



University of Colorado Boulder
Department of Psychology & Neuroscience

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 Business Office: _____ Date of Hire: _____
Supervisor Name: _____ Supervisor ID #: _____
Supervisor Signature: _____

Open Search

Internal Candidate*

External Preferred Candidate**

*Internal postings still must be open for three business days, and all candidates assessed for recruitment.

**To comply with state and federal law, all new and vacant positions must be posted. If you have an anticipated external Preferred Candidate, you may submit a Search Waiver to waive the requirement of posting on CU's external platform. External preferred candidates can only be assessed in unique conditions outlined by CU (<https://www.colorado.edu/hr/search-waivers>)

Position Information:

Select One: Research Associate Senior Research Associate
Annual Salary/ PRA Senior PRA Post Doc Fellow
Salary Range: _____ % of time: _____
Speedtype(s): _____ % _____ %

Job Description:

Does the pay comply with the Colorado Equal Pay Act? Y N If No, explain below

Justification for pay rate/range <https://www.colorado.edu/hr/colorado-equal-pay-act>

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

Desired Start Date or Semester (not guaranteed, based on success of search):

Application Deadline for full Consideration:

Opened until filled: Y N*

*If N, Closing Date:

Provide a short description of your lab and the research this applicant will be working within:

Key Responsibilities:

Minimum Qualifications:
(including education and experience requirements)

Knowledge skills, and abilities necessary to be successful in the role:

Desired/ preferred additional qualifications:

Posting Mediums:

List any additional locations, outside of CU, that you would like this job posted, if any
(All jobs are automatically posted to HigherEdJobs and InsideHigherEd)

ST if using an additional location: _____

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: _____

Business Office Use Only

Position #: _____ Employee ID#: _____ Job Record #: _____
Background check completed: _____ Job Code: _____