

FACULTY/EXEMPT-ADMINISTRATIVE POSITION AUTHORIZATION FORM

This Section Must Be Completed By Department

Hiring Managers must complete and submit this form electronically along with the Position Description Questionnaire and Organization Chart (if Exempt-Administrator), Written Committee Charge, Screening Criteria, and Request for Exemption (if applicable) to the Dean/Director to initiate the approval process for all Faculty and Exempt-Administrative positions. Human Resources will initiate search process upon receipt of completed approval process. **Satisfactory completion of a background check is required after a conditional offer of employment has been made.**

TITLE: _____		POSITION # _____	
Hiring Unit _____		WORKING TITLE (if Applicable) _____	
Department Contact Name _____		Contact Phone & E-mail _____	
Account Charged/FOAP: _____	_____	% _____	_____
Start Date: _____	_____	FTE: _____	_____
Salary Requested: _____			
Faculty Appointment:	<input type="checkbox"/> Tenure Track	<input type="checkbox"/> Tenure	<input type="checkbox"/> Term <input type="checkbox"/> Hiring Pool
Type of Search:	<input type="checkbox"/> Independent Review	<input type="checkbox"/> Screening/Search Committee	<input type="checkbox"/> Direct Appointment
Scope of Search:	<input type="checkbox"/> Internal	<input type="checkbox"/> External	
Position Summary:	<input type="checkbox"/> New Position		<input type="checkbox"/> Grant Appointment
<input type="checkbox"/> Replacement/Whom _____			
Check one employee type:	<input type="checkbox"/> Administrator, Full Time	<input type="checkbox"/> Administrator, Part Time	
	<input type="checkbox"/> Faculty, Full Time	<input type="checkbox"/> Faculty, Part Time	

COMMITTEE INFORMATION:

Search Chair: _____	Phone: _____	Email: _____
Search Admin. Asst. _____	Phone: _____	Email _____
Search Committee Members: _____		

AA/EO Coordinator _____	Phone: _____	Email _____

RECRUITMENT PLAN: If you plan to advertise externally, indicate the advertising sources: **Note: Human Resources only pays for HigherEdJobs.com advertising. All other advertising sources must be paid for by the department. AA/EO language must be included in all ads.**

The Chronicles of Education <input type="checkbox"/>	HigherEdJobs.com <input checked="" type="checkbox"/>	Greeley Tribune <input type="checkbox"/>
Diversity.com <input type="checkbox"/>	Inside Higher Ed <input type="checkbox"/>	Rocky Mountain News <input type="checkbox"/>
Professional Org.: <input type="checkbox"/> List name _____	Professional Journal: <input type="checkbox"/> List name(s) _____	
Other newspapers/print media: <input type="checkbox"/> List name(s) _____		
Other electronic media: <input type="checkbox"/> List name(s) _____		

JOB SUMMARY/BASIC FUNCTIONS: Provide a summary of the job duties of the position and its purpose

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PHYSICAL DEMANDS: List any physical requirements of the position, i.e. lifting, extended sitting, stooping, job environment. This information should be found on the PDQ.

DATES:

Requested Posting Date: _____ Closing Date: _____ or Until Filled Requested Start Date _____

MATERIALS: Check required and/or Optional Materials needed for review. VERY IMPORTANT – PLEASE NOTE: If you mark an item required, then the applicant MUST attach that item to the electronic application in order for it to be accepted. If it is an item that cannot be sent electronically, mark it as an optional item, but indicate in the advertisement how you wish to receive it. For example, "Send three letters of reference to search chair and list mailing address."

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|-----------|--|-----------|--|
| Required: | <input type="checkbox"/> Resume | Optional: | <input type="checkbox"/> Resume |
| | <input type="checkbox"/> Cover Letter | | <input type="checkbox"/> Cover Letter |
| | <input type="checkbox"/> Curriculum Vitae | | <input type="checkbox"/> Curriculum Vitae |
| | <input type="checkbox"/> Teaching Philosophy | | <input type="checkbox"/> Teaching Philosophy |
| | <input type="checkbox"/> Letter of Reference 1 | | <input type="checkbox"/> Letter of Reference 1 |
| | <input type="checkbox"/> Letter of Reference 2 | | <input type="checkbox"/> Letter of Reference 2 |
| | <input type="checkbox"/> Letter of Reference 3 | | <input type="checkbox"/> Letter of Reference 3 |
| | <input type="checkbox"/> Other Document | | <input type="checkbox"/> Other Document |

OTHER INFORMATION: Other information that may be pertinent to position posting (i.e. local candidates only, must be a State of Colorado Resident, Submit samples of writing or journal publications, Minimum requirement question). Specifically state any relevant information that the candidate needs to know.

SCREENING QUESTIONS: You can add questions to PeopleAdmin to help screen applicants. Questions related to minimum qualifications may be set to disqualify an applicant from applying if he/she does not have the minimum qualifications and save the committee from having to review the materials. For example: If the position MUST have a PhD in a certain area and candidates will not be considered unless they have it, then you can add a question that states, "Do you have a PhD in ____? You can then instruct the system to look at the answer and if the candidate gives a response other than yes, it will not allow him/her to apply. If you would like further information from a candidate up front, you can set up an open-ended questions asking for more information. For example, "Describe you experience in ____." This will not disqualify the candidate, but will provide information in one location for review at the time of application. Contact Human Resource Services if you need additional information on this tool.

Questions to set-up in PeopleAdmin: List questions and whether it is needs to be set as a disqualifying question.

REQUESTOR:

Department Chair / Hiring Authority _____ Date _____
Email: _____ Phone: _____

APPROVER:

Dean/Director _____ Date _____