

Equal Pay for Equal Work Act

Posting Guidance as of August 9, 2021*

Employment Group	Guidance
All Employment Groups – Vacant Positions	<p>All new or vacant positions must be posted on CU Careers.</p> <p>Posting Details:</p> <ul style="list-style-type: none"> • May post as “Open to CU employees only” in CU Careers. • Must post for a minimum of 5 calendar days • Must run a defensible search process that includes interviews for those who meet all minimum qualifications and best meet preferred qualifications • This includes vacancies for part-time faculty including Lecturers, Adjunct faculty, etc.
All Employment Groups – Salary range or rate	<p>Salary range or rate must be added to all postings</p> <ul style="list-style-type: none"> • Jobs posted prior to January 1, 2020 that will remain active after February 1, 2021, must include a salary range • University staff/Classified staff: HR has added a range or rate to all active postings • Faculty: Schools or colleges have provided the rate or range to HR. Provided during Faculty NPP submissions
All Employment Groups – former employees or affiliates	<p>Positions must be posted when re-hiring or transferring a current, or former, employee or affiliate:</p> <ul style="list-style-type: none"> • Appointment Types 2 will discontinue • This includes former or transferring affiliates, student workers, student faculty or temporary positions (university staff temps, classified staff temps or research temps)
University Staff (Posting not required)	<p>Posting not required when <i>adding</i> additional duties if:</p> <ul style="list-style-type: none"> • Position is occupied • Current duties remain - at least 50% of current duties • Position number remains the same

	<ul style="list-style-type: none"> • Not backfilling a current position <p>Follow procedures for submitting actions to HR for review of level/salary</p>
University Staff (Posting not required)	<p>Posting is not required if new position is a career progression promotion:</p> <ul style="list-style-type: none"> • From entry to intermediate or intermediate to senior professional <p>Posting is not required if person is demoting and staying in the same position number</p>
Faculty (Posting not required)	<p>Posting is not required for the following:</p> <ul style="list-style-type: none"> • Pre Doc Trainee • Student Stipend • Postdoctoral Fellow • Instructor Fellow • Faculty Fellow • Summer Faculty • Visiting Faculty Appointment- maximum appointment of 9 months (CU Denver) and where conversion to a regular appointment is not expected. When Visiting positions are posted, appointment is limited to 2 academic years (CU Denver).
Faculty (Posting not required)	<p>Appointments that are changed as a result of hiring negotiations do not need to be posted, so long as it would be considered a natural career progression promotion within the same series. (Example: Posted as Assistant Professor but negotiated hire as Associate Professor in the tenure track)</p> <p>An appointment type would be processed in this case.</p>
Faculty (Posting not required if career progression promotion) When submitting updated NPP identify as career progression in comments	<p>Posting is not required if new faculty appointment is a career progression promotion within the same series:</p> <ul style="list-style-type: none"> • Instructor to Senior Instructor to Principal Instructor** • Assistant Professor to Associate Professor/Associate Professor to full Professor • PRA, to Senior PRA, Research Associate and Senior Research Associate • Movement through series, even if skipping a level, is allowed <p>*** SOM only - Instructor (all ranks) to Assistant Professor when the original letter of offer (or</p>

	<p>amendment) for the Instructor position contains this career progression language that the intent will be to promote to Assistant Professor within one year from initial appointment as Instructor. Departments will have the ability to amend original letter of offer once to include this career progression language. School of Medicine is responsible for tracking</p>
<p>Faculty (Posting Required)</p>	<p>Positions must be posted if promotion from lower level position to professor series in any track (tenure track, research track, clinical teaching track, clinical track, etc.):</p> <p>Includes:</p> <ul style="list-style-type: none"> • Postdoctoral Fellow to Assistant Professor • Appointment in Research Associate (PRA, Senior PRA, Research Associate, Senior Research Associate) series to Assistant Professor • Lower level rank to higher level rank or different series (Post Doc to Instructor; PRA series to Instructor) • Instructor (all ranks) to Assistant Professor • ***SOM only - Instructor (all ranks) to Assistant Professor when the original Instructor letter of offer (or amendment) does not contain specific language regarding plans for advancement to Assistant Professor within one year from initial appointment as Instructor, as noted above. School of Medicine is responsible for tracking. <p>Posting details:</p> <ul style="list-style-type: none"> ○ May post as “Open to CU employees only” in CU Careers ○ May post specific department, “Open to CU employees in School/College only” ○ Must post for a minimum of 5 calendar days ○ Must run a defensible search process that includes interviews for those who meet all minimum qualifications and best meet preferred qualifications
<p>Faculty – Administrative Appointments must be posted within school/college</p>	<p>Positions must be posted for administrative faculty appointments including:</p> <ul style="list-style-type: none"> • Department Chairs and Associate Chairs • Associate Deans and Assistant Deans

	<ul style="list-style-type: none"> • Director-Faculty, Center Directors, and Associate Director-Faculty • Division Heads • Positions where an additional appointment is not added to HCM but an administrative stipend is added as multiple component of pay <p>Posting details:</p> <ul style="list-style-type: none"> ○ May post on school/college website ○ Must post for a minimum of 5 calendar days ○ Must include a range or rate in posting ○ Must run a defensible search process that includes interviews for those who meet all minimum qualifications and best meet preferred qualifications
Interim or Acting Appointments	<ul style="list-style-type: none"> • Cannot exceed six months. • If a search is in progress, is a failed search, or search takes longer than six months interim/acting appointment may last longer than six months
Part-Time Faculty (Lecturers, Adjunct)	<p>Posting is not required if work is continuing</p> <ul style="list-style-type: none"> • Open Continuous postings may be used • Search committee not required. May have one individual review candidates as they apply, disposition candidates and notify those who do not qualify
Appointment Type 1 – Allowed (Appointment based on previous search)	<p>If multiple (identical) vacancies are available and one position is posted to fill multiple vacancies</p> <p>Appointment types are allowed only if candidates went through a search process (posted on CU Careers) and were interviewed.</p> <p>University staff – must have applied within the last year to approve appointment type</p> <p>Faculty - No time limit if individual applied and was interviewed previously for a similar position</p>
Appointment Type 2 – <u>Not</u> Allowed (Appointment type based on current or former employees)	<p>No longer allowed</p> <p>This includes spousal hires or appointment types of former or current employees, affiliates, student workers, student faculty or temporary positions (university staff, classified staff or research temps)</p>

	<ul style="list-style-type: none"> For natural progression promotions refer to “Career Progression Promotion” above for Faculty
<p>Student Workers / Student Faculty</p>	<p>Postings for Student Workers and Student Faculty Positions are required. Notify students within school or college where postings will be available for all openings.</p> <p>Posting details:</p> <ul style="list-style-type: none"> Post continuous posting on Handshake Post continuous posting on School/College website Must include a range or rate in posting A search committee is not required <p>Reminder: Cannot approve appointment types into any Staff or Faculty title for current student workers or student faculty. Must be posted for a minimum of 5 days.</p>
<p>Temporary Employment University staff temps, classified temps, Research temps</p>	<p>Posting is not required if truly a temporary position, position will not be filled permanently in the future, and does not exceed 9 months.</p> <ul style="list-style-type: none"> Reminder: Appointment types into any title after temporary appointment will not be approved
<p>Retirees – University Staff</p>	<p>Posting is required for all staff working retirees if expected to exceed six months.</p> <p>Reference: APS 5054 “Hiring Retirees to Work in Staff Positions” https://www.cu.edu/sites/default/files/5054.pdf</p> <p>Posting Details:</p> <ul style="list-style-type: none"> Must post for a minimum of 5 calendar days and run defensible search
<p>Retirees – Faculty</p>	<p>Positions must be posted as regular faculty position.</p> <p>Faculty retirees do not currently fall under APS 5054 and must be hired as regular faculty</p> <ul style="list-style-type: none"> Faculty Retirees should not be hired on “Scope of Work” <p>Posting details:</p> <ul style="list-style-type: none"> Must post for a minimum of 5 calendar days Wording may be added to the preferred qualifications of the job ad indicating in that

	prior CU Experience is required. May list the specific department experience in preferred quals.
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This guidance is subject to change based on continued review with Legal Counsel/interpretation of guidance from the Colorado Department of Labor and Employment. **Most recent changes/additions highlighted in green.*

**** Principal Instructor title not used in the School of Medicine**

***Career Progression Promotions - SOM Only: The department will automatically consider a career progression promotion from Instructor/Sr. Instructor to Assistant Professor within one year of the start date of the appointment if documented in the letter of offer based on performance and the department's needs.

Posting tips:

When posting positions, utilizing the prescreening questions can help. Information on how to step up prescreening questions can be found using the link below.

<https://www.cu.edu/doc/hcmcucsbs-creating-prescreening-questionspdf>

For questions, please contact:

University Staff and Classified – Talent Acquisition Consultant

Faculty - HR.faculty-request@ucdenver.edu

Research Associate Series (PRA, Senior PRA, Research Associate, Senior Research Associate) –

HR.PRA@ucdenver.edu.