



Payroll Action Request

Research Faculty Position (PRA or Research Associate)

*****Please keep in mind this hiring process takes 4 to 6 weeks to complete*****

Date to Front Office: _____ Date of Hire: _____
 Supervisor Name: _____ Supervisor ID #: _____
 Supervisor Signature: _____

Targeted hire Open search (please include pages 2 and 3)

For targeted hire include:

Candidate Name: _____

Candidate Email: _____

Ever worked for CU? Y N* If "Y", Employee ID #: _____

***If no, please include new hire paperwork (personal information worksheet and emergency contact sheet)**

Position Information:

Select One: Research Associate Senior Research Associate
 PRA Senior PRA Post Doc Fellow

Annual Salary: _____ % of time: _____

Speedtype(s): _____ % _____ %

Job Description:

Front Office Use Only

Position #: _____ Employee ID#: _____ Job Record #: _____

Background check _____ Job Code: _____

completed:

Additional Information for Open Search (required for CU Careers):

Opened until filled: Y N*

*If N, Closing Date: _____

Specific Qualifications (Required):

Desired Qualifications:

Posting Mediums:

Send to InsideHigherED: Y N

Send to HigherEdJobs: Y N

List any other postings mediums: _____

Applicant Documents - Applicant is required to provide first 4 documents for posting. Please mark any additional documents that you want included on posting.

- Curriculum Vitae
- Proof of Degree (Copy of Diploma or Unofficial Transcripts)
- Document 1-Letter of Recommendation
- Cover Letter
- List of References
- Class or Student Evaluations
- Course Materials
- Evidence of Service
- Evidence of Teaching Effectiveness, Course Materials
- Grant Proposals
- Publication 1
- Publication 2
- Publication 3
- Research/Creative Work/Artist Statement
- Sample Syllabus or Syllabi
- Statement of Research Philosophy
- Statement of Teaching Philosophy
- Unofficial Transcripts
- Writing Samples
- Other: _____