**LETTER OF APPOINTMENT TEMPLATE**

**Lecturer or TBD Title, At-Will (see comment)**

**April 2025**

{Date}

{Name}

{Address}

{City, State Zip}

Dear {Name}:

I am pleased to offer you a Lecturer appointment in the {insert department/unit name} of the University of Colorado {insert name of campus}. This offer is made upon the recommendation of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ with the concurrence of the Dean of the \_\_\_\_\_\_\_\_\_\_\_\_. This appointment is not eligible for and does not lead to the award of tenure. In this letter, I outline the terms and conditions of this offer and provide additional information about your appointment.

1. **Appointment Details**

Your appointment will begin on {Date} at a salary of {insert salary}. This is a {insert % FTE} position and compensation will be distributed over the course of your contract, subject to term or semester start and end date. With agreement from you, your course load may be altered by the Department/Unit. If courses are added or reduced without a change in other assigned duties, then your total % FTE and salary will be adjusted accordingly.

The contract will conclude upon your submission of final grades. Prorated pay is distributed on the last business day of each month the contract is active.

NARRATIVE FORM: Your responsibilities include teaching {insert name of course(s) to be taught, XX Semester}. This is a term-limited appointment for the XX Semester. Please review the university’s academic calendar for specific term dates: <https://www.colorado.edu/academics/academic-calendar>

TABLE FORM:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Credits** | **Percentage of Time** | **Salary** |
| [insert] | [insert] | [insert] | [insert] |
| **Totals:** | [insert] | [insert] | [insert] |

OPTIONAL LANGUAGE: Units may include additional school/college information regarding appointments here.

Examples: Student count tied to additional compensation above base rate; Enrollment contingent language

By accepting this appointment, you agree to perform these duties and responsibilities consistent with applicable policies and procedures of your campus, insert college/school, and department/program (if applicable).

1. **Professional Development**

The [Center for Teaching and Learning (CTL)](https://www.colorado.edu/center/teaching-learning) offers all faculty a variety of professional development workshops throughout the year in establishing strong learning environments and discipline-specific pedagogy.

1. **Policies and Training Responsibilities**

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 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.*

The following policy links are provided pursuant to [APS 5002](https://www.cu.edu/sites/default/files/5002.pdf) – Faculty Appointment Process:

* 1. [APS 5060 - Faculty Appointments](https://www.cu.edu/ope/aps/5060)
	2. [APS 1014 - Intellectual Property that is Educational Material](https://www.cu.edu/ope/aps/1014)
	3. [Article 5.B.2 - Principles of Academic Freedom](https://www.cu.edu/regents/law/5) of the Laws of the Regents
	4. [APS 2027 - Code of Conduct](https://www.cu.edu/ope/aps/2027)

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 Service (customerservice@hireright.com) that will direct you to complete the authorization form on-line. The background check must be completed prior to employment. Background checks must be renewed every 3 years, so if you completed a check more than 3 years ago, you will be asked to complete a new one. 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, discrimination, and harassment. A CU Identikey is required 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: <https://www.colorado.edu/institutionalequity/training-and-education>.

***(If* *new to the university*)** Pursuant to the Immigration Reform and Control Act (IRCA), the University must verify your employment eligibility within the first three working days of employment. As a condition of employment, you must complete an I-9 Form and provide the University with certain documents verifying employment eligibility.

***(If currently or formerly employed (within the last three years) at the university):*** As a current or former employee at the university, you have already met the provisions of the Immigration Reform and Control Act (IRCA), which requires every employee to certify eligibility for employment.

This position is exempt from the overtime provisions of the Fair Labor Standards Act and as such is not eligible for overtime compensation.

***(If* *new to the university*)** 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. As a condition of employment, you must sign and return the attached faculty pledge form to {insert name of campus office which holds pledges} no later than {insert date}. The pledge form is attached as Attachment A, incorporated by reference.

In accepting this position, you agree to meet obligations imposed by federal, state, and local law, and comply with all laws, rules, regulations, policies, procedures, and resolutions, adopted by the Board of Regents, the University of Colorado, and the campus or other unit in which your appointment is made. For a list of university-related policies, go to: <https://www.cu.edu/ope/policy-related-resources>.

If you have any questions, please contact your faculty liaison (insert title/resource link).

OPTIONAL LANGUAGE: Units may include additional school/college conditions or expectation for appointment here.

Example: Course limit/credit hours limit for unit

A&S: I accept this offer as described above, with the understanding that the Courses Agreed to Teach Grid is completed and returned with this appointment letter, that a background check must be completed satisfactorily before I begin this appointment, and that this offer is conditional upon adequate enrollment and approval of my appointment by the Dean of the College of Arts and Sciences. 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. Self-paced courses taught through Continuing Education do not count against teaching limits and are exempted per this policy: <https://www.colorado.edu/asfacultystaff/personnel-administration/policies-procedures/facultytemporary-other/recruitment-hiring>]

1. **Benefits**

Your percentage of time and corresponding course load is linked to eligibility for Benefits coverage and to how your position will appear in university systems. Please note, university systems will account for all appointments with the University of Colorado, regardless of the unit in which you are teaching/working. You will be enrolled in the Social Security (FICA) retirement program unless you are an active PERA member and choose to participate in PERA. As a result of the Healthy Families and Workplace Act effective January 1, 2021, if you are a Colorado resident, you also will earn .034 hours of sick leave for each hour worked. The maximum accrual is 48 hours per fiscal year. You must disclose to your employing department any other employment you have with the University of Colorado. If you have any questions about available benefits, please contact [Benefits, part of Employee Services](https://www.cu.edu/employee-services), at (303) 860-4200, option 3.

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

Sincerely,

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

Chair

Concurred by:

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

Dean

I accept this appointment.

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

Candidate Name

I do not accept this appointment.

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

Candidate Name

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.

**ATTACHMENT A: 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_