

**Adjoint or Clinical Letter of Offer**

***Rev.* *10-2025***

Date

Name

Address

City, State

Dear Name:

1. I am pleased to offer to you an unpaid volunteer faculty appointment as (*adjoint or clinical rank and title)*, a faculty position in the (*college/school of…*) at the University of Colorado Anschutz Medical Campus.  This offer is subject to approval by the Provost and Executive Vice Chancellor for Academic and Student Affairs, University of Colorado Anschutz Medical Campus.
2.

This appointment is effective   date   and is subject to the provisions of State Law and Regent Policies.  This appointment is contingent upon you passing a criminal background check. If there is a delay in the background check, we may need to delay your appointment.

[Optional Work Modality Language]:

Onsite This is not a remote position. This offer is contingent upon you working full-time/part-time, onsite, on the Anschutz Medical Campus.

Hybrid This is not a remote position. This offer is contingent upon you working full-time/part-time, hybrid, on the Anschutz Medical Campus.  Your hybrid schedule must be arranged and approved by your supervisor.

Remote This is a remote position. If business needs change,

remote work arrangements may be impacted.

CU Anschutz strongly encourages vaccination against the COVID-19 virus and other [vaccine preventable diseases](https://www.cdc.gov/vaccines/schedules/downloads/adult/adult-combined-schedule.pdf). If you work, visit, or volunteer in healthcare facilities or clinics operated by our affiliated hospital or clinical partners or by CU Anschutz, you will be required to comply with the vaccination and medical surveillance policies of the facilities or clinics where you work, visit, or volunteer, respectively. In addition, if you work in certain research areas or perform certain safety sensitive job duties, you must enroll in the [occupational health medical surveillance program](https://research.cuanschutz.edu/ehs/home/divisions/occupational-health/oh-enrollment).

**Access to the campus database requires a university ID. Please work with your hiring manager or school or department HR liaison.**

This is an at-will appointment.  Your employment is subject to termination by either you or the university at any time.  Except as provided by law, no compensation shall be owed or paid to you upon or after the termination of your employment.

You agree to uphold ethical standards appropriate to your appointment, including, but not limited to, complying with all applicable laws, rules, regulations, and policies. You also agree to report suspected or known noncompliance as required by Regent and University policies. You further agree to meet obligations imposed by federal and state law and university policies, including the obligation to report.

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

We are required to provide links to the following per [Administrative Policy Statement # 5002: Faculty Appointment Process.](https://www.cu.edu/ope/aps/5002)

Faculty Handbook: <https://www.cu.edu/oaa/faculty-handbook>

Principles of Academic Freedom: <https://www.cu.edu/regents/law/5>

Code of Conduct – Administrative Policy Statement # 2027: <https://www.cu.edu/ope/aps/2027>

Sincerely,

(Name)

Dean

(If Professor in in title)

***CONCURRENCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Provost and Executive Vice Chancellor for Academic and Student Affairs, University of Colorado Anschutz Medical Campus

 I accept this offer:

Signature                      Date