Date

Appointee full name

**Visiting Researcher Offer of Appointment**

(job code 1313 only)

Appointee name,

We are pleased to offer you an appointment to the position of Visiting Researcher **(**Working title**)**, position #Position #, in the Department name at the University of Colorado Boulder.

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 *temporary research faculty* appointment. The position will report to Supervisor name and their position title. Your salary will be $X,XXX.XX per month. This appointment is not to exceed twelve months, effective start date. Please note that after twelve months of work there must be a six month break before being eligible to work again in another temporary appointment at CU.

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 voluntary 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 and life insurance. This position is not eligible for annual merit pay increases.

This offer is 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 <https://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.

**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.

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.

**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](mailto:exportcontrol@colorado.edu).