Protocol for Temporary Hiring Hiatus

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 and promotions are in place until further notice. The following applies to all employment categories (faculty, university staff, classified staff, temporary staff, staff working retirees, student workers, student faculty, and post docs).

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:**
  This includes appointment types (type 1) based on previous search, and (type 2) based on a current or previous employee being hired into a mission-critical position.

- Senior leadership approval is required per the guidance below.

- The name of the candidate, position title, and requisition number (is 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.

If moving forward with a mission-critical search or appointment type and the position is state funded, submit second level as you normally would.

**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 current or 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.

**Promotions - University Staff, Classified Staff and Faculty**

Until further notice, the approvals below are also required to move forward with review by central HR.

- For University staff or classified positions, an e-mail from the approver should be sent along with the job description.
- For Faculty, attach the email approval to the NPP.
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)

3/31/2020