Protocol for Temporary Hiring Hiatus
4/8/2020

We do not know how long remote work will be necessary to manage the current COVID-19 situation.

As a result, only mission critical hiring is in place until further notice. To maintain financial stability during this time, new guidelines on internal transfers, promotions, temporary pay differentials and equity increases have been added as of April 8, 2020.

The following applies to all employment categories (faculty, university staff, classified staff, temporary staff, staff and working retirees)

Denver: Approvals for student workers, student faculty, Lecturers, Post Docs, PRAs and part-time Adjoint faculty have been delegated to the Deans.

School, colleges, and departments are responsible for all of the following:
1. Obtaining approval from their Dean
2. Working with the appropriate Senior leader, as indicated below, to determine if a position is mission-critical and obtaining the appropriate Senior leadership approvals
3. Sharing Dean and Senior leadership approvals, as outlined below, with central Human Resources.

Non-academic units/ departments are responsible for all of the following:
1. Obtaining approval from the individuals listed below – under Approvals.
2. Working with the appropriate Senior leader, as indicated below, to determine if a position is mission-critical and obtaining the appropriate Senior leadership approvals
3. Sharing Vice Chancellor and additional Senior leadership approvals, as outlined below, with central Human Resources.

PLEASE NOTE: The Senior leadership approval process is the same for mission-critical positions and non-mission critical exceptions, at this time. See below.
**Mission critical positions:**

Only mission critical searches are allowed for the timeframe from April 8, 2020 through December 31, 2020.

*Transfers, promotions and appointment types that include movement of current employees, are not allowed during this time.*

Appointment types (type 1) based on previous search, and (type 2) based on previous employee being hired into a mission-critical position of previous employees or employees from other state entities or institutions may continue.

- Senior leadership approval is required per the guidance below.

- The name of the candidate, position title, and requisition number (if appointment type 1) are required in the approval email.

- Central Human Resources will ask for documentation of approval before posting positions or approving appointment types.
  - For University staff or classified positions, an e-mail from the approver should be sent along with the job description.
  - For faculty recruitment or appoint types, attach the approval to the NPP in HCM.

- **Submit second level as you normally would for CU Anschutz.**
  - For CU Denver 2nd level process see below.

**For CU Denver ONLY – Mission Critical:**

**Please note:** *Second level approval process is combined with the mission critical approval for the time being for CU Denver.*

Request for Mission Critical Hire Process

Email requests are required to be sent to Lisa Atencio

- Include Dean/AVC/Director mission critical justification
- Also include 2nd level information, if applicable
- If approved, Lisa will send approval to 2nd level in-box and School/College or Department
- School/College or Department should then use the approval email to upload with their NPP
For CU Denver ONLY – Mission Critical:

**Faculty**

- **Offer letter review for faculty positions with Professor in the title that have NOT been approved previously as mission critical:**
  
  1) Business Partner obtains approval from Provost prior to submitting offer letter to Florie Montoya and forwards letter and approval to Florie via e-mail.
  2) Florie reviews letter and copies Lisa Atencio on approval.
  3) Lisa will get draft letter approved and notify School/College or Department to upload to DocuSign (DocuSign should be routed to all parties that will be signing the document)

- **Offer letter review for faculty positions with Professor in the title who have ALREADY been approved as mission critical:**
  
  1) Business Partner forward letter to Florie Montoya and includes e-mail with mission critical approval
  2) Florie reviews letter and copies Lisa Atencio on approval.
  3) Lisa will get draft letter approved and notify School/College or Department to upload to DocuSign (DocuSign should be routed to all parties that will be signing the document)

For CU Denver ONLY - DEAN’s Approval required for the following for the remainder thru AY 2021

- Students Employees
- Lecturers
- PRA’s
- Post Docs
- 9-month temporary staff
- Course Overloads (except where Provost approval is needed)
- Grant funded positions except for Faculty
- Additional Pay for Staff
- Summer Faculty Appointments
For Both CU Anschutz and CU Denver

Non-mission critical positions (exceptions):

This includes new recruitment and appointment types (type 1) based on previous search, and (type 2) based on hiring a previous employee.

- Senior leadership approval is required per the guidance below.

- The name of the candidate, position title, and requisition number (if appointment type 1) are required in the approval email.

- Central Human Resources will ask for documentation of approval before posting positions or approving appointment types.
  - For University staff or classified positions, an e-mail from the approvers should be sent along with the job description.
  - For faculty recruitment or appoint types, please attach the justification to the NPP in HCM.

- If an exception is approved and the position is state funded, submit second level as you normally would.

Transfers, Promotions and Equity Adjustments - University Staff, Classified Staff and Faculty

During the period from April 8, 2020 through December 31, 2020, transfers, promotions, temporary pay differentials (related to taking on work as a result of COVID 19), and equity adjustments will not be approved.

If employees leave the university and return, the salary offered should be at the same rate of pay as when previously employed.

This excludes faculty promotions as a result of movement through the tenure track.
Anschutz Required Approvals

**Terri Carrothers**, Executive Vice Chancellor
- Consolidated Administrative Units
- Marcus Institute for Brain Health
- Anschutz Advancement
- CU Innovations
- Anschutz Communications
- National Mental Health Innovations Center
- Anschutz Budget and Planning Office
- Anschutz Business Strategy and Quality Control
- Anschutz Office of Institutional Planning

**Dr. Flaig**, Vice Chancellor for Research
- Colorado Clinical and Translational Sciences Institute (CCTSI)
- Office of Laboratory Animal Resources (OLAR)
- Office of Regulatory Compliance (ORC)
- Office of Research Services (ORS, includes CRAO)

**Dr. Reilly**, Vice Chancellor for Health Affairs
- Area Health Education Centers
- Colorado Center for Personalized Medicine
- Center for Bioethics and Humanities
- Center for Interprofessional Practice & Education
- Center on Aging
- Professional Risk Management
- Student Mental Health

**Dr. Nairn**, Provost
- Academic and Student Affairs

**Deans**
- All schools and Colleges
Denver Required Approvals

Jennifer Sobanet, Senior Vice Chancellor
- Denver Budget Office
- Denver Office of Institutional Planning
- Office of Strategic Impact
- Recruitment and Outreach

Dr. Nairn, Provost
- All Schools and Colleges
- Academic and Student Affairs

Dorothy Horrell, Chancellor
- Advancement
- University Communications
- City Center
- CU South Denver (primary, shared with Don Elliman)
- Office of Digital Education (shared with Don Elliman)