**ENDOWED APPOINTMENT TEMPLATE**

**Revised Spring 2025**

*Use for: Endowed appointments*

Date

Address

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

I am pleased to offer you the position of *[title]* in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Colorado Boulder. This offer is being made 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 endowed appointment, you will be reviewed for reappointment on the unit’s usual timeline of \_\_\_\_\_\_\_\_\_ *[insert review timeline – no more than 5 years for endowed appointments].*

As compensation for serving as *[title]*, you will receive \_\_\_% ($\_\_\_\_) of your base academic year salary ($\_\_\_\_) 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].*

*[In order to ensure the appointment is compensated correctly, please include the following statement if the appointment is eligible for annual merit increases:]*

The compensationamount will increase each year of the appointment in accordance with any increase that you may be awarded as part of the annual merit review process. *[Flat-rate stipends are not eligible for merit increases, so if the compensation is not eligible for annual merit increase, then please state it is a Flat-rate stipend].*

1. **Policies and Training**

State law specifically requires that you be an employee-at-will in your position of *[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