Creating a Faculty/Research Faculty (PRA) Job Description to Initiate Search Process

PLEASE NOTE: When you create the job description for Faculty/Research Faculty, you will approve it and then create the posting before submitting 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. A position is vacant if there is no employee name listed with the position.
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 program 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. **Job Summary**: Briefly describe the nature of work.
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. *These fields are NOT visible to the applicant; 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:

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
1. In addition to a criminal background check: check boxes for, Motor Vehicle or Other. Criminal background check requirement will appear on the posting.

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:
No need to attach anything.

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.

B. ***IMPORTANT*** you must now change your role from DRL to Faculty Positions Approval or Research Faculty Positions Approval and refresh your role by clicking the circular arrow.
C. Once you have changed your role, go to the orange “Take Action on Position Description” and change the status to “All Approvals Obtained.” Once in this status, you can create the job posting and submit to HR for posting (see instructions in next section).

If state funded, you MUST email your second level justification 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.