1.0 INTRODUCTION FROM THE DEAN

Dear Faculty and Staff,

Welcome to the University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences. I am honored to have you in our pharmacy community. Together as faculty and staff, along with our preceptors, students, and alumni, we educate pharmacists of the future, discover and innovate through research, serve patients to optimize care, and lead the profession by engaging in organizations and our community. It takes individuals like you to create this team of outstanding leaders in pharmacy. We truly have the BEST in education, research, and service at the Skaggs School of Pharmacy and Pharmaceutical Sciences. Thank you for joining our legacy of leadership that will make a difference to the future of pharmacy and pharmaceutical sciences!

Best regards,
Ralph Altiere, PhD
Professor and Dean, Skaggs School of Pharmacy and Pharmaceutical Sciences

2.0 WHO WE ARE

2.1 UNIVERSITY OF COLORADO (CU)
   2.1.1 MISSION, GUIDING PRINCIPLES AND VISION STATEMENT
   2.1.2 CAMPUS OVERVIEW
   2.1.3 FACTS AND FIGURES

2.2 UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS (CU ANSCHUTZ)
   2.2.1 MISSION, VISION AND VALUES
   2.2.2 STRATEGIC PLAN
   2.2.3 FACT SHEET
   2.2.4 ACCREDITATION
   2.2.5 HISTORY

2.3 UNIVERSITY OF COLORADO SKAGGS SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES (CU SCHOOL OF PHARMACY)
   2.3.1 MISSION AND VISION
   2.3.2 VALUES
   2.3.3 GOALS
   2.3.4 STRATEGIC PLAN
   2.3.5 POINTS OF PRIDE (QUICK FACTS)
   2.3.6 ACCREDITATION
   2.3.7 HISTORY
## 3.0 ORGANIZATIONAL STRUCTURE AND ADMINISTRATION

### 3.1 UNIVERSITY OF COLORADO

- **3.1.1** OFFICE OF THE BOARD OF REGENTS
- **3.1.2** OFFICE OF THE PRESIDENT
- **3.1.3** OFFICE OF ADVANCEMENT
- **3.1.4** OFFICE OF ACADEMIC AFFAIRS
- **3.1.5** BUDGET AND FINANCE
- **3.1.6** COLEMAN INSTITUTE FOR COGNITIVE DISABILITIES
- **3.1.7** EMPLOYEE SERVICES
- **3.1.8** GOVERNMENT RELATIONS
- **3.1.9** INFORMATION SECURITY
- **3.1.10** INTERNAL AUDIT
- **3.1.11** OFFICE OF POLICY AND EFFICIENCY
- **3.1.12** PROCUREMENT SERVICE CENTER
- **3.1.13** TECHNOLOGY TRANSFER
- **3.1.14** TREASURER
- **3.1.15** UNIVERSITY CONTROLLER
- **3.1.16** UNIVERSITY COUNSEL
- **3.1.17** UNIVERSITY INFORMATION SYSTEMS
- **3.1.18** UNIVERSITY RELATIONS
- **3.1.19** UNIVERSITY RISK MANAGEMENT

### 3.2 CU ANSCHUTZ

- **3.2.1** LEADERSHIP (CHANCELLORS, VICE CHANCELLORS, PROVOST)
- **3.2.2** ORGANIZATION CHART
- **3.2.3** ADMINISTRATION AND FINANCE
  - **3.2.3.1** BUDGET AND FINANCE
  - **3.2.3.2** FACILITIES MANAGEMENT
  - **3.2.3.3** HUMAN RESOURCES
  - **3.2.3.4** OFFICE OF INFORMATION TECHNOLOGY
  - **3.2.3.5** UNIVERSITY POLICE
- **3.2.4** OFFICE OF DEVELOPMENT
- **3.2.5** OFFICE OF UNIVERSITY COMMUNICATIONS
- **3.2.6** CU SOUTH DENVER
- **3.2.7** OFFICE OF HEALTH AFFAIRS
- **3.2.8** OFFICE OF RESEARCH
- **3.2.9** OFFICE OF REGULATORY COMPLIANCE
  - **3.2.9.1** HIPAA
  - **3.2.9.2** EXPORT CONTROL
  - **3.2.9.3** RESEARCH ETHICS
  - **3.2.9.4** SCIENTIFIC MISCONDUCT
  - **3.2.9.5** COMIRB
  - **3.2.9.6** CONFLICT OF INTEREST
3.2.9.7  COLORADO CLINICAL & TRANSLATIONAL SCIENCES INSTITUTE (CCTSI)
3.2.9.8  UCD HUMAN RESEARCH PROTECTION PROGRAM POLICIES
3.2.9.9  CLINICAL RESEARCH SUPPORT CENTER

3.3  CU SCHOOL OF PHARMACY

3.3.1  ORGANIZATION CHARTS
3.3.2  DEAN
3.3.3  DEAN’S OFFICE STAFF
3.3.4  ASSOCIATE DEAN FOR ACADEMIC AFFAIRS
3.3.5  ASSOCIATE DEAN FOR ADMINISTRATION AND OPERATIONS
3.3.6  ASSOCIATE DEAN FOR BUDGET & FINANCE
3.3.7  ASSOCIATE DEAN FOR PROFESSIONAL EDUCATION
3.3.8  ASSOCIATE DEAN FOR RESEARCH
3.3.9  ASSOCIATE DEAN FOR STUDENT AFFAIRS
3.3.10  ASSISTANT DEAN FOR CLINICAL AND PROFESSIONAL AFFAIRS
3.3.11  DEPARTMENT OF CLINICAL PHARMACY
   3.3.11.1  CHAIR
   3.3.11.2  VICE-CHAIR
3.3.12  DEPARTMENT OF PHARMACEUTICAL SCIENCES
   3.3.12.1  CHAIR
   3.3.12.2  VICE-CHAIR OF PHARMACEUTICAL SCIENCES
   3.3.12.3  VICE-CHAIR OF MOLECULAR TOXICOLOGY

4.0  GOVERNANCE

4.1  UNIVERSITY OF COLORADO
   4.1.1  FACULTY COUNCIL
   4.1.2  SYSTEM STAFF COUNCIL

4.2  CU ANSCHUTZ
   4.2.1  FACULTY ASSEMBLY
   4.2.2  STAFF COUNCIL
   4.2.3  EXEMPT PROFESSIONAL ASSEMBLY

4.3  CU SCHOOL OF PHARMACY
   4.3.1  FACULTY SENATE
   4.3.2  FACULTY BYLAWS
   4.3.3  EXECUTIVE COMMITTEE
   4.3.4  EXECUTIVE COUNCIL
   4.3.5  FACULTY COMMITTEES
      4.3.5.1  ADMISSIONS
      4.3.5.2  ASSESSMENT
      4.3.5.3  AWARDS AND SCHOLARSHIP
      4.3.5.4  CURRICULUM
      4.3.5.5  EXPERIENTIAL EDUCATION
      4.3.5.6  HONORS
5.0 POLICIES

5.1 INTRODUCTION

Hierarchy of CU-Related Laws, Regulations, Policies and Procedures

For a graphic overview of the University’s policy environment, click here or see below:

The Office of Policy and Efficiency has created a Policy Related Resources webpage that provides links to many of the sources of laws and policies that are outlined above.

APS Policy Process

The APS Process Flowchart and Responsibility Matrix outlines the key stakeholders, phases and responsible parties involved with the Administration Policy Statements process for initiation, development, approval, implementation and maintenance of the APS issued by the Office of the President. The Office of Policy and Efficiency (OPE) is responsible for the system administration policy process. Key templates used in the process include:

- APS Justification Template
- Policy Template

5.2 STATE OF COLORADO

5.2.1 COLORADO DEPARTMENT OF HIGHER EDUCATION (CCHE)
5.2.2 STATE BOARD OF PHARMACY

5.3 UNIVERSITY OF COLORADO
5.3.1 CU BOARD OF REGENTS LAWS AND POLICIES
5.3.2 OFFICE OF POLICY AND EFFICIENCY (ADMINISTRATIVE POLICY STATEMENTS)
   5.3.2.1 LATEST CHANGES TO ADMINISTRATIVE POLICY STATEMENTS
5.3.3 COLORADO STATE EMPLOYEES HANDBOOK
5.3.4 FACULTY HANDBOOK
5.3.5 FERPA AND HIPAA GUIDELINES
5.3.6 BRAND AND IDENTITY GUIDELINES

5.4 CU ANSCHUTZ
5.4.1 POLICIES AND GUIDELINES
5.4.2 HUMAN RESOURCES POLICIES AND GUIDELINES
5.4.3 OFFICE OF INFORMATION TECHNOLOGY POLICIES
5.4.4 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (OFFICE OF REGULATORY COMPLIANCE) POLICIES AND FORMS
5.4.5 FACULTY AFFAIRS AND UNDERGRADUATE ENRICHMENT
5.4.6 BRAND AND IDENTITY SYSTEM

5.5 CU SCHOOL OF PHARMACY
5.5.1 THE FOLLOWING POLICIES AND PROCEDURES CAN BE FOUND ON S: DRIVE (MUSTANG) – POLICY MANUAL FOLDER.
   Note: The policies of the CU School of Pharmacy, as outlined in this handbook, are complementary to the Laws and Policies of the Regents and to other university policies and procedures described in the Faculty Handbook. Each CU School of Pharmacy policy is intended to be interpreted and applied in a manner that is consistent with current Regents' laws and policies and university rules. In the event of a conflict, Regents' laws and policies and university rules take precedence over CU School of Pharmacy policies and procedures.
   5.5.1.1 ABSENCES – FACULTY AND STAFF (ABSENCES FOLDER)
   5.5.1.2 ADDITIONAL REMUNERATION (ADDL_REMUN)
   5.5.1.3 APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE (ARPT DOCUMENT – SSPPS)
   5.5.1.4 AUDITING OF COURSES AND ENROLLMENT IN COURSES (AUDITING)
   5.5.1.5 BUILDING SECURITY (BUILDING_SECURITY)
   5.5.1.6 CELL PHONE, INTERNET CONNECTION AND PAGERS REIMBURSEMENT OF COSTS AND USAGE (CELLULAR)
   5.5.1.7 COMMITTEE STRUCTURE AND RESPONSIBILITIES OF COMMITTEE CHAIRS (COMMITTEE)
   5.5.1.8 CONSULTING, OUTSIDE EMPLOYMENT AND RELATED MATTERS (CONSULTING)
   5.5.1.9 CONTINUITY OF OPERATIONS PLAN
   5.5.1.10 DEPOSITING OF EXTRAMURAL FUNDS (DEPOSITING)
5.5.1.11 DISPOSITION AND MOVEMENT OF CAPITAL EQUIPMENT (DISPOSITION)
5.5.1.12 FACULTY ANNUAL PERFORMANCE EVALUATIONS (FACULTY_ANNUAL)
5.5.1.13 GIFTS (GIFTS FOLDER)
5.5.1.14 HONORARIA FOR CONTINUING EDUCATION PROGRAMS (HONORARIA_CE PROGRAMS)
5.5.1.15 HONORARIA PAYMENTS (HONORARIA_PAYMENTS)
5.5.1.16 LONG DISTANCE PHONE CALLS (LONG_DIST)
5.5.1.17 MEAL ALLOWANCES (MEAL_ALLOWANCES)
5.5.1.18 NON-PAYMENT OF PRECEPTORS AND GUEST LECTURERS (NON-PAY)
5.5.1.19 OFFICE FURNISHINGS, COMPUTER EQUIPMENT, ARTWORK AND PLANTS (OFFICEFURN)
5.5.1.20 PAYMENTS TO POST-DOCTORAL STUDENTS AND RESEARCH FACULTY FOR PARTICIPATION IN THE SCHOOL’S TEACHING PROGRAM (PAYMENTSPOST)
5.5.1.21 PROCESSING OF CHECKS (PROCESSCHECKS)
5.5.1.22 PROFESSIONAL DEVELOPMENT ALLOWANCES (PROFDEV)
5.5.1.23 SALARY REIMBURSEMENT REQUIREMENTS ON FEDERALLY SPONSORED RESEARCH (SALARY_REIMB)
5.5.1.24 SALARY SUPPORT REQUIREMENT AND FACILITIES AND ADMINISTRATION RATES FOR NON-FEDERAL GRANTS AND CONTRACTS (SALARYSUPPORT)
5.5.1.25 SHARED DIRECTORY FILE STORAGE (SHARED)
5.5.1.26 SKAFF COMMON ROOM USE (SKAFF)
5.5.1.27 SOLICITATION OF EXTERNAL SUPPORT FOR SCHOOL OF PHARMACY SPONSORED FUNCTION (SOLICIT_EXTERNAL_SUPPORT)
5.5.1.28 SPACE ASSIGNMENTS (SPACEASSIGN)
5.5.1.29 STAFF ORGANIZATION (STAFF_ORG)
5.5.1.30 STUDENT FINANCIAL STOPS POLICY FOR RELEASE (STUDENT_FINANCIAL_STOPS)
5.5.1.31 TAPE RECORDING OF LECTURES (TAPE_LECTURES)
5.5.1.32 TEACHING AND COURSE EVALUATION SYSTEM (TEACH_AND_COURSE_EVAL)

6.0 ACADEMIC PROGRAMS
6.1 CU ANSCHUTZ
6.2 CU SCHOOL OF PHARMACY
   6.2.1 PharmD
   6.2.2 iPHARMD
   6.2.3 PhD
   6.2.4 UNDERGRADUATE PROGRAMS
6.2.5 RESIDENCIES
6.2.6 FELLOWSHIPS

7.0 RESEARCH
7.1 RESEARCH AREAS
7.2 CORE FACILITIES
7.3 RESEARCH CENTERS
7.4 RESEARCH LABS

8.0 INFORMATION AND ACADEMIC TECHNOLOGY
8.1 UNIVERSITY OF COLORADO
  8.1.1 UNIVERSITY INFORMATION SYSTEMS
8.2 CU ANSCHUTZ
  8.2.1 OFFICE OF INFORMATION TECHNOLOGY (INCLUDING TECHNOLOGY SUPPORT SERVICES)
  8.2.2 ACADEMIC TECHNOLOGY AND EXTENDED LEARNING (ATEL)
8.3 CU SCHOOL OF PHARMACY
  8.3.1 TECHNOLOGY SERVICES
  8.3.2 ACADEMIC TECHNOLOGY

9.0 PROFESSIONAL DEVELOPMENT
9.1 STATE OF COLORADO
  9.1.1 STATEWIDE TRAINING AND DEVELOPMENT CENTER
9.2 UNIVERSITY OF COLORADO
  9.2.1 PROFESSIONAL DEVELOPMENT
  9.2.2 EMPLOYEE LEARNING AND DEVELOPMENT
  9.2.3 LEADERSHIP
  9.2.4 SKILLOFT
9.3 CU ANSCHUTZ
  9.3.1 CONTINUING AND PROFESSIONAL EDUCATION
  9.3.2 CENTER FOR FACULTY DEVELOPMENT
9.4 CU SCHOOL OF PHARMACY
  9.4.1 CONTINUING EDUCATION

10.0 RESOURCES
10.1 UNIVERSITY OF COLORADO
  10.1.1 EMPLOYEE SERVICES (INCLUDING HUMAN RESOURCES AND BENEFITS)
  10.1.2 REPORTS AND PUBLICATIONS
  10.1.3 CU FOR COLORADO
  10.1.4 CU ADVOCATES
  10.1.5 ELEVATE (HUMAN RESOURCES AND BUSINESS FINANCE SOFTWARE)
10.2 CU ANSCHUTZ
  10.2.1 NEWSROOM
  10.2.2 CU ANSCHUTZ TODAY
  10.2.3 INCLEMENT WEATHER
  10.2.3.1 ALERTS
10.2.3.2 EMERGENCY NOTIFICATION (RAVE)
10.2.4 IDENTITY QUICK REFERENCE (LOGOS)
10.2.5 CAMPUS MAP (INTERACTIVE)
10.2.6 CAMPUS MAP (PDF)
10.2.7 HEALTH SCIENCES LIBRARY
10.2.8 FACILITIES MANAGEMENT

10.3 CU SCHOOL OF PHARMACY
10.3.1 NEWS AND EVENTS
10.3.2 BLOG
10.3.3 SSPPS DATABASE (REPORTING)
10.3.4 RESOURCES FOR ON CAMPUS PHARMD STUDENTS
10.3.5 RESOURCES FOR iPHARMD STUDENTS
10.3.6 RESOURCES FOR PHD STUDENTS