**OFFER LETTER TEMPLATE – ADDITONAL JOB – TEACHING FACULTY**

**(The standard FTE for an additional job teaching a 3-credit course is .13, 25% time. For a non-standard FTE, please contact your Divisional Associate Dean for approval prior to submitting.)**

**Insert Department Letterhead**

Date

Name

Address

Dear Dean of Division Name:

I am requesting an additional job (.13 FTE, 25%) forName, who is a Faculty in the Department/Program. He/She/They will be teaching Name of Course, Course/Section for the \_\_\_\_ semester. This offer is contingent upon adequate enrollment for this/these course section(s).

We will pay her/him/them $\_\_\_ for this additional job starting date and ending date.

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

Name, Chair/Director Date

Unit

What is the current FTE/Percentage of this employee? FTE\_\_\_\_\_\_\_ Percentage\_\_\_\_\_\_\_\_

If primary appointment is instructor, does the contract permit additional jobs? Yes\_\_\_\_\_ No\_\_\_\_

If no, have you spoken to Divisional Dean about this appointment? Yes\_\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_\_

Concurred: (If additional job is teaching a course outside the instructor’s home department or requesting department; i.e., a RAP instructor teaching a course with an ENGL prefix.)

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

Name, Chair/Director Date

Unit

**THIS SECTION FOR RESEARCH FACULTY ONLY (i.e., the word “research” is in their primary job title, i.e., job code 1300. Note:**  **Pre-approval of the draft letter is not required by the Office of the Vice Chancellor for Research)**

Concurred:

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

Name, Chair/Director Date

Institute

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

Name Date

Vice Chancellor for Research and Innovation

NOTES:

Employee last taught for the College of Arts and Sciences: (term and department name)

Current percentage of Research Faculty (1300 job code) appointment: %

I have reviewed the policy related to overload limits for the College of Arts and Sciences and certify that this additional appointment does not exceed the limit on overload teaching related to my principal appointment. All of the courses I have agreed to teach this academic year are listed on the following page.

I accept this offer as described above.

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

Signature Date

If have a primary appointment as an Instructor, please verify that your contract allows you to have an additional job. Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_ N/A\_\_\_\_\_\_\_\_  
  
If your primary appointment does not allow an additional job, please confirm that you have spoken to your chair about this restriction. Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_ N/A\_\_\_\_\_\_\_

Concurred:

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

Name, Dean of Division Date Name, Dean of Division Date

College of Arts and Sciences College of Arts and Sciences (if requesting department is in a different division from Home Dept)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **For Department/Program Use Only:** | | | | | |
|  |  |  |  |  |  |
| **Is a BGC needed?** |  | **If yes, request for BGC sent to hr-bgc@colorado.edu:** | | |  |
|  |  |  |  |  |  |
| **BGC completion date:** |  |  |  |  |  |
|  |  |  |  |  |  |
| **New CU hire?** |  | **If no, Employee ID #:** |  | **Position #:** |  |
|  |  |  |  |  |  |
| **Funding Distribution Speedtype:** | |  | (if ST blank, dept salary ST will be charged) | | |
|  |  |  |  |  |  |
| **Funding Source L&R?** |  |  |  |  |  |
|  |  |  |  |  |  |
| **If not L&R, explain source of funding:** | |  | | | |
|  |  |  |  |  |  |

Reviewed 02/28/24