



***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: \_\_\_\_\_

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:

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):**

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: \_\_\_\_\_

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**Business Office Use Only**

Position #: \_\_\_\_\_ Employee ID#: \_\_\_\_\_ Job Record #: \_\_\_\_\_

Background check completed: \_\_\_\_\_ Job Code: \_\_\_\_\_