



UNIVERSITY OF  
DENVER

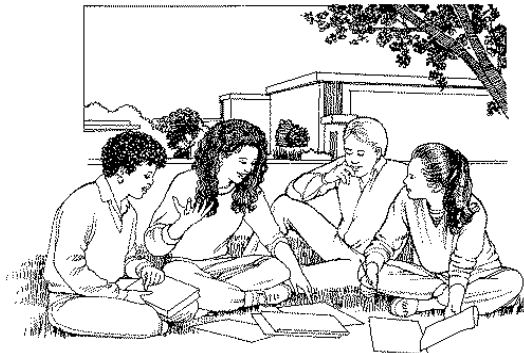
1 8 6 4

New Employee Guide

---

---

# The University of Denver New Employee Guide





UNIVERSITY OF  
DENVER

1 8 6 4

New Employee Guide

---

---

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

**Section 1** 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 access, getting connected with phones, computers and personal web information. This section 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!***



---

---

## TABLE OF CONTENTS

<b>WELCOME FROM THE CHANCELLOR .....</b>	<b>2</b>
Vision, Values, Mission and Goals of the University.....	5
Cultures on Campus .....	6
A Historical Perspective .....	7
Spirit and Traditions.....	11
DU Honor Code.....	12
<b>GETTING STARTED AT DU .....</b>	<b>14</b>
Pioneer Identification Card, Parking, ECO Pass .....	14
Restaurant Guides.....	15
Getting Connected: Telephones and Computers .....	17
webCentral: The DU Online Portal .....	18
Banner: The Administrative Information System.....	19
Blackboard – a Tool for Faculty.....	20
Pay Practices and Payroll .....	21
Academic Calendars and Holiday Schedule.....	23
Performance Evaluation and Development System (PEDS) .....	25
DU Merit Process .....	26
<b>DU 101: ABOUT THE UNIVERSITY OF DENVER .....</b>	<b>27</b>
<b>THE PEOPLE OF DU .....</b>	<b>28</b>
Students.....	28
Budget Officers.....	29
Human Resources Liaisons .....	29
Groups and Committees.....	29
University of Denver - Organizational Chart.....	30
Administration .....	31
<b>PROGRAMS AT DU .....</b>	<b>33</b>
Academic Programs .....	33
Athletics and Recreation Programs.....	36
<b>PLACES: THE DU ENVIRONMENT .....</b>	<b>39</b>
Points of Interest .....	40
<b>POLICIES AND PROCEDURES .....</b>	<b>41</b>
Employee Handbook of Personnel Guidelines and Procedures – Table of Contents.....	41
<b>INFORMATION SOURCES .....</b>	<b>42</b>
Ombuds.....	42
Office of Equal Opportunity/ADA Compliance .....	42
DU Health and Counseling .....	42
Employee Assistance Program (EAP).....	42
SafeRide Program .....	42
Other Resources .....	42
<b>INDEX .....</b>	<b>43</b>

---

---

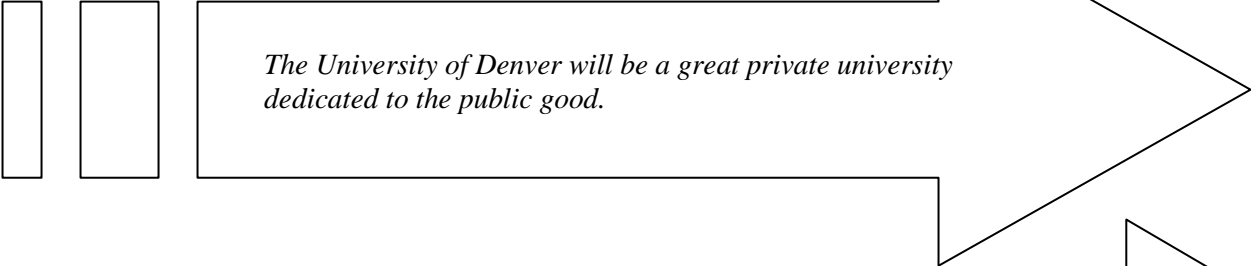
# The Vision, Values, Mission and Goals of the University of Denver

---

---

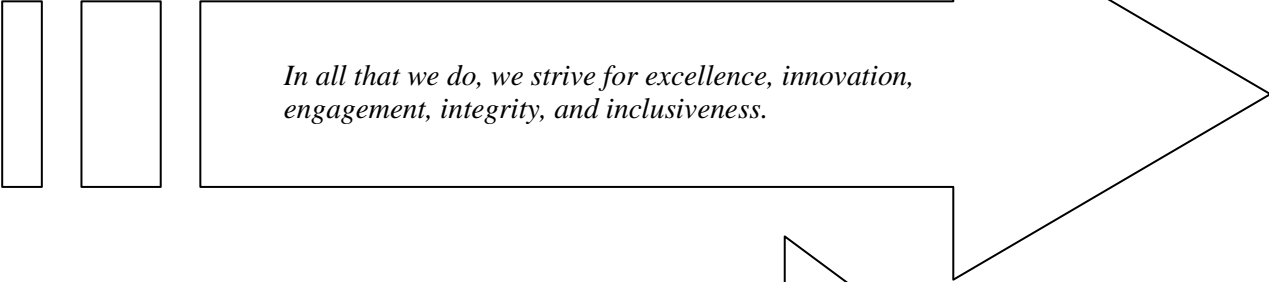
[www.du.edu/upac](http://www.du.edu/upac)

## THE VISION



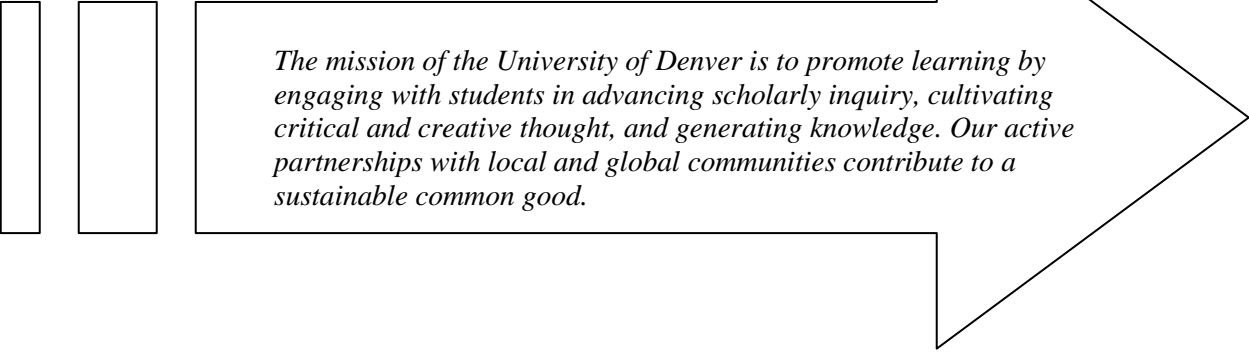
*The University of Denver will be a great private university dedicated to the public good.*

## 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.

---

---

# Cultures on Campus

---

---

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.

---

---

# A Historical Perspective

---

---

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	Chamberlain 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	Shwayder 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.

<b>1981</b> Seeley G. Mudd Science Building opened, providing laboratories and offices for Faculty and Research Students
<b>1982</b> The University acquired the Colorado Women's College (Park Hill Campus)
<b>1983</b> Cost of new buildings threatened the University's stability; programs and departments trimmed or eliminated Daniel L. Ritchie joined the Board of Trustees
<b>1984</b> The estate of Lowell Jackson Thomas funded the Lowell Thomas Building of the new law center on Park Hill Campus – dedicated 1984
<b>1987</b> Roy V. Wood was appointed the first Provost in the history of DU
<b>1989</b> Daniel L. Ritchie was appointed Chancellor
<b>1991</b> Ten-year accreditation granted with favorable North Central Association report
<b>1993</b> Operating surplus had doubled since 1988; DU received \$8 million for campus improvement
<b>1998</b> NCAA granted Division I status to all varsity sports
<b>1999</b> 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
<b>2001</b> Ten-year accreditation granted
<b>2002 to 2009</b> 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

## 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 43,000 live and work in the Colorado Front Range, and approximately 2,100 live outside the United States.**

---

---

# GETTING STARTED AT DU

---

---

## PIONEER IDENTIFICATION CARD

Pioneer Cards are picture identification that 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

Pioneer ID Card,  
2050 E. Evans Ave.  
  
Ph. (303) 871-4545

Once your new-hire paperwork has been processed, you are entitled to receive a DU identification card. ID pictures are taken during specified hours.

## PARKING AT DU

Depending upon where you work/teach parking is either so easy that it isn't a factor, or nearly impossible to get. On the southeast corner of the campus we have a large amount of reasonably priced, covered parking available. On the southwest side parking is in short supply. In the center of the campus we have adequate parking, but it sells out quickly.

The permit year begins each September 1<sup>st</sup>. If you need park on campus prior to September 1<sup>st</sup>, visit the parking office and they'll help you select a permit.

Visit the online website at [www.parking.du.edu](http://www.parking.du.edu) where you will find maps of the campus, parking rules, and the price lists for the various lots.

Hours:  
Monday - Friday from  
9:00 AM to 5:00 PM  
  
Campus Safety Center  
2130 S. High St.  
  
Ph. (303) 871-3210

## ECO PASS

With this annual sticker on your photo ID card, you can ride on all RTD regular services for free and on skyRide to DIA for \$5 (skyRide from DIA is at no cost with valid Eco Pass). Pass is not valid for special services (BroncosRide, RockiesRide, etc).

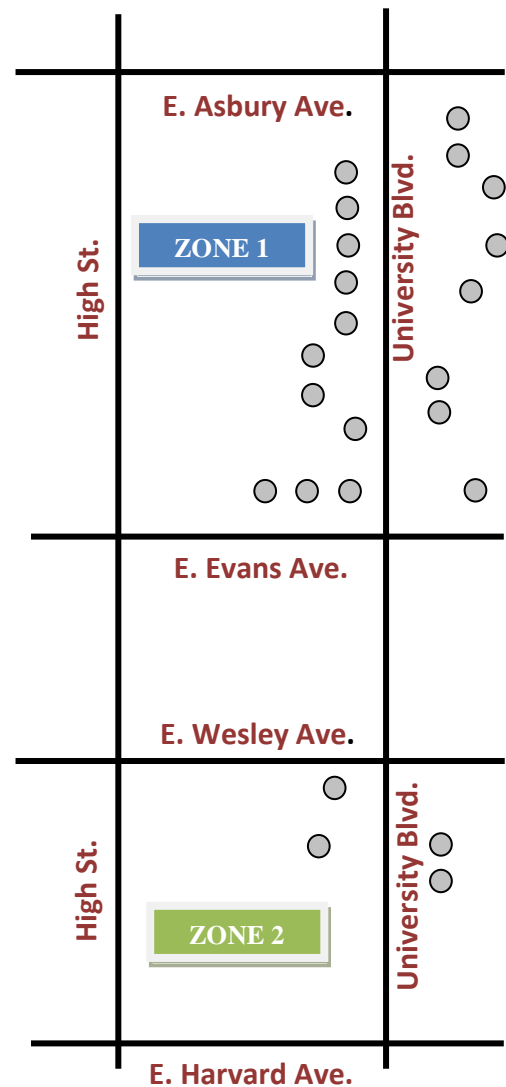
Transportation Center  
2130 S. High St.,  
Evans Parking Structure  
  
Ph: (303) 871-7433

Complete the Eco Pass Agreement Form at [www.du.edu/transcenter/documents/EcoPass2011.pdf](http://www.du.edu/transcenter/documents/EcoPass2011.pdf) and print before picking up passes at the Transportation Center. Visit the online website at [www.du.edu/transcenter/HoursLocation.html](http://www.du.edu/transcenter/HoursLocation.html) for hours of operation.

# DU Area Restaurant Guide

## ZONE 1: UNIVERSITY, NORTH OF EVANS

Bruegger's Bagels	2000 S. University Blvd
Starbucks	2000b S. University Blvd
Subway	2008 S. University Blvd
The Border	2014 S. University Blvd
Jason's Thai	2022 S. University Blvd
Nova Yogurt	2058 S. University Blvd
South Philly Cheese Steaks	2070 S. University Blvd
Crimson and Gold Tavern	2017 S. University Blvd
Greeks Gone Wild	2039 S. University Blvd
Spicy Pickle	2043 S. University Blvd
Thai Basil Noodle Cafe	2045 S. University Blvd
Zingers	2075a S. University Blvd
Blackjack Pizza	2075b S. University Blvd
Jimmy John's	2075e S. University Blvd
Mustard's Last Stand	2081 S. University Blvd
Tokyo Bowl	2337 E. Evans Ave
Ben and Jerry's	2339 E. Evans Ave
Pete's University Park Café	2345 E. Evans Ave
Jordan's Bistro and Pub	2363 E. Evans Ave

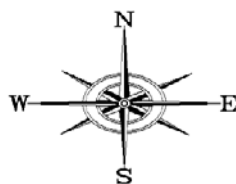
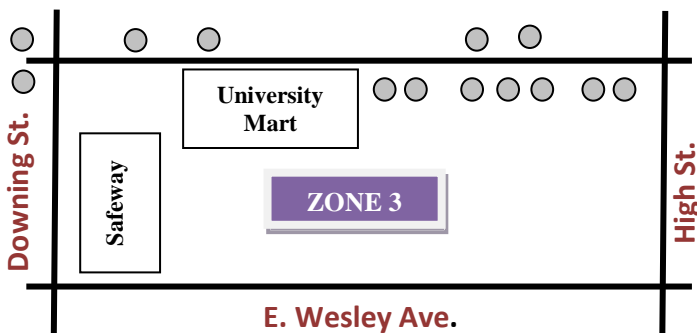


## ZONE 2: UNIVERSITY, SOUTH OF WESLEY

University Sports Grill	2442 S. University Blvd
Palais Casablanca	2488 S. University Blvd
The Pioneer	2401 S. University Blvd
Wendy's	2485 S. University Blvd

## ZONE 3: EVANS, WEST OF HIGH

Smug's Grill	1135 E. Evans Ave
Einstein Bros	1213 E. Evans Ave
Papa John's	1505 E. Evans Ave
The Stadium Inn	1701 E. Evans Ave
Noodles & Company	1737 E. Evans Ave.
Jerusalem Restaurant	1890 E. Evans Ave
Spanky's	1800 E. Evans Ave
Illegal Pete's	1744 E Evans Ave
Kaladi Bros	1730 E. Evans Ave
Tokyo Joe's	1700 E. Evans Ave
Chipotle	1644 E. Evans Ave
Anthony's Pizza	1628 E. Evans Ave



## On Campus Restaurant Guide



Centennial **1** & Nelson Halls **8**  
 All-you-care-to-eat dining featuring a deli, grill, salad bar, international, pizza, & classic cuisine.

Halls **2** & J-Mac C-Stores **9**  
 Convenience stores featuring health & beauty items, grab n' go meals, snacks, & healthy Simply to Go options.

The Pub **3**  
 This hangout spot features salads made-to-order, coffee, Simply to Go meals & snacks, & the best burger in town!

Jazzman's Café **4**  
 Wake up & smell the fresh brewed selection of specialty coffees & try a section of fresh baked pastries, & Simply to Go salads & sandwiches.

Law School Café **5**  
 This gourmet deli serves up sandwiches on artisan breads, paninis, soup, salads, expresso beverages, & healthy grab n' go snacks.

Nagel Hall Market **7**  
 Nagel Market features a variety of branded fast casual dining venues, such as Salsa Rico, la Vincita, Rotisserie, Dolci Desserts & Coffee, & a variety of healthy & allergen-friendly snacks.

Daniels Café **6**

KSIS cyber Café **10**

Olin Café **11**

Newman Center Café **12**

Sodexo – [www.du-dining.com](http://www.du-dining.com)

# 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) 871-4700

**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.

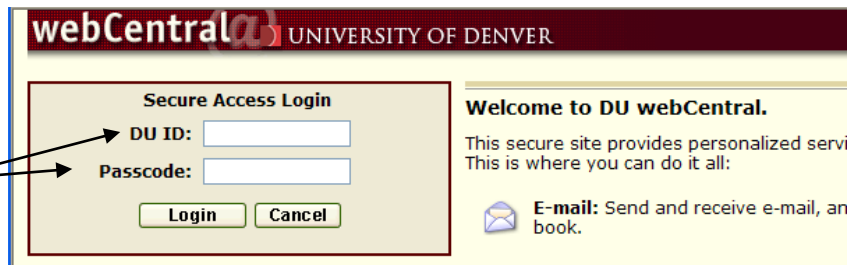
**Calendar:** Access and manage your personal and group calendars.

**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**

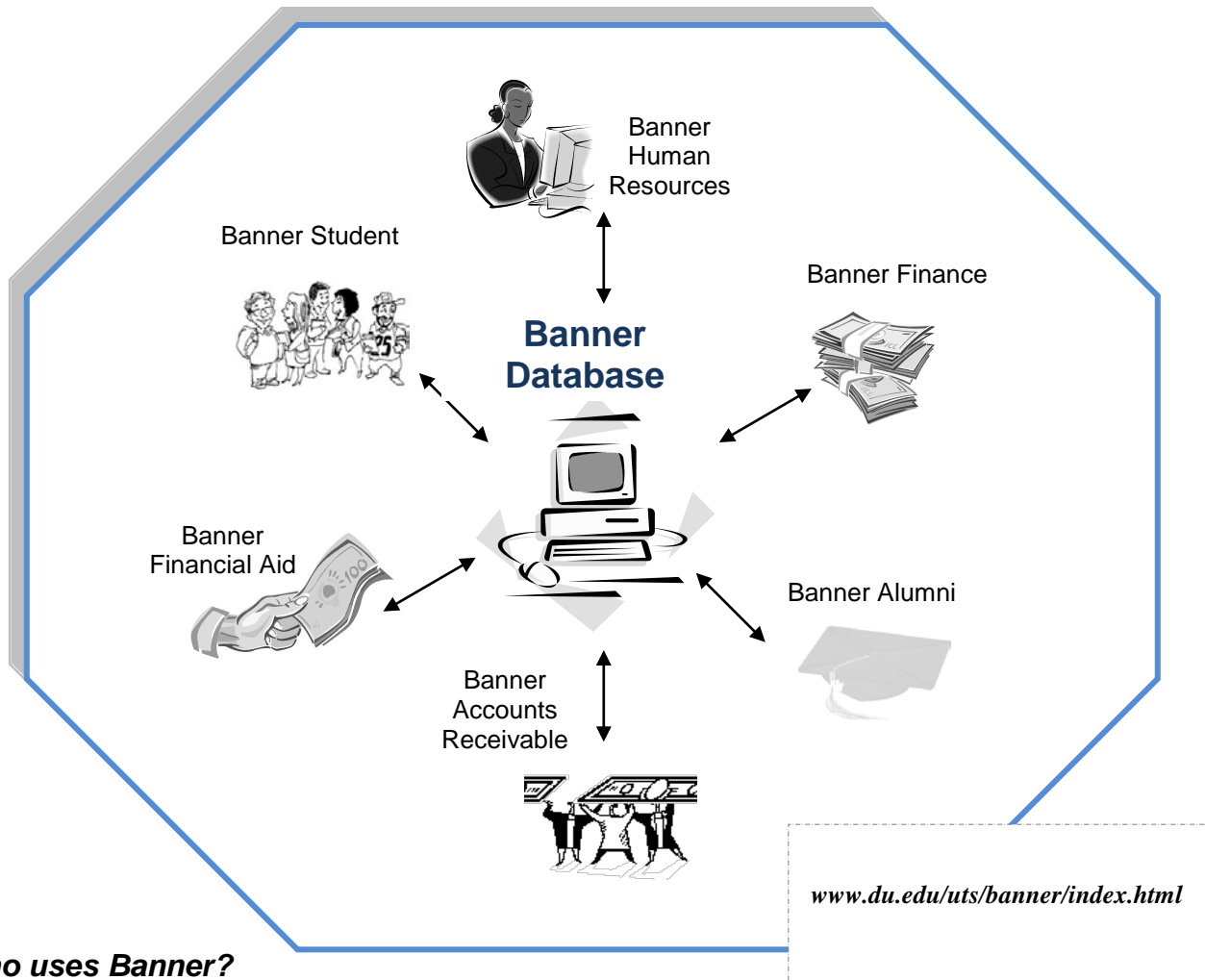


# Banner: The Administrative Information System

[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

# Blackboard – a Tool for Faculty

Blackboard is a course management system that DU faculty use to supplement on campus courses or deliver online courses. The Center for Teaching & Learning provides training and support for Blackboard. More than half of all DU instructors teach with Blackboard and adoption is growing every year. Many students have expectations that their instructors will be using Blackboard in their courses.

## What can faculty do with Blackboard?

- post student grades
- post their syllabus
- create online discussions
- create a collaborative space for student groups
- create wikis and blogs
- create online tests & surveys and much more!



## What students say about instructors who use Blackboard

*"She had class notes posted with missing information so that when she lectured you weren't scrambling to write everything down, but only fill in the details."*

*"We post discussion ideas on the discussion board throughout the quarter and it is very helpful and convenient."*

*"...Most grades that we receive are listed on Blackboard, it's helpful because you know where you stand in the class and what your grade will look like."*

*"We engaged in constant online discussion and quizzes were given online. The discussions in particular were effective."*

## How can I learn more?

- Visit the DU Blackboard support web site: <http://portfolio.du.edu/blackboard>.
- Contact the Center for Teaching & Learning at 303.871.2084 or email [blackboard@du.edu](mailto:blackboard@du.edu) to schedule a Blackboard orientation.

*\*\* Note: University College uses eCollege*

# Employment Practices and Payroll

***This section covers information regarding employee groups, resources to find answers to employment and pay questions, information for getting on the payroll, and 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

Supervisors should be aware that different employee groups might have different policies that apply to employees that they supervise. It is the supervisor's responsibility to know and comply with these policies.

## Employment Policies at DU

Employment policies for DU employees are outlined in the *Employee Handbook of Personnel Guidelines & Procedures: A Guidebook for Appointed Employees*. This guide is online at [http://www.du.edu/hr/forms/employee\\_handbook.html](http://www.du.edu/hr/forms/employee_handbook.html).

Faculty should refer first to the *Faculty Personnel Guidelines Relating to Appointment, Promotion and Tenure (APT)*, located online at <http://www.du.edu/facsen/> (select "Faculty Guidelines" in the upper right corner). For employment topics not covered in the *APT* document, faculty should next refer to the *Employee Handbook*.

## 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. New employees should be scheduled to start on a Monday, at which time they will attend the mandatory *Arriving at DU* session, during which the I-9 and other employment forms are explained and completed.

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)

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, payday, 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”.*

---



---

# Academic Calendars

---



---

## 2011-2012 ACADEMIC CALENDAR

### Autumn Quarter, 2011

Sep. 5-9 -	New Student Orientation and Registration
Sep. 12 -	Classes begin; Late registration fee begins
Sep. 16 -	Last day to register without approval
Oct. 21 -	Last day for Automatic W (6 <sup>th</sup> week)
Nov. 18 -	Last day of classes
Nov. 19-22	Final examination period

### Spring Quarter, 2012

Mar. 23 -	New Student Orientation and Registration
Mar. 26 -	Classes begin; Late registration fee begins
Mar. 30 -	Last day to register without approval
May 4 -	Last day for Automatic W (6 <sup>th</sup> week)
May 28 -	Memorial Day
Jun. 1 -	Last Day of Classes
Jun. 4 -	Final examination period
Jun. 7 -	Graduation Commencement
Jun. 8 -	
Jun. 9 -	Undergraduate Commencement

### **Winter Interterm 2011**

**November 23 – December 30 (Wednesday – Friday)**

### Winter Quarter, 2012

Jan. 2 -	New Student Orientation and Registration
Jan. 3-	Classes begin; Late registration fee begins
Jan. 9 -	Last day to register without approval
Jan. 16 -	Martin Luther King Holiday
Feb. 13 -	Last day for Automatic W (6 <sup>th</sup> week)
Mar. 12	Last day of classes
Mar. 13-16	Final examination period

### **Summer Interterm 2012**

**June 10 – June 17 (Sunday – Sunday)**

### Summer Session, 2012

Jun. 15 -	New Student Orientation and Registration
Jun. 18 -	Classes begin
Jun. 22 -	Last day to register without approval (9 week courses)
Jul. 4 -	Independence Day
Jul. 27 -	Last day for Automatic W (9 week courses)
Aug. 16 -	Last day of classes
Aug. 17 -	Commencement

### **Spring Interterm (Break) 2012**

**March 17 – March 25 (Saturday – Sunday)**

### **Fall Interterm 2012**

**August 17 – September 1 (Friday – Saturday)**

## 2012-2013 ACADEMIC CALENDAR

### Autumn Quarter, 2012

Sep. 3-7 -	New Student Orientation and Registration
Sep. 10 -	Classes begin; Late registration fee begins
Sep. 14 -	Last day to register without approval
Oct. 19 -	Last day for Automatic W (6 <sup>th</sup> week)
Nov. 16 -	Last day of classes
Nov. 17-20	Final examination period

### Spring Quarter, 2013

Mar. 22 -	New Student Orientation and Registration
Mar. 25 -	Classes begin; Late registration fee begins
Mar. 29 -	Last day to register without approval
May 3 -	Last day for Automatic W (6 <sup>th</sup> week)
May 27 -	Memorial Day
May 31 -	Last day of classes
Jun. 3-6-	Final examination period
Jun. 7 -	Graduation Commencement
Jun. 8 -	Undergraduate Commencement

### **Winter Interterm 2012**

**November 21 – December 31 (Wednesday – Monday)**

### Winter Quarter, 2013

Jan. 4 -	New Student Orientation and Registration
Jan. 7-	Classes begin; Late registration fee begins
Jan. 11 -	Last day to register without approval
Jan. 21 -	Martin Luther King Holiday
Feb. 15 -	Last day for Automatic W (6 <sup>th</sup> week)
Mar. 13	Last day of classes
Mar. 14-17	Final examination period

### **Summer Interterm 2013**

**June 9 – June 16 (Sunday – Sunday)**

### Summer Session, 2013

Jun. 14 -	New Student Orientation and Registration
Jun. 17-	Classes begin
Jun. 21-	Last day to register without approval (9 week courses)
Jul. 4 - -	Independence Day
Jul. 26 -	Last day for Automatic W (9 week courses)
Aug. 15- -	Last day of classes
Aug. 16 -	Commencement

### **Spring Interterm (Break) 2013**

**March 18 – March 24 (Monday – Sunday)**

### **Fall Interterm 2013**

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

# Holiday Schedule

## 2011 Calendar Year

---

Mon, Jan 17	<i>Martin Luther King Jr. Day</i>
Mon, May 30	<i>Memorial Day</i>
Mon, July 4	<i>Independence Day</i>
Mon, Sept. 5	<i>Labor Day</i>
Thurs, Nov. 24	<i>Thanksgiving Day</i>
Fri, Nov. 25	<i>Thanksgiving Holiday</i>
Mon, Dec. 26	<i>Winter Holiday</i>
Tues, Dec. 27	<i>Winter Holiday</i>
Weds, Dec. 28	<i>Winter Holiday</i>
Thurs, Dec.29	<i>Winter Holiday</i>
Fri, Dec. 30	<i>Winter Holiday</i>

---

## 2012 Calendar Year

---

Mon, Jan 2	<i>New Year's Holiday</i>
Mon, Jan 16	<i>Martin Luther King Jr. Day</i>
Mon, May 28	<i>Memorial Day</i>
Weds, July 4	<i>Independence Day</i>
Mon, Sept. 3	<i>Labor Day</i>
Thurs, Nov. 22	<i>Thanksgiving Day</i>
Fri, Nov. 23	<i>Thanksgiving Holiday</i>
Tues, Dec. 25	<i>Winter Holiday</i>
Weds, Dec. 26	<i>Winter Holiday</i>
Thrs, Dec. 27	<i>Winter Holiday</i>
Fri, Dec.28	<i>Winter Holiday</i>
Mon, Dec. 31	<i>Winter Holiday</i>

---

# 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 30 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.

For more tips and  
online training,  
go to  
[www.du.edu/hr/peds/](http://www.du.edu/hr/peds/)

## 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

1 8 6 4

New Employee Guide

---

---

## 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!*

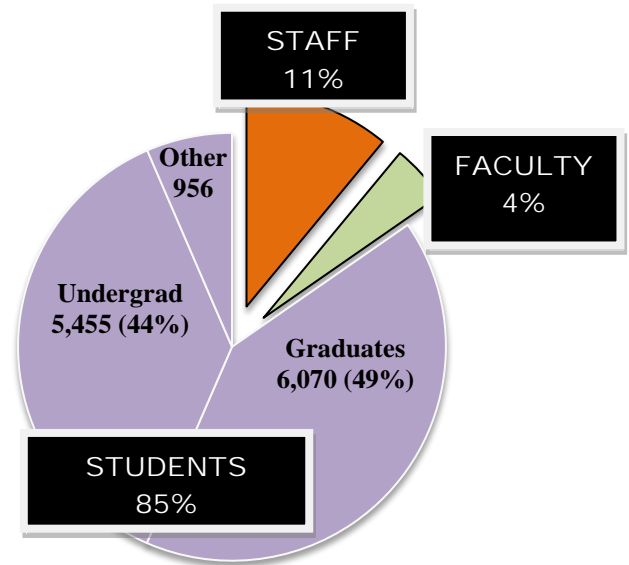
## THE PEOPLE OF DU

### By the numbers

The University of Denver is about people working together to provide education of the highest quality. There are nearly 2,260 DU employees, including approximately 640 faculty and 1,620 staff, supporting nearly 12,500 students.

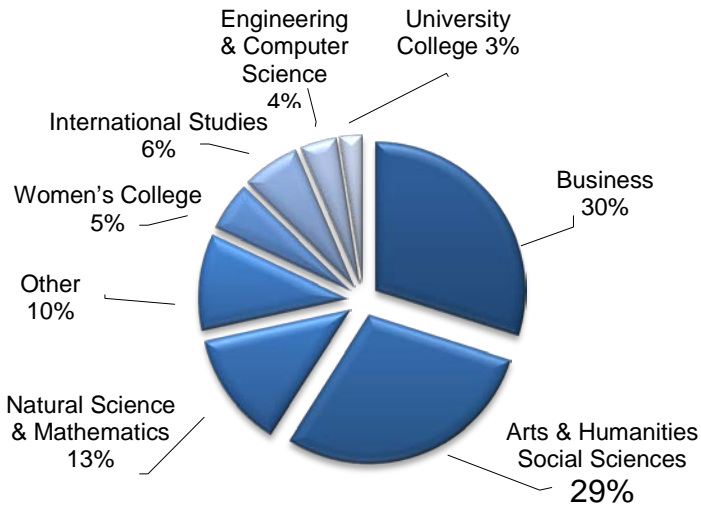
### Student enrollment

Enrollment is approximately 6,070 graduates, 5,455 undergraduates, 315 certificate and 640 pre-collegiate students

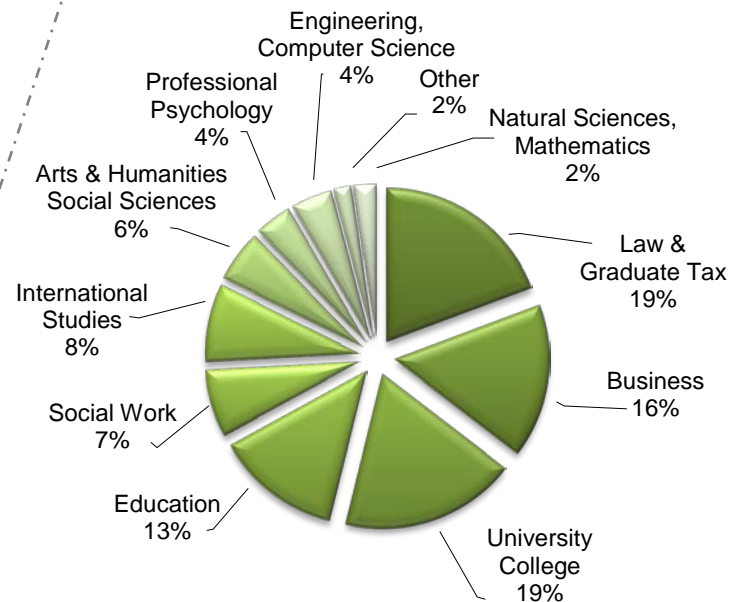


### Students: Where are they studying

[The data in this section is from 2010-2011 Profiles, Institutional Research Director, Office of the Provost]



**Undergraduate Students by Academic Units**



**Graduate Students by Academic Units**

## 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.

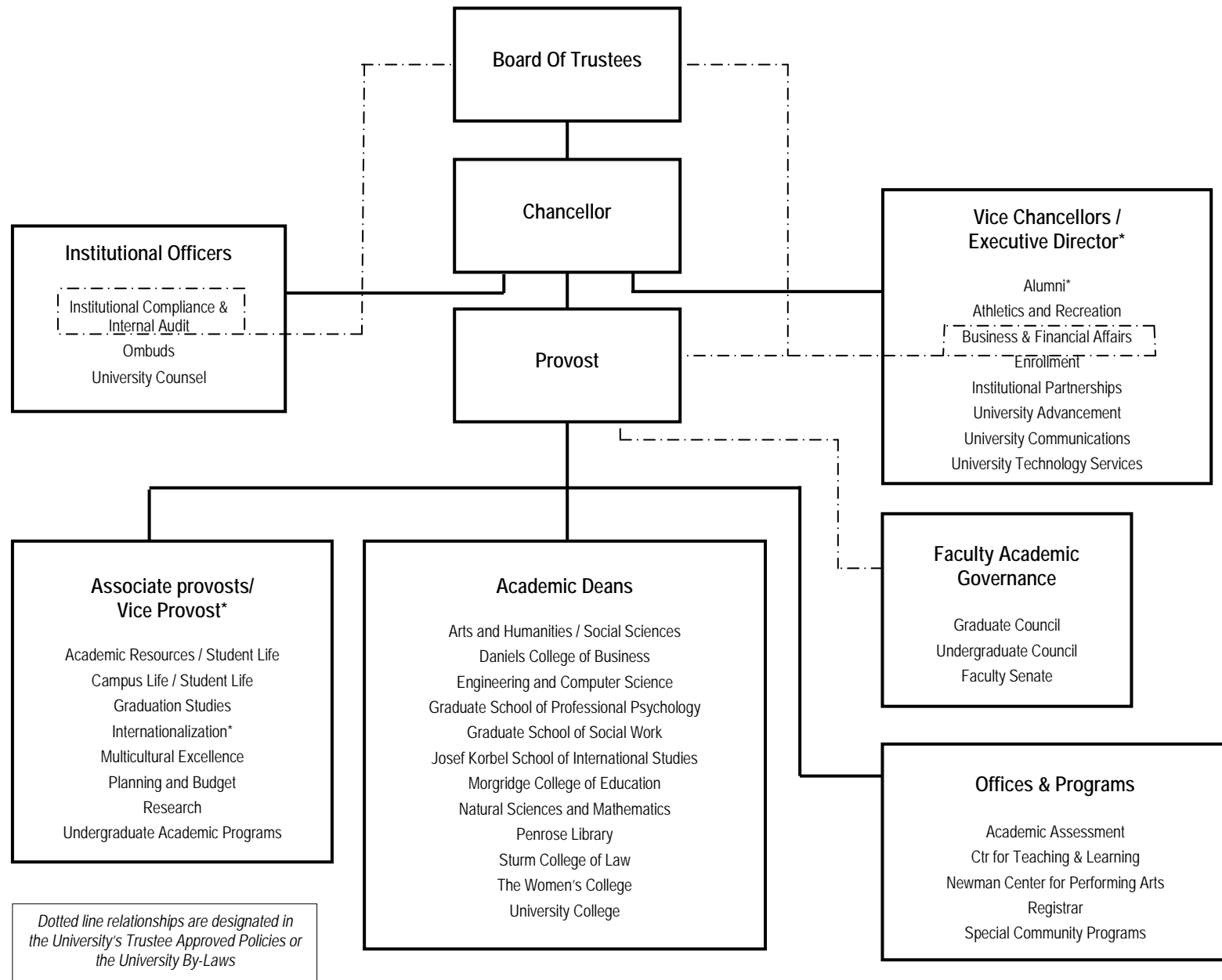
### Human Resources Liaisons

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>
Managers' Network	<a href="http://www.du.edu/managers">www.du.edu/managers</a>
Women's Coalition	<a href="http://www.du.edu/duwomen">www.du.edu/duwomen</a>
Sustainability Council	<a href="http://www.du.edu/green/">www.du.edu/green/</a>
Graduate Council	<a href="http://www.du.edu/provost/councils">www.du.edu/provost/councils</a>
Undergraduate Council	<a href="http://www.du.edu/provost/councils">www.du.edu/provost/councils</a>

# 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:

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

### Vice Provosts:

- ✧ Eric Gould - Internationalization

### Associate Provosts:

- ✧ Barbara Wilcots - Graduate Studies
- ✧ Jennifer Karas - Undergraduate Academic Programs
- ✧ Cathryn C. Potter - Research
- ✧ Patti Helton - Student Life/Campus Life
- ✧ Frank Tuitt - Inclusive Excellence
- ✧ Julia McGahey - Planning, Budget and Analysis

## 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.

- ✧ Craig Woody - 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
- ✧ Kevin Carroll - Vice Chancellor for University Communications  
Oversees Marketing, Communications, Institutional Advertising, Public Relations, Media Relations and Community Relations
- ✧ Tom Willoughby - Vice Chancellor for Enrollment  
Recruiting and Admission of Undergraduates
- ✧ Peg Bradley-Doppes - Vice Chancellor for Athletics and Recreation  
Develops and manages corporate sponsorships and support for Ritchie Center operations
- ✧ Scott Lumpkin - Vice Chancellor for University Advancement  
Sets goals and direction for fundraising and alumni/parent relations
- ✧ Tim Brooks - Vice Chancellor for University Technology Services  
Oversees the administrative and academic computer systems, and entire technology infrastructure
- ✧ David Greenberg – Vice Chancellor for Institutional Partnerships  
Develops relationships with other universities, private businesses, government, and a host of non-profit entities
- ✧ Jeff Howard - Executive Director, Alumni Relations

---

---

# PROGRAMS AT DU

---

---

## 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.

#### Private Tuition Comparison Group

Boston University  
Colorado College  
George Washington University  
Santa Clara University  
Southern Methodist University  
Syracuse University  
University of Miami  
University of Puget Sound  
University of San Diego  
University of Southern California

#### Public Tuition Comparison Group

Colorado State university  
University of Colorado at Boulder  
University of Vermont

#### Elite private Comparison Group

Harvard University  
Princeton University  
Stanford University  
University of Chicago  
Yale University

When we look at other institutions for comparison data, we tend to look at universities in these groupings. Each academic division likely has its own comparison groups. Check with your academic division for more information about benchmarking.

### 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

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/learn/undergraduates/degreeprograms.html](http://www.du.edu/learn/undergraduates/degreeprograms.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)

### 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)

### Social Sciences

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

### School of Engineering & Computer Science

Engineering (MS & PhD)  
 Computer Science (MS)

### 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)

### Morgridge College of Education

(MA, Phd, MLIS, EDS)  
 Education Certification

### Interdisciplinary

Conflict Resolution (MA)

### Graduate School of Professional Psychology

(MA, PsyD)

*Fast Facts*  
 Business Week ranks Daniels College of Business 8<sup>th</sup> among regional part-time MBA programs.

### Daniels College of Business

### Tax

*Fast Facts*  
 U.S. News & World Report's ranks Sturm College of Law 12<sup>th</sup> for tax law, and 15<sup>th</sup> for environmental law.

### Sturm College of Law

### University College Graduate School of Social Work

### University College

### Josef Korbel School of International Studies

### Dual Degree Graduate Programs

*Fast Facts*  
 Foreign Policy magazine ranks Korbel as one of the top 12 master's degree programs in the world.

# 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/](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>

### **Points of Pride...**

- 21 NCAA national championships in skiing, more than any other Division I ski team
- 7 NCAA national championships in ice hockey
- 9 NCAA Tournament berths in 2009-10
- 4 consecutive Directors' Cup wins for No. 1 NCAA division I athletics program without football

## 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/>.

---

---

# PLACES: THE DU ENVIRONMENT

---

---

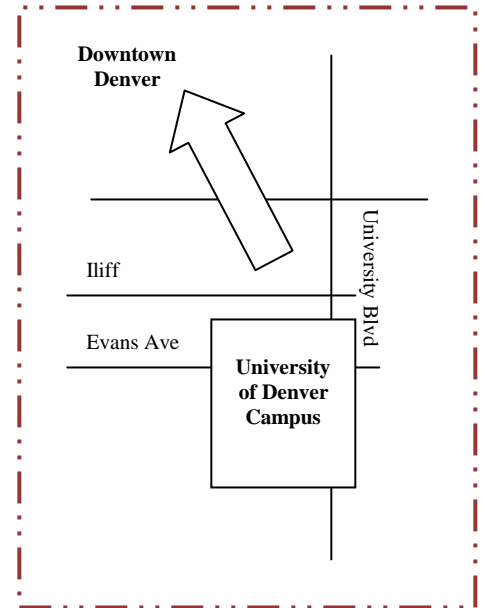


## The Physical Place

---

---

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.



Ways to view the campus are:

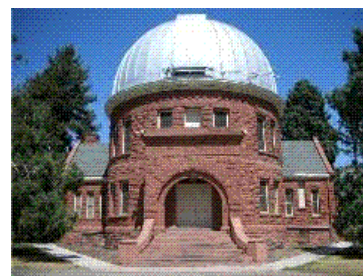
- ◆ Access **maps** online at [www.du.edu/maps](http://www.du.edu/maps)
- ◆ Take a **virtual tour** online at [www.du.edu/tour](http://www.du.edu/tour)
- ◆ Take a **tour in person**. Year round, tours leave the Office of Admission Monday through Friday at 10 a.m. and 3 p.m. A one-hour information session precedes each tour. Arrange a visit by calling the admission office at (303) 871-3377.

## Points of Interest

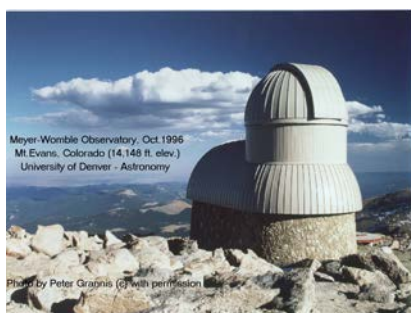
### Chamberlin Observatory

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

Observatory Park, located about ½ 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.

---

---

# POLICIES AND PROCEDURES

---

---

## UNIVERSITY POLICIES and PROCEDURES

*University Board Approved policies that may be found on the Business and Financial Affairs website at [www.du.edu/bfa/policies](http://www.du.edu/bfa/policies)*

*Individual Unit Policies and Procedures may be accessed at [www.du.edu/policies](http://www.du.edu/policies).*

## 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)*

### **EMPLOYMENT PRACTICES**

[Affirmative Action and Equal Opportunity](#)  
[Religious Accommodation](#)  
[Disability Accommodation](#)  
[Age Requirements](#)  
[Background Check Policies and Procedures](#)  
[Employment Status Definitions](#)  
[Appointed and Non-Appointed Status](#)  
[Orientation Period](#)  
[Posting Periods](#)  
[Promotions/Transfers](#)

### **PAY PRACTICES**

[Getting on the Payroll](#)  
[Employment Eligibility](#)  
[I-9's](#)  
[Affirmation Statement](#)  
[E-Verify](#)  
[Job Classifications](#)  
[Performance Evaluations](#)  
[Social Security](#)

### **OTHER ASPECTS OF EMPLOYMENT**

[Alcohol Policy](#)  
[Attendance](#)  
[Breaks/Rest Periods](#)

[Complaints of Discrimination, Harassment, and Retaliation](#)  
[Concealed Weapons on Campus](#)  
[Conflicts of Interest](#)  
[Disciplinary Procedures \(Non-union\)](#)  
[Dress Code And Appearance](#)  
[Drug-Free Workplace](#)  
[Emergency Closing](#)  
[Employee Dispute Resolution](#)  
[Flex-Time](#)  
[Hours of Work](#)  
[Lateness](#)  
[Lunch Periods](#)  
[Nepotism](#)  
[Overtime Policy](#)  
[Payroll Records](#)  
[Rehire & Continuity of Service](#)  
[Sexual Harassment](#)  
[Smoking in the Workplace](#)  
[Staffing Level Reductions Plan](#)  
[Voting](#)  
[Workers' Compensation](#)  
[Workplace Violence Policy and Procedures](#)

### **BENEFITS & SERVICES**

[Benefits Eligibility Criteria](#)  
[Domestic Partners/Common Law](#)

[Emergency Registry](#)  
[Enrollment into Insured Benefit Plans](#)  
[Holidays](#)  
[Identification Cards for Appointed Employees](#)  
[Privileges & Use of Facilities](#)  
[Leaves of Absence](#)  
[Bereavement Leave](#)  
[Family Care & Medical Leave \(FMLA\)](#)  
[Jury Duty Leave](#)  
[Leave of Absence \(Discretionary\)](#)  
[Military Leave](#)  
[Sick Leave](#)  
[Lactation](#)  
[Lost & Found](#)  
[Retirement and Retiree Benefits](#)  
[Travel Accident Insurance](#)  
[Tuition Waivers](#)  
[Class Attendance During Working Hours](#)  
[University Employee Assistance Program](#)  
[Vacation](#)

---

---

# Information Sources

---

---

## DU on the web

- **New Employee Guide**.....[www.du.edu/hr/forms/employee\\_manual.html](http://www.du.edu/hr/forms/employee_manual.html)  
*The place to find information on area restaurants, parking, pay practices holiday schedules, policies and procedures. Also information on the people, programs, and places at DU.*
- **webCentral** .....[webcentral.du.edu](http://webcentral.du.edu)  
*The place to find targeted announcements, personal calendars, email, personal employment information*
- **Campus Calendars** .....[ducal.du.edu](http://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.*
- **DU Today** ..... <http://blogs.du.edu/today/content/news>  
*Your source for news about DU.*
- **People and Department Directories** may be accessed from any DU web page by clicking the “Directory” link at the upper right  
*The place to search for different departments, or for faculty and staff at DU.*

## DU in print

- **The Clarion** .....DU Student Newspaper  
*DU student Newspaper: also available online @ [www.duclarion.com](http://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](http://www.du.edu/magazine).*

## Departmental Resources

- **Ombuds** .....[ombuds@du.edu](mailto:ombuds@du.edu) / 303.871.4712  
*The Ombuds at the University of Denver provides confidential and informal assistance to faculty, staff and students, who are having problems with or within the University*
- **Office of Equal Opportunity/ADA Compliance**.....[www.du.edu/deo/](http://www.du.edu/deo/) / 303.871.7436  
*The primary purpose of the Office of Diversity and Equal Opportunity is to enforce the Equal Opportunity/Sexual Harassment Policy and Procedures adopted by the University.*
- **DU Health and Counseling**.....[www.du.edu/duhealth](http://www.du.edu/duhealth)  
*DU Health is comprised of three units: the Counseling Center, Health Center and Health Promotion. Each unit is dedicated to providing the DU community with resources for physical and mental health.*
- **University Employee Assistance Program (EAP)**... [http://www.du.edu/duhealth/counseling/employee\\_assistance.html/](http://www.du.edu/duhealth/counseling/employee_assistance.html/) / 303.871.2205  
*The goal of the EAP is to minimize the effects of personal stresses on both a person's life and his or her work. To reach the Employee Assistance Program*
- **DU SafeRide Program**.....[www.du.edu/campus-safety/saferide.htm](http://www.du.edu/campus-safety/saferide.htm)  
*The DU SafeRide Program provides a daily, dedicated, van escort service during the late evening and early morning hours for any DU affiliated person(s) with a DU Pioneer ID Card*

## Other Resources

- **Emergencies**
  - Campus Safety Emergencies .....911, then 303.871.3000
  - Injuries on the Job (Workers' Compensation) .....[www.du.edu/risk/](http://www.du.edu/risk/) / 303.871.2354
- **Technology**
  - Help Desk (email / web support) .....[www.du.edu/uts/helpdesk/](http://www.du.edu/uts/helpdesk/) / 303.871.4777
  - IT Training ..... <http://www.du.edu/uts/training/> / 303.871.3690
- **webCentral** .....[webcentral.du.edu](http://webcentral.du.edu)

---



---

# INDEX

---



---



---

## *A*

Academic Calendars .....	23
Academic Programs .....	33
Administration .....	30
Alumni .....	13
Art Annex .....	36
Associate Provosts .....	32
Athletics and Recreation Programs .....	36

---

## *B*

Banner Computer System .....	19
Barton Lacrosse Stadium .....	36
Benjamin F. Stapleton Jr. Tennis Pavilion .....	36
Blackboard – a Tool for Faculty .....	20
Board of Trustees .....	31
Budget Officers, Role of .....	29

---

## *C*

Campus Restaurant Guide .....	16
Chamberlin Observatory .....	40
Chancellor .....	31
Chester Alter Arboretum .....	40
Code of Student Conduct .....	12
Computers .....	18
Coors Fitness Center .....	36
Core Curriculum .....	34
Cultures on Campus .....	6

---

## *D*

Deans .....	32
DU Health and Counseling .....	42
DU in print .....	42
DU on the web .....	42

---

## *E*

ECO Pass .....	14
El Pomar Natatorium .....	36
Emergencies .....	42
Employee Assistance Program (EAP) .....	42
Employee Groups at DU .....	21
Employee Handbook of Personnel Guidelines .....	41
Evans Chapel .....	40

---

## *F*

Fast Facts .....	13
------------------	----

---

## *G*

Gates Field House .....	36
Graduate Programs .....	35

---

## *H*

Hamilton Gymnasium .....	36
Harper Humanities Garden .....	40
Help Desk .....	42
Historical Perspective .....	7
Holiday Schedule .....	24
Honor Code .....	12
Human Resources Liaisons, Role of .....	29

---

## *I*

I-9's .....	22
Information Sources .....	42
Injuries on the Job (Workers' Compensation) .....	42
Intercollegiate Athletics .....	37
IT Training .....	42

---

## *J*

Joy Burns Arena .....	36
-----------------------	----

---

## *L*

Liberal Arts and Sciences .....	34
---------------------------------	----

---

## *M*

Magness Arena .....	36
Merit Process .....	26
Meyer-Womble Observatory .....	40

---

## *O*

Observatory Park .....	40
Office of Equal Opportunity/ADA Compliance .....	42
Ombuds .....	42

---

**P**

Parking at DU .....	14
Pay Period.....	22
Paycheck.....	22
Payroll.....	22
Peer Institutions .....	33
People of DU .....	28
Performance Evaluation and Development.....	25
Performance Management Process .....	25
Policies and Procedures .....	41
Provost.....	32

---

**R**

Restaurant Guide .....	14
Ritchie Center .....	36

---

**S**

SafeRide Program .....	42
Soccer Stadium & Field .....	36
Spirit and Traditions.....	11
Stapleton Tennis Pavilion.....	36

---

**T**

Telephones .....	17
------------------	----

---

**U**

University Planning Advisory Council (UPAC).....	29
--	----

---

**V**

Vice Chancellors .....	32
Vice Provosts .....	32
Vision, Values, Mission and Goals .....	5

---

**W**

webCentral .....	18
------------------	----