## University of Colorado Anschutz logo. Letters CU are in gold with black outline.

## **Professional Research Asst/Assoc**

## **Updated 10-2025**

*Date*

*Name*

*Address (use home address even if internal applicant)*

*City*

Dear *Name*:

I am pleased to offer to you a *full-time/part-time* position as *title*, a *(Sr.)* Professional Research *Assistant/Associate* at the University of Colorado Anschutz Medical Campus. This offer is subject to approval by the Dean.

This appointment is effective *date* and is subject to the provisions of State Law and Regental policies. The initial salary for this position is $*xx,xxx* per fiscal year. This offer of employment 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.

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 Professional Research staff 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. You will report to me (*or name, title*) as your supervisor.

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.

*(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.

*(If your position is 50% or more)* 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 (Performance Management if you supervise classified staff and Preventing Sexual Harassment). 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.

[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. Officers must sign the Officer’s Fiscal Code of Ethics statement.

(3) As a condition of employment, the University must verify your employment eligibility immediately upon your employment. This is in compliance with the federal law, which requires every employee to complete an I-9 Form and to provide certain documents for examination. Read and comply with the posted campus I-9 policy and submit your documentation to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) within three (3) business days of the 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.

(4) 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.**

(5) 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.

(6) 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.

(7) 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.

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>

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.

Please indicate your willingness to accept this offer by returning to me this original letter with your signature below. A fully executed copy will be returned to you for your personal files.

Sincerely,

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

*Appointing Authority Name / Title*

Agreed to by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*New employee name*