***Adjunct Faculty (Job Codes 1409-1413)***

***Rev. 7-2024***

Notes: 1. 5-L. Regent’s Policy on Approved Faculty Titles - ****Adjunct:**** Adjunct faculty status of Professor Adjunct, Associate Professor Adjunct, and Assistant Professor Adjunct is awarded to an individual who previously held the rank of full Professor, Associate, or Assistant at a comparable higher education institution. Adjunct faculty members are hired on a course-by-course, part-time, non-tenure track basis (similar to Lecturers). The title of full Professor, Associate, or Assistant Professor Adjunct will be dependent upon the last rank held by the individual in a comparable institution. If the permanent faculty believes an individual’s qualifications and experience warrant an adjunct appointment even though the individual has not previously held a professorial rank, the title of Assistant Professor Adjunct normally would be recommended.

2. Please read each of the choices under each section and delete the choices that not apply.

(Date)

(Address)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

I am pleased to offer you a temporary non-tenure track appointment as \_\_\_\_\_\_\_\_\_ *(faculty title)* Adjunct in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(school/college).* This appointment is not eligible for and does not lead to the award of tenure. This offer is contingent upon the approval of the Personnel Matters Report. 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 at-will appointment begins \_\_\_\_\_\_\_\_\_\_ *(date).* You will be paid $\_\_\_\_\_\_\_\_ for teaching assigned courses and for (*list expectations-class and lab preparation, examinations and grading, maintain office hours for student consultations, etc.).* Teaching assignments may fluctuate and are contingent upon the schedule of courses offered each term, the required number of student enrollments in your tentatively scheduled course(s), and the Dean’s decision regarding effective use of *(school/college)* resources. We cannot guarantee that you will teach particular courses, that you will be scheduled to teach, or that you will actually teach in any semester.

***OR***

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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 unless it was earned prior to termination.

This faculty appointment is without group health and life benefits. As a result of the Healthy Families and Workplace Act effective January 1, 2021, you will earn .034 hours for each hour worked.  The maximum accrual is 48 hours per fiscal year.

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 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.

[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.**

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.

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>

You agree to uphold ethical standards appropriate to your position as a faculty member, including, but not limited to, standards applicable to conflicts of interest and conflicts of commitment as defined by University policies.

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.

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 Medical Campus.

Sincerely,

(Name)

Dean

(Optional: If Professor in title)

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



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