



APS JUSTIFICATION

Policy Title: Letters of Offer for University Staff

APS Number: 5023

APS Functional Area: **HUMAN RESOURCES**

Date Submitted:	October 8, 2025
Proposed Action:	Review
Brief Description:	Provides information on what must be included in letter of offers and details on employment term contracts
Desired Effective Date:	January 1, 2026
Responsible University Officer:	Vice President and CHRO
Responsible Office:	Vice President and CHRO
Policy Contact:	Vice President and CHRO
Applies to:	University Staff and Officers

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

I. REASON FOR PROPOSED ACTION

No action is being proposed. This policy is being reviewed as part of the review cycle.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Campus and System Administration Human Resources offices

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes? **No**

1. If no, please explain. This policy is being reviewed as part of the review cycle.
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)? **No** If yes, please explain: