



Office for
Faculty Affairs

NEW FACULTY WELCOME GUIDE 2024

Office of the Vice Provost for Faculty Affairs

FACULTY AFFAIRS MISSION & VISION

The mission of the Office of the Vice Provost for Faculty Affairs (VPFA) is to collaborate closely with faculty to create opportunities for learning and growth across career stages and dimensions of the faculty experience. We invest in the wellbeing of faculty, including the prevention and repair of harms; and we seek to build and support transparent, co-governed, inclusive, and equitable systems and policies. Central to our work is the commitment to the teacher-scholar model of DU. Starting with onboarding and orientation, we aim to offer a relentless welcome that is continuously reconfirmed and extends to retirement and beyond. We seek to build a culture of value and celebration of the contributions of all faculty across ranks and series. We understand student learning and faculty thriving as inherently intertwined. Our work thereby enhances student thriving academically, personally, and professionally by supporting faculty.

MESSAGE FROM THE VICE PROVOST

Greetings, colleagues!

As Vice Provost for Faculty Affairs, I want to extend a warm welcome to you as you join the faculty of the University of Denver. A transition to a new institution includes taking in lots of new information, much of which is important to your success and wellbeing. This guide is one of many efforts we are making to connect you to key resources and supports early on and in an easy to access format. For us, supporting wellbeing includes developing resources and programs aimed at advancing diversity, equity, and inclusion; equitable workload practices, teaching supports, professional and leadership development, and supportive communities. Research clearly links workplace wellbeing to productivity, creativity, and retention. A thriving university for the public good requires that faculty are well enough to engage in learning opportunities, collaborate across disciplines, and think reflectively about teaching, scholarship, and service for the life of their careers. I hope you will take advantage of the many programs offered by my office and the broader university and share with us your ideas about how to improve upon our efforts. I look forward to working with all of you.



Jennifer Bellamy, PhD

Vice Provost for Faculty
Affairs

WHAT WE DO

1. Support faculty as they move through different career stages at DU.
2. Offer resources & consultations around review, tenure, and/or promotion processes.
3. Through the Office of Teaching and Learning, advance evidence-based pedagogy, course design, scholarship of teaching and learning, and other teaching and learning practices at DU.
4. Provide high quality professional development opportunities for faculty, and to develop academic leaders
5. Work through shared governance to improve clarity, transparency, and equity in policies and practices across the institution
6. Collaborate and coordinate with other offices to share resources and opportunities for faculty.
7. Celebrate faculty!

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Welcome to the University of Denver! This guide serves as a quick reference with hyperlinks to essential links as you begin your career at DU. Please find this guide, as well as additional resources and professional development opportunities, at our website:

<https://duvpfa.du.edu/new-faculty-resources/> Your chair, director and/or associate Dean is also an invaluable resource in helping you navigate in your context.

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CHECKLIST FOR NEW FACULTY

- ☐ University of Denver [Purpose, Mission, and Values](#)
- ☐ [Review the Resources for Faculty](#) at the [Faculty Affairs website](#), and watch for our monthly newsletter.
- ☐ Visit the [Human Resources and Inclusive Community webpage](#) for resources for orientation, benefits and more. Don't forget to [complete your I-9](#) and other new hire action items!
- ☐ Here are more [Employee resources for wellbeing](#). Consider buying a discounted pass to the Coors Fitness Center.
- ☐ Get an [ID card](#). You can request one without the Pioneers moniker on it if you choose. You can also get a [RTD Eco Pass](#) for unlimited rides on regular transportation services at the same time!
- ☐ If you aren't using an [Eco Pass](#) to commute to campus, you'll probably need a parking permit: [Register for your permit here](#). Bike to work? [Register your bike here](#) and you'll also get access to the student-run [DU Bike Shop](#).
- ☐ Your employee ID #, casually called an "87 number" because they all start with those two digits, is important for accessing many DU systems. Find it on your ID card! You can use it to log in to [My4D](#) for the first time. Check out other [IT information for faculty here](#), including how to set up your DU outlook email and access IT support.
- ☐ Make a plan for completing required training in [Talent@DU](#)
 - 1. New Employee Training (Diversity and Inclusion)
 - 2. Preventing Harassment and Discrimination
 - 3. Managing Bias
 - 4. FERPA
 - 5. University Policies
 - 6. Active Shooter Preparedness
- ☐ Another training that might be useful include:
 - [Renew or complete CITI training](#) if you conduct research involving human subjects. Check out the rules and resources related to Title IX and Sexual Misconduct.
- ☐ Need to find someone? [Campus Directory](#).
- ☐ Here is contact info for the [Department of Campus Safety](#).
- ☐ Importantly, here is a guide to some [commonly acronyms used at DU](#)

SUPPORTING A DIVERSE AND INCLUSIVE ACADEMIC COMMUNITY AT DU

DU is committed to **diversity, equity, and inclusion**. This includes developing support for all DU faculty, in collaboration with the division of DEI, and interrogating how our systems may be oppressive, especially as a predominately white institution (PWI). New faculty often find policies and procedures opaque, and faculty affairs is here to help uncover the “hidden curriculum” of faculty life. Some resources to support your unique and intersectional identity include:

1. All Faculty are required to complete one asynchronous module of the [Faculty Institute for Inclusive Teaching](#) (FIIT) through Talent@DU (found in the My4D dashboard).
2. Learn about DU founder’s complicity in the Sand Creek Massacre and recommendations for understanding and facing this colonial history in the [John Evans Report](#).
3. Get connected with the The [DU Latinx Center](#), [Interdisciplinary Research Institute for the Study of \(In\)Equality \(IRISE\)](#), [Native American and Indigenous Initiatives](#), [DU MERSISTEM](#), the NSF-ADVANCE grant to promote inclusivity in STEM, and [Black Community Initiatives](#).
4. Join a [Faculty Affinity Group](#) to meet other people across campus who share aspects of your experience
5. The Office of the Ombuds is here to support faculty with confidential, independent, informal, and neutral conflict resolution. Email Betty at or call: 303-871-4712
6. [Bias Incident Response Team \(BIRT\)](#) is an internal working group tasked to coordinate campus response to bias incidents.



RESPONSIBILITIES & POLICIES



DU doesn't currently have a faculty handbook but has an [employee handbook](#) which, and in combination with the [Appointment, Promotion, and Tenure \(APT\)](#) document guide faculty experience at DU. The APT contains information on the duties and appointments of faculty, as well as review, tenure, promotion, appeal and other policies. Departments, colleges, and schools usually also have their own policies to share, which detail expectations in their areas and alling with the APT.

One essential value at DU is freedom of expression. Review the policy and resources related to [civil discourse](#).

Information for faculty from the [Office of Graduate Education](#).

[Discrimination and Harassment Policy](#)

[DU International Travel Procedures](#)

[Research Policies](#)

Expenses and Reimbursement Policies

[Business Expense Policy](#)

[Travel Expense Policy](#)

[Reimbursement Policy](#)

Find more important policies here in the [Policy Library](#)

UNIVERSITY ORGANIZATION, FACULTY SENATE & SHARED GOVERNANCE

1. The University is led by [Chancellor Jeremy Haefner](#) and [Provost and Executive Vice Chancellor Mary Clark](#), as well as the [Board of Trustees](#). Here is an [Organizational Chart](#).

The University is organized through schools and colleges, led by [academic deans](#). Learn more about our students and faculty at the [University Factbook](#).

2. At DU, we have a range of faculty series, including Tenure Track faculty but also “[Teaching and Professional Faculty](#)” who are appointed in full-time lines with participant in faculty governance, opportunities for promotion, and more.
3. [Shared Governance](#) is an important principle at DU, by which faculty have a leadership role in academic matters, including curricula and personnel, and collaborate on matters such as strategic and financial planning and policies and procedures.

The [Faculty Senate](#) is the governing body for shared governance, and in addition to regular meetings of the whole conducts its business through five standing committees, and the FSEC (Faculty Senate Executive Committee). The current Faculty Senate President is [Dean Saitta](#).



TEACHING, LEARNING & STUDENT SUCCESS

Curious about what degrees and courses we offer? Check out the [Undergraduate Bulletin](#), the [Graduate Bulletin](#), or [search for classes](#). Our “general education” program required of all undergraduates is called the [Common Curriculum](#). We also strive to offer all students a [4D educational experience](#).

The [Office of Teaching and Learning](#) fosters innovation and strengthens practices in teaching, course design and curriculum development to improve learning across the university. Check out the [OTL blog](#), [newsletter](#) or [events calendar](#). Anxious about getting started with Canvas, our learning management system? [Here's a Resource Guide for New Instructors](#).

Signature programming includes:

[The Course Design Institute \(CDI\)](#)

[Instructional Design Consultations](#)

[SoTL Scholars Program](#)

[Teaching for Inclusion and Equity Badge program](#)

[Teaching and Learning Online Badge Program](#)

[Student/Faculty Partnerships Program](#)

[Assessment@DU](#)

The [Office of Student Success](#) supports students in thriving at DU by supporting faculty in several areas, including:

- We provide proactive and timely student outreach, including partnering with undergraduate faculty on [course alerts](#).
- We lead and share research, data, best practices, and support for student retention, thriving, and graduation. This includes [partnering with Institutional Research](#) and other faculty and staff across campus to [understand and support student experiences](#) and the [impact on retention and graduation](#).
- We support academic advising across the university, including the faculty advising model. At DU, the [Office of Academic Advising](#) supports first-year students, students on probation, and other special populations. After the first year, students transition to an advisor in their major. In many units, this is a faculty advisor; some units use a staff advising model.

- We offer a Canvas training course for advisors with two tracks: New Advisors and Deepening of Practice. Email StudentSuccess@du.edu to be added to the training.
- Throughout the academic year, we facilitate training and professional development for faculty advisors, including best practices in holistic advising, support and recognition for faculty advising, (including the [Provost's Award for Academic Advising](#)), and processes and policies related to advising and registration.
- More information can be found in the My4D Portal; [Advising Tools and Resources](#) and [Advisor Training and Onboarding](#).

Contact studentsuccess@du.edu with questions.

Other teaching and learning resources:

- Learn about the [Disability Services Program](#) and how to provide accommodations for students or incorporate [universal design for learning](#) from the start.
- This “[Red Folder](#)” helps you navigate student needs.
- The [Writing Center](#) is available to support student (and faculty) writing!
- The [University Libraries](#) and [your librarian](#) are here to help support your research and teaching. Here are some of the ways we can help: [request course-integrated library instruction](#) from your librarian, set up [course reserves](#) to make reading accessible for your classes, learn about how we support [open access to DU scholarship](#), or add items to our collections by [contacting your librarian](#) or applying for the [New Faculty Library Fund](#).
- Find Academic Policies around grading and more resources on course scheduling, and registration here at the [Office of the Registrar](#).
- [Academic Integrity is here.](#)
- The [DU Bookstore](#)!

SUPPORT FOR RESEARCH, SCHOLARSHIP, & CREATIVE ACTIVITY

1. The [Office of Research & Sponsored Programs](#), led by the Senior Vice Provost for Research and Graduate Education.
[Sponsored Program Administration](#)
[Office of Research Integrity & Education \(ORIE\)](#)
[Office of Intellectual Property & Tech Transfer](#)
2. Learn more about research support, including internal funding for [Research & Scholarship](#) such as the [PROF fund](#).
3. DU is committed to the public good. Learn about how the [Center for Community Engagement to advance Scholarship and Learning](#) supports that mission.



FACULTY DEVELOPMENT & CAREER ADVANCEMENT

Faculty Affairs supports your career advancement as a faculty member. We have many programs to help advance your faculty career over the lifespan, while others will support your work/life balance or personal growth.

1. Check out our [monthly newsletter](#) for more information.
2. Faculty Affairs and the [University Writing Program](#) collaborate on [Writing Support for Faculty](#).
3. Please feel free to contact Laura Sponsler, Director of Faculty Development for support as you navigate your DU faculty career (Laura.Sponsler@du.edu).

To learn more about VPFA initiatives and programs, visit our website: duvpfa.du.edu

