

***Clinical Teaching Track Faculty (Job Codes: Assistant Professor (C/T) 1213; Associate Professor (C/T) 1212; Professor (C/T) 1211; Sr. Clinical Instructor (C/T) 1214; Clinical Instructor (C/T) 1215)***

***Rev. 10-2025***

(*Date)*

(*Name*

*Address*

*City, State Zip)*

Dear:

I am pleased to offer you a full-time at-will appointment to the faculty of the University of Colorado Anschutz Medical Campus as \_\_\_\_\_\_\_ (faculty title) in the Clinical Teaching (C/T) track in the (School/College of \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Subject to approval by the Provost, your academic year appointment is effective on \_\_\_\_\_\_\_\_\_ 1, 2020. Your contract period will begin on \_\_\_\_\_\_\_. This is a 9-month appointment. Your teaching load will be \_\_\_\_\_\_classes per year, unless modified by mutual consent of your dean and chair to enable you to support College initiatives and/or serve your creative research agenda. The initial salary is $\_\_\_\_\_\_\_ on an academic year basis. You will be paid monthly beginning the end of \_\_\_\_\_. Summer teaching/research/service may be available to you as an additional appointment.

This offer is made upon the recommendation of the faculty of the \_\_\_\_\_\_\_\_\_\_\_ (School or College), with the approval of the Provost and is contingent upon you passing a criminal background check. You may not begin work prior to passing the background check and your appointment is subject to termination if it is later determined that you failed. University policy also requires employees to disclose any new criminal convictions.

In addition to your annual merit evaluations, you may request a comprehensive review, with the concurrence of your chair, for consideration of promotion to Associate Professor (C/T) when you are prepared.

We will provide you with $\_\_\_\_\_for professional travel to advance your research agenda during your first year of employment at the University of Colorado Anschutz Medical Campus . You will also be eligible to apply for additional funding through College and University Faculty Development Grants.

University of Colorado benefit programs, including health, life, retirement, and other insurance options are described in the university benefits packet for employees. Please contact Employee Services for important information regarding your benefits and payroll (303-860-4200 or on the internet at www.cu.edu/employee-services). You will receive information on new faculty orientation which includes a benefits presentation. If you are an active member of the Colorado Public Employees’ Retirement Association (PERA), you must notify Employee Services and PERA will continue as your retirement plan.

As a condition of employment, the University must verify your employment eligibility immediately upon your employment. This is in compliance with Federal law, which requires every employee to complete a Form I-9, Employment Eligibility Verification, and to provide approved documents for examination.  Please read and comply with the posted campus I-9 policy.  You must complete Section 1 of the I-9 no later than your first day of employment.   Your authorized representative must complete Section 2 by examining evidence of identity and employment authorization within 3 business days of your first day of employment.  You must present your original, hard copy documentation to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within three 3 business days of your date of employment. Failure to submit this documentation will result in the termination of this appointment.

(Optional): This offer is conditioned upon your having the appropriate visa status that allows you to begin work for the University as of the start date for this position.

(Optional): If you do not have a visa status that will allow you to start working for the University starting on the first day of your employment as specified in this letter of offer, the university may, at its sole discretion, consider petitioning the US Citizenship and Immigration Service to obtain an appropriate visa status that will permit you to work for the university. If the University should decide to submit such a petition, and such petition is granted then your position will begin on the day on which your visa status permits your employment by the University or on a date so indicated by the University. We rely on you to share information about your visa status and work eligibility with us in a timely manner.  Any petition will be prepared by, or the preparation of the petition will be overseen by, the Office of International Affairs, International Student and Scholar Services and any required filing fees will be paid for by the (name of hiring unit).  This offer is contingent on you having appropriate visa status or on you being able to obtain the appropriate visa status based on USCIS approval of the University’s petition.

OR

As a current employee at the University of Colorado, you have already met the provisions of the Immigration Reform and Control Act (IRCA), which requires every employee to certify eligibility for employment.

Internal Revenue Service (IRS) policy requires that the Social Security Number and the name of the employee for payroll purposes match the number and employee name found on the Social Security Card. This verification is necessary in order to comply with IRS policy and to ensure that you are paid in a timely fashion.

As part of your regular duties and responsibilities, you are expected to perform a combination of teaching, scholarly and/or creative activities, and public and University service, which yield immediate benefits to students and which contribute to your development as a faculty member, and to the development of your academic unit, the College, and the University. Duties and responsibilities may include, but are not limited to, efforts in the areas of instruction, student advising and supervision, administrative or committee work, research, public service and involvement with necessary special programs.

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 rights and responsibilities as a faculty member, and the policies and procedures of the University and of your academic unit. The duties and responsibilities assigned to you may also change, depending on the needs of the academic unit.

By accepting this appointment, you become subject to and agree to comply with all Laws, resolutions, rules, and regulations adopted by the Board of Regents, and with all policies and regulations adopted by the University, by the University of Colorado Anschutz Medical Campus , and by the \_\_\_\_ (School/College) of \_\_\_\_\_, as they may be amended from time to time including required changes to primary unit criteria.

[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.

The following are additional terms and conditions applicable to your appointment. By state law or University policy, these terms must be included in this letter of offer.

1. State law specifically requires that you be an employee-at-will in your position and that the following paragraph be included verbatim in this letter of offer:   
     
   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 contract, as liquidated damages, or as any other form of remuneration, shall be owed or may be paid to you upon or after termination of such contract except for compensation that was earned prior to the date of termination. The provisions of this paragraph shall supersede and control any conflicting provisions of any University policy or employee handbook.

(2) You agree to uphold ethical standards appropriate to your position, including, but not limited to, complying with all applicable laws, rules, regulations, and conflict of interest policies, and all other 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. (Optional - If this is an officer position, add the following and provide the form (link included above in notes section): Officers must sign the Officer’s Fiscal Code of Ethics statement.

(3) The laws of the State of Colorado require that faculty members of the University affirm in writing that they will support the United States and Colorado constitutions, and that they will faithfully execute the duties of their position.  The Faculty Pledge, which appears at the end of this letter, must be signed as a condition of employment. This offer is contingent upon our receipt of your signed pledge.  Your failure to provide a signed pledge will render this offer null and void. If this should occur your position is subject to immediate termination without further notice.

(4) 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.

(5) 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, however, make changes to its employment policies, which 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.

(6) 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.**

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>

Before closing this letter of offer, I would like to emphasize a few final points.  I expect every member of our faculty to strongly support our College commitment to the promotion of diversity, to exhibit characteristics of concerned good citizenship and to demonstrate a high level of collegiality throughout the tenure of their faculty appointment.  You should acquaint yourself thoroughly with the (School/College)’s diversity plan and work diligently to pursue the objectives. You should become conversant with the College’s mission, goals and strategic initiatives and be actively involved in their accomplishment.  As a faculty member in the (School/College), you will be expected to demonstrate a sincere interest in the welfare of the College and its students at all times.  I expect each faculty member to exhibit professionalism in their dealings with other faculty, staff and students including respectful interpersonal interactions, maintaining appropriate office hours and meeting deadlines. Within the overall scope of your professional interests, you will be expected to prioritize your schedule so that you can attend all faculty meetings, department meetings, committee meetings, school-wide seminars, and convocations.  You also will be expected to support, through attendance and participation, all student-centered activities such as orientation programs, commencement exercises and major social events. If any of the matters discussed in this paragraph are inconsistent with your own priorities or personal convictions, or if you feel they may seriously conflict with or constrain your career goals, it would only be fair for you to decline this offer of employment at this time.

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

Sincerely,

(Optional: (If Professor in title)

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

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

Include pledge if teaching



If you are not a citizen of the United States and are appointed on a temporary basis, you are not required to make this pledge. To exercise this option, please print your name on the line below in this box.

**Faculty Pledge**

REQUIRED BY C.R.S. 22-61-104

I solemnly pledge that I will uphold the Constitution of the United States and the Constitution of the State of Colorado, and I will faithfully perform the duties of the position upon which I am about to enter.

Signature

Name Printed

NOTICE TO PERSONS WHO ARE NOT CITIZENS OF THE UNITED STATES OR OF THE STATE OF COLORADO:

This pledge is not an oath of allegiance to the United States or to the State of Colorado. Subscribing to this pledge does not confer rights or responsibilities of citizenship in the United States or in the State of Colorado, nor is subscribing to it intended to modify or revoke any obligations to the nation or to the state in which the subscriber holds citizenship.

I have read and agree to the University Administrative Policy entitled *Intellectual Property Policy on Discoveries and Patents for Their Protection and Commercialization* as periodically revised and updated <https://www.cu.edu/ope/aps/1013>. As a condition of my employment and by signing below, I agree to abide by the terms of this Policy and agree I shall assign and hereby do assign all discoveries in which the University has an interest as defined in the Policy.

I accept this offer.

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

Signature Date