

**COLLEGE OF AGRICULTURAL SCIENCES**  
**Code and Administrative Procedures**

**I. Mission**

The College of Agricultural Sciences (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, the College accepts the challenge of the broader land-grant mission of helping to meet the educational needs of the region and nation, as well as those of the international agricultural community. The CAS is responsible for accomplishing the land-grant mission of the University in the following areas: agricultural and resource economics, agricultural education, soil and crop sciences, animal sciences, entomology, horticulture and landscape architecture, and plant pathology and weed science.

The CAS fulfills the land-grant mission through teaching, research, and service, in cooperation with Cooperative Extension (CE) and the Agricultural Experiment Station (AES). The College is committed to providing students with quality undergraduate and graduate experiences.

The CAS supports the concept that agriculture extends across the entire campus and that the College must work in concert with other colleges 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. Objectives**

The College is committed to the following objectives:

**A. Undergraduate 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 thinking, problem solving, and the development of communication skills.

5. Develop an understanding of the role and scope of international agriculture.
6. Encourage students to be life-long learners.

**B. Graduate Education**

1. Identify, recruit, and enroll high-quality graduate students.
2. Maintain active faculty research and graduate education programs.
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.
4. Address research problems of the state of Colorado, the western region, as well as national and world issues.
5. Support inter- and intra-college partnerships that will foster interdisciplinary research.
6. Reward faculty and students who achieve excellence in research and scholarship.

**D. Outreach Programs**

1. Provide unbiased information based on sound research.
2. Transmit current scientific information in appropriate disciplines to the agricultural and other interested constituencies.
3. Maintain working partnerships with Cooperative Extension as well as other outreach programs.
4. Provide life-long learning through strong partnerships with Colorado community colleges, telecommunications, and outreach efforts.

5. Maintain strong partnerships with agricultural businesses, industries, and commodity groups.

**E. Professional Enhancement**

1. Provide professional developmental opportunities.
2. Provide an environment that is friendly, inviting, and barrier free.
3. Promote career opportunities for students.
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.

**III. Organization**

The Executive Officers in the College of Agricultural Sciences (hereafter referred to as the College) shall include the Dean/Vice Provost for Agriculture and University Outreach, an Associate Dean/Director of Resident Instruction, and the department heads/chairs, all of whom shall be appointed in accordance with university procedures.

**A. Dean**

The Dean is responsible for general administration of the College and for fostering and nurturing the growth of academic excellence within the College. 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, service and international programs.

**B. Associate Dean**

The Associate Dean, along with the Directors of the Agricultural Experiment Station and Cooperative Extension form the Advisory Committee for the Vice Provost for Agriculture and University Outreach. The Associate Dean/Director of Resident Instruction or designated representative is the administrative member of each Standing Committee of the College, and at the will of the Standing Committee, may serve as Chairperson.

**C. Department Heads/Chairs**

The department head/chair is the principal administrative and academic officer in the department. Specific responsibilities are designated in the Academic Faculty and Administrative Professional Manual, Section C.2.6.2.

**IV. Standing Committees**

**A. General**

The following standing committees are advisory to the Dean and/or Associate Dean.

1. Executive.
2. Academic Affairs.
3. Student Affairs.
4. Computer Technology and Telecommunication.
5. Code.
6. Strategic Planning and Evaluation.

Each Department in the College 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. These bylaws shall be reviewed and modified annually or as needed.

**B. Selection of committee members**

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

Undergraduate student members of committees are selected by the Ag Council for one-year terms. Graduate student members of committees shall 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, 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 16. Unless otherwise specified, each committee shall

elect a Chair whose term of office is one year, but may be elected for consecutive terms. The Associate Dean shall be an ex officio, nonvoting member of all standing committees except the executive committee.

**D. Committee memberships and responsibilities**

**1. Executive**

Membership:

The Executive Committee is made up of the Dean, Associate Dean, and the Department Head/Chair of each academic department in the College. Ex-officio members include the Directors of Extension and Experiment Station and others as appropriate.

Responsibilities:

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

**2. Academic Affairs**

Membership:

The Committee on Academic Affairs shall consist of one faculty member from each department, a representative of Agricultural Education, two undergraduate representatives from the Agricultural Council, and one graduate student.

Responsibilities:

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

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

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,  
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.

Responsibilities:

Advise the Associate Dean for Resident Instruction 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 the College. Responsibility may be delegated to ad hoc committees as appropriate.

Specific areas in which the Committee has oversight include:

Advising,  
Agricultural Council,  
Career Development,  
Commencement,  
Visit Day,  
Recruiting programs,  
Retention programs,  
Scholarship/Awards,  
Student Technology Fee,  
Shepardson Instructional Development Grant.

**4. 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 Manager of the Computer Laboratory shall serve as an *ex officio* member of the Committee.

Responsibilities:

- A. To recommend policy to the College Executive Committee and Dean for management of College computing and information systems facilities.
- B. To serve as the primary contact group within the College to respond to internal and external matters involving computers and information systems;
- C. To assist the College and departments in meeting computer and information systems needs for undergraduate and graduate education, research, service, and administration;
- D. To provide guidance to the College Executive Committee, Dean, and College Development Officer in identifying appropriate hardware and software for acquisition;
- E. To provide recommendations to the faculty, College Executive Committee, and Dean for long-range planning of computing and information systems in the College.

**5. 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 a departmental code,
- Recommendations from the Office of the Dean,
- Recommendations from a faculty member of the College.

The proposed amendment(s), 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 a mail 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 mail.

## **6. Strategic Planning and Evaluation**

Membership:

The Strategic Planning and Evaluation Committee shall consist of the executive committee and the college representative to the Faculty Council Strategic and Financial Planning Committee.

Responsibilities and Procedures:

The Strategic Planning and Evaluation Committee will serve as advisory to the Dean/Associate Dean to expedite review and evaluation of college goals, operations, programs, and administration every five years or as the need arises. The College Strategic Planning and Evaluation Committee will meet as the need arises. This committee will conduct evaluations of strategic plans and report the results to the college faculty, the Executive Committee, and the Administration. The scope of the reviews and evaluations shall include but not be limited to:

- Evaluation of the five-year plan before it is submitted to the Provost,
- Effectiveness of college administration (see Academic Faculty and Administrative Staff Manual),
- Effectiveness of interdepartmental cooperation,
- Advise college on ways to address emerging needs,
- Assessment of the college's potential to address emerging needs,
- Effectiveness of college use of RI (as established by the Academic Affairs committee), AES and CE support to meeting the College's strategic plan,
- Changes needed to better address future responsibilities.

## **V. Procedures for reviewing candidates for new and vacated positions**

(See Academic Faculty and Administrative Professional Manual, Sections E.3.2 and E.3.3.)

## **VI. Evaluation of Administrative Personnel**

(See Section C.2.7 of the Academic Faculty and Administrative Professional Manual)



## **VII. College Faculty Meetings**

The faculty of the College will be regularly informed and consulted through College faculty meetings (held at least once per semester). Faculty will be notified in writing of meeting time, place, and agenda by the Dean at least **two** weeks prior to each formal meeting.

Meetings may be called by the Dean or by petition of 20 or more eligible faculty. ("Eligible faculty" are defined by the University Code.)

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.

The eligible faculty present at a meeting called in accordance with proper procedure will constitute a quorum.

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

The Student Council of the College, 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.

## **VIII. Consulting and Conflict of Interest**

(See Sections D.7.6 and D.7.7 of the Academic Faculty and Administrative Professional Manual.)

## **IX. Comprehensive Performance Reviews of Tenured Faculty**

(See Section E.14 of the Academic Faculty and Administrative Professional Manual.)

## **X. Sabbatical Leaves**

(See Section F.3.4 of the Academic Faculty and Administrative Professional Manual.)

## **APPENDIX**

### **1. Grievance and Appeal Procedures**

Faculty grievance and student appeal procedures will follow procedures described in the Academic Faculty/Administrative Professional Staff Manual (Section K), the University Catalog, and the Graduate Bulletin.

### **2. Annual Leave Policy**

The College operates under the general University policy covering annual leave and consulting privileges.

Annual Leave: (See Section F.3.1 of the Faculty Manual.) The College has predominantly 9-month base appointments. For the limited number of 12-month base appointments, the Faculty Manual is quite specific regarding annual leave. "Full-time general faculty on regular or special 12-month appointments earn annual leave at the rate of two days per month..."

With respect to 9-month appointments, the Manual states..."General faculty on 9-month appointments do not accrue annual leave. These faculty may, however, be granted leave on a limited basis throughout the academic year to include the interim term between semesters. Determination of this privilege shall be made by the appropriate department head."

The College's position regarding leave for 9-month appointments is that business during the regular academic year is conducted as usual, whether classes are in session or not, and that faculty members are expected to be available unless leave has been approved by the appropriate department head (chair) or unless it is an approved University holiday. Nine-month faculty must work during semester break when the University is in operation unless leave is approved by the appropriate department head (chair). The maximum time for approved leave may not exceed two days per month or a total of 18 days of leave per academic year. The manual states: "General faculty on 9-month appointments do not accrue annual leave." Approved leave may be granted only if it does not interfere with the professional responsibilities of the faculty member. For additional funding, e.g. summer session, approved leave may be granted on the same basis (two days per month funding).

### **3. Procedures for reviewing candidates for new and vacated positions**

(See Section E.3.2-E.3.4 of the Academic Faculty and Administrative Professional Manual.)

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