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 1300, 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.
B. SEARCH, SELECTION, AND HIRING STEPS

Unless specifically noted, all steps are required. ‘Unit’ refers to the departments, school, college or organization/unit in which the position is located. HRMS HCM refers to the university human resources system. CU Careers 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

1. Unit follows its School or College-established process to initiate search.

2. Unit creates or changes position information in Position in HCM.

3. Unit modifies or creates job description. Job descriptions must be maintained electronically (through HCMJobs at CU) and or in Unit files.

4. Unit creates or changes position in Manage Positions in HRMS and then inserts a row.

5. Unit modifies or creates job description. Job descriptions must be maintained electronically (through HCMJobs at CU) and or in Unit files.

6. Unit approves in HRMS; the position information automatically feeds overnight into Jobs at CU.

7. 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.

8. 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://edenver.ednus.cu.edu/ the course title is "Recruiting Diverse Talent to the University—Search Committee Training." CU: Search Committee Training — Recruiting Diverse Talent

Note: It is a best practice for the appointing authority/hiring authority/supervisor to not serve as a search committee member. They 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)

9. Unit enters job posting and search committee information in Jobs at CU. The unit also develops specific applicant questions and establishes Guest User access to the search committee can review the application materials on line. Upon submission,
the e
— 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, Careers, HigherEdJobs.com, and Inside Higher EdColorado Workforce Center).

If an appointment type Search Waiver is requested — The unit documents the reason for appointment type in NPP (non-person profile) in HCM waiver in the Notes/History
section of Jobs at CU (see Section CD below). HR either approves the appointment type
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

8.4. Unit places job posting in other media (e.g., Denver newspapers, academic journals)
also documents the posting locations in Jobs at CU. Other posting media
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.

5. 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.

6. 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 by completing the search summary and forwarding to
Human Resources who will attach in the requisition in CU Careers 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, the unit must follow school and campus review and approval processes in addition to the hiring processes.

9.5. Finalist(s) The hiring unit must complete the on-line Background Check Request Form:

http://www.ucdenver.edu/about/departments/HR/ResourcesforHRBusinessPartners/background check/Pages/default.aspx to HR by the unit. (This should occur before the letter of offer in which case the letter of offer and must include a contingency statement about passing the background check.)

If finalist selected/accepted, unit prepares a Letter of Offer. The Letter of Offer should:

- be complete and available to an electronic line path to submit form.

If position has “Professor” in the title, Provost MUST approve letter/appointment prior to the effective date. The unit must complete the Personnel Matters Report and send to Personnel.Matters@ucdenver.edu with supporting documentation (e.g., offer letter).

The Dean of the hiring unit MUST approve appointment prior to the effective date for 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).

After appropriate approval, Human Resources forwards approved report to schools and colleges/hiring unit for HCM entry and HRMS approval process.

Unit navigates in HCM HRMS to Administer Workforce and completes New Hire.

Unit schedules new employee for New Employee Orientation.

Unit submits-collects required employment eligibility paperwork including:

- Form I-9 (and original to Human Resources Office (Completed on-line).
- 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 so one in the unit is trained in Form I-9 completion, employee must go to Human Resources Office within three (3) days of hire. The I-9 form must be completed within 3 days of hire date.

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.CU Careers should be kept by the unit for three years.

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

C. APPOINTMENT TYPE REASONS

One of the following reasons must be selected and communicated to HR as part of the request for appointment type when submitting NPP (non-person profile/job description) in HCM search waiver. You will document the appointment type reason and provide necessary information in the comments field in HCM, can select the reason and write comments in the Jobs at CU search waiver panel.

<table>
<thead>
<tr>
<th>Reason #</th>
<th>Search Waiver Appointment Type Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Qualified candidate is available from previous search. Job descriptions must be similar. Previous search Job Posting number. A resume must be submitted and candidate must have been interviewed in initial search. Position is a limited or interim appointment up to 12 months (must terminate or appoint by a search within 12 months).</td>
</tr>
<tr>
<td>2</td>
<td>Promotion, transfer, or reinstatement of a current or former University of Colorado employee, affiliate employee or state employee. Explain in comments section. Qualified candidate is available from previous search. Job descriptions must be similar. Previous search Job Posting number.</td>
</tr>
<tr>
<td>3</td>
<td>Promotion, transfer, or reinstatement of a current or former University of Colorado employee, affiliate employee or state employee. Explain in comments section.</td>
</tr>
<tr>
<td>4</td>
<td>Spousal Hire. Qualified candidate is spouse of newly hired faculty member or officer. Include letter of offer for newly hired faculty member or officer.</td>
</tr>
</tbody>
</table>

D. OTHER RESOURCES

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

Notes:

1. Dates of Official Enactment and amendments:
   - Adopted by Provost and Vice Chancellor for Academic Affairs on October 1, 2005
   - December 1, 2006: Updated and amended
   - August 15, 2007: Updated and amended
   - January 1, 2019: Updated and amended
2. History:
   May 1, 2018: Amended to update the format per policy # 3000, Establishing Campus
   Administrative Policies.
   January 1, 2019: Reviewed as part of the Campus semi-annual review process.
   Substantive changes made.

3. Initial Policy Effective Date: October 1, 2005

4. Cross References/Appendix:

   Regents Laws and Policies
   - Article 5-B: Faculty Appointment and Evaluation
   - Article 5-L: Approved Faculty Titles

   University of Colorado Denver Campus Policies
   - 4012 - Background Investigations
   - 1006 - Faculty Compensation – CU Denver
   - 1005 - Faculty Compensation – Anschutz Medical Campus
   - 1021 - Faculty Hires with Tenure – CU Denver

Commented [HM9]: This title may change on 1 January 2019