_\_\_\_\_\_% scholarly and creative work, and \_\_\_\_\_\_\_\_% leadership and service, and you will be evaluated annually by the Department in all three areas. Your formal teaching assignment as Faculty Fellow *[OR working title]* will be \_\_\_ courses per academic year. *[Where applicable:]* This is a *[#]*-course release. A course release is available during the academic year when you serve as Faculty Fellow *[OR working title]*, to provide time release for these additional duties. Course releases cannot be banked for the future, nor can salary compensation be provided instead if you choose not to use the course release. [If no change is being made to the merit formula, then please use the following language: This position will not result in a change to your current merit formula of XX/XX/XX.]

1. **Policies**

This offer is contingent upon the satisfactory completion of a background check as required by the University. If it has been three or more years since your last background check, then you will be required to complete a new one for this position. 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 online. 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: <https://www.colorado.edu/compliance/policies/background-check-policy>. [*If faculty member has a valid background check (completed sometime in last 3 years), then this paragraph can be omitted.*]

State law specifically requires that you be an employee-at-will in your position of Faculty Fellow *[OR working title]* and that the following paragraph be included in this letter of offer:

*Your appointment is at-will, which means you do not have a contractual right, express or implied, to remain in the university’s employ and where either the university or you may lawfully terminate the employment relationship at any time, with or without cause. No compensation, whether as a buy-out of the remaining term of 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 provision does not apply to your position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Insert Rank]* Professor of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or to compensation or benefits to which you are entitled as a result of your faculty position.

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

I look forward to our collaboration in continuing to enhance the programs of [insert name of Department/School/College/Office/Program].

Please indicate your willingness to accept the terms of this offer by signing below and returning this letter via DocuSign by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

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

Chair Date

Concurred:

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

Dean Date

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

Michele S. Moses Date

Vice Chancellor and Senior Vice Provost 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

I decline this offer.

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

Signature Date