SEHD Lecturer Hiring Process (for those who have not taught for us within the last three years)

Guiding principles:

- Diversify lecturer pool
- Hire people who can teach when students and program need them
- Need to demonstrate that we have a fair and open hiring process
- Meet requirements put forth by campus HR, Records (ISIS)

1. **Program**: Maintain list of courses for which you may need instructors.

   As you are making plans for summer-fall-spring courses, please begin to create a list of courses for which you anticipate needing lecturers.

   SEHD HR will submit postings each term with specific content areas/courses in need of instructors.

2. **Program**: IF you plan to hire someone new OR who has not taught for us within the last three years, please submit the “Job Posting – Lecturer” form on Impact by selecting it from the drop-down menu.

3. **SEHD HR**: Jessica will provide the program area with login information so they can screen applicants. If you have a candidate in mind for the posting you can send them a link to apply online at CU Careers.

4. **Program**: Keep SEHCHR@ucdenver.edu informed of where you are in your search process:

   1) Review applications
   2) Identify finalists
   3) Conduct interviews
   4) Request reference letters – instructions included in email with posting login information
   5) Hire

   *Please do not make any verbal or written job offers until lecturer candidates have applied through Jobs at CU.*

5. **Program**: Notify SEHCHR@ucdenver.edu when any of the candidates should be sent a regret notice (see Appendix A for sample). Please indicate one of the following reasons for non-selection for each candidate (most common reasons are in bold):

   1) -Applicant Not Interested
   2) -Employment Conditions
   3) -Less Relevant Skills
   4) -Less Relevant Education
   5) -Less Relevant Experience
   6) -Unsatisfactory Employment Record

6. **Program**: When you have selected your new hire(s)/rehire(s), complete the “Lecturer Hire” request form on Impact.

   a. You will need to upload a letter of support (see Appendix B for samples) and an external reference letter when submitting the online form.
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b. A caution – please do not promise anything – make sure finalists are clear that changes can happen up to the last moment or the class could be canceled, so we cannot ever guarantee that they will teach in a particular semester.

7. **SEHD Admin:** New lecturers can expect approximately six different emails.

   1) **Initial forms** – background check (BG), personal data (PD).
      - What to expect – multiple emails and from whom
      - Upon receipt of PD form, SEHD HR generates the email/portal account, usually within 2 days (unless a large lead time is given and there is no urgency – then it may take longer).
      - SEHD HR submits BG to UCD Campus HR. Campus HR will email the new employee regarding background check results.

   2) **Email/portal access** – Jessica sends account claiming instructions (cc: Shakira Anderson for ISIS access and Tony Romero for LiveText access)

   3) **ISIS request form**
      - Shakira sends the electronic ISIS request form (cc: Jessica Coon) to the employee who then signs electronically and returns. Shakira submits the form to Dorothy Garrison-Wade for her approval.
      - Dorothy, Shakira, and Jessica receive notice that the new Lecturer has ISIS approval *(can take up to 30 days).* Shakira can then add the new Lecturer to the schedule.

   4) **Online new faculty orientation** (ADA, assessment and alignment) & required **online training** (discrimination and harassment)

   5) **Welcome email with payroll paperwork** – Jessica makes an appointment with the new hire/rehire to collect payroll paperwork.

   6) **Offer letter & Handbook** – About five to six weeks before the start of each term, SEHD HR generates lecturer contracts and sends them via email to the lecturer’s university email account (see Appendix D for Lecturer Appointment/Offer Letter Administrative Process.)

8. **Course Coordinator:** At the same time that HR sends the initial forms to the new Lecturer, Shakira will submit the GFA paperwork to the Curriculum Committee (CV, letter of recommendation, faculty letter of support).* Shakira will update the GFA Master Spreadsheet with new Lecturer information once approvals are received from the Curriculum Committee and Associate Dean.

9. **SEHD HR:** Jessica will follow up on mandatory trainings and new faculty orientation, and fully signed offer letters.

*The CV and external support letter will be pulled from the candidate’s CU Careers application, and uploaded with the faculty letter of support to Box for Curriculum Committee review.*
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Appendix A

Text of automatic email regret notice:

Dear <applicant first name> <applicant last name>:

Thank you for your interest in employment at the University of Colorado. The review of applications, for the position of <position title>, job posting number <job posting number>, has been completed, and we regret to inform you that you were not selected for further consideration for this position. If you have further questions please contact <job posting contact> at <job posting contact email>.

We wish you success in your job search and encourage you to visit our website, CU Careers, to view current job postings.

Sample text of email regret notice after interview:

Thank you again for taking the time to interview with us for the <position title> position in the School of Education & Human Development at the University of Colorado Denver. While we were impressed with your qualifications, we had several excellent finalists and regret to inform you that you were not selected for the position. Thank you for interviewing with our team. Everyone enjoyed meeting you and we hope that you consider applying for our open positions for which you qualify in the future at CU Careers.

We wish you success with your current job search and appreciate your interest in working for CU Denver and the School of Education & Human Development.

Sample text of email regret notice not reviewed:

Thank you for your interest in the <position title> position in the School of Education & Human Development at the University of Colorado Denver (posting #######). The search has been completed, and we regret to inform you that your application was received at a later stage in the process and was not reviewed for the position.

We hope that you consider applying for our open positions for which you qualify in the future at CU Careers. We wish you success with your current job search and appreciate your interest in working for CU Denver and the School of Education & Human Development.
Sample 1 – Initial Request for GFA Approval

Members of the Curriculum and Program Committee:

[Insert program name] is requesting that the following person be given an initial Graduate Faculty Appointment to teach the indicated courses at CU Denver for the following academic year:

Candidate Name: __________________________

Field of Expertise: _________________________

Course(s) to be taught: _______________________

The CV submitted on ____________ verifies that the candidate has a Master’s degree in a relevant field, and the program has reviewed the candidate’s qualifications and determined that the candidate has the necessary skills, knowledge and pedagogy with adult learners to be successful. The candidate has demonstrated qualifications for this limited graduate faculty appointment based upon her scholarship and through [provide brief narrative presenting basis for recommending this candidate for GFA status].

[FOR PERSONS SEEKING GFA STATUS FOR COURSES RELATING TO LICENSURE, ENDORSEMENT, CERTIFICATION OR DEGREE. An additional letter of recommendation has been submitted by _____________ in support of this candidate.]

This candidate has a demonstrated record of student satisfaction through [please provide narrative showing evidence of effective work with adult learners (through leading professional development, seminars, etc.)].

Sincerely,

Sample 2 – Renewal of GFA Appointment

Members of the Curriculum and Program Committee:

[Insert program name] is requesting that the following person be given a renewal Graduate Faculty Appointment to teach the indicated courses at CU Denver during the following three academic years:

Candidate Name: __________________________

Field of Expertise: _________________________

Course(s) to be taught: _______________________

The CV submitted on ____________ verifies that the candidate has a Master’s degree in a relevant field, and the program has reviewed the candidate’s qualifications and determined that the candidate has the necessary skills, knowledge and pedagogy with adult learners to be successful. The candidate has demonstrated qualifications for this limited graduate faculty appointment based upon her scholarship and through [provide brief narrative presenting basis for recommending this candidate for GFA status].
[FOR PERSONS SEEKING GFA STATUS FOR COURSES RELATING TO LICENSURE, ENDORSEMENT, CERTIFICATION OR DEGREE. An additional letter of recommendation has been submitted by ______________ in support of this candidate.]

This candidate has a demonstrated record of student satisfaction through course and instructor FCQs ratings of 4.0 or greater for previous courses. (If this is not true, program should provide narrative explaining how the issue of student satisfaction is being addressed)

Sincerely,
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**Appendix D**

**Lecturer Appointment/Offer Letter Administrative Process**

<table>
<thead>
<tr>
<th>Time Frame before Start of Term</th>
<th>Task Performer</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 weeks before start of term</td>
<td>Shakira</td>
<td>Sends enrollment reports to Program Leaders and Associate Deans, and copies Hiromi, Jessica, and Tricia. HR Group meets once/week to review list (group acknowledges receipt/review).</td>
</tr>
<tr>
<td></td>
<td>Hilary</td>
<td>Provides CPE lecturer appointment list to Jessica, Tricia, and Hiromi. Follows up with offer letters to Jessica.</td>
</tr>
<tr>
<td></td>
<td>Hiromi</td>
<td>Creates master spreadsheet for D1 offer letters (from Shakira’s enrollment reports and verify from Cognos), and works with Shakira on any discrepancies and questions (copy Tricia).</td>
</tr>
<tr>
<td></td>
<td>Hiromi</td>
<td>Cross-checks information with list of CPE lecturers for lecturers over the two-course limit.</td>
</tr>
<tr>
<td>5 weeks before start of term</td>
<td>Jessica</td>
<td>Checks CU-SIS to see if any lecturers are students and should be paid as GPTI.</td>
</tr>
<tr>
<td></td>
<td>Tricia &amp; Jessica</td>
<td>Generates lecturer contracts and sends them via email to the lecturer’s university email account.</td>
</tr>
<tr>
<td>2-6 weeks before start of term</td>
<td>Shakira</td>
<td>Emails students of canceled courses and copies advisor.</td>
</tr>
<tr>
<td>4 weeks before start of term</td>
<td>Shakira &amp; Program Leaders</td>
<td>Notifies Program Leaders, ADs, Sandy, Tricia, Hiromi, and Jessica of possible cancellation and pro-rate status updates. Program Leaders need to respond to Shakira whether to cancel or faculty/lecturers accepting possible prorates.</td>
</tr>
<tr>
<td></td>
<td>Jessica</td>
<td>Follows up with lecturers who have not returned signed offer letters, then each week thereafter.</td>
</tr>
<tr>
<td>2 weeks before start of term</td>
<td>Shakira &amp; ADs &amp; Program Leaders</td>
<td>Notifies Program Leaders, ADs, Sandy, Tricia, Hiromi, and Jessica of cancellation and pro-rate status. Shakira meets (or email) with Rebecca &amp; Dorothy for final decisions on cancellations and pro-rates. Program Leaders will communicate with lecturers regarding course cancellations/pro-rates (no later than 1 week before start of term).</td>
</tr>
<tr>
<td>1-2 week before start of term</td>
<td>Jessica</td>
<td>Sends official confirmation email of prorate pay based on information from Shakira (cc: Hiromi, Tricia, AD, Program Lead, Shakira). Instruct Program Leaders to copy SEHDHR on cancellation notices to Lecturers.</td>
</tr>
</tbody>
</table>

**Start of Classes**

Census date: Shakira, Hiromi, & Jessica

Shakira sends census enrollment report to Hiromi, Jessica, Tricia, Dorothy & Rebecca. Hiromi adjusts pay to pro-rate amounts, Jessica sends official email notification to lecturer (copy Tricia, Hiromi, Program Leader).