



Campus Administrative Policy

Policy Title: Summer Faculty Appointment Hiring Process

Policy Number: 1014 Functional Area: Academic and Faculty Affairs

Effective: April 6, 2006
Date Last Amended/Reviewed: April 6, 2006
Date Scheduled for Review: June 30, 2013
Supersedes: N/A (New)

Approved by: Mark Alan Heckler
Provost and Vice Chancellor for Academic and Student Affairs

Prepared by: Human Resources
Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs

Responsible Officer: Provost and Executive Vice Chancellor for Academic and Student Affairs

Applies to: University of Colorado Denver

A. INTRODUCTION

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

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:

April 6, 2006: Adopted by Provost

June 7, 2018: Modified to new format

2. History:

June 7, 2018: Modified to reflect a 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. University branding verified.

3. Initial Policy Effective Date: April 6, 2006

4. Cross References/Appendix: N/A