

Department Chairs' Resource Guide

**Prepared and maintained by
the Office of Faculty Affairs**

AY 2019-20

Preface

The Office of Academic and Student Affairs has developed this Department Chairs' Resource Guide in response to a request from the Council of Chairs and Directors. The Guide provides rapid access to information about topics Department Chairs encounter on a daily basis. Staff in the Office of Academic and Affairs will review and update the links annually.

The links to policies draw largely on information in the University Policy Library (<https://msudenver.edu/policy/policylibrary/>). However, the manual also references other critical University units, including Human Resources, the Office of Equal Opportunity, and the Center for Teaching, Learning, and Design, among others.

Chairs can find much, but not all, of this material in the *Faculty Employment Handbook* (<https://msudenver.edu/hr/policies/handbooksmanualsrules/>). The second column of the table identifies the relevant sections of the *Handbook*.

Please note that this is a living document. If you think of topics that should be included but are not, please reach out to Bill Henry, Vice Provost for Faculty Affairs at henrybi@msudenver.edu or 303-605-5276.

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Topic	HBK: Faculty Employment Handbook	
1. Chair responsibilities		
a. Department governance	Roles, Responsibilities, and Areas of Performance HBK II.L.3.c	https://msudenver.edu/policy/policylibrary/policiesa-z/tenure-trackandtenuredfaculty/#Policy_Statement_Tenure-track_Faculty_Policy
b. Academic standards		
i. Faculty	Roles, Responsibilities, and Areas of Performance HBK II.L.3.c.(6)(a)	
	Departmental Guidelines HBK II.D	
ii. Students	Roles, Responsibilities, and Areas of Performance HBK II.L.3.c.(6)(b)	
iii. Curriculum	Roles, Responsibilities, and Areas of Performance HBK II.L.3.c.(6)(c)	
	Curriculum Approval and Modification	
	Curriculog	https://msudenver.curriculog.com/
	Transfer Course Equivalency	https://msudenver.edu/transfer-course-equivalency/
	Graduate Studies Curriculum Manual	https://msudenver.edu/curriculum/formsandresources/
	Undergraduate Studies Curriculum Manual	https://msudenver.edu/curriculum/formsandresources/

iv. Teaching and learning	Roles, Responsibilities, and Areas of Performance HBK II.L.3.c.(6)(d)	https://msudenver.edu/policy/policylibrary/policiesa-z/tenure-trackandtenuredfaculty/#Policy_Statement_Tenure-track_Faculty_Policy
	University Program Review	https://msudenver.edu/asa/guidelinesandpolicydocuments/programreview/
c. Managing student workers	Handbook for Supervisors of Student Employees	https://msudenver.edu/media/content/humanresources/policies/SupervisorHandbook_2015.pdf
	Student Employment Form	https://msudenver.edu/media/content/studentemploymentportal/forms/SEF2.0_2019-2020.xlsx
	New Student Employee Hire Packet	https://www.msudenver.edu/media/content/studentemploymentportal/forms/NewStudentEmployeePacket_2019.pdf
	Student Employment Performance Evaluation	https://msudenver.edu/media/content/studentemploymentportal/forms/SEPerformanceEvaluation.pdf
d. Advising	Office of Academic Advising	https://msudenver.edu/advising/
	CPS Advising	https://msudenver.edu/cps/advising/
	SOE Advising	https://msudenver.edu/education/advising/
	CBUS Advising	https://msudenver.edu/business/advising/
	CLAS Advising	https://msudenver.edu/las/advising/
2. Chair appointment/evaluation		
a. Appointment	Appointment and Reappointment of Department Chairs HBK II.L.4	https://msudenver.edu/policy/policylibrary/policiesa-z/tenure-trackandtenuredfaculty/#Policy_Statement_Tenure-track_Faculty_Policy
b. Evaluation	Department Chair Evaluation HBK II.L.5	

3. Hiring processes		
a. Category I faculty	Recruitment and Appointment of Professional Personnel	https://msudenver.edu/policy/policylibrary/policiesa-z/recruitmentandappointmentofprofessionalpersonnel/
	Description of Category I Faculty HBK II.A	
	Office of Diversity and Inclusion	https://msudenver.edu/diversity/
	Full Time Search and Screening Procedures	Please contact Human Resources for the most up-to-date process.
b. Category II faculty	Employment Contracts and Employment Status HBK III.A	https://msudenver.edu/policy/policylibrary/policiesa-z/categoryiiandiiifaculty/
	Recommended Full-time Faculty Deployment HBK III.B	
	Evaluation and Reappointment HBK III.C	
	Full Time Search and Screening Procedures	Please contact Human Resources for the most up-to-date process.
c. Category III faculty	Employment Contracts and Employment Status HBK III.A	https://msudenver.edu/policy/policylibrary/policiesa-z/categoryiiandiiifaculty/
	Recommended Full-time Faculty Deployment HBK III.B	
	Evaluation and Reappointment HBK III.C	
	Part Time Search and Screening Procedures	Please contact Human Resources for the most up-to-date process.
d. Alternative employment programs		

i. FRIP	Faculty Recruitment Incentive Program HBK III.A.2.a(5)	https://msudenver.edu/policy/policylibrary/policiesa-z/categoryiiandiiifaculty/
	Faculty Recruitment Incentive Program	https://msudenver.edu/hr/hiringprocess/employmentprograms/
ii. TOP	Target of Opportunity Program	https://msudenver.edu/hr/hiringprocess/employmentprograms/
4. Employee evaluations		
a. Category I	Performance Reviews for Category I faculty HBK II.B-J	https://msudenver.edu/policy/policylibrary/policiesa-z/tenure-trackandtenuredfaculty/#Policy_Statement_Tenure-track_Faculty_Policy
b. Category II/ Category III	Evaluation and Reappointment HBK III.C	https://msudenver.edu/policy/policylibrary/policiesa-z/categoryiiandiiifaculty/
c. Administrative staff		
d. Classified staff	Classified Performance Management Program	https://www.msudenver.edu/media/content/humanresources/resources/PerformanceManagementProgramGuidelines-3-17.pdf
	Classified Employee Handbook	https://www.colorado.gov/pacific/sites/default/files/State%20of%20Colorado%20Employee%20Handbook%20Revised%202016%20web.pdf
5. Employee complaints and misconduct		
a. Employee complaint procedures	Complaints by Professional Personnel	https://msudenver.edu/policy/policylibrary/policiesa-z/complaintsbyprofessionalpersonnel/#Procedures_Complaints_Professional_Personnel_Policy
b. Discrimination and harassment procedures	Sexual Harassment Policy	https://msudenver.edu/policy/policylibrary/policiesa-z/sexualharassmentandmisconduct/
	EO Grievance Procedures and Forms	https://msudenver.edu/eoo/
	Equal Opportunity and Affirmative Action	https://msudenver.edu/policy/policylibrary/policiesa-z/equalopportunityandaffirmativeaction/

	Harassment, Sexual Harassment, and Violence	https://msudenver.edu/policy/policylibrary/policiesa-z/harassmentsexualharassmentandviolence/
c. Bullying allegation procedures	Workplace Bullying Policy and Procedures	https://msudenver.edu/policy/policylibrary/policiesa-z/workplacebullying/
d. Faculty professional misconduct	Dismissal of Faculty for Cause HBK X.C	https://msudenver.edu/policy/policylibrary/policiesa-z/terminationoffacultyappointments/
	Disciplinary Procedures and Sanctions HBK XI	
6. Faculty “perks”		
a. Reassigned time	Digital Measures resources	https://www.msudenver.edu/digitalmeasures/facultyresources/reassignedtimeprocess/
b. Sabbaticals	Sabbatical Leave HBK VII.A	https://msudenver.edu/policy/policylibrary/policiesa-z/leavesofabsence-faculty/
	Digital Measures resources	https://www.msudenver.edu/digitalmeasures/facultyresources/sabbaticalleaveprocess/
	Sabbatical Guidelines	https://msudenver.edu/faculty-affairs/guidelinesandpolicies/
c. Travel	Travel Forms/Chrome River	https://msudenver.edu/controller/accountspayableaptravel/
	CLAS Travel	https://msudenver.edu/las/facultyinformation/travel/
d. Professional Development	CLAS Mini-Grant Program	https://msudenver.edu/las/facultyinformation/resources/
	Diversity Initiative Grants	https://msudenver.edu/diversity/diversityinitiatives/
	Provost Mini-Grant Program	https://msudenver.edu/faculty-affairs/provostminigrantreassignedtime/
7. Academic functions		
a. Scheduling	Class Scheduling	https://www.msudenver.edu/registrar/facultystaffservices/classsscheduling/
	Ad Hoc Computer Lab Reservations	https://www.msudenver.edu/registrar/facultystaffservices/adhoccomputerlabreservations/
b. Grade changes	Grade Change	https://msudenver.edu/policy/policylibrary/policiesa-z/gradechange/

c. Grade appeal	Grade Appeal	https://msudenver.edu/policy/policylibrary/policiesa-z/gradeappeal/
d. BASE petitions	Academic Exceptions	https://msudenver.edu/policy/policylibrary/policiesa-z/degrecexceptions/
e. Student complaints	Student Complaint Policy	https://msudenver.edu/deanofstudents/studentcomplaintsappeals/
f. Assessment of prior learning	Prior Learning Assessment	https://msudenver.edu/registrar/priorlearningassessment/
8. Relations with other University offices		
a. Access Center	Accommodations for Faculty, Staff, and Students with Disabilities	https://msudenver.edu/policy/policylibrary/policiesa-z/accommodationsforfacultystaffandstudentswithdisabilities/
	Access Center	https://msudenver.edu/access/
b. Center for Teaching, Learning, and Design	Center for Teaching, Learning and Design	https://msudenver.edu/ctld/
c. Human Subjects Protection Program	Institutional Review Board information	https://msudenver.edu/irb/
9. Other		
a. Emeritus status	Emeritus Status of Faculty HBK II.K	https://msudenver.edu/policy/policylibrary/policiesa-z/tenure-trackandtenuredfaculty/#Policy_Statement_Tenure-track_Faculty_Policy
b. Transitional retirement	HBK.VIII	https://msudenver.edu/policy/policylibrary/policiesa-z/transitionalretirement/
10. Procedural calendar	Procedural Calendar	https://msudenver.edu/faculty-affairs/proceduralcalendar/

