Policy Title: Letters of Offer for University Staff

APS Number: 5023   APS Functional Area: HUMAN RESOURCES

Date Submitted: February 8, 2018
Proposed Action: Rescission
Brief Description: Comply with state law C.R.S. 24-50-135
Desired Effective Date: July 1, 2018
Responsible University Officer: Vice President of Administration
Responsible Office: Office of the Vice President of Administration
Policy Contact: Office of the Vice President of Administration, 303-860-5644
Last Reviewed/Updated: January 1, 2018
Applies to: University staff

Reason for Policy: To provide information on what must be included in letters of offer and details on employment term contracts.

I. REASON FOR PROPOSED ACTION

This policy is being eliminated as a new APS 5057-Letters of Offer will combine this policy (5023-Letters of Offer for University Staff) and 5002-Faculty Appointment Process into a single policy – effective July 1, 2018.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

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III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes? no
   1. If no, please explain.
   2. If yes, what is your plan to get the legal review?

B. Date legal review completed:

C. Person completing legal review:

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