**Research Faculty Promotion Letter Revised 09/2021**

Date

Complete and/or make choices in each highlighted section filling in the blanks as appropriate. **Delete highlighted instructions, brackets, and references.** Please check final formatting and page breaks.

You must have your draft letter reviewed by Human Resources prior to submitting for signatures; please submit the letter for review via Cherwell (https://hrhelp.uccs.edu/cherwellportal/hr#0) for letter of offer review for faculty. After HR review, add your HR Consultant to the routing sheet at the end of this document and insert the HR and Academic Affairs signatures first in the approval queue.

Name

Address

City/State/ZIP

Dear Dr./Mr./Ms./Mx./Miss/Mrs. Surname only:

Congratulations! I am pleased to offer you a promotion to title, position #Number at [ ]% time in the Department Name, an Instructional, Research and Clinical (IRC) Faculty position.This offer is made withthe concurrence of the Interim Executive Vice Chancellor for Academic Affairs. This offer has received final approval by the chancellor of the University of Colorado Colorado Springs.

Your new appointment is effective on Month/Day/Year. The initial annual salary for this position is $Amount. Compensation for research faculty is reviewed each year during the annual salary setting process. Employees who are promoted within six months of the annual salary setting process are not ordinarily eligible for an increase during the current cycle.

All other provisions in your original letter of offer remain the same.

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.

Please notify me of your willingness to accept this position by electronically signing this letter of offer Month/Day/Year. We look forward to your acceptance of this offer and your contributions to the university.

Very truly yours,

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

Name

Dean or Director Title

Concurred by:

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

Kelli Klebe

Interim Executive Vice Chancellor of Academic Affairs

Approved by:

*(include the following statement only if the appointment makes the equivalent of $40,000 annually or more*.

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

Venkat Reddy

Chancellor

I accept this offer of the university staff position described above.

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

Signature

*Speedtype*

Request for Approval

Personnel Action: **promotion**

Department:

New Job Title:

New Salary:

Requisition:

Notes:

Reviewed by Human Resources

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Reviewed by Academic Affairs