

**Code of the Department of Horticulture and Landscape Architecture
Colorado State University**

Table of Contents

- A.** Designation of the title of the administrative officer
- B.** Administrative Organization within the Department
- C.** Statement of the Department Mission
- D.** Procedures relating to the review of candidates for new or vacated faculty member positions
- E.** Procedures relating to the review of recommendations for faculty members for acquiring tenure, for promotion in rank, and for reappointment
- F.** Procedures for appointing faculty members to graduate student advisory committees
- G.** Procedures for conducting annual and periodic comprehensive reviews of the performance of Department faculty members
- H.** Procedures relating to self-evaluation of Department operations
- I.** Procedures by which students may appeal academic decisions of their instructors
- J.** Department faculty member meetings
- K.** A periodic review of the Department Code
- L.** Procedures for amending the code
- M.** Voting rights of members of the Department

APPENDIX A: Extension Specialist Roles and Responsibilities

APPENDIX B: Horticulture and Landscape Architecture Graduate Manual

APPENDIX C: College of Agricultural Sciences Non-Tenure Track Faculty Appointments Document

A. DESIGNATION OF THE TITLE OF THE ADMINISTRATIVE OFFICER

1. Department Head

The Administrative Officer for the Department of Horticulture and Landscape Architecture (“the Department”) shall be designated as “Head.” The Head shall be selected as set forth in the Academic Faculty and Administrative Professional Manual (AFAPM, Section E.4.3).

Specific responsibilities of the Head:

- a. Assume all responsibilities set forth by the AFAPM, Section C.2.6.2.
- b. Execute and administer policies established by the faculty of the Department.
- c. Promote an atmosphere conducive to all excellence in teaching, research, and service.
- d. Promote productive and harmonious relationships within the Department.
- e. Take an active interest in the academic activities and aspirations of each faculty member, through regular individual meetings and informal conversations.
- f. Keep the faculty informed on all pertinent matters. Each Fall Semester, report to the general faculty, in oral and written form, the Department expenditures for the previous fiscal year, and the budget for the current year.
- g. Facilitate liaisons with other administrative/operations units within the University, and represent the Department to these units.
- h. Communicate regularly with all Department committees.
- i. Appoint ad hoc committees, when appropriate, to perform Department tasks.
- j. Demonstrate active and reasonable involvement in teaching, research, extension, and outreach/service in accordance with appointment letter.
- k. Designate an Associate Department Head (see duties below).

2. Specific responsibilities of the Associate Department Head

- a. In the absence of the Department Head, assume responsibilities of the Department Head as described by the Department Head.
- b. In the absence of the Department Head, assume signature authority for necessary department business.

B. ADMINISTRATIVE ORGANIZATION WITHIN THE DEPARTMENT

Definition of Faculty

The faculty includes all personnel who carry academic rank: professor, associate professor, assistant professor, instructor, instructor (senior, master), professor of practice (assistant, associate, full), and faculty affiliate. “Regular faculty” is inclusive of all faculty ranks except faculty affiliate.

Standing committees

Operational committees shall be elected (Advancement in Rank and Tenure) or appointed by the Department Head from the Department faculty and staff to assist in policy formulation and making recommendations related to the following activities and facilities:

Advancement in Rank and Tenure (ART) Committee – elected see Section D of this document

Code Committee – appointed see Section K of this document

Advisory Committee – appointed

The Executive Committee shall include the Associate Department Head, the Director of the Landscape Architecture Program, and the chairs of the following Standing Committees: ART, Horticulture Resident Instruction, Graduate Admissions, and Off-Campus Research Centers. The Advisory Committee is expected to advise the Head on matters of operations of the Department. The advisory committee shall meet a minimum of one time per semester (spring and fall).

Horticulture Resident Instruction Chair and Committee -- appointed

The Department Head shall appoint the Chair of the Horticulture Resident Instruction Committee. The committee shall include regular faculty members representing each concentration in the majors Horticulture and Environmental Horticulture. Non-voting (ex-officio) members shall include the Academic Support Coordinator (ASC) for Horticulture and Environmental Horticulture and an *ad hoc* representative from the Landscape Architecture Faculty. The Horticulture Resident Instruction Committee shall elect a representative to the College of Agricultural Sciences Academic Affairs Committee from its membership each academic year.

Landscape Architecture Director and Resident Instruction Committee

The Department Head shall appoint the Director of Landscape Architecture with responsibilities as specified for accreditation. The Director of Landscape Architecture shall serve as a representative to the College of Agricultural Sciences Academic Affairs Committee. The Landscape Architecture Resident Instruction committee shall consist of all faculty of the Landscape Architecture program. Non-voting (ex-officio) members shall include the Academic Support Coordinator (ASC) for Landscape Architecture and an *ad hoc* representative from the Horticulture or Environmental Horticulture Faculty.

Graduate Admissions & Studies Committee – appointed
see Section F of this document

Research Centers Committee

The Off-campus Research Centers Committee shall include all regular faculty of the Department assigned to each Research Center and the manager of the Potato Certification service (PCS). The committee may include Research Center Scientists with a joint appointment in the Department. The Research Centers Committee shall meet a

minimum of one time per calendar year.

Space and Facilities Committee – appointed *Horticulture*

Center Steering Committee – appointed *Faculty & Staff*

Awards Committee – appointed

Landscape Architecture Student Awards Committee

The Landscape Architecture Student Awards Committee shall consist of all faculty of the Landscape Architecture program.

Student Scholarships & Awards Committee – appointed

Student & Social Activities Committee – appointed

Ad-hoc Committees

The Department Head may form *ad hoc* committees to carry out the functions of, and address the goals of the Department.

C. STATEMENT OF THE DEPARTMENT MISSION

Department Mission

Our mission is to discover, apply and disseminate knowledge and technology and to develop leaders in horticulture and landscape architecture. Our focus is to solve problems for people, agriculture, and the environment, and to improve policymaking and public education while developing a workplace conducive to scholarship and creativity fostered by teamwork, and individual diversity.

Goals:

- To reinforce the land grant spirit of the Morrill Act of 1862 and the historical significance that Horticulture was the first academic unit in agriculture at the Colorado Agriculture College.
- To achieve increased professional satisfaction and to become recognized leaders in the state, the nation, and the world in serving people, agriculture, science, and economy.

Objectives:

- Instruction at the undergraduate and graduate levels, preparing students at the undergraduate and graduate levels to pursue exemplary careers in industry, academia, and other arenas of professional practice.
- Research, engagement, and outreach with emphasis on serving the needs of our land-grant constituency with scholarship of discovery, application, integration, and teaching.
- Service to the institution and relevant academic and professional communities.

D. PROCEDURES RELATING TO THE REVIEW OF CANDIDATES FOR NEW OR VACATED FACULTY MEMBER POSITIONS

Appointments to New or Vacated Faculty Positions

1. Review of candidates for new or vacated faculty member positions will be completed in compliance with the AFAPM, Section E.4.2.
2. The description of any position to be filled will be guided by faculty consensus and developed through the Department's strategic planning process.
3. When new or vacated faculty positions are to be filled, notices describing the qualifications required and duties to be performed shall be sent to all likely sources of candidates. The applications shall be screened for purposes of recommendation by a committee composed of at least three faculty members, appointed by the Department Head. The final selections shall be made by the Department Head, assuming agreement has been arrived at through consultation with the review committee and other appropriate university administrators. All applications shall be kept on file for inspection by members of the Department until the final selection is made. All faculty and staff appointments will be made in compliance with University Office of Equal Opportunity (OEO) policies and procedures.

E. PROCEDURES RELATING TO THE REVIEW OF RECOMMENDATIONS FOR FACULTY MEMBERS FOR ACQUIRING TENURE, FOR PROMOTION IN RANK, AND FOR REAPPOINTMENT

1. The Advancement in Rank and Tenure (ART) Committee

- a. The ART Committee shall consist of five tenured faculty members (three of full professor rank and two of associate professor rank) and one non-tenure track faculty member. At least one committee member shall be an off-campus faculty member, provided individuals of appropriate rank are available to serve in this capacity. At least one committee member shall be a Landscape Architecture faculty member, provided individuals of appropriate rank are available to serve in this capacity. A chair shall be elected annually (in September) from among the full professors on the Committee.
- b. The committee members shall be elected in September to five-year terms (academic year) by the faculty of the Department. Terms will be staggered so that one member is elected each year. A ballot showing all tenured faculty of associate and full professor rank and non-tenure-track faculty will be distributed to all faculty members. Voting will be for the designated number of full and/or associate professors and/or non-tenure-track faculty. Those not elected, but receiving the next greatest number of votes, will serve as alternates for vacancies, which might occur on the ART Committee during the ensuing year.
- c. Should an associate professor be promoted to full professor status while serving as a member of the ART Committee, an election shall be held in September to restore the ratio of three full professors to two associate professors.

2. Advancement in Rank and Tenure (ART) Process

- a. The Department Head is responsible for informing the faculty member and their mentor of upcoming deadlines regarding the ART process. The academic year is defined as August to May.
- b. It is the responsibility of Regular Non-Tenured Faculty to have a preliminary tenure and promotion dossier ready for ART committee review at the end of their third year of employment. The dossier will be discussed at a January Meeting of ART Committee. Additionally, at the candidate's discretion, the candidate may request an opportunity to present the process and/or products of their tenure and promotion dossier to the faculty. The purpose of this presentation is to create awareness of progress and will be considered as information only.
- c. Regular Non-Tenured Faculty must have a complete tenure and promotion dossier ready for ART Committee review half way between their fifth and sixth year of employment prior to the start of spring semester. The dossier will be discussed at a (following) fall meeting of ART Committee.
- d. All tenured and non-tenured professors (not at the level of full professor) and non-tenure-track faculty (not at level of Master Instructor or Full Professor of Practice) will be reviewed annually by the ART Committee regarding progress towards promotion. Materials necessary to conduct this review are to be made available to the ART Committee no later than 1 January. The results of the ART Committee review will be made available to the Department Head no later than 1 February.
- e. Associate Professors, Instructors, or Professors of Practice desiring promotion must have a complete promotion dossier available for ART Committee review one year in advance of the target promotion year (1 December). This will allow comments to be given to the faculty member and their mentor so that it can be amended and improved for submission by 1 December of the targeted promotion year.
- f. Promotion and/or tenure candidates (and mentors) will be informed [in writing] about the progress toward tenure at all review times – and annually by/with the Department Head (as designated in AFAPM, Section E.10.3.a).

3. Procedures for the Granting of Tenure

- a. The ART Committee of the Department shall evaluate eligible non-tenured faculty for conferring of tenure within the timetables described in AFAPM, Section E.10.
- b. The recommendation of the ART Committee shall be presented to the candidate. After review by the candidate, all faculty at equal or higher rank than the expectation of the candidate will vote to accept or reject the recommendation of the Committee. In the event of a tie, the original recommendation of the ART Committee shall prevail and be forwarded to the Department Head.

4. Procedures for Advancement in Rank

- a. The ART Committee shall evaluate eligible faculty for advancement in academic rank. The decision of the ART Committee shall be by majority vote.

- b. When considering advancement in rank to full professor, only those members of the ART Committee, who hold the rank of full professor, or the designated replacement, shall vote. If fewer than three full professors are on the ART Committee, the Committee members shall select an appropriate replacement in accordance with guidelines established in the AFAPSM, Section E.10.5.1.
- c. A vote of all full regular professors in the Department shall be taken on the recommendation of the ART Committee for promotion to full professor. The vote shall be recorded as well as any comments, which shall then be forwarded to the Department Head.
- d. Promotion of non-tenure-track faculty will be by vote of both tenure-track and non-tenure-track faculty of higher rank. If the composition of the ART Committee does not include a non-tenure-track faculty of higher rank, then a representative from outside the department will be identified for inclusion on the committee.
- e. The recommendation of the ART Committee shall include a vote summary, and a statement of reasons representing the majority and minority points of view.
- f. In the event that a faculty member is not recommended for advancement in rank, the Department Head shall provide the faculty member under consideration with a summary of the ART Committee recommendation. If the faculty member believes that the committee's recommendation to deny tenure or advancement violated University policy or state or federal law, he or she shall be given seven (7) working days from the date of notification of the recommendation to submit a written statement detailing this violation.
- g. In the event that the ART Committee's recommendation that a faculty member be advanced in rank is reversed at any level, the recommendation of the Committee shall be submitted to a higher administrative level for consideration (AFAPSM, Section E.10.5.1.).

5. Faculty Productivity

- a. Concurrent with the annual faculty review process, the Department Head shall review with each faculty member their general expectations of effort distribution regarding 1) teaching and mentoring, 2) research, engagement and other creative activity, and 3) service responsibilities.
- b. The Department Head shall be responsible for communication with the ART Committee regarding faculty member's obligations – i.e. heavier responsibilities in one area against lighter responsibilities in another.
- c. Faculty effort distribution may vary over time, but should remain consistent with 12 month or 9 month appointments.
- d. Teaching and advising are important activities that shall be evaluated based on quality of effort as well as contact/credit hours.
- e. Scholarship [research, engagement (see Appendix A) and other creative activity] shall be understood as the creation of something new that has value, is validated by peers, and is communicated. It includes creative artistry as well as discovery, integration and development of knowledge. Refer to the AFAPM, Section E.12 for a discipline specific discussion.
- f. Service responsibilities shall be accomplished in accordance with the effort distribution as negotiated with the Department Head. It is the responsibility of the

Department Head to ensure equity among the distribution of service and outreach activities within areas of responsibility in the Department.

- g. All faculty productivity guidance and decisions shall be consistent with the AFAPM, Section E.12

F. PROCEDURES FOR APPOINTING FACULTY MEMBERS TO GRADUATE STUDENT ADVISORY COMMITTEES

The Graduate Committee

The Graduate Committee shall be selected according to the “Guidelines for Graduate Advising & Committee Service” document, as established by the Graduate School.

Appointment of academic faculty to serve on graduate student advisory committees All regular CSU faculty, and affiliate faculty are eligible to serve on graduate student advisory committees. Special faculty and faculty with joint appointments are acceptable with Department Graduate Admissions & Studies Committee approval, using nomination procedures and criteria outlined AFAPSM, Section E.2.

The M.S. Graduate Program

A copy of the requirements for the Department’s M.S. graduate program is included in Appendix B of the Department Code.

The Ph.D. Graduate Program

A copy of the requirements for the Department’s Ph.D. graduate program is included in Appendix B of this document.

Graduate student dismissal policy

The policy for graduate student dismissal is included in Appendix B of this document.

G. PROCEDURES FOR CONDUCTING ANNUAL AND PERIODIC COMPREHENSIVE REVIEWS OF THE PERFORMANCE OF DEPARTMENT FACULTY MEMBERS

Faculty Performance Evaluations

1. Faculty members will annually update their performance documentation no later than that date set forth by the University policy. The responsibility for this is the faculty member, as advised by the mentor and Department Head.
2. The Department Head shall hold an annual performance evaluation, at a mutually agreeable time, with each faculty member of the Department and the manager of the PCS.
3. As part of the annual performance evaluation, a summary evaluation (to include a discussion of goals and objectives for the coming year/future) shall be made in writing (by the Department Head) and shall be signed by both the Department Head and faculty member. The faculty member shall receive a copy of the signed evaluation within 30 days following the annual evaluation.
4. 5-year performance evaluations will be completed in accordance with the direction and

discretion of the Department Head. The faculty member shall receive a copy of the signed evaluation within 30 days following the 5-year evaluation.

5. The Department Head will help faculty navigate the review process accordingly – so that consistent, continual, and timely progress can be expected of all faculty.

Resolution of Disputes

A faculty member or administrative professional can challenge a decision, recommendation or action by a supervisor according to the AFAPM, Section K.

H. PROCEDURES RELATING TO SELF EVALUATION OF DEPARTMENT OPERATIONS

Self-Evaluation of Department Operations

Evaluation of operation of the Department shall be conducted as described in the AFAPSM, Section C.2.4.2.2.d.

I. PROCEDURES BY WHICH STUDENTS MAY APPEAL ACADEMIC DECISIONS AND COURSE EVALUATION

1. Appeal of academic decisions by instructors

All student appeals of academic grading decisions will be in accordance with the AFAPSM, Section I.7.

2. Course Evaluation Policy

All courses will be evaluated using the standardized University-wide instrument as indicated in the AFAPM, Section I.8.

J. DEPARTMENT FACULTY MEETINGS

Faculty Meetings

There shall be a minimum of one faculty meeting each semester of the academic year. The Department Head shall notify faculty members in writing at least one week prior to the first meeting of the semester. For subsequent meetings of each semester, notice (including an agenda) shall be given at least one week prior to the meeting.

K. PERIODIC REVIEW OF THE DEPARTMENT CODE

It shall be the policy of the Department to keep the Code as relevant as possible. The Department Code shall comply with the University Code and Department mission statement as specified in AFAPM, Section C.2.4.2.2.e.

The Department Code shall be consistent with the provisions of the University Code relating to Department matters, and the University Code shall take precedence in all instances.

L. PROCEDURES FOR AMENDING THE CODE

- a. Code changes must be made in accordance with the procedures defined by the University Code (AFAPM, Section C.2.4.2).

- b. The Department Code, including its appendices, shall be reviewed annually.
- c. Proposals recommended by any regular faculty member regarding Code changes shall be by a written notice (email, fax, or mail) to all determined eligible to vote, 14 calendar days prior to a regularly scheduled faculty meeting in which amendments will be discussed. Proposals shall be listed in the agenda of at least two consecutive regularly scheduled faculty meetings of the Department. For each proposed amendment, a list of pros and cons will be solicited from the faculty throughout the discussion period and will be presented to all faculty, and others deemed eligible to vote (preferably by email), 14 calendar days prior to the final ballot vote (written, emailed, faxed, or mailed ballot). Each proposal will be voted on separately. Approval of recommendations relating to the Department Code and appendices will be by a two-thirds (2/3) vote of eligible faculty, and others deemed eligible to vote by faculty, as defined in the University Code.

As specified in the AFAPM, section C.2.4.2, faculty members eligible to vote on the code are those who satisfy all of the following qualifications:

- 1. Currently a faculty member with a regular full-time, regular part-time, or transitional appointment, non-tenure-track faculty, or any other faculty appointment type that the Department code specifies to be eligible.
- 2. In residence at the University or on sabbatical leave.
- 3. Administratively responsible to the Head of the Department.

Amendments become effective upon acceptance by the Dean of the College of Agricultural Sciences and the Provost/Academic Vice President as specified in Sec.C.2.4.3 of the University Code.

M. VOTING RIGHTS OF MEMBERS OF THE DEPARTMENT

- 1. Voting Eligibility
 - a. For Department actions relating to faculty promotion, tenure decisions, and other matters of university concern, “eligible faculty members are all academic faculty members in the Department with regular, regular part-time, or transitional appointments with the rank of instructor, assistant professor, associate professor, professor, or an equivalent.” (See Section C.2.3.2 of the University Code for faculty members with joint appointments). Eligible faculty members may vote on any issue, except matters in which participation is limited by the University Code or Department Code.
 - b. For other actions of internal, Department concern, a quorum of the Department faculty may invite any or all of the following persons or groups to participate in voting. These include Administrative Professionals, State Classified personnel, Emeritus Faculty, and Affiliate Faculty.
 - c. Procedures to Introduce Department Business

All eligible faculty members (defined in Section M.1.a) may recommend business items to be considered by the Department as a whole. Such items should be

communicated to the Department Head for inclusion on a faculty meeting agenda.

2. Quorum

- a.** The quorum necessary to enact business is two-thirds (2/3) of the eligible faculty members.
- b.** If allowed, persons or groups not a part of the academic faculty will be counted in the quorum only if qualified to vote.
- c.** A two-thirds (2/3) majority of those eligible to vote will be required for approval on issues relating to Department business.

3. Voting Procedures

- a.** An email notice shall be distributed to all eligible to vote a minimum of 14 days prior to the scheduled faculty meeting, for any agenda item (other than Department Code changes, see Section K) that will require a vote. Information related to the item, should also be distributed with the email to inform the voters about the item prior to the meeting.
- b.** All voting shall be conducted by email for all eligible to participate. Email votes shall be kept in strict confidentiality.
- c.** Within one week of the faculty meeting, a discussion summary related to any item to be voted on will be prepared and distributed with an email ballot. The vote will be conducted over a period of one week and results distributed soon thereafter.

APPENDIX A: Extension Specialist Roles and Responsibilities

APPENDIX B: Horticulture and Landscape Architecture Graduate Manual

APPENDIX C: College of Agricultural Sciences Non-Tenure Track Faculty Appointments Document