



University of Colorado Denver

Administrative Policy

Title: Hiring Process for Full Time Faculty

Source: Human Resources Department

Prepared by: Assistant Vice Chancellor, Human Resources

Approved by: Mark Heckler, Provost and Vice Chancellor for Academic Affairs

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Replaces: December 1, 2006; October 1, 2005

Reference: **Regents Laws and Policies**
5-B: [Faculty Appointment and Evaluation](#)
5-L: [Approved Faculty Titles](#)

University of Colorado Denver Policies
[Background Investigations](#)
[Faculty Compensation - DC](#)
[Faculty Compensation - AMC](#)
[Faculty Hires with Tenure - DC](#)

Applies to: All campuses

A. Introduction

Under Board of Regents Law and University Policy, the campus Affirmative Action Officer is required to monitor and review all hiring processes for compliance with the institution's Affirmative Action Program and state law. This guideline applies to all full time faculty job titles in the 1100, 1200, 1300, and 1400 job code series, excluding 1309 and 1310 (Professional Research Assistants). It is expected that outreach and recruitment efforts to achieve a diverse applicant pool are followed as outlined in the school, college or administrative unit's diversity plan.

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C. Search, Selection, and Hiring Steps

Unless specifically noted, all steps are required. 'Unit' refers to the departments, school, college or unit in which the position is located. HRMS refers to the university human resources system. *Jobs at CU* refers to the web based job posting and applicant system. Items underlined in blue are direct links to documents, websites or email addresses.

Pre-Search Steps

Unit follows School or College processes to initiate search.

1. Unit modifies or creates job description. Job descriptions must be maintained electronically (through *Jobs at CU*) or in Unit files.
2. Unit creates or changes position in *Manage Positions* in HRMS and then inserts a row in *Manage Positions*, using recruit (REC) as the action reason. Once the position data are approved in HRMS, the position information automatically feeds overnight into *Jobs at CU*.
3. Hiring Authority appoints search committee chair and members. Search committee should be developed with a focus on diversity, training, expertise, and experience. Committee may include members outside of the school, college, or university. Search committee develops or reviews job posting and establishes a search plan, timeline, and selection process, including the selection criteria.

Note: Search Committee members must be trained. Training is available online via the CU Portal at: <https://my.cu.edu/> The course title is “Recruiting Diverse Talent to the University – Search Committee Training.”

Note: It is a best practice for the appointing authority/hiring authority/supervisor to not serve as a search committee member. S/he should meet with the search committee at the beginning of the process to describe the position in greater detail and expectations for the search strategy and process. (See [Supervising/Appointing Authority Charge to the Search Committee](#))

4. Unit enters job posting and search committee information in *Jobs at CU*. The unit may also develop specific applicant questions and establish *Guest User* access so the search committee can review the application materials on-line. Upon submission, the information will be sent electronically to HR for approval. Human Resources either approves the posting and search process and posts the announcement or requests additional information from the unit. Once approved, the posting will be listed under *Active Postings*. Human Resources will also place job postings in required media (i.e., *Jobs at CU*, *HigherEdJobs.com*, and *Colorado Workforce Center*).

If a **Search Waiver** is requested— Unit documents the reason for waiver in the *Notes/History* section of *Jobs at CU* (see Section D below). HR either approves the waiver or requests additional information. Upon receipt of waiver approval the unit e-mails the *Quicklink* to the applicant so the applicant can submit the required documentation. Skip to step 9 below.

Search and Selection Steps

5. Unit places job posting in other media (e.g., Denver newspapers, academic journals) and documents the posting locations in *Jobs at CU* ‘other posting media’.
6. Applicants complete application process in *Jobs at CU*. *Jobs at CU* will not accept applicants who fail to submit ‘Required’ material. The system will automatically notify applicants of receipt of application and/or materials.

Note: All applicants must be treated consistently throughout the selection process.

7. Search committee members use *Guest User* password to review applicant materials online or may print out materials.

Note: The search Committee must establish written evaluation criteria based on the job description and/or job posting *before* reviewing application materials.

8. Search Committee evaluates the applications using the selection criteria. As applicants status changes (e.g., not qualified, invited to interview, finalist), the unit must document the changes in status in *Jobs at CU*. The unit must also document the search process in the *Notes/History* section as applicable. Final status for each applicant must be completed before unit recommends an applicant for hire.

Note: Discussions among committee members are confidential and applicants' materials and status are confidential until they reach the 'finalist' level. Search committee members are responsible for maintaining confidentiality of written and electronic materials.

Hiring Steps

Unit follows school or college hiring processes and approval processes to initiate hire. If hire may include tenure, Unit must follow school and campus review and approval processes in addition to the hiring processes.

9. Finalist(s) must complete employment [Background Disclosure and Authorization Form](#) and submit to HR by the unit. (This may occur after the letter of offer in which case the letter of offer must have a contingency statement about passing the background check.)
10. If finalist selected/accepted, unit prepares a Letter of Offer. The Letter of Offer should include an invitation to [Employee Self ID Form](#) or include the link to submit this form online.
11. If position has "Professor" in the title, Provost MUST approve appointment prior to the effective date. The unit must complete the [Provost Personnel Matters Report](#) and send to Personnel.Matters@ucdenver.edu with supporting documentation (e.g., offer letter).
12. The Dean MUST approve appointment prior to the effective date for at will faculty. The unit must complete the [At Will Faculty Personnel Matters Report](#) and send to Personnel.Matters@ucdenver.edu with supporting documentation (e.g., offer letter).
13. After appropriate approval, Human Resources forwards approved report to schools and colleges for HRMS approval process.
14. Unit navigates in HRMS to *Administer Workforce* and completes *New Hire*.
15. Unit schedules new employee for [New Employee Orientation](#).
16. Unit collects required employment eligibility paperwork including:
 - [Form I-9](#) (send original to Human Resources Office)*
 - [Employee Self ID Form](#)
 - Copy of social security card. (Only required if used for Form I-9 documentation.)

*Form I-9 can be completed at New Employee Orientation if employee attends within 3 days of hire. Otherwise, unit is responsible for the completion of the I-9 Form. If no one in the unit is trained in Form I-9 completion, employee must go to Human Resources Office within three (3) days of hire.
17. Search materials are those records that document the overall search process (e.g., applicant materials, job posting, job posting media, search committee members, search

summary statement, writing samples, teaching evaluations, etc.). Any records not maintained in Jobs at CU should be kept by the unit for two years.

Note: If the search process is unsuccessful, the search may be reopened or job posting may be extended by contacting call Human Resources.

D. Search Waiver Reasons

One of the following reasons must be selected and communicated to HR as part of the request for search waiver. You can select the reason and write comments in the *Jobs at CU* search waiver panel.

Reason #	Search Waiver Reasons
1	Position is a limited or interim appointment up to 12 months (must terminate or appoint by a search within 12 months).
2	Qualified candidate is available from previous search. Job descriptions must be similar. Previous searches Job Posting number _____.
3	Promotion, transfer, or reinstatement of a current or former University of Colorado employee, affiliate employee or state employee. Explain in <i>Notes/History</i> section.
4	Spousal Hire. Qualified candidate is spouse of newly hired faculty member or officer. Include letter of offer for newly hired faculty member or officer.

E. Other Resources

- School, College, Department, and/or Division Diversity Plan
- University of Colorado Denver Affirmative Action Plan (Human Resources Office, School of Medicine)
- For additional assistance please email Human.Resources@UCDenver.edu or call 303-315-2700.
- Questions from units or applicants regarding disability are handled by Human Resources.