**Campus HR Requisition Request Form**

\*\*Please submit this document to the Campus HR Recruitment Coordinator to get a job posted on the career site. Contact your Recruitment Coordinator if you want to reuse job ad language from a position you previously posted.

**Position Summary**

*Position Title:*  *Employment Group:*

Enter position title here Enter employment group here

*Department:*  *Job Code – Title:*

Enter department here Enter job code and job code title here

*Position Number:* *Is this a Multi-Hire Requisition? :*

Enter position number from HCM here Choose an item

*Additional Position Numbers for a Multi-Hire Requisition, if applicable:*

Enter additional position numbers, if applicable, here

*Percent of Time :* *Location of position* ***if not*** *in Boulder:*

Enter percent of time here Enter city, state, zip here

**Related Constituents**

The program coordinator should be assigned the Faculty Liaison role.

*Search Chair:* *Faculty Liaison:*

Enter search chair here Enter faculty liaison(s) here

*Search Committee Members:*

Enter search committee member names here

**Job Posting**

*Please describe how long you would like to post the position to CU Boulder Jobs, including any full consideration dates and when to remove from the web:*

Enter posting details e.g length of posting, full consideration dates, when to un-post, etc. here

*Desired Posting Location:* *Desired Posting Date:*

Choose an item Enter posting date here

**Application Attachments**

*Required Application Documents: Optional Application Documents:*

[ ] Resume/CV [ ] Resume/CV

[ ] Cover Letter [ ] Cover Letter

[ ] PDF Sample of Work [ ] PDF Sample of Work

[ ] Portfolio URL/Link [ ] Portfolio URL/Link

[ ] Essay [ ] Essay

[ ] Transcripts/Proof of Degree [ ] Transcripts/Proof of Degree

[ ] Copy of Degree [ ] Copy of Degree

[ ] List of references (used for phone ref. checks) [ ] List of references (used for phone ref. checks)

[ ] Reference Letter(s) (Not Confidential) [ ] Reference Letter(s) (Not Confidential)

[ ] Statement of Teaching Philosophy [ ] Statement of Teaching Philosophy

[ ] Statement of Research Philosophy [ ] Statement of Research Philosophy

[ ] Professional Publications [ ] Professional Publications

[ ] Research Paper(s) [ ] Research Paper(s)

[ ] Syllabus/Syllabi [ ] Syllabus/Syllabi

[ ] Teaching/Course Evaluations [ ] Teaching/Course Evaluations

[ ] Diversity and Inclusion Statement [ ] Diversity and Inclusion Statement

[ ] Audio/Video Recording [ ] Audio/Video Recording

[ ] Link to Audio/Video Recording [ ] Link to Audio/Video Recording

[ ] Statement Describing Research Related Goals [ ] Statement Describing Research Related Goals

[ ] Statement Describing Teaching Related Goals [ ] Statement Describing Teaching Related Goals

[ ] Writing Sample(s) [ ] Writing Sample(s)

[ ] Other Required File/URL [ ] Other Optional File/URL

[ ] Other Required File/URL [ ] Other Optional File/URL

[ ] Other Required File/URL [ ] Other Optional File/URL

[ ] Other Required File/URL [ ] Other Optional File/URL

[ ] Other Required File/URL [ ] Other Optional File/URL

[ ] Other Required File/URL [ ] Other Optional File/URL

*Other Required File/URL label for application: Other Optional File/URL label for application:*

Enter label(s) for any other required files/urlsEnter label(s) for any other optional files/urls

*Instructions to Candidates Regarding Attachments:*

Provide any additional information here for applicants regarding application considerations or documents to attach

Enter the instructions to candidates regarding attachments here

**Recruiting Process**

*Would you like us to collect confidential letters of recommendation (LOR)?:*

For research faculty positions, a SkillSurvey reference report or letter of recommendation is required for the final candidate*.*

Choose an item

*If you are collecting LORs, how will LOR process be handled?:*

The list of letter providers will be visible to search committee members in the portal. In the interest of fairness to our letter writers, please consider whether is it necessary to collect letters from all applicants at the beginning of the search process.

Choose an item

*How many references at a minimum should the candidate provide?:*

Enter the minimum number of references here

*Please describe any additional instructions for the LOR collection process:*

Enter any instructions you would like to relay to candidates for the LOR collection process here

**Recruitment & Advertising Requirements**

*Please list any locations in addition to CU Boulder Jobs where the posting will be published or distributed, such as institutions, professional associations, publications, advertising outlets, email list serves, or websites.*

All research faculty positions with a placement goal and all faculty positions will automatically be posted to The Registry (National Registry of Diverse and Strategic Faculty). Note: All positions posted on the CU Boulder Jobs site are automatically posted with www.higheredjobs.com and www.insidehighered.com.

*Posting Location(s):*

Along with the posting location, include if you would like HR to post to the location on your behalf. If you would like HR to post additional locations on your behalf, please provide the speedtype and any additional instructions here.

Enter the additional posting location and related information here

*Beyond the posting location(s) listed above, please describe below any additional outreach efforts you will take to ensure a broad and inclusive pool of candidates (e.g. personal invitations to apply, distribution to graduate school populations, etc).* *If there is an affirmative action placement goal, please note your additional outreach efforts targeted to those specific populations.*

Enter the additional outreach effort information here

**Job Ad**

*Job Summary:*

In addition to entering the general summary information about the position here, it is helpful to identify the anticipated semester the position would start

Enter the job summary information here

*The following language will automatically be included in all postings:*

The University of Colorado Boulder is committed to building a culturally diverse community of faculty, staff, and students dedicated to contributing to an inclusive campus environment. We are an Equal Opportunity employer, including veterans and individuals with disabilities.

*Who We Are:*

Enter department/unit information here

*What Your Key Responsibilities Will Be:*

Enter main duties of the position here

*What You Should Know:*

Enter what the candidate should know about the role – hours, travel etc. here

*What We Can Offer:*

Enter salary for the position here

*What We Require:*

Minimum qualifications, typically education and specific experience requirements

Enter minimum qualifications here

*What You Will Need:*

Knowledge, skills, and abilities necessary to be successful in the role

Enter the knowledge, skills, and abilities here

*What We Would Like You to Have:*

Preferred qualifications

Enter preferred qaualifications for the role here

*Special Application Instructions for Applicants:*

Please include any special application instructions relevant to applicants, including full consideration dates, details on how many letters of recommendation might be requested and the timing of when referee information might be requested

Enter any special application instructions for applicants here

*Job Posting Contact Name (if not HR):* *Job Posting Contact Email (if not HR):*

Enter whomever will field questions/calls here Enter email address of job posting contact here

**Job Ad Approval**

*Job Ad Approvers:*

If you would like the final job ad to be reviewed and signed off by the department prior to the posting, enter approvers here. The approvals will be routed sequentially as listed

Enter the job ad approvers in sequential order here

*Please provide any other comments for your Recruitment Coordinator, including any pre-screening questions:*

Enter any additional comments or questions for your Recruitment Coordinator here

**Thank you for your request! Your Campus HR Recruitment Coordinator will be in touch if they have any follow up questions.**

**Reviewed 28 February 2024**