

May 8, 2003

**DEPARTMENT OF AGRICULTURAL AND RESOURCE ECONOMICS
Colorado State University**

OPERATIONAL CODE

I. THE DEPARTMENT OF AGRICULTURAL AND RESOURCE ECONOMICS (DARE)

- A. The Department of Agricultural and Natural Resource Economics was established as an administrative unit in the College of Agricultural Sciences on July 1, 1983. The name of the Department was changed subsequently to the Department of Agricultural and Resource Economics (DARE). The purposes of the Operational Code (hereinafter, the Code) are to describe the organization and administration of the Department of Agricultural and Resource Economics and to define the roles of the faculty and department Chair with respect to activities and governance of the Department. Should any provisions of the Code or policies enacted thereunder conflict with provisions of the *Academic Faculty and Administrative Professional Manual* (hereinafter, the *Faculty Manual*) which contains the Colorado State University Code, the *Faculty Manual* shall prevail.
- B. The Department's mission is to provide excellence in teaching, research, service, and outreach contributing to understanding of the agricultural food and fiber system. This system includes the natural resource base, and those production, processing, marketing and use activities which relate to and are the subject of economic theory, policy, and methodology. Departmental efforts shall have local, state, regional, national, and international dimensions. Such efforts shall be carried out within the legal, intellectual and moral obligations promulgated by the founding of land-grant universities.
- C. The Department shall be administered by a chair whose duties are specified by this Code and the *Faculty Manual*.
- D. The Department is required by the *Faculty Manual* to conduct self-evaluation by eligible faculty members on a periodic basis. External reviews are required periodically by federal agencies administering agricultural experiment station funds. In addition, review of the program or portions of the program may be requested at any time by the chairperson, by a majority of the eligible voting faculty of the Department or by the University administration. The Department adheres to the procedures for conducting program reviews as specified by the Provost's office in COLORADO STATE UNIVERSITY GUIDELINES, ACADEMIC PROGRAM REVIEW PROCESS, Revised August 19, 1997.

II. THE FACULTY

- A. For Departmental actions relating to faculty promotion, tenure decisions, and other matters of university concern, members identified as "eligible faculty" shall participate. Eligible faculty are defined in the *Faculty Manual* (Section C.2.4.2). For other actions of internal, Department concern, all faculty on regular or special appointment with the rank of assistant professor or higher are eligible to vote.
- B. Instructors, personnel with specialist titles, research associates, all faculty members on temporary appointment, faculty affiliates, and visiting faculty shall have access to University and Department facilities and services; they will receive all notices concerning Department business; and they may attend all Department general meetings where they may participate in discussions but may not vote.

- C. Faculty affiliates are professionals whose work formally associates them with the Department.
1. Individuals to be recommended for appointment as a faculty affiliate must be approved by action of the executive committee, in accordance with instructions in the university code (Section E.5.3).
 2. Faculty affiliates may from time to time teach formal academic classes offered by the Department. At such times they will have temporary appointments with academic rank.
 3. Faculty affiliates are expected to demonstrate professional interaction and cooperation with the Department through (a) administrative advice, (b) cooperative research conducted through the Department, (c) occasional participation in educational programs, (d) participation in resident instruction programs, (e) through service as members of graduate committees or (f) other service activities of the Department.
- D. Visiting faculty are professionals associated with the Department for a short period of time while on leave from another university or institution.
1. Individuals shall be appointed as visiting faculty by action of the executive committee in accordance with the University Staff Manual (E.5.4). Appointments cannot be made for more than one year but can be renewed for additional one-year terms or less.
 2. Visiting faculty may serve as members of graduate student advisory committees.
 3. When possible, visiting faculty will be provided office space and administrative services similar to those received by regular academic faculty.
- E. Emeritus Faculty are identified and selected in accordance with the criteria in Section E.5.6 of the *Faculty Manual*.

III. THE DEPARTMENT CHAIR

- A. Within the university system the Department Head (Chair) is the administrative and academic officer of the Department, responsible to the Dean of the college as stated in the *Faculty Manual*. With the advice and counsel of the executive committee of the Department (whose composition and responsibilities are defined in Section IV of the Code), the Chair shall perform the duties specified in the *Faculty Manual*.
- B. The Department Chair also serves as the (non-voting) chair of the Department's Executive Committee. He/she is an ex-officio member of all Departmental committees, standing and special.
- C. The Chair will keep all members of the Department informed about matters concerning their professional welfare and shall appoint special committees to meet problems or deal with special issues as they arise.
- D. The Chair shall call at least one general Departmental meeting per semester during the academic year. The Chair shall give members of the Department, faculty affiliates and other interested personnel written notice seven days in advance of such meetings, together with an agenda. These meetings shall be chaired by the Chair and shall be conducted according to Robert's Rules of Order, Revised.
- E. Appointment of Department Chair
1. Section E.3.3. of the *Faculty Manual* provides that the term of the Chair shall be five years. Successive terms are permitted, subject to recommendations of the Department's faculty and action by the dean.
 2. Appointment of the Chair will be in accordance with *Faculty Manual*. It

is recommended, however, that the "committee to advise the Dean on the appointment of the Chair" be composed of all eligible faculty in the Department.

IV. THE EXECUTIVE COMMITTEE

- A. The Department Executive Committee shall consist of five persons as follows: the Department Chair and four persons elected by the eligible Departmental faculty. The four elected members shall be elected to staggered, two-year terms. Two persons are elected during even-numbered years and two persons are elected during odd-numbered years.
- B. All faculty on regular, tenure-track appointment are automatic nominees for membership on the executive committee but any such nominee may remove himself or herself from consideration in any one year by notifying the Department Chair in writing one week prior to the annual election of the Executive Committee.
- C. Terms of office shall be for two years, commencing on July 1, and members may be elected for successive terms. Elections will be held during the spring semester of each year. Special elections will be held to fill vacancies exceeding three months. On the initial ballot, each faculty member may vote for no more than the number of nominees equal to the number of vacancies on the Executive Committee. Separate balloting must occur to fill terms of less than two years. To be elected a nominee must receive the largest number of votes which is at least a majority of the votes cast. Run-off balloting continues among the leading candidates until the required number of candidates are elected. The fewest number of top vote-receiving candidates (including ties) will be included on subsequent ballots. All balloting must have at least one more candidate than the number of positions to be filled.
- D. The duties of the Executive Committee are to advise the Chair in administration of the following policies of the Department:
 1. Those pertaining to appointments of faculty, promotions, and granting of tenure.
 2. Those relating to standards of performance.
 3. Those relevant to annual salary increases.
 4. Such other matters requested by the Chair or the faculty.

V. COORDINATORS OF GRADUATE AND UNDERGRADUATE PROGRAMS

- A. Coordinators of graduate and undergraduate programs shall be appointed by the chairperson with concurrence of the Executive Committee to assist with the administration of these elements of the Department. One person shall be appointed for each program. Compensation, in terms of relief from other academic responsibilities, shall be decided by the Chair depending upon the availability of funds.
- B. The coordinator of the undergraduate program shall:
 1. Be the liaison between the Department and the College of Agriculture in matters of curriculum.
 2. Give leadership in the recruitment of undergraduate majors in the Department.
 3. Direct the assignment of undergraduate majors to advisors in the Department.
 4. Have principal coordination responsibility for advising students pursuing undergraduate minors in the Department.
 5. Give leadership in the periodic review of undergraduate programs to assure relevance and comprehensiveness of those programs.

6. Other appropriate duties related to the undergraduate program.
- C. The coordinator of the graduate program shall:
1. Chair the selection committee which reviews applications for admission and recommends acceptance of qualified students.
 2. Direct the assignment of graduate students in the Department to temporary advisors.
 3. With the approval of the department Chair, assigns temporary advisors to incoming graduate students.
 4. Review and approve graduate student programs as specified on the GS Form 6.
 5. Monitor graduate students' progress in the graduate program.
 6. Appoint committees to administer field examinations within the Department.
 7. Provide leadership in the periodic review of the graduate program, to assure relevance and comprehensiveness of the program.
 8. Other responsibilities appropriate to the graduate program.

VI. DEPARTMENTAL FACULTY MEETINGS

- A. Departmental faculty meetings shall be called for the purpose of conducting Departmental business, including the adoption of major policy.
- B. Scheduled general Department faculty meetings will be announced in writing, along with an agenda, by the Chair at least seven days in advance of the meeting. At least one faculty meeting shall be held each semester. Faculty who cannot attend any Department meeting may designate, in writing, an eligible faculty member as his/her proxy on all matters requiring a faculty vote. Emergency faculty meetings may be scheduled without a seven-day advance notice.
- C. A quorum shall be defined as 51 percent of the eligible faculty who are on campus and available at the time of a duly scheduled or emergency general Department faculty meeting. (Authorized proxy votes will not be counted in establishing a quorum.)
- D. Eligible faculty on official university leave, off-campus assignments, or sabbaticals will be given the opportunity to make comments and to vote on critical policy issues (as determined by Executive Committee) affecting the Department, including promotion and tenure matters. The Chair will determine the means of informing and obtaining input from those off-campus before the Departmental meeting where those issues will be discussed. In all cases, the Department will keep such individuals informed of decisions made by the Executive Committee and at faculty meetings.

VII. SALARY INCREASES

- A. Salary increases shall be recommended to the Dean of the College by the Chair.
- B. Subject to University regulations relative to specific types of salary adjustments (e.g., equity) faculty salary increases shall be based on merit, measured by performance evaluations.
- C. The Executive Committee serves as an advisory body to the Chair on salary matters.

VIII. PROMOTION AND TENURE

- A. Recommendations for promotion and tenure will be carried out within the general rules and guidelines specified in the *Faculty Manual*.
- B. The Executive Committee, acting in behalf of the Department's faculty, will review all promotion and tenure materials and make recommendations for action to the eligible faculty.
- C. The Department's Tenure Committee shall consist of all tenured members of its faculty. This committee will meet annually to consider all tenure cases. The Department's recommendation will be based on a majority vote of members of the tenure committee. Faculty members on off-campus assignments or on sabbatical leave will be given an opportunity to make comments and vote on tenure questions.
- D. The Department's Promotion Committee shall consist of all tenured academic faculty. This committee will meet annually to consider all cases recommended for promotion by the Executive Committee. Only faculty members who hold a higher rank than the individual being considered for promotion may vote on the recommendation and each case will be considered separately. The Department's recommendation will be based on a majority vote of eligible faculty members which has met quorum specifications. Faculty members on off-campus assignments or on sabbatical leave will be given an opportunity to make comments and vote on promotion issues for which they are otherwise eligible.
- E. Tenure and promotion documents forwarded to the Office of the Dean will include the minutes of the tenure and/or promotion committees, plus separate written evaluation statements by the Executive Committee and by the Department Chair.

IX. PERFORMANCE REVIEWS

- A. Annual performance reviews are conducted for each faculty member in accordance with Section E.11 of the *Faculty Manual*. Annual accomplishment reports are submitted to the Chair no later than January 15. The Executive Committee and the Chair conduct independent evaluations of both the quantity and quality of each faculty member's accomplishments in (1) teaching, outreach and advising, (2) research and publications, and (3) service for the previous year. In addition, each faculty member is expected to adhere to the Code of Ethical Behavior as stated in section D.9 of the *Academic Faculty and Administrative Professional Manual*. Violations of this Code will be considered in the performance evaluation process and may affect the final evaluation, as well as lead to disciplinary action. The Executive Committee and the Chair discuss each faculty member's performance and the Executive Committee provides input and advice to the Chair regarding the final evaluation. This process is completed by mid-March when faculty performance reviews are shared with individual faculty and are submitted to the Dean of the College of Agricultural Sciences.
- B. Periodic comprehensive performance reviews of all tenured faculty are conducted by the Department Chair in accordance with Section E.11.2 of the *Faculty Manual*.
- C. Periodic comprehensive performance reviews of all tenured faculty are conducted by the Department Chair in accordance with Section E.11.2 of the *Faculty Manual*.
- C. Should a Phase II comprehensive performance review (Section E.11.2.2.2, of the *Faculty Manual*) be deemed necessary, a Phase II Review Committee of three peers at the same or higher rank as the faculty member being reviewed will be selected by the Department Executive Committee members, excluding the Department Chair. Executive Committee members, other than the Department Chair, are eligible to be members of the Review Committee. In addition, the Executive Committee will request a senior faculty member from another department in the University to serve on the Phase II Review

Committee. The purpose in this step in the process is to guard against possible bias among intradepartmental Review Committee members. The criteria upon which the evaluation is based reflect the teaching and advising, research and publication, service and outreach missions of the department. The standard for evaluation is based on a five-level scale indicating "unsatisfactory performance"; "needs improvement"; "meets expectations"; "excellent"; and "outstanding". Two annual merit evaluations below the "meets expectations" level constitutes grounds for a comprehensive performance review. Evaluations will reflect both the quantity and quality of performance in the areas of mission and will also take account of the differing responsibilities and effort distributions among faculty. Information for the review will be drawn from the annual faculty performance reviews, peer evaluations, information from surveys and exit interviews with graduating seniors, and the faculty member's stated plans and objectives.

X. PROCEDURES FOR APPOINTING ACADEMIC FACULTY TO GRADUATE STUDENT ADVISORY COMMITTEES

The department follows the statement on THE ADVISORY SYSTEM found on page 28 of the Graduate and Professional Bulletin 1997-98.

XI. FILLING VACANT FACULTY POSITIONS

- A. When the Department has occasion to establish a new, or replace an existing, faculty position, the Chair and the Executive Committee will define the position through consideration of:
1. deliberations of the Department Long Range Planning Committee,
 2. concurrence of the Dean of the College and Directors of Experiment Station and Cooperative Extension programs which provide funding for the position,
 3. needs of the Department in view of professional reputation and the integrity of programs.
- B. Once the professional requirements of the vacant position have been defined, the Chair will appoint a Search and Selection Committee consisting of individuals in fields closely related to the vacant position. The responsibilities of the Search and Selection Committee are to:
1. prepare a position description and position advertisement plan consistent with Affirmative Action procedures,
 2. disseminate the position description to the appropriate targeted recruitment area,
 3. evaluate applications and recommend finalist candidates for on-campus interviews in accord with availability of funds and/or charge to the Search and Selection Committee.
 4. recommend to the Department Chair a rank-ordering from among finalist candidates selected for the position.
- C. Upon receiving recommendations from the Search and Selection Committee the Chair will solicit input and evaluation of the candidates relative to the position announcement from:
1. the Department Executive Committee,
 2. the Administrators/Directors of programs in which the faculty member is expected to function, and
 3. the Department faculty.

- D. Based upon the input and recommendations received, the Chair will proceed to take action to hire a candidate from among those recommended in the group of finalists. All appointments are subject to the final approval of the State Board of Agriculture.
- E. If a suitable candidate is not among the set of finalists or the Department is unable to recruit one of those interviewed, the Search and Selection Committee will re-advertise the position and continue with the process described in Section XI.2.b-d above.

XII. FACULTY APPEAL OF ANNUAL MERIT EVALUATION

- A. Faculty members wishing to appeal their annual merit evaluation will make an appeal in writing to, and meet with, the Department Executive Committee and Chair.
- B. After considering the appeal, the Chair will provide a written response to the appellate of the decision regarding the appeal.
- C. If, after receiving the results to their appeal, the faculty member remains dissatisfied, he/she may take further action through University grievance procedures (Section K.2.1.3 of the *Faculty Manual*).

XIII. GRIEVANCE PROCEDURES, REVIEW PROCESSES, AND MEDIATION

See Section K, Grievance Procedures, Review Processes, and Mediation, of the *Faculty Manual*.

XIV. STUDENT ACADEMIC APPEALS POLICY AND PROCEDURES

- A. The student academic appeals procedure is available to all student initiated appeals of academic decisions.
- B. The student academic appeals process is as stated in Section I.1.7 of the *Faculty Manual*.

XV. SEVERE WEATHER

The Department of Agricultural and Resource Economics adheres to the Colorado State University Snow and Severe Weather Policy as revised effective January 15, 1993. A copy of this policy is on file in the department's main office in B-318 Clark Building.

XVI. RELATIONSHIP TO THE UNIVERSITY CODE

Should any conditions or provisions of this Operational Code conflict with the Code of Colorado State University in Section C.2 of the *Faculty Manual*, the University Code shall prevail.

XVII. BYLAWS AND PERIODIC REVIEW OF THE CODE

- A. This Departmental Code may be amended by a two-thirds vote of the eligible faculty members of the Department at an announced meeting to consider Code changes.
- B. Bylaws may be added under the amendment procedures set forth under item A immediately above.
- C. The code shall be reviewed by the Department's eligible faculty during the fourth year of each chairperson's term of office at which time changes may be made in accordance with items A and B, above.

Faculty Approval

Chair, Acting

Provost

5/16/03
Date
6/17/03
Date

James C. Hend
Dean, College of Ag Sciences

5/21/03
Date