##

## **Use Department/Campus Letterhead**

***AMC/12 Month Tenure Track Faculty*** *(with the exception of SOM and School of Public Health)*

***(Job Code: Assistant Professor 1103; Associate Professor 1102; Professor 1101)***

***Rev. 7-2024***

***Notes:*** *1. 5-L. Regent’s Policy on Approved Faculty Titles – Faculty members in the tenure-track have limited term contracts* ***Assistant Professor:*** *Assistant Professors appointed to tenure-track positions should have the terminal degree appropriate to their field or its equivalent, plus some teaching experience. They should be well-qualified to teach at the undergraduate or graduate levels and possess qualifications for research or scholarship in a special field or clinical discipline.* ***Associate Professor:*** *Associate Professors should have the terminal degree appropriate to their field or its equivalent, considerable successful teaching experience, and promising accomplishment in scholarship or in research. Normally the award of tenure accompanies appointment to or promotion to associate professor.*

*2. Any prior service credit should be handled on the “Prior Service Agreement” Form, which will serve as an addendum to this letter of offer. The most prior service credit allowed is 3 years such that the comprehensive review would be scheduled during their first year here. Prior service credit is irrevocable; the faculty member must follow the original agreement.*

*3. Select the appropriate choices and fill in the blanks under each paragraph. Only those paragraphs marked as such may be deleted or modified.*

*4. Please note that the Provost and Executive Vice Chancellor for Academic and Student Affairs, University of Colorado Anschutz Medical Campus requires that each new faculty receive a letter from the Dean/Chair during the first semester outlining options for mentoring and/or receiving information regarding comprehensive and tenure review progress.*

*5. This letter of offer assumes that the person has successfully passed the criminal background check. If not, this contingency must be noted in the first paragraph.*

(*Date)*

(*Name*

*Address*

*City, State Zip)*

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

I am pleased to offer you a full-time appointment to the faculty of the University of Colorado Anschutz Medical Campus as \_\_\_\_\_\_\_\_\_\_\_\_ *(faculty title)* of \_\_\_\_\_\_\_\_\_\_\_\_ *(discipline)* in the \_\_\_\_\_ *(School/College)* of \_\_\_\_\_\_. Subject to approval by the Provost, your fiscal year appointment is effective on \_\_\_\_\_. This is a 12-month faculty appointment. The initial salary is $\_\_\_\_\_\_\_\_\_ per fiscal year. You will be paid monthly beginning \_\_\_\_\_\_\_\_\_\_\_\_.

This offer is made upon the recommendation of the faculty 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.

In addition to your annual merit evaluations, you will undergo a comprehensive review in \_\_\_\_\_\_ (*year*). *Prior service credit language goes here—see note 2 above.* Assuming you are reappointed following this comprehensive review, you will be reviewed for tenure and promotion during the 20\_\_-\_\_ academic year.  If the outcome of the review is favorable, you will be promoted to the rank of associate professor and granted tenure. If either the Comprehensive Review or the Tenure/Promotion Review is not successful, you will receive a one-year notice in advance of termination.  Our department/school/college criteria and standards for comprehensive review and for tenure are described in the enclosed document *(list name of document)*.

*(If applicable/may be modified) This offer is contingent upon your having completed your* Ph.D. by \_\_\_\_\_\_\_\_\_\_. Please submit an official transcript to \_\_\_\_\_\_\_\_ in my office as documentation of the degree. If you have not been awarded your Ph.D. by this date,then this appointment will immediately terminate without further notice. Should that occur, the University, at its sole discretion, may offer you an at-will appointment as \_\_\_\_\_\_\_ *(Senior/Instructor)* at a reduced salary of $\_\_\_\_\_. If this position is offered, you will receive a new letter of offer for the (*Sr/Instructor)* appointment. In that letter we may set a new deadline for your Ph.D. degree.

(*If applicable/may be modified*) We will provide you with startup funds in the amount of $\_\_\_\_\_\_\_\_ for \_\_\_\_\_ (*list items*). You will be given a basic computer package for use in your office.

[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.

*(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.

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

*(If your position is 50% or more)* You are eligible for the benefit programs normally provided to members of the University Staff 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.

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.

The following are additional terms and conditions applicable to your appointment.

(1) 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.

(2) 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 IRCA 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.

This offer is contingent on the University’s petition being approved and on your being able to obtain the appropriate visa status.

(3) 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.

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

(4) 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.

(5) 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.

(6) Once your appointment has been approved by the Provost and Executive Vice Chancellor for Academic and Student Affairs, University of Colorado Anschutz Medical Campus, 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.

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.

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>

Standards, Processes and Procedures for Comprehensive Review, Tenure, Post-Tenure Review and Promotion - Administrative Policy Statement #1022: <http://www.cu.edu/ope/aps/1022>

*(Mandatory but should be modified to fit school/college/library)* 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 *(School/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/Library)* diversity *(plan/goals)* and work diligently to pursue the objectives. You should become conversant with the *(School/College/Library)* mission, goals and strategic initiatives and be actively involved in their accomplishment.  As a faculty member in the (\_\_\_\_\_\_\_\_\_\_\_\_\_), you will be expected to demonstrate a sincere interest in the welfare of the *(School/ College/Library)* 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,

(Name)

Dean



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