2nd Level Budget Approval Process – Faculty

The University of Colorado Denver | Anschutz Medical Campus Central Human Resources office requires departments to submit 2nd level budget approval requests (justifications) for Faculty positions with 610 and/or 611 state funded speed types.

Central HR will verify all required information is submitted and will forward the request to the budget approver. Business Partners will be notified once the request is approved or denied.

Please note: The following schools/college have exceptions to the 2nd level budget approval process. Please see “exceptions” and the steps involved in this process below.

- College of Nursing
- School of Pharmacy
- Colorado School of Public Health
- School of Dental Medicine
- School of Medicine

Please refer to the 2nd level State Funding Approval Submission Process for an overview.

See general steps below:

1. Departmental HR Business Partners will submit 2nd level budget approval justifications to HR.2ndlevel@ucdenver.edu.

The following information is required in the justification:

- Department name
- Position #
- Position Title
- Action requested (i.e. announcement, promotion, appointment type, etc.)
- If this is a new position or a replacement position
- Funding distribution (speed type/percent)
- Salary Range
- Offer Amount
- Justification for the action including
  o why the position is essential to the functioning of the unit,
  o if non-State funds are available to support the position, and
  o how the unit will be able to cover a shortfall in the event of a mid-year, State budget recession
2. Central HR will verify all required information has been received. We will forward the request to the appropriate budget approver.

3. Once the budget approver responds to the request, Central HR will notify the Central HR Faculty approver the 2nd level is either approved or denied.

4. The Central HR Faculty approver will move forward with completing the Faculty hiring process.

See exceptions below (College of Nursing, School of Pharmacy, Colorado School of Public Health, School of Dental Medicine and School of Medicine):

1. Departmental HR Business Partners will submit a 2nd level budget approval justification email to HR.2ndlevel@ucdenver.edu with the School/College’s Dean and their Assistant/Associate Dean of Finance copied in the email.

   For School of Medicine, send an email to HR.2ndlevel@ucdenver.edu and copy SOM.HR@ucdenver.edu with “2nd level approval” and the position number in the subject line.

2. The following information is required in the justification email:
   - Department name
   - Position #
   - Position Title
   - Action requested (i.e. announcement, promotion, appointment type, etc.)
   - If this is a new position or a replacement position
   - Funding distribution (speed type/percent)
   - Salary Range
   - Offer Amount
   - Justification for the action including
     - why the position is essential to the functioning of the unit,
     - if non-State funds are available to support the position, and
     - how the unit will be able to cover a shortfall in the event of a mid-year, State budget recession

3. Central HR will verify all required information has been received. No further approvals are required.

4. Central HR will notify the Central HR Faculty approver that the 2nd level is approved.

5. The Central HR Faculty approver will move forward with completing the Faculty hiring process.