**INSTRUCTIONS:** For an associate professor preparing for promotion to full professor, CMCI offers an in-residence research semester. To receive this benefit, please coordinate with your department chair for timing and approval. Then fill in the fields in red on this template and submit it to your Faculty Affairs & HR Manager, Errol Hughes at [cmcifacultyaffairs@colorado.edu](mailto:cmcifacultyaffairs@colorado.edu) for processing.

### Date:

# ADDENDUM TO LETTER OF OFFER – for [Faculty Name], as Associate Professor in the Department of [ ].

This is an addendum to your offer letter dated [ ]. The revision in your teaching assignment affects details of your original offer letter. The following change is being made:

You will be provided an in-residence research semester for [ select: fall or spring ], 20\_\_ to provide time for preparation for your review for promotion to full professor. During this period you will be expected to remain on the Boulder campus and perform all other duties in accordance with the terms of your appointment. This in-residence research semester is offered on condition that you pursue promotion to full professor in AY 20\_\_- 20\_\_ (This must be the AY immediately following the AY for which the research semester is offered). This is a 2-course release. Course releases cannot be banked for the future, nor can salary compensation be provided if you choose not to use a course release.

These changes are effective [ date of this letter of offer ]

All other terms and conditions of the letter of offer remain unchanged. Please indicate your willingness to accept these changes by signing below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ], Chair Date

Dept. of [ ]

Concurred by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lori Bergen, Founding Dean Date

College of Media, Communication and Information

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Moses Date

Vice Provost and Associate Vice Chancellor for Faculty Affairs

I accept this change to my letter of offer, with the understanding that this change is conditional upon approval by the Chancellor of the University of Colorado Boulder.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ Faculty ] Date

I decline these changes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date