



University of Colorado Denver

Administrative Policy

Title:	Summer Faculty Appointment Hiring Process
Source:	Human Resources
Prepared by:	Human Resources Director
Approved by:	Mark Alan Heckler, Provost and Vice Chancellor for Academic and Student Affairs
Effective Date:	April 6, 2006
Replaces:	N/A
Applies:	Downtown Campus

A. Introduction

This guideline outlines the hiring summer faculty appointments at the Downtown Campus of the University of Colorado Denver (UCD).

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For faculty members on 9-month appointments who do not already have summer appointments documented in letters of offer or addenda to such letters, new summer teaching, research or other appointments must be created.

1. At-will summer appointment letter of offer is prepared. The college or school must communicate with other colleges and schools to ensure that an individual's total summer compensation does not exceed 3/9 of the academic year compensation or 2/9 for NSF funds. Other funding restrictions may also apply.
2. The appointments are documented on the Chancellor's Action spreadsheets and electronic copies of the spreadsheets and supporting letters of offer are sent to HR. These should be submitted as they are completed and no later than two business days before the effective dates.
3. College or school enters concurrent appointment to HRMS.
4. HR reviews appointments and approves in HRMS.