



FACULTY LETTER OF OFFER RESOURCE GUIDE

HR Operations

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LETTERS OF OFFER

WHAT SHOULD BE INCLUDED

The Letters of Offer (LOOs) must include certain information, while other information is either highly recommended or optional. The information is listed by category below.

REQUIRED INFORMATION

TITLE AND CONDITIONS OF THE APPOINTMENT

The offer letter should include all relevant information necessary for the faculty member to clearly understand the terms and conditions of the appointment. At a minimum, all letters of offer must specify the:

- Faculty title and track
- Term of appointment: continuous (tenured), limited, indeterminate, or at-will
- Start date (and end date, if applicable)
- Salary including pay schedule and, if applicable, information on the compensation plan that determines the total salary
- Benefits eligibility
- Responsibilities/workload distribution
- Requirements for promotion and/or tenure reviews, including dates for such reviews (if applicable).

UNPAID VOLUNTEER ADJOINT FACULTY

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. This offer is subject to approval by the Provost and Executive Vice Chancellor for Academic and Student Affairs, University of Colorado Anschutz.

ADDENDUM

Once your appointment has been approved by the Dean, 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.

AT-WILL STATEMENT (FOR AT-WILL APPOINTMENTS)

By state law or University policy, these terms must be included in this letter of offer for all at-will appointments:

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.

BACKGROUND CHECK

This offer is made upon the recommendation of the faculty and Dean of the __ (School/College) of _____, 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.

ETHICAL STANDARDS STATEMENT

By state law or University policy, these terms must be included in this letter of offer:

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.

FINAL POINTS: MODIFIED FOR SCHOOL/COLLEGE

Before closing the letter of offer, it is required to include a statement outlining key faculty expectations. The points below are examples of those to be addressed, with language modified as appropriate to reflect the mission, culture, academic priorities, and operational needs of the specific School, College, or Library:

- **Commitment to Collegiality**
 Faculty members are expected to support the (School/College/Library)'s commitment to collegiality, professionalism, and responsible citizenship; and contribute positively to the academic community throughout the term of appointment.
- **Alignment with Mission and Strategic Priorities**
 Faculty are expected to become conversant with the mission, goals, and strategic initiatives of the (School/College/Library) and to be actively involved in their successful implementation.
- **Commitment to Institutional and Student Welfare**
 As a faculty member in the (Department/School/College/Library), individuals are expected to demonstrate a sincere and ongoing interest in the welfare of the unit and its students.
- **Professional Conduct and Availability**
 Faculty must maintain professional standards in all interactions with faculty, staff, and students, including respectful interpersonal behavior, maintaining appropriate office hours, and meeting institutional and academic deadlines.
- **Participation in Governance and Academic Life**
 Within the scope of professional responsibilities, faculty are expected to prioritize their schedules to attend and participate in faculty meetings, department/unit meetings, committee assignments, and School-, College-, or Library-wide seminars, convocations, and related events, as appropriate.
- **Support of Student-Centered Activities**
 Faculty are expected to support student-centered activities through attendance and participation in events such as orientation programs, commencement exercises, and other major academic or community activities relevant to the unit.
- **Candidate Acknowledgement**
 If any of the expectations outlined above are inconsistent with an individual's professional priorities or personal convictions, or would substantially conflict with career goals, the individual should carefully consider whether to accept the offer of employment.

I-9

By state law or University policy, these terms must be included in this letter of offer:

As a condition of employment, the University must verify your employment eligibility on the first day of your employment. This is in compliance with the Immigration Reform and Control Act (IRCA), which requires every employee to complete an I-9 Form and to provide certain

documents for examination. Read and comply with the posted campus IRCA policy and submit your documentation to _____ (name) within three (3) business days of the date of employment. Failure to submit IRCA documentation will result in the termination of this appointment.

OR

As a current employee or former employee at the University of Colorado within the last 3 years, you have already met the provisions of the Immigration Reform and Control Act (IRCA), which requires every employee to certify eligibility for employment.

OVERTIME STATEMENT

This position is not eligible for overtime compensation. Should your position become eligible for overtime at any time in the future, your signature on this letter represents your agreement to accept compensatory time in lieu of cash payment for overtime. Compensation for faculty members is reviewed each year during the annual salary-setting process prior to July 1. Any adjustment to the initial salary will be in accordance with such action.

PLEDGES

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.

FACULTY PLEDGE

See Index 1 - [Index 1 Faculty Pledge](#)

INTELLECTUAL PROPERTY POLICY PLEDGE

See Index 2 - [Index 2 Intellectual Property Policy Pledge](#)

REQUIRED LINKS

We are required to provide links to the following per [Administrative Policy Statement # 5002: Faculty Appointment Process](#).

[Faculty Appointments](#) – Administrative Policy Statement #5060

[Standards, Processes and Procedures for Comprehensive Review, Tenure, Post-Tenure Review and Promotion](#) – Administrative Policy Statement #1022 (Include this link for tenured, tenure-track, or tenure-eligible appointments.)

[Multi-year Contracts for Instructional, Research, and Clinical Faculty](#) – Administrative Policy Statement #5053 (Include this link for faculty appointments in the instructional, research, or clinical track.)

[Intellectual Property on Discoveries and Patents for Their Protection and Commercialization](#) – Administrative Policy Statement #1013

[Intellectual Property That is Educational Material](#) – Administrative Policy Statement #1014

[Principles of Academic Freedom](#) – Article 5.B.2 of Regent Law

[Code of Conduct – Administrative Policy Statement #2027](#)

RETIREMENT STATEMENT

(For positions .5 FTE or greater) You are eligible for the benefit programs normally provided to members of the faculty under the standard University of Colorado benefits programs, including health and life insurance, vacation, sick leave, and retirement programs. 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.

OR

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.

SIGNATURE REQUIRED

In order that a recommendation for appointment may be submitted on your behalf, please notify me by _____ (*date*) of your willingness to accept this position by returning the signed letter to _____. This appointment will not be official until you have returned a signed copy of this letter and any attachments and your appointment has received final approval on the Personnel Matters Report. A fully executed copy will be returned to you for your personal files.

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

SOCIAL SECURITY NUMBER VERIFICATION

By state law or University policy, these terms must be included in this letter of offer:

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.

STATE OF COLORADO LAWS

By state law or University policy, these terms must be included in this letter of offer:

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.

UNIVERSITY ID

By state law or University policy, these terms must be included in this letter of offer:

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

HIGHLY RECOMMENDED INFORMATION

PERFORMANCE OF DUTIES

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.

TIME AND LABOR

Please note that the University of Colorado System is implementing a new timekeeping system with an anticipated go-live date of February 28, 2027. Employees hired on or after go-live will be placed on a bi-weekly pay-in-arrears schedule. Additional information is available at: <https://www.cu.edu/employee-services/time-labor/payday-schedule-change-nonexempt-employees>

VACCINATION STATEMENT (RECOMMENDED)

CU Anschutz strongly encourages vaccination against the COVID-19 virus and other [vaccine preventable diseases](#). 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](#).

WORK MODALITY (RECOMMENDED)

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

Hybrid This is not a remote position. This offer is contingent upon you working full-time/part-time, hybrid, on the Anschutz. 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.

OPTIONAL INFORMATION

NEW EMPLOYEE ORIENTATION (OPTIONAL)

(For positions 0.5 FTE or greater) You are eligible for the benefit programs normally provided to members of the faculty staff under the standard University of Colorado benefits programs, including health and life insurance, vacation, sick leave, and retirement programs.

Your department will make arrangements for you to attend New Employee Orientation to learn more about the benefits programs and schedule you for any required training. You may also contact Employee Services for information about payroll and benefits (303-860-4200). *(If transfer within CU or state)* Your vacation and sick leave balances as of *date* will transfer with you to your new position.

REIMBURSEMENT MOVING EXPENSES (OPTIONAL)

Optional paragraph for any special arrangements (e.g., incentive bonuses, special work arrangements, conference travel, unique work hours, accommodations, etc.)

(If applicable) You will be reimbursed for actual expenses up to a maximum of \$_____. Should you terminate your employment with the University prior to completing twelve months of service from your date of hire, you agree to pay back any relocation reimbursements paid to you or on your behalf. All moving expenses are taxable.

(If applicable) In addition to your base salary, we are offering a non-base building moving allowance, payable once you start with the University in the amount of \$ _____. If termination of employment prior to one year occurs by either party, you agree to pay back the moving allowance.

VISA STATUS (OPTIONAL)

(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.

POST-DOCTORAL INFORMATION

POST-DOCTORAL FELLOW LANGUAGE

I am pleased to offer you a fulltime/part-time (if part time include FTE level of appointment) appointment as a Postdoctoral Fellow/Trainee in the School of _____, Department of _____, (or Division of _____, name of program, institute, center), at the University of Colorado Anschutz. This offer, which supersedes any other written or verbal agreement, is subject to approval by the Dean of the School of _____ (as appropriate for the appointment).

Your appointment will begin on *month day, year*, and is subject to the provisions of State Law and the policies of the Board of Regents of the University of Colorado. Eligibility for postdoctoral appointments is limited to a maximum of five-years at the University. The initial salary for this position is \$xx, xxx per fiscal year. (*Note: according to the university postdoctoral policy, all full-time postdoctoral fellows MUST receive a stipend either equal to, or above, the NIH NRSA guidelines for a postdoctoral fellow with no previous experience. A link to the current NRSA stipend levels can be found at <https://www.cuanschutz.edu/offices/postdoc>. There is no*

upper limit on postdoctoral salaries). This offer of employment is contingent upon you passing a criminal background check. If there is a delay in the background check, we may need to negotiate a revised start date. This position is not eligible for overtime compensation. Should your position become eligible for overtime at any time in the future, your signature on this letter represents your agreement to accept compensatory time in lieu of cash payment for overtime. You will report to *supervising faculty mentor's name (or name and title if different than the first signature below)* as your supervisor.

[IF appointment is part-time and runs concurrently with another type of appointment (e.g. part-time Instructor, or other appointment that enables those in clinical depts to see patients) include the following sentence:] the terms of this position are in addition to and separate from your *position title* with the Department of _____. All other terms and conditions of that letter of offer remain unchanged.

[IF the individual to be hired has not yet provided proof that they have a doctoral degree include the following sentence:]

This offer is also a provisional one, contingent upon your submission of proof of degree by _____ (*select either the appointment start date or a date no later than 60 days after the appointment start date, depending on your School Policies*), or the offer will be rescinded and the appointment terminated.

[IF the sources of support include external sources such as a foreign country, include the following as appropriate:]

- a) The University will provide salary support for you in the amount of \$xx,xxx monthly/annually; and
- b) *Your home government/institution (or name of the funding agency)* will provide financial support in the amount of \$xx,xxx monthly/annually. You must provide appropriate written documentation of this support signed by the appropriate official when you return this letter. Foreign currency must be translated into U.S. dollars. (*Alternatively use c instead of b*).
- c) No University funds will be expended in support of this appointment. All support funding comes from (*name the funding agency*). You must provide written documentation of this support signed by the appropriate official when you return this letter, showing that you have adequate support funds. Foreign currency must be translated into U.S. dollars.

[IF the Individual is a foreign national include this paragraph:]

If you are a foreign national, this postdoctoral appointment is contingent upon receipt of the appropriate visa type. Although we (department?) will assist you with obtaining a (*insert type: ex. J-1*) visa, you are personally responsible for (a) fully and properly complying with all laws and regulations of U.S. federal, state and local governments; (b) maintaining your lawful status including not working without authorization; and (c) ensuring that any necessary documents are forwarded to the appropriate government agency in a timely manner. Please contact *administrator's name, at (add phone or email address)*, to begin the visa application process.

The departmental administrator will work in coordination with the International Student and Scholar Services to help you secure your visa. Additionally, this offer is extended with the understanding that you have adequate command of the English language to participate successfully in the program.

[IF the position is 50% or greater:]

You are eligible for the benefit programs normally provided to postdoctoral fellows/trainees under the standard University of Colorado benefits programs, including health and life insurance. You may also contact Payroll Benefits Services for information about payroll and benefits (303-860-4200).

The University of Colorado Anschutz uses job code 1438 for all postdoctoral fellows. Research postdoctoral fellows/trainees, who are paid through the university regardless of the source of the funds that support their salary, are considered to be employees of the university. As such, all Postdoctoral Fellows/Trainees employed 50% or more, will receive benefits as outlined below (and also detailed in the *Benefits Eligibility Matrix* on the Employee Services website). All are subject to standard employee withholdings, including FICA (in accordance with their citizenship, residency or visa status). When Postdoctoral Fellows/Trainees are supported on awards that do not allow certain contributions to be charged directly to the award (e.g., FICA), the university covers the employer contribution; the employee contribution is withheld from the Postdoctoral Fellows/Trainee's paycheck. By accepting and signing this offer, you acknowledge and agree that state and federal taxes and withholdings, including but not limited to FICA, FAMILI, unemployment insurance, and health insurance premiums may be withheld from your paycheck, regardless of your funding source now or in the future.

POST-DOCTORAL FELLOW BENEFITS LANGUAGE

Full-time Postdoctoral Fellow/Trainees are eligible for 12 days of vacation and 12 days of sick time per year, accrued in eight-hour increments at the end of each month. (Leave is pro-rated for part-time appointments and for partially-worked months.) Leave must be accrued before it can be used and requests for leave must be approved by your supervisor before the leave is taken. Leave usage is reported on a monthly basis to *administrator's name*, unit administrator. Vacation and sick time can be carried over from year to year during the tenure of your appointment as a Postdoctoral Fellow/Trainee. Leave accrual is capped at 44 work days (or 352 hours) of combined sick and vacation leave. Upon termination of the 1438 postdoctoral appointment, leave is not paid out and unused leave at termination date will be forfeited. Remaining leave balances cannot be transferred to other regular job classification positions within the University of Colorado system. Postdoctoral Fellow/Trainees are eligible for 6 weeks of paid Parental Leave based on eligibility requirements outlined in [Research Postdoctoral Fellows/Trainees Policy1009A](#).

POST-DOCTORAL FELLOW POLICIES OF INTEREST

Your continued employment is subject to compliance with the policies of the University and of the School of _____. You will be responsible for making yourself aware of applicable policies affecting your University business. The University policy for postdoctoral research fellows/trainees may be found on the Postdoctoral Office website at <https://www.cuanschutz.edu/offices/postdoc>.

During this appointment, you will be involved in *description of research studies*. (*Alternatively use*: The enclosed job description outlines the specifics of your appointment duties). You will be provided an annual performance evaluation, as cycled per campus practice, with an opportunity for a potential salary increase that is dependent upon current campus policies, departmental funding availability, and your performance.

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 Postdoctoral Fellow/Trainee, and the policies and procedures of the University and of your academic unit.

By accepting this appointment, you agree to comply with all resolutions, rules and regulations adopted by the Board of Regents, and with policies and regulations 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 Postdoctoral Fellow/Trainee.

By accepting this appointment, you consent to abide by the University's policy of classifying Postdoctoral Fellows/Trainees in job code 1438 as employees and accepting the subsequent withholdings that allow for such classification, regardless of your funding source now or in the future. If you do not accept this policy, you may decline this offer and, at your request, the University will appoint you to an alternative, non-employee postdoctoral position.

WORKING RETIREE INFORMATION

ORP SPECIFIC LANGUAGE FACULTY

As a retiree, you will be responsible for monitoring the effect this employment may have on your retirement compensation or benefits.

You are not eligible for employee benefit programs but may be eligible for University retiree benefits. Please contact Employee Services for information about payroll and benefits at 303-860-4200.

As a result of the Healthy Families and Workplace Act effective January 1, 2021, you will earn .034 hours of sick leave for each hour worked. The maximum accrual is 48 hours per fiscal year.

PERA SPECIFIC LANGUAGE FACULTY

As a PERA retiree, you will be responsible for monitoring the effect this employment may have on your PERA retirement benefits. You will pay a working retiree contribution to PERA. The contribution rate is determined by PERA and adjusted effective July 1 each year. This working retiree contribution does not accrue any additional benefits and you are not eligible for a refund of these contributions. It is your responsibility to understand and comply with PERA's working after retirement rules and work limit, and to keep track of your time worked under PERA, to avoid any possible reductions in your PERA benefit. Please review [PERA's Working After Retirement booklet](#) for complete details, and refer to PERA directly with any questions.

You are not eligible for employee benefit programs but may be eligible for University retiree benefits. Please contact Employee Services for information about payroll and benefits at 303-860-4200.

As a result of the Healthy Families and Workplace Act effective January 1, 2021, you will earn .034 hours of sick leave for each hour worked. The maximum accrual is 48 hours per fiscal year.



University of Colorado **Anschutz**

Faculty Pledge

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

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.

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.

INDEX 2 INTELLECTUAL PROPERTY POLICY PLEDGE

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