

Research Faculty (PRA, Sr. PRA, Res. Assoc., & Sr. Res. Assoc.) Checklist

(December 2009)

1. This position is rostered in an academic unit with faculty appointments:	___ Yes ___ No
2. This unit conducts research or creative work as part of its mission:	___ Yes ___ No
3. The position description is entered has been entered in the Jobs@CU posting:	___ Yes ___ No
4. The primary responsibilities and respective percentages of time (MUST TOTAL 100%) for this position are:	
A. Secretarial, clerical: ___%	D. Accounting Functions: ___% G. Research: ___%
B. Student Advising: ___%	E. Program Administration: ___% H. Other (Explain): ___%
C. Computer Services: ___%	F. Classroom teaching responsibilities: ___%
5. The MINIMUM degree requirements for this position are: Bachelor's ___ Master's ___ Ph.D. ___	
6. Search will be conducted: ___ Yes ___ No Search Waiver/Targeted Hire (Name _____)	
7. Will the employee be enrolled as a degree-status student concurrent with this appointment?	___ Yes ___ No
8. Is the employee to be hired in this job employed elsewhere at the University of Colorado? ___ Yes ___ No IF YES, COMPLETE THE FOLLOWING INFORMATION: Department _____ %age of Appt. _____ Job Title _____ Appt. End Date _____	
9. Funding (provide speedtype)* and percentage of each funding source for this position:	
_____ (speedtype) ___%age of Funding	_____ (speedtype) ___%age of Funding
_____ (speedtype) ___%age of Funding	_____ (speedtype) ___%age of Funding
_____ (speedtype) ___%age of Funding	_____ (speedtype) ___%age of Funding
_____ (speedtype) ___%age of Funding	_____ (speedtype) ___%age of Funding

NOTE: If this position is to be funded by the general fund ("Fund 10") the following section MUST be completed and appropriate approval signatures MUST be obtained PRIOR to uploading this form in Jobs@CU:

Explain how this position is urgent and critical in nature and why the hiring of this position cannot be postponed:

Appointing Authority/Dean Signature

Date

- ___ Previously Approved Search in Progress or Completed. Approved to proceed with hiring negotiations.
- ___ Approved to start search only. Additional approval required to begin hiring negotiations.
- ___ Approved to proceed with both search process and hiring negotiations.

Vice Chancellor/Provost or Designee

Date

NOTE: The Vice Chancellors and Provost MUST keep a copy of this document for tracking purposes.

I certify that the information in this checklist represents an accurate description of the position, funding source(s) and percentages of effort:

Supervisor Name (Printed) _____	Signature _____	Date _____
Department Name _____	Phone # _____	FAX # _____
Departmental PPL Name _____	Phone # _____	FAX # _____
PPL Email Address _____		

HRMS Position Number _____ Jobs@CU Posting # _____ Quicklink # _____

Appointing Authority (150616) Entered _____ Guest User ID _____ Password _____

Background Check Box(es) Marked _____

Funding Entered _____

(Each section must be completed and uploaded to Jobs@CU, for final review and approval by the Office of the Vice Chancellor for Research before recruitment and/or hiring of research faculty (1300 jobcode series) begins. ALL REQUIRED SIGNATURES must be included before the form is uploaded!)

OFFICE OF THE VICE CHANCELLOR FOR RESEARCH USE ONLY:

150616 Entered _____ BGC Box Marked _____ Funding Source(s) Confirmed _____ J@CU # _____ Qlink# _____

APPROVED _____ DATE _____ Guest User ID _____ Password _____

NOTES:

Routing Instructions:

This document is designed to enable the hiring unit to determine the appropriate job title or classification for a new or vacant position, and to determine which procedures are to be followed in seeking authorization to conduct a search or seek authorization to proceed with a job offer. Follow the checklist step-by-step.

The authorized signature from your hiring unit, and in some cases, your Dean's office, on this checklist certifies that the proposed job description is accurate.

Positions which are preliminarily determined by the Office of the Vice Chancellor for Research NOT to be research faculty positions will be referred to (1) Human Resources/Employment Services and/or (2) your Dean's office for further review and consideration; following further review, if it is determined that the position SHOULD be a research faculty position rather than a Classified Staff, Professional Exempt or Faculty classification, the Checklist, as well as the classification decision documentation, should be returned to Sheryl A. Jensen in the Office of the Vice Chancellor for Research.

If the answer was YES on 4A, 4B, 4C, 4D, or 4E:
CLASSIFIED STAFF and/or PROFESSIONAL EXEMPT

POSITIONS FUNDED BY GRANTS:

Contact: Kymberly Calvo, Manager, Employment Svcs.

Phone: 303-492-5187; FAX: 303-492-4693

NOTE: Positions which are classified and/or professional exempt and funded by grants will be placed on the "general fund merit review and evaluation/salary increase cycle" (July-June).

If the answer was YES on 4F:
LECTURER OR INSTRUCTOR POSITIONS:

Contact your Dean's Office for policies and procedure to follow. Positions which have (1) research and (2) teaching responsibilities **MUST** be recruited for and hired into **TWO SEPARATE APPOINTMENTS**. Faculty titles and classifications can be found at the Faculty Affairs website:
www.Colorado.edu/FacultyAffairs.

NOTE: Processing research faculty hiring dossiers will incorporate more electronic, rather than paper, documentation. This will NOT result in a change in the required documentation, rather how and who is responsible for submitting the documentation. These changes are being incorporated due to the 2009-2010 budget reduction process, the need for reduced "back and forth" paper shuffling, and the need for efficiency and best use of everyone's time.

1. Candidates will be responsible for uploading the Vita, Letter of Recommendation, Proof of Degree and the Faculty/Professional Exempt Applicant and EEO Form into Jobs at CU.
2. PPL's will be required to upload the Research Faculty Checklist (which has been revised and updated to include the "general fund/110" Request to Proceed with Hiring Request" in the form, as well as the required signatures) into JobsatCU. The job duties are now to be entered directly into Jobs at CU, rather than repeating the information in the checklist, the offer letter AND Jobs at CU, as was previously required.
3. The Quicklink Number is accessible to PPL's/DL's when the posting is created in Jobs at CU... AND is to be emailed to the applicant once the Jobs at CU Posting has been approved by the Office of the Vice Chancellor for Research.
4. A new email account, ResFacHR@colorado.edu, has been created, rather than requests being emailed to Sheryl, in hopes that students will be able to assist in obtaining responses more expeditiously.

NOTE: This page does NOT have to be submitted/uploaded – this is for reference purposes only!