

Revised November 25, 2002/Approved by Department 12/6/02

**DEPARTMENTAL CODE
DEPARTMENT OF ANIMAL SCIENCES
COLLEGE OF AGRICULTURAL SCIENCES
COLORADO STATE UNIVERSITY**

I. The Department of Animal Sciences shall be administered according to the following structure:

- A. Department Head
- B. Department Coordinating Committee
- C. Scheduled Meetings of the Faculty

There shall be a minimum of one faculty meeting each term of the academic year. The Department Head shall notify all members in writing at least one week prior to the first meeting. For subsequent meetings of each term, notice shall be at least 48 hours prior to the meeting. A quorum shall consist of at least 50 percent of the faculty.

D. Electronic voting may be used.

II. Designation and Duties of the Department Head

A. The administrative officer shall be designated as the Department Head. The selection of the Head and the term of office shall be governed by the provisions outlined in the Academic Faculty and Administrative-Professional Staff Manual with reference to the position of Head, contained in the section C.2.6.2.

B. The Department Head as the administrative and academic officer in the Department is the initial person in the administrative chain to the President. Members of the Department staff are responsible to the Department Head, who has the general responsibility for any staff activities, which may affect the professional status of the Department or best interests of the University.

C. Specific Responsibilities of the Department head

- 1. Preparation of the departmental budget.
- 2. Administration of and adherence to the departmental budget.
- 3. Evaluation of each departmental faculty member in accordance with the Code of Colorado State University.

4. Initiation of recommendations for appointments, advancement, tenure and dismissal of staff members, including incorporation of student and faculty input relating to teaching and advising effectiveness of faculty members being recommended for contract renewal, promotion, tenure, dismissal and salary increase.
5. Management of academic and financial matters within the department to promote student achievement, equity in travel and professional opportunities for staff members, and adjustment of faculty loads and salaries consistent with experience, competence, capacity, productivity and aptitude of individual staff members.
6. Preparation of reports called for by higher authorities or by agencies of the institution charged with coordinating the general program of the University.

Additional responsibilities of the Departmental Head, together with the departmental staff, are: development and strengthening of undergraduate and graduate teaching, research, extension programs and faculty competence within the Department; construction of sound curricula to meet educational needs of students; cooperation with and assistance to other departments in matters affecting the University in its undergraduate and graduate teaching, research and extension programs; effective staff recruitment; cultivation and maintenance of clientele relationships; and development and maintenance of departmental morale.

III. Appointment and Duties of the Coordinating Committee

- A. The departmental Coordinating Committee shall be appointed by the Department Head after consultation with Department members. This committee shall consist of five faculty members including the Department Head:

Duties of the Coordinating Committee shall be to advise the Department Head on all matters concerning the welfare of the Department, to bring to the attention of the Head any and all matters of concern to the Department and to keep the faculty apprised of matters discussed in meetings of the committee.

IV. Departmental Mission Statement and Objectives

The Department of Animal Sciences has the unique mission of serving Colorado's large and diverse livestock industries. Research, teaching and extension/outreach activities in the Department of Animal Sciences focus on developing industry leaders and improving profitable production of horses and food animals through the application of science and technology, resource management and food product enhancement, with emphasis on addressing societal issues concerning food safety, product quality and value, animal care and management, and environmental impacts of animal agriculture.

The base programs and objectives for the Department of Animal Sciences are included in the Strategic Plan. This plan is periodically reviewed and updated, as needed or required and should serve as a point of reference relative to department goals.

V. Departmental Majors

Two departmental majors will be designated, each with an industry and science concentration:

A. Animal Science

B. Equine Science

VI. New or Vacated Academic Faculty Positions

The procedure for the review of candidates for academic faculty positions shall be as follows:

- A. Within the provisions set forth in the Colorado State University Academic Faculty and Administrative-Professional Staff Manual, the Department Head will solicit names of eligible and available persons.
- B. The Department Head will consult with the Coordinating Committee and review with the faculty staffing needs. The Department Head will develop a staffing plan for submission to the Dean. The faculty must approve the staffing plan.
- C. The Department Head will complete a Request to Search Form for approval by the Dean. After obtaining authorization to conduct a search, the Department Head will appoint a search committee to review qualifications of candidates. The Chair of the search committee must have completed "Training for Search Committee Chairs" conducted by the Office of Equal Opportunity (OEO) and search committee appointments must be approved by OEO. All searches are conducted according to guidelines developed by OEO and all required OEO approvals must be obtained. Recommendations for offering the position will be presented to the faculty of the Department and the selection committee shall make recommendations to the Department Head. The Department Head, will obtain the approval of the Dean. Final Authorization rests with the President whose authority has been delegated by the Board of Governors of the Colorado State University System.

VII. Departmental Review

Periodic evaluation of the department will occur at the direction of the Dean or Provost, and as required by the Colorado State University Academic Faculty and Administrative-Professional Staff Manual. As requested by the Dean, the Department Head, in cooperation with the Coordinating Committee, shall ask appropriate consultants (internal and/or external) to review the teaching, research and extension programs of the Department.

VIII. Annual Review of Performance of Faculty

- A. The Department Head will be responsible for conducting an annual review of the performance of each faculty member in accordance with section C2.5 of the Faculty Manual. The Head may call upon specific members of the Department to help in the review process. The evaluation shall be consistent with Section E.9 of the Academic Faculty and Administrative Professional Manual and the responsibilities of each faculty member, with appropriate weighting given in each case to teaching, advising, research, extension and service. Full details of the review instrument are given below.

Faculty members are required to submit their goals for the next year and their accomplishments for the past year (calendar year is used for evaluation purposes) in January. These materials should include, but not be limited to the following:

1. Resident Instruction
 - Courses taught (level, number of students, etc.)
 - Student evaluation (scores and comments)*
 - Course improvements
 - Books, manuals and other materials published
 - Undergraduate advisees
 - Advising student clubs
 - Awards
 - Other supportive materials
2. Research
 - Publication (Refereed, Popular, Other)
 - Proposals submitted
 - Grants received
 - Presentations
 - Graduate students
 - Graduate committee
 - Awards
 - Other supportive materials
3. Extension
 - Programs developed
 - Ongoing programs
 - Meetings and presentations
 - Events and expositions
 - Publications
 - Radio and television
 - Awards
 - Other supportive materials
4. Other

Public service (State, National, International)

Committees

Miscellaneous

*Student Course Surveys will be used to evaluate teaching effectiveness as specified in section I.8 of the Academic Faculty and Administrative-Professional Staff Manual. All course evaluation forms and summary sheets are to be submitted to the Department Head, along with other materials required for the annual review of faculty performance. All course survey forms and summary sheets shall remain the property of the individual faculty member.

B. Faculty Productivity and Workload Expectations

The standard upon which faculty productivity and workload expectations are based is a 9-month, 100% RI-funded, regular faculty appointment. Effort distribution for faculty members with this standard appointment is defined as 50% teaching, 35 to 40% research or other creative activity, and 10 to 15% service and/or outreach. For faculty members with Agricultural Experiment Station (AES) appointments, effort distribution for teaching is reduced and effort distribution for research is proportionately higher. For the purposes of defining workload expectations and evaluating faculty productivity, activities associated with Cooperative Extension (CE) are considered “teaching.” Extension teaching activities are described in the Colorado State University Cooperative Extension State and Regional Specialist Roles and Responsibilities Statement. Most faculty appointments in the Department of Animal Sciences are funded by more than one funding source (i.e., RI/AES, RI/CE, AES/CE or RI/AES/CE). Effort distribution for individual faculty appointments is determined at the time of appointment with mutual agreement between the faculty member and the Department Head, with approval by the Dean of the College. Effort distribution of a faculty member’s appointment may be modified as responsibilities change to meet programmatic goals. Any changes in effort distribution must be approved by the Department Head and the Dean of the College. Effort distribution is used as the basis for determining faculty workload expectations, which are specifically outlined for each individual faculty member on the Colorado State University Annual Faculty Evaluation Summary Report.

C. Determination of Merit Salary Increases

Salary recommendations will be based on the annual evaluation, but may also consider cooperative and unselfish efforts by the faculty to accomplish the Department’s mission. Faculty members who are willing to lend support and effort to general Departmental Programs for the welfare of the department as a whole should be rewarded.

D. Review of faculty members eligible for reappointment, promotion or tenure:

1. Tenure and Promotion Committee.

- a. Members of the Tenure and Promotion Committee will consist of full professors eligible to serve on this committee. One member will be elected by members of the committee each year to serve as chairperson.
 - b. The Tenure and Promotion Committee will be responsible for review of the quantity, quality, and applicability of the candidate's work toward promotion and tenure. The Tenure and Promotion Committee will review its findings and make recommendations to the faculty for promotion and/or tenure.
2. Candidates for tenure and/or promotion to a higher academic rank shall require recommendations by a majority vote of those faculty members currently at or above the rank sought. The Department Head has the prerogative to override the recommendation only for compelling reasons, which shall be stated in writing.
 3. The tenure and promotion committee will evaluate all non-tenured, tenure track faculty annually. This review will consider the quality and quantity of each faculty member's accomplishments and will be used by the Department Head in the reappointment decision. At the third year (or midpoint, if appropriate) of the pre-tenure period, the Tenure and Promotion Committee will conduct a comprehensive review of pre-tenured, tenure track faculty for the purpose of determining progress toward tenure and/or promotion.

D. Periodic Comprehensive Reviews of Tenured Faculty

Phase I Comprehensive reviews will be conducted in accordance with the Colorado State University Academic Faculty and Administrative-Professional Staff Manual, Section E.14.2.1.

Phase II Comprehensive reviews will be initiated when the Department Head determines that a tenured faculty member's performance was unsatisfactory in the Phase I review. The initiation of a Phase II review is not grievable by the faculty member.

1. A Phase II review committee shall consist of three departmental peers at the same or higher rank, representing at least two program areas within the department, one of which is the faculty member's area.
2. The Phase II review committee shall be elected by the Tenure and Promotion Committee, as the need arises. The Department Head shall not be a member of this committee.
3. The review committee shall consider the criteria for evaluation of faculty performance found in the Colorado State University Academic Faculty and

Administrative-Professional Staff Manual, Section E.12 and Department of Animal Sciences Code, Section VIII, part A.

4. The Phase II review shall be based upon the annual summaries of faculty performance and accompanying materials submitted and Department Head's evaluations since the last comprehensive review or the acquisition of tenure, whichever is more recent. The self-analysis should address performance in general and specifically the areas evaluated as "does not meet expectations" and "poor" for the period in question.
 5. Additional information requested by the review committee or submitted by the faculty member can be considered in the Phase II review evaluation.
- F. Procedures to resolve grievances between members of the faculty and the Department Head shall be those described in the Colorado State University Academic Faculty and Administrative-Professional Staff Manual, Section K.

IX. Standing Committees

Appropriately qualified faculty members shall be appointed to committees by the Department Head. Committees should be structured to include faculty members representing those disciplines, areas of expertise, or responsibilities concerned with the particular committee. Individuals may request appointment to committees. Voluntary membership shall be encouraged. Student representation on committees shall be considered where appropriate. The following shall be the standing committees of the Department of Animal Sciences.

- A. Curriculum – Responsible for continuous review and updating of curricula and course requirements and for submission of policy recommendations to the Department. Resident Instruction Representative shall be an ex-officio member of the committee.
- B. Graduate Review and Research – Responsible for reviewing graduate student applications, programs, progress and problems.

X. Procedures for Appointing Academic Faculty to Graduate Student Advisory Committees

Appointments of academic faculty to graduate student advisory committees are based on student interests and individual faculty interests and expertise, project and funding availability, and departmental balance. The initial selection of a temporary advisor for new graduate students is made by the Department Head, taking into account the above. Upon arrival of the student on campus, there is opportunity for re-examination of interests and advisor re-assignments. Once the advisor is selected, the other members of the advisory committee are chosen by the student and the advisor, taking into account the area of study and any guidelines of the graduate school.

XI. *Ad Hoc* Committees

Ad hoc committees will be designated by the Department Head when committee action is deemed desirable to implement responsible decision-making and program planning. Each committee chairperson will be responsible for developing an outline of duties and responsibilities for the committee, and for submitting to the Department Head minutes of the committee activities and an annual report. These materials will be available at the discretion of the Department Head for subsequent committee review.

- XII. The Student Academic Appeals Procedure for the Department of Animal Sciences
- A. In general, appeals must be initiated by no later than the end of the next regular academic term (either fall or spring semester) following the academic decision being appealed.
 - B. Students will attempt to resolve the grievance with the instructor.
 - C. Burden of proof lies with the student.
 - D. If an agreement is not reached between the student and the instructor, the Resident Instruction Representative of the Department will attempt to resolve the differences between the student and the faculty member involved. If this attempt is unsuccessful, both individuals will be asked to put in writing their critical assessment of the situation.
 - E. The written materials will be submitted to the departmental Curriculum Committee for evaluation and recommendation and then to the Department Head. The Department Head will make a decision based on the written material submitted and the recommendation of the departmental Curriculum committee.
 - F. If not satisfied with the decision made at the departmental level, the student may carry the appeal to the Dean of the College of Agricultural Sciences.
 - G. In general, appeals must follow the procedures of the Colorado State University Academic Faculty and Administrative-Professional Staff Manual, Section I.7.
- XIII. The Departmental Code can be reviewed by the faculty at any scheduled meeting and can be changed at a subsequent meeting by a majority vote of the faculty members in the Department contingent upon approval by the Dean of the College of Agricultural Sciences. A review of the Department Code shall take place in the year prior to the end of each term of the Department Head.

This Departmental Code was approved by the Department of Animal Sciences faculty on December 6, 2002.

Approved:

Department Head, Animal Sciences

Date

Dean, College of Agricultural Sciences

Date