



New Faculty Guidebook



**COLORADO
COLLEGE**

Office of the Dean of the Faculty
2026-2027

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President's Welcome

Dear New Faculty,

Welcome to Colorado College! I'm so glad you're here.

When I arrived at CC in 2011 as a Riley Scholar, I was immediately struck by the alignment between our academic model and what I knew, as a developmental educational psychologist, about how students learn and grow. The Block Plan fosters cognitive skills like application, synthesis, and evaluation—the foundations of true learning. This education centers students as active participants in discovery and co-creators of knowledge. Faculty at CC have the rare opportunity to teach in ways that invite students to engage fully with their studies, their communities, and themselves.



Teaching on the Block requires thoughtfulness, agility, and deep care. It also opens the door to a confluence of pedagogical practices that research consistently shows produce the strongest educational outcomes: immersive learning, collaborative research, community engagement, and field-based study. We hired you because we know you can cultivate a multifaceted learning environment—and because we believe you will help our students become the thinkers, leaders, and citizens the world needs.

You are coming to CC at a time of change, as we hold fast to our values and champion the liberal arts in an environment that questions our purpose and worth. Higher education faces headwinds: financial pressures, shifting public perception, federal scrutiny, and debates over academic freedom and freedom of expression. Despite this upheaval, CC graduates emerge uniquely prepared to take on the world's most thorny challenges—social injustice, threats to democracy, rapidly changing technology, environmental destruction—because our teaching builds creativity, resilience, civic-mindedness, and the ability to navigate complexity at pace. If we do our work well, our students will leave here ready for lives of meaning and impact, and the communities they join will be better for it.

I look forward to connecting with you this academic year, and I can't wait to learn more about you and your work.

Sincerely,

Manya Whitaker

President
Professor of Education

Welcome from the Office of the Dean of the Faculty

Welcome to Colorado College!

We are delighted that you are joining our faculty very soon and looking forward to the scholarly expertise and passion for teaching you will bring to your new roles.

At Colorado College, you are joining a community deeply committed to intellectual curiosity, close student-faculty engagement, and the transformative possibilities of a liberal arts education. The Block Plan creates distinctive opportunities for immersive teaching and learning, while our collaborative culture encourages innovation in the classroom, interdisciplinary connections, and meaningful engagement with students and colleagues across the College.

This guidebook has been prepared by the Office of the Dean of the Faculty to help you become acquainted with the many people, programs, and resources available to support your success. As you settle into your department or program, we also encourage you to build connections across campus. Colorado College is strengthened by a community of faculty and staff who are generous with their expertise, eager to collaborate, and committed to helping one another thrive.

As teacher-scholars guided by a commitment to antiracism, diversity, equity, inclusion, and justice, we share a responsibility to help students develop the habits of mind that will empower them to navigate a complex and changing world, meet its challenges, and lead with compassion. Through our teaching, scholarship, creative work, and mentorship, we challenge students to think critically, engage thoughtfully across differences, and pursue lives of purpose and life-long learning.

As you prepare for your first year at CC, we encourage you to take advantage of the many resources available to you: connect with colleagues within and beyond your department, participate in faculty development programs, work with your Mentoring Alliance Program mentors and instructional coaches, and discover the possibilities of teaching on the Block. Please feel welcome to reach out to any of us in the Dean of the Faculty's Office with any questions – we love hearing from you!

We are excited to welcome you to Colorado College in person soon and look forward to supporting your work as you begin this new chapter.

Sincerely,

Andrea Bruder, Associate Dean of the Faculty

On behalf of the Office of the Dean of the Faculty

Introduction to the Crown Center

The Crown Center for Teaching (CCT) is a resource for educators who want to expand and hone their teaching toolkits. It mobilizes students, staff, and faculty to collectively cultivate a learning community that co-creates innovative, inspiring, inclusive, and equitable educational experiences. The CCT aims to do the following through its programming and services:

- To foster curricular innovation through collaborative partnerships between faculty, staff, and students.
- To build educational awareness, knowledge, and skills about innovative pedagogies and curriculum development.
- To provide opportunities to learn and implement evidence-based pedagogies to facilitate dynamic, inclusive, and equitable educational environments across the institution.
- To support educators in varied institutional roles, at different career stages, and working in a multitude of disciplinary areas.
- To promote scholarship across field areas including research on teaching, learning, and educational development.

The CCT is directed by Ryan Raul Bañagale (Assistant Dean of Faculty and Associate Professor of Music). Jessica Hunter serves as Associate Director of the CCT, with a focus on connectivity in educational opportunities across the college. The Mentoring Alliance Program is directed by Faculty Fellow, Corina McKendry (Associate Professor of Political Science). The Instructional Coaching Program is directed by Faculty Fellow, Tina Valtierra (Associate Professor of Education). The Creativity and Innovation program is directed by Kris Stanec (Senior Lecturer Emerita in Education) with Program Coordination support by Evelina Fisher.

New faculty members are immediately a part of several Crown programs, including the New Faculty Orientation (NFO, see below) and the Mentoring Alliance Program (MAP). You will receive information about the orientation and MAP as we get closer to the start of the academic year. The NFO and MAP are designed to complement support within your academic department or program. ***Please reserve the second Friday of each block from 12:15-1:30 (except block 1) for lunch workshops of particular relevance to our first-year colleagues.*** Look out for email announcements through the all-faculty listserv and check out “Today at CC,” a campus email digest, about additional CCT events, programs, and opportunities.

Other CCT initiatives that you might want to take advantage of during your first year include:

The Instructional Coaching Program: This teacher development program is designed to support CC educators’ anti-oppressive pedagogical development. The program leverages CC faculty knowledge and skills by providing 1:1 coaching by trained faculty that serve as pedagogical thought partners, observing and supporting the development of one “coachee” colleague throughout an academic year. Faculty interested in coaching should contact Professor Tina Valtierra, who manages the Instructional Coaching Program.

The Creative Courage Faculty Cohort: This year-long program offers a cohort of faculty opportunities to explore options for incorporating creative thinking and problem-solving activities into their courses. The program begins with an immersion on Thursday of first block break. Find the full [Creative Courage Cohort description and how to apply on the Creativity and Innovation website](#).

SWARGS (Scholarly Writing and Research Groups): If you are interested in joining or forming a writing and research accountability group, please contact Crown Center Director, Ryan Bañagale.

Visit the [Crown website for other programs and opportunities](#).

Key Dates for New Faculty

August 13-14: CC Connect. Prior to NFO connects new faculty to new staff members through Human Resources' session for new employees on Thursday and Friday.

August 17-18: The New Faculty Orientation, hosted by the Crown Center and Dean of the Faculty's Office, officially welcomes you to CC and is an opportunity to build community as educators at CC, connecting with colleagues across campus and fostering a sense of collaboration. It is open to all new tenure-track and new one-year visiting faculty. We will build upon the expertise that each of our new colleagues brings to our campus and immerse ourselves in the world of teaching on the Block Plan. Sessions focus on inclusive, equitable, and antiracist pedagogies, active learning strategies, and student support services, while introducing classroom activities and assessment approaches tailored to the Block Plan's unique structure.

Week of August 17: This is a good week to finish settling into the office, studio, and/or lab. Plan to be on campus to meet colleagues, familiarize yourself with the layout of the college, and prepare for the start of Block 1.

August 20: Faculty Forum. At this annual event we welcome new faculty and engage the faculty community in discussions of significant topics of shared interest. All faculty are expected to attend. From 9 am – 11:30 am.

August 20: All-Campus Lunch. This is CC's annual kick-off event for faculty and staff to learn from and inspire one another as the academic year begins. All faculty and staff attend.

August 24: Opening Convocation. Every year, the first day of class is marked by Opening Convocation where faculty members don their regalia to celebrate the beginning of the academic year. Class starts after Opening Convocation, at 10:30 am.

Throughout the academic year: There will be additional welcome/onboarding activities throughout the first year. Some of these will be in person and some might be mandatory online trainings. You will receive more information through email. Every Thursday of Block Break, the Crown Center hosts breakfast gatherings to give space for informal conversation about the teaching we've just completed and/or soon will be starting.

Additional major academic events

Typically, 3rd Tuesday of Block 8: Honors Convocation

Saturday, May 15, 2027: Baccalaureate

Sunday, May 16, 2027: Commencement

Department and Program Meetings and Events

Please consult with your department chair for department and program-specific calendar items, such as regular department meetings, seminars, student presentations, speaker series, alumni events, and other departmental events.

Academic Calendar

Faculty Forum and All-Campus Lunch (August 20, 2026) are two key beginning-of-year events. Classes begin with Block 1 on Monday, August 24, 2026. Fall Break will be in the middle of Block 4 this year.

The college does not close on federal holidays that fall within a block and classes remain in session on these federal holidays (e.g., Labor Day). View the [full calendar online](#). Please also be aware of [religious holidays on the Block Plan](#).

The academic year ends with Commencement on Sunday, May 16, 2027. Faculty are expected to attend Baccalaureate and Commencement events to celebrate the graduation of the class of 2027. If you need rental regalia, the Office of the Dean of the Faculty covers the rental cost.

In addition to the regular academic year (fall semester, spring semester), Summer provides optional opportunities for teaching additional summer courses. Faculty interested in offering summer classes should discuss their interest with their department chairs.

Getting to Know CC

Land Acknowledgement

Colorado College's mission of equity, diversity, inclusion, and antiracism requires that we acknowledge that we are unceded territory of the Ute Peoples. The earliest documented peoples also include the Apache, Arapaho, Comanche, and Cheyenne. We also acknowledge that academic institutions like Colorado College were founded upon histories of dispossession and forced removal and continue to enact exclusions and erasures of Indigenous Peoples today. Learn more from the extended list of tribes with a legacy of occupation in Colorado in the [Colorado Tribal Acknowledgement List](#) and the [College information page](#) for Indigenous community at Colorado College.

The Campus

Colorado College was founded in 1874, covers about 90 acres, and is located just north of downtown. Tava, commonly known as Pikes Peak, is in the distant west. The campus is compact, and buildings are located within minutes of each other by foot or bicycle. [The Zeb](#) is a free shuttle that connects campus and downtown. [View the campus map, information for self-guided campus walking tour \(on history, trees, sustainability\), and campus master plan.](#)



The Block Plan

The [Block Plan](#) was created and implemented by the CC faculty in 1970. Curious about how it came to be? Watch the [documentary](#) about the history of the Block Plan.

Our Students

CC has approximately 2,200 students. Read more about the incoming class in the [student profile page](#). More than a quarter of the students identify as BIPOC, and 10% of our incoming class are the first in their families to attend college. You can learn more about admissions and financial aid, student retention and graduation, and other information on [the student overview page](#).



Shared Governance

CC embraces a [shared governance](#) model, referring to the shared responsibility of faculty, staff, students, administrators, and the Board of Trustees in stewarding college matters.

Want More Facts about CC?

This [CC Facts](#) page provides commonly requested data in an interactive dashboard format. It includes information on admission, cost of attendance and financial aid, enrollment, graduation and retention, alumni pursuits, faculty and staff, and finance.

People and Resources

During New Faculty Orientation and your first year, you will meet colleagues from offices who will be helpful resources and collaborators for your work at Colorado College. Here is a starter list of people with whom you are most likely to interact as you start at CC.

The Office of the Dean of the Faculty

The Office of the Dean of the Faculty oversees faculty academic affairs at the college. Feel free to drop by our office on the second floor of Armstrong Hall or email us to ask questions or just to say “hello.” Visit our [website](#) for the full scope of the office’s work and the people in the office. The [Information for New Faculty](#) page might be especially useful. Once the academic year starts, you will also find useful forms on the [Dean of the Faculty Canvas page](#) (if you want to access the page now, here is an [enrollment link](#)). Follow the instructions on the [Information for new Faculty](#) page to add the Dean of the Faculty’s Faculty Calendar to your Outlook calendar. Follow the instructions linked [here](#) to add the CC Important Dates Calendar to your Outlook calendar.

Faculty Handbook: The Faculty Handbook contains information about the structure of the faculty, review processes, and governance committees. Familiarize yourself with the [Faculty Handbook online](#).

Coffee, tea, and hot chocolate: The Office of the Dean of the Faculty invites you to visit the Cossitt Lounge in Cossitt Hall to have meetings with fellow colleagues, grade in a community setting away from your office, prepare for a new course, or do some writing for your research project while enjoying fresh brewed coffee and other hot beverages, compliments of the Office of the Dean of the Faculty. No reservations needed to use this drop in communal space.

Accessibility Resources

Disability is a significant aspect of diversity at CC. Accessibility Resources supports access for about 28% of CC's students with disability-related accommodation and services. Disabilities that students experience include mental health conditions, learning disabilities, ADHD, chronic health conditions, autism, physical disabilities, and sensory disabilities related to vision and hearing. Accessibility Resources can also assist students with temporary medical conditions. Accommodations can take multiple forms, such as extended time on exams, distraction-reduced exam settings, print materials in accessible formats, and note-taking support. Accessibility Resources supports faculty by consulting on classroom accommodations and individual student concerns. All faculty should provide captioning for audio/video materials and provide all electronic documents in a text-based format. Faculty will receive accommodation notifications via a student-generated automatic email from Accessibility Resources. The [Faculty Resources](#) section of the [Accessibility Resources website](#) includes guidelines for working with students with disabilities and information on specific accommodations. If you need support, please contact the Director of Accessibility Resources, [Sara Rotunno](#).

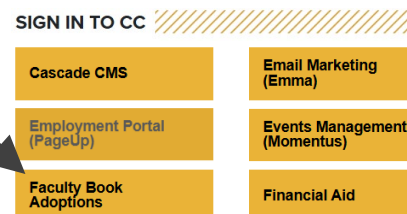
Sample Syllabus Statement:

Colorado College is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any disability-related barriers to learning in this course, please discuss your concerns and/or approved accommodation with me. I would like us to discuss ways to ensure your full participation in the course. Additionally, if you have not already done so, please connect

with Accessibility Resources, the office responsible for coordinating accommodations and services for students with disabilities: accessibilityresources@coloradocollege.edu, 719-227-8285, Armstrong 219.

Bookstore

Book orders are due no later than 8 weeks prior to the start of each block. Please submit all adoptions via the Adoption Insight Portal through Single Sign In. The CC Bookstore offers all CC employees a 10% discount on all personal purchases and a 20% discount on all department purchases (excludes textbooks). The bookstore asks that Block 1 book adoptions be sent in by May 18. If you are teaching in Block 1, please contact [Kim Swensen](#) as soon as you are able to complete book adoptions.



Colket Center for Academic Excellence

With the goal of fostering an inclusive and antiracist campus where all students can be successful, [the Colket Center](#) supports student learning, cultivates academic skills, and promotes intellectual discussion. The Center uses an assets-based approach, offering students opportunities for collaborative learning and peer teaching. Professional staff in the center also contribute to faculty development and to the scholarship of teaching and learning on the campus. Colket is the umbrella center for five centers: the Quantitative Reasoning Center, the Ruth Barton Writing Center, the Office of Culturally and Linguistically Diverse (CLD) Education, the Speaking Center, and the Spatial Literacy Center. They have a staff of nine professionals, one administrative assistant, and ~140 student tutors. Over 95% of CC students use Colket services. Professional staff work with students one-on-one, support student theses and research, teach workshops, teach adjunct and block courses, and consult with faculty on issues related to teaching and learning as well as faculty research.

Creativity & Innovation

Creativity and Innovation (C&I) supports, cultivates, and amplifies creative teaching and learning across campus. C&I staff collaborate with faculty across disciplines to develop exercises and assignments that help students transform uncertainty into possibility, generate multiple solutions to complex problems, collaborate across differences, and bring playfulness, exploration, and experimentation into their academic experience. The program hosts workshops, events, Innovators in Residence, grants for student projects, and offers one-on-one mentorship for faculty who wish to integrate creativity-related pedagogies into their courses. Contact Kris Stanec kstanec@coloradocollege.edu for more information.

Department and Program Administrative Assistants

The academic administrative assistants for departments and programs have a wealth of knowledge about the college and departmental resources. They can be a resource for getting you started with keys, ID card, office space and supplies, printer access, business expenses and research accounts among many other things.

Experiential Education at Colorado College (EE@CC)

EE@CC is a collective of four offices the *Career Center*, *Collaborative for Community Engagement (CCE)*, *Global Education and Field Studies*, and the *Office of Sustainability and State of the Rockies Program*. Through collective efforts, we empower CC students to bridge classroom theory and practical application, reflect on experiences, and integrate knowledge and skills by co-creating experiential and applied learning opportunities. We collaborate with campus and external partners to facilitate internships, community engagement, off-campus study, field trips, and applied classroom and research projects.

The Career Center helps students connect their liberal arts education to more purposeful and intentional CC journeys. We support students as they develop self-awareness, explore possible paths, pursue experiential learning, articulate the value of their academic and co-curricular experiences, and build relationships with alumni, employers, and communities beyond CC. Faculty are essential partners in this work. The Career Center welcomes opportunities to collaborate with faculty and departments in ways that support students' self-discovery, intentional career exploration, professional identity development, and playful experiential learning. These collaborations may include classroom presentations, curricular or assignment integration, support for class projects, connections to alumni or employers, site visits, research, internships, and other applied learning experiences. For more information visit the Center's [faculty page](#), [website](#), and contact Brett Woodard, Career Center Director bwoodard@coloradocollege.edu or 719-389-6893.

The Collaborative for Community Engagement (CCE) co-creates community-engaged learning experiences in and alongside the classroom. As part of our work, we support community-engaged learning (CEL) courses – those that integrate collaboration with off-campus community partners into the curriculum in a way that benefits both students and the community. Students produce or do something of value for the partner, and the community work deepens learning related to course goals. In a CEL course on the block, students might engage in applied projects, research/problem-solving, consulting, collaborative educational or creative pursuits, or direct service for community organizations in the context of the course. [More info here](#). If you are interested in community-engaged teaching, the CCE can connect you to community-partners, serve as a thought partner in course design (particularly how to adapt CEL to the block plan), provides resources and workshops to support faculty in learning about engaged pedagogies, offers mini-grants if you need financial support, and manages the CEL course tag. [Visit the “faculty hub” on the CCE webpage](#), or email CCE Director Dr. Jordan Travis Radke at jradke@coloradocollege.edu, for more information.

The Center for Global Education and Field Study (CGE&FS) consists of two teams. (1) The Field Study/Mountain Campuses team supports faculty related to domestic field teaching and research, and coordinates domestic field trips, including the use of CC's Baca Campus and CC Cabin. Contact: Director, Field Study & Mountain Campuses, and Lecturer, Drew Cavin dcavin@coloradocollege.edu and (2) The Global Education team which coordinates both faculty-led off-campus programs (block or semester) as well as partner programs through external providers and universities. The Director of Off-Campus and Global Experiences oversees budgets and risk-



management of off-campus programs and administers need-based aid for study away programming. Contact: Director of Off-Campus & Global Experiences, Allen Bertsche abertsche@coloradocollege.edu.

CC Sustainability consists of two teams. (1) *The Office of Sustainability* builds resiliency and climate action, seeks to optimize campus operations, cultivates connections and collaboration across campus, strategically plans and prioritizes sustainability efforts, and empowers students to develop their personal values by preparing to integrate sustainability at and beyond CC. The office's efforts include a student internship and professional development program, management of the college's environmental, social, and governance (ESG) reporting and transparency initiatives, greenhouse gas emissions tracking and reporting, and has expertise and resources to complement curricular implementation in nearly any topical area. Contact: Director, Strategic Initiatives and Sustainability, Ian Johnson ijohnson@coloradocollege.edu
(2) *The State of the Rockies Program (SoTR)* encourages students to further their interests in the social and political challenges of living in the Rocky Mountain West. Students embark on inter-disciplinary investigations around the region to discover the possibilities for balancing human activity without spoiling the natural environment. The State of the Rockies Program facilitates the Conservation in the West annual poll; facilitates research related to issues arising from the poll; and connects the campus community to these issues through DataViz presentations, film projects, and more. Contact: SoTR Program Manager, Cyndy Hines chines@coloradocollege.edu.

Faculty Research Grants

Director of Sponsored Research Tess Powers provides comprehensive support for faculty seeking external funding for their scholarly and creative work. The office offers a variety of resources — including help identifying potential funders and one-on-one grant planning support — designed to position faculty for success regardless of their experience with grant-seeking. Given a variety of factors, including changing priorities at the federal level, faculty are encouraged to reach out to the office well in advance of needing the funding. For example, Tess works with faculty to develop a multi-year External Grants Plan that documents key funders, deadlines, and strategic next steps. Please review the [External Grants Overview](#) to learn more about how faculty are supported in the grant-seeking process. For more information, please contact [Tess Powers](#). The college also has several [internal funding sources](#), including the SEGway program, which provides seed funding to support activities that help make future external proposals more competitive.

Human Resources

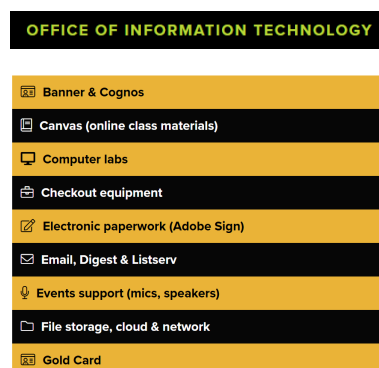
Contact [Human Resources](#) with any questions about payroll processing, benefits and wellness, workers' compensation, CO-FAMLI leaves, and HR policies and procedures.

Information Technology and Computing

Contact ITS: at its@coloradocollege.edu or 719-389-6449 to order and set up your computer. The [ITS: website](#) is a helpful resource with how-to guides.

All employee (staff and faculty) computers must be purchased through ITS. Please make sure to order your computer by June 16, so that it is ready for you to pick up during NFO. All software purchases must also be approved by ITS.

Your username and initial password are sent to the academic administrative assistant in your department. Your CC account has Office365 access, which includes cloud storage via OneDrive and the ability to download MS Office on your personal computer(s).



Office of Academic Programs

The [Office of Academic Programs](#) (OAP) promotes engaged teaching and learning, academic innovation, student success, and research in the scholarship of teaching and learning. The OAP houses college-wide academic programs: The First-Year Program, the Bridge Scholars Program, the CC Common Read, and the Independently Designed Major (IDM). The OAP administers the first-year curriculum (CC100 and CC120) and partners with Crown to offer a range of workshops, learning circles, and individual consultations regarding inquiry-driven, experiential, and transitions pedagogies.

Registrar's Office

The Registrar's Office maintains academic records and implements academic policies and procedures. As faculty, you and your students will interact with many [registrar office services, most of which can be completed online](#), such as adding and dropping courses, grade track changes, changing faculty advisors, declaring majors and minors, and registering for thesis and independent studies.

There is a dedicated page for [Registrar's faculty resources](#), such as information on [grades and grade tracks](#), [how to enter grades](#).

Advising Hub (The Hub)

Staff advisors at the [Advising Hub](#) (often called "The Hub") partner with students to help them transition to and through Colorado College so they can gain the most from their CC experience. Each incoming student is paired with a faculty advisor and a Hub staff advisor. Hub advisors help students navigate campus policies and procedures and connect them to campus resources and opportunities. Students interested in taking time away from campus or taking a block off, need to contact the Hub to discuss possible ramifications (academically and financially) as well as to complete appropriate forms.

The Butler Center

[The Butler Center](#), named after one of CC's earliest African American students, Ellis Ullis Butler '40, serves as the student center for antiracism, diversity, equity, and inclusion. The Butler Center is an identity-based student center encompassing of programs that support various student populations including first-generation and low-income students, undocumented students, and LGBTQIA+ students. The Butler Center hosts cultural and heritage month programs as well as peer and community workshops

that educate students, faculty and staff on ADEI topics to fulfill CC's ongoing commitment to antiracism, diversity, equity and inclusion.

Tutt Library

The staff at [Tutt Library](#) look forward to collaborating with new faculty in fostering intellectual exploration and discovery. They offer research expertise, collections, services, and technologies to support teaching, learning, and research; serve as a hub for academic excellence programs; create an inclusive environment that respects, appreciates, and enriches all individuals and groups in our diverse community; teach students to discover, create, and use information and knowledge with rigor and integrity; preserve and share Colorado College's intellectual and creative works; and build distinctive collections related to our sense of place. You have a designated liaison librarian (see the "Find Your Librarian" tab [here](#)), but please feel free to contact any of them for assistance.

Student Health and Wellbeing

Counseling Center

The [Counseling Center](#) offers professional mental health services including psychiatric medication services available to all enrolled Colorado College students. Each year students are eligible for six free sessions of counseling, at which point the Counseling Center works with students to determine other means of coverage through insurance or financial support. Students are never turned away for financial reasons.

Virtual on-demand emergency mental health support and scheduled counseling is available through Timely Care, which students can access through CC SSO and at timelycare.com/cc or by calling 833-484-6359.

Student Health Center

CC partners with UCHHealth to provide quality health care to CC students. The [Student Health Center](#) provides primary care including general health screenings, evaluation and treatment recommendations for illness, injury, and other medical conditions, physicals, travel medicine, vaccinations, and women's health services. Appointments are required.

Wellness Resource Center

The [Wellness Resource Center](#) is the hub for health promotion and prevention on campus. We focus primarily on sexual health, sexual violence prevention and response; substance harm reduction; and mental health promotion and suicide prevention. We are a small team of four professional staff, including our Campus Advocate, a confidential resource for students impacted directly or indirectly by sexual violence, and a handful of student Peer Health Educators. We host educational workshops for the campus community, conduct education and outreach across campus to raise awareness of health topics and engage students, host student social events, and provide 1:1 or group consultations with students on a variety of topics.

Responding to Students in Distress

The [Responding to Students in Distress guide](#) was created in Spring 2026 to guide faculty and staff in how best to support a student they are concerned about. The guide helps identify the level of risk present, resources, and appropriate contacts and referrals within the institution.

FAQs

Where Can I Find Resources to Help Get Ready for the Start of Class?

Read this helpful DocuGuide prepared by the Crown Center on “[The Basics of Teaching on the Block](#).” Faculty colleagues have contributed to a “[10 Tips](#)” document to help [create syllabi](#), with sample syllabi statements and course practices, to create a culture of care.

We also encourage faculty to use Open Education Resources to reduce the cost of course materials for students (see DocuGuide on “[Using Open Education Resources](#)”). The College uses Canvas as our Learning Management System (online LMS) and all courses have a Canvas course-base created. [Learn about how to use Canvas online](#).

How do I get keys?

Your department will need to order keys for you. Ask your chair or academic administrative assistant to order them for you. When the keys are ready, you will pick them up at [Facilities Services](#) (Van Briggie Building).

How do I get my Gold Card (CC ID card)?

New employees may obtain a Gold Card when employment paperwork is complete. When you receive an email approving your Gold Card request, please go to Single Sign In: www.coloradocollege.edu/ssi and choose **Gold Card** Management from the list of gold boxes on the left. From there select **Photo Upload** and follow the guidelines to upload your photo. You will receive an email when your card is available for pick up. Be prepared to show a photo ID.

How do I get information about my basic IT set up? (email, network drives, setting up printers, voicemail)

The ITS page has all the [commonly used set up guides](#) that new employees find helpful. An [Email signature generator](#) is available. College logos and other visual identity resources, including a link to request electronic departmental letterhead can be found on the [Office of Communications Visual Identity Resources website](#).

Where can I find information about parking?

Visit the [parking website](#) for more information.

Is there support for faculty presenting at conferences?

All full-time tenured and tenure-track faculty, lecturers, Riley scholars, and one-year visiting faculty are eligible for Dean of the Faculty Office travel funds to attend or present at one in-person conference or fund registration for a virtual conference. Read more about the [conference grant program](#).

I will be taking students on field trips. Where can I find planning info? Can I use college vehicles?

Discuss your interest and your plan to take students on field trips first with your department chair. Before taking a field trip, faculty must complete the Field Trip Leaders portion of the [Taking Academic Courses Off Campus Canvas Course](#). For Domestic Field trips you can consult with Director, Field Study & Mountain Campuses, and Lecturer, Drew Cavin (dcavin@coloradocollege.edu). For field trip transportation options, visit the [Facilities: Transportation page](#) about renting CC vans, getting certified to drive a CC vehicle, and chartering CC vehicles with drivers.

How do I book the Baca Campus or the CC Cabin for class field trips

To book the campuses and find basic information, check this page on [Mountain Campuses](#). Before taking a field trip, faculty must complete the Field Trip Leaders portion of the [Taking Academic Courses Off Campus Canvas Course](#). This course also has detailed info on taking trips to the Baca Campus. Please consult with Director, Field Study & Mountain Campuses, and Lecturer, Drew Cavin (dcavin@coloradocollege.edu) for more support.

Do we proctor exams? What is the Honor Code?

Exams are not proctored at CC.

CC students abide by the Honor Code that is run by the student-led Honor Council to promote personal responsibility and academic integrity. Learn more about the principles and procedures on the [Honor Council webpage](#). It is important to explain to students, as part of the syllabus and instructions accompanying exams, what resources they may or may not use, what you allow students to do with AI and chatbots, and what citation expectations apply to assignments.

Do we have a CC policy on the use of generative AI?

The College's faculty and staff are actively discussing broader institutional guidelines and resources. [Crown Center AI resources](#): syllabus statement resource, pedagogy tools, guidelines, etc.

I have a student who wants to join my class, but they cannot "add" the course because they do not have the prerequisites. What should I do?

Banner checks if a student has the required prerequisites. If a student does not have the prerequisites, they may contact you for your COI (consent of instructor) code. You will find your COI code in Banner, under *Faculty Services, Your Teaching Schedule*. It is a 6-digit PIN that changes every semester. With your COI code, the student will be able to add the course. See Registrar's FAQ page (scroll down) for [instructions](#).

How are class waitlists managed?

Classes are typically capped at 25 students. Your class may have a wait list, and you may receive emails from wait-listed students about getting into the class. It is up to the instructor to accept up to four additional students. Under extraordinary circumstances, at the instructor and the department chair's request, the Associate Dean of the Faculty may permit a class to admit a total of more than 29 students.

Wait lists are dropped the day before the block begins. You will be emailed your class list and your waitlist on Friday before class starts (the waitlist is then removed from Banner over the weekend). You can also log on to Banner the week before classes start to view and print your waitlist. Discuss with your chair the departmental process for admitting students from the wait list. For many courses, students are admitted starting from the top of the list. However, in some situations, students who are closest to graduation and need the course are admitted first. Therefore, it is important to seek advice from the department.

When and how often should I have office hours? How often can I schedule afternoon class?

Check with your chair regarding expectations for office hours, afternoon labs and class sessions, etc. In general, one should publish in the syllabus all afternoon class sessions. If you have afternoon classes and field trips, it will be important to email this information to students prior to the first day of class. Doing so allows students to plan their activities and work schedules.

Where can I find a collection of campus policies and academic policies?

The college policies page has an [index of policies](#) most relevant to faculty members. The section of [academic and student life policies](#) contains information about grading, grade tracks, academic standing, course enrollment changes, and other important policies.

I am bringing a grant in support of my scholarly/creative work. What should I do?

Contact Director of Sponsored Research [Tess Powers](#) for support for transferring grants and subawards, and to review and discuss equipment transfer and moving, as well as grant-buyout procedures.

How do I view my research account balance?

You will receive a monthly email with the balance of your research account. You can also [log into Banner to review all transactions of your research account](#).

I am an international faculty member, and the college is sponsoring my work and immigration visa. Where can I get more information?

Stay in communication with the college's liaison for your case—it is typically the legal counsel who will have been working with you since you received your job offer. Remain informed about the visa application and work with your department chair and Dean of the Faculty if the visa approval process encounters delays.

What are the students' graduation requirements?

All students must have 32 units of academic credit, complete a major, and complete the general education requirements. The details of the graduation requirements can be found on the [Academic Programs website on academic requirements](#).

Can I find out more about campus safety? Do you publish past statistics?

The [CC Campus Safety office](#) has multiple programs, ranging from bicycle registration, self-defense classes, to overseeing the emergency notification system (RAVE). You can learn about their programs and campus statistics on their website. There is a dedicated page for [information on safety and emergency preparedness](#) resources and contacts.