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 at the Colorado School of Mines. Remember the Talent Acquisition Team is here to help. Please send an email to your Talent Acquisition Partner (TAP) directly or email recruitment@mines.edu with your position details if you are unsure of who your TAP is and we will respond promptly.

**Definitions: Research Faculty/Support (non-tenure/non-tenure-track/non-teaching Academic Faculty)**

**Ranked Research Faculty:** Ranked Research Faculty (RF) refers to faculty members whose primary responsibilities are obtaining research funding, performing research, and advising or co-advising thesis-based graduate students. The Ranked positions include Research Professor, Research Associate Professor, and Research Assistant Professor.

**Other Research Related Titles:** Research Support (RS) positions support the research enterprise at Mines by performing research within a specific lab, mentoring students, managing highly specialized equipment or performing administrative support functions. These positions include Post-Doctoral Fellows, Research Associates, Research Technical Professionals and Research Administrative Professionals

**Non-remunerated Research Positions:** Non-remunerated research (NMR) positions are appointments granted to individuals that do not include a salary. Typical examples are External Joint Appointees, Affiliate Faculty and Ranked Research Faculty who have yet to generate research funding or who are transitioning into or out of a tenure-track role.

For official language on research faculty definitions, criteria, and position types, please visit: Faculty Handbook < Colorado School of Mines

**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 or be approved to work remotely via the Flexible Work Arrangement Policy & Procedures - Policy Library (mines.edu).

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. Expect longer period for international checks. Please plan your timelines and start dates accordingly.

4) [Research support excluded] Follow all departmental and/or Academic Affairs/Faculty Handbook protocols and processes (4.5 Guidelines for Appt. Research Faculty, Affiliate Faculty, Int./Ext. Joint Appts, including IDPs < Colorado School of Mines) prior to creating a ranked Research Faculty (remunerated Research Professor, remunerated Research Associate Professor, remunerated Research Assistant Professor), Affiliate Faculty, or Joint Appointments requisition in PageUp. Remember - Research Faculty and Research Support positions cannot be funded on general funds (typically a 2-index) without prior approval from the Budget Office.

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
- RF1200 (salaried) – Research Faculty (non-exempt, part-time RaP, RAP, RP - remains a Principal Investigator)

**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)
- 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 Joint Appointee

**Hourly:**
- RF8000 (hourly) – Research Hourly (temporary, shot-terms roles that are not benefit-eligible and will not exceed 6 months in duration)
- RS1500-RS5500 (hourly) – Research Support I-V (HR will provide the level once the JD has been evaluated)
- VF9000 (hourly) – Visiting Scholar

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

When non-remunerated RF positions are created, they will be coded in Banner as VOLUNTEER - VOLNTR. Working titles will reflect the appropriate Handbook title for Research Faculty. If/when you're moving a non-remunerated RF to a remunerated RF, and in a position that will be longer than 6 months, follow the process below.
**Research Faculty/SUPPORT Hiring Process Quick Start Guide**

**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 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, 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. HR will post the opportunity on the Mines website, HigherEd Jobs, The State of Colorado Job site, and on the Chronicle for Higher Education.
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 once the requisition you submitted is approved.

**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. Refer again to 4.5 Guidelines for Appt, Research Faculty, Affiliate Faculty, Int./Ext. Joint Appts, including IDPs < Colorado School of Mines for interview protocols per the Faculty Handbook.
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.**