Colorado State University Pueblo

Adjunct and New Faculty Guide

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This Guide is designed to provide a basic resource for new faculty and to help answer many of the questions that may arise related to your teaching responsibilities at Colorado State University Pueblo. While this publication references a number of University policies and procedures, this Guide is not an official policy manual or personnel handbook; please refer to official publications of the University for such information. Also, because information becomes outdated over time, this Guide notes online and web resources for each section, where available, so that you may refer to the latest information available at any time.

Part I: The University

History
Colorado State University Pueblo has served the changing needs of the citizens of Colorado for over 80 years. In 1933, the institution was incorporated as Southern Colorado Junior College. Classes took place on the top floor of the Pueblo County Courthouse. The "Class of 35" graduated 17 students. In 1936, the first building on the Orman Avenue campus site was donated by the Colorado Fuel and Iron Corporation. One year later, local citizens decided to support the institution with county taxes; they organized the Pueblo County Junior College District, and the institution was renamed Pueblo Junior College. In 1951, PJC became the first accredited junior college in Colorado.

Colorado's General Assembly enacted legislation, effective in 1963, changing PJC to a four-year institution -- Southern Colorado State College -- to be governed by the Board of Trustees of State Colleges. SCSC received accreditation in 1966. By then, four buildings had been erected on the new campus north of Pueblo's Belmont residential district. On July 1, 1975, the state legislature granted the institution university status. Three years later, the State Board of Agriculture assumed governance of the university. In 1986, the University of Southern Colorado, Colorado State University and Fort Lewis College joined to form the Colorado State University System. In July 2003, the University became Colorado State University Pueblo.

Mission
CSU Pueblo's success will be measured by the resilience, agility, and problem-solving abilities of our diverse student population and the ways in which our graduates are able to navigate work in a rapidly changing world.

Goals and Priorities
In fulfilling its basic mission, the university regularly identifies and monitors its progress in meeting long-range and short-term goals. Students, faculty, staff, and administrators actively work together to achieve such important goals and to establish priorities for the institution's future. The most recent Vision 2028 report can be found at Annual Vision 2028 report.

Governance
As part of the Colorado State University System, CSU Pueblo is governed by the Board of Governors, which also governs Colorado State University in Fort Collins and CSU-Global. The

Colorado Commission on Higher Education, the central policy and coordinating board for all public institutions in Colorado, establishes policy on legislative, academic and fiscal matters.

Accreditation

Colorado State University-Pueblo is accredited by the Higher Learning Commission, 230 S. LaSalle St., Suite 7-500, Chicago, IL, 60604, Phone 800-621-7440.

Individual programs approved by specialized accreditation agencies include: chemistry, the American Chemical Society; civil engineering technology, the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET); engineering (mechatronics), and industrial engineering, the Engineering Accreditation Commission of ABET; education, the Colorado State Board of Education and the Teacher Education Accreditation; music, the National Association of the Schools of Music (NASM); nursing, the Accreditation Commission for Education in Nursing (ACEN); and the BSW social work degree by the Council on Social Work Education (CSWE), athletic training, the Commission on Accreditation of Athletic Training Education (CAATE). The Hasan School of Business is accredited by the AACSB, International—Association to Advance Collegiate Schools of Business. Visit this site to see the list of accredited programs: CSU Pueblo Accredited Programs

Affirmative Action/Equal Opportunity Commitment

Colorado State University Pueblo is committed to equal educational and employment opportunities and to the elimination of all forms of discrimination, protected class harassment, sexual misconduct, intimate partner violence stalking, and retaliation. Furthermore, CSU Pueblo is committed to maintaining respectful, safe, and nonthreatening educational, working, and living environments. In furtherance of this commitment, CSU Pueblo does not discriminate on the basis of age, citizenship, creed, color, disability, gender, gender expression, gender identity, genetic information, national origin or ancestry, pregnancy, race, religion, sex, sexual orientation, veteran status, or because an individual has inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. CSU Pueblo is an affirmative action/equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs and activities, and the use of its facilities. The University takes affirmative action to employ qualified women, racial/ethnic minorities, protected veterans, and individuals with disabilities.

CSU Pueblo complies with the Equal Pay Act, Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments, the Americans with Disabilities Act, as amended, Section 503/504 of the Rehabilitation Act, the Age Discrimination Act, Age Discrimination in Employment Act, the Vietnam Era Veterans' Readjustment Assistance Act, the Pregnancy Discrimination Act, Executive Order 11246, as amended, Violence Against Women Reauthorization Act of 2013, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act the Genetic Information Nondiscrimination Act of 2008, and all civil rights laws of the State of Colorado.

The Director of Compliance has been designated by the President as the person with overall responsibility for the implementation and maintenance of the University's affirmative action programs. The Director of Compliance has also been designated as the University's Title IX Coordinator, Americans with Disabilities Act (ADA) Coordinator, and Section 504 of the

Rehabilitation Act of 1973 Coordinator. As such, the Director of Compliance is responsible for addressing compliance with all federal, state, and local laws pertaining to nondiscrimination, civil rights, access, and equity. For any inquiries or concerns regarding discrimination, protected class harassment, or sexual misconduct, please contact the Office of Institutional Equity at (719) 549-2210, LARC 187.

Students seeking disability resources and accommodation or who have other related concerns should contact the Disability Resource & Support Center at (719) 549-2648, OSC 201.

Employees seeking disability resources and accommodations or who have other related concerns   should contact the Director of Compliance at (719) 549-2210. Please visit the website for more information.

The Campus
CSU Pueblo's campus, spanning more than 275 acres, crowns the north end of Pueblo, a historically and culturally rich city of over 100,000 located near the Greenhorn Mountains in the colorful Pikes Peak region of southern Colorado.

Fourteen of the 33 buildings on campus, as well as fountains and pathways, follow the grand and unusual architecture of the University Library and Academic Resources Center (LARC), which received a national award for design in 1966 from the American Institute of Architects and the U.S. Office of Education.

Approximately 320 sunny days a year attract outdoor enthusiasts to a full slate of summer and winter recreational activities, encompassing water sports at Lake Pueblo, biking along Pueblo's unique river trails, white water rafting, golf, tennis and skiing in the mountains to the west.

Enrollment includes nearly 4,000 students from throughout southeastern Colorado, the state, the nation, and numerous foreign countries; representing a diversity of age groups and backgrounds, both rural and urban.

General Contact Information: Colorado State University Pueblo
2200 Bonforte Blvd., Pueblo, CO 81001 (719) 549-2100   www.csupueblo.edu

Campus Maps and Parking
Campus Maps are available online at http://www.csupueblo.edu/maps.

Parking Permits are required and are available to adjuncts (at one-half the normal rate) at the Campus Security Office in Administration Building, Room 118. To purchase a parking permit visit: https://www.csupueblo.edu/campus-safety/parking/index.html

Campus Security
The Campus Security Office is located in the Administration Building Room 118. Security on the campus is provided by the Pueblo County Sheriff's Department. See this site for more information: https://www.csupueblo.edu/campus-safety/index.html

List of University Officials

A list of University officials is available on the CSU Pueblo University Leadership page. Campus directories are available in the *Faculty, Staff, Telephone Directory*.

President	Armando Valdez
Provost and Executive VP for Academic Affairs	Gail Mackin
Associate Provost	Helen Caprioglio
VP for Finance and Administration	Garrison Ortiz
VP for Enrollment Management, Marketing and Student Affairs	Kristyn White-Davis
VP for Operations and Advancement	Donna Souder Hodge
Dean, College of Health, Education and Nursing	Carol Foust
Associate Dean, School of Education	Jeff Piquette
Associate Dean, School Health Sciences & Human Movement	Carol Foust
Interim Associate Dean, School of Nursing	Susan Belport
Dean, College of Humanities and Social Sciences	Leticia Steffen
Associate Dean, College of Humanities and Social Sciences	Juan Morales
Dean, College of Science, Technology, Engineering and Math	Dave Lehmpuhl
Associate Dean and Director, School of Engineering	Sylvester Kalevela
Dean, Hasan School of Business	William Donoher
Associate Dean, Hasan School of Business	Abhay Shah
Dean, Student Affairs	Marie Humphrey
Dean, Library and Academic Resources Center	Rhonda Manzaneras
Dean, Extended Studies	Kathryn Starkey
President/CEO CSU Pueblo Foundation	Todd Kelly
Deputy General Counsel	Johnna Doyle

University Calendar
The university academic calendar is available online—just select the correct semester drop-down. https://www.csupueblo.edu/registrar/academic-calendar/index.html

CSU-Pueblo Bookstore
The CSU-Pueblo Bookstore in the Occhiato Student Center serves CSU Pueblo faculty, staff, and students. Texts for classes, general-interest books, classroom supplies, sundries, calculators, greeting cards, and CSU Pueblo clothing and gifts are among the many items sold in the bookstore.

Extended Studies
The university makes available a broad array of credit and non-credit courses, seminars and workshops through the Division of Extended Studies. Some programs are offered on campus and others online or at off-campus sites more convenient to persons living outside of Pueblo.

Off-campus instruction sites include CSU Pueblo at Pikes Peak, Fort Carson Army Base, STURM collaboration campus at Arapahoe Community College, high school campuses throughout central and southeastern Colorado, and on-site at some local businesses.

Both degree and non-degree seeking students may participate in Extended Studies programs. (Only degree-seeking students are eligible for financial aid.) Persons desiring classification as

degree-seeking students must apply for admission to the university. Credit courses taken through the CSU Pueblo Continuing Extended Studies program have the same credit value as those conducted on campus and may be used in meeting the institutional residency requirement.

In-house training programs are available to meet the ever-changing needs of business and industry. The programs can be designed to meet the specific needs of an organization and may be presented at the company site or, if requested, at the university. Similar services are available to school districts.

Keys and Building Hours
Keys are arranged through academic departmental offices. Regular building hours are
7:00 a.m. to 7:00 p.m., Monday through Friday. Access to the buildings at other times should be coordinated through your departmental office.

Given the significant amount of specialized and valuable equipment, chemicals, and information in our university buildings and classrooms, it is vitally important that you remain vigilant about security issues on campus at all times. Please be sure to report any security concerns to the Office of Campus Security at extension 2373.

Key Loss Policy
Individuals issued keys will be required to use them properly to lock and unlock facilities for which they have been authorized access. They will be required to carry their keys with them for use while on campus. Building occupants who do not have keys with them, or have not been issued keys, must work out a plan with their Building Proctors or Administrators for access to the facility during business and non-business hours.

[Library](#) and Academic Resources Center
The University Library and Academic Resources Center (LARC) provides information services to students, faculty, staff, and other patrons throughout the city and region. Library faculty and staff assist patrons in learning how to find and utilize books, periodicals, internet sources, audio-visual materials, and government documents through instruction for individuals, small groups or informal classes. Staff also prepare subject bibliographies for classes and arrange inter-library loans. Numerous resources are available for faculty and student use. The LARC is a designated selective depository for U.S. Government documents. Special collections include the papers of Vincent Massari, former state senator; the Alva Adams family papers; Tobie Hopkins Black Literature; the Ralph Taylor Southwest collection, and the Edward O'Brien Western collection. The LINC area on the second floor is an important space to connect and collaborate. For more information: [Library and Academic Resources Center](#)

Mail
The campus mailing address is 2200 Bonforte Blvd., Pueblo, CO 81001-4901. Mail is received and distributed on campus on a daily basis, Monday through Friday. The Mail Room is located in the Physical Plant building, Room 127. Stamps and special mailing services for work-related packages or registered letters are also available in the Mail Room.

[Technical Services](#)
Information Technology Services: Support for desktop computers, telephone services,

software applications, instructional technology, technical consultations, classroom technology, and other computer-related services is available by calling the HelpDesk at 549-2002, or by going to the Library and Academic and Resources Center (LARC), Room 130. Policies for use of university electronic resources are available online at www.csupueblo.edu/its/. Contact your Department Chair or Director for other issues regarding IT.

Physical Plant: Issues with campus facilities such as heating/cooling, maintenance, or custodial services should be coordinated through your department office and reported to the Physical Plant at 549-2211.

Email: All faculty are provided CSU Pueblo email accounts for university-related work upon request by the appropriate academic department. Help with email is available through the HelpDesk at 549-2002 and www.csupueblo.edu/its/.

Web Site: The university's web site is www.csupueblo.edu. Space is provided on the university's web for faculty and student home pages. Contact the HelpDesk at 549-2002 or www.csupueblo.edu/its/ for more information.

Student Services
A list of services for students is available on the website by accessing the Campus Life hover menu, or through Starfish.

Part II: Your Classes
While this section certainly can't give you all of the information that you will need to be successful as a CSU Pueblo instructor, you will find some good hints here.

Suggestions for Getting a Good Start With a New Class
Donald Greive's (2002) *A Handbook for Adjunct & Part-Time Faculty & Teachers of Adults* is a recommended resource for adjunct faculty. Greive offers a number of suggestions for starting a new class (p. 16):

• Plan an activity that allows students to get involved immediately. It may be a simple information-gathering exercise.
• Initiate casual conversation with and among the students prior to presenting the specifics of the course.
• Share relevant anecdotes. Students are interested in your background and some of your course-related experiences.
• Introduce the following items to your students: the name and number of the course, the objectives of the course, the text(s), syllabus, the dates of all exams, and your grading system. Finally, take a roll call to establish that everyone there intends to be in your class.
• Make certain you are early for the start of the first class. If possible, greet your students as they come in the door.
• Identify course standards, including time required for outside work.
• Use an icebreaker. If possible, make it a question that is related to your course but without a specific answer.
• Conduct a class with real course content. It is important that students immediately understand that coming to class is a work situation with specific goals and purposes.
• Some successful instructors begin their first class by asking students to write a short

paragraph about themselves and their concerns. Often students are willing to discuss their anxieties. This will help in understanding the class.

Standard Class Hours

All class hours and schedules are posted in Course Offerings online. (See Emergency Closure Policy online.) Do not change the meeting time of your class without your chair's approval and an official update. Banner course schedule

Textbooks

See your department chair or administrative assistant for instructions for getting instructor's copy of text and specific textbook ordering procedures. Use of Open Education resources is strongly encouraged.

The CSU Pueblo Bookstore is on the main floor of the Occhiato Student Center. The Bookstore uses the Missouri Book Services (MBS) Inventory System that allows pre-printing of textbook requisitions with a history from previous terms. For example, the Spring 2024 textbook requisitions were sent out on October 1, 2023 with the book order history from the previous Spring pre-printed on the form. If no books were ordered for the previous Spring no form will print. Blank forms are sent to instructors for classes with no textbook order history. Forms from spring instructors were due back to the bookstore by mid-October. The academic department administrative assistant distributes textbook order histories to the faculty for their ordering decisions. The Bookstore requires a signature from the instructor as well as the department chair to confirm orders.

Textbook requisitions for the fall semester are distributed to departments in March and due back into the bookstore the first week in April. While these dates seem very early, it allows just enough time to get all the orders entered into the MBS system, determine if any books have gone to new edition, communicate any changes to the faculty, and get a booklist printed for student buyback during finals week. Textbook options include New, Used, Rental, and Digital Books. The Bookstore strives to be the hub of course material information for our students so timely communication of textbook needs and/or changes is appreciated.

Book order Timelines
Fall textbook orders: Forms sent to instructors in March Due to Bookstore first week of April

Spring textbook orders: Forms sent first week of October Due to Bookstore third week of October

If it is impossible for you to meet these deadlines, the Bookstore will still make every effort to have your books ready at or near the beginning of the semester.

Classroom Equipment

Standard classroom equipment includes whiteboards, an internet port, and standard classroom furniture (desks or tables). Most rooms are equipped with a computer workstation and projector/screen. Other equipment is available by request in advance by calling the HelpDesk at 2002. Check with your department chair for information on any other necessary equipment. A number of classrooms across the campus are equipped with fixed multimedia equipment ranging from ceiling-mounted television screens to computer-controlled SmartBoards. These classrooms are reserved for courses that make active and frequent use of instructional media.
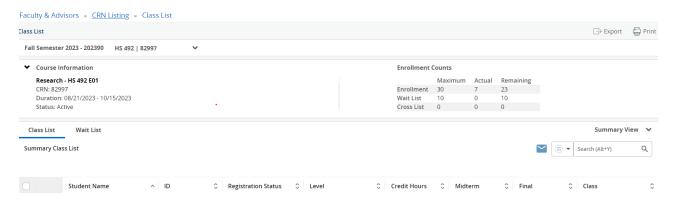
If you would like to incorporate this pedagogy in your class on a regular basis, please discuss the availability of an appropriate classroom with your chairperson. If you use multimedia on an infrequent basis, you should contact your chairperson to arrange scheduling of appropriate facilities for those class meetings.

Class Rosters

Following the period for open registration each semester, faculty members may access class lists in PAWS/Banner. Faculty should make certain that only students who have registered for their classes be permitted to attend. If a student wishes to add your course once a class is full, consult your department chairperson regarding the decision and the process for Late Add.

Class Record and Grade Report

A computer-generated Class Record and Grade Report is available for printing or download for every course and section each semester in PAWS. Instructors may also contact the department administrative assistance for help accessing these lists. The form contains the following information:

Faculty & Advisors • CRN Listing • Class List

Class List   ⤒ Export   🖶 Print

Fall Semester 2023 - 202390   HS 492 | 82997   ⌄

Course Information

Research - HS 492 E01
CRN: 82997
Duration: 08/21/2023 - 10/15/2023
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	30	7	23
Wait List	10	0	10
Cross List	0	0	0

Class List   Wait List   Summary View ⌄

Summary Class List   ✉   ▾   Search (Alt+Y)   🔍

☐	Student Name ⌃	ID ⇅	Registration Status ⇅	Level ⇅	Credit Hours ⇅	Midterm ⇅	Final ⇅	Class ⇅

Drop/Add Period and Policies

The Drop/Add period for full term courses is published in the academic calendar. Dates vary by term length e.g. 8 week terms, 16 week terms, etc.
https://www.csupueblo.edu/registrar/academic-calendar/index.html

Adding Courses: Courses may be added to a student's schedule during the drop/add period, as specified in the class schedules. Late course additions must be processed through the Registrar's Office using a Late Add Form.
https://www.csupueblo.edu/registrar/forms.html

Addition of Extended Studies courses: A student may enroll in independent study and Extended Studies courses only if the addition of such courses will not cause his or her program to exceed the maximum load allowable.

Dropping Courses: Courses may be dropped from a student's schedule through the drop/add period as specified in the semester course bulletin without a record of the dropped course appearing on the student's permanent record. Students may drop courses directly in PAWS within Banner registration, or by requesting assistance from the Registrar's office. Short or mini-courses may be dropped in the same manner before 15 percent of the course duration has passed.

<u>Withdrawing from Courses</u>: Following the end of the drop/add period, students may withdraw from classes according to the following policies: When a student withdraws from a course before 75 percent of the course duration has passed, a grade of W will be assigned. After 75 percent of the course duration has passed, a student may not withdraw. A grade of W does not affect the student's grade-point average but does count toward financial aid as hours attempted.

<u>Over Enrollment Requests</u>: If your class has reached its maximum enrollment, you may be approached by students requesting "over enrollment" authorization. At your discretion, see your department chair or administrative assistant to process an over enrollment authorization. Authorization may be granted through the Banner system. Contact your administrative assistant for help.

Confidentiality/Federal Education Rights and Privacy Act
The Colorado State University Pueblo's practice in regard to student record keeping and access is based on the provisions of the Privacy Rights of Parents and Students, Section 438 of the General Education Provisions Act, as amended (P.L. 93-380), also known as the Family Educational Rights and Privacy Act of 1975 (FERPA), or the Buckley Amendment. For specific details, contact the Registrar, Administration Building, Room 202 As a general rule, you should not release any information about your students except to university officials. When in doubt, refer inquiries to your department chairperson.

Attendance Policies
In the first 15% of a course (2 weeks for a full semester 16-week course) No-Show reporting through Starfish is used to identify students not present, for retention and financial reasons, to drop them from courses.

Instructors are responsible for setting student attendance policies for their class. The attendance policy must be included on the class syllabus. Adjunct faculty are encouraged to consult with the department chairperson for guidance in setting policies that are consistent with departmental norms. Although students may drop classes on their own initiative within timelines established by policy, faculty members have the right to withdraw students for non-attendance only if clearly stated in their syllabus attendance policy. To do so, the faculty member should fill out a withdrawal form, have it approved by the department chair, and send it to the Office of the Registrar. It is better, however, to track student absences and attempt to contact students who are in danger of being dropped. Sometimes this extra step will convince a student to stay in school and succeed.

<u>University-Sanctioned Events</u>: Class absence due to university-sanctioned participation does not in any way excuse students from completing class preparations, assignments, examinations, or projects. Such university-sanctioned activities may include, but are not limited to: intercollegiate competition, participation on the forensics team, and field trips.

<u>Student Athletes</u>: Student athletes' grades may not be affected negatively solely due to absence from class because of participation in university-sanctioned athletic events. Coaches should provide a letter at the beginning of the semester indicating the days and times that will be missed.

Academic Policies

Academic Conduct

Any use of unauthorized assistance in preparing materials that students submit as original work is considered cheating and may constitute grounds for dismissal. Instructors should use practical means of preventing and detecting cheating, but the responsibility for maintaining academic integrity and avoiding dishonest scholarships rests with the student. Any student judged to have engaged in cheating may receive a reduced grade for the work in question, a failing grade in the course, or any other lesser penalty that the instructor finds appropriate. Adjunct faculty are encouraged to consult with the department chairperson in suspected cases of cheating. Academic dishonesty violates the Student Code of Conduct and subjects students to the university disciplinary procedure. https://www.csupueblo.edu/student-conduct/index.html

Classroom Behavior

The classroom instructor is responsible for setting standards for all classroom conduct, behavior, and discipline. Only enrolled students, administrative personnel, and persons authorized by the instructor are permitted in classrooms and other instructional areas during scheduled periods. University policy and Colorado state law prohibit all forms of disruptive or obstructive behavior in academic areas during scheduled periods or any action that would disrupt scheduled academic activity. Use of classrooms and other areas of academic buildings during non-scheduled periods is permitted only in accordance with university practices, so you are encouraged to consult your departmental chairperson in advance of such planned activities. Anyone in unauthorized attendance or causing a disturbance during scheduled academic activity may be asked to leave. If a person refuses such a request, he or she may be removed by a Sheriff's Officer and is liable to legal prosecution. In case of an emergency or threatening behavior, call extension 2373, the campus security office or 911.

Meeting Classes

Instructors must meet their scheduled classes unless the department chair has approved a substitute, class cancellation, reschedule, or replacement by a substitute activity. This obligation extends from the first day of classes through the end of final examination week.

Instructors must meet their classes punctually. If for some valid reason you are unable to meet a class, you must notify the chairperson. Arrangements shall be made by the adjunct faculty to offer alternate instruction as approved by the department chairperson.

Office Hours

Instructors must establish, post, and make students aware of how students can contact them for assistance and when they are available for such assistance. Full-time faculty members must establish, post, and make students aware of at least 5 regularly scheduled office hours distributed throughout each week of the semester as to be of maximum convenience to the students. Part-time faculty are expected to provide at least 1.5 office hour per week for each 3-credit course. For guidelines, please consult your department chair.

Syllabi

Prior to the end of the second week of classes, you must submit to the department chairperson a syllabus for each course being taught. Faculty should distribute a syllabus to students at the first class meeting. Every syllabus should follow the current Faculty Senate-approved syllabus

template, which includes instructor name, contact information, and office hours; course name and number; student learning outcomes, a listing of course meeting dates and planned activity/assignments for each date; course grading plan with tests and other assignments listed and value toward the final grade of each element; and a current ADA statement (listed below). The syllabus template as well as other syllabus resources are available on the Provost's Office website. Consult with department chairperson to verify that student learning outcomes are consistent with program expectations.

General education courses must also include the appropriate Gen Ed Student Learning Outcomes in the syllabus. **Guaranteed Transfer (GT Pathways) courses** which transfer statewide for general education must include the GT content and core competency information (also available via the Provost's Office Syllabus Resources). See the department chairperson for assistance.

ADA Statement for syllabus

If you have a documented disability that may impact your work in this class and for which you may require accommodations, please see Disability Resources as soon as possible to arrange services. Disability Resources is located in OSC 104 and can be reached by phone (719-549-2648) and email (csup_dro@csupueblo.edu). Disability Resources

Early Semester Performance Survey in Starfish
This application is a great tool to communicate with students and advisors. You will use this during the 1st two weeks of classes as well as throughout the semester. At the end of the first week of classes, if you have a student that is a "no show" and has not been in contact via email or phone you will report this on StarFish. On the second week if you still have not seen the student in class nor heard from them via email or phone you will report it again. This will drop the student from your class. Make sure the student has never attended class or contacted you. You will also be doing grade reports on this system.

Early reporting on student performance, followed by student support, has been demonstrated to improve student success and retention. Starfish is a software platform for communication between faculty, staff, and students. An early semester performance survey response based upon a substantive graded assignment in the first 4 weeks will be requested for all courses, and is required for each 0xx-, 100- or 200-level course. Responses are due by Monday of the 5th week of the semester. This helps recognize excellent student performance and identify students that may be in academic trouble (e.g. having problems with attendance, assignments, or tests and quizzes). Students then are asked to contact faculty or academic success coaches to help identify study strategies, note-taking skills, time management, and other skills essential to academic success. Advisors will reach out to assist students as well. TRIO Student Support Services is available to qualified students. For information, please feel free to contact Marisa Nunn, Student Support Services, at extension 2111 or the LARC room 357.
Learn more about Starfish here.

Administrative Assistant Help
Administrative assistant help is available on a limited basis in most academic departments. Check with your chairperson for specific information regarding available services in your department.

Email

All instructors are provided with a campus email address (first.last@csupueblo.edu). If an email account has not been established for you, please contact your department chair so that they may notify the HelpDesk to create your account.

BlackBoard Course Management System

The University offers BlackBoard, an online course management system, for use by all instructors. Each semester, every scheduled course is automatically set up with a BlackBoard presence, and all registered students are automatically added to the BlackBoard course. Regular BlackBoard Courseware instructions, training and help is available to instructors through the Instructional Technology Center, Library and Academic Resources Center (LARC), room 219, extension 2024. Educational Technology

 Quick Tip: Unless you record any assignment that is not submitted by a student as a "0", it will not calculate in the in-progress grades for the student and will give them a false sense of their grade. Learn more about Blackboard here.

Papers and Exams

Assigning papers and exams serve to ensure that students have learned the required materials and to aid them in better mastering the skills they need to progress through their education and their later careers. For these reasons, it is extremely important that papers and exams be graded, with feedback and/or comments, and promptly returned to the students. Rubrics for papers and assignments can also aid in the grading process. Papers or exams returned on the last day of class or at the final examination give students little opportunity to learn from your corrections and other comments, and even less opportunity to put that learning into immediate action. No single guideline for the prompt return of papers and exams will fit all courses, but it is reasonable to expect that they will be marked, graded, and returned to the students within a week of the day they are submitted. Consider having a draft and allowing students to work to improve the paper in final form. Peer review of the draft is also an option.

A schedule of exams and paper due dates should be included on the syllabus given to students on the first day of class, and instructors should make every effort to maintain that schedule. If for reasons beyond your control you must change the date when an exam is given or a paper is due, be sure that the students have sufficient notice and that they understand the reason for the schedule change.

Course Grades

Grading System

The grading system at CSU Pueblo makes use of the A-F scale (see the CSU Pueblo Catalog for details); fractional grading may be used at the discretion of instructors. Instead of simple A, B, C, D, and F grades, instructors have the option of recording A+, A, A-, B+, B, B-, C+, C, D+, D, D-, and F, along with IN, and, in designated courses, S or U. The plus and minus grades have fractional values as show below. Faculty use of +/- grading is optional. Course instructors should indicate on the course syllabus the grading system used in the course and a statement indicating whether or not they will be using fractionated grades.

Awarding of Grades

Course grades are earned by students and awarded by faculty. Grade changes can only be

made by the instructor with the approval of the department chairperson and the dean of the college or school and only in cases of documentable error. Instructors **should not** submit requests to change grades in order to help students improve their GPA, scholarship eligibility, etc.

The quality of a student's work is appraised according to the letter grades and grade point averages. The grading system of CSU-Pueblo includes the following grades: A+, A, A⁻, B⁺, B, B⁻, C⁺, C, D⁺, D, D⁻, F, S, U, I, W, WN, NC, IP.

Grade		Grade Points per Credit
A+		4.00
A	(Excellent)	4.00
A-		3.67
B+		3.33
B	(Good)	3.00
B-		2.67
C+		2.33
C	(Satisfactory)	2.00
D+		1.33
D	(Poor)	1.00
D-		0.67
F	(Failure)	0.00
S	(Satisfactory	* U
	(Unsatisfactory)	** I
	(Incomplete)	** W
	(Withdrawal)	**
WN	(Administrative Withdrawal	** or Nonpayment
NC	(No Credit—Audit)	** IP
	(In Progress)	**

*   Credits not used to compute the grade-point average but counted toward graduation
**   Credits not used to compute grade-point average and not counted toward graduation.

Although grades of C-, D+, D, and D– are passing, they do not always constitute satisfactory grades. Many departments do not permit these grades to count toward fulfillment of their requirements, even though the hours can be counted toward graduation requirements. Such grades from other institutions are not accepted in transfer except as specified under Transfer of Credit in the Admission Section of this catalog.

D   Below average achievement, credit given, 1 grade point per semester hour. (Although a D is passing, it does not constitute a satisfactory grade. Many departments do not permit D grades to count toward fulfillment of their requirements, even though the hours can be counted toward graduation requirements. D grades from other institutions are not accepted in transfer except as specified under Transfer of Credit admission section.)

F   Counted as a course attempted; does not constitute a passing grade nor does it satisfy major or institutional requirements.

S   Available only in certain approved courses.

U   Available only in certain approved courses.

W   This grade is given under two conditions: 1) when a student withdraws from a
course prior to the end of the regular withdrawal period; 2) when a student withdraws totally
from the university after the end of the regular withdrawal period.

 I   Temporarily reported as a grade when a student is granted an extension of time to
            complete course work because course work could not be completed for
reasons beyond the student's control. An incomplete course must be satisfactorily completed
within one calendar year from the date the I was given. An incomplete not removed within one
calendar year shall revert to the pre-assigned alternate grade (normally an "F") and be
included in the computation of the student's grade point average. Re-enrollment while I is
present is not recommended.

IP   A grade of IP may be given at the close of the term in certain approved courses.
Students receiving an IP must register in the same course the next term, pay tuition and must
complete the work during that term. Courses for which IP grades are accrued are identified in
the Course Description section of this catalog.

Grade Changes/Academic Appeals
Students have the right to appeal any academic decision, including the assignment of
grades, as detailed in the Catalog. Final grades entered on transcripts are unalterable unless
a grade-change form is completed and signed by the instructor, the department chair, and the
dean. A grade-change request should be extremely rare, resulting from an instructor's error in
calculating the original grade or a similar occurrence. It is not appropriate to change a grade
because the student submitted additional work. Letter grades of *A, B, C, D, or F* may be
changed by instructors to letter grades of *A, B, C, D, or F* before the end of the following term
(summer excluded) only with the approval of department chairperson and the college dean.
Academic appeals should be made first to the classroom instructor, next to the department
chair, then to the dean of the college involved. If a satisfactory resolution cannot be reached,
a final appeal may be made to the Student Academic Appeals Board via the Provost's Office
as detailed in the catalog. Grades of S, U, W, and NC may not be changed. Two signatures are
required to successfully complete a faculty initiated student grade change. Since the faculty
member is solely responsible for effecting a grade change, the Faculty signature is required.
The second signature will be that of the Department Chair. In the event that the Department
Chair is the instructor of the course, the second signature will be that of the Dean. Students are
responsible for initiating requests for grade changes. Documentation of student coursework
should be maintained for 1 year. The department/school can maintain those records. The grade
appeal process is outlined in the catalog.

Incompletes
Incompletes are given only when a student who is passing cannot complete the work of the
course for reasons out of his or her control occurring after the withdrawal date. Students should
not be permitted to "take an incomplete" because they are dissatisfied with the grade they will
otherwise receive. Instructors who submit a grade of "I" at the end of the term must indicate an
alternate grade that the student will receive if he/she does not complete the outstanding work.
A statement detailing the remaining work to be completed for the grade and signed by
the student and faculty member is highly recommended to be filed with the department

chair. If the incomplete is not removed within one calendar year, the alternate grade will be recorded and computed into the student's GPA. If no alternative grade is on record the "I" will convert to an "F" or a "U".

<u>Extra Credit</u>
Extra credit work should not be permitted unless all students enrolled in the course are allowed the same opportunity. Under no circumstances should extra credit work be permitted to allow a student to receive a better grade after course grades have been submitted.

Final Exam Policy
Final examinations are not to be scheduled at times other than those published in the semester notes. In some courses a final examination may not be appropriate to the material; however, classes *must* meet through the period scheduled for the final examination.

Student Conduct
The Dean of Student Affairs, or their designee, is responsible for promoting observance of the student code of conduct, enforcing the standards, and administering sanctions for violations of the code. If it is determined that a student has violated a university regulation, a sanction may be imposed. Sanctions range from warning to expulsion from the university. Decisions made by the Dean of Student Life, or his/her designee, may be appealed to the Campus Appeals Board, the highest hearing and appeal board for non-academic matters at the university.

Students participating in the university's intercollegiate athletic programs are also subject to the Athletic Department's Code of Conduct.

Details of any hearing processes, including the provost's authority to intervene, are contained in the Student Code of Conduct Handbook, which contains a detailed explanation and description of institutional disciplinary philosophy, rules, and regulations. Decisions involving academic infractions, appeals, etc., must follow the procedures established by the academic division of the university.

Student Feedback Questionnaire
Students in every course are asked to complete electronic course feedback questionnaires by the 15th week of class. This is accessible to students from PAWS. Questions used are in the appendix of this document.

Adjunct Faculty Evaluation
Faculty evaluation is the responsibility of the director, department chair or coordinator of the program. To comply with HLC expectations, adjunct faculty evaluation will be completed within the first semester of teaching and at least once every year for continuing faculty. Syllabus review for student learning outcomes, peer review of teaching and discussion of goals and progress are included. See department chairperson and current Faculty Evaluation form for details.

Emergencies
Faculty should be aware of the various types of emergencies and disasters which can happen and the procedures for dealing with them. Of the possible kinds of emergencies, fire, medical emergencies, hazardous materials incidents, and bomb threats are the most likely. The

appropriate responses to such emergencies are given below. The campus emergency and disaster plan is available through your department chair or dean. For further details on these and other types of disasters, please refer to the [Environmental Health and Safety website](#) and the [emergency flip chart](#).

If the fire alarm sounds, please exit the building as quickly as possible, using the stairways. Please remain calm and assist the handicapped. Make certain that the students are aware that they must exit the building as well. Once out of the building, everyone should remain well clear until told by the appropriate authority that it is safe to return.

Medical Emergencies
In case of a medical emergency, remain calm and dial 8-911 from a campus phone, or 911 from any cell phone. Give the dispatcher your name, location of the incident/accident, telephone number, and the nature of the illness or injury.   If possible, find out if the patient has a preferred ambulance company or hospital and give that information to the dispatcher as well. The dispatcher will then make certain that the appropriate personnel and equipment are sent to the scene. If medical emergency is work related, please contact Human Resources for proper documentation.

Hazardous Materials Incidents
The accidental spill of material considered hazardous must be handled only by qualified personnel. If such a spill occurs, dial extension 2373, and give the dispatcher the necessary information. The sheriff's office dispatcher will then send the appropriate personnel. They will seal off the area to prevent entry and, if possible, shut off any sources of ignition and the source of the spill.   The spill must be contained so it does not enter drains or other uncontrolled areas. Occupied elevators cannot be used to transport hazardous materials except by a qualified expert who takes full responsibility. Exit the area until cleared by responders to assure no personal injuries occur.

Part III: Resources

[Pack Center](#)
The Pack Center includes several programs including: the Writing Room, the Student Success Program (SSP), the Academic Advising Program, the Disability Resource and Support Center (DRSC), the Academic Improvement Program, New Student Orientation, Career Center, and the National Testing Program. For information on programs, contact the PACK Center, at 549-2353 or the specific program coordinator.

Tutoring
There are a number of tutoring centers available across campus including Engineering, CET, and CM tutoring, CHASS Learning Center, Hasan School of Business Tutoring support, Math Learning Center, Science Learning Center, TRiO Student Support Services and the Writing Center. Students make appointments through Starfish or drop into the centers. Learn more here: [Tutoring Services](#)

[Disability Resource and Support Center](#)

The mission of Disability Resources at Colorado State University Pueblo is to ensure provision of reasonable academic accommodations and support, designed to enhance academic effectiveness and promote independence in students with documented disabilities. Resources at CSU Pueblo is available for enrolled students. Professional and student employees and guests in need of disability accommodations may contact the ADA Coordinator in the Office of Institutional Equity for support. Learn more here: DIsability Resources

The Test Center

The Testing Center administers tests and nationally recognized exams to both CSU Pueblo students and the community at large. Learn more about the tests they offer and how to contact them: Testing Center . Resource page for faculty and students: CSUP Testing Center Resource.

Career Center

Colorado State University Pueblo's Career Center is located on the main floor of the LARC in room 188. The Career Center offers employment services to current students and alumni. Professional staff assist students with professional employment, career planning, and career coaching. This includes: résumé and cover letter development, interviewing skills, how to search and apply for internships, and strategies on how to conduct a self-directed job search.

The Career Center receives and posts full and part-time employment opportunities. The Center has resource information on internships and current job postings for students to peruse. Other resource information such as salary surveys, job choices magazines, and reference materials are also available. The Career Center also coordinates all on- campus recruiting by employers and coordinates the annual Career and Education
Fairs. For further information about services and programs offered by the Career Center, contact a staff member at (719) 549-2980 or visit the website at career center

Teaching Resources

Curriculum Resource Room

The Curriculum Center is the library of practical materials for the School of Education. More information here

Center for Teaching, Learning and Leadership

The Center for Teaching, Learning, and Leadership is dedicated to providing programming, resources, and support that enables successful experiences for all CSU Pueblo students. Our focus is to provide faculty with the support they need to excel as teachers, scholars, mentors, and leaders. In everything we do, the CTLL remembers that an investment in our faculty is an investment in our students.

We offer support and resources for teaching, learning, curriculum, assessment, and business/educational technologies. Professional learning opportunities and resources are shared in the menu link on the left side of this page. Please feel free to contact us or drop by the office any time we can be of assistance. More information here: CTLL

Instructional Technology

Instructional Technology is located in LARC 219 and is a service to faculty who wish to integrate technology into their curriculum and teaching. They provide regularly scheduled classes and workshops for faculty, individual consultation and support for technology-related projects, equipment that can be borrowed for use in university teaching and learning projects, and other opportunities for development. See the website for resources on Blackboard support or workshops. Contact them at 719-549-2024 for more information. Educational Technology

Appendix

New Employee Checklist

Computer Access Information
1. Activate your NetID - **HERE** - (this will eventually replace our PID). HR will include your PID & NetID in their email after processing your new hire paperwork, along with your university email address. Your net ID starts with a "C". Net ID, password and DUO help.
2. Setting your password - Visit the Employee Portal to set your password that you will use to access your email, main login password; emergency text alerts, contact info, etc. You will need your PID, last 6-digits of SSN then change to a 15-character password
3. Install DUO on your Phone & Register your Devices – DUO is used so you can access your email & MS365 and other campus software.
4. Email – Click here to set up your email. You will need DUO to do this.

Getting Started –
1. Get your University ID – A University ID is required to gain access to buildings on campus after hours if needed and you can add money to this card to gain access to discounts at the bookstore and dining facilities on campus. You will need to visit Auxiliary Services in the OSC 212. Make sure to have your NET ID number and your drivers license for identification.
2. Academic Calendar – Take some time to familiarize yourself with the academic calendar. This provides important dates regarding breaks, finals, add/drop dates, etc.
3. Parking Permit – You will need to obtain a parking permit to park on campus. Faculty/Staff use the Green Parking Spaces. Click here to learn more and purchase your permit.
4. Faculty and Admin Pro Handbook – Make sure to familiarize yourself with the Faculty and/or Admin Pro Handbook.
5. Campus Map – Take some time to familiarize yourself with the campus buildings.

Computer Applications
1. PAWS – Your PAWS account will host a few on the applications you will be using. Click here to access and log in. You will use your NET ID login and password to access your PAWS.
    a. Banner – This is where you will post student final grades, find class rosters, permits for classes and overrides, and much more. Learn more about Banner here.
    b. Starfish – Starfish is a software platform for communication between faculty, staff, and students. At the end of the first week of classes, if you have a student that is a "no show" and has not been in contact via email or phone you will report this on StarFish. On the second week if you still have not seen the student in class nor heard from them via email or phone you will report it again. This will drop the

student from your class. Make sure the student has never attended class or contacted you. You will also be doing grade reports on this system. Early reporting on student performance, followed by student support, has been demonstrated to improve student success and retention. An early semester performance survey response based upon a substantive graded assignment in the first 4 weeks will be requested for all courses, and is required for each 0xx-, 100- or 200-level course. Responses are due by Monday of the 5th week of the semester. This helps recognize excellent student performance and identify students that may be in academic trouble (e.g. having problems with attendance, assignments, or tests and quizzes). Students then are asked to contact faculty or academic success coaches to help identify study strategies, note-taking skills, time management, and other skills essential to academic success. Advisors will reach out to assist students as well. TRIO Student Support Services is available to qualified students. For information, please feel free to contact Marisa Nunn, Student Support Services, at extension 2111 or the LARC room 357. Learn more about Starfish here.

    c. Forms Service – This section is used if you need to access forms not available to students. ie: Grade Change Forms, Course Withdrawal Forms, etc.

    d. DARSweb – This application is used to run degree audits for advisors and students. Learn more about DARSweb here.

2. Blackboard – This is the CSU Pueblo Learning Management System that you will use to create your courses, post student grade progress, and communicate with students. Learn more about Blackboard here. Quick Tip: Unless you record any assignment that is not submitted by a student as a "0", it will not calculate in the in-progress grades for the student and will give them a false sense of their grade.

3. CRA – There may be other computer applications that you will need that are not automatically granted as a new faculty/adjunct faculty member. Check with your supervisor to see if any other accesses are needed. If so you will need to complete a CRA to request access here.

4. Campus Wi-Fi – To connect to campus wi-fi you will need to register your devices (phones, laptops, etc). Click here to register your devices.

Student Feedback Questionnaire on Teaching

INSTRUCTIONS: Use the scale reflected below to answer the following questions.
Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree, Not Applicable

1. The pace of the class and the course is just right for my learning.
2. The grading system is fair.
3. The instructor was prompt in grading and returning student work.
4. The instructor was prepared for every class.
5. The instructor made good use of class time.
6. The instructor made difficult material understandable.
7. The instructor communicates ideas clearly.
8. The instructor effectively responded to the students' questions and ideas.
9. The instructor was available for course assistance outside of class.
10. The instructor set and maintained high standards.

11.   The instructor encouraged critical thinking and analysis.
12.   The instructor facilitated class participation.
13.   The instructor treated students with respect.
14.   The instructor communicated to you his/her enthusiasm for the course.
15.   The teaching strategies (e.g. lecture, demonstration, group work, peer review, technology) enhanced my learning in the course.
16.   The text of assigned reading was used effectively in the course.
17.   Overall, the instructor was a successful teacher.
18.   I learned a great deal in this course.

Narrative Questions:
19.   How comfortable are you approaching the instructor with comments and questions?
20.   What is working well in this class?
21.   In what ways might the class be improved?

Additional 5 Lab sections questions:
22.   Where applicable, safety hazards/procedures were adequately explained and/or demonstrated.
23.   Instructions for lab or field experiments were clear enough to complete them successfully.
24.   Enough time was allotted or made available to complete the laboratory or field experiments.
25.   The experiments the lab instructor selected helped me understand the lecture material.
26.   The instructor spent time with each student during the lab.