

UNIVERSITY OF NORTHERN COLORADO

Office of Human Resources
Carter Hall, Room 2002, Campus Box 54,
Greeley, CO 80639

PROCESS

1. The Position Authorization Form (PAF) and Vacancy Announcement (VA) are prepared in the college/school of the dean and forwarded to the offices of the academic vice president and university budget officer.
2. The VA must include all affected disciplines with the college/school as well as all general requirements, e.g., a minimum 3 years teaching experience, terminal degree, etc.
3. The hiring pool must be updated and advertised on an annual basis. Updating and advertising will be done during spring semester so the pool can be used the following academic year. An update letter shall be sent to each current member of the pool stating that if the member wishes to remain in the pool, he/she must submit either an updated vita or forward some affirmative response. The letter must include a closing date, e.g., 15-20 calendar days from the date of mailing. If no response has been received by the closing date, an applicant's file shall be removed from the pool. A copy of the letter shall be placed in the applicant's file.
4. **Satisfactory completion of a background check is required after a conditional offer of employment has been made.**
5. Each college/school shall establish an initial screening committee to evaluate applications as they arrive. The screening committee is to evaluate only if the applicant meets minimum qualifications applications are then forwarded to the respective departments.

The screening committee must keep a written record of:

- All applicants.
- Number of denials and reason(s) for denial.

All applicants who are denied acceptance into the pool shall be so notified in writing. A copy of this letter shall be kept in the applicant's file.

All applicants who are accepted into the pool shall be so notified, in writing, and must be mailed an AAEO data card (obtainable in Employee Relations). The terms of acceptance must be stated in the letter, e.g., temporary assignment, need for annual update, etc.