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## EMPLOYEE SERVICES

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[Home](#) > Life Cycle Exercises - Other Faculty Member

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# Life Cycle Exercises - Other Faculty Member

Life cycle exercises for those who fit into the "other faculty member" employee class include:

- Job search and hire of new lecturer for spring semester
  - Submit appropriate hire documentation to the HR office
  - Provide employment forms to new lecturer
  - Enter/Approve position, funding, hire and contract pay in the HRMS
- Reappoint lecturer for summer semester
  - Change position FTE and percent of time
  - Change position salary funding distribution
  - Update lecturer job data
- Put lecturer on short work break at end of summer semester
- Reappoint lecturer for spring semester
  - Change position FTE and percent of time
  - Return lecturer from short work break and reappointment
  - Make a correction pay rate change
- Terminate lecturer at end of spring semester

### Files:

 [LifeCycle-otherFacMember.pdf](#)<sup>[1]</sup>

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**Source URL:** <http://www.cu.edu/employee-services/policies/life-cycle-exercises-other-faculty-member>

### Links:

[1] [http://www.cu.edu/sites/default/files/policies/docs/LifeCycle-otherFacMember\\_0.pdf](http://www.cu.edu/sites/default/files/policies/docs/LifeCycle-otherFacMember_0.pdf)