

# FACULTY HANDBOOK

2019-2020



School of Education  
& Human Development

UNIVERSITY OF COLORADO DENVER

CU IN THE CITY





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# SEHD FACULTY HANDBOOK

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# School's Mission and Vision

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## Mission

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### Leadership for Educational Equity

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Prepare and inspire education and mental health leaders to have a profound impact in fostering student opportunity, achievement and success in urban and diverse communities.

## Vision

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The vision of the School of Education & Human Development (SEHD) is to be, “A leading school of education providing national expertise on educational issues and socially-just solutions for urban and diverse communities. Through innovative research and partnerships, we strive to be passionate agents of change, inspiring upcoming generations to learn from the past and shape the future”.

The School of Education & Human Development’s research, education and outreach programs are focused on supporting urban communities, alive with diverse cultural and linguistic traditions and influenced by the dynamic interplay of class, race, power and privilege. Through community alliances, SEHD faculty and students collaborate to identify, study, and take action within the social and political complexities of urban practice.

The School of Education & Human Development’s programs graduate highly skilled, culturally responsive practitioners and researchers who lead innovation and renewal in urban schools, districts, mental health agencies, and adult learning settings.

## Non-Discrimination Policy

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The University of Colorado Denver does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status 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.

Qualification for the position and institutional need shall be the sole bases for hiring employees, and the criteria for retaining employees shall be related to performance evaluation, assessment of institutional need, fiscal constraints, and/or, in the case of exempt professionals, the rational exercise of administrative prerogative.

All students shall have the same fundamental rights to equal respect, due process, and judgment of them based solely on factors demonstrably related to performance and expectations as students. All students share equally the obligations to perform their duties and exercise judgments of others in accordance with the basic standards of fairness, equity, and inquiry that should always guide education.

If you wish to report discrimination or need additional information, contact Employment Rights Compliance and Investigation Manager Karey Duarte at 303.724.9694; send correspondence to P.O. Box 173364, Campus Box A005, Denver, CO 80217-3364; or email her at [Karey.Duarte@ucdenver.edu](mailto:Karey.Duarte@ucdenver.edu).

## Diversity and Inclusion in SEHD

Most faculty members in the School of Education & Human Development (SEHD) have K-12 teaching or counseling experience, often in settings with members from diverse racial, language, gender, and socioeconomic backgrounds. Those experiences have drawn them to this urban university and have shaped our organizational and moral commitment to respecting diversity and pursuing equity. SEHD faculty believes that lives are forever changed with access to excellent education and quality mental health services. As a public university, we are committed to increasing educational opportunities among underserved populations.

The Denver metro area population, as well as the population in the state and nation, is rapidly becoming more racially, culturally and ethnically diverse. It is our responsibility and commitment to prepare educators and counselors who represent diverse groups. It is also our responsibility to prepare all educators and counselors to provide culturally responsive educational and mental health services for the increasing diversity of our society.



Finally, diversity of action, research and viewpoints (ways of knowing and expressing knowledge) is fundamental in universities. This type of diversity keeps our democracy alive. Diversity gives rise to new knowledge and new ways of thinking, a key function of a university. Thus, we believe that diversity is fundamental to the university and to our School.

In partnership with SEHD faculty and the SEHD Diversity Committee, we strive to promote a climate of equity and enhance diversity and inclusiveness initiatives internally. SEHD also seeks assistance and support from the university's Office of Diversity and Inclusion, (for more information see the [Office of Diversity and Inclusion](#)).

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## Office of Recruitment and Outreach

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The mission of the Office of Recruitment & Outreach (ORO) is to nurture positive relationships with prospective students, schools, organizations and the local community to attract diverse, highly-qualified applicants that best fit the pedagogy and mission of programs available within the School of Education & Human Development. We use the following activities to accomplish our goal:

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### Recruitment Programs

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ORO offers a variety of small and large events where staff, faculty, students and alumni can engage with prospective students. Events include all-school open houses, program information sessions, prospective student walk-in hours, online webinars, undergraduate/graduate fairs, and conferences. Specific dates are shared at the beginning of each school year at the fall staff/faculty retreat and will be posted on the SEHD Impact thereafter.

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### Outreach Programs

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SEHD hosts and participates in outreach events to stimulate general interest in higher education and encourage high school and community college students to consider education and human development careers. ORO also sponsors many campus visitation programs for SEHD partner schools and pipeline programs (i.e. Pathways2Teaching and Pre-collegiate). Specific dates are shared at the beginning of each school year at the fall staff/faculty retreat and will be posted on the SEHD Impact thereafter.

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### Customer Service & Communication

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Our team provides reactive and proactive communication to individuals from inquiry to application. Student admissions ambassadors provide individualized responses to prospective students in a timely manner. In many instances, ORO partners with faculty and current students to support these efforts (i.e. admitted student call-a-thon). Faculty members should forward any prospective student contacts to [Education@UCDenver.edu](mailto:Education@UCDenver.edu) or 303-315-6300 and ORO team members would be happy to follow up and support each individual.

If you have any questions, suggestions or feedback, feel free to email *the Manager of Recruitment and Outreach*, Marlinda Hines at [Marlinda.Hines@UCDenver.edu](mailto:Marlinda.Hines@UCDenver.edu).

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## Academic Programs

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The School of Education & Human Development offers a BA, BS, Master's degrees in multiple areas of emphasis, one Educational Specialist degree, a PhD, PsyD and EdD. The School has approximately 2000 degree seeking students, admits over 400 students each semester, and graduates approximately 500 students annually.

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### SEHD Programs, Degrees, Licenses and Special Endorsements

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Areas of study include programs for new teachers, experienced teachers, school administrators, counselors, school psychologists, technology, and research. The SEHD offers BA, Master's, Educational Specialist, and Doctoral degrees as

well several licenses, endorsements and certificates, and professional development opportunities. The SEHD also offers, in collaboration with the College of Liberal Arts and Sciences (CLAS), several secondary and elementary teaching licenses offered in conjunction with CLAS BAs.

We are committed to developing forward-thinking educators and counselors who have a deep sense of critical inquiry, a great desire to live their lives purposefully, a passion for giving back to the community, and the cultural competence needed to serve urban, diverse populations.

The [Personalized Professional Master's Degree](#) (PPMA) provides an innovative approach tailored to the needs of modern educators and human development professionals. It gives students the opportunity to develop knowledge and skills in a chosen field while also providing the chance to personalize their education with a customized curriculum of interdisciplinary courses.

See the following page for a list of SEHD Programs, Degrees, Licenses and Special Endorsements.

#### Undergraduate Programs

- Education and Human Development (EDHD) BA with Licensure
  - Early Childhood Education
  - Early Childhood Education (Non-Licensure)
  - Early Childhood Education (Trinidad State Junior College)
  - Elementary Education K-6
  - Elementary Education K-6 (Otero Junior College)
  - Elementary Education K-6 (Trinidad State Junior College)
- Human Development and Family Relations (HDFR) BS
- Minors: Culturally and Linguistically Diverse Education (CLDE), Digital Media and Learning (INLT), Human Development and Family Relations (HDFR) and Educational Studies (EDST)

#### MA Programs and Associated Licenses, Endorsements and Certificates

- Curriculum and Instruction (C&I) MA
- Counseling (COUN)
  - MA, School Counselor License
- Culturally and Linguistically Diverse Education (CLDE)
  - MA, Culturally and Linguistically Diverse Education (K-12) Endorsement
  - Certificate: Teaching for Cultural and Linguistic Diversity
- Early Childhood Education (ECE)
  - MA, Early Childhood Special Education License, Early Childhood Special Education Specialist License and Endorsement
  - Certificate: Early Childhood Leadership (BUELL)
- Leadership for Educational Organizations (LEO)
  - MA, EdS, Administrator License, Principal License
- Learning Design and Technology (LDT)
  - MA, Instructional Technology Special (K-12) Endorsement, Teacher Librarian (K-12) Endorsement
- Learning, Developmental and Family Sciences (LDFS) MA
- Teaching (TCHR)
  - MA, English 7-12, Elementary K-6, French 7-12, Spanish 7-12, Math 7-12, Special Education Generalist (5-21), General Science 7-12, Social Studies 7-12 Licenses
- Research and Evaluation Methods (RAEM) MA
- Responsive Literacy Education (RLE)
  - MA, Reading Teacher K-12 Endorsement
  - Certificates: Early Literacy and Literacy and Language Development for Diverse Learners
- Special Education (SPED)
  - MA, Special Education Generalist (5-21) Endorsement
- STEM Education (STEM) MA
  - Certificate: Teaching Math Content Knowledge

#### Doctoral Programs

- Leadership for Educational Equity (EdD)
- School Psychology (PsyD)
  - Certificate: Applied Behavioral Analysis
- Education and Human Development (PhD)



More information on tracks and concentrations can be found here  
<http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/Academics/Pages/Academic-Programs.aspx>

## Continuing and Professional Education

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The office of Continuing and Professional Education (CPE) manages the School's cash-funded courses and programs, offering over 400 courses each year in and around Colorado. CPE supports the professional education needs of individual school teachers, administrators, and mental health professionals by offering programs, typically either off-campus or online, to individuals, schools, and districts.

Programs are of varying lengths and credits, and include certificates, master's degrees, courses leading to a Doctor of Education (EdD), an online alternative teacher licensure program, and EDU, a fee-for-service, noncredit-based professional learning division. Depending on the program, CPE credit transfers toward district and Colorado Department of Education (CDE) requirements for re-licensure, salary increase, and/or career advancement, as well as CDE endorsements and university degree programs.

For more detail about CPE's certificates and other course offerings, please visit the [CPE Website](http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/Academics/CPE/Pages/Home.aspx)  
<http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/Academics/CPE/Pages/Home.aspx>

CPE also supports various SEHD initiatives through distribution of tuition revenue generated by its courses and programs. If you have questions about CPE or need assistance planning a course or program, please contact CPE staff directly at 720-639-9229 or visit us at Denver Place, 999 18th Street, Suite 144.

## Research and Creative Activities

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Research and scholarly writing are an important part of the work of faculty in the School of Education & Human Development (SEHD). Through disciplined inquiry and scholarly discourse, faculty members contribute to the understanding and solution of important problems of educational practice and policy. The School encourages diversity in choices of problems to be addressed and methods of inquiry used. The School also encourages collaborative and cross-disciplinary research as faculty members address significant problems of practice.

The SEHD establishes the following general standards against which faculty records of research and creative activities may be judged:

1. Disciplined, Sustained and Focused Research
2. High Quality Publications and Productivity
3. Impact/Influence on Knowledge and/or Practice in the Field
4. Internal and External Funding to Support Research and Scholarship

For detailed descriptions of these criteria, please refer to RTP Standards and Criteria. To obtain a copy, please contact *Associate Dean for Faculty Affairs*, Dorothy Garrison-Wade, [Dorothy.GarrisonWade@UCDenver.edu](mailto:Dorothy.GarrisonWade@UCDenver.edu) .

## SEHD Researching Your Own Teaching Policy

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This policy is to provide guidance for professors, instructors, lecturers, graduate students, and others who wish to conduct research on their teaching using their own students as research participants. For example, if a professor is interested in better understanding their own teaching by conducting qualitative data analysis of their students' online discussions, multiple steps and safe-guards should be in place to protect the students as research participants. Such safeguards are intended to ensure that students do not feel compelled to participate in the research and ensure that they do not have to be concerned that their grade may be affected and/or that they will be treated differently during or after the class regardless of study participation.

Due to the unique relationship between student and instructor, it is important to keep in mind the power differential that exists when asking students to participate in research. Ethical standards require that ALL research participants, including students, engage in appropriate informed consent procedures so that participation is truly voluntary and to ensure that participants have the opportunity to withdraw from the study at any time without any consequences.

All studies that include human participants conducted by any person affiliated with the university must have approval from Colorado Multiple Institutional Research Board (COMIRB - <http://www.ucdenver.edu/research/comirb/Pages/COMIRB.aspx>). There may be instances where COMIRB approval is not

needed (e.g., quality assurance and/or program evaluation studies): in the case of an evaluation study, please be aware that as instructors in the SEHD, we need to ensure that students understand that research is a voluntary activity and therefore instructors may need to attend to these steps even though COMIRB approval is not needed. When a professor, instructor, lecturer, graduate student, or other person who is teaching a course in the SEHD is researching their own teaching, it is understood that students who do not consent to participate in the research are still responsible to complete all work assigned in the course. The SEHD faculty and lecturers have chosen to include additional protections for students who are participants in research studies conducted by their instructors. Thus, the following steps must be followed when conducting research on your own teaching.

**Step 1** - The professor, instructor, lecturer, graduate student, or other person who is teaching a course in the SEHD (referred to from here on as "instructor") who wishes to conduct research on their own teaching must get COMIRB approval. The third-party person (see step 4) needs to be included on the COMIRB protocol as they will have access to the data.

**Step 2** - The instructor must develop a signed consent form along with a written description of the study. The written description should include information about the role of the third party person (see steps 4a and 4b) and should direct the student to the SEHD Dean's Office if there are concerns. These materials will be used to present the study to the students in the class.

**Step 3** - Students must be allowed to opt out of the study at any time. For example, a student could consent to participate in the study and then half-way through the semester decide they no longer want to participate and then could opt out.

**Step 4** - The instructor must request that a third-party person who is not involved in the research study assist in the study. The third-party person might be a professor, lecturer, graduate student, or staff. It is very important that the third-party person not be part of the research study and therefore not have any investment in the outcome of the study.

A signed agreement between the instructor and the third-party person must be on file in the Dean's office before any presentation or discussion of the study is conducted with the students.

The third-party person will present the study to the students in the class. This can take place during a face-to-face meeting of the class or as an email for an online course.

The third-party person will collect the signed consent forms and keep these forms private (from everyone including the instructor). Students must actively consent to participate in the research study. Therefore, consent forms are necessary and must be signed by the student. If a student chooses to not sign a consent form, none of their data or information can be used in the study.

The third-party person will collect all data from the students who have consented to be part of the research study and ensure that all data are de-identified.

The third-party person will share the de-identified data with the instructor only AFTER grades have been submitted for the course and all identifying information has been deleted (e.g., from the Canvas shell).

## Faculty Mentoring Program

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The SEHD Faculty Mentoring Program was established in 2001. The purpose of the program is to provide support to pre-tenured faculty. To realize this outcome, the mentoring program provides a variety of supports, including monthly mentoring meetings with mentor and/or Associate Dean of Faculty Affairs, individual mentor-mentee meetings as requested, and periodic progress checks. Some of the specific objectives of the program include the following activities and outcomes for both mentors and mentees:

- Developing a research agenda
- Developing a writing schedule
- Producing scholarly products to be submitted to refereed journals
- Producing other research/scholarly products such as grant proposals and conference presentation proposals
- Identifying strategies to manage time effectively
- Developing resiliency about the publishing process
- Observing teaching and offering teaching strategies
- Identifying or developing strategies to balance time among responsibilities in the areas of teaching, research, service, and professional commitments.

Eligible mentees are tenure track faculty in the School of Education & Human Development who desire to engage in a collaborative relationship with a senior member of the SEHD faculty. Eligible mentors are tenured faculty members who

agree to meet their mentees on a regular basis and are willing to offer the mentees support in their research, teaching, and other scholarly activities. Mentoring support is also available for clinical and research faculty. For more information, contact Dorothy Garrison-Wade, *Associate Dean of Faculty Affairs*, at 303-315-4957. *New faculty members, please see Appendix A for a checklist for Getting Started and Appendix B-Useful Contacts.*

## Faculty Research Support Center

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The School of Education & Human Development Faculty Research Center was designed to respond to the research and funding needs of faculty. The Center brings coherence, support and continuity to research efforts by creating a space and place for research development and services. The Faculty Research Center's mission is to assist in establishing a strong research record for each SEHD faculty member in a disciplined, sustained, and focused approach to inquiry that has the potential to impact knowledge in the field and practice in the educational community. The center accomplishes this by (1) providing a space in which research activities are highlighted, supported, and nurtured and (2) being responsive to faculty research interests.

The Faculty Research Center supports research including but not limited to: literature scans, proposal help, methodology consultation, data collection and analysis (quant and qual), and software support (DeDoose, SPSS, and Qualtrics, etc.). If you have needs associated with your research, please contact Courtney Donovan at [courtney.donovan@ucdenver.edu](mailto:courtney.donovan@ucdenver.edu).

## Grants and Contracts

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The Assistant Director for Grants and Contracts, Bolormaa Begzsuren, provides support for SEHD faculty and staff whose work is supported through external funds awarded in grant competitions, contracts, and gifts to the SEHD. It is through the Assistant Director for Grants and Contracts that aspiring SEHD grant writers are supported in locating potential grant opportunities, guided through the proposal development and submission, and assisted with the management and oversight of awarded projects. Please contact Bolormaa Begzsuren at any time to discuss your goals around grant or contract development at [Bolormaa.Begzsuren@UCDenver.edu](mailto:Bolormaa.Begzsuren@UCDenver.edu).

## The Evaluation Center

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The Evaluation Center offers a full range of evaluation services to clients internal and external to the SEHD, including designing and conducting evaluations, integrating qualitative and quantitative analyses, and disseminating findings in a useful and meaningful way. Staff work to develop comprehensive plans which meet the unique needs of clients with a focus on helping individuals and organizations learn about and improve their programs, as well as providing a rigorous and objective analysis of respective program progress and effectiveness. The Evaluation Center is unique among program evaluation groups because it operates as an autonomous not-for-profit entity embedded within the SEHD at the University of Colorado Denver.

## Teaching

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The School of Education & Human Development expects all faculty members to demonstrate excellence in teaching and exemplify the best pedagogical practices. Teaching is broadly defined to include program leadership, program/course development, direct instruction, advising, supervision, and support within professional development settings. Criteria to be considered in forming an overall evaluation of the quality of teaching include:

1. Course Development and Design
2. Curriculum Development
3. Program Planning and Program Evaluation
4. High Quality Instruction
5. Quality of Student Relationships, Advising, and Mentoring
6. Seeks Funding to Support Instruction
7. Impact on Practice

## 8. Scholarship of Teaching

For detailed descriptions of these criteria, please refer to RTP Standards and Criteria. Also, see Appendix C Common Terms.

Faculty members have responsibilities that extend beyond the 16-week semester. The calendar on the following page is a summary of faculty responsibilities for instruction based on a generic semester/term calendar.

TIME FRAME	FACULTY RESPONSIBILITIES
3 to 8 weeks before a semester begins	Work with program leader to verify course(s) meeting patterns, enrollment limits, and special classroom requirements (location, technology, blackboards, etc.); order texts and course packets. Canvas faculty, ensure you have attended appropriate Canvas training. <a href="https://community.canvaslms.com/docs/DOC-10460-canvas-instructor-guide-table-of-contents">https://community.canvaslms.com/docs/DOC-10460-canvas-instructor-guide-table-of-contents</a> <a href="http://www.ucdenver.edu/academics/CUOnline/FacultySupport/Pages/Faculty-Support.aspx">http://www.ucdenver.edu/academics/CUOnline/FacultySupport/Pages/Faculty-Support.aspx</a>
1 to 4 weeks before the semester begins	Work with program leader to maximize enrollments and minimize wait lists. Canvas faculty, ensure your course content is up-to-date.
1 week before the semester begins	Monitor enrollment, download class roster, and finalize syllabus. Canvas faculty ensure your course is published so students can see it.
Week 1	Hand out syllabus, review course policies, check attendance against class roster, review wait list procedures (exists for one week and faculty lack authority to override wait list priority)
Week 1	Download prioritized wait list at end of first week
Week 2	Download class roster again, identify students dropped from wait list, verify that all attending students are officially registered, and notify non-registered students of their status, use Schedule Adjustment Form to add students when space and pedagogy permit
Week 3	Download <i>official</i> class roster after 'census date' (12 day of fall/spring or 8 day of summer), verify attending students are officially registered, and use Schedule Adjustment Form to add students when course policies allow
Week 3 to 15	Meet course schedule, follow course policies, maintain office hours, return graded assignments in timely fashion, regularly communicate performance (including attendance and participation) and class standing to students
Week 7 to 9	Complete and return mid-semester grade report for new students
Week 9	Communicate performance to students before 10 week drop deadline
Week 10	Review FCQ request for additional course or department questions

Week 12	Reiterate end of semester policies and format/time of final examination (optional)
Week 15	Administer FCQ course and instructor evaluation (required)
Week 16	Administer final examination (optional) or meet class during scheduled final
Week 17	Complete grading, determine student performance, sign and return grade sheets to division office by deadline
Weeks 20 to 23	Review FCQ evaluations

## Time Commitment to Instruction

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Faculty members in the School of Education & Human Development are expected to allocate an appropriate amount of time in order to create the best possible learning environment for students. Time commitments extend beyond the scheduled classroom period to include office hours, appointments, class preparation, grading, one-on-one mentoring and tutoring, and clinical and field supervision. Faculty are also expected to follow all School and University policies in the classroom.

## Advising

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Students are assigned faculty advisors upon admission to the program. The student's letter of admission identifies the advisor. Students are instructed to contact their staff advisor for information related to program plans of study, registration and degree information and to contact their faculty advisor for questions related to course curriculum and content. Please see Appendix D for Graduate Program Procedures.

Staff advisors are available between 8am to 5:00pm Monday - Fridays, faculty advisors by appointment only.

## Course Scheduling

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Classes should promptly begin and end according to the meeting pattern established in the Schedule of Courses. University holidays are observed as stated in the Academic Calendar. Final examinations (optional) are to be administered according to the AHEC schedule posted in the Schedule of Courses. Faculty who must miss scheduled classes because of professional obligations (meetings, presentations, etc.) should note dates on syllabus and make arrangements in advance to cover the missed instruction. Faculty who must miss class due to illness or unplanned circumstances must notify Academic Services prior to class and, if at all possible, make arrangements to cover the scheduled class(es). In the event that arrangements cannot be made to cover a class, you must notify your students by e-mail and posted signs of class cancellation. Contact Academic Services, and an attempt will be made to post signs in the classroom.

## Class Location

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The location of your course is available in the Faculty Center in UCD Access. On-campus courses are courses offered through the regular SEHD registration process, and meet in classrooms on the Auraria campus. Off-campus courses are Continuing and Professional Education (CPE) courses that are held off campus in places typically arranged by those who set up the courses. If you wish to hold a class in a different location or take a field trip, you **MUST** notify Academic Services. For a list of building abbreviations, click here: [Building Abbreviations](#).

## Syllabus

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PREPARATION GUIDANCE

Many program areas have copies of course syllabi that can assist new professors in course preparations. Contact the program representative if you need guidance in selecting course topics, texts, and reading material.

The campus syllabus policy statement is available on the Center for Faculty Development website [here](http://www.ucdenver.edu/faculty_staff/faculty/center-for-faculty-development/resources/Documents/Denver%20Campus%20Syllabus%20Policy%20and%20Template%202016.pdf) [http://www.ucdenver.edu/faculty\\_staff/faculty/center-for-faculty-development/resources/Documents/Denver%20Campus%20Syllabus%20Policy%20and%20Template%202016.pdf](http://www.ucdenver.edu/faculty_staff/faculty/center-for-faculty-development/resources/Documents/Denver%20Campus%20Syllabus%20Policy%20and%20Template%202016.pdf)

## REVIEWING THE SYLLABUS WITH STUDENTS

The SEHD requires instructors to provide detailed course information on or prior to the first day of class through a course syllabus. Syllabi with detailed policies, procedures, and expectations provided at the beginning of the semester reduce ad hoc faculty decisions and promote good student-faculty communication.

Faculty are encouraged to use a portion of the first class meeting to ensure students are familiar with the course objectives, content, grading and classroom policies. For online courses, it is recommended that instructors provide online content that ensure students are familiar with the syllabus.

## REQUIRED FACULTY AND COURSE INFORMATION

A course syllabus in the School of Education & Human Development should contain the following information:

### 1. Course Overview and Course Information

- Campus location (Denver, Anschutz Medical Campus or other location) and Academic School/College
- Course title (official ISIS title), number, prefix, and section designation. Indicate if the course is part of the undergraduate core. See <http://www.ucdenver.edu/student-services/resources/ue/core/Pages/default.aspx> for a listing of all core courses.
- Semester/term and year
- Class meeting day(s) and time(s)
- Catalog description and any additional information including requisites.

### 2. Basic Instructor Information

- Instructor's name (including co-instructors and/or teaching assistants)
- Instructor's office location (building and room #)
- Instructor's contact information (phone number(s) and email address(es))
- Instructor's office hours and statement of availability (for face-to-face, hybrid and online courses)

### 3. Course Goals/Outcomes

- Overall learning objectives
- Major topics
- Rationale (instructor's statement relating course content to student's academic or professional growth, etc.)

1. Requirements (papers, oral reports, projects, quizzes, tests, final exams, etc.), including points, deliverables, and due dates

2. Instructor's grading policy -- The course grading policies must be detailed so that students can derive their grade at any point during or after the semester. The following information about grading policies should be included in your syllabus:

- Points (preferred) or assigned percentage for graded assignments
- Attendance and participation – The impact of attendance on evaluation and grades must be consistent with CU Denver policy and SEHD policies set by the Student Academic Appeals Committee (See Appendix F). If participation is part of students' grades, we recommend establishing explicit, objective standards for assigning participation grades.
- Plus/minus grading – or lack thereof
- Individual vs. group efforts on projects – Assessments involving group efforts must set clear expectations as to how individual students will be assigned grades on group projects.
- Late assignments – specify penalty, if any, imposed for late assignments
-



If the course is offered to both undergraduate and graduate students, differing outcomes, assignments requirements, and evaluation metrics for graduate students must be articulated to distinguish them from undergraduate outcomes, assignments, requirements, and metrics.

4. Syllabus Revisions – In general, syllabi should not be changed once the semester begins, though unforeseen circumstances may lead to changes. Students should be notified in a timely manner in writing (via email/Canvas, etc.) of any changes to the syllabus.

#### 5. Course Procedures

- Materials (required as well as recommended texts, equipment, software, and supplies)
- Course calendar/schedule (may include appropriate links to CU Denver academic calendar)
- Course-related (and/or School/College-related) policies and procedures, with appropriate links) such as attendance, late work, incompletes, communication, participation, notification of changes
- Research/library-related skills needed for successful completion of course.
- SEHD Incomplete Policy – See syllabus template in Appendix E for text University wide policies that are relevant to the syllabus:
  - Student code of conduct  
<http://www.ucdenver.edu/life/services/standards/students/pages/default.aspx>
  - Accommodations <http://www.ucdenver.edu/student-services/resources/disability-resources-services/accommodations/Pages/accommodations.aspx>
  - Academic Freedom <http://www.ucdenver.edu/policy/Pages/Academic-Freedom.aspx>
  - Family Educational Rights and Privacy Act (FERPA)  
<http://www.ucdenver.edu/anschutz/studentresources/Registrar/StudentServices/FERPA/Pages/default.aspx>
  - Attendance [http://www.ucdenver.edu/faculty\\_staff/employees/policies/Pages/default.aspx](http://www.ucdenver.edu/faculty_staff/employees/policies/Pages/default.aspx)
  - Discrimination and Harassment Policy and Procedures  
[http://www.ucdenver.edu/faculty\\_staff/employees/policies/Pages/default.aspx](http://www.ucdenver.edu/faculty_staff/employees/policies/Pages/default.aspx)  
<https://www.cu.edu/sexual-misconduct>
  - Grade Appeal Policy <http://www.ucdenver.edu/policy/Documents/Process-for-Grade-Issues.pdf>

## Faculty Course Questionnaires

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Every semester, students evaluate each of their courses and instructors using a questionnaire called the Faculty Course Questionnaire (FCQ). FCQs are completed online. For strategies to ensure robust response, rates click: <https://www.colorado.edu/fcq/information-instructors>.

Link to the FCQ website: <http://www.colorado.edu/fcq/>.

## Grades

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### **ENTERING GRADES IN UCD ACCESS**

Follow this link <http://www.ucdenver.edu/student-services/resources/Registrar-dev/faculty-staff/WebGrading/Documents/PostGrades.pdf> below for a step-by-step guide on how to enter grades.

### POSTING GRADES

The posting of grades by name or student number (even with name obscured) violates federal law under the Family Educational Rights and Privacy Act (FERPA) and is **strictly prohibited**. No grade may be posted in a manner that would allow a student to learn another student's grade. Graded papers may not be placed in a box or file cabinet for students to look through to find their own, unless those papers are sealed inside individual envelopes. It is acceptable -and encouraged- for students to supply the faculty member with a stamped, self-addressed envelope to return papers or other assignments. The best way is to post grades in our CANVAS online course system. Students can log in with their ID to see their grades. Call the CU Online Help Desk at 303-315-3700 for assistance/questions.

Grading is done online through the Faculty Center in UCD Access. 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 will be able to enter the grades. Complete your grading online through UCD Access <https://passport.ucdenver.edu/login.php> If you have questions, please contact the help line at 303-735-4357.

## GRADE CHANGE

See <http://www.ucdenver.edu/student-services/resources/Registrar-dev/faculty-staff/WebGrading/Pages/WebGradingDenver.aspx> for instructions on how to submit grade changes via the faculty portal

## FREQUENTLY ENCOUNTERED SITUATIONS

### **1. *Student asks for an incomplete grade to satisfy financial aid requirements.***

Financial aid requires students to successfully complete a certain number of semester hours by the end of the semester. Grades of 'I', 'W', 'NC', and 'F' do not satisfy financial aid requirements. An Incomplete grade will not satisfy Financial Aid requirements.

### **2. *Student asks for Incomplete to complete a course assignment.***

In the absence of special circumstances, extending the semester for a student is a form of extra credit not allowed by School policies.

### **3. *Student inquires as to what it will take to earn a grade of 'X' in course.***

Students are responsible for knowing the passing grade, typically B- in their courses. Faculty should not encourage poorly performing students to stay in the course past the 10-week drop deadline as student performance rarely improves at the end of the semester. Regular communication of student performance during the semester is the best way to avoid this situation.

### **4. *Student complains about grade after the semester is completed.***

Faculty are encouraged to regularly communicate grade information to students during the semester to minimize student complaints. Faculty should meet with students to evaluate the nature of the complaint. Faculty grading mistakes are easily handled with the Change of Record Form. Otherwise, the student should be referred to the Academic Services Office (LSC 701) for the Academic Appeal Process procedure.

## Campus Closures

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Faculty cannot insist that students make up a class when the campus is closed due to inclement weather. An additional class session may be scheduled only if ALL students in the class agree to meet without coercion. No students can be penalized in any way for failure to attend an additional class meeting. Information on campus closures can be found at:

- 1-877-INFO-070 (or 1-877-463-6070)
- Recorded updates on the Auraria line 303-556-2401
- Website: <http://www.ucdenver.edu/alert>
- E-mail sent to all "@UCDENVER.EDU" e-mail addresses from "Emergency"
- Information provided to local television and radio stations
- Students, faculty and staff can participate in the Emergency Notification System text and voice messaging service provided through Rave. You may register at [http://www.ucdenver.edu/anschutz/about/location/Police/Emergency\\_Management/Pages/Emergency%20Alert.aspx](http://www.ucdenver.edu/anschutz/about/location/Police/Emergency_Management/Pages/Emergency%20Alert.aspx).

## CU Denver Honor Code

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As members of the CU Denver community, students are expected to uphold University standards, which include abiding by state, civil, and criminal laws and all University policies and standards of conduct. These standards assist in promoting a safe and welcoming community. The full CU Denver Student Code of Conduct can be found on the Student Conduct & Community Standards webpage [here](http://www.ucdenver.edu/life/services/standards/students/Pages/default.aspx) <http://www.ucdenver.edu/life/services/standards/students/Pages/default.aspx>

## Student Handbooks

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Each program has a student handbook describing policies and procedures. Specific information regarding grading, course requirements, academic performance, etc., are detailed in the handbook. Please become familiar with the policies and procedures that relate to your program area so that you are sharing correct information with students. Program handbooks are available online.

## Drop/Add Deadlines

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Students must follow the academic calendar found on the Office of the Registrar website:

<http://www.ucdenver.edu/student-services/resources/Registrar-dev/CourseListings/Pages/AcademicCalendar.aspx>

## Academic Record Confidentiality

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The Family Educational Rights and Privacy Act (FERPA) of 1974 (Title 34 of the Code of Federal Regulations, Part 99) is referred to as FERPA, or the Buckley Amendment, and grants to students rights, privileges and protections with respect to their educational records maintained by the faculty, division, School and campus.

Please refer to this webpage <http://www.ucdenver.edu/policy/Pages/PrivacyPolicy.aspx> on the university's website for more information.

## Returning Student Papers

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It is preferred that faculty return papers to students directly. It is acceptable to ask students for an addressed, stamped envelope to return papers after the end of the semester and/or course. Any student papers that are left in Academic Services for student pick-up must be in a sealed envelope with the student name clearly marked.

## International Students

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The number of international students in classes at CU Denver is small but growing. International students come to CU Denver from all over the world. Resources for international students and faculty can be found on the Office of International affairs website [here](http://www.ucdenver.edu/academics/internationalprograms/OIA/Pages/default.aspx). <http://www.ucdenver.edu/academics/internationalprograms/OIA/Pages/default.aspx>

### FREQUENTLY ENCOUNTERED SITUATIONS

**1. *Student claims to be an international student, but faculty are not sure.***

The Admissions Office typically assigns student numbers beginning with an 800 (800, 801, or 802) to international students. However, international students may have a real social security number for a student number, and an 800 student number does not guarantee international student status.

International student status (Y/N), visa type, and citizenship can be verified by Academic Services.

**2. *International student asks for special accommodations based on limited English skills.***

The language of instruction at CU Denver is English. International students must meet English proficiency standards to gain admission to the School. Some international students may have limited classroom English skills. Faculty should contact the Office of International Affairs (OIA) at (303) 3152230 for international students with severely limited English skills. At the discretion of faculty, the following accommodations are acceptable in SEHD: use of dictionary at all times (including examinations) and extra time for in-class examinations.

### **3. *International students work in groups for all assignments.***

International students seek academic support and often work together. Through course syllabus and discussion of class policies, faculty should emphasize when an individual effort is required. Faculty should establish written guidelines for all students for group and individual efforts on graded assignments.

## **Students with Disabilities**

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The University of Colorado Denver is committed to providing reasonable accommodation and access to programs and services to students with disabilities. CU Denver strives to comply with the portions of the Americans for Disabilities Act (ADA) dealing with students.

The Disability Resources and Services Office (DRSO) serve the needs of the diverse community of students with disabilities attending UCD. For information, please contact the DRSO by phone at (303) 315-3510, email [DISABILITYRESOURCES@UCDENVER.EDU](mailto:DISABILITYRESOURCES@UCDENVER.EDU) or go to 1201 Larimer Street (Student Commons Building, Suite 2116). You may also visit their website here <http://www.ucdenver.edu/student-services/resources/disability-resources-services/about-office/Pages/about-the-office.aspx>

### **FACULTY RESPONSIBILITIES**

Once students comply with ADA requirements for disability registration with DRSO, faculty must work with DRSO staff and the student to develop reasonable accommodations. Faculty members are not required to comply with requests that alter course requirements. The ADA requires reasonable accommodation, and faculty members are required to consider every student request. The School of Education & Human Development strongly encourages faculty to work with DRSO staff and to rely on their expertise in determining reasonable accommodations.

### **FREQUENTLY ENCOUNTERED SITUATIONS**

#### **1. *A faculty member is approached by a student claiming a disability and requesting accommodation(s).***

It is acceptable to work directly with students; however, faculty are strongly encouraged to work with DRSO to verify that the student is registered and that accommodations are consistent with the disability and academic requirements of the course. Faculty members are not required to provide any accommodations to students not registered with DRSO.

#### **2. *Student approaches faculty for accommodations after midterm examinations.***

Students are responsible for registration with DRSO and arranging reasonable accommodations at the beginning of the semester. Faculty members are reminded that registration is difficult and requires considerable documentation. If student had difficulty in registering, faculty tolerance is expected. If student waited until achieving poor grades, then faculty are encouraged to treat on a case-by-case basis and work with DRSO staff.

#### **3. *A faculty member is uncertain as to what constitutes 'reasonable' accommodation.***

DRSO staff is the best resource in arranging reasonable accommodations. Accommodations are dependent upon the disability but may include note takers in class, relaxed deadlines for assignments, tests administered under secure conditions at DRSO office, extra time for in-class examinations, etc.

## **Dealing with Distressed or Disruptive Students**

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Please visit this webpage <http://www.ucdenver.edu/life/services/standards/faculty-and-staff/Pages/default.aspx> on the Student Conduct and Community Standards website.

## CARE Team

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The Campus Assessment, Response & Evaluation (CARE) Team was created at the University of Colorado Denver | Anschutz campus to address the health and safety needs of students as well as the campus community. The purpose of the team is to assess whether individuals pose a risk to themselves or others and to intervene when necessary, and more generally, to identify and provide assistance to those in need. The team takes a preventative approach to risk assessment by offering resources, referrals, and support to both the concerning individual and those impacted by their behavior.

Campus Assessment, Response and Evaluation (CARE) Website  
<http://www.ucdenver.edu/life/services/CARE/Pages/default.aspx>

To submit a Concern or Report a Case, follow this link

[https://cm.maxient.com/reportingform.php?UnivofColoradoDenver&layout\\_id=1](https://cm.maxient.com/reportingform.php?UnivofColoradoDenver&layout_id=1)

## Students with Emotional Issues

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Faculty will discover that there is a small, but growing, population of students with emotional problems that interfere with their ability to handle the academic workload and succeed in the classroom. The University of Colorado Denver established the Student and Community Counseling Center to assist students with this need. It is located on the 4th floor of the North Classroom Building in NC 4036. This Center also houses the Counseling and Family Therapy Center which is open to individual faculty and staff, as well as couples and families.

The Student and Community Counseling Center provides free, short-term (up to 10 sessions) counseling to students who may be in need of psychological assistance as well as consultation to faculty on issues related to student behavior. The Center is staffed by professional psychotherapists and advanced graduate counseling students who are supervised by licensed, practicing psychologists and SEHD Counseling faculty members. The Center also refers students to off-campus, long-term counseling when appropriate. The Center provides workshops on stress management, conflict resolution and acculturation issues.

*CU Denver Student Counseling Center Information:*

303-556-4372

*Tivoli 454 (4<sup>th</sup> Floor) [900 Auraria Parkway]*

Counseling Center Website <http://www.ucdenver.edu/life/services/counseling-center/Pages/default.aspx>

### FREQUENTLY ENCOUNTERED SITUATIONS

**1. Faculty doesn't know whether to contact the Office of Student Life or Counseling Center for disruptive students with emotional problems.**

This is a difficult, judgment call on the part of the faculty member. Faculty with disruptive students that interfere with the classroom-learning environment should contact the Office of Student Life. Students with personal problems that do not interfere with the classroom environment should be referred to the Student Counseling Center.

**2. Faculty don't know how best to encourage students to seek counseling.**

Call the Counseling Center and seek their advice. Faculty with students judged to be a threat to them or others should immediately escort the student to the Counseling Center.

## Student Complaints (and How to Avoid Them)

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Based on experiences from associate deans, faculty, members of the Student Academic Appeals Committee, and Academic Services staff, the following is a prioritized list of student complaints involving faculty and suggestions on how to avoid them. The first five complaints happen with some frequency. While student complaints at the end of the list happen less frequently, those that do occur are often difficult to resolve.

***Faculty Won't Communicate Grade Information and Course Standing to Student***

- Establish detailed grading policies on course syllabus
- Routinely communicate grades and class standing on all graded assignments – include attendance and class participation if part of course grade
- Regularly provide student grades in compliance with FERPA policies
- Assign approximate grade or class standing after mid-term and before 10th week drop deadline
- Do not encourage students to continue course past 10th week deadline if performance is poor

***Faculty Won't Communicate with Student***

- Provide information to students for scheduling an appointment
- Give students your e-mail address and encourage electronic communication
- Return phone calls and e-mail messages promptly - preferably within 24 hours
- Avoid giving students your home phone
- Avoid calling students at their home unless they have left their home phone number on a message, and avoid calling a student after 10pm

***Student Complains about Course Grade***

- Detail grading policies on syllabus
- Explain grading policies clearly
- Establish consistent grading policies across sections in a multi-section class
- Keep defensible attendance and class participation records
- Return graded materials in a timely fashion
- Regularly provide grades in compliance with FERPA
- Meet and listen to students who inquire about their grades
- If necessary, refer student to division Chair or Associate Dean
- If necessary, refer student to SEHD Academic Services for formal grade appeal procedures.

***Faculty Won't Award Incomplete grade (I)***

- State SEHD incomplete policy on syllabus
- Do not award incomplete grade without verified special circumstances
- Never award an incomplete for a student with low grades or a student who must retake the entire course
- Refer an upset student to the appropriate Associate Dean to discuss academic options

***Faculty Didn't Inform Student They Were Dropped from Wait List or Not Registered***

- Realize students and faculty share responsibility for accurate registration. Students who are attending your class MUST be registered.
- Review class rosters from CU Denver Access and check them against students in the class
- At 1st, 3rd and 5th weeks of semester, notify students when they are participating but not registered

***Faculty Don't Adhere to FCQ Guidelines (end of semester course/instructor evaluation)***

- Follow directions supplied with Faculty Course Questionnaires
- Avoid any possible faculty connection to administration or collection of FCQs



- Seek a student volunteer to administer, collect, and deliver FCQs to Academic Services

### ***Faculty Ignore Wait Lists When Adding Students to Class***

- Review wait list in UCD Access at end of first week of classes
- Do not tell students on the wait list they will be automatically added to the class –responsibility for registration rests with the student
- Recognize that students high on the wait list priority (low priority number) will be upset/concerned if other students are allowed in the class ahead of them

### ***Faculty Humiliate Students in Class***

- Never resort to faculty misconduct in response to student misconduct
- Avoid using power of instructor to intimidate students
- State University and SEHD policy on behavior and conduct on syllabus
- Never harass, threaten, demean, humiliate, or talk down to students
- Keep conversations about individual student performance private
- Immediately inform your Program Representative and the appropriate SEHD Associate Dean of student misconduct

### ***Faculty Miss Class (no substitute) and/or are Late to Class/Examination***

- Honor commitment to meet every class
  - Start examinations on time
  - Arrange, if possible, for another instructor to cover your class in case of absence
  - If faculty absence is unavoidable, be flexible on required attendance policies
  - Contact Academic Services as soon as possible for assistance in notifying students of class meeting changes (by posting signs, emailing students, etc.)
- ### ***Faculty Are Charged With Sexual Harassment***

- Familiarize yourself with CU Denver policies on sexual harassment by visiting the Ombuds' Office [webpage](http://www.ucdenver.edu/about/departments/OmbudsOffice/Pages/OmbudsOffice.aspx/)
- Keep all faculty-student relationships at the highest professional level
- Avoid suggestive language/jokes that can be considered sexual harassment
- Refer all cases of alleged sexual harassment to Ombuds Office in the Lawrence Street Center, Suite 1003, 1380 Lawrence Street Denver

## **Policies Relating to Sexual Harassment and Amorous Relationships**

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Use the links below to review these policies.

### **Sexual Harassment Policy and Procedures:**

<http://www.cu.edu/oape/aps/5014>

### **Amorous Relationships:**

<http://www.cu.edu/oape/aps/5015>

## Resolving Conflicts/Disputes

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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.

## Downtown Denver Campus - 303.315.0046

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Email: [Teresa.Ralicki@ucdenver.edu](mailto:Teresa.Ralicki@ucdenver.edu)

Physical Address: Lawrence Street Center, Suite 1003, 1380 Lawrence Street Denver 80204

Ombuds' Office Webpage <http://www.ucdenver.edu/about/departments/OmbudsOffice/Pages/OmbudsOffice.aspx/>

## Academic Ethics

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As members of the CU Denver academic community, faculty and students accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in all forms of academic work.

### ACADEMIC DISHONESTY INCIDENTS

Faculty members are encouraged to handle alleged academic dishonesty cases at the program level first. Many cases of academic dishonesty involve miscommunication and absence of clear policies on syllabus or assignments, which are best handled at the division level. The Associate Dean for Faculty Affairs will work with faculty members and students in an effort to facilitate communication and to resolve the dispute before the end of the semester and the issuance of final grades.

Faculty members who have evidence suggesting a student is guilty of academic dishonesty should:

- Privately provide the student with the evidence
- Listen to the student's perspective and keep communication lines open
- Evaluate all evidence and circumstances
- Determine appropriate consequences (warning, zero/failing grade on assignment,

or failing grade for course •Inform student in writing of decision, if grade is to be

lowered in any manner

### FACULTY RESPONSIBILITIES

SEHD faculty members have options in handling ethics violations at the division level, up to and including a failing course grade. Any other sanctions (suspension, transcript notation, etc.) desired by the instructor must be forwarded to *Associate Dean for Faculty Affairs*, Dorothy Garrison-Wade, and/or the SEHD Student Academic Appeals Committee (See *Appendix F*).

If the faculty decision concerning the alleged academic dishonesty adversely affects the student's assignment or course grade, a letter must be sent to the student with copies to the faculty program representative and SEHD Associate Dean for Faculty Affairs. The letter must outline the charge(s) against the student and inform the student of his or her rights.

Faculty responsibilities in alleged ethics violations that lower a student's grade are summarized below:

- Written notification to student outlining charge(s), statement of student rights, information about ethics policies, and student support services
- Written notification (copy) to the Faculty Program Representative and SEHD Associate Dean for Faculty Affairs
- Student allowed to fully participate in remainder of class
- Student not allowed to drop or withdraw from class
- Compilation of physical and eyewitness evidence for possible submission to the SEHD Student Academic

Appeals Committee (*See Appendix B*) •Hearing at request of faculty or through appeal by student

•Should the dispute go to the SEHD Student Academic Appeals Committee, the burden of proof resides with the faculty (*See Appendix B*)

## FREQUENTLY ENCOUNTERED SITUATIONS

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### **1. Evidence of academic dishonesty against a student is not concrete.**

For all student cases evaluated by the SEHD Student Academic Appeals Committee (*See Appendix B*), the burden of proof is squarely on the faculty member. Situations without compelling evidence should be handled privately with the student and may include verbal warning, specific seating assignment, review of ethics policies with entire class, etc.

### **2. Faculty believes student downloaded paper from Internet but can't find source.**

Web sites have been developed to assist faculty in locating Internet papers and faculty should consult experts in Internet communications. Faculty should consult [www.google.com](http://www.google.com) <<http://www.google.com/>>. <http://www.google.com/>

### **3. Student unintentionally violates the academic ethics policy.**

It is the student's responsibility to understand and adhere to the CU Denver Academic Honor Code. Faculty members are not required to define academic dishonesty, but are encouraged to place a general statement on the course syllabus that refers students to details of the Academic Honor Code. While an unintentional violation is still a violation, faculty are encouraged to consider intent in determining appropriate consequences (*See Appendix I*).

## Service

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Faculty members are expected to contribute toward service activities that support the SEHD's mission. Three criteria will be considered in forming an overall evaluation of faculty performance in this area.

### Service to School and University

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1. Service to the Profession
2. Service to the Community/Partners

For detailed descriptions of these criteria, please refer to SEHD RTP Standards and Criteria. *Also, see Appendix H for SEHD Standing Committees.*

## Retention, Tenure and Promotion Processes

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The evaluation of faculty performance on an annual basis and for the purpose of tenure and promotion begins with the faculty member's primary program or division affiliation. Faculty on tenure and tenure track lines complete a series of milestones during their professorial careers that include the tenure and post-tenure review processes and promotional reviews from assistant to associate to full professor. The complete guide to these processes is available on-line, through the Associate Dean for Faculty Affairs' office and the Provost's office. The handbook, **Strategies for Success**, is updated frequently. In addition, the School of Education & Human Development's criteria for research and creative activities, Teaching, and Service are available in SEHD RTP Criteria and Standards guidelines located in policy section of SEHD Impact site. For additional resources, see Dorothy Garrison-Wade, Associate Dean for Faculty Affairs and visit the Center for Faculty Development [http://www.ucdenver.edu/faculty\\_staff/faculty/center-for-faculty-development/Pages/default.aspx](http://www.ucdenver.edu/faculty_staff/faculty/center-for-faculty-development/Pages/default.aspx)

## Faculty Review

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### Professional Plan

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Each faculty member as part of the annual faculty review process completes this report. Faculty must report in the spring on activities planned for the upcoming academic year, including summer, fall, and spring. Forms are distributed to faculty electronically each year at the beginning of the spring semester. The professional plan is reviewed by the Dean and Associate Deans. After the review, the faculty member is notified of the approval status. If the plan is not approved, the faculty member may be asked to provide additional information and/or meet with the Dean and Associate Dean for Faculty Affairs to provide clarifying information.

### Faculty Report of Professional Activities (FRPA)

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Each faculty member as part of the annual faculty review process completes this report. The form is completed in the February and reports on activities from the preceding academic year. The form will soon be available online, see the [Faculty of Professional Activities \(FRPA\) User Guide](http://www.ucdenver.edu/about/departments/InstitutionalResearch/Documents/eFRPA_UsersGuide.pdf) [http://www.ucdenver.edu/about/departments/InstitutionalResearch/Documents/eFRPA\\_UsersGuide.pdf](http://www.ucdenver.edu/about/departments/InstitutionalResearch/Documents/eFRPA_UsersGuide.pdf)

If you have questions contact Dorothy Garrison-Wade, *Associate Dean for Faculty Affairs*.

### Annual Merit Review

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The annual merit review is based on accomplishment in teaching, research and service. The Merit Review Committee conducts the annual merit review for all faculty members. The annual merit review process captures a faculty's teaching, research, and service activities across the previous calendar year. The faculty member prepares an electronic merit review dossier, consisting of the FRPA form, Annual Merit Summary Form (Research, Teaching, and Service), Faculty Professional Plan, and CV.

Merit ratings are based on a 5-point scale in each of three areas: teaching, research and service. The Ratings include: 5) Outstanding, 4) Exceeding Expectations, 3) Meeting Expectations, 2) Below Expectations, and 1) Fail to Meet Expectations. The Merit Review Committee reviews merit dossiers and makes recommendations about faculty ratings to the Dean. These ratings impact salary raises that vary from year to year, depending on allocations from the State legislature to institutions of higher education. For additional information, please see the Merit Review Process document or contact Dorothy Garrison-Wade, *Associate Dean for Faculty Affairs*.

## Academic Services

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Academic Services is the umbrella name of student services in the SEHD and includes Recruitment and Outreach, Admission, Advising, and Graduation and are housed in the SEHD Student Commons on the 7<sup>th</sup> floor. The mission of Academic Services (AS) is to provide support and assist students and faculty to promote the highest standard of learning, teaching, research, and service in the School of Education and Human Development.

Academic Services forms a critical link between current, prospective, and former students in the School of Education and Human Development and the administrative units of the School, the Graduate School, the University, and the Colorado Department of Education. This office provides, among other services, information about degree programs and related processes, admissions, maintains records, and ensures that students meet requirements to graduate. Academic Services supports students at all levels, including undergraduate, graduate, and certificate, endorsement, and licensure students.

Academic Services is also a resource for faculty advisers who need information regarding the procedures their students must follow in the process of pursuing a degree in the School. Academic Services also supports faculty in their research, teaching, and service.

## SEHD Student Success Center

The mission of the SEHD Student Success Center (SSC) is to foster the academic, socioemotional, personal, and professional well-being of SEHD students. Toward these ends, the SSC offers a variety of culturally responsive supports and mediates students' experiences in a way that address their needs and builds on their cultural and community assets.

### ***Academic Success***

The academic supports in the SSC focus on nurturing an academic identity through developing self-awareness of strengths and growth areas and building the skills and academic habits of the mind that are part of a growth mindset as a life-long learner.

### ***Socioemotional Well-Being***

Socioemotional supports in the SSC are embedded within an interconnected community that provides a sense of belonging through family like support systems. The skills and habits of mindfulness, discipline, persistence and self-advocacy are intentionally cultivated so that students can thrive in university and professional contexts and **beyond**.

### ***Intercultural Mediation***

Many of our students are the first generation of their family to attend college. The SSC operates to mediate an understanding of how to navigate the cultural context and systems within the university and different professional contexts. SSC staff actively broker relationships between students and university faculty and staff, operating alongside them to successfully engage and teach the new "language" of these multiple contexts in ways that draw upon the strengths of students and maintains their own cultural values and identities.

## SSC Activities and Intended Outcomes

In-Person or Online Tools	Targeted Learning Support	Success Outcomes
<ul style="list-style-type: none"> <li>• Praxis Prep Tools</li> <li>• Socioemotional Tools</li> <li>• Writing Tools</li> <li>• Critical Reading Tools</li> <li>• Math Learning Tools</li> <li>• Teaching Tools</li> <li>• Campus Tools</li> </ul>	<ul style="list-style-type: none"> <li>• Success Mentors</li> <li>• Individual &amp; Group Tutoring</li> <li>• Focused Workshops</li> <li>• Learning Communities</li> <li>• Peer Mentors</li> </ul>	<ul style="list-style-type: none"> <li>• Uses Organizational Tools</li> <li>• Development of Study Habits</li> <li>• Ability to Access Learning Resources and Navigate University and Professional Contexts</li> <li>• Success in Courses</li> <li>• Ability to Balance Life Demands</li> <li>• Development of Social Justice Advocacy</li> </ul>

For more information, please contact the Director of the Success Center, Dr. Tania Hogan, at [tania.hogan@ucdenver.edu](mailto:tania.hogan@ucdenver.edu).

## Admissions

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Deadlines for admissions are by program area. Please refer to the SEHD website Program Admissions <http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/Apply/Pages/ApplyNow.aspx>

Application instructions and access to the online application are available on the [SEHD Website](#) or by contacting Academic Services at [EDUCATION@UCDENVER.EDU](mailto:EDUCATION@UCDENVER.EDU) or 303-315-6300.

Applications are forwarded to program faculty for review. Interview and official admission notifications are processed by Academic Services.

## Comprehensive Examination/Graduation

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Instructions for registering for a comprehensive exam/culminating experience can be located on the SEHD Website [here](http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/CurrentStudents/Pages/COMPsandGraduation.aspx) <http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/CurrentStudents/Pages/COMPsandGraduation.aspx>

Students apply for graduation via their student portal. Deadlines are found on the Office of the Registrar's website [here](http://www.ucdenver.edu/student-services/resources/Registrar-dev/CourseListings/Pages/AcademicCalendar.aspx) <http://www.ucdenver.edu/student-services/resources/Registrar-dev/CourseListings/Pages/AcademicCalendar.aspx>

## Student Records

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Current student records are housed in Academic Services. Records are retained per University policy found on the university's website [here](https://www.cu.edu/sites/default/files/RecordRetentionUCD.pdf) <https://www.cu.edu/sites/default/files/RecordRetentionUCD.pdf>

## Book Orders and Course Materials

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### TEXTBOOKS

Book orders are placed directly through the bookstore via their online adoption tool. To begin the process, you'll need to register with the bookstore using a valid e-mail address. We recommend that you use your UCD email. Automatic order confirmations will be sent to the address used.

#### **To request a personalized link to our online ordering site**

Adam King  
303-556-3706

[Adam.King@ahec.edu](mailto:Adam.King@ahec.edu)

*Faculty should contact the publisher directly for exam or desk copies. Follow this link for a local publisher rep list:*

[https://secure3.sequoiars.com/ePOS?this\\_category=104&store=483&form=shared3%2fgm%2fmain%2html&design=461](https://secure3.sequoiars.com/ePOS?this_category=104&store=483&form=shared3%2fgm%2fmain%2html&design=461)

### COURSE PACKETS

#### **Course Packets and Custom Publications at Auraria**

Tivoli Station offers course packet options and course material customization through our custom publishing partner, XanEdu. To create a new course packet, revise an existing one, or for more information, please contact the Tivoli Station Book Office at 303-556-3703 or [bookoffice@ahec.edu](mailto:bookoffice@ahec.edu).

- [XanEdu Publishing](#)
- [Academic Pub Course Pack Builder](#) (in partnership with XanEdu)



## Classroom Assignments

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Classroom assignments are coordinated by the *SEHD Scheduling and Curriculum Manager*, [Shakira Anderson](#), in conjunction with the Campus Community and Classroom Scheduling Professional. Contact Shakira for questions about 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

## Classroom Overbooking

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Infrequently, faculty and students may encounter a problem of classroom overbooking. If your course is scheduled in Lawrence Street Center, call Shakira Anderson, 303-315-6369 during normal working hours. If your course is scheduled in another building on campus, call AHEC at 303-556-2116. Make sure you have your course number, and the conflicting course number so AHEC can determine where both courses are supposed to be. Please report all rooming conflict issues as soon as possible.

## Class Rosters

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To minimize problems with student registration and end of semester grades, faculty are required to check the official class roster at the beginning and complete final grading through the UCD Access portal. Faculty should not rely on student attendance and participation (class list generated by passing around a sheet of paper) as an indication of official registration. For instructions on viewing class rosters, please see instructions in UCD Access portal.

## Copies

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There are SEHD copy machines on the 6th, 7th, and 11th floors for small copying jobs. Your program's copy code will be needed to make copies. To prevent undue wear and tear on the machines, the following rules have been established:

For SEHD copiers, no single copy job should total more than 100 pages. You can email copy and scanning requests to [academicservices@ucdenver.edu](mailto:academicservices@ucdenver.edu). The SEHD is committed to respecting the rights of copyright holders and complying with copyright law. We follow these [photocopy guidelines](#) when considering your scanning and/or copy request.

## Large Copy Jobs

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A large copy job is considered more than 250 copies. ALL large copy jobs MUST be sent to Printing Services on the Anschutz Campus. You will need to contact them by phone at: **303-724-6414** or via their website: <http://www.ucdenver.edu/about/departments/printing/Pages/PrintingServices.aspx>. They will discuss the project – how many, color, and other specifics. They will need the document to be sent to them via email and will request a speed type. The speed type is generally your program speedtype or your PD speed type. The service is very quick, and they will deliver to your office (or any other designated campus location).

## Scanning Documents

All SEHD copiers are equipped with scanning functions.

## Guest Speakers/Visiting Lecturers

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The School of Education & Human Development does NOT offer guest speaker fees. Any compensation offered for class speakers is the responsibility of the professor. It is possible to obtain a free parking permit for guest speakers. Academic Services can assist you in ordering a parking pass at least 7 days in advance, given your speaker's name and date of attendance.

Contact the Tech Team if you would like to coordinate a remote guest speaker with online video conferencing at [SEHDHELP@UCDENVER.EDU](mailto:SEHDHELP@UCDENVER.EDU).

## Administrative Services

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### Booking Travel

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Faculty members are responsible for booking their own travel. To book travel, submit a request using the [Travel Approval Request Form](#) on Impact. For international travel, you must also submit a request through the Concur Travel & Expense System for the Dean's approval. Information and specific instructions on travel can be found on the Procurement Service Center Website [here <https://www.cu.edu/psc/travel/travel-overview>](https://www.cu.edu/psc/travel/travel-overview). [<https://www.cu.edu/psc/travel/travel-overview>](https://www.cu.edu/psc/travel/travel-overview)

For questions regarding University travel, contact the Procurement Service Center [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu) [<mailto:FinProHelp@cu.edu>](mailto:FinProHelp@cu.edu) or 303-837-2161.

### Keys

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Key requests should be made with the *Assistant to the Dean*, JáNet Hurt in LSC 1145. She will submit a key request form to Facilities Management for the necessary key(s) and within three - five business days after a request is submitted, keys may be picked up in Facilities Management on the 3rd floor of the Lawrence Street Center, Suite 360. Individuals must pick up their own keys and are required to present their campus employee identification card at the time of pick up.

Upon termination of employment, individuals must return their keys to SEHD HR personnel during the checkout process. Lost keys should be reported to the Security Guard on duty on the 1st floor of the Lawrence Street Center, as well as to the Assistant to the Dean. **There is a fee of \$100-\$200 for unreturned/lost keys.**

### ID Card

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All faculty and staff are encouraged to have an ID Card. Forms may be obtained from Human Resources in LSC 1147. The ID card allows faculty and staff to park on campus, access library services, use the Wellness Center, and gain building and classroom access.

#### ID ACCESS TO LAWRENCE STREET CENTER

The Lawrence Street Center operating hours are **Monday-Friday, 6:00 AM – 8:00 PM and Saturday 7:30 AM – 5:00 PM**. The building is closed on Sundays and all campus holidays. In order to access the building and the elevators after-hours and all card reader-equipped rooms (which includes all SEHD classrooms), you must have your campus ID encoded. ID access is authorized by the *Assistant to the Dean*, JáNet Hurt in LSC 1145 and is only given to regular/full-time SEHD faculty and staff and lecturers teaching a class held in the LSC after-hours/on weekends. Students are not granted ID access.

To get ID access, please email JáNet Hurt with your Employee ID#, the six-digit code on the back of your ID card (starts with a zero), and the room(s) you need access to.

## Mail

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Mail for full-time faculty and staff is distributed to the mailboxes on the floor where that person's office is located. Mailboxes for faculty and staff on the 6th floor are located in 605; on the 7th floor mailboxes are located in Academic Services in 701 (near the copier/work area); mailboxes on the 11th floor are located in the kitchen (1132). Each set of mailboxes has a slot (usually toward the end of all the mailboxes) for outgoing mail and intercampus mail. Intercampus mail should be put in an envelope and clearly labeled with the name, building and office number or campus mailbox of the recipient.

Outgoing mail must be stamped or include a mail code number for postal charges. If you do not know your mail code, please contact *Daisy Salazar* in LSC 1122. There is also a U.S. mail drop box located in front of the Lawrence Street Center. All mail placed in this box must have the appropriate postage.

### FAXES

There is a fax machine by the copier on the 11th floor and in Academic Services in LSC 701. Dialing out on the fax machine is the same as using any other campus phone line. For on-campus faxes, dial only the campus extension (last 5 digits of the phone number); for off-campus faxes, dial "9" and the ten-digit number. When sending a fax long-distance, Dial "9" then "1" plus the ten-digit number (no other code is needed).

## Voicemail

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It is each individual's responsibility to retrieve and respond to his/her own voicemail messages in a timely manner. To access the voicemail system from any phone other than your office phone, dial 303-724-MAIL (6245) or 46245. You will hear a recording that says "Thank you for calling The University of Colorado Denver..." Hit the # button. It will then ask for your mailbox number. Your mailbox number/extension is the last 5 digits of your phone number (5-6346). To access the voicemail system from your office phone, hit the messages button (envelope icon). When you call the voicemail system from your office phone, it will NOT ask you for your mailbox number. It will immediately say, "Please enter your security code".

Detailed instructions for using the campus voicemail system are available here:

Additionally, if you would like to have your phone voicemail set-up to allow you to check it using your campus email, please submit a request to [SEHDHelp@ucdenver.edu](mailto:SEHDHelp@ucdenver.edu). You can review the Cisco Phone Training PDF here: <https://sehd.ucdenver.edu/impact/files/Cisco-Phone-Training.pdf>

### ***A suggested voice mail greeting containing key information is below:***

*Hello! This is (your name), (your title) of the (office/program) at the CU Denver School of Education & Human Development. My normal office hours are (days, times). If you have reached this greeting during those hours, I am on the phone or away from my desk. Please leave a message that includes your name and phone number, and I will return your call as soon as possible. If you need immediate assistance, please contact (name and phone number/email). Thank you.*

If you plan to be away from your office for an extended period of time, please remember to change your voice mail greeting indicating the dates you will be away and giving the caller an alternate contact source (if available).

## Parking

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Parking on campus is limited and during the semester it can be difficult to find a parking spot. Covered monthly parking is available to CU Denver faculty and staff under the Lawrence Street Center, the CU Building and the Business School Building. The cost varies (\$101-\$148/month) and payment is done through payroll deduction. If you are interested in signing up for monthly parking, email [dc\\_facilities\\_dispatch@ucdenver.edu](mailto:dc_facilities_dispatch@ucdenver.edu) or call 303-315-7777.

There are also parking lots on campus (not limited to staff/faculty) where you can park for a daily fee. The daily fee lot closest to the Lawrence Street Center is the Tivoli Parking Garage located at the corner of 9th Street and Auraria Parkway where parking is offered for an hourly rate or \$6.75 max daily fee. Auraria campus also offers the

Parking Passport program which is a pre-paid parking option that allows daily parking in most campus lots at a discounted rate and provides in and out privileges. The Parking Passport is available for a semester purchase or on an annual basis and 5-day options beginning at \$255/semester or \$64/month (via payroll deduction). For more details please contact the Parking & Transportation Services office <https://www.ahec.edu/services-departments/parking/contact-parking> or visit their website: <https://www.ahec.edu/services-departments/parking> to view a campus parking map with all available lots and parking rates.

Other parking options include 2 hr. parking meters on Lawrence Street and 14th Street. Keep your sense of humor and give yourself plenty of time to search for an open spot.

The Eco Pass for RTD buses and Light Rail is available through a payroll deduction of \$25 per month. For information on the RTD Eco-Pass, visit: <https://www.ahec.edu/services-departments/parking/rtd-alternative-transportation>

Parking and Transportation Services is located on the first floor of the 7th Street Parking Garage. Office hours are 7:30 a.m. to 5:30 p.m. Monday through Friday while classes are in session. Phone calls are taken from 7:30 a.m. to 5:30 p.m. Please call (303) 556-2000 for hours during break periods.

**Campus Accessible Shuttles:** The Campus Accessible Shuttle service is a transportation program for persons with disabilities who need a ride to and from the designated stops within the boundaries of campus and to CU Denver buildings located east of Speer Boulevard. When class are in session, the service is available from 7:00 a.m. to 10:00 p.m. Monday through Thursday and from 7:00 a.m. to 6:00 p.m. on Fridays. When classes are NOT in session, the available hours are 7:00 a.m. to 6:00 p.m. Call 303-556-2001 to schedule a ride.

Please note that riders must be at the designated stop they've requested. As well, service will only be made to the designated locations on the map; special requests for stops are not possible.

**Motorist Assistance Program:** Parking & Transportation Services offers a free-of-charge Motorist Assistance Program for customers who have vehicle issues while on campus. Parking personnel will jump-start dead batteries, change flat tires, assist with cars that are out of fuel, and provide jumper cables, tire tools, water, and gasoline cans. Call (303) 556-2000 for assistance.

**NightRider:** For your safety, Auraria Parking and Campus Police Division offer an evening escort service to take students, faculty and staff from any campus building to any Auraria parking lot. The service is available year-round, Monday through Thursday starting at dusk to 10:00 p.m., Call (303) 556-2001 to schedule a ride. Escort service is available at other times from Campus Police at (303) 556-5000.

**Shuttle Bus Service:** This service provides the Downtown Denver Campus with shuttle service to and from the Anschutz Medical Campus. The designated bus stops for pick up and drop off are; In front of Building 500 on the Anschutz Medical Campus (south side) and in front of the main entrance to the Lawrence Street Center Building. The bus leaves 10 minutes past the hour (i.e. 9:10, 2:10, etc.) from each campus and arrives at 50 past the hour (i.e. 9:50, 2:50). There is no charge for this bus service; just show the driver your campus ID. If you have questions with regard to the bus service, please contact the CU Denver Manager of Parking and Transportation at (303) 724-0049.

## Official Functions – Events/Meetings

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### OFFICIAL FUNCTIONS

An official function is a meeting, meal, or other function that is hosted by an organizational unit, attended by guests and/or associates or employees, and held for official university business. All official functions must comply with the Administrative Policy Statement.

Official functions and training functions shall be held to achieve program objectives and shall be limited to reasonable and actual costs. The attendance of employees at these functions shall be kept to a minimum and shall include only those individuals directly related to the purpose of the function. Expenditures shall be kept to a minimum as they have the potential of being perceived to be for a personal benefit and an abuse of public funds.

Official functions require **prior approval** either through inclusion in a program or unit's annual budget or through communication with the appropriate Associate Dean who oversees the content area, service unit, or center. See the following link for policies and forms for official functions: <https://www.cu.edu/psc/procedures/>

### CATERING

To request catering, submit a catering request using the [Purchase Request Form](#) on Impact. Please submit all catering requests AT LEAST FIVE business days in advance. Catering expenses that will be funded or reimbursed from an SEHD account must be approved **prior** to the date of the event. In some cases, Dean's approval may be required, depending on the dollar amount and/or nature of the transaction. Based on these policies, we ask that you consider the following in deciding to incur official function expenditures:

- Is the function for official university business purposes only and is it necessary to achieve the program objectives?
- Are the costs reasonable?
- Is the attendance of employees limited to a minimum and include only those individuals necessary and directly involved with the objectives of the function?

Avoid official functions that consist of only university employees discussing university business. Training functions and retreats should be limited in frequency, and should be included as part of a program, service unit or center's annual budget.

Always ask yourself if you would be comfortable justifying the expenditures to a newspaper reporter and being associated with the expenditures in a newspaper article.

#### **Examples of Non-Approved Activities**

*Dinner/lunch with only SEHD faculty/staff members*  
*Ordering a meal for a class*  
*Refreshments at a monthly program or unit meeting*

#### **Examples of Approved Activities**

*SEHD Faculty and Staff Retreats/Training*  
*Workshops*  
*Faculty search dinners*

### **NON-COURSE ROOM RESERVATIONS**

All room requests for non-course meetings/gatherings should be submitted using the campus EMS system at: <https://schedule.ucdenver.edu/emswebapp/>. You must have an account in order to use this system. If you don't have an account, you may request one on the website. Once your account is activated, your login will be the same as your campus/university login (used to access email, ucdaccess, etc.). Please note - All SEHD class and conference rooms are listed under Department Conference Rooms.

All SEHD classrooms are scheduled on a per semester basis and only after all SEHD courses and school-wide meetings are roomed for the current semester. Conference rooms can be booked on an annual basis and all room requests are handled on a first-come basis. All class and conferences rooms are smartrooms, and are equipped with a data projector or monitor, computer, and laptop input (minimum).

## **Purchasing and Expense Reimbursements**

Please obtain guidance regarding purchasing and reimbursements before making a purchase independently.

All requests will be processed *pending confirmation of sufficient funds from the expense account* indicated. Most, if not all, purchasing can be done without the faculty member incurring costs with personal monies. Faculty members can use the various forms on the SEHD Impact Resources (<https://sehd.ucdenver.edu/impact/resources/>) page to request to have their conference registrations, book purchases, technology purchases, and other items ordered and paid for by SEHD directly.

### **General Purchasing and Supplies**

**When making a general purchase (see below for Technology Purchasing) using professional development funds or program funds:**

1. **FIRST**, contact your corresponding Concur delegate to ensure the funds are available; this must be done prior to purchase. Contact **Daisy Salazar** for general fund and professional development account purchases, **Bolormaa Begzsuren** for grant related purchases and **Tracy Lee** for Extended Studies purchasing and services.

2. **SECOND**, submit a purchase/procurement request to by filling out the form found at [this link](https://forms.ucdenver.edu/secure/sehd_purchase_request) [https://forms.ucdenver.edu/secure/sehd\\_purchase\\_request](https://forms.ucdenver.edu/secure/sehd_purchase_request) and you will be assisted. Supplies must be ordered through the state vendor, Staples.

## **Nametags, Letterhead, Envelopes, Stationary & Business Cards**

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Julia Cummings, *Marketing Director*, will place orders for nametags, letterhead, envelopes and stationery through the CU Denver Print shop. Hard copies of letterhead and SEHD branded envelopes and note cards are available from the Assistant to the Dean.

Business cards should be ordered by faculty members through the Printing Services website at: <http://www.ucdenver.edu/about/departments/printing/Pages/BC-Digital-Store.aspx>. For questions regarding ordering business cards, please email [SEHDHELP@UCDENVER.EDU](mailto:SEHDHELP@UCDENVER.EDU). If you'd like to create a bilingual business card, that is an available option.

Please note: The School does not have a general account to pay for business cards as they are covered by Program budgets. Please contact your Program Leader or Daisy Salazar with questions regarding which account/speedtype to use for orders. Expense approval by a budget authority (Program Leader Associate Dean) must be obtained prior to ordering.

## **Technology Purchasing**

Technology purchasing is coordinated by the SEHD Tech Team. ALL technology purchasing using university funds (including professional development and grant funds) **MUST** be done through the Tech Team and requires **PRIOR** approval by a budget authority. Submit a request for a technology purchase to [SEHDHelp@ucdenver.edu](mailto:SEHDHelp@ucdenver.edu).

## **Expense Reimbursement**

All purchases must have prior approval from the budget authority (generally a faculty member's program representative or their Associate Dean) before reimbursements will be processed. Original, itemized receipts should be submitted to your corresponding Concur delegate. Contact **Daisy Salazar** for general fund and professional development account purchases, **Bolormaa Begzsuren** for grant related purchases and **Tracy Lee** for Extended Studies purchasing and services. *Reminder: CU Denver is a tax-exempt institution, so any sales tax incurred may not be reimbursable. Be sure and use the University tax exempt number when purchasing using a Procurement Card or Travel Card.*

## **Travel Procedures**

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Official travel is paid by the university or external grant funds. Faculty should first check with their program representative to determine if planned travel is covered by the program budget. In the case of externally funded projects, the Principal Investigator (PI) should be consulted. Faculty should never assume that travel will be covered through the university without first checking with the appropriate source. Your travel must be approved prior to making any travel arrangements.

To submit a Travel Request form, go to: [https://forms.ucdenver.edu/secure/sehd\\_travel\\_approval\\_request](https://forms.ucdenver.edu/secure/sehd_travel_approval_request)

For international travel, you must also submit a travel request through the Concur Travel & Expense System for the Dean's approval.

Faculty are responsible for booking their own travel. Information and instructions on how to do so can be found at the following link on the Procurement Service Center website here <https://www.cu.edu/psc/travel/travel-overview> .  
<<https://www.cu.edu/psc/travel/travel-overview>>

For answers to all questions about travel, including a step-by-step guide, visit the Procurement Service Center website here <https://www.cu.edu/psc/travel>

**Faculty seeking assistance should first complete a Travel Request Form.**



## **Main Points to Remember:**

1. You must receive authorization from your program representative or Associate Dean **BEFORE** incurring travel expenses. You must also receive approval from the Dean if traveling internationally. If you are using PD funds, contact Daisy Salazar first to ensure you have enough funds.
2. Apply for the corporate liability travel card if you plan on traveling frequently (See US Bank Travel Card below). Training must be completed before this card is issued. Please see Daisy to discuss the application for a card.
3. The University uses Christopherson Travel for all travel bookings <https://www.cu.edu/psc/travel/christopherson-business-travel> It is possible to purchase a flight on your own if you find a ticket cheaper than Christopherson's price but you must obtain and submit a quote from Christopherson as proof of the lower fare in order to be reimbursed. Email Daisy Salazar for more information to ensure that you are complying with University policy.
4. You cannot use your travel card for conference registration. The travel card should be used for hotel and all other travel related expenses.
5. Please do not use your travel card for meals. You will be reimbursed for the per diem rate in effect in the locale in which you are traveling. If the meal expense exceeds this amount, this is a personal expense to you and you will not be reimbursed.
6. Keep itemized receipts for all expenses.
7. You will have to submit a conference agenda for any conference related expenses. The agenda must include a schedule of the conference including the meals that were provided by the conference.
8. When you return, submit all receipts to your corresponding Concur delegate. Contact **Daisy Salazar** for general fund and professional development account purchases, **Bolormaa Begzsuren** for grant related purchases and **Tracy Lee** for Extended Studies purchasing and services.
9. Reimburse CU for any personal expenses on your travel card at the time when you turn in your receipts or if you have enough per diem to cover these expenses, your per diem will be reduced by this amount.
10. **Your travel expenses must be reallocated within 90 days of the end of your trip or this becomes taxable income to you. This is a firm deadline that cannot be changed. Please allow your Concur delegate 2-3 weeks before the 90 day deadline to submit reimbursements on your behalf.**

## US BANK TRAVEL CARD

The U.S. Bank Travel Card is the State Travel Card. All University employees who travel on business for the University should apply for the card and use it for all travel related expenses. Please note that this card is a University card and the traveler is responsible for retaining all receipts and turning them in to your Concur delegate for reallocation as soon as your travel is complete. These expenses do not generate email reminders the same way that the P-card does and will sit in the system and not hit a speedtype until reallocated. This may result in budgets being inaccurate and extra work at year-end for the finance staff. Please see Daisy Salazar if you wish to order this card. It may take ten to fifteen business days to arrive after completing training and submitting the application.

There is a **very handy Concur smartphone application** that will allow you to take a photo of and upload receipts as you travel. You can also initiate travel with this application. Once you have downloaded the application, your user ID will be your Employee ID @cu.edu (for example [123456@cu.edu](mailto:123456@cu.edu)). Before you can log into this app, you must go to the concur system on your computer and take the following steps:

- Once logged in, click the profile link and let the whole screen come up or choose mobile registration. If the whole screen comes up –go the bottom left and choose mobile registration.
- Click the blue link that says “create a mobile PIN”- this will be the PIN that you use to login to the app.
- Again your user ID will be your EID@cu.edu.
- If you have any problems with the app, please call the help desk at 303-837-2161.

## Conference Registration

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For assistance with conference registration, submit a request using the following link:  
[https://forms.ucdenver.edu/secure/sehd\\_conference\\_registration](https://forms.ucdenver.edu/secure/sehd_conference_registration).

University travelers often find that they need to pay registration fees for a conference or meeting they plan to attend. How the expense is submitted—for direct payment to the vendor, or for reimbursement to the traveler—varies according to the timing of the payment and the needs of the vendor. The possible vehicles for payment are (1) the Procurement Card (P-Card), or (2) the Payment Voucher form.

## Maximum Meal Reimbursement

Meal reimbursement is for the actual cost of the traveler's meals. To ensure these costs are reasonable, actual costs are limited to a Maximum Meal Reimbursement amount specific to the geographic travel location. The State of Colorado's Maximum Allowable Meal Per Diem Rates represent the University's Maximum Meal Reimbursement amount; for maximum allowable rates, refer to <https://www.cu.edu/psc/payables/travel.htm> and go to Per Diem Meal Rate on the right hand side of the webpage.

Part of daily M & I (Meals and Incidental Expenses) is per diem. Dollar limits for breakfast, lunch, and dinner, are determined by the traveler's destination. The meal per diem represents the maximum reimbursable amount for eligible meals during the course of a university business trip. Meal reimbursement is not allowed if adequate meals are included with lodging, as part of conference/registration fees, or otherwise provided to the traveler at no cost. Amounts in excess of meal per diem are not reimbursable unless part of a required official function. (Tips on meals are included in these amounts and cannot be claimed separately.) No receipts are required.

On days of travel, the final destination for the day determines the traveler's per diem rate all day. On the day traveler returns home, the city from which the traveler leaves determines the per diem rate. On begin and end travel days, reimbursement cannot exceed 75% of the daily M&I per diem rate.

### Meals During Single-Day Trip

If travel is wholly within a single day **and** if the trip lasts 12 hours or more, then meal reimbursement is allowed. Reimbursement cannot exceed 75% of the daily M&I per diem rate. Meal reimbursements for single day trips are reportable as income for CU employees.

## Student Travel

All student travel must be approved prior to making any travel arrangements by the faculty member or program paying for their expenses. Students are able to book their flight through Concur Travel & Expense System or Christopherson as long as they are provided with a speed type. Students are also able to submit a conference registration request using the SEHD Impact Form ([https://ucdenverdata.formstack.com/forms/sehd\\_conference\\_registration](https://ucdenverdata.formstack.com/forms/sehd_conference_registration)) to have the conference registration handled by and paid for by SEHD. For all other expenses, students will have to use personal funds and then submit receipts for reimbursement upon their return to the corresponding Concur delegate. Contact **Daisy Salazar** for general fund and professional development account purchases, **Bolormaa Begzsuren** for grant related purchases and **Tracy Lee** for Extended Studies purchasing and services.

## In-State Travel Procedures

All travelers on University business—faculty, staff, students, and non-employees—will follow these procedures when in travel status within the state and in the immediate area outside Colorado that is a necessary part of an otherwise in-state trip: The traveler must always obtain prior approval to travel; for instate travel, this approval may be verbal.

In accordance with Internal Revenue Service requirements, the following reimbursements will be reported to the IRS as income:

- reimbursements that were not submitted through Concur within 90 days after the last day of travel completion; and,
- advances issued by the University if the subsequent Travel Voucher reconciling the advance was not submitted within 30 days of trip completion. (If the traveler needs to repay the University for a too-large advance, then this repayment must be made by personal check at the time that the Concur travel report is submitted.)

## Out-Of-State and International Travel Procedures

Travel on sponsored program (grant) money requires approval from the Office of Grants and Contracts.

Please refer to <https://www.cu.edu/psc/payables/travel.htm> for information on vehicle rental, lodging deposits, mileage reimbursements and travel advances and International travel.

**Reimbursement is NOT appropriate for:**

- On-campus parking (Be sure to apply for re-entry privileges if you come & go to prevent payment more than once a day.)
- Parking tickets from the police
- Driving off-campus to have lunch with other professionals, even for purposes of business lunch
- Other expenses that are denied by a dean (Please check in advance, if you think there will be any concerns or questions!)

## FREQUENTLY ADDRESSED TRAVEL ISSUES

**Alcoholic Beverages:** Not reimbursable in general; only covered when part of an official function, when entertainment account funds are available, and when proper signatures have been obtained **in advance**. This requires an Official Function form regardless of dollar amount. Not to be paid with sponsored project funds unless authorized by the sponsor.

**Lodging-Staying with Friends:** Travelers who arrange private lodging (staying with friends/family) can be reimbursed up to \$25/day for associated costs.

**Meals During Single-Day Trip:** If travel is wholly within a single day, meals are an allowable expense as long as the trip lasts 12 hours or more. Reimbursement cannot exceed 75% of the daily M&IE per diem rate.

**Mileage-Personal Vehicle:** Reimbursable, using the current State rate of \$0.52 per mile \$0.55 a mile for 4W drive vehicles.

**Mileage vs. Airfare-Traveler's Option:** Requires department approval. Traveler will be reimbursed for driving cost (mileage, lodging, meal per diems) up to actual total flight cost (transportation to/from DIA, airfare, destination ground transportation). Calculation of airfare cost is based on lowest obtainable 14-day advance fare. If the traveler is planning on purchasing a flight outside of Concur, please talk to Daisy Salazar for required documentation to make sure reimbursement won't be a problem. Traveler must declare annual leave for any additional days required as a result of alternative travel. Additional Information may be required.

**Parking:** Reimbursable when it is a necessary part of the trip, e.g., parking at traveler's destination, parking at DIA.

**Personal Expenses:** Expenses incurred for traveler's benefit—e.g., magazines, dry cleaning, movie rentals, other entertainment—are not reimbursable.

**Procurement Card:** University Visa. Not used for travel expenses. Exception: Can be used for conference/event registration, if accepted by vendor.

**Receipts:** Travelers must submit original itemized receipts (credit card receipts/statements are not acceptable) for all individual charges. Exceptions: All rental vehicle gas receipts required regardless of dollar amount. All receipts required for lodging except Lodging-Staying with Friends. No receipts needed to claim meal per diems. NOTE: The University is requesting an exemption from this rule. We will keep you updated on the status of the request.

**Rental Car Expense:** Rental Cars must be rented using the University travel card because it automatically provides insurance coverage. Receipts are always required for reimbursement of car rental costs and for rental car gasoline purchases regardless of dollar amount. (Note: If travel is covered by sponsored project funds, rental vehicle use will be determined by sponsor policies and may not be allowed).

**Tax Implications:** Per IRS regulations, the Concur expense reallocation and all supporting documentation must be received in the PSC Travel Office within 90 days of trip completion to avoid having reimbursement reported as income.

**Telephone/Fax/Modem Line Charges:** Charges for University business are reimbursable. You will receive \$5.00 per day in incidentals – which includes any personal telephone charges.

**Tips:** Reasonable tips given to bellhops, porters, maids, and ground transportation personnel are reimbursable. Exception: Tips on meal service already included in the meal allowance and cannot be claimed separately. University Policy limits tips up to 20%.

**Toll Road Charges:** These charges are a reimbursable expense.

# Human Resources and Payroll Services

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The SEHD HR and Payroll Services workgroup currently consists of:

**Theresa Anderson - HR and Payroll Manager** ([THERESA.ANDERSON@UCDENVER.EDU](mailto:THERESA.ANDERSON@UCDENVER.EDU))

She initiates all personnel actions; including recruiting, hiring, promotions, staff additional pay, progressive discipline, etc. In addition, she is responsible for staff performance management – professional plans and evaluations, coordinating lecturer pay, FML, Leave of Absence, Worker's Comp, and Immigration.

**Hiromi Agena – Associate Director of Finance** ([HIROMI.AGENA@UCDENVER.EDU](mailto:HIROMI.AGENA@UCDENVER.EDU))

Payroll Liaison – she handles all payrolls; including faculty additional pay and coordinating summer pay. Other duties include position budgeting, and faculty moving expense reimbursements.

**Jenna Stanford – HR and Payroll Coordinator** ([JENNA.STANFORD@UCDENVER.EDU](mailto:JENNA.STANFORD@UCDENVER.EDU))

Duties include: onboarding/off-boarding of all employees; student hiring (including TAs, GAs/RAs and graduate part-time instructors), payroll and time reporting; email/portal and sponsored user accounts.

## Initiating a Search or New Hire

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Go to SEHD IMPACT Site <https://sehd.ucdenver.edu/impact/> and in the Resources section click on “[Human Resources Search Request](#)” or “[Human Resources Hire Request](#)” to submit a request to initiate a search or request a new hire and onboarding process.

## Benefits

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The university's benefits plan year runs from July 1 to June 30, with open enrollment typically in May. All questions regarding benefits should be directed to the University of Colorado Employee Services at 303.860.4200, option 3 or Toll Free 1-855-216-7740, or [EMPLOYEESERVICES@CU.EDU](mailto:EMPLOYEESERVICES@CU.EDU).

If you are in a benefits-eligible position, you MUST submit an enrollment form within 31 days following date of hire, even if you DECLINE coverage. Otherwise, you will be automatically enrolled in default coverage. Refer to the campus [Human Resources webpage](#) for more information. Benefits options are explained at New Employee Orientation and New Faculty Orientation (fall start only).

## Termination Of Employment

When employees terminate employment, an official written notification (which specifies the employee's last day of employment) to the supervisor and the HR and Payroll Manager is required. The employee will also need to schedule an exit meeting with the HR and Payroll Coordinator for final business such as turning in keys, procurement/travel cards and identification. SEHD server/email access will be terminated at the end of the last date of employment, unless the employee has been a student at the university, in which case their email access will remain active.

## UCD Access Portal

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### VIEWING YOUR PAY ADVICE

Log in to your [UCD Access Portal](#) with your university credentials. Under the CU Resources tab (if applicable), click on "My Compensation" on the Last Confirmed Check tile to access the pop-up menu, and then select Pay Advice. You can also view/update your direct deposit and W-4 under this section as well.

### UPDATING EMERGENCY CONTACTS, MAILING OR PHYSICAL ADDRESS

Log in to your [UCD Access Portal](#) with your university credentials. Under the CU Resources tab (if applicable), click on “My Info” on the Employee tile with your name on it to access the pop-up menu, then click on the relevant menu item to update your Home and Mailing Address, Emergency Contacts and Contact Details (phone numbers and email addresses).

## ONLINE TRAININGS (MANDATORY)

The university requires all employees to take the following mandatory online trainings within three months of hire:

### CU: Discrimination and Harassment

[Launch Course](#)

### CU: Information Security and Privacy Awareness

[Launch Course](#)

*How to access training courses in the UCD Portal:*

1. Log-in to the UCD Access Employee Portal using university credentials
2. Go to the CU Resources tab (if applicable).
3. Select the Skillsoft tile
4. In the Search bar, enter a key word or course title to locate a course

You may be required to take several training courses depending on your role (e.g. supervising classified staff, grants & contracts, fiscal code of ethics, etc.).

## Payroll

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Standard faculty appointments (tenure track and non-tenure track) are for one academic year, nine months, beginning September 1 and ending May 31. It is important to note that payroll is spread over these nine months, but faculty contracts include the stipulation that they will begin work one week prior to the first day of each semester. Faculty have the option to spread payroll over twelve months (September 1 – August 31); pay elections occur every spring for the next academic year. Once the choice has been communicated and payroll set up for the year, it cannot be changed until the next academic year. Summer work is on a separate contract.

Faculty and staff are paid on the last business day of each month.

Full-time nine-month faculty earn ½ month (11 business days) of sick leave at the completion of each academic year. This is tracked manually by SEHD HR. Please notify the SEHD HR and Payroll Coordinator ([sehchr@ucdenver.edu](mailto:sehchr@ucdenver.edu)) if you must take any sick leave. If you will miss 3 or more days, please contact the SEHD HR and Payroll Manager ([Theresa.Anderson@ucdenver.edu](mailto:Theresa.Anderson@ucdenver.edu)) for FMLA information. You may view the campus FML policy at the Employee Services website here <https://www.cu.edu/employee-services/leave>. Denver Campus FML Policy: <http://www.ucdenver.edu/about/departments/HR/Documents/FMLguidelines.pdf>

Employees who are on a 12-month appointment (associate/assistant deans, 12-month research faculty, professional research assistants, classified and university staff) must submit leave requests to their supervisor through their employee portal. Monthly employees must submit a timesheet electronically through their portal by the 5th day of each month (for leave taken the previous month). Please contact the SEHD HR and Payroll Coordinator for training, technical assistance, or questions.

### SUMMER PAYROLL

Employees who are appointed for 12 months (deans, 12-month research faculty, university staff, research faculty, and classified staff) are paid during the summer as they are during the academic year. Faculty with separate summer appointments are paid on varying schedules according to their assignments. The basis of summer pay\* is the number of credit hours of the course. Currently, a faculty member will receive \$6,000 per three credit hour course (up to two courses) that meets minimum enrollment (see pro-rated calculations below). In rare instances, the dean may approve teaching a third course, in which case pay will be calculated at the lecturer rate. Please note that under enrolled courses may be canceled and pay is prorated for under enrolled courses that have not been canceled. Faculty may earn up to 3/9ths (33.33%) of their previous academic year salary in the summer, through teaching, administrative, and grant pay. Per university policy, faculty are allowed to receive up to 1/9th (11.11%) of their AY salary each month in the summer. Your summer pay spread will be stated on your summer contract. The faculty pay policy can be found on the Human Resources website:

<http://www.ucdenver.edu/about/departments/HR/HRPoliciesGuidelines/Documents/Faculty%20Compensation%20-%20Downtown%20Campus%20updated%202-18-10.pdf>

## Summer Pay & Pro-Rate Calculations for Full-time Faculty

For undergraduate & graduate level courses:

- \$6,000 (Full Pay)
- \$4,000 (8-11 students enrolled)
- \$3,000 OR CANCEL (7 or fewer students enrolled)

For doctoral level courses:

- \$6,000 (Full Pay)
- \$4,000 (6-9 students enrolled)
- \$3,000 OR CANCEL (MINIMUM of 5 students enrolled)

### ADDITIONAL REMUNERATION

Faculty members must submit a completed Additional Pay Pre-Approval form to the Associate Director of Finance (hiromi.agen@ucdenver.edu) at least two weeks **prior to** starting the work (we request as much lead time as possible).

Please contact Hiromi for the current form, which requires signatures from the Program Representative, the Associate Dean, and the Dean. For more detail on this University policy, please see the [University of Colorado Faculty Handbook](#).

You may also obtain the University rules regarding additional remuneration on the Human Resources website [here](#).

### ADDITIONAL REMUNERATION FOR CONSULTATIVE SERVICES

From Regents Policy 5E: 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. Outside work during leaves of absence shall be of concern only to the individual and the entity by which he/she is employed.

SEHD HR will send out a Declaration of Outside Consulting Form every fall for pre-approval of your outside consulting pay.

## Student Employment

Please see the SEHD HR References page on the Impact Site for the [SEHD Student Hiring Guide](#)

Student hourly employees (excluding PhD RAs funded from a grant) are limited to working 25 hours/week during the academic year (Aug 15 – May 15) and 40 hours/week during the summer (May 15 – Aug 15) across all positions on all campuses. For full policy on student work hours, visit the [Student Employment Handbook](#).

You may also view the policy here:

[www.ucdenver.edu/about/departments/HR/HRPoliciesGuidelines/Documents/StudentWorkHoursPolicy.pdf](http://www.ucdenver.edu/about/departments/HR/HRPoliciesGuidelines/Documents/StudentWorkHoursPolicy.pdf)

Complete an online request form to submit a request to:

- [post a student position](#)
- or [request a new student hire](#)

For more information on student employment, please contact the SEHD HR and Payroll Coordinator. The complete hiring process, including definitions of employee types, job descriptions, pay rates, and user-friendly template forms will be provided to you. A complete [Request to Hire form](#) must be submitted to the SEHD HR and Payroll Coordinator **PRIOR to** any offer of employment or initiation of work.



# Information Management

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## Marketing

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SEHD's marketing team is responsible for collaborating with SEHD faculty, staff, students and alumni as well as University Communications, CU Online and the CU Foundation to advance SEHD's image and standing among wide-ranging target audiences. Julia Cummings is the marketing director. Serwaa Adu-Tutu is the marketing coordinator. Please reach out to the team if you have a marketing need or question at [Julia.Cummings@ucdenver.edu](mailto:Julia.Cummings@ucdenver.edu) / 303-315-6339 or Serwaa.Adu-Tutu@ucdenver.edu. We create and help support:

- Marketing plans and strategy
- Advertising
- Branding
- Copyedits
- Electronic communications
- Event websites and RSVPs
- Graphic design
- Photography
- Press releases and PR (media inquiries and pitches)
- Print materials (information sheets, flyers, SEHD publications)
- Publications
- Purchasing of promotional items
- Social media
- Story ideas and writing of stories for CityStories, CU Denver TODAY, CU Connections
- Videos
- Website content (Please email [SEHDHelp@ucdenver.edu](mailto:SEHDHelp@ucdenver.edu) with your web needs/suggestions. SEHD's tech team will involve marketing as needed for the drafting of web copy, approvals, coordination with academic services, copyedits, etc.)

## Assessment and Program Improvement

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The SEHD Office of Assessment and Program Improvement is responsible for supporting and facilitating high quality assessment practice and program improvement efforts within the SEHD. The Assessment Office also serves as a liaison between the SEHD and other University offices and between the SEHD, CDE, and CDHE. The Office is also responsible for supporting activities related to the accreditation and reauthorization of SEHD programs. For assistance related to the responsibilities of this office visit the web site at: [www.sehd.ucdenver.edu/Assessment](http://www.sehd.ucdenver.edu/Assessment); or contact the Executive Director of Assessment and Program Improvement, Julie Oxenford-O'Brian, [julie.obrian@ucdenver.edu](mailto:julie.obrian@ucdenver.edu) 303-315-6352, LSC 723 or the Senior Data Analyst and Assessment System Manager, Tony Romero, [tony.romero@ucdenver.edu](mailto:tony.romero@ucdenver.edu), 303-315-6246, LSC 724.

### ASSESSMENT

All SEHD programs have identified key assessments (sometimes called performance-based assessments, PBAs) and scoring rubrics that provide evidence of valued student learning objectives as part of course offerings and clinical experiences. Program faculty members are responsible for using their programs' key assessments and ensuring that adjunct faculty members do as well. Key program assessments are managed through the SEHD Assessment management system, LiveText by Watermark. Faculty can link the assessment tasks and scoring rubrics for their key assessments to their Canvas course shells so that student results are automatically entered into the SEHD Assessment management system. Program faculty are expected to regularly review the key program-level assessments and rubrics to ensure they are current and appropriate. The Office of Assessment and Program Improvement provides training, support videos and job aides to assist faculty with the development, scoring and administration of key program assessments as needed and upon request. The Assessment Office also administers LiveText by Watermark accounts for faculty and students.



Assessment Office staff members participate in the campus Assessment Committee; staff serve as the SEHD liaison to the University Assessment Office, providing a communication mechanism for faculty and staff to this group.

## DATA COLLECTION

The Assessment Office administers surveys to all students as they graduate/complete including items common across all programs (related to their experiences at SEHD and a social justice scale) and items specific to their experiences within their program. The Office administers additional surveys to students one, two and three years after the graduate/complete and to employers of SEHD students. In addition, the office surveys initial licensure students when they begin their program.

The Assessment Office manages SEHD accounts for the Qualtrics on-line survey tool that is available to faculty, staff and students. Please email [sehhelp@ucdenver.edu](mailto:sehhelp@ucdenver.edu) if you require access.

Assessment office staff members also participate in the University Survey Working Group serving as a liaison for faculty and staff to this group.

## PROGRAM IMPROVEMENT, DATA DASHBOARDS/INTERNAL REPORTING

The SEHD Assessment office works in coordination with the Institutional Research office to provide access to a wide variety of program-level data to program faculty and staff to support on-going improvement efforts. This includes program assessment results, Praxis results, application/admission/matriculation trend data, enrollment trend data, completion trend data, student-exit-survey results, alumni-satisfaction-survey results, and graduate placement and persistence data (as available). Faculty and staff can access data reports through the following resources:

- Student application, enrollment and completion dashboards are available at <https://tableau.ucdenver.edu/>; note to access you must be on-campus or using VPN, sign on using standard login and password; select the “university” site, and then the School of Education and Human Development dashboards.
- Student program assessment results/reports are available through LiveText by Watermark (you must sign-in to your account).
- Survey data collected by SEHD Assessment office are available through the SEHD share file sharing system in the SEHD Program Improvement Evidence folder, accessible through this link: <https://sehd.sharefile.com/home/shared/fo99a8ca-b90d-4b49-9500-4344e04283bf>. Account set-up is required.

Assessment Office staff members facilitate periodic analysis/interpretation of school-wide performance data as part of Program Leader and Faculty and Staff meetings. Program faculty or administrators who would like additional consultation or assistance related to program improvement/evaluation can contact the Office of Assessment and Program Improvement.

## ACCREDITATION/REAUTHORIZATION and EXTERNAL REPORTING

To meet the statutory requirements for the Higher Learning Commission (HLC), the University requires each program area and the SEHD to submit reports for each degree major on student outcomes assessment and program improvement annually (in the fall). The Assessment Office supports program faculty in this process by facilitating access to reports on student performance on key program-level assessments during the previous 12-month period, and other program enrollment and completing reports through the above dashboards and reporting systems. The Assessment Office is also the liaison for SEHD to the university-wide HLC accreditation visit preparation and reporting, scheduled for Spring 2021.

The Assessment office supports and coordinates the external reauthorization process for SEHD K-12 licensure and endorsement programs with the Colorado Department of Education (CDE) and the Colorado Department of Higher Education (CDHE). The SEHD Reauthorization site visit from CDE/CDHE will occur in fall of 2020. The Assessment Office also supports program faculty in quality assessment practice, data collection and reporting as required by other national accrediting agencies (e.g., CACREP, COAMFTE, and APA).

The office also fulfills all external data reporting requirements for federal, national, and state agencies and other national performance reports (e.g., U.S. News Annual Graduate Program Rankings).

## SPECIAL DATA REQUESTS

Faculty or staff with additional data reporting needs should contact the Office of Assessment and Program Improvement. Be prepared to discuss the purpose, specific data elements, timeframe, and reporting format with Office staff so that the resulting data fit your needs. Whenever possible, allow sufficient lead time for staff to meet your data request, particularly

with large requests. The Assessment Office works closely with campus Institutional Research and Registrar's Office staff to coordinate the completion of data requests

# Information & Academic Technology

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The Technology Team is your liaison with the University Office of Information Technology (OIT), the CU Office of Digital Education (ODE), CU Online, CU Denver Facilities, and any external vendors or partners connecting with SEHD systems.

This team serves as your primary point of contact for the acquisition, installation, or repair of ANY/ALL technology and equipment housed within the SEHD. This includes computers, software, and equipment for employees, students, grants, and school operations.

## Consulting

- **Help:** Send all technology requests to [SEHDHELP@UCDENVER.EDU](mailto:SEHDHELP@UCDENVER.EDU) or call 303-315-6350.
- **Automation & Efficiencies:** Guidance with streamlining and automation of processes and operations. We connect the dots between available ways and means; technologies, people, data, procedures, integrations, OIT, Facilities, Canvas, etc.
- **Data Security:** Guidance with information security protocols, best-practices, and adherence across all technology purchases and implementations. The SEHD Technology Team will assist with security assessment, university approvals, and FERPA/HIPPA compliance.
- **Digital Teaching & Learning:** Guidance on curriculum and course design for hybrid or online programs. Assistance, training and partnership on instructional design, effective practices, and experimentation with critical digital pedagogy. Liaison to activities and resources within the Office of Digital Education (ODE), CU Online, Faculty Professional Development, and ThingStudio.
- **Employee Computing:** Full time employees are provided a baseline computer and software setup at the point of hire with options for Mac or Windows; desktop or laptop with an SEHD investment at the going-market-rate. The university maintains formal agreements with hardware/software vendors as well as specific hardware/software configurations that guide technology purchasing and selection. Costs or configurations that exceed the going-market-rate can be accommodated with program/department/PD funds and approval from the employee's program/department.

Employee computers are on a replacement cycle of approximately 4 years, as resources allow. Costs or configurations that exceed the going-market-rate can be accommodated with program/department/PD funds and approval from the employee's program/department. Additional devices purchased with professional development funds, program funds, grant monies, or other sources outside of the SEHD Technology Team are not on the replacement cycle.

Desktop computers are required to remain on-site within the SEHD. If you need to be mobile, request a laptop. The SEHD Technology Team will work with employees and programs on exceptions, configurations, peripherals, adaptations, funding, installation, and etc.

- **Employee Printing:** Network copiers/printers are provided in common areas throughout the SEHD. A program-code is required to make copies - charges will be billed to your program. Repair and supplies are provided for network copier/printers; this is a shared resource, please consume responsibly. If you do not know your program code, please contact [Daisy.Salazar@ucdenver.edu](mailto:Daisy.Salazar@ucdenver.edu)
- **Facilities:** Guidance on facilities design and technology enhancement; smart rooms, video conferencing, digital signage, etc. Let us guide the design, installation, and maintenance.
- **Smartrooms:** All classrooms and conference rooms have standard presentation components, including a data projector, computer, and laptop input (minimum). Additional equipment is available in some rooms or available for check-out. Use your University username/pass to login to all CU computers.
  - Classrooms (LSC 600, LSC 648, LSC 700, LSC 745, LSC 1150)

- Conference Rooms (LSC 620, LSC 1148) Counseling Lab (CPCE - Tivoli)
- Learning Commons Lab (7th Floor) Learning Studio (LSC 1100) Mobile Lab (laptop cart)
- **Student Computing & Printing:** Hardware, software and printing are available to all students in the 7th Floor Learning Commons.
- **Technology Purchasing & Selection:** All technology derived via employment at the university, is property of the university. This includes items purchased with professional development (PD) funds, grant funds or contracts with external funding sources.
  - All technology purchases must be approved and made via the SEHD Technology Team.
  - All technology purchases are considered university property and will be inventoried, tagged, updated, tracked and returned to the university upon request.
  - No more than 3 computing devices (desktops/laptops/tablets) may be attributed to one individual in the tech inventory.
  - Technology for the home office is not supported or funded. Mobile technology may be supported and funded. No to home printers, scanners, monitors, etc. Yes to tablets, laptops, cameras, etc.
  - Use of any university technology is mandated to follow appropriate-use as defined by law and [university policy](#).
- **Web Development:** Consult with us to build/find/integrate all of your web needs. We provide oversight for all SEHD web properties and platforms, including SEHD Home, SEHD IMPACT, and a variety of supplemental sites and platforms.

#### Technology Tools & Resources

- **Canvas:** CU's online and blended learning platform; strictly for CU Denver courses, faculty and students. Courses and accounts are automatically created in Canvas for all courses, faculty, and students formally listed in the University class schedule (CU-SIS). <http://ucdenver.instructure.com>
- **Equipment Checkout:** Laptops (Win, Mac, Chromebook), data projectors, tablets, web cams, and audio/video equipment are available for employee check-out.
- **Google Suite:** Google Drive, Docs, Sheets, Slides, etc. <https://gsuite.google.com/>
- **GoReact:** Online video coaching allows commenting and discussion embedded within video; ideal for video based discussions or video based feedback. Available in or out of Canvas. <https://get.goreact.com/>
- **Hypothes.is:** Web and PDF annotation for class and team discussions. <https://web.hypothes.is/>
- **MS Office 365:** Available for all staff, faculty and students at no charge on up to 5 devices; Email/Calendar, Word, Excel, PowerPoint. <http://bit.ly/cu-msoffice>
- **Network Storage (on-campus):** Secure file storage with backups is available on-campus or with VPN; only available to CU employees - via the P:\ or Q:\ or T:\ drives. Storage space is a shared and limited resource, please use with professional discretion. See ShareFile for cloud based file storage.
  - P drive Your personal file storage (10GB limit)
  - Q drive SEHD shared file storage
  - T drive Grants & projects shared file storage
- **Network Storage (ShareFile):** Cloud-based, secure file storage with backups; available off-campus and accessible to non-CU invitees. Storage space is a shared and limited resource, please use with professional discretion. <http://sehd.sharefile.com>
- **Qualtrics:** Cloud-based surveys. <http://ucdenver.qualtrics.com>. To request access to create surveys contact [sehdhelp@ucdenver.edu](mailto:sehdhelp@ucdenver.edu).
- **Remote Access (VPN):** A Virtual Private Network (VPN) is a network connection allows you to securely access resources such as email, network storage, etc., from off-campus. <http://bit.ly/cu-vpn>

- **Slack:** Online team collaboration; email alternative. <https://slack.com/>
- **Voicemail:** Unified messaging will send voicemail messages to your email account. On campus, call 5-6245. Off campus, call 303-315-6245. When you hear the greeting, hit the \* key. Enter your CU ID and password. <http://bit.ly/cu-voicemail>
- **WordPress:** Open source web blogging, web sites, and project sites.
- **Zoom:** Desktop video conferencing for all CU employees and students. All users have Zoom Pro accounts that allow unlimited video conferencing and screen sharing. <http://ucdenver.zoom.us>

## Contacts

- Brad Hinson [BRAD.HINSON@UCDENVER.EDU](mailto:BRAD.HINSON@UCDENVER.EDU)  
Assistant Dean of Information & Academic Technology
- Theo Zion [THEO.ZION@UCDENVER.EDU](mailto:THEO.ZION@UCDENVER.EDU)  
Information Technology Specialist
- Eric Blommel [ERIC.BLOMMEL@UCDENVER.EDU](mailto:ERIC.BLOMMEL@UCDENVER.EDU)  
Technical Services Coordinator
- Matt Mitchell [MATT.MITCHELL@UCDENVER.EDU](mailto:MATT.MITCHELL@UCDENVER.EDU)  
Web Developer
- Rosanna Miiller-Salas [ROSANNA.MIILLERSALAS@UCDENVER.EDU](mailto:ROSANNA.MIILLERSALAS@UCDENVER.EDU)  
Instructional Designer (PT)

## Other Important Information

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### SEHD Meeting Calendar

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Annually, the SEHD puts forth a schedule for SEHD-related meetings which occur throughout each month on designated Mondays and Wednesdays. This calendar is sent electronically to all faculty and staff at least one month prior to the beginning of an academic year and is also listed under the Resources tab in the SEHD Impact. The calendar lists meeting times/ patterns/ locations for the following SEHD group meetings: Faculty, Doctoral Program, UCTE, Program Leaders, Administrative and Management Team, Leadership and Finance Team, SEHD Committee meetings and SEHD Program Meetings. The current meeting calendar is available on the SEHD Impact.

### Emergencies and Security Issues

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In case of an on-campus emergency or immediate safety hazard, call 911 from any campus phone. If calling from a cell phone or off-campus phone, please call Auraria Campus Police at 303-556-5000.

All CU Denver employees are covered by the Colorado Workers' Compensation Act for any injury or illness arising out of the course of employment with the University.

Get appropriate medical treatment as follows:

1. For an EMERGENCY call 911 or go to the closest urgent care facility or emergency room.

2. For a non-emergency or any follow-up medical care, you must seek treatment with a Designated Medical Provider (DMP) <http://www.cu.edu/risk/dmp> .
3. Establish contact with your supervisor or faculty sponsor/designee to:
  - Ensure they are aware of your injury/illness.
  - Report any time you have lost work because of the injury/illness.
  - Bring any medical reports you receive to these contacts so they have verification of your ability to return to work.
4. Follow instructions from the DMP regarding medications, restrictions and treatment.
5. Attend all medical appointments. If you have medical questions, discuss them with the DMP.
6. The assigned adjuster may or may not contact you regarding your claim. If you have additional questions or concerns contact the URM main office at 303-860-5682 or toll free at 888-812-9601.

In case of fire alarm or bomb threat, all building occupants **MUST** leave the building immediately until the threat is over. This includes participants in any and all meetings and classes that might be in session at the time. If the tornado alarm sounds, everyone should move to the first floor, preferably to a stairwell or some other inside location away from windows. To protect yourself and your property at work, please take the following steps:

- When in the building outside regular business hours, keep your office locked at all times.
- When using the copy room or any other office, do not leave these doors unlocked or ajar.

#### LOCKING UP VALUABLES

Unfortunately, a number of thefts are reported on campus and in our building each semester, so please **DO NOT** leave valuables unattended even for brief periods. Every office should have a locking cabinet or drawer for valuables. If you are on campus late and would like to be escorted to your car, call the Night Rider Service at 303-556-2001. An officer will meet you at the building entrance and escort you. If you lock yourself out of your office and no one is available to let you in, contact the security officer on the first floor. You will be asked to show your campus ID.

## General Maintenance and Repairs

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For general maintenance and repair, including burnt-out light bulbs, heating/cooling problems, restroom maintenance, etc., please call Facilities Dispatch at 303-315-7777, or email them at [DC\\_FACILITIES\\_DISPATCH@UCDENVER.EDU](mailto:DC_FACILITIES_DISPATCH@UCDENVER.EDU) . You can also submit a work request into their ticket system by signing in online <https://fac-maximo.ucdenver.pvt/maximo/webclient/login/login.jsp?appservauth=true> using your university credentials.

## SEHD Kitchens

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The kitchens are for the use of all School of Education & Human Development faculty and staff. All efforts to keep this area clean are appreciated. Please do not leave dirty dishes in the kitchens, if you need to soak your dishes, please keep them in your office while doing so. The refrigerator is emptied of all unlabeled food on a regular basis. Anyone who uses the refrigerator is requested to take an occasional turn cleaning the kitchen. Please do not encourage students to use the kitchens. There is a café as well as vending machines and a microwave, located on the first floor of the Lawrence Street Center for student use. Each SEHD kitchen on the 6th, 7th and 11th floors have a carpet sweeper for use between vacuuming. Please make sure to return the sweeper to the kitchen when you are finished.

## Shared Spaces

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Because our space is extremely limited, it is important that we respect shared classroom/meeting areas and our colleagues who may have meetings directly following our own. In all SEHD spaces, the meeting facilitator is responsible for leaving rooms as they were found. Food and drink may not be left in a room and tables should be wiped down. Housekeeping will only empty the trash receptacles. If a caterer is contracted, the meeting coordinator is to ensure timely pick up of leftovers and dishes. Clean-up is **NOT** a staff responsibility.

If during an event, the carpet is soiled to the point that cleaning is necessary, charges for the cleaning will be transferred to the account of the program/area that reserved the space.

# APPENDIX A: Checklist for Getting Started

The following information was compiled to assist in your orientation and acclimation to the School. *Please refer to the Table of Contents for direction to detailed information on each of the areas listed below.*

<p><b>Benefits Enrollment</b></p>	<p>You will receive benefits enrollment information and forms at Faculty/New Employee Orientation the week before fall classes begin. The Center for Faculty Development will contact you with date/time /information. If you are in a benefits-eligible position, you <b>MUST</b> submit an enrollment form within 31 days following date of hire, even if you <b>DECLINE</b> coverage. Otherwise, you will be automatically enrolled in default coverage.</p> <p>The university's benefits plan year runs from July 1 to June 30, with open enrollment in late April – early May.</p> <p>All questions regarding benefits should be directed to the University of Colorado Employee Services at 303-860-4200 option 3 or Toll Free 1-855-216-7740 or <b><u>EMPLOYEESERVICES@CU.EDU</u></b>.</p>
<p><b>Business Cards</b></p>	<p>Visit <a href="#">Printing Services website</a>. You will need a speedtype for payment (consult supervisor).</p>
<p><b>EcoPass</b></p>	<p>If you are interested in an EcoPass for the RTD system (bus/light rail/train), please visit Parking and Transportation Services, located on 7th Street and Lawrence Way. You will need to bring your employee ID. You will need to sign a form that authorizes a monthly payroll deduction for the EcoPass, pay the first month up front, and then you will receive an RTD pass.</p> <p>Eco-Pass, \$25/month Parking &amp; Transportation, 303-556-8385 777 Lawrence Way, 1<sup>st</sup> Floor</p>
<p><b>Childcare on Campus</b></p>	<p>Contact the Auraria Early Learning Center, 303-556-3188.</p>
<p><b>Computer</b></p>	<p>Contact the SEHD Tech Team at '<a href="mailto:SEHDHELP@UCDENVER.EDU">SEHDHELP@UCDENVER.EDU</a>' for Technology Services. For more information on Outlook, connecting from home, connecting to the SEHD server, and computer maintenance and repair, please refer to the Information and Academic '<b>Technology section of this Handbook</b>'.</p>
<p><b>Copy Machine Codes</b></p>	<p>Copiers are located in the mailroom (605) and workroom outside the kitchen on the 6th floor, in Academic Services on the 7th floor and in the work area next to the kitchen on the 11th floor. You must have a code to make copies. Copy codes from be obtained from Daisy Salazar, at 303315-4921 or <a href="mailto:daisy.salazar@ucdenver.edu">daisy.salazar@ucdenver.edu</a>. All large copy orders (100 pages or more) should be submitted for processing through Academic Services. Please give at least two business days <b>BEFORE</b> large copy orders are needed.</p>
<p><b>Email</b></p>	<p>Your email account will be automatically provisioned when your appointment is entered in the HCM system. The SEHD HR and Payroll Coordinator will email your login information to you.</p>
<p><b>Faculty ID</b></p>	<p>All faculty (excluding lecturers) and staff are encouraged to have an ID Card. Forms may be obtained from Human Resources in LSC 1147. The ID card allows faculty and staff to park on campus, access library services, use the recreation facilities, and gain building and classroom access.</p>



<b>Fitness Center</b>	Staff and faculty can obtain access to the fitness center < <a href="http://www.msudenver.edu/campusrec/">http://www.msudenver.edu/campusrec/</a> >(for a fee), including basketball courts, racquetball courts, swimming pool, weight room, and aerobic classes. You can also rent a locker.
<b>Keys</b>	The Assistant to the Dean will submit a key request to Facilities Management for your office key(s). It usually takes 2-3 business days for key requests to be completed. Once the keys are ready, you must go to Facilities Management on the 3rd floor of the Lawrence Street Center to pick them up and you must show your employee ID.
<b>Mailboxes</b>	Full-time faculty mailboxes are located on each SEHD floor of the Lawrence Street Center Building. Lecturers and adjunct faculty will have a mail slot located in Academic Services outside office LSC 716.
<b>Parking</b>	Auraria Campus Parking \$125-\$140/month 303-556-2003
<b>Parking Re-Entry Permit</b>	Faculty who have a business need (to supervise student teachers/student interns, attend university/school related meetings, engage in off-campus research collaborations, etc.) to leave and return to campus and who regularly park in Auraria Campus parking lots, may obtain a re-entry pass by picking up an application from the Assistant to the Dean in LSC 1145.
<b>Payroll</b>	Before any work begins, all employees must see the SEHD HR and Payroll Coordinator in LSC 1147 for paperwork to complete, including W 4, I-9, employee information sheet, payroll information, direct deposit, and employee ID form.
<b>Library Account Set-Up</b>	Once you have your employee ID, you will be able to check books out of the library. If you are not already in the computer, they will set up your account for you with your ID. The library has a great website describing all of the services offered: <a href="http://library.auraria.edu">http://library.auraria.edu</a> < <a href="http://library.auraria.edu/">http://library.auraria.edu/</a> >. < <a href="http://library.auraria.edu/">http://library.auraria.edu/</a> > You can also search the catalogs on line.
<b>UCD Access</b>	This is the employee portal and can be accessed at: <a href="https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html">https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html</a> < <a href="https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html">https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html</a> >  This is where you access your monthly pay information; update your contact information, tax withholding, or direct deposit information; and access University systems, such as Marketplace, and Concur. Your UCD Access account is automatically provisioned at the same time as your email account.
<b>Supplies</b>	For office supplies such as paper, pens, stationary, paper clips, envelopes, file folders, and other basic supplies please complete a supply request form locate on Impact: <a href="https://ucdenverdata.formstack.com/forms/sehd_purchase_request">https://ucdenverdata.formstack.com/forms/sehd_purchase_request</a>
<b>Telephone</b>	See the Assistant to the Dean to activate the phone line in your office if there is not already one active.
<b>Text Books – Check on</b>	You may want to check to make sure that the textbooks you requested for your classes have arrived and that there are enough books for the number of students enrolled in the class.
<b>Order</b>	Contact the Auraria Book Center at 303-556-3230.



# APPENDIX B: Useful Contacts

Contact:	Phone	More Information
<b>Auraria Book Store</b>	303-556-3230	Tivoli, 2nd floor <a href="http://www.aurariabooks.com/">www.aurariabooks.com/</a> < <a href="http://www.aurariabooks.com/">http://www.aurariabooks.com/</a> >
<b>Auraria Police Emergency Dispatch</b>	303-556-5000	<a href="http://www.ahec.edu/police">www.ahec.edu/police</a> < <a href="http://www.ahec.edu/police">http://www.ahec.edu/police</a> >
<b>Campus Closure</b>	303-556-2401	<a href="http://www.ucdenver.edu/alert">http://www.ucdenver.edu/alert</a>
<b>Campus Recreation</b>	303-556-3210	PER Events / Recreation Center, Room 108
<b>Campus and Personal Safety</b>	<b>911</b> <b>Emergency</b> 724-4444	<a href="mailto:emerg@ucdenver.edu">emerg@ucdenver.edu</a> <a href="http://www.ucdenver.edu/life/Pages/Safety.aspx">http://www.ucdenver.edu/life/Pages/Safety.aspx</a>
<b>CU Online</b>	303-315-3700	LSC12th Floor, <a href="mailto:CUONLINEHELP@UCDENVER.EDU">CUONLINEHELP@UCDENVER.EDU</a> <a href="http://www.cuonline.edu">http://www.cuonline.edu</a> < <a href="http://www.cuonline.edu">http://www.cuonline.edu</a> >
<b>CU Employee Services (formerly Payroll and Benefits Services)</b>	860-4200 855-216-7740	<a href="mailto:Employeeservices@cu.edu">Employeeservices@cu.edu</a> <a href="https://www.cu.edu/es/">https://www.cu.edu/es/</a>
<b>Facilities Management (keys)</b>	303-315-2205	LSC 3 <sup>rd</sup> Floor
<b>ID Card</b>	303-315-0010	LSC 1147   SEHD HR will provide the form you need to take to the Campus ID program in the Tivoli Commuter Resource Center.
<b>Office of Information Technology</b>	303-724-4357	LSC 12 <sup>th</sup> Floor
<b>Library</b>	303-556-2805	<a href="http://library.auraria.edu/">http://library.auraria.edu/</a>
<b>Locksmith</b>	303-556-4296	1156 7 <sup>th</sup> St. in Facilities Management Building
<b>Parking Services</b>	303-556-2000	Located in the Parking & Transportation Center, on the NE corner of 7 <sup>th</sup> Street & Lawrence Way
<b>SEHD Academic Services</b>	303-315-6314	LSC 7 <sup>th</sup> Floor
<b>SEHD Dean's Office</b>	303-315-6345	LSC 1149
<b>SEHD Human Resources</b>	303-315-0010	<a href="mailto:SEHDHR@UCDENVER.EDU">SEHDHR@UCDENVER.EDU</a>
<b>SEHD Student Services Center</b>	303-315-6300	LSC 701
<b>SEHD Technology Support</b>	303-315-6350	<a href="https://sehdsupport.ucdenver.edu/">https://sehdsupport.ucdenver.edu/</a> <a href="mailto:SEHDHELP@UCDENVER.EDU">SEHDHELP@UCDENVER.EDU</a>
<b>Tuition Benefit for Employees</b>		<a href="https://www.cu.edu/employee-services/benefits/tuition-benefit/denver-anschutz">https://www.cu.edu/employee-services/benefits/tuition-benefit/denver-anschutz</a>

# APPENDIX C: Common Terms

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**Census Date:** *Census date is an official campus-wide date that falls approximately two and one-half weeks after the first day of class in each term. Census date is the deadline for several processes, including registering by telephone, adding classes without instructor and Dean approvals, dropping classes (with tuition adjustment), requesting No Credit or Pass/Fail grades, registering for candidate for degree, submitting the faculty/staff waiver, and petitioning for reduction in dissertation hours.*

**D1:** *Courses offered on campus, through the regular course schedule and registration process, with standard CU Denver tuition rates.*

**D2:** *Continuing and Professional Education courses and conferences. D2 activities can be for credit or not for credit and may carry Continuing Education Units (CEUs). This is an entrepreneurial arm of the School of Education & Human Development, providing educational opportunities annually to approximately 3500 students.*

**Tenure Track Faculty** are full-time, tenured or tenure-track faculty members holding the rank of **Assistant Professor, Associate Professor, or Professor. Tenure track faculty members need to have regular (or, in some rare cases, "special") appointments to the CU Denver Graduate Faculty.**

**Senior Instructors** or **Clinical Teaching Track Professors** (assistant, associate or full) are not on tenure-track appointments. Most senior instructors teach full time and have no responsibility for research, while Clinical Teaching Professors have limited research responsibility. Some have grants that permit grant-related work. They have the same service responsibilities that tenure track faculty have. Senior instructors and clinical teaching track professors need to be eligible for "special" appointment to the CU Denver Graduate Faculty.

**Research Professors** can hold the rank of Assistant Research Professor, Associate Research Professor, or Research Professor. These faculty are typically responsible for grant-related work on a full time basis.

**Lecturers** may teach up to six credits per semester in the fall and spring and summer. Unlike tenure track faculty and faculty who are senior instructors, there are no additional expectations for lecturers, such as student advising, research, internal and external service, and so on. Lecturers need to be eligible for "special" appointment to the CU Denver Graduate Faculty.

**Adjunct faculty** members teach according to the lecturer guidelines above. In addition, an adjunct faculty member receives a stipend to assist the program faculty with specifically defined activities that may include student advising, program or curriculum development, preparation of accreditation reports, and so on. Adjunct faculty members need to be eligible for "special" appointment to the CU Denver Graduate Faculty.

**Locations of Courses:** *On-campus courses are courses offered through the regular SEHD registration process, and meet in classrooms on the Auraria campus. Off campus state funded courses are part of SEHD programs that are outside of the Denver metropolitan area. Examples of sites where these programs have been located are Durango, Glenwood Springs, and Canon City. Off-campus courses are Continuing and Professional Education courses that are held off campus in places typically arranged by those who set up the courses.*

**Types of Courses:** *Most courses offered by the School of Education & Human Development fall into CCHE's "Type A, Lecture" category. "Type A, Lecture" courses must provide 750 minutes of instructional time per credit hour, per semester. Thus, a typical 3-credit-hour course must provide 2250 minutes of instructional time during the semester it is taught. This translates to meeting for 15 weeks when a class is three hours in length. Other SEHD courses--such as practicum, internships, independent studies, and doctoral dissertations--fall into the "Type B" category.*

# APPENDIX D: Graduate Program Procedures

<b>Admission to Candidacy</b>	<i>Doctoral students submit their form upon completion of coursework and passing the comprehensive exam. The deadline is listed on the University of Colorado Denver Academic Calendar. The application is available online from the graduate school. The application should be signed by the student's advisor and submitted to Academic Services.</i>
<b>Comprehensive Examination/ Thesis Defense</b>	<i>Students must be registered for a class or 1 credit Candidate for Degree during the term they take their comprehensive exam. The comprehensive exam is considered to be a time exam, project, portfolio, or take-home exam. The signed examination reports require a committee of three members of the graduate faculty. The dissertation proposal defense serves as the comprehensive exam for EdD students.</i>
<b>Deadlines</b>	<i>The School of Education &amp; Human Development deadlines (for filing the Admission to Candidacy, for scheduling and holding the Comprehensive Examination, for thesis format review, and for filing the thesis) are published each semester in the Academic Calendar.</i>
<b>Graduate Courses</b>	<i>All courses that count toward a graduate degree must be approved by the degree-granting graduate program. At least 30 hours must be considered of graduate rank and must be 5000 level or above.</i>
<b>Minimum GPA</b>	<i>A minimum GPA of 3.0 is required in courses applied to a degree program. Grades of B- or better are accepted for the master's degree program unless the program specifies otherwise (field courses may require a higher grade). Courses applied to a graduate degree may not be taken pass/fail.</i>
<b>Probation</b>	<i>If a student's cumulative GPA falls below 3.0, the student will be placed on academic probation. In the semester following placement on probation, the student's course work GPA must be at least 3.0 or the student will be suspended. At the end of two semesters after being placed on probation, the student must raise his/her cumulative GPA to 3.0 or he/she will be suspended.</i>
<b>Readmission</b>	<i>If a student does not register for three consecutive terms, he/she will need to be readmitted before registering for classes. At a minimum, this involves the student filling out Part I of the Graduate Admission Application form (which includes the In State Tuition Classification Application).</i>
<b>Residency Requirements</b>	<i>A minimum of three semesters of work must be completed at CU Denver.</i>
<b>Time Limits</b>	<i>Degrees must be completed within seven years for Master's students and eight years for Ed.D, PsyD, and Ph.D. students (ten years with approved leaves of absences).</i>
<b>Transfer Credits</b>	<i>Up to nine credit hours can be transferred in from another graduate program, and up to nine credit hours taken at CU Denver as a non-degree student (with a grade of B- or better) can be applied toward a SEHD Master's degree or the EdD. The total of transfer and CU Denver preadmission credits may not exceed 15. Up to 18 transfer credit hours or credit hours taken as a non-degree student may be applied toward a Ph.D. degree.</i>

# APPENDIX E: Syllabus Template

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This template is version 2019. The syllabus template is housed under SEHD Documents on Impact.

Course Number: Course Title (indicate if Core)  
Department Name  
School of Education and Human Development (SEHD)  
University of Colorado Denver  
COURSE SYLLABUS  
Semester Term and Year

## INSTRUCTOR AND COURSE INFORMATION

Instructor Name:

Instructor Office:

Instructor Phone:

Instructor Email and/or other contact information:

Website: [Instructor and course website] Office Hours: [Days and times]

Class Meeting Days:

Class Meeting Hours:

Class Location: [Building and room]

Lab Location: [Building and room]

## COURSE OVERVIEW

### Welcome!

If desired, address your students directly with a statement of welcome or something that establishes the relevance of the course to their course of study and/or personal and professional goals. This is an opportunity to get them excited about the course.

### University Course Catalog Description

Paste the description from the catalog and indicate if the course is part of the undergraduate core. See <http://www.ucdenver.edu/student-services/resources/ue/core/Pages/default.aspx> for a listing of core courses.

### Course Overview

Short description of the course, including the major topics addressed in the course, the rationale for those topics, and recommendations for student success in the course.

### **Course Goals & Learning Objectives**

Include overall relevance and associated instructional goals for the course. What will they know, what will they be able to do, what will they value, what will they create as they progress through the course? This can be under bullets, listing, outlines, as detailed as you would like. Learning objectives should be specific rather than general, speaking to skills and performance rather than knowledge: what will students be able to do as a result of completing the course? Learning objectives should also be clearly measurable. Often, learning objectives use the phrasing “by the end of this course, students will be able to...”

### **Course Prerequisites**

What do you expect your students to know coming into this course? Include skills, and course prerequisites.

### **Course Credits**

List number of course credits

### **Required Texts and Materials**

Full text citations of all required materials (including how to acquire, links or reference to location in Canvas course shell)

Guidelines for achieving desired level of understanding

Required library/library-accessible resources can be described here; supply links to free/full-text materials as available (consult with librarian if needed).

### **Supplementary (Optional) Texts and Materials**

Full text citations/online links (or reference to location in Canvas course shell) of any supplementary materials

### **Course Schedule**

The schedule should include the sequence of course topics, the preparations or readings, and the assignments with due dates. For the readings, give page numbers in addition to chapter numbers to help students budget their time. Exam dates should be firmly fixed, while dates for topics and activities may be listed as tentative. Notify students in writing if the syllabus is revised.

#### **Class Schedule**

<b>Date</b>	<b>Topic</b>	<b>Required Reading</b>	<b>Assignments</b>
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## EVALUATION

### Undergraduate/Graduate Differentiation

Provide the specific differentiation in course work for undergraduate/Master's or for Master's/PhD (e.g., differentiation in terms of readings, activities, projects, and assessments).

### Participation & Discussion

If you are awarding points for Participation as part of your grading framework, be clear about how the points are determined based on your instructional objectives for the participation. If you awarding points for Discussion as part of your grading framework, be clear about how students' participation and contribution are assessed based on your instructional objectives for the discussion.

### Assignments

State the nature and format of the assignments and their deadlines. If you are using examinations, give the examination dates and briefly indicate the nature of the tests (multiple choice, essay, short-answer, take-home tests). How do the assignments relate to the learning objectives for the course? If you are using written assignments, describe your expectations for written work, including the expected length and formatting; if you use rubrics for written assignments, indicate where students may locate those assessment tools. If you are using projects, describe your expectations; again, if you use rubrics for written assignments, indicate where students may locate those assessment tools.

### Basis for Final Grade

Provide a listing of assessments, points possible for each assessment, and the percentage weighting. In addition to (or even in lieu of) tests, consider exploring "authentic" assessments, which are based as closely as possible to real world experiences. For grading, consider awarding more than 100 points total in the class. Often, limiting course point totals to 100 points results in problems differentiating between quality of assignments and constrains instructors in providing accurate assessments of student work.

Assessment	Points Possible	Percent of Final Grade	Due Date
e.g. Essay 1	20	20%	11:59pm on 3/15
e.g. Midterm	15	15%	in class on 3/25
e.g. Group Project	15	15%	11:59pm on 4/15
e.g. Essay 2	30	30%	11:59pm on 4/25
e.g. Final Exam	20	20%	in class on 5/10
	100	100%	

Insert grading scale here. Be clear as to whether the scale is based on points or percentage.

Scale (points or %)

94-100	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
0 - 59	F

### Grade Dissemination

Explain how students will learn of their grades from assignments and assessments. Examples:

— Graded tests and assignments in this course will be returned via the Canvas course shell. You can access your scores at any time within the Canvas gradebook.

— Papers, quizzes, and examinations will be distributed in a class session. I will announce when papers, quizzes, and examinations will be available to be picked up, if they are not to be returned during class. To ensure your privacy when papers, projects, quizzes, and examinations are returned in class or made available for pickup, please provide me with a 9x12 envelope with your name on it each time you submit a paper, quiz, or examination to me.

— CU Denver utilizes web grading which is accessed through UCDAccess. All web grading information can be found at through UCDAccess at <http://www.ucdenver.edu/students/portal/Pages/default.aspx>.



## STUDENT RESOURCES

### SEHD Academic Services

Academic Services provides support for all SEHD students. The office serves as the approval for add/drops admission to candidacy, degree conferral, CDE licensure and other processes. You can learn more at <http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/CurrentStudents/Pages/StudentServicesCenter.aspx> or by calling 303-315-6300.

### Academic Calendar

Provide a link to the university's current Academic Calendar so students can track the deadlines for withdrawing from the course and so on. <http://www.ucdenver.edu/student-services/resources/Registrar-dev/CourseListings/Pages/AcademicCalendar.aspx>

### Student and Community Counseling Center

Consider adding information that conveys a commitment to supporting students that may be feeling overwhelmed or experiencing life stressors that interfere with academic or personal success. The Student and Community Counseling Center is located in Tivoli 454 and provides cost-free and confidential mental health services to help students manage personal challenges that impact emotional or academic wellbeing. You can learn more at the Center at <http://www.ucdenver.edu/life/services/counseling-center/Pages/default.aspx> or by calling 303-315-7270.

### Campus Assessment, Response & Evaluation (CARE)

You may want to include information regarding the Campus Assessment, Response &

Evaluation (CARE) Team, which was created at the University of Colorado Denver|Anschutz Medical Campus to address the health and safety needs of students as well as the campus community. If you have immediate concern about the behavior or safety of a student at CU Denver, help by making a referral to the campus Assessment, Response & Evaluation (CARE) Team. The CARE team's purpose is to promote a safe productive learning, living and working environment by addressing the needs of students, faculty, and staff. If you or a classmate are in need of help, please submit a concern at <http://www.ucdenver.edu/life/services/CARE/Pages/default.aspx> or call 303-315-7306.

### Auraria Library

If you engage students in research, consider including the use of the Auraria Library services, research databases and collections, and librarian expertise as one of your expectations. Include name of specific librarian contact and/or library subject expert web page. See <http://library.auraria.edu/> for more information.

### Writing Center

If you engage students in writing, consider including the use of the Writing Center as one of your expectations. For more information see <http://www.ucdenver.edu/academics/colleges/CLAS/Centers/writing/Pages/TheWritingCenter.aspx>

## **COURSE POLICIES & PROCEDURES: Grades**

**Below are recommended policies you may wish to consider. Required policies are labeled.**

### **[Required] SEHD Incomplete Policy**

Incomplete grades (I) are not given to replace low grades. To be eligible for an incomplete grade, students must (1) successfully completed at least 60% of the course requirements, (2) have special circumstances (verification required) that preclude the student from attending classes and/or completing graded assignments, and (3) make arrangements to complete missing assignments with the original instructor before more than one year has elapsed since the end of the semester in which the course was taken.

SEHD Incomplete Process: Students must be in close communication with the instructor PRIOR to the end of the semester regarding special circumstances precluding them from successfully completing the remainder of the course. Faculty may assign students an incomplete grade of "I" to signify that special circumstances beyond the student's control prevented the student from completing a small portion of the course (no more than 25%) and that a final grade cannot yet be assigned.

IT IS THE STUDENT'S RESPONSIBILITY TO COLLABORATE WITH THE INSTRUCTOR TO COMPLETE AN INCOMPLETE AGREEMENT FORM (found at [www.ucdenver.edu/education](http://www.ucdenver.edu/education) under Current Students/Current Student Resources) prior to the end of the semester for which the incomplete is given. A copy of the form, signed by both the student and the instructor should be submitted to the SEHD Student Services Center (LSC 701). Both the student and instructor should also keep a copy. The instructor sets the conditions under which the course work can be completed and the time limit for completion. The student is expected to complete the requirements within the established deadline. If the missing assignments are not completed within the allotted time, the "I" converts to an F on the student's transcript. Students making up an incomplete should not re-register for the course.

Upon completion of the missing course work, a Change of Record Form is completed by the original instructor to change the "I" to a letter grade. Faculty should work with the Faculty Services Center to complete the Change of Record Form.

### **Attendance Policy**

Offer specifics about your expectations for attendance. How many absences are acceptable/expected? Will students get points for attendance? You may also describe expectation of courtesy here. For courses in which faculty utilize participation rather than attendance as part of the course grade, the syllabus should clearly communicate how participation will be assessed, how students will be informed of their participation grade, how participation will be documented and how the participation grade will be calculated into the final grade for the course.

### **Religious Observances**

Indicate how you want students to inform you of conflicts between the normal class schedule and major religious observances, and if you expect them to notify you in advance if they intend to miss class to observe a holy day of their religious faith.

### **Late Arrivals**

State your policy on late arrivals (and early departures, if applicable). If the ramifications of late arrivals influence grades, then this policy should be included with your grading policies.

### **Late Work Policy**

Provide specifics about your policy on late work. Example: There are no make-ups for in-class writing, quizzes, the midterm, or the final exam. Essays turned in late will be assessed a penalty: a half-letter grade if it is one day late, or a full-letter grade for 2-7 days late. Essays will not be accepted if overdue by more than seven days.

### **Extra Credit Policy**

Provide specifics about your policy on extra credit. Example: There is only one extra credit assignment: Building a wiki of course content (see "course wiki" below for details). If extra credit is granted, the additional points are added to the "First Midterm" portion of the semester grade. You cannot earn higher than 100% on the "First Midterm" portion of the grade; any points over 100% are not counted.

### **Rewrite/Resubmit Policy**

Provide specifics about your policy on rewrites. Example: Rewrites are entirely optional; however, only the formal essay may be rewritten for a revised grade. Note that an alternate grading rubric will be used for the rewrite, featuring an additional column that evaluates the changes made specifically.

### **Group Work Policy**

Provide specifics about your policy on group work. Example:

Everyone must take part in a group project. All members of a group will receive the same score; that is, the project is assessed and everyone receives this score. However, that number is only 90% of your grade for this project. The final 10% is individual, and refers to your teamwork. Every person in the group will provide the instructor with a suggested grade for every other member of the group, and the instructor will assign a grade that is informed by those suggestions. Also, everyone must take part in a group essay (see essay assignments below). The grading criteria are the same as the group project. Once formed, groups cannot be altered or switched, except for reasons of extended hospitalization.

### **Teacher Education Student Support Plan Protocol**

The CU Denver teacher education program has embedded multiple proactive measures within the program to create a supportive environment for Teacher Candidates (TCs) to develop the knowledge, skills and dispositions necessary to be an effective urban teacher including high admission standards, closely aligned course and internship experiences, numerous opportunities for coaching and gaining feedback from instructors, site professors, site coordinators, and clinical teachers, as well as problem-solving protocols for individuals to try and address early concerns. If a TC is struggling to further develop the professional

knowledge, skills, and dispositions necessary for effective urban teaching despite the proactive embedded support provided, university and PDS faculty working with the TC collaborate to try and better understand the TC's performance. This model is reflective of similar processes in K-12 schools (e.g., Student Study Team; Child Support Team, etc.) as they work together to problem-solve and meet the needs of students.

Often this inquiry results in the collaborative development of a Professional Action Plan with the TC and the appropriate university and/or PDS individuals that clearly identifies key areas for improvement of performance by the TC as well as a timeline for improvement. Most often this provides the needed scaffolding and targeted direction for a teacher candidate to improve towards meeting the expected performance standards outlined by the program and the State of Colorado for teacher licensure. In other cases, it doesn't, objectively indicating to the teacher candidate and the faculty working with the teacher candidate that this program and/or teaching may not be suitable for the teacher candidate. In this case, the teacher candidate is counseled out of the program. Specific details regarding the Student Support Plan Protocol can be found on the SEHD website, [www.ucdenver.edu/education](http://www.ucdenver.edu/education) under Current Students/Current Student Forms along with the electronic form for the Professional Action Plan.

## **COURSE POLICIES & PROCEDURES: Health of the Course Community**

**Below are recommended policies you may wish to consider. Required policies are labeled.**

### **Inclusive [Suggestion from the SEHD Diversity Committee]**

As your instructor, I am firmly committed to equity, diversity, and inclusion in all areas of campus and social life. In this class I will work to promote an anti-discriminatory environment where everyone is welcome and where each individual's dignity is affirmed. I recognize that discrimination can be direct or indirect and take place at both institutional and personal levels, and it is shaped by histories and structures of power imbalances. Discrimination and oppression are unacceptable, and consistent with the mission of the school, I am committed to facilitating conversations that advance the disruption of oppression of any form. Thus, we will work together to affirm each other's dignity, being careful and intentional with our use of language and other communicative modes. We will do our best to find truth in what we oppose and error in what we espouse before declaring truth in what we espouse and error in what we oppose. Our interactions will be brave and kind, as we collectively move together toward a more just and compassionate society.

### **Civility**

Describe how you want students to behave and treat each other. Example: My commitment is to create a climate for learning characterized by respect for each other and the contributions each person makes to class. I ask that you make a similar commitment.

### **Professionalism**

Offer specifics about your policy on professionalism, Example: Mobile devices must be silenced during all classroom and lab meetings. Those not heeding this rule will be asked to leave the classroom/lab immediately so as to not disrupt the learning environment.

## COURSE POLICIES & PROCEDURES: Communication & Technology Use

**Below are recommended policies you may wish to consider. Required policies, if any, are labeled.**

### Email and Other Online Communication Approaches

Describe your policy for how email will be used (official university communication is only sent via a student's university email address), who will communicate with whom, expected response time, will you check it on weekends, who answers technology questions, etc. See <http://www.ucdenver.edu/student-services/resources/Registrar-dev/StudentServices/Policies/Pages/default.aspx> for the University's Email Policy.

### Canvas and/or Other Online Learning Spaces

If you use Canvas for your course, describe how you will use it in the course, how often students should expect to login, how team activities will be organized, due dates, policies on late participation, etc. Note: If your course uses blogs, wikis, or social networking/media sites and communities, be sure to describe how you will use these resources in the course as well.

### Laptop and Mobile Device Usage

Describe your policies for using laptops and mobile devices throughout your course.

### Classroom Devices

Describe your policies for using calculators, tape recorders, other audio & technology devices for your course.

### Classroom Response Clickers

If your course includes the use of student response devices, provide specifics about the usage and how to get started.

## SEHD & UNIVERSITY POLICIES

### **[Required]** Student Privacy & the Family Education Rights and Privacy Act (FERPA)

Students' records are protected under the Family Education Rights and Privacy Act (FERPA). FERPA deals specifically with the education records of students, affording them certain rights with respect to those records. For purposes of definition, education records are those records which are:

- Directly related to a student and
- Maintained by an institution or a party acting for the institution.

FERPA gives students who reach the age of 18 or who attend a post secondary institution the right to inspect and review their own education records. Furthermore, the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records, shift from the parent to the students at this time.

FERPA applies to the education records of persons who are or have been in attendance in post secondary institutions, including students in cooperative and correspondence study programs, video conference, satellite, internet or other electronic forms. FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution. See <http://www.ucdenver.edu/student-services/resources/Registrar-dev/StudentServices/Policies/Pages/default.aspx> for further information.

### **[Required] Academic Freedom**

Academic freedom and diverse viewpoints are highly valued at the University of Colorado Denver. The laws of the Board of Regents of the University of Colorado specify that:

"The University of Colorado was created and is maintained to afford men and women a liberal education in the several branches of literature, arts, sciences, and the professions. These aims can be achieved only in that atmosphere of free inquiry and discussion, which has become a tradition of universities and is called "academic freedom.... Within the bounds of this definition, academic freedom requires that members of the faculty must have complete freedom to study, to learn, to do research, and to communicate the results of these pursuits to others. The students likewise must have freedom of study and discussion. The fullest exposure to conflicting opinions is the best insurance against error.... All members of the academic community have a responsibility to protect the university as a forum for the free expression of ideas." Laws of the Regents 5.D.

"By enrolling as a student in the university, a person shall assume obligations of performance and behavior established by the university relevant to its lawful missions, processes, and functions. As members of the academic community, students have responsibility, equivalent to that of the faculty, for study, learning, academic integrity, and protecting the university as a forum for the free expression of ideas." Laws of the Regents 7B.

"All students shall have the same fundamental rights to equal respect, due process, and judgment of them based solely on factors demonstrably related to performance and expectations as students. All students share equally the obligations to perform their duties and exercise judgments of others in accordance with the basic standards of fairness, equity, and inquiry that should always guide education." Laws of the Regents 10.

For more information see <http://www.ucdenver.edu/student-services/resources/Registrar-dev/StudentServices/Policies/Pages/default.aspx>.

### **[Required] Disability Access**

Offer specifics about the university's policy on disability access. Example:

The University of Colorado Denver is committed to providing reasonable accommodation and access to programs and services to persons with disabilities. Students with disabilities who want academic accommodations must register with Disability Resources and Services (DRS) in Student Commons Building, Suite 2116, Phone: 303-315-3510, Fax: 303-315-3515. I will be happy to provide approved accommodations, once you provide me with a copy of DRS's letter. Note: DRS requires students to provide



current and adequate documentation of their disabilities. Once a student has registered with DRS, DRS will review the documentation and assess the student's request for academic accommodations in light of the documentation. DRS will then provide the student with a letter indicating which academic accommodations have been approved. <http://www.ucdenver.edu/student-services/resources/disability-resources-services/Pages/disability-resources-services.aspx>

### **[Required] Student Code of Conduct**

All CU Denver students are bound by the Student Code of Conduct, which serves to outline student rights and responsibilities as well as behavioral expectations. If a potential violation of the Student Code of Conduct is brought to our attention, you may be asked to meet with a conduct officer to address the situation. See <http://www.ucdenver.edu/life/services/standards/Documents/CU Denver-CodeofConduct.pdf>.

### **[Required] Academic Integrity & Academic Honor Code**

A university's reputation is built on a standing tradition of excellence and scholastic integrity. As members of the CU Denver academic community, faculty and students accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work at the University. To this end, students are expected to know, understand, and comply with the ethical standards of the university, including rules against plagiarism, cheating, fabrication and falsification, multiple submissions, misuse of academic materials, and complicity in academic dishonesty. See <http://www.ucdenver.edu/academics/CUOnline/FacultySupport/Academic%20Honesty/Documents/student/introduction/index.htm> for details.

### **[Required] Grade Appeal**

Student must follow the grade appeal process or student grievance process described below:

1. Discuss concerns with the faculty member.
2. If the issue is not resolved after a conversation with the faculty member, the student may appeal to the SEHD Student Committee (SC).
3. If the issue is not resolved after a SC review, discuss concerns with the SEHD's Dean.

For details about the SEHD policy and procedure see [http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/CurrentStudents/Resources/all\\_docs/Student%20Academic%20Appeal%20Process.pdf](http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/CurrentStudents/Resources/all_docs/Student%20Academic%20Appeal%20Process.pdf).

### **[Required] Nondiscrimination and Sexual Misconduct**

CU Denver is committed to maintaining a positive learning, working and living environment. University policy and Title IX prohibit discrimination on the basis of race, color, national origin, sex, age, disability, pregnancy, creed, religion, sexual orientation, veteran status, gender identity, gender expression, political philosophy or political affiliation in admission and access to, and treatment and employment in, its educational programs and activities.

University policy prohibits sexual misconduct, including harassment, domestic and dating violence, sexual assault, stalking, or related retaliation. If you have experienced some sort of sexual misconduct or discrimination please visit the Office of Equity to learn more about the resources available or contact the Director of Equity/Title IX Coordinator at 303-315-2567. See <http://equity.ucdenver.edu/> for additional information.



# APPENDIX F: Student Academic Appeals

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## School of Education and Human Development

### Student Committee Appeals Process

#### Purposes

One purpose of the Student Committee (SC) is to review students' academic appeals regarding retention, disenrollment, dismissal and other academic matters such as grade appeal, academic dishonesty, or honor code issues. The committee assumes an impartial and unbiased stance toward all participants in the academic appeal process, and focuses on adherence to university policy and basic standards of fairness and professionalism. Appeals are heard by this committee at the written request of an SEHD student. Appeals may originate from students in any degree or licensure program in the SEHD to which the student has been admitted. The SC's decision will be communicated to the student, faculty involved in the decision under appeal, the Associate Dean who oversees the program, and the Dean. The SC's decision will be considered final unless the student chooses to appeal directly to the Dean according to the procedures outlined below.

#### Committee Composition

The committee is composed of faculty members from multiple SEHD programs and one SEHD staff representative. Typically, faculty members serve for two years, with the possibility of continuing to serve longer. Each year a committee chair is elected from the members of the SC. The chair directs regular SC meetings and, in conjunction with the Director of Academic Services and/or his/her designee, advises students and faculty on SC policies and procedures and schedules the committee for appeal hearings.

#### Student Academic Appeals

The SC hears appeals that relate directly to academic issues. These issues may include, but are not limited to:

- dismissal from an SEHD degree program;
- grade appeals and problems related to course grades;
- appeals related to comprehensive examinations or activities and qualifying examinations or activities;
- academic honor code issues.

The SC might refer non-academic appeals to other avenues of appeal, including, but not limited to:

- sexual harassment or discrimination of any kind - CU Denver Civil Rights Officer;
- financial concerns - Bursar's Office or Financial Aid; •student conduct - Student Code of Conduct;
- teacher licensure - Colorado Department of Education; other, or more general concerns - CU Denver Ombuds Office.

When appeals are reviewed by the committee, only materials directly relevant to the appeal will be considered. The student and the faculty member or members involved in the appeal should keep documentation of and materials related to the appeal for a period of five years from the beginning of the semester in which the issue(s) relevant to the appeal began. An official file of all materials will be kept by the SEHD (see "Retention of Academic Appeals Materials" below).

#### Faculty Participants in Student Academic Appeals

Faculty participants in the academic appeal process are those faculty members who have been part of the decision making process under appeal, witness(es) to student/faculty discussions, administrators and other CU Denver officials as required for purposes of clarity, safety and procedural propriety. Other examples of participants include a course instructor or instructors, program area faculty, internship supervisors, and program teams.

#### Student Participants in the Student Academic Appeals Process

Student participants in the academic appeals process are the student who has filed an appeal for the SC to review and another person to accompany the grievant to *Appeal Level 3*(if applicable). The other person may be a friend, colleague, classmate or faculty member, but not a member of the SEHD staff.

## **Academic Appeal Procedures**

### *Appeal Level One--Initial Decision*

1. The first step in an appeal is for the student to meet with the faculty member or members who made the decision the student wishes to contest. Issues pertaining to the student's grade or performance, evaluation criteria for decision making or differences of opinion that exist should be discussed in an attempt to work through the disagreement. This first step of meeting with faculty member(s) should take place as soon as possible after the precipitating decision and in no case later than 30 days after the end of the term in which this decision took place. All such initial meetings should be attended by at least one additional (neutral) CU Denver faculty member or administrator who will serve as observer and note-taker.

### *Appeal Level Two--Student Committee Review*

1. If the issue remains unresolved after the student/faculty member meeting, the student may appeal to the SC through a written request submitted to the chair of the SEHD SC within 30 days after the meeting with faculty member(s) outlined in Appeal Level 1 above. Academic Services may offer advice to the student regarding how to compose and file the appeal. The written appeal must be in the form of a letter submitted by the student to the SC Chair describing the complaint in detail. The letter should answer these questions:

**a. What is the term/year you are appealing?** Note: Appeals should be submitted within one semester following the occurrence of the academic issue being appealed.

See number 4 below.

**b. What, exactly, is being appealed?** Clearly provide the course number and title for a grade appeal or the specific program for retention, dismissal, or honor code appeal.

**c. What are your specific objections to the decision under appeal?** Refer to specifics on the course syllabus or to specific program or SEHD policies and procedures, handbooks, forms and signed documents.

**d. What is the rationale for your objections?** Provide a succinct narrative which clearly indicates why you believe the decision under appeal was not appropriate. Refer to the available materials (e.g. syllabi, policies and procedures documents) as appropriate in providing your rationale. Focus specifically on your individual appeal and refrain from referring to other students or faculty.

**e. What changes do you request and what are your specific reasons to support your request?** Indicate clearly what you believe would be a fair resolution to the issue under appeal.

1. As noted above, the letter of appeal should be submitted within 30 days following the meeting with the faculty member or members outlined in the first level of the appeal process. The SC chair will review the appeal letter and request further information if necessary, and, if he/she deems the appeal to be within the purview of the committee, will forward the letter to SC committee members and the Associate Dean responsible for the program to which the student was admitted. If the letter is submitted between the end of the spring and the beginning of the fall semester, the letter will be reviewed at the first SC meeting in the fall semester. Academic appeals will be reviewed and responded to during the months of September through November and February until the first week in May.

2. The faculty member or members named in the student's appeal will be notified of the student's appeal and provided with a copy of the student's appeal letter.

The faculty member or members will respond to the appeal in a written statement to the SC within 14 days of their receipt of the notification of appeal. Exceptions to this 14-day limit may be allowed in special circumstances if the SC deems appropriate. Additionally, all parties involved in the appeal may receive copies of all submitted documentation pertaining to this case on a need-to-know basis as determined by the SC chair.

3. The student's written appeal request (containing all required information) and faculty response will be reviewed by the SC at their next regularly scheduled meeting. The SC chair may ask for additional materials as needed.

4. If students or faculty member/members fail to provide requested information in writing, the SC will proceed based on the available evidence.

5. The SC will reach a decision based on the documentation. The SC's decision will be communicated in writing to the student, faculty member/members, and Dean within 14 days of the SC decision. If deemed appropriate by SC, a formal appeal may be scheduled for the next regular meeting time of the SC. A majority vote of the SC is necessary in order to schedule a formal appeal hearing.

### *Appeal Level Three--Student Committee Formal Hearing*

1. At the appeal hearing, the student and the faculty member/members both have the opportunity to make a 20-minute (maximum) oral presentation.

2. During the appeal hearing, SC members may request further information or ask questions.

3. The student and faculty member/members may bring one advocate to the appeal hearing. This individual may listen, take notes and advise the student but may not present to the committee. Advocates may be faculty, classmates, students or friends, but may not be staff members of SEHD. In addition, the SC may also request the presence of any administrators and/or other university officials as required for purposes of clarity, safety and procedural propriety.

4. The SC will review all information and render a timely decision. In most cases, and depending on their scheduled meetings, the SC will reach a decision within 40 days after the appeal hearing. Neither the student nor the faculty member or members involved in the appeal may be present, or consulted by, the SC during these deliberations.

5. The student and faculty member or members will be notified by letter within 45 days of the concluding decision of the SC. A copy of this decision will be forwarded to the Dean of the SEHD.

#### *Appeal Level Four--Dean, School of Education & Human Development*

The student or faculty member's next level of appeal is the Dean of the SEHD. Appeals materials provided to the SC will be shared with the Dean. The Dean may also request additional information as needed. This appeal to the Dean must occur within 30 days of the SC decision.

#### **Student Committee composition for formal appeal hearings**

- A SEHD Associate Dean serves as the non-voting committee convener during the formal appeal hearing.
- A majority of voting members or their appointed substitutes must be present for the formal appeal hearing.
- The student, the faculty member/members and the SC may each have one non-voting representative at the appeal hearing. This representative may listen and advise but not participate in the presentations to the committee. The representative may not be a staff member of SEHD. In addition, the SC may request the presence of any administrators and/or other university officials as required for purposes of clarity, safety and procedural propriety.
- Both the involved faculty member/members and the student may be present during the entire appeal hearing.
- If a SC member has extensive knowledge of the case or the student (e.g. is a member of the decision team which is being appealed or is the student's advisor) he or she will be asked to recuse him or herself from the appeal hearing.
- Appeal hearings may be video or audio taped only if all parties at the hearing agree to this procedure. Requests for video or audio taping must be made in writing, addressed to the SC committee chair and received at least one week before a hearing is scheduled. The chair will contact participants for a yes or no vote and alert all participants of the outcome of the vote prior to the meeting.

#### **Retention of Academic Appeal Materials**

##### *SEHD responsibilities*

All materials related to an academic appeal, including written statements from students and faculty, written decisions by the SC and requests for materials from the Dean of the SEHD and the CU Denver Graduate School will be housed in a secure confidential file in the Academic Services Office. This official file will be maintained under the name of the student originating the appeal. The official file will be retained for at least five years.

##### *Student responsibilities*

The student is responsible for keeping copies of all written materials submitted to both the faculty member and members and those submitted to the SC. It would be appropriate for the student to keep records of times, dates, content of conversations and suggested solutions discussed during the process of trying to resolve the problem.

##### *Faculty responsibilities*

The faculty member or members should keep copies of all written materials related to student appeal. This would include student letters, responses, and course or program documents related to the appeal. It is also recommended that faculty members keep records of times, dates, content of conversations and suggested solutions discussed during the process of trying to resolve the problem with a student.

## APPENDIX G: Forms Used for Academic Services

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### COURSE VALIDATION FORM

To receive credit toward a degree for a course taken more than ten years earlier, students must complete the Course Validation Form. The form can be obtained from Academic Services, LSC 701. After satisfactorily demonstrating knowledge of the course content (as per instructions on the form), the instructor (who must have taught this or a similar course) signs the form. The student submits the completed form to Academic Services to be credited toward graduation requirements.

### COURSE WAIVER FORM

This form is used to waive a required course when the course (or a similar one) was or is taken in place of a required course in the student's program of study. The form can be downloaded from the School of Education & Human Development website or obtained in person, in Academic Services, LSC 701. It must be approved by an instructor and the student's advisor, and submitted to the Academic Services Advisor. A course waiver is generally used when the course can't be transferred in for such reasons as earning a P/F grade. Dean's signature is required and obtained by appropriate Academic Services staff.

**LICENSURE, ENDORSEMENT, AND TEMPORARY TEACHING ELIGIBILITY (TTE/SEE) FORMS** The form can be downloaded from the Colorado Department of Education website at [https://www.cde.state.co.us/cdeprof/licensure\\_authorization\\_landing](https://www.cde.state.co.us/cdeprof/licensure_authorization_landing) or obtained in person in Academic Services, LSC 701. Once forms are complete and official transcripts with all grades are posted submit all to Academic Services (LSC 701) for verification and submission to the Colorado Department of Education. Academic Services Advisors provide institutional recommendation for their respective programs.

### SCHEDULE ADJUSTMENT FORM (ALSO KNOWN AS DROP/ADD FORM)

The Schedule Adjustment Form is used for adding/dropping classes before the census date (approximately two-and-one-half weeks after the first day of class), or dropping a class after the census date. *Classes may NOT be added after the census date.* The student initiates this form. Students must sign to acknowledge that they are academically and financially responsible for classes they are dropping/adding. Students requesting a withdrawal for the semester must sign Part II of the Schedule Adjustment Form (bottom half of the form). Students who try to register/add after census date on a Schedule Adjustment Form will be refused. If the instructor is amenable, the student may be granted permission to take the course during the current semester, but the student will be unable to register for the course and receive a grade until the end of the next semester in which the course is taught. A student who wants to graduate or get licensed will find that s/he is unable to do so until the grade is posted along with other grades the following term. (When classes are taught infrequently and/or by other instructors in the following semester, this can be a logistical nightmare so PLEASE try to avoid offering this option to students.)

The following process for faculty are recommended at the beginning of each semester. Take your course roster and Schedule Adjustment Forms to the first class of every course you teach and check to see which students are not on the roster. Those who are not on the roster must fill out the forms so they can get registered. If you don't mind doing so as an instructor, you can deliver the forms for final signatures to LSC 701 the next day. If this is not workable, the student needs to deliver the form before census day. Prior to your next class, print your roster again and check to see if those sitting in the class and those on the list coincide. You have only until the census date to make sure that everyone sitting in your class is registered (on the list).

Submit approved Schedule Adjustment Forms to Academic Services for processing. Blank forms are available from LSC 701, or online at: [http://www.ucdenver.edu/student-services/resources/Registrar-dev/Documents/FormStorage/Schedule\\_Adjustment\\_Form.pdf](http://www.ucdenver.edu/student-services/resources/Registrar-dev/Documents/FormStorage/Schedule_Adjustment_Form.pdf)

### SPECIAL PROCESSING FORM

This form is used for variable credit courses such as practicum's, internships, and dissertation. The form is initiated by the student, signed by the faculty, and submitted to Academic Services for Dean's signature. The signing instructor must be

the instructor teaching the course. The form must be filled out completely and accurately or it will be returned to the faculty member, delaying processing. Independent study numbers to be used are: 5840, 6840, and 7840. The CU Denver Catalog explains which numbers to use for your program. Blank forms are available from LSC 701, or online at: [http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/CurrentStudents/Resources/all\\_docs/University\\_Special%20Processing%20Form.pdf](http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/CurrentStudents/Resources/all_docs/University_Special%20Processing%20Form.pdf)

### **TRANSFER OF CREDIT FORM**

This form is used when transferring credit for courses *taken within the past ten years* from another institution to CU Denver. Students can pick up this form in LSC 701. The completed form is submitted after successful completion of one semester as a regular degree student at CU Denver. The form is signed by the faculty advisor, and then forwarded to the Academic Services Advisor Dean Signature. At the time of submission, the student's file must contain an official transcript, sealed in an envelope from the issuing institution, showing completion of each course to be transferred or the transfer of credit must be submitted with the official transcript in its sealed envelope.

*Reminder:* The following courses cannot be transferred

- Courses taken on a Pass/Fail basis;
- Courses from another master's Degree;
- Courses that were taken more than six years prior to advancement of candidacy. (Please consult the *Graduate School Rules* for more details) If the course is more than ten years old, the student needs to submit a Course Validation Form to his/her Faculty Advisor.

## **APPENDIX H: SEHD Standing Committees**

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**Student Committee.** The committee reviews appeals from students and holds hearings when needed. The committee is composed of faculty members from multiple SEHD programs and one SEHD staff representative. The faculty members are elected by the SEHD faculty and serve for two years, with the possibility of continuing to serve longer. The staff representative is assigned to the committee. Each year the committee may opt to elect a chair from the members of the Student Committee. The chair directs regular meetings, advises students and faculty on policies and procedures and schedules the committee for appeal hearings. See appendix for Student Committee document for the Student Appeals process.

**Curriculum Committee.** This committee reviews and approves new course and new program proposals and approves graduate school appointments. In addition, this committee may address curricular priorities or goals of the School, such as helping ensure that the program curricula reflect the school's diversity, social justice and equity mission. This committee also reviews part-time faculty graduate faculty status. The committee is composed of faculty members from multiple SEHD programs and one SEHD staff representative. The faculty members are elected by the SEHD faculty and serve for two years, with the possibility of continuing to serve longer. Each year the committee may opt to elect a chair from the members of the Curriculum Committee. The chair directs regular meetings, advises students and faculty on policies and procedures. The staff representative is assigned to the committee and serves *ex officio*.

**Diversity Committee.** This committee addresses all the objectives in the School's diversity plan which includes the areas of culture and climate, diverse representation among faculty and students, and cultural competency. The committee is composed of faculty members from multiple SEHD programs and one SEHD staff representative. The faculty members are elected by the SEHD faculty and serve for two years, with the possibility of continuing to serve longer. Each year the committee may opt to elect a chair from the members of the Diversity Committee. The chair directs regular meetings, advises students and faculty on policies and procedures.

**Merit Review Committee.** The Merit Review Committee is conducts the annual merit review for all faculty. The committee is elected from among tenured associate and full professors in an at-large SEHD election, and must include both associate and full professors. The committee is composed of faculty members from multiple SEHD programs and one SEHD staff representative. The faculty members are elected by the SEHD faculty and serve for two years, with the possibility of continuing to serve longer. Each year the committee may opt to elect a chair from the members of the Merit Review Committee.

**RTP Committee.** The SEHD RTP Committee is a seven-member elected committee. The committee is elected from among tenured associate or full professors in an at large SEHD election. The term of election is three years with three committee members who are new each year. Neither the Dean, the Associate Dean in charge of the SEHD RTP process, the Dean's Review Committee, or the faculty member who serves on the CU Denver Vice Chancellor's Advisory Committee for Reappointment, Tenure, and Promotion (VCAC) are eligible for election. Each year the committee elects a chair from the members of the RTP Committee and may opt to elect a Co-chair. The chair directs and guides the meeting and advises faculty on policies and procedures. A Co-chair supports the Chair and may anticipate taking responsibility for Chair responsibilities in the upcoming year. It is recommended that members of the RTP Committee not be required to also serve on the Merit Review Committee.

**Ad Hoc Committees.** Ad Hoc Committees are constituted as needed to complete specific tasks. They may serve for up to one year. The membership of the committee may be elected, appointed, or comprised of volunteers from the faculty. Faculty or administration may call for an ad hoc committee, and pending Leadership & Finance Team approval, organize, give a charge to the group, and determine how it will be constituted (number of members, type, election or selection).

## APPENDIX I: SEHD Honor Code

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### School of Education & Human Development Student Honor Code

The School of Education & Human Development is committed to the Honor Code of the University of Colorado Denver. A university's reputation is built on a standing tradition of excellence and scholastic integrity. As members of the CU Denver academic community, faculty and students accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work and internships associated with the University.

### SEHD Student Honor Code

Education at CU Denver is conducted under the honor system. All students entering an academic program should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. All students are expected to achieve a level of maturity which is reflected by appropriate conduct at all times. The type of conduct which violates the School of Education & Human Development's Student Honor Code may include but is not limited to the following:

#### Academic Dishonesty

1. Plagiarism
2. Cheating
3. Fabrication, falsification and deception
4. Multiple submissions
5. Misuse of academic materials
6. Complicity

#### Violation of any University of Colorado Denver or School of Education & Human Development policy

1. Intoxication
2. Unprofessionalism
3. Disruptive or disorderly conduct or any violation of the Student Code of Conduct

#### Academic Dishonesty

Students are expected to know, understand, and comply with the ethical standards of the University. In addition, students have an obligation to inform the appropriate official of any acts of academic dishonesty by other students of the University. Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course and degree requirements.

## **Plagiarism**

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own required appropriate identification and acknowledgment, regardless of the means of appropriation. The following are considered to be forms of plagiarism when the source is not noted:

1. Word-for-word copying of another person's ideas or words.
2. The mosaic (the interspersing of one's own words here and there while, in essence, copying another's work).
3. The paraphrase (the rewriting of another's work, yet still using their fundamental idea or theory).
4. Fabrication of references (inventing or counterfeiting sources).
5. Submission of another's work as one's own.
6. Neglecting quotation marks on material that is otherwise acknowledged.

Acknowledgment is not necessary when the material used is common knowledge. **Cheating**

Cheating involves the possession, communication, or use of information, materials, notes, study aids or other devices not authorized by the instructor in an academic exercise, or communication with another person during such an exercise. Some examples of cheating include:

1. Copying from another's paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material;
2. Using any electronic, or digital, or technological or other device when its use has been disallowed;
3. Collaborating with another student or students during an academic exercise without the consent of the instructor.

## **Fabrication, Falsification and Deception**

Fabrication involves inventing or counterfeiting information, e.g., creating results not obtained in a study or research. Falsification, on the other hand, involves deliberately altering or changing results to suit one's needs in an experiment or other academic exercise. Deception is providing false information or knowingly withholding information.

## **Multiple Submissions**

This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

## **Misuse of Academic Materials**

The misuse of academic materials includes, but is not limited to, the following:

1. Stealing or destroying library or reference materials or computer programs;
2. Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission;
3. Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor;
4. Illegitimate possession, disposition, or use of examinations or answer keys to examinations.
5. Unauthorized alteration, forgery, or falsification;
6. Unauthorized sale or purchase of examinations, papers, or assignments.

## **Complicity in Academic Dishonesty**

Complicity involves knowingly contributing to another's acts of academic dishonesty.



## **Intoxication**

This is defined as being under the influence of drugs or alcohol in any University setting, classroom setting, practicum/internship, professional development school/site, computer lab or shared student space that compromises the student's ability to learn and participate in educational activities, interferes with the learning process of other students and/or customers and clients of the School of Education & Human Development. Students who have difficulties with alcohol and/or other substances may seek assistance from services available on campus such as the CU Denver Student/Community Counseling Center. **Unprofessional Behavior**

Any conduct including electronic communications, both on and off campus, that interfere with the student's ability to maintain professional standards as defined in program handbooks, professional codes of ethics, University policies or procedures or reflects poorly on the student, School of Education & Human Development or University is prohibited.

## **Disruptive or Disorderly Conduct**

Disruptive or disorderly conduct in any University setting or partner setting, such as the disregard of rights of faculty, staff, administration and peers, threatening behaviors in any medium of communication and sexual harassment are examples of disruptive and disorderly conduct and a violation of the University Code of Student Conduct is prohibited. The Code of Student Conduct can be found by visiting the Office of Community Standards and Wellness website at [www.ucdenver.edu/life/services/standards](http://www.ucdenver.edu/life/services/standards) <<http://www.ucdenver.edu/life/services/standards>>. <<http://www.ucdenver.edu/life/services/standards>> All proceedings concerned with academic dishonesty are confidential to the extent permitted by law.

A student accused of academic dishonesty has the right to:

- admit to the charges and accept the penalty imposed by the instructor. If the student admits to the charges, the faculty member will invoke an appropriate penalty, which could include the issuance of a failing grade in the course. If the faculty member believes further action is warranted, then the faculty member may request a hearing of the Academic Ethics Committee, which will determine if further action is necessary;
- dispute the charges or the penalty by following the Student Academic Appeal process.

## **Procedures for faculty encountering academic dishonesty**

In order to facilitate the accusation process, it is suggested that faculty members include in their syllabi a statement concerning their policy on matters of academic dishonesty.

A. A faculty member who suspects that a student may be guilty of academic dishonesty should react quickly. S/he should gather as much evidence as possible as rapidly as possible: e.g. gathering names of and impressions from potential witnesses, listing potential references that may have been plagiarized, or retaining any hard copies of evidence, such as "cheat sheets" or tests that might have been copied and/or copied from. S/he should commit as many details of the incident to writing as quickly as possible as details regarding an incident can be quickly forgotten.

B. When a faculty member has evidence suggesting that a student is guilty of academic dishonesty, the student should be confronted with the evidence at a meeting, preferably held in the faculty member's office within five (5) working days of the discovery of the alleged incident.

C. After the meeting described above, the faculty member should determine the appropriate penalty for the act of dishonesty. This penalty, as determined by the faculty member, may be a failing or zero grade for the assignment in question or a failing grade in the course. The penalty should be consistent with any information published in the faculty member's syllabus. If the faculty member feels that issuance of a failing grade is an insufficient penalty, then the faculty member may request a formal meeting the Associate Dean over SEHD academic program.

D. After determining the appropriate penalty, the faculty member should present the student with a written letter describing the alleged violation. Copies of this letter should be given to the student's faculty advisor, the Associate Dean of academic programs and a copy should be placed in the student's file housed within the Student Services Center. E. This letter must include:

- a detailed description of the incident that resulted in the allegation of academic dishonesty;
- a statement of the penalty that will be imposed on the student;

•attachment: The SEHD Student Academic Appeal Process

**Procedures for faculty that encounter violations of policies other than academic dishonesty**

Violations of the student honor code that are unrelated to academic dishonesty should also be considered serious and reported to the School of Education & Human Development Associate Dean for Academics. The appropriate offices including campus police, CU Denver Office of Community Standards and Wellness and other appropriate offices may be contacted to report the violation. Consequences and outcomes will be determined by the appropriate parties given the severity of the offense.

# APPENDIX J: Online Faculty Orientation

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You can access courses by signing into the UCD Portal  
<<https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html>>.

Click on the SkillSoft tile; Click on CU Denver/Anschutz tile; Under 'Categories' click on 'Faculty'.

The following courses will provide an overview of the resources and policies of CU Denver.

- *New Faculty Orientation: CU Denver*
- *Americans with Disabilities Act (ADA)*

If you have questions about this course, contact Jody Maestas <[Jody.Maestas@ucdenver.edu](mailto:Jody.Maestas@ucdenver.edu)> at the CU Denver Center for Faculty Development or Mary K. Connelly, Course Editor and Faculty Fellow <[mary.connelly@ucdenver.edu](mailto:mary.connelly@ucdenver.edu)>.

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