



**Administrative Policy**

**Policy Title:**           **New Faculty Orientation**

**Policy Number:**       1015                   **Functional Area:**       Academic and Faculty Affairs

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**Effective:**                                   January 1, 2012  
**Date Last Amended/Reviewed:**       January 1, 2012  
**Date Scheduled for Review:**           June 30, 2019  
**Supersedes:**                               New Faculty Orientation (October 1, 2007)

**Approved by:**                             Roderick Nairn  
Provost and Executive Vice Chancellor for Academic and Student Affairs

**Prepared by:**                             Associate Vice Chancellor for Academic Affairs  
**Reviewing Office:**                       Provost and Executive Vice Chancellor for Academic and Student Affairs

**Responsible Officer:**                   Provost and Executive Vice Chancellor for Academic and Student Affairs

**Applies to:**                               All Campuses

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**A.     INTRODUCTION**

1.   The University of Colorado Denver has an obligation to provide an orientation to the university and to introduce its policies and procedures for new faculty. At CU Denver, the Center for Faculty Development sponsors the University's New Faculty Orientation. On the Anschutz Medical Campus, the individual schools, colleges, and library are responsible for providing this orientation. Orientation may be offered via on-line tutorials, in-person workshops or other methods.
2.   The purpose of orientation is to welcome new faculty into the university, to introduce available programs and services related to teaching, clinical activity and research, and to foster collegiality across schools and colleges. Orientation also assists faculty with an understanding of our unique physical setting and of our diverse student and faculty populations. This program helps faculty begin their University of Colorado Denver affiliation informed about, and prepared to be

successful with, their students as well as in their careers.

## **B. POLICY STATEMENT**

1. At CU Denver, faculty members must participate in orientation during the semester in which the faculty member is hired. Faculty hired in the fall semester have the option of attending orientation on campus or completing the online orientation course. Faculty hired in spring or summer must complete the online orientation course. The responsibility for incentives and sanctions regarding participation in New Faculty Orientation resides within the schools, colleges, and library.
2. At the Anschutz Medical Campus, all faculty members are encouraged to take advantage of orientation programs. Schools/colleges, and the library will identify those faculty who are required to participate. The responsibility for incentives and sanctions regarding participation in this orientation resides with the individual schools, colleges, and library.

### **Notes:**

1. Dates of official enactment and amendments:  
October 1, 2017: Adopted by the Provost  
January 1, 2012: Amended  
May 1, 2018: Modified
2. History:  
May 1, 2018: Modified format in accordance with campus policy 3000, Establishing Campus Administrative Policies.
3. Initial Policy Effective Date: October 1, 2017
4. Cross References/Appendix: N/A