UNIVERSITY OF COLORADO
SCHOOL OF MEDICINE

Faculty Hiring, Promotions, Leave

SOM ADMINISTRATION – TOOLS FOR SUCCESS
Dean’s Office Professional Development Series

“Do it right first; don’t ask for forgiveness later.”
Faculty Hiring Process

Important Reminders

– Faculty Hiring Processes

• Office of Faculty Affairs (OFA) Hiring Process Guide located here:
  http://www.ucdenver.edu/academics/colleges/medicalschool/facultyAffairs/AppointmentsPromotions/Pages/FacultyAppointments.aspx

• Campus Administrative Policy: Faculty Hiring Process located here:
  http://www.ucdenver.edu/about/departments/HR/HRPolicesGuidlines/Pages/index.aspx

• Jobs@CU Guide located here:
  http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/JobsAtCUGuide.doc
Faculty Hiring Process

Important Reminders

– Faculty Action Deadlines

• Faculty Action Deadline Calendar located at:  
  http://www.ucdenver.edu/academics/colleges/medicalschool/facultyAffairs/AppointmentsPromotions/Pages/FacultyAppointments.aspx

• Deadlines must be followed for all Faculty Actions.
• Chris Scanlan sends out deadline reminders each month.
  – The SOM deadlines are noted on the email reminders.
## Faculty Affairs Deadline Dates for Faculty Actions

**to be included on Personnel Matters Reports**

**Academic Year 2012-2013**

<table>
<thead>
<tr>
<th>Paperwork Deadline Date</th>
<th>PMR Approval and Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 17, 2012</td>
<td>January 1, 2013</td>
</tr>
<tr>
<td>January 2, 2013</td>
<td>January 15, 2013</td>
</tr>
<tr>
<td>January 22, 2013</td>
<td>February 1, 2013</td>
</tr>
<tr>
<td>February 4, 2013</td>
<td>February 15, 2013</td>
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<td>March 15, 2013</td>
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<td>April 1, 2013</td>
</tr>
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<td>May 1, 2013</td>
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<td>May 20, 2013</td>
<td>June 1, 2013</td>
</tr>
<tr>
<td>June 3, 2013</td>
<td>June 15, 2013</td>
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</tbody>
</table>
Faculty Hiring Process

Important Reminders

- Faculty Action Deadlines
  - All Faculty Actions must be included on Personnel Matters Reports, which are processed by the OFA and submitted to HR every two weeks.
  - Step-by-step guides for entering job data available: https://www.cusys.edu/pbs/hrms/resources/sbs.html
Faculty Hiring Process

Important Reminders
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Step by Step Guides

Step-by-Step guides have been developed to assist HRMS users by providing specific procedures for most PeopleSoft on-line processes.

Examples of step-by-step guides include: making changes to a position; updating funding distribution; hiring; reappointing an employee; transferring or rehiring an employee; making a pay rate change; setting up a full contract or making changes to an existing contract; entering a payroll expense transfer; preparing a position for recruitment in Jobs at CU; entering time entry for a student hourly employee; running a report; approving with Work List.

Online Demos
- Add Favorites
- Add Home and Mailing Address
- Add a Person (Employee)
- Add a Person (POI)
- Add Additional POI Relationship
- Saving and Deleting Searches in HRMS
- Update Home and Mailing Address

Step-By-Step Guides (Full Listing)
- Workforce Administration
- Enterprise Learning
- Organizational Development
- Recruit Workforce - Review History
- Time Collection
- Reports
- Worklist
- Contract Pay
- Miscellaneous
- My Leave (CU Portal)
Faculty Hiring Process

Important Reminders

– Faculty Action Checklists

• Use checklists that are located at:
  http://www.ucdenver.edu/academics/colleges/medicalschool/facultyAffairs/AppointmentsPromotions/Pages/OFAChecklists.aspx
## Faculty Action Checklists

### Regular Faculty (> 50% FTE) Paid by University

<table>
<thead>
<tr>
<th>Event</th>
<th>Primarily Clinical Responsibilities</th>
<th>Primarily Non-Clinical Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Primary Appointment</td>
<td>Download</td>
<td>Download</td>
</tr>
<tr>
<td>New Secondary Appointment</td>
<td>Download</td>
<td>Download</td>
</tr>
<tr>
<td>Promotion to Asst Professor</td>
<td>Download</td>
<td>Download</td>
</tr>
<tr>
<td>Promotion to Associate Professor, Professor or Tenure Request</td>
<td>Download</td>
<td>Download</td>
</tr>
</tbody>
</table>

### Regular Faculty (> 50% FTE) Paid by Affiliate Institution

<table>
<thead>
<tr>
<th>Event</th>
<th>Primarily Clinical Responsibilities</th>
<th>Primarily Non-Clinical Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Office of Faculty Affairs
Faculty Action Checklist

- **New Primary Appointment**
  - Regular Faculty (≥50% FTE)
  - Paid by University
  - Primarily Clinical Responsibilities

Name ___________________________  Degree _______________________

Required Items for submission to Office of Faculty Affairs:

- [ ] FRF
- [ ] Letter of Offer (must use template letters of offer) (Noted: must be signed by Department Chair)
- [ ] Faculty Oath
- [ ] Non-Compete Agreement *(only for Physicians)* (Note: must be signed by Department Chair)
- [ ] Copy of Moving Expense Reimbursement Policy *(If applicable)*
- [ ] CV
- [ ] Job Description
- [ ] HR Approval Statement

Signed by Candidate

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Process Notes:

- After Dean’s Office has approved and signed letter of offer and non-compete agreement, packet will be returned to department for candidate’s signature.
- Once candidate’s signature has been obtained on letter of offer and non-compete agreement (if required), department returns entire packet to Office of Faculty Affairs, retaining copies in department.
Faculty Hiring Process

*Important Reminders*

- All paid appointments (except Instructor/Fellows) must go through Jobs@CU.
  - Includes part-time appointments.
- Make sure degree is included on FRF (and is also included in HRMS).
  - Link to Modify a Person to change education level:
    [https://www.cu.edu/pbs/sbs/CUonly/wa/Update-Misc-Phone-Email-Info-in-Modify-a-Person.pdf](https://www.cu.edu/pbs/sbs/CUonly/wa/Update-Misc-Phone-Email-Info-in-Modify-a-Person.pdf)
8.9 HRMS Step by Step Guide

Update Miscellaneous, Phone, Email Information in Modify a Person - Workforce Administration Module

Overview: This guide provides instruction on updating the miscellaneous personal information of employees and persons (POIs).

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to the Modify a Person page
   - Workforce Administration
   - Personal Information
   - Modify a Person
Faculty Hiring Process

Important Reminders

- Non-compete required for all Instructors and above who are physicians
  - February 17, 1998, non-compete went into effect.
  - Use worksheet to detail the specific parameters (mileage and damages).
  - Contact legal office if you have questions about setting parameters or other non-compete questions.
Faculty Hiring Process

Important Reminders

– Start date on FRF **must** match job data in HRMS.
– FTE and percentage of time must be the same in job data and position data.
– Paperwork must be received in OFA before action can be approved in HRMS.
**Job Data**

**University of Colorado**

**Job Information**

- **Effective Date:** 04/21/2012
- **Sequence:** 0
- **Job Code:** 1310
- **Reports To:** Associate Professor
- **Regular/Temporary:** Regular
- **FTE:** 0.600000
- **FLSA Status:** Exempt

**Compensation**

- **Appr Status:** Approved
- **ApprReject:** PAY581CU
- **Percent of Time:** 100.00%

**Employment Information**

- **Entry Date:** 04/01/2011
- **Empl Std Hours / FTE:** 40.00 / 0.600000

**Work Location**

- **Home:**

- **Job Notes:**

**Payroll**

- **Benefits Change by PBS**

**Printed on:**

- **USA**
Faculty Hiring Process

Important Reminders

– Member Practice Agreements (MPAs)
  • All faculty, Instructor and above, must sign a Member Practice Agreement (MPA) (except for faculty employed by DHHA)
  • See website for information regarding which MPA is appropriate:
    http://www.ucdenver.edu/academics/colleges/medicalschool/facultyAffairs/AppointmentsPromotions/Pages/MPAandNonCompeteAgreements.aspx
Member Practice Agreements and Non-Compete Agreements

School of Medicine

Member Practice Agreements and Non-Compete Agreements:

All full-time\(^{(\geq 0.5 \text{ FTE})}\) faculty members at the University of Colorado School of Medicine, including clinicians and basic scientists, are required to sign a University Physicians, Inc. (UPI) Member Practice Agreement (MPA). Signing the MPA is required by the Board of Regents as a condition of employment. Faculty members with clinical responsibilities are also required to sign a Covenant not to Compete (Non-Compete Agreement).

Note: as of November 17, 2009, employees of DHHA are no longer required to sign Associate Member Practice Agreements and are therefore not UPI members.

New faculty members with clinical responsibilities will be contacted by UPI to sign the MPA. New faculty members that do not have clinical responsibilities will also be required to sign an MPA, which will be included with their letter of offer.

<table>
<thead>
<tr>
<th>Document</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Full Member Practice Agreement]</td>
<td>Use for Regular Faculty, Instructor and above, who are 50% or greater FTE.</td>
</tr>
<tr>
<td>![Associate Member Practice Agreement]</td>
<td>Use for Clinical Faculty, Instructor and above, who are less than 50% FTE or are volunteer or receive the majority of their salary directly from an affiliated institution (exception: DHHA faculty).</td>
</tr>
<tr>
<td>![Affiliate Member Practice Agreement]</td>
<td>Use for health care professionals, other than physicians.</td>
</tr>
<tr>
<td>![Non-Compete Agreement]</td>
<td>Use only for regular faculty with an MD or DO degree who have clinical responsibilities.</td>
</tr>
<tr>
<td>![Covenant not to Compete Parameters]</td>
<td>Provides information regarding determining the mileage and damages estimates that are included in the Covenant not to Compete.</td>
</tr>
</tbody>
</table>
Faculty Hiring Process

Important Reminders

– Member Practice Agreements (MPAs)
  • Note: UPI handles routing of MPAs for clinicians; OFA handles routing of MPAs for non-clinicians.
  • Please don’t route an MPA for a faculty member who is a clinician – let UPI handle the routing.
Faculty Hiring Process

Important Reminders

– Moving Expense Reimbursement
  • Moving expense reimbursement offer must be included in the LOO.
  • Also include pre-move house-hunting trips in LOO.
  • Reimbursements are processed after the official start date.
  • Consult Moving and Relocation Expense Reimbursement Fiscal Policy for more important information on IRS rules and policies.
  • Recommendation to use Expense Reimbursement Agreement (attached).
Include Department Header here

Faculty/Staff Moving Expense Reimbursement Agreement

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Title/Rank:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/College:</td>
<td>Department:</td>
</tr>
<tr>
<td>AY Salary:</td>
<td>Move Allowance:</td>
</tr>
</tbody>
</table>

1. General terms and conditions:
   a. Relocation expenses will be reimbursed to a maximum of Insert Amount. Expenses that exceed this authorized move allowance are the sole responsibility of the employee. Any unused funds remain the property of the University.
   b. Moving policy and procedures are governed by University of Colorado Fiscal Policy, IRS Publication 521, and University of Colorado Procurement Policy.
   c. Should the above-named employee terminate employment with the University of Colorado Denver prior to completion of 12 months of service, the employee agrees to reimburse the College for any relocation reimbursements paid to him/her or on his/her behalf. This reimbursement must occur within 90 days of the date of termination.
Important Reminders

• Change in Start Date
  – Submit FRF to change a start date after appointment approved.

• Other Faculty Titles – see handout
  – Adjunct/Adjoint – when to use?

• Instructor/Fellows
  – Use job code for Faculty Fellow (1439)
  – Instructor/Fellows do not need to go through Jobs@CU
Promotions

• Only promotions from Assistant to Associate, Associate to Professor go through Faculty Promotions Committee (FPC) process.

• FPC meets through mid-June
  – Some promotions may not be finalized by Table 1 cutoff.
  – Put all July 1 promotions on Table 1, regardless of whether they have been finalized.
Promotions

• OFA emails departments with results of promotions after FPC meetings
  – OFA does not contact faculty members individually about results of promotions – department should have a process for informing faculty of status of promotion.
  – Congratulatory letter will be sent from Dean within a few weeks (after all approvals are complete).

• If promotion/appointment/tenure is not approved or tabled
  – Department emailed with important information and next steps.
Faculty Promotions

• Next year, continue same process
  – Due date: December 31st
  – PDF submission
  – Page limit: 400 pages
  – Links to publications
  – Sharepoint dossier submission for depts?
Leave Without Pay

• Leave without pay MOU located here:
  http://www.ucdenver.edu/academics/colleges/medicalschool/facultyAffairs/AppointmentsPromotions/Pages/LetterOfferTemplates.aspx
  
  • Use MOU for faculty going on leave without pay
    – Contact OFA for help in completing or modifying MOU.
  
  • FRF required for entering and exiting leave.
Sabbaticals

- See website for important information re: sabbaticals: http://www.ucdenver.edu/academics/colleges/medicalschool/facultyAffairs/RulesPolicies/Pages/Sabbaticals.aspx

- Associate Professors, Associate Research Professor, Professors and Research Professors eligible after 6 years full-time employment at University. Note: there is not a SOM “sabbatical fund” – faculty members and departments are responsible for securing funding for sabbaticals.

- Application must be approved by department chair and submitted at least 4 months prior to start date of sabbatical.
Sabbaticals

• Regent approval required before all sabbaticals can begin.

• Report must be submitted within 4 months of returning from sabbatical.

• HRMS entry is “Leave with Pay/Sabbatical” or “Leave without Pay/Sabbatical.” Contact Chris Scanlan for more information on HRMS entries for sabbaticals.