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SCHOOL’S MISSION AND VISION

Mission

LEADERSHIP FOR EDUCATIONAL EQUITY
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
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

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 Melissa Luna at 303.315.2724; send correspondence to PO Box 173364, Campus Box 130, Denver, CO 80217-3364; or email her at melissa.luna@ucdenver.edu.

ACADEMIC PROGRAMS

The School of Education & Human Development offers 10 Master’s degrees in multiple areas of emphasis, two Educational Specialist degrees, a PhD, and an EdD. The School has approximately 2000 degree-seeking students, admits over 400 students each semester, and graduates approximately 500 students annually.

SEHD Programs, Degrees, Licenses, and Endorsements

Areas of study include programs for new teachers, experienced teachers, school administrators, counselors, school psychologists, technology, and research. The SEHD offers 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 degrees, licensure, certificate, and endorsement programs we offer are:

**MA Degrees**
- Administrative Leadership and Policy Studies (ALPS)
- Counseling
- Early Childhood Education and Early Childhood Special Education Specialist License
- Educational Psychology: Assessment, Human Development, Human Learning, Research and Evaluation
- Curriculum and Instruction for Teachers Elementary & Secondary, with tracks in Linguistically Diverse, Math/Science, Reading/Writing (Coordinates with teacher licensure)
- Information Learning Technologies: eLearning, Instructional Design, K-12 Teaching (online and hybrid)
- Special Education

**MSEd Degree**
- Mathematics Education

**Educational Specialist Degrees**
- School Psychology EdS
- Administrative Leadership & Policy Studies EdS and Principal Licensure

**Doctoral Degrees**
- EdD: Leadership for Educational Equity (hybrid)
- PhD: Educational Studies & Research

**Licenses**
- Graduate/Undergraduate Elementary and Secondary Teacher Licenses
- Administrator License: Executive Leadership Program
- Early Childhood Special Education Specialist
- Principal License
- School Counselor

**Endorsements**
- Early Childhood Special Education Specialist
- Instructional Technologist/Teacher Level (for beginning teachers)
- Instructional Technologist/Specialist Level (for educational technology teachers)
- Linguistically Diverse Education
- Reading Teacher
- Special Education Generalist
- School Librarian

**Certificates**

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With the exception of the undergraduate/graduate Urban Community Teacher Education (UCTE) licensure program, our academic program areas are organized by degree disciplinary areas and three programs are integrated under an umbrella program. This integration is the Learning, Education, and Technology in Society (LETS) program which integrates Educational Psychology, Instruction Learning and Technology, and Educational Foundations faculty.

CONTINUING AND PROFESSIONAL EDUCATION

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), and an online alternative teacher licensure program. 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 www.ucdenver.edu/education/cpe.

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 303-315-4985 or visit us in Lawrence Street Center (LSC) 602.

ACADEMIC SERVICES CENTER

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.

To perform these functions, we have the following staff positions: Director, Academic Advisors (4), Admissions and Graduation Councilor, Placement Coordinator, Course Coordinator, and Academic Services Associates (2).

**ADMISSIONS**

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

Application instructions and access to the online application are available on the SEHD website at www.cudenver.edu/education or by contacting AS at education@cudenver.edu or 303-315-6300.

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

**COMPREHENSIVE EXAMINATION/GRADUATION**

Instruction for registering for a comprehensive exam/culminating experience are found at http://www.ucdenver.edu/academics/colleges/SchoolOfEducation/CurrentStudents/Pages/COMPSandGraduation.aspx.

Students apply for graduation via their student portal. Deadlines are found at http://www.ucdenver.edu/student-services/resources/registrar/Pages/default.aspx.

**STUDENT RECORDS**

Current student files are housed in Academic Services. Records are retained per University policy found at https://www.cu.edu/policies/aps/administrative/Records-Retention-Schedules/RecordRetentionUCD.pdf.

**ADMINISTRATIVE SERVICES**

Most administrative functions not directly related to teaching and students, are handled by various Dean's Office staff located on the 11th floor of the Lawrence Street Center (LSC) and/or Becky Emerson in Academic Services. This includes travel, purchasing,
event/meeting support, accounting and all facilities related issues. Each is addressed in detail below.

**KEYS**

Key requests should be made with the Assistant to the Dean in LSC 1145. She will submit a key request form to Facilities Management for the necessary key(s) and within two-three business days after a request is submitted, keys may be picked up in Facilities Management on the 13th floor of the Lawrence Street Center. 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. **There is a fee of $100-$200 for unreturned/lost keys.**

**ID CARD**

All faculty and staff are encouraged to have an ID Card. Forms may be obtained from Jessica Coon 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.

**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, the elevators and all card reader-equipped rooms (which includes all SEHD classrooms and the 11th floor computer lab) after-hours, you must have your campus ID encoded. ID access is authorized by the Assistant to the Dean in LSC 1145 and is only given to regular/full-time SEHD faculty and staff and lecturers with class in the LSC after-hours/on weekends. **Students are granted ID access to the computer lab ONLY.**

To get ID access, please email JáNet Hurt with your Employee ID# and the room(s) you need access to. Once you are approved for ID access, you will need to take your campus ID to Facilities Management on the 13th floor to get it encoded.

**MAIL**

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 (staff mailboxes are across from the reception desk and faculty mailboxes are in the work area by 716); 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 Timothy Halliday in LSC 1122. There is also a U.S. mail drop box located in front of the Lawrence Street Center.
Faxes
- There are fax machines in the workrooms on the 6th (605) and 11th (1132) floors, 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, a long-distance code is also required.

VOICE MAIL

It is each individual’s responsibility to retrieve and respond to his/her own messages in a timely manner. To access the voicemail system from any phone other than your office phone, dial 303-724-MAIL (6245) or 4-6245. 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, dial 4-MAIL or 46245. 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 voice mail system are available in the front of the Campus Telephone Directory. You can also obtain a copy of detailed voicemail and telephone instructions from the Assistant to the Dean. Additionally, if you would like to have your phone voicemail set-up to allow you to check it using your campus email, please contact the SEHD Tech Team.

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 be assured that your call will be returned as soon as possible. If you need immediate assistance, please call (name and phone number). 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.

PARKING

Parking on campus is fairly 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 ($125-$140/month) and payment is done through payroll deduction. If you are interested in signing up for monthly parking, contact Claudette Iacino in Facilities Management at 303-315-2205 or claudette.iacino@ucdenver.edu.

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 $6.00 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 options begin at $170. For more details please contact the Parking & Transportation Services office at (303) 556-2003 or visit their website: http://www.ahec.edu/for-campus-faculty-staff/parking-transportation-services/. To view a campus parking map with all available lots and parking rates, visit: http://www.ahec.edu/about-auraria-campus/maps/.

Auraria Parking Services offers re-entry permits for faculty and staff that need to leave campus for job-related activities (i.e. meetings, classes, etc.) and return the same day. The permit allows you to pay once and park in the same lot on the same day with no additional charges. An application for a re-entry permit can be picked up from and signed by the Assistant to the Dean in LSC 1145.

Other parking options include 2 hr. parking meters on Lawrence Street and 14th Street as well as the Central public parking lot east of the Lawrence Street Center on 15th & Lawrence. 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: http://www.ahec.edu/for-campus-faculty-staff/parking-transportation-services/public-transit-rtd-and-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) 556-2003 for hours during break periods.

**Handivan:** Is an accessible escort service available to those is the campus community with a disability. The service is available (during semesters) 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. Call 303-556-2001 to schedule a ride.

**Motorist Assistance Program:** Parking personnel will jump-start dead batteries and assist in fixing flat tires. Jumper cables, tire tools, water and gasoline cans are also available at no cost to Parking customers. Call (303) 556-2000.

**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 around from dusk to 10:00 p.m., Monday through Thursday. 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 buses leave hourly from each campus. 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 manager of Parking and Transportation at (303) 724-0049.
OFFICIAL FUNCTIONS - EVENTS/METINGS

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 Propriety of Expenses and the PSC Procedural Statement (PPS) Sensitive Expenses. 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 https://www.cu.edu/psc/procedures/ for policies and forms for official functions.

Catering
To arrange catering for your event or meeting, contact Becky Emerson in Academic Services. 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
- Student functions such as new student orientation, etc.
Non-Course Room Reservations
All room requests for non-course meetings/gatherings should be submitted by email to: sehdrooms@ucdenver.edu. Please be sure to include the following information in your request:

- Meeting title
- Date
- Start AND end time (be sure to include necessary set-up and clean-up time)
- Number attending/expected

All SEHD classrooms are scheduled on a per semester basis and only after all SEHD courses 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 SMART; this means they are equipped with a white board(s), projection screen, LCD projector and computer (with laptop hook-up). A detailed listing of all SEHD class and conference rooms including equipment and capacity is available at: https://soesupport.cudenver.edu/smartrooms.php.

All SEHD room calendars are visible online at https://sharepoint.cudenver.edu/sehd. Contact the Tech Team if you need assistance viewing the calendars.

Fiscal Support
Faculty purchasing is provided by Becky Emerson in Academic Services (AS) and staff purchasing is provided by Timothy Halliday of the Finance Team. 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. Faculty members are asked to utilize AS and the Finance Team when making purchases. Most, if not all, purchasing can be done without the faculty member incurring costs with personal monies.

Expense Reimbursements
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 receipts should be submitted to Tim Halliday with the SEHD finance office with expense account information. 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.

General Purchasing and Supplies
For purchasing, membership renewal and office supplies, contact Becky Emerson in Academic Services. Sufficient funds must be confirmed for the expense account indicated prior to purchase. Supplies must be ordered through the state vendor. Reminder: Supplies ordered outside the state vendor may not be reimbursable. Julia Cummings, Marketing Director will place orders for nametags, letterhead, envelopes and stationery through the CU Denver Print shop! Business cards should be ordered using the following link: http://www.ucdenver.edu/about/departments/printing/Pages/OnlineOrdering.aspx
The School does not have a general account to pay for these items; expense approval by a budget authority (Program representative or Associate Dean) must be obtained prior to ordering.

**Technology Purchasing**
Technology purchasing is provided by the SEHD Tech Team. Technology purchases include, but are not limited to: computer hardware, software, peripherals, cameras, flash drives and digital recorders. 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.

**TRAVEL PROCEDURES**
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 or Becky Emerson in AS if covered by their own professional development funds. 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.

The follow is a link to the Procurement Service Center and answers all questions about travel including a step by step guide: [https://www.cu.edu/psc/payables/travel.htm](https://www.cu.edu/psc/payables/travel.htm).

**Main Points to Remember:**
1. You must receive authorization from your program representative or Associate Dean **BEFORE** incurring travel expenses. If you are using PD funds, please check with Becky Emerson or Tim Halliday 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.
3. You must book your travel through Concur or Christopherson Travel. [https://www.cu.edu/psc/traininghelp/learningresources/travel/ApprovedTravelAgencies.pdf](https://www.cu.edu/psc/traininghelp/learningresources/travel/ApprovedTravelAgencies.pdf)
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. When you return, submit all receipts to your Concur delegate (Tim Halliday, Tracy Lee or Bolormaa Begzsuren).
8. 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.
9. 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 Tim Halliday if you wish to order this card.

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). 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
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 had 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.

**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 in-state 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](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 with18(135,104),(994,920)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: Breakfast is reimbursable if business requires that traveler leave home before 5:00 a.m. Lunch is never reimbursable. Dinner is reimbursable if business requires that traveler return home after 8:00 p.m. Per IRS regulations, breakfast/dinner reimbursements for single-day trips are reported as income.

Mileage-Personal Vehicle: Reimbursable, using the current State rate of $0.51 per mile $.54 a mile for 4W drive vehicles.

Mileage vs. Airfare-Traveler’s Option: 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. Traveler must declare annual leave for any additional days required as a result of alternative travel.

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 MasterCard. 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 exceeding $25. 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. The following is a link to the State’s rental car policy which lists approved automobile rental vendors and other information about each vendor. http://www.colorado.gov/cs/Satellite/DPA-DCS/PA/120154229336

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.

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**HUMAN RESOURCES AND PAYROLL SERVICES**

The SEHD HR and Payroll Services workgroup currently consists of:

**Patricia Ball – HR and Budget Director** ([patricia.ball@ucdenver.edu](mailto:patricia.ball@ucdenver.edu))
She initiates all personnel actions; including, recruiting, hiring, promotions, progressive discipline, etc. In additional, she is responsible for staff performance management – Professional plans and evaluations, merit increase process for faculty & staff, FML, Leave of Absence, Worker’s Comp, and Immigration.

**Hiromi Agena – Assistant Director of Finance** ([hiromi.agena@ucdenver.edu](mailto:hiromi.agena@ucdenver.edu))
Payroll Liaison – she handles all payrolls; including, processing additional pay, separation pay, and coordinating summer pay and lecturer pay. Other duties include TA requests, position budgeting, and faculty moving expense reimbursements.

**Jessica Coon – HR and Payroll Coordinator** ([Jessica.Coon@ucdenver.edu](mailto:Jessica.Coon@ucdenver.edu))
Duties include: onboarding/off-boarding of all employees; leave requests and time reporting; student hiring, payroll, and time reporting; email/portal and sponsored user accounts.

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**HIRING PAPERWORK**

New employees **must** submit a complete hiring packet and social security card (or copy of a paid receipt for a temporary replacement social security card) within the first three days of employment, or Human Resources has the authority to **terminate employment**. The hiring packet must be turned in to the SEHD HR and Payroll Coordinator, Jessica Coon, in the Lawrence Street Center, Room 1147 (or to Patricia Ball in LSC 1142).

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**BENEFITS**

The university’s benefits plan year runs from July 1 to June 30, with open enrollment in May. All questions regarding benefits should be directed to the University of Colorado Employee Services (formerly Payroll and Benefits Services) at 303.860.4200 or Toll Free 1-855-216-7740 [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 web site to register for New Employee Orientation, where they will explain all of your benefits options:
http://www.ucdenver.edu/about/departments/HR/training/orientationDowntown/Pages/form.aspx

New faculty will receive this information in the fall New Faculty Orientation.

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 Budget Director 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.

UCD ACCESS PORTAL

Viewing Your Pay Advice
Log in to your UCD Access portal with your computer account username and password: https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html. Under the CU Resources tab, in the navigation panel on the left side of the screen, click on Payroll and Compensation, then Pay Advice. You can also view compensation history and update your W-4 under the Payroll and Compensation section as well.

Updating Emergency Contacts, Mailing or Physical address
Log in to your UCD Access portal with your computer account username and password: https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html. Under the CU Resources tab, in the navigation panel on the left side of the screen, click on Personal Information, then Employee Profile. From here you will be able to update your mailing/home address, phone numbers, emergency contacts 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
- CU: Information Security and Privacy Awareness

How to access the training courses:

a. Log-in to the UCD Access Employee Portal using campus username and password
b. Go to the CU Resources tab at the top of the page
c. In the Navigation section on the left side of the screen, click on the "TRAINING" header
d. Click "Start SkillSoft"
e. In the "Search for" field, enter the desired course title to launch or add to your training plan
f. You may be required to take additional training, depending on your role (e.g. supervising classified staff, grants & contracts, fiscal code of ethics, etc.)
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 may elect to have their nine-month salary spread over twelve months, September 1 to August 31. SEHD HR will send out a Pay Election Form every spring if you want your pay spread changed for the following year. Once the choice has been communicated and payroll set up for the year, it cannot be changed until the next academic year.

Faculty and staff are paid on the last business day of each month, except for the month of June. Per state legislation, June payday is the first business day of July.

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 (Jessica Coon) if you must take any sick leave. If you will miss a week or more of work, please contact the SEHD HR Director (Patricia Ball) for FMLA information. You may view the campus FML policy at: http://www.ucdenver.edu/about/departments/HR/HRPoliciesGuidlines/Documents/FacExemptFMLguidelines.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 (Jessica Coon) for training, technical assistance, or questions.

**Summer Payroll**

Employees who are appointed for 12 months (deans, 12 month research faculty, professional exempt 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 at the Dean’s discretion. Currently, a faculty member will receive $6,000 per three credit hour course (up to two courses) that meets minimum enrollment. 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 of their previous academic year salary in the summer, through teaching, administrative, and grant pay. Pay will be distributed equally across June, July and August, no matter when the class starts and ends. Per university policy, faculty are allowed to receive up to 1/9th of their AY salary each month in the summer. See the following faculty pay policy: http://www.ucdenver.edu/about/departments/HR/HRPoliciesGuidlines/Documents/Faculty%20Compensation%20-%20Downtown%20Campus%20Updated%20-%2018-19.pdf

**Additional Remuneration**

Faculty members must submit a completed Additional Pay Pre-Approval form to the SEHD Payroll Liaison (Hiromi Agena) 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 Assistant Dean, and the Dean. Please keep in mind that additional pay during the academic year is limited to 10% of your academic year salary. For more detail on this University policy, please see the University of Colorado Faculty Handbook at: https://www.cu.edu/content/faculty-handbook.

You may also obtain the University rules regarding additional remuneration at: http://www.administration.ucdenver.edu/admin/policies/hr/FacultyCompensation-DC.pdf

**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. https://www.cu.edu/regents/Policies/Policy5E.htm

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

**STUDENT EMPLOYMENT**

For information on student employment, please contact the SEHD HR and Payroll Coordinator (Jessica Coon). 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.

**SEHD TECHNOLOGY SERVICES**

Brad Hinson is the SEHD Director of Technology. The SEHD has a three person Tech Team which also includes Gretchen Kelm and Theo Zion. The Tech Team is responsible for purchasing, supporting, and maintaining all technology-related hardware and software owned by the SEHD and in use by faculty and staff. The sections below describe the main features of the SEHD electronic infrastructure, including specifics on what the SEHD Tech Team can support.

Office hours are generally 8:30am - 5:00pm Monday through Friday, though this schedule may vary as necessary. All technology support requests should be submitted through the ‘Submit an Issue’ section of the SEHD Help Center website: https://sehdsupport.ucdenver.edu. To login, use your UNIVERSITY username and password. This method will ensure proper documentation, real-time status updates, and a centralized location to submit and view the status of support-related issues.

**MICROSOFT OUTLOOK**

Microsoft Outlook/Exchange is an online communications system available free of charge to all School of Education & Human Development employees. Because Outlook is the chief method of communication within the SEHD, it is imperative that all faculty and staff have an Outlook account. Please contact SEHD HR to discuss getting your account setup. Once
your accounts have been created, you will have to “login” to the network to receive access to network resources (printers, servers, etc.) and email. Your login information is the same for both network access and Outlook (Email). Your Outlook email address (for mail sent to you from outside of Outlook) is as follows: firstname.lastname@ucdenver.edu i.e. jane.doe@ucdenver.edu.

**Outlook Help**
Microsoft Outlook has extensive built-in, online help which can be accessed through Outlook’s Help menu. For other troubleshooting of Outlook problems, contact the SEHD tech team. Also, the tech team periodically sends out information via email and the Dean’s weekly update on SEHD IMPACT, including tips, FAQs, and examples of Outlook features.

**Outlook Web Access**
While traveling you may need to stay connected to your university email account to check/send messages. You can access your university Exchange Mailbox from any web browser (Internet Explorer, Firefox, Chrome, etc.). To access your Outlook mail via the web, go to [https://webmail.UCDenver.edu](https://webmail.UCDenver.edu) then enter your UNIVERSITY username and password to get in. The web version of Outlook offers a simplified version of MS Outlook, and it doesn’t require anything more than internet access and a web browser.

**Mobile Devices**
University email accounts may be accessed from most smartphones and tablets. Information to setup your mobile device is located here: [https://itservices-web.ucdenver.edu/securedocs/](https://itservices-web.ucdenver.edu/securedocs/). Additionally, the SEHD Tech Team can provide assistance in setting up your mobile device to display your university account.

**REMOTE ACCESS**
To access university resources (File Servers or printers) from off-campus, you must have an existing internet connection and correctly configured VPN software. For further details about getting setup for VPN, please check the ‘Knowledge Base Index’ of the SEHD Help Center. The Tech Team CAN help you get setup for VPN, however they do NOT support home networking, home wireless networks or getting Internet service setup in your home.

**COMPUTER MAINTENANCE AND REPAIR**
For all Windows and Apple computer maintenance, software installations, and repair for university-owned equipment, please submit a request through the SEHD Help Center at [https://sehdsupport.ucdenver.edu](https://sehdsupport.ucdenver.edu). Or contact the Tech Team by email at sehdtechteam@ucdenver.edu or by phone at 303-315-6350.

**EQUIPMENT SUPPORT**
The SEHD tech support team can only support university owned equipment. Personally owned equipment will not benefit from direct support, though the team will offer email or phone advice assuming the issue is work-related in nature. We certainly understand that faculty (especially on sabbatical) often desire to use their computer at home, and we can provide help which can prevent problems when the machine goes home. For this reason, please notify the tech team if you are planning to take a machine home. We can check to
make sure that the machine has needed software, can connect to the Internet, etc. Personal machines are not eligible for any support, but the tech team will be happy to provide contacts to companies/consultants who can help with these.

**PRINTERS**

The SEHD tech team is committed to making sure that each faculty and staff member has a working, convenient printer to use. Most of these are network printers, though some SEHD employees have obtained personal office printers. For most printer hardware repairs, we contact a third-party support vendor. If the repair is for any network printer, contact the tech team for repair. For repairs to single-user printers, the user can call the vendor directly or contact the tech team for referrals. Repairs for such printers are paid for by divisions or individual grant projects. Printer cartridge costs are covered in the same way.

**EQUIPMENT REPLACEMENT**

The SEHD tech support team maintains an inventory of all SEHD computers and printers, and we advise the Dean on which machines are in need of replacement. Requests for new computers, printers, or peripherals should be sent to Christine Feagins, Assistant Dean, at Christine.Feagins@ucdenver.edu. If the SEHD buys you a new machine, the SEHD tech team will set it up and prepare it for use, and make sure any needed files are transferred from the old to the new computer. A member of the tech team will also pick up your old machine (unless it was purchased through non-SEHD means; e.g., an active grant) when the new machine is delivered. The tech team will redistribute the old machines based on greatest need as determined by inventory.

**SEHD SOFTWARE AND HARDWARE**

For Windows computers, the CU Denver and SEHD standard is Dell computers. Generally we choose Dell OptiPlex systems for desktop machines and Dell Latitude laptops. For Apple computers, iMacs and MacBooks are preferred. Most of our networked printers are made by HP. For assistance purchasing hardware or software, please contact Gretchen.Kelm@ucdenver.edu directly.

**INFORMATION TECHNOLOGY SERVICES (ITS)**

Certain services are handled exclusively by CU Denver’s Information Technology Services department (ITS). For example, they are the ones who actually create all Microsoft Outlook accounts. They also may be able to provide technical guidance in the absence of an SEHD Tech Team member. ITS offers periodic computer classes, and some other support services. To contact ITS, call 303-315-HELP (303-315-4357) or 5-HELP from any campus phone. They are mainly located at the Anschutz Campus, but have a small presence on the 13th floor of the Lawrence Street Center.

**NETWORK STORAGE**

The School of Education & Human Development has allocated disk space on the University File Storage System (Bison). Commonly known as the P:\ or Q:\ or T:\ drives, we strongly recommend that you save all data files to these locations. Data files include any document you create or want to save in the following formats: MS Word, Excel, a file(s) you’ve
downloaded from the Internet, etc. There are three chief advantages to saving your files to the file server:

1) All data files on the server are backed up each weeknight, so if you lose a file, it can usually be recovered if it was saved on the server.

2) If your data files are on the server, you can access them from any SEHD computer. If your computer crashes or your printer fails, and you have an urgent need to access a file on the server, simply find any available SEHD computer (including the SEHD Lab machines), restart the machine, and use your CU Denver username and password to login when prompted.

3) The SEHD server’s files are virus-scanned regularly, so this adds an additional layer of virus protection.

If you do not wish to save your files on the SEHD server, we recommend that you back up your files regularly using a method of your choice. Even if you are saving your files on the SEHD server, catastrophes can happen, and it is a good idea to make an additional backup of extremely important files in another location.

**CONNECTING TO THE SEHD SERVER**

Please see the knowledge base in the Help Center ([https://sehdsupport.ucdenver.edu](https://sehdsupport.ucdenver.edu))

**EQUIPMENT INVENTORY**

University property may not be removed from the premises without prior approval of the division coordinator and the Dean. See the Faculty Service Center Coordinator for the appropriate forms.

**THE SEHD WEBSITE**

For any questions or assistance relative to the [http://www.ucdenver.edu/education](http://www.ucdenver.edu/education) website, please contact Brad Hinson, Director of Technology.
OTHER IMPORTANT INFORMATION

SEHD MEETING CALENDAR
A calendar of activities is distributed to all faculty and staff before the fall semester begins and includes all regularly scheduled meetings that include the faculty as a whole, program and committee meetings. Special events and important deadlines and information are announced in bi-weekly updates sent by the Dean’s Office through email to all SEHD faculty and staff.

EMERGENCIES AND GENERAL SECURITY ISSUES
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. For non-emergency police assistance, call Auraria Public Safety at 303-556-3271.

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. In emergency situations, call 911 or Campus Safety at 303-556-3271. As soon as the employee is able, she or he must call the CU Denver Risk Management officer at 303-315-2730.

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 Auraria Public Safety at 303-556-3271. 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
For general maintenance and repair, including burnt-out light bulbs, heating/cooling problems, restroom maintenance, etc., please call Facilities Dispatch at 303-724-1777.
SEHD Kitchens

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. 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.

Shared Spaces

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 space, 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.

- **Benefits Enrollment**: 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 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 website to register for New Employee Orientation, where they will explain all of your benefits options: [http://www.ucdenver.edu/about/departments/HR/training/orientationDowntown/Pages/form.aspx](http://www.ucdenver.edu/about/departments/HR/training/orientationDowntown/Pages/form.aspx). The university's benefits plan year runs from July 1 to June 30, with open enrollment in May. All questions regarding benefits should be directed to the University of Colorado Employee Services (formerly Payroll and Benefits Services) at 303.860.4200 or Toll Free 1-855-216-7740 employeeservices@cu.edu.

- **Business Cards**: Once you have your office phone number and e-mail address, you can order business cards. Please see Becky Emerson in Academic Services for assistance.

- **Eco Pass**: If you are interested in riding the bus, you can obtain an EcoPass for the RTD system from Parking and Transportation Services which is located on 7th Street and Lawrence Way. 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 a bus pass.

- **Childcare On Campus**: Contact the Auraria Early Learning Center, 303-556-3188.

- **Computer**: Contact the SEHD Tech Team at 303-315-6350 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 Technology Services section of this Handbook.

- **Copy Machine Code**: Copiers are located in 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 Timothy Halliday in 1122. All large copy orders (100 pages or more) should be submitted for processing through Academic Services. Please give at least two business days BEFORE large copy orders are needed.

- **Email**: Your email account will be automatically provisioned when your appointment is entered in the HRMS system. Jessica Coon will email your login information to you.

- **Faculty ID**: Obtain a campus ID form from Jessica Coon in LSC 1147. You will need your campus ID to pick up your office keys, for parking and accessing library services, so please obtain it as soon as possible.

- **Fitness Center**: Staff and faculty can obtain access to the fitness center, including basketball courts, racquetball courts, swimming pool, weight room, and aerobic classes. You can also rent a locker.
KEYS: 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 13th floor of the Lawrence Street Center to pick them up and you must show your employee ID.

LONG DISTANCE CALLING: An access code is needed to place long distance phone calls. Timothy Halliday in LSC 1122 will assign codes for full-time faculty when they are hired. To place a call, dial: 9 + 1 + the phone number. You will hear three short beeping dial tones and then you dial the long distance code and your call will be connected.

MAILBOXES: 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.

PARKING: See the Administrative Services section of this Handbook.

PARKING RE-ENTRY PERMIT: 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.

PAYROLL: Before any work begins, all employees must see Jessica Coon in LSC 1147 for paperwork to complete, including W-4, I-9, employee information sheet, payroll information, direct deposit, and employee ID form.

SET UP A LIBRARY ACCOUNT: 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: http://library.auraria.edu/. You can also search the catalogs on-line.

UCD Access: This is the employee portal, accessed at: https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html 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.

SUPPLIES: For office supplies, contact Academic Services. They can provide you with paper, pens, stationary, paper clips, envelopes, file folders, and other basic supplies.

TELEPHONE: See the Assistant to the Dean to activate the phone line in your office if there is not already one active.

TEXT BOOKS – CHECK ON ORDER: 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. Contact the Auraria Book Center at 303-556-3230.
### APPENDIX B: USEFUL CONTACTS

<table>
<thead>
<tr>
<th>Office/Department/Person</th>
<th>Phone Number</th>
<th>Location/Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Auraria Book Store</strong></td>
<td>303-556-3230</td>
<td>Tivoli, 2nd floor <a href="http://www.aurariabooks.com/">www.aurariabooks.com/</a></td>
</tr>
<tr>
<td><strong>Campus Closure</strong></td>
<td>303-556-2401</td>
<td><a href="http://www.ucdenver.edu/faculty_staff/alert/Pages/Alerts.aspx">http://www.ucdenver.edu/faculty_staff/alert/Pages/Alerts.aspx</a></td>
</tr>
<tr>
<td><strong>Campus Recreation</strong></td>
<td>303-556-3210</td>
<td>PER Events / Recreation Center, Room 108 (directly west of the North Classroom)</td>
</tr>
<tr>
<td><strong>Campus and Personal Safety</strong></td>
<td><strong>911 Emergency</strong></td>
<td><a href="mailto:emerg@ucdenver.edu">emerg@ucdenver.edu</a></td>
</tr>
<tr>
<td></td>
<td>303-724-4444</td>
<td><a href="http://www.ucdenver.edu/life/Pages/Safety.aspx">http://www.ucdenver.edu/life/Pages/Safety.aspx</a></td>
</tr>
<tr>
<td><strong>CU Online</strong></td>
<td>303-315-3700</td>
<td>Lawrence Street Center, 12th floor</td>
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<td><a href="mailto:cuonlinehelp@ucdenver.edu">cuonlinehelp@ucdenver.edu</a></td>
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<td><a href="http://www.ucdenver.edu/academics/cuonline/Pages/CUOnline.aspx">http://www.ucdenver.edu/academics/cuonline/Pages/CUOnline.aspx</a></td>
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<tr>
<td><strong>CU Employee Services (formerly</strong></td>
<td>303-860-4200</td>
<td><a href="mailto:employeeservices@cu.edu">employeeservices@cu.edu</a></td>
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<tr>
<td>Payroll and Benefits Services**</td>
<td>Toll Free-1-855-216-7740</td>
<td><a href="https://www.cu.edu/es/">https://www.cu.edu/es/</a></td>
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<td><strong>Facilities Management (keys)</strong></td>
<td>303-315-2205</td>
<td>Lawrence Street Center, 13th floor</td>
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<tr>
<td><strong>ID Card</strong></td>
<td>303-315-0010</td>
<td>Lawrence Street Center, Office 1147Lawrence</td>
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<tr>
<td><strong>Information Technology Services</strong></td>
<td>303-315-HELP</td>
<td>Lawrence Street Center, 13th floor</td>
</tr>
<tr>
<td>(ITS)</td>
<td>(315-4357)</td>
<td><a href="http://www.ucdenver.edu/about/departments/ITS/Pages/index.aspx">http://www.ucdenver.edu/about/departments/ITS/Pages/index.aspx</a></td>
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<tr>
<td><strong>Library</strong></td>
<td>303-556-2805</td>
<td>Located across from the Recreation Center</td>
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<td><a href="http://library.auraria.edu/">http://library.auraria.edu/</a></td>
</tr>
<tr>
<td><strong>Locksmith</strong></td>
<td>303-556-4296</td>
<td>1156 7th St. in Facilities Management Building</td>
</tr>
<tr>
<td><strong>Parking Services</strong></td>
<td>303-556-2000</td>
<td>In the Parking &amp; Transportation Center, on the NE corner of 7th Street &amp; Lawrence Way</td>
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<td><a href="http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Pages/MapsInformation.aspx">http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Pages/MapsInformation.aspx</a></td>
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<td><strong>SEHD Academic Services</strong></td>
<td>303-315-6314</td>
<td>LSC 724</td>
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<td><strong>SEHD Dean’s Office</strong></td>
<td>303-315-6345</td>
<td>LSC 1149</td>
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<tr>
<td><strong>SEHD Human Resources</strong></td>
<td>303-315-0010</td>
<td>Jessica Coon</td>
</tr>
<tr>
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<td></td>
<td><a href="mailto:Jessica.Coon@ucdenver.edu">Jessica.Coon@ucdenver.edu</a></td>
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<tr>
<td><strong>SEHD Student Services Center</strong></td>
<td>303-315-6300</td>
<td>LSC 701</td>
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<tr>
<td><strong>SEHD Technology Support</strong></td>
<td>303-315-6350</td>
<td><a href="https://sehdsupport.ucdenver.edu/">https://sehdsupport.ucdenver.edu/</a></td>
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<td><strong>Tuition Benefit for Employees</strong></td>
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APPENDIX C: COMMON TERMS

**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.

**Faculty Status.** 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.

Faculty who are 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.

Faculty who are 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 one course in the 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

Admission to Candidacy
At the beginning of the semester in which a student plans to graduate, he/she should file a completed Application for Candidacy with the SEHD by the appropriate deadline. The deadline is listed on the University of Colorado Denver Academic Calendar. The application is available in the Academic Services Center, LSC 701. The application should be signed by the student’s advisor. Students may also use the ISIS degree audit system in place of the Application for Admission to Candidacy if their program plan is available.

Comprehensive Examination/Thesis Defense
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.

Deadlines
The School of Education & Human Development deadlines (for filling 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.

Graduate Courses
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.

Minimum GPA
A minimum GPA of 3.0 is required in courses applied to a degree program. Grades of C 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.

Probation
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.

Readmission
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), submitting a letter of intent and paying a $50 application fee.

Residency Requirements
A minimum of three semesters of work must be completed at CU Denver.
Time Limits
Degrees must be completed within seven years for Master’s students and eight years for Ph.D. students (ten years with approved leaves of absences).

Transfer Credits
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. The total of transfer and CU Denver pre-admission 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.