

**CODE**

---

Department of Soil and Crop Sciences

<b>Table of Contents</b>	<b>Page</b>
I. Departmental Structure and Duties of the Administrative Officers	2
II. Department Mission and Objectives	4
III. Appointment of New Academic Faculty Members	5
IV. Appointment of Faculty Members to Graduate Student Advisory Committees	5
V. Annual Performance, Reappointment, Promotion of all Faculty and Tenure Evaluation Of Tenure-Track Faculty	6
VI. Annual and Periodic Comprehensive Reviews of the Performance of Faculty Members	10
VII. Evaluation of Departmental Operations	12
VIII. Faculty Grievance Procedures	12
IX. Student Appeal Policy and Process	12
X. Departmental Meetings	12
XI. Code Review and Revision	12
XII. Voting Rights	13
Appendix A: Definition of Department Faculty	13

## I. Department Structure

A. The administrative structure shall be as follows:

1. Administrative Officers
  - a. Department Head
  - b. Associate Department Head
  
2. Administrative Council
  - a. Department Head, Chairperson
  - b. Associate Department Head
  - c. Advisory Panel Coordinators
    - 1) Research
    - 2) Resident Instruction
    - 3) Extension
    - 4) Graduate Studies

B. Selection of administrative officers and coordinators

1. Department Head - The manner of selection and appointment of the Department Head is governed by section E.4.3. of the Academic Faculty and Administrative Professional Manual.
2. Associate Department Head - The Associate Department Head shall be appointed by the Department Head with approval by a majority vote of the faculty. The term of office shall be at the discretion of the Department Head.
3. Coordinators - The Coordinators shall be appointed by the Department Head with approval by a majority vote of the faculty. The term of office shall be at the discretion of the Department Head.

C. The duties of the Administrative Officers are:

1. Department Head - The Department Head is the chief administrative and academic officer of the Department and is the initial person in the administrative chain to the President. Members of the Department staff are responsible to this officer. The Department Head has the general responsibility for all activities which may affect the professional stature of the Department or the interests of the University. Specific responsibilities of the Department Head are outlined in Section C.2.6.2 of the Academic Faculty and Administrative Professional Manual.
2. Associate Department Head - The Associate Department Head shall perform those responsibilities assigned by the Department Head, and shall have full powers to make decisions in the absence of the Department Head.
3. The Administrative Council - The Administrative Council will be chaired by the Department Head. The Council will meet at the discretion of the Department Head and will assist in the administration of the Department, including matters relating to the funding, evaluation, coordination, and implementation of teaching, research, extension and international

programs. Coordinators will provide input from Advisory Panels, faculty, students and concerned citizens.

#### D. Advisory Panels

##### 1. Duties

- a. Panels shall be organized within the Department to a) develop and recommend departmental goals and objectives, and b) to aid in administering departmental programs. Proposals developed by the Advisory Panels and approved by the Department Faculty shall be implemented and documented in the minutes of the departmental meetings.

##### 2. Composition

- a. Research - The Research Panel shall consist of four members: the Research Coordinator, who shall be chairperson, and three elected persons from the Department academic faculty. At least one elected member shall be a soil scientist and one a crop scientist. This Panel will also provide input on international program activities.
  - b. Resident Instruction - The Resident Instruction Panel shall consist of five members: the Resident Instruction Coordinator, who shall be chairperson, the primary undergraduate student advisor, and three academic faculty members appointed annually by the department head with approval of a majority vote of the faculty to fill program areas important to the department, and one student representative elected by the undergraduate students.
  - c. Extension - The Extension Panel shall consist of all academic faculty and administrative professionals with extension appointments. The Extension Coordinator shall serve as chairperson.
  - d. Graduate Studies - The Graduate Studies Panel of the Department shall consist of five members: the Graduate Studies Coordinator, who shall be chairperson, three elected academic faculty and a graduate student elected by the departmental graduate students. Two faculty members shall be soil scientists and two faculty members shall be crop scientists/plant breeders.
3. Selection and Election - Elected members shall serve three years with terms of office staggered to allow one term of office to expire each year. Students shall serve one-year terms and should be elected in September.

##### 4. Election Procedures

The Associate Department Head shall have the responsibility to conduct departmental elections. Nomination of candidates for open positions on the Advisory Panels shall take place at a faculty meeting in September. The date of this meeting shall be announced at least two weeks in advance. The election shall be by an email ballot given to all members of the faculty. A majority of those voting is required for election of a candidate. The term of

office shall begin on October 1.

#### 5. Procedure for Filling Committee Vacancies

In the event of the vacancy of an elected faculty member serving on an Advisory Panel, the Associate Department Head shall conduct an election as described in the previous section. The election shall be held as soon as possible. The term of office shall be for the duration of the unexpired term of the originally elected person. A vacancy occurs when a faculty member resigns from the committee, when a committee member takes sabbatical leave, or when a change occurs in the status of a faculty member so to make him or her ineligible to serve on the Committee.

## II. Department Mission and Objectives

Resources of the Department shall be focused on four areas: undergraduate instruction, graduate instruction, research, and extension. The subject matter shall include crop science, genetics, soil science, water science, agronomy, and applied information technology that will be applied to both domestic and international ecosystems.

### A. Undergraduate Instruction

The Department shall develop excellence in teaching soil and crop sciences and genetics at the undergraduate level and strive to attract scholarly students to the Department. This will require the recruitment of a competent, stimulating faculty for undergraduate teaching of both majors and non-majors. Emphasis shall be placed on teaching fundamental principles of crop science, genetics, and soil science and their application to the efficient production of agronomic crops and the management of soil, plant, and water resources in an environmentally responsible manner. Curricular offerings shall be developed to meet the needs of departmental majors and to provide training in crop and soil sciences and genetics needed by majors outside the Department. The curriculum shall be continually reviewed in order to meet these needs within the limits of available funds and university objectives.

### B. Graduate Instruction

The Department shall develop a strong graduate curriculum in the soil and crop sciences, genetics, and plant breeding, and applied information technology to train graduate students at the M.S. and Ph.D. levels. Soil science shall include fertility, management, chemistry, mineralogy, physics, microbiology, ecology, and classification. Crop science shall include production, management, physiology, breeding, and plant genetics.

### C. Research

Facilities at Fort Collins and at the Research Centers will be used in achieving the following research goals:

1. Develop agronomic practices to increase and stabilize crop production in Colorado.
2. Develop agronomic practices to improve water-use efficiency and conservation in crop production in Colorado.
3. Revise agronomic practices in the face of changing resource availability and environmental

concerns.

4. Inventory Colorado soil resources including soil nutrient needs.
5. Conduct basic research on plant responses to soil, biological and climatic factors with the purpose of increasing biological efficiencies of crop production.
6. Conduct basic research on physical, chemical, biological, and ecological properties of soils.
7. Conduct applied and basic research in plant genetics and breeding.
8. Develop approaches for the rehabilitation of disturbed lands and the use of soils as a waste recycling resource.

#### D. Extension

The objectives of the Extension program shall be to:

1. Develop research-based educational programs, materials, and information on crops and soils.
2. Deliver relevant information that impacts decision-making to assure the sustainability of agriculture and natural resources, and to enhance the environmental quality of the State.
3. Deliver relevant outreach programs and services of Crops Testing; the Soil, Water, and Plant Testing Lab; Colorado Seed Growers Association; the Colorado State Seed Lab, Foundation Seed, and Pedology and Soil Information Systems.

### **III. Appointment of New Academic Faculty Members**

When a new or vacated faculty position is open, the Department Head, with the assistance of appropriate faculty members, shall propose a description of the position. A copy of this description shall be distributed to each faculty member of the Department. No sooner than one week later, a discussion of the proposed position shall be included on the agenda of a departmental faculty meeting. A majority vote of the faculty present shall be required in order to proceed.

Faculty members appointed by the Department Head shall constitute a Search Committee for the available position. The Committee shall screen the applicants and recommend the best qualified candidates, ranking them as acceptable, acceptable with reservations, or unacceptable. The curriculum vitae of the candidates shall be available to interested faculty members for their study. The best qualified candidates will be interviewed on campus, with appropriate time allowed for meeting with administrators, faculty and staff. The Department Head shall call a meeting of the faculty to present recommendations of the Search Committee and to receive comments and recommendations.

### **IV. Appointment of Faculty Members to Graduate Student Advisory Committees**

All tenure track faculty and non tenure track faculty (see Appendix A.1 for definitions) on the professor pathway (Figure 1) and on continuous appointments holding equal or higher degree as the graduate candidate are eligible to serve as primary advisors on Graduate Student Advisory Committees. Selection of a student's committee or co-advisor shall be at the discretion of the advisor (major professor).

## **V. Annual Performance, Reappointment, Promotion of all Faculty and Tenure Evaluation of Tenure-Track Faculty**

The Department Head and tenured faculty shall participate in evaluating regular, tenure-track faculty who are yet untenured. This shall include recommendations for continuing employment and for granting or denial of tenure. The Tenure Committee will consist of all tenured faculty members in the Department and will be chaired by the Associate Department Head, or an elected member if the Associate Head is not a tenured faculty member or is not available.

Non tenure track (NTT) faculty will participate in the review and recommendation for promotion of NTT faculty of equal or lower rank (Figure 1) by voting alongside tenure track (TT) faculty in the department. If the composition of the department review committee for NTT Faculty does not include a NTT Faculty of equal or higher rank, then a representative from another department, in disciplines similar to that of the candidate, will be identified for inclusion on the review committee as an *ex-officio* member.

### **A. Mentoring Program for New Faculty**

The Department is committed to assisting all new faculty in adjusting to the University and to the responsibilities and duties of being a faculty member. The goal of the mentoring program shall be to ease the transition from graduate student/postdoctoral fellow to a faculty position, facilitate initial interaction with administrative and academic units, foster interactions with other faculty, assist in development of teaching, research, or extension programs, provide guidance in obtaining research resources and publishing results, and give counsel on progress towards promotion and/or tenure. A tenured faculty member selected by the Department Head will be asked to serve as the initial mentor for each new faculty member to facilitate the orientation process. A successful mentoring relationship is a personal one which needs to develop based on mutual interests and respect between the mentor and the faculty member. The initial mentor will be temporary unless this strong relationship develops. The Department Head will also serve as a mentor for new faculty.

### **B. Annual evaluation**

Beginning with the initial year of appointment, the Department Head will provide each tenure track and non tenure- track faculty member a written evaluation on their annual performance, and a separate written evaluation on their progress towards promotion and/or tenure, as described in Section 10.3 of the Academic Faculty and Administrative Professional Manual. Each tenure track and non tenure- track member will provide, through the mentor, the Promotion and/or Tenure Committee with updated documentation required by the University for the promotion and/or tenure evaluation. An evaluation of each tenure track and non tenure- track member's progress towards promotion and/or tenure will be conducted by the Promotion and/or Tenure Committee annually. This review, presented by the faculty member's mentor, will involve an evaluation in accordance to workload distribution of teaching, research, advising, extension, and service activities of the tenure track and non tenure- track member along with a specific written summary of the progress made toward promotion and/or tenure. If less than desired progress is being made, specific recommendations for corrective action will be included in the summary. A recommendation to continue or to terminate employment will be prepared by the mentor. This summary is presented to and approved by the Promotion and/or Tenure Committee, and is shared with both the Department Head and the tenure track and non tenure- track member, as described in Section 10.3 of the Academic Faculty and Administrative Professional Manual. These reviews, from the

Department Head and the Promotion and/or Tenure Committee will be used as the basis for a decision on renewal of the annual contract for tenure track and non tenure- track faculty.

- C. Criteria for annual evaluation and granting of Promotion and/or tenure - The expectations for contract renewal (years 2 to 5 of employment) or granting of tenure (year 6 of employment or earlier if warranted due to an outstanding record) are based on criteria outlined in Section E.12 of the Academic Faculty and Administrative Professional Manual and the percentage of each faculty member's time assigned to teaching, research, extension, advising, and service, whether performed on-campus, at a research center or on an international assignment. Each tenure track and non tenure- track member with assistance from his/her mentor will provide the Promotion and/or Tenure Committee with an updated promotion and/or tenure document which shows the following information and is based on documentation required by the University for promotion and/or tenure:

Teaching and Advising – Measures of teaching and advising effectiveness include courses taught and enrollment; student evaluations; evidence of teaching effectiveness; guest lectures; invited presentations on teaching; course development and revision; and self-analysis. Additional measures are described in Section E.12.1 of the Academic Faculty and Administrative Professional Manual.

Research - publications in refereed journals, reports, bulletins, abstracts; patents; crop varieties and germplasm released; presentations at professional meetings; other contributions; grant proposals submitted and those funded; evidence of research quality and impact.

Extension - development and delivery of Extension programs and activities, evidence of programmatic excellence and impact; peer-reviewed publications (fact sheets, newsletters, web pages, technical reports and bulletins, and journal articles).

Service - contributions to the Department, College, and University; professional society involvement; faculty governance; departmental promotion and recruiting; community service; other professional activities.

Figure 1. Career Promotion Pathways for NTT Faculty: Instructor and Professor

Instructor Pathway *	Professor Pathway *
<p><b>Rank/ HR Classification: Instructor</b>  <b>Working Title: Instructor</b></p> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Minimum Master’s degree (or commensurate specialized experience/training)</li> <li>• Minimum of 2 years professional experience</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Teaching experience in higher education setting</li> </ul>	

<p><b>Rank/ HR Classification: Senior Instructor</b>  <b>Working Title: Senior Instructor</b></p> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Minimum Master’s degree (or commensurate experience) OR Instructor Rank</li> <li>• Minimum of 5 years professional experience as instructor (or equivalent)</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Teaching experience at CSU</li> </ul> <p><b>Demonstrated Excellence in the following areas (dependent on FTE):</b></p> <ul style="list-style-type: none"> <li>• <u>Effectiveness in Teaching</u> – As defined below</li> <li>• <u>Continuing education</u>- 5 hours per year</li> <li>• <u>Service</u> to the <i>department</i> that draws upon the individual’s expertise</li> </ul>	<p><b>Rank/ HR Classification: Assistant Professor</b>  <b>Working Title: Assistant Professor of Practice</b></p> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Discipline specific terminal degree</li> </ul> <p><b>Preferred:</b>  Record of achievement in the areas of Instruction, Research, and Service</p> <p><b>Demonstrated Excellence in the following areas (dependent on FTE):</b></p> <ul style="list-style-type: none"> <li>• <u>Effectiveness in Teaching</u> – As defined below</li> <li>• <u>Quality of Research</u>- As defined below</li> <li>• <u>Service</u> to the <i>department</i> that draws upon the individual’s expertise</li> </ul>
<p><b>Rank/ HR Classification: Master Instructor</b>  <b>Working Title: Master Instructor</b></p> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Minimum Master’s degree (or commensurate experience) OR Senior Instructor Rank</li> <li>• Minimum of 5 years professional experience as Senior instructor (or equivalent)</li> </ul> <p><b>Preferred:</b>  Teaching experience at CSU</p> <p><b>Demonstrated Excellence in the following areas (dependent on FTE):</b></p> <ul style="list-style-type: none"> <li>• <u>Leadership in Teaching</u> – as defined below and with <i>comprehensive evaluations of these innovations</i></li> <li>• <u>Continuing education</u>- 5 hours per year</li> <li>• <u>Service to Campus/ University</u> beyond the department that draws upon the individual’s expertise</li> </ul>	<p><b>Rank/ HR Classification: Associate Professor</b>  <b>Working Title: Associate Professor of Practice</b></p> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Discipline specific terminal Degree OR Assistant Professor Rank</li> <li>• Minimum of 5 years professional experience</li> </ul> <p><b>Demonstrated Excellence in the following areas (dependent on FTE):</b></p> <ul style="list-style-type: none"> <li>• <u>Leadership in Teaching</u> – as defined below and with <i>comprehensive evaluations of these innovations</i></li> <li>• <u>Leadership and Productivity in Research</u></li> <li>• <u>Service to Campus/ University</u> beyond the department that draws upon the individual’s expertise</li> </ul>
	<p><b>Rank/ Classification: Full Professor</b>  <b>Working Title: Full Professor of Practice</b></p> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Discipline specific terminal Degree OR Associate Professor Rank</li> </ul>



	<ul style="list-style-type: none"> <li>• 10 years of professional experience</li> </ul> <p><b>Demonstrated Excellence in the following areas (dependent on FTE):</b></p> <ul style="list-style-type: none"> <li>• <u>Leadership in Teaching</u> – as defined below and with <i>comprehensive evaluations of these innovations</i></li> <li>• <u>Sustainability in Research</u></li> <li>• <u>Service to Communities</u> and partners beyond the University that draws upon the individual’s expertise</li> </ul>
--	--

D. Recommendations for granting or denial of Tenure

The tenure-track faculty member will prepare the required documentation in consultation with the mentor for consideration by the Tenure Committee. Voting regarding tenure shall be by secret ballot at a meeting of the Tenure Committee. A section will be provided on each ballot where the reason for the vote can be stated. The Associate Department Head, or an elected member if the Associate Head is not a tenured faculty member and/or is not available, will prepare a report summarizing the vote and associated reasons and forward it to the Department Head, to the Dean, and to the Provost.

E. Recommendation for Promotion in Rank

1. Recommendation of a tenure-track or non tenure-track (professor pathway) faculty member for advancement in rank shall be made by the Department Head based upon documentation prepared and recommendations made by the full Professors of the Department functioning as a promotion committee to consider Associate Professors and by the full Professors and Associate Professors functioning as a promotion committee to consider Assistant Professors. The promotion committee to consider tenure track and non tenure track faculty should be made up of tenured and both tenured and NTT faculty, respectively. Similarly, recommendation of a non tenure-track (instructor pathway) faculty member for advancement in rank shall be made by the Department Head based upon documentation prepared and recommendations made by the Master Instructors of the Department functioning as a promotion committee to consider Senior Instructors and by the Master Instructors and Senior Instructors functioning as a promotion committee to consider Instructors. As such, promotion of NTT faculty will be by vote of both TT- and NTT faculty of higher rank. If the composition of the department committee does not include a NTT faculty of higher rank, then a representative from another department, in disciplines similar to the candidates, will be identified for inclusion on the committee as an *ex-officio* member. The Associate Department Head shall chair the promotion committee. If he/she is not a full Professor, or is not available, the academic faculty will elect a tenured full Professor as Chair of the Promotion Committee prior to the annual meeting at which promotion and tenure recommendations are considered. The Promotion Committee will evaluate if the faculty member is performing duties in accordance with their current job description. All faculty job descriptions should be periodically reviewed by the faculty member and the department head

to insure effective faculty performance evaluation.

2. Recommendation of an administrative professional member for advancement in rank shall be made by the Department Head upon documentation prepared and recommendations made by the supervising faculty member. The research associate advancement series concept details are outlined on Colorado State University's Administrative Professional webpage (<http://ap.colostate.edu/docs/>) and follows: Research Associate I, II, III, IV, Senior Research Associate, Research Scientist/Scholar I, II, III, and Senior Research Scientist/Scholar.

## **VI. Annual and Periodic Comprehensive Reviews of the Performance of Faculty Members**

### **A. Expectations**

All faculty and administrative professional members are expected to contribute to the overall mission of the department and facilitate strengthening the total program. New faculty members are expected to publish results from their PhD and post-doctoral work, if applicable, in refereed journals as soon as possible. All teaching faculty are expected to develop and deliver high quality courses that are updated based on new developments presented in the literature. Use of teaching portfolios, student evaluations, and other measures of course quality are strongly encouraged to document teaching activities. All faculty engaged in research are expected to publish a number of papers proportional to the percentage of time devoted to research. Extension personnel are expected to develop a state-of-the-art technology transfer program meeting needs of clientele in the state and to conduct applied research and demonstration activities to support their educational program. Agricultural Experiment Station bulletins and reports, Extension publications, computer software, videos and other evidence of creative and scholarly endeavors are strongly encouraged and are recognized in the evaluation process. Faculty with a partial Extension appointment (<25%) are also expected to contribute publications or the equivalent. Service activities, such as departmental, college and university committees, are an expectation of all faculty. In all activities, emphasis shall be placed on quality and quantity. Administrative professionals are expected to meet minimum research associate series concept or research scientist/scholar career track requirements as outlined on Colorado State University's Administrative Professional website (<http://ap.colostate.edu/docs/>).

### **B. Annual Performance Evaluation**

Each academic faculty member shall be evaluated annually by the Department Head. The purpose of the evaluation is to assist the faculty member's professional growth and development. The evaluation shall be based on the quality and quantity of performance in fulfilling the faculty member's responsibilities to the Department, the College and the University during the period of evaluation. At the end of each calendar year, each faculty member will prepare and submit to the Department Head an annual accomplishment report. Tenure-track academic faculty will prepare updated documentation required by the University for the tenure/promotion process. Similarly, non-tenure-track faculty will prepare documentation for the promotion process presented in Figure 1. The Department Head shall hold an annual conference during the period from January through March with each faculty member to evaluate performance and to set goals. The evaluation shall be in writing and shall be signed by the Department Head and by the faculty member, who shall receive a copy of the evaluation. In the evaluation of tenure-track faculty members, the Department Head

shall formally solicit input from all tenured faculty members. In the evaluation of non tenure- track faculty members, the Department Head shall formally solicit input from tenured, tenure-track and non tenure-track faculty.

A faculty member who disagrees with the Department Head's evaluation of his or her performance can appeal the evaluation using the University grievance procedure as described in Section K of the Academic Faculty and Administrative Professional Manual.

#### C. Performance Reviews of Tenured Faculty

Reviews of the performance of tenured faculty members are required according to section C.2.5 and E.14 of the Academic Faculty and Administrative Professional Manual. Phase I Comprehensive Performance Reviews are conducted following the acquisition of tenure or if there are two unsatisfactory annual reviews within a five-year review period.

A Phase II Comprehensive Performance Review is initiated when the Department Head determines that a tenured faculty member's performance has been unsatisfactory as determined in a Phase I Review. A Phase II Review Committee consisting of two academic faculty members from the Department plus one academic faculty member from outside the Department shall conduct a Comprehensive Performance Review. The Committee members from the Department shall be selected by mail ballot from the tenured full professors with all eligible faculty (see section E.2.1 of the Academic Faculty and Administrative Professional Manual) allowed to vote. The member from outside the Department shall be appointed by the Dean.

The criteria for the evaluation are based on the faculty member's accomplishments in meeting the mission of the Department, taking into account his/her assigned responsibilities and effort distribution. The faculty member shall provide to the Review Committee the information supplied for the Phase I Review. The Department Head shall provide copies of the faculty member's annual reviews together with the Department Head's evaluation resulting from the Phase I Review. If the faculty member wishes to submit additional information to the Review Committee, copies of this material shall be provided to the Department Head for his/her comment. The Review Committee will render a decision as required by section E.14.3.2 of the Academic Faculty and Administrative Professional Manual.

#### D. Performance Reviews of Administrative-Professionals

An annual evaluation of the performance of each administrative professional member of the faculty will be conducted using a standard evaluation procedure. It is recognized that the department has Administrative-Professional positions serving different roles in departmental programs 1) Professional positions such as Extension specialist who are assigned responsibility for program development and delivery and, 2) Support positions where the individual is working under the direction of a faculty member who has responsibility for program development and delivery. The evaluation procedure for administrative professionals falling under category 1 will be the same as used for academic faculty (i.e., an annual report will be filed each year and the program accomplishments will be assessed and goals for the next year established). The evaluation procedure for administrative professionals falling under category 2 shall be evaluated using a standardized form developed by the faculty and staff in the department. The evaluation from will be

completed by the supervising faculty member each spring semester and the results of the evaluation discussed with the Administrative-Professional.

## **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 Section 2.4.2.2. of the Academic Faculty and Administrative Professional Manual.

## **VIII. Faculty Grievance Procedures**

Faculty grievance procedures will follow section K of the Academic Faculty and Administrative Professional Manual.

## **IX. Student Appeal of Grading Decision Policy and Process**

The student appeal of grading decision process will follow section I.7 in the Academic Faculty and Administrative Professional Manual.

## **X. Departmental Meetings**

The Department Head shall schedule a minimum of one departmental meeting each two months during the academic year with additional meetings to be called as needed. In addition to faculty and staff members, administrative professionals, a graduate student representative and an undergraduate student representative may be invited to attend and participate. Student representatives shall be elected by their peers and shall serve from their election in September until a qualified successor is elected.

Except in an emergency, a written notice of the departmental meeting along with an agenda will be given at least three days in advance by the Department Head. Any faculty/staff member or elected student representative may request that specific items be placed on the agenda of the next meeting. Meetings will be scheduled within one week by the Department Head upon receipt of a proposed Code amendment. The receipt of a petition signed by five faculty/staff calling for a meeting shall be complied with within two weeks. Meetings shall be conducted in a manner consistent with parliamentary principles. Minutes shall be taken and distributed to faculty, administrative-professionals, and student representatives who participate in a meeting will also receive copies of the minutes of the meeting.

## **XI. Code Review and Revision**

During the fourth year of the Department Head's term in office, a committee of three faculty members shall be elected and charged with reviewing the Department Code. After one week's written notice, the faculty shall meet to discuss possible Code changes recommended by the Committee. Code revision

shall require approval by two-thirds of regular, tenure-track faculty and non-tenure track faculty holding a continuing or contract appointment (as defined in section C.2.4.2.1 of the **Academic Faculty and Administrative Professional Manual**) who vote by email ballot. If approved the revised Code (and any subsequent changes) shall be provided to the Dean and, the Provost/Academic Vice President and, upon their acceptance, the Department shall begin to operate in accordance with the procedures of the Code. Copies of the Code shall be provided to each faculty member of the Department.

At any time a faculty member may offer an amendment to the Department Code by giving written notice with the proposed amendment to the Administrative Council. Such proposed amendments shall be listed on the agenda of the next scheduled meeting of the Department faculty for discussion purposes.

Within one week following this meeting, written ballots shall be provided to all eligible members of the Department faculty. Adoption of the amendment shall be as specified in the previous paragraph.

## **XII. Voting Rights**

Promotion and tenure votes will be by the tenure-track faculty in the following manner. Tenured Full Professors will vote on promotion of tenured Associate Professors to Full Professors. Tenured Full Professors and Associate Professors will vote on promotion of Assistant Professors to Associate Professors and on recommending tenure for untenured faculty.

Promotion of non tenure-track faculty will be by vote of both tenure-track and non tenure-track faculty of equal or higher rank.

All faculty plus Administrative Professionals who are evaluated by the Department Head have the right to vote on all other departmental matters.

## **APPENDIX A: Definition of Department Faculty**

- I. Faculty are full-time or part-time tenured faculty, tenure-track faculty, non tenure-track (contract faculty, continuing faculty, adjunct faculty), and faculty on transitional appointments (see Section E.2.1 of the Academic Faculty and Administrative Professional Manual). Regular full-time, regular part-time, contract and continuing faculty have full voting rights in Department meetings, subject to the rules governing tenure and promotion decisions.
- II. Emeritus Academic Faculty.
  - A. See Section E.3.1 of 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 be appointed to temporary faculty positions.
- III. Administrative-Professionals include Lecturers, Research Associates, and Research Scientists/Scholars, and Senior Research Scientists. Administrative Professionals may have regular full-time, regular part-time, special or temporary appointments (see Section D.5.3.1 of the Academic Faculty and Administrative Professional Manual).

- IV. 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 Section E.2.2.2 of the Academic Faculty and Administrative Professional Manual)
  - A. Joint Academic Faculty Appointments 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.
  
- V. 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 Section E.2.2.2 of 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.
  
- VI. Transitional Appointments (See Section E.2.1.6. of the Academic Faculty and Administrative Professional Manual).
  
- VII. 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 Section E.2.2.3 of 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 be appointed to temporary faculty positions.
  
- VIII. 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 has 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.