

Faculty/Research Faculty (PRA, Sr. PRA, Research Associate series) Information to be Populated in Non-Person Profile (Job Description) Step-By-Step Guide

Review and populate required fields. Ensure you populate the following information.

For position specific process flow, please refer to the Faculty Flowchart - https://www1.ucdenver.edu/docs/librariesprovider188/document-archive/combined-campus-specific-flowchart.pdf?sfvrsn=385d02b9_4#page=13

Step 1/Position Search:

- A. In the *Search Criteria* section, enter the position number (**NOTE:** Please make sure to include to all applicable zeros) and click **Search**.
- B. A *Search Result* field will populate, please confirm that this is the accurate position number and description and click **Next**.

Step 2/ Position Action/Reason:

- A. Action field – Leave as *Position Change* (only option available).
- B. Reason field – Select *Vacant Position* (only option available).
- C. Effective date – Use today's date for this field.
- D. Profile Type – if new position, select the appropriate Faculty profile type. If existing position this information will prepopulate.
- E. Comments Section – **Enter appropriate comments for Appointment Types 1 & 2:** Include relevant information (see [campus specific guide](#)) .
- F. Attach relevant documents to the NPP including
 - a. Job Descriptions
 - b. [Mission critical approval](#)

Step 3/ePAR Position – Change:

- A. Confirm that information in *Current Value* column matches *New Value* column. If information is not correct in *New Value* column, please reference the [Position Information Guide: Updating a Position](#) for more information on next steps. **NOTE:** Mismatched information can cause errors, and will typically be flagged in blue.
- B. The position title must be the Position Title not the Working Title

Step 4/NPP Questionnaire:

- A. Description – Enter working title (if applicable)
- B. Position summary, Background Checks and Degrees must be selected in addition to others

that you may need or require for the position.

Please choose Yes/No for the below Non-Person profile options that you wish to change/add/delete

If you intend to feed to CU Careers, ensure you have selected yes for the Position Summary button, as the box on that page must be checked on for the feed to occur.

- Position Summary Yes No
 - HR Consultant Yes No
 - Required Training Yes No
 - Background Check Types Yes No
 - Additional Job Requirement Yes No
 - HR Only Yes No
 - Faculty Effort Yes No
 - Degrees Yes No
- Select All Yes Select All No

Step 5/Position Summary:

- A. Review *New Position Summary*, if incorrect or if there is no information populated click on “Add New Position Summary”

Current Position Summary				
ID	Type of Review	Exemption Statute	Feed to CU Careers?	Any Staffing/Org Changes?
			<input type="checkbox"/>	

New Position Summary				
ID	Type of review	Exemption Statute	Feed to CU Careers?	Any Staffing/Org Changes?
VACANT	Vacant Position		<input checked="" type="checkbox"/>	

Current HR Consultants	
ID	HR Consultant

- B. Feed to CU Careers? – If this is a search and you would like to populate a Job Ad in CU Careers, please check this box. If not, please ensure that the box is not checked.

Position Summary

Type of Review: NEW New Position

Feed to CU Careers?

Job Summary:

- C. Job Summary – Since you will attach a copy of the Job Description to the NPP, please write “See Attached” in this text box.
- D. Review *New HR Consultant* field, if incorrect or if there is no information populated click on “Add New HR Consultant”. Use the search glass to find Ben Patient, or Marissa (Blackwood)

McHale's name.

- E. No action is required in the following sections
 - a. Profile Identities & Profile Associations

Current Profile Identities

Profile Identity Option	Key 1 Value	Description	Status

New Profile Identities

Profile Identity Option	Key 1 Value	Description	Status

[Add New Profile Identities](#)

Current Profile Associations

Profile Association	Key 1 Value	Description	Status

New Profile Associations

Profile Association	Key 1 Value	Description	Status

[Add New Profile Associations](#)

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- F. Ensure that Criminal Background Check is selected. If not, add new background type and select "Criminal." Add additional background check types as needed.

Current Background Check Types

ID	Background Check Type

New Background Check Types

ID	Background Check Type
CRIMINAL	Criminal Background Check

[Add New Background Check Types](#)

[Previous](#) [Next](#)

Step 6/ Degrees

- A. Please select required degree, if not already populated. To do so click on Add New Degree

Current Degrees

ID	Degree	Required?	Preferred?	Field of Study
		<input type="checkbox"/>	<input type="checkbox"/>	

New Degrees


ID	Degree	Required?	Preferred?	Field of Study
1	Doctorate Degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

[Add New Degrees](#)

[Previous](#) [Next](#)


- B. Education degree box will open, click on the search glass to find the necessary degree

Education Degrees

Degree: 

Required

Preferred

Field of Study: 

[OK](#) [Cancel](#) [Apply and Add Another](#)

- C. Please check the required box if degree is mandatory for the position

D. If the specific degree is not found, please use the field of study box to input notes related to degree type needed.

- le- Master's degree in science related fields
- Or if two different degrees are accepted, select one and in the field of study list the other “Doctorate or MD accepted”

Step 7/New Departmental Budget Table

- A. Confirm that information in *New Position Funding* section is accurate. If information is not correct, please reference the [Funding Guide](#), for more information on next steps. (NOTE: A new NPP may be required if funding changes are not corrected prior to starting NPP).
- B. Click the **Attach** button and make sure all required items have been uploaded (please refer [Campus Specific Step-by-Step Guide](#) for more information).
- C. Click the **Save** button and note the ePAR request number (ex. POS0XXXXXX)



D. Submit the transaction (this will route the NPP to your School Approver for processing, after they approve, it will be routed to Central HR for processing).

Second Level Approval

Please note: Any position that includes funding from a 610 or 611 speedtype will need the appropriate second level approval. Please see the [2nd Level Budget Approval Process](#) and the [Faculty Flow Charts](#) for more information regarding second level approval process.

Please note this information is provided as reference for Human Resources (HR) Business Partners. Please contact your HR Business Partner with questions.					
Search and Hiring Processes		Onboarding		Compensation	
<ul style="list-style-type: none"> Recruitment and Appointments Human Capital Management (HCM) / CU Careers Faculty Offer Letter Templates and Resources Faculty Job Ad Template Policy - Hiring Process for Full-Time Faculty Search Process Flow Charts Policy - Faculty Hires with Tenure Exhibit A - Dossier Checklist Exhibit B - Format of Letter to External Reviewer Application Review Matrix (Including Search Summary) Search Summary Template Office of Equity- Human Resources Resource Toolkit Diversity and Inclusion Virtual Interviews - Best Practices for Search Committees Virtual Interviews - Best Practices for Candidates Background Check Request Form 		<ul style="list-style-type: none"> HireRight I-9 Employment Eligibility Verification Training Request for I-9 Business Partner Access to HireRight I-9 E-Verify Required HR Training ID and Access Badging CU Anschutz Medical Campus ID and Access Badging CU Denver Campus ListServ Management Parking Information Personnel Matters Reports Employee Handbooks New Hire Checklist 		<ul style="list-style-type: none"> Policy - Compensation Principles for Tenure and Promotion Policy - Faculty Compensation - CU Anschutz Medical Campus Policy - Faculty Compensation - CU Denver Campus Additional Pay Pre-Approval Routing Process - CU Denver Campus Faculty Pre-Approval Form - Denver Campus Recommended Overload Teaching Payment Process - CU Denver Campus Additional Pay Step-by-Step Guides Additional Pay Form 	
Performance Management		Leave		Separation	
<ul style="list-style-type: none"> Employee Relations and Performance Management 		<ul style="list-style-type: none"> Leave Information and Consulting 		<ul style="list-style-type: none"> University of Colorado Denver Anschutz Medical 	