

May 20, 2019

CAM Faculty and Staff--Deans Message for May 20, 2019

RE: ESSENTIAL CAM FACULTY AND STAFF INFORMATION

Folks,

For those of you that were there and those of your who were unable to come, please note the following essential information that was shared at the [CAM Faculty and Staff Meeting on 050319](#).

- 1) There will be no more verbal agreements on funding (of any sort) from any officers of CAM. All funding agreements must go through a Chair, the Dean, and the Assistant Dean for Business and Operations. CAM has grown, and the number of transactions, requests, and affirmations can't be done in conversations anymore. Please don't ask—submit in an email or printed document, that will need to be signed for approval. <https://artsandmedia.ucdenver.edu/faculty-staff/finance-purchasing>
- 2) There will be no conversational/verbal approvals on sabbaticals. Only one faculty member per unit—per academic year (unless there are special circumstances). Start with the Chair, as sabbaticals will not be considered without Chair approval at the earliest stages.
- 3) There needs to have consistency in the branding, marketing and referencing of our college:
 - a. **College of Arts & Media.** (Not, College of Arts ~~and~~ Media). This is especially important for anything submitted to UComm or ORS. They will take what is submitted (even if it is not correct) and release/publish internally and externally.
- 4) Use the correct web address for the College of Arts & Media <https://artsandmedia.ucdenver.edu>
- 5) Rather than send out regular dean's messages, there will be regular updates to the CAM Dean's Blog:
 - a. <https://artsandmedia.ucdenver.edu/about-cam/cam-deans-blog>
- 6) Check the creative industries research link at least once a week. That way, we can all have a common understanding about the relevance of what we teach, the research publications, the creative work that is done, and the creativity that emanates from CAM:
 - a. <https://artsandmedia.ucdenver.edu/career-central/creative-industry-research>

Thanks to everyone who has made this semester an exceptional one for student success, faculty attainment and staff development.

Onward!



Laurence Kaptain, DMA & FRSA
Dean, College of Arts & Media