

# Faculty & Staff Handbook

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**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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## Introduction

### Welcome Message

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. 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

The College of Architecture and Planning (CAP) at the University of Colorado Denver is the only college in Colorado offering comprehensive programs in the design and planning of the built environment from undergraduate through accredited professional master's degrees to a doctorate.

We take an interdisciplinary approach to design. This can be seen and experienced through our curriculum, minor and dual degree offerings, certificate programs, and the projects and research of our faculty and students each semester.

We are located in the heart of Downtown Denver. This allows us to be fully immersed in our city's design and planning activities and connects us with some of the top firms in the country. We also embrace the beauty, resources, and outdoor experiences that Colorado, the Front Range communities, and the Rocky Mountains offer.

## Department Missions

**Architecture:** We foster the capacity to ask bold questions, take risks, think independently, and approach the work of architecture with curiosity.

**Urban and Regional Planning:** Our mission is to be a national leader in educating skilled, engaged planners and creating vibrant, sustainable communities.

**Landscape Architecture:** We create health, well-being, and environmental resilience through holistic design in the public realm.

## Meet our College Leadership



[David Rifkind](#), Dean



[Jody Beck](#), Chair, Landscape Architecture & Director of UTAP



[Leo Darnell](#), Assistant Dean of Academic Services



[Hani Hage](#), Director of Saudi Arabia Initiatives & Lecturer



[Kevin Hirth](#), Director of Undergraduate Studies



[Stephanie Kelly](#), Assistant Dean of Finance & Administration



[Ann Komara](#), Associate Dean of Academic Affairs



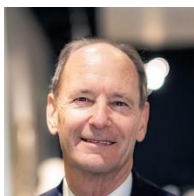
[Carrie Makarewicz](#), Chair, Department of Urban & Regional Planning



[Sarah McGarry](#), Director of Interior Design



[Jeremy Németh](#), Director of PhD in Geography, Planning, and Design



[Don Ruggles](#), Director of Classical Studies





[Ken Schroepfel](#), Director of Urban Design



[Rick Sommerfeld](#), Director of Design Build & Director of Grad Studies



[Steve Turner](#), Director of Historic Preservation



[Kat Vlahos](#), Chair, Department of Architecture

## Meet our Staff



[Krista Busch](#), Undergrad Advisor & Student Success Specialist



[Kyle Danforth](#), Graduate Advisor



[Leo Darnell](#), Assistant Dean of Academic Services



[Chris Davis](#), Operations Coordinator



[Jeana Delamarter](#), Mgr of Undergrad Recruitment & K-12 Outreach



[Christopher Endreson](#), UTA Field Supervisor



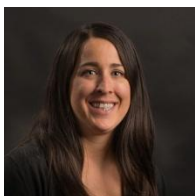
[Manuel Garza](#), Undergrad Advisor



[Matt Gines](#), Director of Design Fabrication Lab



[Mike Harring](#), Information Technology Manager



[Michelle Haynes](#), Program Director Research Services & Finance



[Stephanie Kelly](#), Assistant Dean of Finance & Administration



[Jennifer Kovarik](#), UTA Field Supervisor



[Jesse Kuroiwa](#), Visual Resources Center Production Manager



[Carmen New](#), Director of Communications



[Roxy New](#), Course Coordinator & Grad Advisor



[Rai Pollard](#), Executive Assistant, Communications Coordinator



[Colleen Ruffolo](#), Finance & Accounting Professional



[Connor Rumsey](#), Sr. Finance & Human Resources Professional



[Gabrielle Sawusch](#), Human Resources Director



[Jen Skidmore](#), Director of Professional Development & Internships



[Nick Stawinski](#), Design Fabrication Labs Professional



[Jodi Stock](#), Manager of Graduate Admissions & Recruitment



[Jeffrey Wood](#), UTA Field Supervisor



## Administrative Services

### Office Management, Facilities & General Administration

Please see the Operations Coordinator at the Reception Desk on the second floor for the following items:

- **Facilities Issues:** Report any facilities concerns, such as changing lightbulbs, room temperature adjustments, or roof leaks. For urgent issues that pose a health or safety threat or could cause damage to the building, contact Matt Gines. If Matt is unavailable, contact Leo Darnell or Facilities Management directly at 303.315.7777.
- **ID Access:** Certain areas of the college have limited access and use a university encoded ID as a key. Email [CAP Human Resources](#) for acquiring an ID & fill out the ID encoding [form](#).
- **Office Supplies:** Office supply purchases need to be pre-approved using a Purchase Request.
- **Mail:** Mailboxes are located behind the CAP reception desk on the 2<sup>nd</sup> floor. Please check it often.
- **Requesting Business Cards**
- **Scheduling Events**

### 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**

A University issued encoded ID is required to access the CU Denver Building.

## **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.

## **Eco Pass**

All campus employees are eligible for a free RTD EcoPass that provides free access to most of the Boulder-Denver area public transportation, including light rail and the Ride Home program.

- Fill out the [Auraria EcoPass Authorization form](#) to get started.
- Visit [Auraria Campus RTD EcoPass](#) for more information and to set up your MyRide account.
- New employees and employees without a pass will need to go to the Auraria Campus parking office with a valid CU Denver ID badge to initiate and activate the new EcoPass.
- Current employees with an active pass issued by the Auraria Campus parking office may [email RTD Just Ride Accounts](#) who will activate the EcoPass.

## **Key Requests**

### ***New Hires***

Staff and faculty will be assigned a key through CAP HR and will be notified once the key is ready to be picked up at the Facilities Office located at 1380 Lawrence Street.

### **Office Changes**

CAP HR will assign a new key for staff and faculty changing offices. The key will be picked up at the Facilities Office located on the 3<sup>rd</sup> floor at 1380 Lawrence Street. For questions, contact Matt Gines, Gabrielle Sawusch, or Leo Darnell.

### **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.

### **CU Denver Alerts!**

Communication plays a critical role before, during, and after any emergency or disaster. The [CU Denver Emergency Notification System](#) (CU Denver Alerts!) provides campus emergency alerts via text and /or e-mail when conditions develop on or near CU Denver/Auraria that 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 CU Denver Portal.

### **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. For more information, see the [CU Denver Campus Closures/Delays Policy](#).

## **Safety Videos**

AHEC has put together a series of [safety videos](#) to watch.

## **Human Resources**

When questions about CU Denver and CAP HR processes arise, contact [CAP Human Resources](#).

## **Be Colorado Move Program**

Learn more about how to earn \$25 a month. Earn incentives for being active with the [CU Health Plan –Move.program](#).

## **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:

- [Benefits & Wellness](#)
- [Total Compensation Calculator](#)

You may enroll in benefits during Open Enrollment, which occurs in April of each year. Once you have selected your benefits, you can only change those benefits outside of the Open Enrollment period if you have a qualifying life event. [Learn more information about your benefits](#). Employee Services can answer any questions. Contact them at 303.860.4200, option 3.

## **Faculty & Staff Searches**

### ***Search Committee***

Serving on a search committee is an important service. Anyone serving on a search must complete the mandatory training in Skillsoft Percipio prior to reviewing applications.

## **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 for 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. All student employees are paid hourly.



Job postings are required for all open positions, including student employees. Refer to the Student Employee Hiring Procedures for posting instructions, this is posted on CAP's Faculty & Staff Resources Page. The use of Handshake, as outlined in this guide, is the preferred method, but departments may also use internal job boards, such as Teams.

Ready to hire? Complete a [Human Resources Hire Request](#). We need at least 10 working days between the receipt of the form and the projected start date. Under no circumstances can you have anyone start work before the hiring process is complete! You will receive an offer letter to sign, or another notice from CAP HR when this occurs.

Contact CAP HR if you have any questions, including which category the position might be, typical pay rates, start and end dates for the position, timeline for a hire, etc.

### **ID Card – Getting a Lynx Card**

For a Lynx ID, email [CAP HR](#). All faculty and staff are required to have an ID card and display it while on campus. The ID card allows you to park on campus, access library services, use the recreation facilities, and gain building access.

### **New Employee Orientation**

All new employees and rehires are required to attend New Employee Orientation 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. You will be registered for this and notified upon hire.

### **New Faculty Orientation**

Each fall CAP hosts its own new faculty orientation/training for introductions, information sharing, and other start-of-semester business.

### **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. Visit the [Regents Policy](#).

### **Student Employee Payroll**

Student employees 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.

Supervisors will receive a reminder email each week that payroll is due, this will note the timesheet due date and includes approval instructions. Students also receive a reminder to submit.

All timesheet requests 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 HR if you have questions.

## **Training & Professional Development Resources**

### ***Skillsoft Percipio***

The UCD Access Portal has resources for mandatory and optional trainings. All employees must complete the following:

- **CU: Nondiscrimination, Sexual Misconduct, and Reporting**
- **CU: Information Security 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 Percipio.

### ***LinkedIn Learning***

The online learning and professional development platform are helping employees learn new skills or refine current skills with greater ease. All employees can 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 work-place 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***

Review the Procedures for CAP Travelers for everything you need to know – including approval requirements and instructions, purchasing information, travel related forms/policies, and instructions for reconciliation after your trip. Contact [CAP Travel](#) with questions.

### ***Students***

Contact [CAP Travel](#) for direction on student travel.

## **Purchasing & Reimbursement**

### ***Purchasing/Procurement Cards***

Employees who have regular, ongoing purchasing needs should be issued a university procurement card. Please contact [CAP.ACard@ucdenver.edu](mailto:CAP.ACard@ucdenver.edu) for more information and to request a procurement card and complete the required training. Please note office supplies, IT software and hardware, and furniture cannot be purchased with a procurement card.

Please do not make financial commitments for goods or services without prior authorization. This includes promises to pay consultants, guest lecturers, and jurors.

### ***Reimbursements***

Please do not use your own money to make purchases for the college. Some purchases cannot be reimbursed. Please contact [CAP Purchasing](#) for any purchasing needs.

## **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 proposals 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.

To obtain Canvas access, you will need to first be hired as an employee and then complete the necessary training 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.

### ***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 with professional lighting equipment, and digital image collections.

VRC staff members are available to assist faculty members and students with image-making for academic purposes. Photography and video seminars, as well as basic training on how to take quality digital images for academic purposes, are offered by appointment. VRC staff members also provide professional input on digital imaging issues surrounding copyrights, file type choices, Adobe Photoshop, and long-term digital file storage.

### ***Audiovisual & Cameral 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, 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 the Operations Coordinator or a student employee in the Student Services suite, 2300. Technical support is provided by the VRC.

### ***Digital Image Databases***

Students, faculty, and staff of the College of Architecture and Planning have access to several large digital image databases for academic uses such as course presentations and research. The collections are hosted through Artstor.org. Among the databases are: The College of Architecture and Planning Collection (86,000+ images); Archvison Collections (70,000+ images); and the ARTstor Collection. Access to the digital image library is achieved by logging on to [ARTstor](#) 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 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**

For set-up and questions about copy codes and limits, please contact [CAP IT](#).

### **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 [Microsoft 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 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.

### **Lab & Resource Center Contacts**

- Computer Lab: [CAP IT](#)
- Design Fabrication Lab: [Matt Gines](#) or [Nick Stawinski](#)
- Visual Resource Center and Portfolio Photography Studio: [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.

## Scanning Documents

The 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

If you would like to have an office phone with voicemail, please contact [CAP Purchasing](#) after you receive an office assignment. Phone lines are not set up automatically, but available for full-time faculty and staff upon request. Access the [telephone guide](#) and the [voicemail guide](#).

## UCDAccess Portal & CU Resources

The CU Resources section of the [UCDAccess](#) 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**
- **View paychecks and tax information**
- **Access Skillsoft Percipio and other CU training resources**

Faculty use UCDAccess to view class rosters/schedules, advise, and assign grades. Please keep in mind that the University of Colorado System and CU Denver OIT security policies require you to protect your credentials; no employee should use any other faculty or staff member's logon credentials.

Login to your account and click on the Faculty Tab located in the upper left-hand corner, then on Faculty Center in the yellow box. Click on 'My Schedule'. Your grade roster(s) will appear on the left side of the page, next to your class roster(s).

## Zoom 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. For more information and features please visit [Zoom's website](#). You can find the [CU Denver Zoom guide](#) for detailed instructions. Check

the [Zoom system and internet speed recommendations](#). Test your connection with our recommended [internet speed tester](#).

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

## **Marketing & Communications**

### **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 (not hyphenated and never abbreviated as “UCD”).

The correct name of the college is College of Architecture and Planning. Write out the full name of the college on first use with CAP in parenthesis. “College of Architecture and Planning (CAP).” You can abbreviate CAP following first use.

CU Denver has outlined communication standards for the brand including visual identity elements, logos guidelines, color options, typography and visual styles, and messaging and editorial guidelines. 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 campus and the University of Colorado as a whole. Please use the online [Brand Identity Standards](#) as the starting point for all your communication needs. Reach out to Carmen New for questions.

### **College Logo**

Contact CAP Communications Director [Carmen New](#) for logo requests. There are several options available in different orientations and colors.

### **CAP Social Media Accounts**

Follow us on our social media accounts.

- [Instagram CU Denver Arch + Planning @cudenvercap](#)
- [LinkedIn](#)
- [Facebook CU Denver College of Architecture and Planning @CUDenverCAP](#)
- [Flickr CAP VRC](#)

### **Email Messages to Students**

To minimize broadcast email messages sent to students, such as announcements of events or opportunities, please send them Rai Pollard who acts as a central point 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 Media & Media Coverage**

Please send news of your activities and accomplishments to Carmen New and Rai Pollard for inclusion in the newsletter, CAP social media accounts, CAP calendars and the Weekly CAPsule, and other media sources.

University Communications staff are always looking for stories to promote to the media. Contact Carmen New to discuss potential news stories that you'd like to see amplified by the university.

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 Carmen New.

Special permission is required for non-CAP photographers or TV cameras to come into CU Denver buildings. Please contact Carmen New 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 [Carmen New](#) with your website requests.





## **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.

#### **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](#)
- [Freedom of Expression](#)
- [Office of Student Conduct and Community Standards](#)
- [CU Denver Counseling Center](#)

## **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.

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 the 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 student, submit a [CARE Team Referral](#).

### ***Early Action***

The [Early Action](#) 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 Action program can assess the situation, offer support, and provide referrals to the breadth of resources on-campus.

## **Student with Disabilities**

CU Denver students with diagnosed disabilities are entitled by law to receive reasonable accommodation 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 [Disability Resources & 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 accommodation letter from DRS?***

You are not under any obligation to grant a request for accommodation 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 accommodation. Direct the student to Disability Resources & Services so that appropriate accommodation can be determined. If the student returns with an accommodation letter and you can accommodate them, do so. However, some accommodations require a great deal of advance notice.

***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 your students are aware of Disability Resources & 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 accommodation 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 accommodation listed in the accommodation letter. What should I do?***

Contact Disability Resources & Services.

***A student in my class has provided an accommodation letter and all accommodations have been provided, but I don't think the student will be able to meet the learning objectives even with the accommodation. What should I do?***

You are under no obligation to give the student a passing grade – accommodation is 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 Disability Resources & Services, 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.

An online class, [CU: Family Education Rights and Privacy Act \(FERPA\)](#), is available through Employee Services.

## **Student Grade Appeals**

Find the college's [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 students' written permission, retain student work in fulfillment of class requirements for a reasonable period 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 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 under review.

We appreciate your obtaining these forms and giving them to Jesse Kuroiwa or the Operations Coordinator. Faculty may retain and use a student's work with the student's written permission, and only for both limited purposes and period.





## Faculty Affairs

### Annual Evaluations

#### Faculty Activity Reporting (FAR)

All faculty at CAP 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 Activity Report \(FAR\)](#), 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 Guide

This [guide](#) brings together resources and policies relevant to faculty members.

#### Strategies for Success

This [mentoring manual](#) for tenure-track faculty describes professional development tasks for tenure preparation and explains the academic review process.

### Faculty Sabbaticals

#### Related Policies

- [Regent Policy 5.C.2](#)
- [APS 1024](#)

## Related Forms

- [Sabbatical Application](#)
- [Post-Sabbatical Report](#)

## Eligibility

Tenured faculty members who have completed six years of full-time active service are eligible for 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.

## Post-Tenure Review

### Related Policies & Resources

- [Campus Policy](#)
- [Faculty Guide](#)

## 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. 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**

### **Conflict 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 [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 to 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 for additional information.

## **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 Jeana Delamarter.

## **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. View the college's [Grading Policy for Graduate Programs](#). Check the [Grading Policy for Undergraduate Programs](#). The University's [Uniform Grading Policy](#) is also available.

There are some guidelines that faculty must follow:

- 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 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. Review the [Honorarium Administrative Guidelines](#). Once approved, please use the [CAP Purchasing and Honorarium Request Form](#).

## **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. See your department chair or program director for details.

## **Mid-term & Final Studio Reviews**

Schedule rooms for pin-ups and midterm reviews through the Operations Coordinator 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.

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 Learning and Teaching Culture is outlined [online](#).

## **Teaching Evaluation**

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

## **Faculty Course Questionnaires (FCQs)**

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](#)
- [Student Teaching Assistant Pay Guidelines](#)
- [Student Teaching Assistant Policy](#)

### Policies Relating to Faculty

- [Academic Integrity Policy](#)
- [Additional Remuneration for Consultative Services](#)
- [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 – Educational Materials](#)
- [Intellectual Property – Patents and Discoveries](#)
- [Misconduct in Research, Scholarship, & Creative Activities](#)
- [Post-Tenure Review](#)
- [Sabbatical Assignments](#)

### Policies Relating to Students

- [Grade Appeals by Students](#)

- [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. 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

Discrimination is unfair treatment, including harassment, because of one of the traits listed above, that results in negative employment or educational action. Discrimination can also occur when a person seeking a religious or disability accommodation is unfairly denied. Read the University’s [Non-discrimination Policy](#) and explore the [Campus Administrative Policy](#). Anyone who believes that they have experienced or witnessed discrimination or any related retaliation should promptly report it to the [Office of Equity](#) 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.

### **Sexual Misconduct Prevention**

Any faculty or staff member who is considered a responsible employee, as defined by [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

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:

- **Hostile Environment harassment;**
- **Intimate partner abuse** (domestic or dating violence);
- **Quid Pro Quo harassment;**
- **Sexual assault** - non-consensual sexual intercourse;
- **Sexual assault** - non-consensual sexual contact;
- **Sexual exploitation;**
- **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.

## **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.

## **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. Access the full [Workplace Bullying Policy](#).





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