Faculty Updates
Which form do I use?

There are three forms that can be used to modify faculty in different areas of the catalog:

- Faculty
  - Pages 6-14
- Modify Narrative
  - Pages 15-22
- Revised Program
  - Pages 23-30
Faculty Form

For adding/revising/deleting the faculty in the back of the catalog only. See Pages 6-14 for details.

A

Rick Adams, Ph.D.
(2002), Professor of Biological Sciences - University of Colorado, B.A., University of Colorado, M.A., University of Colorado, Ph.D., (G, DR)

John Adler, D.M.A.
(2010), Associate Professor of Music - University of Nevada-Reno B.M.; University of Oregon M.M.; University of Miami D.M.A. (G, DR)

Dennis Aguirre, Ph.D.
(2017), Assistant Professor of Hispanic Studies - The University of New Mexico, B.A.; The University of Texas at El Paso, M.A.; The University of Texas at El Paso, Ph.D.
Modify Narrative Form

For adding/revising/deleting faculty within the department pages.
See Pages 15-22 for details.

** Emeritus Faculty do not go in the back of the catalog, they goes under the department pages. **
Revised Program Form

For adding/revising/deleting faculty within the program pages. See Pages 23-30 for details.
Faculty Form

Used to add/revise the faculty in the back of the catalog.
• Adding new Faculty in the Faculty index
• Modifying Faculty in the Faculty index
• Deleting Faculty from the index
• Adding/Deleting/Modifying Affiliate Faculty listing
Faculty Form

This form is used to add/revise the faculty in the back of the catalog.

Narrative Forms

New Narrative Form
Modify Narrative Form
Delete Narrative Form
Faculty Form

Rick Adams, Ph.D.
(2002), Professor of Biological Sciences - University of Colorado, B.A., University of Colorado, M.A., University of Colorado, Ph.D., (G, DR)

John Adler, D.M.A.
(2010), Associate Professor of Music - University of Nevada-Reno B.M.; University of Oregon M.M.; University of Miami D.M.A. (G, DR)

Dennis Aguirre, Ph.D.
(2017), Assistant Professor of Hispanic Studies - The University of New Mexico, B.A.; The University of Texas at El Paso, M.A.; The University of Texas at El Paso, Ph.D.
Getting Started

Choose either UNC Faculty or Affiliated Faculty and the letter of the faculty’s last name

Once you have selected the Letter of the last name of the Faculty to be modify, press the letter button

***A faculty form must be filled out for each letter of the alphabet that your are editing.***
Continue to fill out form

The Change Type has three choices:

- **New**
- **Modify**
- **Delete** – If choosing this option, please make sure you just delete the faculty member, not the entire page

You will need select the following:
- **Change type**
- **Department/School/Program**
- **Submitted by**
- **Date**

These are all required fields

<table>
<thead>
<tr>
<th>Change Type</th>
<th>Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/School/Program</td>
<td>Department</td>
</tr>
<tr>
<td>Submitted By</td>
<td>B.Hopp</td>
</tr>
<tr>
<td>Date</td>
<td>8/28/2019</td>
</tr>
<tr>
<td>Title</td>
<td>A</td>
</tr>
</tbody>
</table>
Continue to fill out form

This is where you will list the faculty that you are adding/editing/deleting, please list only the faculty that are within this letter of the alphabet

Please list all faculty whose information is being edited:

Rick Adams, Ph.D.
John Adler, D.M.A.
Dennis Aguirre, Ph.D.
Faculty listing Section

This where you will add, edit or delete the faculty’s information

**Name, appellations (highest degree)**

(year started), Position in Department – Colleges listed lowest to highest degree earned, name of college, and abbreviated degree after it.

**Make sure to use the same format as the existing faculty listed**
Saving the changes

When you are done editing, make sure to save the form.

*You can edit/save the form as many times as needed.*
Submitting the form

Once you are ready to submit the form, hit the submit button in the left corner. This will send it to the next person within the workflow.

There is a place to add comments for the next person within the workflow.

*Note that these comments are not private and can be seen by others within the system.*
Once the form has been submitted, there is an Audit Trail on the left side that will let you know who has the form and where it is in the process.

Once it is in the catalog, the form will be moved to Archived proposals.
Revise Narrative Form

For adding, revising, or deleting faculty names within the narrative pages for the College or School/Department/Program
**Modify Narrative Form**

For adding/revising/deleting faculty within the department pages

**Narrative Forms**
- New Narrative Form
- Modify Narrative Form
- Delete Narrative Form
- Faculty Form

**Biological Sciences**

**Location:** Ross Hall 2480  
**Telephone:** 970.351.2921


**Emeritus Faculty:** Warren R. Buss, Ph.D.; Catherine S. Gardiner, Ph.D.; Margaret E. Heimbrook, Ph.D.; Kathleen S. Jones, Ph.D.; Charles E. Olmsted, III, Ph.D.; Gerald W. Saunders, Ph.D.

**Remember this is where Emeritus Faculty are now listed.**
Select the section by drilling down to the section that you need to edit.

You will need to complete the following:
- Catalog
- College
- School/Department
- Area

Theses are required fields.
Continue to fill out the form

You will need to fill out:
Catalog type,
Department/School,
Submitted by,
Date

These are all required fields

The section that will be modified will be listed in the Title

<table>
<thead>
<tr>
<th>Biological Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATALOG NARRATIVE INFORMATION</td>
</tr>
<tr>
<td>Catalog Type</td>
</tr>
<tr>
<td>Department/School/Program</td>
</tr>
<tr>
<td>Submitted By</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Narrative Information</td>
</tr>
</tbody>
</table>
Continue to fill out form

Adding, Modifying or Deleting faculty is done in this section of the form. Please use format as it is listed; **Example**: Name, Degree;

*If you have other items within this department/school/area that you need to edit, it can be done here as well.*

Narrative Information

**Location**: Ross Hall 2480

**Telephone**: 970.351.2921


**Emeritus Faculty**: Warren R. Buss, Ph.D.; Catherine S. Gardiner, Ph.D.; Margaret E. Heimbrook, Ph.D.; Kathleen S. Jones, Ph.D.; Charles E. Olmsted, III, Ph.D.; Gerald W. Saunders, Ph.D.
If you have more than one department to modify, a separate form will need to be completed for each one.

When you're done editing, make sure to save the form. You can edit/save the form as many times as needed.
Submitting the form

Once you are ready to submit the form, hit the submit button in the left corner. This will send it to the next person within the workflow.

There is a place to add comments for the next person within the workflow.

*Note that these comments are not private and can be seen by others within the system.
Once the form have been submitted, there is an Audit Trail on the left side that will let you know who has the form and where it is in the process.

Once it is in the catalog, the form will be moved to Archived proposals.
Revise Program Form

For adding, revising, or deleting faculty/program contact names within the program pages
Revised Program Form

For adding/revising/deleting faculty within the program page

Program Forms

New Program Form
Revised Program Form
Deactivate Program Form

Theatre Arts B.A.

College of Performing and Visual Arts

Contact: Michelle Gaza, M.F.A., Interim Director
Location: Frasier Hall 105
Telephone: 970.351.2991
Fax: 970.351.4897
Website: https://arts.unco.edu/theatre/
Getting Started

Select the section by drilling down to the section that you need to edit.

You will need select the following:

- UG or GR Catalog
- Programs
- Colleges
- Type of degree
- Specific program

These are all required fields
## Theatre Arts BA

### PROGRAM INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Type</td>
<td>Major</td>
</tr>
<tr>
<td>Catalog Type</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>College</td>
<td>College of Performing &amp; Visual Arts</td>
</tr>
<tr>
<td>Department/School/Program</td>
<td>Theatre Arts and Dance</td>
</tr>
<tr>
<td>Submitted By</td>
<td>B.Hopp</td>
</tr>
<tr>
<td>Date</td>
<td>8/28/2019</td>
</tr>
</tbody>
</table>

*must have faculty status*

These are all required fields

*Title – should be the section that you are wanting to edit.*
Continue to fill out the form

This is where you will edit the program contact information, including faculty or program contact name, location, telephone, fax and website. Please keep the same format as it is listed.

*If you have other items within this program that you need to edit, it can be done in the same form.*
When your done editing, make sure to save the form
*You can edit/save the form as many times as needed.*

**If you have more than one program to modify, a separate form will need to be completed for each one.**
Submitting the form

Once you are ready to submit the form, hit the submit button in the left corner. This will send it to the next person within the workflow.

There is a place to add comments for the next person within the workflow.

*Note that these comments are not private and can be seen by others within the system.*
Tracking the form

Once the form have been submitted, there is an Audit Trail on the left side that will let you know who has the form and where it is in the process.

Once it is in the catalog, the form will be moved to Archived proposals.
WORKFLOW QUESTIONS & ISSUES

Please let us know when you have questions or concerns throughout the process! Email Meagan.Crews@unco.edu and Brandi.Hopp@unco.edu for issues like:

Something isn’t working correctly

• We’ll work to get technical issues resolved as quickly as possible.

You can’t figure out how to make a curriculum change

• If something is missing in the forms or you aren’t sure how to make a particular change, please first check over training materials to make sure you’re in the correct form for the change you’re making. If so, please let us know what you’re attempting to do and we will assist you.

Something is annoying, tedious, or doesn’t make sense!

• Let us know. We might be able to get it resolved, but we are under constraints of the software – but we won’t be able to improve the system if we don’t at least ask! Some of these issues might be able to get corrected going forward. Remember, this is year one – year two will be better with the help of user feedback.
Resources

• **Contacts**
  • Meagan Crews, Curriculum Liaison Specialist ([Meagan.Crews@unco.edu](mailto:Meagan.Crews@unco.edu) / 1-3004)
  • Brandi Hopp, Curriculum Support Specialist ([Brandi.Hopp@unco.edu](mailto:Brandi.Hopp@unco.edu) / 1-4778)

• **Resources**
  • [Registrar's Office: Curriculum](#)
  • [SmartCatalog Curriculum Workflow Login](#)