

# **Department Chairs' Resource Guide**

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

The Office of Academic 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 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://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/>). 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 the Assistant to the Vice Provost for Faculty Affairs.

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Topic	HBK: <i>Faculty Employment Handbook</i>	
<b>1. Chair responsibilities</b>		
a. Department governance	Roles, Responsibilities, and Areas of Performance HBK II.L.3.c	<a href="https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment">https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment</a>
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	<a href="https://msudenver.curriculog.com/">https://msudenver.curriculog.com/</a>
	Transfer Course Equivalency	<a href="https://msudenver.edu/transfer-course-equivalency/">https://msudenver.edu/transfer-course-equivalency/</a>
	Graduate Studies Curriculum Manual	<a href="https://msudenver.edu/curriculum/formsandresources/">https://msudenver.edu/curriculum/formsandresources/</a>

	Undergraduate Studies Curriculum Manual	<a href="https://msudenver.edu/curriculum/formsandresources/">https://msudenver.edu/curriculum/formsandresources/</a>
iv. Teaching and learning	Roles, Responsibilities, and Areas of Performance HBK II.L.3.c.(6)(d)	<a href="https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment">https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment</a>
	Academic Program Review	<a href="https://www.msudenver.edu/academiceffectiveness/academicprogramreview/">https://www.msudenver.edu/academiceffectiveness/academicprogramreview/</a>
c. Managing student workers	Handbook for Supervisors of Student Employees	<a href="https://www.msudenver.edu/media/content/humanresources/policies/SupervisorHandbook_2015.pdf">https://www.msudenver.edu/media/content/humanresources/policies/SupervisorHandbook_2015.pdf</a>
	Student Employment Forms	<a href="https://www.msudenver.edu/se/employmentforms/">https://www.msudenver.edu/se/employmentforms/</a>
	New Student Employee Packet	<a href="https://www.msudenver.edu/media/content/studentemploymentportal/forms/NewStudentEmployeePacket_RevJan2021.pdf">https://www.msudenver.edu/media/content/studentemploymentportal/forms/NewStudentEmployeePacket_RevJan2021.pdf</a>
	Student Employment Performance Evaluation	<a href="https://www.msudenver.edu/media/content/studentemploymentportal/forms/SEPerformanceEvaluation.pdf">https://www.msudenver.edu/media/content/studentemploymentportal/forms/SEPerformanceEvaluation.pdf</a>
d. Advising	Office of Academic Advising	<a href="https://msudenver.edu/advising/">https://msudenver.edu/advising/</a>
	CHAS Advising	<a href="https://www.msudenver.edu/chas/advising/">https://www.msudenver.edu/chas/advising/</a>
	SOE Advising	<a href="https://msudenver.edu/education/advising/">https://msudenver.edu/education/advising/</a>
	CBUS Advising	<a href="https://msudenver.edu/business/advising/">https://msudenver.edu/business/advising/</a>
	CLAS Advising	<a href="https://www.msudenver.edu/las/academicadvising/">https://www.msudenver.edu/las/academicadvising/</a>
	SOH Advising	<a href="https://www.msudenver.edu/hospitality/currentstudents/advising/">https://www.msudenver.edu/hospitality/currentstudents/advising/</a>
<b>2. Chair appointment/ evaluation</b>		

a. Appointment	Appointment and Reappointment of Department Chairs HBK II.L.4	<a href="https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment">https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment</a>
b. Evaluation	Department Chair Evaluation HBK II.L.5	
<b>3. Hiring processes</b>		
a. Category I faculty	Recruitment and Appointment of Professional Personnel	<a href="https://www.msudenver.edu/policy/policylibrary/policiesa-z/recruitmentandappointment/">https://www.msudenver.edu/policy/policylibrary/policiesa-z/recruitmentandappointment/</a>
	Description of Category I Faculty HBK II.A	<a href="https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment">https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment</a>
	Office of Diversity and Inclusion	<a href="https://msudenver.edu/diversity/">https://msudenver.edu/diversity/</a>
	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	<a href="https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment">https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment</a>
	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	<a href="https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment">https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment</a>
	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)	<a href="https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment">https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment</a>
ii. TOP	Target of Opportunity Program	The FRIP and TOP programs are currently under review. Please contact <a href="#">Angela Bender</a> in Human Resources if you have questions.
<b>4. Employee evaluations</b>		
a. Category I	Performance Reviews for Category I faculty HBK II.B-J	<a href="https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment">https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment</a>
b. Category II/ Category III	Evaluation and Reappointment HBK III.C	<a href="https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment">https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment</a>
c. Administrative staff		<a href="https://msudenver.sharepoint.com/sites/LandD/leadership-development/SitePages/Performance-Development.aspx">https://msudenver.sharepoint.com/sites/LandD/leadership-development/SitePages/Performance-Development.aspx</a>

d. Classified staff	Classified Performance Management Program	<a href="https://www.msudenver.edu/media/content/humanresources/resources/PerformanceManagementProgramGuidelines-3-17.pdf">https://www.msudenver.edu/media/content/humanresources/resources/PerformanceManagementProgramGuidelines-3-17.pdf</a>
	Classified Employee Handbook	<a href="https://www.colorado.gov/pacific/sites/default/files/State%20of%20Colorado%20Employee%20Handbook%20Revised%202016%20web.pdf">https://www.colorado.gov/pacific/sites/default/files/State%20of%20Colorado%20Employee%20Handbook%20Revised%202016%20web.pdf</a>
<b>5. Employee complaints and misconduct</b>		
a. Employee complaint procedures	Complaints by Administrators and Staff	<a href="https://www.msudenver.edu/policy/policylibrary/policiesa-z/complaintsbyadministratorsandstaff/">https://www.msudenver.edu/policy/policylibrary/policiesa-z/complaintsbyadministratorsandstaff/</a>
b. Discrimination and harassment procedures	Discrimination, Sexual Misconduct and Retaliation Policy	<a href="https://www.msudenver.edu/policy/policylibrary/policiesa-z/discriminationsexualmisconductandretaliation/">https://www.msudenver.edu/policy/policylibrary/policiesa-z/discriminationsexualmisconductandretaliation/</a>
	EO Grievance Procedures and Forms	<a href="https://msudenver.edu/eoo/">https://msudenver.edu/eoo/</a>
c. Bullying allegation procedures	Workplace Bullying Policy and Procedures	<a href="https://www.msudenver.edu/policy/policylibrary/policiesa-z/bullyingintheworkplace/">https://www.msudenver.edu/policy/policylibrary/policiesa-z/bullyingintheworkplace/</a> <a href="https://www.msudenver.edu/diversity/diversityresources/workplacebullyingpolicyandprocedures/policy/">https://www.msudenver.edu/diversity/diversityresources/workplacebullyingpolicyandprocedures/policy/</a>
d. Faculty professional misconduct	Dismissal of Faculty for Cause HBK IX.C	<a href="https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment">https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment</a>
	Disciplinary Procedures and Sanctions HBK X	<a href="https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment">https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment</a>
<b>6. Faculty “perks”</b>		
a. Reassigned time	Digital Measures resources	<a href="https://www.msudenver.edu/digitalmeasures/facultyresources/reassignedtimeprocess/">https://www.msudenver.edu/digitalmeasures/facultyresources/reassignedtimeprocess/</a>
b. Sabbaticals	Sabbatical Leave HBK VII.A	<a href="https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment">https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment</a>



	Digital Measures resources	<a href="https://www.msudenver.edu/digitalmeasures/facultyresources/sabbaticalleaveprocess/">https://www.msudenver.edu/digitalmeasures/facultyresources/sabbaticalleaveprocess/</a>
	Sabbatical Guidelines	<a href="https://www.msudenver.edu/faculty-affairs/facultyresources/">https://www.msudenver.edu/faculty-affairs/facultyresources/</a>
c. Travel	Travel Forms/Chrome River	<a href="https://www.msudenver.edu/controller/accountspayablecorporatecardtravel/travel/">https://www.msudenver.edu/controller/accountspayablecorporatecardtravel/travel/</a>
d. Professional Development	Diversity Initiative Grants	<a href="https://msudenver.edu/diversity/diversityinitiatives/">https://msudenver.edu/diversity/diversityinitiatives/</a>
	Provost Mini-Grant Program	<a href="https://www.msudenver.edu/faculty-affairs/provostminigrant/">https://www.msudenver.edu/faculty-affairs/provostminigrant/</a>
<b>7. Academic functions</b>		
a. Scheduling	Class Scheduling	<a href="https://www.msudenver.edu/registrar/facultystaffservices/classsscheduling/">https://www.msudenver.edu/registrar/facultystaffservices/classsscheduling/</a>
	Ad Hoc Computer Lab Reservations	<a href="https://www.msudenver.edu/registrar/facultystaffservices/adhoccomputerlabreservations/">https://www.msudenver.edu/registrar/facultystaffservices/adhoccomputerlabreservations/</a>
b. Grade changes	Grade Change	<a href="https://catalog.msudenver.edu/content.php?catoid=35&amp;navoid=2335#GradeChanges">https://catalog.msudenver.edu/content.php?catoid=35&amp;navoid=2335#GradeChanges</a>
c. Grade appeal	Grade Appeal	<a href="https://catalog.msudenver.edu/content.php?catoid=35&amp;navoid=2335#GradeAppeal">https://catalog.msudenver.edu/content.php?catoid=35&amp;navoid=2335#GradeAppeal</a>
d. BASE petitions	Academic Exceptions	<a href="https://www.msudenver.edu/academic-affairs/siteimage/studentinformation/">https://www.msudenver.edu/academic-affairs/siteimage/studentinformation/</a>
e. Student complaints	Student Complaint Policy	<a href="https://msudenver.edu/deanofstudents/studentcomplaintsappeals/">https://msudenver.edu/deanofstudents/studentcomplaintsappeals/</a>
f. Assessment of prior learning	Prior Learning Assessment	<a href="https://msudenver.edu/registrar/priorlearningassessment/">https://msudenver.edu/registrar/priorlearningassessment/</a>
<b>8. Relations with other University offices</b>		

a. Access Center	Accommodations for Faculty, Staff, and Students with Disabilities	<a href="https://www.msudenver.edu/policy/policylibrary/policiesa-z/disability-accommodation-policy/">https://www.msudenver.edu/policy/policylibrary/policiesa-z/disability-accommodation-policy/</a>
	Access Center	<a href="https://msudenver.edu/access/">https://msudenver.edu/access/</a>
b. Center for Teaching, Learning, and Design	Center for Teaching, Learning and Design	<a href="https://msudenver.edu/ctld/">https://msudenver.edu/ctld/</a>
c. Human Subjects Protection Program	Institutional Review Board information	<a href="https://msudenver.edu/irb/">https://msudenver.edu/irb/</a>
<b>9. Other</b>		
a. Emeritus status	Emeritus Status of Faculty HBK II.K	<a href="https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment">https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment</a>
b. Transitional retirement	HBK.VIII	<a href="https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment">https://www.msudenver.edu/policy/policylibrary/presidentsoperationalpolicies/#employment</a>
<b>10. Procedural calendar</b>	Procedural Calendar	<a href="https://msudenver.edu/faculty-affairs/proceduralcalendar/">https://msudenver.edu/faculty-affairs/proceduralcalendar/</a>

