

August 8, 2009

Dear New Faculty Member:

Welcome to our campus. I want to give you some information about how the campus faculty records office operates. Most of your contacts with faculty personnel information will begin in your department or dean's office. However, your official personnel file does reside in the Human Resource Records office, and there may be questions during your career at UCCS that we can answer directly. I am glad to help you answer questions that you cannot find the answer to in your unit.

Every faculty member is required to fill out an on-line scholarly report on the activities for each (calendar) year. The form for the 2009 calendar year will be available in electronic form through your college or department or the faculty records website:  
<https://scholar.uccs.edu/scholar/login.php>

Also, for your reference, the campus policy statement on promotion and tenure follows this letter. This is an extremely important document if you are tenure track faculty.

Please refer to the faculty records website under Human Resources home page:  
<http://www.uccs.edu/~hr/web/generalinformation/maintest.html#faculty> for many policy links, forms and additional information about personnel actions from sabbaticals to additional remuneration guidelines.

Sincerely,

Juli Heintz  
Human Resources Records Manager  
Faculty & Professional Exempt Personnel Actions  
UCCS Regent Coordinator  
(719) 255-3628