

Faculty Affairs

Recruitment Authorization Form Training Guide

Be Boulder.



University of Colorado **Boulder**


The Office of Faculty Affairs and the Office of the Provost coordinate approvals for faculty searches in the annual tenured/tenure-track (TTT) Faculty Recruitment Process. This approval process begins in early June when the Provost's Office sends an e-mail requesting units to complete their TTT faculty recruitment reports and plans. Units' reports and plans are due back to the Provost's office in mid-July for review by the Provost. Shortly thereafter, units are sent an e-mail with the Provost's approval, which serves as official notification to proceed with their TTT faculty search processes for the upcoming recruiting season. The first step in the process is submission of the completed on-line Faculty Recruitment Authorization Form. Units are required to complete one form for each individual search. Once the Faculty Recruitment Authorization Form receives final approval, units work with Human Resources to initiate the search plan, job posting and recruitment through Avature (campus applicant tracking system).

Link to the RAF Form

<https://www.colorado.edu/facultyaffairs/content/tenure-track-faculty-recruitment-authorization>

Office of Faculty Affairs

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 Access denied. You must log in to view this page.

Log in

CU Login Name *

identikkey

IdentiKey Password *

.....

Log in

- Log in using your IdentiKey and password.

Office of Faculty Affairs

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Tenure Track Faculty Recruitment Authorization

The Office of Faculty Affairs and the Office of the Provost coordinate approvals for faculty searches in the annual tenured track process. The process begins in early June when the Provost's Office sends an e-mail requesting units to complete their TTT faculty recruitment authorization form. Units are to complete the form and submit it to the Office of Faculty Affairs in mid-July for review by the Provost. Shortly thereafter, units are sent an e-mail with the Provost's approval, and the recruitment process for the upcoming recruiting season. The first step in the process is submission of the completed on-line form for each individual search. Once the Faculty Recruitment Authorization Form receives final approval, units work with Avature (campus applicant tracking system).

Please Note: Paper forms will no longer be accepted.

To submit the online request, you will need the following:

- Name, Email and Title for all individuals reviewing/approving the form.
- HCM faculty position number
- Proposed faculty rank, salary, other hiring commitments or agreements, (e.g., moving expenses, space/off

Request Type *

Department Hire 

Number of Signers Required for Approval *

2 

Continue

Cancel Request

- Select the request type (Department Hire or Institute Hire)
- Select the number of signers required for approval.

Tenure Track Faculty Recruitment Authorization for Department With Two Signers

Is There a Provost Commitment? *

No ▾

Liaison Information:

Name (First and Last) *

Campus Email *

Signer One:

Title *

Name (First and Last) *

Campus Email *

Signer Two:

Title *

Name (First and Last) *

Campus Email *

Would you like to send a copy? *

- Select - ▾

Submit

- Select yes or no to indicate if there is a Provost commitment required.
 - If yes is selected, the RAF will be routed to the Provost's office for approval.
- Select the number of signers required for approval.
- Enter the title, name, and campus for each recipient.
- Select yes or no to indicate if you would like to send a copy of the completed RAF.

Would you like to send a copy? *

Yes ▾

List CCs Below:

Name (First and Last) *

Campus Email *

Name (First and Last)

Campus Email

Name (First and Last)

Campus Email

Submit

- Enter the name and Campus email for each CC.



NEXT

Form Submitted By:

Name mark Diekhoff Campus Email Mark.Diekhoff@Colorado.EDU Date: 5/24/2019

College/School/Academic Unit:

Hiring Department: Department Number:

Home Tenure Department (if different than hiring unit)

Position Information

Academic Rank & Tenure Status:

1101 Full Professor 1102 Associate Professor 1103 Assistant Professor Open

Position Number: Position Discipline/Field:

Proposed Faculty Title: Job Code:

Anticipated Appointment Effective Date:

Position Comments/Commitments

Salary, start-up funds, and space are the responsibility of the School/College unless otherwise indicated and approved below.

Estimated Salary Range (min-max):

Estimated Start-Up Costs:

Moving Allowance:

Source of Funds to Support Position:

- Complete the form and select FINISH
- The form will first route for space approval.

- The form will route to the individuals you identified from the previous screen.

- **NOTE:** The building name is required. If a room number is not available, you may substitute with "TBD"

NEXT

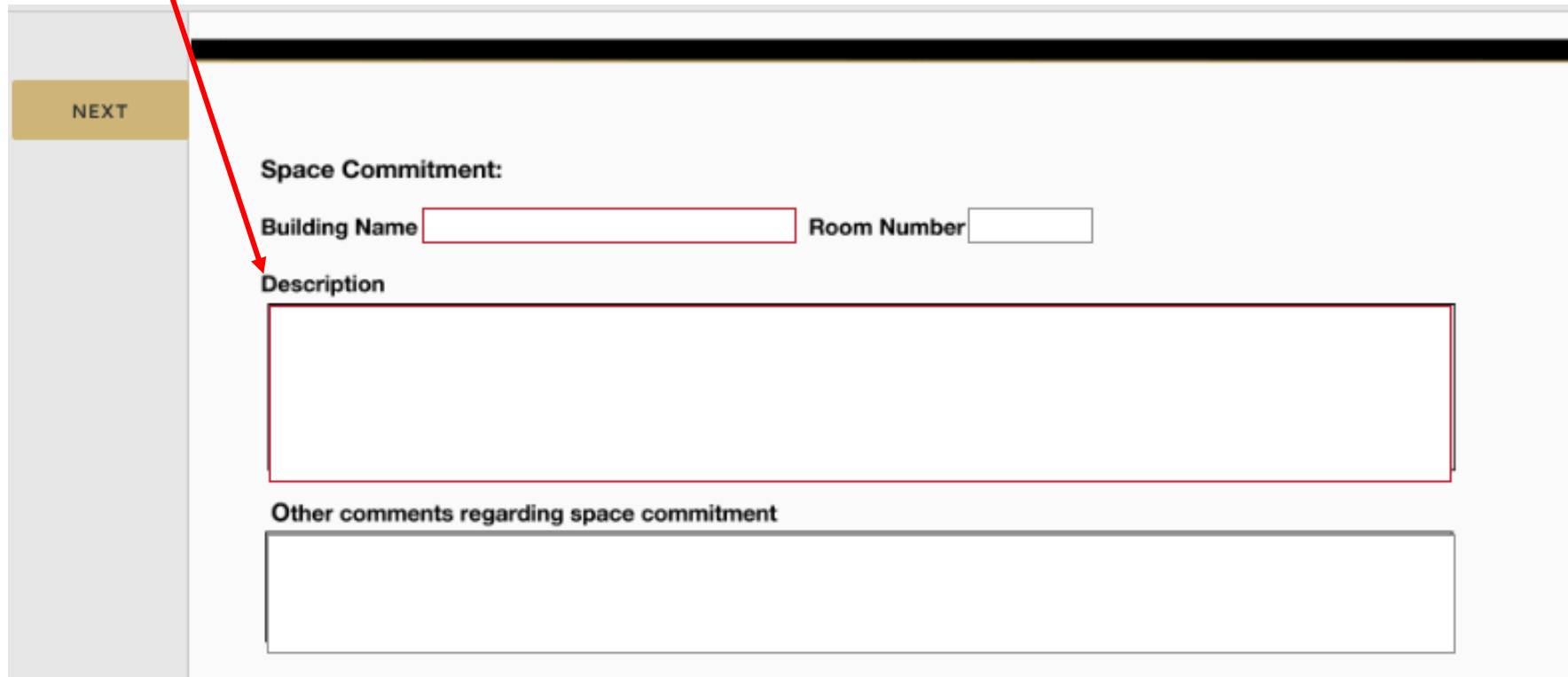
Space Commitment:

Building Name Room Number

Description

Other comments regarding space commitment

- Please provide a detailed description including but not limited to spaces for office, lab, research, student, etc. that the college/department has identified to accommodate this hire. Be as specific as you can in listing building(s) and room number(s). Please explain if this hire will require additional space that does not currently exist within the department/college portfolio, or if the hire will have unique space requirements.



The form is titled "Space Commitment:" and includes the following fields:

- Building Name**
- Room Number**
- Description**
- Other comments regarding space commitment**

A red arrow points from the text above to the "Description" field.

Completed: Office of Faculty Affairs - Recruitment Authorization Form Inbox x

Mark Diekhoff via DocuSign <dse_na2@docusign.net>

to me ▾



Your document has been completed

[VIEW COMPLETED DOCUMENT](#)



Mark Diekhoff

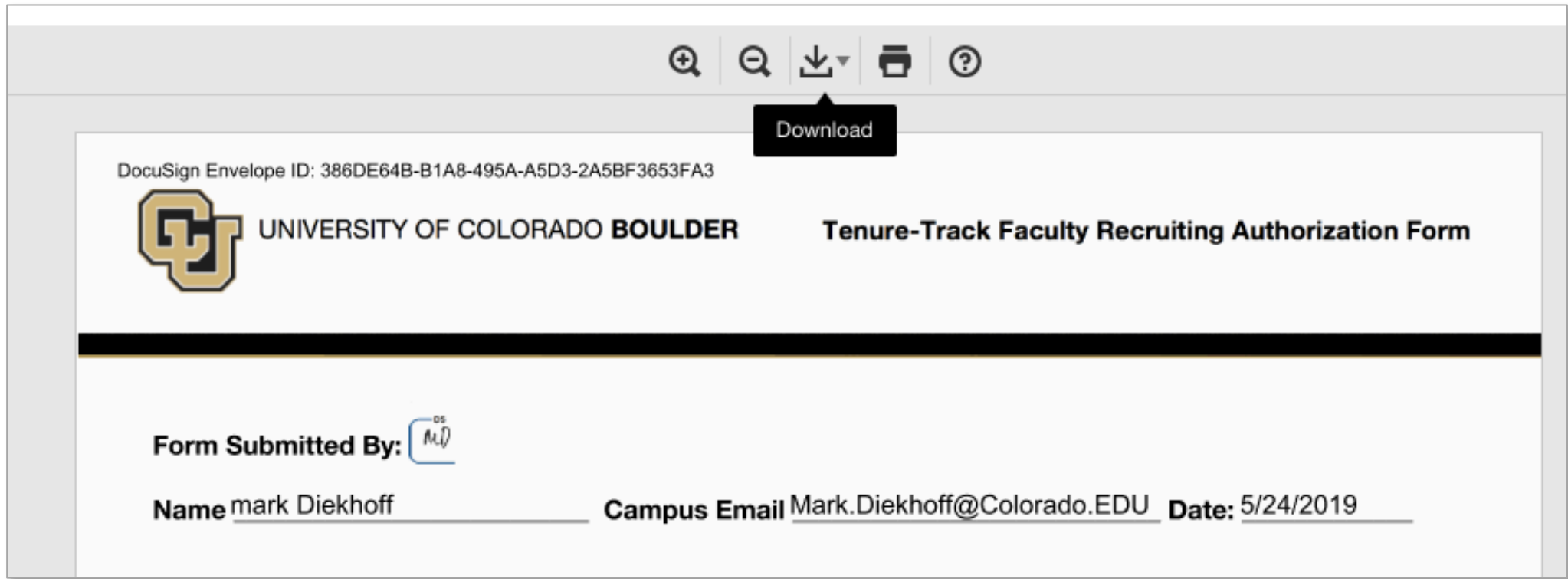
mark.diekhoff@colorado.edu

All parties have completed Office of Faculty Affairs - Recruitment Authorization Form.

Powered by  DocuSign

- Once the RAF has been signed by all recipients, a completed email notification will be sent.

- You will be able to save the RAF form as a PDF by selecting Download.



How to track your submitted Recruitment Authorization Form



Log in to **DocuSign, Inc.**

CU Login Name

Identikey Password

Check this box to view your [Digital ID Card](#) and reset release approvals before logging into the service. [Learn More...](#)

Continue

Trouble signing in? [We can help.](#)

To ensure you end your session with Federated Identity Service, you will need to quit your web browser when you are finished. Leaving your browser open may make you more vulnerable to another user gaining access through your account.

Note: Due to the nature of this authentication page loading dynamically per service, **DO NOT** bookmark the URL in your browser's address bar. Instead, bookmark the service URL (e.g. <https://voicethread.colorado.edu> or <https://qualtrics.colorado.edu>).

- Log into <http://docusign.Colorado.edu> using your IdentiKey and Password.

- From the Home screen. Select “Waiting for Others” from the Overview menu

The screenshot displays the DocuSign Home interface. At the top, there is a navigation bar with the following tabs: HOME (underlined), MANAGE, TEMPLATES, and REPORTS. Below the navigation bar is a large grey banner with the text "Sign or Get Signatures" and a yellow "NEW" button. The main content area is divided into three columns. The left column is titled "OVERVIEW" and shows a table of document statuses for the "Last 6 Months". A red arrow points from the "HOME" tab to the "Waiting for Others" row in this table. The middle column is titled "WHAT'S NEW" and contains three sections: "Comments", "Bulk Send for Multiple Recipients", and "Template Sorting". The right column is titled "MY DOCUSIGN ID" and shows the user's profile information, including the University of Colorado Boulder logo, email address, and member since date. Below this is a "DocuSigned by:" section with a signature and a unique ID.

OVERVIEW	Last 6 Months
Action Required	-- >
Waiting for Others	239 >
Expiring Soon	22 >
Completed	453 >

- Select the document you would like to track

The screenshot displays a document management interface. On the left is a sidebar with navigation options: 'NEW', 'Shared Envelopes', 'ENVELOPES' (Inbox, Sent, Drafts, Deleted, PowerForms), 'QUICK VIEWS' (Action Required, 'Waiting for Others', Expiring Soon, Completed, Authentication Failed), and 'FOLDERS' (COMPLETED APP..., CORA Complete, Grad Applica, New Folder, Reviewed). The main area is titled 'Waiting for Others' and shows a table of documents. The table has columns for 'Subject', 'Status', 'Last change', and 'Folder'. A single document is listed: 'Faculty Recruitment Authorization Form - 987654321' with status 'Waiting for Others' and last change '7/1/2019 04:39:02 pm'. A red arrow points to the document title. A 'MOVE' button is visible to the right of the document row.

Subject	Status	Last change	Folder
<input type="checkbox"/> Faculty Recruitment Authorization Form - 987654321 From: University of Colorado Boulder	Waiting for Others	7/1/2019 04:39:02 pm	MOVE ▼

- You can now see the status of the pending form

DocuSign
UNIVERSITY OF COLORADO BOULDER

HOME MANAGE TEMPLATES REPORTS

Faculty Recruitment Authorization Form - 987654321 ⓘ

From: University of Colorado Boulder
Last change on 7/1/2019 | 04:39:02 pm
Sent on 7/1/2019 | 04:38:31 pm

ⓘ Waiting for Others

MOVE MORE ▾

⬇️ 🖨️

Recipients

COMPLETED

1	✓ mark Diekhoff Mark.Diekhoff@Colorado.EDU	Signed on 7/1/2019 04:39:00 pm Signed in location
2	✓ Mark Diekhoff Mark.Diekhoff@Colorado.EDU	CC Copy Received

CURRENT

2	Mike Space Reviewer mark.cu.test2@gmail.com	Needs to Sign
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WAITING

3	Mike Dean mark.cu.test@gmail.com	Needs to Sign
6	Office of Faculty Affairs ofaraf@colorado.edu	Needs to Sign
8	Mark Diekhoff Mark.Diekhoff@Colorado.EDU	CC Receives a Copy

- **Note:** There is a role for Position Number in the routing order. This can be ignored as it is used for administrative purposes only.

6	Office of Faculty Affairs ofaraf@colorado.edu	 Needs to Sign
	123456 donotreplydocusign@colorado.edu	 Needs to Sign