Faculty/Research Faculty Description/Posting Process

**Green = DRL (Business Partner)**
**Blue = Human Resources**

- **DRL** creates PD in Jobs at CU
- **SOM – DRL** submits Faculty PD to Dean’s Office for review (process currently offline)
- **HR** reviews posting & ensures 2nd level approval received (if state funded), then posts on Jobs at CU
- **DRL** keeps applicant workflow statuses updated in Jobs at CU
- Once finalist is selected, **DRL** changes workflow status of applicant to “Recommended for Hire”
- **DRL/Dept.** creates LOO
- **Dept.** presents LOO to finalist for signature
- **SOM – DRL** sends hiring packet to Dean’s Office (process currently offline)
- **DRL/Dept.** completes search summary & emails to HR for addition to History section (Duane Trantham for Faculty, Ryan Untisz for PRAs)
- **HR** closes posting, updates applicant workflow status to “Hired”, & marks posting as “Filled” in Jobs at CU
- **DRL** enters new hire info into HRMS
- **DRL** changes user role from DRL to “Faculty or Research Faculty position approvals” & moves status to “All Approvals Obtained”
- **DRL submits for 2nd level approval if state-funded to Human.Resources@ucdenver.edu**
- **DRL/Dept. complete search summary & emails to HR for addition to History section**
- **HR** closes posting, updates applicant workflow status to “Recommended for Hire”, & marks posting as “Filled” in Jobs at CU