**TENURED Professor TEMPLATE**

**Revised Spring 2025**

Date

Address

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

With enthusiastic support of the faculty, I am pleased to offer you an appointment to the faculty of the University of Colorado Boulder as (Associate) Professor of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with tenure in accordance with the Laws of the Regents. This offer is made upon the recommendation of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and with the concurrence of the Dean of the College/School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the Vice Chancellor and Senior Vice Provost for Faculty Affairs. The offer of tenure is subject to review by the primary unit, the College/School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Dean of the College/School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Vice Chancellor's Advisory Committee, the Provost and Executive Vice Chancellor for Academic Affairs, the Chancellor, the President, and final approval by the Board of Regents of the University. In this letter, I outline the terms and conditions of this offer and provide additional information about your new appointment.

1. **Appointment Details**

Subject to approval by the Board of Regents, your service at the University of Colorado will begin effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Effective date is the first day of an academic semester, most often the fall semester. In all cases it must be at least one day following the Regent Approval date.]* Your initial academic year salary will be $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please note New Faculty Orientation day will be on August \_\_, 20\_\_, which is a required event for new faculty. [*insert date – New Faculty Orientation is held on the Monday before the first day of Fall classes each year*]. See section 3 below for additional details about preparing for this event.

*(ADDITIONAL SENTENCE FOR MOUs RELATED TO DUAL UNIT APPOINTMENTS, for example, being rostered in an institute, holding tenure in two units, holding a roster home in two units, etc.)*

Further details on your additional obligations are described in the attached Memorandum of Understanding between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(department)* and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(department).*

*[If Applicable]:* ADDITIONAL PARAGRAPHS ON FACULTY SUPPORT (INCLUDE START-UP COSTS, RELEASE TIME, ETC.)

[*If applicable, add heading*]: Additional Funding:

*[If applicable]:* In order to assist you in establishing a strong research program, the university intends to provide you with start-up funding of up to $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to enable you to purchase equipment (including software and computers), pay personnel salary and associated benefits, travel, and other expenses needed to conduct your university research over the next *[insert term of year(s)]*. The final amount and its allocation among start-up expenses, including equipment, laboratory/space and researchers will be agreed to by you and the university within [*insert period of time*] after you begin your appointment. Any equipment purchased with these funds will remain the property of the University of Colorado but will be for your exclusive use so long as you remain a member of the faculty.

*[If applicable]:* CONTINUE WITH STANDARD START-UP DESCRIPTION HERE

*[If applicable]:* In order to assist you with your relocation, the University will reimburse the actual moving and transportation costs for you to relocate, up to a maximum of $\_\_\_\_\_\_\_\_ and subject to University policy (appended). *[optional]:* You will receive up to $\_\_\_\_\_\_\_\_ to purchase \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a computer, etc.) which will remain the property of the University of Colorado but will be for your exclusive use so long as you remain a member of the faculty.

[END OF OPTIONAL PARAGRAPHS]

1. **Teaching, Scholarly and Creative Work, and Leadership and Service Responsibilities** [Required section]

For purposes of annual performance evaluation, your efforts and accomplishments will be assessed according to the following initial differential workload: \_\_\_\_\_% teaching, \_\_\_\_\_% scholarly and creative work, and \_\_\_\_\_% leadership and service Your initial teaching assignment will include \_\_\_ courses (or \_\_ credits) per academic year. Annual performance shall be conducted consistent with applicable processes. Information about annual pay adjustments is in [Regent Policy 11.B](https://www.cu.edu/regents/policy/11).

You will undergo post-tenure review in five years during academic year 20\_\_/20\_\_. Section IX of [Administrative Policy Statement (APS) 1022](https://www.cu.edu/sites/default/files/1022.pdf) provides general guidance on the post-tenure review process. Primary unit guidelines for post-tenure review are linked here for your convenience: [insert here].

By accepting this appointment, you agree to perform duties and responsibilities which are in the area of your expertise or academic interest, or are otherwise appropriate, and which are assigned to you consistent with your role as a faculty member, and applicable policies and procedures.

1. **Professional Development** [Required section]

The University of Colorado places a priority on supporting faculty and offers a robust array of programs and services to support faculty development from hiring to retiring through the Office of Faculty Affairs, [Faculty Development and Support Program](https://www.colorado.edu/facultyaffairs/fds). 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** [Required section]

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. For additional information, please see the following links at:

* [Faculty Appointment Process](https://www.cu.edu/ope/aps/5002)
* [Standards, Processes and Procedures for Reappointment, Tenure, Promotion, and Post-Tenure Review](https://www.cu.edu/ope/aps/1022)
	+ [APS 1013 - Intellectual Property Policy on Discoveries and Patents for Their Protection and Commercialization](https://www.cu.edu/ope/aps/1013) (please also see next paragraph)
	+ [APS 1014 - Intellectual Property that is Educational Material](https://www.cu.edu/ope/aps/1014)
	+ [Article 5.B.2 - Principles of Academic Freedom](https://www.cu.edu/regents/law/5)
* [Board of Regents Faculty Regulations](https://www.cu.edu/regents/law/5)
* [Code of Conduct](https://www.cu.edu/ope/aps/2027)
* [Professional Rights and Responsibilities of Faculty Members](https://www.colorado.edu/facultyaffairs/fds-faculty-relations#professional-rights-and-responsibilities-(prr))

In accordance with [Regent Policy 5.J](https://www.cu.edu/regents/policy/5), [APS 1013](https://www.cu.edu/ope/aps/1013), and subsequently adopted IP policies, you hereby assign to the University all rights you have or may have in any University discoveries, and you agree to promptly disclose all such discoveries to the University and execute all papers as the University may deem necessary to secure for the University the rights herein assigned.

*Requirements and Conditions of Employment*

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 Support (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](https://www.colorado.edu/compliance/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 in order 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 [Office of Institutional Equity and Compliance (OIEC) website](http://www.colorado.edu/institutionalequity/training-and-education) for instructions on how to complete the required training. The online training must be completed prior to the required in-person New Faculty Orientation to be held on [*insert date – New Faculty Orientation is held exactly one week before the start of Fall classes each year*]. OIEC recommends that the online training be completed as close to the in-person orientation as possible so as to reinforce content.

The [Professional Rights and Responsibility and Roles and Professional Responsibilities of Academic Leaders (PRR) document](https://www.colorado.edu/bfa/media/861) sets forth a foundation for supporting a positive and respectful faculty work culture. Faculty are expected to understand and incorporate the PRR into the fabric of their research, scholarship, creative work, teaching, and service. Training for all faculty in understanding and using the PRR is available through [Percipio](https://universityofcolorado.percipio.com/linked-contents/895d5941-845c-4730-9573-83b534a2602b/landing). Some issues can be harder to resolve, so the Regents specify faculty grievance rights and processes (See [Regent Law 5, Part D](https://www.cu.edu/regents/law/5); [Regent Policy 5.G](https://www.cu.edu/regents/policy/5) and [Regent Policy 5.E](https://www.cu.edu/regents/policy/5)).

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.

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

The laws of the state of Colorado require that faculty members of the University 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 pledge form to the Office of Faculty Affairs no later than *[Insert return date of offer]*. 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>.

CU receives a large portion of its research funding from U.S. government agencies, and some of this research involves technology that is of a sensitive nature, either for national security reasons or otherwise. As a result, your ability to publish your research and to employ or collaborate with foreign nationals may be contingent upon obtaining authorization from the U.S. Departments of State, Commerce or Treasury. The CU Office of Export Controls can assist in making this determination and applying for authorization. Please use the research support toolkit found here, <https://www.colorado.edu/researchinnovation/ori>, or contact exportcontrolshelp@colorado.edu for any questions or concerns you might have.

All faculty responsible for the purpose, design, conduct, or reporting of research on campus are required to disclose significant financial and personal interests and external professional activities. Please review the [Disclosure of External Professional Activities (DEPA) Form](https://www.colorado.edu/researchinnovation/coi) and its requirements.

1. **Benefits** [Required section]

If you have any questions about available benefits as a faculty member, please contact [Benefits, part of Employee Services](https://www.cu.edu/employee-services), at (303) 860-4200, option 3. 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 of Colorado System policy.

Full-time tenured and tenure-track faculty are eligible to apply to the Faculty Housing Assistance Program (FHAP). Participating in the FHAP can make housing affordable to qualified applicants by providing a source of financial assistance for a down payment needed to qualify for a home loan and potentially avoiding the cost of private mortgage insurance. For additional information and an applicant worksheet, please visit the [FHAP website](https://www.cu.edu/treasurer/housing-assistance-programs).

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We are thrilled at the prospect of having you on our faculty. I hope you will accept this offer to join the University of Colorado Boulder community. If the terms described above are acceptable, then please notify me by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_, of your willingness to accept this position by returning the signed letter via DocuSign, so that a recommendation for tenure may be submitted to the Board of Regents on your behalf. We look forward to your acceptance of this offer and your contributions to the University.

Sincerely,

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

Chair Date

Concurred by:

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

Dean Date

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Michele S. Moses Date

Vice Chancellor and Senior Vice Provost

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 Board of Regents of the University of Colorado.

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

Signature Date

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

Candidate e-mail address

I decline this offer.

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

Signature Date

**Candidate: Please proceed to the final page of this document to provide additional required information.**