



ADMINISTRATIVE POLICY STATEMENT

Policy Title: University Employment Postings

APS Number: 5056

APS Functional Area: **HUMAN RESOURCES**

Brief Description: Sets forth the requirements for posting new and vacant positions.

Effective: ~~January 1, 2024~~ January 1, 2026 (Pending)

Approved by: President Todd Saliman (Pending)

Responsible University Officer: Vice President and Chief Human Resources Officer

Responsible Office: Office of Employee Services

Policy Contact: Office of Employee Services

Supersedes: University Employment Postings, ~~January 1, 2021~~ January 1, 2026

Last Reviewed/Updated: ~~January 1, 2024~~ January 1, 2026 (Pending)

Applies to: All Campuses

Reason for Policy: The intention of this policy is to define the posting process for university positions. The provisions of this University Employment Postings policy are intended to implement the Colorado Equal Pay for Equal Work Act.

I. INTRODUCTION

All recruitment and employment activities at the University of Colorado are conducted in accordance with applicable university, state, and federal laws, regulations, and policies concerning equal employment opportunity and affirmative action.

The purpose of this policy is to ensure that the University of Colorado will attract and retain the most highly qualified workforce available. It is the policy of the university to disseminate information regarding employment opportunities to the largest practicable number of persons. This practice ensures compliance with applicable laws, promotes the recruitment of qualified new employees, and advances the recognition and professional development of current employees. It is our intention to make known information about employment opportunities at the university to the largest practicable number of persons necessary to ensure compliance with the law, attraction of new employees, and recognition and development of current employees.

II. POLICY STATEMENT

A. All vacant or new university positions must be posted in accordance with applicable federal and state law, and university policy, unless the position falls within one of the exceptions set forth below:

1. Automatic Promotion Within One Year of Hire. No posting is required at the time of promotion if the university has made a written representation (whether in an offer letter, pursuant to an agreement, or applicable policy) that the university will automatically consider the employee for the promotional appointment within one year based solely on their own performance and/or the university's needs.

2. Temporary, Acting, or Interim Hire. No posting is required where the appointment is made on a temporary, acting, or interim basis for up to ~~six~~nine months, and not expected to become a regular position.
3. Confidential Searches. To the extent allowed by applicable law, posting is not required in confidential situations where the incumbent employee is not yet aware of their impending separation from the university.

B. The recruitment process on each campus must be conducted in accordance with federal and state law and relevant university campus and system policies and procedures, including campus or system administration affirmative action plans. When making hiring decisions, hiring authorities are prohibited from discriminating based on race, color, national origin/ancestry, sex, pregnancy or related conditions, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, marital status, political affiliation, political philosophy, and any other protected characteristics.

C. The posting requirement may be satisfied by posting positions online, including required posting information such as:

1. the rate or range of compensation that spans the lowest to the highest amount that the hiring department or hiring authority believes will be paid for the position, which may not be the full market salary range for the position;
2. a general description of any bonuses, commissions, or other compensation;
3. a general description of or online link to all benefits which must include health care, retirement benefits, paid days off, and any tax-reportable benefits. Minor perks need not be included; and
4. the date that the application window will close or for the end of a priority period.

D. This policy applies to all full- and part-time vacant and new positions, including faculty, university staff, and student positions. Classified staff positions are required to follow State of Colorado Personnel Board Rules and Procedures and Partnership Agreement requirements.

III. INTERPRETATION

Subject to the president's authority to interpret university policies, the chief human resources officer and associate vice president of employee services shall provide interpretive guidance for this policy.

IV. HISTORY

- Adopted: January 1, 2018.
- Revised: Review and non-substantial changes made effective February 12, 2018; April 28, 2022, revised for changes related to the Equal Pay Act and made retroactive to January 1, 2021; January 1, 2024; January 1, 2026 (Pending).
- Last Reviewed: January 1, 2024January 1, 2026 (Pending).