A. Introduction

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

B. Hiring Process

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.

Notes

1. Dates of official enactment and amendments:

   Adopted by Provost on April 6, 2006. Modified to new format on June 7, 2018.

2. History:

   Format modified on June 7, 2018 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.

3. Cross References/Appendix:

   University Policy Framework and Hierarchy: 3000 – Establishing Campus Administrative Policies