

**Campus Administrative Policy**

**Policy Title: Applicants for Faculty and Exempt Professional Employment**

Policy Number: 4014                      Functional Area: Human Resources

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Effective: August 1, 2007  
Date Last Amended/Reviewed: August 1, 2007  
Date Scheduled for Review: July 1, 2014  
Supersedes: Applicants for Faculty and Exempt Professional Employment  
September 1, 2005

Approved by: Kevin Jacobs  
Interim Assistant Vice Chancellor, Human Resources

Prepared by: Vice Chancellor for Administration and Information  
Reviewing Office: Executive Vice Chancellor for Administration and Finance  
Senior Vice Chancellor for Administration and Finance  
Responsible Officer: Executive Vice Chancellor for Administration and Finance

Applies to: CU Anschutz Medical Campus  
CU Denver Campus  
CU South Denver Location

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**A. INTRODUCTION**

In compliance with federal guidelines and state laws concerning employment processes, this applicant guideline is established to ensure fair and equitable treatment of applicants at CU Denver Campus or CU Anschutz Medical Campus. In addition, the guideline is necessary to ensure adequate data collection and reporting.

**B. PURPOSE**

Applicants as defined below are to be treated in a fair and equitable manner during all employment processes. The Human Resources Department and the EO/AA Compliance Officer will periodically audit, and report applicant data as required by federal regulations.

This guideline pertains to individuals applying for exempt professional, officer, and faculty positions. Applicants to state classified positions are covered under state personnel rules and procedures.

For purposes of this guideline, the hiring unit is defined as the school, college,

division, department, or unit seeking applicants for employment.

**C. Applicant Definition**

Open positions at CU Denver Campus or CU Anschutz Medical Campus are posted on a centralized website called CU Careers. An applicant is an individual who submits *all* required documents for a CU Denver Campus or CU Anschutz Medical Campus position posted on CU Careers.

All applicants are expected to apply through CU Careers. Individuals who fail to submit all required documents as listed in the job posting will not be accepted into the applicant pool and are not considered applicants. Applicants will have the opportunity to self-identify when they complete an application. In rare circumstances, hiring units may accept application material outside of CU Careers, however the unit must contact the applicant, and provide information on how they can self-identify.

Unsolicited employment application documents (e.g., CVs, resumes) do not require a response by the hiring unit. However, unsolicited employment documents may be forwarded to the Human Resources Department for response.

**D. INTERNAL APPLICANTS**

An internal applicant is defined as a current CU Denver Campus or CU Anschutz Medical Campus employee. Internal applicants must be treated the same as external applicants in terms of application and interview processes.

**E. AFFILIATE EMPLOYEES**

Employees and trainees of CU Denver Campus or CU Anschutz Medical Campus affiliates (e.g., TCH, UPI, VA, UCH, DHH) may be considered internal applicants for purposes of search waiver requests (promotion, transfer, reinstatement), but this should be discussed with the Human Resources Department before applying for the search waiver.

**F. APPLICANT CONFIDENTIALITY**

Applicants are considered confidential, and thus, known only to the search committee members and staff until such time as the finalist names are presented to the hiring authority. Requests for information and/or breaches in confidentiality should be reported to the search committee chair, the Human Resources Office, or the Legal Office. For high level officer searches there are additional regent rules concerning applicant confidentiality.

**G. TREATMENT OF APPLICANTS**

All applicants must be treated fairly and consistently in all phases of the search process. Applicants who come to campus must consider all meetings (whether formal or informal) as evaluation sessions and should be treated accordingly. Questions

regarding appropriate treatment of applicants should be directed to the [Human Resources](#) Department.

## Notes

1. Dates of official enactment and amendments:

September 1, 2005: Adopted

August 1, 2007: Revised and approved by the Interim Assistant Vice Chancellor for Human Resources

April 11, 2019: Modified

2. History:

April 11, 2019: Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. University Branding and links verified.

3. Initial Policy Effective Date: September 1, 2005

4. Cross References/Appendix:

- OFCCP Regulations for Federal Contractors