

MEMORANDUM

RE: Layoff Notification / Plan

Date: December 2, 2024

From: Massimo Ruzzene

The purpose of this memo is to inform the Research & Innovation Office faculty and staff of a scheduled layoff. Per State Personnel Board Rules and Directors Procedures, for any and all layoffs, after making its business decisions and ten days prior to issuing the first layoff notice, the department shall post a Layoff Plan, signed by the Executive Director, head of a principal department or designee, both in a conspicuous place where all impacted parties have access to view the posting and on the University of Colorado at Boulder Human Resources website <http://www.colorado.edu/hr/>. The purpose of the Layoff Plan is to facilitate strategic planning prior to the abolishment of any positions and to provide an open and transparent explanation for the elimination of positions and/or services.

Description of the planned changes: Pos # 00002793, Admin Assistant II was created in 2015 to support the CU Boulder Grand Challenge initiative. Since this initiative has now ended and all project funding has been allocated, the support position is no longer needed. This position primarily supported the work of Emily CoBabe-Ammann, RIO Senior Advisor, who will be retiring on December 31, 2024. There were no other employees supporting this initiative. RIO will undergo a reorganization, and Emily's position, along with its support and any additional duties, will either be eliminated or reassigned to other positions.

Organizational chart changes: Pos # 00002793, Admin Assistant II

Reasons for the change: The fundamental basis for this layoff is reorganization/lack of work—the CU Boulder Grand Challenge initiative, which began in 2015 as a limited-term project expected to last 5-7 years, has now been completed. Consequently, support for this initiative is no longer needed. The Director who supported the initiative will be retiring on December 31, 2024. The primary duties of the Admin Assistant II position were to support the Grand Challenge and assist the Director with other initiatives. With the Director's retirement, the Admin Assistant II position within RIO will not be refilled.

Anticipated benefits and results: This is not applicable—there are no anticipated benefits or results in the sense that this layoff simply reflects the completion of the Grand Challenge initiative, and there is no work remaining for this initiative.

Expected changes for the employees: The Grand Challenge, a limited-term initiative, is ending, so there will be no impact on RIO employees other than the two positions described above. As the Grand Challenge was nearing completion, Pos # 00002793, Admin Assistant II took on some duties related to the Chancellor Postdoc Fellow application process. These duties were minimal and will now be absorbed by another position in Research Development. Additionally, Pos # 00002793, Admin Assistant II recently supported NSI while Emily CoBabe-Ammann served as interim executive director. These duties will be redistributed among other administrative positions.

Work absorption: The Grand Challenge initiative is ending, so there is no need to transfer duties to another employee. In order to find some work for the Admin Assistant II position, this position previously handled some tasks related to the Chancellor Postdoc Fellowship application process, which will now be absorbed by another position in Research Development (5% or less FTE), with duties concentrated into one short period annually. Recently, this position also supported NSI with 25% of its time. These duties will be distributed between two staff positions in NSI. There are no other employees associated with the Grand Challenge.

Classes affected: None.

Please contact (appointing authority) if you have any questions about this notice.

DocuSigned by:
Approved: Massimo Ruzzone Date: 11/27/2024
Massimo Ruzzone, Vice Chancellor for Research & Innovation and Dean of the Institutes