

University of Colorado School of Medicine – Office of Faculty Affairs

Faculty Hiring Process

I. **SEARCH PROCESS (also applies to SEARCH WAIVERS):**

Follow Jobs@CU Guide for updated instructions on the search and search waiver processes. Proceed to “Hiring Process” once you have received HR approval to hire candidate.

II. **HIRING PROCESS:**

- 1) Consult [Campus Guideline: Hiring Process for Full Time Faculty](#) for important information regarding the faculty hiring process. Once hiring approval has been obtained from HR, submit the following documents to the Office of Faculty Affairs:
 - a) For **Regular Faculty**:
 - (1) Completed Checklist (use forms located at: [Checklists](#))
 - (2) Completed FRF with Department Chair’s signature (use electronic form located at: [FRF Templates](#)).
 - (3) Letter of Offer with Department Chair’s signature (use the templates located at: [Letter of Offer Templates](#)).
 - (4) Non-compete agreement (if applicable)
 - (5) CV
 - (6) Job description
 - (7) Copy of email sent to you from Jobs@CU which states that the hire or search waiver was approved.
 - b) For **Faculty in Research Associate Series (PRAs, Sr. PRAs, RAs, and Sr. RAs)**:
 - (1) Completed FRF with Department Chair’s signature (use electronic form located at: [FRF Templates](#)).
 - (2) Resume
 - (3) Job description
 - (4) Copy of email sent to you from Jobs@CU which states that the hire or search waiver was approved.
- 2) Once necessary signatures have been obtained in the Dean’s Office, contact person on FRF will be notified for pick-up of paperwork so that the candidate’s signature can be obtained.
- 3) Once the candidate’s signature has been obtained, you will retain the original letter of offer and forward to Faculty Affairs all copies of the FRF and a copy of the letter of offer and other documents included in hire packet (e.g., non-compete agreement).
- 4) Once the hire has been approved on the appropriate Personnel Matters Report, you will receive your copy of the FRF as confirmation.
- 5) Chris Scanlan will confirm approval of hire before she approves in PeopleSoft.

IMPORTANT REMINDERS:

- Completed paperwork must be received in Faculty Affairs by the deadlines located at [Deadlines](#). If you know that you cannot make these deadlines, you must contact Cheryl Welch ahead of time to discuss the situation.
- All faculty hired at the Associate Professor or Professor level must be designated as “visiting” faculty (i.e., Visiting Associate Professor, Visiting Professor) until they have completed the Faculty Promotions Process. Faculty should stay at this designation no longer than six months.

Contact Cheryl Welch at 303-724-5356 with any questions.