

December 7, 2011

DEPARTMENT OF AGRICULTURAL AND RESOURCE ECONOMICS
Colorado State University

OPERATIONAL CODE

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

- A. The Department of Agricultural and Natural Resource Economics was established as an administrative unit in the College of Agricultural Sciences on July 1, 1983. The name of the department was changed subsequently to the Department of Agricultural and Resource Economics (DARE). The purposes of the Operational Code (hereinafter, the Code) are to describe the organization and administration of the Department of Agricultural and Resource Economics and to define the roles of the faculty and Department Head with respect to activities and governance of the department. Should any provisions of the Code or policies enacted there under conflict with provisions of the Academic Faculty and Administrative Professional Manual (hereinafter, the Faculty Manual) which contains the Colorado State University Code, the Faculty Manual shall prevail
- B. The department shall also be home to the agricultural education program in the College of Agricultural Sciences. Unless otherwise indicated, faculty in this program will have the same rights and responsibilities as other faculty in the department.
- C. Departmental efforts shall have local, state, regional, national, and international dimensions. Such efforts shall be carried out within the legal, intellectual and moral obligations promulgated by the founding of land-grant universities.
- D. The department shall be administered by a Head whose duties are specified by this Code and the Faculty Manual.
- E. The department is required by the Faculty Manual to conduct self-evaluation by eligible faculty members on a periodic basis. External reviews are required periodically by federal agencies administering agricultural experiment station funds. In addition, review of the program or portions of the program may be requested at any time by the Head, by a majority of the eligible voting faculty of the department or by the University administration. The department adheres to the procedures for conducting program reviews as specified by the Provost's office in COLORADO STATE UNIVERSITY GUIDELINES, ACADEMIC PROGRAM REVIEW PROCESS.

II. THE FACULTY

- A. For departmental actions relating to faculty hiring, promotion, tenure decisions, and university disciplinary actions, members identified as "eligible faculty" shall participate. Eligible faculty are defined in the Faculty Manual (Section C.2.4.2). For other actions of internal, department concern, all faculty on regular or special appointment with the rank of assistant professor or higher are eligible to vote. For other matters, the department will consult the *Faculty Manual* for appropriate procedures. Faculty gone from the department for more than one year on leave or sabbatical are no longer considered to be eligible faculty.

- B. Instructors, personnel with specialist titles, research associates, all faculty members on temporary appointment, faculty affiliates, and visiting faculty shall have access to university and department facilities and services; they will receive all notices concerning department business; and they may attend all general department meetings where they may participate in discussions but may not vote. Instructors in agricultural and resource economics shall be approved by the entire faculty. Instructors in agricultural education shall be approved by the department head and the agricultural education faculty.
- C. Special appointment professors are non-tenure track professionals undertaking some portion of the activities associated with an academic position defined in Section E.2.4 of the *Faculty Manual*. The special appointment professor position description will be presented to and then approved by majority vote of the regular faculty. Special appointment professors serve “at will” as in Section E.2.4 of the Faculty Manual. Annual merit evaluations will be completed for special appointment professors, and satisfactory performance is expected. Special appointment professors are eligible for pay raises and advancements in rank. Special appointment professors may from time to time teach formal academic classes offered by the department and are expected to demonstrate professional interaction and cooperation with the department through activities including (a) administrative advice, (b) cooperative research conducted through the department, (c) occasional participation in educational programs, (d) participation in resident instruction programs, (e) through service as members of graduate committees and/or (f) other service activities of the department.
- D. Faculty affiliates are professionals whose work formally associates them with the department.
1. Individuals to be recommended for appointment as a faculty affiliate must be approved by the faculty, in accordance with instructions in the University code (Section E.3.3).
 2. Faculty affiliates may from time to time teach formal academic classes offered by the department. At such times they will have temporary appointments with academic rank.
 3. Faculty affiliates are expected to demonstrate professional interaction and cooperation with the department through activities including (a) administrative advice, (b) cooperative research conducted through the department, (c) occasional participation in educational programs, (d) participation in resident instruction programs, (e) through service as members of graduate committees, (f) giving service in the department and/or (g) other service activities of the department.
- E. Visiting faculty are professionals associated with the department for a short period of time while on leave from another university or institution.
1. Individuals shall be appointed as visiting faculty by action of the faculty in accordance with the Faculty Manual (E.3.4). Appointments cannot be made for more than one year but can be renewed for additional terms.
 2. Visiting faculty may serve as members of graduate advisory student committees.
 3. When possible, visiting faculty will be provided office space and administrative services similar to those received by regular academic faculty.

- F. Emeritus faculty are identified and selected in accordance with the criteria in Section E.3.7 of the Faculty Manual.

III. THE DEPARTMENT HEAD

- A. Within the university system the Department Head is the administrative and academic officer of the department, responsible to the Dean of the college as stated in the Faculty Manual. The Head shall perform the duties specified in the Faculty Manual.
- B. The Head will keep all members of the department informed about matters concerning their professional welfare and shall appoint special committees to meet problems or deal with special issues as they arise.
- C. The Head shall call at least one general departmental meeting per semester during the academic year. The Head shall give members of the Department and other interested personnel written notice seven days in advance of such meetings, together with an agenda. These meetings shall be chaired by the Head and shall be conducted according to Robert's Rules of Order, Revised.
- D. Appointment of Department Head
 - 1. Section C.2.4.2.2.c of the Faculty Manual stipulates that, for administrative purposes, the term of the Head shall be at most five years. Successive terms are permitted, subject to recommendations of the department's faculty and action by the dean.
 - 2. Appointment of the Head will be in accordance with Faculty Manual. It is recommended, however, that the "committee to advise the Dean on the appointment of the Head" be composed of all eligible faculty in the department.

IV. THE EXECUTIVE COMMITTEE

- A. The Department Executive Committee shall consist of up to five persons as follows: the Department Head and four persons selected by the Head to serve on the committee. The four members will be the Associate Head of the department, Chair of the Undergraduate Committee, the Chair of the Graduate Committee, and the Extension group leader. This organizational structure will take effect on May 1, 2012.
- B. The duties of the Executive Committee are to
 - 1. advise the Head in new policies, programs or directions the Head may wish to pursue.
 - 2. bring to the attention of the committee any new programs, classes, changes in classes or programs, or other efforts that may impact on the rest of the department or its faculty.
 - 3. ensure that the strategic plan approved by the department is being carried out by the Head and committee chairs.

V. ASSOCIATE HEAD POSITION

The Associate Head will be appointed by the Head for a two year term and will be authorized to perform the duties of the Head when he/she is absent or otherwise incapable of performing the duties of the position.

VI. EXTENSION PROGRAM LEADER POSITION

The Extension Program leader will be appointed by the Head from faculty holding extension appointments. The term of service is two years. The duties of the Extension Program leader will be to (a) provide leadership in coordinating and planning extension activities in the department, (b) represent the interests of on and off-campus extension faculty within the Executive Committee, (c) share information with the executive leadership regarding programs and activities taking place among extension faculty both on and off-campus and (d) provide advice on the consequences to extension faculty and programming of policy decisions made within the department.

VII. CHAIR OF THE GRADUATE PROGRAM

- A. The Chair of the Graduate Program shall be appointed by the Head to assist with the administration of the graduate programs within the department. Appointment will generally be for a two year term. Compensation for service shall be determined by the Head depending upon the availability of funds.
- B. The Chair of the graduate program shall:
1. Function as the liaison between the department and the Department of Economics in matters of curriculum;
 2. Serve on the selection committee which reviews applications for admission and recommends acceptance of qualified students;
 3. In consultation with the Head, direct the assignment of new graduate students in the department to temporary advisors;
 4. Review and approve graduate student programs as specified on the GS Form 6;
 5. Monitor graduate students' progress in the graduate program;
 6. In consultation with the Head, appoint committees to administer field and core examinations within the department;
 7. Provide leadership in the periodic review of the graduate program, to assure relevance and comprehensiveness of the program;
 8. Initiate and carry out any graduate student recruitment efforts by the department;
 9. Initiate and implement social activities sponsored by the department for graduate students;
 10. Take the lead in organizing transition activities for new students, such as assisting staff in pre-arrival correspondence and organizing an orientation meeting and social event;
 11. Develop and implement (with faculty's approval) learning outcomes for all graduate degrees;

12. Work with the elected representative of the graduate students to resolve conflicts, solicit input on proposed changes in the program, and assist in the recruitment of prospective graduate students;
13. Other responsibilities appropriate to the graduate program.

VIII. CHAIR OF THE UNDERGRADUATE PROGRAM

- A. Chair of the undergraduate program shall be appointed by the Head to assist with the administration of undergraduate programs in the department, including programs in agricultural education. Compensation, in terms of relief from other academic responsibilities, shall be decided by the Chair depending upon the availability of funds.
- B. The undergraduate committee shall consist of no more than seven members, including the chair, at least one faculty member from agricultural education and one undergraduate student.
- C. The coordinator of the undergraduate program shall:
 1. Be the liaison between the department and the College of Agriculture in matters of curriculum;
 2. Give leadership in the recruitment of undergraduate majors in the department;
 3. Lead the undergraduate committee to developing learning outcomes for all undergraduate degrees and monitor classes to ensure that these learning outcomes are satisfied;
 4. Direct the assignment of undergraduate majors and minors to advisors in the department;
 5. Chair at least six committee meetings per year to discuss new classes, revisions in classes, new degree programs or changes in existing degree programs;
 6. Work with the committee to organize social events for faculty and undergraduate students;
 7. Other appropriate duties related to the undergraduate program.

IX. FACULTY COMMITTEE

- A. The Faculty Committee shall consist of three faculty elected by the faculty. Members are elected for a two year term, with no more than two new members elected each year. The primary duty of the Faculty Committee is to oversee the governance of the department and the fair treatment of faculty, staff and students. In particular, the committee is to function as ombudsman within the department, particularly as conflicts arise between the faculty and the Department Head. The committee is to hear and summarize each grievance and bring it to the faculty or department head for discussion. If they are not satisfied with the head's response to the issue, they have authority to
 1. take the matter to the dean for resolution; or

2. call for a vote of non-confidence in the head's leadership. In this case, committee members would organize the vote, summarize the results and meet with the dean to share results from the vote and recommendations to resolve the matter.
3. The chair of the faculty committee will be elected by the other committee members.
4. The chair of the faculty committee will be responsible each May to collect feedback from the faculty regarding performance of the Department Head. This feedback will be summarized and shared with the college dean.

X. DEPARTMENTAL FACULTY MEETINGS

- A. Departmental faculty meetings shall be called for the purpose of conducting Departmental business, including the adoption of major policy.
- B. Scheduled general departmental faculty meetings will be announced in writing, along with an agenda, by the Head at least seven days in advance of the meeting. At least one faculty meeting shall be held each semester. Faculty who cannot attend any departmental meeting may designate, in writing, an eligible faculty member as his/her proxy on all matters requiring a faculty vote. Emergency faculty meetings may be scheduled without a seven-day advance notice.
- C. A quorum shall be defined as 51 percent of the eligible faculty at the time of a duly scheduled or emergency general department faculty meeting. (Authorized proxy votes will not be counted in establishing a quorum.)
- D. The Head will determine the means of informing and obtaining input from faculty who are off-campus before the departmental meeting. In all cases, the department will keep such individuals informed of decisions made by the Head and at faculty meetings.

XI. SALARY INCREASES

- A. Salary increases shall be recommended to the Dean of the College by the Head.
- B. Subject to University regulations relative to specific types of salary adjustments (e.g. equity) faculty salary increases shall be based on merit, measured by performance evaluations.

XII. PROMOTION AND TENURE

- A. Recommendations for promotion and tenure will be carried out within the general rules and guidelines specified in the Faculty Manual.
- B. The department's Tenure Committee for agricultural economists shall consist of all tenured faculty members in agricultural economics. This committee will meet as needed to consider all tenure cases. The department's recommendation will be based on a majority vote of members of the tenure committee. Faculty members on off-campus assignments or on sabbatical leave will be given an opportunity to make comments and vote on tenure questions.

- C. The Department's Promotion Committee in agricultural economics shall consist of all tenured faculty in agricultural economics. This committee will meet as needed to consider all cases recommended for promotion by the Head. Only faculty members who hold a higher rank than the individual being considered for promotion may vote on the recommendation and each case will be considered separately. The department's recommendation will be based on a majority vote of eligible faculty members which has met quorum specifications. Eligible off campus faculty members will be given an opportunity to make comments and vote on promotion issues for which they are otherwise eligible. A Chair will be elected by the Promotion Committee to serve as the liaison between the Head, Tenure Committee, Promotion Committee and Dean. Only a faculty member holding the rank of professor can serve as Chair of the Promotion Committee.
- D. The promotion and tenure process for agricultural education faculty will generally be handled using the same process as outlined for agricultural economists. An important exception is that the committee considering promotion and (or) tenure will also include two individuals representing the School of Education (SOE) and director(s) of the School of Teacher Education and Principal (STEPP) Preparation. These individuals will help in evaluating research in the educational field and appropriateness of agricultural education instruction by the candidate. They will be considered *ex officio* members of the committee and will not participate in the votes for promotion or tenure.
- E. The department will adhere to university guidelines in preparation of the P&T packet, including the opportunity for candidates to review all non-confidential documents and be given a chance to respond in writing to letters written by the P&T committee and Department Head.
- F. Tenure and promotion documents forwarded to the Office of the Dean will include the minutes of the tenure and/or promotion committees, plus separate written evaluation statements by the Department Head.

XIII. PERFORMANCE REVIEWS

- A. Annual performance reviews are conducted for each faculty member in accordance with Section C.2.5 of the Faculty Manual. Annual accomplishment reports are submitted to the Head no later than January 7. The Head conducts evaluations of both the quantity and quality of each faculty member's accomplishments in (1) teaching, outreach and advising, (2) research and publications, and (3) service for the previous year. In addition, each faculty member is expected to adhere to the Code of Ethical Behavior as stated in section D.9 of the Academic Faculty and Administrative Professional Manual. Violations of this Code will be considered in the performance evaluation process and may affect the final evaluation, as well as lead to disciplinary action. This process is completed by late February when faculty performance reviews are shared with individual faculty. Faculty who are not satisfied with their performance review can ask for a separate review by the Faculty Committee. Performance reviews by the Head and, if applicable, the Faculty Committee, are submitted to the Dean of the College of Agricultural Sciences.
- B. Periodic comprehensive performance reviews of all tenured faculty are conducted by the Department Head in accordance with Section E.14.3 of the Faculty Manual.
- C. Should a Phase II comprehensive performance review (Section E.14.3.2 of the Faculty Manual) be deemed necessary, a Phase II Review Committee of three peers at the same or

higher rank as the faculty member being reviewed will be selected by the Faculty Committee members, other than the Department Head, are eligible to be members of the Review Committee. In addition, the Head will request a senior faculty member from another department in the university to serve on the Phase II Review Committee. The purpose of this step in the process is to guard against possible bias among intradepartmental Review Committee members. The criteria upon which the evaluation is based reflect the teaching and advising, research and publication, service and outreach missions of the department. The standard for evaluation is based on a five-level scale indicating “unsatisfactory performance”; “needs improvement”; “meets expectations”; “excellent”; and “outstanding.” (Other equivalent ranking systems may be used by the Provost’s office at times). Two consecutive overall annual merit evaluations below the “meets expectations” level constitute grounds for a comprehensive performance review. Evaluations will reflect both the quantity and quality of performance in the areas of mission and will also take account of the differing responsibilities and effort distributions among faculty. Information for the review will be drawn from the annual faculty performance reviews, peer evaluations, information from surveys and exit interviews with graduating seniors, and the faculty member’s stated plans and objectives.

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

- A. The department follows the statement on THE ADVISORY SYSTEM found in the Graduate and Professional Bulletin.

XV. FILLING VACANT FACULTY POSITIONS

- A. When the department has occasion to establish a new, or replace an existing, tenure-track faculty position, the Head will define the position through consideration of:
 - 1. deliberations of the Executive Committee and faculty;
 - 2. concurrence of the Dean of the College and Directors of Experiment Station and Cooperative Extension programs which provide funding for the position;
 - 3. needs of the department in view of professional reputation and the integrity of programs.
- B. Once the professional requirements of the vacant position have been defined, the Head will appoint a Search and Selection Committee of individuals in fields closely related to the vacant position. The responsibilities of the Search and Selection Committee are to work with the Head to
 - 1. prepare a position description and position advertisement plan consistent with Affirmative Action procedures;
 - 2. disseminate the position description to the appropriate targeted recruitment area;
 - 3. evaluate applications and recommend finalist candidates for on-campus interviews in accordance with availability of funds and/or charge to the Search and Selection Committee;

4. recommend to the Head a rank-ordering from among finalist candidates selected for the position.
- C. Upon receiving recommendations from the Search and Selection Committee the Head will solicit input and evaluation of the candidates relative to the position announcement from the:
1. administrators of programs in which the faculty member is expected to function, and
 2. the department faculty. In the case of faculty, a secret ballot shall be solicited from all tenured and tenure track faculty. In this ballot, faculty shall indicate whether each candidate is (a) Desirable, (b) Acceptable or (c) Undesirable. Faculty will also provide a ranking of all candidates. This advisory vote shall be summarized by the Head and the results shared with the faculty.
- D. Based on the input and recommendations received, the Head will proceed to take action to hire a candidate from among those recommended in the group of finalists. All appointments are subject to the final approval of the Board of Governors.
- E. If a suitable candidate is not among the set of finalists or the department is unable to recruit one of those interviewed, the Search and Selection Committee will re-advertise the position and continue with the process described in Section XI.B.1-4 above.

XVI. FACULTY APPEAL OF ANNUAL MERIT EVALUATION

- A. Faculty members wishing to appeal their annual merit evaluation will make an appeal in writing to, and meet with, the Head.
- B. After considering the appeal, the Head will provide a written response to the appellate of the decision regarding the appeal.
- C. If, after receiving the results to their appeal, the faculty member remains dissatisfied, he/she may appeal the decision to the Faculty Committee. If the Faculty Committee upholds the decision of the Head, the faculty member may take further action through University grievance procedures (Section K.11 of the Faculty Manual).

XVII. GRIEVANCE PROCEDURES, REVIEW PROCESSES, AND MEDIATION

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

XVIII. STUDENT ACADEMIC APPEALS POLICY AND PROCEDURES

- A. The student academic appeals procedure is available to all student initiated appeals of academic decisions.
- B. The student academic appeals process is as stated in Section I.7 of the Faculty Manual.

XIX. SEVERE WEATHER

