



# University of Colorado Denver

## Administrative Policy

<b>Title:</b>	<b>Research Assistant/Associate (PRA) Hiring Process</b>
Source:	Human Resources Department
Prepared by:	Assistant Vice Chancellor, Human Resources
Approved by:	Teresa Berryman, Vice Chancellor for Administration and Finance
Effective Date:	March 10, 2009
Replaces:	October 1, 2005
Reference:	NA
Applies:	All campuses

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### A. Introduction

Under Board of Regents Law and University Policy, Human Resources is required to monitor and review all PRA job descriptions and searches for compliance with the institution's Affirmative Action Program and State Law. This guideline applies to (Sr.) Professional Research Assistants (job codes 1309/1310) and (Sr.) Research Associates (job codes 1305/1306).

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### C. Hiring Steps

Unless specifically noted, all steps are required. 'Unit' refers to the department, 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. Steps that are specific to the School of Medicine (SOM) will be noted.

1. 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 department approves the recruit row the position information automatically feeds overnight into Jobs at CU.
2. Unit edits job posting and search committee information in Jobs at CU. Upon submission, the information will be sent electronically to HR for approval.

3. Human Resources approves the posting and posts the job in required media (i.e., Jobs at CU, HigherEdJobs.com, InsideHigherEd.com, Silver & Gold, 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 they can submit the required documentation. Skip to step 9.

**SOM:** If waiver is approved, the waiver form must be attached to the FRF packet for Faculty Affairs.

4. Hiring Authority appoints search committee chair and members.

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.”

5. Unit places job ad in other postings (e.g., Denver newspapers, academic journals) as identified in the *Jobs at CU posting*.
6. Applicants complete application process in *Jobs at CU*. *Jobs at CU* will not accept applicants who fail to submit required materials. 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.
8. The search committee reviews the applications and selects finalists. The search chair outlines how the search was conducted by completing the [Search Summary](#) in the Notes/History section in the Jobs at CU posting.
9. Unit negotiates hiring terms with finalist(s).
10. If finalist selected/accepted, unit prepares a [Letter of Offer](#).
12. Finalist(s) must complete employment [Background Disclosure and Authorization Form](#) and submit to HR by the unit.
13. The Dean MUST approve the appointment prior to the effective date. The unit must complete the [At Will Faculty Personnel Matters Report](#) and send to [Personnel.Matters@ucdenver.edu](mailto:Personnel.Matters@ucdenver.edu) with supporting documentation (e.g., offer letter).
14. After Chancellor’s approval, Human Resources forwards approved report to schools, colleges, or administrative units for HRMS approval process.
15. Unit navigates in HRMS to *Administer Workforce* and completes *New Hire*.

16. Unit schedules new employee for [New Employee Orientation](#).

18. 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.

19. 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 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 notes/history section*.

<b>Reason #</b>	<b>Search Waiver Reasons</b>
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|---|--|
| 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 (Office of Human Resources, School of Medicine)
- For additional assistance please email [Human.Resources@UCDenver.edu](mailto:Human.Resources@UCDenver.edu) or call (303)-315-2700
- Questions from units or applicants regarding disability are handled by Human Resources