

Research Associate Faculty Series
(Professional Research Assistant/PRA, Sr. Professional Research Assistant/Sr. PRA, Research Associate, and Sr. Research Associate)

Checklist

1. The position is rostered in an academic unit with faculty appointments:	___ Yes ___ No
2. The hiring unit conducts research or creative work as part of its mission:	___ Yes ___ No
3. The primary responsibilities and respective percentages of time 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: ___%	
4. The MINIMUM degree requirement for the position is:	Bachelor's ___ Master's ___ Ph.D. ___
5. Search will be conducted: ___ Yes ___ No Search Waiver/Targeted Hire (Name _____)	
6. Will the employee be enrolled as a degree-status student concurrent with this appointment?	___ Yes ___ No
7. Will the employee hired in this job be employed elsewhere at the University of Colorado? ___ Yes ___ No <i>IF YES, COMPLETE THE FOLLOWING INFORMATION:</i> Department _____ %age of Appt. Job Title _____ Appt. End Date _____	
8. 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	
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 # _____
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 Applicant Tracking/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
<u>___</u> Previously Approved Search in Progress or Completed. Approved to proceed with hiring negotiations.	
<u>___</u> Approved to start search only. Additional approval required to begin hiring negotiations.	
<u>___</u> Approved to proceed with both search process and hiring negotiations.	
_____	_____
Vice Chancellor/Provost or Designee	Date
HRMS Position Data	
Position Number _____	Position Job Code _____ Position FTE: _____ % Time: _____
Criminal Background Check Box ___ Marked	Does this position involve driving ___ Yes ___ No
Position Reports to Position # _____	Name of Supervisor for this position _____
Supervisor's Job Code _____	Appointing Authority (150616) Entered _____
Funding Source for this Position _____	Is Funding Entered Current ___ Yes ___ No
I certify that I have verified the information entered in HRMS position data, and Applicant Tracking in JobsatCU is complete and accurate, and understand that incomplete information will result in the JobsatCU posting being returned to me to correct and resubmit, which will result in a delay in approval of the posting.	
Departmental PPL Name (Printed) _____	PPL Email Address _____
Department Name _____	Phone # _____ FAX # _____
PPL Signature _____	
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH USE ONLY:	
150616 Entered _____	Reports to Posn# _____ Posn Reports to Job Code _____ FTE _____ %Time _____
Supervisor's Name _____	Criminal BGC Box Marked ___ Motor Vehicle BGC Box Marked ___
Funding Source(s) Confirmed _____	Jobs@CU # _____ Guest User ID gu _____ Password _____
APPROVED _____	DATE _____ RETURNED TO PPL/DL _____ Date _____
NOTES:	Quicklink# _____