

POSTING PROCEDURES FOR FACULTY, STAFF AND STUDENT
POSITIONSEffective Date
5/22/2023**I. INTRODUCTION**

To fulfill the University's commitments as an affirmative action and equal opportunity employer and to comply with the requirements of the Colorado Equal Pay for Equal Work Act (the "Act"), the University will post required job openings and promotional opportunities ("Job Postings") to all employees in accordance with University Policy HRIC 5.10.030 – *Posting for Staff, Faculty, and Student Positions*.

Job Postings will be posted for the minimum period specified in the Employee Handbook via jobs.du.edu for faculty and staff positions, and via Pioneer Careers ("PCO") for student positions, as further described in the **Faculty Hiring Guide**, **Staff Hiring Guide**, or **Student Employee Hiring Checklist**, as applicable.

II. PROCEDURAL OVERVIEW

A. All Job Postings must include at least the following information, as well as other information specified in the applicable hiring guide/checklist. The appropriate Business Officer must submit a Position Action Request (PAR) in [MyDU](#) in order to update the position attributes and prepare the role for posting. Once the PAR has cleared, the Business Officer will submit a job requisition via PageUp ([Jobs@DU](#)) to transmit information captured on the PAR on to the posting. At that point, the Talent Acquisition team will ensure that all required pieces of information are included before the position is posted.

1. Information about the University's mission;
2. A stated commitment to diversity and inclusion;
3. A description of the unit;
4. The job title;
5. Required and preferred qualifications;
6. The hourly rate or salary compensation (or a range thereof) that the employer in good faith believes it may pay for the particular job;
7. A general description of all employment benefits that the employer is offering for the position; and
8. Expectations for applicants and future employees such as background checks or other pre-hire requirements.

B. Limited Exceptions to Posting Requirements under the Act

The Act and its implementing rules specify three (3) limited exceptions to the posting requirements:

1. Confidential searches where an incumbent is still in the position;
2. Automatic promotions after a probationary period within one year of hire; or
3. Filling a position on a temporary, acting or interim basis for up to six (6) months.

1. Confidential Searches: A promotional opportunity need not be posted to all employees if the employer has a compelling need to keep a particular opening confidential because the position is still held by an incumbent employee who, for reasons other than avoiding job posting requirements, the employee has not yet made aware they will be separated. If any employees are told of the opportunity, all employees must be told who either (a) meet the minimum qualifications; or (b) have a job “substantially similar” to any employees being told of the opportunity. If the need for confidentiality ends before any deadline to apply for the job, the University must then promptly comply with applicable posting requirements.

2. Automatic promotion after trial period: No promotion posting to other employees is required for a promotion within one (1) year of an employee being hired with a written representation (whether in an offer letter; in an agreement; or in a policy the employer publishes to employees) that the University will automatically consider the employee for promotion to a specific position within one year based solely on their own performance and/or employer needs.

3. Temporary, acting or interim hires. No immediate promotion posting is required to fill a position on a temporary basis for up to six (6) months where the hiring is not expected to be permanent, e.g., an acting or interim position. If the hire may become permanent, the required promotion posting must be made in time for employees to apply for the permanent position.

The hiring manager must consult with the Office of the Provost (for faculty), the applicable HRIC partner (for staff), or the Office of Student Employment (for students) as detailed in the applicable process set forth in Paragraphs C-E below to determine if any of these limited exceptions apply to an open position or promotional opportunity.

The following scenarios are examples of situations in which a posting may or may not be required.

a. Positions Up to Six (6) Months

Job Postings are not required to fill a temporary role that lasts up to six (6) months, such as a seasonal worker. However, if the job is expected to or may last more than six (6) months, the University must issue a Job Posting for the position.

Example: The University asks a professor to work on a special project for a duration of up to six (6) months and compensate the faculty member for the additional work. This would not require a Job Posting.

Example: The University hires a counselor for a summer camp that will last 1 month. This would not require a Job Posting before making the seasonal hire.

Example: A college needs to appoint a faculty member to be chair of a department. The appointment is expected to be for an academic year and will result in an additional stipend for the faculty member serving as chair. A Job Posting is required because the position will last longer than six (6) months.

Example: The University appoints an existing employee to serve in an interim role. A job posting is not required if the interim role will last no more than six (6) months while the University conducts a search. If there is any chance the interim role will last more than six (6) months, best practice is to issue an internal job posting before appointing an existing employee to serve in the interim role. If the department issues an internal posting prior to the appointment, there is no need to repost the position if the role lasts more than six (6) months. However, if the department did not issue an internal posting and the department desires to have the employee appointed to the interim role extend beyond six (6) months, the department must issue an internal posting prior to extending the appointment.

- Job Postings may not be required where there is an immediate need in isolated incidents such as a sudden and/or unforeseen departure of an administrator or leader of the University, provided that the term of the interim appointment must not exceed six (6) months. The unit must request approval from the HR Partner prior to any such interim appointment.
- Job Postings are required to appoint adjunct faculty members to a specific teaching assignment.

Example: The University has hired a number of adjunct faculty members to be available to teach courses as needed each term. Prior to making an assignment of a particular course to an adjunct faculty member, the University must post the availability of the course assignment to all employees.

- Job Postings are required to hire adjunct faculty members to be available for teaching assignments.

Example: The University does not have an adjunct faculty member already hired to teach in a particular discipline or a particular course. The University must issue a Job Posting before hiring an adjunct faculty member.

C. Process for Seeking a Waiver of Posting for Staff Hires

1. The division business officer, in collaboration with the hiring manager, submits a request to their HR Partner.
2. The HR Partner, in collaboration with Recruiting, will review the request as well as the job description and supporting information for the request.
3. Once reviewed, the HR Partner will email the division business officer and hiring manager notifying them of whether a Job Posting is required for the applicable Staff Hire.
4. If the position does not require a Job Posting because it falls within one of the limited exceptions under the Act, then the division business officer will enter the appropriate workflow request.

D. Process for Seeking a Waiver of Posting for Faculty Hires

1. The department chair/director will work with the dean to determine the requirements of the position.
2. The dean will submit the request to the Office of the Provost.
3. The Office of the Provost will review the request, in consultation with their HR Partner and will inform the dean of whether the position requires a Job Posting or falls within one of the limited exceptions under the Act.

E. Process for Seeking a Waiver of Posting for Student Hires

1. The Office of Student Employment encourages posting of all student employment opportunities.
2. To determine if a particular position does not require a Job Posting, contact the Office of Student Employment.

F. POSTING PERIODS

1. Vacant non-exempt positions should be posted for five (5) working days, while vacant exempt positions are posted for ten (10) working days. Exceptions to the posting requirements may be requested in writing to Human Resources in advance of any action. These will be granted only if unique circumstances warrant.
2. Positions should be posted on the on-line recruiting website at www.jobs.du.edu.
3. Persons interested in applying for open positions must follow the required posted directions **within the on-line recruiting website prior to the closing date.**

III. RESOURCES

[A. Equal Pay for Equal Work Act and Pay Equity Study and Related FAQ's](#)