

LECTURER HANDBOOK 2018-19



TABLE OF CONTENTS

Department Structure	
THDN's Mission Statement	4
Org. Chart	5
Faculty/Staff Contact list	6
Common Acronyms	6
Personnel	
I-9 Form	6
Direct Deposit & W4	6
Identikey	7
Emergency Alerts	7
Benefits Information	7
Buff One Card/Eco Pass Card	7
Transportation & Parking	7
Facilities and Office	
Mailboxes	7
Phones	7
Mail	8
Dedicated Desktop Support	8
How to Set up Printing	8
Office supplies	9
Keys	9
Department Listserves	9
Building Maintenance Issues	9
Building Access After Hours	9
Rehearsal Policy	9
Room Reservations	9
First Aid and Safety	
Faculty Responsibilities and Related Teaching Information	
Dates & Deadlines	10
Special Action & Change of Record Forms	10
Syllabus Collection	10
Syllabus Items	10
Student Discount	10
Office Hours	10
Final Exam Policy	10
Enrollment Minimums	11
Teaching Tools Tab	11
VPN & UCB Wireless	11
Canvas Overview	11
Rosters: Where to Find, How to Get	11
Faculty Web Grading	11
Faculty Absence From Campus	12

Mandatory Reporting Responsibility	12
CU Risk Management	12
Instructor/TA Contracts	13
myCUinfo Portal for Employees	13
Email Netiquette	13
Student Issues	
Advising and Enrollment	13
A&S Grade Appeal Policy	13
Honor Code	13
Incompletes	13
Student Assessment	14
Grade Changes	14
Disability Services	14
Administrative Drop Note	14
FERPA Guidelines	14
Students of Concern	15
Concealed Weapons	15
Students' Rights & Responsibilities	15
Student Conduct Code	15
Funding and Grants	
Grant Procedures	15
Department Grants	16
Box Office and Marketing	
Posting to Irey & UT monitors	16
Website Update Procedures	16
THDN Comp Ticket Policy and Procedure	16
CSF Comp Ticket Policy and Procedure	17
Appendix	
I. THDN ByLaws (2008)	18

THDN's Mission Statement

Identity

The Department of Theatre & Dance is a community of students, scholars, artists and artisans who regard the collaborative and creative process as the core of education. We engage with that process at all levels of our work as we pursue excellence and understanding.

From the root of process stems practice, and that practice bears the fruit of experience. THDN guides that fruition, offering students an expanse of opportunities to encounter the art forms of theatre and dance, their making and meaning.

Values

Ways of Knowing Through the collaborative and creative process, we find ways of knowing ourselves and the world around us using cognitive diversity. We not only train skills in the performing arts, we teach ways of discovery and creation in the tradition of a liberal arts education. We cultivate what education theorist Howard Gardner calls "multiple intelligences."

Connection to Profession Our faculty members are working artists and scholars in the field. They bring this experience to the classroom and educate students in the current standards and practices of the industry.

Diversity of Tradition We honor the global diversity of theories, practices and performance conventions that have come before us and manifest this value in our scholarship and production.

Four-fold mission

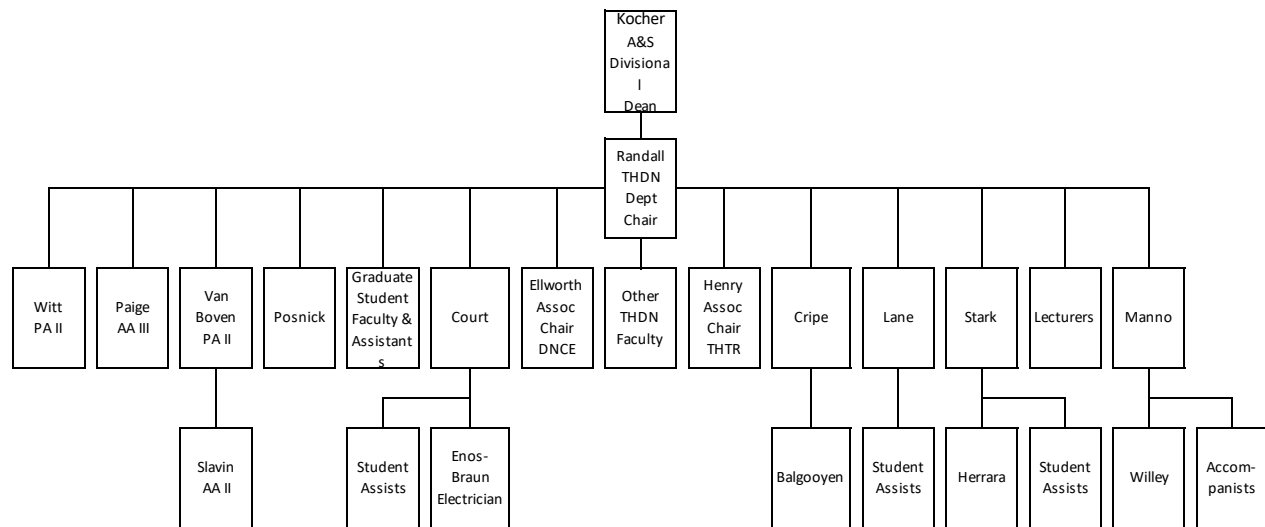
To provide excellent education and training, through classes and productions, at the graduate and undergraduate levels, to students seriously interested in careers in theatre, dance, and related areas.

To provide classes in dance and theatre that will enrich the educational experience of students majoring in other fields.

To offer performances that are aesthetically and intellectually stimulating to the campus community, the Boulder area, and the state.

To contribute, through research and productions, to the health and development of the arts of theatre and dance locally, regionally, and beyond.

Theatre Dance Organizational Chart, Revised May 2018



The Theatre & Dance faculty/staff roster is updated each semester. New copies will be placed in your box at the beginning of the semester.

Common Acronyms

A & S	Arts & Sciences (College of--our dept. is contained within the College)
ASFE	Arts and Sciences Fund for Excellence
ATLAS	Alliance for Technology, Learning and Society ("an innovative campus-wide initiative in education, research, creative work and outreach in which information and communication technology is the enabling force." Also a building on campus that contains a state-of-the-art black box theatre.)
ACDA	American College Dance Association
ACTF	American College Theatre Festival
ATHE	Association for Theatre in Higher Education
BBC	Building Beautiful Committee (THDN ad hoc committee)
BFA	Boulder Faculty Assembly (the representative body of the faculty on the Boulder campus--sets academic policy and advises administration on other policy for the University of Colorado Boulder.)
CAPS	Counseling and Psychological Services for CU students
C4C	Center for Community (building on campus—where you get your BuffOne card)
CMAP	Center for Media, Arts and Performance (part of ATLAS initiative)
CHA	Center for Humanities and the Arts ("serves as a focal point for humanistic research, creative

work, and artistic performance at the University of Colorado.” Awards competitive grants to faculty & grads)

CODA	Colorado Dance Alliance
CSF	Colorado Shakespeare Festival (an historic auxiliary of the College of A&S)
CUDC	CU Dance Connection (undergrad dance alliance)
D2L	Desire To Learn (online teaching tool for faculty)
DDS	Dedicated Desktop Support
DNCE	Dance
ES	Employee Services (formerly known as Payroll and Benefits Services)
FACMAN	Facilities Management
FERPA	Family Educational Rights and Privacy Act (1974)
FRPA	Faculty Report of Professional Activity
FCQ	Faculty Course Questionnaires
FSAP	Faculty Staff Assistance Program
FSC	Financial Services Center
GCAH	Graduate Committee on Arts & Humanities
GPTI	Graduate Part-Time Instructor (grad student position)
CU-SIS	Student Information System
OIT	Office of Information Technology
PACE	Professional and Academic Conference Endowment for undergraduates
PCARD	CU Procurement Card (like a company credit card for the University)
PO	Purchase Order
PSC	Procurement Services Center
PTS	Parking & Transportation Services
PUEC	Primary Unit Evaluation Committee (promotion and reappointments for faculty)
RTD	Regional Transport District: regional bus line (your EcoPass allows you to ride for free!)
SOW	Scope of Work (form used to pay a guest speaker or artist)
TA	Teaching Assistant (grad student position)
THDN	Theatre & Dance (dept. abbreviation)
THTR	Theatre
T/TT	Tenured/Tenure Track
UROP	Undergraduate Research Opportunities Program

Personnel

I-9 Form

Within three days after your hire date, you will need to complete the Form I-9 process. You can visit Old Main room IB-43, to complete your I-9 process. Please be sure to bring the approved documents when completing your form.

Setting up Direct Deposit and Completing W-4 Information

Employees with an active IdentiKey may set up payroll Direct Deposit and complete their W-4 payroll tax withholding form through the myCUinfo Portal. Under the *Resources* tab, click on the Payroll and Compensation tab, then on the corresponding links. The Direct Deposit Authorization Form and instructions are available

at: <http://www.cu.edu/employee-services/policies/w-4-instructions-procedures>. The Form W-4 and instructions for submitting your Form to Employee Services are available at: <http://www.cu.edu/employee-services/policies/w-4-2013>. *International employees:* Do not use the W-4 web portal page. You must make an appointment with an International Tax Specialist at Employee Services, 303-860-4200. You may also schedule an appointment through the online appointment scheduling system found here: <http://www.cu.edu/employee-services/payroll/international-employee-payroll>. The International Tax Specialists will review your payroll tax status and assist you in completing the correct Form(s).

Please confirm your address is up to date on the employee portal CU Resources Tab > Employee Information> Employee Profile. The U.S. Postal Service will not forward checks or W-2s.

IdentiKey

Your IdentiKey consists of a CU Boulder login name and password that is unique to you. If you have not already, you will need to activate your IdentiKey so that you can obtain access to the myCUInfo Portal, email, and other critical systems and applications. To activate, please follow the instructions at <http://www.colorado.edu/oit/services/identity-access-management/identikkey> or call 303-735-4357.

Emergency Alerts

The University of Colorado Boulder is committed to providing timely warnings and/or emergency notifications for situations that represent a serious or continuing threat to the campus community.

Manage your mobile alerts number and update as needed in your [MyCUInfo portal](#).

Benefits Information

The University of Colorado offers its employees a comprehensive benefits package, which includes medical, dental, vision, life insurance, disability, retirement savings plans and wellness programs. Benefits are part of your total compensation, along with salary. The CU benefits recently were reviewed by a national consulting firm and found to be highly competitive in the job market.

The University of Colorado benefits are managed by Employee Services at the Systems offices in Denver. For questions or more information, contact an Employee Services Benefits Professional at (303) 860-4200, option 3.

If you are hired into a faculty position that is 50% of time, or greater, and you start employment on the 1st day of the month, you will become eligible for benefits immediately. If you are hired after the 1st day of the month, you will become eligible for benefits on the 1st day of the month following your hire date.

You will need to enroll or waive your benefits within 31 days of your date of eligibility. You can find more information here (be sure to look at the plans that correlate to University Staff and the appropriate percentage of time): <https://www.cu.edu/employee-services/faculty-benefits>.

Buff One Card and Eco-Pass Information Once you have started your employment, you will want to go to the [Buff One](#) Card office, which is located at Room N180 in the Center for Community building. There you will have your picture taken, receive your employee Buff One card and an RTD Eco-Pass. You will need your Buff One Card to access the building after hours.

Transportation and Parking options (whether you plan to drive, bike, bus, or carpool to work, you will want to review this website: <http://www.colorado.edu/pts/>). The Dept. Admin Assist is THDN's Parking & Transportation Liaison and can assist you in getting a parking permit.

Facilities and Office

Mailboxes

Faculty, staff, and graduate student mailboxes can be found in the THDN main office and will be ready for AY17-18 before classes begin. You will be notified of the arrival of large items that won't fit into your box.

Phones

To dial another CU extension only requires 5 digits (2-5037 or 5-HELP). To dial outside CU, dial 8 first. Click on the link below for how to use/set up your phone. Questions? Contact the Dept. Admin Assist.

http://www.cisco.com/c/en/us/td/docs/voice_ip_comm/cucm/useroptions/10_5_1/CUCM_BK_U437D0F8_00_self-care-user-guide-1051.html Portal Entry <https://ucmuser.int.colorado.edu/ucmuser/>

Individuals who have soft lines access voice mail in the same way that cisco phone users do except that they will need to put in their id/extension after dialing 5-6245 and then their pin/password. Here is a link to directions for users on how to access voice mail. Users can access soft number voice mails from any phone on campus or off. Let me know if you have any other questions.

<http://www.colorado.edu/oit/services/voice-communications/voicemail>

Mail

CU mail code for official THDN business is 11077031. For department business correspondence, be sure to write this code on the top, upper left-hand corner of your envelope (above the return address). You can leave both business and personal mail for the U.S. Postal Service (be sure to affix the necessary postage for personal mail) in the “On Campus and U.S. Mail” bin on top of the mail boxes in the THDN main office.

Dedicated Desktop Support (DDS)

THDN contracts with OIT to provide technical support for our department. OIT DDS provides professional technical support for university-owned computing devices, including desktop computers, laptops, tablets, printers and multifunction devices (combined copier/scanner/printers). DDS will also support personally-owned smartphones.

OIT DDS offers ongoing technical support and maintenance for devices with Windows or Apple operating systems, and most business applications, including Microsoft Office, Adobe software, and PGP disk encryption software, as well as support for certain specialized applications that are used in each department.

Support includes recommendation, specification, installation, testing, and troubleshooting of computer systems and peripherals within established campus standards and industry best practices. Professional assistance includes timely troubleshooting, on location, to diagnose and resolve unique, non-recurring issues. Recurring problems will be addressed through an established problem resolution process, which strives to address underlying causes, develop resolutions and identify workarounds when applicable

<https://oit.colorado.edu/services/consulting-professional-services/dedicated-desktop-support/faq>

How to set up printing

THDN is supported by Dedicated Desktop Support(DDS). Our DDS will set up printers through appointment. Please see The Dept Admin Assist to set up initial appointment.

Please use paperless resources whenever possible: email, MyCUInfo, etc.

- Print double-sided when you can
- Set up your computer(s) to use the Lower Shop Xerox machine so you can still print when the one in the main office goes down

The course roster you see on myCUinfo (<https://mycuinfo.colorado.edu>) is only updated every 24 hours. If you are having trouble accessing your course roster you may contact office staff. If you need help printing your class roster or syllabus, please plan ahead and allow some lead-time, as the printers are very busy around the beginning of the semester. Due to so many instructors accessing the system, printing out your class roster will be very slow during the first few days of classes.

Please use paperless resources whenever possible: email, MyCUInfo, etc.

- ✓ Print double-sided when you can
- ✓ The Xerox is more economical for printing than the Brother printer
- ✓ Set up your computer(s) to use the Lower Shop Xerox machine so you can still print when the one in the main office goes down
- ✓ Copy codes are assigned to all teaching faculty and are the same as last year. The Dept Admin Assist manages these numbers so please ask her if you forgot yours.

Office Supplies

CU is contracted with Staples so all office supplies must be purchased through CU's Marketplace. The Dept Admin Assist is set up as a "shopper" and will order special supplies if needed. Basic office supplies are located in the lower two drawers in the filing cabinet in the main office.

Keys

Teaching faculty will be given keys to access their office and any teaching spaces that can only be accessed by keys. See The Dept Admin Assist if you have questions regarding keys.

Department Listserves

THDN's has four main listserves and is the main way we communicate with students. The two undergraduate listserves (one for theatre and one for dance) are moderated so will be approved or rejected for suitability before they are sent to subscribers. All undergrads are subscribed to these lists but you do not have to be subscribed to post a message. You must be subscribed to the two graduate listserves (one for theatre and one for dance) in order to post. More information or directions to subscribe can be found on our website: <http://www.colorado.edu/theatredance/theatre-dance-listserves>

Building Maintenance Issues

If you encounter a problem with the THDN building facilities (including but not limited to floods, leaks, broken locks, malfunctioning heating or air conditioning, etc.) please report the issue to the THDN Dept Admin Assistant. Connie Lane or Stacy Witt can submit work orders as the back-up building proctor.

Building Access After Hours

Access to the THDN building 10 p.m. to 7 a.m. is by BuffOne card swipe only. See THDN Dept Admin Assistant to get access if your card has not been activated. For swipe card access to the UT backstage, talk to Kerry Cripe.

Rehearsal Policy

Students are not allowed to rehearse or choreograph in the hallways. Any student in a THTR or DNCE class may sign out space in the building or one of the dept.'s spaces in Carlson to rehearse. Students may also use the many lobbies in the building to rehearse if needed.

Room Reservations

Some theatre & dance spaces are available for our majors and students taking THTR or DNCE classes that need rehearsal space to work on departmental projects. You can view studio restrictions, availability and learn how to reserve studio space on the THDN website: <http://www.colorado.edu/theatredance/about-us/calendars>

First Aid and Safety

Band-aids, chemical ice packs, and athletic tape are stocked in the sound cabinets in each of the dance studios. A larger first aid kit can be found in the THDN main office next to the Xerox machine. Please notify THDN Dept Admin Assistant if/when first aid supplies are running low.

Wardenburg Health Services provides comprehensive health care for all CU students and is located just east of the UMC. <http://www.colorado.edu/health/>

Please report any suspicious persons in or around the building to the main office during business hours. After hours please call Campus Police (303-492-6666) to report suspicious persons or activity. Please use the buddy system when working late in the building and do not walk alone!

CU NightRide is a student-operated program dedicated to meeting the safety needs of CU students, faculty, and staff by providing night-time transportation to support a safe academic and socially responsible environment both on campus and in the community. CU NightRide is free for CU students, faculty, and staff. Call 303-492-7233 to get a free, safe escort to your car or home at night.

Faculty Responsibilities and Related Teaching Information

Dates & Deadlines

It is the responsibility of the faculty to know and adhere to the **drop/add deadlines** for each semester. Deadlines change each semester so it's important to check the Registrar's website for up to date information.

<http://www.colorado.edu/registrar/students/academic-calendar>

Special Action (SAF) & Change of Record (COR) Forms

SAC and COR forms are used to update or modify a student's schedule or permanent record once staff lose access to CU-SIS. Check with office staff on when to use which form.

Syllabus Collection

At the beginning of each semester your syllabi must be emailed to THDN Dept Admin Assistant. Please put Course and section # in the subject line.

Syllabus Items

All instructors should include syllabus statements that address the following topics:

- ✓ Disability
- ✓ Religious Observance
- ✓ Classroom Behavior
- ✓ Discrimination and Harassment
- ✓ Honor Code
- ✓ No projects kept past 45 days after the last day of the semester / Grade appeal must be filed within 45 days
- ✓ \$2.00 Student Ticket Discount

Student Discounts

THTR & DNCE student discount: every student enrolled in a dance or theatre course is eligible for a \$2 discount per ticket (courtesy of Program Fee)

- ✓ discount is only for the student's ticket (not their friends / family)
- ✓ they need the password for that semester to get their discount
- ✓ password for 18-19: *Gaga*
- ✓ discount is only good for window sales (not web or phone sales)

If you are requiring your students to see productions, please include the Box Office hours & contact info on your syllabus and the following courtesy message:

"Many Theatre & Dance Department productions sell out so please choose your dates and get your tickets well in advance. The Box Office upholds a strict NO REFUND policy and some shows do not allow late seating, so please plan to arrive early. There is a \$3 charge for changing your tickets to another date / time."

Office Hours

You must keep regularly scheduled office hours (not "by appointment"). "The College recommends a minimum of two hours per week for faculty members engaged in classroom teaching." See policy below.

<http://artsandsciences.colorado.edu/facultystaff/office-hours-for-teaching-faculty-in-the-college-of-arts-and-sciences/>

Final Exam Policy

http://www.colorado.edu/policies/final_exam.html

Fall 2016 Final Exam Schedule

http://www.colorado.edu/registrar/sites/default/files/attached-files/fall2016final_exam_schedule.pdf

For all lecture, seminar, and studio classes, you are required to meet in your final exam period. The final exam slot is part of the contact hours of the course. It is the policy of the University of Colorado Boulder to adhere to the final examination schedule as published in the *Registration Handbook and Schedule of Courses* each semester. While it may be appropriate not to give a final in some cases, such as practicum, laboratory courses, and colloquia, final examinations are integral parts of the instructional program and should be given in all other undergraduate courses. Unless notified otherwise in writing during the first week of classes, students should assume that an examination will be given.

1. The final examination in a course should be given as scheduled and not at other times, even if the faculty member and all students in a course agree to such a change.
2. The week of classes preceding the scheduled final examination period should be used primarily for continued instruction and may include the introduction of new material. *No hourly examinations are to be given during the seven days preceding the start of the examination period.* However, lab practicums and seminar presentations may be scheduled in that week.
3. Individual students may be granted a variance from these policies, provided the instructor is satisfied that the exception is based on good and sufficient reasons, and that such an exception for an early or late examination will not prejudice the interests of other students in the course.
4. When students have three or more final examinations on the same day, they are entitled to arrange an alternative examination time for the last exam or exams scheduled on that day. Such arrangements must be made no later than the end of the sixth week of the semester. Students are expected to provide evidence that they have three or more examinations to qualify for exceptions.
5. This policy applies to all undergraduate students, including seniors. Graduating seniors are not exempted from final examinations. Such exemptions are inappropriate on both procedural and academic grounds.

Enrollment Minimums

The College of Arts and Sciences enrollment minimums are 4 students for graduate level courses; 15 students for undergraduate courses.

Teaching Tools Tab on MyCUinfo portal

The MyCUinfo Portal combined with Desire to Learn (D2L) are your primary resources for communicating with students, finding rosters, and entering grades.

Virtual Private Network (VPN) and UCB Wireless

<http://www.colorado.edu/oit/services/networking-internet-services>

Canvas Overview

Canvas is a cloud-based learning management system (LMS) that can be used as an additional space for instruction, a communication hub for students, as well as a place to collect, grade and track assignments. How to get started:

<https://oit.colorado.edu/services/teaching-learning-tools/canvas>

Rosters: Where to Find, How to Get.

You can see how many students are enrolled, where the class is scheduled to take place, the timing of the course, and your current roster in the “Course Tools” tab of the “Teaching Tools” area on MyCUInfo. On the Righthand side there are four options for Rosters including: Print Friendly Course Roster, Print Friendly Photo Roster, CU Clicker Roster, and Excel-Friendly Roster. These options allow you to decide how you would like to take note of who is in your class.

Faculty Web Grading

University policy requires grades be entered into the web grading system no later than 90 hours after the final exam for the class.

See link for help. <http://www.colorado.edu/registrar/faculty-staff/grading>

Entering Grades

Log in to MyCUInfo.
 Click the Teaching Tools tab.
 Click Go to Web Grading.
 Check to make sure you're on the correct term; if not, click change term.
 Click the Grade Roster icon next to the course you wish to grade.
 Either enter grades manually or upload a .CSV file

Posting Grades

Once you set the grade roster action to APPROVED and click Save, you can then select the POST button to post grades to students' records. A batch posting process runs every three hours for grade rosters that are not yet posted but have a status of APPROVED. You will not receive a confirmation email when your grades are posted, but you can view the grade status in the grade roster. Once the status says POSTED, your grades have successfully been submitted.

Faculty Absence From Campus

If you anticipate being out of town, please follow campus procedure found on Arts and Sciences' website:

<http://artsandsciences.colorado.edu/facultystaff/absence-from-campus-temporary-approvals-required/>

- ✓ The contact time of your course has been dictated by Colorado State Law and includes your regularly scheduled class and the final exam slot.
- ✓ You cannot schedule into your syllabus a "work day" where you are not there
- ✓ It is your responsibility to find a sub (and pay for them) if you have been approved to be absent from teaching your class that day
- ✓ If you wake up ill and/or cannot come to campus, please email your students and then call the main office at 303-492-7355 and let her know so that we can alert any students who may not receive your email before class.

Mandatory Reporting Responsibility – Office of Institutional Equity and Compliance

Office of Institutional Equity and Compliance 303-492-2127; <http://www.colorado.edu/institutionalequity/>

If you witness or are told of any harassment or discrimination involving protected class (race, color, national origin, sex, pregnancy, age, disability, religion, creed, sexual orientation, gender identity, gender expression and veteran status), then you have an obligation to report.

If you suspect that a student might be getting ready to tell you that s/he has been the victim of a crime, you might consider doing the following:

1. Say to the student: "I think I know where you are might be going with this. While I absolutely want to support and listen to you, I need to let you know that I may not be able to keep your information confidential. If this is something that you don't want anyone else to know about, we can call somebody right now who is confidential." Make sure you let the student know that you want them to be heard!
2. If the student agrees you can contact the Office of Victim Assistance (303-492-8855; <http://cuvictimassistance.com>), an advocate can meet with the student in our offices, or come to you.

CU Risk Management

If a student or employee is injured in class, shop, rehearsal, or performance, attend to their needs (obtaining an ice pack, taking them to Wardenburg, etc.) then please contact:

- ✓ the THDN Chair
- ✓ Carolyn Peet (Associate Director, Risk Management): 303-735-5900; carolyn.peet@cu.edu

These individuals will instruct you about what paperwork and/or actions are required, depending on the extent and circumstances of the injury.

Instructor/TA contracts

Every instructor teaching a course with the help of a TA is expected to complete an Instructor/TA contract with the TA to be submitted to the Graduate Program Assistant by the end of the second week of classes each semester. This contract outlines standards for the lecturer/faculty/GPTI (hereby referred to as instructor) and teaching assistant (TA) working relationship as established by the department. By signing the contract, and as approved by the assigned department supervisor for the course, both individuals agree to abide by the expectations established in the contract in order to ensure a mutually positive working relationship.

myCUinfo Portal – CU Resources Tab (for Employees)

Log in to your myCUinfo portal to change your address, phone number, tax withholding, etc.

You can also use the portal to:

- ✓ Update your Emergency Contact information.
- ✓ Change your mailing address.
- ✓ Download your pay advice.
- ✓ Change your Direct Deposit information.
- ✓ Get a copy of your W-2.
- ✓ Change the information on your W-4.

The Direct Deposit field on the myCUinfo Portal has been enhanced this year and is now operational. Please use this method to set up or make changes to your direct deposit information. If you moved during the summer, please go into the portal and change your address.

Email Netiquette

Remember that all email is public so please be professional and have a respectful tone when emailing at all times.

All correspondence with students regarding a course that you are the Instructor of Record of must be conducted via email and not by text messaging. This helps to ensure a paper trail can be followed in cases that require follow up (i.e. grade disputes).

Student Issues

Advising & Enrollment

Contact THDN Undergraduate Academic Advisor, Jessica Baron, with specific questions regarding major or minor requirements. Courses with 800 or 900 section numbers require permission (audition or instructor/dept consent) to enroll. The department Admin Assist, Sharon, and Patricia are able to assist in enrolling students.

A&S Grade Appeal Policy

Students have 45 days in which to appeal a grade. The College of Arts and Sciences grade appeal policy can be found online here: <http://artsandsciences.colorado.edu/facultystaff/college-policy-on-grade-appeals/>

Honor Code

CU's Honor Code Pledge:

"On my honor, as a University of Colorado Boulder student, I have neither given nor received unauthorized assistance."

For more information pertaining to faculty, honor code violations and policies and to access the honor code syllabus statement: <http://honorcode.colorado.edu/faculty-information>

Incompletes

See Arts and Sciences incomplete policy at the link below for more information. An "I" for incomplete, automatically turns to an F if the student does not complete the work within a 12-month period and a Change of Record Form is submitted. We recommend a shorter time line whenever possible. Incomplete Forms are in the Main Office— a contract signed by both the instructor and student is required for any I (incomplete) grades.

To be eligible for an incomplete grade, college policy requires that:

1. The student request the incomplete
2. The student has satisfactorily completed a significant portion of the course, and
3. The student has extenuating circumstances beyond his/her control that prevent the student from completing the course within the normal time frame.

If a student's situation does not conform to all of these criteria, the student is not eligible to receive an incomplete.

See A&S policy here: <http://artsandsciences.colorado.edu/facultystaff/new-incomplete-grading-policy-effective-fall-2006/>

Student Assessment

Please be very explicit in your syllabus regarding how student's grades will be determined. If you have a category for participation, articulate how you will assess this activity. Grade appeals are very time consuming.

Grade changes

Instructors can now electronically request individual grade changes back to Fall 2010. Links to documents that outline the process for both instructors and approvers are below:

- [Using the Grade-Change Workflow: Instructor Version](#)
- [Using the Grade-Change Workflow: Approver Version](#)

Instructors may request a grade change by clicking on the **Request Grade Change** link on the upper right hand section of their grade roster. This is directly underneath the **Grade Roster Approval Status** drop down value (see page 3 of [Using the Grade-Change Workflow: Instructor Version](#)).

Upon submission by the instructor, the grade-change request is routed to the student's primary dean's office for approval. If approved, the new grade is reflected on the student's record within 24 hours. The student, instructor and dean receive an email when the change goes into effect. Please note that when the approver receives an email indicating that a grade change is ready for their approval, they must be authenticated into Campus Solutions before clicking on the approval link (if not authenticated, approvers will get a blank search page).

This process was designed to improve the grade change experience. This workflow does not replace the need for a Change of Record Form (or COR) for credit hour changes, retroactive drops or retroactive adds. Instructors cannot use the grade change workflow to submit changes to thesis or dissertation IP grades, a final grade card must still be submitted. Instructors may still use our COR forms to submit individual grade changes, if they prefer that route.

Disability Services

Please review the FAQ's on CU's Disability Services website <http://www.colorado.edu/disabilityservices/faculty-staff> prior to the start of classes. If you have a student needing additional time and/or reduced distractions you can use the UT Box Office (come to the main office to get the key).

Faculty can accept a physician's note stating a student had an appointment and therefore missed class but the student should be directed to Disability Services for all other documentation.

Administrative Drop Note

When a student registers for any DNCE or THTR course, they see a note that reads: "Students who do not attend the first two class sessions may be administratively dropped at the discretion of the instructor." Instructors are responsible for taking attendance and working with office staff to administratively drop students who have not attended the first two class sessions **if** the instructor needs space in the class for students on the wait list.

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. FERPA affords students who attend a post-secondary institution the following rights related to their education records:

- Inspect and review information in their educational records

- Request a correction to their record
- Have some control of the disclosure of personally identifiable information from these records (restrict the release of directory information or authorize the disclosure of non-directory information)
- File complaints with the U.S. Department of Education Family Policy Compliance Office (600 Independence Av SW, Washington, DC 20202)

FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution.

Former students have the same FERPA protections regarding their education records, however, they may no longer request that a privacy status be placed on them.

For more information regarding FERPA, visit the [U.S. Department of Education](#), or see CU-Boulder's [Annual FERPA Notification](#).

Academic Advisor Jessica Baron recommends calling back any parent who calls with a complaint rather than speaking with them on the spot. This gives them time to cool down and gives you time to research to prove that they are who they say they are and check what you are allowed to tell them. Please see the Dept Admin Assist, Patricia, or Sharon to check to see if the student has given permission for their parents to access more information.

Students of Concern

If you sense that a student is in crisis, Counseling and Psychiatric Services (CAPS) offers confidential, on-campus mental health and psychiatric services for a variety of concerns such as academics, anxiety, body image, depression, relationships, substance use and more in two primary locations on campus at Wardenburg Health Center, 303-492-5654 and the Center for Community (C4C) 303-492-6766. There is also a lot of great information and contacts for services at: Students of Concern Team (Dean of Students Office) 2-7348.

Concealed Weapons

[The Laws of the Regents](#) and [Colorado Revised Statute 18-12-105.5](#) make it unlawful to carry weapons while on the grounds of the University of Colorado. However, those who are age 21 and over and possess a [valid concealed carry weapons permit](#) (CCW) may have concealed weapons on campus. This is in accord with a March 2012 Colorado Supreme Court ruling.

Students' Rights and Responsibilities

Students at the University of Colorado Boulder have a right to certain information that the university is required by law to provide. Much of that information is safety related or financial in nature, but other broad categories are included such as graduation rates, athletics, and the various costs associated with attending CU-Boulder.

Current federal regulations require that institutions of higher education disclose such information and make it readily available to current and prospective students. A new provision in the Higher Education Amendments of 1998 requires institutions to provide a list of the information to which students are entitled with instructions on how they may obtain it. <http://www.colorado.edu/about/your-right-know>

Student Conduct Code Policies and Procedures

<http://www.colorado.edu/osccr/>

Funding and Grants

Grant Procedures

See THDN Business Manager, Stacy Witt if you receive a grant: Program Fee Grant, ACE, GCAH, ASFE, etc. Stacy can help you with purchasing procedures. It will help to bring her a copy of your award letter. Stacy will help you with forms (SOW, W-9, etc.), but remember that you are the responsible party on the grant.

Please note that paying a non-U.S. citizen or organization is extremely difficult. You need to get started with Stacy early on those payments. Before you make agreements to pay people that are non-U.S. citizens, be aware that their

immigration status may prevent them from being able to be paid for work they do in the U.S. The university is diligent in keeping with IRS laws, Visa laws, Homeland Security laws, etc.

Department Grants

Program Fees are no longer collected by campus. See link below for more information.

<http://www.colorado.edu/theatredance/about-us/scholarships-and-grants>

Arts and Culture (ACE) are an account provided by the Arts and Culture portion of student fees for the purpose of funding guest artists (musicians, composers, fight choreographers, dialect coaches, designers, painters, puppeteers, milliners, etc.) who will work directly with students involved in a THDN production. ACE Applications are also posted on our website: <http://www.colorado.edu/theatredance/about-us/scholarships-and-grants>

Box Office and Marketing

Posting to Irey and UT Lobby Monitors

CU Theatre & Dance faculty, staff, and student groups are invited to submit images or flash videos promoting Department of Theatre & Dance events, deadlines, achievements, and news for display on the monitors.

Design specifications:

- Preferred file format is JPG, but we can also take PDFs, Flash, PowerPoint, and many more. One easy way to create a JPG is to lay out a slide in PowerPoint and export it as a JPG (use the “options” button to adjust the size).
- Ideal size is 1280 pixels wide x 720 pixels high or larger. Even if you can't get the size exact, the image needs to be horizontally oriented and large in order to fit.

Design suggestions:

- Your art doesn't need a border, the display fields each have borders
- Try to avoid white or very light backgrounds. These tend to be glaringly bright on the screen.
- Each image is displayed 30 seconds, so text should be succinct and any animation or audio (optional) should be under 30 seconds

Dates:

Please include the dates you'd like your image displayed, up to 4 weeks total.

Please limit your event submissions to only Theatre & Dance presented events such as faculty news, advising information, awards and other celebratory milestones. Sorry, due to great volume, we can't post signs promoting outside faculty or student activities.

To submit your files or ask questions, email: daniel.leonard@colorado.edu or the Dept. Admin Assist.

Website update procedures

Send and text or photo changes to sharon.vanboven@colorado.edu or the Dept Admin Assist.

Please put “WEBSITE UPDATE” in the subject line of your email and include the URL on which you want the change to appear. Be very specific about your changes and where you wish them to be placed. Submit a new block of text if several different changes are being made.

If it is timely/urgent – please add “URGENT” in the subject line otherwise please allow a week for the update to be completed. A good website is never “done” as it has to be constantly updated to reflect who we are and what we are doing.

THDN Voucher Ticket Policy and Procedure

THDN faculty, staff, GPTIs and TAs get one voucher per performance per semester for use on any THDN season show. See the Dept. Admin Assist to receive vouchers. Be mindful that these are NOT tickets, you still need to contact the Box Office (by phone or walk in) to get a ticket to the show.

CSF Comp Ticket Policy and Procedure

CSF has a long history of collaborating and sharing resources with the Department of Theatre & Dance. CSF encourages Theatre & Dance faculty and staff members to attend its productions to see the work of current student and faculty talent, to view potential guest artists, and to foster ideas for future collaborations. To that end, CSF will extend a limited number of comp tickets to Theatre & Dance GPTIs, staff, and faculty member for certain productions in the current season. This complimentary admission is limited to preview, Tuesday through Thursday, and matinee performances and is subject to availability. Complimentary admission is good for Theatre & Dance employees only and is nontransferable. Per the PSC Procedural Statement: Recognition and Training, this attendance is viewed as training for Theatre & Dance faculty and staff, as it is deemed relevant to their job responsibilities and university career, it enhances their job performance, and it provides a benefit to the University by fostering collaboration between campus departments. Non-taxable: T&D Faculty/Staff.

Appendix**I. THDN By Laws (2008)**

I. THDN By Laws

BY-LAWS

Department of Theatre and Dance

approved by THDN faculty 30 October 2008

approved by College of Arts & Sciences 18 November 2008

These departmental by-laws, policies or rules are subject to the current laws and actions of the Regents and to other University policies and procedures as described generally in the Faculty Handbook and as subsequently revised. Each Departmental by-law, policy or rule is intended to be interpreted and applied in a manner consistent with current Regents Laws and actions and other University policies and procedures. In the event of a conflict, Regent laws and actions and other policies and procedures of the University shall prevail.

1. The Department

1.1 The Department is created by action of the Board of Regents

1.2 Membership in the department shall be limited to the following:

1.1.1 Faculty and Staff holding at least half-time appointments in the department

1.1.2 Undergraduates with declared majors and minors in the department.

1.1.3 Students accepted on regular degree status in one of the graduate programs of the department.

2. Departmental Divisions

2.1 For academic and curricular purposes the department shall be divided into the divisions of Dance and Theatre. In any given year, each department member's divisional responsibilities shall be determined by the distribution of his/her teaching load. Within each division there will be areas of concentration with particular degree requirements.

3. Voting Privileges

3.1 Voting Membership of the Department

All faculty members of the department at all academic ranks with 50%-time or greater appointments are permitted a voice in the discussion of and vote in decision on matters of general policy. Voting privileges for issues regarding reappointment, tenure, and promotion are detailed in the Faculty Handbook and College/Departmental Personnel Policy.

Faculty with continuing but intermittent full-time appointments are entitled to all voting privileges during the periods of their appointment. Retired professors are not voting members of the Department regardless of rank or designation.

3.2 Voting Within Committees

3.2.1 Ex-officio members of committees shall not vote. Committee chairs shall not vote as members of their respective committees

3.2.1 Student members of committees shall participate and vote except on matters concerning faculty or student evaluations.

3.2.3 Secret ballots should be used on major issues (as defined by the Chairperson or faculty).

4. Departmental and Divisional Meetings and Quorum Rules

4.1 Department meetings shall be held no less than twice a semester during the fall and spring semesters. In addition, at least two divisional faculty/staff meetings will be held each semester. Department meetings shall be open. If a quorum is not present, these meetings can be held for informational or colloquium purposes only. A quorum shall exist: (a) when notice was given at least one week in advance and over half the full time faculty are present; (b) when notice was given at least three days in advance and over half the voting members are present; (c) when after only one day advance notice at least two thirds of the voting members are present; during the summer, however, or at any time classes are not in session, a quorum must at least constitute two thirds of the voting members. A secretary shall keep minutes that will at least identify the subjects discussed and give the text of all agreements made and motions passed. A copy of these minutes will be made available along with the notice of an agenda for the next meeting to all voting members and a set of all minutes and agendas will be kept on file in the department office. For votes to be official, a quorum must be present. Absentee ballots are understood throughout these By-Laws to include both votes cast by absent voting members or proxies given by absent voting members in respect to specific issues; such ballots shall be valid but shall not count toward determining the existence or non-existence of a quorum. An Executive meeting of the department may be called by two-thirds of the faculty at the rank of instructor and above. At such a session only faculty with at least a half-time appointment may attend.

4.2 Any items of interest to faculty, staff, and students may be discussed at faculty meetings. Other special concerns of departmental meetings can include the following significant action:

4.2.1 Recall of any elected or appointed officer prior to conclusion of normal term requires two third majority of the qualified votes in the department (absentee ballot is permitted). The following procedure for recall must be adhered to: at least five FTE faculty and two elected student representatives must present a written request for recall to all members of the department and specifically to the individual involved at least two weeks prior to a departmental meeting. The matter shall be discussed and voted on at that meeting. In the case of chairperson, a vote in favor of recall shall serve as only a recommendation from the Department to the Dean.

5. Developing Basic Department Policy

5.1 Development and Modifications of Departmental Policy

Basic Department policy shall be the province of regular departmental meetings. Policy for the Department shall be developed through a collegial and shared process where input is solicited from all related or affected constituencies. Department policy must be approved by the voting members of the department (majority vote) unless it involves a change in By-Laws.

5.1.2 By-Laws are subject to change at any time and in any manner provided changes are the result of the following procedures:

5.1.2.1 Suggested changes are submitted in writing in advance of a department meeting.

5.1.2.2 A meeting at which a quorum is present acknowledged by a simple majority that the change merits consideration.

5.1.2.3 A subsequent department meeting (the next one, if possible) at which a quorum is present approves the change by the necessary two third margin or better.

5.1.2.4 Changes in By-Laws require a two thirds majority of the qualified votes in the department (absentee ballot(s) permitted).

6. Officers and Their Responsibilities

6.1 Those working in the department are expected to remain within the framework of department policies and By-Laws and are responsible for doing so to the members of the department at large. Those charged with administrative duties are to be clearly identified to the full membership whether they are elected or appointed, and will be referred to hereafter in the By-Laws as administrative personnel. Administrative personnel must include:

6.2.1 The Chairperson of the Department (executive officer) is charged with the administration of the Department. He/she is also responsible for the preparation of the budget, final salary recommendations, the arrangement of the teaching schedule, the assignment of duties to individual staff members, the recruitment of new staff members, and the overall business affairs of the Department. The Chairperson will be initially appointed or reappointed as per the Laws of the Regents and all other pertinent University regulations. In the case of an internal search for the Chairperson (including the possible reappointment of a previous Chairperson), the Department as a whole will meet with the candidate(s) for the position and discuss with him/her/them issues germane to the unit. Subsequently, faculty will vote on the candidate(s) in order to make a formal recommendation to the Dean of the College of Arts and Sciences. The chair serves at the will of the Dean. Length of appointment is determined by College and University Policy. Election by majority vote shall take place at a meeting subsequent to one in which written nominations are solicited from the voting membership (each nominator may suggest more than one name if desired) and voting is to be by closed ballot. In addition to the above, the Chairperson shall also provide the following services:

6.2.1.1 Chair department meetings.

6.2.1.2 Be ultimately responsible (as Chief Executive) for department administration.

6.2.1.3 Represent the department as need or occasion arises.

6.2.1.4 Serve as a channel of communication within, to and in behalf of the department.

6.2.1.5 Chair Department meetings; bring new business to attention of Department; facilitate subsequent discussion and follow-up.

6.2.2 Associate Chair for Dance - elected by majority of those with at least half-time appointments in the Department. Term shall be for four years, but individual serves on annual appointment basis as governed by College Policy. As in the case of the Chair, the Associate Chair also serves at the will of the Dean. Compensation is also governed by College Policy. Associate Chair for Dance shall provide following services:

6.2.2.1 Shall serve as Director of Dance, assuming administrative responsibilities for the dance program.

6.2.2.2 When Chairperson is absent, shall assume role and responsibilities of Chairperson.

6.2.2.3 Shall assume other duties at Department level as assigned by the Department Chairperson.

6.2.3 Associate Chair for Theatre - elected by majority of those with at least half-time appointments in the Department. Term shall be for four years, but individual serves on annual appointment basis as governed by College Policy. As in the case of the Chair, the Associate Chair also serves at the will of the Dean. Compensation is also governed by College Policy. Associate Chair for Theatre shall provide following services:

6.2.3.1 Shall serve as Director of Theatre, assuming administrative responsibilities for the theatre program.

6.2.3.2 When Chairperson is absent, shall assume role and responsibilities of Chairperson.

6.2.3.3 Shall assume other duties at Department level as assigned by the Department Chairperson.

6.2.4 The Director of Graduate Studies in Dance and the Director of Graduate Studies Theatre are to be elected by a majority vote of the faculty in their respective division for four year terms; successive terms permissible. The Director of Graduate Studies in Theatre will serve as Department representative to the Graduate School.

6.2.5 Additional Administrative Personnel may include any other persons elected or appointed to assume a specific administrative duties. Administrative personnel are free to ask colleagues to serve on a committee to help them. Department members, by a majority vote, are free to require the formation of such helping committees. In all instances administrative personnel are expected to file semester reports to the department membership (as brief as is consistent with the goal of informing colleagues of significant developments). These reports should be made available to all interested parties. Department meetings shall provide a forum for discussing items pertinent to these reports.

6.2.6 Hiring at the rank of instructor or above shall be primarily the function of the division involved with as much interaction as feasible with all members of the department and requires support of the Search Committee and final approval of the voting faculty. All hiring shall be done in a manner consistent with University and College policies.

7. Committees. The Chairperson and the Associate Chairs shall be assisted in the administrative work of the department by the following standing committees. Except where noted, committee members will elect the committee chair. While there is no standing Diversity Committee, it is expected that all standing committees will actively make diversity issues and concerns an integral part of their deliberations in accordance with the Departmental Diversity Plan.

7.1 Budget Committee

The THDN Budget Committee shall be comprised of THDN Chair, THDN Business Manager (committee chair), Associate Chair from THTR, Associate Chair from DNCE, THTR Production Manager, DNCE Technical Director, and a rotating full-time faculty member from THDN.

Charge: This committee oversees the allocation of financial resources. The THDN annual budget is presented to the committee by the THDN Business Manager who creates it with input from appropriate personnel in the College of Arts and Sciences and THDN. The Budget Committee evaluates the budget and makes recommendation to the THDN Chair on whether or not to approve the budget and may suggest changes to the budget. A budget report, stemming from the work of the committee, is presented to the THDN faculty early in the fall semester of each year.

7.2 Salary Committee

The THDN Salary Committee shall evaluate Department faculty for annual salary merit adjustments and shall recommend increases for reasons of special merit, promotion, retention and hiring. In addition to the Chairperson, the committee shall consist of four voting members (two from the theatre faculty and two from dance faculty) from the department faculty; at least two of these individuals shall be tenured members of professorial rank, and at least one elected from the non-tenured members of the faculty at the rank of instructor or above.

All members of the committee are to be elected annually by the voting members of the department. This election shall take place no later than October 1 of each year.

7.3 Personnel Committee

The THDN Personnel Committee reviews and evaluates all faculty members for reappointment, tenure, and promotion, and makes its recommendation to the appropriate voting members of the faculty. Members: four members of the tenured faculty. The committee must contain at least one member from the theatre faculty and one from the dance faculty. Members are elected by the faculty at the fall Department meeting.

7.4 Curriculum Committee

The THDN Curriculum Committee shall be comprised of THDN Chair, two Faculty Members from THTR, and two Faculty Members from DNCE.

Charge: The Curriculum Committee accepts and evaluates proposals for new courses, course revisions and degree program revisions from the THDN faculty. From that evaluation, the committee will submit curricular recommendations (including suggestions for changes to the proposals) to the THDN chair, to be followed by a departmental faculty discussion/vote. Recommendations are then moved to the college level for review.

7.5 ACE Arts Fee Committee

Determinations for ACE (Arts and Cultural Enrichment) grant funding allocations for THDN are a function of the THDN ACE Arts Fee Committee (AFC).

The AFC shall be comprised of THTR Associate Chair, DNCE Associate Chair, THTR Production Manager, DNCE Production Manager, One Graduate Student from THTR, One Graduate Student from DNCE, One Undergraduate Student from THTR and one undergraduate student from DNCE. The THDN Chair is a member ex-officio. One of the two Associate Chairs will be committee chair, as assigned by the THDN chair.

Charge: As the steward of ACE grant funding for THDN, the AFC will meet regularly to vote on whether applications for ACE grants meet the criteria for approval as published on the ACE application forms, make judgments on the merits of the projects and to vote on how to divide and allocate funding. The AFC Chair is responsible for timely dissemination of the application materials to THDN faculty/students prior to the regular meetings of the AFC.

7.6 Ad hoc committees may be formed when deemed essential by the Chairperson or any administrative officer.

8. Creation of Departmental Auxiliary Programs

8.1 Any faculty member wishing to establish a departmental auxiliary program must submit a written proposal, which shall include the scope, funding and practical workings of the proposed program to the department as a whole. Voting shall take place at a meeting subsequent to that at which the program was proposed. A two-thirds vote shall be required to establish a program. An executive officer must be selected with the establishment of a program; the term of office should be designated at the time of selection.

8.2 Any auxiliary program may be terminated by voting on a proposal to terminate at a meeting subsequent to the meeting at which such a proposal was initiated. A two-thirds vote is necessary to terminate a program.

9. General Departmental Procedures

9.1 Business meetings shall be conducted in an orderly fashion with Robert's Rules of Order (revised) as a guide whenever the majority of those present considers such formality helpful.

9.2 The department chairperson will preside over department meetings. Chairpersons of standing or ad hoc committees will appoint replacements for periods of extended absence (summer session or leave). These replacements must be confirmed by a majority of the group being chaired. Chairpersons shall see to it that meetings are held with sufficient frequency to conduct necessary business and suitable arrangements are made for taking minutes and maintaining records of decisions made at the meetings over which they preside.

9.3 Except where College or University policy prevails, any member of the department with a grievance can request review of the matter by a committee of three -- one appointed by the person with a grievance, one appointed by the chairperson, one mutually agreed upon -- to report to whatever group(s) within the department the aggrieved party desires. Beyond the department, the normal college and university channels should be utilized.

9.4 Upon request of any member eligible to vote, a written (closed) ballot shall be used in the decision-making of the department, the divisions, or the committees referred to or provided for in these by-laws. Elections shall be by written (closed) ballot.