Date

Appointee full name

**Research Faculty Offer of Appointment**

**(PRA, Sr PRA, RA, Sr RA, and Postdoc Associate)**

Appointee name,

We are pleased to offer you an appointment to the position of Job Code Title **(**Working title**)**, position #Position #, in the Department name at the University of Colorado Boulder. We’re confident that this will be an excellent opportunity for you, and that you will add substantially to the team.

Include for all appointments. **Salary must be within the salary range included in the job posting.**

This is a Choose an item, Enter specific % of time *research faculty* appointment. The position will report to Supervisor name and their position title. Your initial salary will be $X,XXX.XX per month, equivalent to an annual salary of $XX,XXX.XX. Your anticipated start date is date.

Signing bonus verbiage. **Signing bonus must have been included in the job posting to offer it in this letter.** *(Otherwise delete)*

You will also receive a one-time signing bonus of Signing Bonus Amount to be paid with your first paycheck. If within a # of months month period, you exercise your right to willfully terminate your employment with the University of Colorado, you hereby agree to reimburse the Enter department name for this bonus.

Insert any additional startup funding provided by the university to the appointee here. *(Otherwise delete)*

You will receive startup funding in the amount of XX,XXX.XX to be used solely in support of your research mission. All purchases using these startup funds remain the property of the University.

This appointment is grant funded and as such, should grant support of this position end, the position and your research faculty appointment will end at the conclusion of the grant.

Include for all appointments that are grant funded with no end date. *(Otherwise delete)*

This appointment is grant funded and is therefore not expected to continue beyond date, unless a new continuation grant is acquired. As such, should grant support of this position end, the position and your research faculty appointment will end at the conclusion of the grant.

Include for all appointments that are grant funded with an end date. *(Otherwise delete)*

This appointment is not expected to continue beyond date.

Include for all limited term appointments with expected end date. *(Otherwise delete)*

Include for new Postdoctoral Associates. *(Otherwise delete)*

The Postdoctoral Associate title is granted to persons holding a doctoral degree (or equivalent) and who will be engaged in a defined period of full-time mentored research and/or scholarship and field-appropriate professional activities in preparation for transition into a career. These professional activities may include; performing research/scholarship under direct mentorship, submitting fellowship and/or grant applications, drafting and submitting publications of your research/scholarship, attending and/or presenting your research/scholarship at national and international meetings, mentoring junior trainees, attend responsible conduct of research training, attending professional skills training workshops offered through the Office of Postdoctoral Affairs. Secondary responsibilities may be engaged as a part of professional development; however, such activities as lab management and instruction are not primary responsibilities of a Postdoctoral Associate. Postdoctoral Associate appointments are limited to five years in accordance with the University of Colorado Postdoctoral Scholar Term Limit Guidelines: <https://www.colorado.edu/hr/sites/default/files/attached-files/guidelines_for_postdoc_term_limits_10.5.21.pdf>.

As an incoming Postdoctoral Associate on the Boulder Campus, you are invited to attend a quarterly Postdoc Orientation hosted by the Office of Postdoctoral Affairs (OPA): (<http://www.colorado.edu/postdoctoralaffairs/new-prospective-postdocs/training>). You can learn more about support for postdocs at CU Boulder by emailing opa@colorado.edu. You are also invited to join the Postdoctoral Association of Colorado Boulder (PAC Boulder), a community of volunteer postdocs at CU Boulder. You can learn more about the PAC Boulder at <https://www.colorado.edu/pac/> and sign up to receive information by emailing pacboulder@gmail.com.

To assist you with your relocation, I am pleased to offer you reimbursement for the actual moving and transportation costs incurred by you, up to a maximum of $X,XXX.XX. These expenses will be subject to University policy and are subject to tax per regulations from the IRS.

Include for relocation reimbursement. **Relocation reimbursement must have been included in the job posting to offer it in this letter.** *(Otherwise delete)*

**OR**

In order to assist you with your relocation, I am pleased to offer you a one-time payment of $X,XXX.XX to be used as needed for your moving and transportation expenses, paid in your first paycheck. These expenses will be subject to University policy and are subject to tax per regulations from the IRS.

Include for possible delayed degree completion. *(Otherwise delete)*

This offer of appointment as Job Code Title is extended to you on the condition that you complete all requirements for conferral of the Ph.D. degree prior to start date. If you do not complete all the requirements at that time, your appointment will be at the rank of Professional Research Assistant. This appointment will be converted to the rank of Job Code Title at the time when proof of receipt of the Ph.D. degree has been submitted.

The University of Colorado has a generous leave benefit. Full-time appointments accrue 14.67 hours of vacation per month, or 22 days per year; and 10 hours of sick leave per month, or 15 days per year. Leave accruals are pro-rated for appointments less than 100% time. In this position, you are eligible to participate in University of Colorado benefits programs, including health and life insurance and retirement programs. You can find additional information about the options available to you within our benefits plans and new employee orientation information on the CU System website: <http://www.cu.edu/employee-services/benefits>. Positions which are less than 50% time are ineligible for health, life insurance, and retirement programs.

Include for all appointments – Accrual of Benefits

Include for all appointments - Final PG & Acceptance.

This offer is subject to final approval by the Provost, and contingent upon the successful completion of a Criminal and other background checks as required; an Excluded Parties List System check; reference check; verification of your academic degree(s) where required; and verification of your employment eligibility. There are some additional procedural details of which you need to be aware. Please be sure to review the pages which follow.

We invite you to visit the HR website at <http://www.colorado.edu/hr/employees> for information about training, employee services, and other important things you should know as an employee at the University of Colorado Boulder.

Sincerely,

[Supervisor Name, Title] Date
[Department]

[Dean/Chair/Institute Director Name, Title] Date
[Department]

***My signature below indicates I accept this offer of the research faculty position described above and associated terms and conditions.***

Agreed to by:

Appointee Full Name Date

**Additional Terms and Conditions**

**Overtime Eligibility**

Include for appointments **exempt** from overtime. Appointment must be salaried and paid **more** than 43,888 annually. *(Otherwise delete).*

The position to which you will be appointed is exempt from the overtime provisions of the Fair Labor Standards Act, and as such you are not eligible for overtime compensation, compensatory time, nor any other extra compensation for hours worked beyond 40 in a work week.

 The position to which you will be appointed is non-exempt from the overtime provisions of the Fair Labor Standards Act, and as such it is eligible for overtime compensation in the form of compensatory pay or compensatory time, subject to the University’s sole discretion and per the University’s practices and policies regarding overtime approval and documentation.

Include for appointments **eligible for overtime** if appointment is hourly or paid less than 43,888 annually. *(Otherwise delete)*

**Employment Eligibility Check (Work Authorization)**

You must provide proof of identity and authorization to work in the United States. This is in compliance with the Immigration Reform and Control Act (IRCA), which requires every employee to complete an I-9 Form and to provide certain documents for examination. Read and comply with the posted campus IRCA policy and submit your documentation prior to beginning employment at the University. Failure to submit IRCA documentation will result in 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.

**Self-Disclosure Policy**

All employees are required to self-disclose post-offer criminal convictions or felony charges filed against them within three business days of the conviction or felony charge to the Human Resources Background Check Coordinator (hr-bgc@colorado.edu). Employees with driving responsibilities are also required to self-disclose suspension or revocation of a driver’s license within three business days. Employees failing to self-disclose may be subject to disciplinary action, up to and including termination. Your signature on this letter represents your agreement to comply with this self-disclosure requirement.

**Code of Conduct**

You agree to uphold the highest ethical, professional, and legal standards as outlined by the University Code of Conduct found at: <https://www.cu.edu/ope/aps/2027>.

**Drug and Alcohol Policy**

In compliance with the federal Drug Free Schools and Communities Act, the University of Colorado Boulder prohibits the unlawful manufacture, dispensation, possession, use or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. Additional information can be found at: <https://www.colorado.edu/hr/policiesguidance/alcohol-drugs-guidelines>.

**Vacation and Sick Time**

Vacation and sick time taken must be submitted to your supervisor monthly. All days, with the exception of University holidays, must be worked or claimed as vacation or sick leave. This includes periods when the faculty and students are not in residence, such as during academic breaks. Salary and leave accruals are pro-rated for any partial months worked.

**Merit Increases**

Information regarding current merit practices can be found at: <https://www.colorado.edu/hr/research-faculty#performance_and_merit_increases-1091>

**Required Training**

As a University of Colorado employee, it is required that you complete certain mandatory trainings related to your job or as required by university or campus policy. A list of required trainings is available at: <https://www.colorado.edu/hr/new-employees#required_training-181>

**Employment-at-will**

State law specifically requires that you be an employee-at-will in your position. Your employment contract is subject to termination by either party to such contract at any time during its term, and you shall be deemed to be an employee-at-will. No compensation, whether as a buy-out of the remaining term of contract, as liquidated damages, or as any other form of remuneration, shall be owed or paid to you upon or after termination of such contract except for compensation that was earned prior to the date of termination.

**University and State of Colorado Terms and Conditions**

You agree to uphold ethical standards appropriate to your position as a research faculty member of the University, including, but not limited to, standards applicable to conflicts of interest and conflicts of commitment as defined by University policies. You agree to meet all obligations imposed by federal and state law and to comply with all laws, rules, regulations, policies, procedures and resolutions, adopted by the Board of Regents, the University of Colorado, and the campus or other unit(s) in which your appointment is made. You also agree to report suspected or known noncompliance with such laws and policies as required by Regent and University policies.

The terms of this appointment shall be construed and interpreted according to the laws of the State of Colorado. This appointment is subject to the laws and policies of the University of Colorado, as they may be amended from time to time. The terms and conditions of this appointment supersede any conflicting provisions that may be contained in employee handbooks, but may not supersede Regent laws or policies or the laws of the State of Colorado. To the extent that the laws and policies of the University conflict with state or federal laws, state or federal laws shall prevail.

Once your appointment has been approved by the Provost, the specific terms and conditions of your appointment, as described in this letter, may be changed only by a duly executed written addendum to this letter of offer. The University may, however, make changes to its employment policies which affect all employees or certain classes of employees and these shall become effective without the necessity of a written addendum to this letter of offer.

**OIEC Reporting Responsibility and Mandatory Training**

In order to ensure a safe and non-discriminatory campus environment, all employees with authority to hire, promote, evaluate, discipline, grade, formally advise, or direct faculty, staff, students, or university programs are considered “responsible employees” and required to report any incident of discrimination, harassment, or sexual misconduct (including intimate partner abuse and stalking) involving *any member* of the CU community that is disclosed to them to the Office of Institutional Equity and Compliance (OIEC). This obligation applies regardless of where or when an incident occurred, including if it occurred off campus and/or before they were a member of the campus community, or how the information is conveyed. Annual training is required on related university policy.

Include when relocation reimbursement is offered. *(Otherwise delete)*

**Expense Reimbursement**

In order to receive reimbursement for expenses not paid directly by the University, you must submit itemized receipts to the University no later than 60 days following incurrence of the expense. All expenses eligible for reimbursement must be incurred within 12 months of your employment date. As part of the total costs, the University will reimburse the following, if applicable: (1) reasonable costs of two trips for you and your family to search for housing; (2) expenses for travel at the time of the relocation; (3) moving of your household goods and personal effects including your vehicle; and (4) thirty (30) days temporary lodging expenses for you and your family in connection with your relocation. Expenses are subject to taxation in accordance with IRS rules.

The following link may be helpful: <https://www.cu.edu/employee-services/moving-relocation>. If within a 12 month period, you exercise your right to willfully terminate your employment with the University of Colorado, you hereby agree to reimburse the Department name for your relocation expenses.

**Research Related Terms and Conditions**

By signing this offer letter, you acknowledge that you have read and agree to the University Administrative Policy entitled *Intellectual Property Policy on Discoveries and Patents for Their Protection and Commercialization* (<https://www.cu.edu/ope/aps/1013>) as periodically revised and updated. (“Policy”). As a condition of your employment, you agree to abide by the terms of this Policy and agree that you shall assign and hereby do assign all discoveries in which the University has an interest as defined in the Policy.

If work involves export-controlled technology, your employment may be contingent upon obtaining an export license from the Depart of State, Commerce or Treasury. The Office of Export Controls can assist in making this determination and applying for authorization. For inquires, contact exportcontrol@colorado.edu.