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## Policy 11A: Letter of Offer <sup>[1]</sup>

To ensure the integrity of the appointment and salary approval process, each appointment at the university must be documented in a letter of offer. Such letters should include all provisions of employment as required by university policy and state and federal law. Letters should follow a consistent format for each personnel group. The administration must develop and maintain an administrative policy statement specifying the required format for each personnel group.

Last Amended: May 19, 2009

### History:

Former 11-A Procedures to Ensure Integrity of Appointment and Salary Approvals, was adopted 06/20/91;  
revised 08/3/00;  
rescinded 05/19/09, as the provision has been incorporated into new Regent Policy 11-A Letters of Offer adopted 05/19/09

### Groups audience:

Board of Regents

### OG vocabulary:

Regent Policies

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**Source URL:** <http://www.cu.edu/regents/policy-11a-letter-offer>

### Links:

[1] <http://www.cu.edu/regents/policy-11a-letter-offer>