Office for Faculty Affairs

NEW FACULTY WELCOME GUIDE

2025

Office of the Vice Provost for Faculty Affairs

FACULTY AFFAIRS MISSION & VISION

Student learning and faculty-thriving are inherently intertwined. By supporting faculty, our work enhances students' academic, personal, and professional success. We center diversity, equity, inclusion, and justice and DU's teacher-scholar model in how we support each faculty member. Our mission is to:

1. Invest in the wellbeing of faculty, including the prevention and repair of harms; and we seek to build and support shared governance through transparent, inclusive, and **equitable systems** and policies.
2. Offer a **relentless welcome** that is continuously reconfirmed—this starts with onboarding and orientation and extends to retirement and beyond.
3. Collaborate closely with faculty to create opportunities for **learning and growth** across career stages and dimensions of the faculty experience.
4. Seek to build a culture of **value and celebration** of the contributions of all faculty across ranks and series.

MESSAGE FROM THE VICE PROVOST

Greetings, colleagues!

As Vice Provost for Faculty Affairs, I warmly welcome you to the University of Denver (DU). Your transition as a new faculty member at DU includes taking in lots of new information, much of which is important to your success and wellbeing. As part of our Office for Faculty Affairs' relentless welcome, we offer this guide as one of many efforts to connect you to key resources and supports early on and in an easy to access format. As a team, we aim to support faculty wellbeing, to promote diversity, equity, and inclusion; to build equitable workload practices, teaching supports, professional and leadership development, and to offer connections across the DU community of faculty 'teacher-scholars'. Given DU's commitment to the public good, we want to support you to thrive. We offer ongoing learning communities that offer collaborations across disciplines and the life of your faculty careers. Through these resources and the opportunities to connect with other faculty from the Office for Faculty Affairs and Office of Teaching and Learning, we aim to inspire you to think critically and reflectively. We also aim to be a place of celebration and a strategy partner to amplify the many positive impacts you will have through your teaching, scholarship, and service efforts. I hope you will take advantage of the many programs offered by our office and the broader university. We welcome your ideas about how to improve upon our efforts—as we see ourselves as partners in this ongoing learning through a community of vibrant faculty that aims to deepen our commitment to community care for each other, especially during these times. I look forward to working with all of you.

Leslie Hasche

Leslie Hasche, 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 develop- ment 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!

TABLE OF CONTENTS

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.

Checklist for New Faculty _____ 1

Supporting a Diverse and Inclusive Academic Community at DU _____ 2

Responsibilities and Procedures _____ 3

University Organization, Faculty Senate & Shared Governance _____ 4

Teaching, Learning, and Student Success _____ 5

Support for Research, Scholarship, and Creative Activity _____ 7

Faculty Development & Career Advancement _____ 8

CHECKLIST FOR NEW FACULTY

- ☐ University of Denver **Purpose, Mission, and Values**
- ☐ **Resources for Faculty** at the **Faculty Affairs website**, and watch for our monthly newsletter.
- ☐ Know the important dates for the upcoming year- Academic Calendar 2025-2026: **https://www.du.edu/registrar/calendars-deadlines**.
- ☐ **Human Resources and Inclusive Community webpage** has 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**.
- ☐ 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** (We recommend no later than 30 days from start date):
  1. New Employee Training (Diversity and Inclusion)
  2. Preventing Harassment and Discrimination
  3. Managing Bias
  4. FERPA
- ☐ Need to find someone? **Campus Directory**
- ☐ **Department of Campus Safety** (Download the DU Safe App (**link to website info**)
- ☐ 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:

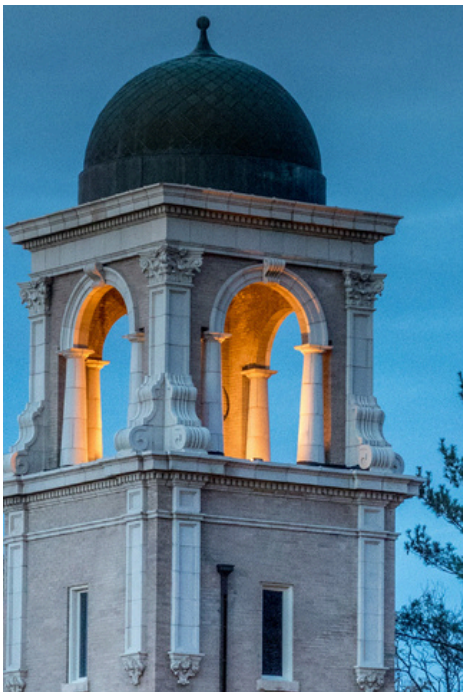
1. All Faculty are encouraged to complete one asynchronous module of the **Faculty Institute for Inclusive Teaching** (FIIT) through Talent@DU (found in the My4D dashboard).
2. Learn about DU founder's complicity in the Sand Creek Massacre and recommendations for understanding and facing this colonial history in the **John Evans Report**.
3. Get connected with Interdisciplinary Research Institute for the Study of (In)Equality (IRISE), the **LatinX Center**, **Native American and Indigenous Initiatives**, 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.
6. **Bias Incident Response Team (BIRT)** is an internal working group tasked to coordinate campus response to bias incidents.

RESPONSIBILITIES & POLICIES

As an employee and faculty member, we highly recommend you become acquainted with the following policies and procedures as soon as possible and no later than the first quarter of your employment:

Employee and Faculty Responsibilities:

- 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 this commitment.
- Information for faculty from the Office of Graduate Education.

Equal Opportunity and Title IX Information:

- **Discrimination and Harassment Policy**
- Equal Opportunity and Title IX (**Reporting & Discrimination policies**)
- **DU International Travel Procedures**

Policies Related to Travel and Reimbursement:

- **DU International Travel Procedures**
- Expenses and Reimbursement Policies
  - **Business Expense Policy**
  - **Travel Expense Policy**
  - **Reimbursement Policy**

Some other useful policies may include:

- **Inclement Weather Closures**
- Environmental Health and Safety (for lab instruction – **Lab Safety**)
- **HR Policies** (**Holidays**, **Lactation**, **Consensual Relations**, etc.)
- **IT Policies** (Password management, security awareness & training, use of computer and network system)

We also recommend additional trainings related to specifically to faculty work:

- **Student Disability Services Training for Faculty**
- Renew or complete **CITI training** if you conduct research involving human subjects.
- Crimson Connect has lots of good trainings and webinars to sign up for. Here's the link. Login
- Research Relay for Primary Investigators in the Spring, date TBD

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 Elizabeth Loboa, 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 Sarah Watamura, Professor of Psychology.

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 newsletter** or find events in **Crimson Connect**. Excited 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.**

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**

Office for Faculty Affairs

RELENTLESS WELCOME | LEARNING & GROWTH | EQUITABLE SYSTEMS | CELEBRATING COLLEAGUES