



UNIVERSITY OF NORTHERN COLORADO

College of Humanities
and Social Sciences

HSS FACULTY RESOURCE GUIDE

*To report errors or request additions, please contact Meagan Crews at
Meagan.Crews@unco.edu.*

About UNC

Learn about University of Northern Colorado and the College of Humanities and Social Sciences governance, regulations, and policies.

[About the University](#)

[University Administration](#)

[Organizational Chart](#)

[Board of Trustees](#)

[President](#)

[Provost](#)

Policies and Procedures

[Faculty Senate](#)

[University Regulations](#)

[Board Policy Manual](#)

[About the College](#)

[HSS Policies & Procedures Manual](#)

[College Organization Chart](#)

[Commonly Used Acronyms / HSS Course Prefixes](#)

Faculty Resources

Instructional Resources

Registrar Resources for Faculty:

- [Academic Calendars](#)
- [Forms](#)
- [Family Educational Rights and Privacy Act \(FERPA\) Information](#)
- [Grading Information](#)

- [Faculty Help Sheets](#)
- [Registration Information](#)

[UNC Legislative Academic Compliance](#)

[Instructional Design and Development \(IDD\)](#)

[URSA](#)

- Under Employee, you may find faculty and advisor tools for resources on grading and classes

Research Resources

[Office of Research](#)

[Office of Sponsored Programs \(OSP\)](#)

[IDEA \(Innovation Development / Enterprise Advancement\)](#)

Service Resources

Advising

- Faculty Advising Guide (*forthcoming*)
- [DegreeWorks](#)
- [Undergraduate Catalog](#)
 - [Liberal Arts Core](#)
- [Four Year Plans](#)
- [Graduate Catalog](#)
- [Graduate School](#)
- Registrar Resources for Faculty
 - [Forms](#)
 - [Course Equivalency, Substitutions, Waivers](#)
 - [Advisor Help Sheets](#)
 - [Registration Information](#)
 - [Transfer Courses and Evaluation](#)

University Service

- [HSS College Committees](#)
- [Faculty Senate Committees](#)

UNC's Online Tools

Below are links for various tools and databases used by UNC faculty and staff.

[URSA](#)

UNC account information; pay, benefit and tax information; purchase parking permit; portal of additional resources

[HSS SharePoint](#)

HSS faculty & staff shared site. Includes HSS Calendar, documents and forms, links to Unit SharePoint, etc.

- Contact Deborah Lewis (Deborah.Lewis@unco.edu or 1-2706) with questions

[Digital Measures](#) *[Digital Measures Help](#)*

Electronic CV, required to update, used for faculty evaluations

- Contact Meagan Crews (Meagan.Crews@unco.edu or 1-1569) with questions

[DegreeWorks](#)

Student degree information

[Outlook Exchange](#)

Web/remote access to Outlook

[Canvas](#) *[Canvas Help](#)* *[Add a GA/TA](#)*

Online learning management system for all courses

[OnBase Login](#) *[OnBase Help](#)*

Electronic form workflow. [Course Adjustment Forms](#) are now in OnBase but may be found on the Registrar's website. Other forms are added periodically to OnBase.

[Insight](#)

Online reports including master course schedule; CIP codes; enrollment data; class rosters

[Pulse Secure](#)

Instructions on downloading and operating Pulse Secure, UNC's VPN for secure connection to UNC's network off-campus.

UNC Resources

Navigate these websites to find even more links and information on a wide variety of useful topics.

[HSS Faculty Resources](#)

Includes college and university information and other important resources.

<u>UNC New Faculty Resources</u>	Information about orientation and other resources for new faculty
<u>UNC Faculty Resources</u>	Includes links to online tools and frequently used websites for academic, administrative, technology, and more.
<u>Registrar Faculty Resources</u>	Curriculum, FERPA, course scheduling, grades, registration, and more.
<u>Provost Faculty Resources</u>	Research, Scholarship and Creative Works, faculty fellows, service
<u>Faculty Research Resources & Office of Sponsored Programs</u>	Information on funding, grant proposals, IRB resources/guidance, policies and procedures, and training.
<u>CETL (Center for Teaching and Learning) Faculty Resources</u>	Contact Faculty Fellows find teaching and learning resources, calendar of Faculty Forums, and other professional development opportunities.
<u>Adjunct Faculty Handbook</u>	Adjunct help: Overview of UNC, Getting started, Before the term, During the term, and End of term

Campus Contacts

HSS Contacts

Dean
[Laura Connolly](#)
 Candelaria 0215
 970-351-2707
Laura.Connolly@unco.edu

Associate Dean
[Christine Marston](#)
 Candelaria 0215
 970-351-2707
Christine.Marston@unco.edu

Dean's Office Staff

[Joe Tacoronte](#)
 Financial Analyst

[Deborah Lewis](#)
 Senior Administrative Specialist

[Meagan Crews](#)
 Administrative Specialist

970-351-1572
Joe.Tacoronte@unco.edu

970-351-2706
Deborah.Lewis@unco.edu

970-351-1569
Meagan.Crews@unco.edu

Schools, Departments, and Programs

[Africana Studies](#)
[Anthropology](#)
[School of Communication](#)
[Criminology & Criminal Justice](#)
[Economics](#)
[English](#)
[Gender Studies](#)

[Geography & GIS](#)
[Hispanic Studies](#)
[History](#)
[Modern Languages](#)
[Philosophy](#)
[Political Science & International Affairs](#)
[Sociology](#)

Safety/Security Contacts

UNC Police

- **In case of emergency, dial 911**
- **UNC Police:** 970-351-2245

Important: 911 from a campus landline will dispatch to UNC Police, however 911 from a cell phone will connect you to Greeley PD. We recommend that you save the UNC Police phone number into your cell phone for faster service while on campus. The blue emergency boxes around campus connect directly to UNC PD.

Campus Safety

Links/resources, reports, and safety tips for campus community.

Emergency Preparedness

- [UNC Emergency Plans](#)
- [Candelaria Hall Emergency Response Plan](#) (SharePoint)

In the event of an evacuation, the Building Coordinator and other management (such as unit leaders or the Dean) are responsible for ensuring evacuation of faculty and staff.

Faculty members are responsible for monitoring the safe evacuation of students from classroom situations.

Candelaria Hall Building Coordinator:

- Debbie Lewis – Deborah.lewis@unco.edu / 1-2706

Secondary Building Coordinator:

- Meagan Crews – Meagan.crews@unco.edu / 1-1569

[Find a different building coordinator](#)

Employee Resource Contacts

Human Resources

Julie Nava, Faculty Coordinator
Julie.Nava@unco.edu
970-351-2621

Employee Relations

Marshall Parks, HR Director & Faculty Employee Relations
Marshall.Parks@unco.edu
970-351-1814

Information Management & Technology

IM&T Knowledge Base

Need IT Support? Contact:

- 970-351-4357
- help@unco.edu
- [Submit a ticket online](#)

Use the IM&T Knowledge Base to find solutions to common problems and questions for most of the UNC info-structure.

Contact IT for assistance with any University technology, including classroom and office technology.

Facilities Management (FM)

For most building issues or requests please notify your department/program admin and they can put in a service request, or you may notify the building coordinator. **In case of emergency in building call Facilities right away at 970-351-2446 or UNC Police (after hours) at 970-351-2245 and notify – if able – the Building Coordinator.**

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[Find a different building coordinator](#)

Student Support & Resources

HSS Student Resources

Academic Concerns

- Students who have an academic issue (grade disputes, unexcused absences, etc.) are expected to work these issues out with faculty. In the event that the dispute is not resolved, students/faculty may bring the issue to their unit leader, who may then bring the issue to the Dean's Office if the dispute is still unresolved. Certain circumstances may involve the [Student Outreach and Support Office](#) to serve as liaison between faculty and students during extenuating circumstances.
- For tutoring and other academic support needs, students may contact the [Academic Support and Advising](#) office. UNC also has a [Writing Center](#) and [Math Tutoring Lab](#) for writing and math help.
- Students needing assistance and accommodations due to disabilities are expected to first contact [Disability Support Services](#) ([learn more about DSS procedures for faculty here](#)).

Personal Concerns

- Report concerns
 - [Report a Concern](#) (other than discrimination or sexual misconduct)
 - [Report Discrimination, Harassment & Retaliation, Sexual Misconduct](#)
- [Sexual Misconduct/Title IX](#)
 - Faculty and staff at UNC are mandatory Title IX reporters for sexual misconduct. There are several [confidential resources](#) available to students.

Other Student Resources

- [Counseling Center](#)
- [Student Health Center](#)
- Cultural & Resource Centers
 - [Asian/Pacific American Student Services](#)
 - [César Chávez Cultural Center](#)
 - [Gender & Sexuality Resource Center](#)
 - [Marcus Garvey Cultural Center](#)
 - [Native American Student Services](#)
 - [Veterans Services](#)
 - [Women's Resource Center](#)