



UNIVERSITY OF  
DENVER

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New Employee Guide

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# The University of Denver New Employee Guide







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DENVER

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## WELCOME FROM THE CHANCELLOR

Welcome to the University of Denver family. Our mission is to promote learning by engaging students, advancing scholarly inquiry, cultivating critical thought, and creating knowledge. As faculty or staff at the University you play a key role in our success – whether through direct engagement with students in learning environments, or by providing essential leadership and support services.

Students are at the center of our University. They have high expectations both for themselves and for all of us in the DU community. We are committed to providing our students with the quality experience that is the hallmark of a great University.

Your colleagues at the University are talented professionals. Ask them to share their knowledge and insights as you begin your employment here. Become engaged in the life of the University through your knowledge, skills, and interests.

All of us are proud of our institution and the constituencies that we serve. We welcome you and look forward to working with you.

Robert D. Coombe  
Chancellor





UNIVERSITY OF  
DENVER

# Welcome !



*We hope that you find your work experience here to be challenging, satisfying and professionally fulfilling. No matter where you work on campus, you will find friendly colleagues and co-workers who are happy to lend a helping hand and connect you with the resources you need to succeed at DU.*

*As the Rocky Mountain region's oldest institute of higher education, we have a lot of pride in DU. The DU experience is unique and distinct for the students we serve – undergraduates and graduates, traditional and non-traditional students. Every function and department within the University contributes to providing education of the highest quality, both within and beyond the classroom.*

***YOU*** are essential to the success of the University of Denver.

## ABOUT THIS GUIDE

Every community has both formal and informal guidelines that govern how we work together to carry out our common mission. This workbook provides information to assist you in understanding the history, current culture and future vision of the University, including practical information for getting off to a quick start in your new position. All information is presented in summary form with references to where more information can be found.

The workbook is divided into four main sections with an index and instructions for completing online forms.

**Section 1** of this guide welcomes you to the University and provides insight into DU's foundation: our vision, values, mission and goals, a brief history, and the honor codes that govern our behavior.

**Section 2** is information you may need in the early days of employment: obtaining your Pioneer ID Card and parking privileges, getting connected with phones, computers and personal web information. It also answers frequently asked questions from new hires about pay practices, performance reviews, and the merit process for receiving pay increases.

**Section 3** is titled *DU 101 – About the University of Denver*. It highlights the people, programs and places that create the unique environment in which you will be working.

**Section 4** provides policy and procedure information and a resource guide.

***Welcome to our community!***



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# UNIVERSITY OF DENVER

## New Employee Guide

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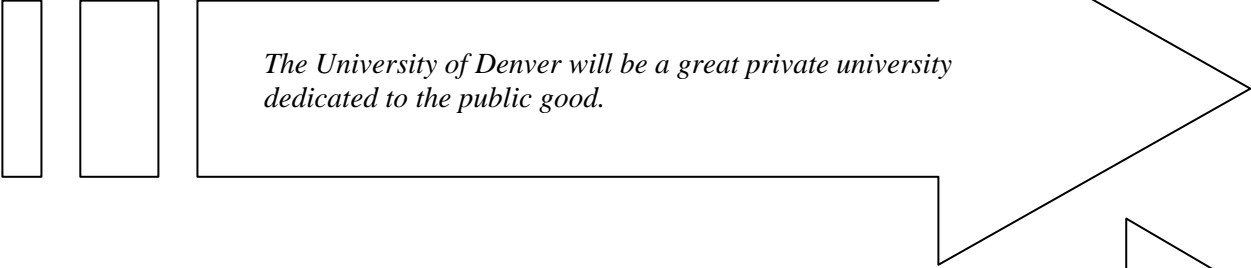
# The Vision, Values, Mission and Goals of the University of Denver

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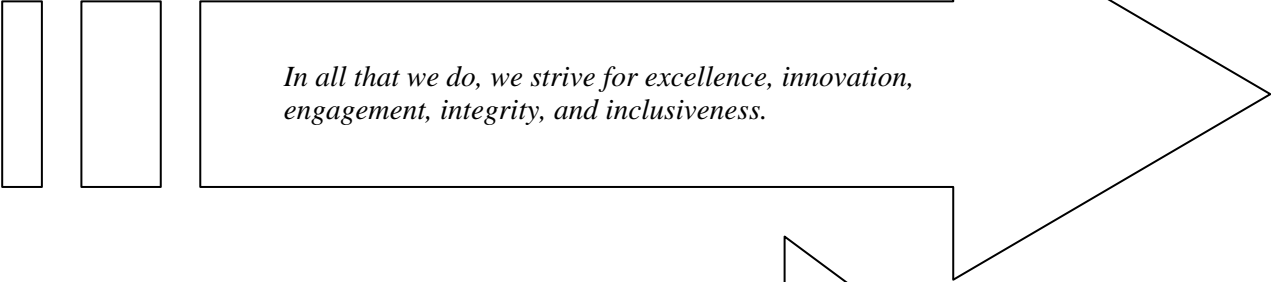
[www.du.edu/upac](http://www.du.edu/upac)

## THE VISION



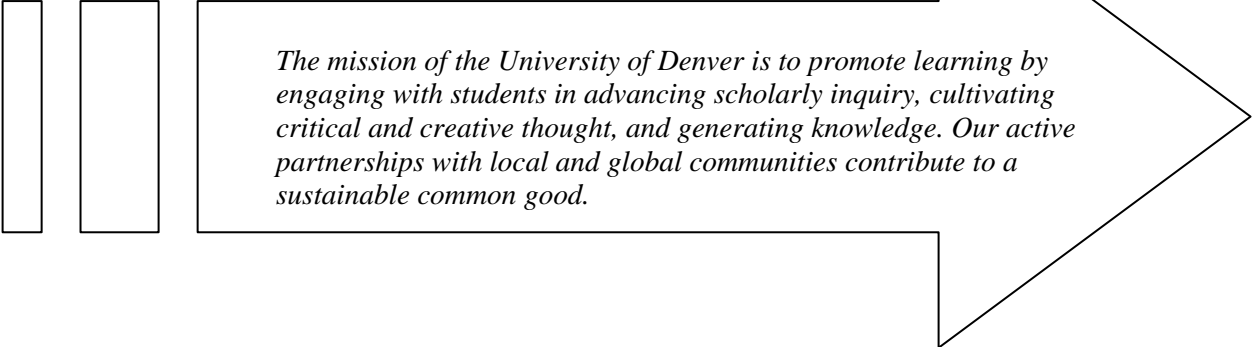
*The University of Denver will be a great private university dedicated to the public good.*

## THE VALUES



*In all that we do, we strive for excellence, innovation, engagement, integrity, and inclusiveness.*

## THE MISSION



*The mission of the University of Denver is to promote learning by engaging with students in advancing scholarly inquiry, cultivating critical and creative thought, and generating knowledge. Our active partnerships with local and global communities contribute to a sustainable common good.*

## THE GOALS

Community - We will create a diverse, ethical, and intellectually vibrant campus community to provide a challenging and liberating learning environment.

Learning - We will provide an outstanding educational experience that empowers students to integrate and apply knowledge from across the disciplines and imagine new possibilities for themselves, their communities, and the world.

Scholarship - We will invigorate research and scholarship across the university to address important scientific, sociopolitical, and cultural questions of the new century.

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# Cultures on Campus

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Every workplace has its own “culture” – beliefs, traditions, values and ways to “get things done.” At DU, there are many things that contribute to the University culture, including the events that bring us together as the University Community.



The first common vision that brings us together at DU is our **focus on our students**. Bringing excellence to our students’ experience is a primary goal of all University employees. This applies in the classroom, of course, but also in all the other areas where students receive support – from advising, registration and financial services to support services both within departmental offices and by those departments that support the people and functions that directly affect the DU student experience.

Another theme of the work environment at DU is **decentralization**. Different departments, academic Divisions and Colleges each have their own specific culture that is demonstrated through internal standards, recognition, events, dress code and interpersonal relationships. These may be written down, but are more likely “understood” without being written down and are not generally formally communicated.

**Innovation** and **responsibility** go hand in hand with decentralization. Without layers of bureaucracy governing each action, program or initiative, units within the University can be more responsive, innovative and nimble in addressing student, program and employee needs and interests. Along with this ability comes responsibility for actions and outcomes. Working together with knowledgeable colleagues and co-workers – both within your department and in other areas of the University – will help ensure success.

Our common **vision and goals** are the “glue” that hold our community of many cultures together. The University Planning Advisory Council has drafted a statement of DU’s strategic vision, mission and values, and three goals that will guide the University in making that vision real. The University Board of Trustees approved this document in Fall 2007. Our challenge is now to make the vision real, finding ways to link individual Division and departmental goals to the larger University vision, mission and goals.

DU employees come together at various events during the year. University faculty and staff participate in many of the following events:

Fall

Convocation  
Provost’s Conference

Winter

Winter Holiday Party  
Founder’s Day Gala and Celebration

Spring

Easter Egg Hunt  
Volunteer Day  
Diversity Conference  
Commencement

Summer

Employee Appreciation Day and Lunch

Fall, Winter, Spring Quarters

Provost’s Luncheon series

University employees also participate both formally and informally in a variety of groups and committees (listed elsewhere in this guide). Participation in these groups provides the opportunity to learn from and network with people outside of your immediate unit, gain understanding of the internal systems of the University and have a potentially positive impact on the University community. We encourage you to join appropriate groups as you “learn the ropes” and grow professionally here at DU

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# A Historical Perspective

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Dr. Allen Breck's book "From the Rockies to the World" provides the history of the University from its founding to the late 1990s.

Denver, a frontier town of some 3,500 inhabitants, was born out of the great "Pike's Peak or Bust" gold rush of 1859, a place where outlaws, gunmen, and desperados traveled down wagon-lined and mud-filled streets. Amidst the saloons and gambling halls, the University of Denver was founded in 1864 - twelve years before Colorado became a state. Early DU history was checkered with success and failure.

## The Early Years 1864 -1868

The University of Denver, originally founded under the name Colorado Seminary, overcame its first hurdle in the "Great Flood" of 1864. The flood destroyed most of the town and swept away city records, dockets and a safe – many of which were never recovered. The devastation almost stopped construction of the original Seminary building in "downtown" Denver at 14<sup>th</sup> and Arapahoe streets. Before the flood's damage could be repaired, Denver was cut off from eastern supplies by the warring Cheyenne and Arapahoe Indian tribes.

In spite of the ravages of the flood and the threat of Indian attack, the \$14,000 Seminary building opened in October 1864, and the first classes were held. The first two years in the seminary's history were successful, as enrollment steadily increased and prospects seemed bright.

In 1866, a fire in the belfry of the Seminary building threatened its destruction. The damage amounted to a little more than \$1,500 to the structure, which was valued at \$16,000. The Seminary's close call ultimately worked to benefit the city. Because of the damage to furniture and books tossed out of windows by volunteer firefighters, Denver's first official fire department was organized.

<b>1864</b>
Territorial Gov. John Evans signs charter founding Colorado Seminary: first institution in Colorado Territory
Colorado Seminary opens for classes Nov. 14 in building erected at 14 <sup>th</sup> and Arapahoe Streets
<b>1865</b>
School consists of three departments: Primary, Preparatory and Academic
<b>1866</b>
Fire in belfry of seminary building
<b>1867</b>
Seminary closes due to lack of interest, lack of funds

## Interlude 1868 -1880

Although the late 1860's were prosperous for the city of Denver, supporters of the Seminary were occupied with problems of Indians in the Platte region and worsening finances. The school was in the embarrassing position of operating about \$3,000 in the red. Soon, the Seminary was closed, not to reopen until 1880. Governor Evans purchased the building, which was occupied by an academy for boys and later by the territorial legislature and public school.

At the Annual Conference of the Methodist Episcopal Church in 1879, plans were initiated to revive the Seminary. The time seemed ripe for reopening – Colorado had been granted statehood in 1876 and the country was recovering from the financial panic of 1873.

<b>1870</b>
Colorado Seminary building leased to School District No. 1
<b>1876</b>
Colorado becomes a state, with the capital in Denver and the State University located in Boulder
<b>1879</b>
Plans initiated to revive seminary
<b>1880</b>
Seminary re-opened as University of Denver, co-educational, degree-granting institution: 150 students enrolled
First departments: Liberal Arts, Music, Fine Arts, Collegiate Preparatory Department and Junior Preparatory Department

Community leaders made financial donations to the effort and a wing was added to the original building. In the fall of 1880, the institution was reopened as the University of Denver, Colorado Seminary with 30 students. By the end of the 1880-1882 academic year, more than 150 were enrolled.

The years immediately following the reopening of the University were prosperous for the state as well as the school. The population of Denver swelled to more than 40,000 and the rail system grew to more than 1,000 miles of track.

## Time Marches On 1880 – 1900

With the wealth of mining bringing respectability to Denver, big business began to flourish in the “downtown” area. Parks, fountains, statues, tree-lined boulevards and elaborate mansions made Denver the most elegant city within a 1,000-mile radius – the “Queen City of the Plains.” But the growing town became a distraction for students.



*Laying of the University Hall's  
Cornerstone in 1890*

So, in 1885, a reformed drunk and successful farmer named Rufus “Potato” Clark donated 150 acres to relocate the University to a prairie on the south side of town.

Soon after the University’s move, the mining boom went bust. Within a few years, the new campus was threatened with foreclosure.

The school’s glorious new stone building, Old Main (now University Hall), was considered as a site for a glue factory. Faculty were paid with livestock or surrounding land.

During the nation’s financial crisis in 1893, the University’s debt rose to \$10,000. While many establishments were shaken financially, careful economic management prevented DU’s debt from increasing and averted foreclosure.

## The Buchtel Era 1900 – 1917

Fortunes changed again in 1900 amid a new era of growth and new sources of power and wealth. Dr. Henry A. Buchtel was appointed Chancellor. The burden of debt, which had seemed almost too heavy to permit the University to continue, appeared almost insignificant in the booming era. Chancellor Buchtel secured funding to expand departments and programs, and fund two new buildings: a library and a science hall. In 1906, the University was free of debt for the first time since 1885. The following year, Buchtel was elected governor of Colorado. In a move separating the University from its controversial religious influence, the Iliff School of Theology - created as part of the University of Denver in 1892 - was deeded over to Bishop Warren to open in 1910 as an independent neighbor on the University Park campus

1881	Denver College of Medicine established
1883	Telescope bought for University, mounted in observatory above junior prep building
1884	First graduate: John Hipp, received Bachelor of Arts degree
1885	First Greek student organization – Pi Beta Phi sorority
1885	DU acquired 400 acres in University Park: donated by Rufus “Potato” Clark
1888	Groundbreaking for Chamberlain Observatory: donated by H. B. Chamberlain
	School of Dentistry, School of Pharmacy, Oratorical Association established
1890	Cornerstone laid for University Hall in University Park
1892	Law School opened: first in state
1893	Iliff School of Theology opened as part of the University of Denver
1894	Chamberlin Observatory completed. 20-inch lens (12 <sup>th</sup> largest refractor lens in the country) installed

1900	Henry Augustus Buchtel named chancellor
1903	Stanley Hornbeck was first Rhodes Scholar from Colorado
1906	Organization of the Alumni Association
1907	Gift for Science Hall from Andrew Carnegie
	Buchtel elected governor of Colorado
1908	Carnegie Library built
	April 6: William Jennings Bryan addressed students in University Hall
	Opening of the School of Commerce, Accounts and Finance
1910	Iliff School of Theology re-opened as an independent neighbor on the University Park campus
1911	Gymnasium built
	Denver and Gross College of Medicine united with University of Colorado Medical College
1912	Science Hall erected (\$50,000 from Andrew Carnegie, balance locally funded)

## World War I and World War II 1917 – 1953

The World Wars brought changes to the University of Denver.



Activities on campus and the University's curriculum reflected U.S. involvement in the wars. Military and Red Cross training began, and the Gymnasium was converted to a barracks.

In spite of the Great Depression, the Mary Reed Library building was dedicated in the 30s.

During the war eras, enrollment seemed to fluctuate in concert with world events. In times of war enrollment would drop, only to increase later as students armed with the GI bill flooded the campus. With the inevitable departure of WWII veterans after graduation, enrollment dramatically dropped 50 percent. Programs were eliminated and no major buildings emerged from 1950 to 1956.

1917	Memorial Chapel dedicated
1918	R.O.T.C., S.A.T.C. Units – World War I
1919	College of Science and Engineering established
1922	New building for the School of Commerce, Accounts and Finance
1923	Social Science Foundation established. Ben Cherrington as head – first school of international studies in the nation
1926	DU football stadium opens (a.k.a. Hilltop Stadium, and "The Monument to Concrete" )
1927	Alumni Office established
1929	Margery Reed Hall dedicated University Civic Theatre dedicated – first play, "Candida"
1932	Mary Reed Building dedicated
1940	Civilians disappear from campus
1945	Students armed with the GI Bill flooded the campus

## An Era of Growth 1953 - 1980

The beginning of a new building program began in 1955 with \$13 million in funds committed by 1960. For the next twenty years, the University experienced a major building expansion. In 1960, the Boettcher Center was built. Twin tower residence halls were completed in 1965 to accommodate out-of-town students. In 1966, NASA donated funds for a laboratory building for space-related research. Later came the Business Administration Building, Penrose Library, and the Shwayder Art building. The University Center, later renamed the Driscoll Center, was built in the late '70s.

In the midst of the expansion, the University mirrored the turbulent times of the nation. During the nation's Civil Rights and Free Speech movements, DU experienced its first student protest in April 1968. Two years later, Woodstock West was constructed on the University's grounds where today the Penrose Library stands. The area was transformed by an array of tents and shacks in which people ate, slept, argued, and listened to speakers. Faculty, students, people from Denver and across the nation gathered to protest the University's involvement in the government and in supporting an unjust war, and to listen to hundreds of speakers, including Colorado governor and DU alumnus John Love.

1960	\$13 million in funds committed to building initiative, including the Boettcher Center for Science, Engineering and Research
1965	Mary Reece Harper Memorial Garden, Centennial Hall and Centennial Towers were completed
1966	NASA donates money for a laboratory building for space related research Ben M. Charrington Hall was dedicated
1968	Business Administration Building opened Students organized a sit-in to gain leverage for a Student Bill of Rights
1970	Woodstock West was erected on the future site of the Penrose Library
1971	Football Stadium was demolished
1972	El Pomar Foundation gave \$4.5 million for the Penrose Library
1977	Schwayder Art Building was dedicated

## Into the 21<sup>st</sup> Century 1980 - 2005

The staggering debt of the University's recent building boom left DU with the most serious threat since the collapse of the post-war enrollment boom. Academic programs were trimmed or eliminated, and staff and faculty were reduced. In the mid-80's, concerns about academic programs left DU's accreditation in jeopardy.

Armed with new leaders and a reorganization plan, the University once again overcame overwhelming problems. Chancellor Dwight Smith presented the Board of Trustees with a plan that included new leadership, aggressive reappraisal of programs, and new academic experiences to boost enrollment. In 1987, the first provost in the history of DU was appointed to manage the academic side of the University – a move that allowed the Chancellor to focus on fundraising and administrative issues. Daniel L Ritchie, who served on the Board of Trustees from 1983 to 1989, substantially strengthened the school's financial position and academic programs.

By the end of 1988, DU had an operating surplus. Dan Ritchie became DU's 16<sup>th</sup> chancellor in 1989.

In 1991, the University of Denver was nationally accredited for ten years – the longest time in its history – by the North Central Association, signaling the solidity of the University's programs and fiscal outlook.



The University embraced a new vision for financial stability, involvement *in and as* a community, a new emphasis on social responsibility and contribution to community welfare, and expansion of diverse, but focused programs. As the result of new financial processes, stability was achieved with increased enrollment and operating funds, and budgetary decision-making was decentralized to provide greater responsiveness and program flexibility.

The year 1999 marked the beginning of the largest building expansion in DU's history.

Beginning with the addition of the Ritchie Center for Sports and Wellness and the Daniel's College of Business, by 2006, construction was completed on twelve other structures. The Sturm College of Law moved to the University Park campus in July 2003, bringing all DU programs to one campus location. In July 2005, Dan Ritchie became Chairman of the Board of Trustees with Robert D. Coombe succeeding him as Chancellor.

1981
Seeley G. Mudd Science Building opened, providing laboratories and offices for Faculty and Research Students
1982
The University acquired the Colorado Women's College (Park Hill Campus)
1983
Cost of new buildings threatened the University's stability; programs and departments trimmed or eliminated
Daniel L. Ritchie joined the Board of Trustees
1984
The estate of Lowell Jackson Thomas funded the Lowell Thomas Building of the new law center on Park Hill Campus – dedicated 1984
1987
Roy V. Wood was appointed the first Provost in the history of DU
1989
Daniel L. Ritchie was appointed Chancellor
1991
Ten-year accreditation granted with favorable North Central Association report
1993
Operating surplus had doubled since 1988; DU received \$8 million for campus improvement
1998
NCAA granted Division I status to all varsity sports
1999
Largest building expansion in DU's history begins beginning with the addition of the Ritchie Center for Sports and Wellness and the Daniels College of Business
2001
Ten-year accreditation granted
2002 to 2009
Expansion continues with the opening of the Nelson Residence Hall, Newman Center, Ricketson Law Building, Chambers Center, Craig Hall, School of Hotel, Restaurant and Tourism Management, University Technology Services Building, Safety/Parking Services Building, Safety/Parking Services, Nagel Hall, Cherrington, SIE Cheou-Kang pavilion, and Ruffatto Hall.

*The Seminary and the University owe their existence to a visionary founder, John Evans, who was appointed Colorado Territorial Governor by President Lincoln. Evans already had gained fame in Indiana and Illinois as a doctor of medicine and founder of hospitals, promoter of public school education, founder and manager of railroads, inventor, and religious benefactor. In Illinois he was instrumental in the founding of Northwestern University. The town of Evanston, Illinois was named in his honor, as was Mount Evans, west of Denver.*

*One of John Evans' first acts as territorial governor of Colorado was to initiate a movement to establish an institution of higher education in the rugged West. With Evans' leadership and the support of other Denver pioneers who were interested in education, Colorado Seminary was founded in 1864.*



Founder, Dr. John Evans

# Spirit and Traditions

*www.du.edu/experience/vision/only-at-du*  
*DU Student handbook*

## Origin of DU Colors (April 22, 1947)

The colors of the University as declared in early years were scarlet and maize, but the exact shades were never fixed. In 1947, a special committee was formed to select specific school colors for the University. Mr. Allan True, a DU alumnus and artist, suggested the colors be alizarin crimson and light lemon yellow, but proved difficult to secure in ribbons, banners, and academic regalia. The University's official colors are now recognized as crimson and gold.



## The Red Vest

Chancellor Henry Augustus Buchtel began the red vest tradition on February 17, 1900, at the Senior Breakfast given at his home. His trademark vest, now on display in the Chancellor office, has come to symbolize leadership, hope, and promise. Chancellors since Buchtel have worn a similar red vest on festive occasions as a reminder of the University's dedication to excellence.

## The Victory Bell

High atop University Hall (formerly Old Main), a bell would toll at change of classes and after victorious football games. The bell's last resting place was in Buchtel Chapel prior to the fire that destroyed the building in 1983. The Class of 1992 replaced the bell as its senior gift. The bell now rings at the close of commencement ceremonies each year.

## DU Football

Hockey hasn't always been DU's pride and joy. At one time, the University had a football team. Due to the Methodist roots of the school's founders, they were originally known as the Ministers, or the Preachers. Newspapers dubbed them the Fighting Parsons. Opposing teams weren't intimidated by their name, but they were tough athletic competitors.

The football stadium was built where the present Lacrosse field is located. Football was discontinued in 1961 and the stadium torn down years later at the behest of Chancellor Chester Alter.

## Special DU Roses Are Used in Annual Ceremonies on Campus

DU has its own special variety of roses, called "Rosa Denvera." Developed on the campus, their culture developed in 1912, when the late Chancellor Henry Buchtel received a rose bush as a gift from a friend on the western slope.

Dr. Ira E. Cutler, head of the university botany department, planted the bush on campus. After the roses had bloomed, he discovered that some of the blossoms were unlike any known variety of rose. Even experts from the United States Department of Agriculture could not identify them.

Dr. Cutler worked for years with the flowers and developed a new and distinct variety. Some blossoms are deep red, with yellow centers; others are bright yellow. Thus, the flowers display the colors of the University.

# The DU Honor Code

[www.du.edu/ccs/honorcode.html](http://www.du.edu/ccs/honorcode.html)

The University's Honor Code – a living, evolving document – is meant to foster and advance an environment of ethical conduct in our academic community. Developed following discussions among a broad range of University students, faculty and staff, the Honor Code stipulates no member of the University community shall act in any way that could reasonably be construed as intentional misrepresentation or deception in academic or professional matters.

*Each class at the University of Denver has a scroll signed by all members of that incoming class verifying each one's personal intent to uphold the integrity of the Honor Code.*

**The Honor Code Statement** begins with the following paragraphs:

“All members of the University community are entrusted with the responsibility of observing certain ethical goals and values as they relate to academic integrity. Essential to the fundamental purpose of the University is the commitment to the principles of truth and honesty. The Honor Code is designed so that responsibility for upholding these principles lies with the individual as well as the entire community.

- ◆ *Truth, honesty, and integrity*
- ◆ *Responsibility to all members of the DU community*
- ◆ *No member of the University community shall act in any way that could reasonably be construed as intentional misrepresentation or deception in academic or professional matters*

The Honor Code fosters and advances an environment of ethical conduct in the academic community of the University, the foundation of which includes the pursuit of academic honesty and integrity. Through an atmosphere of mutual respect we enhance the value of our education and bring forth the highest standard of academic excellence.

***Members of the University community, including students, faculty, staff, administrators and trustees, must not commit any intentional misrepresentation or deception in academic or professional matters.”***

## Code of Student Conduct

[www.du.edu/ccs/code.html](http://www.du.edu/ccs/code.html)

The University of Denver has a Code of Student Conduct to maintain the general welfare of the University community. The University is committed to creating a campus environment conducive to education, work, study, and personal development.

Admission to the University carries with it the expectation that each student (including all part-time, undergraduate, graduate and non-traditional students) will be a responsible member of the campus community. When students enroll at the University, they assume the responsibility to observe the standards of conduct. By accepting the responsibility to respect the personal safety and individual rights of every member of the University community, each student is given the opportunity to pursue his/her education in an environment based upon mutual respect.

The Office of Citizenship and Community Standards directs the efforts of students and staff in matters involving student discipline.

# Fast Facts

[www.du.edu/newsroom/fast-facts.html](http://www.du.edu/newsroom/fast-facts.html)

## Colorado Seminary:

- *Is a Colorado not-for-profit Corporation chartered by an act of the Council and House of Representatives of Colorado Territory on March 5, 1864*
- *Owns and operates the University of Denver*

## The University of Denver is:

- *The degree granting body of Colorado Seminary*
- *The oldest independent university in the Rocky Mountain region*
- *Fully accredited by the North Central Association of Colleges and Schools*

## PROMINENT ALUMNI

**Gale Norton** (*former Secretary of the Interior*)

**Condoleezza Rice** (*former Secretary of State*)

**James Nicholson** (*former Secretary of Veterans Affairs*)

**George Casey, Jr.** (*U.S. Army General*)

**Andrew Rosenthal** (*editorial page editor of the New York Times*),

The late **Lowell Thomas** (*renowned war journalist and radio commentator*),

**Susan Waltz** (*former Chair, International Executive Committee, Amnesty International*),

**U.S. Sen. Peter Domenici** (*former Republican Senator-NM*)

The late **William D. Ford** (*former Democratic U.S. Rep.-Mich.*)

**Paul Laxalt** (*former Nevada governor and senator*)

**Peter Coors** (*CEO, Coors Brewing Co.*)

**Brad Anderson** (*CEO, Best Buy*)

**James Cox Kennedy** (*CEO, Cox Communications*)

**U.S. Sen. Byron Dorgan** (*D-ND*)

**U.S. Sen. Mike Enzi** (*R-Wyo.*)

**Emily Cinader Woods** (*co-founder, J. Crew*)

**Howard P. James** (*former CEO, Sheraton Hotels*)

**Peter Morton** (*founder, Hard Rock Café chain*)

**Ibrahim A. Assaf** (*finance minister, Saudi Arabia*)

**Sheikh Ahmed bin Saeed Al Maktoum** (*chairman, Emirates Airlines*)

The late **Keith Magnuson** (*former Chicago Blackhawk's coach and defenseman*)

**Mark Rycroft** (*former forward, St. Louis Blues*)

**Craig Patrick** (*Pittsburgh Penguins executive vice president/general manager*)

**Elliott Martin** (*Broadway producer*)

**Scott Rosenberg** (*founder, Malibu Comics, screenwriter of Con Air and Men in Black*)

**David Adkins** (*the comedian known as Sinbad*)

## About our Alumni:

**The University of Denver counts more than 114,000 alumni since the school's founding. Of 102,000 living alumni, approximately 39,000 reside in Colorado, and approximately 2,100 live outside the United States.**

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# GETTING STARTED

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## Quick Start

*The first few days of employment can be challenging and confusing. The following checklists will help you get settled quickly. Even if you have been with the University of Denver for a short period of time, it may be useful to review the list to ensure that the important “basics” have been accomplished.*

Employees receive a letter after their personnel information is entered into the DU system. The letter provides new employees with their DU ID and DU email address. It also introduces them to webCentral.

WebCentral and the DU web provide many opportunities to explore and learn more about DU before you come to campus!

### First Day Checklist

#### Become familiar with your work area and its operations

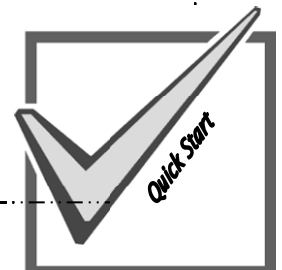
- Get copy of your position description
- Settle into your workspace (desk, computer, phone, files, supplies)
- Set up phone and e-mail
- Locate your departmental mailbox
- Locate the nearest copy and fax machines (if applicable)
- Note the nearest exits (in case of emergency)
- Determine appropriate dress code for your department and position

#### Complete paperwork

- I-9 Form (**required:** [www.du.edu/hr](http://www.du.edu/hr) – *New Employees / New Hire Paperwork*)
- W-4 Form (**required:** [www.du.edu/hr](http://www.du.edu/hr) – *New Employees / New Hire Paperwork*)
- Online Emergency Contact Information  
(**required:** [webCentral / Employee tab / Employee Information / Emergency Contacts](#))
- Critical Incident Notification System (**required:** [webCentral / Employee tab / Employee Information / Critical Incident Notification Preferences](#))
- Online Parking Permit (optional: [www.parking.du.edu/](http://www.parking.du.edu/))
- Online Payroll Direct Deposit Request  
([webCentral / Employee tab / Employee Information / Payroll Direct Deposits](#))

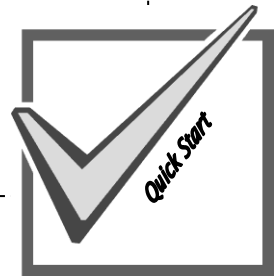
#### Read information for new employees ([www.du.edu/hr/index.html](http://www.du.edu/hr/index.html))

- Pioneer ID Card
- Parking at DU
- Getting Connected: Telephones and Computers



## Read information for new employees ([www.du.edu/hr/new\\_ee/orientation.html](http://www.du.edu/hr/new_ee/orientation.html))

- New Employee Guide ([www.du.edu/hr/forms/employee\\_guide.html](http://www.du.edu/hr/forms/employee_guide.html))
- Employee Handbook ([www.du.edu/hr/policy/index.html](http://www.du.edu/hr/policy/index.html))
- Getting Started ([www.du.edu/hr/orientation/](http://www.du.edu/hr/orientation/) - select "Getting Started") - information about...
  - Parking
  - Pioneer ID Card
  - Technology Tools
  - Pay Practices and Payroll
  - Performance Evaluation and Development System (PEDS)
- The History of DU ([www.du.edu/hr/orientation/](http://www.du.edu/hr/orientation/) - select "History")
- Information about the People, Programs and Places of DU ([www.du.edu/hr/orientation/](http://www.du.edu/hr/orientation/) - select "People, Programs, Places")
- Resources available to Employees of DU ([www.du.edu/hr/orientation/](http://www.du.edu/hr/orientation/) - select "Special Topics")
  - University Technology Services
  - Center for Teaching and Learning
  - Risk Management
  - Penrose Library
  - Office of Sponsored Projects



## First Week Checklists

### Special Roles: If you are a...

#### Manager, read policy information

- Human Resources Policies and Procedures ([www.du.edu/hr/policy/index.html](http://www.du.edu/hr/policy/index.html))
- Other Policies ([www.du.edu/bfa/policies](http://www.du.edu/bfa/policies))
- Register for Workplace Law for New DU Managers ([webCentral / Employee tab / Training/HR Courses Registration](#))

#### Tenure-Track Faculty, read the Faculty Guidelines

- Faculty Personnel Guidelines Relating to Appointment, Promotion, and Tenure (APT) Document ([www.du.edu/facsen](http://www.du.edu/facsen))

#### Adjunct Faculty, access

- Adjunct Faculty Website ([www.du.edu/hr](http://www.du.edu/hr) – New Employee link)

#### Emergency Coordinator

- Review and maintain the Emergency Plan
- Call Campus Safety to identify responsibilities

#### Budget Officer

- Register for Banner System training ([webCentral / Employee tab/Training / UTS Courses Registration](#))
- Contact Budget & Planning and the Controller's Office for training and detailed orientation

#### Human Resources Liaison

- Register for Banner System training ([webCentral / Employee tab/Training / UTS Courses Registration](#))

#### Non-Appointed Employee, access

- Non-appointed Employee Website ([www.du.edu/hr](http://www.du.edu/hr) – New Employee link)

#### Driver of University Vehicles

- Register for DU Defensive Driving course ([webCentral / Employee tab/Training / Risk Mgmt. Courses](#))

### Register online for Orientation ([webCentral / Employee tab / Training/HR Courses Registration](#))

- Register for Orientation where you will receive benefits information, information about the University, its mission and goals, and policies, procedures and resources.

### Obtain useful information to quickly integrate you into the DU environment

- Discuss performance goals with your manager, and complete the Performance Evaluation and Development System (PEDS) form
- Sign up for the campus tour with Undergraduate Admissions (x13377)

# New Employee Orientation (on the job)

Hiring managers of applicants receive an email when the applicant has cleared the criminal background check and is eligible for hire. The email gives the DU ID, has instructions for forms that the Hiring Manager needs to initiate or complete upon hiring an individual, and instructions for new hires to complete hiring paperwork using webCentral and to register for Orientation.

## First Day Checklist for Managers of New Employees

### Warm Welcome:

- Genuine welcome by the supervisor
- Enthusiastic introduction to coworkers
- Assign a buddy
- Lunch with coworkers, supervisor, or buddy

### Tour of Facilities:

- Where to park, parking permits
- Departmental mailbox
- Copy and fax machines
- Nearest exits (in case of emergency)
- Building access
- Rest room locations
- Break facilities, refrigerator
- Smoking areas
- Settle into the workspace (desk, computer, phone, files, supplies)
- Where to obtain a Pioneer Identification Card
- Emergency procedures; evacuation routes

### Review:

- Position, title and salary
- Timecard and leave reporting
- Pay schedule
- Rest and meal breaks
- Safeguarding personal belongings
- Keys
- If there is an accident...
- Work hours and overtime
- Organizational chart

### Expectations:

- Complete the I-9 form
- Complete the W-4 form
- Complete the Patent Agreement, Race/Ethnicity/Veteran's Status, Critical Incident Notification and Emergency Contact Information on webCentral
- Dress code
- Attend Orientation session
- Job description
- Goals and accountabilities
- Assign meaningful first-day assignment

## First Week Checklist for Managers of New Employees

### Policies and Procedures.....

- Employee Handbook
- Performance reviews and merit system
- Leaves:
  - holidays
  - if employee is late, sick or absent
  - unexcused absences
  - vacation requests

- Employee purchases
- Business travel policies & expenses
- Personal calls and visitors
- Guidelines on
  - discrimination
  - violence
  - drug and alcohol use
- Confidentiality

### Other.....

- Job-related skill training
- Computer training



# Parking

*Parking restrictions are in effect SEVEN days a week, 24 hours a day (including holidays and periods when school is not in session)*



## **Parking in Neighborhoods.**

*On-street parking in the area close to campus is limited to one hour. Due to neighborhood concerns about parking, Denver police rigorously patrol the area.*

## **Why buy a parking permit?**

- A. Parking on campus requires 1) a permit, or 2) payment at meters.
- B. Parking tickets are expensive and avoidable!

## **Types of parking permits:**

1. **Restricted (red):** Valid for a specific Restricted parking lot and any General lot.
2. **General (gold):** Valid in all General parking lots at all times, except for designated lots during special events.
3. **Night/Weekend (silver):** Valid in all General parking lots and certain restricted lots weekends and nights from 4 p.m. to 6 a.m., Monday through Friday, except for designated lots during special events. .

## **How to purchase a parking permit:**

To apply for a parking permit at DU, visit the web site at <http://www.parking.du.edu> (you'll need your DU ID and passcode). Fees are assessed for a 12-month period that follows the academic year from September through August. If a permit is purchased during the 12-month period, fees are pro-rated for the rest of the term.

## **Restricted lots:**

Each summer, permits for restricted lots are sold on a first-come, first-served basis until available permits are sold out. Then there is an option to sign up on a waitlist for purchase at a later date

**Visitor and short-term parking lots** are identified by a 300 series number (or Green) on campus maps. They are intended for short term and visitor use only. All users must pay to park in these spaces from 7:00 am to 10:00 pm, 7 days a week. DU parking permits are not valid in these areas unless indicated on the permit.

## **Special event parking.:**

During special events, all non-resident permit holders (Restricted, General and N/W parkers) will be denied FREE access into most parking lots north of Evans Avenue. All DU permit holders wishing to park on campus without being charged an event-parking fee must seek out parking lots in the central and southern portions of campus (i.e., south of Evans Ave.).

*The University of Denver (Colorado Seminary) assumes no responsibility for and assumes no liability arising from fire, theft, damage to or loss of vehicle, or any article left therein.*

### **Department of Parking Services**

2130 S. High St, Denver, CO 80208

Phone: (303) 871-3210

Fax: (303) 871-4234

**For more information on parking maps, eligibility, permit fees, and on-line application, see [www.parking.du.edu](http://www.parking.du.edu)**

# Pioneer Identification Card

[www.du.edu/pioneercard](http://www.du.edu/pioneercard)



Pioneer Cards are picture identification that are issued to appointed permanent faculty, staff and their dependents, in addition to students. The card identifies you as an employee of the University and entitles you to certain privileges:

- ✧ Use of the Penrose Library and the ability to check out books and materials
- ✧ Free admission during the first weekend of DU theatre program productions
- ✧ A 10% discount on most non-sale items sold at the Bookstore (does not apply to computer equipment purchases)
- ✧ Reduced membership fees at the Coors Fitness Center and other Ritchie Center facilities
- ✧ Required for entry into restricted parking areas
- ✧ Required for Eco Pass sticker

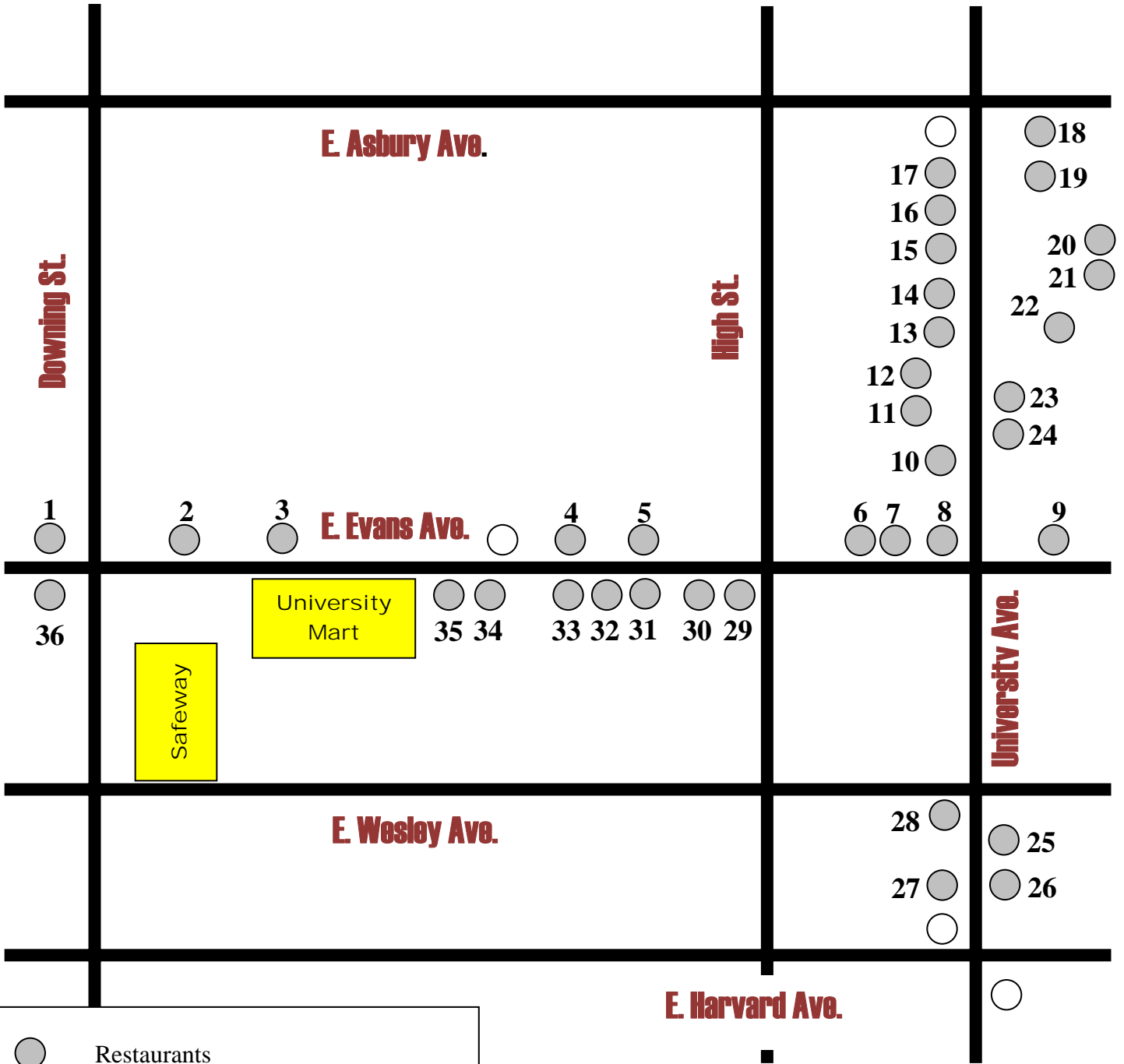
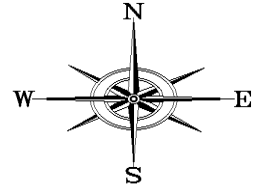
Once your new-hire paperwork has been processed, you are entitled to receive a DU identification card. ID pictures are taken during specified hours. Upon request, cards will also be issued to an employee's spouse and dependent children. The process takes about five minutes per person and the new card will be issued before you leave the office.

The card is valid throughout the term of employment. When an employee leaves the University, the card becomes invalid, the privileges are cancelled and the card must be returned to Human Resources. Retired permanent staff members and their spouses may retain their cards for life and continue to use the facilities. Their children, however, may not keep their cards. For further information, contact the ID Office at (303) 871-4545.

**Hours:** Office hours are:  
Monday - Thursday: 9am - 6pm  
Friday: 10am - 3pm

**Location:** Driscoll Center South  
2050 E. Evans Ave.  
Denver, Colorado 80208

# DU Area Restaurant Guide




- Restaurants
- Gas Stations/Convenience Stores

1	Smug's Grill	1135 E. Evans Ave	(303) 862-5275
2	Einstein Bros	1213 E. Evans Ave	(303) 722-9300
3	Papa John's	1505 E. Evans Ave	(303) 778-6262
4	The Stadium Inn	1701 E. Evans Ave	(303) 733-4031
5	Noodles & Company (coming)	1737 E. Evans Ave.	
6	Tokyo Bowl	2337 E. Evans Ave	(720) 570-0720
7	Ben and Jerry's	2339 E. Evans Ave	(303) 733-8878
8	Pete's University Park Café	2345 E. Evans Ave	(303) 733-7376
9	Jordan's Bistro and Pub	2363 E. Evans Ave	(303)733-3936
10	Mustard's Last Stand	2081 S. University Blvd	(303) 722-7936
11	Blackjack Pizza	2075 S. University Blvd	(303) 722-5222
12	Quiznos	2075a S. University Blvd	(303) 733-4204
13	Garbanozo Mediteranean Grill	2045 S. University Blvd	(303) 715-4444
14	Spicy Pickle	2043 S. University Blvd	(303) 733-2994
15	Fuhgidabowdit	2041 S. University Blvd	(303) 777-5200
16	Greeks Gone Wild	2039 S. University Blvd	(720) 478-1603
17	Aroma Café and Grill	2017 S. University Blvd	(720) 570-1900
18	Bruegger's Bagels	2000 S. University Blvd	(303) 777-7600
19	Starbucks	2000b S. University Blvd	(303) 733-9377
20	Subway	2008 S. University Blvd	(303) 744-2944
21	The Border	2014 S. University Blvd	(303) 722-9880
22	Jason's Thai	2022 S. University Blvd	(303) 777-8388
23	Stick-e-Star	2070 S. University Blvd	(303) 777-0495
24	Jamba Juice	2076 S. University Blvd	(303) 722-1625
25	University Sports Grill	2442 S. University Blvd	(720) 920-9611
26	Palais Casablanca	2488 S. University Blvd	(303) 871-0494
27	Wendy's	2485 S. University Blvd	(720) 570-7921
28	The Pioneer	2401 S. University Blvd	(720) 536-4802
29	Jerusalem Restaurant	1890 E. Evans Ave	(303) 777-8828
30	Spanky's	1800 E. Evans Ave	(303) 733-6886
31	Illegal Pete's (coming)	1744 E Evans Ave	
32	Kaladi Bros	1730 E. Evans Ave	(720) 570-2166
33	Tokyo Joe's	1700 E. Evans Ave	(303) 722-7666
34	Chipotle	1644 E. Evans Ave	(303) 722-4121
35	Anthony's Pizza	1628 E. Evans Ave	(303) 744-3137
36	Domino's Pizza	2101 S. Downing St	(303) 777-6655

# On Campus Restaurant Guide


**Key**

- Parking
- Buildings
- Dining Service Location




**11 Nelson Hall**  
**Monday to Friday**  
 Hot breakfast to order.....6:45 am-9:30 am  
 Continental Breakfast.....9:30 am-11:00 am  
 Lunch.....11:15 am-1:15 pm  
 Lite Lunch.....1:30 pm-4:15 pm  
 Dinner.....4:45 pm-7:15 pm  
**Saturday and Sunday**  
 Brunch.....10:00 am-2:00 pm  
 Dinner.....4:30 pm-7:00 pm


**12 KSIS Cyber Café**  
**Monday-Thursday**.....7:30 am - 3:45 pm




**14 Newman Center Cart**  
**Monday - Thursday**.....7:30 am - 3:45 pm  
**Friday**.....7:30 am - 1:00 pm

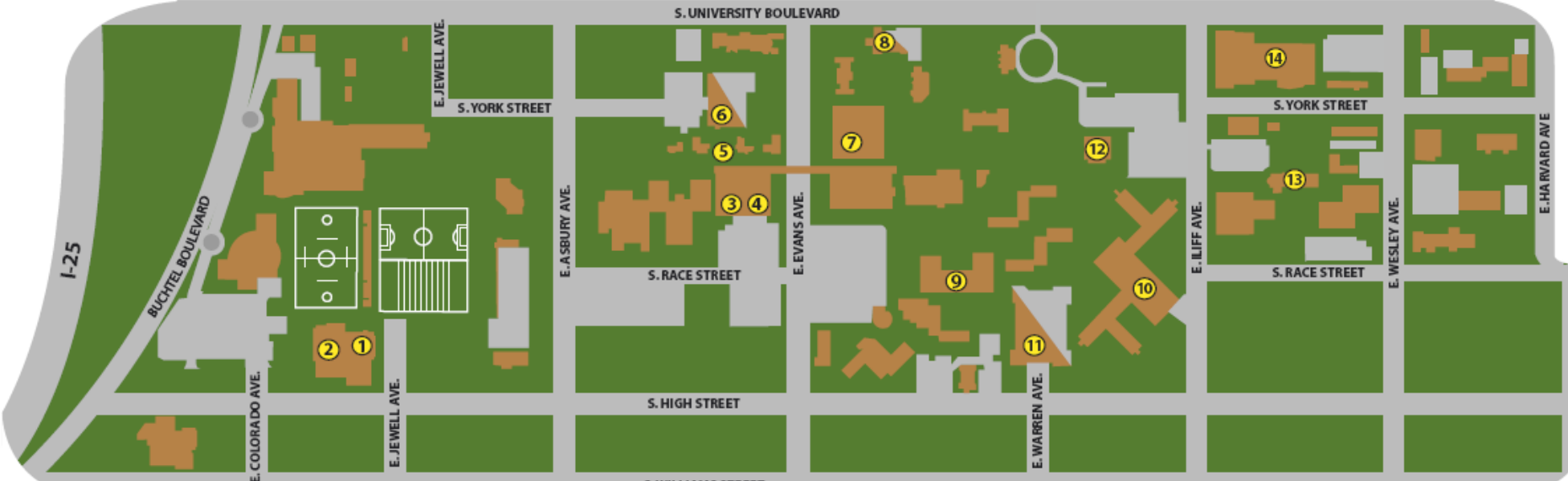


**13 Olin Café A La Cart**  
**Monday-Thursday**.....7:30am-4:00pm  
**Friday**.....7:30am-1:00pm



**9 Nagel Food Court**  
**Monday-Friday**.....8:00am-10:00pm  
**Saturday-Sunday**.....11:00am-8:00pm




S. UNIVERSITY BOULEVARD  
S. YORK STREET  
S. RACE STREET  
S. HIGH STREET  
S. WILLIAMS STREET  
E. JEWELL AVE.  
E. ASBURY AVE.  
E. EVANS AVE.  
E. WARREN AVE.  
E. ILLIFF AVE.  
E. WESLEY AVE.  
E. HARVARD AVE.  
BUCHTEL BOULEVARD  
I-25  
E. COLORADO AVE.

**1 Centennial Halls**  
**Monday-Thursday**  
 Hot Breakfast.....7:00 am-9:30 am  
 Continental Breakfast.....9:30 am-11:00 am  
 Lunch.....11:15 am-1:30 pm  
 Lite Lunch.....1:30 pm-4:15 pm  
 Dinner.....4:45 pm-7:15 pm  
**Friday**  
 Hot Breakfast.....7:00 am-9:30 am  
 Continental Breakfast.....9:30 am-11:00 am  
 Lunch.....11:15 am-1:30 pm  
 Lite Lunch.....Closed  
 Dinner.....Closed  
**Saturday**  
 Brunch.....10:00 am - 2:00 pm  
 Dinner.....Closed


**2 Centennial C-Store**  
**Monday-Thursday**.....7:30 am-10:00 am & 2:00pm-12am  
**Friday**.....7:30am-10:00am & 2:00pm-9:00pm  
**Saturday-Sunday**.....2:00pm-9:00pm

**3 Sidelines Pub / DELI**  
**Monday-Thursday**.....11 am - 10:00 pm  
**Friday**.....11 am - 8:00 pm  
**Saturday-Sunday**.....Closed


**4 Jazzman's Café**  
**Monday-Thursday**.....7:30 am - 9:00 pm  
**Friday**.....7:30 am - 4:00 pm  
**Saturday & Sunday**.....Closed




**6 Law School Café**  
**Monday-Thursday**.....7:30am-7:30pm  
**Friday**.....7:30am-1:30pm




**8 Daniels Café**  
**Monday-Thursday**.....7:30am-6:30pm  
**Friday**.....8:30am-1:00pm




**5 Grill on the Green (During Season)**  
 Monday - Thursday.....11 am - 2:00 pm



**7 Penrose Book Drop Café**  
**Monday-Thursday**.....8:00am-10:00pm  
**Friday**.....8:00am-8:00pm  
**Saturday**.....10:00am-8:00pm  
**Sunday**.....10:00am-1:00pm



**10 J-Mac**  
**Monday-Thursday**.....2:00 pm - Midnight  
**Friday-Sunday**.....2:00 pm - 9:00 pm



# Getting Connected: Telephones and Computers

[www.du.edu/findit/dirn.html](http://www.du.edu/findit/dirn.html)

[www.du.edu/uts](http://www.du.edu/uts)

## Telephones...

Complete information on how to use your telephone may be found on the UTS web page at [www.du.edu/uts/telephone/](http://www.du.edu/uts/telephone/). The online Faculty and Staff Directory is the most current, and is listed under the “Faculty and Staff” tab of the main DU web site ([www.du.edu](http://www.du.edu)).

All DU phones have an 871 prefix, and each is assigned a number between 871-2000 and 871-7999. To reach any campus extension from another on-campus phone, simply **dial 1 plus the four-digit extension number (ex: 17999)**. To place calls to any number in area code 303 or 720, **dial 9 to access an outside line**, then dial the 10-digit local number, including the area code. Long distance calls may be placed from campus telephones by using either a calling card or a long distance authorization code assigned by Telephone Services. Ask your manager for the appropriate long distance authorization code.

Refer to [www.du.edu/uts/telephone/](http://www.du.edu/uts/telephone/) for information on how to use various features such as call forwarding, pick-up groups, callback, placing a call on hold, transferring a call and conferencing.

## To get started with voice mail....

<b>step 1</b>	Establish a password	Contact your Dept. Administrator	
<b>step 2</b>	Access system (from on campus)	☞ Press the Voice Mail feature button on your phone, <i>or</i> ☞ press *5, <i>or</i> ☞ dial 15050	
<b>step 3</b>	Enter your password		
<b>step 4</b>	Set up your personal greeting and change the name	Personal Options ..... 4 Personal Greeting ..... 1 Name ..... 3	
<b>step 5</b>	To access messages	Follow phone menu options	

*See your DU telephone directory for information on other voicemail options.*

## Tips and tricks for telephones...

### Accessing the system...

- ☞ From another office on campus, dial ext. 17997 and follow directions
- ☞ From off campus, dial (303) 871-7997

### Forwarding messages from your on-campus phone...

- ☞ To forward messages directly to voicemail:
  - \*3
  - 17997
  - hang up
- ☞ To forward messages to another phone:
  - \*3
  - enter the five-digit on-campus extension , or 9 plus the ten-digit off campus phone number
  - hang up
- ☞ To remove auto forwarding to voicemail or another phone, hit #3

**Beware!** #7 on DU voicemail is “**PLAY** message” - #7 on some commercial services (Sprint, Qwest) is “**DELETE** message”

## Computers...

If your workstation is not set up with your user ID and password (Banner, local networks, etc.), contact your supervisor to define access requirements

For ongoing assistance, contact the Help Desk by phone (303) 871- 4700, email [support@du.edu](mailto:support@du.edu) or access online help [www.du.edu/uts/helpdesk](http://www.du.edu/uts/helpdesk)

On-site desktop support is available by appointment (303) 871-3690

### Tips and tricks for email...

You can manage various email functions by visiting the University Technology Services website at [www.du.edu/uts/helpdesk](http://www.du.edu/uts/helpdesk) and selecting Online Support

## webCentral: The DU Online Portal

<http://webcentral.du.edu>

The Employee tab provides secure access to your paycheck, vacation, benefits, tax forms, open enrollment, grades, transcript, and other personal information.

**WebCentral** is a secure site that provides personalized services for University of Denver students, faculty, and staff. You can access all the following applications using a single login:

**E-mail:** Send and receive e-mail, and create your own personal address book.

**Calendar:** Access and manage your personal and group calendars.

**Courses:** View your courses and register for new courses.

**Groups:** Create, manage and join group homepages for clubs, affiliations and interests.

The first time you login to webCentral, you will be prompted for your webCentral passcode. If you do not know your passcode, contact Human Resources at (303) 871-7420.

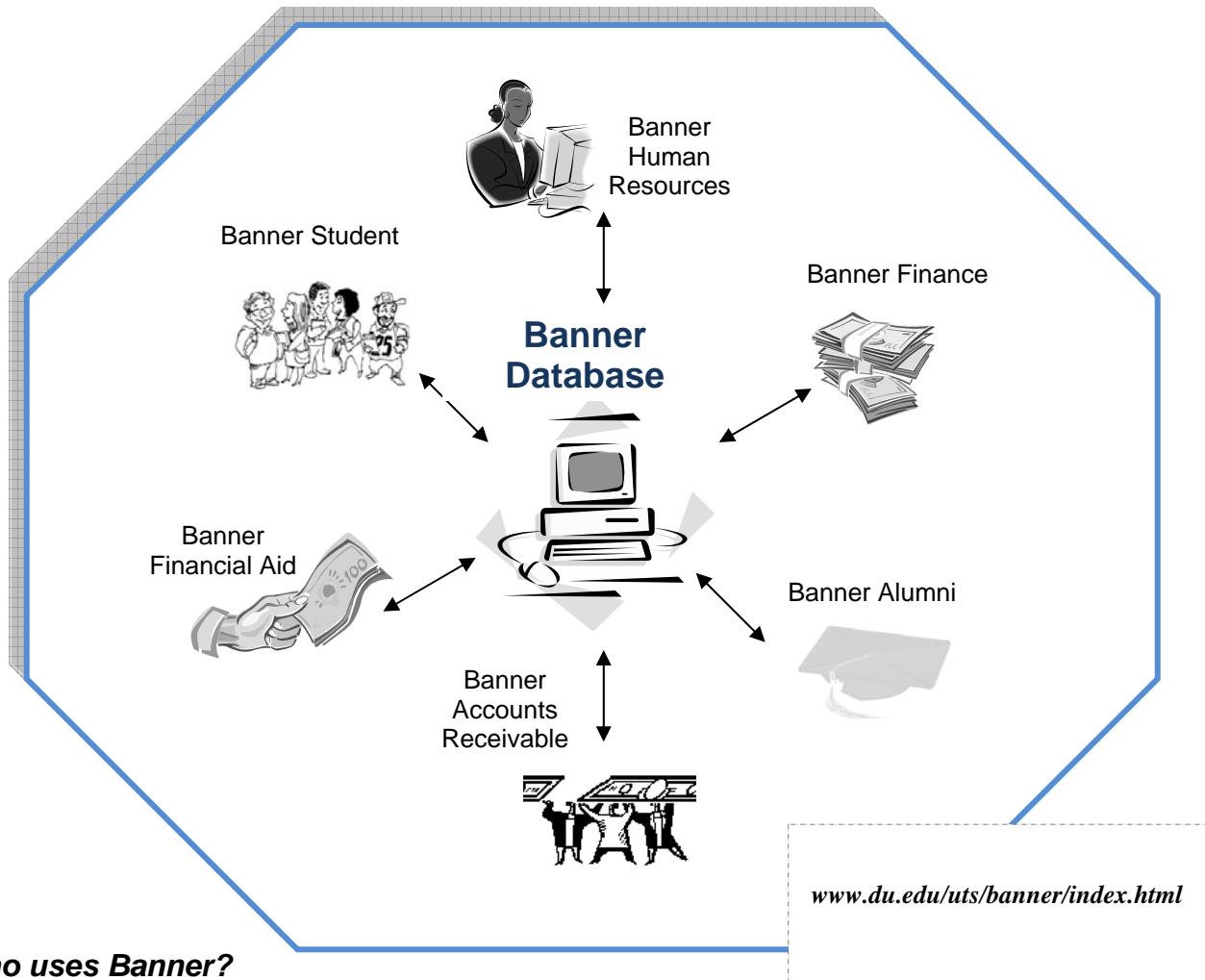
**Login**

# Banner: The Administrative Information System

( [www.du.edu/uts/banner/index.html](http://www.du.edu/uts/banner/index.html) )

## What is Banner?

Banner is the computer system that we use at DU to manage our business processes.



## Who uses Banner?

You will need to use Banner if you will be...

- ◆ Working with budgets
- ◆ Purchasing items
- ◆ Hiring employees
- ◆ Working with payroll
- ◆ Recruiting or admitting students
- ◆ Advising students
- ◆ Fundraising
- ◆ Working with grants

**NOTE:** All Budget Officers and Human Resources Liaisons work with Banner and should enroll in Banner training classes as soon as possible.

More information about Banner is available at [www.du.edu/uts/banner/index.html](http://www.du.edu/uts/banner/index.html), including:

- ◆ Forms that are necessary to gain access to the Banner system
- ◆ Banner training schedules
- ◆ A tutorial as an introduction to the Banner system

## **Pay Practices and Payroll**

***This section covers information regarding wage and hour regulations and information for getting on the payroll as well as general information about work hours, holidays and leaves of absence.***

### Different Employee Groups at DU

There are several different employee groups at the University of Denver, including:

- ❖ Faculty, staff, union employees and student workers
- ❖ Appointed and non-appointed (temporary) workers, including adjunct faculty
- ❖ Exempt (salaried) and non-exempt (hourly) workers

The University defines exempt and non-exempt employees in accordance with the provisions of the Fair Labor Standards Act (FLSA). Exempt employees are expected to complete the defined requirements of their position and are not subject to overtime, hours of work, or breaks as defined by the FLSA.

The University of Denver requires supervisors to know and comply with FLSA requirements when working with non-exempt employees who report to them. Supervisors should be aware that different employee groups might have different policies that apply to their specific group. It is the supervisor's responsibility to know and comply with these policies.

## Wage and Hour Regulations for Non-Exempt (Hourly) Employees

The University of Denver is required to comply with the Fair Labor Standards Act for compensation in the following areas:

### Overtime / Meal Periods / Breaks



**Note: all overtime should be approved in advance by your supervisor!**

#### **Overtime:**

**Basic Rule:** The employer must pay 1-½ times the regular rate of pay for all hours worked over 40 in a single workweek.

**Work Week:** A workweek is defined as seven consecutive days. Overtime is not paid when an employee received paid time off for holiday(s), sick leave, or vacation.

**Long Day:** DU pays overtime for all work in excess of 12 hours during a 24-hour period.

**Hours Worked:** All hours that an employee is required to be at work, even idle time for the benefit of the employer (e.g. waiting for machinery repair), are hours worked. Activities that are principal or integral to the job (e.g. cleaning up) are hours worked, even if the activities may be before or after the scheduled workday.

#### **Meal Periods:**

An unpaid meal period of not less than thirty minutes is required for any employee working a period of more than five consecutive hours. When a work period of not more than six hours will complete the day's work, the meal period shall be optional.

If, for some reason, an employee is required to remain in the work area all day (e.g. to answer phones, handle walk-in inquiries, etc.) an "on duty" meal period will be permitted. This shall be paid time and counted as time worked for overtime purposes.

#### **Breaks:**

Employees must have a 10- minute rest period for every 4 hours worked. Supervisors do not have to permit the employees to leave the premises for the break.

## Getting on the Payroll

### I-9's

As mandated by the Immigration Reform and Control Act of November 6, 1986, the University administration is required to verify the identity and work eligibility of all employees (both temporary and permanent). Departments must properly complete the I-9 form **within three (3) working days** of the start of employment, check the appropriate documents establishing the new employee's identity and eligibility to work, attach a copy of the document(s) to the I-9 form, and submit these to Human Resources along with the appropriate appointment form and completed Affirmation Statement. For assistance in completing the I-9, contact the Human Resources Office, at (303) 871-7420.



***Employees will not be placed on the University payroll, nor will a paycheck be generated, until the I-9 and Affirmation Statement has been received.***

### Payroll Records (time records)

Federal and State laws obligate the University to maintain specific records regarding hours worked. Employees are required to record their work hours and leave time taken on the appropriate time record forms. Hours worked and leave time taken must be recorded accurately, and falsification of a time record is grounds for disciplinary action, up to, and including termination.

There are different time records for different types of employment at DU. Your supervisor can provide the appropriate record for your department.

### Pay Period

Paychecks for **exempt employees** are issued on the first weekday of the month.

Paychecks for **non-exempt (hourly) employees** are issued every other Friday, for the two (2) week period ending the previous Sunday.

#### *Sample Month – Non-exempt (hourly) employees*

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*In this example, the pay period starts on Monday, the 2<sup>nd</sup> and ends on Sunday, the 15<sup>th</sup>. Checks are issued the Friday following the end of the pay period – on the 20<sup>th</sup>.*

*To determine exact timesheet deadlines, paydays, and University holidays, click “View Calendar” from the main web site, [www.du.edu/](http://www.du.edu/) (next to “Events”). On the Campus Calendars page, scroll down to “Administrative Events / Payroll”.*

## To Request Payroll Direct Deposit Online (preferred method)

1. Log on the WebCentral using your DU ID and passcode  
(<http://webcentral.du.edu/cp/home/loginf>)
2. Click on “Employee” tab.



3. Click on Payroll Direct Deposit
4. Enter bank account information

### Update Direct Deposit Allocation

Payroll allows up to two bank accounts. For assistance, please call Payroll at 303.871.3754.

To change an existing record, select a bank name. To reverse two priorities, change "1" to "2" and "2" to "1" then choose Reorder. To add a direct deposit, enter the bank routing number and account information then choose Save.

IMPORTANT if you have two accounts: The amount for your Priority 2 account is figured AFTER your Priority 1 account takes its percentage/amount. Therefore, you MUST set up your Priority 2 account to take the "remaining" amount. If you don't, you will also receive a printed check. Please verify your account setup by clicking on Direct Deposit Allocation below.

#### Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent
Account Number: *	<input type="text"/>				
Account Type:	<input type="text" value="Saving"/>				
Remaining Amount:	<input type="checkbox"/>				
Amount or Percent:	<input type="text"/>				<input type="text" value="Percent"/>

*Note: The Direct Deposit form must be received TWO WEEKS BEFORE a scheduled payday. Direct Deposit will then be effective after two bi-weekly cycles for non-exempt employees, and one monthly cycle for exempt employees.*

## To access my pay information through webCentral?

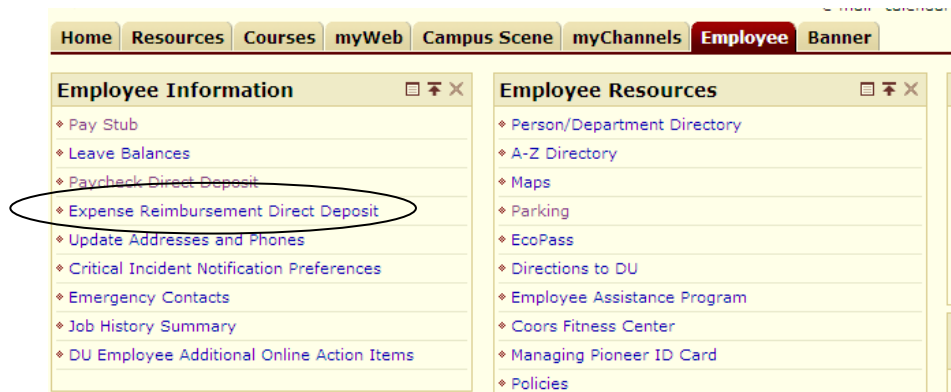
1. From the Employee tab, click on “Pay Stub”.
2. Click “Display” to access and review all pay information.



**Requests for Accounts Payable Reimbursement Direct Deposit request may also be completed online:**

1. Log onto webCentral (with your DU ID and passcode)
2. Select the “Employee” tab, then in the upper left “Employee Information” box, select “Expense Reimbursement Direct Deposit”
3. Click “Insert New” button
4. Complete the bank account information requested
5. Read the agreement information and click “Save” to complete the transaction. This will send the request to Accounts Payable.

A confirming email will be sent to your inbox.



# Academic Calendars

## 2009-2010 ACADEMIC CALENDAR

### Autumn Quarter, 2009

Sep. 7-11 - New Student Orientation and Registration  
Sep. 14 - Classes begin; late registration fee begins  
Sep. 18 - Last day to register without approval  
Oct. 23 - Last day for Automatic W (6<sup>th</sup> week)  
Nov. 19 - Last day of classes  
Nov. 20-23 - Final examination period

### Spring Quarter, 2010

Mar. 19 - New Student Orientation and Registration  
Mar. 22 - Classes begin; late registration fee begins  
Mar. 26 - Last day to register without approval  
Apr. 30 - Last day for Automatic W (6<sup>th</sup> week)  
May 28 - Last day of classes  
May 29 - Final examination period  
May 31 - Memorial Day  
Jun. 1-3 - Final examination period  
Jun. 4 - Graduation commencement  
Jun. 5 - Undergraduate commencement

### Winter Interterm 2009

**November 24 – December 24 (Tuesday – Thursday)**

### Summer Interterm 2010

**June 6 – June 13 (Sunday – Sunday)**

### Winter Quarter, 2010

Jan. 4 - New Student Orientation and Registration  
Jan. 4 - Classes begin; late registration fee begins  
Jan. 8 - Last day to register without approval  
Jan. 18 - Martin Luther King Holiday  
Feb. 12 - Last day for automatic W (6<sup>th</sup> week)  
Mar. 10 - Last day of classes  
Mar. 11-14 - Final examination period

### Summer Session, 2010

Jun. 11 - New Student Orientation and Registration  
Jun. 14 - Classes begin; late registration fee begins  
Jun. 18 - Last day to register without approval (9 week courses)  
Jul. 5 - Independence Day (observed)  
Jul. 23 - Last day for automatic W (9 week courses)  
Aug. 12 - Last day of classes  
Aug. 13 - Commencement

### Spring Interterm (Break) 2010

**March 15 – March 21 (Monday – Sunday)**

### Fall Interterm 2010

**August 13 – September 2 (Friday – Friday)**

## 2010-2011 ACADEMIC CALENDAR

### Autumn Quarter, 2010

Sep. 6-10 - New Student Orientation and Registration  
Sep. 13 - Classes begin; late registration fee begins  
Sep. 17 - Last day to register without approval  
Oct. 22 - Last day for Automatic W (6<sup>th</sup> week)  
Nov. 18 - Last day of classes  
Nov. 19-22 - Final examination period

### Spring Quarter, 2011

Mar. 18 - New Student Orientation and Registration  
Mar. 21 - Classes begin; late registration fee begins  
Mar. 25 - Last day to register without approval  
Apr. 29 - Last day for automatic W (6<sup>th</sup> week)  
May 27 - Last day of classes  
May 28 - Final examination period  
May 30 - Memorial Day  
May 31-Jun. 2 - Final examination period  
Jun. 3 - Graduation commencement  
Jun. 4 - Undergraduate commencement

### Winter Interterm 2010

**November 23 – December 24 (Tuesday – Thursday)**

### Summer Interterm 2011

**June 5 – June 12 (Sunday – Sunday)**

### Winter Quarter, 2011

Jan. 3 - New Student Orientation and Registration  
Jan. 3 - Classes begin; late registration fee begins  
Jan. 7 - Last day to register without approval  
Jan. 17 - Martin Luther King Holiday  
Feb. 11 - Last day for automatic W (6<sup>th</sup> week)  
Mar. 9 - Last day of classes  
Mar. 10-13 - Final examination period

### Summer Session, 2011

Jun. 10 - New Student Orientation and Registration  
Jun. 13 - Classes begin; late registration fee begins  
Jun. 17 - Last day to register without approval (9 week courses)  
Jul. 4 - Independence Day (observed)  
Jul. 22 - Last day for automatic W (9 week courses)  
Aug. 11 - Last day of classes  
Aug. 12 - Commencement

### Spring Interterm (Break) 2011

**March 14 – March 20 (Monday – Sunday)**

### Fall Interterm 2011

**August 12 – September 2 (Friday – Friday)**

## Holiday Schedule

2009 Calendar Year		2010 Calendar Year	
Mon, Jan 1	<i>New Year's Day</i>	Fri, Jan 1	<i>New Year's Day</i>
Mon, Jan 19	<i>Martin Luther King Jr. Day</i>	Mon, Jan 18	<i>Martin Luther King Jr. Day</i>
Mon, May 25	<i>Memorial Day</i>	Mon, May 31	<i>Memorial Day</i>
Fri, July 3	<i>Independence Day</i>	Mon, July 5	<i>Independence Day Observed</i>
Mon, Sept. 7	<i>Labor Day</i>	Mon, Sept. 6	<i>Labor Day</i>
Thurs, Nov. 26	<i>Thanksgiving Day</i>	Thurs, Nov. 25	<i>Thanksgiving Day</i>
Fri, Nov. 27*	<i>Thanksgiving Holiday</i>	TBD*	<i>Thanksgiving Holiday</i>
Fri, Dec. 25	<i>Winter Holiday</i>	TBD	<i>Winter Holiday</i>
Mon, Dec. 28	<i>Winter Holiday</i>	TBD	<i>Winter Holiday</i>
Tues, Dec. 29	<i>Winter Holiday</i>	TBD	<i>Winter Holiday</i>
Weds, Dec. 30	<i>Winter Holiday</i>	TBD	<i>Winter Holiday</i>
Thurs, Dec. 31	<i>Winter Holiday</i>	TBD	<i>Winter Holiday</i>

\* Denotes Floating Holiday assigned by the Administration

## Leaves of Absence

The University of Denver provides for certain leaves of absence. The type and amount of leave benefits may differ, depending on an employee's status with the University. **Prior to requesting a leave of absence contact the Associate HR Director for Employee Services in the Department of Human Resources to determine individual qualifications and limitations (303) 871-7420.**

The more common types of leaves are outlined in the Employee Handbook at [www.du.edu/hr/forms/employee\\_handbook.html](http://www.du.edu/hr/forms/employee_handbook.html). For assistance or more information, contact the Associate HR Director for Employee Services in Human Resources at (303) 871-7420.



***Please Note:*** *In order to keep accurate records, it is critical that if an employee is on leave (other than paid vacation) for more than 5 consecutive days, the supervisor must contact Human Resources about the possible need to put the employee on a Leave of Absence.*

# Performance Evaluation and Development System (PEDS)

The goal of the performance management process at DU is to ensure that supervisors and employees understand and communicate openly about job performance, goals and timelines, and how to help employees develop the skills and abilities that they need to achieve performance goals and be successful at the University.

## **Performance Evaluations**

Performance reviews for appointed staff are conducted at least annually, most frequently in early fall. The reviews are based upon the goals and standards set out in the Performance Evaluation and Development System online system (PEDS). Faculty have a review process, but it follows a different process. (Ask the Department Chair for more information if you are a faculty member.)

**The supervisor and employee have equal responsibility** to contribute to the performance review process. Both should understand the job responsibilities, job goals, and the related standards against which actual performance will be evaluated. The completion of the PEDS online documentation takes part in three stages:

### **Stage One: Setting Goals and Standards for Performance and Development**

At the beginning of the review cycle (often as part of the previous year's review) supervisors and employees define essential duties and responsibilities, performance goals (job goals) and development goals, and standards for measuring achievement of these goals.

*The following sections of the online PEDS should be completed in Stage One:*

- Essential duties and responsibilities (and measurement standards for these)
- Job goals (and measurement standards for these)
- Development goals (and measurement standards for these)

### **Stage Two: Ongoing Coaching and Quarterly Check-Ins**

### **Stage Three: Reviewing Performance and Development Goal Accomplishments**

At the end of the review cycle supervisors and employees review the performance and development goals, evaluating accomplishments based on the standards and timelines that were established at the beginning of the year.

*The following sections of online PEDS should be completed in Stage Three:*

- Evaluation of actual performance (*for essential duties, job goals and development goals*)
- Measurement rating (*the 5 point review scale described on the first page of the PEDS document*)
- Overall measurement with narrative comments

#### **Tips...**

- **New Employees:** Set job goals within the first sixty days of employment!
- Without a completed PEDS document, **an employee will not be eligible for a merit increase.**
- **Faculty evaluations** are conducted annually by Deans and Department Chairs.

## DU Merit Process

The University of Denver merit process takes place annually, following the annual performance review period. Merit increases to salary are directly related to accomplishments and performance as indicated in the Performance Evaluation and Development System (PEDS) document that managers submit to Human Resources by the second Friday in October each year. Faculty merit increases are awarded at the Division or College level.

### Who is eligible for DU funded merit?

- All benefited staff employees appointed on or before July 1 of the current year
- Faculty who were employed the previous academic year

### Who is not eligible for DU funded merit?

- Union benefited employees
- Employees paid with research grants
- All non-benefited employees
- Staff employees who were hired or received a salary increase on or after July 2 of the current year (e.g. reclassifications and transfers)

### How does it work?

In early November, the Provost and Vice Chancellor for Business and Financial Affairs release available merit financial figures for salary increases for the current year. Portions of the merit pool (expressed as a percentage) are held aside at the Executive and Divisional levels. These funds may be utilized in various ways to enhance staffing, provide special recognition for accomplishment, or for other purposes. The remaining funds are distributed across the Divisional level for merit recommendations by Deans and Directors.

Deans and Directors submit merit recommendations through the Merit system, which HR brings to the Chancellor's office for review. After review, notice of approved merit increases is given to Division managers, who then communicate merit increase information to the department staff. ***Merit increases take effect in the new calendar year, starting with the second bi-weekly paycheck for non-exempt (hourly) employees and with the February 1<sup>st</sup> paycheck for exempt (salaried) employees.***

Additionally, Human Resources regularly conducts compensation studies that compare DU salaries for all position classes to compensation at comparable institutions in private higher education. Based on this industry comparison, *equity increases* for identified positions that fall below industry averages at comparable institutions may be awarded on a one-time basis from the Executive level merit pool.



UNIVERSITY OF  
DENVER

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## DU 101: ABOUT THE UNIVERSITY OF DENVER

### *People, Programs, Places.....*

*The University of Denver is an educational campus community that has its own dynamic character. In this section you will begin to experience the unique environment in which you will be working.*



*By understanding the diverse groups of people in the DU community, you will be able to integrate with the larger whole that makes the University of Denver a success, and to understand just how important you are to its success.*

*An overview of the many programs and places that make up this campus will illustrate the strong commitment the University has to its people, to the community and to excellence in education.*

### *Policies and Procedures.....*

*Also included is information on policies and procedures that govern how we work together, and a few resources to help you find information and assistance.*

*Enjoy your virtual tour through the University of Denver – this is who we are!*

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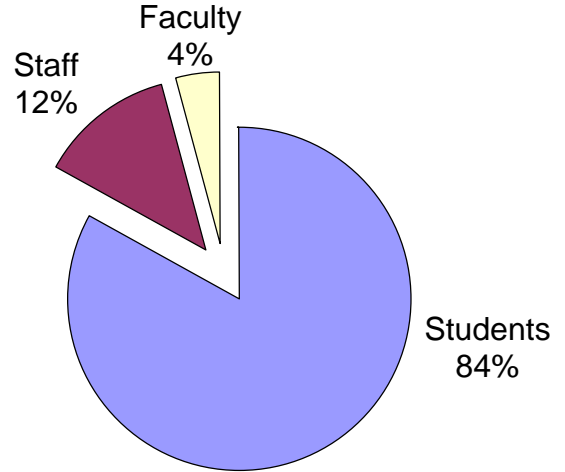
# THE PEOPLE OF DU

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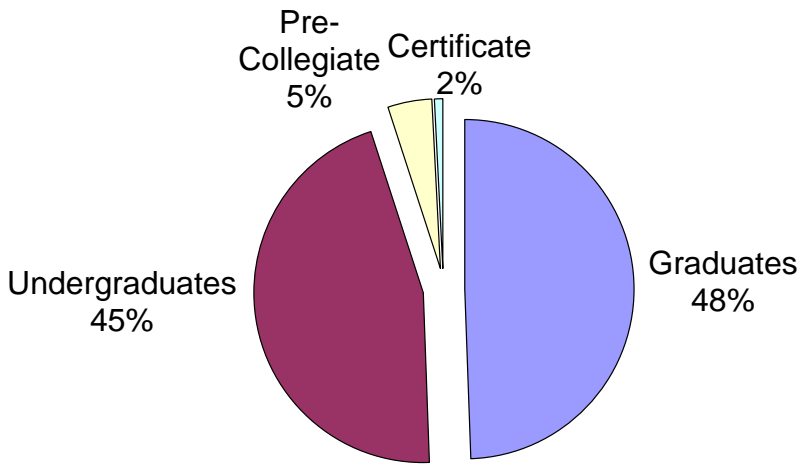
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## *By the numbers*

The University of Denver is about people working together to provide education of the highest quality. There are more than 2,330 DU employees, including approximately 630 faculty and 1,700 staff, supporting nearly 11,900 students.



The University also employs people on a part-time, temporary basis. These may be adjunct faculty, student employees, graduate assistants, or temporary staff.



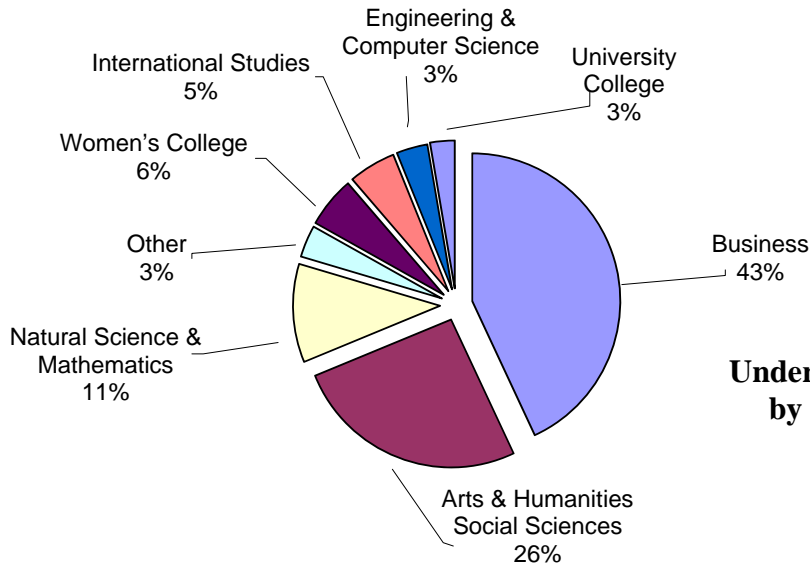
**University of Denver Students**

University of Denver students come from 50 states and 74 countries. Enrollment is approximately 5,700 graduates, 5,300 undergraduates, 300 certificate and 600 pre-collegiate students

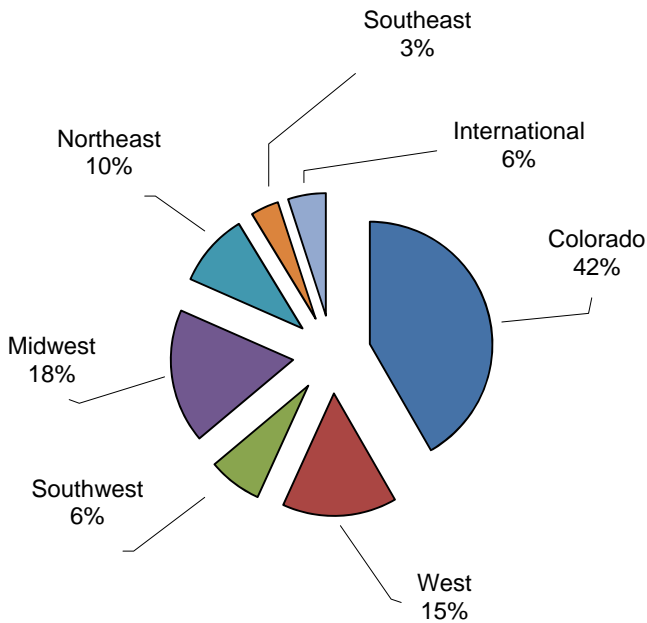
*[Most of the data in this section is from 2008-2009 Profiles, Institutional Research Director, Office of the Provost]*

# About our Students

## Undergraduate Students

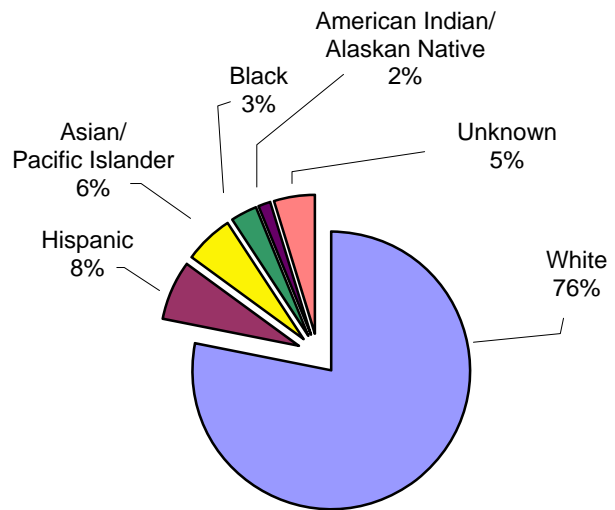


**Undergraduate Students by Academic Units**



**2008 End of Term – First-time First-year Entering Students by Region**

Source: Office of Institutional Research

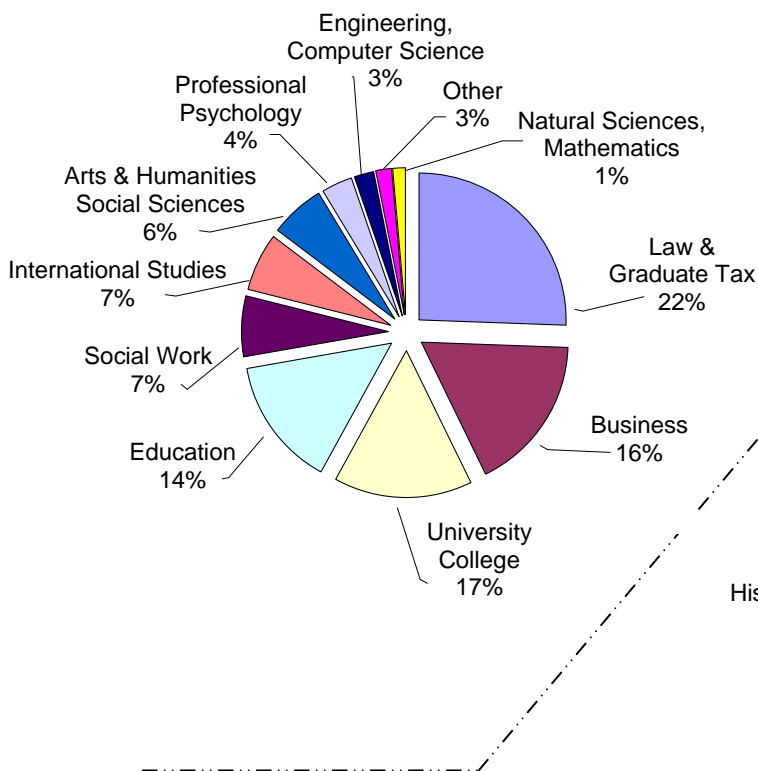


**Undergraduate Student Ethnicity**

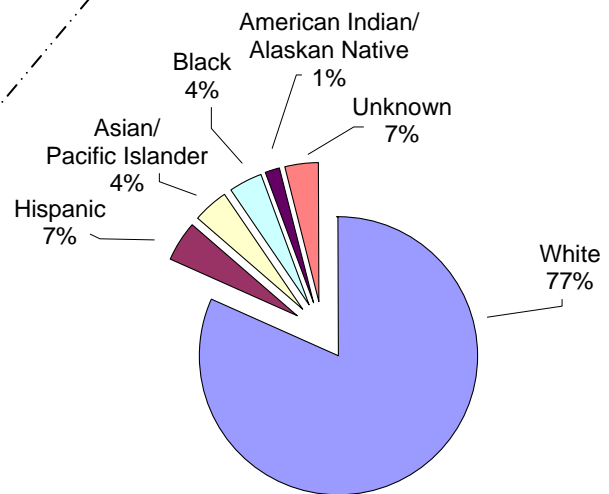
## Graduate Students Academic and Professional

Graduate study at the University of Denver has a long tradition. For more than 100 years, the University has offered distinguished graduate programming in academic and professional fields. Over 75 percent of DU's student population is composed of students pursuing post baccalaureate education in...

- ✧ Master's and doctoral programs in the traditional arts, sciences, mathematics and engineering
- ✧ Advanced programs in law, business, professional psychology, education, international studies and social work
- ✧ Nontraditional master's and certificate programs at DU's University College



**Graduate Students  
by Academic Units**



**Graduate Student  
Ethnicity**

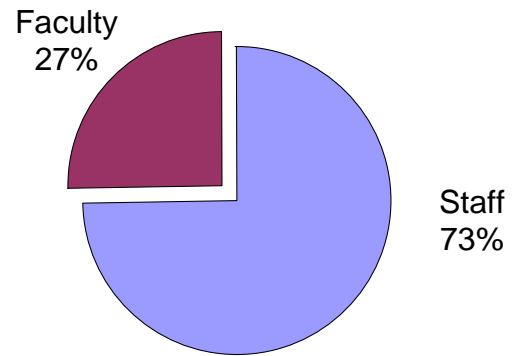
# About our Faculty and Staff

## Faculty –

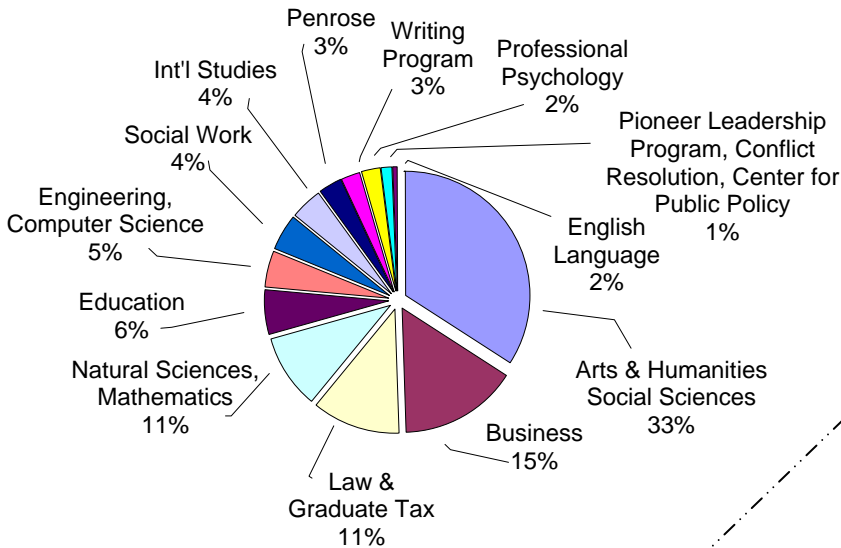
The University of Denver employs about 630 full-time appointed faculty members. All first-year students have faculty mentors. The student to faculty ratio is 12:1.

## Staff –

Full time appointed staff members total approximately 1,700.

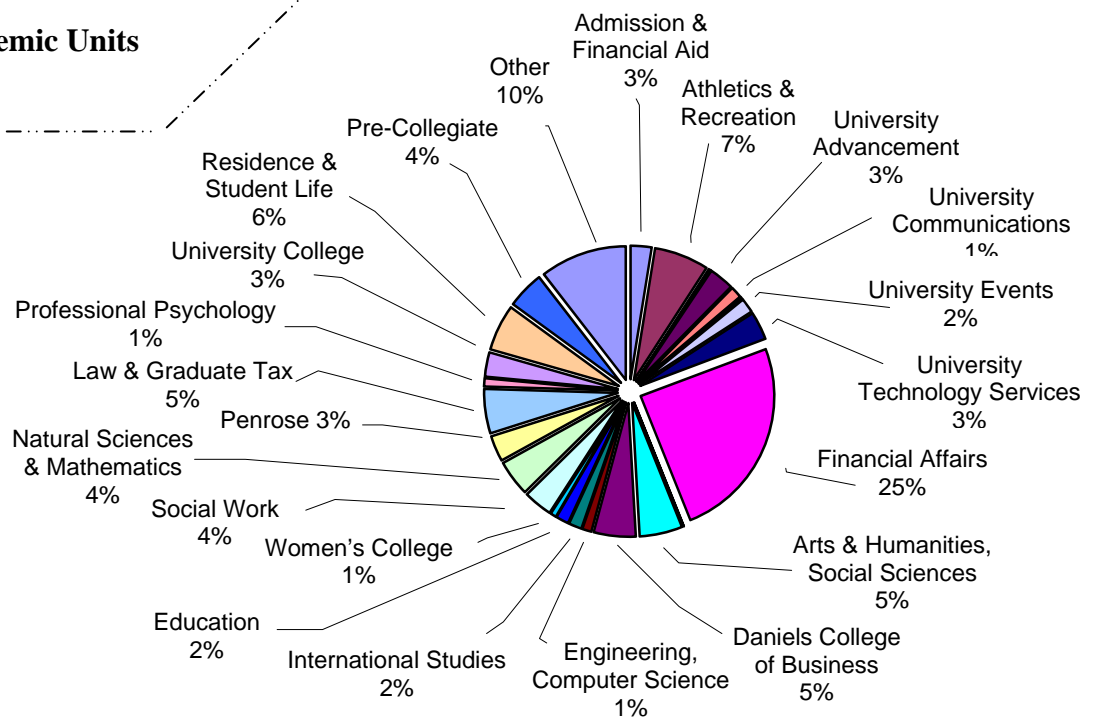


University of Denver's Appointed Faculty and Staff



Faculty by Academic Units

## Appointed Staff by Administrative Division



## Special Roles

There are several groups of staff with specialized functions at DU.

### Budget Officers

Budget Officers have responsibility for the division budgets from development through implementation and review. Depending on the size of a division, the budget officer may oversee the work of others, or may work independently. Some budget officers work on long-range planning issues; others are more focused on daily operations. In smaller departments, the director may also function as the budget officer.

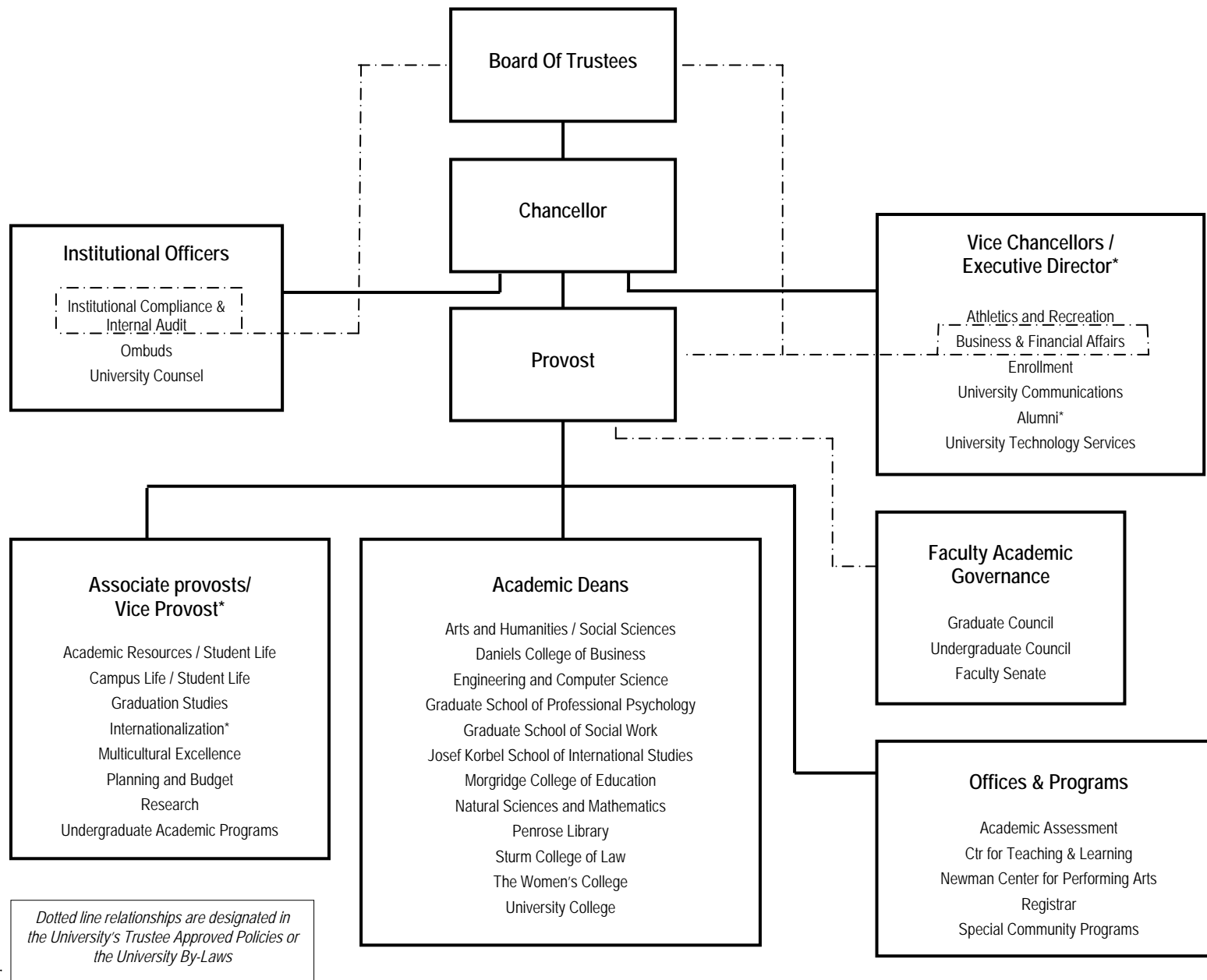
### Human Resources Liaisons

A Human Resources (HR) Liaison is someone within a department who is appointed by their Dean, Department Head, Director or Vice Chancellor to act as the communication link between the Human Resources department and their own department. They are the main HR contact for new employees and have a full understanding of Human Resources employee actions, forms, policies and procedures.

## Groups and Committees

<i>Name</i>	<i>Contact</i>
Administrative Council	<a href="http://www.du.edu/provost/councils/admincouncil.html">www.du.edu/provost/councils/admincouncil.html</a>
Dean's Council	<a href="http://www.du.edu/provost/councils/deanscouncil.html">www.du.edu/provost/councils/deanscouncil.html</a>
Faculty Senate	<a href="http://www.du.edu/facsen">www.du.edu/facsen</a>
Staff Advisory Council (SAC)	<a href="http://www.du.edu/staff">www.du.edu/staff</a>
University Planning Advisory Council (UPAC)	<a href="http://www.du.edu/upac">www.du.edu/upac</a>
Managers' Network	<a href="http://www.du.edu/managers">www.du.edu/managers</a>
Women's Coalition	<a href="http://www.du.edu/duwomen/wcoalition.htm">www.du.edu/duwomen/wcoalition.htm</a>
Sustainability Council	<a href="http://www.du.edu/green/">www.du.edu/green/</a>
Technology Council	Portfolio: <a href="http://portfolio.du.edu/techcouncil">http://portfolio.du.edu/techcouncil</a>
Graduate Council	Portfolio: <a href="http://portfolio.du.edu/graduatecouncil">http://portfolio.du.edu/graduatecouncil</a>
Undergraduate Council	Office of the Provost

# UNIVERSITY OF DENVER – ORGANIZATIONAL CHART



## Board of Trustees

The corporation known as the Colorado Seminary and the University of Denver is governed and controlled by a Board of Trustees, consisting of 28 members. The Board sets the policies of the University. The membership of the Board is divided into four classes of seven members, each elected and appointed for four-year terms.

The Board is currently divided into an Executive Committee and other formally constituted Trustee standing committees and subcommittees

- Executive Committee
- Athletic Affairs
- Audit
- Buildings and Grounds
- Faculty and Educational Affairs
- Finance and Budget
- Investment
- Student Affairs
- Trustee Affairs
- University Advancement

## Chancellor

The Chancellor is the chief executive and administrative officer of the University, President of the Faculties, and is the ultimate medium of communication with the Board of Trustees. His or her responsibilities are broad and all encompassing.

The Chancellor presides at all commencement exercises and has general oversight of all departments of instruction. He or she reports on the “general status of affairs” and the “state of the University” annually to the students, faculty and Trustees.

Reporting directly to the Chancellor are the Director of Institutional Compliance & Internal Audit, the Ombuds, University Counsel, and all major non-academic administrative units of the University: Athletics & Recreation, Alumni, Business and Financial Affairs, Enrollment, University Advancement, University Communications, and University Technology Services.

### **ROBERT D. COOMBE**

*Bob Coombe became 17th chancellor of the University of Denver in July 1, 2005, succeeding Dan Ritchie. Coombe joined the DU faculty in 1981 and later served in several administrative roles including chemistry department chair and dean of the Division of Natural Sciences, Mathematics and Engineering.*

*Since appointed provost in 2001, Coombe has been DU's chief academic officer and essentially its chief operating officer during a period of major investment in academic, co-curricular and research programs, as well as an ambitious construction campaign that has vastly improved campus facilities for students.*



## Academic – The Provost and Deans

The Provost is the chief academic officer of the University and is responsible for academic planning and policy, preparation of the University's budget, faculty development, student enrollment, student affairs, and those campus operations assigned by the Chancellor. The Provost reports to the Chancellor and serves as senior executive in the absence of the Chancellor.

As Dean of Faculties, the Provost acts upon recommendations concerning academic appointments, reappointments, promotion and tenure. The Academic Deans, Registrar, Vice Provost, and Associate Provosts report to the Provost.

Gregg Kvistad, former Dean of the Division of Arts, Humanities and Social Sciences, accepted the position as the University's Provost effective June 1, 2006.

### Deans:

- ☞ Dean, Division of Arts, Humanities and Social Sciences (*Anne McCall*)
- ☞ Dean, Daniels College of Business (*Christine Riordan*)
- ☞ Dean, Morgridge College of Education (*Gregory Anderson*)
- ☞ Dean, School of Engineering and Computer Science (*Rahmat Shoureshi*)
- ☞ Dean, Josef Korbel School of International Studies (*Tom Farer*)
- ☞ Dean, Sturm College of Law (*Martin Katz, interim*)
- ☞ Dean, Penrose Library (*Nancy Allen*)
- ☞ Dean, Division of Natural Sciences and Mathematics (*L. Alayne Parson*)
- ☞ Dean, Graduate School of Professional Psychology (*Peter Buirski*)
- ☞ Dean, Graduate School of Social Work (*James Herbert Williams*)
- ☞ Dean, University College (*James Davis*)
- ☞ Dean, Women's College (*Lynn Gangone*)

### Vice Provosts:

- ☞ Vice Provost for Internationalization (*Eric Gould*)

### Associate Provosts:

- ☞ Associate Provost for Student Life/Academic Resources (*Jo Calhoun*)
- ☞ Associate Provost for Student Life/Campus Life (*Patti Helton*)
- ☞ Associate Provost for the Center of Multicultural Excellence (*Jesús Treviño*)
- ☞ Associate Provost for Planning and Budget (*Julia McGahey*)
- ☞ Associate Provost for Research (*Dr. Cathryn C. Potter*)
- ☞ Associate Provost for Graduate Studies (*Barbara Wilcots*)
- ☞ Associate provost for undergraduate Academic Programs (*Jennifer Karas*)

## Administrative – Vice Chancellors and Executive Directors

There are six Vice Chancellors who direct the administrative functions of the university – functions much like any business organization.

- ☞ Vice Chancellor for Business and Financial Affairs – Oversees the financial management and business operations of the University, including Business Services, Campus Safety, Controller, Facilities Management, Human Resources, and Risk Management (*Craig Woody*)
- ☞ Vice Chancellor for University Communications – Oversees Marketing, Communications, Institutional Advertising, Public Relations, Media Relations and Community Relations (*Carol Farnsworth*)
- ☞ Vice Chancellor for Enrollment – Recruiting and Admission of Undergraduates (*Tom Willoughby*)
- ☞ Vice Chancellor for Athletics and Recreation – Develops and manages corporate sponsorships and support for Ritchie Center operations (*Peg Bradley-Doppes*)
- ☞ Vice Chancellor for University Advancement – Sets goals and direction for fundraising and alumni/parent relations (*Ed Harris*)
- ☞ Vice Chancellor for University Technology Services – Oversees the administrative and academic computer systems, and entire technology infrastructure (*Ken Stafford*)
- ☞ Executive Director, Alumni Relations (*Jeff Howard*)

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# PROGRAMS AT DU

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## Academic Programs

According to the Carnegie classification system, the University of Denver is a Doctoral / Research University—Extensive. This classification category means that DU awarded 50 or more doctoral degrees per year across at least 15 disciplines during the period studied.

**Academic programs** at DU can combine in different ways, to serve different student populations.

- (1) Liberal Arts or Professional programs,
- (2) Undergraduate or Graduate programs, and
- (3) Degree or Non-Degree programs (that is, certificate or enrichment programs)

### Peer Institutions: Who Do We Think We Are?

At different times and in various circumstances, every college and university, including the University of Denver, compares itself to selected peer institutions. Different comparison schools are chosen according to different criteria depending upon what type of analysis is being done.

**Table 1: Comparison Schools for Undergraduate Programming – Private Comparison Group**

University	Admit Rate <sup>1</sup>	Persistence <sup>1</sup>	Peer Assessment <sup>2</sup>
Boston University	58 %	91 %	3 . 5
Colorado College	32 %	96 %	3 . 7
Geo Washington Univ.	38 %	90 %	3 . 4
Santa Clara Univ.	66 %	92 %	3 . 8
Southern Methodist U.	50 %	89 %	3 . 0
Syracuse University	51 %	91 %	3 . 3
<b>Univ. of Denver</b>	<b>74 %</b>	<b>86 %</b>	<b>2 . 6</b>
University of Miami	38 %	90 %	3 . 2
Univ. of Puget Sound	66 %	86 %	3 . 0
Univ. of San Diego	48 %	85 %	2 . 7
Univ. of So. California	25%	96 %	3 . 9

**Table 2: Aspiration Group for Undergraduate Studies- Public Comparison Group**

University	Admit Rate <sup>1</sup>	Persistence <sup>1</sup>	Peer Assessment <sup>2</sup>
Colorado State Univ.	85 %	78 %	2 . 8
Univ. of Colorado	82 %	83 %	3 . 4
University of Vermont	70 %	86 %	3 . 0

<sup>1</sup> *Integrated Postsecondary Education Data System (IPEDS) – National Center for Education Statistics: Fall 2007*

<sup>2</sup> *US News and World Report – America’s Best Colleges 2009*

Source: Office of Undergraduate Studies

### How Does DU Rank Nationwide?

According the 2010 *U.S. News & World Report* of college rankings, **DU ranked 84<sup>th</sup> for undergraduate education**, up five positions from the previous year. The University ranked high for its freshman retention rate (88%) and for having small class sizes – more than 65% of DU classes have fewer than 20 students. First-year student class includes 43% who graduated in the top 10% of their high school class.

In addition, **DU ranks 8<sup>th</sup> in the “Up and Coming National Universities” category**. The category spotlights universities regarded by top college officials as “making promising and innovative changes.”

## Liberal Arts and Professional Programs

The **Liberal Arts and Sciences** are the traditional basis for undergraduate higher education. Courses foster creative thinking and critical reasoning while introducing students to a broad range of knowledge and experience.

The Liberal Arts tradition in education is strongest at the undergraduate level. Although there are a few programs at the graduate level that focus on the Liberal Arts, this is usually not the case, since graduate level studies assume a more focused disciplinary interest.

### Arts and Humanities include:

- ✧ Art and Art History
- ✧ English
- ✧ History
- ✧ Judaic Studies
- ✧ Languages and Literatures
- ✧ Music
- ✧ Philosophy
- ✧ Religious Studies
- ✧ Theatre

### Social Sciences include:

- ✧ Anthropology
- ✧ Communication
- ✧ Economics
- ✧ Political Science
- ✧ Psychology
- ✧ Public Affairs
- ✧ Sociology

### Natural Sciences and Mathematics include:

- ✧ Biology
- ✧ Chemistry and Biochemistry
- ✧ Physics and Astronomy
- ✧ Geography
- ✧ Mathematics

### Joint Programs include:

- ✧ Asian Studies
- ✧ Cultural and Critical Studies
- ✧ Digital Media Studies
- ✧ European Studies
- ✧ Judaic Studies
- ✧ Women's Studies

### Engineering and Computer Sciences include:

- ✧ Computer Engineering
- ✧ Electrical Engineering
- ✧ Mechanical Engineering
- ✧ Applied Computing
- ✧ Computer Science
- ✧ Game Development

## The Undergraduate Core Curriculum

[www.du.edu/Core](http://www.du.edu/Core)

At the University of Denver, the Liberal Arts are integrated directly into students' course of study and graduation requirements at the undergraduate level. The required undergraduate curriculum ensures that students take coursework across the Arts, Humanities, Social Sciences, Physical Sciences and Math.

The **Core Curriculum** has two phases. First, each Division administers a required **Foundational** component (lower division requirement) in the first and second years of study. During the third and fourth year of undergraduate study, students take one **Core** course in each of three designated themes:

- **Self and Identities**
- **Change and Continuity**
- **Communities and Environments**

*For a list of Undergraduate Programs see  
[www.du.edu/directory/pstudents.html](http://www.du.edu/directory/pstudents.html)*

Courses in the Core Curriculum are meant to be integrative in nature, and each may include several disciplinary subjects. The three themes reflect explicit priorities of the University's mission statement, including internationalization, multiculturalism, the history of cultural experience, environmental responsibility, awareness of the social consequences of technological innovation and selection, ethics, and civic engagement.

## Graduate Programs – Academic and Professional

[www.du.edu/grad](http://www.du.edu/grad)

For more than 100 years, the University has offered distinguished graduate programming in academic and professional fields. In fact, about 50 percent of DU's student population is composed of students pursuing post-baccalaureate education including in

- ✧ **masters and doctoral programs** in the traditional arts, sciences, mathematics and engineering
- ✧ **advanced programs** in law, business, professional psychology, education, international studies and social work
- ✧ **nontraditional masters and certificate programs** at DU's University College

### Arts & Humanities

Art & Art History (MA, MFA)  
English (MA, PhD)  
Judaic Studies (MA, Cert)  
Music (MA, MM, Cert)  
Religious Studies\* (MA)

### Social Sciences

Anthropology (MA)  
Economics (MA)  
Public Policy (MPP)  
Psychology (PhD, MA/JD)

### School of Communication

Human Communication Studies (MA, PhD)  
International & Intercultural Communication (MA)  
Mass Communication & Journalism Studies (MA)  
Public Relations & Advertising (MS)  
Digital Media Studies (MA)

### Graduate School of Professional Psychology

(MA, PsyD)

### Daniels College of Business

### Sturm College of Law

### Graduate School of Social Work

### Natural Sciences & Mathematics

Biological Sciences (MS, PhD)  
Chemistry & Biochemistry (MA, MS, PhD)  
Geography (MA, PhD)  
Geographic Information Systems (MS)  
Mathematics (MA, MS)  
Mathematics & Computer Science (PhD)  
Physics and Astronomy (MS, PhD)

### School of Engineering & Computer Science

Engineering (MS & PhD)  
Computer Science (MS)

### Morgridge College of Education

(MA, Phd, MLIS, EDS)  
Education Certification

### Interdisciplinary

Conflict Resolution (MA)

#### *Fast Facts*

*BusinessWeek ranks Daniels College of Business 1<sup>st</sup> among regional part-time MBA programs and 6<sup>th</sup> nationally.*

### Tax

### University College

### Josef Korbel School of International Studies

### Dual Degree Graduate Programs

# Athletics and Recreation Programs

The University of Denver hosts Intercollegiate Athletics and Recreation Programs for students, the DU community and the general public in the Daniel L. Ritchie Center for Sports and Wellness. The Ritchie Center combines timeless architecture and state-of-the-art facilities in a complex that has already become a Denver landmark.

## The Daniel L. Ritchie Center for Sports and Wellness

*recreation.du.edu/*

### **Coors Fitness Center**

The Coors Fitness Center the region's premier fitness facility, featuring a 10,000-square-foot conditioning center with free weights, cardiovascular and aerobic equipment. Additional features include a two-story climbing wall; 20,000 square feet of exercise rooms for dance aerobics, martial arts, yoga and other programs; three multi-sport courts, a squash court and two racquetball/handball courts. The facility also has a day-care center.

### **Magness Arena**

The Ritchie Center's centerpiece features up to 6,200 theatre-style seats for hockey, 7,200 seats for basketball and up to 8,000 for concerts. With seating for 2,800, this competition venue can be configured for three basketball or three volleyball courts. It's designed primarily for varsity, intramural and recreational athletics.

### **El Pomar Natatorium**

This 30,000-square-foot natatorium contains a 50-meter, Olympic-length pool with two 3-meter and two 1-meter spring boards and is home to the varsity swim team, community youth and masters' swim teams, water aerobics classes and open swimming activities for all ages.

### **Joy Burns Arena**

This 150-seat rink accommodates hockey and figure skating programs. The ice is also available for public skating and other events like broomball. Call (303) 871-3904 or e-mail [aquatics-rec@du.edu/](mailto:aquatics-rec@du.edu) for more information.

### **Benjamin F. Stapleton Jr. Tennis Pavilion**

With six floodlit courts and grandstand seating for more than 300, the pavilion hosts varsity tennis competition as well as recreational programming. The complex also houses locker rooms, a pro shop, concession stands and coaches' offices.

### **Hamilton Gymnasium**

The Hamilton Gymnasium seats 2,800. This competition venue features retractable seats, allowing diversified use of the facility and creating space for three basketball courts or three volleyball courts. Designed primarily for varsity, intramural and recreational athletics, the gymnasium also serves community youth leagues.

### **Gates Field House**

The Gates Fieldhouse hosts 10,000 square foot gymnastics facility and varsity practice. The multi-purpose synthetic sport court flooring offers unlimited opportunity for recreational uses including basketball, volleyball, badminton, indoor soccer and roller hockey.

### **Barton Lacrosse Stadium**

Construction of the Peter Barton Lacrosse Stadium was completed in 2005. Accommodating about 2,000 spectators, Barton Stadium replaced the temporary bleachers between the lacrosse and soccer fields adjacent to the west entrance of the Ritchie Center. The north-facing stadium features stone walls with pre-cast concrete bench seating, locker rooms for men and women, public restrooms, concession area, viewing pavilion/conference room and a two-direction press box that also serves the soccer field to the south.

### **Soccer Stadium & Field, Fitness Facility, & Art Annex**

Opening October 2009, the Stands and Field work will enhance the competitiveness of NCAA Men's and Women's Soccer for the University as well as providing the ability to host NCAA Regional Tournament play.

The Strength & Conditioning Facility will serve all 17 NCAA athletic programs in providing state of the art, team based, strength and conditioning programs that will maximize the performance of our student-athletes.

The Art Annex is designed to allow the University's Art program to grow in stature by providing needed studio and art lab/classroom spaces.

## Intercollegiate Athletics

<http://denverpioneers.com/>

### **Brief History:**

The University of Denver has an outstanding athletics history, beginning with the first varsity baseball game played in 1867. The Denver Pioneers varsity program, now competing in the NCAA Division I level in all sports, is the top rated of the Sun Belt Conference schools.

### **Varsity Sports include...**

<i>Men</i>		<i>Women</i>	
<i>Basketball</i>	<i>Soccer</i>	<i>Basketball</i>	<i>Soccer</i>
<i>Cross Country</i>	<i>Skiing</i>	<i>Cross Country</i>	<i>Skiing</i>
<i>Golf</i>	<i>Swimming/Diving</i>	<i>Golf</i>	<i>Swimming/Diving</i>
<i>Ice Hockey</i>	<i>Tennis</i>	<i>Ice Hockey</i>	<i>Tennis</i>
<i>Lacrosse</i>		<i>Lacrosse</i>	<i>Gymnastics</i>

In 2008 the National Collegiate Scouting Association (NCSA) announced that the University of Denver ranked 15<sup>th</sup> in a list of more than 1000 NCAA schools with athletic programs.

In 2006-2007 the Denver Pioneer hockey team captured 21 or more wins for the 6<sup>th</sup> consecutive season and 13 or more league wins for the 4<sup>th</sup> consecutive season. In one of the best seasons in their history, the University of Denver ski team captured their 19<sup>th</sup> national title at the 2008 NCAA Championships. The DU gymnastics team finished 12<sup>th</sup> at this year's NCAA Championships.

## Athletic Events & Recreation Programs

[www.recreation.du.edu](http://www.recreation.du.edu)  
[www.denverpioneers.com](http://www.denverpioneers.com)

The University of Denver sponsors 17 NCAA Division sports, 30 club sports and 14 intramural sports.

### **Participants**

Varsity sports participants	320
Club sports participants	1,100
Intramural athletics participants	2,500

DU provides over 55 exceptional youth and adult program offerings, each structured to meet the recreational, instructional, competitive and wellness needs of a diverse community and an athletic program rich in history.

**PASS (Pioneer Athletic Super Summer) Camp** is an introduction to sports skills for boys and girls ages 5-11 years old. PASS camp uses the outstanding facilities at the Ritchie Center to introduce kids to a wide variety of sports and related sports skills.


**DU's School Days Off Program** operates on select holidays, teacher workdays and other days throughout the year when children are not attending school, the School Days Off program exposes kids to a variety of different sports activities throughout the day. DU Faculty/Staff can utilize their Work Options Benefit for the School Days Off Program

**Ritchie Center Birthday Parties / Field Trips** offer several fun and memorable activities: field games, gymnastics, ice skating, swimming, inflatable island. Call 303.871.3005 to reserve your Ritchie Center birthday party today! Visit [www.recreation.du.edu/bday](http://www.recreation.du.edu/bday) for more information.

## *Athletic Events & Recreation Programs (cont'd)*

**For adults**, DU offers programs in adult fitness, hockey, ice skating, racquetball, squash, swimming, tennis, yoga and more.

**The Coors Fitness Center** offers cardio and free weight equipment, as well as a comprehensive fitness class schedule. DU Faculty/Staff receive discounted membership rates and discounts on select recreation programs. Visit [www.recreation.du.edu](http://www.recreation.du.edu) for more information.



Memberships are available at the front desk of the  
Coors Fitness Center  
2201 East Asbury Avenue, 303-871-3845  
or e-mail [coors-fitness@du.edu](mailto:coors-fitness@du.edu).

**Athletic Events:** DU is home of the Pioneers, hosting NCAA Division I athletic events in The Daniel L. Ritchie Center for Sports and Wellness Magness Arena, Hamilton Gymnasium and El Pomar Natatorium, Peter Barton Lacrosse Stadium, Stapleton Tennis Complex and Pioneer Field. Faculty/Staff receive a discount for all ticketed sporting events. The Division of Athletics and Recreation hosts several Faculty/Staff Appreciation events throughout the year bringing academics and athletics together to share their crimson and gold spirit. Call the Ritchie Center Box Office: 303.871.2336 for more information and visit [www.denverpioneers.com](http://www.denverpioneers.com) for team information and schedules.

**Pioneer Gear:** you can get your official Denver Pioneer gear within the Ritchie Center at the Coors Fitness Center, or Joy Burns Arena. Gear may also be purchased online through the DU Bookstore at <http://www.dubookstore.com/denver/>.

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# PLACES: THE DU ENVIRONMENT

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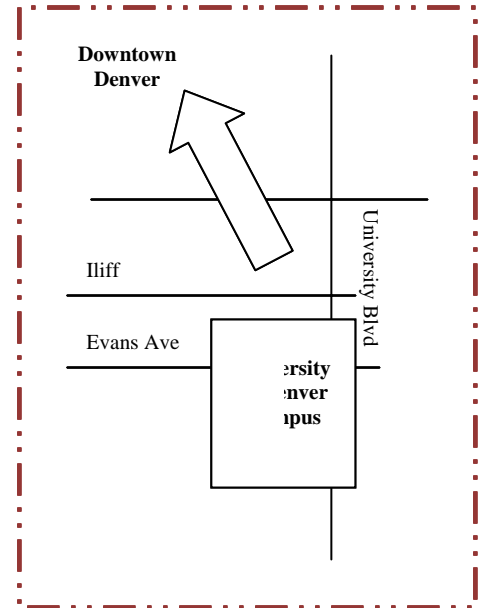
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## The Physical Place

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The University of Denver is located in the University Park area of southeast Denver. Nestled in residential neighborhoods, the campus is eight miles from downtown Denver and fifteen miles from the mountains.



by  
each

## **Building Boom at University Park...**

The University has invested approximately \$378 million as part of a plan that united all University programs on a single campus in Fall 2003 and continues to enhance the physical resources of the University

### **CAMPUS IMPROVEMENTS**

<b>Facility</b>	<b>Completed</b>
Ruffatto Hall (Morgridge College of Education)	<i>(spring 2010)</i>
Soccer Stadium and Field, Conditioning Facility, and Art Annex	<i>(fall 2009)</i>
Cherrington SIE Cheou-Kang Pavilion	August 2009
Nagel Residence Hall	Summer 2008
Safety/Parking Services Building	Fall 2006
Evans Parking Structure	Fall 2006
School of Hotel, Restaurant and Tourism Management	Fall 2005
Craig Hall (Graduate School of Social Work)	Summer 2005
Kappa Sigma House	Summer 2005
University Technology Services Building	Fall 2005
Peter Barton Lacrosse Stadium	Spring 2005
Chambers Center for the Advancement of Women	Fall 2004
Frank H. Ricketson Jr. Law Building (Sturm College of Law)	Summer 2003
Newman Center for the Performing Arts	Spring 2003
Nelson Residence Hall	Fall 2002
Fisher Early Learning Center	Fall 2000
Ritchie Center	Spring 1999
Daniels College of Business	Fall 1999

### **ON THE DRAWING BOARD**

A \$10 million gift will be used to construct a new College of Education building and create the Institute for Early Learning and Literacy. The new building, located on Evans Avenue between Race and High Streets, will be named the Ruffatto Hall after generous sponsors Jean and Mike Ruffatto. Carrie and John Morgridge's generous gift will help the college fulfill its vision to be a global leader in innovative and effective approaches for promoting learning.

## Other Points of Interest



### Lawrence C. Phipps Memorial Conference Center

3400 Belcaro Drive  
[www.du.edu/hipps](http://www.du.edu/hipps)

The Phipps Conference Center is comprised of the Phipps Mansion, the Phipps Tennis Pavilion and Phipps Catering Services, situated on 5 1/2 acres of landscaped grounds in the Bonnie Brae neighborhood of southeast Denver. The Center was built by Senator and Mrs. Lawrence C. Phipps, and today hosts wedding receptions, corporate and service organization events, and University of Denver functions.

### Phipps Mansion

[www.du.edu/hipps/mansion.html](http://www.du.edu/hipps/mansion.html)

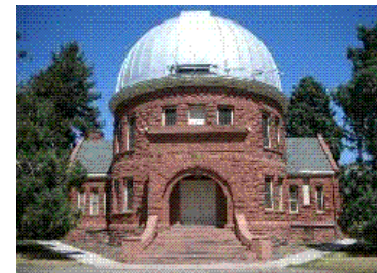


Built between 1931 and 1933, the 33 thousand square foot Georgian style Phipps Mansion is comprised of more than seventy rooms, two of which were imported from England. The facility is furnished in the Chippendale and Queen Anne styles and features American, European and Asian art. Today, the facility is used for a diversity of corporate and philanthropic events as well as weddings, wedding receptions and wedding anniversary celebrations. The facility can accommodate up to 125 guests.

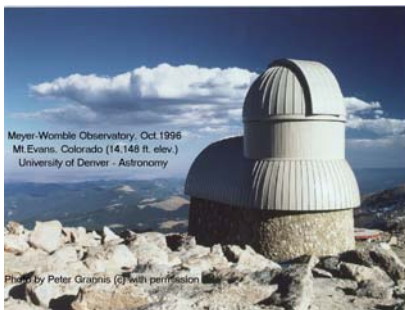
### Chamberlin Observatory

[www.du.edu/~rstencil/Chamberlin](http://www.du.edu/~rstencil/Chamberlin)

Observatory Park, located about 1/2 mile east of the DU campus, is home to the Chamberlin Observatory. Denver architect Robert Roeschlaub's design for Chamberlin was borrowed from the Carleton College Observatory in Northfield Minnesota. The dome houses a 20-inch aperture Clark-Saegmuller refractor, which saw first light in July 1894, and is still functional. Regular classes and public viewing still occur.



The University of Denver's historic Chamberlin Observatory



### Meyer-Womble Observatory

[www.du.edu/~rstencil/MtEvans](http://www.du.edu/~rstencil/MtEvans)

DU's Meyer-Womble Observatory sits atop Mount Evans, a 14,148-foot peak, one hour's drive from campus. The location gives Meyer-Womble the second-highest vantage point of any telescope on Earth. The telescope's resolution rivals that of the Hubble Space Telescope because Mount Evans' summit stands above 40 percent of the light-distorting effects of the atmosphere.

## **Chester Alter Arboretum**

In 1886, when Rufus “Potato” Clark and a group of farmers sold the University of Denver 150 acres of prime prairie, they had one request: that the University plant 1,000 trees on the land within a year. Their request was honored, of course. Today, the campus is dotted with mature trees that shade paths and delight the eye. Following the University's lead, the surrounding neighborhood is known for its canopied streets and tree-filled parks.

Now, in the spirit of Clark's visionary request and in honor of a former DU chancellor who embodies that vision, the University of Denver has designated its University Park campus the **Chester M. Alter Arboretum**. Open to the public and dedicated to tree conservation and preservation, the arboretum serves as an aesthetic and educational resource for the community and the University.

## **Harper Humanities Garden**

The University named this garden for Chancellor Heber Harper, who was a clear connection between a beautiful environment and the liberal arts. With fountains and a meandering stream, the gardens offer a pastoral oasis in the heart of the campus.



## **Evans Chapel**



The Evans Chapel, originally known as the chapel of Grace Church, was erected in 1878 by John Evans in memory of his daughter Josephine, wife of Samuel H. Elbert. When the small chapel located at 14<sup>th</sup> and Bannock was scheduled for demolition, the building was moved, stone by numbered stone, and re-erected where it stands today in an area that later became the Harper Humanities Garden in University Park. Regular services by a number of campus religious groups, as well as weddings, memorial, and other services have been frequent since that time.

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# POLICIES AND PROCEDURES

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## UNIVERSITY POLICIES and PROCEDURES

[www.du.edu/policies](http://www.du.edu/policies)

*The following pages summarize a few notable policies and procedures, including what to do if you need assistance or if you feel your rights have been violated. Different groups and laws are specific to individual sets of procedures and policies. Although these specific procedures and policies may be located in various places, most general policies can be found at [www.du.edu/policies](http://www.du.edu/policies).*

- ✎ *Equal Opportunity: Prohibited Discrimination and Harassment*
- ✎ *ADA: Accommodations for Employees with Disabilities*
- ✎ *Drug and Alcohol Policies*
- ✎ *Workplace Violence Policy*
- ✎ *Employee Dispute Resolution Guidelines*
- ✎ *Limits of Authority and Contract Signature Authority*
- ✎ *Corporate Governance and Responsibility*
- ✎ *Code of Business Conduct*
- ✎ *Conflicts of Commitment and Interest*
- ✎ *Confidentiality / Privacy (FERPA)*
- ✎ *Intellectual Property and Fair Use*

EMPLOYEE HANDBOOK OF PERSONNEL GUIDELINES and PROCEDURES *is a guidebook for Appointed, Nontenured and Nonunion Employees. It summarizes various University policies, procedures and employee benefits, and is for informational purposes.*

*The handbook in its entirety can be found online at*  
[www.du.edu/hr/forms/employee\\_handbook.html](http://www.du.edu/hr/forms/employee_handbook.html)

## Equal Opportunity: Prohibited Discrimination and Harassment

The **Office of Diversity and Equal Opportunity (DEO)** is available to provide information about the university's discrimination and harassment policies and about the discrimination complaint process. You may call DEO to discuss concerns about harassment or discrimination. Supervisors and managers are also encouraged to consult with DEO or Human Resources to learn how to prevent discrimination and harassment and to proactively address any potential climate, discrimination or harassment concerns.

### *Summary of your rights and responsibilities...*

**University policy prohibits discrimination and harassment** on the basis of race, color, national origin, age, religion, disability, sex, sexual orientation, marital status, and veteran status. All DU employees are required to provide equal opportunity and may not discriminate in the terms, conditions, or use of evaluative standards in employment, academic or program settings. Additionally, employees are expected to provide reasonable religious and disability accommodations to students, employees, and participants.

**Sexual harassment and other harassment** on the basis listed above are prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of the conduct is used as the basis for a decision affecting the person's working, academic, or programmatic status. Sexual and other prohibited harassment also exists when such conduct has the purpose or effect of unreasonably interfering with a person's work, academic or program performance, or of creating an intimidating, hostile, or offensive environment.

**DU policy prohibits retaliation** against a person because he/she filed a complaint of discrimination or harassment or participated in an investigation. **Knowingly filing a groundless and malicious complaint** is also prohibited.

*Violations of any of the above policies will be promptly addressed with appropriate **disciplinary action** up to and including termination.*

**Consensual sexual relationships** between teachers and students or between supervisors and staff are strongly discouraged. These relationships can create conflicts of interest or otherwise create the appearance of bias, favoritism, exploitation, intimidation, or coercion – all of which may undermine the spirit of trust and mutual respect that is essential for a healthy work and academic environment.

### *Taking action...*

You may take concerns about discrimination or harassment to your supervisor or the supervisor, chair or dean of the person you believe is acting against you. You may also go directly to the **Office of Diversity and Equal Opportunity**. If you would like **confidential counseling** you may contact the Employee Assistance Program or University Counseling at 303-871-3511. The Ombuds Officer can also provide confidential information, resources and referrals at 303-871-4712.

**Informal Resolution** allows a prompt, non-adversarial solution to the situation. All parties work together with their supervisor and the Director of Diversity of Equal Opportunity to arrive at a mutually agreeable solution. **Formal Action** is generally a lengthier process that involves the investigation of the allegations of discrimination or harassment. To initiate this process, you must file a written, signed complaint with sufficient detail to allege a violation of university discrimination or harassment policy. See the DEO website for the full complaint procedures.

**Office of Diversity and Equal Opportunity**  
Phone 303-871-7436 – <http://www.du.edu/deo>

# ADA: Accommodations for Employees with Disabilities

The University of Denver is committed to hiring qualified persons with disabilities and committed to the provision of reasonable accommodations for qualified employees with disabilities in accordance with:

- its commitment to diversity and
- compliance with Title I of the Americans with Disabilities Act (ADA) and other applicable laws which prohibit discrimination on the basis of disability

**Definition of disability** under the ADA includes:

- a physical or mental impairment which limits one or more major life activity
- a record of such an impairment
- being regarded as having such an impairment

Any information regarding an employee's disability including medical documentation, requests for, and provision of reasonable accommodations is confidential and will be kept separate from an employee's official personnel file. Such information may not be released to (other) University departments, except as necessary to administer the accommodations process. Such information will not be released to an entity outside the University of Denver without the employee's written consent

## **Accommodation Determination Procedures...**

For employees who believe accommodations are needed, the accommodation determination process involves the direct supervisor, the employee with the disability, and when indicated, other University resources. This determination is a sequential step-by-step process:

- 1) Disclosure of the disability to the supervisor by the employee
- 2) Submittal of a (written) request for accommodations by the employee
- 3) Discussion(s) between the employee and the supervisor regarding requested accommodations
- 4) Provision of medical or other appropriate documentation that states the diagnosis and the functional limitations specific to the employee if the supervisor deems it necessary
- 5) If necessary, additional collaboration with the employee, supervisor and University resources which may include:

The University Office of Diversity and Equal Opportunity  
The Office of Employment Services – Department of Human Resources  
The University Ombuds

***For more information, contact the Office of Diversity and Equal Opportunity at (303) 871-7436***

# Drug and Alcohol Policies

## Controlled Substances in the Workplace

*www.du.edu/policies*

The University of Denver is committed to a drug-free workplace and prohibits the unlawful manufacture, distribution, dispensing or use of controlled substances by employees, students, subcontractors, consultants and visitors.

If an employee's supervisor has reasonable grounds to believe that an employee is under the influence of drugs while at work, the employee may be deemed to have violated this policy and may be required to leave the workplace immediately.

The University reserves the right to discipline employees found to be in violation of this policy or violation of applicable laws related to the unlawful manufacture, distribution, dispensing, possession or use of controlled substances. Disciplinary action may include immediate termination of an employee.

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***Anyone who has a concern about the consumption or possession of unsealed alcoholic beverages or the unlawful manufacture, distribution, dispensing, possession or use of controlled substances should immediately contact one of the following resources for assistance:***

- ***The Employee Assistance Program for referrals on treatment and related issues:  
(303) 871-3511***
- ***The Department of Campus Safety to report incidences of illegal activity: (303) 871-3000***
- ***The Department of Human Resources for assistance on the disciplinary policy or policy related issues:  
(303) 871-7420***

## Alcohol Policy

*www.du.edu/policies*

The University of Denver prohibits the consumption or possession of unsealed alcoholic beverages on University property or during the discharge of University duties (whether or not on University property), except in those areas or during those events which are licensed or catered in such a manner to provide for the serving of such beverages. Although moderate consumption with meals or during social events is not prohibited, the University does not encourage the consumption of alcoholic beverages during working hours. Individuals are prohibited from reporting to work under the influence of alcohol.

If an employee's supervisor has reasonable grounds to believe that an employee is under the influence of alcohol while at work, the employee may be deemed to have violated this policy and may be required to leave the workplace immediately.

To the extent permitted by law, the University may require any employee to submit to a blood alcohol test administered by University-designated laboratories or physicians. If the test indicates that the employee has a blood alcohol level of .05 or higher, the employee will be deemed to be under the influence. Refusal to consent to a drug or alcohol test may result in disciplinary action.

The University reserves the right to discipline employees found to be in violation of this policy. Disciplinary action may include immediate termination of an employee.

*For a complete copy of the policies, refer to the University Policy Manual or contact Human Resources.*

# Workplace Violence Policy

## University Guideline and Procedures:

The University takes a strong and unequivocal position against intimidation, threats or violence in the workplace. Complaints of threatening, intimidating or violent acts including hostile behavior, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons onto University property or any other act which, in the University management's opinion, is inappropriate to the workplace will be investigated. This guideline extends to persons doing business with the University including customers, vendors and others who interact with University employees and students.

The support and cooperation of all employees and students is requested to help keep the University a safe and healthy place to work. Employees and students should immediately report any behavior that may constitute a potentially violent situation to University management.

### Procedures

1. Upon witnessing or hearing of an act or threat of violence, the appropriate manager may immediately act to suspend the individual(s) involved, pending the results of an investigation. If the individual(s) refuse to leave, the manager should call Security at extension 13000 to escort the individual(s) off campus.
2. The manager should notify the Human Resources Department immediately. Human Resources will help in determining the appropriate action to be taken.
3. Should the alleged perpetrator of violence be a student, the Office of Citizenship and Community Standards will handle the matter in accordance with the *Code of Student Conduct*.
4. The University will conduct any required investigation in a discreet manner. During the course of the investigation, the University may find it necessary to talk to a number of employees, particularly to the alleged perpetrator. As a result, the University will not guarantee the confidentiality of reported complaints.
5. At the conclusion of the investigation, the employee will be notified of the action to be taken. The action to be taken must be reviewed by Human Resources and/or University Legal Counsel before it is communicated to the employee.
6. Documentation of the incident, and action taken, will be kept in the employees' personnel file.

# Employee Problem Resolution Guidelines

[www.du.edu/policies](http://www.du.edu/policies)

This procedure is outlined in the *Employee Handbook*, and is a guideline for resolving employee grievances.

For purposes of these guidelines, grievances are those complaints by employees of the University relating to:

- Alleged wrongful termination or demotion
- Substantial disagreement regarding an unsatisfactory work performance evaluation
- The availability or amount of any employee benefits such as holidays, vacations, or sick leave
- Significant matters affecting term or conditions of employment

The procedure outlined herein is an internal, administrative process and outside counsel may not participate.

## Procedures

The employee must discuss any complaint covered by this Policy with his/her immediate supervisor and make a concerted effort to resolve the issue in dispute without relying on the more formalized process outlined below. The discussion should occur as soon after the supervisor has been notified of the disputed matter as reasonably possible. Five (5) working days is a workable guideline.

**Step One - Written Statement:** If the employee is not satisfied with the results of this discussion, the employee may initiate the formal grievance process with a written statement to the employee's direct supervisor. The supervisor's written response should be made within ten (10) working days after the receipt of the employee's written statement.

**Step Two - Appeal:** If the employee and his/her immediate supervisor are unable to resolve the employee's complaint, the employee may appeal in writing to the next most immediate supervisor. The written appeal must contain a reasonably detailed description of the complaint and must be delivered within five (5) working days to the immediate supervisor and Human Resources, after the supervisor has provided a written response as required in Step One. The response to the written appeal by the next immediate supervisor should be made within ten (10) working days of the receipt of the appeal.

**Step Three - Final Resolution:** If the employee and the next most immediate supervisor are unable to agree on a resolution of the grievance, the Provost or the appropriate Vice Chancellor, or will resolve the matter, or a designee will be appointed. If the Provost or Vice Chancellor is the direct or next immediate supervisor. A decision at Step Three will be final.

*For more information online, access the Employee Handbook at [www.du.edu/hr/forms/employee\\_handbook.html](http://www.du.edu/hr/forms/employee_handbook.html)*

# Limits of Authority and Contract Signature Authority

[www.du.edu/policies](http://www.du.edu/policies)

Many individuals and organizations within the DU community develop agreements with external parties on a variety of issues: arranging for events on or off campus, contracting for work to be done or services to be provided, leasing property - it's a natural part of life on a college campus. These agreements are legal contracts, and carry varying degrees of risk to the individual, the group and the University.

The DU policy authorizes specific officers and employees to enter into contractual and other obligations on behalf of the University of Denver. The policy designations of authority are intended to recognize the scope of responsibility of University employees, control the creation of unauthorized or unintended liabilities, and maintain the orderly conduct of the University's business affairs. This policy also provides for a review procedure for certain types of contracts.

## What is a Contract?

- ☞ A contract is an agreement the law will enforce
- ☞ The basic components of a contract are an offer and an acceptance which can be either shown obviously or by context of the situation
- ☞ Contracts can be written or verbal

## Common University Contracts

- ☞ Employment
- ☞ Performance
- ☞ Construction
- ☞ Purchase or Sale of Goods
- ☞ Residential/Landlord
- ☞ Financial Agreements

## Who Is Authorized to Sign a Contract for the University?

- ☞ Chancellor
- ☞ Vice Chancellor for Business and Financial Affairs
- ☞ Very few other with specific pre-approved authority

## Where Can I Go if I Have Questions About a Contract?

- ☞ Office of the University Counsel

### Some Do's and Don'ts

- **DON'T** sign your name to just anything
- **DON'T** attempt to write a contract on your own
- **DO** utilize your colleagues and resources
- **DO** learn about the contractual issues in your specialized area

## Designation of General Authority:

1. The Chancellor and Vice Chancellor for Business and Financial Affairs, or either of them, are authorized to sign any and all contracts, without regard to the duration, types or amounts of the University's obligations under such contracts.
2. The Assistant Treasurer, Assistant Vice Chancellor for Business and Financial Affairs, and Controller are authorized to sign any contract on behalf of the University in the amounts to be determined annually.

## Review Procedure:

- A. Employees with contracting authority when obtaining goods and services shall follow procurement procedures prescribed in the University's Purchasing Manual. In such cases, it is the responsibility of those with designated contracting authority to maintain a documentation file showing compliance with established University purchasing procedures.
- B. Prior to the execution of any contract described below, the University employee responsible for such contract's subject matter will cause the contract to be reviewed by the Controller and the University Counsel.

# Corporate Governance and Responsibility

[www.du.edu/policies](http://www.du.edu/policies)

The University of Denver has adopted emerging best practices in Corporate Governance and Responsibility in the following areas:

- ◆ Auditor Independence
- ◆ Trustees, Senior Management, and Other Employees
- ◆ The Audit Committee
- ◆ Document Retention and Periodic Destruction

As best practices evolve, this policy will be reviewed and changed or expanded, as the University deems necessary.

## Code of Business Conduct

[www.du.edu/policies](http://www.du.edu/policies)

The Code of Business Conduct is designed to serve as a guide to appropriate business behavior for trustees, officers, faculty and staff of the University of Denver. We fulfill our obligations and enhance our reputation by adhering to high standards of excellence and integrity and to following the key principles of business conduct in the performance of our duties:

- ◆ Compliance with Laws And Regulations
- ◆ Compliance with Contractual and Grant Obligations
- ◆ Compliance with Standards of Ethics and Integrity
- ◆ Individual Responsibility
- ◆ Reporting of Suspected Violations
- ◆ Equal Opportunity and Sexual Harassment
- ◆ Conflicts of Commitment and Interest
- ◆ Confidential Information
- ◆ Gratuities and Kickbacks
- ◆ Proper Accounting and Related Responsibilities
- ◆ Consequences of Violations of University Policies

## Conflicts of Commitment and Interest

[www.du.edu/policies](http://www.du.edu/policies)

The Conflict of Commitment and Interest policy provides guidance to trustees, officers, faculty and staff who are presented with a situation resulting in a potential or actual conflict of interest.

In addition to conflicts of interest, all full-time faculty and staff owe their primary professional allegiance to the University, including but not limited to their primary commitment of time and intellectual energies. While the specific responsibilities that constitute the primary commitment will vary by position conflicts of commitment should be avoided that interfere with the faculty's or staff's primary obligations of time and energy to the University.

## Confidentiality and Privacy

Confidentiality regarding student and employee information is expected of everyone within the University community. All members of the DU community should understand and follow the guidelines for confidentiality under federal law in the area of student records (FERPA) and employee health information (HIPAA) that are outlined below. A good standard to follow is to ask permission to share information, and then only with those who need to know.

**The Family Educational Rights and Privacy Act of 1974** helps protect the privacy of student education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

### Directory Information

Institutions may disclose information on a student without violating FERPA if it has designated that information as "directory information." DU does not release directory information to external organizations except those contracted to do work on behalf of the University.

**Disclosure** – Student data may be accessed by

- **University Officials** with a legitimate educational interest
- **University students** who are selected to serve as members of University committees that select students for membership in honor societies or University awards (limited access)
- **Parents** who claim students as dependents on their Federal Income Tax return may request grades and other information as provided by FERPA.

A student's record may be released in compliance with a **court order or subpoena** or for **health and emergency reasons**.

**To determine what the University defines as "directory information",  
or for additional information of FERPA,**

**Visit the Office of the Registrar's website at [www.du.edu/register/facstaff/empferpa.html](http://www.du.edu/register/facstaff/empferpa.html)**

**Privacy Policy:** [www.du.edu/privacy](http://www.du.edu/privacy)

The University of Denver endeavors to take reasonable precautions to maintain privacy and security within the sphere of operations. The University cannot guarantee that these efforts will always be successful and, therefore, users must assume the risk of a breach of University privacy and security systems.

The Privacy Policy provides reasonable precautions to maintain privacy and security in the areas of personal information, information collected when users access the University of Denver website(s), email, and health records and information.

### **The Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

*The University of Denver's Notice of Privacy Practices are available at [http://www.du.edu/duhealth/general/privacy\\_practice.html](http://www.du.edu/duhealth/general/privacy_practice.html)*

The notice describes how health information may be used and disclosed, and how individuals can get access to this information.

# Intellectual Property Policy

[www.du.edu/intellectualproperty](http://www.du.edu/intellectualproperty)

The Technology Transfer and Intellectual Property unit of the University Counsel's Office serves to identify, nurture, cultivate and protect the intellectual property rights of the University of Denver. The spectrum of interest ranges from trademarks and insignia, to patents, copyrights, trade secrets, and the name, image and reputation of the University and its participants.

The policies and guidelines include:

**Fair Use – University of Denver Guidelines in the Context of Electronic Information Technology** are structured to comply with the spirit of the "Fair Use" doctrine relating to utilizing electronic information technology to enhance curricular endeavors.

**University Procedures for Dealing with Possible Infringement of Intellectual Property Rights\*** include:

1. Notice, counter notice and removal of information when the University receives an infringement claim.
2. Contents of counter notification.
3. Procedure to be used when the University has notice that material provided for an official University website, or provided for another Internet communication on behalf of the University, may infringe on intellectual property rights.

*\* This is an interim policy of the University which shall be applicable pending final approval by the Board of Trustees.*

The intent of the **University of Denver's Patent Policy** is to protect the rights of employees, faculty, and students, the University, and the sponsoring agency (if involved), and to ensure fair compensation in the event that discoveries or inventions have commercial applications. The objectives of the policy are:

1. To encourage invention and to provide fair compensation for the inventor, the sponsoring department and the University, and
2. To fulfill the terms of sponsored agreements and other contracts relating to the development of intellectual property.

The purpose of the **Policy for the Use of University Names and Insignias** is to ensure that any implied association with the University is accurate, to ensure that the activities with which it is accurately associated maintain standards consistent with its educational purposes, and to protect its assets by seeking a fair share of the economic value that the use of DU's names and marks produce.

# Information Sources

## – Where to Get the Information You Need

### DU on the web

- **webCentral** ..... webcentral.du.edu  
*The place to find targeted announcements, personal calendars, email, personal employment information*
- **Campus Calendars** ..... ducal.du.edu  
*The place to find out about any upcoming events on campus; it gives you the ability to search campus wide or by departments, individual groups or organizations.*
- **Faculty and Staff Directory** ..... www.du.edu/Directory/servlet/DirectoryServlet  
*The place to search for faculty and staff by first and last name or email.*
- **Department Directory** ..... [www.du.edu/az](http://www.du.edu/az)  
*The place to search for different departments at DU.*
- **DU Today** ..... www.du.edu/today/index.html  
*Your source for news about DU.*

### DU by email

- **Student Programs Events** ..... email–eventmgr@du.edu  
*A weekly e-mail coordinated by the Office of Student Programs which is sent to all undergraduate students each weekend during fall, winter, and spring quarters. This list of events includes programs ranging from educational speakers to entertaining comedians. Faculty and staff are invited to subscribe to the list. To subscribe, email eventmgr@du.edu and type "subscribe" in the subject line. Faculty and staff are invited to add events to the list.*

### DU in print

- **The Clarion** ..... DU Student Newspaper  
*DU student Newspaper: also available online @ www.duclarion.com.*
- **DU Magazine** ..... Office of Communications & Marketing  
*The University of Denver Magazine is published quarterly—fall, winter, spring and summer. It is also available online @ www.du.edu/magazine.*
- **Newsletters** ..... various departments



## Human Resources

[www.du.edu/hr](http://www.du.edu/hr)

DU Human Resources is here to support faculty, administrators and staff in employment and work at the University of Denver. We can answer questions about benefits, employment, professional development and effectiveness – or point you in the right direction.

For a complete HR Service Guide listing who to contact for specific information, go to [www.du.edu/hr/about/service\\_guide.html](http://www.du.edu/hr/about/service_guide.html).

Contact Human Resources at: 2199 S. University Blvd, Room 403  
Denver, CO 80208  
Tel: (303) 871-7420

## University Chaplain

[www.du.edu/studentlife/religiouslife/](http://www.du.edu/studentlife/religiouslife/)

The Office of the Chaplain can help in locating a spiritual home, discovering ways to be involved in interfaith discussions or activities and obtaining information about Evans Chapel or the academic study of religion.

## DU Shuttle

[www.du.edu/campus-safety/Prevention.htm](http://www.du.edu/campus-safety/Prevention.htm), click on the “DU Shuttle” link in the left navigation bar

The DU Shuttle is a transportation service provided to the University community. The shuttle runs on an established route that makes a figure-8 around the DU campus with approximately 15 minute times between vans.

The DU Shuttle operates between the hours of 7:30 AM and 2:30 AM.

The Shuttle operates one wheel chair accessible van by request . Call 303-871-3842 or 303-871-3210 to arrange a pickup.

For information about routes and schedule,  
visit their website at [www.du.edu/campus-safety/](http://www.du.edu/campus-safety/)

# Resource Guide

## **Emergencies**

Campus Safety .....	<a href="http://www.du.edu/campus-safety">www.du.edu/campus-safety</a> ; ext. 12334
• Emergencies .....	911, then ext. 13000
Injuries on the Job (Workers Compensation) .....	<a href="http://www.du.edu/risk">www.du.edu/risk</a> ; ext. 12354

## **Technology**

University Technology Services .....	<a href="http://www.du.edu/uts">www.du.edu/uts</a> ; ext. 14777
• Help Desk ( <i>email / web support</i> ) .....	<a href="http://www.du.edu/uts/helpdesk">www.du.edu/uts/helpdesk</a> ; ext. 14700
• IT Training .....	<a href="http://www.du.edu/uts/training">www.du.edu/uts/training</a> ; ext. 13690
webCentral .....	<a href="http://webcentral.du.edu">webcentral.du.edu</a>
Web Work .....	<a href="http://www.du.edu/webwork">www.du.edu/webwork</a>

## **Academic**

Center for Teaching and Learning .....	<a href="http://ctl.du.edu">ctl.du.edu</a> ; ext. 12763
Office of Assessment ..	<a href="http://www.du.edu/assessment">www.du.edu/assessment</a> ; ext. 13474
The Center for Academic and Career Development ..	<a href="http://www.du.edu/thecenter">www.du.edu/thecenter</a> ; ext. 12455
Housing and Residential Education	<a href="http://slife.du.edu/housing">slife.du.edu/housing</a>
Office of Citizenship and Community Standards .....	<a href="http://www.du.edu/ccs">www.du.edu/ccs</a> ; ext. 14851
( <i>DU Honor code / Code of student conduct</i> )	
Office of the Registrar .....	<a href="http://www.du.edu/registrar">www.du.edu/registrar</a> ; ext. 12284
Student Life .....	<a href="http://www.du.edu/studentlife">www.du.edu/studentlife</a>
Graduate Studies .....	<a href="http://www.du.edu/grad">www.du.edu/grad</a> ; ext. 12831

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# UNIVERSITY OF DENVER

New Employee Guide

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## ONLINE FORMS

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*Instructions for Completing Required webCentral Employee Information*

*Race/Ethnicity/Veteran's Status*

*Confidentiality Statement*

*Patent Agreement*

*Critical Incident Notification Form*

*Emergency Contact Form*

*Instructions for Completing Optional webCentral Request for Direct Deposit*

# webCentral Employee Information

Dear Faculty and Staff,

All new employees are required to take a few minutes to complete their personal information by following the directions below.

**Race/Ethnicity/Veteran's Status:** The University of Denver values the diversity of our community. We collect these data as one measure of our diversity progress. Additionally, the University has an obligation to maintain records on the race, ethnicity and veteran's status of its employees, using the reporting categories that governmental agencies set. These categories allow an employee to self-identify with more than one racial category.

We are asking all employees to voluntarily self-identify their race, ethnicity and veteran's status, using the new categories. This information will be maintained confidentially and used only in a manner consistent with applicable laws, executive orders, and regulations. Submission of the self-identification is voluntary; failure to provide a self-identification will not subject you to adverse treatment.

**Confidentiality Agreement and Patent Agreement:** These agreements must be accessed and acknowledged in order to create an electronic personnel record. To complete the agreements click on the link, read the text and then confirm your response. You may print a copy for your records if you wish.

**Critical Incident Notification:** This provides DU with your personal contact numbers for landlines and cell phones so that you may be contacted in case of a critical incident on campus.

**Emergency Contact Form:** This form provides information on who to contact if something should happen to you.

1) First go to **WebCentral** <http://webcentral.du.edu/cp/home/loginf>:

2) Enter your **employee ID number** (87\_\_\_\_\_) and your **password**

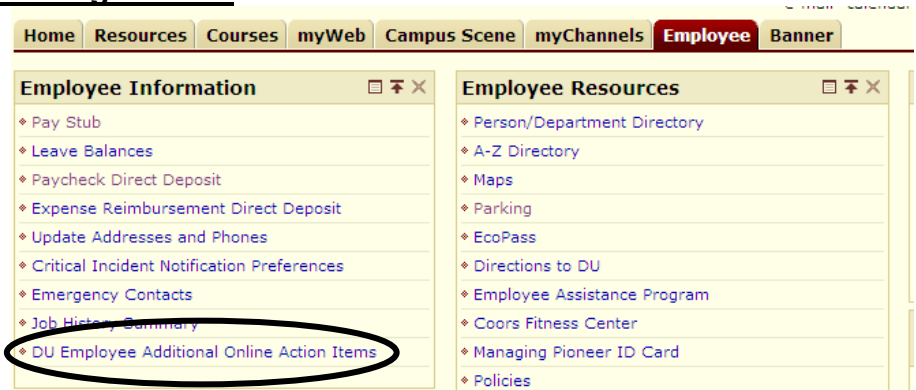
3) Select the **“Employee” tab**

and locate the **“Employee Information” box**

**Race/Ethnicity/Veteran's Status,  
Confidentiality Agreement and Patent Agreement**

Click on “*DU Employee Additional Online Action Items*”

(complete the information requested)

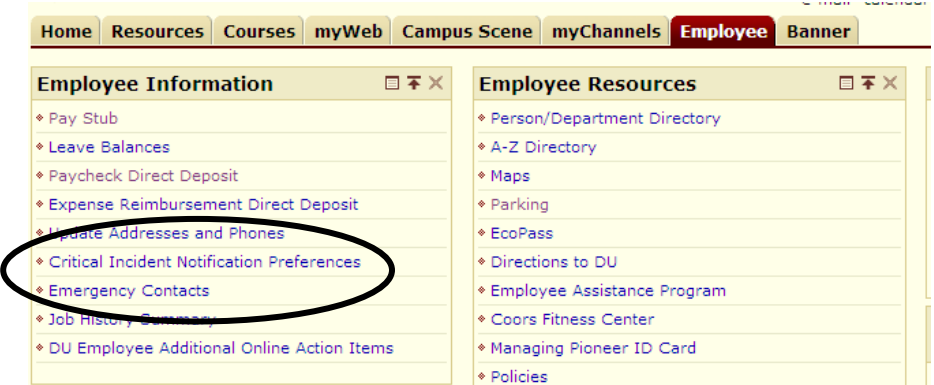


**Critical Incident Notification and Emergency Contact Information**

Click on “*Critical Incident Notification Preferences*”

(complete critical incident notification information)

then “*Emergency Contacts*”



When completed, log out and close the browser window.

If you have questions about the **race, ethnicity or veteran's status** information, please contact Susan Lee in the Office of Diversity and Equal Opportunity at 1-7436.

For questions about the **Confidentiality Statement**, contact Human Resources at 1-7420.

For questions about **CINS**, contact Risk Management at 1-2354.

For questions about **Emergency Contact** information, contact Campus Safety at 1-2139.

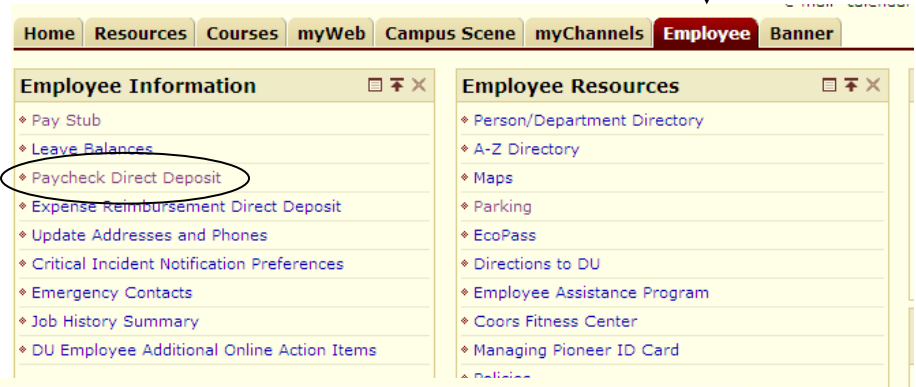
## How do I sign-up up for Payroll Direct Deposit?

1. Log on the WebCentral using your DU ID and passcode  
(<http://webcentral.du.edu/cp/home/loginf>)

2. Click on “Employee” tab.

3. Click on Payroll Direct Deposit

4. Enter bank account information



### Update Direct Deposit Allocation

Payroll allows up to two bank accounts. For assistance, please call Payroll at 303.871.3754.

To change an existing record, select a bank name. To reverse two priorities, change "1" to "2" and "2" to "1" then choose Reorder. To add a direct deposit, enter the bank routing number and account information then choose Save.

IMPORTANT if you have two accounts: The amount for your Priority 2 account is figured AFTER your Priority 1 account takes its percentage/amount. Therefore, you MUST set up your Priority 2 account to take the "remaining" amount. If you don't, you will also receive a printed check. Please verify your account setup by clicking on Direct Deposit Allocation below.

#### Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent
Account Number: *	<input type="text"/>				
Account Type:	<input type="text" value="Saving"/>				
Remaining Amount:	<input type="checkbox"/>				
Amount or Percent:	<input type="text"/>				<input type="text" value="Percent"/>

*Note: The Direct Deposit form must be received TWO WEEKS BEFORE a scheduled payday. Direct Deposit will then be effective after two bi-weekly cycles for non-exempt employees, and one monthly cycle for exempt employees.*

## How do I access my pay information through WebCentral?

1. From the Employee tab, click on “Pay Stub”.

2. Click “Display” to access and review all pay information.



## How do I sign up for Accounts Payable Direct Deposit?

Requests for Accounts Payable Reimbursement Direct Deposit may also be completed online:

1. Log onto webCentral (with your DU ID and passcode)
2. Select the “Employee” tab, then in the upper left “Employee Information” box, select “Expense Reimbursement Direct Deposit”
3. Click “Insert New” button
4. Complete the bank account information requested
5. Read the agreement information and click “Save” to complete the transaction. This will send the request to Accounts Payable.

A confirming email will be sent to your inbox.

