Date

Name

Address

City, State Zip

Dear Name:

I am pleased to offer you a non-tenure track faculty appointment as Lecturer in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the College of Liberal Arts and Sciences. This appointment is not eligible for and does not lead to the award of tenure. This offer is contingent upon the Dean’s approval and your passing of the criminal background check. You may not begin work prior to passing the background check and your appointment is subject to termination if it is later determined that you failed. University policy also requires employees to disclose any new criminal convictions.

## Your appointment is a part-time at-will appointment. Your appointment begins August 11, 2025 and ends on December 12, 2025. Your salary will be \_\_\_\_\_\_\_\_\_\_\_\_\_ for the semester. Your salary is considered an open record under Colorado law and may be provided publicly. You will be paid monthly on the last business day of each month. You will receive prorated pay in August and December to align with the semester work dates.

Your initial responsibilities include teaching \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a \_ credit course). *Optional: You will be required to attend orientation \_\_\_\_\_\_\_\_\_\_\_\_\_\_* (if the pay includes a required orientation, please include the dates of the orientation). Teaching assignments may fluctuate and are contingent upon the schedule of courses offered each term, the required number of student enrollments in your tentatively scheduled course(s), and the Dean’s decision regarding effective use of Collegeresources. Thus, we cannot guarantee that you will teach particular coursesor that you will actually teach in a given term. Courses taught in Fall 2025 may be remote or online or may need to transition to remote or online during the semester. Remote instruction must have a standard meeting pattern and the section number of the course will not change. Future responsibilities, if any, and future changes, if any, will be determined by your Department Chair in consultation with you and communicated to you in writing.

As a condition of employment, you are expressly subject to the rules and policies of the Regents of the University of Colorado. This is an at-will appointment. Your employment is subject to termination by either you or the University at any time. Except as provided by law, no compensation shall be owed or paid to you upon or after the termination of your employment unless it was earned prior to termination.

This part-time appointment is without group health, life insurance, and retirement benefits. You will be enrolled in the Social Security (FICA) retirement program. As a result of the Healthy Families and Workplace Act effective January 1, 2021, you will earn .034 hours of sick leave for each hour worked.  The maximum accrual is 48 hours per fiscal year. All eligible employees can receive up to 12 weeks of paid family and medical leave under CU’s FAMLI plan. To learn about your leave benefits and eligibility, please visit CU's leave website:[https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/famli-fml-and-parental-leave](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cu.edu%2Femployee-services%2Fcollaborative-hr-services%2Fcu-campuses%2Ffamli-fml-and-parental-leave&data=05%7C02%7CCARRI.BOOTHE%40UCDENVER.EDU%7Ce7c31e1c4132458f352008dd1adbcaf1%7C563337caa517421aaae01aa5b414fd7f%7C0%7C0%7C638696253492680336%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=KAqhcTdLsCKFTp1RWqKxt2YV2DkRa9f%2F%2BLP7UPZ%2Be34%3D&reserved=0) and contact [leave@cu.edu](mailto:leave@cu.edu) if you have any questions.

You must disclose to your employing department any other employment you have with the University of Colorado.

As a current employee or former employee at the University of Colorado within the last 3 years, you have already met the provisions of the Immigration Reform and Control Act (IRCA), which requires every employee to certify eligibility for employment.

All employees of the University of Colorado must complete an online training course on prevention of discrimination and harassment within 30 days of hire. Course information can be found through the CU Resources tab in the CU employee portal. Faculty with access to the University CU-SIS system must also complete an online course regarding student record confidentiality (FERPA).

By accepting this appointment, you agree to perform duties and responsibilities which are in the area of your expertise or academic interest, or are otherwise appropriate, and which are assigned to you consistent with your rights and responsibilities as a faculty member, and the policies and procedures of the university and of your academic unit. The duties and responsibilities assigned to you may also change, depending on the needs of the academic unit.

By accepting this appointment, you become subject to and agree to comply with all Laws, resolutions, rules, and regulations adopted by the Board of Regents, and with all policies and regulations adopted by the University, by the University of Colorado Denver, and by the College of Liberal Arts and Sciences as they may be amended from time to time.

We are required to provide links to the following per Administrative Policy Statement # 5002: Faculty Appointment Process.

University of Colorado Faculty Guide: <https://www.cu.edu/faculty/news-resources/faculty-guide>

Principles of Academic Freedom: <https://www.cu.edu/regents/law/5>

Code of Conduct – Administrative Policy Statement # 2027: <https://www.cu.edu/ope/aps/2027>

UCDALI is the association on campus that represents and works on behalf of all Instructional, Research and Clinical faculty (IRC).You are automatically a member of this association, so check out their website for more information: <http://www.ucdenver.edu/faculty_staff/faculty/assembly/downtown/Faculty%20Campus%20Committees/University-of-Colorado-Denver-Association-of-Lecturers-and-Instructors/Pages/default.aspx>

You agree to uphold ethical standards appropriate to your position as a faculty member, including, but not limited to, standards applicable to conflicts of interest and conflicts of commitment as defined by University policies.

We look forward to your acceptance of this offer and to your contributions to the University of Colorado Denver.

Sincerely,

Pamela E. Jansma, Ph.D. Department Chair Name, Department Chair

Dean, College of Liberal Arts and Sciences Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, CLAS

University of Colorado Denver University of Colorado Denver

I accept this offer as written above:

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Signature Date