



University of Colorado
Denver | Anschutz Medical Campus

Campus Administrative Policy

Policy Title: **Research Assistant/Associate (PRA) Hiring Process**

Policy Number: 4011

Functional Area: **Human Resources**

Effective: July 22, 2019
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Supersedes: Research Assistant/Associate (PRA) Hiring Process (March 10, 2009)

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Applies to: University of Colorado Anschutz Medical Campus
University of Colorado Denver

A. INTRODUCTION

Under Board of Regents Law and University Policy, Human Resources is required to monitor and review all Professional Research Assistants (PRA) job descriptions and searches for compliance with the institution's Affirmative Action Program and State Law. This guideline applies to (Sr.) Professional Research Assistants (job codes 1309/1310) and (Sr.) Research Associates (job codes 1305/1306).

B. HIRING STEPS

Unless specifically noted, all steps 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. See Campus Administrative Policy 4025, Research Assistant/Associate (PRA), paragraph G.1 and the Human Resources Salary Bands for Research Assistant/Associate Series for proposed salary guidelines.

1. Unit creates or changes position information in *Position* in HCM.
2. Unit modifies or creates job description. Job descriptions must be maintained electronically (in HCM) and in Unit files. Human Resources reviews job description submitted in HCM.
3. Unit enters job posting and hiring 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. After approval, HR will also place job postings in required media (i.e., *CU Careers*, *HigherEdJobs.com* and *Inside Higher Ed*).
4. Hiring Committee may consist of hiring authority and one other staff member.

Note: Those conducting the search 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”

5. Unit places job ad in other postings (e.g., academic journals).
6. 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.

7. Applicant materials may be accessed by hiring committee members online or may be printed.

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

Hiring committee evaluates the applications using the approved selection criteria. As application 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 the requisition in *CU Careers*. Final status for each applicant must be completed before the Unit recommends an applicant for hire.

Note: Discussions among hiring committee are confidential and applicants' materials and status are confidential until they reach the 'finalist' level to the extent permissible by applicable law. Hiring committee members are responsible for maintaining confidentiality of written and electronic materials throughout the hiring process.

8. Hiring committee reviews the applications and selects finalist(s).
9. Unit negotiates hiring terms with finalist.
10. Once a finalist is selected, Unit prepares the [letter of offer](#). The letter of offer must include a contingency statement about passing the University required background check.
11. Unit initiates the on-line [background check request form](#). Appointment date should be effective after candidate passes the University required background check.
12. The dean of the respective school or college MUST approve the appointment prior to the effective date. The unit must send offer letter to personnel.matters@ucdenver.edu prior to the effective date of the appointment.
13. Unit utilizes HCM to complete the new hire process.
14. Unit schedules new employee for [new employee orientation](#).
15. Unit submits required employment eligibility paperwork, including but not limited to the completed I-9 form, which must be completed within 3 days of hire date.

C. RECORDS AND RECORD RETENTION

Search materials are those records that document the overall hiring process (e.g., applicant materials, job posting, job posting media, search committee members, hiring committee summary statement, writing samples, teaching evaluations, etc.). Any records not maintained in *CU Careers* should be maintained in accordance with Administrative Policy Statement 2006, Retention of University Records.

Note: If the hiring process is unsuccessful, the hiring process may be reopened or job posting may be extended by contacting Human Resources.

D. APPOINTMENT TYPE/SEARCH WAIVER REASONS

If an **appointment type or search waiver** is requested, the Unit documents the reason in the comments section of HCM in NPP (non-person profile/job description). HR either approves or requests additional information.

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 NPP in HCM. You will document the

reason and provide necessary information in the comments field in HCM.

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

E. OTHER RESOURCES

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

Notes

1. Dates of official enactment and amendments:
October 1, 2005: Adopted by Vice Chancellor for Administration and Finance
March 10, 2009: Updated
July 22, 2019: Revised
2. History:
November 29, 2018: Updated to reflect a 2018 Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university.
July 22, 2019: Reviewed as part of the spring 2019 semi-annual review process. Modified to reflect interaction with HCM, appointment type reasons updated, university branding and links verified.
3. Initial Policy Effective Date: October 1, 2005
4. Cross References/Appendix:
 - [Administrative Policy Statement 2006, Retention of University Records](#)
 - [Campus Administrative Policy 4025, Research Assistant/Associate \(PRA\)](#)
 - [Human Resources Salary Bands for Research Assistant/Associate Series](#)