

Use Letterhead

**Adjoint or Clinical Letter of Offer**

***Rev.* *2-2022***

Date

Name

Address

City, State

Dear Name:

1. I am pleased to offer to you an unpaid volunteer faculty appointment as (*adjoint or clinical rank and title)*, a faculty position in the (*college/school of…*) at the University of Colorado Denver.  This offer is subject to approval by the Provost and Executive Vice Chancellor for Academic and Student Affairs, University of Colorado Denver.
2.

This appointment is effective   (date)   and is subject to the provisions of State Law and Regent Policies.  This appointment is contingent upon you passing a criminal background check. If there is a delay in the background check, we may need to delay your appointment.

Based on our COVID vaccination policy, and as a condition of employment, you must have formally verified your vaccination status or received an approved campus exemption, prior to your start date. You must formally verify your COVID vaccination status in our vaccine verification system prior to the start date included in this letter.

Should you fail to verify your COVID vaccination status in our campus database prior to your start date, this offer may be considered rescinded.

Denver/Academic and Student Administration employees: Based on our vaccination policy, as a condition of employment, you must formally verify your vaccination status (including booster status) or request an exemption within 3 days of your employment in our Vax system.

**Denver COVID Website: (includes verification form that must be completed within 3 days of hire):** [**https://www.ucdenver.edu/coronavirus/testing**](https://www.ucdenver.edu/coronavirus/testing)**.**

**Access to the campus database requires a university ID. Please work with your hiring manager or school or department HR liaison.**

This is an at-will appointment.  Your employment is subject to termination by either you or the university at any time.  Except as provided by law, no compensation shall be owed or paid to you upon or after the termination of your employment.

You agree to uphold ethical standards appropriate to your appointment, including, but not limited to, complying with all applicable laws, rules, regulations, and policies. You also agree to report suspected or known noncompliance as required by Regent and University policies. You further agree to meet obligations imposed by federal and state law and university policies, including the obligation to report.

We look forward to your acceptance of this offer and to your contributions to the University of Colorado Denver.

Sincerely,

(Name)

Dean

(If Professor is in title)

***CONCURRENCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Provost and Executive Vice Chancellor for Academic and Student Affairs, University of Colorado Denver

 I accept this offer:

Signature                      Date