##### Department Letterhead

Date

Full Name of GPTI

Department

### UCB

Boulder, Colorado

Dear Name,

The Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ is pleased to offer you a Graduate Part-time Instructor (GPTI) appointment for the 2024 Summer Session. Your position will be to teach Course & Section # Course Name for term \_\_\_\_\_\_\_\_\_. This offer is contingent upon adequate enrollment for this course section. The teaching load for this #-credit hour course is a \_\_% appointment, of \_\_\_\_\_ hours per week. The compensation for this appointment is based on AY 2023-2024 rates and is estimated to be $\_\_\_\_\_\_\_\_\_\_\_\_\_ with a maximum of # hours of tuition credits for the Summer Session.

All CU Boulder employees are required to take the Sexual Misconduct, Discrimination, and Harassment training course. The online training is offered through SkillSoft and can be accessed at: <http://www.colorado.edu/institutionalequity/training-and-education>. Click on Mandatory Training.

The laws of the state of Colorado require that people employed to teach in any state 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.You must return it with your offer letter if you have not completed one previously.

State of Colorado law specifically provides that you be an employee-at-will in this position and that the following paragraph be included verbatim in this letter of offer; the provisions of this paragraph shall supersede and control any conflicting provisions of any University policy or employee handbook:

Y*our 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.*

By accepting this appointment, you 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 Graduate Part-time Instructor.

Please indicate your intention to accept this offer by signing both the offer letter and the pledge form, if you have not completed one previously, by Date. Please keep a copy of your offer letter and pledge form for your records.

Sincerely,

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

Department Chair’s Name Date

I accept this offer as stated above.

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

GPTI Name Date

Email address: Student ID:

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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.

Name Date