Standard Offer Letter for Administrative Appointments

[Date]

[Name]

[Mailing Address]

Dear [Name]:

I am pleased to offer you the position of *[official title]* at Colorado State University, effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.*

**For interim positions:**

1. We have agreed that you will serve in this interim position until \_\_\_\_\_\_\_\_\_\_\_\_\_ and that you do not intend to become a candidate for the permanent position.
2. We have agreed that you will serve in this interim position until \_\_\_\_\_\_\_\_\_\_\_\_\_ and that you may become a candidate for the permanent position if you choose.

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 [*part*]-time, \_\_-month appointment at a salary of $\_\_\_\_\_ plus benefits. The components of this salary are your current 9-month faculty base salary of $\_\_\_\_\_\_, an additional 3 months of salary compensation at that base ($\_\_\_\_\_\_\_), and an administrative increment of $\_\_\_\_\_\_\_.

Although State of Colorado regulations do not permit multi-year appointments except for tenure, our expectation is that you will serve a five-year term in this administrative position, renewable upon condition of good performance as judged by annual performance reviews and upon mutual agreement following a comprehensive review during the fifth year of your appointment.

**If applicable:**

You will hold [*continue to hold*] an appointment as [Associate, Assistant] Professor [*with tenure*] in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If at any time you relinquish this administrative position, your salary as [Associate, Assistant] Professor will be based upon the 9-month (12-month, if applicable) faculty base salary, plus annual salary increases you receive attributable to that portion of your appointment.

**If applicable:**

This is an Administrative Professional position and pursuant to State Statute, C.R.S. 24-19-104, all Administrative Professionals are “employees at will” and their employment is subject to termination by either party at any time, although the termination cannot be for a reason that is contrary to applicable Federal, State, or local law.

**If applicable:**

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.

Initially, the division of your responsibilities will approximate \_\_\_% administration, \_\_\_% instruction/advising; \_\_\_% research, creative performance or scholarship; and \_\_\_% outreach/service, as described in the position announcement. The distribution of your efforts may be altered to accommodate changes in department, College, and University policies and goals.

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 advisers 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.

**If applicable:**

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



**If applicable:**

1. 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.
2. 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. The information on moving expenses can be found 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.

I appreciate your willingness to accept this important and challenging assignment. I look forward to working with you to enhance the quality of academic 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,

# [Name]

# [Supervisory Administrator]

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)

[College Dean (if applicable)]

[Department Head (if applicable)]

[Director (if applicable)]

(*Revised January 2024*)