

Colorado State University Pueblo

Adjunct and New Faculty Guide



**CSU**  
**PUEBLO**

## Adjunct Faculty Guide

Part I: The University .....	5
History.....	5
Mission.....	5
Goals and Priorities .....	5
Governance .....	5
Accreditation .....	6
Civil Rights Compliance Commitment .....	6
The Campus .....	7
List of University Officials .....	7
University Calendar.....	8
Colorado State University Pueblo Bookstore.....	8
Extended Studies .....	8
Library.....	8
Technical Services .....	9
Email:.....	9
Web Site: .....	9
Keys and Building Hours .....	9
Key Loss Policy.....	9
Mail .....	9
Physical Plant: .....	10
Campus Maps and Parking .....	10
Campus Security.....	10
Student Services.....	10
Part II: Your Classes.....	11
Suggestions for Getting a Good Start with a New Class.....	11
Standard Class Hours .....	11
Textbooks .....	11
Book order Timelines.....	12
Classroom Equipment.....	12
Class Rosters.....	12
Class Record and Grade Report .....	12
Drop/Add Period and Policies.....	13
Adding Courses: .....	13

Addition of Extended Studies courses:.....	13
Dropping Courses:.....	13
Withdrawing from Courses.....	13
Over Enrollment Requests.....	13
Confidentiality/Federal Education Rights and Privacy Act .....	14
Attendance Policies.....	14
University-Sanctioned Events.....	14
Student Athletes.....	14
Academic Policies .....	14
Academic Conduct.....	14
Classroom Behavior .....	15
Meeting Classes.....	15
Office Hours .....	15
Syllabi .....	15
Disability.....	16
Early Semester Performance Survey in Starfish.....	16
Administrative Assistant Help .....	16
Email.....	17
BlackBoard Course Management System .....	17
Papers and Exams.....	17
Artificial Intelligence (AI).....	17
Course Grades.....	17
Grading System.....	17
Awarding of Grades .....	18
Grade Changes/Academic Appeals .....	19
Incomplete grade procedure .....	20
Extra Credit.....	20
Final Exam Policy.....	20
Student Conduct .....	20
Student Feedback Questionnaire .....	21
Adjunct Faculty Evaluation .....	21
Emergencies .....	21
Medical Emergencies .....	21

Hazardous Materials Incidents.....	21
Part III: Resources .....	22
Pack Center .....	22
Tutoring .....	22
Career Center .....	22
Disability Resource and Support Center .....	22
Teaching Resources for K12 .....	22
Curriculum Resource Room.....	22
Center for Teaching, Learning and Leadership <a href="https://www.csupueblo.edu/center-for-teaching-learning-and-leadership/index.html">https://www.csupueblo.edu/center-for-teaching-learning-and-leadership/index.html</a> .....	22
Center for Teaching, Learning and Leadership .....	23
Appendix.....	24
Computer Access Information .....	24
Getting Started .....	24
Computer Applications .....	24
Student Feedback Questionnaire on Teaching.....	26
INSTRUCTIONS:.....	26

## Colorado State University Pueblo

### Adjunct and New Faculty Guide

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

#### Part I: The University

##### History

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

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

##### Mission

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

##### Goals and Priorities

In fulfilling its basic mission, the university regularly identifies and monitors its progress in meeting long-range and short-term goals. Students, faculty, staff, and administrators actively work together to achieve these goals and to establish priorities for the institution’s future. The most recent Vision 2028 report can be found [here](#).

##### Governance

As part of the Colorado State University System, CSU Pueblo is governed by the Board of Governors, which also governs Colorado State University in Fort Collins and CSU Global. The Colorado Commission on Higher Education, the central policy and coordinating board for all public institutions in Colorado, establishes policy on legislative, academic and fiscal matters.

## Accreditation

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

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

## Civil Rights Compliance Commitment

The Office of Institutional Equity is responsible for carrying out Colorado State University Pueblo's commitment to preventing discrimination, protected class harassment, sexual misconduct, intimate partner violence, stalking, and retaliation towards faculty, staff, students, or campus visitors. The office provides leadership in supporting and enhancing campus diversity and an inclusive community, as well as developing, implementing, and monitoring CSU Pueblo's civil rights compliance obligations. Additionally, the office is responsible for the oversight and investigation of complaints of discrimination, protected class harassment, sexual misconduct, intimate partner violence, stalking, and retaliation prohibited under University policy.

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

The Director of Institutional Equity and Title IX Coordinator has been designated by the President as the person with overall responsibility for the implementation and maintenance of the University's civil rights compliance. The Director of Institutional Equity and Title IX Coordinator has also been designated as the University's Title IX Coordinator. The Office of Institutional Equity also houses the university's Americans with Disabilities Act (ADA) Coordinator and Section 504 of the Rehabilitation Act of 1973 Coordinator. As such, the Director of Institutional Equity and Title IX Coordinator is responsible for addressing compliance with all federal, state, and local laws pertaining to nondiscrimination, civil rights, access, and equity. For any inquiries or concerns regarding discrimination, protected class harassment, or sexual misconduct, please contact the Office of Institutional Equity at (719) 549-2210, BCC 107.

- Students seeking disability resources and accommodation or who have other related concerns should contact the Disability Resource & Support Center at (719) 549-2648, OSC 201.
- Employees seeking disability resources and accommodation or who have other related concerns should contact the Office of Institutional Equity at (719) 549-2210. Please visit the [website](#) for more information.

## The Campus

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

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

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

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

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

## List of University Officials

A list of University officials is available on the Colorado State Pueblo [University Leadership](#) page. Campus directories are available in the [Profile Directory](#)

- President
- Provost & Executive Vice President of Academic Affairs
  - Associate Provost
  - Assistant Provost for Student Success
- Chief Financial Officer
- Vice President for Enrollment Management & Extended Studies
- Senior Director of Marketing, Communications & Community Relations and Public Information Officer
- Deputy General Counsel
- Sr. Director of Auxiliary Services
- Vice President of Student Affairs
- President/CEO, CSU Pueblo Foundation
- Provost & Executive Vice President of Academic Affairs
- Deans
  - College of STEM = College of Science, Technology, Engineering and Math
  - School of HSB = Hasan School of Business

- School of Nursing
- College CHASS = College of Humanities and Social Sciences
- College of CHE = College of Health and Education
- Student Affairs
- Library
- Extended Studies
- Senior director of Human Resources Employee Relations
- Executive Director, IT - Pueblo Campus | Colorado State University System Client Services
- Executive Director of Graduate Studies & Research

### University Calendar

The university academic calendar is available online – just select the correct semester drop-down.

### Colorado State University Pueblo Bookstore

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

### Extended Studies

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

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

Both degree and non-degree seeking students may participate in Extended Studies programs. (Only degree-seeking students are eligible for financial aid.) Persons desiring classification as degree-seeking students must apply for admission to the university. For Credit courses taken through the Colorado State University Pueblo Extended Studies program have the same credit value as those conducted on campus and may be used in meeting the institutional residency requirement.

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

### Library

The University Library provides information services to students, faculty, staff, and other patrons throughout the city and region. The library faculty and staff assist patrons in learning how to find and utilize books, periodicals, internet sources, audio-visual materials, and government documents through instruction for individuals, small groups or informal classes.



Staff also prepare subject bibliographies for classes and arrange inter-library loans. Numerous resources are available for faculty and student use. The University Library is a designated selective depository for U.S. Government documents. Special collections include the papers of Vincent Massari, former state senator; the Alva Adams family papers; Tobie Hopkins Black Literature; the Ralph Taylor Southwest collection, and the Edward O'Brien Western collection. The LINC area on the second floor is an important space to connect and collaborate. For more information visit the [Library](#) website.

### Technical Services

Information Technology Services: Support for desktop computers, telephone services, software applications, instructional technology, technical consultations, classroom technology, and other computer-related services is available by calling the HelpDesk at (719)-549-2002, or by going to the Library and Resource Center (LARC), Room 130. Policies for use of university electronic resources are available online at [www.csupueblo.edu/its/](http://www.csupueblo.edu/its/) . Contact your Department Chair or Director for other issues regarding IT.

### Email:

All faculty are provided CSU Pueblo email accounts for university-related work upon request by the appropriate academic department. Help with email is available through the [HelpDesk](#) at (719)-549-2002. HelpDesk Email: [csup\\_help\\_desk@csupueblo.edu](mailto:csup_help_desk@csupueblo.edu)

### Web Site:

The university's web site is [www.csupueblo.edu](http://www.csupueblo.edu). Space is provided on the university's web for faculty and student home pages. Contact the [HelpDesk](#) at (719)-549-2002 or for more information.

### Keys and Building Hours

Keys are arranged through academic departmental offices. Access to the building should be coordinated through your departmental office.

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

### Key Loss Policy

Individuals issued keys will be required to use them properly to lock and unlock facilities for which they have been authorized access. They will be required to carry their keys with them for use while on campus. Building occupants who do not have keys with them, or have not been issued keys, must work out a plan with their Building Proctors or Administrators for access to the facility during business and non-business hours. For More Information visit [CSU Pueblo Policy: Building Access and Keys](#)

### Mail

The campus mailing address is 2200 Bonforte Blvd., Pueblo, CO 81001-4901. Mail is received and distributed on campus on a daily basis, Monday through Friday. The Mail Room is located in the Physical Plant building, Room 128. Stamps and special mailing services for work-related packages or registered letters are also available in the Mail Room.

### Physical Plant:

Issues with campus facilities such as heating/cooling, maintenance, or custodial services should be coordinated through your department office and reported to the Physical Plant at (719)-549-2211.

### Campus Maps and Parking

Campus Maps are available online at <http://www.csupueblo.edu/maps>.

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

### Campus Security

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

### Student Services

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

## Part II: Your Classes

While this section certainly can't give you all the information that you will need to be successful as a CSU Pueblo instructor, you will find some good resources here.

### Suggestions for Getting a Good Start with a New Class

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

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

### Standard Class Hours

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

### Textbooks

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

The CSU Pueblo Bookstore is on the main floor of the Occhiato Student Center. The Bookstore pre-prints textbook requisitions with a history from previous terms. These are sent in October for Spring or March for Fall courses and are due within two weeks. If no books were ordered for the previous Spring blank forms are made available for textbook ordering. The academic department administrative assistant distributes textbook order histories to the faculty for their ordering decisions. The Bookstore requires a signature from the instructor as well as the department chair to confirm orders.

These early due dates may seem very early. They are designed to allow just enough time to

get all the orders entered into the system, determine if any books have gone to the new edition, communicate any changes to the faculty, and get a booklist printed for student buyback during finals week. Textbook options include New, Used, Rental, and Digital Books. The Bookstore strives to be the hub of course material information for our students so timely communication of textbook needs and/or changes is appreciated.

### Book order Timelines

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

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

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

### Classroom Equipment

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

### Class Rosters

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

### Class Record and Grade Report

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

Class List

Export

Print

Fall Semester 2023 - 202390

HS 492 | 82997

Course Information

Research - HS 492 E01

CRN: 82997

Duration: 08/21/2023 - 10/15/2023

Status: Active

Enrollment Counts

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

Class List

Wait List

Summary View

Summary Class List

Search (Alt+Y)

<div><div></div></div>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
------------------------	--------------	----	---------------------	-------	--------------	---------	-------	-------

## Drop/Add Period and Policies

The Drop/Add period for full term courses is published in the academic calendar. Dates vary by term length e.g. 8-week terms, 16-week terms, etc.

<https://www.csupueblo.edu/registrar/academic-calendar/index.html>

## Adding Courses:

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

## Addition of Extended Studies courses:

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

## Dropping Courses:

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

## Withdrawing from Courses:

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

## Over Enrollment Requests:

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

### Confidentiality/Federal Education Rights and Privacy Act

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

### Attendance Policies

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

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

### University-Sanctioned Events

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

### Student Athletes

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

### Academic Policies

#### Academic Conduct

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

## Classroom Behavior

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

## Meeting Classes

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

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

## Office Hours

Instructors must establish, post, and make students aware of how students can contact them for assistance and when they are available for such assistance. Full-time faculty members must establish, post, and make students aware of at least 5 regularly scheduled office hours distributed throughout each week of the semester as to be of maximum convenience to the students. Part-time faculty are expected to provide at least 1.5 office hour per week for each 3-credit course. For guidelines, please consult your department chair. Please reference the [Faculty Handbook](#) section 2.8.1.1.D

## Syllabi

Prior to the end of the second week of classes, you must submit to the department chairperson a syllabus for each course being taught. Please see [Faculty Handbook](#) section 2.8.2.1.1.C.6. Faculty should distribute a syllabus to students at the first-class meeting. Every syllabus should follow the current Faculty Senate-approved syllabus template, which includes instructor name, contact information, and office hours; course name and number; student learning outcomes, a listing of course meeting dates and planned activity/assignments for each date; course grading plan with tests and other assignments listed and value toward the final grade of each element; and a current ADA statement (listed below). The syllabus template as well as other syllabus resources are available on the [Provost's Office website](#). Consult with department chairperson to verify that student learning outcomes are consistent with program expectations.

**General education courses** must also include the appropriate [Gen Ed Student Learning Outcomes](#) in the syllabus. **Guaranteed Transfer (GT Pathways) courses** which transfer statewide for general education must include the [GT content and core competency information](#)



(also available via the [Provost's Office Syllabus Resources](#)). See the department chairperson for assistance.

<http://highered.colorado.gov/Academics/Transfers/qtPathways/Curriculum/Courses.aspx>

### Disability

ADA Statement: <https://www.csupueblo.edu/disability-resource-and-support-center/faculty-staff-resources.html>

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

### Early Semester Performance Survey in Starfish

Starfish application is our tool for communication between advisors, faculty and students to support success. You will use this throughout the semester for several purposes.

At the end of the first week of full-term classes, you will report “no show” student warnings for those students who have not attended class or been in contact with you via email, by phone or by posting activity in Blackboard. After the second week if you still have not seen the student in class nor heard from them via email or phone you will report a “no show drop confirmation” again. This will trigger an administrative drop of the student from your class. Make sure the student has never attended class or contacted you.

You will also be doing grade performance reports in Starfish.

Early reporting on student performance, followed by student support, has been demonstrated to improve student success and retention. An early semester performance survey response based upon a substantive graded assignment in the first 4 weeks (25% of course) will be requested for all courses, and is required for each 0xx-, 100- or 200-level course. Responses due dates are posted on Starfish website, and communicated in email request for survey. This reporting helps recognize excellent student performance and identify students that may be in academic trouble (e.g. having problems with attendance, assignments, or tests and quizzes). Students then are asked to contact faculty or academic advisors to help identify study strategies, note-taking skills, time management, and other essential skills for academic success. Advisors will reach out to assist students as well. TRIO Student Support Services is available to qualified students. For information, please feel free to contact [student support services](#).

A second performance survey is used at midsemester for full-term courses. This provides information for advising to inform student actions prior to the withdrawal date.

### Administrative Assistant Help

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



## Email

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

## BlackBoard Course Management System

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

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

## Papers and Exams

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

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

## Artificial Intelligence (AI)

All instructors must provide course policy on how use of generative AI is incorporated into the course structure, and assignments or any restrictions related to generative AI tools for class assignments, papers, exams, etc. For more information on Artificial Intelligence (AI) visit [CTLL](#) or [Syllabus Resources](#).

## Course Grades

### Grading System

The grading system at Colorado State University Pueblo makes use of the A-F scale (see the [Colorado State University Pueblo Catalog](#) for details); fractional grading may be used at the discretion of instructors. Instead of simple A, B, C, D, and F grades, instructors have the

option of recording A, A-, B+, B, B-, C+, C, D+, D, D-, and F, along with IN, and, in designated courses, S or U. The plus and minus grades have fractional values as show below. Faculty use of +/- grading is optional. Course instructors should indicate on the course syllabus the grading system used in the course and a statement indicating whether or not they will be using fractionated grades.

### Awarding of Grades

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

The quality of a student's work is appraised according to the letter grades and grade point averages.

Grade	Description	Per credit	Grade	Description	Per credit
A+		4.00	S	Satisfactory	See Note <sup>1</sup>
A	Excellent	4.00	U	Unsatisfactory	See Note <sup>2</sup>
A-		3.67	AD	Academic Dishonesty	See Note <sup>2</sup>
B+		3.33	AU	No Credit-Audit	See Note <sup>2</sup>
B		3.00	I	Incomplete	See Note <sup>2</sup>
B-		2.67	IP	In Progress	See Note <sup>1</sup>
C+		2.33	NG	No Grade Reported	See Note <sup>2</sup>
C	Satisfactory	2.00	R	Repeat	See Note <sup>2</sup>
D+		1.33	RQ	Basic Requirement	See Note <sup>1</sup>
D	Poor	1.00	TP	Credit by Exam, Credit for Prior Learning, or Escrow Credit	See Note <sup>1</sup>
D-		0.67	W	Withdrawal	See Note <sup>2</sup>
F	Failure	0.00	WN	Administrative Withdrawal or Nonpayment	See Note <sup>2</sup>
			X	Academic Fresh Start	See Note <sup>1</sup>

1. Credits not used to compute the grade-point average but counted toward graduation, excluding remedial courses.
2. Credits not used to compute grade-point average and not counted toward graduation.

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

- D Indicates below average achievement. Although grades of D+, D, and D- are passing, they do not constitute satisfactory grades. Many departments do not permit these grades to count toward fulfillment of their requirements, even though the hours may be counted toward graduation requirements. Such grades from other institutions are not accepted in transfer.
- F Counted as a course attempted; does not constitute a passing grade nor does it satisfy major or institutional requirements.

- S Available only in certain approved courses.
- U Available only in certain approved courses.
- W This grade is given under two conditions:
  1. when a student withdraws or is withdrawn from a course prior to the end of the regular withdrawal period;
  2. when a student withdraws totally from the University after the initial drop period.
- I Temporarily reported as a grade when a student is granted an extension of time to complete course work because course work could not be completed for reasons beyond the student's control. An incomplete course must be satisfactorily completed within one calendar year from the date the I was given. An incomplete not removed within one calendar year shall revert to the pre-assigned alternate grade (normally an "F") and be included in the computation of the student's grade point average. Re-enrollment while I is present is not recommended.
- IP A grade of IP may be given at the close of the term in certain approved courses. Students receiving an IP must register in the same course the next term, pay tuition and must complete the work during that term. Courses for which IP grades are accrued are identified in the Course Description section of this catalog.
- NG The temporary grade of NG (No Grade Reported) is recorded in place of a blank/missing grade at the end of the term and disqualifies students for the Dean's List. All NG grades need to be resolved to a final letter grade for the student to be eligible for degree conferral.
- R A grade preceded with an R designation indicates that the course has been repeated.
- X A grade preceded with an X designation indicates Academic Fresh Start and therefore will be excluded from all GPA calculations

### Grade Changes/Academic Appeals

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

Chair is the instructor of the course, the second signature will be that of the Dean. Students are responsible for initiating requests for grade changes. Documentation of student coursework should be maintained for 1 year. The department/school can maintain those records. The grade appeal process is outlined in the catalog.

### Incomplete grade procedure

An "Incomplete" grade (I) is given when a student needs more time to finish their coursework due to reasons beyond their control. This decision is made by the instructor. Adjunct faculty need approval from their Department Chair to give an incomplete grade. To be eligible for an incomplete grade, the student must be passing the course at the time the agreement is made, which can only happen after the withdrawal period ends.

The agreement for an incomplete grade:

- Must be written and signed by both the instructor and the student and filed in the Department office.
- Must include the students' current grade in the course.
- Must outline a plan for completing the remaining coursework.

Up to one year may be awarded to the student by the faculty member for course completion. If the incomplete is not resolved within this time, it will automatically change to the pre-assigned grade and will be included in the student's GPA. Students do not re-enroll in the same course while the incomplete grade is still unresolved. All incomplete grades must be resolved to a final letter grade for the student to graduate.

### Extra Credit

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

### Final Exam Policy

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

### Student Conduct

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

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

Details of any hearing processes, including the provost's authority to intervene, are contained in the Student Code of Conduct Handbook, which contains a detailed explanation

and description of institutional disciplinary philosophy, rules, and regulations. Decisions involving academic infractions, appeals, etc., must follow the procedures established by the academic division of the university.

### Student Feedback Questionnaire

Students in every course are asked to complete electronic course feedback questionnaires within the last 80-100% of class. This is accessible to students from PAWS. Questions used are in the appendix of this document.

### Adjunct Faculty Evaluation

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

### Emergencies

Faculty should be aware of the various types of emergencies and disasters which can happen and the procedures for dealing with them. Of the possible kinds of emergencies, fire, medical emergencies, hazardous materials incidents, and bomb threats are the most likely. The appropriate responses to such emergencies are given below. The campus emergency and disaster plan are available through your department chair or dean. For further details on these and other types of disasters, please refer to the [Environmental Health and Safety website](#) and the [emergency flip chart](#).

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

### Medical Emergencies

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

### Hazardous Materials Incidents

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

## Part III: Resources

### Pack Center

The Pack Center includes several programs including the Academic Advising Program, the Academic Improvement Program, and the Career Center. The Pack Center serves as the hub for academic advising for most first year and second year students (exceptions: Hasan School of Business and Extended Studies). For information on support available, contact the PACK Center, at 549-2353, email at [csup\\_packcenter@csupueblo.edu](mailto:csup_packcenter@csupueblo.edu) , or visit LARC Room 151.

### Tutoring

CSU Pueblo facilitates a distributed, content-based tutoring center model. There are a number of tutoring centers available across the Academic Colleges, and specific tutoring programs available for Trio students. Academic Tutoring Centers include the Science Learning Center and Math Learning Center (STEM College), CHASS Learning and Writing Center and Language Center (CHASS College), Health Science and Human Movement Tutoring Center, Curriculum Center and Education Tutoring, and Nursing Tutoring (CHE College), and Hasan School of Business Tutoring. Students can drop in for tutoring support, or (for some of the tutoring centers) make appointments through Starfish. Students can also make use of free, 24/7 online tutoring through NetTutor, which is accessed via Blackboard. More details on the tutoring centers and NetTutor available on Tutoring website linked above.

### Career Center

Colorado State University Pueblo's Career Center is located on the 3<sup>rd</sup> floor of the LARC in room 188. The Career Center offers employment services to current students and alumni. Professional staff assist students with professional employment, career planning, and career coaching. This includes: résumé and cover letter development, interviewing skills, how to search and apply for internships, and strategies on how to conduct a self-directed job search. The Career Center receives and posts full and part-time employment opportunities. The Center has resource information on internships and current job postings for students to peruse. Other resource information such as salary surveys, job choices magazines, and reference materials are also available. The Career Center also coordinates all on- campus recruiting by employers and coordinates the annual Career and Education Fairs.

For further information about services and programs offered by the Career Center, contact a staff member at (719) 549-2980 or visit the website [here](#).

### Disability Resource and Support Center

The mission of the Disability Resource & Support Center at Colorado State University-Pueblo is to ensure provision of reasonable academic accommodations and support, designed to enhance academic effectiveness and promote independence in students with documented disabilities. See their [website](#) or contact them at 549-2648 for assistance.

### Teaching Resources for K12

#### Curriculum Resource Room

Center for Teaching, Learning and Leadership <https://www.csupueblo.edu/center-for-teaching-learning-and-leadership/index.html>



### Center for Teaching, Learning and Leadership

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

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

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

## Appendix **New Employee Checklist**

### Computer Access Information

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

### Getting Started

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

### Computer Applications

1. **PAWS** – Your PAWS account will host a few on the applications you will be using. [Click here](#) to access and log in. You will use your NET ID login and password to access your PAWS
  - a. **Banner** – This is where you will post student final grades, find class rosters, permits for classes and overrides, and much more. Learn more about Banner [here](#).
  - b. **Starfish** – Starfish is a comprehensive software platform designed to facilitate communication between faculty, staff, and students. Throughout the semester, several surveys are administered for full-term classes, including the No Show Warning, No Show Drop, Early Alert Semester Progress, and Mid-Semester Progress Survey.
  - c. **Forms Service** – This section is used if you need to access forms not available to



students. ie: Grade Change Forms, Course Withdrawal Forms, etc.

- d. **DARSweb** – This application is used to run degree audits for advisors and students. Learn more about DARSweb [here](#).
2. **Blackboard** – This is the CSU Pueblo Learning Management System that you will use to create your courses, post student grade progress, and communicate with students. Learn more about Blackboard [here](#). Quick Tip: Unless you record any assignment that is not submitted by a student as a “0”, it will not calculate in the in-progress grades for the student and will give them a false sense of their grade.
3. **CRA** – There may be other computer applications that you will need that are not automatically granted as a new faculty/adjunct faculty member. Check with your supervisor to see if any other access is needed. If so you will need to complete a CRA to request access [here](#).
4. **Campus Wi-Fi** – To connect to campus wi-fi you will need to register your devices (phones, laptops, etc). Click [here](#) to register your devices.

## Student Feedback Questionnaire on Teaching

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

1. The pace of the class and the course is just right for my learning.
2. The grading system is fair.
3. The instructor was prompt in grading and returning student work.
4. The instructor was prepared for every class.
5. The instructor made good use of class time.
6. The instructor made difficult material understandable.
7. The instructor communicates ideas clearly.
8. The instructor effectively responded to the students' questions and ideas.
9. The instructor was available for course assistance outside of class.
10. The instructor set and maintained high standards.
11. The instructor encouraged critical thinking and analysis.
12. The instructor facilitated class participation.
13. The instructor treated students with respect.
14. The instructor communicated to you his/her enthusiasm for the course.
15. The teaching strategies (e.g. lecture, demonstration, group work, peer review, technology) enhanced my learning in the course.
16. The text of assigned reading was used effectively in the course.
17. Overall, the instructor was a successful teacher.
18. I learned a great deal in this course.

### Narrative Questions:

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

### Additional 5 Lab sections questions:

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