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 January 13, 2025 and ends on May 16, 2025. Classes begin on January 21, 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 January and May to align with the semester work dates. You will receive equal payments each month between February and April.

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

As a condition of employment, the University must verify your employment eligibility immediately upon your employment. This is in compliance with Federal law, which requires every employee to complete a Form I-9, Employment Eligibility Verification, and to provide approved documents for examination. Please read and comply with the posted campus I-9 policy. You must complete Section 1 of the I-9 no later than your first day of employment. Your authorized representative must complete Section 2 by examining evidence of identity and employment authorization within 3 business days of your first day of employment. You must present your original, hard copy documentation to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Job Title of Department Administrator, (address) within three 3 business days of your date of employment. *Failure to submit IRCA documentation will result in the termination of this appointment*.

Internal Revenue Service (IRS) policy requires that the Social Security Number and the name of the employee for payroll purposes match the number and employee name found on the Social Security Card. This verification is necessary in order to comply with IRS policy and to ensure that you are paid in a timely fashion. Please present your Social Security card to Department Administrator Name prior to beginning employment. *Failure to present a valid Social Security card will result in termination of this appointment.*

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.

The laws of the State of Colorado require that faculty members of the University affirm in writing that they will support the United States and Colorado constitutions, and that they will faithfully execute the duties of their position. The Faculty Pledge, which appears at the end of this letter, must be signed as a condition of employment. This offer is contingent upon our receipt of your signed pledge. Your failure to provide a signed pledge will render this offer null and void. If this should occur your position is subject to immediate termination without further notice.

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:

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

Signature Date



If you are not a citizen of the United States and are appointed on a temporary basis, you are not required to make this pledge. To exercise this option, please print your name on the line below in this box.

**Faculty Pledge**

REQUIRED BY C.R.S. 22-61-104

I solemnly pledge that I will uphold the Constitution of the United States and the Constitution of the State of Colorado, and I will faithfully perform the duties of the position upon which I am about to enter.

Signature

Name Printed

NOTICE TO PERSONS WHO ARE NOT CITIZENS OF THE UNITED STATES OR OF THE STATE OF COLORADO:

This pledge is not an oath of allegiance to the United States or to the State of Colorado. Subscribing to this pledge does not confer rights or responsibilities of citizenship in the United States or in the State of Colorado, nor is subscribing to it intended to modify or revoke any obligations to the nation or to the state in which the subscriber holds citizenship.