**Appointment of Department Chair/Head**

[Date]

[Name]

[Mailing Address]

Dear [Name]:

I am pleased to offer you the position of Chair/Head of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Colorado State University effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 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\_\_\_\_\_\_\_month appointment at a salary of $\_\_\_\_\_ plus benefits. The components of this salary are a 9-month faculty base salary of $\_\_\_\_\_\_\_\_\_\_, an additional 3 months of salary compensation at that base ($\_\_\_\_\_\_\_\_\_), and an administrative increment of $\_\_\_\_\_\_\_\_\_\_. If at any time you relinquish this administrative appointment, your salary as \_\_\_\_(academic title)\_\_\_\_\_\_ will be based upon the 9-month (12-month, if applicable) faculty salary of $\_\_\_\_\_\_\_\_\_\_, plus annual salary increases you receive attributable to this portion of your appointment minus any administrative supplement and raises, if applicable.

It is anticipated that this appointment will last approximately \_\_\_\_\_\_\_ years and may continue thereafter; however, state statute prohibits contracts exceeding one year. An annual review will be conducted based on the administrative performance and a more comprehensive review will be conducted by the Dean of the college at the conclusion of \_\_\_\_\_\_ years.

Initially, the division of your responsibilities will approximate \_\_\_\_% administration, \_\_\_\_% instruction/advising, and \_\_\_\_\_% research/scholarship. The distribution of your efforts may be altered to accommodate changes in department, College, and University policies and goals.

As stated in C.2.4.2.2 of the *Academic Faculty and Administrative Professional Manual*, this administrative appointment within the college is considered “at will”. Pursuant to State Statute, C.R.S. 24-19-104, “at will” employment is subject to termination by either party at any time, although the termination cannot be for a reason 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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.

**If applicable:**

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 information pertaining to benefits found at <https://hr.colostate.edu/current-employees/benefits/>.

**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 bids 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/>

**If applicable**:

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

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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 accommodations, please contact the Office of Equal Opportunity.

I am pleased that you are willing 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]

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)

(*Revised January 2024*)