Faculty & Staff Handbook
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General CU Info & Services

CAMPUS MAP
The interactive campus map is very useful for finding your way around campus. Here are some commonly used buildings:

- **Euclid Parking Garage and Center for Academic Success and Engagement (CASE)** – parking garage is underneath the CASE building, hourly parking for guests of ENVD
- **University Memorial Center (UMC)** – houses the bookstore, multiple event spaces and a food court/cafeteria
- **Center for Community (C4C)** – home to the largest dining center on campus and the BuffOne Card office
- **Norlin Library**
- **Center for Innovation and Creativity (CINC)** – houses the Creative Labs Center for environmental design

OFFICE OF INFORMATION TECHNOLOGY (OIT) – 303.735.4357
All employees are provided an @colorado.edu email account for all official CU and ENVD business.

- The Outlook calendaring system is also provided. Please see the room reservations section below for more details.
- OIT website: [oit.colorado.edu/support/it-service-center](mailto:oit.colorado.edu/support/it-service-center)
- Call 5-4357 or email help@colorado.edu if you need help with accessing your colorado.edu email, internet connectivity and other technology-related questions or problems on university-owned computers, contact OIT. Contact Daniel Perez, design technology coordinator, in the DMC if you work on your personal computer.
OFFICE PHONE (OPTIONAL)
You can choose to equip your office with a Cisco campus phone. If you choose not
to have a campus phone you will need to provide a phone number that students,
faculty and staff can call you on. This number will be made public via the website.
If you have campus phone issues, contact Caitlin Anderson or visit: oit.colorado.edu/
services/voice-communications/telephone-service/help/using-your-phone
  • Office Phone Number – on the upper left-hand corner of your phone screen
  • To make an on-campus call – dial last five digits of the phone number
    (ex. 303.492.8010 or 303.735.1115)
  • For local off-campus calls – dial 8 and then the number
  • For long distance calls – dial 8-1 and then the number

CU BOULDER ALERTS
Emergency notification system for campus closures, extreme weather and other
emergencies will be automatically sent to faculty and staff email addresses
(@colorado.edu). We encourage faculty and staff to add mobile phone numbers for
text alert capability.
  • To set text alert preferences: alerts.colorado.edu/step-step-guide-employee-
    alert-registration
  • To set screen Alertus: oit.colorado.edu/software-hardware/downloads/alertus

TEXTBOOKS, DESK COPIES AND EVALUATION COPIES
Textbooks should be ordered well ahead of time to ensure they are available at the
bookstore at the beginning of the semester. Email ryan.windle@colorado.edu to
request textbook adoption for your courses.

Desk copies and evaluation copies need to be ordered directly through the publisher.
Most publishers will have you create an account on their website so you can request
desk copies for free. Desk copies are for books that are assigned to your classes.
Evaluation copies are for books that you are considering adopting for one of your
classes. Sometimes there is a small fee for evaluation copies, if so talk to Caitlin
Anderson. If you can’t find instructions, try searching for the book you need and then
see if there is a desk/evaluation copy link directly under the book’s listing.

ART & ARCHITECTURE LIBRARIAN AND LIBRARY BOOKS
Alexander Watkins, Art & Architecture librarian, alexander.watkins@colorado.edu
  • To request library books visit colorado.edu/libraries

LARGE COPY/PRINT JOBS - CU IMAGING SERVICES
For any copy or print jobs that are more than 100 pages at a time, please use
CU Imaging Services.
  • You can bring your print/copy job into the Ink Spot in person
    (first floor of UMC in food court area – room 130C)
  • Or you can submit your request online through the Imaging Services website
  • Click “browse” under “copy center,” click “buy now” next to the type of
document you need, upload the document from your computer, choose number
of copies, etc. On the payment page, select “speedtype” as the payment
method. Use 11001644 for “Instructional Support.”
Program Contact Info

MAILING ADDRESS
Program in Environmental Design
UCB 314
1060 18th Street
Boulder, CO 80309

MAIN DEPARTMENT PHONE NUMBER
303.492.8010

WEBSITE ADDRESS
colorado.edu/envd
In-House Services

ADMINISTRATIVE FRONT DESK STAFF
The first point of contact for visitors, can answer general questions, building proctor and the person to call in emergency building issues.

Caitlin Anderson, front office professional assistant, caitlin.schmidt@colorado.edu

IN-HOUSE PRINTING - ROOM 160
Caitlin will assign you a copy code for the Xerox machine in the staff lounge.

• Use this code every time you print and copy in color. You will be limited to 5 color copies/prints per student per semester.
• Keep in mind that if one page of a document is in color, the whole document will count as color.
• The HP Laser Jet 600 is also available for black and white printing.

KEYS
Caitlin can order you keys if you are moving into a new office.

OFFICE SUPPLIES
We have a variety of office supplies in the print/copy room 160. If you can’t find what you need, please write it down on the white board in 160.

FIELD TRIP FORMS
Please have all students fill out a “participant notice of risk and waiver” form when you go on any class field trip.

• Return all forms to the front desk once they are filled out

PARKING PERMITS
See Caitlin for all parking permit applications. Parking permits can take up to a month to process. You can contact the parking office to get a temporary permit: colorado.edu/pts/permits/parking-permits/temporary-permits
GUEST PARKING
Guests can park in the Euclid Parking Garage – an hourly parking lot

- Let Caitlin know a week in advance if you have guests visiting for instructional support.
- Make sure to include the length of time needed in an email and she will provide a parking code and instructions for use.

BUILDING MAINTENANCE ISSUES/CONCERNS
Report emergency building maintenance issues, concerns with your office, studio or non-emergency issues to Caitlin.

HUMAN RESOURCES, FINANCE ASSISTANCE & DISCRETIONARY FUNDS
Our in-house hr and business services office can assist you with any human resources, finance or payroll issues.

Vanessa Spencer, business services manager, vanessa.l.spencer@colorado.edu
Lori Bailey, finance and hr assistant, lori.bailey@colorado.edu

- All faculty receive discretionary funds on a fiscal year basis to be used to support their role. Faculty with ongoing appointments receive $1,000 per fiscal year to be used between July 1 and June 30. Most purchases can be done with a university procurement card. If you do not have one of your own, please see Caitlin for assistance. If the purchase is time-sensitive and no other means are available, reimbursement can be done by providing receipts via email to Lori.
- Lecturers that have specialized needs for their courses shall submit requests to Vanessa.
- Procurement cards: cu.edu/psc/procurement-card-handbook/procurement-card
- Paydays: cu.edu/employee-services/payroll/faculty-payroll

EMERGENCY PROTOCOL
In the event that an emergency/unsafe situation happens on or near campus, ENVD will lock down the building for the protection of the Program. Keep your cell phone and your CU BuffOne card on you at all times. Please be sure to get to where you feel safest, whether that be remaining in the building or relocating to another location.
2019-2020 Key ENVD Dates

OCT. 17-18: ENVD October break
NOV. 11-12: Sandwiches & Schedules
NOV. 25-29: Thanksgiving Break
DEC. 9-12: Jury Week
DEC. 12: Winter Open House
DEC. 13: Reading Day
DEC. 16-19: Finals Week
DEC. 24-25: Campus closed
JAN. 13: First day spring classes
JAN. 20: MLK Day Campus closed
MAR. 23-27: Spring Break
APR. 27-30: Jury Week
MAY 4: Spring Open House
MAY 4-6: Finals Week
MAY 7: CU Commencement
MAY 7: ENVD Commencement

CU Academic Calendar: colorado.edu/academics/academic-calendar
ENVD Committees

EXECUTIVE COMMITTEE
Paul Chinowsky, committee chair

CURRICULUM COMMITTEE
Stacey Schulte, committee chair

TECHNOLOGY COMMITTEE
Marcel de Lange, committee chair

DIVERSITY COMMITTEE

HONORS COMMITTEE
Paul Chinowsky, committee chair

ADVISING COMMITTEE
Alea Richmond Akins, committee chair

BUILDING COMMITTEE

GLOBAL COMMITTEE
Marianne Holbert, committee chair

SCHOLARSHIP COMMITTEE
Jeremy Ehly, committee chair

GALLERY COMMITTEE

PROFESSIONAL COMMUNITY COMMITTEE
Brandon Anderson, committee chair

LECTURE COMMITTEE

MENTORING COMMITTEE
Paul Chinowsky, committee chair
Academic advising is an essential part of a student’s undergraduate experience. Our in-house professional advising staff works with our students to develop and promote academic success in a confidential, supportive and professional environment.

Alea Richmond Akins, director of academic advising & student success, alea.richmond@colorado.edu

Dylan West, assistant director of advising & first year experience (first-year, second-year and transfer students) dylan.west@colorado.edu

Fernando Martinez, academic advising & recruitment coordinator (first-year, second-year, Designers without Boundaries scholars, future students), fernando.martinez@colorado.edu

Nate Jones, assistant director of advising & professional development (third-year, fourth-year students) nathan.p.jones@colorado.edu

Roberto De Mata, professional academic advisor (third-year, fourth-year students) robert.demata@colorado.edu

Alexis Harper, academic coach, alexis.harper@colorado.edu

Peer advisors help students with course enrollment during peak registration times. In conjunction with the academic coach (grad student intern), peer advisors work with students experiencing academic difficulty (i.e. probation status and course alerts)

Dylan West, peer advisor coordinator

- ENVD offers daily Program tours for future students and families - Monday-Friday from 12:30-1:15 pm in the ENVD lobby
STUDENT PROGRAMS

• Emerging Leaders Program
• Peer advising
• Academic coaching
• Designers without Boundaries (DWB) scholarship program
• Professional development services
• Student ambassadors

ADVISING AVAILABILITY FOR STUDENTS
The advising team is available on Mondays from 1-3 pm for drop-ins (no appointment needed)
• Students can schedule appointments with their advisor through MyCUHub

ACADEMIC ADVISING FORMS & STUDENT PETITIONS
Questions or concerns about a student? Please contact Alea. If you have a student with excessive absences or a student who is experiencing extenuating circumstances affecting their class performance, please notify Alea to initiate student outreach.

• Access advising forms & student petitions: colorado.edu/envd/advising

CU STUDENT SUPPORT & CASE MANAGEMENT OFFICE (SSCM)
If you have noticed changes in a student’s behavior over time or if you notice a student appears withdrawn, sullen, upset or depressed, you may wish to consider referring that student to Student Support and Case Management (SSCM).

Additionally, if a student is engaging in aggressive or inappropriate behaviors, is violating boundaries you have set, or fails to comply with your requests, it is important you refer that student.

If you think something may be wrong, don’t hesitate to contact SSCM. They can provide consultation whether or not they know the student’s name. Please also notify Alea of student referrals to SSCM once they are submitted (no need to wait for a response from Alea before initiating the process with SSCM, especially if you are requesting a student wellness check).

  colorado.edu/studentaffairs/students-concern
  Phone: 303.492.7348
  Email: sscm@colorado.edu

COURSE AND ENROLLMENT MANAGEMENT ISSUES
Please let Peggy Gordon, assistant program director of academic services, know if you need help with any course and enrollment management issues.

Peggy Gordon, assistant program director of academic services
Office: room 170, email: peggy.gordon@colorado.edu
Creative Labs & Maker Space

Marcel de Lange, associate director of creative technologies, innovation & practice

DIGITAL MEDIA CENTER (DMC) – ROOM 305-306
Academic support hub and maker space offering software help, equipment checkouts, portfolio photography studio, large-format scanning, large-format printing, virtual reality, 3D printing and laser cutter

Print shop: 303.735.1704, envdprintlab@colorado.edu

Photo studio & checkouts: 303.492.2808, envdcheckouts@colorado.edu

• Center staff are available to assist with all software used in ENVD (Illustrator, InDesign, Photoshop, Lightroom, Rhino, Revit, AutoCAD, GIS, SketchUp, Lumion, etc…)
• Submit large-format print jobs to: envdprintlab.colorado.edu/user

CREATIVE LABS CENTER (CLC) – CINC BUILDING
Specialized workshop and studio space focused on advanced technologies for design visualization, production and simulation. It houses five design fabrication labs.

Jeff Allen, creative labs manager, jeffrey.d.allen@colorado.edu

• Wood & metal labs
• Laser lab
• 3D print & CNC router
• Computer lab
Communications & Marketing

COMMUNICATIONS
Program communications and marketing offer a variety of different services, mediums and outlets for program faculty and staff. The communications office is located on the third floor in 301A.

Allyson Maturey, communications manager, allyson.maturey@colorado.edu
Amanda Pyers, program initiatives, outreach and student engagement manager, amanda.pyers@colorado.edu

EMAIL COMMUNICATIONS
Official program communications will be sent from the envdprogram@colorado.edu email address. Please take the time to view these messages to stay informed on all things ENVD.

• The ENVD faculty and staff newsletter is sent out to colorado.edu email address on a bi-weekly basis from the program email envdprogram@colorado.edu
• Newsletter content should be submitted to envdprogram@colorado by end of day each Wednesday to be featured in the following newsletter
• Program communications are also sent out from envdprogram@colorado.edu
• To receive general information and updates from ENVD faculty and staff, subscribe to the email listserv at lists.colorado.edu/sympa/info/envd-faculty.
• To share relevant information with ENVD faculty and staff, send the information in an email to envd-faculty@lists.colorado.edu

PROGRAM MEETINGS
All program meetings will be held every other Friday from 12:00 - 1:00 PM

• Lecturers are not required to attend all-program meetings, but are welcome to participate.
• Faculty and staff-only meetings will be held during program meeting off-weeks.
PHOTOGRAPHY & VIDEO
Student photographers will be taking photos and video throughout the academic year. You can expect them to be in and out of your classes throughout any given day. If you feel like this will be an issue please contact Allyson.

• If you would like to have photos/video coverage at a specific event, class project or site visit please schedule the day, time and place with Allyson at least a week in advance. This especially applies to site visits, off-campus or out-of-town projects.

• If the comms photographers cannot capture your opportunity, do not hesitate to use your phone or camera to capture it. We happily accept contributions and will incorporate them into our photo archives.

• The communications team does not record in-class lectures. Please visit the Digital Media Center for more information on how to record in-class lectures.

NEWS & MEDIA COVERAGE
We are here to help share your story. Please help the communications team stay updated on your recent awards, research, publications, conferences and more.

• Feel free to share links to external articles and stories you’ve been featured in.

• If you would like to get in touch with local media outlets, please contact Allyson so that she can connect you with a Strategic Relations and Communications liaison.

• Follow @cuboulderenvd on Facebook, Twitter, Instagram and YouTube. Tag ENVD in your posts when applicable. Tagging allows for easy sharing directly from ENVD social channels.

WEBSITE INFORMATION
The communications manager is admin of the ENVD website colorado.edu/envd. If you notice any errors, find missing links or error pages please contact Allyson.

• To update your person page on the site send updated information, links and photos to Allyson.

• If you would like to have a portrait taken for the ENVD website please schedule a time with Allyson.

ENVD CAMPUS SERVER
The campus server is available to all faculty and staff. If you are unable to access it on your computer please contact OIT.

• The server is divided into two folders: groups and users. The user folder contains folders specific to each faculty and staff user. Use this to organize files on your work computer. The groups folder contains folders specific to groups. This is where you can find advising documents, syllabi documents, a pdf of this handbook, letterheads etc…

• **Student work archive:** Use this folder to archive digital student work from your studio courses. It is organized by semester and course number.
Program Ethics

EXPECTATIONS
The Program in Environmental Design maintains the highest ethical, professional, and legal standards in accordance with those laid out by the University of Colorado, Board of Regents Policy.

• Employees within the Program are expected to model exemplary behavior as it relates to respect for others, conflicts of interest, research and academic integrity, stewardship of finances and property, contributions to a safe and healthy workplace, privacy and confidentiality, communication, and reporting of misconduct. Employees who report in good faith may not be retaliated against.

REPORTING MISCONDUCT
Employees who have concerns about misconduct can report them directly to their supervisor, or other CU employee as warranted by the situation. All employees have an obligation to report suspected misconduct.

• If an employee wishes to make an anonymous report, they can do so through the University’s ethics hotline provider.

FINANCIAL MISCONDUCT
Suspected misconduct related to financial matters such as fraud, theft, embezzlement, abuse, or waste can be reported to the Internal Audit Department at:

1800 Grant St., Suite 600, Denver, CO 80203-1148
Phone: 303.837.2200
Email: kevin.sisemore@cu.edu

DISCRIMINATION AND HARASSMENT
Misconduct involving potential discrimination and harassment should be reported to the Office of Institutional Equity and Compliance (OIEC). In accordance with CU policy, any ENVD employee with supervisory authority on campus must refer reports of potential misconduct of this nature to OIEC.
# Meeting Rooms & Capabilities

<table>
<thead>
<tr>
<th>ROOM #</th>
<th>CAP</th>
<th>ROOM FEATURES</th>
<th>A/V</th>
<th>WNDW</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVD 120*</td>
<td>65</td>
<td>Classroom setting, seats w/writing surface, lectern, chalkboards, pin-up</td>
<td>Projector &amp; screen</td>
<td>No</td>
</tr>
<tr>
<td>ENVD 122*</td>
<td>30</td>
<td>Classroom setting, seats w/writing surface, lectern, chalkboards, pin-up</td>
<td>Projector &amp; screen</td>
<td>No</td>
</tr>
<tr>
<td>ENVD 134A</td>
<td>17</td>
<td>Conference room, TV monitor, whiteboard wall</td>
<td>Monitor w/ AV hookup</td>
<td>No</td>
</tr>
<tr>
<td>ENVD 134NW</td>
<td>30</td>
<td>Lectern, 6’ tables and folding chairs as needed, pin-up walls</td>
<td>Projector &amp; screen</td>
<td>No</td>
</tr>
<tr>
<td>ENVD 134SW</td>
<td>27</td>
<td>6’ tables and folding chairs as needed, pin-up walls</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>ENVD 134NE</td>
<td>26</td>
<td>Small rolling tables &amp; chairs</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>ENVD 134SE</td>
<td>26</td>
<td>Small rolling tables &amp; chairs</td>
<td>Monitor w/ AV hookup</td>
<td>Yes</td>
</tr>
<tr>
<td>ENVD 167</td>
<td>20</td>
<td>Conference room, TV monitor, whiteboard wall</td>
<td>Monitor w/ AV hookup</td>
<td>Yes</td>
</tr>
<tr>
<td>ENVD 211**</td>
<td>18</td>
<td>Windows 10 computer lab, chalkboard, pin-up walls</td>
<td>Projector &amp; screen</td>
<td>Yes</td>
</tr>
<tr>
<td>ENVD 311</td>
<td>4-6</td>
<td>Small meeting room, primarily for student use</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Please contact Peg if you would like to use room 120, 122 or 211 when it does not say “reserved for ENVD.”*
# Meeting Rooms & Capabilities

<table>
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<tr>
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<th>WNDW</th>
</tr>
</thead>
<tbody>
<tr>
<td>CINC 152H</td>
<td>40</td>
<td>Computer lab, 40 monitors</td>
<td>Two TV's</td>
<td>No</td>
</tr>
<tr>
<td>CINC 152F</td>
<td>50+</td>
<td>Classroom with 10-8 ft. folding tables, chairs, whiteboard, pin-up boards</td>
<td>Projector w/ screen, TV</td>
<td>No</td>
</tr>
<tr>
<td>CINC 152</td>
<td>90</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>CINC 152 COLLAB</td>
<td>72-84</td>
<td>18 table groupings with chairs</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>CINC 152 MKRSPEC</td>
<td>72-84</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>CINC 215 STDO 1</td>
<td>20</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>CINC 215 STDO 2</td>
<td>20</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>
Making Room Reservations

DESKTOP INSTRUCTIONS
Once you have Outlook set up on your computer, you will have access to make room reservations in the ENVD building. You will automatically be given reviewer status for all ENVD room calendars that are available for reserving. Reviewer status means that you can see specifics on what each room is reserved for and when, but you will not be able to add meetings directly into the calendars.

Here is how to add the ENVD room calendars to your Outlook Calendar:
1. On the home tab of your calendar, select “open calendar/open shared calendar”
2. Search “ENVD-ENVD” or “ENVD-CINC”
3. Select room numbers that you would like to add. You can only add one calendar at a time.

To reserve a room:
1. Look at the specific room calendar to see if the time you want is available.
2. Click “new meeting” on the home tab.
3. On the “to” line, type or select the full name of the room you would like to reserve (ex. ENVD-ENVD-134NW) – If it doesn’t automatically pop-up, type the full address (ex. ENVD-ENVD-134NW@colorado.edu). Note that CINC rooms start with “ENVD-CINC.”
4. Enter your name and meeting purpose in the subject line.
5. You will receive an email letting you know if your room request was accepted or declined. If you do not receive this then your room request did not go through successfully.
6. If you need to edit the meeting, open it in your personal calendar and make the appropriate changes there.
ONLINE INSTRUCTIONS
Go to outlook.office.com

- Enter in your IdentiKey email address (ex. emla3838@colorado.edu)
- Click on the calendar icon on the bottom left-hand corner of the screen.
- Add all of the room calendars that you may need to use so you can see what is available before you reserve:
  1. Click on “sdd calendar” on the left panel, select “from directory”
  2. In the “from directory” field type “ENVD-ENVD” or “ENVD-CINC” and click “search directory”
  3. Select the room you want, click “open”
  4. Do this separately for each room calendar that you would like to add. Each of these calendars will remain displayed on the left panel in your calendar tab.

To reserve a room:

1. Click “new” on the upper left-hand corner of the screen
2. Enter in the room number in this format, ENVD-ENVD-102, under the “add a location or a room” field and make sure to select the room from the dropdown. If no dropdown appears, click on the person icon on the top of the page. Type “ENVD-ENVD” or “ENVD-CINC” in the search field to pull up the full list of rooms. Select the room and click save.
3. Click “send” at the top of the page
4. You will receive an email within a few minutes letting you know if your request was accepted or declined. If you do not receive this then your room request did not go through successfully.
5. If you need to edit the meeting, open it in your personal calendar and make the appropriate changes there.

See Caitlin Anderson for assistance and/training.