Creating the Faculty/Research Faculty (PRA) Job Description to Initiate Appointment Type Hiring Request

IMPORTANT – PLEASE NOTE: When you create the job description for this action, you will submit to HR for review. You will no longer be required to create a search waiver posting. You will not need to change your role to submit the description to HR.

Navigation:
Make sure you are in the position management module (orange header on screen). In the upper right side of your screen there is a drop-down menu. Please ensure you have selected DRL/PPL (click the refresh button after you make a selection from the drop-down menu).

1. Click on the Position Descriptions tab, select Faculty or Research Faculty.
2. To modify an existing position, use the search box to search for a position number.
3. Select a position from the list below.
4. Click on the title to open the position for editing (this will take you to a new page).
5. On the top, right-hand side of the screen, click “Modify Position”, click “Start.”

6. To create from a vacant, existing position, search the positions listed to find a vacant, existing position. Use the search field and the position number to find the position number you want.
7. To create a brand new position you will need to click on the orange box in the upper-right, “Create New Position Description.”

You should now be able to edit the position (or add all information if creating a new position). On the left-hand side of the screen, you will see a table titled Editing Action. You will move through these items to update and edit the job description. Use the “Save” button if you need to exit Jobs at CU before you finish the job description.
IMPORTANT: If you are not able to complete the entire job description and you have to come back to working on it at a later time, please save your changes before exiting.

To access the job description you were working on, click on the Position Descriptions/Faculty Actions tab or Position Descriptions/Research Faculty Actions tab. Search for the position number by typing the number into the search field and then selecting the position below. Doing this will eliminate the possibility of creating multiple descriptions for the same number (see image below).

Proposed Title/Job Code Tab: Title Details (the below information should be pre-populated)

- Career Family/ Title
- CU Job Code
- Default Comp Frequency
- Default Standard Hours
- Default Reg Temp Status
- FLSA Status
- Worker’s Comp Code
NOTE: If you need to change the proposed job code/working title, scroll down the page to search for a new title in the list of positions. Narrow the search by using the “filter these results” function and typing in the proposed position title or class (example: if you type in Professional Research Assistant it will display all levels). Select appropriate title by checking the circle and hit save. The job code information/title will populate above. Be sure to change the working title in the job description so it matches the change.

**Position Description Tab:**

**General Information**

1. **Working Title:** Enter proposed working title.
2. **Funding:** select all that apply/add others not listed if applicable when you modify OR create a new description – Type in all speed types from HRMS in other field. Ensure that funding entered matches the funding for the position you are using in HRMS.
3. **HRMS Position Number:** defaults if “Modify Position” was used. New positions will not have a position number until DRL moves description to status “All Approvals Obtained.”
4. **Campus:** (should default). For a new position, select the campus.
5. **Division:** (should default). For a new position, select the division.
6. **Department:** (should default)
7. **In Job Summary Section:** Briefly describe the nature of work. AND (Please use the following as a guide to explain what you need and are trying to do): IMPORTANT: Please provide as much information as possible in this section.

Identify the type of appointment you are requesting (based on previous search, promotion, transfer, rehire, student worker, or spouse of newly hired faculty member as outlined below):

Example: We would like to hire [FULL NAME, EID (if applicable)] using an appointment #[APPOINTMENT TYPE] from posting [POSTING NUMBER].

**Appointment Type 1)** Appointing based on previous search – Include name of proposed hire, job posting number and title (job descriptions must be similar)

**Appointment Type 2)** Promotion to a different position number or transfer to a different position number for current employee or student worker; hire of a current affiliate or state employee; or rehire of a former employee, affiliate, state employee, or student worker. Include name of current employee and employee ID, affiliate employee and affiliate name, state employee and state agency name, or student worker name.

**When appointing student worker ensure the following:**

Include name of student worker and ensure he or she meets the following criteria:

- Working for CU as a student for at least a semester (% does not matter)
- Meets all minimum qualifications
- Job is related to duties performed as a student worker
- Must have graduated

**Appointment Type 3)** – Spousal Hire
Include name of proposed hire, name of newly hired faculty member or Officer, and attach offer letter of faculty member or Officer

8. **Full/ Part Time** (dropdown): select Full- or Part-Time status of position. If part-time, include % of time in the field below.

9. **Default FLSA status**: auto populates

10. **HR Consultant** (dropdown of HR names):
    - Faculty/Post Docs – Shala Massey
    - Research Faculty (Senior PRA, PRA, Research Associate) – Dennis Evans

**Duties Tab:**

NOTE: To add duties, you must click on the “Add Duties Entry” button at the bottom of the page to create a new duty statement box. To remove duties, check the “Remove Entry” box for the duty you wish to remove. Please add detailed duty information to the Posting Description Box.

1. **Brief Description**: Add duties in bullet form.
2. **Percentage of time**: You do not need to complete this field for Faculty/PRA/Post Doc Positions
3. **Provide specific examples of regular, on-going decisions made by this position related to this duty**: You do not need to complete this field for Faculty/PRA/Post Doc positions.
4. **In performing this duty, provide examples of typical problems or challenges...**: You do not need to complete this field for Faculty/PRA/Post Doc positions.
5. Once duties are entered, click “Save,” then “Next”

**Qualifications Tab:**

1. **Minimum Qualifications**: enter the proposed minimum qualifications for the position.
2. **Required Competencies**: Please outline required knowledge, skills & abilities.
3. **Preferred Qualifications**: Please describe any highly desirable experience for the position (experience, education, licensure).

NOTE: Qualifications are easily measurable items and can be screened for on paper, such as education and experience. Competencies (or KSAs) are soft skills like “customer service oriented” or “strong interpersonal skills.”

**Additional Information Tab:**

**Background check**

In addition to a criminal background check: check boxes for, Motor Vehicle or Other.

NOTE: Financial/credit checks are conducted for Officers only. If motor vehicle is selected, you must justify based on duties in job description. HR will make final determination for all.
Employee Tab:
If occupied, name of employee should populate.
If vacant, search for employee.

Supervisor Tab:
Name of supervisor should populate. If incorrect search for supervisor.

Documents Tab:
***IMPORTANT*** Attach resume under “Other 1” include name of person you wish to appoint and current date in both name and description fields. Please ensure that proposed hire, meets the minimum qualifications you included in the description.

A. IMPORTANT: Once complete, review/ensure all fields are complete on the summary tab. If you have blue circles to the right of each section, you can proceed. If Orange circle, check to see what information should be added.

WHEN MODIFYING A CURRENT POSITION:
WHEN YOU HAVE MODIFIED A CURRENT POSITION, you will submit the description to Human Resources at this point. Stay in the DRL/PPL role and select “take action on action” and move status to “Send to HR for Informal Review”

WHEN CREATING A NEW POSITION
WHEN YOU HAVE CREATED A NEW POSITION, you will need to change your role to Faculty Position Approvals or Research Faculty Position Approvals and move into “All Approvals Obtained” to generate the position number. Please make note of the position number.

Change your role back to DRL/PPL and search for position by selecting position description/research faculty or faculty and typing in the position number in the search field. Select the description by clicking the working title.

NOTE: Since Hiring Proposal function/feed is not working, you may not be able to populate with an employee or supervisor hired after February 2013.
Once you pull up the position description select “modify position” on the right, select start, then scroll down to action summary on the left.

Select “take action on action” and move status to “Send for HR Approval (Move to HR Approval).”

HR will review and notify you via e-mail once the action has been approved.
If state funded, please email your second level justification prior to submitting your request in Jobs at CU. E-mail the information to Human.Resources@ucdenver.edu and include the following:

i. Department name 
ii. Position # 
iii. Position Title 
iv. Action requested (announcement, promotion, or offer) 
v. Funding distribution (speedtype %) 
vi. Justification for the action including why the position is essential to the functioning of the unit, if non-State funds are available for supporting the position and how the unit will be able to cover a shortfall in State funding should a mid-year budget recession occur.