

CODE

DEPARTMENT OF BIOAGRICULTURAL SCIENCES AND PEST MANAGEMENT

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I. Department Mission and Objectives

A. The Department of Bioagricultural Sciences and Pest Management focuses its teaching, research and outreach mission in three program areas each of which involves all three of the Department's disciplinary roots. These programs are: (1) Ecology and Biodiversity, (2) Molecular Biology and Biotechnology and (3) Integrated Pest Management. We emphasize knowledge of pests and related organisms and the roles that they play in ecological, economic, and social systems and the applications of such knowledge to the provisions of economically and environmentally sound solutions for practical problems. Being interdisciplinary in nature, the Department values cooperative and collaborative efforts with other units within the University, as well as other relevant entities in the State and beyond. The Department plays a critical role in addressing the College of Agricultural Sciences priorities of Sustainable and Profitable Agriculture, Food Safety, and Environmental and Resource Management, as well as the broader biology curriculum at Colorado State University. In the broadest sense, we teach and serve all of those affected by insects, plant pathogens, and weeds and those desiring knowledge of their biology, ecology, and management. Those served include Colorado State University students, other faculty, commodity groups, agricultural industry, and many other state and regional entities.

B. Departmental objectives will be focused on the basic components of the Land Grant mission, consistent with available resources: undergraduate teaching, graduate teaching, research, outreach, and service. All Academic Faculty will be involved in these areas, either directly or indirectly.

C. Subject matter will consist of selected aspects of Entomology, Plant Pathology, and Weed Science and programs of emphasis in Molecular Biology and Biotechnology, Ecology and Biodiversity, and Integrated Pest Management as they concern and relate to the expertise of the Department Faculty.

D. The Department objectives are to:

1. Provide an environment conducive to professional and academic development and success of Faculty, staff and students.
2. Strive for excellence in teaching at the undergraduate and graduate levels through relevant and up-to-date curricula. New instructional methods shall be investigated to increase teaching effectiveness and encourage student participation.
3. Provide high quality academic and career guidance and advising for undergraduate and graduate students.
4. Encourage student involvement and participation in the professional, cultural, and social aspects of the Department, its disciplines and its programs of emphasis.
5. Educate and train professionals in the art and science of the disciplines of Entomology, Plant Pathology, and Weed Science with emphasis on programs in Molecular Biology and Biotechnology, Ecology and Biodiversity, and Integrated Pest Management.
6. Stimulate and support research, scholarship and outreach appropriate to the mission of Colorado State University, the Colorado Agricultural Experiment Station, and Cooperative Extension.

7. Plan and execute research that contributes to the basic understanding of all facets of the department's disciplines and programs of emphasis.
8. Plan and execute research and outreach to deliver appropriate information for solving problems related to department disciplines and programs of emphasis. Cooperative and interdisciplinary endeavors shall be strongly encouraged.
9. Transmit this body of knowledge to the agricultural and other interested constituencies in Colorado and beyond.
10. Develop and implement appropriate Cooperative Extension and other outreach programs to serve the needs of Colorado.
11. Interact and coordinate with other Departments and research and outreach organizations to enhance the broad missions of the University.

II. Departmental Structure

- A. Department Head
- B. Associate Department Head
- C. Standing Committees
 1. Executive Committee
 2. Education Committee
 3. Tenure and Promotion Committees
 4. Awards Committee (Faculty and Staff)
- D. Temporary Committees
 1. Academic Faculty Search Committee
 2. Faculty Disciplinary Committee
 3. Ad Hoc Committees
 4. Graduate Student Advisory Committee

III. Duties of the Department Head

- A. Provide leadership in the execution of Department, College, and University policies and goals and play a part in developing those policies and goals.
- B. Be responsible for maintaining a current department strategic plan.
- C. Be responsible for communicating to the Dean and other administrators the faculty's needs, including budgetary requirements, for accomplishing individual professional goals as well as departmental, college and university goals. In addition, he/she shall communicate the information from the Dean and the Directors of the Experiment Station and Cooperative Extension regarding their concerns and perception about professional direction expected of the Department in relation to the goals of the University and the needs of the people of Colorado and other constituencies.
- D. Be responsible for the department budgets.

E. The Department Head shall keep members of the department informed on all aspects concerning professional welfare, significant problems in the department, and actions taken with respect to department operations and administration. This shall include an annual state of the department report, including the status of department budgets, at the first departmental meeting of fall semester.

F. Insure the completion of all required annual evaluations. (See Sec. IX for faculty evaluation.)

G. Initiate the tenure process for academic faculty, as described in the [Academic Faculty and Administrative Professional Manual](#).

H. Initiate the promotion process for academic faculty, as described in the [Academic Faculty and Administrative Professional Manual](#).

I. Call meetings of the Executive Committee and prepare the agenda.

J. Sit as ex officio member of all committees unless otherwise specified.

K. Serve as or appoint an acting chair of any committee that is temporarily without a chair.

L. Must approve, along with the Executive Committee, the composition of all graduate student advisory committees.

M. Appoint the Associate Department Head, or if the Associate Head is unavailable, another regular academic faculty member, to serve as acting Department Head during short periods when the Head is unable to perform his/her duties. When possible, the Acting Head shall be a member of the Executive Committee.

N. Inform the faculty and the Dean if an extended period of absence is anticipated so that the Dean may appoint, in consultation with the faculty, an acting Department Head.

O. Maintain communication with various state and federal agencies, commodity groups and other citizens or organizations important to the Department. Keep the faculty apprised of the nature of these communications.

P. Perform all duties outlined in the University Code ([Academic Faculty and Administrative Professional Manual](#)).

Q. Perform other duties specified below.

IV. Selection and Duties of the Associate Department Head

A. The Associate Department Head shall be appointed by the Department Head with annual approval by a majority vote of those eligible to vote at Departmental Meetings. The term of office shall be at the discretion of the Department Head.

B. The Associate Department Head shall perform those duties assigned by the Department Head. If authorized by the Department Head, the Associate Department Head shall have full powers to make decisions for the Department Head.

C. If serving as Acting Department Head, appoint a regular academic faculty member as Acting Head if he/she is unable to perform his/her duties. When possible, the appointee shall be a member of the Executive Committee.

D. The Associate Department Head shall be a non-voting ex officio member of the Executive Committee.

V. Conduct of Departmental Business

A. The department head calls departmental meetings by written or email notice. These may be regularly scheduled meetings or additional meetings deemed necessary by the head or meetings requested by any academic faculty member. There must be at least one faculty meeting each semester of the academic year.

B. In addition to the academic faculty of the department, the following individuals shall be informed of the time and place of departmental meetings and be permitted to attend all meetings except those meetings or parts of meetings dealing with personnel matters. These include Affiliate Faculty, Emeritus Faculty, and the elected representatives of the Administrative Professional Staff, graduate students, and undergraduate students.

C. Business, generally, shall be conducted at departmental meetings. Alternatively, when agreed to by faculty vote, written ballots may be distributed and/or returned outside of formal meetings. Departmental and committee meetings will be conducted in such a way as to encourage free discussion; however, procedures should follow those outlined in the most recent edition of Robert's Rules of Order.

D. For any vote to be valid, a quorum must participate, either by physical presence or by proxy. A quorum shall be defined as more than 50% of those eligible to vote. See Appendix A for who may vote on specific issues.

E. At each regular Department faculty meeting, committee chairs shall report on activities of their committees. Members of College and University committees and the departmental representative to Faculty Council shall also report on the activities of those units.

F. The academic faculty will elect an academic faculty member to a half-year term as recorder at the beginning of the fall and spring semesters. The recorder will record all actions taken (motions, amendments, and votes), make brief summaries of important discussions, and will be responsible for archiving the meeting agenda, discussion summaries, the record of all actions except those involving personnel matters, and any handouts distributed at the meeting. This archive will be kept in a file in the department office. The record of actions involving personnel matters will be kept in a separate file with the other confidential department personnel records.

VI. Department Strategic Plan

A. The comprehensive strategic plan for the department must be updated annually, and reexamined in detail every five years. This process will be coordinated by the Executive Committee and Department Head.

B. In addition to university and college requirements, this plan will include department priorities and justifications for new and replacement faculty positions.

C. The department's strategic plan and the annual updates must be approved by a majority vote of the academic faculty before implementation and submission to upper administration.

VII. Evaluation of Departmental Operations

A. The Department must evaluate departmental operations every six years.

B. Procedures for this self-evaluation are those outlined in the [Academic Faculty and Administrative Professional Manual](#).

VIII. Selection and Duties of Committees

A. Executive Committee

1. Selection

a) This committee will be composed of five elected departmental tenured regular academic faculty members and the Associate Department Head serving as a non-voting ex officio member.

b) The term shall be three years with staggered terms. Members may not serve consecutive terms.

2. Duties

a) Provide council and advice to the Department Head on matters of concern to the faculty and on any matter about which the Department Head seeks advice and counsel.

b) Be responsible for coordination of the department's strategic planning process.

c) Elected members of the committee are responsible for soliciting ideas and attitudes regarding the operation of the Department from his/her constituency and the transmission of these during meetings of the committee. Department faculty are also responsible for conveying their ideas and attitudes regarding departmental operations, whenever appropriate.

d) At the request of the Dean, meet with the Dean with or without the Department Head being present to discuss urgent or sensitive matters of concern to the department.

e) Function as the Departmental Code committee.

f) Review requests to the Department Head by tenured faculty for change in status such as changing from full time to part time tenure or to transitional status and make recommendations to the Department Head regarding such requests.

g) Only in cases when a decision must be made in a short time period and a quorum of the faculty cannot be assembled or polled, the committee may act in place of the faculty. This authority shall not include votes to recommend persons for tenure or promotion, to establish a list of acceptable candidates for tenure track positions or to amend the Departmental Code.

- h) Develop and maintain written operating guidelines.
- i) Maintain an adequate written record of committee actions.
- j) Must approve, along with the Department Head, the composition of all graduate student advisory committees.
- k) This committee may meet without the Department Head being present.

B. Education Committee

1. Selection

- a) This committee will be composed of four elected regular academic faculty, one departmental graduate student, and the Department's representative to the College of Agricultural Sciences Academic Affairs Committee, serving as a voting ex officio member.
- b) All eligible faculty (as defined in the Appendix) may vote in the elections for those members selected by faculty election. The graduate student will be elected by a vote of all eligible peers in the department.
- c) The terms of elected faculty shall be three years with staggered terms. The student term shall be one year. Elected faculty members may serve a maximum of two consecutive terms.

2. Duties

- a) Duties of faculty members of the committee.
 - (1) Review and evaluate all applications to the graduate programs of the department.
 - (2) Circulate applications to appropriate faculty to determine potential advisors.
 - (3) Recommend applicants to the department head for admission and notify applying students of the department's recommendation.
 - (4) Recommend students for financial aid and assistantships.
 - (5) Evaluate departmental teaching assistants, in consultation with appropriate faculty members, and provide recommendations for reappointment to the department head.
 - (6) Recommend assignment of students to temporary advisors.
 - (7) Prepare curricular recommendations for departmental consideration.
 - (8) Make recommendations to the Department Head concerning appointments to the college Academic Affairs and Student Affairs Committees.
- b) Duties of all committee members
 - (1) Select a chair from among the elected faculty members.
 - (2) Review education program and curriculum every five years, in coordination with the departmental strategic planning process.
 - (3) Advise the Department Head and faculty on proposals for new courses and major changes to existing courses.

- (4) Prepare proposals to be submitted to the faculty for modifications in the education program.
- (5) Review course offerings and scheduling annually to insure that students have sufficient access to courses (departmental and non-departmental) to make adequate progress towards program and degree completion.
- (6) Develop and maintain a departmental manual for undergraduate minors and graduate education.
- (7) Solicit award nominees from faculty and students, designate students for departmental awards, and recommend students for other awards.
- (8) Prepare recruitment materials and recruit students.
- (9) Develop and maintain written operating guidelines.
- (10) Maintain an adequate written record of committee actions.

C. Tenure and Promotion Committees

1. Selection

- a) The Tenure Committee shall be composed of all tenured faculty of the department except for tenured faculty members with less than one year as a member of the University faculty.
- b) Promotion Committees shall be composed of all tenured faculty of higher rank than faculty members under consideration and who have been members of the University faculty for at least one year. When Research Scientists are being considered for promotion, committees also shall include all Research Scientists of higher rank who have been Research Scientists in BSPM for at least one year.

2. Duties of Committees

- a) The tenure and promotion committees shall be convened no later than the first week in November of each year by the previous year's chair for the election of the next chair and to proceed with the evaluation process.
- b) All Promotion and Tenure Committees shall elect their own chairs. The chairs must be tenured full Professors. The term of the chair shall be one year. The same person may be chair of more than one committee concurrently, but the chair of any one committee may succeed him/herself only once.
- c) Develop and maintain written operating guidelines.
- d) Maintain an adequate written record of committee actions

3. Duties of the Tenure Committee

- a) Evaluate the faculty listed by the Department Head for consideration for tenure.
- b) This committee also shall evaluate annually each untenured tenure-track faculty member not included in section VI.D.3.a, above. From that evaluation, the chair of the committee shall prepare a report representing the committee's view regarding that faculty member's progress toward tenure. These reports shall be supplied to the

Department Head and the evaluated faculty member. The committee shall recommend for or against contract reappointment.

c) If the committee so votes, it may request that the Department Head initiate tenure consideration for additional faculty members.

d) The committee will vote on the faculty members under consideration for tenure. Voting will be by ballot, which shall be mailed to all eligible faculty.

e) The results of any vote, positive or negative, must be forwarded to the Department Head with justification. The justification must include a minority report, approved by the minority, if the vote was not unanimous. This process may be stopped at any time by written request of the promotion candidate. These committees will follow the same evaluation and reporting procedures outlined above.

4. Duties of the Promotion Committee

a) Evaluate the faculty listed by the Department Head for consideration for promotion.

b) This committee also shall evaluate annually each eligible faculty member not included in section VIII.D.4.a, above. From that evaluation, the chair of the committee shall prepare a report representing the committee's view regarding that member's progress toward promotion. These reports shall be supplied to the Department Head and the evaluated faculty member.

c) If the committee so votes, it may request that the Department Head initiate promotion consideration for additional faculty members.

d) The committee will vote on the faculty members under consideration for promotion.

e) The results of any vote, positive or negative must be forwarded to the Department Head with justification. The justification must include a minority report, approved by the minority, if the vote was not unanimous. This process may be stopped at any time by written request of the promotion candidate. These committees will follow the same evaluation and reporting procedures outlined above.

D. Awards Committee (Faculty/Staff)

1. Selection

a) This committee shall be appointed by the Department Head in consultation with the Executive Committee and be composed of three Academic faculty, one Administrative Professional and one State Classified Person.

b) The term of appointment will be three years, with one or two terms ending each year.

2. Duties

- a) With the aid of the faculty and staff of the department, this committee may prepare and submit nominations for international, national, state, university and college awards for faculty and staff.
- b) Develop and maintain written operating guidelines.
- c) Maintain an adequate written record of committee actions.

E. Academic Faculty Search Committee

Departmental process and procedures will conform with the University as described in the [Academic Faculty and Administrative Professional Manual](#) and the guidelines of the [Office of Equal Opportunity](#).

1. Selection

- a) The Department Head, in consultation with the Executive Committee or faculty, shall appoint a chair and committee members.
- b) A majority of the Search Committee members shall be Regular Academic Faculty in the department, but the committee may include persons who are not Regular Academic Faculty.

2. Duties

- a) Identify and recruit the best possible candidates for the position.
- b) Conform to University [Academic Faculty and Administrative Professional Manual](#) and [Office of Equal Opportunity](#) procedures, processes and guidelines governing faculty position searches.
- c) Through appropriate means, keep the faculty informed of the committee's actions and the status of the search (consistent with [Office of Equal Opportunity](#) guidelines).

F. Faculty Disciplinary Committee

1. Selection

- a) This committee shall be formed only when charges are brought against a tenured faculty member of the department according to the [Academic Faculty and Administrative Professional Manual](#).
- b) It will be composed of six members, selected at random from a pool of tenured faculty for each disciplinary process. Initially this pool shall include the names of the entire department tenured faculty except the Department Head, the faculty member under review, and any tenured faculty member who has not been a member of the University faculty for one year.
- c) Once a person has served on such a committee, his/her name will be removed from the pool until all eligible faculty names have been selected. A person who leaves the committee without serving shall not have his/her name removed from the pool for subsequent committees.
- d) Replacements for the committee ([Academic Faculty and Administrative Professional Manual](#)) shall be selected in the same manner.

e) Names of newly tenured faculty will be added to the pool.

2. Duties

a) The committee shall follow the procedures outlined in the [Academic Faculty and Administrative Professional Manual](#).

b) Develop and maintain written operating guidelines.

c) Maintain an adequate written record of committee actions

G. Ad Hoc Committees

1. Selection

a) The Department Head may appoint these committees from time to time for specific tasks.

b) The formation of such committees by the Department Head shall be done only after consultation with the Executive Committee and/or department faculty.

2. Duties

a) The duties and term of each committee shall be clearly stated by the Department Head at the time of committee formation.

b) The Department Head shall inform the faculty of the membership and charge of each committee.

c) Develop and maintain written operating guidelines.

d) Maintain an adequate written record of committee actions.

H. Graduate Student Advisory Committee

1. The Major advisor and graduate student will select the members of the student's graduate student advisory committee. The composition of a graduate student advisory committee must be approved by a simple majority of the Executive Committee and the Department Head. a) Only under unusual circumstances will the composition of a graduate student advisory committee, as selected by the major advisor and graduate student, not be approved.

2. Regular academic faculty, joint academic faculty, and joint academic and administrative professional faculty may serve as chairs as well as voting members of graduate student advisory committees. Affiliate faculty members may serve as co-chairs and as voting members.

3. The Department Head and the Executive Committee may also recommend or require the appointment of a graduate student advisory committee co-chair.

4. Members of graduate student advisory committees must hold an academic degree equal to or higher than being sought by the student.

IX. Selection of Departmental Representatives to College and University Committees

A. University Code will be followed where procedures are specified; otherwise, the procedures listed below will be followed except that appointments or nominations to College or University ad hoc committees shall be made by the Department Head in consultation with the Executive Committee and/or the Department faculty. If procedures

are not addressed in the University or Department Codes then the College Code will be followed.

B. Members of all College and University committees shall be responsible for reporting activities of these committees to the faculty.

C. College Committees

1. The Department Head will appoint faculty to represent the Department on the college Academic Affairs, Resident Instruction, Scholarship, and Student Affairs Committees in consultation with the Education Committee.

2. The Department Head will appoint a departmental representative to the college Computer Technology and Telecommunications Committee in consultation with the Executive Committee. This person may be a member of either the Academic Faculty or the Administrative Professional staff.

3. The Department Head will appoint a departmental representative to the college Strategic Planning and Evaluation Committee in consultation with the Executive Committee.

D. University Committees

1. Any academic faculty member may make nominations to committees of Faculty Council through the procedures established by that body.

X. Faculty grievance procedures will be those found in the [Academic Faculty and Administrative Professional Manual](#)

XI. Student Appeal Policy and Process - Appeal policies and procedures are those given in [Academic Faculty and Administrative Professional Manual](#)

XII. Procedures for Selection of New Faculty, Administrative Professionals, and Post-doctoral Fellows

A. Regular Academic Faculty

1. The procedures outlined for the Search Committee shall be followed.

B. Special and Temporary Academic Faculty

1. It may be essential to make special or temporary faculty appointments to cover temporary or emergency situations. These appointments shall be made for specified functions by the Department Head in consultation with the Executive Committee and/or the faculty.

C. Administrative Professionals and Post-Doctoral Fellows

1. Administrative Professional personnel shall be appointed by the Department Head after an appropriate search and after consultation with the appropriate parties.

XIII. Non-faculty positions

A. Graduate Teaching and Research Assistants

1. Graduate teaching and research assistants shall be appointed by the Department Head after consultation with the Education Committee and the faculty member(s) with whom the appointee will be working.

B. Other non-faculty positions

1. Persons shall be appointed to other positions by the Department Head following approved university policy and, where appropriate, after consulting with person(s) with whom those employees will be working.

C. Department Associates. See Appendix B.

XIV. Annual evaluations of faculty

A. The Department Head is required to perform annual evaluations of each faculty member.

B. These evaluations are in addition to those performed by the Tenure and Promotion Committees.

C. The procedure shall be as follows:

1. The Department Head will inform the faculty in writing when evaluations will be conducted and what documentation is required. Reviews of performance must be based upon the faculty member's effort distribution in each of the areas of responsibility. The Department Head should request sufficient documentation to evaluate faculty performance in these areas. Faculty are free to submit additional documentation. Existing records and documents should be used where possible to avoid burdensome additional reporting.

2. The Department Head will prepare a written evaluation of the faculty member's performance during the past year, based on the documentation provided and on observations made during the corresponding period.

3. A meeting between the Department Head and the faculty member to discuss the written evaluation shall then be scheduled.

4. After this meeting, both parties sign the evaluation. The faculty member may attach dissenting opinion on any part of the evaluation. Copies of the signed evaluation along with any dissenting opinion are forwarded to the Dean and provided to the faculty member. The original is placed in the faculty member's confidential file.

XV. Performance Reviews

A. Comprehensive review of tenure track faculty

1. This review will follow the guidelines set forth in the [Academic Faculty and Administrative Professional Manual](#).

2. The composition of the review committee shall be the same as that of the Tenure Committee, as established in Section VII.D.1.a of this Code.

B. Promotion progress review

1. This review will follow the guidelines set forth in the [Academic Faculty and Administrative Professional Manual](#).

2. The composition of the review committee shall be the same as that of the Promotion Committee, as established in Section VII.D.1.b of this Code.

C. Phase I comprehensive performance review

1. This review will follow the guidelines set forth in the [Academic Faculty and Administrative Professional Manual](#).

2. This review is a duty of the department head.

D. Phase II comprehensive performance review.

1. This review will follow the guidelines set forth in the [Academic Faculty and Administrative Professional Manual](#).

2. The peer review committee shall be comprised of four department faculty members of equal or higher rank than the faculty member under review and one faculty member of equal or higher rank from outside of the department but within the College.

3. The peer review committee members shall be chosen from among the eligible faculty by mutual agreement of the department head and the faculty member under review.

4. If these two parties are unable to fill the committee by mutual agreement, then the additional required members shall be selected by the Executive Committee.

5. The criteria for peer evaluation shall be those used for promotion to the rank held by the faculty member under Phase II review (See the [Academic Faculty and Administrative Professional Manual](#)). In the case of tenured Assistant Professors, the criteria shall be those used for granting of tenure. The primary question posed to the peer review committee will be whether the faculty member has continued to meet or exceed those standards. The committee will take into account changes in appointment, responsibilities, nature of duties, etc. that might affect faculty performance.

6. The review materials to be provided to the committee shall be the same kinds of materials as required in promotion packages for tenure track faculty members. In addition, the peer review committee shall be provided with the annual and Phase I comprehensive reviews that lead to the Phase II review, as well as documentation of efforts taken by the faculty member to address concerns raised during these reviews.

7. The faculty member under review shall also be invited to provide the peer review committee with any other materials that he or she thinks is relevant to the case.

8. In cases where action is required, as set forth in the [Academic Faculty and Administrative Professional Manual](#), the peer review committee shall provide the faculty member under review with a written recommendation within 15 days of receiving the documentation described in XIV.D.6 and XIV.D.7 above.

9. The faculty member under review shall have seven days to respond in writing to the peer review committee's recommendation.

10. The peer review committee recommendation and the faculty member's response are then forwarded to department head who shall forward them to the dean, as required in the [Academic Faculty and Administrative Professional Manual](#).

XVI. Mentoring of Faculty

A. It is the responsibility of all faculty to mentor new faculty. It is expected that natural relationships will develop whereby certain senior faculty will develop comfortable relationships with specific new faculty. This relationship should normally provide the required mentoring.

B. If the new faculty member feels, after one year, that there is not sufficient mentoring, the Department Head shall request that a mutually acceptable senior faculty member provide such mentoring.

XVII. Amendments to the Departmental Code

A. Amendments to the Departmental Code may be proposed by any member of the Academic Faculty to members of the Executive Committee or to the faculty at a faculty meeting.

B. To be passed, a proposed amendment must receive a favorable vote from at least two-thirds of those eligible to vote (see Appendix A).

C. Amendments to the Appendices shall be by majority vote.

D. The Departmental Code shall be reviewed in the year prior to the end of each term of the department head.

APPENDIX A: Voting members of the department

I. Only faculty meeting the eligibility requirements in the [Academic Faculty and Administrative Professional Manual](#) are permitted to vote on academic, personnel, and fiscal matters or amendments to the Department Code. A quorum for a meeting is considered to be more than 50% of those eligible to vote. Faculty on leave out of state (leave of absence or sabbatical leave) will not be counted in the quorum but will be permitted to vote on all matters excepting Code amendments. Faculty on leave can request exemption from voting. An abstention will count toward the number of faculty necessary for a quorum. Proxy votes are appropriate on all issues except a recommendation for the granting of tenure, recommendation for promotion or code changes.

II. On other matters, the Academic Faculty may agree to invite any or all of the following persons or groups to participate in voting. These include Administrative Professionals, State Classified Personnel, the student representative to the faculty meetings, Emeritus Faculty and Affiliate Faculty. Persons not a part of the academic faculty will be counted in the quorum only if they vote.

APPENDIX B: Definition of Department Faculty

I. Regular Academic Faculty are Instructors and Assistant, Associate, or Full Professors on regular full-time appointments. They have full voting rights in Department meetings, subject to the rules governing tenure and promotion decisions. (See the [Academic Faculty and Administrative Professional Manual](#))

II. Emeritus Academic Faculty

A. See the [Academic Faculty and Administrative Professional Manual](#) for appointment procedures.

B. Emeritus Faculty may serve on student graduate committees, be co-advisors of graduate students, supervise student research projects, and from time to time, be appointed to temporary faculty positions.

III. Special Appointment Academic Faculty are non-tenure track and may be Instructors, Assistant Professors, Associate Professors, or full Professors. They may vote on most Departmental matters, with the exceptions of Regular Academic Faculty appointments and reappointments, tenure, promotion, and Department Code revisions. (See the [Academic Faculty and Administrative Professional Manual](#)).

IV. Administrative Professional staff includes Lecturers, Research Associates, Research Scientists, and Senior Research Scientists (See the [Academic Faculty and Administrative Professional Manual](#)). They are not eligible to attend and participate in Departmental Meetings unless they are jointly appointed to the Academic Faculty.

V. Joint Academic Faculty Appointments are Faculty appointed to two Departments. They are encouraged to attend Departmental meetings and participate in discussions. Voting rights of jointly appointed Faculty lie in the Department contracting for the greatest percentage of time. (See the [Academic Faculty and Administrative Professional Manual](#))

A. Joint Academic Faculty Appointments can be recommend by any regular academic faculty member or any group of faculty. After the faculty have had an opportunity to examine the vita of nominee, a vote will be taken. If, by simple majority, the vote is positive, the Department Head shall make the appointment.

VI. Joint Academic Faculty and Administrative Professional Appointments are persons appointed to Administrative Professional staff and to the Academic Faculty. They are encouraged to attend Departmental meetings, participate in discussions, and serve on graduate student committees. Voting rights of jointly appointed Faculty lie in the administrative unit contracting for the greatest percentage of time. If the administrative unit is the Department, then voting rights are the same as those listed in Section III (See the [Academic Faculty and Administrative Professional Manual](#)).

A. Persons holding Administrative Professional Appointments can be recommend for Joint Academic Faculty and Administrative Professional Appointments by any regular academic faculty member or any group of faculty. After the faculty have had an opportunity to examine the vita of nominee, a vote will be taken. If, by simple majority, the vote is positive, the Department Head shall make the appointment.

VII. Transitional Appointments (See the [Academic Faculty and Administrative Professional Manual](#)).

VIII. Faculty Affiliates are professionals whose work associates them with the Department. Faculty Affiliates generally have stature and qualifications similar to those of Regular Academic Faculty. Faculty Affiliates may attend Departmental Meetings but do not vote. (See the [Academic Faculty and Administrative Professional Manual](#)).

A. Faculty Affiliates can be recommended by any regular academic faculty member or any group of faculty. After the faculty have had an opportunity to examine the vita of nominee, a vote will be taken. If, by simple majority, the vote is positive, the Department Head shall make the appointment.

B. Such appointments must be renewed annually.

C. Faculty Affiliates may serve on student graduate committees, be co-advisors of graduate students, supervise student research projects, and from time to time, be appointed to temporary faculty positions.

IX. Department Associates are persons whose work associates them with the Department. The position of Associate is recognition of contributions to department programs in Colorado. Associates do not attend Department Meetings and do not vote.

A. Department Associates can be recommended by any regular academic faculty member or any group of faculty. After the faculty have had an opportunity to examine the vita of nominee, a vote will be taken. If, by simple majority, the vote is positive, the Department Head shall make the appointment.

B. Such appointments must be renewed every five years.

[Adopted by the Department 3 February 1998

Revisions made 16 October 1998

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Revisions made 14 November 2003

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