To: Department Chairs, Center Directors, and Supervisors  
From: ColoradoSPH Leadership  

RE: Hiring Protocol Memo

We do not know how long remote work will be necessary to manage the current COVID 19 situation or the impact it will have on the school’s budget. We learned last week that University leadership has delayed the Regents vote on tuition, fees, and compensation to get a better picture of revenue, grants and contracts, federal stimulus relief funds, the state, and enrollment.

As a result, only mission critical hiring and promotions are in effect until further notice. The following applies to all employment categories (faculty, university staff, temporary staff, staff working retirees, student workers, student faculty, PRA/RA series, and post-doctoral fellows).

All requests for new searches, replacement searches, appointment changes (e.g., between tracks and positions), transfers between Schools or Departments, and staff promotions or faculty promotions at the junior level (e.g., to instructor or assistant professor) must be approved by the Dean.

At this time, promotions to senior rank will proceed through the School’s normal promotion process.

Please do not email the dean to seek approval.

See below for steps on how to facilitate this process and ensure timely execution of approvals for each job classification. The Office of Faculty Affairs and the Office of Human Resources will compile the requests and send to the dean for review on a weekly basis.

**Faculty Actions**

All such requests must be submitted through the Office of Faculty Affairs (OFA). To implement this process, please provide the following information to Bettina-Martine Warden, copied to Carolyn DiGuiseppi.

A) Requests for new faculty searches:

- Job description including the rank and track
- FTE
- Salary or salary range
- Specific information on the funding source/distribution for at least the next year (i.e., grant speedtype, notice of award, other funding commitment, fund 10, etc.).
- A memo of justification (one to two paragraphs maximum), addressed to the Dean, describing why the position is “mission critical.” (“Mission critical” has not yet been defined, but will become clearer as we gain experience - please make your best case.)

**NOTE:** If you consider your search to be “non-mission critical”, but you are requesting an exception, please provide a memo of justification (one to two paragraphs maximum), addressed to the Dean, describing why you are requesting an exception for this position.

B) Requests for appointment changes, transfers, and promotions at the junior level:

- The same information is required as described above (i.e., job description, FTE, salary, funding source/distribution, and memo of justification (as above)).
- The current full CV of the faculty member.
OFA will submit complete packets to the Dean on a weekly basis (as he has requested) for his approval. If approved, OFA will process the requests accordingly. No further approval beyond the Dean is now required.

**University Staff and Classified Staff Actions**

Searches, promotions, transfers, and position updates. Send all requests to the Office of Human Resources (HR): Kevin Young at Kevin.Young@cuanschutz.edu.

Information required for all new staff searches

- Job description
- FTE
- Proposed Salary or salary range
- Specific information on the funding source/distribution (i.e., grant speedtype, fund 10) and duration
- A memo of justification (one to two paragraphs maximum), addressed to the Dean, describing why the position is “mission critical.” (“Mission critical” has not been defined - please make your best case.)

**NOTE:** If you consider your search to be “non-mission critical”, but you are requesting an exception, please provide a memo of justification (one to two paragraphs maximum), addressed to the Dean, describing why you are requesting an exception for this position.

**Promotions, Transfers, or Position Updates**

- The same information is required as described above (i.e., job description, FTE, salary, funding source/distribution, and memo of justification (as above)).
- The current resume.

**Student, Temporary Employee, University Staff Transfers, and University Staff Position Updates with Increase Actions**

Searches, transfers, and position updates. Send all requests to Thuy Nguyen at Thuy.2.Nguyen@cuanschutz.edu.

Information required for all new student or temporary searches

- Job description -Template will be provided by Thuy Nguyen
- FTE
- Proposed Salary
- Specific information on the funding source/distribution (i.e., speedtype)
- A memo of justification (one to two paragraphs maximum), addressed to the Dean, describing why the position is “mission critical.” (“Mission critical” has not been defined - please make your best case.)

**NOTE:** If you consider your search to be “non-mission critical”, but you are requesting an exception, please provide a memo of justification (one to two paragraphs maximum), addressed to the Dean, describing why you are requesting an exception for this position.

Information Required for Transfers, or Position updates with pay increases

- The same information is required as described above (i.e., job description, FTE, salary, funding source/distribution, and memo of justification (as above)).