The Office of Faculty Affairs and the Office of the Provost coordinate approvals for faculty searches in the annual tenured/tenure-track (TTT) Faculty Recruitment Process. This approval process begins in early June when the Provost’s Office sends an e-mail requesting units to complete their TTT faculty recruitment reports and plans. Units’ reports and plans are due back to the Provost’s office in mid-July for review by the Provost. Shortly thereafter, units are sent an e-mail with the Provost’s approval, which serves as official notification to proceed with their TTT faculty search processes for the upcoming recruiting season. The first step in the process is submission of the completed on-line Faculty Recruitment Authorization Form. Units are required to complete one form for each individual search. Once the Faculty Recruitment Authorization Form receives final approval, units work with Human Resources to initiate the search plan, job posting and recruitment through Avature (campus applicant tracking system).

Link to the RAF Form

https://www.colorado.edu/facultyaffairs/content/tenure-track-faculty-recruitment-authorization
Log in using your IdentiKey and password.
Select the request type (Department Hire or Institute Hire)

Select the number of signers required for approval.
• Select yes or no to indicate if there is a Provost commitment required.
  • If yes is selected, the RAF will be routed to the Provost’s office for approval.

• Select the number of signers required for approval.

• Enter the title, name, and campus for each recipient.

• Select yes or no to indicate if you would like to send a copy of the completed RAF.
• Enter the name and Campus email for each CC.
• Complete the form and select FINISH
• The form will first route for space approval.

• The form will route to the individuals you identified from the previous screen.

• **NOTE:** The building name is required. If a room number is not available, you may substitute with “TBD”
• Please provide a detailed description including but not limited to spaces for office, lab, research, student, etc. that the college/department has identified to accommodate this hire. Be as specific as you can in listing building(s) and room number(s). Please explain if this hire will require additional space that does not currently exist within the department/college portfolio, or if the hire will have unique space requirements.
• Once the RAF has been signed by all recipients, a completed email notification will be sent.
• You will be able to save the RAF form as a PDF by selecting Download.
How to track your submitted Recruitment Authorization Form
Log into DocuSign, Inc.

CU Login Name
identikey

Identifikey Password
**********

☐ Check this box to view your Digital ID Card and reset release approvals before logging into the service. Learn More...

Continue

Trouble signing in? We can help.

To ensure you end your session with Federated Identity Service, you will need to quit your web browser when you are finished. Leaving your browser open may make you more vulnerable to another user gaining access through your account.

Note: Due to the nature of this authentication page loading dynamically per service, DO NOT bookmark the URL in your browser’s address bar. Instead, bookmark the service URL, e.g., https://voicethread.colorado.edu or https://qualtrics.colorado.edu.

• From the Home screen, select “Waiting for Others” from the Overview menu.
• Select the document you would like to track

<table>
<thead>
<tr>
<th>Subject</th>
<th>Status</th>
<th>Last change</th>
<th>Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Recruitment Authorization Form - 987654321 From University of Colorado Boulder</td>
<td>Waiting for Others</td>
<td>7/1/2019 04:29:02 pm</td>
<td></td>
</tr>
</tbody>
</table>
• You can now see the status of the pending form
• **Note:** There is a role for Position Number in the routing order. This can be ignored as it is used for administrative purposes only.