Hiring the right person into the right opportunity at the right time is one of the most critical decisions you will make as a leader. This quick start guide is designed to give you the tools, information, and critical data you will need to start the recruiting process here at the Colorado School of Mines. Remember the Talent Acquisition Team is here to help. Please send an email to recruitment@mines.edu with your position details and a Talent Acquisition Partner (TAP) will be assigned to you promptly.

Research Faculty (non-tenure/non-tenure-track/non-teaching Academic Faculty)

The term Research Faculty (RF) refers to faculty members whose primary responsibilities are obtaining research funding, performing research, and providing assistance in directing graduate student thesis projects. For official language on research faculty definitions, criteria, and position types, please visit: https://catalog.mines.edu/facultyhandbook/

Important notes to consider before you get started:

1) Any position with a term of longer than 6 months must be posted for a minimum of 5 days

2) New hire must be a resident of Colorado upon start of employment

3) **PLEASE NOTE:** The successful completion of a background check is required for all employees. This process can take up to 10 days from the time an offer is accepted to start date. Expect longer period for international checks. Please plan your timelines and start dates accordingly.

4) Please follow all departmental and/or Academic Affairs/Faculty Handbook protocols and processes prior to creating a ranked Research Faculty (remunerated Research Professor, Research Associate Professor, Research Assistant Professor), Affiliate Faculty, or Joint Appointments requisition in PageUp. Remember - Research Faculty positions cannot be funded by state funded (typically from a 2-index) operating indices.

5) Appointments must be 9 months or longer and be at 50%FTE or more to be benefits eligible

Below are the pooled position numbers and research titles to use in PageUp.

**Ranked Research Faculty** = remunerated/paid non-tenure/non-tenure-track academic faculty positions

**Ranked Research Faculty Roles:**
- RF1000 (salaried) – Research Professor
- RF2000 (salaried) – Research Associate Professor
- RF3000 (salaried) – Research Assistant Professor

**Non-Ranked Research Faculty Roles:**
- RF6000 (salaried) – Post-Doctoral Fellow (initial term can be up to 2yrs with an option to renew for one additional year at the approval of the Provost)
- RF7000 (salaried) – Research Associate (need to have completed a Post-Doctoral Fellow appointment)
- RF1200 (salaried) – Research Faculty (non-exempt, part-time RAP, RAP, RP faculty - Primary Investigator
- RS2550 (salaried) – Research Administrative Professional
- RS3000 (salaried) – Research Technical Professional
- VF5000 (salaried) – Visiting Scholar
- VF6000 (salaried) – Visiting Research Faculty (some using this for short-term paid affiliate faculty)
- JNTAPT (salaried) – External or Internal Joint Appointee
- HR will provide the level once the JD has been evaluated)
- VFS000 (salaried) – Visiting Scholar

**Volunteer/Non-Remunerated:**
- CSM VOLUNTEER-VOLNTR – Affiliate Faculty
- CSM VOLUNTEER-VOLNTR – Joint Appointee
- CSM VOLUNTEER-VOLNTR – External or Internal Joint Appointee

**Hourly:**
- RF8000 (hourly) – Research Hourly (temporary, short-terms roles that are not benefit-eligible and will not exceed 6 months in duration)
- RS1500-RS5500 (hourly) – Research Support I-V
- VF9000 (hourly) – Visiting Scholar
When non-remunerated Research Faculty positions are requested, these types of roles are ultimately considered Colorado School of Mines (CSM) Volunteers. This means that the working title can be the RF requested title like Research Assistant Professor; however, the Position Classification and Employment Type need to be CSM VOLUNTEER – VOLNTR.

Hiring Manager or delegate responsibilities - Getting Started with the Requisition:

1. Schedule Initial Meeting with your assigned TAP (see next section for how to prepare for this meeting)
   A. The first step in the selection process is the Intake Meeting. During this meeting, you’ll meet with your assigned recruiter and other critical HR partners to design a comprehensive and compliant process to attract and select the best talent available.
2. After you receive the Job Description (JD) template from your TAP, draft the job description, clearly stating the opportunity, the responsibilities, minimum qualifications, the budgeted salary range, and the date range of employment (start- and end-dates for the contract).
   A. Things to consider: Index number for salary which will be a requirement for the requisition. Will a visa be needed? Do you already have candidates you’d like to see apply? Start thinking about the best sources to advertise your job and discuss this with your assigned TAP when you meet.
3. Create the requisition in PageUp and be sure to upload the final job description in the Documents section (see https://www.mines.edu/human-resources/pageup/ for training resources)
4. Work with your assigned TAP to carry out your Recruiting Plan.

TAP Responsibilities:

1. Partnering with the Hiring Manager to create a recruiting plan
2. Assisting with assigning bench marked salary range according to criteria of the job description prior to posting
3. Posting jobs online
4. Updating applicant statuses
5. Submitting the offer card

Getting Started with the Application Review, Offer Stage, and Onboarding

1. Once the posting has closed, you will need to determine (if there is more than one applicant) who does or does not meet minimum qualifications per the posted job description. If more than one meets minimum qualifications, you’ll be required to interview at least two qualified candidates.
2. Once you have decided on which candidate you would like to offer the position to, please inform your assigned TAP so they may update the application statuses and send out the offer letter. Please be sure to monitor the status of the offer process to ensure the chosen candidate accepts and completes the background check which will be emailed to them by HR once they’ve accepted their offer.
   A. To monitor the status, open the applicant card in PageUp and check the applicant status. The progression is “Background Check Request” (the request has been sent to the candidate by HR) -> “Background Check Pending” (the candidate has opened the request and submitted their information to InfoCubic) -> “Background Check Completed” (the check is complete; you will be notified in the event of a discrepancy)
3. Once all new-hire steps are completed, including the candidate’s submission of their new-hire documents to MAPS before they start or on their first day, HR will reach out to the new-hire to schedule them into the next New Employee Orientation.

**It is imperative the new-hire NOT start until they have completed all new-hire requirements.**
RESEARCH FACULTY HIRING PROCESS QUICK START GUIDE

**Contractor Module in PageUp**

- Appointments & Rewards
- Appointments & Classified

**Research & Adjunct Faculty**

- FTE Change
- Index Change
- Extra Pay

**Administrative & Classified**

**PageUp**

- Use Payroll Action Form PAF (green)
  - *Fund Manager signature
  - ALL Accounts

**Academic Faculty**

- Extra Pay/Services
- Professional Consulting
- Winter Research
- Summer Research
- Charge-Outs

**PageUp**

- Use Payroll Action Form PAF (green)
  - *Fund Manager signature
  - ALL Accounts
  - Extra Pay

**Questions:**
Contact Jennic Kenney in Academic Affairs
(jkenney@mines.edu)

- Send forms to budget@mines.edu

**Send to appropriate Portfolio Dean (with signed approval forms)**

- All Supplemental or Additional Pay forms must have Provost Approval prior to beginning work and before pay
- Send completed, signed form to: Academic-affairs@mines.edu

**Send to budget@mines.edu**

- *If the Fund Manager is the same person receiving the funds, the supervisor's signature is always required.*

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