

## Office of Faculty Affairs Regent Administrative Center 2055 Regent Drive, Suite 350 Boulder, CO 80309-0049

## 303-492-5491

## facultyaffairs@colorado.edu

## 049 UCB

## Addenda Guidelines

## An addendum should be issued when an item needs to be changed in a finalized, accepted letter of offer. If an offer letter has not been finalized, the change can be made by submitting a subsequent draft for approval via [cuoffer@colorado.edu](mailto:cuoffer@colorado.edu). Faculty Affairs (OFA) will then review the letter and return an approved draft that can be submitted in place of the previous draft of the letter.

## Addenda are used to clarify changes within an existing position/appointment. They are not used if the position itself is changing, for example a reappointment, promotion, or when an appointment is moving from one rank to another (e.g., a Lecturer to an Instructor).

## Addenda should not be used when a position is being significantly redesigned, that is, more than two items in the original offer letter are being changed. If more than two items are being changed, please submit a new letter of offer. If the changes are connected, such as changes to FTE, salary, and merit formula, this can be processed in the same addendum.

## When an addendum is being used, it should state who the addendum is for; what the original offer letter stipulated with respect to the item being changed; the change being made; and an effective date for the change. Please see the attached addendum template for an example of the above.

## Addenda items may include but are not limited to the following: change in appointment end date, correction of errors in the offer letter (e.g., salary miscalculation, incorrect job title, incorrect unit name), change in comprehensive review and tenure and promotion review dates (e.g., due to a change in start date or the retroactive award of years of credit toward tenure), change in annual merit evaluation formula, change in stipend percentage (include corresponding change in salary amount), change in percent time (include corresponding change in salary amount), etc.

## An addendum is not required when a faculty member is resigning a position, as resignation is an action initiated by the individual as opposed to an accepting of terms. OFA manages an automated process for the submission of resignation notifications. The dean’s office liaison should submit the resignation notice via the electronic resignation form located on the OFA website.

## An addendum is not required when a faculty member’s position is changing temporarily due to a leave. OFA manages an automated process for the submission of leave requests. The dean’s office liaison should submit leave requests by filling out one of the electronic leave request forms located on the OFA website.

## Similar to the offer letter process, all addenda must be submitted to CU Offer for review and approval before final processing. Addenda should be sent to [cuoffer@colorado.edu](mailto:cuoffer@colorado.edu) for review and approval.

## Thank you for your partnership with OFA. If you have any questions, please contact the Faculty Personnel Coordinator in the Office of Faculty Affairs, at [ofafpc@colorado.edu](mailto:ofafpc@colorado.edu).

**ADDENDUM TEMPLATE**

Last Revised Fall 2021

Date:

ADDENDUM TO LETTER OF OFFER – for *[Faculty Member’s Name]*, as *[Title/Position]* in the Department of *[Name of Department]* in the School/College of *[Name of School/College]* at the University of Colorado Boulder.

This is an addendum to your offer letter dated *[Offer Letter Date]* [*if there are additional addenda that have been finalized for this offer letter, please add the following for each addenda*] and the addendum to it dated *[Addendum Date]*. The revision in your *[Revised Parameter]* affects details of your original offer letter. The following changes are/change is being made:

Where applicable:

Start date: from [Initial Start Date] to [Revised Start Date]

Salary: from [Initial Salary] to [Revised Salary]

Percentage of time: from [Initial Time] to [Revised Time]

Comprehensive review: Will be conducted during academic year [Review Scheduled Year].

Promotion/tenure review: Will be conducted during academic year [Promotion/Tenure Review Year].

Other: [Other Comments]

These/This change is effective *[Effective Date]*.

All other terms and conditions of the letter of offer remain unchanged. Please indicate your willingness to accept these changes/this change by signing below and returning this addendum via DocuSign by \_\_\_\_\_\_\_[date]\_\_\_\_\_\_\_\_\_.

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

Chair Date

Concurred by:

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

Dean Date

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

Vice Provost and Associate Date

Vice Chancellor of Faculty Affairs

I accept these changes/this change to my letter of offer, with the understanding that these changes are/this change is conditional upon approval by the Provost of the University of Colorado Boulder.

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

[Candidate’s Name] Date

I decline these changes/this change.

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

[Candidate’s Name] Date