Hiring Research Faculty

Primary Research Faculty job codes are as follows. Please discuss with the HR Manager directly if you are unsure which job type fits your needs.

- Temporary Researcher
- Professional Research Assistant (PRA)
- Senior Professional Research Assistant
- Postdoctoral Associate
- Postdoctoral Fellow
- Research Associate
- Senior Research Associate
- Visiting Researcher
- Research Affiliate

1. When you are ready to start recruiting for a Research Faculty position, please email the HR Manager to initiate the process. The HR Manager will send you the Research Faculty Position Checklist and Job Posting Template for you to complete.
   a. *Note: The Colorado Equal Pay Act requires we advertise positions for at least 3 days, even for targeted searches.*
2. Once those forms are returned to the HR Manager, the Position Checklist will be routed through DocuSign for signatures from you and the department Chair.
3. Once signed, the HR Manager will draft the job advertisement and submit to Research Faculty HR for approval (if you would like to review the job advertisement prior to posting, please inform the HR Manager and you will be added to the approvers list). Once approved, Research Faculty HR will email you with a link to the job posting to share with prospective candidates as well as the link to the hiring portal where you can review applications.
   Timeline: 3 business days
4. Once the position has closed, the HR Manager will contact you to check if you are ready to proceed with a hire. If you are ready, the HR Manager will collect the necessary details for the offer letter. If you received multiple applicants, you will be asked to complete a disposition feedback sheet that will list all applicants, what stage of the hiring process they reached, and why they were not selected for the position.
5. At this time, a background check will be initiated for the selected candidate. Please encourage your hire to look for an email from HireRight, this sometimes ends up in Junk/Spam. We cannot proceed with the hire until their background check clears.
   Timeline: 1-2 weeks
6. Once the background check clears, the offer letter will be routed through DocuSign. It is best practice to not route the offer letter until the background check clears, unless the start date is over one month in the future.
   Timeline: 3-5 days
7. In the days prior to the employee's start date, the HR Manager will send an email with pertinent onboarding information to you and the employee.
8. Should you need to make any changes to the appointment after the employee starts, please email the HR Manager directly.