



U T A H V A L L E Y U N I V E R S I T Y

# Faculty Handbook and Resource Guide

June 2, 2021

**Purpose:** The purpose of this handbook/resource guide is to provide valuable information, links to policies and various entities within UVU, and CHSS processes and expectations.

**Disclaimer:** UVU policies take priority over the content in this manual. It is the employee's responsibility to be familiar with policy changes. Administration and other entities (such as Curriculum Office and Procurement) may change procedures at any time.

# Table of Contents

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- [UVU's Mission](#)
  
- [General Information](#)
  - New Faculty Onboarding
  - Academic Calendar
  - Computer
  - UVU Mission
  - Dining options
  - Email Address
  - Emergency Text Message Alerts
  - Fitness
  - ID Card
  - Keys and Key FOBS
  - Library Services
  - Maps: Campus and Building
  - Office Space
  - Parking
  - Post Office, Mail, etc.
  - Public Transportation
  - Testing Services
  - Textbooks, office supplies, misc.
  - UVU Police Department
  - Wolverine Wednesday
  
- [COVID-19 Information](#)
  
- [General Expectations](#)
  - Policy Manual
  - Faculty rights and responsibilities
  - Email Guidelines
  - Outlook Calendar
  - Microsoft Teams
  - Instructure Canvas
  - Syllabus Requirements
  - Office Hours
  - Faculty Web Pages
  
- [Grading, Final Exams, Incompletes, Etc.](#)
  - Administrative Withdrawals (First week)
  - Final exams
  - Grading and alerts
  - Incomplete Grades
  - Student Integrity (Cheating) and Misconduct
  - Student Requests for Grade Changes
  - Student Requests for Prerequisite Waivers
  - Student Withdrawal Exceptions

- [HR and Employee Services](#)
  - o Benefits
  - o Payroll and Direct Deposit
  - o Services
  
- [IT Services](#)
  - o CHSS IT Services
  - o Software
  - o Software Downloads and Cloud Storage
  - o System Status
  
- [myUVU and Banner System](#)
  - o Class Schedules
  - o Student Ratings of Instruction (SRI)
  - o SAP Concur Travel Requests and Reports
  
- [Committees](#)
  - o Department Committees
  - o College Committees
  - o University Committees
  
- [Curriculum](#)
  - o Curriculum Office
  - o Department Curriculum Committee(s)
  - o Workflow CourseLeaf
  - o Course and Software Fees
  - o Online Course Development
  - o CHSS Flexible Learning Council (CFLC)
  - o Online Course Design and Evaluation
  
- [Faculty Annual Review](#)
  - o Faculty Review of Previous Academic Year
  - o New Goals for Upcoming Year
  - o Areas for Growth and Improvement and Overall Evaluation
  - o Department Chair Evaluation of Faculty
  - o Faculty Response
  
- [Faculty Tenure and Rank Advancement](#)
  - o Midterm and Tenure Deadlines
  - o Tenure Process
  - o Rank Advancement to Professor Process
  - o Rank Advancement to Professor Deadlines
  - o Rank Advancement to Senior Lecturer
  
- [Grant Proposals](#)
  - o Faculty Research and Sponsored Project Administration
  - o Office of Sponsored Programs
  
- [Office of Engaged Learning \(OEL\)](#)
  
- [PBA Process](#)

- [Student Resources](#)
  - Advising
  - Faculty Mentors for Students
  - Student Health Services
  - Student Labs and Services
  - Student Resources
  
- [Training and Professional Development](#)
  - Foundations of Inclusion Workshops
  - Online Teaching Training and Certification
  - Required Trainings
  - Sexual Harassment and Title IX
  - Teaching Resources and Workshops
  
- [Travel](#)
  - In-state travel
  - Concur travel

[Appendix: Portfolio Checklist](#)

## UVU's Mission

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UVU's culture supports our mission of student success. UVU operates in accordance with three core values: exceptional care, exceptional accountability, and exceptional results. Faculty should familiarize themselves with these values on the [UVU Mission Statement web page](#).

## General Information

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### New Faculty Onboarding

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The Faculty Development Office provides new faculty orientation [All Aboard](#) workshops. Topics include Canvas, media services, shared governance, suicide prevention, ombudsmen, accessibility, etc.

Ursula Sorensen, Ph.D., SFHEA  
(801) 863-8372  
[sorensur@uvu.edu](mailto:sorensur@uvu.edu)

The [New 2 UVU](#) web site provides valuable information for new employees:

- [After Acceptance](#) (new faculty checklist), campus map, parking permit, payroll info, benefits, ADA information, and free UTA pass)
- [First Day](#) (sign into myUVU, set up email, get UVID card, review types of leave)
- [First Week](#) (required trainings)
- [First Month](#) (Lynda.com training, Foundations of Inclusion, UVSELF, travel, etc.)

The Department Chair should assign a seasoned faculty member to mentor new faculty. The mentor should be familiar with UVU policies, departmental procedures and practices, etc. The mentor should have regular meetings with the new faculty member, particularly during the first semester. In addition, Department Chairs serve as mentors for new faculty. The faculty member should take the initiative to contact the mentor regularly to discuss UVU, college, and department practices and procedures.

## Academic Calendar

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The [academic calendar](#) shows faculty return dates, class start dates, holidays, and final exam dates.

## Computer

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Full-time faculty are issued a UVU computer. Work with your Department Chair and CHSS IT to obtain a computer. General information as well as a list of specific models are listed on the [Computer Shop Site](#). Orders are placed in [Wolverine Marketplace](#). Each academic department is responsible for purchasing computers for their faculty and staff. Faculty must return the computer when (a) it is replaced with a newer one or (b) when the faculty is no longer employed by UVU.

## Dining Options

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Dining Services lists the [food vendors](#) (such as Chick-Fil-A, Subway, and Wendy's), hours of operation, and locations. [Gluten-free options](#) are available at several food vendors.

## Email Address

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Outlook is the official email client for UVU employees. All employees MUST use their employee email accounts for conducting all UVU work related business. Faculty should use this UVU employee email

account to communicate with students (if outside Canvas), and students should use the UVU employee email account when addressing messages to faculty. See [Email Guidelines](#) for additional information.

The [Employee Email web page](#) provides information on how to access employee email, set up email on a mobile device, Outlook personalization, etc. For assistance in setting up/troubleshooting email:

IT Help Desk  
(801) 863-8888

CHSS IT Support  
(801) 863-4638

## Emergency Text Message Alerts

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To assist with communications in the case of an emergency, UVU has implemented an emergency text messaging system. You can opt-in at the [Safety/Emergency Management site](#).

## Fitness

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The Student Life and Wellness Center provides a variety of fitness facilities, including a gym, bowling alley, and climbing wall. Fees and facility hours are located on the [Student Life and Wellness Center](#) web site. Discounts are also given at Provo and Orem recreation centers.

## ID Card

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Faculty should obtain a UVID card. After activation, this card serves as your free UTA transit pass on all UTA buses, TRAX, FrontRunner, and UVX (except the UTA Ski Bus, Paratransit, or PC-SLC Connect). In addition, you can obtain a UVU PlusCard, which is a combination UVID and VISA debit card. This card is managed through Utah Community Credit Union (UCCU). [Campus Connection](#) contains links to obtain a first card or replacement card.

## Keys and Key FOBs

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Most interior faculty offices require a key. [Interior key requests](#) are completed on the Facilities web site. These forms are completed by the department administrative assistant (or employee) and approved by the Department Chair.

A phone app or a key FOB is required for [exterior proximity door access](#) and some [specialized interior labs](#). Exterior proximity access requests are directed to the UVU Police Chief and AVP of Facilities for approval. If the access requested is approved by the AVP the form will then be directed to the UVU key shop for further action. The department must provide an index for the proximity access device (keychain FOB one-time charge) or mobile access (per year).

Contact the Facilities Office for assistance if the phone call or key FOB is not working.  
(801) 863-8130

## Library Services

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The [Library Services](#) include:

- Digital material, such as e-books, streaming videos, etc.
- Reserve assistance
- Webcams and document cameras for extended checkout
- Research help
- Subject librarians for assistance in locating digital content
- Interlibrary loan for ordering research materials unavailable at the Fulton Library

## Maps: Campus and Building

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The [Campus Map web site](#) provides maps for the main campus, Wasatch Campus (Heber City), Thanksgiving Point, and other campus locations. The individual maps indicate buildings and parking lots.

The [University Accessibility web site](#) contains a link to interior building maps.

## Office space

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Office space is allocated by the CHSS Assistant Dean. Offices are allocated to departments.

## Parking

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All vehicles parked on campus require a parking permit, which must be renewed annually in August. Employees may register up to three vehicles; however, only one vehicle may be on campus at a time. Faculty qualify for a free parking permit to park in designated parking lots. However, you must pay if you park in a visitor or paid parking lot.

The [Parking Services web site](#) contains information about parking permits, rules and regulations, a parking map, and FAQs.

The Parking Services office is located at  
936 S 400 West, Orem  
[parking@uvu.edu](mailto:parking@uvu.edu)  
(801) 863-8188

## Post Office, Mail, etc.

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Faculty can go to the [US Post Office](#) to purchase stamps and mail letters and packages.

Temporary Location: SC 214  
(801) 863-6067

[UVU Mail Services](#) coordinates outgoing mail, incoming mail, intra-campus mail, and bulk mail. Note that FedEx and UPS do not directly deliver or pick up packages from department offices. Instead, they deliver packages to the UVU Mail Room, which delivers mail and packages to the department offices.

Location: AX 152, 1545 W. Business Park Drive, Orem  
(801) 863-8181

Each department has a [mail stop](#), which should be included on incoming and intra-campus mail to facilitate mail and package delivery.

Mail drops are located in the CS and GT buildings so that you can mail UVU intra-campus mail (no stamp), outgoing department mail (through admins), and personal stamped letters.

CS Building: 6<sup>th</sup> floor across the hall from CS 601  
GT Building: 3<sup>rd</sup> floor by GT 337 and the elevator and 6<sup>th</sup> floor across from GT 610

## Public Transportation

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UVU employees can activate their UVID for the UTA Transit System for free. The [Campus Connection web site](#) provides information about the UTA passes and links to UTA bus, TRAX, UVX, and Frontrunner routes.

## Testing Services

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**CHSS no longer uses classroom testing services.** Faculty should plan to administer tests during class time or using Proctorio for online sections. The Testing Center continues to provide accommodating testing, placement testing, and professional testing.

## Textbooks, Office Supplies, Misc.

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Contact your department's administrative assistant to:

- provide a list of required and optional textbooks for your classes each semester
- order office supplies and business cards
- submit work orders or service requests from Facilities

## UVU Police Department

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The [UVU Police Department web site](#) contains information about reporting a crime, victims advocate, crime info, emergency procedures, etc. In addition, you can request a safety escort if you feel nervous when you need to walk some distance to your vehicle or to other buildings on campus.

(801) 863-5555

GT 311

[uvucampuspd@uvu.edu](mailto:uvucampuspd@uvu.edu)

## Wolverine Wednesday

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Wearing your UVU Apparel around campus on Wednesdays promotes a common pride and spirit. In addition, it qualifies you for some discounts for food, apparel, and more.

The [Wolverine Wednesday](#) web site provides details regarding discounts at various vendors on campus.



## COVID-19 Information

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Current announcements regarding operating conditions and key emergency contacts during COVID-19 are posted on the [UVU Info web page](#).

## General Expectations

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### Policy Manual

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The [UVU Policy Manual](#) contains UVU policies that have gone through the policy development process and have been approved by the UVU Board of Trustees. Faculty are expected to refer to and comply with the UVU policies. Faculty should pay close attention to the 600-level academics policies.

Here is a list of UVU policy categories:

100	Governance, Organization, and General Information
200	Financial Affairs and Development
300	Human Resources
400	Facilities, Operations, and Information Technology
500	Student Affairs
<b>600</b>	<b>Academics</b>
700	Risk Management/Safety/Health

### Faculty Rights and Responsibilities

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[UVU Policy 635](#) See the entire policy for information about faculty rights and professional responsibility. Section 5 states general faculty teaching, scholarship, and service expectations. In particular, course instruction, syllabus, office hours, and currency in field are core teaching expectations.

Faculty are expected to

- hold classes as scheduled and hold office hours
- conduct themselves with reasonable standards of professionalism and civility
- respond promptly to emails and other requests for action from supervisors, faculty peers, staff, and students
- attend department meetings, as well as applicable college and university meetings
- maintain teaching competence and obligations pertaining to course instruction
- provide adequate notice to students and the Department Chair for any cancellations
- administer final exams in accordance to days/times specified in the academic calendar

### Email Guidelines

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All faculty, including adjuncts, need to adhere to the established guidelines. Department chairs, administrative assistants, and others who work with adjunct faculty should inform adjuncts of these email guidelines.

Faculty must continually strive to meet, and even exceed, best practices in digital business continuity and security. On May 9, 2019, President's Council approved new [email guidelines](#) designed to initiate compliance with R840 and further UVU's commitment to these digital principles. These guidelines are currently being incorporated into applicable policies. These guidelines set forth the following standards, among others:

- UVU employees shall use their assigned uvu.edu email accounts when conducting university business (such as business conducted as part of one's duties on behalf of UVU) and shall not use non-UVU email accounts for university business.

- As a reminder, employees shall not use their uvu.edu email accounts (a) for a political purpose, (b) to advocate for or against a ballot proposition, or (c) to solicit a campaign contribution.
- UVU employees shall not auto-forward incoming messages to accounts outside the UVU email system.
- All electronic messages, accounts, and addresses associated with the University are the property of UVU. The University owns all messages, files, and documents located on university information resources, including those that are personal. All content located on university information resources may be subject to open records requests and may be accessed by the University in accordance with policy. For this reason, UVU employees shall have no expectation of privacy while using their assigned uvu.edu email accounts. UVU does not routinely inspect, monitor, or disclose electronic communications, files, or similar data, although it reserves the right to do so in situations such as authorized investigations or suspected policy violations.
- UVU is subject to open records laws such as the Government Records Access and Management Act (GRAMA). UVU's email guidelines are designed to assist with document preservation and records management. If you conduct UVU business through your personal email accounts, such emails may be subject to GRAMA. For this additional reason, only uvu.edu email accounts must be used for conducting UVU business.

Please incorporate these principles into your daily email practices. You are responsible for checking your UVU emails regularly for messages from your colleagues, students (where applicable), supervisors, HR, and other campus departments (and responding in timely manner). You are accountable for official notifications through UVU email.

## Outlook Calendar

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Faculty should use the Outlook Calendar to record their office hours, classes, meetings, etc. Faculty are responsible for keeping their calendars up-to-date. Employees around campus use the Outlook Scheduling Assistant feature to identify days and times other employees are available for meetings.

Faculty can [setup Outlook](#) (calendar and email) on their IOS or Android device.

## Microsoft Teams

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Faculty should download and use [Microsoft Teams](#) for participating in video conferencing. Faculty should use Microsoft Teams for courses indicated as live streaming. Teams is also used for a variety of campus meetings, conducting interviews for employee positions, etc.

IT Services provides information on accessing Microsoft Teams. [Video training](#) is available to learn about Microsoft Teams features.

## Instructure Canvas

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[Canvas](#) is the official Learning Management System (LMS) for UVU. Faculty should use Canvas to store course content, syllabi, assignments, quizzes, tests, announcements, etc.

The [Office of Teaching and Learning](#) (OTL) provides links for Canvas assistance (semester start checklist, training workshops, and Live Chat). An external [Canvas Instructor Guide](#) is a valuable resource for learning how to use Canvas features.

OTL Canvas Contact:

## Syllabus Requirements

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[Section 4.2 of UVU Policy 601](#) articulates faculty requirements for supplying a syllabus for each course they teach. The syllabus must contain: Instructor's name

- Office number
- UVU phone number
- UVU email address
- **Expected response time to emails is within 24 hours**
- Course description (CourseLeaf)
- Course outcomes
- Academic Honesty statement
- [Accessibility Services Syllabus Statement](#)
- [Inclusion statement](#) (strongly recommended)

In addition, each syllabus should articulate the attendance policy, description and weightings of course assessments (e.g., assignments, tests, quizzes, projects, presentations, etc.) and a grading scale. It is recommended to include the academic integrity statements to discuss cheating and plagiarism that are found in the Students' Rights and Responsibilities manual and in the UVU course catalog.

The Office of Teaching and Learning provides an [inclusive syllabus checklist](#) to help you ensure your syllabus contains the necessary information to help students succeed.

## Office Hours

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[Section 5.1.2.5 of UVU Policy 635](#) requires that faculty establish and maintain regular office hours in accordance with college guidelines.

The College of Humanities and Social Sciences requires a minimum of five (5) stated, specific office hours per week. Office hours may be face-to-face, Teams chat, or other virtual methods. Faculty are encouraged to provide flexibility to meet with students who are unable to meet during stated office hours. Office hours should be posted in Canvas and on the bulletin boards outside faculty offices. Faculty are also expected to have a presence on campus.

## Faculty Web Pages

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Each faculty member has a professional web page. Faculty are responsible for keeping their web pages and Digital Measures portfolio up-to-date and professional as a member of the College of Humanities and Social Sciences. Information kept updated on Digital Measures portfolio provides automatically populated information for faculty professional web pages. Faculty may also request web space for research and scholarly works through the [Office of Information Technology](#).

# Grading, Final Exams, Incompletes, Etc.

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## Administrative Withdrawals (First Week)

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Students may be dropped or withdrawn from classes by the administration if they (1) register, but do not attend courses within the first three class periods of a semester, (2) register for courses for which they have not completed prerequisites, (3) neglect to pay tuition and fees for any given semester by the deadline published in the Student Timetable, or (4) other administrative reasons. Such changes to a student's schedule could affect financial aid, scholarships, and/or refunds.

Faculty should work with the Department Chairs to administratively withdraw a student who does not (a) attend the first week of the semester given the class is in an equipment or lab room and a waitlist exists or (b) the student has not met the prerequisites.

Faculty need to keep careful attendance records the first week to ensure a student was absent and did not access Canvas. Prior to processing the administrative withdrawal request, the faculty must contact the students to them know they are being dropped for the course and for what reason. Faculty should provide the CRN, course prefix and number, student name, ID, and reason for the request. Faculty submit this information to their Department Chair, who will submit a withdrawal request to the Assistant Registrar in Registration and Records.

## Final Exams

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[Section 4.4 of UVU Policy 601](#) describes the requirements for a final exam/assessment. Final exams/assessments are to take place during final exam week. Final exams should not be given the week prior to the official final exam week. It is important for faculty to adhere to the [UVU final exam schedule](#).

[Final exam days/times](#) are posted on the Academic Scheduling web site. Final exams cannot be due before OR after posted final exam days/times.

## Grading and Alerts

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### **Grading:**

Faculty should keep grades in Canvas and ensure the gradebook is set up with category weighting, etc. that aligns with the syllabus. Assignment should be uploaded to Canvas and grades should be updated frequently.

### **Early Alert to Help Students at Risk of Failing:**

Faculty are encouraged to participate in [Early Alert](#) by identifying students who are struggling academically or are not attending class regularly. The student's academic advisor and a student success specialist will be notified so that they can offer timely intervention and resources.

### **Student Retention:**

Faculty can also contact the [Student Retention Department](#) for students who are struggling.

### **Mid-Term Grades and Final Grades:**

Faculty are encouraged to provide and post [midterm grades](#), especially for freshmen courses.

Faculty should receive an email toward the end of the semester with instructions for submitting final grades, last date of attendance, etc. It is imperative that final grades are posted before the deadlines as missing grades have a negative impact on student financial aid, prerequisites, etc.

## Incomplete Grades

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The [UVU Catalog](#) states the following:

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the course work because of extenuating circumstances. The term “extenuating circumstances” includes: (1) incapacitating illness which prevents a student from attending classes (usually more than five consecutive class days); (2) a death in the immediate family; (3) change in work schedule as required by employer; or (4) other emergencies deemed acceptable by the instructor.

If circumstances are deemed appropriate, the student may petition the instructor for time beyond the end of the semester to finish the work. If the instructor agrees, an “I” grade will be given. An Incomplete Grade Form indicating work completed and work to be completed must be signed by the student, instructor, and the Department Chair, and turned into the Registrar’s Office at the end of the semester.

“I” grades should not be requested nor given for lack of completion of work because of procrastination or dissatisfaction with the grade earned. Per policy, students must be passing the course and have completed 70% or more of the course work in order to qualify for an incomplete.

Specific arrangements to remove an “I” grade must be made between the student and the instructor. In most circumstances, work to be completed should be finished in the first two or three weeks following the end of the semester in which the “I” was given. Failing to complete the “I” and replace it with the appropriate letter grade may negatively affect any financial aid.

**Incomplete work cannot be completed by retaking the class.** If such an option is preferred, the student must take the grade earned and then retake the class for a better grade. The grade for the later class will be calculated in the GPA. In all cases, **the “I” grade must be made up within one year.** If it is not, the “I” grade will change to an “E” on the transcript. “I” grades are not computed in the GPA.

## Student Integrity (Cheating) and Misconduct

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Students are bound by [UVU Policy 541 - Student Code of Conduct](#), which addresses cheating and plagiarism.

- Ensure your syllabi address academic integrity and the consequences of infractions (e.g., zero on an assignment or test, etc.).
- Familiarize yourself with the content on the [Faculty Rights](#) page

Officially, faculty are expected to report [academic misconduct](#) and [behavioral misconduct](#). Faculty should report suspected violations to the Department Chair. Faculty should review the [process for reporting cheating and plagiarism](#), classroom management, and removing a student from class. The [Office of Student Conduct](#) is available for consultation if faculty are unsure how to respond to a particular issue.

(801) 863-5841  
[marent@uvu.edu](mailto:marent@uvu.edu)

## Student Requests for Grade Changes

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[UVU Policy 523](#) defines a grade change as "A change that is the result of (1) an error in the original final grade (miscalculation, computer/human error); (2) changing a final letter grade from I; (3) academic misconduct sanction on the final grade." Grade change appeals shall be made and completed within one

calendar year from the date the grade was originally issued. Grades shall not be changed after the student has graduated.

Students may appeal a grade within one calendar year from the date the grade was originally issued. First, the student shall approach the course instructor as soon as possible after receiving the final grade. They have the right to discuss the merits of their appeal in an informal and non-threatening environment.

Second, after obtaining feedback from the instructor regarding the rationale for assigning the original grade, and assuming dissatisfaction still exists at the conclusion of the first step, or if the original instructor is no longer available, the student has a right to submit a written appeal to the Department Chair, in a consultation setting.

Finally, if a mutual understanding cannot be reached in the second step, the student has the right to submit a formal written appeal through the Office of the Registrar to the University Academic Standards Committee, which exercises final authority in adjudicating the appeal.

Faculty Action—Faculty can process a grade change on myUVU. The [Grade Change Instructions](#) section of the Grade Changes web page contains step-by-step instructions.

## Student Requests for Prerequisite Waivers

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Faculty should not arbitrarily approve student requests to enroll in their classes without the proper prerequisites. Prerequisites were implemented to ensure students have the necessary foundational skills and knowledge to maximize the probability of success in advanced courses and to ensure proper sequencing for assessment of programs and student learning.

In some cases, in consultation with the faculty, the Department Chair may allow a student to enroll in a prerequisite the same time as a follow-up course. These instances should be rare and have adequate reasons. For example, if a curriculum change to remove a prerequisite is in process but not implemented yet, the Department Chair may choose to waive the prerequisite immediately.

The Department Chair should work with the advisor and respective faculty member to review requests. Some departments formalize the process by using a form that the student initiates with the request.

## Student Withdrawal Exceptions

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### [UVU Policy 503 Add/Drop/Withdrawals](#)

Students should submit withdrawal forms to the Registrar's Office. Failing a class or not attending class is not sufficient for an approval. Typically, only extenuating circumstances are approved.

# HR and Employee Services

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## Benefits

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UVU offers an array of benefits, including health and life insurance plans, retirement, and tuition waivers. HR provides detailed information for new faculty upon employment. The [Benefits web page](#) provides brief descriptions of benefit options. Continuing faculty need to update their health insurance records during the Open Enrollment period each April. Contact HR for more information about benefits.

HF-105  
(801) 863-8207

## Payroll and Direct Deposit

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Pay stubs, direct deposit forms, and tax forms are found in [myUVU](#). Employees can review electronic documents and setup or change direct deposit information.

1. Click EMPLOYEES on the left side.
2. Click Payroll and Time Clock.

## Services

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[myUVU](#) contains EMPLOYEES links to a variety of HR Services.

- [HR Service Center](#)
  - Filling a vacancy
  - Compensation and pay information
  - Employee professional development
  - Employee accommodations
  - Workplace issues and concerns
  - Forms
- [HR Benefits Service Center](#)
  - Benefits enrollment
  - Medical, prescription, dental, visual, FSA/HSA information
  - Insurance
  - Retirement
  - Leave
  - Health/fitness, mental health
  - Tuition remission
- [Payroll/Time Clock](#)
  - View paystubs
  - Direct deposit information
  - Tax forms
  - TIMS Time Clock
    - Sick Leave
    - Personal Leave
- [Purchasing and Travel](#)
  - Wolverine Marketplace (requisitions, vendor catalogs, purchases, etc.)

- SAP Concur for travel requests and reporting
- [Campus Services](#)
  - Printing and copy center
  - Facilities requests
  - Key request and proximity card access
  - Safety training
- [Technology Services and Support](#)
  - Live Chat
  - Software Downloads
  - Cloud Tools
- [Helping Faculty](#)
  - Bookstore Orders
  - IRB
  - Faculty Workload, Portfolios, Student Ratings of Instruction, etc.

## IT Services

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[IT Services](#) provide an array of assistance for login help, DUO two-factor authentication, email, wireless network, software applications, etc.

## CHSS IT Services

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The College of Humanities and Social Sciences IT Support Staff assists faculty, staff, and students in the College.

Phone: (801) 863-4638

For technical support issues, please submit a detailed [Jira ticket](#).

## Software

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Software used in labs or classrooms must be approved through CHSS IT Support several months in advance of the expiration date or date needed. Before software is purchased for labs, the department works with the CHSS Assistant Dean and the CHSS IT Director to facilitate the process. The respective department pays for the software license. CHSS IT will secure a quote. The requisition should include quotes, vendor information, license agreements and any legal contracts to be signed, accessibility documentation, [Voluntary Product Accessibility Template](#) (VPAT) if possible, and other documentation.

- **Accessibility Review:** Any software to be purchased, especially those that will be student-facing, or that a student may use, must be reviewed by the Accessible Technology Review Committee. They perform an accessibility review and contact vendors for VPATs. They facilitate the Electronic and Information Technology (EIT) Accessibility Review Board to review software accessibility and exceptions.
- **Academic Technology Steering Committee (ATSC) and IT Oversight Approval:** IT Oversight approval is also required for any system that is not curricular material. If the technology is a part of curricular material and includes content above and beyond content in Canvas through a publisher's integration, it must be reviewed by ATSC (but not likely IT Oversight). Be prepared to answer



questions about data protection, security, integrations with systems, etc.

- **Contract Review:** Software licenses and agreements are reviewed by a UVU Contract Officer. *Faculty and Department Chairs do not sign anything.*

Faculty should discuss all software requests with Department Chair, particularly if a cost is involved, and to ensure alignment with curriculum.

- Full-time faculty can submit their own requests.
- Adjunct faculty should submit software requests through the Department Chair or program coordinator to complete the process.

### General Process:

1. Complete the [Jira Form for Accessibility and ATSC Approval](#).
2. Complete the Application for Exception and Equally Effective Alternative Access Plan (EEAAP), if requested during the Accessibility Review.

## Software Downloads and Cloud Storage

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Faculty can download select software (such as Adobe, Bitdefender, Cisco VPN, Office, Teams, Outlook) through [myUVU](#). In addition, UVU provides cloud tools, such as UVU Box, for storage.

1. Log into [myUVU.edu](#).
2. Click **EMPLOYEE** on the left side.
3. Click **Technology Services and Support**
4. Select option:
  - a. SOFTWARE DOWNLOADS
  - b. UVU CLOUD TOOLS

## System Status

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Digital Transformation created a [system monitoring status page](#) that provides which systems, databases, applications, etc. are currently operational or may be experiences issues. The UVU Status web page contains a link so that you can subscribe to updates.

## myUVU and Banner System

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myUVU and the Banner system provide access to class schedules, links to post midterm and final grades, student ratings of instruction (SRI), time clock to record leave, etc. Log into myUVU at <https://www.uvu.edu/facstaff/>.

## Class Schedules

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To display your class schedule, complete these steps:

1. Click **FACULTY** on the left side.
2. Click **Banner Faculty Services**.
3. Click **Term Selection**, select the term, and click **Submit**.
4. Click **Enrollments in Courses for a Term**.
5. Click Class Lists and select one of the following:
  - a. Detail Class List
  - b. Summary Class List
  - c. Detail Wait List

- d. Summary Wait List
- e. Class Rosters (Downloadable)
- f. Photo Class Roster

## Student Ratings of Instruction (SRI)

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Faculty should review their SRIs when they are available. SRI data is required for tenure and promotion portfolios. In addition, all faculty should review SRIs to identify trends of their strengths and areas for improvement. To view SRIs, complete these steps:

1. Click **FACULTY** on the left side.
2. Click **My Classes** and wait a few seconds.  
The right side contains a section **LIST OF PAST COURSES**.
3. Click **Course Evaluation Reporting**.  
A separate tab opens to show the term. Change the term if needed.
4. Click the **Evaluations Taken Number** for a specific section.
5. Click the number for a specific course to see the evaluations.
  - a. If you want to download a copy into Excel, click the **Excel check box**.
  - b. Click **Search** and follow the prompts.
6. Note the **Instructor Evaluation** overall average and the individual instructor categories.
7. Look for trends in student comments and use information to set one or more teaching goals for your annual plan.
8. Each semester, evaluate both numerical scores and qualitative comments for trends, areas to improve, and ratio of positive to negative comments.

## SAP Concur Travel Requests and Reports

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To submit a travel request review and approve travel requests and expense reports, complete these steps:

1. Click **EMPLOYEES** on the left side.
2. Click **Purchasing and Travel**.
3. Click **SAP CONCUR TRAVEL & EXPENSE**.
4. Click **+New** and then select one of the following:
  - a. **Start a Request** to start a new travel request.
    - i. Complete the Request Header required fields. Ask your Department Chair or administrative assistant for the appropriate index.
    - ii. Click Expenses and select expenses, such as Hotel, Airfare, Standard Meal Per Diem, etc.
    - iii. Upload an itinerary from the conference.
  - b. **Start a Report** after completing a trip.
    - i. Attach Request.
    - ii. Reconcile expenses with Travel Card after charges have cleared. Import from Concur into specific report.
    - iii. Upload receipts where required (e.g., airfare, hotel, taxi, etc.).

## Committees

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Faculty are required to engage in service activities at a variety of levels. This page lists some committees and the university, college, and department levels. This is not a comprehensive list.

### Department Committees

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- Curriculum Committee (usually by program)
- Assessment Committee
- Strategic Plan Committee
- RTP Committee

### College Committees

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- Curriculum Committee (1 representative per department)
- College Flexible Learning Council (1 representative per department)
- Inclusion Committee (faculty and staff)
- Assessment Committee (at least 1 representative per department)
- Strategic Plan Committee (at least 1 representative per department)
- ELLA Committee (1 representative per department)
- Teaching Committee (at least 1 representative per department)
- Student Success (1 representative per department)

### University Committees

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- Academic Calendar Committee
- Academic Program Assessment Committee
- Academic Scheduling Committee
- Advancement of Teaching
- Council of Academic Standards
- Course Fees Committee
- Diversity, Equity, and Inclusion Committee
- Faculty Excellence Awards Committee
- Faculty Senate
- Faculty Senate Representative on ATSC
- General Education Committee
- Graduate Council
- Grievance Committee
- Merit Pay Guidelines Drafting Committee
- Re-Envisioning the Undergraduate Experience Committee
- RTP Advisory Committee
- Retention, Tenure, Promotion and Appeals Committee
- Service and Elections Committee
- Workload Taskforce (appointed, not elected)
- University Planning and Advisory Committee (UPAC)
- University Course Materials Committee
- University Curriculum Committee
- Writing Enriched (WE) Committee

# Curriculum

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## Curriculum Office

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The [Curriculum Office](#) web site contains the following information:

- Important Updates
- Deadlines
- Templates
- CourseLeaf Information
- [Curriculum Process](#)
- [Course Description and Learning Outcomes](#)
  - Learning Outcomes: Action, measurable verbs
  - Course Descriptions: Examples, guidelines
- [UVU Policy 605 Curriculum Approval Process](#)

## Department Curriculum Committee(s)

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Most departments have a Curriculum Committee. Each program may have a Program Coordinator to facilitate meetings, propose curriculum changes, and review changes made by faculty. All changes must be reviewed by the department before going further in the process.

## Workflow CourseLeaf

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Contact the Curriculum Office to receive proper training.

CourseLeaf is the system used to view, add, modify, and inactivate courses and programs. Faculty who have completed training may initiate changes in CourseLeaf. Faculty should thoroughly discuss changes within the curriculum committee, and with the program coordinator and Department Chair prior to submitting changes.

See <https://www.uvu.edu/curriculumoffice/> for curriculum deadlines.

## Course and Software Fees

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[UVU Policy 607 Course-Based Fees for Credit Courses](#)

Course fees are established to cover specific course costs. Faculty cannot create fees nor can they charge students cash. All fees must go through an approval process. Three fee categories exist:

- **Course Fee:** Amount to cover cost of disposable supplies used directly by students in classes, equipment used by students, etc. Course fees may also include publisher materials integrated into Canvas.
- **Software Fee:** Amount charged to cover cost of specialized software used in a class.

## Online Course Development

---

The [Office of Teaching and Learning](#) (OTL) provides professional development for faculty who want to create an online course. Faculty must complete the [Online Teaching Academy](#) (OTA) and become certified to be eligible to teach an online course. See [Online Teaching Training and Certification](#).

All new online course development goes through a review process to ensure high-quality design and navigation, communication channels, and accessibility compliance. Upon approval, faculty work through

an assigned instructional designer as they build the course in Canvas one semester prior to it being offered for online delivery. In general, the course should be built within one semester.

Faculty within a department should strategically decide which courses are candidates for online delivery (e.g., high-demand core courses, courses for online degrees and certificates, etc.). Elective courses with low enrollment may receive a lower priority.

## CHSS Flexible Learning Council (CFLC)

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The CFLC consists of at least one representative from each CHSS department. The list of CFLC members is listed on the [University Flexible Learning Council](#) web page. The CFLC reviews departmental requests and assigns a college-level prioritization to each course that is requested for online development.

### UFLC-OTL Builds

CHSS is allocated five (5) online development slots per semester. In addition, the CFLC may request additional at-large slots. Those slots are determined based on OTL resources. Members of the University Flexible Learning Council (UFLC) prioritize requests if the requests exceed capacity.

### CLFC Builds

Certified online faculty who previously developed approved courses may request to build an online course as a CFLC Build. These requests should be reviewed and approved by the Department Chair before submitting the request to the CFLC. Once the CLFC provides tentative approval, the faculty will complete a Course Design Plan (CDP), which will be revised by the CFLC. If approved, it is forwarded to OTL for review. Upon approval, the faculty will design the course independent of an instructional designer. The completed course will be checked for accessibility and undergo a Quality Review. After all issues are resolved and accessibility is approved, faculty will receive second payment. The faculty offers a Student Feedback Survey in the middle of the first semester in which the new version of the course is offered. The faculty write a response based on the survey results, which is reviewed by the CFLC and OTL. Once the response is approved, faculty will receive the third and final payment.

## Online Course Design and Evaluation

---

Faculty should review the [UVU Flexible Course Design Rubric](#) as they build their online courses. A Quality Review (QR) team will use this rubric to evaluate the course on several standards.

Online courses must be designed to meet accessibility standards. The rubric contains accessibility checkpoints. Faculty should also review the [Accessible PDF Documents](#) and the [Copyright SOS document](#) as they incorporate documents into Canvas.

## Faculty Annual Reviews

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By September 1, each CHSS faculty member is required to submit an annual review in Digital Measures. To access Digital Measures, do the following:

1. Log into [myUVU](#).
2. Click **FACULTY** on the left side.
3. Click **Faculty Portfolio**.
4. Click **Workflow** and select **Tasks**.

**NOTE:** Before completing the annual review in Digital Measures, faculty should have an initial meeting with the Department Chair to discuss accomplishments and goals. This may improve the workflow efficiency so that Department Chairs do not have to return the review to the faculty for edits before completing the review process.

## Faculty Review of Previous Academic Year

---

Faculty describe their accomplishments and how well they met the previous academic year's goals. For each section (Teaching, Scholarship and Creative Works, and Service), faculty provide a reflection with specific accomplishments and upload documentation as evidence.

Faculty complete a self-evaluation in each section (exceeded expectations, met expectations, did not meet expectations). Exceeded expectations should be exemplary accomplishments, not for simply meeting the stated goals. If a goal was not met, the faculty member must explain and document in Digital Measures the reason the goal was not met. If a goal changes during the year, the faculty should work with the Department Chair for alternative goals. All such changes should be documented.

## New Goals for Upcoming Year

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Faculty should refer to their department's RTP Document to ensure annual goals relate to activities that are relevant.

### Teaching

Faculty should review the previous year's SRIs to identify any areas for improvement. In addition, teaching goals should address any course development, new courses being developed, courses being revised for hybrid or online delivery modes, professional development that relates to curriculum, etc.

### Scholarship and Creative Works

Faculty goals should relate to activities addressed in the RTP Document, ensuring quality and appropriate contributions to the body of knowledge.

### Service

Faculty goals should include department and college/university service. Additional service in the profession should also be included. Service goals should relate to activities addressed in the RTP guidelines and be related to the discipline.

## Areas for Growth and Improvement and Overall Evaluation

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### Area of Growth or Improvement

After reflecting on the previous academic year and stating new goals, the faculty list areas of overall growth or improvement.

### Overall Evaluation

After reviewing the self-evaluations for each category, the faculty indicate an overall evaluation (exceeded expectations, met expectations, did not meet expectations).

## Department Chair Evaluation of Faculty

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[UVU Policy 633 Faculty Annual Reviews](#)

The Department Chair reviews the faculty member's annual review to compare goals and accomplishments. This includes evaluating tenured, tenure-track, lecturers, and professionals in residence. The annual review process is imperative, particularly as it relates to faculty tenure, rank advancement, merit, and post-tenure review. The Department Chair's evaluations of faculty are due by October 30.

## Faculty Response

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Faculty can accept the Department Chair's evaluation or provide a rebuttal response within the timeframe specified by policy and in Digital Measures. If a rebuttal is submitted, the workflow follows processes outlined in [UVU Policy 633 Annual Faculty Reviews](#).

## Faculty Tenure and Rank Advancement

---

Department Chairs work with tenure-track faculty to ensure faculty meet expectations to increase the faculty member's probability of success. The annual plan and report address the faculty member's goals and accomplishments. These must relate to the department's RTP guidelines as well as policy requirements.

After a new tenure-track faculty member is hired, the Department Chair and RTP Committee Chair should meet with the new faculty member to discuss tenure guidelines and requirements. Faculty are responsible for knowing departmental and UVU Policy requirements for tenure and rank advancement.

The Associate Dean of Academic Affairs hosts a training workshop that focuses on the tenure portfolio requirements. The appendix contains a copy of the portfolio checklist.

## Midterm and Tenure Deadlines

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[UVU Policy 637 Section 5.8](#) lists a summary of dates for the midterm and tenure processes.

- March 1 RTP chair informs candidate of pending tenure application deadline and requests input in choosing peer evaluators.
- March 15 RTP chair receives input from faculty member concerning candidate peer evaluators.
- March 15 Requests for one-year extensions to the probationary period must be received by the department chair by this date (see section 5.10.1).
- April 15 One-year extensions approved or denied by the RTP committee, department chair, dean, and SVPAA.
- September 15 Candidate requests midterm review or tenure by submitting a letter of application and faculty portfolio to the RTP chair.

Additional dates are listed in the policy.

## Tenure Process

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[UVU Policy 637 Faculty Tenure](#)

The Department Chair is expected to be familiar with the policy and ensure the new faculty member has a copy. The Department Chair and RTP Committee Chair should discuss the policy and department RTP guidelines.

### Evidence

**Chair Observation:** The Department Chair is responsible for observing the faculty in their classes at least once a year. The Department Chair should prepare a written evaluation and discuss the evaluation

with the faculty member, providing positive feedback and any areas for improvement. These annual evaluations are needed for the tenure portfolio.

**Peer Observations:** The Department Chair should help the faculty member identify tenured faculty to observe one or two classes per year. The peer evaluations are needed for the portfolio. The observer should provide a copy to the Department Chair. The Department Chair then reviews the evaluation with the faculty member.

**Annual Plans and Reports:** The annual plans and reports are required for the midterm and tenure portfolio. In addition, the portfolio must include the Department Chair's annual evaluation for teaching, scholarship/creative works, and service.

**Other Evidence:** Tenure-track faculty should obtain letters of support from committee chairs, etc. that attest to the person's contributions. Other forms of evidence will be discussed in training workshops.

### Midterm Review

- 1.4 A comprehensive review of a faculty member's faculty portfolio to evaluate progress on his or her tenure plan. This review typically takes place during the third year of the probationary period and considers the faculty member's contributions throughout the previous two years of tenure-track service.

If a new faculty received one year toward tenure, that person's first year at UVU is counted as year 2 and the second year at UVU is year 3. This means the faculty submits his or her portfolio at the beginning of his or her second year at UVU. Therefore, it is imperative the Department Chair work closely with the faculty member to ensure the faculty member's goals align with tenure requirements and that the faculty member is meeting the stated goals.

### Tenure Review

Faculty submit their final tenure portfolio by the deadline in the sixth probationary year. The portfolio must include all required components with appropriate evidence. In addition, the portfolio must include the faculty member's annual goals, reports, and evaluations.

## Rank Advancement to Professor Process

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### [UVU Policy 632 Assignment and Advancement in Academic Rank](#)

Faculty should be familiar with this policy so that they know the university expectations as well as the department's requirements for rank advancement. Rank advancement is not an entitlement. The requirements for rank advancement to Professor are much higher than for tenure.

The faculty member should start a new portfolio for documentation collected after the tenure portfolio. The portfolio contains the same categories and types of evidence.

## Rank Advancement to Professor Deadlines

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[UVU Policy 632 Section 5.14](#) lists a summary of dates for rank advancement processes.

- December 15 Candidates submit the Request for Rank Advancement Form (Appendix B) and the combined rank advancement file to the department RTP committee chair.



- January 15 The department RTP committee forwards the rank advancement file containing its written recommendation to the department chair (or dean, if the candidate is a department chair). The candidate receives a copy of the recommendation.
- February 1 The department chair (or dean, if the candidate is a department chair) reviews the rank advancement file and forwards the rank advancement file with his or her written recommendation to the dean. The candidate and department RTP committee receive a copy of the recommendation.
- February 15 The dean reviews the rank advancement file and forwards the rank advancement file with his or her written recommendation to the VPAA. The candidate, department RTP committee and department chair receive a copy of the recommendation.

Additional dates are listed in the policy.

## Rank Advancement to Senior Lecturer

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### [UVU Policy 632 Assignment and Advancement in Academic Rank](#)

Lecturers and professionals in residence may qualify for rank advancement to Senior Lecturer and Senior Professional in Residence. Policy 632

- 5.1.2 Ranks available to faculty members on non-tenure-track: Lecturer, appointment in residence, visiting faculty/scholar, senior lecturer, senior appointment in residence, and senior visiting faculty/scholar.
- 5.7 Minimum Qualifications for Rank Advancement for Non-Tenure-Track Faculty Members
  - 5.7.1 Senior lecturer. Fulfillment of department RTP committee criteria for promotion to senior lecturer status and seven years of university service.
  - 5.7.2 Senior appointment in residence (writer, artist, executive, professional). Fulfillment of department RTP committee criteria for promotion to senior appointment in residence status and seven years of university service.
  - 5.7.3 Senior visiting faculty/scholar. Fulfillment of department RTP committee criteria for promotion to senior visiting faculty/scholar status and seven years of university service.

## Grant Proposals

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Faculty may submit grant proposals, including budgets and time-and-effort requests. Any proposals must be submitted to the Office of Sponsored Programs (OSP).

## Faculty Research and Sponsored Project Administration

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Tenure-track faculty are eligible to apply for external funding through grants and contracts with departmental approval. The Senior Director of Sponsored Programs is the designated Signature Authority for the university for all sponsored program grants and contracts; therefore, all external grant proposals and contract negotiations should be processed through the OSP.

## Office of Sponsored Programs

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The Office of Sponsored Programs (OSP) is the only office designated by the university to facilitate and oversee sponsored program activity, written grant proposal development, proposal submissions, and

contract negotiations. UVU policy does not allow any other office or individual to submit or sign for external grants or contracts. Private and corporate foundations should not be approached without OSP approval.

The OSP web site describes sponsored programs and contains information on its role, deadlines, training, policies, grant search tools, grant-writing resources, and required forms.

### Key Contacts

Carlos Cortez, Dir. Sponsored Research	X 6479	Linda Helt, Admin. Support	X 6084
Laura Holden, Dir. Foundation Grants	X 6099	<a href="#">Additional Staff</a>	

### Grant Life Process

The [Grant Life Process](#) provides instructions on grant proposal writing and submission procedures as well as an overview of the administration process to ensure grant deadlines are met and managed appropriately. Take the step-by-step tutorial, select a topic for review, or check out the quick overview Flow Chart that depicts the sequence of required proposal elements.

## Office of Engaged Learning (OEL)

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The Office of Engaged Learning (OEL) develops institutional strategies for engagement, facilitates innovative practices, and oversees a variety of initiatives and programs including Grants for Engaged Learning (GEL), Global Spotlight, High-Impact practices, Capitol Reef Field Station, and the D.C. Experience as a few examples. “Engaged” at UVU involves active and collaborative learning, which provides students the opportunity to connect their academic experience with their professional and civic lives.

The following list provides links to more specific information for these initiatives and programs:

- [Internships](#)
- [Community Engagement](#)
- [Global and Intercultural](#)
- [Research and Creative Work](#)
- [Engaged Curriculum](#)
- [Capitol Reef Field Station](#)

#### Contact Information:

Location: BA 110  
Phone: (801) 863-7181

## PBA Process

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Utah Valley University utilizes an internally developed [Planning, Budgeting, and Assessment \(PBA\)](#) process to guide resource allocations. This annual PBA process connects the resource allocation decision making process with university and divisional assessment, planning, priorities, and initiatives. PBA is founded on the concept that “a budget is a map guiding an institution on its journey in pursuit of its mission.” (College & University Budgeting, NACUBO) Resource allocations support UVU’s mission, Core Themes, and Administrative Imperatives. The PBA process promotes accountability, collaboration, communication, efficiency, equity and transparency. This process takes place early fall semester.

## Student Resources

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The [Resources for Students & Parents](#) web page contains a list of academic, career, support systems, health, learning assistance, financial resources, technology resources, child care, etc.

## Advising

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### First-Year Advising Center

The [First-Year Advising Center](#) serves students with fewer than 30 credits, students who have not yet completed their English and Math General Education requirements, and students declared in a University Studies associate degree.

Location LC 402

### CHSS Advisors

CHSS has specialized advisors assigned to each program. The [CHSS Advising web page](#) contains information for students to find their advisors and schedule appointments. Faculty should refer students to their advisors regarding class schedules, programs of study, Wolverine Track, etc.

Main CHSS Advising Suite CB 506

## Faculty Mentors for Students

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The First-Generation Mentor Program connects first-generation students with staff and faculty mentors who offer academic, professional, and personal support. The [I AM FIRST](#) web page contains a list of mentors, including CHSS faculty and staff, for students.

Faculty mentors meet one-on-one or in groups with students about their experiences and give them resources and direction.

Faculty who are interested in becoming mentors should contact the First-generation Student Success Center.

Location: LC 412  
Phone: (801) 863-5755

## Student Health Services

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Faculty should refer students to appropriate offices for students in SC 221, X8867. The [Student Health Services](#) office provides a variety of services.

- [Medical](#) services
- [Mental](#) health services

- [Health](#) services
- [Suicide](#) prevention
- [Wellness](#) Programs (students and employees)
- [UVU COVID-19 testing](#)

## Student Labs and Services

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Faculty can refer students to the following labs:

- [Tutoring](#)
- [Computer Labs](#)
- [Developmental Math](#)
- [Math Lab](#)
- [Writing Center](#)

## Student Resources

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The following list are additional student resources:

- [Accessibility Services](#)
- [Campus Connection](#)
- [Career Development Center](#)
- [Food Pantry](#)
- [Help Desk](#)
- [International Student Services](#)
- [LGBT Student Services](#)
- [Multicultural Student Services](#)
- [Ombudsman](#)
- [Student Emergency Fund](#)
- [TRIO Services](#)
- [Veteran Success Center](#)
- [Wee Care Child Care Center](#)
- [Women's Success Center](#)

## Training and Professional Development

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### Foundations of Inclusion Workshops

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The [Foundations of Inclusion \(FOI\) Workshop Series](#) is designed to introduce UVU employees to diversity, equity, and inclusion as they relate to student success and enhanced conditions for a more welcoming climate.

Topics include:

- Accessibility, ADA, and autism
- Anti-racism, racial justice, and whiteness
- Ageism
- Class and socioeconomic status
- Gender
- Global competence
- Green Zone
- Interreligious, interfaith, and worldview
- Mental health

- Microaggressions
- Orientation
- Queer identify and sexuality
- Race and ethnicity
- Supporting undocumented students

You can register for a workshop through the [Bridgeapp](#).

## Online Teaching Training and Certification

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The [Online Teaching Academy \(OTA\)](#) Certification is the official preparation program for instructors (full-time and adjunct) wishing to teach online courses at UVU. UVU Faculty Senate has mandated that all online faculty (both full-time and adjunct) earn certification.

This program is designed to give educators an opportunity to develop skills, reflect on past practice, and meaningfully plan for future practice. This path is designed to advance online and hybrid pedagogy including ways to develop instructor presence, peer-to-peer interaction, and meaningful and secure online assessments. The web site provides additional information and a link to register for training.

## Required Trainings

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Faculty are required to complete HR trainings and acknowledgements. Faculty are notified to complete some required training. Faculty should complete trainings by the respective due dates to stay in compliance and as a foundational requirement to remain employed at UVU.

- [Discrimination and Harassment Online Training](#) (see Policy 165)
- UVU Employee Confidentiality and Data Protection Acknowledgment
- FERPA (see Policy 542)
- Annual Security Training
- [Conflict of Interest](#)
- [Annual Conflict of Interest Form \(see Policy 114\)](#)
- [Code of Conduct Review](#)
- [Cybersecurity](#)
- UVU SafeHire Training (including AA/EEO training) available through UVULearn
- [Safe Zone Training \(optional\)](#)

## Sexual Harassment and Title IX

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Utah Valley University does not tolerate discrimination on the basis of sex in its education programs or activities, as required by [Title IX](#) and 34 C.F.R. § 106.1. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about the application of Title IX and its regulations to UVU may be referred to the Title IX coordinator, to the U.S. Department of Education Office for Civil Rights, or both. Policy 162 Title IX Sexual Harassment and Policy 165 Discrimination, Harassment, and Affirmative Action are available online at [uvu.edu/policies/manual/index.html](http://uvu.edu/policies/manual/index.html). Any person may report sex discrimination, including sexual harassment, to the Title IX coordinator using any of the following contact methods:

- Browning Administration Building, Suite 203  
800 W. University Parkway, Orem, UT 84058  
M–F, 8 a.m. to 5 p.m.

- MS 272
- (801) 863-7999
- [titleix@uvu.edu](mailto:titleix@uvu.edu)
- [Web site](#)  
Anonymously online through [Ethics Point](#)  
Teaching Resources and Workshops
- By any other means that results in the Title IX coordinator receiving the person's oral or written report

## Teaching Resources and Workshops

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The Office of Teaching and Learning ([OTL](#)) provides training and assistance for improved teaching through workshops, symposia, peer observation, student collaborators on teaching, learning circles, and other programs.

The [Faculty Resources page](#) provides information on these topics:

- Remote Teaching
- Assessment Design
- Diversity & Inclusion
- Evidence-Based Teaching Practices
- Group Work
- Scholarship of Teaching and Learning
- Teaching Large Classes

## Travel

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The [Travel web site](#) contains information for planning trips, in-state and out-of-state travel, [FAQs](#), etc. Employees are required to complete Concur training to learn how to use Concur.

Employees must submit a Travel Request and receive approval from the Department Chair prior to making any flight, hotel, and registration purchases. Here are some basics for making reservations and purchases:

- Airline tickets may be purchased within Concur, with the UVU Travel Card, or with a personal credit card.
- Rental cars should be booked through Concur. When possible, employees should use public transportation (shuttle, taxi, etc.) to/from the airport and hotel.
- Lodging may be reserved with the UVU Travel Card or a personal credit card.

## In-State Travel

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Employees may be reimbursed for mileage using the standard [mileage chart](#) for [in-state travel](#).

If an overnight stay is required, the mileage and lodging are entered in the Travel Request and in the Expense Report in Concur.

If there is no overnight stay, mileage is submitted through Wolverine Marketplace. The administrative assistant should be able to help guide faculty through entering data there.

## Concur Travel

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All travel must be arranged through Concur in advance.

Concur is the system for faculty to enter travel requests before a trip and travel expense reports after a trip. The Department Chair will review requests and reports to approve them.

### Conference Registrations

The conference registration can be paid with the employee's UVU Travel Card or with a department P-Card. If it will be paid on the employee's UVU Travel Card, that expense must be included in the Travel Request. If it is paid by the department P-Card, do not include it in the Travel Request.

### Travel Request (Before the Trip)

Before faculty submit their Travel Request, they should obtain the **correct index** from the Department Chair to enter into Concur. The default index is not always correct. Once the employee submits the request, the Department Chair can't change the index. If the index is not correct, the Department Chair must return it to the faculty member to correct via Concur.

Faculty should enter estimated hotel costs (including taxes), flights, mileage to/from UVU and SLC airport, ground transportation (e.g., shuttle, taxi, Uber) to/from destination airport and hotel, standard meal allowance (calculated automatically), and airport parking.

Employees are required to upload a conference itinerary when submitting the Travel Request.

- **Department Chair Notification/Approval**  
When the Department Chair receives the notification, they need go into Concur and review the Travel Request carefully. If the request contains errors, the Department Chair will return it to the employee for correction. The Department Chair needs to check the Travel Request to ensure all applicable expenses are included.
- **After Department Chair Approval**  
After the Department Chair approves the request, the faculty member is informed so that they can purchase the plane ticket and reserve their hotel room (both on either UVU Travel Card or personal credit card). Note that UVU does not provide travel advance checks, so if someone pays on his or her personal credit card, they must wait until after the trip to get reimbursed.

### Travel Expense Report (After the Trip)

After the trip, employees complete the Travel Expense Report in Concur. They attach the previous Travel Request they created to the report. If they used their UVU Travel Card, they should wait until all expenses clear and display within Concur. Then they import the expenses into Concur.

**Receipts** are required for hotel, taxi, shuttle, Uber, Lyft, conference registration, and Salt Lake City International Airport parking. Hotel receipts must be itemized and show a zero-balance due. Receipts are not needed for meals when using the standard per diem.

**Meals** are entered by setting up the itinerary within the Travel Expense Report. Employees should deselect meals that are covered by the conference registration.

- **Parking at SLC Airport**

The UVU Travel web site contains information about daily parking allowances.

Currently, UVU has an agreement with **The Parking Spot** on 123 South 2400 West in Salt Lake City. If an employee registers with Parking Spot using his or her @uvu.edu email address, the employee automatically gets Gold status, for discounted rates of \$5/day uncovered or \$9-10/day covered, depending on the days. Employees can download The Parking Spot app on iOS or Android.



# Appendix: Portfolio Checklist

## Checklist: Midterm, Tenure, & Rank-Advancement

### Table of Contents

	List of Tabs
	List of Main Items within Each Tab

### Informational Statement

	Request for Tenure Form (typed; see PDF)
	Request for Rank Advancement Form (typed; see PDF)
	Information Statement
	Original Letter of Appointment w/ Years Toward Tenure (redact salary).
	For rank advancement to Professor: final letter indicating date of tenure

### CV

	Degrees and Dates
	Work History (include summary of UVU courses taught)
	Scholarly and Creative Works (group by categories, such as Peer-Reviewed Journals, Presentations, etc.)
	Service
	Consulting, etc.
	Honors, Awards, Certifications, Professional Memberships
	No personal or unrelated info

### Teaching

#### Self Assessment

	Reflections of Teaching Performance (address comments from chair, peers, OTL, SRIs)
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#### Supervisor Assessments

	Department Chair Observation of Your Class: 1 per year
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#### Peer Assessments

	Peer Letters from Direct Observation: 1 per semester (see Faculty Senate document)
	Peer Review of Canvas Content
	Reviews Address Pedagogy Appropriateness (see Faculty Senate document)

#### SRIs

	Summary Table: All SRIs during evaluation period (use CHSS template; update dept. & UVU averages)
	Reflection: Address new preps, low scores, other issues addressed by category on SRI
	SRIs arranged by semester, same sequence as summary table

#### Curriculum/Course Development (see Faculty Senate document)

	Summary Page: New Courses, Hybrid or Online Conversion, New Pedagogy, Significant Redevelopment
	Don't include every syllabus, etc. Include only a few samples of courses YOU developed.
	Professional Development Workshops: How did you improve your teaching or curriculum as result?

#### Other Evidence (see Faculty Senate document)

	Reflections/Explanations
	Teaching Awards ( <b>not</b> nominations)
	No Student Thank-You Notes

### Scholarship & Creative Works

	Summary List (followed by evidence)
	Peer-Reviewed Journal Publications & Conference Proceedings
	Other: Research to prepare for faculty competitions where judges are peer-reviewers and outcomes (e.g., Culinary)
	Other: Creative Works that are peer-reviewed
	What to Avoid (see Faculty Senate document)

### Service

	Summary List with headings: University, College, Department, Professional Community
	Subtitle page for each category: Department, College, etc.
	Evidence: Letters stating your contributions (not just attendance)
	What to Avoid (see Faculty Senate document)

### Solicited Peer Evaluations

	Other Non-Teaching Peer Evaluations
	Evaluations from Peers at Other Institutions