



COLLEGE OF FINE ARTS FACULTY HANDBOOK

A Message From the Dean of the College of Fine Arts



Dear Colleagues,

Thank you for joining our quest to build a community of scholars, creators, performers, teachers, learners, and leaders who are able to harness the power of the arts to effectively reflect, record, and influence the diversity of the human experience – to provide a place where all can find their voice, fuel their passion, and ignite their future.

It is said that through art we explore what it is to be human. Art reflects our perfect and imperfect world, provoking thought that provokes people to provoke progress. And it's through a transformative education in the arts that we can create the next generation of thoughtful, intelligent, and creative leaders who will go on to solve the most critical challenges of the 21st century, preserve the history of the human experience, and inspire the

changes that will shape our society's legacy of progress.

You play a critically important role in our success. You are at the center of this exceptional educational experience and your impact could very well be immeasurable and immortal. Thank you for all the amazing work you do for our students, community, and society!

John W. Scheib
Dean, College of Fine Arts
Associate Vice President for the Arts

A Message From the Associate Dean for Faculty & Academic Affairs



Dear Faculty Members,

If you are new to our ranks, welcome to the College of Fine Arts at the University of Utah! We hope you quickly feel at home on campus and in Salt Lake City.

The Dean's office has created this handbook to support all faculty members in our college, and we hope it will provide

a valuable resource throughout your time at the U.

This handbook includes general information about the university, how to get settled in on campus, and tips for success in your role as a faculty member. We also point out topics that are particular to the College of Fine Arts. Keep in mind that this is just a small sampling of the resources that are readily available on the university and college websites. This handbook is intentionally brief and best used as a quick guide for directing you to additional information. Further, it is intentionally crafted for electronic use, as it is full of links to additional resources.

Lastly, please feel free to reach out to the Dean's office for support on all matters. If we don't have answers, we will help you find them.

Warmly,
Melonie B. Murray, PhD, MFA
Associate Dean for Faculty & Academic Affairs
College of Fine Arts

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The information included in this handbook is necessarily brief and may be subject to change; however, university policies and procedures from which this handbook is derived can be found on the university website. If any information contained in this handbook conflicts with university policies, formal university policy takes precedence over the information provided in this handbook.

THE UNIVERSITY OF UTAH

University Mission Statement

The University of Utah fosters student success by preparing students from diverse backgrounds for lives of impact as leaders and citizens. We generate and share new knowledge, discoveries, and innovations, and we engage local and global communities to promote education, health, and quality of life. These contributions, in addition to responsible stewardship of our intellectual, physical, and financial resources, ensure the long-term success and viability of the institution.

University Strategic Goals

1. *Develop & Transfer New Knowledge*
2. *Promote Student Success to Transform Lives*
3. *Engage Communities to Improve Health and Quality of Life*
4. *Ensure Long-Term Viability of the University*

University Core Values

1. *Student Success & Engagement*
2. *Research and Teaching Excellence*
3. *Diversity*
4. *Sustainability*
5. *Global Vision and Strategy*
6. *Community*
7. *Leadership*



Ethical Standards & Code of Conduct

The [Ethical Standards and Code of Conduct handbook](#) has been developed as a guide for all employees at the University of Utah to support us in our different stewardship roles. The Handbook is not intended to be exhaustive but to provide direction to appropriate resources to assist us in acting responsibly and doing the right things as we navigate our way through the many different and complex situations we encounter.

For additional information concerning faculty policies, see these two sources:

- [Code of Faculty Rights and Responsibilities](#) (This is official university policy housed in the Regulations Library.)
- [Faculty Rights, Responsibilities and Conditions of Employment](#) (This resource is housed on the Academic Affairs website and includes multiple links to valuable resources.)
- [University of Utah Regulations Library](#) (This resource houses all of the U's policies with links to rules, procedures, guidelines, forms and other helpful information.)



NEW FACULTY RESOURCES

Human Resources Information

The university's [Human Resources website](#) offers a wealth of information to get you started on your journey at the U, including details concerning:

- [Onboarding](#),
- [Benefits](#), and
- [Paycheck information](#).

There is even a handy [New Employees page](#) that will guide you through all of your first steps as University of Utah employee.

University of Utah I.D. – [UCard](#)

The University of Utah ID cards are known as UCards. There are two UCard offices on campus, one at the A. Ray Olpin Student Union and one at the University Hospital Cafeteria. Students, faculty, and staff may have their picture taken and obtain their UCard at either location.

Access Systems: Your UCard can also be used to gain access to buildings that use C-Cure systems or card readers as a security system. If your building uses this system please contact the department/school administrator for access.

For more information, visit the UCard Services [website](#) or call 801-581-2273.

University Network ID – uNID

University Network ID (uNID) is a piece of information that uniquely identifies you on the University of Utah network for various computing services. Your uNID is created by substituting a lower case "u" for the first zero in your University ID. A University Network ID is also known as a uNID, username, login name or User ID. All students, faculty, and staff at the University of Utah receive an uNID.



Your uNID doesn't work alone. You'll have to create a secure password that works with it. You do this the first time you log into the [Campus Information Services \(CIS\)](#) via the [U homepage](#). To log in the first time, use your uNID and your default password: your birthday in mmddyy format. Follow the instructions to

create two security questions for future identification (in case you forget your password) and to create your secure 8-character uNID password.

Your University Network ID with its corresponding password gives you access to the campus network and computer-related services (UIT services).

For more information, please visit [UIT's website](#) or call UIT at 801-581-4000.

IT Resources

[University Information Technology \(UIT\)](#)

[University Information Technology](#) is people- and mission-centered. Their role is to bring the campus together through technology. UIT is your go-to contact for dealing with your office telephone and your UMail account. Check out their [New Faculty Guide to Digital Resources](#).

Contact: 801-581-4000; webmaster@it.utah.edu

College of Fine Arts IT

[CFA-CSIS](#) is responsible for supporting the faculty and staff computing needs for the College of Fine Arts. They offer services such as desktop support, file services, course file support, and workstation backup.

Contact: 801-581-8045; techsupport@finearts.utah.edu



Campus Information Services – [CIS](#)

CIS is a central location on the university website where students, faculty, and staff can sign in once to access a wealth of resources: from Faculty Services (grades, class rosters, courses, etc.) to Payroll, Human Resources, Financial Systems, and more. When using CIS for the first time you will log in using your uNID and a [default password](#).



You will be required to login using the Duo Two-Factor Authentication system. Two-factor authentication (2FA) provides an extra layer of security by requiring the user to log in with a username/password combo *plus* a second method of verifying the user's identity. The second method is something the user has physical access to, like a cell phone or tablet. This ensures that even if a hacker manages to obtain a user's login credentials, the information is useless without access to the user's

secondary device. To add your device, go to the [Duo Management Portal](#). If you would prefer not to use your personal device, you may purchase a token at the [University of Utah Campus Store](#).

University UMail System

Everyone at the University of Utah receives a UMail email address from the '@utah.edu' domain. This email account is free, and staff and faculty receive 500 MB of space. This account should be used only for University-associated emails. Do not use a Umail address for personal emails, ***and never use a personal email account to conduct university business.***

The default address format is your **uNID@utah.edu**. You **must** create a more personalized alias, such as **firstname.lastname@utah.edu**. Instructions on how to do this are below.

All faculty, staff, and students are encouraged to use this address to stay informed of important information and events at the University of Utah, and so that campus departments may contact you with approved communication (no spam). **Students are required to use this address for all official University communication.**

For instructions to activate your UMail account, click [here](#):

For more information, or if you are experiencing difficulties with UMail, visit [UIT's website](#), or contact: 801-581-4000; webmaster@it.utah.edu.

Parking

Parking is a scarce commodity on campus. We encourage everyone to commute to campus through means other than a single occupant vehicle. Individuals who bring vehicles to campus must pay to park. Except for short-term loading areas and parking reserved for clinical patients, **there is no free parking** at the University of Utah.

Parking is possible—but not guaranteed—at parking meters, in pay lots, and in permit lots. Except for pay lots and parking meters, all vehicles must have a permit if they are to park on the university campus.

Parking areas are designated by signs specifying the type of parking allowed and the hours of enforcement. Unless otherwise stated, permit lots are enforced year-round, from 7am until 6pm Monday through Friday. Some lots require permits until 10pm and some individual spaces are reserved all day every day. A parking permit is not a guarantee of a parking space in a specific lot. Parking is available on a first-come, first-served basis. Lot designations change and availability is often impacted by a variety of events. Find an interactive campus parking map [here](#).

For additional parking information and to purchase a parking permit visit the [Commuter Services](#) website.

Free Campus Shuttle

The Campus Shuttle department is dedicated to serving the campus community through accessible routes and schedules. Live Shuttle Tracking and text message route locators have enhanced the service. Shuttle operations begin Monday through Friday as early as 6am and continue until 11:30pm depending on the route. There is no regular weekend service. For more information about shuttle routes and services [click here](#). You can find a live shuttle map by following this [link](#).



UTA and the U – Traveling by Frontrunner, TRAX, or Bus

UCard holders may ride UTA transportation (Frontrunner, TRAX, or Bus) for free with their UCard by doing the following steps:

- Get your UCard at any UCard office.
- Tap your proximity enabled UCard on the card reader located on UTA buses and train platforms as you enter and exit to ride for free. The U-Pass is not valid on PC/SLC Connect, Ski Service, and Paratransit service.

Riders using the UCard will be subject to random spot checks to ensure they have used the reader in order to ride.

For more information, visit the University of Utah [Commuter Services website](#). For a full schedule or transportation availability and schedules, please visit the [Utah Transit Authority's website](#).

Bike to the U

Bicycling is a convenient, healthy, and sustainable alternative to driving to campus. It is virtually cost-free and allows much closer access to your destination than vehicle parking lots. Cycling to the University of Utah can be a fun, practical, and productive way of making exercise a regular part of your life. This [page](#) is intended as commuting resource for students, faculty, staff and visitors.

Campus Recreation Services

When class is out, when the workday is done, U need [Campus Recreation](#). Campus Recreation provides everything needed for a healthy mind and body — from treadmills to river rafts, intramural sports to yoga classes. And they do it at locations across campus. They are here to help you get healthy and happy, with plenty of encouragement.



University Police and Security

The [Department of Public Safety](#) provides all police-related services needed on the University of Utah campus, which spans over 1800 acres. Officers patrol

campus 24 hours a day, 7 days a week to help safeguard the U community of close to 50,000 people.

All university employees are required to complete a firearms training. You will be assigned this training on CIS in the Learning Management System. You will receive a notification to complete the training to your UMail.

Police officers on campus are backed up by a security staff of over 60 people to help assure the physical safety of all university buildings and occupants. The security team monitors and responds to alarms, provides secure building access, patrols work spaces and parking areas, and provides after-dark security escorts on request. Many other services are available by contacting 801-585-1162. Immediate police or security response is available by calling the main dispatch number, 801-585-2677 (801-585-COPS) or 911.

University of Utah Campus Alert

The [Campus Alert System](#) is used to notify students, staff, and faculty of unforeseen events and emergencies on campus, such as snow closures, building closures, significant traffic interruptions, severe power outages, gas leaks, or other threats.

Message timing will be appropriate to the urgency of the situation. To register for the Campus Alert System, simply provide your most current contact information by logging in to CIS and selecting the U of U Campus Alert link. You can enter any combination of email, SMS text messaging, and phone (voice) options. Be sure to press the “save” button when you are done.

The best emergency contact number is probably your mobile phone. Please note that SMS text messages are the fastest, most reliable way to contact you. While it is not required, we encourage you to register for campus alert. The university will ONLY use your text number for emergency alerts.

ABOUT THE COLLEGE

The arts have always maintained a place of prominence in Utah. Early settlers began building theatres and dance halls at the same time they started construction on homes and businesses. The fledgling University of Deseret, founded in 1850, was dedicated to “fine art and sciences.” As that institution evolved into The University of Utah, a central focus on the importance of the performing and visual arts remained. The College of Fine Arts was officially established in 1948 and has continued to grow and flourish for the past 70 years. The College is home to the Department of Art & Art History, the School of Dance, the Department of Film & Media Arts, the School of Music, and the Department of Theatre.

We see the future as an exciting time for all of the arts and the College of Fine Arts at the University of Utah is committed to being a leader in the field well into the future. A rigorous course of study, high standards of achievement, a history of success, and a list of celebrated alumni have resulted in national recognition for our academic units.

THE OFFICIAL MAGAZINE OF THE UNIVERSITY OF UTAH COLLEGE OF FINE ARTS

STUDIO '19



ON THE COVER/

Front cover (From left to right) Students Alaina Choi, Nate Shone, and Jack Houghton prepare to film a scene while in their Digital Cinematography course taught by Film & Media Arts Assistant Professor, Sonia Albert-Sobrinio. The course teaches advanced cinematography techniques and prepares the students for the competitive film industry.

Strategic Plan

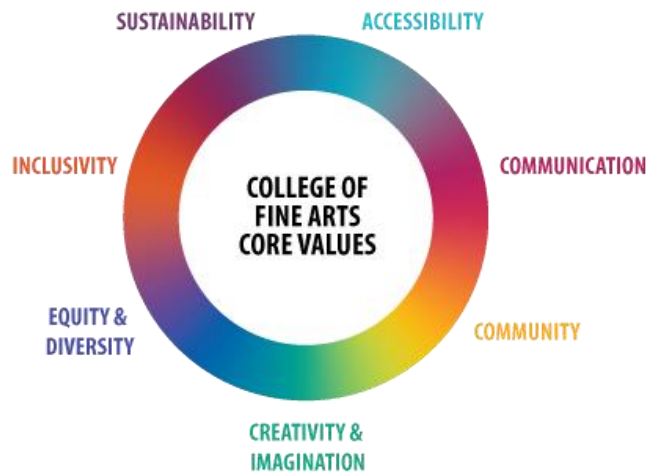
In Spring 2019, the College of Fine Arts College Council ratified the [College of Fine Arts Strategic Plan](#) aiming to achieve 4 major goals and uphold the College of Fine Arts core values.

Goal 1: Develop and Transfer New Knowledge

Goal 2: Promote Student Success to Transform Lives

Goal 3: Engage Communities to Improve Health and Quality of Life

Goal 4: Ensure Long-term Viability of the College of Fine Arts



Faculty Policies for the College of Fine Arts

Some policies and information for faculty are specific to the College of Fine Arts. Information regarding topics such as RPT (retention, promotion, and tenure), faculty absences, sabbatical leaves, curriculum policies may be found on the [college's website](#). It is important that you familiarize yourself with the policies that pertain to you. We also suggest you review the [college charter](#).

Professional Expectations for Faculty

Community

Community is one of the CFA's core values. (See our [Strategic Plan](#)). We believe that a true sense of community exists when individuals hold a reciprocal respect toward one another, to the group, and to the institution. In an effort to build and sustain a sense of community, we continually strive to cultivate a place where all voices and ideas are respected. Thus, we expect our faculty to act with honesty and integrity, to exhibit collegiality, and foster equity.

With this in mind, we highly suggest you review the university's faculty code ([Code of Faculty Rights and Responsibilities](#), Policy 6-316), which outlines expectations for professional conduct.

Honesty & Integrity are expected of all faculty members. Strong communities are built by individuals who act with honesty and integrity. Consistent demonstration of these two traits establishes trust. Keep your word and do the right thing, even when it may be difficult.

Collegiality may be defined as a reciprocal relationship among colleagues



who are aligned by shared values and goals – in our case, these are the values and goals of the university, the college, and your home department. Our faculty and staff are expected to take responsibility for maintaining positive and productive working relationships, which are critical to the success of our university community.

Equity addresses notions of fairness and impartiality, and the CFA believes in striving for equity in a multiplicity of ways. In this vein, we recognize equity, diversity, and inclusion as core values (as represented in our [Strategic Plan](#)), and we understand diversity as a source of enrichment for our campus community and beyond. Thus, we encourage all faculty members to:

- Explore the learning management system provided by the U, *The Bridge*. The Bridge offers training modules for university employees and is available through the Employee tab of CIS. Employees can access a variety of short instructional courses on diversity, sexual harassment, intergenerational learning, and collaboration in the workplace, among other topics.
- Engage with the multiple campus entities that support the university's equity and diversity initiatives, such as the [Office for Equity & Diversity](#) and the [School for Cultural and Social Transformation](#).

Communication

Communication is a core value of the CFA. (See our [Strategic Plan](#).) Clear, open, professional communication is key to a successful campus community. In that vein, we offer the following tips:

Effective Communication Skills

- Be clear and concise
- Be calm and consistent
- Listen to hear and understand, rather than to respond
- Use and read nonverbal communication / body language
- Remain open-minded
- Exhibit respect and practice empathy
- Select the appropriate medium (some complex and/or fraught issues are better discussed in person)

Email Communication

Remember that your email communication reflects on you, your



department, the college, and the university. Be thoughtful about what you put in writing. Would you want it on the front page of the newspaper? Use your Umail account (never a personal email account) for all university business. For communication with students we recommend using only Umail or Canvas.

Email Etiquette:

- Responding – Make every effort to respond in a timely manner (48 hrs is the general rule). If you expect longer delays, it is best practice to set-up your Umail to automatically reply explaining the delay.
- Reply all – Think twice before you reply to everyone on an email thread.
- Forwarding – Unless it is an emergency, use caution when forwarding an email without the consent of the sender. Be mindful of inadvertently sharing confidential information.

Mechanics of Writing a Professional Email:

- Have a clear subject line.
- Use a professional salutation (i.e., Hello, Dear, etc.)

- Don't assume the recipient knows what you are talking about.
- Refrain from overusing all CAPS or exclamation points.
- Refrain from sending an email in anger. Take time to consider the most effective and appropriate response.
- Include a signature. Keep in mind that you can set up a professional automatic signature for your Umail account.

Personal Contact Information – Since the university expects all business email communication to occur through Umail, we discourage faculty from sharing personal email addresses. Additionally, use caution when sharing personal contact information (phone numbers, home addresses, etc.) with students. Contact with students that is related to university business should only occur through official university systems (Umail, Canvas, office phone). Also note that the information on your professional materials (such as a CV) that are uploaded to your faculty profile will be easily accessible, so we recommend that the only contact information you include on such documents be your Umail.

Social Media – Social media can be a precarious place for professional relationships. While there are no specific university policies that dictate faculty social media practices, we recommend that you remain mindful about social media use, what you share publicly, and who you connect with.

Respect for Time

On campus, most people are busy and regard their time as a highly valuable commodity. Valuing and respecting other people's time is simply a sign of respect.



Deadlines – Deadlines exist for a reason, and at the U there are many deadlines for faculty (posting syllabi, entering grades, etc.). When deadlines are missed, it often creates a domino effect of problems for others. Make every effort to meet deadlines. If it is impossible,

communicate the delay clearly and, when possible, offer an alternate deadline or other solutions.

Punctuality – Meetings (for committees, classes, etc.) are ubiquitous on campus. Arrive on time so that others are not inconvenienced. While occasional instances of tardiness are unavoidable, consistent lateness demonstrates a lack of respect for others.

Preparation – Arrive for classes and meetings prepared, whether that means having planned your class or having read a committee report. A lack of preparation is unfair to those depending on you.

Navigating the CFA Website

The College of Fine Arts is dedicated to supporting faculty research and teaching by offering multiple resources. The CFA website hosts these resources in 3 different sections: [Research Support](#), [Teaching Support](#), [Faculty & Staff Resources](#), and [CFA Policies](#). Each of these sections is outlined below.

Research Support

The College of Fine Arts research support webpage includes information about external funding opportunities, University funding opportunities, and CFA funding opportunities. It also offers other research support services on campus. Each of these sections give application information on each grant.



Grant funding opportunities provided by the CFA include:

- [CFA Incentive Seed Grant](#)
- [Dean's Travel Fund](#)
- [Faculty Research Grant](#)
- [Research-in-Progress Grant](#)
- [Make-Time-for-Research Grant](#)
- [CFA Faculty Fellow Awards](#)
- [Pre-tenure Professional Development Fund](#)

Of special note for new tenure-line faculty is the Pre-tenure Professional Development Fund, which provides tenure-line faculty members who have not yet gone through the tenure process with \$700 per year toward their research.

Teaching Support

The College of Fine Arts teaching support webpage includes information about teaching funding opportunities, curriculum support, and other teaching resources on campus. Each section is quickly summarized below:

- [Funding Opportunities](#)
 - [Dee Grants](#)
 - [University Teaching Grant](#)
 - [CFA Teaching Grant](#)
- [Curriculum Support](#)
 - This page is a resource for those on the any CFA Curriculum Committees
- [Other Teaching Resources](#)
 - [Center for Teaching & Learning Excellence](#) and [Teaching & Learning Technologies](#)
 - [Syllabi Resources](#)

Faculty & Staff Resources

This webpage is a guide to all CFA forms and information about processes, including:

- [CFA Calendar](#)
- [CFA Faculty Search Manual](#)
- [CFA Financial Forms](#)
- [CFA Fund for Excellence Awards](#)
- [CFA Faculty Handbook](#)
- [CFA Staff Performance Evaluation](#)
- [Faculty Activity Report \(FAR\)](#)

CFA Policies

This webpage is a guide to all CFA Policies including:

- [RPT Policies](#)
- [Faculty Absence Policy](#)
- [Sabbatical Leaves](#)
- [CFA Curriculum Policies & Process](#)
- [CFA College Charter](#)

MANAGING YOUR CLASSES

You can manage your classes by logging into [Campus Information Services \(CIS\)](#). Many important links and information can be found under the [Student Admin Services](#) menu, including:

- Class rosters
- Email class list
- Manage class links
- Records maintenance
- Academic reports
- Feedback

Academic Calendar

The [Academic Calendar](#) contains important dates, such as registration deadlines for students to add or drop classes, university holidays and breaks, and the final exam schedule. It is important to consider the academic calendar as you craft



your syllabus, develop your course calendar, and prepare for each semester.

Please Note: Final exams **must be held during the university scheduled time**. This might *not* be your regularly scheduled class time. Please review the [Final Exam Schedule](#) carefully and identify your scheduled exam period.

Center for Teaching and Learning Excellence (CTLE)

The [Center for Teaching & Learning Excellence](#) is an invaluable resource that the university provides for faculty. CTLE offers a variety of services to all University of Utah instructors with an emphasis on best pedagogical practices and strategies for teaching in higher education. Visit the [CTLE website](#) for resources, services, events, programs, and courses. Supporting U instructors on syllabus construction and course design are among the CTLE Consultation Services offered, so be in touch. Contact: 801-581-7597; scf@ctle.utah.edu

Syllabi

The syllabus serves as a “contract” with your students and a guideline for the course. While general content and layout of the syllabus is up to the faculty member, there are several items that must be included and other items that students will appreciate. At the most basic level, a syllabus serves to provide a road map for a course - both for the instructor and the students. It lays out the trajectory of topics, readings, assignments, activities, and assessments for meeting the course objectives.



See CTLE's [Designing a Course Syllabus](#) for additional help crafting your syllabi.

You will find a template for creating your [syllabus here](#). This template includes details about university required statements for inclusion on all syllabi.

It is highly recommended that you share your course syllabus with your students by posting a PDF version on Canvas. Please consult the [Canvas Guides](#) for more information on this step.

Creating the Syllabus

Content: First, reflect on the course you plan to teach. A syllabus cannot be built prior to course design. So, consider your [course learning objectives](#) and carefully map those objectives to your [course assessments](#). Then, bridge these elements by considering which topics, activities and assignments will best help your students succeed in attaining those objectives. The result of this reflection should give you a starting framework in terms of content and learning plan for your students.

Student Input: Next, consider the amount of Power Sharing you'd like to embrace in your course. At the conservative end of the scale, you will design the entire course and syllabus prior to day one and present them to the students at the start of the semester. At the other end of the spectrum, you might bring a skeleton of your syllabus to class and work with your students to develop the course and finalize the syllabus during the first couple of class meetings.

Course/Classroom Policies: Depending on your position on the power sharing scale, you will approach constructing policies that are specific to your course accordingly. If you are sharing a lot of power, you might want to leave the policies blank for day one and discuss the options with your students - negotiating a fair policy for issues ranging from attendance and punctuality to food and technology in the classroom. Of course, if you teach a large introductory course for freshman, you will likely want to come prepared with a set of policies in place - informed by your prior experiences with similar groups of students. If the academic unit (department) offering the course has policies that may be pertinent for your course, it may be helpful for students if you include those in the syllabus, as well.

Attendance Policy:

A student who is not officially registered may *not* attend a university course. The university expects regular attendance at all class meetings. Instructors must communicate any particular attendance requirements of the course to students in writing before the first class-meeting. Students are responsible for acquainting themselves with and satisfying the entire range of academic objectives and requirements as defined by the instructor. Students are not automatically dropped from class(es) if they do not attend. They must officially drop their class(es) by the published deadline in the [academic calendar](#) to avoid a



"W" grade (see section on Drop Deadlines). Students absent from class to participate in officially sanctioned university activities (e.g. band, debate, student government, intercollegiate athletics) or religious obligations, or with instructor's approval, shall be permitted to make up both assignments and examinations. Unexpected university facility closures due to weather, emergency or disaster may occur from time to time. Students may be required to complete coursework missed due to these or other class cancellations. However, instructors requiring mandatory make-up sessions may not penalize students if they are unable to attend due to time conflicts, etc.

Required Syllabus Content: There are some elements of the syllabus that are **required** by either University of Federal policy. [Click here](#) for the syllabus template, which includes all of the required statements.

NOTE: You can view the complete set of Academic Policies [here](#) to guide you as you draft your syllabus. These policies address many important points related to grading, attendance, academic integrity and rigor,

accommodations based on beliefs and much more! It's a lot to take in, but it can add to your understanding of what your rights and responsibilities are as an instructor and as well as those of the students.

Schedule: The schedule of topics to explore, presentations, guest speakers and assignments will either be in place on day one or will be negotiated with your students. Either way, you should have a clear schedule in place by the second week of the course to avoid negative student experiences based on lack of knowledge about course expectations, due dates, etc. Themes related to organization are always top points for critique by students when the time comes for end-of-term feedback. To the extent possible, have a schedule in place. You can label it 'tentative' and attach a phrase like this:

This syllabus is meant to serve as an outline and guide for the course. Please note that the instructor may modify it at any time so long as reasonable notice of the modification is provided to students. The instructor may also modify the General Course Outline at any time to accommodate the needs of a particular class. Should you have any questions or concerns about the syllabus, it is your responsibility to contact the instructor for clarification.

Setting the Tone: Once the basics of your syllabus are in place, consider the tone you are setting with your students. Again, this will vary depending on your comfort zone with power sharing. You may wish to use 1st person plural (the inclusive 'we') when outlining policies and assignments. Alternatively, you might want to write it 'to the students' using 2nd person singular (familiar 'you'). Consider your audience and how they will read your syllabus. Also, borrowing from rules of 'netiquette' in online classes, keep in mind that ALL CAPS IS LIKE SHOUTING. To emphasize policies or deadlines, use italics, bold or underlining to draw student attention.

Syllabus Design Tools: CTLE has crafted a [syllabus design rubric](#) for evaluating your syllabus based on guidelines for useful and recommended content. The elements in the rubric are not required but will give you a sense of what comprises a comprehensive syllabus. In addition, CTLE provides a handy [syllabus template](#) into which instructors can insert relevant content. Of course, a syllabus is a personal thing and we all want to add our own stamp - so adapt away! It is the 'first impression' of your students for your course, so start off on the right foot! Keep in mind - some departments have discipline-specific requirements for their syllabi, so be sure to consult your department and find out if they have a template or set of guidelines you should use.

Grading

Your syllabus must communicate a clear grading criterion for your students. Additionally, it is important that students are provided feedback throughout the semester in the form of grades. We highly suggest that you utilize Canvas to keep your students apprised of their grades in a timely manner.

University Grading Policy

The University uses the following grades. The letter grades A through E and EU are used in computing the GPA.

Table of Grades

Grades	Points	Explanation
A	(4.0 points)	Excellent performance, superior achievement
A-	(3.7 points)	
B+	(3.3 points)	Good performance, substantial achievement
B	(3.0 points)	
B-	(2.7 points)	
C+	(2.3 points)	Standard performance and achievement
C	(2.0 points)	
C-	(1.7 points)	
D+	(1.3 points)	Substandard performance, marginal achievement
D	(1.0 points)	
D-	(0.7 points)	
E	(0.0 points)	Unsatisfactory performance and achievement
EU	(0.0 points)	Unofficial withdrawal
CR/NC		Credit, no credit
I		Incomplete
V		Audit
T		Thesis or independent work in progress
W		Withdrawal

See additional information regarding university grading and expanded explanations for what each grade assignment indicates [here](#)

Submitting Final Grades

The university's online grade submission system allows faculty and departments to submit grades from anywhere with an internet connection. Grade rosters display up-to-date enrollment information, e.g., late adds and "W" (withdrawal) grades. Completed grade rosters are available for viewing on the web indefinitely. Primary instructors can authorize others, including administrative assistants and T.A.s, to assist with grading. If an instructor fails to assign a grade for students, an EU grade is automatically assigned to the student. For more information on the university's online grade submission system follow this link to the [training manual](#).



Watch your UMail at the end of each session for important **deadlines for submitting final grades**.

A note about assigning I (Incomplete) Grades:

The grade "I" may be given for work not completed due to circumstances beyond the student's control, providing the student is passing the course and has completed **at least 80 percent of the work** required for the

course. Arrangements **must** be made between the student and the instructor concerning completion of the work, and the agreement should be documented in writing. Copies of the agreement are kept by the instructor and the academic department. If a new grade is not submitted within 1 year, the I reverts to an E (failing grade). The college strongly suggests that faculty members review the information about incomplete grades *prior* to assigning them.

A note about assigning EU Grades: EU grades (unofficial withdrawal) can have extreme consequences for international students, including losing their privilege to remain in the country. If you feel that an EU grade is appropriate for an international student, we suggest contacting [International Student & Scholar Services for advice](#).

Registration & Withdrawal Policies

[Registration](#)

Every student attending classes at the University must register and pay tuition and fees. Students should consult the [Student Handbook](#) for detailed registration information, deadlines, and class listings. Students may access the General Catalog and current Class Schedule [here](#).

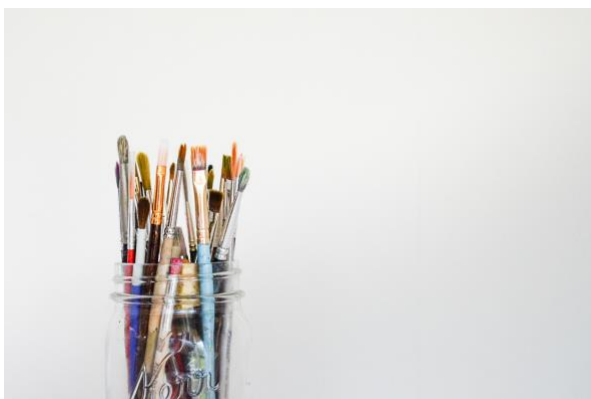
Drop Deadlines

Once the student is officially enrolled and committed to attend class, it is the student's responsibility to officially drop classes before the "drop deadline." If a class is not officially dropped, the student will be charged full tuition and may receive failing grades.

Withdrawal Deadlines (Official Withdrawal) After the "drop deadline" and before the midpoint of the semester, students may "withdraw" from a class or the university without instructor or department permission. Students may officially withdraw (W) from a class or all classes. A "W" grade is recorded on the transcript and appropriate tuition/fees are assessed. The grade of "W" is not used in calculating the student's GPA.

Withdrawing After the Midpoint

After the midpoint of the semester and up until the last day of class for the course, students may only withdraw from a class or the university if they are facing compelling, non-academic emergencies. To withdraw under those circumstances, they must complete a "Petition for Consideration of Exception to the Withdrawal Policy" – which is available through the appropriate dean's office. This is the Dean's Office in which the student is majoring, not the college of the course being taken.



Failing to Drop or Withdraw

If a student fails to drop or withdraw from the course, but doesn't attend the class, the student may receive an EU (unofficial withdrawal) grade. This grade can be assigned by the instructor, or the instructor can choose to not assign a grade and an EU will automatically be assigned to the student for the course.

Non-Attendance and Non-Performance

The grade of "EU"(Unofficial Withdrawal) is given when a student's name appears on the registrar's final grade report but there is no record of attendance or other evidence of participation in the course. The "EU" grade is treated as an "E" in calculating the student's GPA. When no grade is entered for any person listed in a final grade report, the Registrar shall record an "EU" for that person. The grade "EU" shall be treated as an "E" in calculating grade point averages, but it shall be disregarded in calculating "section mean grade.

Upon the recommendation of the course instructor and the dean of the course-offering unit (or equivalent), the Registrar may withdraw a student from a course for nonattendance or nonperformance of assigned course work. The student shall then receive the grade of "E." Before this grade is recorded under these circumstances, the Registrar shall send written notification to the student and advise the student of the right to appeal to the dean.

See the [Academic Calendar](#) for drop and withdrawal deadlines.

The [Office of the Registrar](#) is located in the Student Services Building. You can contact them here: 801-581-5808 or registrar@utah.edu.

Academic Misconduct

A student who engages in academic misconduct (e.g., cheating, plagiarism, etc.) may be subject to academic sanctions including but not limited to a grade reduction, failing grade, probation, suspension or dismissal from the academic program or the University. Students can petition a grade for Academic Performance if they can demonstrate that the grading was arbitrary or capricious. This process, including how to appeal, is outlined in Section V., Student Academic Conduct, of [the Student Code of Rights and Responsibilities](#).



SERVICES FOR FACULTY

Click for a [Complete Listing](#).

Book Orders and Office Supplies

The Campus Store offers an array of services for faculty relating to book orders, office supplies, and instructional materials. For additional information, visit the [Campus Store website](#).

Faculty Writing Center

[University Writing Center](#) and the Vice President for Research are proud to offer convenient writing assistance to faculty members working on projects such as grants, articles for publication, and research reports. Faculty Writing Fellows can help faculty members focus arguments, organize ideas, support claims, cite others' works, and maintain field conventions.

Visit their [website](#) or contact here: 801-587-9122 or writingcenter@utah.edu.

Teaching & Learning Technologies (TLT)

[Teaching & Learning Technologies](#) provides technology support for University of Utah faculty working in both physical and virtual learning spaces. We have two offices to meet your technology needs:

- Milton Bennion Hall (MBH) provides classroom technology and audio & video services for both academic and non-academic events.
- Marriott Library (MLIB Suite 1705) provides course consultation services for Canvas and other online learning technologies and provides proctored exam services for online courses.

Canvas

[Canvas](#) is a new breed of online learning software, courtesy of Instructure. The interface is simple, clean, and open, and works with the tools you and your students are already using—tools like Facebook—to provide a more open, collaborative learning experience. Canvas is an incredible resource in tracking assignments, communicating with students, and helping students keep track of their grades. It encourages interaction and fosters learning. See all that canvas can do [here](#).



Canvas Guides is the online documentation site for students, instructors, instructional designers, parents, and LMS admins. Visit the

Getting Started Manual to learn more about [Canvas Guides](#). The lessons are continually updated online. The downloadable PDF manuals are updated every release.

While it is not required, it is highly recommended that CFA faculty members activate Canvas pages for all of their courses.

Quality Course Framework

The [Teaching and Learning Technologies \(TLT\)](#) group, the [Center for Teaching and Learning Excellence \(CTLE\)](#) and [Continuing Education \(CE\)](#) at the University of Utah collaboratively developed the [Quality Course Framework](#), which is grounded in the research and literature about course development best practices.

The Quality Course Framework incorporates a four-phased course development process and the essential elements of a quality course associated with each phase:

- Course and lesson outcomes stated as measurable objectives
- An organization structure that facilitates usability and learning
- Learning activities engaging students in a complete learning process
- Course content provided in media formats appropriate for the web
- A sense of learning community facilitated through specifically planned communication and student support
- Assessment, feedback and evaluation strategies that measure student learning outcomes as well as overall course quality

Proctored Exams

Teaching and Learning Technologies offers a service to provide proctoring for students who need to make up an exam. [Click here](#) for information on how to make special arrangements.

The [UOnline Center](#) administers proctored exams to students taking online classes. If you would like to arrange for this service, [click here](#).

Instructional Media Services

Instructional Media Services (IMS) provides support and assistance in the use of instructional technology to the University of Utah campus community. They provide faculty, students, and staff with the highest quality of presentation technology, training, and support services. IMS supports the University through Technical Services, Audiovisual Distribution, and Campus Video Services.

IMS staff can supply technology and media support in numerous ways. Whether they are providing classroom equipment installation, portable equipment delivery, classroom video streaming or audiovisual event planning, they are here to serve you. Many of our services are provided free-of-charge or for a nominal fee for University coursework.

For additional information, see the [IMS website](#) or contact: 801-581-6112 or ukic@utah.edu.

Library Resources

The Marriott Library is an incredible resource for faculty, staff, and students. We strongly encourage you take advantage of the multitude of resources they offer. Below are a few quick links, but you are encouraged to explore their website, wander the building, and reach out to the library's brilliant staff for support in your research and teaching.

- [Library Research Tools](#)
- [Classes and Workshops](#)
- [Course Reserves](#)
- [Faculty & Instructor Resources](#)
- [Fine Arts & Architecture Library](#)



Copying, Printing and Mail Services

The mission of the [University Print & Mail Services](#) is to provide efficient, customer-focused, cost-effective, quality document printing, finishing, and mail services to the University Community, in an effort to support each departments' individual communication needs.

For additional information, visit the [website](#) or contact 801-581-6171 or uprint@utah.edu.



SERVICES FOR STUDENTS

The university provides a wealth of services for students, and you can see the Student Services webpage [here](#). Additional information for supporting student success can be found [here](#). To help you point students in the right direction, here are some of the most commonly utilized services for students.

Center for Student Wellness

The mission of the [Center for Student Wellness](#) is to create, nurture, and promote a University environment supportive of healthy life-long behaviors and enhance academic and personal success. They are available to assist students in skill development that will enhance their personal wellness and ability to succeed, not only in the classroom, but in all areas of life: intellectual, physical, social, spiritual, and emotional. For additional information, visit the [website](#) or contact: 801-581-7776 or wellness@sa.utah.edu.

ASUU Tutoring Center

The [ASUU Tutoring Center](#) provides individual tutoring and group tutoring sessions for currently enrolled University of Utah students. Students can receive

assistance for a wide range of subjects at a reasonable rate, thanks to the Associated Students of the University of Utah who help defray the cost of tutoring. Scheduling is flexible. For additional information, visit the [website](#) or contact: 801-581-5153 or tutors@sa.utah.edu.

U Counseling Center

The [U Counseling Center](#) offers support to U students, staff, and faculty to assist with a variety of personal, academic and career concerns. Their approach is collaborative, goal-oriented, and multiculturally sensitive. They are here to help students develop more personal awareness and learn the skills needed to be successful here at the University of Utah. For additional information, visit the website or contact: 801-581-6826.

Disability Services for Students

The [Center for Disability Services](#) provides accommodations and support for the educational development of students with disabilities, striving to improve understanding and acceptance of students with disabilities throughout the University community. A cooperative relationship is maintained with relevant campus departments to ensure the university complies with federal and state regulations.

For additional information, visit the [website](#) or contact: 801-581-5020 or info@disability.utah.edu.



Career & Professional Development Center

The [Career & Professional Development Center](#) is a centralized department at the university charged with educating students and alumni in the discovery and realization of meaningful careers. Their services develop greater self-understanding, expand awareness of career opportunities, and foster effective job search practices which can be applied throughout a lifetime. They bridge the world of work for students/alumni by building relationships with a variety of employers in a diverse and dynamic workplace. For additional information, visit the [website](#) or contact: 801-581-6186 or careers@sa.utah.edu.

University Writing Center

The [University Writing Center](#) exists to help faculty and students become more confident writers. They can serve as a student's writing resource from freshman classes through graduate school. They work on papers from all disciplines – not just writing classes—and is FREE for students. The Writing Center wants to help students develop strategies to make them better writers and help them see their potential as an academic author. For additional information, visit the [website](#) or contact: 801-587-9122 or writingcenter@utah.edu.

University Veteran's Support Center

The [University Veteran's Center's](#) mission is to improve and enhance the individual and academic success of veterans, service members, and their family members who attend the university; to help them receive the benefits they earned; and to serve as a liaison between the student veteran community and the university. For additional information, visit the [website](#) or contact: 801-587-7722 or vetcenter@sa.utah.edu.

IMPORTANT POLICIES

As might be expected, an institution the size of the University of Utah has many policies. While this list is, of course, not complete, we hope to highlight a few policies that you should be aware of.

Release of Information (FERPA)

Student records at The University of Utah are governed by the [Family Educational Rights and Privacy Act](#). A student must authorize the University of Utah to release information to any 3rd party, such as a spouse, parent or even themselves via the telephone or email.

In order to access student records for your courses, you are expected to complete the [FERPA Review](#).

Grievance Procedures

The university encourages informal resolutions of problems through direct conversations, the assistance of administrators, and the use of mediators as appropriate. Many of the University's formal grievance procedures require an initial attempt at informal resolution before they may proceed. For additional information about grievances, please contact Associate Dean Melonie Murray directly or see the [Office for Faculty](#) or the [Faculty Ombudsman](#).

Relationship Policy

[University Policy 1-020](#) outlines expectations for professional boundaries in relationships. Romantic and sexual relationships between a person in a position of power and a subordinate student or employee raise issues of exploitation, conflict of interest, and disruption of collegiality and mutual trust within a unit. In addition, supervision of or responsibility for the educational experience of immediate family members also raises concerns about conflict of interest. This policy is intended to provide clear guidance for appropriate practice in such instances.

If you are in a relationship that falls into these categories, please notify the CFA's Associate Dean for Faculty & Academic Affairs, Melonie Murray, so that appropriate actions may be taken to mitigate any conflicts.

Sexual Harassment and Consensual Relationships Policy

This [policy](#) identifies sexual harassment and which consensual relationships are prohibited and what actions should be taken to resolve such situations. It is the policy of the University of Utah to maintain an academic and work environment free of [sexual harassment](#) for students, employees, and participants.

Alcohol and Drug Policy

It is [University policy to maintain a drug-free workplace](#). It is a violation of this policy for employees to engage in the unlawful manufacture, distribution, dispensation, possession, and/or use of a controlled substance or alcohol at University workplace, or while engaged in university business off campus. Any person accepting employment with the University agrees to abide by the terms of this policy and procedure.

University of Utah Tobacco-Free Campus Guidelines

The University of Utah has a responsibility to its employees and students and visitors to provide a safe and healthful environment as outlined in the [Utah Clean Air Act](#). Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. [Smoking is prohibited](#) in all campus buildings and outside areas of campus.

Travel Policy

Information on the University of Utah's travel policy and can be found [here](#). For

questions about navigating travel processes, please contact your departmental business officer. Please note for all International Travel, per [University Rule R3-030D](#), all international travel participants must: Register their University-related travel at least 3 weeks prior to departure date, Enroll in University-affiliated international and emergency evacuation insurance, Abide by all active travel warnings and restrictions. Failure to do so will result in no reimbursement of travel related expenses and, in some cases, university disciplinary action.

Field Trip Policy

During your time at the U, you might plan a field trip (travel) with students, and this can be a wonderful educational experience. However, it is important for you to be aware of the university's policy regarding field trips. You can find the full policy [here](#).

University Motor Vehicle Policy

Information on the University of Utah's motor vehicle policy can be found [here](#).



In addition, the U's auto liability insurer, State Division of Risk Management mandates online driver training programs for all persons who drive personal, rental or university-owned vehicles on U business. All employees, students or volunteers who operate any vehicle on U business, both as an essential part of their job function or on an occasional basis, must take this interactive training and a short test prior to the first time driving, every two years thereafter and following any preventable accident.

Please refer to the [University Risk & Insurance Services](#) (URIS) website for additional information about vehicle training programs and instruction.

University Non-Discrimination Policy

Information on the University of Utah's non-discrimination policy can be found [here](#). This is the primary policy that informs the University community of the University's commitment to preventing prohibited discrimination and fostering an academic, employment, and health care environment that is free from prohibited discrimination, including harassment and sexual misconduct. The [Office of Equal Opportunity](#) is available to help with any concerns faculty or staff have.

You can also contact them at 801-581-8365, or sherrie.hayashi@utah.edu.

IMPORTANT CONTACTS

To call any of the numbers below from a campus phone,
dial the last five digits (e.g.1-6764).

CFA Dean's Office	801-581-6764	info@finearts.utah.edu
CFA-CSIS IT Support	801-581-8045	techsupport@finearts.utah.edu
Registrar's Office	801-581-5808	registrar@utah.edu
Dean of Students Office	801-581-7066	deanofstudents.utah.edu
Marriott Library	801-581-8558	lib.utah.edu
Career Services	801-581-6186	careers.utah.edu
Campus Security	801-585-2677	dps.utah.edu
Campus Police	801-585-2677	dps.utah.edu
Student Services	801-581-8146	uc.utah.edu
U Campus Store	801-581-6326	bookstore.utah.edu
Commuter Services	801-581-6415	commuterservices.utah.edu
U General Counsel	801-585-7002	legal.utah.edu
Human Resources	801-581-2169	hr.utah.edu
Facilities Management	801-581-7221	facilities.utah.edu
U Print and Mail Services	801-581-6171	uprint@utah.edu