

Faculty Appointment Type Reasons

One of the following reasons must be selected and communicated to HR as part of the request to fill a position without conducting a search. In order to hire someone via an appointment type, please select from one of the following reasons and include the appointment type and corresponding information/justification in the "comments" section on page 1 of the non-person profile (job description) ePAR submission in HCM. Please also include a copy of the candidate's resume with your submission.

Reason #	Appointment Type Reasons
1	Appointment based on qualified candidate being available from a previous search. Provide candidate name, EEID# (if CU employee), requisition number, and proposed salary for all PRA job codes.
2	Appointment based on current or prior employment with CU or Affiliate (Children's, University Hospital, National Jewish, CU Medicine (Formerly UPI), VA Hospital, Denver Health). Qualified candidate must have left in good standing and be appointed within 1 year of termination date. Job descriptions must be similar. Provide employee name, EEID# (if CU employee), and proposed salary for all PRA job codes. Student Worker appointment criteria - must have worked for any CU campus as a student for at least a semester (% of time does not matter), must meet all minimum qualifications for the position, the job must be related to the duties performed as a student worker, must have graduated.

[See also: Campus Specific Guidelines document on the Human Resources website](#)