

# Resources & Training in the use of Technology

## FT\_IT\_UT\_20

Responsible Officer  
Rick Snider  
Responsible Office  
IT  
Last Revision  
2019-12  
Re-evaluation Date  
2021

### **Policy Statement**

Training in the use of technology for faculty and staff is handled jointly by the Information Technology department and the Academic Technology department. Training is scheduled as needed, such as when new technology is introduced into the environment. Periodic training is also scheduled. Any employee may request additional technology training as needed from either the IT or Academic Technology departments.

### **Policy Procedures**

#### **Faculty Technology Training**

Faculty training is primarily handled by the Academic Technology department. Training is carried out bi-annually at the Faculty Development Days, as well as on an as-needed basis during regular faculty meetings.

Faculty training on new classroom technology is scheduled whenever new technology is implemented. Any faculty member may request additional training as needed from the Academic Technology office or from the Information Technology office.

Training for new faculty members is scheduled on an individual basis with new faculty members, or in a small group setting when multiple new faculty join CU.

#### **Staff Technology Training**

Staff training is handled on an as-needed basis or in a group setting when new technology is introduced. Training for new staff members is scheduled individually with the new employee by the Information Technology department.

Any staff member may request additional technology training as needed from the Information Technology office.