The Department of Human Resources (HR), in collaboration with the Office of the Provost, Office of Contracts and Grants (OCG), Office of Faculty Affairs (OFA), and the Research and Innovation Office (RIO), created new job codes in the spring of 2018 that mirror all permanent academic year faculty job codes. These job codes should be used to specifically identify summer teaching and summer research positions. The job code titles are as follows:

* 1100SR: Distinguished Professors – Summer Research
* 1101SR: Professor – Summer Research
* 1102SR: Associate Professor – Summer Research
* 1103SR: Assistant Professor – Summer Research
* 1104SR: Senior Instructor – Summer Research
* 1105SR: Instructor – Summer Research
* 1449SR: Artist in Residence – Summer Research
* 1442SR: Scholar in Residence – Summer Research
* 1100ST: Distinguished Professor – Summer Teaching
* 1101ST: Professor – Summer Teaching
* 1102ST: Associate Professor – Summer Teaching
* 1103ST: Assistant Professor – Summer Teaching
* 1104ST: Senior Instructor – Summer Teaching
* 1105ST: Instructor – Summer Teaching
* 1449ST: Artist in Residence – Summer Teaching
* 1442ST: Scholar in Residence – Summer Teaching

Summer contract (research and teaching) job codes are only for permanent academic faculty in an active position who are receiving compensation for summer research and/or summer teaching in the months of May, June, July and/or August. The summer job codes are used to assure proper compensation during summer months as outlined in [CU Boulder’s Summer Salary Limits for Tenured and Tenure-Track Faculty](https://www.colorado.edu/researchinnovation/sites/default/files/attached-files/policy_statement_ttt_summer_salary_limits.pdf). These summer job codes should not replace, supersede or be used interchangeably with current job codes. The summer job codes are unrelated to and may not be used for temporary faculty, such as a lecturer. They are only available for current academic faculty fulfilling summer research or summer teaching.

Like every other faculty job code entry, the workflow for these job codes will require approval by the School/College/Department level authority as well as the Office of Faculty Affairs.

These faculty summer job codes were developed to address strategic leadership and planning, department financial tracking, and human resources entry and compliance in the following ways:

* Provides more accurate data to differentiate between faculty academic year appointments and summer appointments.
* Enhanced ability to track faculty compensation differences, trends, and projections to guide more informed decisions by campus leadership.
* Designated job codes for summer faculty appointments and compensation will eliminate confusion caused by using one job code for multiple, differing purposes.
* Increases tools for finance professionals in departments to be able to track budgeted and non-budgeted positions.
* Allows HCM to accurately calculate faculty’s Institutional Base Salary (IBS).
* Allows campus to better track and enforce compliance with federal guidelines for academic and research compensation.

Overall, the summer research and teaching job codes gives colleges, schools, departments and institutes the increased flexibility for accurate entry and robust reporting. Most importantly, they provide the ability to more accurately track and enforce compliance to federal guidelines, thereby reducing the risk of financial penalties and/or loss of federal grants and contracts. In the case of an audit, our campus would be able to clearly demonstrate how appointments are consistently classified as either a part of the IBS or as additional responsibilities.