FOR NEW HIRES

ID – Getting a University ID
For a faculty or staff ID, see John Semple. Please note that lecturers are granted building access only if their course is taught after-hours or if they need to get into a card-access room in the building. Please note that a campus ID card is necessary for after-hours CU Denver Building access.

ID Access – Getting ID Approved to Use for Secure Entry Access
Certain areas of the college are limited-access and use your university ID as a key (e.g., 4th Floor Computer Lab, Room 490, Suite 2300 where the mailboxes are). If you need to be authorized for secure entry access, contact John Semple.

Keys
See Matt Gines for any necessary office, classroom, or building keys. Michael Jenson needs to approve key requests before Matt issues keys.

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. All faculty are required to use their @ucdenver email account when conducting university business. 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.

Telephone and Voicemail Setup
For phone number and voicemail setup, after you receive an office assignment, please see Denise Weber.

Office Space
For office space requests, see Michael Jenson. The College Office Space Policy is online at:
New Employee Orientation (University)
Here is the University System Employee Services website: http://www.cu.edu/employee-services. CU Denver holds a New Employee Orientation on the first Thursday of each month. New Employee Orientation is mandatory for permanent employees only, and covers topics like FERPA, benefits, insurance, university policies, etc. Contact John Semple to be scheduled for the Denver Orientation.

New Faculty Orientation (University)
The New Faculty Orientation Course (http://www.cittdesign.com/Faculty_Orientation/course/index.html) is an online course required for all new CU Denver faculty. Please contact the Center for Faculty Development at 303-315-3030 or donna.sobel@ucdenver.edu 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.

Website: http://www.ucdenver.edu/faculty_staff/faculty/center-for-faculty-development/Pages/default.aspx
Faculty Orientation Materials: http://www.cittdesign.com/Faculty_Orientation/course/index.html

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.

Benefits
Information about benefits is given out at the university’s New Employee Orientation (see above) on the first Thursday of each month. For specific questions, please contact the Benefits Office directly at 303-860-4200, or see the website: http://www.cu.edu/employee-services/benefits.

Emergency Contact Information
Please see John Semple to complete a contact information form including emergency and daytime contact information, or you can update this via UCD Access under the My Info section.

FOR EVERYONE

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 (http://www.ucdenver.edu/about/departments/ucomm/brand/Pages/default.aspx) as the starting point for all of your communications needs. For questions, please contact the university Brand Manager Jeff Exstrum (jeff.exstrum@ucdenver.edu) or Betsy Metzger.

College Logo
Logo downloads are available on the campus website: http://www.ucdenver.edu/about/departments/ucomm/brand/downloads/Pages/default.aspx
Click on logo downloads, enter your university ID, then school and college logos, then architecture. There are several options in different orientations and colors. Contact Betsy Metzger with questions.

CAP Themes and Areas of Focus
Three powerful themes are woven into the programs and activities of the College of Architecture and Planning:

**Enduring Places** brings together the perspectives of sustainability and historic preservation, exploring how to embrace existing buildings and public spaces and to create new ones that will thrive and evolve over time. Adaptively re-using our building stock, rather than tearing down and building afresh, uses resources more efficiently. Drawing from the past to inform the future, while basing our building designs on deeper traditions, recognizes and protects our cultural heritage while creating more memorable, lasting places.

**Emerging Practices** explores new modes of professional practice. The design and construction industries are now global, and subject to global social and economic trends. New technologies used in construction, design and visualization are transforming our modes of work. The old business models for professional practice are leaving the designers out of the key decisions that shape the environment. We are exploring how the next generation of designers and planners can flourish in this new context.

**Engaged Communities** addresses the increasing desire of communities to take an active role in creating satisfying and socially just places. Design and planning students learn how to initiate and manage public processes, as well as to extend participation to those whose voices are not always heard. Project-based learning, in classroom and studio, as well as through the clinical practice model of our Centers, prepares our students to become leaders in a world increasingly open to democratic planning and design among diverse stakeholders. This experiential service learning in a public university directly serves the needs of the state and region.

CAP Research Centers
Center of Preservation Research (CoPR)
http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/AboutCAP/ResearchCenters/CenterPreservationResearch/Pages/index.aspx
CoPR is an interdisciplinary, collaborative organization that investigates and participates in the preservation of built environments, cultural landscapes, cultural heritage, and natural landscapes through outreach to the wide variety of professional and public communities engaged in preservation in Colorado and the Rocky Mountain West, throughout the United States, and around the world. For more information or to become involved, contact Kat Vlahos.

Colorado Center for Community Development (CCCD)
http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/AboutCAP/ResearchCenters/CCCD/Pages/default.aspx
CCCD is the clinical teaching practice of CAP committed to collaborating with communities to improve the places we live, work and play. We partner with rural and urban communities, conducting applied research to enhance the built environment, promote civic engagement, and create healthier, more sustainable communities, while providing professionally oriented
experiential learning and employment opportunities for our students. For more information or to become involved, contact Chris Koziol or Vickie Berkley.

Center for Advanced Research in Traditional Architecture (CARTA)
http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/AboutCAP/ResearchCenters/CARTA/Pages/default.aspx
CARTA’s mission is to advance the interdisciplinary study and practice of traditional architecture, building craft, urban design and landscape architecture through spirited debate, rigorous education and transformative research so we may improve the built environment and people’s quality of life through the study and creation of more sustainable, healthy, economically robust, just, beautiful and enduring places. For more information or to become involved, contact Christine Franck.

Colorado Center for Sustainable Urbanism (CCSU)
http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/AboutCAP/ResearchCenters/CCSU/Pages/CCSU.aspx
CCSU is dedicated to making cities and towns vibrant, resilient, and healthy 21st century communities. Our underlying mission is to lift up people, the natural and built environment, and economic prosperity in a manner that creates great places in which to live, work and play. While the primary focus is on Colorado and the Rocky Mountain West, the Center’s innovative strategies and programs for sustainability are shared with the larger community of practitioners in cities and urban regions across the globe. For more information or to become involved, contact Rocky Piro.

Campus Map
Denver Campus Map:  http://www.ahec.edu/about-auraria-campus/maps/

Virtual Campus Tour
http://www.ucdenver.edu/admissions/tours/virtual/Pages/Virtual-campus-tour.aspx

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 considered after-hours. All entrances to the CU Building are locked after-hours. Elevators are programmed to remain on the first floor and require a badge swipe to allow passengers to move above the first floor. First floor stairwells require a badge swipe to allow access. For more information see the after-hours log-in procedures: http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/StudentResources/Documents/CUBuilding%20After%20Hour%20Building%20Policy%2006%202014.pdf
See also the Student Building and Lab Access Policy: http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/StudentResources/Documents/Building%20Access%20FA%202016.pdf

EcoPass (Denver Regional Transportation District Pass)
Permanent faculty and staff are eligible for a subsidized EcoPass (aka “Big Head ID”; you’ll see why when you get one!) for unlimited rides all day, every day across the entire service area via a reusable, plastic card that contains a chip that validates your ride on RTD buses and light rail. A monthly fee for the remainder will be charged through payroll deduction ($25/month). Visit the Auraria Transportation website (www.ahec.edu/parking/alternativetransportation.htm). Get your pass at Parking & Transportation Services located on the first floor of the 7th Street Parking Garage. Hours: 7:30am-5:30pm, Monday-Friday; please call 303-556-2003 for hours during break periods. Contact Auraria Parking & Transportation at 303-556-2004 or check with John Semple for more information.
Parking
For information about parking on campus, see http://www.ahec.edu/for-campus-faculty-staff/parking-transportation-services/parking-options/. The Denver, Anschutz and Boulder campuses have reciprocal parking lots if you have paid for parking on one of the other campuses.

Office Furniture
For office furniture requests, see Michael Jenson.

Computers
For questions about computer equipment, or hardware or software purchases, see Mike Harring. The College Computer Allocation and Replacement Policy is online at: http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/facultystaff/PoliciesForms/Documents/Policy-Computer%20Replacements%207-9-07.pdf.

For technology help, contact Mike Harring at email cap.it@ucdenver.edu or 303-315-2883.

Backup plan for general IT help: consult the Office of Information Technology (OIT) Helpdesk.
Hours of Operation: Monday through Friday, 7:30am-5:00pm
Website: http://www.ucdenver.edu/about/departments/ITS/OITHELPdesk/Pages/default.aspx
Phone: (303) 724-4357 (4-HELP on Campus)
Email: UCD-OIT-HELPDESK@ucdenver.edu

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.

Scanning Documents for Course Use
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.

Zoom Video Conferencing
Zoom is an online video conferencing solution 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: https://zoom.us/about.
CU Denver’s Zoom at a Glance:
CU Denver’s Zoom guide can be found here:
http://www.ucdenver.edu/academics/CUOnline/FacultySupport/Online_Teaching_Resources/Tool-Guides/Pages/Zoom-Guide.aspx
Login to zoom using your university credentials at: https://ucdenver.zoom.us.

Business Cards
For a form to request a business card, please see Jodi Stock at the Reception Desk on the second floor.

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 Danielle Brunner or 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.

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.

Office Supplies
For information about finding or purchasing office supplies, see Jodi Stock. Office supply purchases need to be pre-approved using a Purchase Request Form (see Purchasing, above) signed by the appropriate person.

Mail
You will be provided a mailbox in the mailroom on the second floor (#2300), depending on your college and the university.

Facilities Issues
Report facilities issues such as lightbulbs that need to be changed, room temperatures, and roof leaks to Jodi Stock at the Reception Desk on the second floor. If you have a more immediate need that might pose a health or safety threat please contact Matt Gines in the Design Fabrication Lab and alert your supervisor immediately or contact Leo Damell or Facilities directly 303-315-7777 if Matt is unavailable.

Travel and Conferences
Travel must be pre-approved before anyone—student, staff, or faculty—starts a trip or spends any money on a trip. See your department chair or program director or supervisor first to discuss whether a trip would be covered by the college and to what limit. Employees may make their own airline reservations by logging on to the Concur Travel and Expense System through the UCDAccess portal (https://passport.ucdenver.edu/login.php). (Note: It is a good idea to update your profile in the Concur Travel and Expense System prior to making your first reservation.) There are several important rules about travel, authorized expenses, and reimbursements that need to be followed.

- Submit travel requests, questions, or reimbursement requests to CAP.Travel@ucdenver.edu
- All International Travel requires submission of an International Travel Request in Concur, which must be fully approved prior to booking travel with Christopherson Business Travel. https://www.cu.edu/psc/policies/requesting-approval-international-travel-concur-request
- Please view the Travel Step-by-Step Summary, found at https://www.cu.edu/psc/traininghelp/learningresources/travel/Travel_SbS.pdf for guidance.
- Failure to follow these procedures may result in your not being reimbursed.
- For conference registrations, please email CAP.Travel@ucdenver.edu.
- For assistance with air travel questions, please contact Christopherson Business Travel (https://www.cu.edu/psc/travel/christopherson-business-travel) or call the FinPro Help Desk at (303) 837-2161.
Holidays
Holiday Policy:
http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Holidays.pdf

Denver Campus Holidays 2016-17
http://www.ucdenver.edu/about/departments/HR/Documents/Holiday%20Schedule%20FY17.pdf

Denver Campus Closed:
  September 5, 2016          Labor Day
  November 24, 2016          Thanksgiving
  December 23-30, 2016       Winter Break
  May 29, 2017               Memorial Day
  July 4, 2017               Independence Day

University is open but classes do not meet:
  November 21-23, 2016       Fall Break
  November 25, 2016          Day After Thanksgiving
  January 16, 2017           Martin Luther King, Jr. Holiday
  March 20-26, 2017          Spring Break

Academic Calendars
Denver Campus: http://www.ucdenver.edu/student-services/resources/Registrar-dev/CourseListings/Pages/AcademicCalendar.aspx.
Future calendars: http://www.ahec.edu/about-auraria-campus/calendars
College of Architecture and Planning Calendar:

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 (http://cap.ucdenver.edu/), contact Betsy Metzger.

News Items and Media Coverage
Please send news of your activities and accomplishments to Betsy Metzger for inclusion in the weekly announcements. University Communications staff are always looking for stories to promote to the media; contact Betsy Metzger 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 Betsy Metzger. The staff has developed an interview tip sheet that is helpful for advance preparation:
Special permission is required for non-CAP photographers or TV cameras to come into CU Denver buildings. Please contact Betsy Metzger.

Broadcast Email Messages to Students
In order to minimize broadcast email messages sent to students, such as announcements of events or opportunities, please send them to Jodi Stock, 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).
Broadcast Email Messages to Faculty
If you have an email message to be sent to faculty, such as announcements of events or opportunities, please send them to Betsy Metzger. 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).

Payroll Information and Employment Records
Through UCDAccess (https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html) employees can track employment records (leave, pay), update direct deposit and W-4 information, receive finance reports, complete expense reporting and monthly procurement card reporting, and take required on-line training. Employees can also update address and emergency contact information from this site, and find the campus holiday schedule.

College Bylaws

CAP Organizational Chart
View the College of Architecture and Planning org chart:

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) 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. Phone: 303-866-4314 or Toll Free 800-821-8154. Website: https://www.colorado.gov/pacific/c-seap

CLASSROOM & TEACHING INFORMATION

Teaching With Technology (Course Resources and Information Online)
CU Online’s learning management system is Canvas. Consult the Canvas Upgrade Site for information:
http://www.ucdenver.edu/academics/CUOnline/FacultySupport/Upgrade/Pages/Canvas-Overview.aspx

Visit the Faculty Support site:
http://www.ucdenver.edu/academics/CUOnline/FacultySupport/services/Pages/default.aspx

CU Online offers tips for new (or other!) faculty:

Online Skills Mastery Program:
http://www.ucdenver.edu/academics/CUOnline/FacultySupport/Pages/Online-Skills-Mastery-Program.aspx

Contact CU Online: http://www.ucdenver.edu/academics/CUOnline/ContactUs/Pages/ContactUs.aspx
Contact the CU Online Help Desk (cuonlinehelp@ucdenver.edu; 303-315-3700). Hours: Monday-Friday 7:00am-7:00pm
Syllabus Policy and 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, this role implies that there needs to be a core of certain types of information to be found in every syllabus. The syllabus policy and template document is online at:
You also may want to include in your syllabus a deadline for students to notify you of anticipated absences due to religious observances (see Absences Due to Religious Observances, below).

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 Betsy Metzger for posting on the website and for availability at the reception desk on the second floor.

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 College Outcomes Assessment Policy is online at:
The Center for Faculty Development offers online tutorials on assessment and rubrics:
http://www.ucdenver.edu/faculty_staff/faculty/center-for-faculty-development/resources/Teaching%20resources/Pages/default.aspx

Class Rosters
You can view your class rosters online:
(Use your @ucdenver.edu email information): https://portal.cusys.edu/UCDAccessFedAuthLogin.html.
Faculty currently use the UCDAccess portal to view class rosters and schedules, advise students, and assign grades to students. For questions regarding your security access into UCDAccess please send an email to ucdsecurityaccess@ucdenver.edu

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.

Textbooks and Desk Copies
Textbooks should be ordered well ahead of time to be available at the beginning of the semester at the Auraria Campus Bookstore. You can work directly with Betty Ingels at the bookstore, who can be reached at 303-556-3735, betty.ingels@ahec.edu. The AHEC bookstore will not get desk copies for faculty; schools have to contact the publishers directly. Publishers will accept requests from the course instructor or department chair, or from a college staff member. You can also use the bookstore’s online ordering system:
If you have questions see Leo Darnell.
**Studio Balloting – Architecture**

In second and third year graduate 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.

**Student 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.

FERPA Guidelines can be found online at: [http://www.ucdenver.edu/student-services/resources/Registrar-dev/StudentServices/Policies/Pages/default.aspx](http://www.ucdenver.edu/student-services/resources/Registrar-dev/StudentServices/Policies/Pages/default.aspx)

An online class is available through the CU Resources Portal link: [https://my.cu.edu/index.html](https://my.cu.edu/index.html).

**Students with Disabilities**

Students with disabilities should be accommodated in our classes. Please ask students with disabilities to submit a letter to you from Disability Resources and Services by the second week of the semester so that students' needs may be addressed. Disability Resources and Services determines accommodations based on documented disabilities. Also, provide a copy of the letter to Patty McKissock for assistance in case of safety or fire emergency. For information, contact:

Office of Disability Resources and Services  
Location: Student Commons Building, Suite 2116  
Email: [DisabilityResources@ucdenver.edu](mailto:DisabilityResources@ucdenver.edu)  
Phone: 303-315-3510, TTY 303-556-4766  
Website: [http://www.ucdenver.edu/student-services/resources/disability-resources-services/Pages/disability-resources-services.aspx](http://www.ucdenver.edu/student-services/resources/disability-resources-services/Pages/disability-resources-services.aspx)  
Office hours: Monday-Thursday 8am-6pm  
Friday 8am-5pm
**Issues with Students**

Please see your department chair or program director or student advisor. Also consult the rules contained in the CU Denver catalog [http://www.ucdenver.edu/academics/Pages/Catalogs.aspx](http://www.ucdenver.edu/academics/Pages/Catalogs.aspx) or appropriate policies on campus websites:

- **Student Code of Conduct**
  [http://www.ucdenver.edu/life/services/standards/students/pages/default.aspx](http://www.ucdenver.edu/life/services/standards/students/pages/default.aspx)
- **Academic Freedom**
- **Attendance**
  [http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/OAA/StudentAttendance.pdf](http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/OAA/StudentAttendance.pdf)

You can also contact the Counseling Center:
CU Denver Student and Community Counseling Center
Location: Tivoli Room #454
Phone: 303-556-4372
Website: [http://www.ucdenver.edu/life/services/counseling-center/Pages/default.aspx](http://www.ucdenver.edu/life/services/counseling-center/Pages/default.aspx)
Hours of Operation:
  - Monday-Thursday 9:00am-7:00pm
  - Friday 9:00am-4:00pm
Emergency After Hours for CU Denver students: 303-352-4455

**Working with Distressed Students**

Given 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.

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 Campus Assessment, Response and Evaluation (CARE) team meets weekly and is a resource for faculty and staff members working with students of concern.

Report all concerning behaviors to the CARE team by calling 303-352-3579 or by email: shareaconcern@ucdenver.edu.
Visit the CARE Team website: [http://www.ucdenver.edu/life/services/care/Pages/default.aspx](http://www.ucdenver.edu/life/services/care/Pages/default.aspx)
Office of Community Standards and Wellness website: [http://www.ucdenver.edu/life/services/standards/Pages/default.aspx](http://www.ucdenver.edu/life/services/standards/Pages/default.aspx).

**Managing Disruptive Behavior in the Classroom**

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 Community Standards and Wellness website: [http://www.ucdenver.edu/LIFE/SERVICES/STANDARDS/FACULTY-AND-STAFF/Pages/default.aspx](http://www.ucdenver.edu/LIFE/SERVICES/STANDARDS/FACULTY-AND-STAFF/Pages/default.aspx)

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 303-352-3579. For general concerns and disruptions please call the Office of Community Standards and Wellness at 303-556-2444.
Classroom Etiquette
Students and faculty each have responsibility for maintaining an appropriate learning environment. Students who fail to adhere to behavioral standards may be subject to discipline. 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.

The College’s Student Honor Code for Master’s and PhD students is on the website here: http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/facultystaff/PoliciesForms/Documents/Honor%20Code-G graduate%20Students-Fall%202009.pdf.

In addition, Architecture’s Studio Culture Policy is online here: http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/StudentResources/Documents/Studio%20Culture%20Policy-Arch%20Students-Fall%202009.pdf.

Hiring Student Help
Undergraduate and graduate CAP students are available for assisting faculty and staff with teaching, research, or administrative projects. Students may be hired as Teaching Assistants, Research Assistants, 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 to be funded from a grant, speak to Brittany Vits to be sure the grant funds can be used for this purpose.

John Semple can provide the Request to Hire a TA, RA, GA, Student Hourly Assistant forms that will officially 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!

Please see John Semple if you have any questions about the student-employee hire process, 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.

Timesheets
Supervisors are responsible for ensuring their hourly employees’ timesheets are accurate, signed, and submitted on time. Late payment requests for hourly employees are costly, time-consuming and affect the College’s financial reports. Contact John Semple if you have questions about submitting timesheets.

Lab and Resource Center Contacts
Computer Lab questions: Mike Harring (mike.harring@ucdenver.edu).
Design Fabrication Lab questions: Matt Gines (matthew.gines@ucdenver.edu).
Visual Resource Center and Portfolio Photography Studio questions: Jesse Kuroiwa (jesse.kuroiwa@ucdenver.edu) or Leo Darnell (leonard.darnell@ucdenver.edu)

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 College of Architecture and Planning collection also includes over 100 videos of visiting lecturers who gave talks as a part of the college’s 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 or jesse.kuroiwa@ucdenver.edu.

Audiovisual and Camera Equipment
Students and faculty members can check out a variety of equipment for educational use, including: digital cameras, digital video cameras, tripods, digital voice recorders, digital 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 10:00am. Friday checkouts are due back the following Monday morning by 10:00am. Items may be reserved in advance to ensure availability. To check out equipment or reserve an item, see a student employee in the Student Services suite, #2300.

Guest Speaker, Presenter, and 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.

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, see: www.interfaithcalendar.org.

Field Trips
All field trips must be approved in advance by the department chair or program director of the department or program offering the class, and reviewed by the associate dean. The College Field Trip and Student Travel Policy is online at: http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/facultystaff/PoliciesForms/Documents/Policy-Field%20Trips%20and%20Student%20Travel.pdf

All CAP 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 form is online at: https://www.cu.edu/risk/general-waivers-and-consent.

The CAP 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 should 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: [https://www.cu.edu/risk/event-and-activity-planning](https://www.cu.edu/risk/event-and-activity-planning). You can find the Participant Waiver and Notice form on that site also. Please contact URM campus representative Faith Perry (faith.perry@cu.edu or 303.724.6497) or LoriAnn Smith (LoriAnn.Smith@cu.edu or 303-724-1127) with any questions and to review the information.

Mid-term and Final Studio Reviews
Schedule rooms for pin-ups and midterm reviews through Jodi Stock at the Reception Desk on the second floor. You cannot reserve a particular room for the duration of the semester.

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

Final Exams
For seminar and lecture courses, you will be given a date and time for your final exam. If you have questions, see Patty McKissock.

Faculty Course Questionnaires (FCQs)
The formal process for students to evaluate faculty is through FCQs, which are administered during the week before the last week of classes. You will receive an envelope with instructions in your mailbox. If you have questions, please contact Leo Darnell. Since the process is coordinated from Boulder, the CU-Boulder website provides more information: [http://www.colorado.edu/pba/fcq/](http://www.colorado.edu/pba/fcq/).

Grades and Incompletes
CU Denver uses online grading only.

Grading is done online through the Faculty Center in the CU-SIS portal. 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. Complete your grading online through the CU-SIS system in the Faculty Center: [https://portal.cusys.edu/UCAccessFedAuthLogin.html](https://portal.cusys.edu/UCAccessFedAuthLogin.html). With questions contact the help line at 303-735-4357.


The university’s Uniform Grading Policy is available at: [https://www.cu.edu/policies/aps/academic/1025.html](https://www.cu.edu/policies/aps/academic/1025.html).

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 such a grade is given. Instructor and student must sign and date the form.

  Grade should be marked as “I” and then 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.

  Please see Patty McKissock or Liz Marsh for the form.

Student Grade Appeals

Find the college’s Student Grade Appeal Policy online at:
http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/StudentResources/Documents/Policy-Student%20Grade%20Appeals%2012_15.pdf

Permission to Retain and Use Student Work

The College of Architecture and Planning may, with a student’s written permission, retain student work submitted 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 possible 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 at:

We appreciate your obtaining these forms from your students and giving them to Jesse Kuroiwa or Betsy Metzger. Faculty may retain and use a student’s work with the student’s written permission, and only for limited purposes and a limited period of time. See http://www.cu.edu/regents/Policies/Policy5K.htm for campus policy.

Display of Student Work

We would love to display more and current student work on the college website! Please contact Jesse Kuroiwa. Students’ written permission is required (see Permission to Retain and Use Student Work, above).

Booking Rooms

Space is at a premium, so please do not just appropriate what seems to be an empty room without first checking. To schedule classroom or meeting space, go to the Reception Desk on the second floor.
Scheduling Events
If you would like to host an event at the college, please see Jodi Stock at the Reception Desk on the second floor for the form and to discuss the process and get the event on the calendar.

Exhibition Space
For information about exhibition space on the second floor, in the Dean’s Suite or Octagon, contact Amir Alrubaiy (amir.alrubaiy@ucdenver.edu).

Grants, Contracts and 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. Please contact Brittany Vits 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:
http://www.ucdenver.edu/research/OGC/Pages/default.aspx

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

Conflicts of Interest and Commitment
The university encourages and supports outside interactions of its faculty and student employees 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 Danielle Brunner with questions.

Faculty (and staff 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:
http://www.ucdenver.edu/research/ORC/COI/Pages/default.aspx

Faculty Report of Professional Activities (FRPA)
Tenured and tenure-track faculty, senior instructors and instructors are required to provide annual reports of their professional activities. See your department chair or program director for information about the review process. Find the online reporting form at http://www.ucdenver.edu/about/departments/InstitutionalResearch/Pages/UserLogin_MixedAuth.aspx

Faculty Handbook
This handbook brings together those university laws, policies, procedures and other information items that apply, or might be of interest, to faculty members. The handbook is available only electronically on the Internet: https://www.cu.edu/office-academic-affairs/faculty-handbook.

Strategies for Success
This mentoring manual for tenure-track faculty describes professional development tasks for tenure preparation and explains the academic review process:
http://www.ucdenver.edu/faculty_staff/faculty/center-for-faculty-development/resources/Career%20Resources/Pages/default.aspx
Reappointment, Tenure, Promotion (RTP) Criteria
Architecture Department Criteria:

Landscape Architecture Department Criteria:

Urban and Regional Planning Department Criteria:

Post-Tenure Review

Sabbaticals
Tenured faculty are eligible for the privilege of a sabbatical assignment, subject to the availability of resources, after six years of service to the university on full-time appointment. See the policy here: https://www.cu.edu/regents/policy-5a-approval-sabbatical-assignments
Find the sabbatical application here: http://www.ucdenver.edu/faculty_staff/faculty/faculty-affairs/policies-forms/Documents/Sabbatical%20Application%20Form%209-12a.pdf

Hiring, Reappointment, Promotion and Evaluation Guidelines for Non-Tenure Track Faculty

Global Study Programs
A CAP faculty member who wishes to develop and lead a faculty-led global study program should consult the Global Study Faculty Handbook:
It provides direction for securing the necessary approvals, and offer guidelines for budgeting, organizing, recruiting, and conducting these programs. For information contact Liz Marsh.

COLLEGE AND UNIVERSITY POLICIES & GUIDELINES

Training Resources for Important Policies
CU employee training is available on an online learning system, SkillSoft. To access SkillSoft, go to the CU Resources Portal link at https://my.cu.edu/index.html. You can also check the HR website training link: http://www.ucdenver.edu/about/departments/HR/training/Pages/index.aspx.

The CU System also has a website for accessing required training: https://www.cu.edu/employee-services/learning-and-development/catalog

Sexual Misconduct (formerly Sexual Harassment) Prevention
Any faculty or staff member who is considered a responsible employee, as defined by the University Sexual Misconduct Policy APS 5014 (http://www.cu.edu/sites/default/files/5014.pdf), 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 about the alleged sexual misconduct, including:
(1) Name of the alleged victim;
(2) Name of alleged perpetrator;
(3) Name of any alleged witnesses; and
(4) 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
(http://www.cu.edu/sites/default/files/5014.pdf) 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, collectively referred to as “sexual misconduct,” and further defined in Section III below:
(1) Sexual assault - non-consensual sexual intercourse;
(2) Sexual assault - non-consensual sexual contact;
(3) Sexual exploitation;
(4) Intimate partner abuse (including domestic or dating violence);
(5) Gender or sex-based stalking;
(6) Sexual harassment; and
(7) Retaliation as related to any form of sexual misconduct in subsections A (1)-(6)

All faculty teaching on the CU Denver | Anschutz Medical Campus must have training specific to the Denver campus prior to beginning their teaching assignments. An online class is available on SkillSoft. To access SkillSoft, go to the CU Resources Portal link at https://my.cu.edu/index.html. The Preventing Sexual Harassment class can be taken online or as an in-classroom session, whatever the employee prefers. The in-classroom sessions are held the last Wednesday of the month, every other month, at the Anschutz Medical Campus. Registration for this course is now in SkillSoft. Please follow the instructions to access the online registration. Please register NO LATER than 12:00 p.m. the Monday prior to class. Find out more about these classes at this link: http://www.ucdenver.edu/about/departments/HR/training/Pages/RequiredHRtrainings.aspx

Sexual Misconduct (formerly Sexual Harassment) 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 Title IX office:

Title IX @ CU Denver | Anschutz Medical Campus
http://www.ucdenver.edu/policy/TitleIX/Pages/default.aspx

The university employs trained staff members who have responsibility for Title IX compliance. The Title IX Coordinator 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.

Nelia Viveiros, Director of Equity and Title IX Coordinator
Lawrence Street Center, 1380 Lawrence Street, Ste. 1441, Denver, CO 80204
Toll Free Phone: 1-844-CU-TITLE (288-4853)
Phone: 1-303-315-0126
Email: nelia.viveiros@ucdenver.edu or Equity@ucdenver.edu

Will Dewese, Deputy Title IX Coordinator of Remedies and Protective Measures
Associate Director of Equity
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 (http://www.cu.edu/regents/laws-and-policies/regent-laws/article-10-nondiscrimination)
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: https://www.cu.edu/regents/Policies/Policy10A.htm.

Anyone who believes that she or he has experienced or witnessed discrimination or any related retaliation should promptly report such behavior to the EO/AA Compliance Officer.

To report harassment or discrimination of an employee:
Karey Duarte
Deputy Title IX Coordinator of Investigations and Associate Director of Equity
303-724-9694
Karey.Duarte@ucdenver.edu

Resolving Conflicts and 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 Melissa Connell at 303-315-0046 or Melissa.connell@ucdenver.edu,
Contact Lisa Neale at 303-315-0046 or Lisa.neale@ucdenver.edu
or visit the Ombuds Office in the Lawrence Street Center, Suite 1003, 1380 Lawrence Street.
Visit the website: http://www.ucdenver.edu/about/departments/OmbudsOffice/Pages/OmbudsOffice.aspx/

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: http://www.cu.edu/regents/Policies/Policy5E.htm.

Alcohol Policy
Serving alcohol at events may be allowed with proper approvals and advance notice. There are liability and permission issues. Read the Alcohol Guidelines and Risk Assessment document: https://www.cu.edu/sites/default/files/AlcoholGuidelinesandRiskAssessment.pdf.
If you are planning a college event where you might want to serve alcohol, contact Leo Darnell.
Coffee Policy
Because of State of Colorado financial rules, faculty and staff are not permitted to use the coffee or other drinks service provided by the college; it is provided for students and guests. If you want access to this service, please see Danielle Brunner to discuss the per-semester fee.

Inclement Weather – Campus Closure
Closures for emergencies that occur at night are normally announced by 5:00am. Daytime closures or evacuations are announced as decisions are made by the chancellor or his designees.

- Toll-free phoneline: 877-556-EMER (3637) or 877-463-6070
- Recorded updates on the Auraria line 303-556-2401
- Website: http://www.ucdenver.edu/alerts
- Email sent to all @ucdenver email addresses from “Emergency”
- Info provided to local radio and television stations
For more information, see the CU Denver Campus Closure policy at http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/HR/CampusClosures.pdf.

RAVE Emergency Notification System
As a student, faculty or staff member, you can choose to be contacted in an emergency on or near campus via text message, email and voicemail. You are not automatically entered into this system, but must register. To sign up, go to the RAVE registration website at http://www.ucdenver.edu/anschutz/about/location/Police/Emergency_Management/Pages/RAVE.aspx
There is no charge from RAVE or the university for this service, however, depending on your carrier plan, standard or text-messaging charges may apply. Visit the Emergency Preparedness website: http://www.ucdenver.edu/anschutz/about/location/Police/Emergency_Management/Pages/RAVE.aspx

Graduate School Rules
Graduate faculty appointments, procedures and criteria for reviewing courses and programs, student requirements and more. See: http://www.ucdenver.edu/academics/colleges/Graduate-School/Pages/default.aspx.

Search Committees
Anyone serving on an employee search committee must complete the mandatory search committee training. Find out more on the HR Learning and Development website: http://www.ucdenver.edu/about/departments/HR/training/Pages/RequiredHRtrainings.aspx.

IMPORTANT WEBSITE LINKS

Links to System, CU Denver and Regent Policy Statements
https://www.cu.edu/ope
http://www.ucdenver.edu/faculty_staff/employees/policies/Pages/default.aspx
https://www.cu.edu/regents/Policies/

Links to College Policies
http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/facultystaff/PoliciesForms/Pages/default.aspx

Policies Relating to Students
- Student Rights to Educational Privacy
  - https://www.cu.edu/privacy-policy
- http://www.ucdenver.edu/students/AcademicSupport/Pages/StudentPolicies.aspx
- Grade Appeals by Students-College Policy
  - http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/StudentResources/Documents/Policy-Student%20Grade%20Appeals%202012_15.pdf
- Faculty Course Evaluations
  - http://www.cu.edu/regents/Policies/Policy4B.htm
- Uniform Grading Policy
  - http://www.cu.edu/ope/aps/1025
- Intellectual Property - Educational Materials
  - http://www.cu.edu/regents/Policies/Policy5K.htm

**Policies Relating to Faculty**

- Faculty Titles
  - http://www.cu.edu/regents/Policies/Policy5L.htm
- Faculty Use of University Email
  - https://www.cu.edu/policies/aps/it/6002.html
- Misconduct in Research, Scholarship, and Creative Activities
  - https://www.cu.edu/policies/aps/academic/1007.html
- Intellectual Property - Patents and Discoveries
  - http://www.cu.edu/regents/Policies/Policy5J.htm
- Additional Remuneration for Extra Work
  - http://www.cu.edu/regents/Policies/Policy5D.htm
- Additional Remuneration for Consultative Services - The One-Sixth Rule
  - http://www.cu.edu/regents/Policies/Policy5E.htm
- Conflicts of Interest and Commitment
  - https://www.cu.edu/policies/aps/hr/5012.html
- Appointment, Reappointment, Promotion and Tenure
  - https://www.cu.edu/regents/Policies/Policy5M.htm
  - http://www.ucdenver.edu/faculty_staff/employees/policies/ Policies%20Library/OAA/RTP.pdf
- Sabbatical Assignments
  - https://www.cu.edu/policies/aps/academic/1024.html
- Post-Tenure Review
  - https://www.cu.edu/policies/aps/academic/1003.html

**Policies Relating to Sexual Misconduct and Amorous Relationships**

- Sexual Misconduct Policy and Procedures
LIST OF ACADEMIC ADMINISTRATORS AND STAFF

Academic Administrators

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Contact Information</th>
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<tbody>
<tr>
<td>Mark Gelernter, Dean of the College</td>
<td>303.315.1020, Room 330E, <a href="mailto:Mark.Gelernter@ucdenver.edu">Mark.Gelernter@ucdenver.edu</a></td>
</tr>
<tr>
<td>Michael Jenson, Associate Dean of Academic Affairs</td>
<td>720.350.1711, Room 330G, <a href="mailto:Michael.Jenson@ucdenver.edu">Michael.Jenson@ucdenver.edu</a></td>
</tr>
<tr>
<td>Jody Beck, Director of PhD in Design and Planning Program</td>
<td>303.315.2409, Room 320X, <a href="mailto:Jody.Beck@ucdenver.edu">Jody.Beck@ucdenver.edu</a></td>
</tr>
<tr>
<td>Phil Gallegos, Director of Bachelor of Science in Architecture Program</td>
<td>303.315.2083, Room 320AA, <a href="mailto:Phil.Gallegos@ucdenver.edu">Phil.Gallegos@ucdenver.edu</a></td>
</tr>
<tr>
<td>Ann Komara, Chair of the Department of Landscape Architecture and Director of Master of Urban Design Program</td>
<td>303.315.2428, Room 330B, <a href="mailto:Ann.Komara@ucdenver.edu">Ann.Komara@ucdenver.edu</a></td>
</tr>
<tr>
<td>Christopher Koziol, Director of Master of Science in Historic Preservation Program (on sabbatical fall 2016)</td>
<td>303.556.6516, Room 3200, <a href="mailto:Christopher.Koziol@ucdenver.edu">Christopher.Koziol@ucdenver.edu</a></td>
</tr>
</tbody>
</table>
Danielle Brunner, Assistant Dean of Finance & Administration
303.315.0102
Room 330A
Danielle.Brunner@ucdenver.edu
Oversees finance and administrative operations of college including budget and finance, human resources, purchasing, computer allocation, sponsored programs, revenue activities, and compliance with related university policies

Krista Busch, Academic Advisor, BS Architecture Program
303.315.0055
Room 2300F
Krista.Busch@ucdenver.edu
Questions and concerns about undergraduate students, undergraduate student advising
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
<th>Room</th>
<th>Email</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kyle Danforth</td>
<td>Academic Advisor, BS Architecture Program</td>
<td>303.315.0104</td>
<td>2300H</td>
<td><a href="mailto:Kyle.Danforth@ucdenver.edu">Kyle.Danforth@ucdenver.edu</a></td>
<td>Questions and concerns about undergraduate students, undergraduate student advising</td>
</tr>
<tr>
<td>Leo Darnell</td>
<td>Assistant Dean of Academic Services and</td>
<td>303.315.1015</td>
<td>2300E</td>
<td><a href="mailto:Leonard.Darnell@ucdenver.edu">Leonard.Darnell@ucdenver.edu</a></td>
<td>Special projects for the dean, Continuing and Professional Education, oversees Visual Resource Center (image library, portfolio photography, media equipment, cameras), supervises student services staff, FCQs, book orders, alcohol policy, events, new student orientation coordination</td>
</tr>
<tr>
<td>Matt Gines</td>
<td>Design Fabrication Lab Director</td>
<td>303.315.2071</td>
<td>450</td>
<td><a href="mailto:Matthew.Gines@ucdenver.edu">Matthew.Gines@ucdenver.edu</a></td>
<td>Design Fabrication Lab, keys, furniture, studios, building proctor</td>
</tr>
<tr>
<td>Larry Gulledge</td>
<td>Admissions Counselor</td>
<td>303.315.0082</td>
<td>2300G</td>
<td><a href="mailto:Larry.Gulledge@ucdenver.edu">Larry.Gulledge@ucdenver.edu</a></td>
<td>Prospective and incoming students, graduate applications, orientation and community-building activities for incoming students</td>
</tr>
<tr>
<td>Mike Harring</td>
<td>Information Technology Manager</td>
<td>303.315.2883</td>
<td>460A</td>
<td><a href="mailto:Mike.Harring@ucdenver.edu">Mike.Harring@ucdenver.edu</a></td>
<td>Computer Labs (460 and 500), information technology issues, audio-visual assistance, hardware and software requests</td>
</tr>
<tr>
<td>Katherine Malone Hartung</td>
<td>Colorado Building Workshop Program Manager</td>
<td>303.315.0141</td>
<td>320K</td>
<td><a href="mailto:Katherine.Hartung@ucdenver.edu">Katherine.Hartung@ucdenver.edu</a></td>
<td>Coordinates day-to-day operations of the Colorado Building Workshop and delivery of Design Build projects within the College of Architecture and Planning</td>
</tr>
<tr>
<td>Jesse Kuroiwa</td>
<td>Visual Resource Center Multi-Media Production Program Manager</td>
<td>303.315.2425</td>
<td>490A</td>
<td><a href="mailto:Jesse.Kuroiwa@ucdenver.edu">Jesse.Kuroiwa@ucdenver.edu</a></td>
<td>Visual resources (image library, portfolio photography, media equipment, cameras), photographer, equipment checkouts, recordings of lecture series, website images</td>
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<td>Name</td>
<td>Role and Contact Information</td>
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<tr>
<td>Rachael Kuroiwa</td>
<td>Manager of Admissions and Outreach, 303.315.2325, Room 2300D, <a href="mailto:Rachael.Kuroiwa@ucdenver.edu">Rachael.Kuroiwa@ucdenver.edu</a></td>
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<td>Student recruitment, marketing, admissions process, alumni activities</td>
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<tr>
<td>Liz Marsh</td>
<td>Academic Advisor, MArch &amp; MLA Students and CAP Special Initiatives Coordinator, 303.315.2536, Room 2300C, <a href="mailto:Elizabeth.J.Marsh@ucdenver.edu">Elizabeth.J.Marsh@ucdenver.edu</a></td>
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<td>Questions and concerns about students, student advising, scholarships, Graduate Tuition Awards, and support, research and guidance for international and global initiatives</td>
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<tr>
<td>Patty McKissock</td>
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<tr>
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<td>John Semple</td>
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<tr>
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