FACULTY & STAFF HANDBOOK
Disclaimer: This handbook is intended to serve as a helpful resource for CAP faculty and staff on current policies and practices at CAP and the University, but should not be viewed as a complete guide to all items.
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Dear CAP Faculty and Staff,

You are what make our CAP community an exceptional place of creativity, collaboration, and caring. We are so grateful for the many talents you bring to our college and for your ongoing dedication to supporting students in attaining their goals and realizing their dreams. At the same time, we aim to support your own success and thriving as we co-create the emergent future, both within our college and through our work that enriches places for people and the planet. This handbook offers a quick-and-easy reference to who, what, where, and how. Please continue to provide input for keeping this digital resource up-to-date and useful. Thank you for being part of our CAP team!

ABOUT THE COLLEGE

Mission
In CAP, we -
Value the unique spark of each person, profession, and place
Work on real projects that make a real difference
Focus on the big picture as well as the detail
Embrace poetry as well as pragmatism
Pursue elegance as well as efficiency
Draw from intellect and intuition
Bring humility, humor, and humanity to our work
Celebrate modern, classical, vernacular, humanist, social scientific, technological, and ecological traditions
And ignite evolution that enriches places for people and the planet.

Tagline
Ignite Evolution: Design and Planning for the Emergent Future.

Motto
Real People + Real Projects = Real Difference
Stephanie Santorico  
Interim Dean  
303.315.1020

Sarah McGarry  
Director of Interior Design

Jody Beck  
Associate Dean of Academic Affairs & Director of UTAP  
303.315.2409

Don Ruggles  
Director of Classical Studies Program

Louise Bordelon  
Chair of the Department of Landscape Architecture

Ken Schroeppel  
Urban Design Program Director  
303.315.1000

Leo Darnell  
Assistant Dean of Academic Services and Extended Studies  
303.315.1015

Rick Sommerfeld  
Director of Design Build Certificate  
303.315.0008

Katie Donahue  
Director of Bixler Global Initiatives & Lecturer

Jennifer Steffel Johnson  
Associate Chair of Urban and Regional Planning  
303.315.0061

Hani El Hajj  
Director of Saudi Arabia Initiatives & Lecturer

Marc Swackhamer  
Chair of the Department of Architecture

Stephanie Kelly  
Assistant Dean of Finance & Administration  
303.315.0110

Austin Troy  
Interim Director of PhD Program

Carrie Makarewicz  
Chair of the Department of Urban & Regional Planning  
303.315.1008

Steve Turner  
Director of Master of Science in Historic Preservation Program & Director of Classical Studies Program
STAFF DIRECTORY

Krista Busch
Senior Academic Advisor, BS Architecture Program
303.315.0055
Undergraduate student advising

Kyle Danforth
Academic Advisor, MArch
303.315.0104
Advising, scholarships

Leo Darnell
Assistant Dean of Academic Services and Extended Studies
303.315.1015
Special projects, Continuing/Professional Ed, VRC

Chris Davis
Operations Coordinator
303.315.1000
Scheduling, calendar, business cards, secure entry access, office supplies, mail, facilities issues

Jeana Delamarter
Program Manager
303.315.2724
Study abroad, summer camps, undergraduate recruitment, K-12 outreach

Chris Endreson
Technical Assistance Field Supervisor (Grand Junction)
970.549.7576
Colorado Center for Community Development

Mike Harring
Information Technology Manager
303.315.2883
Computer Labs (460 & 500), IT issues, audio-visual assistance, hardware and software requests

Michelle Haynes
Manager of Grants & Contracts
303.315.0027
Sponsored programs, grant proposal development, submission and monitoring

Stephanie Kelly
Assistant Dean of Finance & Administration
303.315.0110
Finance/admin operations; budget, HR, purchasing, IT

Jennifer Kovarik
Technical Assistance Field Supervisor (Denver)
970.305.7805
Colorado Center for Community Development

Jesse Kuroiwa
VRC Multi-Media Production Mgr
303.315.2425
Visual resources, photographer, equipment checkouts, recordings

Carmen New
Director of Communications
Marketing, website, social media, branding
Manuel Garza
303.315.2536
Undergraduate student advising

Matt Gines
Design Fabrication Lab Director
303.315.2071
Design Fabrication Lab, keys, furniture, studios, building proctor

Connor Rumsey
Finance and HR Professional
303.315.0023
Travel, gift funds, hiring of students and temps

Gabrielle Sawusch
Director of Human Resources
303.315.2362
Hiring of faculty/staff, research staff, faculty ID, pay, leave

Jen Skidmore
Director of Professional Development & Internships
303.315.1014
Student internships & mentorships with firms

Nick Stawinski
Design Fabrication Lab Professional
303.315.0288
Design Fabrication Lab, operate machinery, student & faculty support, maintenance of lab equip

Jodi Stock
Admissions Manager
303.315.0082
Prospective and incoming students, graduate applications, orientation & activities for incoming students

Roxy New
Academic Advisor, MLA, MURP, MUD & MS HP & Course Coord.
303.315.0343
Advising, Canvas access, scheduling, course management

Rai Pollard
Executive Assistant to the Dean & Communications Coordinator
303.315.1020
Assisting the Dean, faculty processes, news & announcements

Denise Weber
Assistant Director of Finance
303.315.2793
Procurement card, Guest lecturers, finance questions, copier codes, telephone/network access issues

Jeff Wood
Technical Assistance Field Supervisor (Pueblo)
719.248.7731
Colorado Center for Community Development

Jen Skidmore
Director of Professional Development & Internships
303.315.1014
Student internships & mentorships with firms
ADMINISTRATIVE SERVICES

Office Management, Facilities & General Administration

The Operations Coordinator, Chris Davis, is responsible for the following areas:

- **Facilities Issues**: Report facilities issues such as lightbulbs that need to be changed, room temperatures, and roof leaks. If you have an immediate need that poses a health or safety threat contact Matt Gines and alert your supervisor immediately or contact Leo Darnell or Facilities directly 303.315.7777 if Matt is unavailable.

- **ID Access – Getting Secure Entry Access**: Certain areas of the college are limited-access and use a University encoded ID as a key (e.g., 4th Floor Computer Lab, Room 490, & Suite 2300). See Gabrielle Sawusch about acquiring an ID & fill out this form for room access and ID encoding.

- **Office Supplies**: Office supply purchases need to be pre-approved using a Purchase Request Form (see Purchasing).

- **Mail**: Mailboxes for all CAP faculty and staff are located behind the CAP reception desk on the 2nd floor of the CU Building. Please check it often.

- **Requesting Business Cards**

- **Scheduling Events**

Please see Chris Davis at the Reception Desk on the second floor.

**Academic & Holiday Schedule**

Please refer to the [CU Denver Academic Calendar](#) that is updated each year.

**Booking Rooms**

To schedule classroom or meeting space, go to the Reception Desk on the second floor. The day-of schedule is printed and in a sign holder at the desk, to reserve a room for the current day, please remove the schedule and add your event to the room and time you would like to reserve.

**Building Access After-Hours**

After-hours is defined as 8:00pm until 6:00am Monday-Friday, and from 5:00pm Saturday until 6:00am Monday. Holidays are after-hours. A University issued encoded ID is required to access the building after-hours. See Gabrielle Sawusch about acquiring an ID & fill out this form for room access and ID encoding. For more information see the [CU Building After-Hour Building Access Policy](#).

**Campus Map**

[Denver Campus Map](#)

**Campus Tour**

Take a [virtual tour of the campus](#).

**CAP Calendar**

The [calendar](#) lists college events, gatherings, & important dates.

**College Tour**

Take a [virtual tour](#) of the College of Architecture and Planning.

**EcoPass (Regional Transportation District Pass)**

Permanent faculty and staff are eligible to participate in the EcoPass program (provides free access to most of the Boulder-Denver area public transportation network, including light rail, as well as the Ride Home program, which guarantees employees who use alternative transportation a free taxi ride home in case of an emergency or schedule change). A monthly fee will be charged ($38/month). Visit the Auraria Transportation [website](#).

**Key Requests**

See Nick Stawinski for office, classroom, or building keys.
Library Access
To use the library, present a valid photo ID and provide the librarian with your employee ID to check out books and materials. The library can also be accessed online.

Office Furniture
For office furniture requests, see Matt Gines.

Office Space
For office space requests, see Leo Darnell.

Parking
For information about parking on campus visit the Parking & Transportation Services website. The Denver, Anschutz and Boulder campuses have reciprocal parking lots if you have paid for parking on one of the other campuses.

Campus & Personal Safety
In case of an on-campus emergency or immediate safety hazard call 9-1-1 from a campus phone or dial 303.556.5000. The University of Colorado Denver Campus is committed to the safety and security of its students, faculty, staff, and visitors. Learn more about how our campus is tackling safety.

CU Alerts!
Communication plays a critical role before, during, and after any emergency or disaster. The CU Denver Emergency Notification System (CU Alerts!) provides campus emergency alerts via text and e-mail when conditions develop on or near CU Denver/Auraria, which pose an imminent threat of danger to the Campus Community. Examples may include:
- Physical plant issues (e.g. natural gas leak, etc.)
- Inclement weather closures or delays
- Campus safety threats (e.g. robbery, active harmer, etc.)
- Hazmat situations

Students, faculty, and staff may register their personal cellphone number to receive emergency alerts by text through the portal.

Emergency Information
The university provides emergency-related information, as appropriate, on a toll-free phone line, 1-877-INFO-070 (or 1-877-463-6070) or online.

Inclement Weather – Campus Closure
Under extreme weather conditions or general emergency University leadership will determine if conditions require the closure of the CU Denver campus or modified schedules. Weather closures and emergency notification decisions will be made as early as possible. CU Denver will post information on http://www.ucdenver.edu/alerts, send an alert, and are available by phone at 877.463.6070. For more information, see the CU Denver Campus Closure Policy.

Safety Videos
AHEC has put together a series of safety videos to watch.

Human Resources Policies & Procedures
When questions about CU Denver and CAP HR Policies arise, contact CAP Human Resources.

Be Colorado Move Program
Earn incentives for being active with the CU Health Plan – Move program. Learn more about how to earn $25 a month.

Benefit Elections & Resources for Benefits
Your total compensation goes beyond the number on your paycheck. CU provides generous benefit programs, including health, life, dental, vision, retirement contributions and other insurance options that add to your bottom line. Learn more with the resources below:
- Benefits 101
- Total Compensation Calculator

You may enroll in benefits during Open Enrollment, which occurs in April of each year. Once you have elected your benefits, you can only change those benefits outside of the Open Enrollment period if you have a qualifying life event, such as birth/adoption, marriage or divorce. Learn more information about your benefits. Employee Services administers all benefits and can answer any questions. Contact Employee Services at 303.860.4200, option 3.

Faculty & Staff Searches

Search Committees
Serving on a search committee is an important service to CAP. Anyone serving on a search committee must complete the mandatory search committee training in Skillsoft prior to starting the search. Find out more on the HR Learning and Development website.

Hiring Student Help
Undergraduate and graduate students are available for assisting with teaching, research, or administrative projects. Students may be hired as Teaching, Research, and Grad Assistants (administrative/non-research work), or Student Hourly Assistants. See your department chair or supervisor to get approval and an available amount to fund the position if the position would be paid with CAP or department funds. If the position is funded from a grant, speak to Michelle Haynes to be sure the grant funds can be used for this purpose.

CAP Human Resources can provide the link to the Human Resources Hire Request that will start the hiring process. We need at least 10 working days between the receipt of the Request to Hire form and the projected start date. Under no circumstances can you have anyone start work before the hiring process is complete!

Contact CAP Human Resources if you have any questions, including which category the position might be, typical pay rates, pay options (salaried vs. hourly), start and end dates for the position, timeline for a hire, etc.
ID Card – Getting a Lynx Card
For a Lynx ID, see CAP HR. All faculty and staff are required to have an ID card and display their ID while on campus and in our building. The ID card allows faculty and staff to park on campus, access library services, use the recreation facilities, and gain building access after-hours.

New Employee Orientation (University)
All new employees and rehires should attend New Employee Orientation online within the first 31 days of hire. New Employee Orientation is mandatory for permanent employees only, and provides information on key policies & procedures, safety on campus, parking, University organizations, and benefits. Gabrielle Sawusch will schedule your orientation.

New Faculty Orientation (Department)
Your department may host its own new faculty orientation for introductions, information sharing, and other start-of-semester business. See your department chair or program director for details.

New Faculty Orientation (University)
The New Faculty Orientation Course is an online course required for all new CU Denver faculty. Please contact the Center for Faculty Development at 303.315.3030 to enroll.

The Center for Faculty Development offers a wealth of resources on course management, technology, assessment, learning theory and strategies, teaching diverse students, and other topics, through links to reading materials, online tutorials and workshops.

One-Sixth Rule (Additional Pay for Consulting Work)
With prior written approval by the dean or appropriate campus authority, faculty members shall be permitted to receive additional remuneration from sources outside the University so long as the activities generating the income do not exceed one-sixth of their time and effort. Here is the Regents Policy.

Student Employee Payroll
Students are paid on a bi-weekly basis, based on a timesheet that they submit and that you approve. Students are responsible for submitting timesheets each pay period.

All timesheet request must be approved by the supervisor before an employee can be paid. Please be familiar with the process so that students can be paid on time. Supervisors are responsible for ensuring their hourly employees’ timesheets are accurate and submitted on time. Contact CAP Human Resources if you have questions about submitting timesheets.

Training & Professional Development Resources
Skillsoft
The UCD Access Portal has resources for mandatory and optional trainings. All employees must complete the following:

- CU: Discrimination and Sexual Misconduct-CU Denver
- CU: Information Security and Privacy Awareness

You can access additional trainings on a variety of topics — including courses in information technology, business skills and stress reduction — by browsing the Library in Skillsoft. You can also view the campus HR website for a list of trainings.

LinkedIn Learning
The online learning and professional development platform, is helping employees learn new skills or refine current skills with greater ease. All employees are able to connect to professional growth opportunities through the employee portal.

Colorado State Employee Assistance Program (C-SEAP)
C-SEAP offers professional assessment, referral and short-term free confidential counseling services to State employees (including CU Denver employees) with work-related or personal concerns, as well as a resource for supervisors and managers seeking individual managerial consultation, work-group organizational development, assistance with conflict resolution, or help with resolution of workplace traumatic events. Contact C-SEAP at 303.866.4314 or 1.800.821.8154 or send an email through their contact us web form.

Finance & Accounting

Booking Travel
Travel must be pre-approved before anyone—faculty, staff, or student—starts a trip or spends any money on a trip. This includes local conferences if any travel costs will be incurred (such as lodging, mileage or parking). See your department chair, program director or supervisor first to discuss whether a trip would be covered by the college and to what limit.

Faculty & Staff: Complete the CAP Travel Authorization Request form and submit it to your supervisor or appropriate Speedtype manager for approval. Once your trip is approved, follow the CAP Travel Procedure document for steps on arranging travel and important notes for during and after your trip. Contact CAP Travel with questions.

Students: Contact CAP Travel for direction on student travel procedures.

Purchasing & Reimbursements
Procurement Card
Employees who have been issued a University Procurement Card must include a detailed business purpose with their transaction documentation and submit electronically to CAP.ACard@ucdenver.edu. Please note: office supplies, IT software and hardware, and furniture cannot be purchased with the Procurement Card.

Purchasing
Do not make financial commitments for goods or services without prior authorization. This includes promises to pay ‘consultants,’ guest lecturers, and jurors. If you wish to purchase an item or contract for services please contact Denise Weber.
Reimbursements
Do not use your own money to make purchases for the College. Some purchases cannot be reimbursed and others may not be reimbursed. Use normal College purchasing procedures to obtain the goods and services you need.

Grants & Contracts Procedures

Grants, Contracts, & External Funding
All proposals for funding external to the University must be routed through the CU Denver Office of Grants and Contracts before they may be submitted to the prospective grantor. All proposal for funding external to the college must be routed through the College of Architecture and Planning Manager of Grants and Contracts.

For new projects involving external constituents or resources, such as sponsored studios and design-build projects, please see your department chair or program director.

Please contact Michelle Haynes for assistance with any proposal development and submission or other questions related to Sponsored Research Activity. You can also visit the OGC website for more information.

Technology & Information Management

CAP IT supports faculty and staff in the following areas:

- Computer ordering and set-up
- System & device troubleshooting
- Hardware and software requests
- Support for CAP classrooms

For technology help, contact CAP IT at 303.315.2883.

Canvas & CU Online

Canvas
Your course will have an online shell. This shell is automatically created for each course. If you have taught the course before, your past content will be migrated into Canvas. Canvas allows you to manage your course electronically. Even if your course is a traditional face-to-face course, your Canvas shell can be useful to you as a place to post your syllabus and other documents, manage exams, manage email communication, host message board discussions, etc.

In order to obtain Canvas access, you will need to first be hired as an employee and then complete the necessary trainings and electronically sign a CU-SIS Access Request form that will be sent to you before the start of the semester. It is important to complete these items in a timely manner as it could delay your access to the system. For Canvas technical support, contact Canvas directly at 855.631.2250. Or visit the Office of Digital Education website.

CU Online
For support for online and hybrid courses, please contact CU Online. The CU Online Helpdesk is available from 7 a.m. to 7 p.m. and can be reached at 303.315.3700.

CAP Visual Resource Center (VRC)
The Visual Resource Center (VRC) is a student and faculty service center that provides access to a variety of photographic and audiovisual equipment, a portfolio photography studio room, and analog (35mm slides) and digital image collections.

VRC staff members are available to assist faculty members and students with images for teaching and classroom presentations, including the purchase of commercial images and videos, as well as assistance scanning images on site. Portfolio photography seminars and basic training on how to take quality digital images of student projects are offered by appointment. VRC staff members also provide professional input on digital imaging issues surrounding copyrights, file type choices, Adobe Photoshop image corrections, and long-term digital file storage.

Audiovisual & Camera Equipment
Students and faculty members can check out a variety of equipment for educational use, including: cameras, video cameras, tripods, voice recorders, projectors, laser pointers, a mobile TV/DVD/VCR unit, and day-lighting light meters. Equipment checked out on any given day (Monday through Thursday) is due back the next morning by 10:00 am. Friday checkouts are due back the following Monday morning by 10:00 am. Items may be reserved in advance to ensure availability. To check out equipment or reserve an item, see Chris Davis or the student employee in the Student Services suite, 2300. Technical support is provided by the VRC.

VRC Digital Image Databases
The college has amassed a digital image library of over 104,722 images, which depict contemporary practices as well as the history of architecture, landscape architecture, and urban and regional planning. The collection also includes over 100 videos of visiting lecturers who gave talks as a part of the visiting lecturer series.

This library includes approximately 46,200 images owned by the college as well as content licensed from professional photographers. Access to the digital image library is achieved by logging on to http://www.artstor.com from a campus IP address. Students and faculty can create a username and password, which allows them to log on from any computer for 100 days. Every time they log on from campus, the 100-day counter resets. The digital library database allows users to save groups of images for student review within the database, the ability to create PowerPoint style presentations in the Artstor workspace, and the ability to export to PowerPoint slideshows offline. The database also has the capability to play videos, and display pdfs or Microsoft office files. For more information, contact the VRC at 303.315.2425.
Copies
Faculty members are limited to 50 copies per student for the semester. There may be additional quantities allowed for special projects or faculty status. For set-up and questions about copy codes and limits, see Denise Weber.

Email Services
A University of Colorado Denver email account (@ucdenver.edu) and access to the University domain will be assigned upon hire to all CAP employees. To log in to Office 365 Outlook Email, you will need your university username and password. These will be emailed to you as soon as the account is set up. If you are a new employee, this typically happens during the initial onboarding process.

University E-mail is an official means of communication for students at CU Denver. All official University E-Mail will be sent to your assigned @ucdenver e-mail address. Please be aware that certain official communications will be sent to that address, so you will want to check it regularly or set up an automatic forward. To request online storage or other online capabilities see Denise Weber.

Lab & Resource Center Contacts
- Computer Lab questions: CAP IT
- Design Fabrication Lab questions: Matt Gines or Paul Stockhoff
- Visual Resource Center and Portfolio Photography Studio questions: Jesse Kuroiwa or Leo Darnell

Office of Information Technology (OIT)
OIT provides support for University-wide technology, such as networks, Microsoft Office systems, portals, website management, etc. Visit OIT’s website for a full list of services. For immediate assistance, contact them by phone at 303.724.4357 (4-HELP on Campus).

Scanning Documents
The college copy machines are capable of scanning documents for classroom use. Please read about scanning and distribution limitations, or check with your department chair or program director before distributing scanned material.

Telephone & Voicemail Setup
For phone number and voicemail setup, after you receive an office assignment, please see Denise Weber. Click here for a telephone guide and here for a voicemail guide.

UDCAccess Portal & CU Resources
The CU Resources section of the UDCAccess portal is a one-stop shop for all self-service actions and training resources. You can:
- Update your address, emergency contact, direct deposit, and W-4 information
- View and compare benefits and enroll (if eligible)
- View paychecks and tax information
- Access Skillsoft and other CU training resources

Zoom Video Conferencing
Zoom is a best-in-class online communication and collaboration tool that provides video conferencing, web conferencing, and audio conferencing (both device-based and phone) available to CU Denver students, staff and faculty. Share your documents, photos and videos on screen. Compatible with Mac, Windows, Linux, Chromebooks, iOS and Android. Meetings can be recorded by the host. Participants without video may join in by dial-up telephone. For more information and features please visit their website. CU Denver’s Zoom guide can be found here. The Zoom recommendations for system and internet speed are here, and the best speed tester that we know of can be found here.

Logitech Conference Cams with integrated speakers are available for Zoom meetings. To check out or reserve equipment, see Chris Davis or the student employee in the Student Services suite, 2300. Technical support is provided by Mike Harring.

Marketing, Communication & Outreach

Branding Standards
Please note that the correct full name and first use for our institution is University of Colorado Denver (no comma, no “at” and no hyphen). The correct second use is CU Denver (no hyphen, not “UCD”).

The correct name of the college is College of Architecture and Planning (not School of Architecture).

The University has preferred communication standards, with University brand, visual identity elements including logos, color, typography and visual style, and guidelines for messaging and editorial style. Adhering to these standards will help ensure that communications from every University group maintain a clear and uniform message that best represents the image and brand of our campuses and the University of Colorado as a whole. Please use the online Brand Identity Standards as the starting point for all of your communication needs. For questions, please contact the University Brand Manager Christopher Rowe.

College Logo
Contact CAPComm for the logo. There are several options in different orientations and colors.

CAP Social Media Accounts
Follow us on our social media accounts.
- Facebook CU Denver College of Architecture and Planning @CUDenverCAP
- Flickr CAP VRC
- Instagram CU Denver Arch + Planning @cudenvercap
- Twitter cudenvercap @cudenvercap
Email Messages to Faculty
If you need CU branding and need your email to be sent as an official CAP email, please email Rai Pollard. If your email does not require CU branding, there are distribution lists that you can send to without having to go through Communications. The distribution groups are (each one should have @ucdenver.edu after):
- PlanFaculty
- LAFaculty
- Capstaff
- CapFaculty
- ArchLecturers
- ArchFaculty

If you have an email message to be sent to faculty, such as announcements of events or opportunities, please send them to Rai Pollard. Please compose the message as you would like it to go out and identify the audience to which it should be sent (i.e., faculty in a specific department, tenured and tenure track faculty plus instructors and senior instructors, lecturers only, all faculty in CAP, and so forth).

Email Messages to Students
In order to minimize broadcast email messages sent to students, such as announcements of events or opportunities, please send them Rai Pollard and include Chris Davis who acts as central points of contact for the college. Please compose the message as you would like it to go out and identify the audience to which it should be sent (i.e., Graduate Planning students, all students in CAP, and so forth). Every email needs a subject, pre-header and the body of the email. Please include all images as attachments.

News Items & Media Coverage
Please send news of your activities and accomplishments to Rai Pollard for inclusion in the newsletter.

University Communications staff are always looking for stories to promote to the media; contact Rai Pollard to discuss potential news stories. If you are contacted by a member of the media, University Communications staff can help you prepare and be with you when you are interviewed; contact Rai Pollard.

Special permission is required for non-CAP photographers or TV cameras to come into CU Denver buildings. Please contact Rai Pollard or Chris Davis to initiate the process. We will need advance notice for interviews that have to do with your classes, students, or other University matters.

Website Changes
For revisions to your personal information, to have your course syllabi posted, to present student work or other information you think should be added or changed on the college’s website, contact use the following link.
STUDENT AFFAIRS & STUDENT SERVICES

Student Attendance & Absences

Student Attendance
Many instructors consider student attendance and participation to be part of the graded work for the class. Your syllabus should reflect your attendance policy and must be consistent with the University’s Attendance Policy.

Student Absences Due to Religious Observances
Please explicitly encourage students to notify you of anticipated conflicts as early in the semester as possible so that there is adequate time to make necessary arrangements. You may want to include a notification deadline in your syllabus. Faculty should be aware that a given religious holiday may be observed with very different levels of attentiveness by different members of the same religious group and thus may require careful attention to the particulars of each individual case. For a calendar of primary sacred times for world religions, click here.

Student Conduct Issues

Students at CU Denver are bound by the CU Denver Student Conduct Code, which prohibits obviously disruptive behaviors such as physical assault, but also prohibits broader behaviors with negative consequences such as “abusive behavior” (defined as verbal abuse, threats, intimidation or other behavior causing severe emotional distress), “bullying” (defined as severe aggressive behavior likely to intimidate or intentionally harm, control, or diminish another person physically or mentally), and disruption or interference with University activities.

In the classroom, your students are expected to refrain from behavior that “a reasonable individual would view as interfering” with the normal operation of your class. You are entitled to direct them to stop this behavior or leave your class; if they do not comply, that is a separate violation of the conduct code because students are required to comply with the direction of University employees who are performing their duties. Coming to class under the influence of alcohol also violates the conduct code, as does recording a person without their permission when the recording is unreasonable and causes substantial emotional distress.

Issues with Students?
See your department chair or program director or student advisor. Also consult the rules in appropriate policies on campus websites.

• Student Code of Conduct
• Academic Freedom
• Office of Student Conduct and Community Standards
  Tivoli Student Union, Ste. 227, 303.315.7311
  Hours: Monday-Friday 8:00am-5:00 pm
• CU Denver Student and Community Counseling Center
  Tivoli Student Union, Room 454 (4th Floor)
  303.315.7270
  Hours: Monday-Thursday 8:00am-6:00pm
  Friday 8:00am-5:00pm
  Crisis Walk-In Hours: Monday-Thursday 10:00am-4:00pm, Friday 10:00am-2:00pm
  Emergency After-Hours: 303.615.9911

Managing Disruptive Behavior
Generally, disruptive behavior is any behavior that interferes with the instructor’s ability to conduct the class, or the ability of other students to profit from the instruction. There are guidelines for managing disruptive behavior and a list of behaviors that must be reported to the CARE team on the Office of Student Conduct and Community Standards website.

If there are ever any immediate concerns about health or safety please call 911 from a campus phone or 303.556.5000 from your cell phone to access AHEC Police. Follow up all referrals to police with the CARE team by calling 303.315.7306. For general concerns and disruptions please call the Office of Student Conduct and Community Standards at 303.315.7311.
Working with Distressed Students
In our ongoing contact with students we are often the first to notice behavior changes or signs of distress. Your willingness to address a situation is often the encouragement a student needs to seek resources and assistance. In many cases a student’s success may depend on early detection and intervention. If you are aware of a distressed student, contact your department chair and/or a CAP academic advisor. Below are additional resources.

CARE Team
The Campus Assessment, Response & Evaluation (CARE) Team was created to address the health and safety needs of students as well as the campus community.

The University of Colorado Denver has assembled a team of staff members who specialize in working with students of concern, distressed students, and disruptive students. The CARE team meets weekly and is a resource for faculty and staff members working with students of concern.

If you have a concern about a faculty or staff member, submit a CARE Report.

Early Alert
The Early Alert program is a referral program for faculty, staff, students, and parents who are concerned about the physical, emotional, academic or personal health of a University student. The Early Alert Program can assess the situation, offer support, and provide referrals to the breadth of resources on-campus.

Students with Disabilities
CU Denver students with diagnosed disabilities are entitled by law to receive reasonable accommodations necessary to allow them to meet the learning objectives of the class. Depending on the specific disability, these accommodations may mean extra time on assignments or tests, use of assistive technology, note-taking assistance, service animals, etc.

The following are some frequently asked questions about serving students with disabilities.

How do I know what accommodations to provide for a student with a disability?
The student will provide you with a letter from the campus Office of Disability Resources and Services (DRS) that lists the accommodations that have been approved for the student. It is the student’s responsibility to obtain this letter and to make sure it is updated for the current semester.

What if the student doesn’t have an accommodations letter from DRS?
You are not under any obligation to grant a request for accommodations if you do not receive the DRS letter, or if the student has a letter but it is not for the current semester. You may choose to grant the requested accommodation, but keep in mind that you must be fair to all students in your class.

A student in my class let me know that they have a disability, and we are halfway through the semester. What should I do? Students with disabilities are not required to declare their disabilities, and sometimes students whose disabilities are not visible think they can make it through a class without accommodations. Direct the student to the Office of Disability Resources and Services so that appropriate accommodations can be determined. If the student returns with an accommodations letter and you are able to accommodate them, do so. However, some accommodations require a great deal of advance notice. Refer to this chart from DRS for appropriate advance notice for a variety of accommodations.

I think a student may have a disability, but they haven’t said anything. How can I help them?
To protect student privacy, it’s best not to single out individual students for suspected disabilities. However, make sure that all of your students are aware of the Office of Disability Resources and Services at the beginning of the semester, and provide periodic general reminders if you think there are students in the class who would benefit from working with DRS.

I have a student in my class who provided an accommodations letter allowing extended time for assignments, but the student is now several weeks late. When am I allowed to grade these assignments down?
Extended time on assignments is a common accommodation. Generally, students with this accommodation are permitted 3-5 additional days, and no more, but sometimes a student will think that they don’t need to meet any deadlines, even revised ones. When a student provides you with a letter granting this type of accommodation, make sure that you and the student are both on the same page with how much extra time is allowed and what happens if the deadline is not met.

I have a student in my class who is entitled to alternative test formats. How does this work?
DRS will provide the alternative test format and administer the test. The student is responsible for giving you a Test Accommodation Form prior to the test. You fill out the required faculty information, and the student will return it to DRS. Staff will administer the exam according to your instructions.

I have a student in my class who is entitled to be assigned a note-taker. What should I do?
Some students have disabilities that interfere with their ability to take notes. In this case, you can ask if any other students in the class will volunteer to share their notes. Alternatively, if you have prepared detailed notes of each lecture, you can share those with the student. If you can’t find a way to accommodate the student in either of those ways, contact DRS for options.

Do I have to allow an animal in my class?
Yes, if the animal is a service animal specifically trained to perform tasks to support a person with a disability. No, if the animal is simply there to provide emotional support, or if the animal is a service animal but is not reasonably well-behaved. Contact DRS for more information.
I don’t understand how to provide the accommodations listed in the accommodations letter. What should I do? Contact the Disability Resources and Services Office.

A student in my class has provided an accommodations letter and all accommodations have been provided, but I don’t think the student will be able to meet the learning objectives even with accommodations. What should I do?
You are under no obligation to give the student a passing grade—accommodations are intended to allow the student to access the course at the same level as other students. If the student has experienced worsening disability symptoms that have interfered with their class performance despite their best efforts, you may want to encourage the student to talk to their advisor about whether the student would be eligible for a medical withdrawal.

Other questions? Contact the Disability Resources and Services Office Student Commons Building, Suite 2116, 303.315.3510.

Student FERPA & Privacy
Student privacy requirements are delineated in the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA sets guidelines for higher education institutions that protect students' rights with respect to their educational records and other personally identifiable information. Violations of student rights can lead to serious consequences, such as lawsuits and/or withholding of federal funds to the University.

Circulation or posting of class and grade rosters, which display students' names and ID numbers, is a FERPA violation. Faculty may display a roster of students' names in a section of a course on a protected website or a screen shot that is available to students of that section only, but may not create a public posting identifying students enrolled in a section of a course.

Faculty must collect assignments directly from students and return graded assignments directly to students. Staff may not be used to collect or return assignments. Assignments may not be left in boxes outside of offices or in the mail room. Staff will not receive or return student assignments.

FERPA does not allow any public posting of student information with any part of the name, student identification number, or any other personally identifiable information. Students' grades may be posted without written permission, if they are not posted in a personally identifiable manner.

You may share a student’s information with other CU Denver personnel who have a legitimate educational interest in the information. For example, you may share relevant information about a student with the faculty program director, the student’s advisor, a campus office that is supporting a student or your teaching assistant. You may not share student information with a parent unless the student has consented.

For more information, including the requirements for obtaining student consent and additional exceptions to the presumption of confidentiality, visit CU Denver’s Office of the Registrar’s policies page. An online class, CU: Family Education Rights and Privacy Act (FERPA), is available through Employee Services.

Student Grade Appeals
Find the college’s Student Grade Appeal Policy online.

Student Services
Student Services provides support for CAP students.

Classroom Assignments
Classroom assignments are coordinated by the Course Coordinator, Roxy New, in conjunction with the main campus rooming coordinator. Let your department or Roxy know about classroom needs prior to the start of the semester. Contact Roxy for questions on room equipment, capacity, availability, or to request a room change. Efforts will be made to honor all rooming requests; however, due to a campus-wide shortage of space, this is not always possible.

Drop/Add Deadlines
Students must follow the academic calendar. It is the responsibility of the faculty to know and adhere to the drop/add deadlines for each semester.

Student Work
Display of Student Work
We would love to display our student’s work on the website! Written permission is required (see Permission to Retain and Use Student Work).

Permission to Retain & Use Student Work
CAP may, with a student’s written permission, retain student work in fulfillment of class requirements for a reasonable period of time it deems necessary. This retained work may be used to provide accrediting agencies with tangible evidence of performance, to serve as additional visual aid material in presentations to other students, and to contribute to educational exhibits requested by the University community and the general public.

To feature student work on the website and in college publications, we need to obtain a signed Agreement on the Use and Reproduction of Student Work or Photographs of Students. The agreement to use student work is available online.

We appreciate your obtaining these forms and giving them to Jesse Kuroiwa or Chris Davis. Faculty may retain and use a student’s work with the student’s written permission, and only for both limited purposes and period of time. See policy.
Annual Evaluations

Faculty Report of Professional Activities (FRPA)
All faculty housed at SPA are evaluated annually on their performance in the prior academic year. The University requires tenured and tenure-track faculty, senior instructors, and instructors to complete the online Faculty Report of Professional Activities (FRPA), which provides the main framework for reporting accomplishments in research, teaching and service.

Faculty Mentoring & Professional Development

CAP encourages faculty to support each other in mentoring by seeking both formal and informal mentorship from colleagues and by serving as mentors to colleagues, particularly when interests align.

Faculty Handbook
This handbook brings together University laws, policies, procedures, and other information.

Strategies for Success
This mentoring manual for tenure-track faculty describes professional development tasks for tenure preparation and explains the academic review process.

Faculty Sabbatical Leave

Eligibility
Tenured faculty members who have completed six years of full-time active service are eligible for a sabbatical leave. Periods of time on leave of absence are not considered active service and do NOT count towards the six years of service. Faculty who are retiring or resigning are not eligible, as the policy states that you must return for at least one full-time year of service following the sabbatical.

Related Policies & Resources
- University of Colorado Regent Laws and Policies
- University of Colorado Administrative Policy Statements
- University of Colorado Faculty Handbook
- CU Denver Campus Level Policies

Preparing for Your Class

In addition to teaching your courses, you will need to spend some time preparing, identifying key textbooks and readings, and developing your syllabus.

Syllabi
Syllabus Policy & Template
The course syllabus essentially serves as a contract between the instructor and the student. While a faculty member has great flexibility in the design and content of a syllabus, all faculty and lecturers should use the University Syllabus Template as a guide to build your course syllabi. In each syllabus, faculty should list the appropriate competencies that will be covered in your course. The syllabus policy and template document is online. Your syllabus should be ready for students by the first day of class.

Syllabus & Course Description Posting
Students appreciate seeing a syllabus or even short course
description before they register for classes. Please send an electronic version to your Department Chair or Program Director for posting on the website and distributing to our advisors.

Reappointment, Promotion, & Evaluation: Non-Tenure Track Faculty

This document provides guidance for hiring, reappointment, promotion and evaluation guidelines for Clinical Teaching Faculty, Clinical Faculty, Instructors/Senior Instructors, and Lecturers for CAP.

Reappointment, Tenure, Promotion (RTP): Tenure-Track Faculty

CAP is committed to helping faculty advance as they balance responsibilities of teaching, research/creative work & service. Consistent with the Laws of the Regents & University of Colorado Administrative Policy Statements, CAP applies policies & procedures for reviewing all tenure-track and tenured faculty for reappointment, tenure, & promotion. See your department’s documents for criteria. Also see APS 1022.

Research

Conflicts of Interest
The University encourages and supports outside interactions of its faculty with federal, state, and local governments, and with business and industry as important parts of their research, education, and public service activities. Such activities shall not be compromised, or perceived as compromised, by financial or business considerations. The University has processes in place to identify any relationships involving financial gain that could compromise, or appear to compromise, its integrity. Contact Stephanie Kelly with questions.

Faculty (who participate in basic or clinical research or negotiate or execute research agreements on behalf of CU Denver) are required to complete an annual conflict of interest disclosure form. Find the policy, forms and instructions here.

Teaching

Class Rosters
You can view your class rosters online. Faculty currently use the UCDAccess portal to view class rosters and schedules, advise students, and assign grades to students. Student rosters will automatically be imported from CU SIS to Canvas.

Classroom Etiquette
Faculty have the professional responsibility to treat students with understanding, dignity and respect, to guide classroom discussion and to set reasonable limits on the manner in which students express opinions.

Field Trips
All field trips must be approved in advance by the department chair or program director. The College Field Trip and Student Travel Policy is online.

All students participating in a college sponsored field trip will need to fill out a Notice to Participants of Risk and Waiver of Responsibility form. The faculty member teaching the class is responsible for having a waiver signed for each student participating in the field trip. All student waivers listing the course number and time of trip should be turned in to the Reception Desk on the second floor prior to departure.

Faculty members must have a brief, written emergency plan when holding class meetings off campus. The plan should include emergency campus contact numbers, department chair’s phone number, a list of students attending the meeting and the location of the nearest hospital or trauma center. If the trip is in a state or national park, the local park service number for the area should be listed. Faculty should have the plan with them during the offsite meeting. The University Risk Management website provides guidelines and risk assessment information for off-campus activities. You can find the Participant Waiver and Notice form on that site also. Please contact Leo Darnell at 303-315-1015.

Final Exams
For seminar and lecture courses, you will be given a date and time for your final exam.

Global Study Programs
A CAP faculty member who wishes to develop and lead a faculty-led global study program should contact Liz Marsh.

Grades
All grades MUST be submitted through the UCDAccess portal, as they do not auto-import from Canvas. Any grades submitted only to Canvas are not considered official and will not appear as complete with the registrar. If there is more than one instructor on record only the Primary Instructor will be able to approve and submit the final grades, however, the Secondary Instructor or TA will be able to enter the grades. Here are the college’s Grading Policy for graduate programs and undergraduate program. The University’s Uniform Grading Policy is available here.

There are some guidelines that faculty must follow when dealing with Final Grades:

- It is the responsibility of the instructor to turn in grades for his or her students by the due date.
- An “A” is the highest grade you can give in our 4.0 system. “A+” is not an option.
- Faculty must complete an “Incomplete Grade Report” form when students, for reasons beyond their control,
have been unable to complete course requirements. A substantial amount of work must have been satisfactorily completed before approval for a grade is given. Instructor and student must sign and date the form. Grade should be marked as "I" and the professor must indicate:
- Circumstances justifying an incomplete grade.
- Description of work necessary to complete the course.
- Date by which work must be completed.

Professors must fill out a "Change of Record" form under the following circumstances:
- When changing an official grade.
- When changing attempted hours.
- Retroactive add with grade – which means that student’s name did not appear in the grade sheet.

Guest Speaker, Presenter, & Jury Reviewer Payments
Payments to classroom guest speakers and presenters must be pre-approved. See your department chair or program director or supervisor first to discuss whether a payment to a guest speaker would be covered by the department or program and to what limit. Once approved, please see Denise Weber for further details on required forms that must be submitted for additional approvals prior to the service being provided.

Learning Outcomes Assessment
Outcomes assessment is an important process of establishing student learning outcomes, implementing the instructional program, assessing the outcomes, and using the information to guide program and curriculum development. The documentation and implementation of this process at the program level is crucial to the University’s continued accreditation. If you have questions, see your department chair or program director. The Center for Faculty Development offers online tutorials on assessment and rubrics.

Office Hours
All faculty are expected to hold regular office hours and post them on their office doors. See your department chair or program director for details.

Ordering Textbooks
Textbooks should be ordered well ahead of time to be available at the beginning of the semester at the Tivoli Station. We ask that you please be sure to submit your textbook orders early so that students have time to search for discounted options, if needed, or to prepare for any advanced readings, if applicable. To request a personalized link to the online ordering site, contact Adam King at 303.556.3706. Find out more about store offerings. If you have questions see Leo Darnell.

Mid-term & Final Studio Reviews
Schedule rooms for pin-ups and midterm reviews through Chris Davis at the Reception Desk on the second floor. You cannot reserve a particular room for the duration of the semester. Please note rooms are reserved on a first come, first served basis and posted reservation signs should be respected. Please see both the campus and CAP calendars.

The final jury schedule will be handled by departments; final juries for studios will be held in the week prior to exam week.

Studio Balloting – Architecture
In some Architecture studio classes, students will choose their section through a “ballot” that works like a lottery system on the first day of their studio class. The distribution of students into the sections after balloting is final. Students are not allowed to change sections.

Studio Culture
Architecture’s Studio Culture Policy is online.

Teaching Evaluation
Faculty are evaluated on their teaching annually and as part of the tenure process.

Faculty Course Questionnaires (FQC)
Faculty Course Questionnaires (FCQs) are the formal process for students to evaluate faculty. They are administered online to your students near the end of the course. You will be contacted by the Boulder FCQ office when your administrations open, and the survey links will be sent automatically to your roster. To see the administration dates in advance, visit the Boulder FCQ website. Please remind your students to complete the FCQ. The questionnaire form is available to view online. Your FCQ results are released 1-2 business days after grades are released.
POLICIES & GUIDELINES

College Policies
- College Bylaws
- College Honor Code
- CU Building Access Policy
- Key & Building Access Control Policy
- Teaching Assistant Pay Structure
- Teaching Assistant Policy

Policies Relating to Faculty
- Academic Integrity Policy
- Additional Remuneration for Consultative Services
- Additional Remuneration for Extra Work
- Appointment, Reappointment, Promotion & Tenure Regent Policy
- Appointment, Reappointment, Promotion & Tenure CU Denver
- Conflict of Interest in Cases of Amorous Relationships
- Conflict of Interest and Commitment
- Faculty Titles
- Faculty Use of University Email
- Intellectual Property – Patents and Discoveries
- Misconduct in Research, Scholarship, & Creative Activities
- Post-Tenure Review
- Sabbatical Assignments

Policies Relating to Students
- Grade Appeals by Students
- Graduate School Rules
- Intellectual Property – Educational Materials
- Privacy Policy
- Student Rights to Educational Privacy
- Uniform Grading Policy

System, CU Denver, & Regent Policy Statements

Alcohol Policy
Serving alcohol at events may be allowed with proper approvals and advance notice. Read the Alcohol Guidelines and Risk Assessment document. If you are planning a college event where you want to serve alcohol, contact Leo Darnell.

Discrimination Complaints
"The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy in admission and access to, and treatment and employment in, its educational programs and activities. The University takes action to increase ethnic, cultural, and gender diversity, to employ qualified disabled individuals, and to provide equal opportunity to all students and employees.” - Law of Regents, Article 10

Discrimination is unfair treatment, including harassment, because of one of the traits listed above, that results in a negative employment or educational action. Discrimination can also occur when a person seeking a religious or disability accommodation is unfairly denied. Here is the University Non-discrimination policy and the Campus Administrative Policy. Anyone who believes that they have experienced or witnessed discrimination or any related retaliation should promptly report it to the EO/AA Compliance Officer at 303.315.2567 or via the reporting form.
Resolving Conflict & Disputes
The Ombuds Office is a resource available to all members of the University community. It is an independent source that will provide informal, confidential and neutral services to members of the University community in resolving conflicts, complaints, and disputes. Contact Teresa Ralicki at 303.315.0046 or visit the Ombuds Office in the Lawrence Street Center, 1380 Lawrence Street, Suite 1003.

Sexual Misconduct Prevention
Any faculty or staff member who is considered a responsible employee, as defined by the University Sexual Misconduct Policy APS 5014, who witnesses or receives information regarding any possible prohibited sexual misconduct is required to promptly report to the Title IX Coordinator or designee all known details, including:
- Name of the alleged victim;
- Name of alleged perpetrator;
- Name of any alleged witnesses; and
Any other relevant facts, including the date, time, and specific location of the alleged incident.

The University of Colorado Policy on Sexual Misconduct APS 5014 applies to all students, staff, faculty, contractors, patients, volunteers, affiliated entities and other third parties, regardless of sex, gender, sexual orientation, gender expression or gender identity. Sexual Misconduct is a form of sex discrimination. The University of Colorado is committed to providing an environment where all individuals can achieve their academic and professional aspirations free from sex discrimination.

The University prohibits any of the following:
- Sexual assault - non-consensual sexual intercourse;
- Sexual assault - non-consensual sexual contact;
- Sexual exploitation;
- Intimate partner abuse (domestic or dating violence);
- Gender or sex-based stalking;
- Sexual harassment; and
- Retaliation taken against those involved in reporting.

All University employees must have training specific to the Denver campus within 90 days of hire. An online class is available on the Human Resources website.

Sexual Misconduct Reporting
If you need to report any form of sexual misconduct, or if you have any questions regarding sexual misconduct, as defined above, please contact the Office of Equity and visit their website for more information.

The University employs trained staff members who have responsibility for Title IX compliance. The Director of Title IX and Title IX Coordinator, Will Dewese oversees the development, implementation, and evaluation of Title IX policies, procedures, and training efforts and will refer all complaints to a trained Title IX Investigator.

Workplace Bullying
The University prohibits all forms of abusive workplace behavior, including conduct that is threatening, humiliating or intimidating, work sabotage and any related retaliation. The full policy can be found here.
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<td>Post-Tenure Review</td>
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