Campus Administrative Policy

Policy Title: Research Assistant/Associate (PRA) Hiring Process

Policy Number: 4011  Functional Area: ___ Human Resources

Effective: March 10, 2009  July 1, 2019
Date Last Amended/Reviewed: February 15, 2019  March 10, 2009
Date Scheduled for Review: July 1, 2026  July 1, 2016
Supersedes: Research Assistant/Associate (PRA) Hiring Process, March 10, 2009

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Applies to: All Campuses

A. INTRODUCTION

Under Board of Regents Law and University Policy, Human Resources is required to monitor and review all Professional Research Assistants (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).

B. HIRING STEPS

Unless specifically noted, all steps are required. ‘Unit’ refers to the department, school,
college or organization in which the position is located. **HCM HRMS** 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. **Notes that are specific to the School of Medicine (SOM) will
be noted.**

4. Unit creates or changes position **information in Position in HCM, 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.

2.1. **Unit edits job posting and search committee information in Jobs at CU. Upon submission, the
information will be sent electronically to HR for approval. Unit modifies or creates job description.** Job descriptions must be maintained
electronically (in HCM) and in Unit files. Human Resources reviews job
description submitted in HCM.

3. **Unit enters job posting and hiring committee information in CU Careers.** The
unit may also develop specific prescreening applicant questions. Upon
submission, the information will be sent electronically to HR for approval.
HR either approves the posting and search process and posts the
announcement or requests additional information from the unit. HR will also
place job postings in required media (i.e., CU Careers, HigherEdJobs.com
and Inside Higher Ed).

4. **Human Resources approves the posting and posts the job in required media (i.e., Jobs at
CU, HigherEdJobs.com, InsideHigherEd.com and Direct Employers).**

If an **Appointment Type or search waiver** is requested—Unit documents the
reason for the appointment type in the comments Notes/History section of **HCM in
NPP (non person profile/job description). Jobs at CU** (see Section **CD** below). HR
either approves the appointment type or requests additional information. Upon receipt
of appointment type approval the unit emails the quicklink to the applicant so they can
submit the required documentation. **Skip to step 9. SOM:** If appointment type is
approved, the appointment type form must be attached to the FRF packet for Faculty
Affairs.

6.4. **Hiring Committee may consist of hiring authority and one other SOM member.** Hiring
Authority appoints search committee chair and members.

NOTE: Those conducting the search. Search Committee members must be trained.
Training is available online via the **CU Portal at:** https://my.cu.edu/. The course title
is “CU: Search Committee Training – Recruiting Diverse Talent to the University.”

5. **Unit places job ad in other postings (e.g., Denver newspapers, academic journals).**
Applicants complete application process in **CU Careers**. 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 Applicant materials may be accessed online or may be printed.

**Note:** The hiring committee must establish written evaluation criteria based on the job posting before reviewing application materials.

Hiring committee evaluates the applications using the selection criteria. As applicants status changes (e.g., does not meet minimum qualifications, invited to interview(s), finalist), the unit must document the changes in status in **CU Careers**. The unit must also document the search process by completing the search summary and forwarding to HR who will attach in the requisition in **CU Careers**. Final status for each applicant must be completed before unit recommends an applicant for hire.

**Note:** Discussions among hiring committee are confidential and applicants’ materials and status are confidential until they reach the ‘finalist’ level. Hiring committee members are responsible for maintaining confidentiality of written and electronic materials.

**8.** Hiring 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).

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

Once finalist is selected, unit prepares Letter of Offer. Letter must include a contingency statement about passing the background check.

Department initiates the on-line Background Check Request Form. Appointment date should be effective after candidate passes background check.

Finalist(s) must complete and submit the electronic employment Background Disclosure and Authorization Form. HR Liaisons should provide information to the applicant (department HR liaison name, supervisor name, job posting number, job title-
11. 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 with supporting documentation (e.g., offer letter).

12. After Chancellor’s approval, Human Resources forwards approved report to schools, colleges, or administrative units for HRMS approval process.

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

14-12.

15. Unit schedules new employee for New Employee Orientation.

16-13.

Unit submits required employment eligibility paperwork including:
   Form I-9 (Completed on-line)
   Unit is responsible for the completion of the I-9 Form.
   The I-9 form must be completed within 3 days of hire date.

17. 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.

18-14. 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 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/SEARCH WAIVER REASONS

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

<table>
<thead>
<tr>
<th>Reason #</th>
<th>Appointment Type Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Qualified candidate is available from previous search. Job descriptions must be similar. Must include the previous search’s Job Posting/Requisition Number, proposed salary, and a copy of the candidate’s resume in your submission.</td>
</tr>
<tr>
<td>2</td>
<td>Promotional, transfer, or rehire of a current or former University of Colorado employee, affiliate employee or state employee. Provide employee name, EEID# (if CU employee), proposed salary, and a copy of the employee’s resume in your submission.</td>
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<td>1</td>
<td>Qualified candidate is available from previous search. Job descriptions must be similar. Candidate must have interviewed as part of initial search.</td>
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<td>2</td>
<td>Promotion, transfer, or rehire of a current or former University of Colorado employee, affiliate or State employee.</td>
</tr>
<tr>
<td>3</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>
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**D. Other Resources**

- Affirmative Action Plans
  - 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 Human Resources Office.

Notes

1. Dates of official enactment and amendments:
   - October 1, 2005: Adopted by Vice Chancellor for Administration and Finance
   - March 10, 2009: Updated
   - July 1, 2019: Revised

2. History:
   - November 29, 2018: Updated to reflect a 2018 Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.
   - July 1, 2019: Reviewed as part of the spring 2019 semi-annual review process. Modified to reflect interaction with HCM, appointment type reasons updated, university branding and links verified.

3. Initial Policy Effective Date: October 1, 2005

4. Cross References/Appendix: