

Faculty & Staff Handbook



Environmental Design
UNIVERSITY OF COLORADO **BOULDER**

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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
- 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

STAY CONNECTED

Instagram

instagram.com/cuboulderenvd/

Facebook

facebook.com/CUBoulderENVD

YouTube

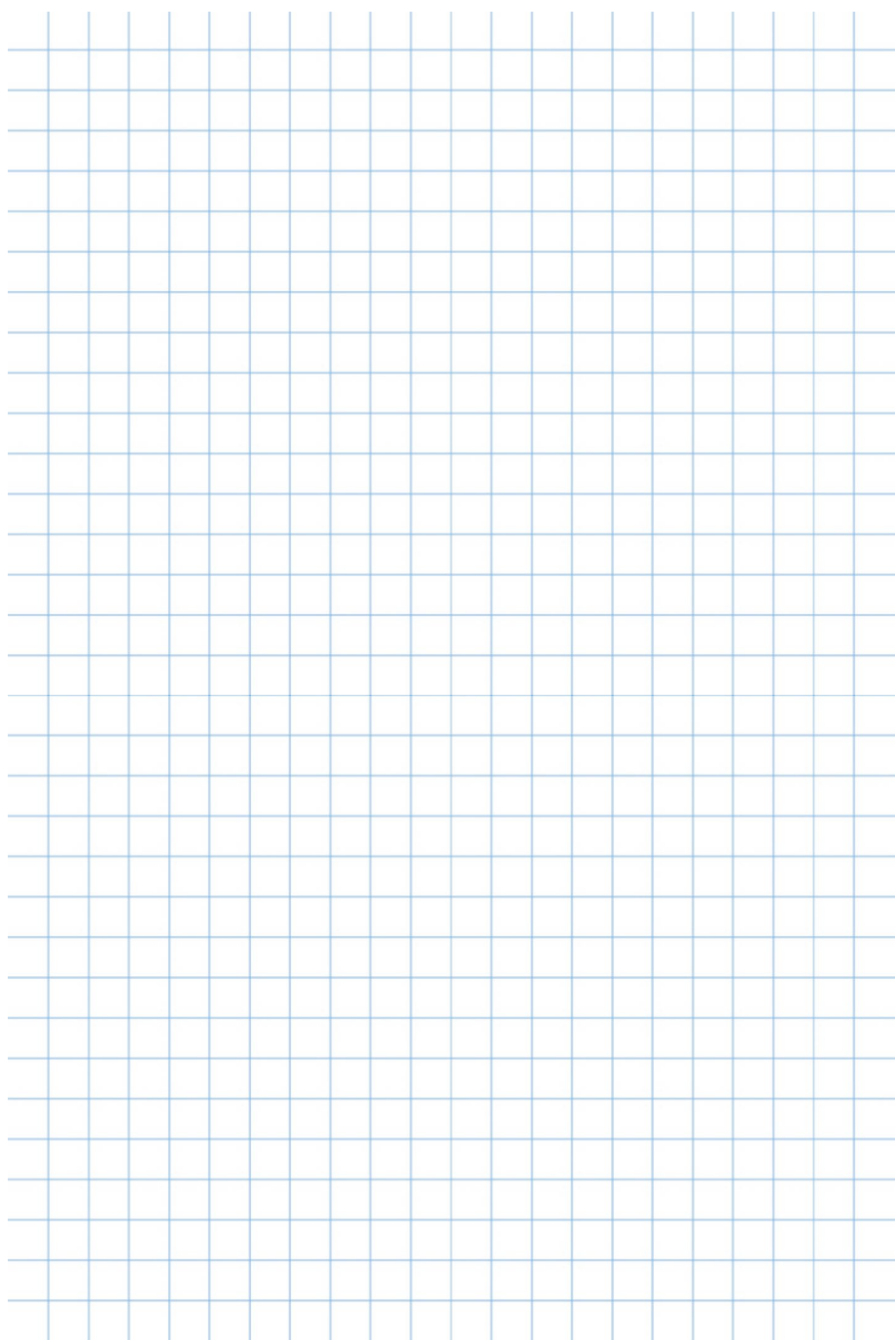
youtube.com/c/CUBoulderEnvironmentalDesign

LinkedIn

linkedin.com/school/university-of-colorado-boulder-environmental-design/

Forever Buffs Network

foreverbuffsnetwork.com/groups/63/feed



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.

Anna Parsons, finance, data analytics & data assessment, anna.parsons@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.
- 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.

Spring 2022 Key ENVD Dates

JAN. 10: First day spring classes

JAN. 17: MLK Day campus closed

FEB. 15: Scholarship App deadline

MAR. 3-4: ENVD Break

MAR. 21-25: Spring Break (campus closed 3/25)

APR. 25-29: Jury Week

APR. 29: Spring Open House

APR. 30 - MAY 4: Finals Week

MAY 5: CU Commencement

MAY 5: ENVD Commencement

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

ENVD Committees & Teams

ENVD LEADERSHIP TEAM

Paul Chinowsky, Peggy Gordon, Alea Richmond, Kim Drennan, Jota Samper, Stacey Schulte, Marcel de Lange, Maryanne Fantalis, Neal Evers

EXECUTIVE COMMITTEE

Paul Chinowsky, Maryanne Fantalis, Neal Evers, Jota Samper, Kim Drennan, Peggy Gordon

STAFF LEADERSHIP TEAM

Peggy Gordon, Amanda Pyers, Alea Richmond, Allyson Maturey, Dylan West, Nate Jones, Caleb Wright, Anna Parsons

TECHNOLOGY COMMITTEE

Marcel de Lange, Azhar Khan, Jesse Van Horne, Rachel Lee Lavine

CULTURE COMMITTEE

Danielle Bilot, Brandon Anderson, Maryanne Fantalis

CURRICULUM COMMITTEE

Stacey Schulte, Melissa Felderman, Scott VanGenderen, Jade Polizzi, Siobhan Brooks

DIVERSITY COMMITTEE

Kim Drennan, Marianne Holbert, Shawhin Roudbari, Christy Rogers

MAJOR COORDINATORS

Architecture: Jade Polizzi, Product Design: Melissa Felderman, Sustainable Planning & Urban Design: Stacey Schulte, Landscape Architecture: Siobhan Brooks

SCHOLARSHIP TASK TEAM

Jeremy Ehly, Nate Jones, Amanda Pyers

Advising & Student Achievement

[CENTER FOR ADVISING & STUDENT ACHIEVEMENT \(CASA\)](#)

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

Emily Perry, professional academic advisor
(first-year, second-year, diverse scholars, IUT students), emily.perry@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

[PEER ADVISORS - ENVDPEERADVISORS@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

- [First-Year Experience Program](#)
- [Peer advising](#)
- Academic coaching
- [Diverse Scholars 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

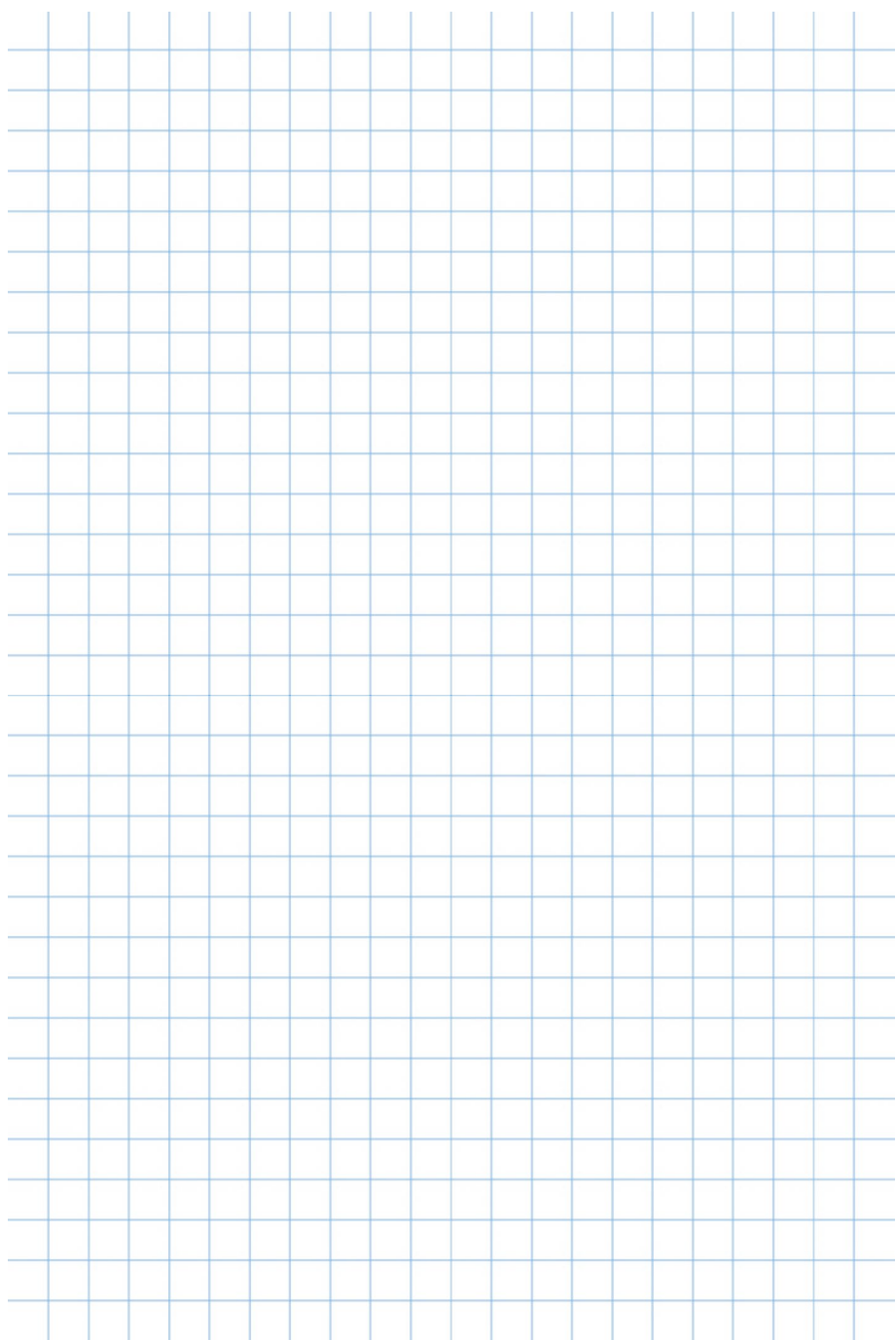
Phone: 303.492.7348

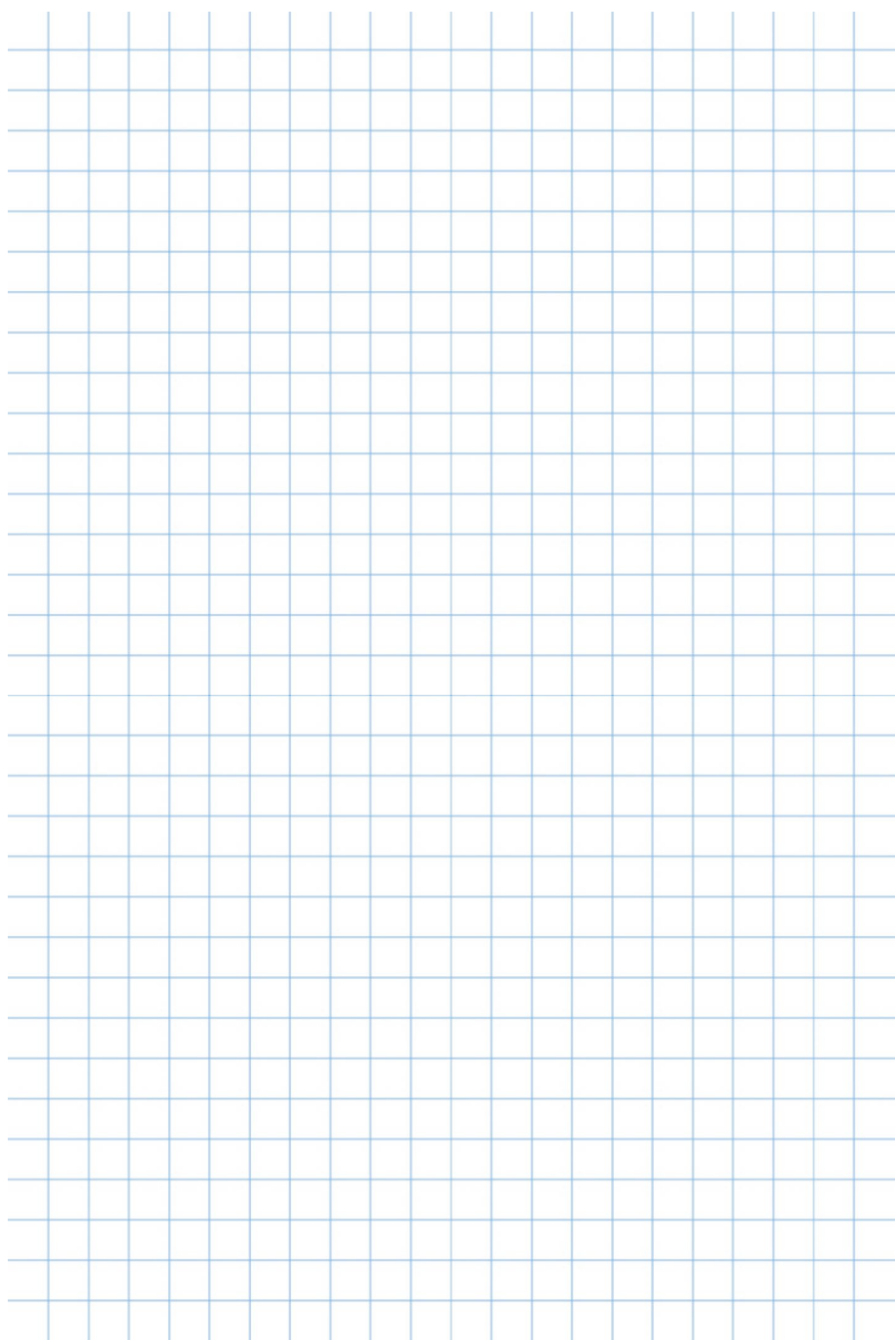
Email: sscm@colorado.edu

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

Caleb Wright, manager of ENVD academic support centers

Print shop: 303.735.1704, envdprintlab@colorado.edu

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

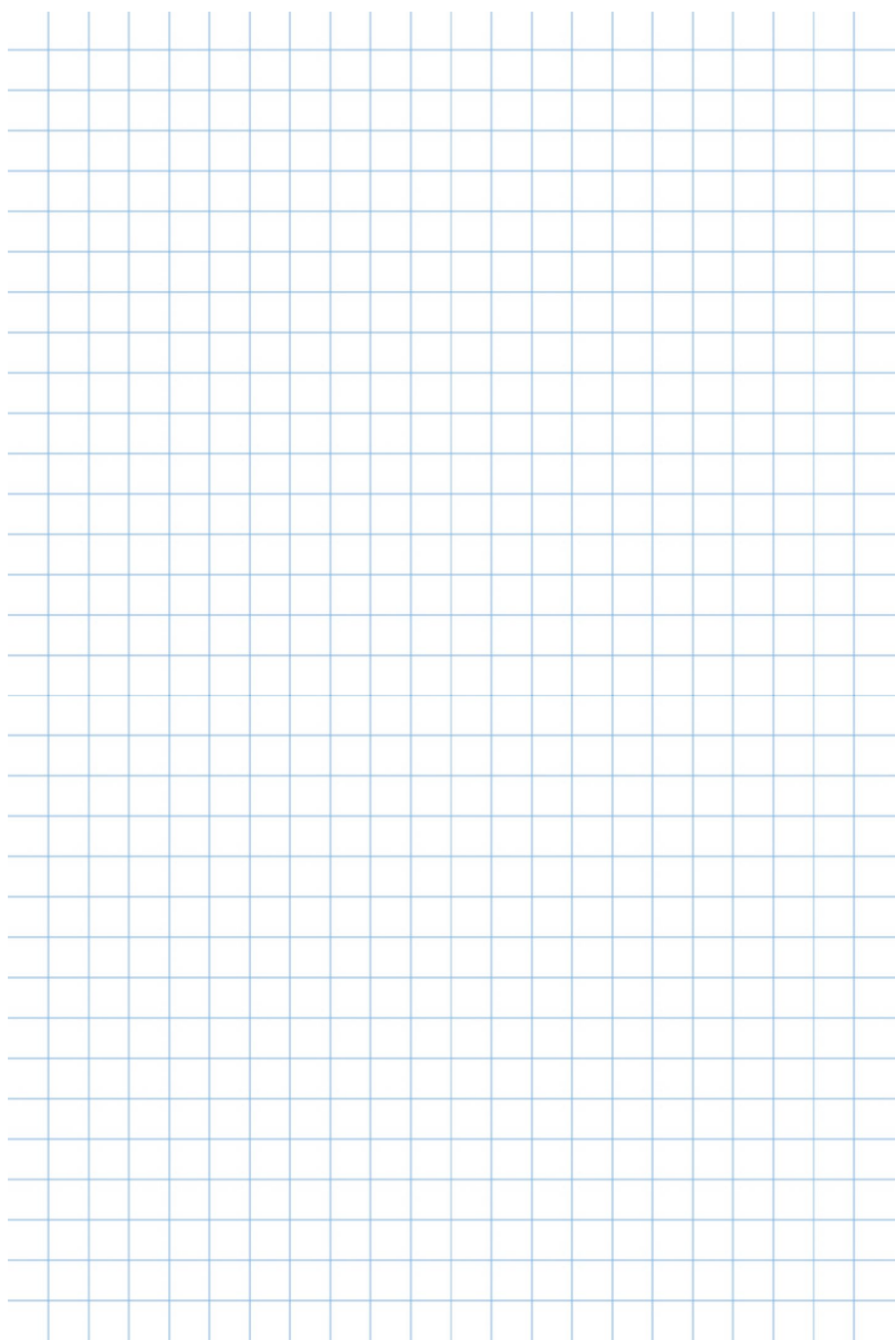
- Center staff are available to assist with all software used in ENVD (Illustrator, InDesign, Photoshop, Lightroom, Rhino, Revit, AutoCAD, GIS, SketchUp, Lumion, etc...)

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.

Caleb Wright, manager of ENVD academic support centers

- 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.

Allyson Maturey, marketing & 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.edu 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

Program meeting invites will be shared via the Program calendar when created.

- 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, 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 [campus portrait services](#).

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.

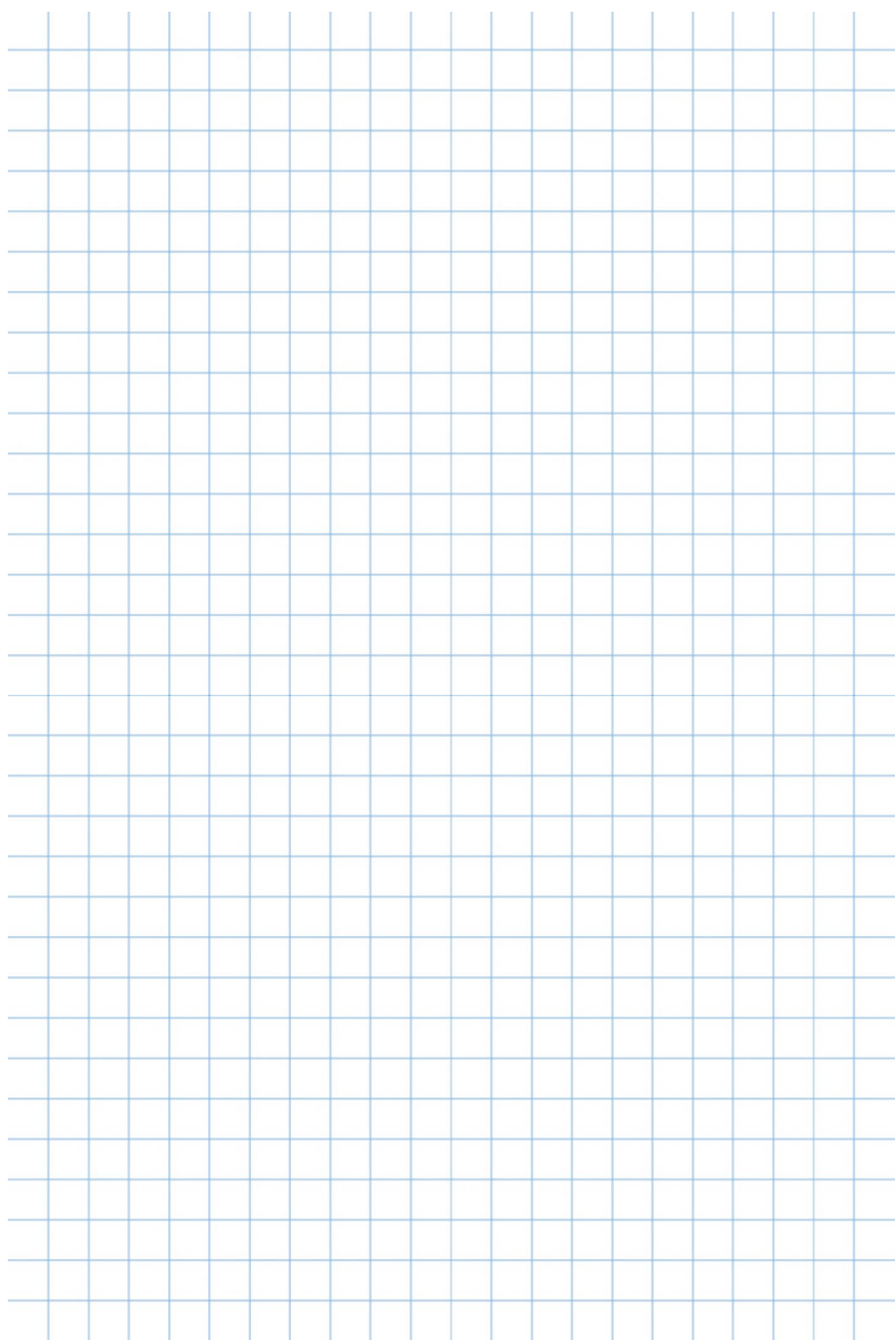
FINANCIAL MISCONDUCT

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

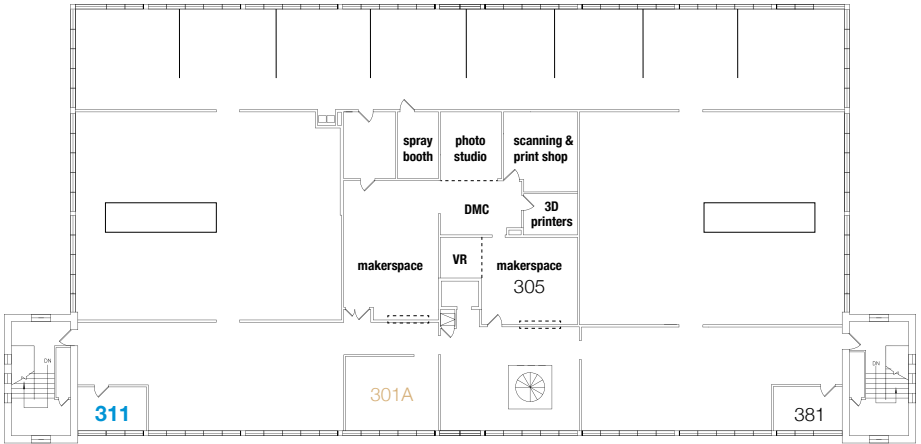
Misconduct involving potential discrimination and harassment should be reported to the Office of Institutional Equity and Compliance (OIEC). In accordance with CU policy, any ENVD employee with supervisory authority on campus must refer reports of potential misconduct of this nature to OIEC.



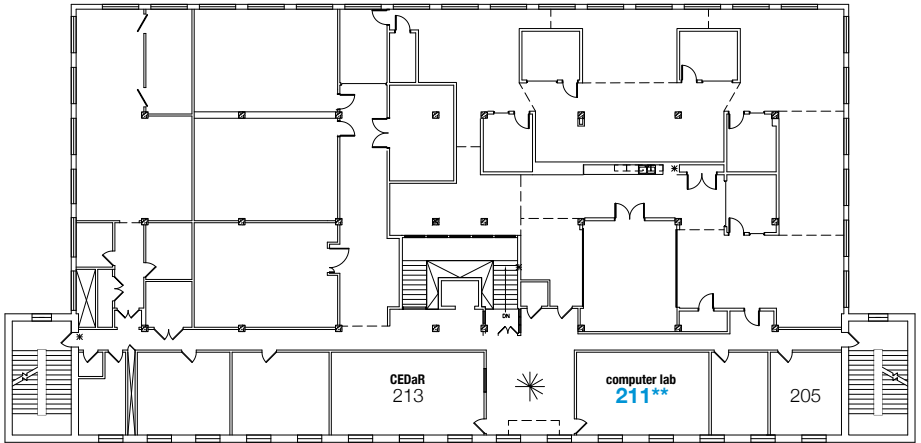
Meeting Rooms & Capabilities

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

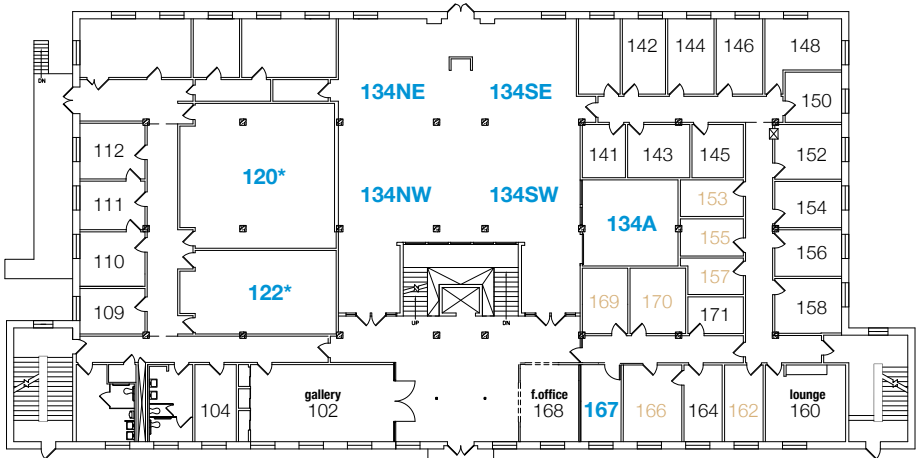
**Please contact Peg if you would like to use room 120, 122 or 211 when it does not say "reserved for ENVD."*



THIRD FLOOR



SECOND FLOOR

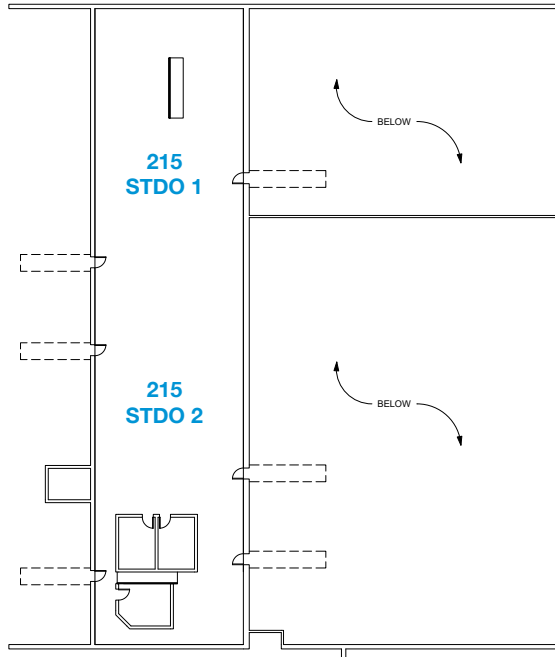


FIRST FLOOR

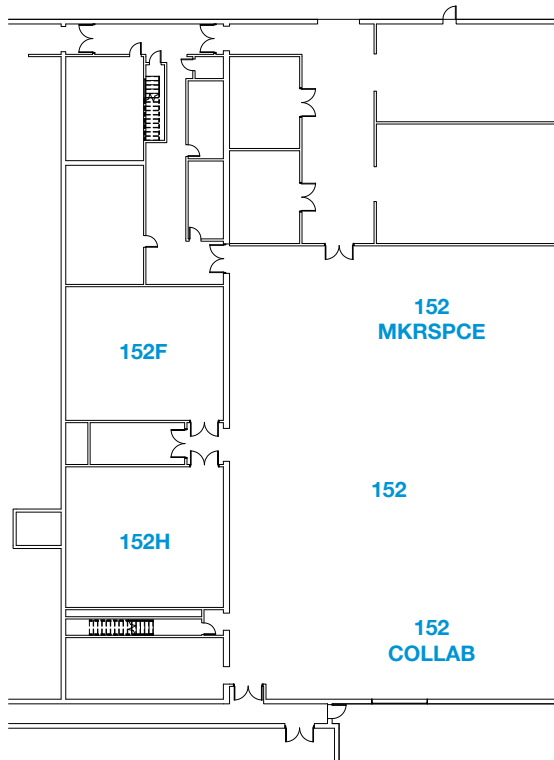
Staff offices Faculty offices

Meeting Rooms & Capabilities

ROOM #	CAP	ROOM FEATURES	A/V	WNDW
CINC 152H	40	Computer lab, 40 monitors	Two TV's	No
CINC 152F	50+	Classroom with 10-8 ft. folding tables, chairs, whiteboard, pin-up boards	Projector w/ screen, TV	No
CINC 152	90			Yes
CINC 152 COLLAB	72-84	18 table groupings with chairs		Yes
CINC 152 MKRSPCE	72-84			Yes
CINC 215 STDO 1	20			Yes
CINC 215 STDO 2	20			Yes



SECOND FLOOR



FIRST FLOOR

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.

