##### Department Letterhead

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| **BGC BOX** |
| 1. Is a BGC needed? Yes No 2. If yes, an e-mail has been sent to candidate and HR 3. BGC completion date \_\_\_\_\_\_\_ |

Date

Full Name of Instructor

Department

### UCB

Boulder, Colorado

Dear Name:

I am pleased to offer you an instructional appointment as a Instructor Rank for Summer 2024 at the University of Colorado Boulder (UCB). This **\_\_** FTE, \_\_% appointment is made subject to approval by the Chancellor, upon the recommendation of the Department/Program with the concurrence of Patrick Tally, Dean of Summer Session, College of Arts and Sciences.

You will be paid $\_\_\_\_\_\_ to teach one section of Course & Section # for term \_\_\_\_, Summer 2024. This offer is contingent upon adequate enrollment for this course section. This is a non-tenure track appointment and is not renewable.

By accepting this position, you agree to perform duties and to accept responsibilities necessary for the successful instruction of Course Name. Please be sure to allow time for grading. You further agree to comply with all resolutions, rules, and regulations adopted by the Board of Regents, and with policies and regulations adopted by UCB, the department, school, college, or other academic unit in which your appointment is made consistent with the policies and procedures of the University and your rights and responsibilities as a faculty member.

State law specifically requires that you be an employee-at-will in your non-tenure track, summer term position and that the following paragraph be included in this letter of offer.

*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 the 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.*

State law requires that faculty members of the University who are citizens of the United States affirm in writing that they will support the constitutions of the United States and of Colorado, and that they will faithfully execute the duties of their employment. The required pledge form is attached. If you have been on appointment previously for the University of Colorado Boulder and already have submitted this form, it is not necessary to reaffirm this pledge for a summer appointment.

Please notify me by Date of your willingness to accept this position by returning the signed letter, via DocuSign, and the pledge form, if required.

We look forward to your acceptance of this offer and your contributions to the University and Summer Session.

Sincerely,

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

Department Chair’s Name Date

I accept this offer of the summer instructional position described above, with the understanding that this offer is contingent upon adequate course enrollment, approval by the Chancellor of the University of Colorado Boulder, and satisfactory completion of the background check, if required.

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

Faculty Name Date

Concurred by:

Patrick Tally, Dean of Summer Session Date

College of Arts and Sciences

**Summer Letters: For Department/Program Use Only**

New CU hire? Yes No If no, PS ID Position # Funding from Regular Summer Budget (Enter Speedtype and Amt) ST: $ Funding from Summer Incentive Dollars (Enter Speedtype and amount) ST: $



**Faculty Pledge**

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.

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