

COLLEGE OF AGRICULTURAL SCIENCES

Code and Administrative Procedures¹

I. Mission

The College of Agricultural Sciences (hereafter referred to as CAS) is an integral part of Colorado State University, a comprehensive land-grant university, and is committed to the land-grant mission of serving the needs of the people of Colorado. In addition, CAS embraces the broader land-grant mission of meeting educational needs in the region and nation, as well as those of the international agricultural community.

The CAS is responsible for fulfilling the University's land-grant mission in the following areas: agricultural and resource economics, agricultural education, soil and crop sciences, animal and equine sciences, entomology, horticulture and landscape architecture, and plant pathology, weed science, and bioagricultural sciences.

The CAS fulfills the land-grant mission through teaching, research, community and economic outreach and engagement, and service, in cooperation with Extension (CSUE) and the Agricultural Experiment Station (AES). CAS is committed to providing students with high-quality undergraduate and graduate learning and experiences.

CAS supports the concept that agricultural teaching, research, and outreach/engagement involves colleagues across the entire campus, and that CAS must work in concert with other colleges and units to meet the needs of the agricultural community, which includes preserving, protecting, and improving a natural environment necessary to maintain and enhance quality of life. This College embraces the University ideal of expressing diversity through the racial, ethnic, gender, cultural, and socioeconomic composition of its faculty, staff, and students.

II. Organization

The Executive Officers in CAS shall include the Dean, the Associate Dean-for Academic Affairs, the Associate Dean for Research and Director of the Agricultural Experiment Station, and the department heads, all of whom shall be appointed in accordance with university procedures.

A. Dean

The Dean is responsible for general administration of CAS and for fostering and nurturing the growth of academic excellence within CAS. The Dean is the principal administrative and academic officer whose duties and responsibilities are outlined in the University Code and pertain to teaching, research, extension, outreach/engagement, service, and international programs. Specific responsibilities are designated in the Academic Faculty and Administrative

¹ As mandated under Section C.2.4.1. of the Colorado State University Academic Faculty and Administrative Professional Manual

Professional Manual, Section C.2.6.1.

B. Associate Dean for Academic Affairs

The individual filling this position reports to the Dean and serves as the Coordinator of Resident Instruction in CAS providing academic leadership for students, and the faculty. The general charge of the Associate Dean for Academic Affairs is to provide guidance for College faculty and staff in activities related to curricula and academic affairs, recruiting, retention, placement, and College activities and events related to students. The Associate Dean for Academic Affairs may serve as Acting Dean when requested by the Dean.

C. Associate Dean for Research and Director of the Agricultural Experiment Station

The individual filling this position reports to the Dean and has two distinct responsibilities: 1) Associate Dean for Research and 2) Director of the Agricultural Experiment Station (AES). The principal assignment of the Associate Dean for Research for CAS is to provide leadership for the research and scholarly programs conducted by the faculty. The Director of the Agricultural Experiment Station provides leadership and oversight for the mission oriented research programs conducted by faculty in CAS as well as in other colleges at the University, which receive AES funding. The Associate Dean for Research may serve as Acting Dean when requested by the Dean.

D. Department Heads

The department head is the chief administrative and academic officer in the department. Specific responsibilities are designated in the Academic Faculty and Administrative Professional Manual, Section C.2.6.2. A department head may serve as Acting Dean when requested by the Dean.

II. Standing Committees

A. General

The following standing committees advise the Dean and/or Associate Deans.

1. Executive;
2. Academic Affairs;
3. Student Affairs;
4. Extension Activities;
5. Computer Technology and Telecommunication;
6. Technology Fee Committee; and
7. Code (Specific responsibilities are designated in the Academic Faculty and Administrative Professional Manual, Section C.2.4.1.1)

Each Department in CAS is entitled to representation on each College standing or *ad hoc* committee, but may waive representation with approval from the Dean. Each standing committee shall develop bylaws for its operation, which may include the appointment of additional members deemed appropriate by that committee. These bylaws shall be reviewed annually and modified as needed.

B. Selection of committee members

Faculty committee members are selected by Departments according to procedures in Departmental Codes.

Undergraduate student members of committees are selected by the Ag Council for one-year terms. Graduate student members of committees may be appointed by the Executive Committee for one-year terms.

Vacancies for unexpired terms shall be filled by the unit, committee, or Council who selected the person vacating the committee membership.

C. Terms of Service

The terms of service for all members of standing committees, except students, shall be three years, except for the Executive Committee and the Code Committee (see Section III.D.7), with one-third of the membership expiring each year. The terms of service for the Executive Committee shall be continuous with the appointed position for membership. Terms of office for newly appointed or elected members of all standing committees begin August 1. Unless otherwise specified, each committee shall elect a Chair whose term of office is one year, but may be elected for consecutive terms. The appointed Associate Dean shall be an *ex officio*, nonvoting member of a standing committee except the Executive Committee.

D. Committee memberships and responsibilities

1. Executive

Membership:

The Executive Committee is made up of the Dean, Associate Deans, and the Department Head of each academic department in CAS

Responsibilities:

The Executive Committee is expected to advise the Dean and Associate Deans on matters of operations of CAS, College policies, programs, faculty concerns, and needs for special committees including all aspects of teaching, research, extension, outreach/engagement, service, and international programs.

2. Academic Affairs

Membership:

The Committee on Academic Affairs shall consist of one faculty member for each departmental area as follows: Agricultural and Resource Economics, Agricultural Education, Animal Sciences, Equine Sciences, Bioagricultural Sciences and Pest Management, Horticulture, Landscape Architecture, and Soil and Crop Sciences. Additionally, the committee will invite participation by one undergraduate student from CAS. All faculty representatives are voting members of the committee, as is the student representative. The Associate Dean for Academic Affairs of CAS, or designated representative, shall serve as an *ex officio* member of the Committee.

Responsibilities:

The Committee on Academic Affairs will be a standing committee of CAS with the charge to:

Advise the Associate Dean for Academic Affairs on the development, implementation and evaluation of programs administered by that office as they pertain to academic affairs of CAS.

Specific areas in which the committee has oversight include:

- College course and curricula review and changes;
- Departmental course and curricula review and changes;
- Interdepartmental programs;
- Open Option program; and
- Resident Instruction Strategic Planning

3. Student Affairs

Membership:

The committee on Student Affairs shall consist of one faculty member from each department, a representative of Agricultural Education, two undergraduate students, and one graduate student. The Associate Dean for Academic Affairs of CAS, or designated representative, shall serve as an *ex officio* member of the Committee.

Responsibilities:

Advise the Associate Dean for Academic Affairs on the development, implementation and evaluation of programs administered by that office as they pertain to student life and extra-curricular activities sponsored or supported by CAS. Responsibility may be delegated to *ad hoc* committees as appropriate.

Specific areas in which the Committee has oversight include:

Advising;
Ag Council;
Career Development;
Visit Day, Recruiting programs;
Retention programs;
Scholarship/Awards; and
Shepardson Instructional Development Grant.

4. Extension Activities

Membership:

The committee on Extension Activities shall consist of one faculty member from each department whose appointment includes funding from Extension; and three county agents, one from each region of the state. The Dean of CAS, or designated representative, shall serve as an *ex officio* member of the Committee.

Responsibilities:

Advise the Dean on development, implementation, and evaluation of Extension and outreach/engagement programs sponsored or supported by CAS. These programs may include non-extension faculty, faculty and staff from branch stations, county or regional Extension offices, and faculty from other colleges.

4.5. Computer Technology and Telecommunications

Membership:

The Computer Technology and Telecommunications Committee shall consist of one faculty member from each academic department and a representative from the Technology Fee Committee. The Director of the Information Technology Center of CAS, or designated representative, shall serve as an *ex officio* member of the Committee.

Responsibilities:

- A. To recommend policy to CAS Executive Committee and Dean for management of College computing and information systems facilities;
- B. To serve as the primary contact group within CAS to respond to internal and external matters involving computers and information systems;
- C. To assist CAS and departments in meeting computer and information

systems needs for undergraduate and graduate education, research, service, and administration;

- D. To provide guidance to CAS Executive Committee, and Dean in identifying appropriate hardware and software for acquisition; and
- E. To provide recommendations to the faculty, College Executive Committee, and Dean for long-range planning of computing and information systems in CAS.

6. Technology Fee Committee

Membership:

The Technology Fee Committee includes one undergraduate student member from each undergraduate major in CAS and one graduate student member from each department. Committee members will be chosen at the beginning of each academic year. The Director of the Information Technology Center of CAS shall moderate the committee.

Responsibilities:

The Technology Fee Committee is responsible for expenditure of funds generated by the technology fee assessed to students enrolled in CAS. This responsibility includes funding for personnel and equipment to enhance student access to computing technology and other modern classroom equipment.

~~5.7.~~ Code Committee

Membership:

Department and College at-large representatives to the Faculty Council will form the Code Committee.

Responsibilities and Procedures:

The Code Committee will annually review the Code and recommend changes as necessitated by:

- Changes in the University code;
- Changes in departmental codes;
- Recommendations from the Dean; and
- Recommendations from a regular faculty member of CAS.

Every five (5) years the code will be submitted to the Provost for review, whether or not any changes have been made.

Proposed amendment(s) to the code, with justification, shall be distributed to all eligible faculty two weeks in advance of the meeting in which the proposed amendments will be discussed. Following the discussion and revision, a vote

will be taken to put the proposed amendment(s) to the eligible faculty for vote. A simple majority vote from the faculty members present at the meeting shall be sufficient to send an email ballot to all eligible faculty for a vote on the amendment. Amendments to the Code shall require approval by two-thirds majority of the eligible faculty who vote by email.

IV. Objectives

CAS is committed to the following objectives:

A. Undergraduate Education and Experience

1. Develop informed, productive, responsible citizens;
2. Improve the undergraduate experience by reviewing and updating existing programs and by adding new programs;
3. Recruit and enroll high-ability undergraduate students;
4. Emphasize critical and creative thinking, problem solving, and the development of communication skills;
5. Develop an understanding of the role and scope of international agriculture; and
6. Lead students in becoming life-long learners.

B. Graduate Education

1. Identify, recruit, and enroll high-quality graduate students;
2. Maintain active faculty research and graduate education programs; and
3. Review, improve, and support appropriate quality graduate programs.

C. Research, Scholarship, and Artistry

1. Stimulate and support scholarship and research appropriate to the missions of a land grant university and the Agricultural Experiment Station;
2. Assure that all faculty contribute to the discovery and dissemination of new knowledge;
3. Support an atmosphere of open inquiry and academic freedom; address through research key agricultural problems in the state of Colorado, the western region, as well as national and world issues; and
4. Support inter-and intra-college partnerships that will foster interdisciplinary research.

D. Teaching, Extension, and Outreach/Engagement Programs

1. Provide unbiased information based on sound scientific research;
2. Transmit current scientific information in appropriate disciplines to the agricultural and other interested constituencies;
3. Maintain working partnerships with Extension and individuals outreach/engagement programs;

4. Provide life-long learning through strong partnerships with Colorado community colleges, telecommunications, and outreach efforts; and
5. Maintain strong partnerships with agricultural businesses, industries, and commodity groups.

E. Professional Enhancement

1. Reward faculty and students who achieve excellence in teaching, research, extension, outreach/engagement, scholarship, and artistry. (See Sections 12.1 and 12.2 of the Academic Faculty and Administrative Professional Manual.)
2. Provide an environment that is friendly, inviting, and barrier free;
3. Promote career opportunities for students; and
4. Promote diversity within the faculty, staff, and student body.

F. Full Participation of Individuals in the Life of the University

1. Support the university policy on diversity through recruiting and retention of undergraduate and graduate students, faculty, and staff from underrepresented groups.

V. Evaluation of College Operations

A. Evaluation of Administrative Officers, including Department Heads/Chairs

(See Section D.5.5 of the Academic Faculty and Administrative Professional Manual)

B. Procedures for reviewing candidates for new and vacated positions

(See Academic Faculty and Administrative Professional Manual, Section E.4.2., E.4.3., and E.4.4.)

VI. College Faculty Meetings

The faculty, staff, and students of CAS will be regularly informed and consulted through College meetings (held at least once per semester). The CAS community will be notified by email of meeting time, place, and agenda by the Dean at least two weeks prior to each meeting.

If an issue requiring a vote by CAS or regular faculty of CAS or the Dean chooses to request a vote on an issue, whether it be binding or a recommendation, then a meeting shall be called by the Dean or by petition of 20 or more regular faculty (See Sections E.2.1.2. and E.2.1.3. of the Academic Faculty and Administrative Professional Manual for the definition of Regular Faculty). The CAS community will be notified by email of meeting time, place, and agenda by the Dean at least two weeks prior to the meeting. Minutes of all meetings will be recorded and distributed to each Department.

The latest edition of Robert's Rules of Order will serve as the guide for all procedural

and parliamentary matters.

A simple majority of the regular faculty of CAS present at a meeting called in accordance with proper procedure shall constitute a quorum.

Actions will be determined by a majority of regular faculty present and voting, except for motions requiring a two-thirds vote of regular faculty present and voting as specified by Robert's Rules of Order.

The Ag Council of CAS, as presently constituted, will have the right to select up to three full time students to serve as its representatives at faculty meetings. Such representatives will have the right to speak on issues and to present items for the agenda, but they will not have the right to vote.