Policy Title: Letters of Offer

APS Number: 5057

APS Functional Area: HUMAN RESOURCES

Date Submitted: February 8, 2018

Proposed Action: New

Brief Description: Describes the procedure for composing letters of offer.

Desired Effective Date: July 1, 2018

Responsible University Officer: Vice President of Administration

Responsible Office: Vice President of Administration

Policy Contact: Vice President of Administration, 303-860-5644

Last Reviewed/Updated: N/A

Applies to: Universitywide

Reason for Policy: To provide information on what must be included in letters of offer.

I. REASON FOR PROPOSED ACTION

The new APS 5057-Letters of Offer will combine 5002-Faculty Appointment Process and 5023-Letters of Offer for University Staff into a single policy – effective July 1, 2018.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

CHRO
Academic Affairs
Faculty Council Personnel and Benefits Committee
Staff Council

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes? Yes

1. If no, please explain.

2. If yes, what is your plan to get the legal review? University Counsel assisted in combining the APS and drafting new language

B. Date legal review completed: March, 2018

C. Person completing legal review: Julie Steeler
IV. **FISCAL REVIEW:** Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? If yes, please explain:

*No*