



## **Campus Administrative Policy**

**Policy Title:     Hiring Process for Full-Time Faculty**

Policy Number: 1002                      Functional Area: Academic and Faculty Affairs

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Effective:	May 1, 2019
Date Last Amended/Reviewed:	June 10, 2019
Date Scheduled for Review:	July 1, 2026
Supersedes:	Hiring Process for Full-Time Faculty, August 14, 2007
Approved by:	Donald J. Elliman, Jr. Chancellor, University of Colorado Anschutz Medical Campus Dorothy Horrell Chancellor, University of Colorado Denver
Prepared by:	Human Resources
Reviewing Office:	Provost and Executive Vice Chancellor for Academic and Student Affairs Executive Vice Chancellor for Administration and Finance   CFO, University of Colorado Anschutz Medical Campus Senior Vice Chancellor for Administration and Finance   CFO, University of Colorado Denver
Responsible Officer:	Associate Vice Chancellor for Human Resources
Applies to:	University of Colorado Anschutz Medical Campus University of Colorado Denver

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### **A.     Introduction**

Under Board of Regents Law and University Policy, the campus Affirmative

Action Officer is required to monitor and review all hiring processes for compliance with the institution's Affirmative Action Program and state law. This guideline applies to all full-time faculty job titles in the 1100, 1200, 1300, and 1400 job code series, excluding 1309 and 1310 (Professional Research Assistants). It is expected that outreach and recruitment efforts to achieve a diverse applicant pool are followed as outlined in the school, college, or administrative unit's diversity plan.

## **B. Search, Selection, and Hiring Steps**

Unless specifically noted, all steps as outlined below are required. 'Unit' refers to the department, school, college or organization in which the position is located. HCM refers to the university human resources system. *CU Careers* refers to the web-based job posting and applicant system. Items underlined in blue are direct links to documents, websites or email addresses.

### Pre-Search Steps

*Unit follows its established process to initiate search.*

1. Unit creates or changes position information in *Position* in HCM.
2. Unit modifies or creates job description. Job descriptions must be maintained electronically (through HCM) and in Unit files.
3. Hiring Authority appoints search committee chair and members. Search committee should be developed with a focus on diversity, training, expertise, and experience. Committee may include members outside of the school, college, or university. Search committee reviews job posting and establishes a search plan, timeline, and selection process, including written evaluation criteria.

**Note:** Search committee members must be trained. Training is available online via the [CU Portal](#). The course title is "CU: Search Committee Training – Recruiting Diverse Talent to the University."

**Note:** It is a best practice for the appointing authority/hiring authority/supervisor to not serve as a search committee member. They should meet with the search committee at the beginning of the

process to describe the position in greater detail and explain expectations for the search strategy and process. ([See Supervising/Appointing Authority Charge to the Search Committee](#))

4. Unit enters job posting and search committee information in *CU Careers*. The unit may also develop specific prescreening applicant questions. Upon submission, the information will be sent electronically to HR for approval. HR either approves the posting and search process and posts the announcement or requests additional information from the unit. Once approved, the posting will be listed under *Active Postings*. HR will also place job postings in required media (i.e., *CU Careers*, *HigherEdJobs.com*, and Inside Higher Ed).

**Note:** If an appointment type or search waiver is requested, unit documents the reason for appointment in NPP (non-person profile/job description) in HCM (see Section C below). HR either approves or requests additional information.

#### Search and Selection Steps

5. Unit places job posting in other media (e.g., academic journals)

Applicants complete application process in *CU Careers*. The system will automatically notify applicants of receipt of application and/or materials.

**Note:** All applicants must be treated consistently throughout the selection process.

6. Search committee members review applicant materials online or may print out materials.

**Note:** The search committee must establish written evaluation criteria based on the job posting *before* reviewing application materials.

7. Search committee evaluates the applications using the written evaluation criteria. As an applicant's status changes (e.g., does not meet minimum qualifications, invited to interview(s), finalist), the unit must document the changes in status in *CU Careers*. The unit must also document the search process by completing the search summary and forwarding to HR who will attach in the requisition in *CU Careers*. Final

status for each applicant must be completed before unit recommends an applicant for hire.

**Note:** Discussions among search committee members are confidential, and applicants' materials and status are confidential until they reach the 'finalist' level. Search committee members are responsible for maintaining confidentiality of written and electronic materials.

### Hiring Steps

*Unit follows school or college hiring processes and approval processes to initiate hire. If hire may include tenure, unit must follow school and campus review and approval processes in addition to the hiring processes.*

8. Unit completes the on-line [Background Check Request Form](#). Appointment date should be effective after candidate passes background check.
9. If a finalist is selected, unit prepares a Letter of Offer. Letter must include a contingency statement about passing the background check.
10. The unit must send offer letter to [personnel.matters@ucdenver.edu](mailto:personnel.matters@ucdenver.edu) prior to the effective date of the appointment. The Vice Chancellor or Dean approves the appointments via a personnel matters report.
11. After appropriate approval, HR forwards approved report to unit for HCM entry and approval process.
12. Unit navigates in HCM and completes *New Hire*.
13. Unit schedules employee for [New Employee Orientation](#).

Unit submits required employment eligibility paperwork including: Form I-9 (completed on-line). Unit is responsible for the completion of the Form I-9. The Form I-9 must be completed within 3 days of hire date.

Search materials are those records that document the overall search process (e.g. applicant materials, job posting, job posting media, search committee members, search summary statement, writing

samples, teaching evaluations, etc.). Any records not maintained in CU Careers should be kept by unit for three years.

Note: If the search process is unsuccessful, the search may be reopened or job posting may be extended by contacting HR.

**C. Appointment/Waiver Reasons**

One of the following reasons must be selected and communicated to HR as part of the request for appointment type or search waiver when submitting the NPP (non-person profile/job description) in HCM. You will document the reason and provide necessary information in the comments field in HCM.

Reason #	Appointment Type or Search Waiver Reasons
1	Qualified candidate is available from previous search. Job descriptions must be similar. Candidate must have interviewed as part of initial search.
2	Promotion, transfer, or rehire of a current or former University of Colorado employee, affiliate, or State employee.
3	<b>(Search Waiver Reason)</b> Spousal Hire. Qualified candidate is spouse of newly hired faculty member or Officer. Include letter of offer for newly hired faculty member or Officer.

**D. Other Resources**

- [Affirmative Action Plans](#)
- For additional assistance please email [Human.Resources@ucdenver.edu](mailto:Human.Resources@ucdenver.edu) or call 303-315-2700 or visit: [www.ucdenver.edu/hr](http://www.ucdenver.edu/hr)
- Questions from units or applicants regarding disability are handled by the Human Resources Office.

**E. Notes:**

1. Dates of Official Enactment and amendments:  
October 1, 2005: Adopted by Provost and Vice Chancellor for Academic Affairs

December 1, 2006: Revised  
August 15, 2007: Revised  
May 1, 2018: Modified  
July 1, 2019: Revised

2. History:  
May 1, 2018: Modified to update the format per policy # 3000, Establishing Campus Administrative Policies.  
July 1, 2019: Revised to reflect interaction with HCM, appointment type reasons updated. Updated hiring process steps after a finalist is selected. Changes are mostly clarification and rewording.  
University branding and links verified
3. Initial Policy Effective Date: October 1, 2005
4. Cross References/Appendix:
  - [Administrative Policy Statement 5002, Faculty Appointment Process](#)
  - [Campus Policy 4012 - Background Investigations](#)
  - [Campus Policy 1006 - Faculty Compensation – CU Denver](#)
  - [Campus Policy 1005 - Faculty Compensation – Anschutz Medical Campus](#)
  - [Campus Policy 1021 - Faculty Hires with Tenure](#)