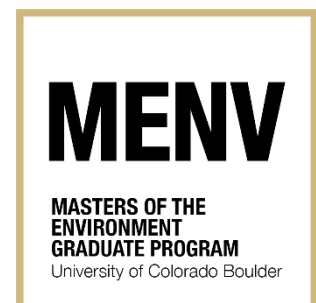


# **Masters of the Environment Faculty & Staff Handbook, 2023-24**

University of Colorado, Boulder



[Masters of the Environment](#), University of Colorado  
Sustainability, Energy and Environment Community (SEEC)  
4001 Discovery Drive, UCB 397, Boulder, CO 80303

Welcome to the Masters of the Environment (MENV) Faculty & Staff Handbook!

This handbook is intended to provide an overview of the MENV program and answer some of the most commonly raised questions about policies and procedures. As MENV continues to evolve specific policies may be altered, thus, the information in this handbook may not always be current. Furthermore, the provisions of this document are designed by MENV to serve as firm guidelines, rather than absolute rules, and exceptions may be made on the basis of extenuating circumstances.

This handbook does not constitute a contract with the University of Colorado Boulder, Masters of the Environment, or the Graduate School either expressed or implied. MENV reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion.

The University of Colorado System has more than 9,000 faculty members across four campuses, each making significant contributions to the teaching, research and outreach mission of the university. While most of the handbook focuses on the MENV program, additional CU system-wide policies, procedures, and offices can be found in Section 7 below.

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# SECTION 1: INTRODUCTION TO MENV

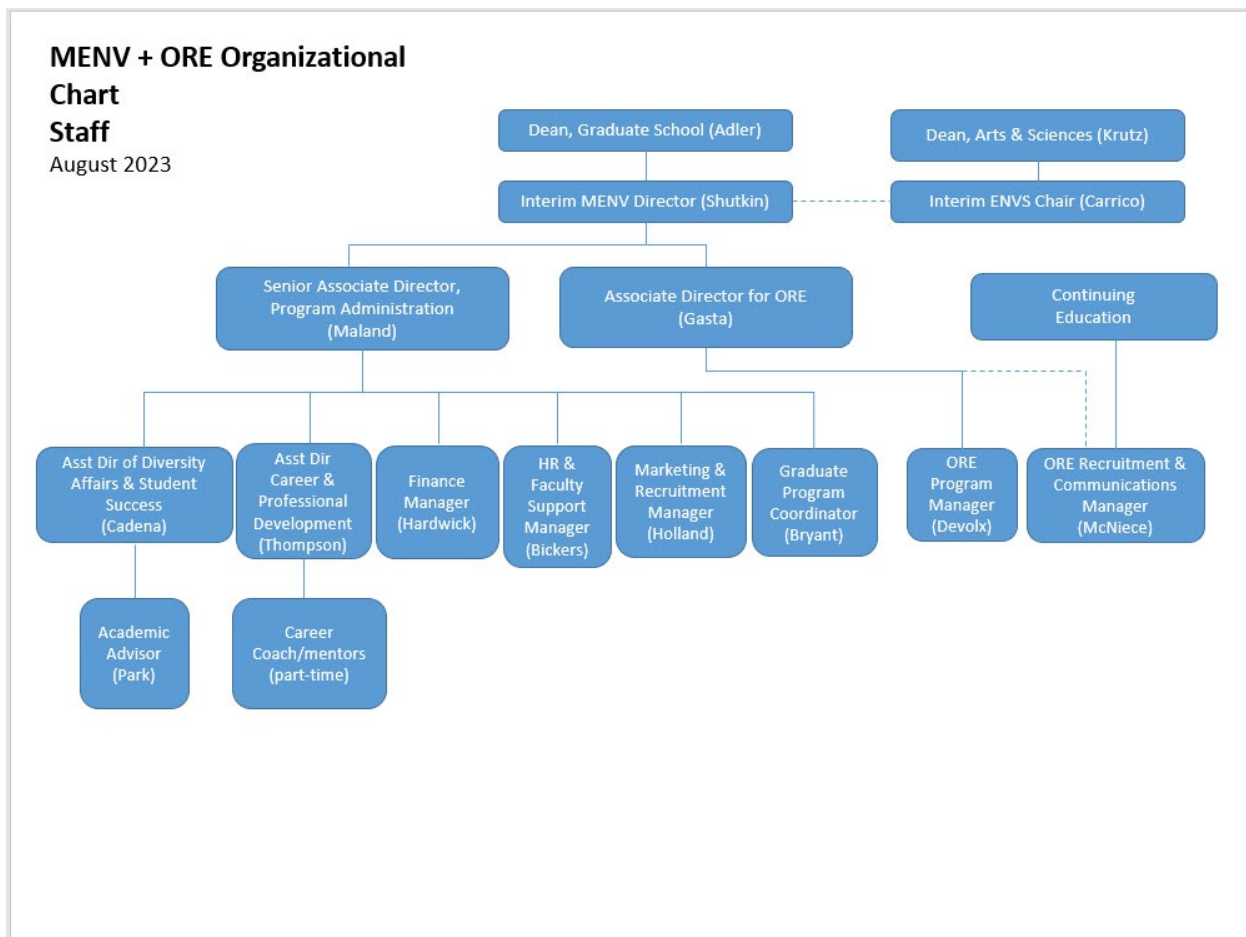
## I. MENV ORGANIZATION

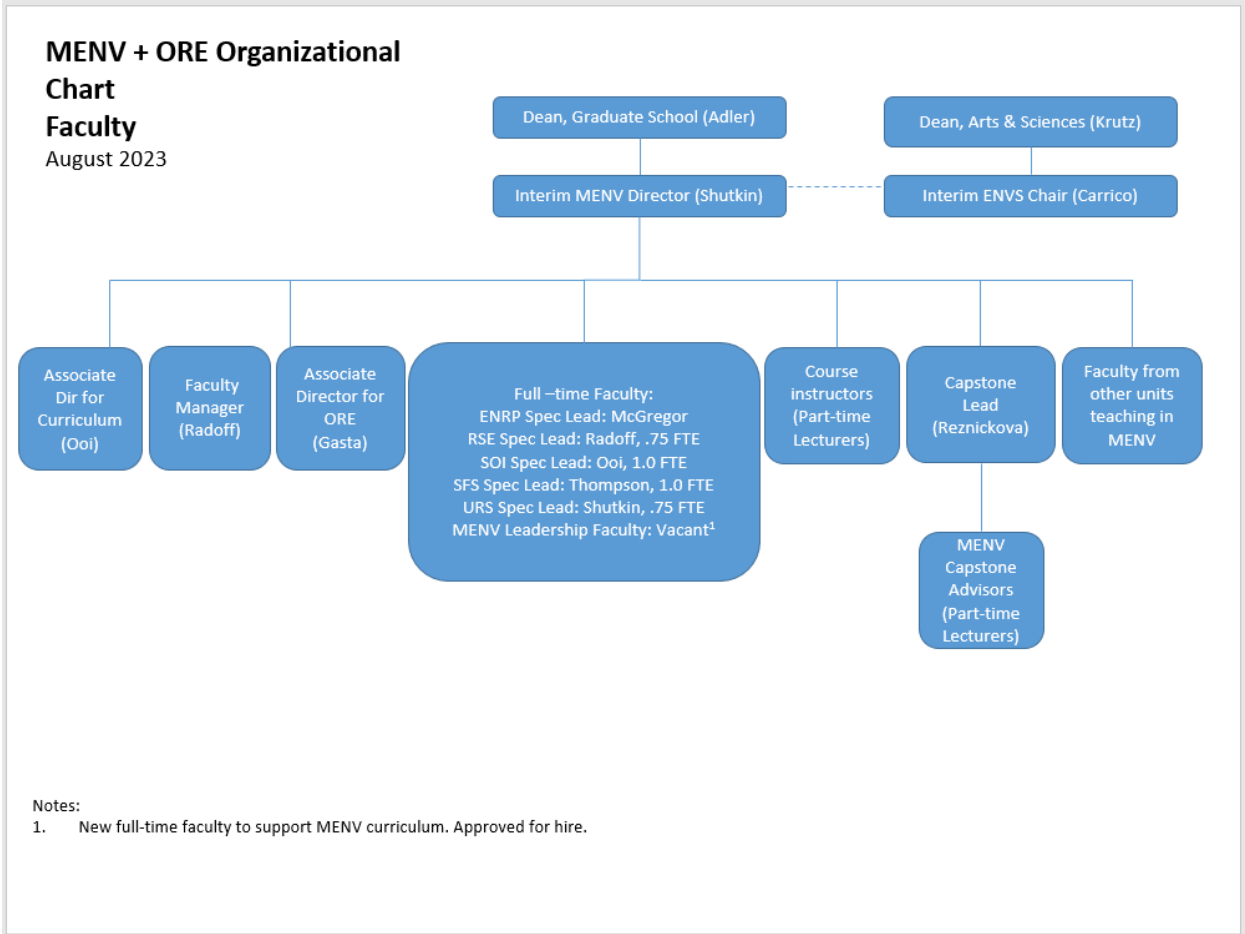
### A. MENV Program Overview

The Masters of the Environment (MENV) program at the University of Colorado Boulder is an innovative, interdisciplinary professional master’s degree that equips students with the knowledge, skills, and experience necessary to address the complex environmental challenges of the 21st Century.

This 21-month, immersive, cohort-based graduate program builds students into leaders in a wide range of careers in conservation, consulting, energy, natural resources, planning, policy, sustainability, and more. While in the program, students must choose to concentrate their studies in one of five specializations: Environmental and Natural Resources Policy, Renewable and Sustainable Energy, Sustainability in the Outdoor Industry, Sustainable Food Systems, or Urban Resilience and Sustainability. Students must also successfully complete a team-based capstone project with a sponsoring organization.

### B. MENV Program Overview





**A. MENV Faculty & Staff: Roles & Who to Contact**

MENV faculty consist of Instructors (Specialization Leads & Capstone Lead), part-time Lecturers, and additional temporary faculty. The program is agile in nature, being market reactive to environmental topics that are of particular interest in the government, not-for-profit, and private sectors. Therefore, MENV faculty are made up of professionals from those sectors providing students a wide and deep learning experience and diverse networking opportunities.

MENV staff consists of a range of part-time and full-time staff to support MENV, including administrative, advising, financial, human resources, and other duties. Staff are tasked with the successful planning, management, and execution of all facets of the program.

A list of all current MENV Instructors & Staff, including a definition of their role and responsibilities, can be found here: [MENV Faculty & Staff, who to contact for what.](#)

**B. Relationship to ENVS**

MENV degrees are awarded by the [Department of Environmental Studies \(ENVS\)](#), a degree-granting unit at CU. MENV is domiciled within the Graduate School. The Graduate School provides oversight on budget and finance, personnel matters, hiring and reappointment of faculty and staff, and approval of curriculum. ENVS is the degree-granting authority.

*Additional information about the relationship between MENV & ENVS in regards to program administration, faculty, and operations can be found in the [MENV Bylaws](#).*

### **C. Relationship to Graduate School**

[The Graduate School](#) ensures the quality of graduate education at the University of Colorado Boulder by facilitating educational innovations, providing guidance on best practices, and helping to grow and support a vibrant and diverse graduate student community.

The Graduate School works to promote academic excellence; advocates on behalf of graduate students; and fosters community across all graduate programs. Services provided by the Graduate School to faculty, staff, students and the broader community include:

- Promote graduate education at a local, state, national and international level.
- Provide quality control for all aspects of graduate education and establish policies and standards that define good practice in all graduate programs.
- Represent the interests of CU Boulder's graduate and professional programs with the State of Colorado, federal government, federal labs, industry partners and the broader community.
- Work with Graduate and Professional Student Government (GPSG) and other student groups to promote the interests of graduate students in areas such as student stipends, health care and support services.
- Provide strategic planning and vision for graduate education at CU Boulder.
- Fundraising for graduate education.
- Internationalization of the CU Boulder campus.
- Curriculum development within graduate programs.
- New degree and certificate development for graduate programs

#### *Graduate Faculty Appointment*

Any faculty member whose duties include graduate level teaching, thesis/dissertation supervision, service on graduate committees, or research supervision of students on this campus must be appointed to the Graduate Faculty of the University of Colorado Boulder. More about this process [can be found here](#).

#### *Strategic Plan*

Graduate School Strategic plan details [can be found here](#).

*Additional information about the relationship between MENV & the Graduate School in regards to program administration, faculty, and operations can be found in the [MENV Bylaws](#).*

### **D. Outdoor Recreation Economy (ORE) Program**

Leveraging the success of MENV in 2021, the [Outdoor Recreation Economy \(ORE\)](#) program was launched under the MENV umbrella to support the \$862B outdoor industry with a focus on economic development, public lands policy, inclusive leadership, and sustainable business.

ORE is a fully online graduate program that offers a comprehensive, industry-relevant education taught by recognized leaders in the outdoor and business fields. ORE's flexible options allow students to engage



in a way that fits their career goals and their budget. The program’s design lets students tailor their coursework and schedule to their needs and participate in the program no matter where they are located. The ORE program offers three educational paths: MS in Outdoor Recreation Economy, Graduate Certificates, and Individual Courses. Students can choose to concentrate their studies among five certificates: Introduction to the ORE, Public Lands and Natural Resources Policy, Building Resilient Communities through the ORE, Leading a Sustainable Business in the ORE, and Inclusivity in the ORE.

## **II. MENV MISSION & VALUES**

### **A. Mission, Vision, Values Statements**

#### *Purpose/Mission*

To cultivate a sustainable and equitable future.

#### *Vision*

MENV inspires and develops sustainability leaders through applied and accessible education, professional practice, and meaningful partnerships.

#### *Values*

- Build the future: We are change makers. We embrace new ways of thinking and strive for a resilient and regenerative future.
- Design for inclusion: Community is our core. We are welcoming, accessible, and value diversity of identities, backgrounds, and perspectives.
- Cultivate collaboration: We take the time to develop enduring relationships with diverse stakeholders and seek systemic solutions with an emphasis on both action and impact.
- Practice humility: We are open, curious, and approach the world with a learner’s mind.
- Nurture wellbeing: We foster the health, wellness, and interconnectedness of individuals, communities, and the natural world.

### **B. Strategic Plan**

#### *Purpose & Scope*

MENV’s strategic plan was developed with the input and analysis of the MENV Strategic Planning Committee, with input from other key stakeholders, during the Fall 2021 and Spring 2022 semesters. Multiple planning meetings were held, input was gathered, and supporting data were collected and analyzed. The plan applies to the period of Academic Year 2023/2024 through Academic Year 2027/2028 (five years).

#### *Strategic Imperatives*

- Professional Education. Prepare students for impact-focused sustainability careers through purposeful program design and high-quality instruction, experiential learning, professional training, and career development services.
- Partnerships and Community Engagement. Pursue local to global partnerships that serve and engage communities and organizations in pursuit of a sustainable future.

- Inclusion, Diversity, Equity, and Justice. Foster a culture that respects diverse identities and values and centers on equity. Our practices and policies promote inclusion, dignity, self-determination, and action in the world.
- Sustainability. Commit to sustainability and recognize it requires our entire community and our collective action in curriculum development and teaching, professional practice and scholarship, and internal operations.

The full [MENV Strategic Plan is available here](#).

### **C. MENV Diversity, Equity, and Inclusion (DEI)**

MENV is deeply committed to diversifying our student body, faculty, and staff and improving the equity of our systems to create an inclusive culture in our program, on CU Boulder’s campus, and in the environmental sector at-large.

#### *Our Vision*

MENV envisions a more just and engaged world. We strive to support this vision not just by respecting diverse perspectives, but by integrating them into our program and valuing diversity as a critical success factor in both the classroom and in the workforce.

#### *What does DEI mean to MENV?*

Diversity, Equity and Inclusion can be defined in many different ways. While there are no “correct” definitions of these concepts, and they may change over time, MENV currently defines these terms in the following ways:

- *Diversity*  
Diversity is expressed in myriad forms, including but not limited to race, ethnicity, religion, gender, sexual orientation, gender identification, disability, income, marital status, age, geographic location, national origin, political philosophy and veteran status. MENV recognizes the limitations of defining diversity as a specific demographic mix and celebrates the nuanced elements of human differences. We also acknowledge that certain populations have been traditionally underrepresented in the environmental sector.
- *Equity*  
Promoting justice, impartiality, and fairness within the procedures, processes, access, and distribution of resources in MENV and across CU Boulder’s campus.
- *Inclusion*  
The act of creating an environment where all individuals feel welcomed, respected, supported, and are able to fully participate in all conversations and activities.

Click [here](#) to learn more about MENV’s DEI work and plans as well as resources you can access for personal and professional development.

The [Assistant Director of Diversity Affairs & Student Success](#) is the primary point of contact for any students, faculty, and staff who would like to discuss diversity, equity and inclusion issues. The role serves as the primary staff liaison for the Student DEI Committee and Student Council. Some example of how you can collaborate are:

- If you need to connect with campus wide resources, affinity groups, and events.

- If you need any support in class, with a student, faculty or staff member
- If you have any questions or concerns brought up in class, event, workshop, etc.
- If you would like to have a critical DEI conversation within your class, workshop, or event.
- If a student is experiencing any difficulty, hardship, needs any resources or accommodations, etc.

The Assistant Director of Diversity Affairs & Student Success will hold critical conversation opportunities throughout the academic year. These are open to faculty and staff. The purpose is to engage in dialogue, challenge/expand our perspectives and continue learning about practices to better integrate DEI within every aspect of MENV.

## **SECTION 2: MENV FACULTY/STAFF EXPECTATIONS, 2023-24**

### **I. FACULTY EXPECTATIONS**

#### **A. Bylaws**

The [MENV Bylaws](#) were approved by the Environmental Studies Program of the University of Colorado, Boulder, and became effective as of April 5, 2021. Faculty members will find information on MENV governance, committee participation, and faculty meeting procedures in this document.

#### **B. Lecturer Responsibilities & Expectations**

MENV Lecturer classroom responsibilities & expectations [can be found here](#).

#### **C. CU Boulder Professional Rights & Responsibilities**

The foundation for the [Professional Rights and Responsibilities of Faculty Members](#) and Roles and Professional Responsibilities of Academic Leaders was first developed by the faculty at CU Boulder in the early 1980s. The PRR describes the professional standards faculty members are expected to maintain and provides a mechanism for addressing allegations that a faculty member has failed to meet those standards.

### **II. STAFF EXPECTATIONS**

#### **A. MENV Hybrid Modality Policy**

From Monday, August 28 – Friday, December 22, 2023, all MENV staff members are approved to work in a hybrid modality.

From Monday, August 28 – Friday, September 15, 2023 MENV staff members are required to work at SEEC four days a week. Staff members may choose which four days of the week they are in the office. (Please note that MENV staff meetings will be held in person on Mondays from 1:00pm – 2:30pm. More on the staff meeting below.) Working on campus is particularly important during the first part of the fall semester to start to get to know our incoming students and to be readily available as they begin their journeys in MENV and at CU Boulder.

From Monday, September 18 – Friday, December 22, 2023, MENV staff members are required to work at SEEC three days a week. Staff members may choose which three days of the week they are in the

office. (Please note that MENV staff meetings will be held in person on Mondays from 10:00am – 11:30am. More on the staff meeting below.)

While staff may choose to work on campus more than the required number of days per week, it is highly encouraged that staff work remotely the other days.

Staff can request temporary changes to their hybrid modality by working with their direct supervisor. Part-time staff should set schedules with their direct supervisor.

Beginning on Monday, August 28 and continuing every Monday through December 22, MENV staff members are required to update their Outlook calendars to reflect the days in which they will be working remotely for that particular week. (Staff should create an all-day event, shown as free, rather than busy or tentative, with the subject “Working remotely” or a laptop icon. Please discuss with your manager if you have questions about how to do this in your Outlook calendar.)

#### **B. Tuesday Staff Meetings**

Fall 2023 MENV staff meetings will be held in-person on Tuesday morning from 10:00am - 11:30am in SEEC S249. While we have 90 minutes reserved each week, we will do our best to be efficient and wrap up the meeting within 60 minutes when possible. All staff are expected to be in attendance in person unless they have received approval from the Senior Associate Director of Program Administration.

#### **C. Wednesday Project Block changing to Trial No Meeting Wednesdays**

Currently, MENV staff are encouraged to reserve project time on their calendars from 9:00am – 12:00pm on Wednesdays so they can work more deeply on individual projects and tasks with decreased distraction. MENV would like to, on a trial basis, change project time to No Meeting Wednesdays where staff are highly encouraged to avoid scheduling internal meetings. The MENV staff will review this trial policy during the Fall 2023 semester.

#### **D. Work Schedule Policy**

From Monday, August 28 – Friday, December 22, 2023, MENV staff members are required to work five, eight-hour days (Monday – Friday). While individual staff work schedules may vary some each day, MENV “core” business hours are 9:00am – 4:00pm. This means that regardless of where staff members are working, it is expected that all full time staff are working and available for meetings (unless otherwise specified on their Outlook calendar) and on email, phone, Zoom, and Microsoft Teams between 9:00am – 4:00pm Monday through Friday. (Note: The exception to this is on Wednesdays from 9:00am – 4:00pm when staff members are encouraged to be working on projects without distraction from internal meetings.) Managers and staff members can determine specific work hours and employees can request any changes to their schedules by working with their direct supervisor. Part time staff should also set schedules with their direct supervisor.

MENV staff may be required to attend events or meetings that occur outside of their normal work schedule. Staff will be given as much notice as possible so that they can plan for these events and meetings. Staff members can discuss with their managers the possibility of any work allowances for weekend and evening work.

#### **E. Office Hours**

All student-facing MENV staff are required to hold a minimum of two hours each week of open office hours. These office hours should be advertised in each staff member's email signature and on the MENV website, and allow for students to schedule meetings using Calendly. The following staff are recognized as student-facing:

- Assistant Director of Career and Professional Development
- Assistant Director of Diversity Affairs and Student Success
- Academic Advisor

#### **F. Open Office Etiquette**

Since most MENV staff are working in the open office in S376, it is encouraged that folks review and follow the [open office etiquette and ground rules guidance here](#). Further, it should be noted that staff (as well as faculty who share an office) will be required to reserve the closed office, S379. If you have questions about reserving S379, please contact the [MENV Graduate Program Coordinator](#).

#### **G. Parking**

Hybrid staff members are not eligible to be reimbursed for parking on-campus or for mileage between the Boulder campus and their home. Employees may be reimbursed for parking and mileage for work-related travel to other destinations, such as other campuses if the distance is longer than their commute to the Boulder campus. This applies regardless of the frequency of the hybrid schedule. The employee assumes the cost of travel to satisfy the hybrid schedule, including required department events or meetings.

### **III. UNIVERSITY EMPLOYEE EXPECTATIONS**

#### **A. Required Trainings**

##### *Discrimination and Sexual Misconduct Training*

This training is offered by the CU Boulder Office of Institutional Equity and Compliance (OIEC). CU Boulder requires all employees (faculty, staff, and student staff) and affiliates to complete the required OIEC training on [Discrimination and Sexual Misconduct every three years](#) after initial completion when new to the Boulder campus. Some departments require employees to complete the training more frequently.

##### *Information Security and Privacy Awareness*

This 30-minute course will provide an overview of information security principles, as they apply to information at the University of Colorado. This required course is to be taken by all CU employees within 60 days of hire. Instructions: Select the Boulder campus and after logging in, the course will automatically load in a separate window. [Access the CU Information Security and Privacy Awareness course](#).

##### *FERPA*

This course defines what student education records are and who has access to them as well as the rules that apply to accessing and releasing student information. [Access FERPA training here](#).

#### **B. Mandatory Reporting**

All employees who have the authority to hire, promote, discipline, evaluate, grade, formally advise, or direct faculty, staff, or students are considered "responsible employees" and [are required to report alleged misconduct to OIEC](#). This includes, but is not limited to resident advisors, teaching assistants, professors, graduate instructors, academic advisors, coaches, or other university employees with supervisory authority.

- [Suggested video on mandatory reporting](#)
- [Office of Institutional Equity & Compliance policies](#)
- [CU Red Folder](#) - how to assist students in distress

## **SECTION 3: MENV FACULTY APPOINTMENTS**

### **I. MENV APPOINTMENT TYPES**

#### **A. Principal Instructor (Working title: Teaching Professor)**

Principal Instructor (job code 1106) are not tenure-eligible. Principal Instructors usually have at least a master's degree and shall have a record of significant contribution to education.

#### **B. Senior Instructor (Working title: Teaching Associate Professor)**

The rank of Senior Instructor (job code 1104) is not tenure-eligible. Individual schools and colleges may require Senior Instructors to perform scholarly and/or service activities.

#### **C. Instructor (Working title: Teaching Assistant Professor)**

The title Instructor (job code 1105) is granted to faculty who have their master's degree or its equivalent. Instructors are not tenure-eligible. The College and its departments/programs typically require Instructors to perform service activities, unless otherwise specified.

#### **D. Lecturer (Working title: Part-time Faculty)**

The title Lecturer (job code 1419) is granted to a scholar invited to the University to give lectures or perform other teaching duties. The lecturer should possess the same qualifications as regular faculty members. Tenure may not be awarded to a lecturer either initially or after an extended term, and lecturers are not eligible for retirement or membership in the Faculty Senate.

#### **E. Other Temporary Faculty**

Temporary faculty also includes faculty and staff members with appointments in other CU departments who teach 1 or 2 courses for MENV on a temporary basis.

## **SECTION 4: MENV OPERATIONS, INSTRUCTIONAL**

### **I. INTERNAL ACADEMIC PROCESSES & RESOURCES**

#### **A. MENV New Course Proposal Timeline**

New course proposal requests should be submitted using the [MENV Course Proposal Form](#) along with a syllabus and submitted to the [MENV Graduate Program Coordinator](#).

Course Proposal Deadlines are provided in the [MENV Operations Calendar](#) on the Courses/Registration tab. Priority and final deadlines are listed for each term.

## **B. Academic Scheduling**

Academic scheduling begins approximately one year in advance of the academic term. This process starts with the Curriculum Committee and then advances through the Graduate Program Coordinator.

The [MENV Course Scheduling Timeline](#) was created to show the flow of the academic scheduling process and provides the deadlines and task manager for each term. Any questions regarding course scheduling should be directed to the [Associate Director of Curriculum](#) or the [Graduate Program Coordinator](#).

## **C. MENV Student Policies**

The purpose of the [MENV Student Handbook](#) is to acquaint current and future MENV students with CU Boulder's Masters of the Environment (MENV) program's policies, guidance, procedures, and resources. MENV faculty may also find it useful to review the details outlined in this handbook, especially the section on academic policies and procedures.

## **II. CU ACADEMIC PROCESSES & RESOURCES**

### **A. Required Syllabus Statements**

The University of Colorado [requires specific syllabus statements](#) that are provided on the Academic Affairs website. Examples of syllabi can be found on the [OIT Syllabus Archive](#).

### **B. Academic Instruction Guidance**

Campus leadership created the Academic Instruction Implementation Team in order to provide guidelines and parameters for departments, programs, colleges, and schools to adapt their class offerings and schedules to the goals of CU Boulder's Road Map to Fall 2020 plan. Since that time, the team has continued to issue guidance editions to help the campus meet its instructional mission in the face of rapidly evolving circumstances and changing student needs. Faculty can find the most updated [Academic Instruction Guidance editions here](#).

### **C. Academic Calendar**

The Office of the Registrar manages the CU [Academic Calendars located here](#). To download a pdf of the main campus key dates for a specific term, scroll to "Main Campus Key Dates" and select the relevant term listed on the right. Faculty teaching during Special Sessions will find the appropriate academic calendar under "Other CU Calendars" at the top of the page.

### **D. FERPA**

[The Family Educational Rights and Privacy Act of 1974](#) (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. MENV faculty should review the information on the [Records & Privacy section](#) of the Office of the Registrar website and bookmark the [FERPA Guidelines for Faculty & Staff](#). Training requirements are listed in Section 2 of this handbook.

### **E. Teaching Resources**

The [Center for Teaching & Learning](#) at CU offers a variety of teaching resources including classroom management and course design support. Individual consultations and trainings are available to all MENV faculty.

#### **F. FCQ's**

Every term, students evaluate each of their courses and instructors using a questionnaire called the Faculty Course Questionnaire (FCQ). The FCQ program is managed within the Office of Data Analytics at CU Boulder. MENV faculty can click on the following links for tips on how to [encourage high online response rates](#) and view the [FCQ Calendar](#).

#### **G. Grading**

University policy requires that grades are entered into the web grading system no later than 90 hours after the final exam for the class. Faculty can use the Web Grading system or sync final grades directly from Canvas. [Please click here for guidance](#).

#### **H. Final Exams**

Reading day, the day after the last day of classes, is reserved for study time. On that day, no class sessions may be held and no graded assignments of any kind may be due. The five-day final exam period starts the following day. Campus policies on final exams are [located here](#). The Office of the Registrar maintains the [final exam calendar](#) and will update these dates each academic year. Final exams are not mandatory for graduate programs.

#### **I. Office of the Registrar**

The Office of the Registrar, in support of the educational mission of the University of Colorado Boulder, ensures the integrity and security of academic records and provides enrollment and academic support through innovative systems and superior service to students and other stakeholders. This office maintains a [Faculty & Staff website](#) linking to important information such as academic calendars, grade processing, records & privacy, and more.

#### **J. Library**

As an MENV faculty member, you also have access to various books, online periodicals, and journals which you can find here on the [University Libraries website](#) or click here to [Ask a Librarian](#).

#### **K. Classroom Technology**

MENV faculty have access to a variety of OIT computing labs and facilities across campus. OIT maintains over 300 technology classrooms and collaboration spaces. Each technology classroom and lecture hall contains, at minimum, a Bring Your Own Device Interface (BYOD), video projection unit (TV or data projector), and UCB Wireless. Please [click here to learn about your options](#) as well as visit the [Academic Technology Training website](#) for a listing of scheduled live training and on-demand recording sessions.

## **SECTION 5: MENV OPERATIONS, ADMINISTRATIVE**

### **I. SUSTAINABILITY, ENERGY, AND ENVIRONMENT COMMUNITY (SEEC)**



Located on the University of Colorado's East Campus in Boulder, the university's Sustainability, Energy and Environment Community (SEEC) brings together more than a dozen programs and industry partners under one roof. SEEC is home to some of the best minds in environmental and sustainability research at CU and in federal labs.

An LEED-certified building houses shared labs featuring a new generation of analytical instruments and synthesis capabilities not available elsewhere on CU's campus. An adjoining 290,000 square-foot provides space for teaching, programs, collaborative work, and community connections. The community is designed to generate interaction and collaboration, fostering chance encounters that can generate sparks of discovery.

SEEC is open Monday through Friday between 7:00 AM and 5:30 PM. Key card access is required after hours and on the weekend.

#### **A. Reserving space in SEEC**

All MENV faculty (and GSA's) have access to the [EMS booking system](#) to reserve space in SEEC (if it's not working, please email [umc-emsstudent@colorado.edu](mailto:umc-emsstudent@colorado.edu)).

There are a variety of rooms in SEEC that are available to host small to large meetings and events. Some *examples* of conference rooms that are typically used for small meetings are S149, S249, and S298. A nice space for a medium/large meeting (especially if catering) is the Sievers Room, S228. Finally, for a larger event, consider the SEEC Auditorium, Room 120 (please be aware that only MENV staff and MENV Specialization Leads have access to book the SEEC auditorium/120). It is recommended that you reserve space several weeks or months in advance to secure your space.

- More information about [SEEC space options including room details, user responsibilities, and fee schedules can be found here](#) (if you scroll down on this page, you will find details about each space). Please review the user responsibilities prior to booking a room. After you decide on a space, [you'll use the EMS system to](#) create a reservation. For assistance on how to use the EMS system, [please watch this video on how to use the system and book your space](#).
- Additional information about using space in SEEC, including recommendations for Faculty Office Hours, can be [found here on the MENV website](#).

#### **B. Parking at SEEC**

The majority of MENV courses are taught at the SEEC Building. Please see below for parking recommendations near this building.

- Option 1: Purchase a regular faculty/staff parking pass which is currently \$60/month (this pass is only for one parking lot). If this is your preference, please purchase this option [here on the Parking Services website](#).
- Option 2: Currently there is also a CU Faculty & Staff discounted \$5/daily pass. To purchase this option, follow the step-by-step instructions on this page: [Faculty/Staff Parking | Parking and Transportation | University of Colorado Boulder](#). The SEEC parking lot # is 556 ([the blue lot](#)), however, if 556 daily passes are sold out then we recommend either Lot 544 or Lot 532. These

lots are an easy walk to the SEEC building along Discovery Drive. Daily passes can be purchased up to 30 days in advance.

- Option 3: There is also a metered lot in front of SEEC, [Lot 550 \(the pink lot\)](#), which is approximately \$2/hr.

### **C. Keys & Building access**

Permanent staff & faculty who need an office key can reach out to the [HR & Faculty Support Manager](#) to make this request. The SEEC building is open Monday through Friday between 7:00 AM and 5:30 PM. Key card access is required after hours and on the weekend. To request key card access after-hours, please contact SEEC Building Operations: [Sustainability, Energy and Environment Community \(SEEC\) | CU Boulder \(colorado.edu\)](#).

### **D. Building staff and contacts**

For additional questions about SEEC Building administration, please click here for [building staff contact details](#).

### **E. Printing at SEEC**

MENV and ENVS share a printer/copier, which is located in SEEC S117. MENV faculty and staff have access to this machine and, therefore, should feel free to use it for all of their printing/copying needs. To gain access to the printer, please follow the instructions in the [Faculty Resources Google Folder](#).

## **II. MENV FINANCIAL PROCEDURES**

### **A. Course Support Budgets**

MENV course support fund details are determined annually with the Graduate School as part of the budget request and approval process. The 2023-24 requested budget is as follows: 1-credit course = \$275, 2-credit course = \$475, 3-credit course = \$750 and the [MENV Finance Manager](#) will make an announcement each fiscal year when these amounts have been approved. The same amount would be allocated for each section of a course. To request these funds, follow the Faculty Internal Procedures linked below. The course support budget may not be shared between courses, does not flow from semester to semester, or from fiscal year to fiscal year.

### **B. Faculty/Staff Internal Procedures**

MENV faculty who would like to request use of their course/specialization support budget and/or other MENV funding to organize an event, compensate a speaker, purchase supplies, or travel to a conference should submit the appropriate document on the [MENV Faculty Internal Procedures website](#). Please find the topic you are looking for and follow any outlined instructions.

MENV staff who would like to request use of MENV funding to organize an event, purchase supplies, or travel to a conference should reach out to the [MENV Graduate Program Coordinator](#).

### **C. Using PCards/TCards**

MENV permanent faculty and staff should apply for a PCard in order to make purchases to support their events and other materials. A TCard is also highly recommended in order to make business travel arrangements more efficient.

Beginning September 11, 2023, procurement and travel card applications, approving official forms, and cardholder updates will now be submitted via [Requests in the Concur Travel and Expense System](#). Applicants, current cardholders, approvers, and approving officials will no longer be expected to manage paper forms and signatures through email.

### III. OTHER ADMINISTRATIVE PROCEDURES

#### A. Events

MENV faculty who would like to organize an event (using MENV funds) should begin this process by submitting the [MENV Official Function Form](#) several weeks minimum prior to this event.

MENV staff (or students) who would like to organize an event (using MENV funds) should reach out to the [MENV Graduate Program Coordinator](#) to start this process.

Important considerations about MENV events:

- Timeline: The event planner should begin reserving space, requesting funds, etc. as soon as possible - keeping in mind that some events may only require a few weeks to plan while others can take several months. Many spaces on campus fill up quickly.
- Space & Catering: Please see Section 5 for more information on reserving space in SEEC. If you prefer to hold your event on main campus, reach out to the [Event Planning | Events Planning & Catering](#) office as they can assist you with booking space, ordering food, etc. and will charge the department directly.
  - Please be aware if you choose a space on main campus, and you plan to have any beverages/food, then you are required to use the on-campus catering option. Here is a link which lists some of the spaces across campus: [Events Planning & Catering Venue Information \(colorado.edu\)](#).
  - Other options on East Campus to hold events:
    - [About | Jennie Smoly Caruthers Biotechnology Building](#)
    - Aerospace Building: [aeroevents@colorado.edu](mailto:aeroevents@colorado.edu)
- Alcohol: CU Boulder [has specific policies on serving alcohol](#) at events and it is very involved. Official Functions serving alcohol (**either on or off campus**) must ultimately be approved by MENV & campus administration and go through the required university procedures. Please be aware that *MENV officially discourages serving alcohol at student events*.
- Contracts: When planning an event, MENV faculty or staff should NOT sign any contracts. Please reach out to the [MENV Finance Manager](#) if a venue and/or organization requires a contract.
- Student Field Trips: If you are planning an off-campus student field trip, *even if NOT using MENV funds*, please pay special attention to the [Risk Management website](#), including the [Participant Waiver](#) and [Risk Assessment Checklist](#). In regards to transportation, we would recommend that you consider [chartering a bus which can be charged directly to the department](#) and provides an insured driver.

#### B. Parking on main campus

MENV faculty teaching on main campus have the same three options outlined above (monthly pass, discounted faculty/staff pass, and metered parking) as those teaching at SEEC. Below are a few tips when parking across campus.

This [CU Parking Campus map](#) provides the parking lot numbers in blue, many of which can be used with the discounted faculty/staff daily pass. So, for example, the 360 lot is next to the DUAN building & the 380 lot is next to the HUMN building. Both of these lots are listed as options [within the portal to secure discounted short term parking](#). Please be aware as main campus is very busy, these daily passes sell out rather quickly. [As this page explains](#), the discounted passes can be purchased up to 30 days in advance, so this is something to keep in mind.

Metered hourly parking is also an option near most CU buildings. Downloading the ParkMobile will make paying for these lots a bit easier.

## **SECTION 6: HUMAN RESOURCES**

### **I. MENV HIRING PROCESSES & ONBOARDING**

Current MENV staff or faculty who want to discuss the possibility of hiring one of these position types should reach out directly to the [MENV HR & Faculty Support Manager](#) for assistance.

#### **A. Teaching Associate/Assistant Professor (Principal Instructor/Senior Instructor/Instructor)**

*These positions include MENV Specialization Leads and the Capstone Manager*

The Boulder Campus appointment of instructor-rank faculty guidance can be found on the [Office of Faculty Affairs website](#). The Office of Faculty Affairs considers non-tenure track rostered instructors to be part of the regular faculty, which is also comprised of the tenured and tenure-line faculty. Rostered instructors should be considered as continuing parts of their departmental, college, or school community; they should participate in the governance of the department, in particular in relation to curricular matters. As rostered faculty, they are reviewed as part of the annual merit process.

Non-tenure track faculty must be hired at .50 FTE/50% time or greater. Appointments for 1 year or less, or percent of time below 50%, are to be made using the title and salary scale of "lecturer".

#### *Hiring process*

Principal Instructor/Senior Instructor/Instructor openings, when available, are posted directly to [CU's internal job board](#) and/or the external [CU Careers website](#).

The [MENV Instructor Hiring Workflow can be found here](#). This internal program workflow provides an in-depth step-by-step of the hiring process for MENV permanent Principal Instructors/Senior Instructors/Instructors. This document should be especially helpful for MENV Search Committees. This is a working document, so it will be updated as procedures change.

#### *Onboarding*

New Instructors will work directly with the [MENV HR & Faculty Support Manager](#) to be fully onboarded into the CU & MENV systems. All new Instructors will also complete the [MENV New Faculty Orientation Canvas course](#) and participate in the MENV Virtual Faculty Orientation led by the MENV Director at the beginning of the semester. In addition, any new Principal Instructor/Senior Instructor/Instructor with a

100% appointment will be invited to participate in the [Office of Faculty Affairs New Faculty Orientation](#) provided, which is provided at the beginning of the fall semesters.

## **B. Temporary Faculty (Lecturers)**

The Office of Faculty Affairs considers non-tenure-track and non-instructor-rank faculty as "other" and refer to them as temporary faculty because they are generally hired for periods of less than one year, typically on a semester-to-semester basis. Information pertaining to other faculty can be found on the [Office of Faculty Affairs website](#).

### *Hiring process*

Each term MENV hires Temporary Teaching Faculty (Lecturers) to instruct one or more courses. These positions are part-time usually ranging from 1 – 6 credit hours (6% - 50%). These appointments are temporary in nature and for one teaching term only. The terms are defined as Fall Term, Spring Term or Summer Session. A minimum of a Master's Degree in the course material is required as is knowledge, skills, and abilities necessary to be successful in the role. Compensation for Lecturers is dependent on level of education, experience, and percent time.

MENV determines temporary faculty appointees according to teaching needs and ensures employment eligibility. Typically, Lecturer appointments are not posted and recruited for on CU Careers, but rather sourced at the program level.

The internal [Lecturer Hiring Workflow process can be found here](#).

### *Onboarding*

New Lecturers will work directly with the [MENV HR & Faculty Support Manager](#) to be fully onboarded into the CU & MENV systems. All new Lecturers will also complete the [MENV New Faculty Orientation Canvas course](#) and participate in the MENV Virtual Faculty Orientation led by the MENV Director at the beginning of the semester(s).

## **C. MENV Staff**

MENV staff are listed on the [Program Administration section of the MENV website](#). These individuals are tasked with the successful planning, management, and execution of all facets of the program.

### *Hiring process*

MENV Staff openings, when available, are posted directly to [CU's internal job board](#) and/or the external [CU Careers website](#).

The internal university process for hiring staff is outlined [here on the Human Resources website](#).

### *Onboarding*

New MENV Staff Members will work directly with the [MENV HR & Faculty Support Manager](#) and the [Senior Associate Director, Program Administration](#) to be fully onboarded into the CU & MENV systems. All new staff members will ultimately complete the steps outlined here on the [CU New Employee website](#).

## **D. Graduate Student Assistants (GSA's)**

Graduate Student Assistants consist of MENV students who are hired to support a variety of tasks and initiatives. Current MENV GSA's are listed on the [Meet Our Students section of the website](#).

#### *Hiring process*

MENV GSA openings, when available, are posted [here on the MENV website](#). MENV GSA Supervisors will work directly with the MENV HR & Faculty Support Manager to post the position and follow any university policies about recruitment and hiring.

#### *Onboarding*

New MENV GSA's will work with the [MENV HR & Faculty Support Manager](#) to be onboarded into the CU system and their new supervisor for any relevant training.

### **E. Other (Contractors, Temp Staff, etc.)**

On occasion, MENV will hire outside contractors, temporary staff, or other individuals to provide administrative support to the program. When available, these positions will typically be listed [here on the MENV website](#) or posted directly to [CU's internal job board](#) and/or the external [CU Careers website](#).

## **II. CU HR POLICIES & RESOURCES**

### **A. Benefits & Holidays**

Total compensation extends far beyond pay. Based on the details of your position, you may be eligible for medical benefits, retirement, leave, etc. [This website outlines the various benefits](#) available to MENV faculty and staff.

The university will review your job classification and appointment to determine your eligibility. Typically, you must be in a regular, benefits eligible position of 50% or greater to be eligible for employee benefits. Contact a benefits professional at [benefits@cu.edu](mailto:benefits@cu.edu) or 303-860-4200, option 3, with any questions. [This document provides the most common FAQs](#) for new CU employees.

[The CU Boulder Holiday Schedule is provided here](#).

### **B. COVID Vaccination**

In accordance with state and federal guidelines, CU Boulder's COVID-19 vaccine requirement for students, faculty and staff **will end effective May 15, 2023**.

[Vaccinations and boosters continue to be strongly recommended](#) as a safe, effective tool for minimizing the effects of COVID-19, including serious illness and death. Vaccinations will continue to be required for students and staff working in CU Boulder health care facilities in alignment with federal/state guidance.

### **C. Graduate Student Assistants/Student Employment Office**

The [CU Boulder Student Employment Office](#) publishes annual handbooks to address student employment issues as they relate to hourly student appointments.

The most recent issue of the Student Employment Handbook [is located here](#). GSA Supervisors should be aware that most of the time in which graduate students are mentioned in the campus handbook or on the Student Employment Office website, they are referring to graduate students on appointment, not

hourly. MENV GSA's are specifically *hourly positions* and [are not eligible for appointments](#). Please reach out to the MENV HR & Faculty Support Manager for questions regarding MENV GSA policies.

#### **D. Learning & Development**

CU Boulder HR Office leads various professional development and training opportunities for faculty and staff. In addition, custom departmental trainings can be requested on specific topics. Discover more on the [Learning & Development website](#).

#### **E. Payroll Office**

While [Mary.Hardwick@colorado.edu](mailto:Mary.Hardwick@colorado.edu) is the MENV Payroll Liaison, it can sometimes be helpful to reach out directly to the CU Payroll Office and speak to a representative directly. You can find their [contact information here](#).

#### **F. Performance Management**

CU Classified Staff, University Staff, and University Faculty all have different performance management requirements, cycles, and tools for assessment. [You can find more information here](#) or reach out directly to your supervisor.

## **SECTION 7: OTHER UNIVERSITY RESOURCES & OFFICES**

Board of Regents

[University of Colorado Board of Regents \(cu.edu\)](#)

Office of Faculty Affairs

[Office of Faculty Affairs | University of Colorado Boulder](#)

The office that coordinates a wide range of CU Boulder faculty support, including a comprehensive A-to-Z listing of resources.

- [A-Z Information Guide | Office of Faculty Affairs | University of Colorado Boulder](#)

Boulder Faculty Assembly

[Boulder Faculty Assembly | University of Colorado Boulder](#)

The representative body of the faculty, empowered to set academic policy and advise administration.

CU Boulder Strategic Initiatives

[Strategic Initiatives | University of Colorado Boulder](#)

- [Campus Committees](#)

Office of the Provost/Academic Affairs

[Academic Affairs | University of Colorado Boulder](#)

The Office of the Provost provides leadership and services to the university in academic program, budget, research, and faculty matters.

- [Faculty Handbook](#)
- [Policies, Customs, & Guidelines](#)
- [Organization Charts](#)
- [Schools & Colleges](#)

Division of Student Affairs

[Division of Student Affairs | University of Colorado Boulder](#)

Student Affairs encompasses many resources and services that support student success

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