Standard Offer Letter for Academic Faculty Appointments

[Date]

[Name]

[Mailing Address]

Dear [Name]:

I am pleased to offer you a full *[part]*-time regular \_\_-month appointment at the academic rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Assistant/Associate/Professor]* at Colorado State University at a starting \_\_-month salary of $\_\_\_\_\_\_\_\_, plus benefits, and a start date of \_\_\_\_\_\_\_\_\_\_. Your academic assignment will be in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Academic-year (9-month) appointments begin on August 16 and run through May 15 of each year. 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.

**Whichever is applicable:**

1. This is a tenure-track position. Until tenure is granted, you will be reappointed annually, providing you have earned satisfactory ratings in your annual reviews. Assuming satisfactory progress, the tenure recommendation is normally made in the sixth year of service at Colorado State University. Your tenure review will take place during the \_\_\_\_\_academic year. Granting of tenure will occur upon the successful completion of six full years of employment in academic rank. At approximately the midpoint of the probationary period, we will conduct a comprehensive review and evaluation of progress toward tenure. This review will take place during the \_\_\_\_\_\_ academic year.

B. This is a tenure-track position. Until tenure is granted, you will be reappointed annually, providing you have earned satisfactory ratings in your annual reviews. Assuming satisfactory progress, the tenure recommendation is normally made in the sixth year of service at Colorado State University. You will receive \_\_\_\_\_\_ years credit toward the tenure probationary period based upon your service at (*name of institution*). This means that the earliest you could be considered for tenure is the academic year \_\_\_\_\_\_. You will need the approval of the Dean and Department Head before submitting your materials at that time. According to our policies, the tenure decision must be made no later than the sixth year of service, namely the \_\_\_\_\_\_\_ academic year. At approximately the midpoint of the probationary period at Colorado State University, we will conduct a comprehensive review and evaluation of progress toward tenure. This review will take place during the \_\_\_\_\_\_ academic year.

C. At Colorado State University, the tenure decision is primarily a responsibility of the tenured faculty. The Tenure and Promotion Committee in the department recommended that you be hired as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with tenure. The tenure review process starts at the department level and requires the recommendation of the Department Head, the Dean, the Provost and Executive Vice President, and the President. At this time, the Provost and Executive Vice President and the President will review our recommendations and make a decision. This process should be completed within a period of several weeks.

Please familiarize yourself with the policies and regulations outlined in the Academic Faculty and Administrative Professional Manual. Sections D, E, and J are especially germane, as they outline the responsibilities and expectations for faculty. Section G of the Manual describes Privileges and Benefits, and Section F of the Manual describes Colorado State University Leave Policies.

The Manual can be accessed at <https://facultycouncil.colostate.edu/>

Also please review the benefits manual 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, to work closely with your advisors at the Office of International Programs for assistance in maintaining status, and seeking Lawful Permanent Resident Status.  The Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will assist you in this process including administrative assistance they may be able to provide and helping to defray reasonable expenses in achieving such status.

Consistent with the mission of a land-grant university, all faculty members are expected to contribute to education, research/creative performance/scholarship, and service/outreach functions. Initially, the division of your responsibilities will approximate \_\_\_% instruction/advising; \_\_\_% research, creative performance or scholarship; and \_\_\_% outreach/service. The distribution of your efforts may be altered to accommodate changes in department, College, and University policies and goals. However, any changes must be approved by the Department Head/Chair and the Dean of the college, following discussion with the faculty member. Finally, the College expects every faculty member to contribute positively to the morale and culture of the College, Department and University.

One of Colorado State’s primary missions as a land-grant institution is expressed in our commitment to Engagement:  meaningfully collaborating with external partners to bring the assets of the University to bear on the many challenges we face, and to learn from our constituents as much as we can about exactly how those challenges are being dealt with in the broader society.  As your career here develops, we expect that you will look for opportunities for the scholarship of engagement which can overlap with your expertise in teaching and creative activity.

**If applicable:** *Initially this position will include \_\_ weeks of clinical assignment per year (\_\_% total effort). Clinical service is typically divided between the Instruction and Outreach/Service categories based upon the area of specialization served. As a result of your clinical assignment and non-clinical duties, the distribution of your effort is expected to be* ***A****% instruction/advising (including Y% clinical teaching),* ***B****% research, and* ***C****% outreach service (including Z% clinical teaching). [Note: A, B, & C equal 100%. Y% and Z% add up to the percent total effort for clinical service.*

**If applicable:** *At Colorado State University, Cooperative Extension effort is categorized as Instruction.*

**If applicable:**

We have agreed to a start-up package consisting of the following elements:



**If applicable:**

A. The institution will pay all reasonable relocation costs as you move to Fort Collins. Please be aware, however, that expenses in excess of $13,000 require approval in advance by the Provost and Executive Vice President and the Vice President for University Operations. You will need to secure one guaranteed bid from a CSU approved moving company and get prior approval for the moving expenses. Included in the financial limits stated above would be reasonable costs of your visit(s) to Fort Collins to look for housing.

1. The *[department/college/unit]* is prepared to assist with your relocation and moving expenses in the amount of $\_\_\_\_\_\_\_. You will need to secure at least one guaranteed bid from a CSU approved moving company and get prior approval for the moving expenses.

Payments cannot be made prior to the official start date of the appointment. Please be aware moving expenses are taxable to the employee through their pay advice in the calendar year in which they are either directly reimbursed or paid to a third party vendor. In the event that you choose to relinquish your position, for reasons within your control, before your one-year anniversary date for a 12-month appointment, or before completion of one Fall and one Spring semester for a 9-month appointment, you will be required to reimburse the University for all moving and relocation expenses, including in-kind services. Information on moving expenses can be found online at <https://procurement.colostate.edu/relocation-services-moving/>

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.

The faculty and I are very enthusiastic about your appointment. We know that you will contribute significantly to our programs in both teaching and scholarship, and I am confident that you personally will find many opportunities for professional growth and accomplishment at Colorado State University. I hope that we have demonstrated our commitment to working with you as you pursue your professional goals in academia. 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,

# [Name]

Dean, College of \_\_\_\_\_\_\_\_\_\_\_

I accept your offer of the aforementioned position:

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

Signature Date

xc: Marion K. Underwood, Provost and Executive Vice President

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

## [Department Head]

[Director (if applicable)]

(*Revised January 2024)*