How to Create an Alternative Appointment Request Posting
Create and Post a Faculty Alternative Appointment Request

Alternative Appointment Request (AAR) postings are created from position descriptions to request a direct appointment for a Faculty position.

**Faculty Alternative Appointment Requests may only be created by Initiators using approved position descriptions.**

Please reach out to OEO before initiating an AAR posting to ensure that the correct process is followed.

Below are the steps in the creation and approval of the Alternative Appointment Request.

The following slide helps illustrate when an AAR is and is not required/allowed.

Initiator
Completion of AAR posting request. Move forward for approval.

EO Coordinator
Review and Approval (move to Dept/Chair AAR Approval)

Hiring Authority (Dept/Chair)
Review and Approval (move to Dean AAR Approval)

Signature Authority (Dean)
Review and Approval (move to Provost Review and Approval)

Provost
Review and Approval (move to OEO)

Office of Equal Opportunity
Alternative Appointment Approved
# When is an Alternative Appointment Request (AAR) required?

**Required**

- Change in Classification (e.g. Prof/Indiv Contrib I to a Prof/Indiv Contrib II)
- Change to Employment Category (moving to or from Regular)
- Change in Employee Group from Admin Professional to Faculty or vice versa (State Classified Conversions not included)
- Employee moving to completely new position
- Employee Reappointment/Reinstatement
- Promotion Research Associate series - RA I to RA IV to Senior
- Promotion Research Scientist/Scholar - RS I to RS III to Senior
- Promotion Research Associate and Research Scientist/Scholar skipping levels

**Not Required**

- Change in Working Title only (e.g. Assistant Director to Assistant Director of Community Development)
- Change to Employment Category (Special to Temporary or vice versa)
- Change to salary only
- Promotion Research Associate series - RA I to RA II to RA III
- Promotion Research Scientist/Scholar - RS I to RS II
- Change to duties and/or responsibilities only
- Position placed in AP Framework

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*If any of these changes result in a new position version number (e.g. .0001 to .0002), this will require an Oracle action to finalize the change.*

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If you have any questions, please contact the Office of Equal Opportunity at oeo@colostate.edu or (970)491-5836
1. Select the Hire module by clicking the three dots in the top-left corner of the screen.

2. Select Initiator from the User Group drop-down menu.
1. Click on Postings in the menu across the top then select Faculty from the drop-down menu.
1. From the Postings page, click on the Create New Posting button and the 'Create New' box will appear.
Initiating a Faculty Alternative Appointment Request

1. Select Create from Position Description.

Note: Create from Position Type is only used when creating NEW Open Pools. See the Open Pools training guide for details.

Note: Create from Posting is only used when creating Open Pools from a PREVIOUSLY POSTED Open Pool. Selecting this option will clone and pull over all the information entered from a preexisting open pool posting. See the Open Pools training guide for details.
Selecting a Position to Create an AAR posting (from)

1. Choose your approved position description by selecting it from the list below, or click the More Search Options button then type in the first 6 numbers of the position number into the Position Number field to search for the position description you wish to create the posting from.

2. To start the posting, click on the working title of the position description.

Shortcut: Hover over Actions and select Create From to start the posting from the selected position description.
1. Review the approved position description then click the Create Posting from this Position Description button in the top right corner of the screen.
AAR – New Posting page

1. Fill out the New Posting (Settings) page.

**Required Information**

- **Working Title**: Assistant Professor

**Organizational Unit**

- **Division**: Provost/Executive Vice President (1001 DV)
- **Academic/Reporting Area**: College of TMS Training (0000RA)
- **Department**: College of TMS Training (0000)

**Note:** The Working Title will pull over from the approved position description.

**Note:** These fields will auto populate with information from the position description and may or may not be editable by you depending on your TMS access. Ensure that the correct division, reporting area and department are selected.
Note: Interest Cards, also known as Job Categories are not required for AAR postings. You may skip this section.
**AAR – New Posting page**

<table>
<thead>
<tr>
<th><strong>Applicant Workflow</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workflow State</strong></td>
</tr>
<tr>
<td>Under Review by Dept/Committee</td>
</tr>
</tbody>
</table>

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

<table>
<thead>
<tr>
<th><strong>References</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reference Notification</strong></td>
</tr>
<tr>
<td>Request References to submit Recommendations when candidate reaches selected workflow state?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Recommendation Workflow</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>When all Recommendations have been provided, move to selected workflow state?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Recommendation Document Type</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>No Document</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Online Applications</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accept online applications?</td>
</tr>
</tbody>
</table>

Note: Leave the Applicant Workflow as Under Review by Dept/Committee.

Note: The Reference section on the New Posting page allows you to set up Reference Letter collection. You do not need to change/select anything under this section when creating an AAR posting.
1. Continue to fill out the New Posting page. Ensure that the Accept online applications? box is checked.

Note: You may leave the Special Offline application instructions field as is.

2. Check Alternative Appointment Request Application

3. Click the Create New Posting button to continue to the Posting Details page.
Note: On the Posting Details page you will enter information about your posting (FTE, Supervisor information, etc.). Some fields will not be editable by you or will have been copied over from the position description.
1. Begin filling out the Posting Details page.

Note: The Description of Work Unit will pull over from the Position Description. If this field is empty, ensure you are using an approved, completed Position Description to create the AAR Posting.

Note: The Proposed Annual Salary Range field will pull over from the approved position description. Please do not alter this amount.

Note: The Research, Teaching, Service and Administration percentage breakdowns will pull over from the approved position description. Please do not edit these fields.

3. Enter the location of the position. Fort Collins, CO will autofill in this field. Please update if needed.
Note: The same Hiring Authority listed on the Position Description will need to be added to the Posting. If they weren’t listed on the Position Description, the Hiring Authority will not be able to complete the Hiring Proposal later on in the process.

Please contact HR Classification and Compensation if you need to have the Hiring Authority added to the Position Description.

Note: These fields will pull over from the position description. If they are empty, ensure you are using an approved, completed position description to create the posting.

If you need to make a change to the Required or Preferred Job Qualifications, please reach out to HR Classification and Compensation before making any edits.
### Posting Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Title</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Posting Number</td>
<td></td>
</tr>
<tr>
<td>Number of Vacancies</td>
<td></td>
</tr>
<tr>
<td>Desired Start Date</td>
<td></td>
</tr>
<tr>
<td>Position End Date (if temporary)</td>
<td></td>
</tr>
<tr>
<td>Open Posting Date</td>
<td>The date the committee would like the posting posted. If &quot;as soon as possible,&quot; please leave blank.</td>
</tr>
<tr>
<td>To ensure full consideration,</td>
<td></td>
</tr>
<tr>
<td>applications must be received by</td>
<td></td>
</tr>
<tr>
<td>11:59pm (MT) on</td>
<td></td>
</tr>
<tr>
<td>Close Posting Date</td>
<td>Close posting date is the date the posting is removed from the CSU Jobs website. For Standard searches the close posting date needs to be three weekends after the full consideration date. For Accelerated searches and Internal searches the close posting date needs to be two weekends after the full consideration date. Open Pool close posting date is the same as the full consideration date.</td>
</tr>
<tr>
<td>Special Instructions Summary</td>
<td>References will not be contacted without prior notification of candidates.</td>
</tr>
</tbody>
</table>
AAR – Posting Details Page

Note: For AAR’s, you do not need to fill in these fields.

1. Replace the auto populated text in the Recruitment Plan field with “AAR”.

Note: For AAR’s, you do not need to edit this field.
1. Copy and paste one of the five bulleted Diversity Statements into the required Diversity Statement field.
1. Enter a name and email address into the required Search Contact field.

2. You must select at least one EO Coordinator and one Applicant Manager.

3. When complete, click Save.
1. Once you are back at the top of the Posting Details page, click on Alternative Appointment Request from the left side menu.

Note: For AAR postings, you may skip these two sections.
Note: Utilization of the Alternative Appointment Request page assumes that a candidate has already been identified for the position and you wish to seek approval to associate the appointment with the job posting. This page is required for AAR’s and will need to be filled out completely, with great detail, before the request is reviewed by OEO.

1. Select Yes from the Alternative Appointment Requested? drop-down menu.

2. Enter the name of the proposed individual.

3. Select the Nature of Appointment and Type of Appointment from the two drop-down menus.

Note: If the Nature of the Appointment is a Title or Status change/expanded duties then you MUST attach a copy of the old Position Description while on the Posting Documents page.
AAR - Alternative Appointment Request Page

1. Enter in detailed rationale for why the alternative appointment is being requested. Why should this person be hired outside of the standard search process?

2. Enter information regarding how this individual was identified.

3. Answer/fill in the fields pertaining to how the department plans to fill the newly vacated position (if applicable).

4. Select Yes or No from the Is a salary adjustment requested? drop-down menu.

5. When complete, click Save.

Note: Please fill in the boxes with as much detail as possible to avoid having the request sent back asking for more information/rationale.

Items OEO looks for:

- Why is it necessary to hire this individual through the AAR process as opposed to a national or internal search?
- Why is this individual being proposed for this position?
- Would any one else be interested in this opportunity?
- Were other individuals considered for this position?

1. Enter in detailed rationale for why the alternative appointment is being requested. Why should this person be hired outside of the standard search process?
AAR – Alternative Appointment Request Page

1. Once you have filled in the Alternative Appointment Request page, click on Posting Documents from the left side menu.
To upload a resume, hover over the Actions button and select Upload New.

Please ensure that the resume clearly demonstrates that the individual meets all the required job qualifications of the position. If the proposed individual does not meet the required qualifications of the position, they cannot be hired.

If you are requesting a Title or Status change/expanded duties AAR, you will need to attach a copy of the old position description in the ‘Other’ slot.

If this is an AAR for a Tenure or Tenure-Track position, required Provost documentation will need to be uploaded in the Faculty – Alternative Appointment – Dean’s Recommendation Letter slot. Please see this list of required Provost documentation for more information.
1. To upload a document, click Choose File.

   Please note, depending on your web browser, this button may be labeled as Browse.

2. Locate the file on your computer then click Open.

3. Click Submit.
When ready, click Next.

PDF conversion in process

Note: The system automatically converts all uploaded documents into PDFs.
1. Once you have sufficiently reviewed the posting and are ready to move it to the EO Coordinator for review, hover over the Take Action on Posting button and select Alternative Appointment Request (move to EO Coordinator Alternative Appointment Approval).

2. You may add relevant comments for the EO Coordinator in the optional Comments box. When ready, click Submit.
AAR – Move in Workflow (from EO Coordinator to Hiring Authority)

1. Once the EO Coordinator has sufficiently reviewed the posting and is ready to move it forward to the Hiring Authority for review and approval, they will hover over the Take Action on Posting button and select Alternative Appointment Request Approved (move to Hiring Authority Alternative Appointment Approval).

2. The EO Coordinator may add any relevant comments in the optional Comments box. When ready, they will click Submit.
AAR - Move in Workflow (from Hiring Authority to Signature Authority)

1. Once the Hiring Authority has reviewed the posting, they will hover over the Take Action on Posting button and select Alternative Appointment Request Approved (move to Signature Authority Alternative Appointment Approval).

2. The Hiring Authority may add any relevant comments for the Signature Authority. When ready, they will click Submit.
1. Once the Signature Authority has reviewed the posting, they will hover over the Take Action on Posting button and select Alternative Appointment Request Approved (move to Provost Alternative Appointment Approval).

2. The Signature Authority may add any relevant comments for the Provost. When ready, they will click Submit.
AAR – Move in Workflow (from Provost to OEO)

1. Once the Provost has reviewed the posting, they will hover over the Take Action on Posting button and select Approved (move to OEO Review and Approval).

2. The Provost may add any relevant comments for OEO. When ready, they will click Submit.
1. Once OEO has sufficiently reviewed the Alternative Appointment Request, they will hover over the Take Action on Posting button and select Alternative Appointment Approved (move to Alternative Appointment Approved).
Note: Once the Alternative Appointment Request has been approved, a link will appear at the top of the Summary page. Since AAR postings are not advertised on the main CSU Jobs website, the proposed individual will need to be sent this link so they can ‘apply’ to the AAR posting in order to be associated with this position. Individuals hired via the AAR process do not compete.
Hello,

The following position, Assistant Professor, has been placed into the status of "Alternative Appointment Approved." As the hiring authority or applicant manager, you will need to email the incumbent the direct posting link so they can "apply" to this position. Please communicate to the incumbent that they do not need to upload any application documents (cover letter, resume etc.) to apply. They are only required to create a CSU jobs application account and "apply" to the position through the direct link. By selecting apply, they are linking their name to the approved Alternative Appointment Request posting within the TMS.

Direct posting link: http://colostate-sb.peopleadmin.com/postings/57215

Once the Incumbent, John Doe, has linked their name to this position, the applicant manager will need to move the Incumbent to the workflow state "Recommend for Hire - EOC" from the Applicant tab on the posting.

Once the hire request has been approved by OEO, the hiring authority may start the hiring proposal to finalize the AAR.

Job Title: Assistant Professor
Position #: 010002.0001
Posting #: 201800139F
Department: College of TMS Training
Status: Alternative Appointment Approved

Thank you,
Office of Equal Opportunity
oeo@colostate.edu
970-491-5836

If you have any questions or need further assistance, please see our training website at http://oeo.colostate.edu/talent-management-system-cms or email OEO at oeo@colostate.edu
Note: The incumbent will apply to the AAR posting through the link sent to them by the Hiring Authority or Applicant Manager.
Note: Once the incumbent has applied to the position, the Applicant Manager will need to move them into the workflow state ‘Recommend for Hire - EOC’.

1. Navigate to the AAR posting and select the Applicants tab.
2. Click on the applicants first name.
1. Once in their Job Application, hover over the orange Take Actions on Job Application button and select Recommend for Hire - EOC (move to Recommend for Hire - EOC) near the bottom of the menu.

2. In the pop up Take Action box, select Other from the Reason drop-down menu then enter “Alternative Appointment Request” or “AAR” in the Explanation box. Then click Submit.
Note: The EO Coordinator will review the hire request then move it forward to OEO for final review and approval.
Note: OEO will review the hire request then move the applicant into the workflow state Approved Recommend for Hire.
Hello Test User

Emily Rogers has been placed in the Approved Recommend for Hire status for the Assistant Professor position.

As the Hiring Authority you will need to start the Hiring Proposal for Emily Rogers.

For instructions on how to start the Hiring Proposal please see the *How to Initiate and Complete the Hiring Proposal* training guide: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-How-to-Initiate-and-Complete-the-Faculty-Hiring-Proposal.pdf

For help drafting an Offer Letter, please view the templates listed on the Provost's website located here (Note: The templates are located halfway down the page under the header 'Offer Letter Templates'): http://provost.colostate.edu/faculty-administrative-professionals/

Job Title: Assistant Professor

Position #: 010003.0001

Posting #: 201800139F

Department: College of TMS Training

Thank you,

Office of Equal Opportunity

oeo@colostate.edu

970-491-5836

If you have an issue or questions please see our training website at http://oeo.colostate.edu/talent-management-system-tms or email OEO at oeo@colostate.edu

Note: The Hiring Authority will receive an email stating that the incumbent has been approved for hire in the system and that the Hiring Proposal may now be initiated.
Note: The Hiring Authority will now be able to go into the incumbent’s job application to start the AP Hiring Proposal.

Need further help?

Please visit the OEO website for more resources on the CSU Talent Management System (TMS) at:

www.oeo.colostate.edu/talent-management-system-tms

For additional help, contact the Office of Equal Opportunity at:
(970) 491-5836
or
email OEO at oeo@colostate.edu