

DEPARTMENT CODE

Department of Computer Science
College of Natural Sciences
Colorado State University

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Preamble

This Code of the Department of Computer Science¹ is a manual of operation that describes the functioning of the Department by codifying policy, regularizing procedures, and specifying Department organization, in accordance with the *Academic Faculty and Administrative-Professional Staff Manual of Colorado State University*², Section C.2.4.2.1. The regulations, policies, and procedures of the University and of the College of Natural Sciences³ shall govern matters not treated in this Code. The University Manual shall take precedence when it may conflict with this Code.

1 Mission and Objectives

1.1 Mission

The mission of the Computer Science Department at Colorado State University is to provide the best possible undergraduate and graduate education in computer science, to conduct high quality research, and to disseminate knowledge obtained through graduate education and outreach programs within the ethos of a land-grant university, in order to serve the local, state and national needs in government, industry, and the profession. In fulfilling its mission, the department recognizes the importance of service to the department, college, university and the external community.

1.2 Objectives

The Department will conduct research, teaching, and service of the highest possible quality in the discipline of Computer Science. Specifically, the Department will:

- A. Develop and maintain high quality graduate and undergraduate degree programs, as well as non-degree educational programs when appropriate.
- B. Maintain and augment a high quality research and teaching faculty, by promoting faculty research productivity and visibility, by encouraging participation and cooperation in Department programs and activities, and by supporting faculty professional activity and development.
- C. Provide a congenial working atmosphere conducive to creative and productive research and teaching.
- D. Maintain and improve facilities and infrastructure.
- E. Provide campus leadership and expertise in computing technology.
- F. Demonstrate ethical behavior through Department practice and encourage such behavior in faculty, staff, and students.

2 Organization

2.1 The Department Chair

- A. The administrative officer of the Department is the Department Chair.

¹Hereafter referred to as the Department

²Hereafter referred to as the University Manual

³Hereafter known as the College.

- B. In addition to those duties specified in Section C.2.6.2 and elsewhere in the University Manual, the Department Chair shall:
- (1) Demonstrate academic leadership through a viable research program and participation, at a reduced level in recognition of administrative duties, in Department teaching activities.
 - (2) Coordinate activities and promote productive and harmonious professional relationships within the Department.
 - (3) Represent the Department in its relations with the College and University administration, and facilitate liaisons with other departments, institutes, and programs within the University, and with public and private organizations outside the University.
 - (4) Perform all other duties mandated elsewhere by this Code.
- C. During the fourth year of the Department Chair's term, the performance of the Department Chair shall be reviewed by a departmental advisory committee appointed by the Dean. As part of this review, the Committee shall solicit the advice and comments of the Department faculty, staff, and students.

2.2 The Faculty

- A. As used in this Code, the Faculty consists of all tenure-track academic faculty at the rank of Assistant Professor or above, not on unpaid administrative leave, and with 50% or greater appointments in the Department. For brevity, tenure-track but currently untenured members of the Faculty are denoted in this Code as the untenured Faculty.
- B. Visiting faculty, emeritus faculty, administrative professional staff and instructors may sit as non-voting *ex officio* members of the Faculty. Those non-voting *ex officio* members, in combination with the Faculty, are denoted in this Code as the general faculty.
- C. The Faculty shall be responsible for setting policy for those matters not assigned to the Department Chair, including but not necessarily limited to the following:
- (1) Definition of graduate and undergraduate curricula and degree requirements, graduate admissions standards, and the supervision and review of graduate degree examinations, with the consultation or approval of other units of the University as required by University and College policy.
 - (2) Determination of specific Department goals and objectives, including Department priorities and goals for faculty appointment, research, and education.
 - (3) Approval of the Department Code and amendments thereto.
 - (4) Initiation of a Department self-review.
 - (5) Election of a representative to the University Faculty Council.
 - (6) Approval of other policy documents mandated by this code.
- D. Faculty Voting
- (1) Unless otherwise specified in this Code, all questions decided by the Faculty shall be adopted when a vote is conducted at a meeting of the Faculty in which a simple majority of all eligible members vote in favor of the question. A member of the Faculty who casts a vote to abstain shall not be counted as eligible for the purpose of determining the number of votes needed to form a simple majority.

- (2) When a secret ballot is not required by this Code, the Department Chair may request a vote for a specific question by electronic mail. The request shall state the question, designate a member of the Department staff by whom votes shall be collected and tallied, and set a reasonable deadline by which a member of the Faculty may cast a vote by electronic mail to the designated collector. The results of such an electronic mail vote shall be officially announced at the next Faculty meeting and the ballots cast must be retained until the close of such meeting. If any two members of the Faculty object in writing or by electronic mail to the conduct of an electronic vote by the voting deadline, the electronic vote shall be invalid, and the question must be decided by a vote conducted at a meeting of the Faculty.
- (3) Members of the Faculty may give a written proxy to any other member of the Faculty, authorizing said member to vote in their place at a meeting of the Faculty. Such proxy shall delineate the conditions and time period under which it may be exercised. A proxy may not be exercised during an electronic vote.

E. Meetings of the Faculty

- (1) Meetings of the Faculty may be called by the Department Chair, by majority vote of the Executive Committee, or by written petition of five or more members of the Faculty.
- (2) Meetings of the Faculty shall be held at least once per month during the academic year. The Faculty may waive the requirement for a meeting in a specific month by vote, but in no case may there be fewer than one meeting per semester, as required by Section 2.4.2.1(j) of the University Manual.
- (3) Faculty meetings will be chaired by the Department Chair. The Department Chair will set up the agenda and post it at least 2 days prior to the meeting and will prepare minutes of the meetings to be approved by the faculty in the next meeting.
- (4) Written or electronic notice of the agenda for a Faculty meeting shall be given to all members of the Faculty no later than 2 working days before the meeting is to be held. Items may be placed on the agenda by any member of the Faculty subject to the aforementioned deadline. Items may be placed on the agenda after this deadline with the approval of the Faculty.
- (5) Minutes of Faculty meetings shall be distributed electronically or in writing within 10 working days after the meeting.

2.3 The Executive Committee

- A. The Committee shall consist of three members of the Faculty. The Department Chair shall not be eligible to serve on the Committee.
- B. Members of the Executive Committee shall serve for a term of 1 year, starting May 16 and ending May 15 of the following year.
- C. The Committee shall:
 - (1) Serve as the Department Grievance Committee, with duties as specified in section K of the University Manual and in section 4.8 of this Code.
 - (2) Represent the interests of the Faculty and provide advice and assistance to the Department Chair in the administration of the Department, including such issues as:

- a. long-range planning
 - b. preparation and administration of the Department budget
 - c. faculty workloads
 - d. personnel issues not assigned to other committees.
 - e. maintenance of Department staff and student morale
 - f. Study and planning of changes to the Department Code and other Department administrative standard operating procedures or guidelines.
 - g. other matters not assigned to other committees as requested by the Faculty or the Department Chair.
- (3) Perform all other functions as required elsewhere in this Code.
- D. The members of the Executive Committee shall be elected by the Faculty as follows:
- (1) On or before May 1 of each academic year, the Department Chair shall distribute a written ballot to each member of the Faculty listing the eligible candidates. Any otherwise eligible Faculty member may decline to be listed on the ballot by written request to the Department Chair.
 - (2) Each faculty member may vote for up to three candidates, with no more than one vote cast for any single candidate. The votes shall be collected and tallied in such a manner as to preserve the secrecy of each vote.
 - (3) The three candidates receiving the most votes shall be elected to the committee.
 - (4) The candidate receiving the fourth largest number of votes shall be designated as the Committee alternate. If a member of the Committee is either temporarily or permanently unable to serve, the alternate shall replace the member on the Committee until the member is able to return to duty or the end of the term, whichever comes first.
 - (5) If there should be a tie for a regular seat or for the alternate, such that there are more tied candidates than available seats, a runoff election shall be held within 5 working days, conducted in the same manner as the original election, except that only those candidates tied shall be listed on the ballot.
- E. The Committee Chair shall be elected by the members of the Committee. The duties of the Committee Chair are as defined in Section 3.1 of this Code.
- F. Recommendations or other actions of the committee must be approved by a simple majority of the Committee membership.

2.4 The Promotion and Tenure Committee

- A. The Committee shall consist of all tenured members of the Faculty. The Department Chair is not eligible to be a member of the Promotion and Tenure Committee, but may attend meetings if specifically invited by the Committee.
- B. The Committee shall:
- (1) Advise the Department Chair in the annual evaluation of the Faculty.
 - (2) Recommend the award or denial of tenure.
 - (3) Recommend the award or denial of promotion to Associate Professor.

- (4) Approve the selection of new members of the Faculty with tenure; faculty appointed with tenure will be required to undergo the usual tenure review process with possible modification of time frame in such cases.
 - (5) Recommend the renewal or non-renewal of appointment for untenured members of the Faculty.
- C. Promotion or appointment actions at the rank of Professor shall be approved by the subcommittee of all Promotion and Tenure Committee members at the rank of Professor. This Subcommittee shall conduct itself in the same manner as required of the Promotion and Tenure Committee.
 - D. The Promotion and Tenure Committee or Professor Promotion Subcommittee may never be formed with fewer than three members. Section E.10.5.1 of the University Manual governs procedures when the number of eligible tenured Faculty is fewer than three.
 - E. The chair of the Committee shall be elected by the Committee members. The chair of the Professor Promotion Subcommittee shall be elected by the members of the Subcommittee. The duties of the Committee and Subcommittee Chairs are as defined in Section 3.1.
 - F. Recommendations or other actions of the Committee or Subcommittee must be approved by a simple majority of the membership eligible to vote.

3 Standing and Ad Hoc Committees

3.1 General requirements and definitions

- A. In this Code, the term “standing committee” denotes only those committees defined in Section 3.3.
- B. The term of office for members of standing committees shall be from May 16 to May 15 of the following year.
- C. Recommendations or other actions of a committee must be approved by a simple majority of the committee membership eligible to vote.
- D. Each standing or ad hoc committee shall be presided over by a chair, who shall ensure the efficient and effective accomplishment of the committee’s duties, preside over committee meetings, and report on behalf of the committee to the Faculty or the Department Chair. A committee chair shall be a member of the Faculty. The Department Chair may not serve as the chair of a Department standing or ad hoc committee.
- E. The following are eligible for voting membership in standing and ad hoc committees:
 - (1) All members of the Department general faculty.
 - (2) All graduate students admitted in the Department, in good standing, and not on academic probation.
 - (3) All undergraduate Computer Science majors, in good standing, and not on academic probation.

- F. All members of the general faculty may sit as non-voting *ex officio* members of any ad hoc or standing committee of which they are not voting members, unless the issue under discussion by the committee involves a grievance or other matter deemed confidential by University policy or regulation. The Department Chair may sit as a non-voting *ex officio* member of any committee, unless the matter under discussion involves a grievance in which the Department Chair is an involved party.

3.2 Selection of committee members

- A. All members of ad hoc committees shall be appointed by the Department chair, with the advice of the Executive Committee and in consultation with the prospective members.
- B. Non-student members of standing committees shall be selected by the following procedure:
- (1) Before the last meeting of the Faculty of each academic year, and not later than May 1, the Department Chair, in consultation with the Executive Committee and the individuals involved, shall present to the Faculty a written slate of nominees for standing committee members and chairs.
 - (2) During or before the last meeting of the Faculty of each academic year, the Faculty will vote on the question of approval of the membership and chair of each Section 3.3 committee. At such time, any Faculty member may propose changes to the slate of nominees. Any such changes must be approved by majority vote of the Faculty.
- C. Student members of standing committees shall be selected by bona fide associations of each of the Department graduate and undergraduate student bodies. The Department Chair may disallow the selection of a student forwarded by student organizations for compelling reasons. When any student's membership is so disallowed, the student organization making the recommendation will be notified in writing and requested to recommend an alternative candidate.
- D. Should a seat on a standing or ad hoc committee become vacant, a replacement shall be appointed by the Department Chair, with the advice of the Executive Committee, and in consultation with the prospective member.

3.3 Standing Committees

3.3.1 Facilities Committee

- A. The Committee shall be composed of four or more general faculty, one undergraduate student, and one graduate student. The Committee should include, when possible, at least one member from among those administrative professional staff responsible for the operation and maintenance of Department computing equipment or laboratory spaces.
- B. The Committee shall:
- (1) Recommend assignment of Department office space for faculty, students, and staff.
 - (2) Advise the Department Chair on compliance of Department spaces with applicable building and safety codes, and on Department needs for computing equipment, software, laboratory and office space, and other facilities, and recommend the best use of Department funds to provide for these needs and comply with all relevant regulations.

- (3) Assist the Department Chair in planning necessary actions to effect changes in Department facilities.
- (4) Select one member to serve as the Department representative on the College Space Committee.

3.3.2 Undergraduate Committee

- A. The Committee shall consist of four or more general faculty, and one undergraduate student. The committee shall include the Department Key Advisor.
- B. The Committee shall:
 - (1) Recommend changes in the undergraduate curriculum and degree requirements, student recruitment, and associated administrative procedures.
 - (2) Coordinate undergraduate program changes with the Graduate Committee to ensure proper integration with the graduate program.
 - (3) Recommend policies on student and faculty academic conduct with respect to undergraduate coursework, teaching, and advising, in coordination with the Graduate Committee when appropriate.
 - (4) Select one member to serve as the Department representative on the College Curriculum Committee.
 - (5) Promote achievement of Department affirmative action goals with respect to undergraduate students.

3.3.3 Graduate Committee

- A. The Committee shall consist of four or more general faculty and one graduate student.
- B. The Committee shall:
 - (1) Recommend changes in graduate degree requirements, required examinations, student recruitment and admissions, financial aid standards, and associated administrative procedures.
 - (2) Coordinate graduate program changes with the Undergraduate Committee to ensure proper integration with the undergraduate program.
 - (3) Recommend policies on student and faculty academic conduct with respect to graduate coursework, teaching, and advising, in coordination with the Undergraduate Committee when appropriate.
 - (4) Process graduate admission applications.
 - (5) Administer Department programs for graduate student recruitment.
 - (6) Promote achievement of Department affirmative action goals with respect to graduate students.
 - (7) Assign temporary advisors to incoming graduate students.
 - (8) Oversee the administration of graduate degree examinations.
 - (9) Monitor the academic progress of enrolled graduate students, and make recommendations to the Faculty when students fail to make adequate progress.

3.3.4 Research Committee

- A. The Committee shall consist of four or more general faculty and one graduate student.
- B. The Committee shall:
 - (1) Assist the Chair in coordinating the preparation and submission of Department-wide grant proposals to funding sources both internal and external to the University.
 - (2) Recommend programs to enhance the research potential of the Department.
 - (3) Collect and disseminate information on research opportunities, grant programs, fellowships, publication and conference calls for papers and participation, and other research-related matters, to faculty and students throughout the Department.
 - (4) Administer the Department “Barney’s Monday Afternoon Club” graduate research seminar program.
 - (5) Administer the Departmental book and publication collection.
 - (6) Select one member to act as liaison to the University Libraries.

3.3.5 Awards Committee

- A. . The Committee shall consist of three or more general faculty. The committee shall include the Department Key Advisor.
- B. The Committee shall:
 - (1) Select student recipients for all undergraduate scholarships, honors, and awards for which the Department is responsible.
 - (2) Select a Department representative for the College Scholarship Committee.
 - (3) Select student recipients for all graduate honors and awards for which the Department is responsible.
 - (4) Prepare nominations for Department, College, and University awards and honors (for students and faculty).
 - (5) Publicize availability and recipients

4 Appointment, Evaluation, Tenure and Promotion

4.1 Appointment

- A. The Board of Governors has exclusive power over all personnel matters and has delegated this authority for Department personnel decisions to the President (including hiring, termination, and tenure). The Department will select individuals for recommendation to the President in these matters.
- B. The Department will strive to fill vacant faculty and staff positions with the best available candidates consistent with the goals of the Department and current research and teaching needs, the availability of funds, and Department, College, University, State, and Federal policies and regulations regarding employment practices.

- C. Members of the Department classified staff, and temporary or part-time administrative professional staff or instructors may be appointed at the discretion of the Department Chair, with the advice of the Executive Committee. Post-doctoral students, research associates, or other administrative professional personnel paid by a specific research grant on a temporary appointment may be appointed with the concurrence of the principal investigator or project director.
- D. Permanent, full-time administrative professional staff or instructors shall be selected with the following procedure:
- (1) When a position becomes or will become vacant, the Department Chair shall appoint an ad hoc Search Committee.
 - (2) The Search Committee shall conduct the timely announcement of vacant positions. The Department Chair shall provide the committee with such advice and support for the administration and handling of employment applications as may be required.
 - (3) The Search Committee shall coordinate its efforts with the College OEOD Coordinator and the University Office of Equal Opportunity as required by College and University policies and regulations.
 - (4) The Search Committee shall review the applications of all candidates and recommend to the Department Chair a list of candidates to be interviewed.
 - (5) The Department Chair shall then direct the invitation of candidates from the approved list for interview. All members of the general faculty shall be given the opportunity to interview each invited candidate.
 - (6) On completion of interviews and after the solicitation of general faculty comment, the Search Committee shall recommend to the Department chair a list of candidates who might be tendered offers.
 - (7) The Department Chair, with the advice of the Executive Committee and with the consultation or approval of the College Dean or the University Provost as may be required by University or College policy or regulation, shall negotiate terms of an employment offer with one or more of the approved successful candidates.
- E. Members of the Faculty shall be selected by the same general procedure as for permanent, full-time administrative professional staff or instructors with the following additions:
- (1) The Search Committee must submit its list of successful candidates for approval by majority vote of the Faculty. The Department Chair may negotiate terms of an employment offer with one or more of the candidates approved by the Faculty.
 - (2) Terms of employment involving the granting of immediate tenure may be offered pursuant to the requirements of Section E.10.4 of the University Manual, and must be approved by a two-thirds majority of the Promotion and Tenure Committee. Terms of employment that promise consideration for tenure at a specific future time sooner than the recommended normal times specified in Section E.10.4 of the University Manual must be approved by a simple majority of the Promotion and Tenure committee. Terms that involve employment at the rank of Associate Professor or Professor, or that promise consideration for promotion to such rank at a specific future time, must be approved by majority vote of the Promotion and Tenure Committee or Professor Promotion Subcommittee, as appropriate, when the candidate has not previously held equivalent or higher rank at an academic institution.

4.2 Affiliate Faculty

- A. On occasion, the goals of the Department may be advanced by appointing individuals outside the Department as affiliate members of the Faculty, with no associated salary. The primary purpose of such appointments is to allow these individuals to extend their expertise to the Department through service on graduate student advisory committees or by participation in on-going Department research. Persons expected to teach or conduct research on salary from the Department, and not appointed as tenured or untenured faculty, shall be given temporary or visiting faculty appointments.
- B. Individuals holding affiliate appointments may serve as full voting members of Department graduate student advisory committees, but may not serve as voting members of other Department committees or of the Department Faculty. They may, however, serve as non-voting *ex officio* members of Department committees when appropriate.
- C. Individuals outside the University with a background consistent with that of members of the Faculty or faculty members of other University departments are eligible for affiliate appointments.
- D. The Department Chair may nominate eligible candidates to serve a term not to exceed one year. Subsequent reappointment may be for a term of up to the limit specified in Section E.5.3 of the University Manual, subject to other provisions of this Code.
- E. At the expiration of each affiliate faculty member's term, his or her performance shall be reviewed by the Department Chair. Reappointment decisions shall require approval by the faculty.

4.3 Criteria for Evaluation of Faculty Performance

Annual and comprehensive evaluations of probationary and tenured faculty will be based on performance in the areas of teaching, advising, research, outreach, and service. Levels of effort in these areas will be consistent with the individual effort distribution determined by the department head in consultation with the faculty member and Chair of the Promotion and Tenure Committee. The typical effort distribution for active research faculty in the Computer Science Department is: Teaching: 50%, Research: 35%, Service: 15%. The range of effort distribution between these areas can vary from year to year for a given individual and can differ significantly between faculty members. It is recognized that many faculty activities fall in more than one category and often cannot be uniquely labeled as teaching, advising, research, outreach, and service. It is the responsibility of the department head to assign individual effort distributions in a way that the overall mission of the department is achieved.

The department head is responsible for ensuring that viable mechanisms for the evaluation of faculty activities are available. As a general rule, it is the responsibility of the faculty member to submit appropriate evidence of activity in research, advising, teaching, outreach, and service to the department head at the time of the annual evaluations, for the comprehensive reviews, and for tenure and promotion recommendations. However, the department head may take the initiative to collect additional information as indicators of faculty performance.

4.3.1 Teaching and Advising

Teaching and advising are important responsibilities of faculty in the Department of Computer Science. Evidence of effectiveness in teaching and advising should include multiple sources of in-

formation. Particularly useful are student course surveys; signed peer evaluations; letters, e-mail messages, and other written testimonials from current and/or former students (generally not solicited by the faculty member); and teaching awards. Other evidence of teaching effectiveness include course syllabi; development of new courses, course modifications and improvements; curriculum development; uses of instructional technology; course and instruction web pages; mentoring and supervision of graduate teaching assistants; course coordination and team teaching; mentoring and advising of undergraduates and graduate students; service on graduate committees; publication of textbooks, software, and other educational materials; participation in courses and programs of the Honors Program and other interdisciplinary teaching efforts; presentation of workshops and seminars.

4.3.2 Research

The goal of research in the Department of Computer Science is the creation and dissemination of new and original concepts and knowledge. Evidence of effectiveness in research includes the preparation and publication on a regular basis of research in refereed journals and conference proceedings that have an impact on the discipline; sustained efforts in preparing and submitting grant proposals to external funding agencies; success in obtaining new and renewal extramural grant awards; invited lectures at external venues; external peer reviews of manuscripts, books, and proposals; supervision of undergraduates and graduate students on research projects; development and distribution of research-related software; participation in and organization of research conferences, seminars, and workshops; participation in interdisciplinary research projects, particularly with colleagues at Colorado State University; research awards and other evidence of recognition; external peer evaluations (generally solicited by the department head and/or appropriate committee).

4.3.3 Service and Outreach

Outreach serves the local, state, and national communities. Service contributions can be to the department, college, university, and to the profession. Evidence or effectiveness in outreach could include participation in university-sponsored K-12 educational outreach programs; participation in outreach events such as science fair; participation in campus-wide educational programs such as the Undergraduate Research Symposium; development and delivery of distance education courses and materials; and collaborative efforts with business and industry. Institutional service contributions include administrative assignments; service on departmental, college, and university committees; and participation in recruiting undergraduates, graduate students, faculty and staff. Professional service includes membership on national and international committees of professional societies; attendance at and organization of workshops and conferences; reviewing journal manuscripts, conference proceedings, books, book chapters, and grant proposals; participation in grant proposal review groups for national/international agencies; and journal editing.

4.3.4 Criteria for Attaining Promotion and Tenure

- A. Promotion to Associate Professor shall be based on demonstrated competence in the areas of research, teaching and service with excellence in at least one area.
- B. The granting of tenure shall be based upon excellence in research, teaching, advising, and service at a level no less than that required for promotion to Associate Professor.

- C. Promotion to Professor shall be based on demonstrated competence in the areas of research, teaching and service with excellence in at least two areas. This excellence must be recognized in the computer science community at large.

4.4 Faculty and Staff Annual Evaluation Procedures.

The Department Chair shall annually review the accomplishments and performance of Department faculty and staff members as follows (in accordance with University Manual C.2.5):

- A. The Department Chair shall request of all Department staff members a report on their professional accomplishments. The evaluation report may include supporting materials.
- B. The Promotion and Tenure Committee or Professor Promotion Subcommittee, as appropriate, shall evaluate the performance of each faculty member annually and submit a written evaluation to the faculty member and the Department Chair. Faculty performance reviews are to be consistent with the individual effort distributions.
- C. The Department Chair, with the advice of the Promotion and Tenure Committee or the Professor Promotion Subcommittee as appropriate, and in consideration of the submitted annual evaluation report, shall evaluate, in writing, the performance of each staff member for the covered period. Faculty performance reviews are to be consistent with the individual effort distributions. The review of members of the Faculty shall comment on the progress of the individual toward the granting of tenure or promotion and indicate when nomination for promotion or tenure in the succeeding academic year is required by the University Manual or is otherwise deemed likely to occur.
- D. The Department Chair shall meet with each evaluated person to discuss the written review. One outcome of this meeting will be a written agreement regarding the individual's effort distribution for the following year. The evaluated person has the right to a meeting with the Chair of the Promotion and Tenure Committee.
- E. Persons who disagree with the content of their written reviews may submit, within 10 working days of the oral review, a letter of rebuttal to be attached to the written review, and may additionally follow the grievance procedures described in section 4.5.
- F. All parties involved in the annual evaluation process (Department Chair, Promotion and Tenure Committee, and the faculty member) shall follow the procedures that are detailed in the Appendix: *Faculty Evaluation Procedures*.

4.5 Comprehensive Review of Tenure Track Faculty

A comprehensive performance review of tenure-track faculty shall be conducted at the midpoint of the probationary period at Colorado State University in accordance with University Manual E.14.1. Faculty who are being reviewed will submit a mid-probationary review portfolio by 1 February. The review will proceed as quickly as possible. The details of this review are contained in the Appendix: *Faculty Evaluation Procedures*.

4.6 Tenure and Promotion Procedures

The University Manual E.10 discusses the policies and procedures for the granting and revocation of tenure. Promotion is discussed in section E.13.

- A. No later than September 1 of each academic year, the Department Chair shall nominate those members of the Faculty to be considered for promotion or tenure in the current academic year. Additionally, by the same date, members of the Faculty may nominate themselves for such consideration. Nomination shall be delivered in writing to the Promotion and Tenure Committee.
- B. After nomination, the candidate shall provide application materials within a reasonable time set by the Promotion and Tenure Committee. These materials shall include a tenure or promotion application in the form required by University and College procedures, a list of at least 8 suggested external evaluators, a list of persons considered by the candidate to be unduly biased that should be excluded as external evaluators, and a supplementary packet of materials to be included with requests for external evaluation.
- C. After receipt of the candidate's application materials, the Promotion and Tenure Committee shall compile a list of reviewers from among those persons suggested by the candidate and an equal number of additional persons neither suggested nor excluded by the candidate, unless compelling reasons make such a selection impossible. All persons selected as external evaluators shall be approved by majority vote of the Committee. The Department Chair shall solicit letters of evaluation from the individuals on this list.
- D. At any time during its deliberations, the Promotion and Tenure Committee may request additional information or clarification from the candidate, giving such time for response as is reasonable.
- E. The decision of the Committee shall be determined by a simple majority of the members, conducted so as to preserve the secrecy of each member's vote. For promotion to Professor, the decision shall be determined by majority vote of the Professor Promotion Subcommittee.
- F. The Committee shall submit a recommendation containing the vote count and both the majority and minority opinions to the Department Chair. To preserve the secrecy of the vote to the extent possible, the Committee Chair shall draft the report, soliciting contributions and comments from each member. The candidate shall also be provided with a copy of the Committee's report.
- G. The candidate may submit a written rebuttal of the Committee's report to the Department Chair within a reasonable time, set by the Promotion and Tenure Committee but not less than 10 working days after the candidate's receipt of the report.
- H. The Department Chair shall make a recommendation to the College Dean, in the light of the Committee recommendation and any rebuttal by the candidate, attaching a copy of the Committee report, any candidate rebuttal, and all other documents required by University or College procedures. Copies of the Department Chair's report shall also be provided to the candidate and to the Promotion and Tenure Committee.
- I. At any time during the tenure or promotion review process, the candidate may withdraw from consideration. At such time, the Department chair shall notify the candidate in writing of the consequences of such withdrawal and the candidate shall indicate in writing that they have been so notified.

4.7 Comprehensive Performance Reviews of Tenured Faculty

Phase I Comprehensive Performance Reviews of all tenured faculty shall be conducted by the Department Chair with advice of the Promotion and Tenure Committee or the Professor Promotion Committee, as appropriate, at intervals of five years following the acquisition of tenure or earlier if there are two unsatisfactory annual reviews within a five year period. For details, see University Manual E.14.2.

When a phase II review is triggered as part of a periodic comprehensive performance review, the peer review committee shall consist of the tenured faculty members of the department at equal or higher rank than the person being reviewed, excluding the person being reviewed. The peer review committee is to evaluate whether the faculty member performed assigned duties satisfactorily during the years covered by the review. This evaluation must consider that faculty have differing responsibilities and effort distributions. The information given to the peer review committee consists of the material used by the Department Head in Phase I of the review, the Department Head's written evaluation of the phase I review, and any additional information the faculty member chooses to provide. If the faculty member wishes to provide additional information, the faculty member will be given two weeks to do so.

The peer review committee decides on the four possible outcomes in two successive votes (decision by simple majority). The first vote determines if further action is necessary.

- A. No further action necessary: If no further action is necessary, the second vote determines whether the faculty member has met reasonable expectations for faculty performance; or whether deficiencies exist that are not substantial, nor recurrent, nor chronic. In both cases, the peer review committee submits the result of the vote and a majority report of its deliberations and findings to the Department Head and the faculty member.
- B. Further action is necessary: In case the first vote determined that further action is necessary, the committee then determines whether the deficiencies are substantial, chronic, and recurrent and must be remedied; or whether conditions set forth in University Manual E.10.7 appear to be present. This is again decided by simple majority vote. The report by the peer committee, in either case, must discuss in detail why conditions of University Manual E.10.7. appear to be present. This should be substantiated by appropriate material.

The peer review committee shall submit the report containing the vote count and both the majority and minority opinions to the Department Chair. To preserve the secrecy of the vote to the extent possible, the committee chair shall draft the report, soliciting contributions and comments from each member. The candidate shall also be provided with a copy of the committee's report. The faculty member shall have two weeks to submit to the Department Chair a written response to the report.

Once the peer review committee decision is made, the process described in University Manual E.14.2.2 applies.

4.8 Faculty and Staff Grievance Procedures.

- A. Faculty and staff grievances are dealt with in accordance with section K of the University Manual.

4.9 Administrative Professional Evaluation

- A. In accordance with Section D.5.5 in the University Manual, the Department Chair will provide a written annual evaluation of each Administrative Professional and will meet with the individual to discuss the evaluation.

5 Departmental Self-review

- A. At intervals mandated by University regulation, the Department shall perform a self-review of its activities and operations.
- B. The review shall be administered by the Executive Committee, with the participation of the faculty, staff, and students of the Department.
- C. Evaluations of Department operations shall include undergraduate and graduate teaching, research, and other programs pertinent to the goals and objectives of the Department, and shall include a review of the Department Code.
- D. Interim self-reviews of the Department may be initiated by the Department Chair, the Dean, or by majority vote of the Faculty.

6 Academic Regulations

6.1 Notification

Department academic regulations are promulgated in the Department Student Information Guide and in other Department or University documents. Every effort will be made by the Department to keep students informed of regulations and issues that affect them.

6.2 Graduate Advising

- A. The Graduate Committee shall assign to each new graduate student a temporary advisor, who shall explain graduate program procedures, assist in initial course selections, and aid in the selection of an appropriate permanent advisor.
- B. A student and prospective permanent advisor shall together draft a formal plan of study and propose membership of a Graduate Student Advisory Committee, to be chaired by the advisor and whose members share in the responsibility to direct and advise the student.
- C. The formal appointment of the advisor and of committee members of a Graduate Student Advisory Committee shall be made by the Department Chair subject to the approval of the Graduate Dean. Formal appointment of the non-Department member of the Graduate Student Advisory Committee shall be made by the Graduate Dean. Appointments should account for student academic interests and personal preferences, as well as the advisor's workload and research plans.
- D. Should a change of advisor or committee member be necessary, the Department Chair shall initiate the proper procedures as set by the Graduate School.

6.3 Undergraduate Advising

All undergraduate students shall be advised by the Department's Key Advisor, who shall keep records, monitor degree progress, and inform students of changes in courses and curriculum. The Key Advisor should also aid students in curricular and career plans, inform students of Department, College, and University policy, and provide advice and guidance to students in the resolution of student academic grievances and complaints.

6.4 Academic Appeals

- A. To make an academic appeal, a student must follow the procedure set forth in Section I.7.1 in the University Manual.
- B. The Department Appeals committee will have five members: two faculty members (two members of the Executive Committee, selected by the Department Chair), two students (the student members on the Graduate and Undergraduate Committees respectively), and a faculty member from outside the department (selected by the Department Chair). If any of these faculty members or students is involved in the appeal, the Department Chair shall appoint a replacement.

7 Review and Amendment of this Code

- A. This Code shall be reviewed by the Executive Committee in the year prior to the end of each term of the Department Chair.
- B. Amendments to this code may also occur through the following procedure:
 - (1) Any member of the Faculty may propose an amendment or amendments by motion at a meeting of the Faculty.
 - (2) If the proposed amendment is initially approved by a majority of the Faculty, the Executive Committee shall review the proposed amendment, recommending specific language by a date set by the Faculty, but not less than 30 days from the initial approval. As part of this review, the Executive Committee may recommend other amendments to this Code as may be necessary.
 - (3) The resulting amendment or amendments must be approved by a two-thirds majority of the Faculty.