

# ColoradoSPH Faculty and PRA Hiring during the COVID-19 pandemic

May 4, 2020

colorado school of  
**public health**

UNIVERSITY OF COLORADO  
COLORADO STATE UNIVERSITY  
UNIVERSITY OF NORTHERN COLORADO

# Objectives

- Important communications
- Existing chills, pauses, hiring requirements
- New requirements for hiring outside ColoradoSPH
- Communication challenges and what you can do to stay informed

# From President Kennedy

- “Given the uncertainty and negative budget trends, it is prudent for us to plan for budget reductions. Our mission and values will guide decisions. Approaches will vary by campus, and you will hear more about them in general terms from the chancellors later today and in more precise detail after we learn our budget situation in mid-May. **We do know we are withdrawing our request to the Board of Regents for compensation increases.** Deferred maintenance funding will likely have to be reduced. **Only mission critical hiring will move forward.** All budgetary decisions will be made with the best interests of students and the state in mind.”

# From Chancellor Elliman

- This healthcare crisis has brought with it a financial crisis that has left few – if any – organizations untouched. We continue to feel the profound impact on our campus, community and way of life, and we have already taken several steps to protect the fiscal integrity of our organization.

**Hiring chill** – We are **limiting the hiring of new employees** and replacing only those vacant positions deemed “mission-critical,” including positions already posted.

**Pause on merit increases** – The normal **July merit increase cycle is indefinitely delayed**. In addition, a **temporary moratorium is now in effect on pay increases, promotions and employee transfers** until further notice.

**Pause on travel** – All international and domestic travel sponsored or supported by the university has been suspended. When traveling safely becomes possible, only essential travel will be permitted, and it must be approved through the appropriate channels.

**Reduce discretionary spending** – We continue to implement reductions in discretionary spending that are not critical to the mission and operation of the university, including the use of outside services, consulting, conferences, travel, official functions, office supplies, equipment and other discretionary costs or activities.

# From Chancellor Elliman

- Even after these immediate steps, the fiscal impact is growing as the pandemic continues its rapid pace. Regrettably, our departments, schools and college have been and will continue to be required to make difficult decisions, in order to reduce costs to ensure our critical operations are sustained in the months ahead. These measures may include **temporary pay reductions, furloughs and other actions designed to reduce our costs** while minimizing the impact on our employees to the greatest extent possible.

# From CU Vice President Todd Saliman

## FY 2020 -21 Budget Balancing Options

- Reduce or eliminate planned compensation increases
- Reduce controlled maintenance
- Reduce travel
- Improve space utilization
- Targeted operating cuts
- Compensation or workforce reductions
- Program elimination or consolidation
- Reduced institutional aid
- Reduced student services
- Will also need to maintain debt service payments on facilities

# From BOR Chair Glen Gallegos

“There’s no getting back to normal, I think we’re going to be deciding on what the new normal is.”

# ColoradoSPH message

- We are living in unprecedented times.
- We are in a financial crisis, the bubble is about to burst.
- Every funding source is volatile.
- It is not business as usual.
- Commitments can no longer be guaranteed.
- All past agreements need to be re-verified.
- Time tables of commitments may need to be altered.
- The magnitude of the impact to our school, our faculty, our staff, and our students is unknown.
- We need to pause and redefine how we do business.
- We must do our best to provide for those who are part of our ColoradoSPH community before making new commitments.



What this means for Chairs, Center Directors,  
PIs, Supervisors

# Raises

- No merit increases in July
- Moratorium on all pay increases (promotion, equity, retention, etc.)

# Promotions

- Moratorium on all promotions except in-progress promotions to senior rank (i.e., to Associate or Full Professor).
- What the moratorium covers:
  - Student RA to PRA
  - PRA to Senior PRA
  - Post-doc or PRA to instructor or senior instructor
  - Instructor to senior instructor
  - Post-doc, PRA, instructor or senior instructor to assistant professor
  - Staff levels
  - Etc.
- Moratorium also covers retention

# Transfers

- Moratorium on all transfers.
- Transfers within the ColoradoSPH that may be considered if mission critical:
  - Transfers between tracks at the same rank and salary
    - E.g., research instructor to instructor, research track to clinical teaching track
  - Transfers in appointment type if similar in rank and same salary
    - E.g., research associate to assistant professor
- For transfers between ColoradoSPH and other Schools on campus, please see Hiring Chill below

# Hiring Chill

- Limit hiring of new employees (faculty and staff)
  - *This means anyone not currently employed by the ColoradoSPH*
- Replace only vacant positions deemed mission-critical, including positions already posted
- ... minimizing the impact on our employees to the greatest extent possible.

# “Hiring” existing research assistants, research associates and staff

- A change from one speedtype to another, both held within the ColoradoSPH, without any change in rank or salary, is not considered a new hire if the change is beneficial for both units.
- Let’s retain our talented employees by considering the ones who have lost funding or whose positions may be eliminated for open positions!
- If you are about to furlough or terminate a GRA, student RA, PRA/Sr PRA/Research Associate, or staff member, please inform HR and, if PRA series, Faculty Affairs (with CV), as soon as you are aware. We will try to help make connections with open positions.

# ColoradoSPH funded faculty/PRA hiring procedure

- **A) Requests for new faculty (including PRA/RA) searches:**
- Job description including the rank and track
- FTE
- Salary or salary range
- Specific information on the funding source/distribution for at least the next year (i.e., grant speedtype, notice of award, other funding commitment, fund 10, etc.).
- A memo of justification (one to two paragraphs maximum), addressed to the Dean, describing why the position is mission critical. ("Mission critical" has not yet been defined, but will become clearer as we gain experience - please make your best case.)

# Campus Wide Process to Determine if a Position is Mission Critical

*Hint: Most, if not all, are NOT.*

Additional Procedures for Mission Critical Positions Funded in Partnership with Other Schools:

- To hire a mission critical position funded in partnership with other schools, i.e., any positions that are funded through other speedtypes/schools on campus, you must obtain written approval from that school.
- For the School of Medicine, the hiring authority needs to fill out an [online SOM form](#) to obtain the required approval. For other schools, the hiring authority must reach out to the respective school's Associate Dean for Finance to obtain the required approval.
- Once written approval has been obtained, please forward it to ColoradoSPH Faculty Affairs or Human Resources, and the request will be routed through ColoradoSPH for approval.
- **Requests that have received mission critical approval from all funding sources will then require an updated MOU and letter of offer signed by ALL involved schools.**



# ColoradoSPH Communications Challenges

## Resources for you

- ColoradoSPH COVID-19 Website

We recommend you make this your home page on your browser

<http://www.ucdenver.edu/academics/colleges/PublicHealth/coronavirus/Pages/coronavirus.aspx>

- ColoradoSPH Internal Operations & Update Report

Sent by ColoradoSPH Dean Jon Samet <colorado.sph@cuanschutz.edu>

- Dean's Weekly Coronavirus Update

Sent by Colorado School of Public Health <colorado.sph@cuanschutz.edu>

# Communication Action Items

- It is your responsibility to share and disseminate information with your own departments, centers, smaller units, and groups
- Please continue to stay current on information via the channels referenced on the previous slide and ensure you are meeting with your team to discuss these operational processes
- Working remotely **REQUIRES** you to check your email regularly as this is the central means of communication the university, the campus, the school is using to communicate crucial information to you.