[Date]

[Name]

[Mailing Address]

Dear [Name]:

This is a formal offer for the position of postdoctoral fellow at Colorado State University effective ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This offer is contingent upon you having completed all the requirements for a Ph.D. before beginning this appointment. This offer has the approval of the Provost and Executive Vice President, Marion K. Underwood, acting under the authority delegated to her by the Board of Governors, Colorado State University’s governing board.

This is a full-time 12-month appointment at a starting salary of $­\_\_\_\_\_\_\_\_\_\_ plus appropriate benefits. This is a limited appointment that ends \_\_\_\_\_\_\_, with the possibility of renewal depending on performance and available funds. Your assignment will be in the Department of \_\_\_\_\_\_\_\_\_\_\_\_ and your duties will be as described in the enclosed job description. This appointment is contingent on continued grant funding. This is an at-will position and pursuant to State Statute, C.R.S. 24-19-104, these positions are “employees at will” and employment is subject to termination by either party at any time, although a termination cannot be for a reason that is contrary to applicable Federal, State, or local law.

--------------------------------------

**If applicable:**

This position has been designated as nonexempt and is eligible for overtime under the Fair Labor Standards Act (FLSA).  You are required to track and document any compensable hours. The established work week for all University departments shall be 168 consecutive hours beginning 12:01 a.m. each Saturday. The hours worked in excess of 40 in a single work week will be paid at a rate of one and one half times the employee’s hourly rate, or shall be taken as compensatory time, unless the excess hours are balanced with time off during the same week, keeping the weekly total to 40 hours or less. Please review the Human Resources Manual, Section 1: General Provisions regarding hours worked, overtime, and overtime eligibility.

----------------------------------------

Please familiarize yourself with the policies and regulations outlined in the Academic Faculty and Administrative Professional Manual. The Manual can be accessed at <https://facultycouncil.colostate.edu/> Please review the information pertaining to benefits found at <https://hr.colostate.edu/current-employees/benefits/>.

**--------------------------**

**If applicable:**

Since you are a Foreign National on a limited visa, it will be your responsibility to understand the immigration regulations governing your visa status in the United States and to work closely with your advisers at the Office of International Programs for assistance in maintaining lawful status throughout your employment at Colorado State University.

-----------------------

It is the policy of Colorado State University to provide reasonable accommodations for employees and applicants with disabilities. If you need accommodations, please contact the Office of Equal Opportunity.

I appreciate your willingness to accept this important and challenging assignment. I look forward to working with you to enhance the quality of our programs at Colorado State University. To confirm your acceptance of this position, please sign below and return the original to me by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please retain a copy for your records.

Sincerely,

Signature of Department Chair

Name of Department Chair

Department Name

I accept your offer of the aforementioned position:

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

Signature Date

xc: [bfs\_ap\_offerletters@colostate.edu](mailto:bfs_ap_offerletters@colostate.edu)

[College Dean (if applicable])

[Department Head (if applicable)]

[Director (if applicable)]

(*Revised January 2024)*