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## Office of Faculty Affairs Regent Administrative Center 2055 Regent Drive, Suite 350 Boulder, CO 80309-0049

## 303-492-5491

## facultyaffairs@colorado.edu

## 049 UCB

## Below is a list of faculty appointments processed by the Office of Faculty Affairs, and additional documents needed to complete those offers.

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| Appointment Type | Documentation Needed, in addition to Offer Letter |
| New Hires\*: 100% Instructor, Senior Instructor,Scholar-in-Residence, or Artist-in-Residence\*Any faculty member that was previously in a less than 100% position, or research faculty position, is considered a new hire. | Current curriculum vitaOne letter of recommendationSSN formPledge form |
| Reappointments: 100% Instructor, or Senior Instructor | Current curriculum vitaPUEC report |
| Assistant, Associate, or Full Professor | Current curriculum vitaThree letters of recommendationRecruiting Authorization Form (RAF)SSN formPledge form |
| Research Faculty | Current curriculum vita |
| Retentions | Faculty Retention Information Sheet |
| Administrative Appointments: Chair, Associate Chair, Faculty Director, Associate Director, Associate Dean, Institute Director, Faculty FellowOther Appointments: Courtesy, EndowedAddenda | No additional documents needed. |