**Teaching Track Supplemental Letter of Offer to Accompany the Employment Contract for Teaching Track, Librarianship, and Clinical Teaching Track Faculty – Multi-Year**

**TEMPLATE**

**Revised Spring 2025**

Use for: Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor with a teaching weight of at least 50% in their annual merit formula. Also may be used for Librarianship and Clinical Teaching Track series.

Date

Address

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

I am pleased to offer you a \_\_\_\_% appointment to the faculty of the University of Colorado Boulder as *[TITLE]*. This offer is made upon the recommendation of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with the concurrence of the Dean of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the Vice Chancellor and Senior Vice Provost for Faculty Affairs*,* and it is subject to final approval by the Provost and Executive Vice Chancellor for Academic Affairs of the University of Colorado Boulder.

Attached please find your multi-year Employment Contract (or “Contract”) with The Regents of the University of Colorado, the University of Colorado’s formal, legal document governing your employment. This letter of offer provides additional information about the terms of your appointment. This letter of offer does not supersede any terms and conditions of the Employment Contract. In the event of any conflict between the Employment Contract and this letter of offer, the terms of the Employment Contract will control.

1. **Appointment Details**

Your service will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . *[Teaching track appointments usually start on the first day of an academic semester].* This appointment is for \_\_\_\_\_\_\_\_\_\_\_\_ *[*A *three or five year term (as per the employment contract)]. [Note: Five year appointments should not be used for new Assistant Teaching Professors].* Your initial academic year salary will be $\_\_\_\_\_\_\_\_.

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. *[If a non-renewable appointment, substitute the preceding sentence with the following: "This is a non-tenure track appointment and is non-renewable."].* Each academic unit on the Boulder campus will have a procedure, as may be amended from time to time, for evaluating rostered clinical, librarian, and teaching faculty for possible reappointment. This procedure involves an evaluation by a duly constituted body of the unit faculty and a review by the relevant dean. The evaluation shall cover all aspects of your appointment; in order to be reappointed, clinical teaching and teaching-track faculty members are generally expected to demonstrate excellence in teaching, and at least meritorious performance in the other components of their annual merit formula. In general, a notice from the unit-level review will be issued one semester before the current contract expires indicating one of the following: (a) you will be renewed; (b) you will not be renewed; or (c) your renewal is still pending. Rostered faculty should receive notification of non-renewal at least six weeks before the end date in the Contract. Any concerns that you may have about your evaluation should be addressed to the dean prior to your review.

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 exactly one week before the first day of Fall classes each year*]. See section 4 below for additional details about preparing for this event.

*[optional]*: You will receive $\_\_\_\_\_\_\_\_ 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.

*[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](https://www.cu.edu/controller/tax/moving-expenses).

1. **Teaching and Leadership and Service Responsibilities** [Required section]

For purposes of annual merit evaluation, your efforts and accomplishments will be assessed according to the following formula: \_\_\_\_\_\_\_\_% teaching and \_\_\_\_\_\_\_\_% leadership and service to the Department, University and profession.

*[Scholarly and creative works are rare for teaching track faculty. If scholarly and creative works are included as a percentage of the annual merit evaluation include the following statement]:* Unlike the expectations placed on tenure-track faculty, you understand that the University places no requirement on teaching faculty to conduct scholarly and creative works as part of the condition of employment. You have voluntarily requested that your evaluation formula include \_\_\_% *[the standard scholarly and creative work amount for Teaching-track faculty is usually 10%])* scholarly and creative work so that your annual merit evaluation may take your voluntary efforts in this area into consideration.

Your normal classroom teaching assignments will include \_\_\_\_ courses (or \_\_ credits) per academic year. In no event can your teaching be less than 50% of your appointment. By accepting this position, 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 rights and responsibilities as a faculty member, and the policies and procedures of the University and of your academic unit.

With agreement from you, your merit formula can be altered by the Department/Unit. If an element of your duties changes (e.g., courses added or reduced) without a change in other assigned duties, then the total % FTE will change, and the salary and differential workload should be adjusted accordingly.

**3. 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](https://www.colorado.edu/facultyaffairs/fds) from hiring to retiring. 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, laws and policies adopted by the Board of Regents, all University policies and with policies and procedures 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:

[Board of Regents Faculty Rights and Policies](https://www.cu.edu/regents/law/5)

[Multi-Year Contracts for Instructional, Research and Clinical Faculty with Teaching Responsibilities or Librarian Appointments](https://www.cu.edu/ope/aps/5053)

[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))

The primary unit defines the criteria for the reappointment and promotion of teaching track faculty. For a description of the Primary Unit Criteria in the *[insert department or program name here]*, please visit the following link: *[insert link to the department or program primary unit criteria here].*

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.

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

*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](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](https://www.colorado.edu/compliance/policies/background-check-policy).

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 faculty pledge form is enclosed. [*If faculty member has already completed the pledge, then this paragraph can be omitted.*]

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 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>.

The online training must be completed prior to the in-person campus New Faculty Orientation to be held on [*insert date – New Faculty Orientation is held exactly one week before the first day of Fall classes each year*]. OIEC recommends that the on-line training be completed as close to the in-person orientation as possible so as to reinforce content. [*If faculty member is not new and will not be attending New Faculty Orientation, then everything above this sentence in the paragraph can be omitted. Please keep the paragraph below on the PRR.*] The Professional Rights and Responsibility and Roles and Professional Responsibilities of Academic Leaders (PRR) document 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).

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](mailto: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 policy,

which may be amended from time to time. For additional information, please see the following link at: <https://www.cu.edu/employee-services/benefits-wellness>.

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In order that a recommendation for appointment may be submitted to the Provost on your behalf, please notify me by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_, of your willingness to accept this position by returning the signed letter via DocuSign. We look forward to your acceptance of this offer and your contributions to the University.

Sincerely,

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

Chair Date

Concurred by:

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

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

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

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.**