Standard Offer Letter for Non-tenure track Faculty Appointments

[Date]

[Name]

[Mailing Address]

Dear [Name]:

I am pleased to offer you a [*full*/*part]*-time \_\_-month *[adjunct or continuing or contract]* appointment at the academic rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Instructor/Senior Instructor/ Master Instructor/ OR / Assistant Professor /Associate Professor / Professor]* at Colorado State University at a starting \_\_-month salary of $\_\_\_\_\_\_\_\_ (*if applicable:* at X% effort based on a full-time salary of $XX,XXX), 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.

**Choose one of these three options:**

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**1)** ***A.*** This adjunct appointment is "at will" and subject to termination by either party at any time. Your appointment at X% effort (50% or greater percent effort) is for no more than two semesters. At the end of that period, the position may be terminated or you will be transitioned to a continuing or contract appointment type.

***OR***  ***B.*** This adjunct appointment is "at will" and subject to termination by either party at any time. Your appointment at X% effort (anything less than 50% effort) will end on \_\_\_\_\_\_\_\_\_ (*date)*.

**2)** Our expectation is that this continuing appointment will be ongoing assuming satisfactory performance and adequate financial support for the position. We must point out however all continuing appointments of this nature are “at will” and 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.

**3)** This is a *[two OR three]* year contract. One year before the expiration date of the contract, it may be renewed by the University in a written renewal letter or you will be notified that the contract may be allowed to expire. If it is not renewed, your appointment reverts to an at-will continuing appointment at the end of the contract period. Your contract will continue for the term identified herein, assuming your satisfactory performance, adequate financial support for the position, and your compliance with University policies and procedures. Moreover, please be advised that the University reserves the right to reorganize and/or restructure any academic program or unit, which may or may not affect the term of your appointment. Additionally, pursuant to Colorado law, the terms of your appointment may be unenforceable if, during the term of your appointment, the Colorado State University System or Colorado State University (i) ceases to be an enterprise, as defined in section 20(2)(d) of article X of the state constitution; and (ii) lacks present cash reserves sufficient to pledge irrevocably to satisfy the terms of your appointment.

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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 <http://facultycouncil.colostate.edu/>. Also please review the information pertaining to benefits found at [www.hrs.colostate.edu/benefits/index.html](http://www.hrs.colostate.edu/benefits/index.html).

**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.

*[Optional:* Aside from whatever administrative assistance we may be able to provide, your department will help to defray reasonable expenses in achieving appropriate visa status.*]*

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Consistent with the role of a land-grant university, faculty members may contribute to various aspects of its overall mission. Initially, the division of your responsibilities will approximate \_\_\_% instruction/advising; \_\_\_% research, creative performance or scholarship; and \_\_\_% outreach/service, as described in the position announcement.

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**If applicable:**

Clinical service is typically divided between the Instruction and Outreach/Service categories based upon the area of specialization served. This position will initially include \_\_ weeks of clinical service per year (\_\_% effort) and approximately \_\_% instruction/advising, \_\_% research, and \_\_% outreach service.

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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.

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**If applicable:**

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



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**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.

***OR***

B. The [department/college/unit] is prepared to assist with your relocation and moving expenses up to 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 online at <https://procurement.colostate.edu/relocation-services-moving/>

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It is the policy of Colorado State University to provide reasonable accommodations for employees and applicants with disabilities. If you need reasonable 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:

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Signature Date

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

## [Department Head]

[Director (if applicable)

(*Revised January 2024)*