

**Code  
of the Department  
of  
Horticulture  
and  
Landscape Architecture**

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## **A Administration of the Department**

1. The Administrative Officer for the Department of Horticulture and Landscape Architecture ("the Department") shall be designated as "Head".
2. The Head shall be selected as set forth in the Academic Faculty and Administrative Professional Staff Manual (AFAPSM), Section C.2.6.2.
3. Specific responsibilities of the Head:
  - a. Assume all responsibilities set forth by the AFAPSM, Section C.2.6.2.
  - b. Execute and administer policies established by the faculty of the Department.
  - c. Promote an atmosphere conducive to excellence in teaching, research, and service.
  - d. Promote productive and harmonious relationships within the Department.
  - e. Take an active interest in the academic activities and aspirations of each faculty member, through regular individual meetings and informal conversations.
  - f. Keep the faculty informed on all pertinent matters. Each Fall Semester, report to the general faculty, in oral and written form, the Departmental expenditures for the previous fiscal year, and the budget for the current year.
  - g. Facilitate liaisons with other administrative/operational units within the University, and represent the Department to these units.
  - h. Communicate regularly with all Department committees.
  - i. Appoint ad hoc committees, when appropriate, to perform department tasks.
  - j. Demonstrate active and reasonable involvement in teaching, research, extension, and outreach/service.
4. Standing committees

Operational committees shall be appointed by the department head from the department faculty and staff to assist in policy formulation and making recommendations related to the following activities and facilities:

Graduate Admissions & Studies  
 Information Management Technology  
 Landscape Architecture Awards  
 Off-Campus Research Centers  
 Outreach Coordination  
 Publicity and Alumni Relations  
 Research and Extramural Funding  
 Resident Instruction, Horticulture  
 Resident Instruction, Landscape Architecture  
 Scholarships and Awards  
 Social Activities  
 Space and Facilities

## **B Department Mission Statement**

*Under development (4/96).*

## **C Procedures Relating to Tenure, Advancement in Rank, and Reappointment**

### **The Faculty Mentor**

- a. The department head may designate a faculty mentor to all faculty members (including off-campus faculty members) who have not received tenure or the rank of full professor; this should occur within the first six months of their employment.
- b. The appointment and continuing responsibility shall be by mutual consent of the proposed mentor and faculty member.
- c. It will be the responsibility of the mentor to advise and assist the faculty member in understanding those procedures relative to tenure and advancement in rank, as well as other activities related to professional development within the university system. The mentor may assist and advise (i.e. review and critique) in the assembly and preparation of the application for tenure and advancement in rank. The final and ultimate responsibility for tenure application, understanding of all criteria and procedures, and document preparation is that of the candidate.
- d. The faculty member's mentor may act as an advocate during tenure and/or advancement in rank discussions and, as such, shall be invited to attend those portions of all ART Committee meetings relating to the faculty member, at the discretion of the ART Committee chair.
- e. It will be the responsibility of the department head to inform the mentor in a timely fashion (at least 2 weeks before) of all committee meetings where the faculty member will be considered for tenure and/or advancement in rank.

### **The Advancement in Rank and Tenure (ART) Committee**

- a. The ART Committee shall consist of five tenured faculty members, three of full professor rank and two of associate professor rank. At least one committee member shall be an off-campus faculty member, provided individuals of appropriate rank are available to serve in this capacity. A chair shall be elected annually (in September) from among the full professors on the Committee.
- b. The committee members shall be elected in September to five year terms (academic year) by the faculty of the department. Terms will be staggered so that one member is elected each year. A ballot showing all tenured faculty of associate and full professor rank will be distributed to all faculty members. Voting will be for the designated number of full and/or associate professors. Those not elected, but receiving the next greatest number of votes, will serve as alternates for vacancies that might occur on the ART Committee during the ensuing year.
- c. Should an associate professor be promoted to full professor status while serving as a member of the ART Committee, an election shall be held in September to restore the ratio of three full professors to two associate professors.

### **Procedures for Granting of Tenure**

- a. The ART Committee of the Department shall evaluate eligible non-tenured faculty for conferring of tenure within the timetables described in AFAPSM Section E.9.4.b.
- b. The recommendation of the ART Committee shall be presented to all tenured faculty of the Department, who shall vote by the ballot to accept or reject the recommendation of the Committee. In the event of a tie, the original recommendation of the ART Committee shall prevail and be forwarded to the department head.

### **Procedures for Advancement in Rank**

- a. The ART Committee shall evaluate eligible faculty for advancement in academic rank. The decision of the ART Committee shall be by majority vote.
- b. When considering advancement in rank to full professor, only those members of the ART Committee who hold the rank of full professor, or the designated replacement, shall vote. If fewer than three full professors are on the ART Committee, the Committee members shall select an appropriate replacement in accordance with guidelines established in the AFAPSM (Section E.10.2.1)
- c. The recommendation of the ART Committee shall include a vote summary, and a statement of reasons representing the majority and minority points of view.
- d. In the event that a faculty member is not recommended for advancement in rank, the department head shall provide the faculty member under consideration with a summary of the ART Committee recommendation as part of the annual performance evaluation.
- e. In the event that the ART Committee's recommendation that a faculty member be advanced in rank is reversed at any level, the recommendation of the Committee shall be submitted to a higher administrative level for consideration (Section E.10.2.1 of the Faculty Manual).

## **D Faculty Performance Evaluations**

1. Each faculty member will annually update their performance documentation no later than that date set forth by University policy. The responsibility for this is the faculty member's, as advised by the mentor and department head.
2. The department head shall hold an annual performance evaluation, at a mutually-agreeable time, with each faculty member of the department.
3. As part of the annual performance evaluation, a summary evaluation (to include a discussion of goals and objectives for the coming year/future) shall be made in writing (by the department head) and shall be signed by both the department head and faculty member. The faculty member shall receive a copy of the signed evaluation within 30 days following the annual evaluation.

## **E Resolution of Grievances Between Faculty and the Department Head**

Resolution of grievances shall follow procedures outlined in Section K (Grievance Procedures, Review Processes, and Mediation) of the Academic Faculty and Administrative-Professional Staff Manual.

## **F Appointments to New or Vacated Faculty Positions**

1. Refer to sections D.2 and E.3 of the Academic Faculty and Administrative-Professional Staff Manual
2. The description of any position to be filled will be guided by faculty consensus and developed through the Department's strategic planning process.
3. When new or vacated faculty positions are to be filled, notices describing the qualifications required and duties to be performed shall be sent to all likely sources of candidates. The applications shall be screened for purposes of recommendation by a committee composed of at least three faculty members, appointed by the department head. The final selections shall be made by the department head, assuming agreement has been arrived at through consultation with the review committee and other appropriate university administrators. All applications shall be kept on file for inspection by members of the department until the final selection is made. All faculty and staff appointments will be made in compliance with University Equal Opportunity policies and procedures.

## **G Policies Relating to Graduate Studies**

### **The Graduate Committee**

The Graduate Committee shall be selected according to the "Guidelines for Graduate Advising & Committee Service" document, as established by the Graduate School.

### **Appointment of academic faculty to serve on graduate student advisory committees**

All regular CSU faculty and affiliate faculty are eligible to serve on graduate student advisory committees. Non-faculty appointments are acceptable with department Graduate Admissions & Studies Committee approval, using nomination procedures and criteria outlined in Section C.2.4.2.1.f of the AFAPSM.

### **The M.S. Graduate Program**

Criteria to be developed by the Graduate Admissions & Studies Committee (4/96).

### **The Ph.D. Graduate Program**

A copy of the requirements for the Department's Ph.D. graduate program is included in the Appendix to the Department Code.

### **The graduate student/faculty seminar**

Every graduate student enrolled in the Department is expected to enroll and participate in seminar each semester. Dispensation is available in the event of scheduling conflicts or for other appropriate reasons, with approval of the student's advisor and the faculty member(s) in charge of seminar for that semester.

### **Graduate student dismissal policy**

Policy is included in the Appendix of the Department Code.

**H Policies Relating to Undergraduate Students**

1. **Appeal of academic decisions by instructors**
  - a. Refer to section E.2.5 of Academic Faculty and Administrative-Professional Staff Manual
  - b. Guidelines for departmental student academic appeals procedure must include a written grievance statement by student and proper departmental documentation.
  - c. A copy of the "Student Academic Appeals Procedure" is included in the Appendix to the Code.
2. **Adviser evaluation by graduating seniors**

All graduating seniors will be asked to complete an Adviser-Advisee Evaluation form.

**I Course Evaluation Policy**

All courses will be evaluated using the ASCSU Student Reaction Profile form (or the University-directed replacement).

**J Faculty Meetings**

There shall be a minimum of one faculty meeting each semester of the academic year. The Department Head shall notify faculty members in writing at least one week prior to the first meeting of the semester. For subsequent meetings of each semester, notice (including an agenda) shall be given at least twenty-four hours prior to the meeting.

**K Self-Evaluation of Departmental Operations**

Evaluation of operation of the Department shall be conducted as described in the University Code (Section C.2.4.2.2.d).

**L Review of the Department Code**

It shall be the policy of the Department to keep the Code as relevant as possible. The Departmental Code shall comply with the University Code and Department mission statement. Any faculty member may offer an amendment to the Departmental Code by giving written notice of the proposed amendment. Such proposed amendments shall be listed in the agenda of the next regularly scheduled faculty meeting of the Department. Such amendments shall be considered at two successive meetings. If approved by a majority of the voting faculty, the amendment(s) shall be forwarded by the Department Head to the Dean and Provost for approval.

*The Departmental Code shall be consistent with the provisions of the University Code relating to departmental matters, and the University Code shall take precedence in all instances.*

## Appendix



## PH.D. GRADUATE PROGRAM REQUIRMENTS

These requirements were developed from a balanced perspective of acknowledging the dynamic nature of contemporary plant science research and yet maintaining awareness of the unique and vital role that horticulture as a discipline contributes to man's use of plants. Students and major advisor should interpret the requirements as minimal standards. The faculty also wishes to encourage students and advisors to pursue goals of rigorous scholarly achievement, and to utilize the wide variety of plant science and related resouces at Colorado State University to develop individual graduate study programs that best meet the needs of the student.

### ENTRANCE TO PH.D. PROGRAM OF STUDY

1. GPA Grade point average of 3.0 (A = 4.0)
2. GRE University requirement. Department requires a minimum score of 500 verbal and 575 quantitative.
3. Foreign students must achieve a TOEFL score of 550.
4. Satisfactory completion of written examinations or 3 credits of coursework (300 level or above) in each of at least three of the following five areas of study\*:
  - a. statistics/mathematics
  - b. plant physiology/crop physiology
  - c. genetics/plant breeding
  - d. biochemistry/cell biology/biophysics
  - e. systematics/morphology/anatomy

\*Students may be admitted conditionally without having met this requirement, but must satisfy it prior to taking the preliminary examination.

### REQUIREMENTS FOR THE PH.D., IN ADDITION TO THOSE SPECIFIED BY THE GRADUATE SCHOOL:

1. All students must register for one credit of Seminar, H792, each semester and present at least one seminar per year. In addition, a final seminar on the student's dissertation topic is required.
2. The preliminary examination shall be administered at least three semesters (summer session equivalent to a semester) before the final examination; it must include both an oral examination and written examination (prior to the oral). Members of the horticulture faculty not serving on the candidate's graduate committee may be selected by the candidate's major advisor to submit written questions.
3. All candidates for the Ph.D. in horticulture shall complete at least one of the following:
  - a. One semester of H784 Supervised College Teaching (2 credits) and:  
GS792 Seminar on College Teaching (2 credits) or H588 Supervised Extension Practices (2 credits)
  - b. Satisfactory completion of BY701-704 (3 credits) modules in molecular biology.
  - c. Demonstration of competency in a foreign language. This requirement can be met by satisfactory completion of L120 Reading for Graduate Students (4 credits) or, for foreign students, achieving a TOEFL score of at least 550.

## GRADUATE STUDENT DISMISSAL POLICY

Students admitted to the M.S. or Ph.D. degree program in the Department of Horticulture and Landscape Architecture must remain in good academic standing at all times. In addition to meeting the scholastic standards requirements listed in the Graduate and Professional Bulletin, a student must consistently demonstrate satisfactory progress to their graduate committee. At the discretion of the student's graduate committee, any student whose cumulative GPA falls below 3.00 in courses included in the formal program of study may be dismissed immediately and without benefit of a probationary period - if it is the judgement of a majority of the graduate committee members that satisfactory progress cannot reasonably be anticipated.

The graduate committee's recommendation must be presented in writing, with substantive justification for immediate dismissal in lieu of probation. The recommendation must be approved by the Department Head and by the Dean of the Graduate School. The student may appeal a decision for immediate dismissal through existing Graduate School grievance procedures.

## STUDENT ACADEMIC APPEALS PROCEDURE

The following procedures will be used in the Department of Horticulture and Landscape Architecture to consider student appeals:

1. Student will attempt to resolve the grievance with the instructor.
2. If an agreement is not reached, a conference with the Department Head will be granted.\*
3. Following the conference of the student and Department Head, the Department Head will conduct an appropriate investigation and render a decision based upon available evidence.
4. If the decision is not acceptable, the student may request a hearing from the departmental appeals committee. This committee will consist of the departmental resident instruction committee and at least one student.
5. After hearing evidence from the student and instructor or other department personnel, the appeals committee will make a decision.
6. If the decision is still unacceptable, the student may carry the appeal to the College Dean and if necessary, to the Academic Vice-President.

\* Prior to meeting with the Department Head, the student shall prepare a written statement describing the grievance.