University of Colorado Boulder

Faculty Retention Documentation and Procedure Guidelines

Overview

These instructions are intended to guide Office of Faculty Affairs (OFA) Liaisons through the approval process and documentation requirements for all faculty retentions, regardless of an Office of the Provost funding commitment. If a tenured or tenure-track faculty retention is agreed to be offered by the unit and the Office of the Provost, three documents are required for a successful retention approval:

(1) the letter of offer;
(2) the Faculty Retention Information Sheet; and
(3) the Office of the Provost's Retention Source of Funds Memorandum of Understanding (MOU).

Please see Appendix C for Teaching-Track Retentions. Please use the resignation form for the following cases: (a) other resignations (e.g., no counteroffer is sought by the faculty member) and (b) when a unit declines to make a retention counteroffer.

For questions regarding the Office of the Provost's Retention Source of Funds MOU, please contact the VCAA Budget Team, VCAA.Budget@colorado.edu**.** For questions and copies of the current retention offer letter template and Faculty Retention Information Sheet, please contact OFA's Faculty Lifecycle Operations Specialist, ofafpc@colorado.edu.

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Background

We greatly appreciate your help fulfilling the campus need to gather faculty retention data to guide the efforts of campus leadership to better retain faculty. Providing the most detailed information possible will allow us to provide the best picture of your retention efforts.

The new process will ensure any contribution from the Office of the Provost to the retentions is accurate and formally documented to be transferred with July allocations.

Units can utilize this data to better track retentions and help with the successful retention of faculty in the future.

Required Documents

To submit a retention for approval to cuoffer@colorado.edu the following documents are required:

1. Letter of Offer (LOO)
2. Faculty Retention Information Sheet (FIS sheet)
3. Office of the Provost's Retention Source of Funds Memorandum of Understanding (MOU)

Procedure

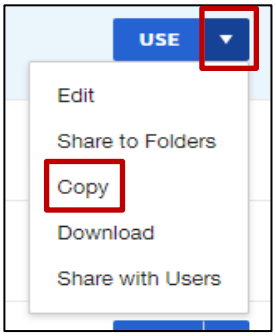
1. The Vice Chancellor for Academic Resource Management and the unit and will agree to an offer of retention for a tenured or tenure-track faculty member resulting in an email from the VCAA Budget Team. This email will contain the source of funds table required on the MOU populated with any Office of the Provost commitment, or lack of. If this is an instructor-track faculty member retention, please see Appendix C.
2. The unit will complete the remainder of the table as well as enter the appropriate signature lines on the MOU template, further instructions on how to correctly complete the table can be found in Appendix A.
3. Once the FIS sheet has been populated with as much information available, further instructions on how to correctly complete the FIS sheet can be found in Appendix B, and a LOO has been drafted, all three documents will be submitted to cuoffer@colorado.edu by the OFA liaison for approval.
4. After approval by the Vice Chancellor and Senior Vice Provost for Faculty Affairs, the documents will be sent back to the OFA liaison to be routed in the designated DocuSign Retention Packet.
5. The DocuSign packet is designed to route to the Assistant Vice Chancellor for Academic Affairs Budget and Finance, Danielle Brunner, in the Office of the Provost for first initial to ensure accuracy of the MOU as well as confirmation of all three required documents.
6. The envelope will then route to OFA's ofadocucheck@colorado.edu for initial by the Faculty Lifecycle Operations Specialist to ensure LOO and FIS sheet accuracy before moving through the signature order. It is important to note that all documents can be seen by all signers apart from the faculty member, whose permissions have been set to only view the LOO.
7. Once the envelope is signed and completed, all signers will receive a copy. This includes the HRSC to ensure salary and budget information is updated in HCM. If you would like to manually submit the completed document to the HRSC (or do not use the HRSC), you may remove them from the signing order prior to routing.

Accessing the DocuSign Envelope and Routing for Signatures:

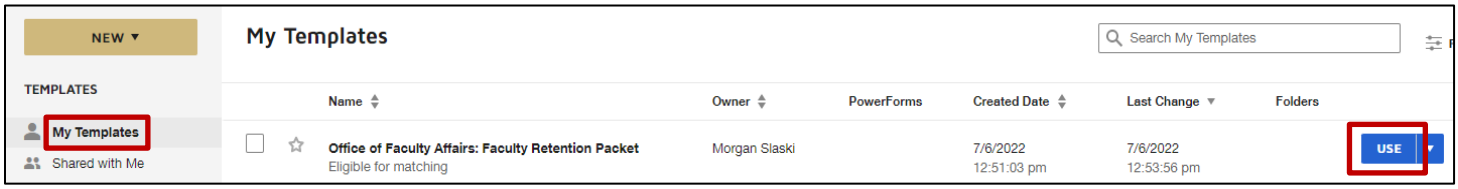
- Log in to DocuSign (make sure access to the retention template has been added to your account)
    - For questions regarding DocuSign access please contact help@colorado.edu. Please specify you are requesting access to the Office of Faculty Affairs offer letter templates.
- Click on **Templates** at the top of the screen

- Click **Shared with Me** from the list on the left side of the screen.

- Find **Office of Faculty Affairs: Faculty Retention Packet** from the list of templates. The owner of the template is Mark Diekhoff. Please make sure you do not download the template from any other owner.
- Click the drop-down to the right of the **Use** button to the right of the template, then select **Copy**.
- This will open a copy of the template that is now saved in the My Templates section. Click **Save And Close** to return home.

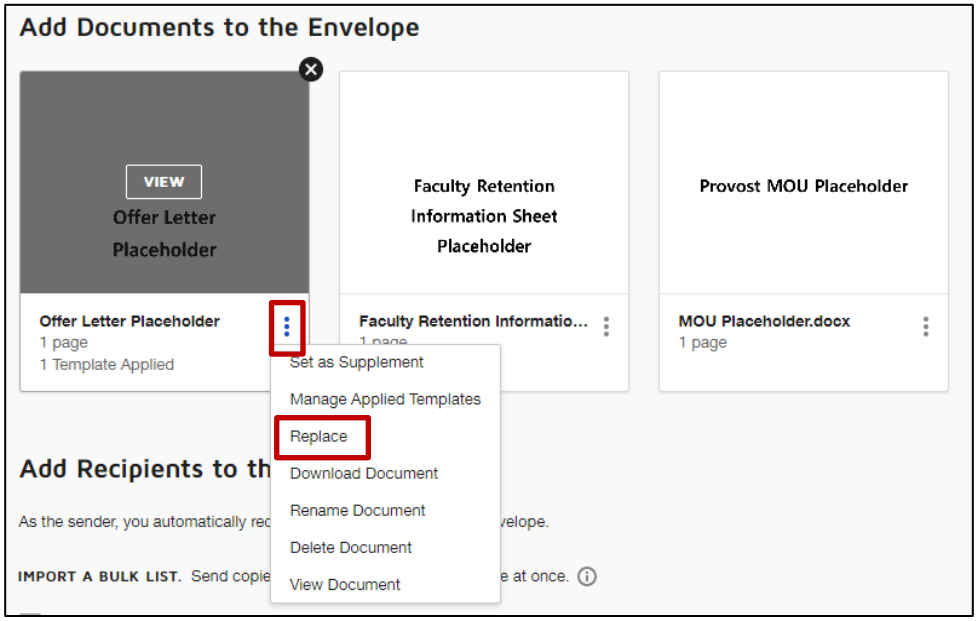


- Navigate to **My Templates**, find the saved copy of the template, and select **Use**.

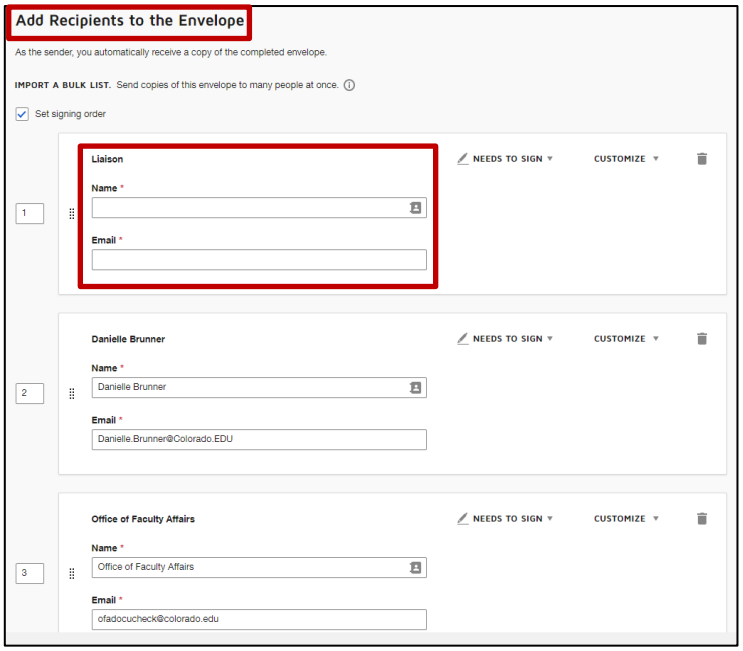


- The screen will display a list of auto populated recipients and signature placeholders. Select **Advanced Edit** on the bottom left of this pop up to upload the approved documentation and add appropriate signers.

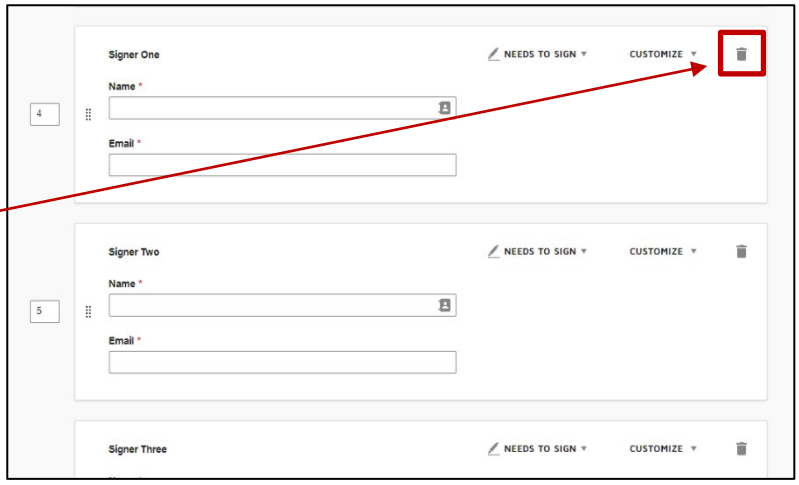
- Once on the Prepare Envelope screen, upload the approved documentation into the placeholders and add recipients' contact information prior to routing. After the Associate Vice Chancellor for Academic Affairs Budget and Finance and OFA have verified the required documents are present and the offer letter is correct, the MOU and FIS sheet will be hidden from the faculty member while the document is routing.
- To upload the necessary documents into the placeholders, click the **three dots** on the tile with the placeholder, then select **Replace**.
- Select the appropriate document from your files and repeat this step for each of the placeholders.

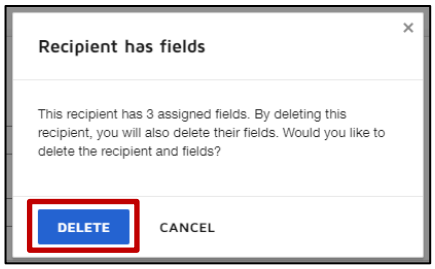


- Next, scroll down to the **Add Recipients to the Envelope** and add your **OFA liaison information**; the envelope will first route to the OFA liaison to ensure all approved documents are routed.
- As previously stated, the envelope will then route to the Associate Vice Chancellor for Academic Affairs Budget and Finance, Danielle Brunner, in the Office of the Provost for first initial to ensure accuracy of the MOU as well as confirmation of all three required documents. The envelope will then be sent to OFA's ofadocucheck@colorado.edu for initial to ensure LOO and FIS sheet accuracy before moving through the signature order. If an incorrect letter has been uploaded or any of the backup documents are missing from the packet, the Office of the Provost will decline to sign, and the retention packet will need to be re-routed with the correct letter and all required documents.

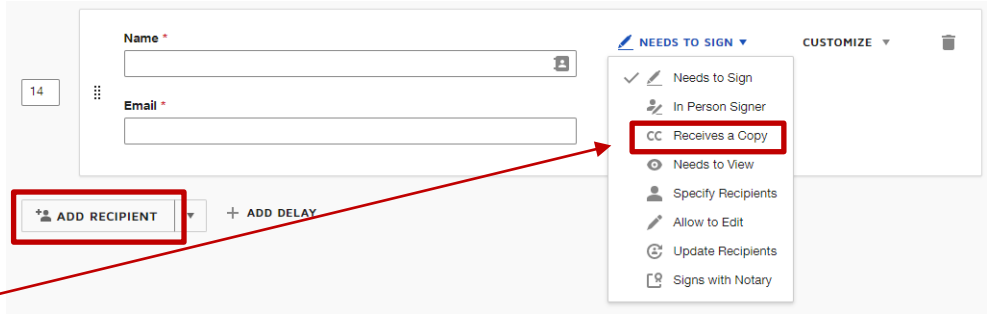


- Add recipients in the order they will be signing the LOO and MOU, this order should be the same on both documents. Remove any unnecessary signers from the envelope by selecting the **trash icon** in the top right corner of the corresponding signer box and confirming **Delete**.





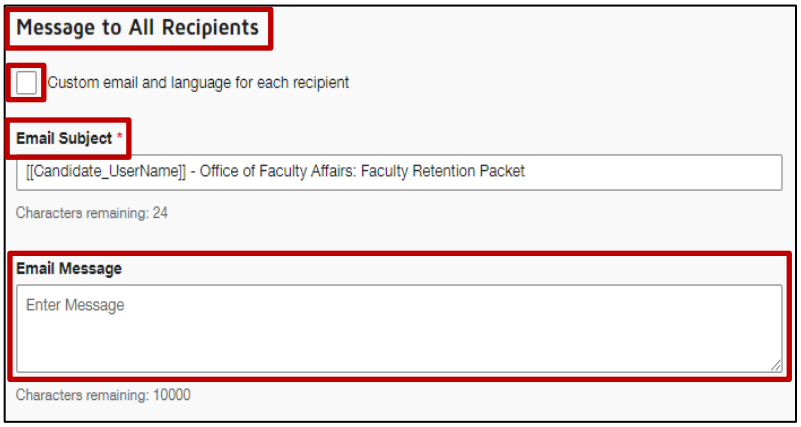
- The Vice Chancellor for Academic Resource Management is built into the signing order, to sign immediately before the faculty member. Additionally, the HRSC receives a copy of the completed form to ensure salary and budget information is updated in HCM.
- If additional personnel need to receive a copy of the signed documents, select **Add Recipient** create a new signer. Navigate to the drop-down options for the recipient and change **Receives a Copy**.



to

to

- After all recipients have been added, scroll down to **Message to All Recipients** where you may choose to customize the email language for recipient, or send the same email message to all. Do this by either checking or un-checking the **Custom email and language for each recipient box**. If the box remains unchecked, any language populated the **Email Message** box will be seen by all recipients while the envelope is routing for signatures.

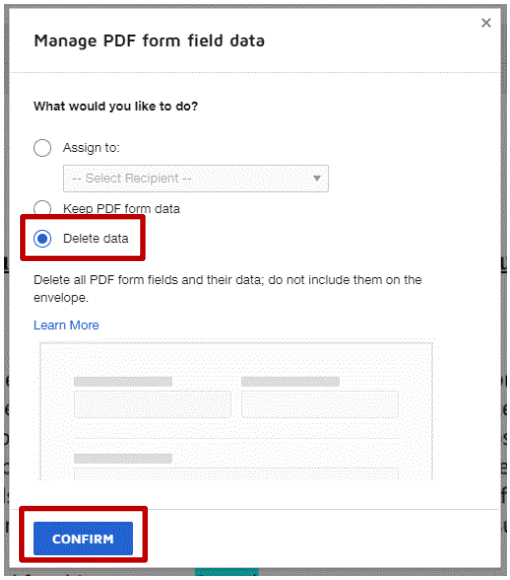


each

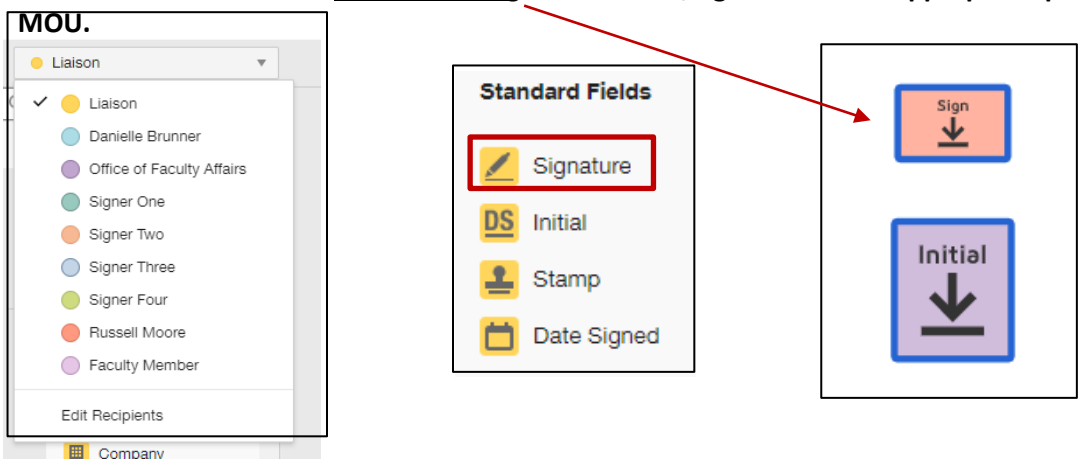
in

- You may update the **Email Subject** line to whatever you wish, but do NOT change [[Candidate_UserName]] as this will auto populate the faculty member's name.
- Click NEXT on the bottom right of the screen to continue.

- A pop-up will appear due to the fillable nature of the required documents. Select **Delete data** and **Confirm** to remove these fields - they will be populated prior to upload.



- Add a **Signature** for each recipient on the LOO and MOU on the corresponding signature line. The Provost's Office, OFA, and the Provost and Executive Vice Chancellor will automatically have an initial or signature line on the LOO and MOU. **Please <u>select and drag</u> these initials/signature to the appropriate place on the LOO and MOU.**



- After all necessary signatures have been added, click SEND on the bottom right of the screen.
- The packet will first route to you to ensure accuracy of the routed documents.
- Once the document has been routed and the letter packet is complete, no further action is required. The Office of the Provost, the Office of Faculty Affairs, and the unit will receive a completed copy via DocuSign once the retention has been signed.

Appendix A:
Completing the Office of the Provost Retention Source of Funds Memorandum of Understanding

1. Enter data into the Source of Funds Table:

Source of Funds					
	Unit	Salary		Other	Notes
		CONT	TEMP		
1	Office of the Provost				
2					
3					
4					
5					
Total					
Notes:					

- Line 1: The Office of the Provost will email information to each unit once contribution is approved by the Vice Chancellor of Academic Resource Management.
- Lines #2 – 5: Enter the unit's name and contribution of salary or other funds such as research support as necessary (blank lines are acceptable if less than five units are contributing).
- Total: Enter total support contributed by all units in each column.
- Notes: Use the large notes box to fill in additional information about the source of funds if more space is needed than the notes box on each line to clearly define budget contributions.

2. Enter name and unit/department information into the authorizations section.

Authorizations:

_____
Dean/Chair/Director Name 2
Unit/Department

_____
Dean/Chair/Director Name 3
Unit/Department

_____
Dean/Chair/Director Name 4
Unit/Department

_____
Dean of Unit/School/College
Unit/Department

_____ Danielle Brunner Initial
Fernando Rosario-Ortiz
Vice Chancellor for Academic Resource Management

- Please remove any unnecessary signature lines.

Appendix B:
Completing the Faculty Retention Information Sheet

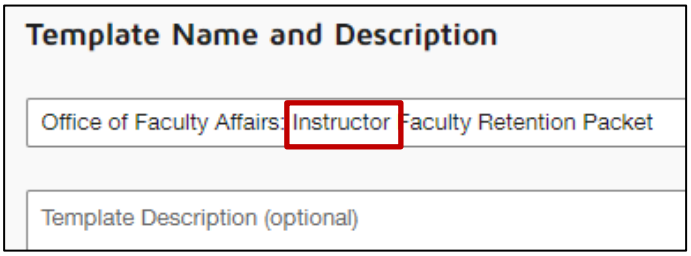
Section	Guidance
All sections	Please provide as much detail as possible on the form to ensure our data is accurate and complete. If you are not able to provide details, please mark each area included in the external or retention offer with an 'x.'
Competing Institution, Organization, or Business	List any institution, organization or business that has informally or formally offered a position to the faculty member being retained
Was this a preemptive (i.e., prior to any external offer) retention attempt? (yes/no)	Yes-if there was no formal external offer No-if there was no formal external offer

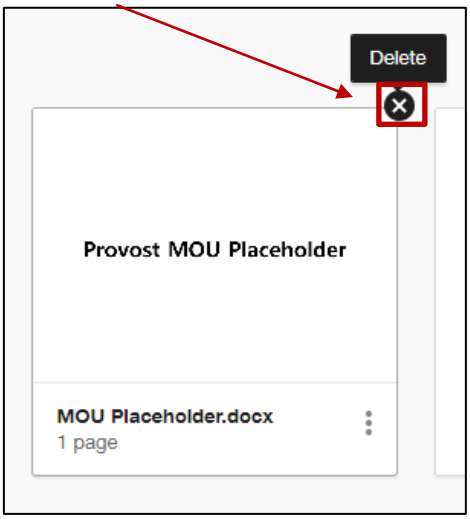
Appendix C: Teaching-Track Retentions

Teaching-track faculty retentions stop at the Office of Faculty Affairs and do not involve the Office of the Provost. In the rare instance of an teaching-track faculty retention, only a letter of offer and Faculty Retention Information Sheet are required documentation. All other procedures remain the same. To update your DocuSign packet forteaching-track use, please follow the steps below:

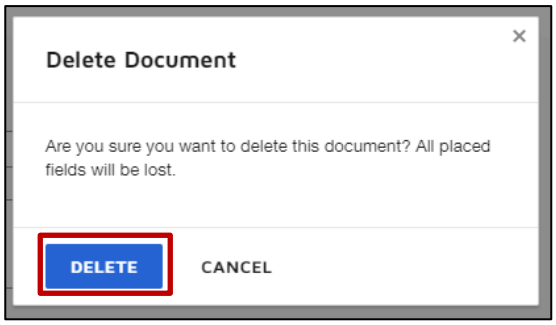
1. After following the steps above to access and save a copy of the Faculty Retention DocuSign packet, navigate to **My Templates**, find the saved copy of the template, click the blue down arrow, and select **Edit**.

2. First, add the word **Teaching**, or an indication that this template is for teaching-track faculty retentions.
3. Next, hover over the top right corner of the tile with the Provost MOU placeholder and click the **X** to **Delete**.

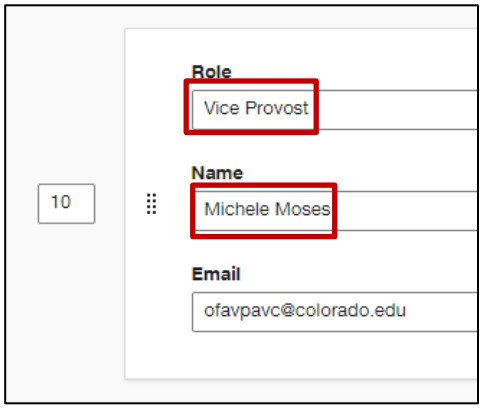




4. Select **Delete** once more to confirm.



5. Then make two changes to the signing order:
   a. Click the trash icon to the right of Danielle Brunner's initial and confirm **Delete**.
   b. Update the Provost signature line to reflect the **Vice Chancellor and Senior Vice Provost for Faculty Affairs, Michele Moses.**



6. Select

at the bottom right corner of the screen to save your updated DocuSign template.
7. All other procedural steps remain the same.