## Department Letterhead

# Date

## Name

Department

Campus Box

Employer ID Number: 846000555

Letter of Offer - Appointment to Position of (insert appropriate title: Teaching Assistant, Graduate Part-Time Instructor, Research Assistant, Graduate Assistant)

Dear STUDENT NAME,

The University of Colorado Boulder (“University”), Department of \_\_\_\_\_\_ (“Department”) is pleased to offer you a \_\_\_% time) (insert appropriate title) appointment for (Fall/Spring/Academic Year) 20XX. You are required to report to campus for work on (August/January), 20XX.  (INCLUDE FOR 50% POSITIONS) Please note that 50% time is considered a full-time position and is the maximum amount of allowable employment during the academic year. If you are interested in pursuing outside work or volunteering activities beyond this, please have a conversation with your research advisor first. Your supervisor for this appointment is (NAME – if not known enter chair’s name here) (telephone # of supervisor- can be department phone #)

The compensation for this appointment is $ (semester/AY amount) with a maximum of X hours of tuition credits each semester. The contract period for this appointment runs from (**FALL&AY**: August 15/**SPRING**: January 1), 20XX to (**FALL**: December 31/ **SPRING&AY**: May 15), 20XX with salary being paid out at the end of each month.

**(FALL**: You will receive approximately ½ a month’s salary in August and four equal payments September through December/ **SPRING**: You will receive four equal payments January through April and approximately ½ month salary at the end of May/ **AY**: You will receive approximately ½ a month’s salary in August, eight equal payments September through April and approximately ½ month salary at the end of May).

The University will pay 91% towards the cost of the Student Health Insurance Plan each semester for appointments of 20% or greater, full coverage of [dental insurance](https://www.colorado.edu/health/graduate-student-dental-insurance), and full coverage of [mandatory student fees](https://www.colorado.edu/bursar/costs/mandatory-student-fees). Additional information regarding health and dental insurance is available by calling Student Health Services at 303-492-5107 or accessing the [Student Health Insurance website](http://www.colorado.edu/studenthealthinsurance/).

In this position you will be required to perform the following duties, including, but not limited to (list job duties):

**The following are additional terms and conditions applicable to your appointment:**

*Graduate Assistants*

* Are, first and foremost, graduate students pursuing an education. The opportunity to work closely with faculty and undergraduate students in a teaching and/or research capacity is an integral part of your education. The University is committed to ensuring that graduate assistant assignments are productive, enhance student qualifications, meet funding support and workload goals, and are consistent with your educational objectives and the objectives of your program.
* Must be enrolled as a full-time, degree seeking graduate student each semester with at least a B (3.0) grade point average. You also must maintain satisfactory academic performance and progress toward your degree. If enrolled in fewer than 3 credit hours (unless enrolled in only 1 credit hour to complete a thesis or dissertation after completing all required classroom work) you are required to participate in student retirement. See <http://www.cu.edu/employee-services/student-employee-retirement> for further details.
* Must obtain Colorado in-state tuition classification prior to the start of their second year of employment as a graduate student. Instructions on how to apply for residency can be found on the [registrar’s website](http://www.colorado.edu/registrar/students/state-residency/guidelines) Failure to do so will result in ineligibility for coverage of the difference between resident and non-resident tuition, starting with the following semester. International students are exempt from this requirement.
* May not accept other University employment that would result in your being employed more than 50% time by the University unless you receive approval by the Senior Assistant Dean of the Graduate School in advance of the beginning date of your appointment. International students with student visas may not, under any circumstances, exceed 50% employment during the academic term.
* May be required to work during the entire period of your appointment, apart from official University holidays, which are considered paid leave.
* Are ineligible for paid vacation.
* Are eligible for sick leave. [Information on sick leave](https://www.colorado.edu/hr/leave#sick-89).
* Must work at least 12 weeks during each semester to be eligible for the tuition coverage, fee remission, and insurance contribution. The 12 week start date is always the first day of classes in the fall and January 1 in the spring.
* Are considered “responsible employees” and required to report any incident of discrimination, harassment, or sexual misconduct (including intimate partner abuse and stalking) involving *any member* of the CU community that is disclosed to them to the Office of Institutional Equity and Compliance (OIEC). This obligation applies regardless of where or when an incident occurred or how the information is conveyed. Training is required on related university policy and reporting obligation.
* Must fulfill the requirements of the position in a satisfactory manner and behave in a professional manner or risk termination.
* Agree to comply with all resolutions, rules, and regulations adopted by the Board of Regents, and with policies and regulations adopted by the University, the Graduate School, the department, school, college, or other unit in which your appointment is made consistent with the policies and procedures of the University.
* Are responsible for all other fees, including the one-time new student fee, the immigration compliance fee, the Law Graduate Fee, Law Student SVCS/Activity Fee, and any other voluntary fees.
* Are required to self-disclose post-employment criminal convictions or felony charges filed against them within three business days of the conviction or felony charge to the Human Resources Background Check Coordinator ([hr-bgc@colorado.edu](mailto:hr-bgc@colorado.edu)). Your signature on this letter represents your agreement to comply with this self-disclosure requirement.

**Additional Information related to this appointment (IMPORTANT – PLEASE READ):**

* Courses taken through Continuing Education, Extended Studies, certain Certificate programs, or Outreach programs do not qualify for tuition coverage. Courses taken not for credit do not qualify for tuition coverage. Classes taken pass/fail *do* qualify.
* **Withdrawal from a course after the add/drop deadline will result in loss of tuition coverage for that course, and that tuition expense will be the responsibility of the student.**
* Graduate Assistants who experience issues related to workload or other concerns are encouraged to first consult with their advisor or supervisor. Students may also consult confidentially with the University [Ombuds Office](https://www.colorado.edu/ombuds/) for guidance and support in addressing concerns
* State of Colorado law specifically provides that you be an employee-at-will in this position and that the following paragraph be included verbatim in this letter of offer; the provisions of this paragraph shall supersede and control any conflicting provisions of any University policy or employee handbook: *Your employment contract is subject to termination by either party to such contract at any time during its term, and you shall be deemed to be an employee-at-will. No compensation, whether as a buy-out of the remaining term of the 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 terms of this appointment shall be construed and interpreted according to the laws of the state of Colorado. This appointment is subject to the laws and policies of the University of Colorado, as they may be amended from time to time. To the extent that the laws and policies of the University conflict with state or federal laws, state or federal laws shall prevail. Once your appointment has been approved, the specific terms and conditions of your appointment, as described in this letter of offer, may be changed only by a duly executed written addendum to this letter of offer. The University may make changes to its employment policies that affect all employees or certain classes of employees, and these shall become effective without the necessity of a written addendum to this letter of offer.

[Include this section when student is employed as a GPTI]

* The laws of the state of Colorado require that people employed to teach (as the Instructor of Record) in any state 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. You must return the pledge form with your signed offer letter if you have not previously done so.

Please indicate your intention to accept this offer by signing below on the appropriate line and returning the original and the faculty pledge form (if you are teaching as the instructor of record) to [department contact name], \_\_\_ UCB, by [specific date].

Sincerely,

[Chair Name]

Chair, Department of \_\_\_\_\_\_\_\_\_\_\_\_

I accept this offer as stated above.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Candidate’s e-mail address