I. INTRODUCTION

Regent policy 5.C.1: Terms and Conditions requires:
(A) the terms and conditions of every faculty appointment be stated in writing and be in the possession of both the university and the appointee, whenever possible, before the appointment start date. (This policy is not intended to address letters of offer for postretirement employment); and
(B) Faculty titles and a description of responsibilities associated with each title are provided in an administrative policy statement. (See APS 5060 - Faculty Appointments.)

II. POLICY STATEMENT

A. Implementation at each campus: The campuses, in collaboration with appropriate faculty governance groups, shall develop and implement their respective policies and procedures for the faculty appointment processes. The provost/vice chancellor for academic affairs shall be responsible for the implementation and enforcement of such policies and procedures.

B. All campuses must maintain:

1. Search committee procedures for each faculty title.

2. Offer templates for every faculty title, including:
   a. Type of appointment (tenured, limited, indeterminate, or at-will) and terms and conditions of employment. Offer letters for at-will employment shall include an at-will employment statement.

   b. State of Colorado oath for teaching faculty.
e. Link to APS 2027: Code of Conduct.
f. Link to Faculty Handbook.
g. Link to benefits information.

III. DEFINITIONS

Italicized terms used in this APS are defined in the APS Glossary of Terms or are defined in this policy.

The terms of a faculty appointment shall either be tenured, limited, indeterminate, or at-will.

A. Tenured: appointments continue until termination by resignation, retirement, or revocation through applicable regent laws and policies.
B. Limited: appointments for a specified period of time and are not explicitly at-will.
C. Indeterminate: appointments are for an indefinite period of time and their continuance is dependent upon inclusion in the approved budget and available funding.
D. At-will: appointments are those where an employee does not have a contractual right, express or implied, to remain in the university's employ and where either the university or employee may terminate the employment relationship without cause, and with or without notice, at any time for any reason.

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Article 5, Part C: Faculty Appointments and Tenure of the Laws of the Regents.
B. Regent Policy 5.C: Faculty Appointments.
C. APS 5060 - Faculty Appointments.

V. INTERPRETATION

Subject to the president's authority to interpret university policies, the system Office of Academic Affairs shall provide interpretive guidance for this policy.

VI. HISTORY

- Adopted: February 1, 1979, Faculty Appointment – Letters of Offer and Contracts.
- Revised: Fall Semester 1984, renamed to Faculty Appointment – Letters of Proposed Offer and Contracts; July 1, 2011, renamed to Faculty Appointment Process; March 1, 2017; July 1, 2020, updated references to new regent laws and policies; September 2, 2021, revised for changes related to the Equal Pay Act and made retroactive to January 1, 2021.
- Last Reviewed: March 1, 2017. (Limited review in 2021 and revisions made related to the Equal Pay Act only)

VII. KEY WORDS

Hiring procedures, letters of offer, faculty contracts