

CODE

Department of Soil and Crop Sciences

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I. Department Structure

The department consists of faculty, undergraduate and graduate students, and staff, each of whom is expected to contribute to an environment conducive to excellence in research, teaching, extension, service and inclusiveness. All department members are expected to conduct themselves according to CSU's Principles of Community.

A. The department structure shall be as follows:

1. Administrative Officers
 - a. Department Head
 - b. Associate Department Head

2. Administrative Council
 - a. Department Head, Chairperson
 - b. Associate Department Head
 - c. Committee Chairs
 - 1) Research
 - 2) Undergraduate Instruction
 - 3) Extension
 - 4) Graduate Instruction
 - 5) Diversity, Equity, and Inclusion (DEI)

B. Selection of administrative officers and committee chairs

1. Department Head - The manner of selection and appointment of the Department Head is governed by section E.4.3. of the Academic Faculty and Administrative Professional Manual.
2. Associate Department Head - The Associate Department Head shall be appointed by the Department Head with approval by a majority vote of the faculty. The term of office shall be at the discretion of the Department Head. The Associate Department Head shall be a tenured faculty member within the Department.
3. Committee Chairs - The Committee Chairs shall be appointed by the Department Head with approval by a majority vote of the faculty. The term of office shall be at the discretion of the Department Head.

C. The duties of the Administrative Officers are:

1. Department Head - The Department Head is the chief administrative and academic officer of the Department and is the initial person in the administrative chain to the President. Members of the Department staff are responsible to this officer. The Department Head has the general responsibility for all activities which may affect the professional stature of the Department or the interests of the University. Specific responsibilities of the Department Head are outlined in Section C.2.6.2 of the Academic Faculty and Administrative Professional Manual.
2. Associate Department Head - The Associate Department Head shall perform duties outlined

in section D.4 and D.5, and those responsibilities assigned by the Department Head. The Associate Department Head shall have full powers to make decisions in the absence of the Department Head.

3. The Administrative Council - The Administrative Council will be chaired by the Department Head. The Council will meet at the discretion of the Department Head and will assist in the administration of the Department, including matters relating to the funding, evaluation, coordination, and implementation of teaching, research, and extension programs. The Administrative Council will consider input from faculty, staff, (under)graduate students, any departmental advisory boards, and concerned citizens.

D. Department Committees

1. Duties

- a. Committees shall be organized within the Department to a) develop and recommend departmental goals and objectives, and b) to aid in administering departmental programs. Proposals developed by the Committees and approved by the Department Faculty shall be implemented and documented in the minutes of the departmental meetings.
- b. All committees should keep records of committee decisions and actions and those records should be available to all department faculty. Committee meeting minutes should be sent to the Assistant to the Department head to be placed in the Department's intranet site.

2. Composition

- a. Research - The Research Committee shall consist of four members: the Research Coordinator, who shall be chairperson, and three persons from the Department academic faculty representing the diversity of scientific fields within the department.
- b. Undergraduate Instruction - The Undergraduate Instruction Committee shall consist of five members: the Resident Instruction Coordinator, who shall be chairperson, the primary undergraduate student advisor, and three academic faculty members appointed annually by the department head with approval of a majority vote of the faculty to fill program areas important to the department, and one student representative elected by the undergraduate students.
- c. Extension - The Extension Committee shall consist of all academic faculty and administrative professionals with extension appointments. The Extension Coordinator shall serve as chairperson.
- d. Graduate Instruction - The Graduate Instruction Committee shall consist of five members: the Graduate Instructor Coordinator, who shall be chairperson, three elected academic faculty and a graduate student elected by the departmental graduate students. The faculty members shall represent the diversity of scientific fields within the department.

- e. Diversity, Equity, and Inclusion (DEI) - The committee shall consist of the department's representatives to the College Diversity Catalyst Team, and additional department members, so that there are up to two each of faculty members, graduate students, post-doctoral researchers, staff, and undergraduate students associated with the department on the committee. This model seeks to maintain a balance of representation from the department.
 - f. Awards – The committee shall consist of the associate department head, who shall be chairperson, a minimum of three additional faculty members, and one administrative professional or state classified employee. The committee may also rely on emeritus faculty members for guidance. With the aid of department faculty and staff, this committee may suggest, prepare, and submit nominations for international, national, state, university, and college awards for faculty, staff and student members of the department. This committee must also develop and maintain an adequate written record of committee actions.
3. Selection and Election - Elected members shall serve three years with terms of office staggered to allow one term of office to expire each year. Student committee members shall serve a one-year term and should be elected in September of each year.
4. Election Procedures

The Associate Department Head shall have the responsibility to conduct departmental elections. Nomination of candidates for open positions on the Department Committees shall take place at a faculty meeting in September. The date of this meeting shall be announced at least two weeks in advance. A list of Department Committees and Committee Members will be distributed two weeks prior to the faculty meeting in September. During the September faculty meeting, the Associate Department Head will present Departmental Committee lists, discuss those members cycling off committees, and the faculty will suggest new Committee members to serve. The term of office shall begin on October 1.

5. Procedure for Filling Committee Vacancies

In the event of the vacancy of an elected faculty member serving on Department Committees, the Associate Department Head shall conduct an election as described in the previous section. The election shall be held as soon as possible. The term of office shall be for the duration of the unexpired term of the originally elected person. A vacancy occurs when a faculty member resigns from a committee, when a committee member takes sabbatical leave, or when a change occurs in the status of a faculty member so to make them ineligible to serve on the Committee.

6. Training and Preparation for Serving on Committees

All committee members are required to complete one approved DEI focused training every two years offered by the Office of Inclusive Excellence, workshops such as The National Conference on Race and Ethnicity, or other trainings approved by the DEI Committee.

II. Department Mission, Vision, and Objectives

Mission Statement: We generate and communicate knowledge pertaining to agroecosystems and their sustainable management in the face of accelerating global change.

Vision Statement: We develop the agroecosystems of tomorrow, transforming environmental challenges into opportunities.

Objectives: Resources of the Department shall be focused on five objectives - undergraduate instruction, graduate instruction, research, extension, and diversity, equity and inclusion efforts. The subject matter shall include crop science, genetics, genomics, biotechnology, soil science, microbial genomics and genetics, water science, agronomy, agroecology, predictive and regenerative agriculture applied to both domestic and international ecosystems.

A. Undergraduate Instruction

The Department shall develop excellence in undergraduate teaching, targeting the subject matter listed under section II above, and strive to attract scholarly students to the Department. This will require the recruitment of a competent, engaging faculty for undergraduate teaching of both majors and non-majors. Emphasis shall be placed on teaching fundamental principles of crop science, genetics, and soil science and their application to the efficient production of agronomic crops and the management of soil, plant, and water resources in an environmentally responsible manner. Curricular offerings shall be developed to meet the needs of departmental majors and to provide training in crop and soil sciences and genetics needed by majors outside the Department. The curriculum shall be continually reviewed in order to meet these needs within the limits of available funds and university objectives.

Undergraduate Instruction will confer with the department's diversity, equity, and inclusion committee to ensure alignment of undergraduate programs and practices with department diversity, equity, and inclusion objectives.

B. Graduate Instruction

The Department shall develop a strong graduate curriculum in the soil and crop sciences, genetics, water science, agronomy, agroecology and predictive agriculture disciplines to train graduate students at the M.S. and Ph.D. levels in order to solve critical problems facing agroecosystems globally. Soil science training shall be integrated across soil science disciplines, including but not limited to fertility, management, chemistry, mineralogy, physics, microbiology, ecology, and classification. Crop science training shall be integrated across crop science disciplines, including but not limited to production, management, physiology, breeding, and plant genetics.

Graduate Instruction will confer with the department's diversity, equity, and inclusion committee to ensure alignment of graduate programs and practices with department diversity, equity, and inclusion objectives.

C. Research

Facilities at Fort Collins, the Agricultural Experiment Station research centers, producer and other stakeholder locations will be used to achieve the following research goals:

1. Develop agronomic practices to increase and stabilize crop production in Colorado and beyond.
2. Develop agronomic practices to improve water-use efficiency and conservation in crop production in Colorado and beyond.
3. Revise agronomic practices in the face of changing resource availability and environmental concerns.
4. Inventory soil resources including soil nutrient needs, soil health and C storage.
5. Conduct basic research on plant responses to soil, biological and climatic factors with the purpose of increasing biological efficiencies of crop production.
6. Conduct basic research on physical, chemical, biological, and ecological properties of soils.
7. Conduct applied and basic research in plant genetics, genomics, and breeding.
8. Develop approaches for the rehabilitation of disturbed lands via plants and the use of soils as a waste recycling resource.
9. Ensure that research confers with the department's diversity, equity, and inclusion committee to ensure alignment of graduate programs and practices with department diversity, equity, and inclusion objectives.

D. Extension

The Department shall develop a strong Extension program in the soil and crop sciences, genetics, water science, agronomy, agroecology and predictive agriculture disciplines in order to solve critical problems facing agroecosystems globally. The Extension program will focus on the following goals:

1. Develop research-based educational programs, materials, and information on soils, crops, and related technologies.
2. Deliver relevant information that impacts decision-making to assure the sustainability of agriculture and natural resources, and to enhance the environmental quality of the State and other areas where we work.
3. Deliver relevant outreach programs and services of Crops Testing; the Soil, Water, and Plant Testing Lab; Colorado Seed Growers Association; the Colorado State Seed Lab, Foundation Seed, and Pedology and Soil Information Systems.
4. Ensure that Extension activities confer with the department's diversity, equity, and inclusion committee to ensure alignment of Extension activities with department diversity, equity, and inclusion objectives.

E. Diversity, Equity, and Inclusion (DEI)

Colorado State University's Principles of Community are held to the utmost standards in the Department. Our Department strives to create and nurture inclusive environments, and welcome, value and affirm all members of our community. We recognize that we are accountable for our actions and will act ethically and honestly in all of our interactions with community members. Furthermore, we respect the inherent dignity of all people within an environment where we are committed to freedom of expression, critical discourse, and the advancement of knowledge. Furthermore, we are responsible to provide our time, talents and resources to promote the well-being of each other and the development of local through global communities. Finally, we have the responsibility to treat others with fairness and equity, the duty to challenge prejudice and to uphold the laws, policies and procedures that promote justice in all respects (see CSU's Principles of Community; <https://inclusiveexcellence.colostate.edu/resources/principles-of-community/>).

With the above stated, the objectives of the DEI Committee are to:

1. Assess culture and climate of the department and identify priorities for diversity, equity and inclusion related activities, training, and events for all department members.
2. Recommend policy changes and/or activities to the department that will enhance diversity, inclusion and equity within the department and university.
3. Remain up-to-date and serve as a resource for department members on the college and university's policies, procedures, and trainings related to DEI topics and bias reporting.

III. Appointment of New Academic Tenure/CCA Faculty Members, Post-Doctoral Fellows, and Other Non-Faculty Positions

A. Tenure/CCA Faculty Members

1. When a new or vacated faculty position is open and the Dean of the College of Agriculture has granted approval, the Department Head, with the assistance of appropriate faculty members, shall propose a description of the position. A copy of this description shall be distributed to each faculty member of the Department. A discussion of the proposed position shall be included on the agenda of a departmental faculty meeting. A majority vote of the faculty present shall be required in order to proceed.
2. Faculty members appointed by the Department Head shall constitute a Search Committee for the available position. All members of the Search committee are recommended to complete one approved DEI training offered by the Office of Inclusive Excellence, workshops such as The National Conference on Race and Ethnicity, and other trainings preapproved by the SOCR DEI Committee prior to serving on a search committee. The Committee shall screen the applicants and recommend the best qualified candidates, ranking them as acceptable, acceptable with reservations, or unacceptable. The curriculum vitae of the candidates shall be available to interested faculty members for their study. The best qualified candidates will be interviewed, with appropriate time allowed for meeting with administrators, faculty and staff. The Department Head shall call a meeting of the faculty to present recommendations of the Search Committee and to receive comments and recommendations.

B. Post-Doctoral Fellows

1. Departmental process and procedures will conform with those of the University as described in the Academic Faculty and Administrative Professional Manual and with the guidelines of the Office of Equal Opportunity.
2. Post-doctoral fellows shall be appointed by the department head after an appropriate search and after consultation with the appropriate parties.
3. Annual performance reviews will occur by the direct supervisor of the post-doctoral fellow.
4. Post-doctoral fellows who are employees of an agency granting them a fellowship shall be provided the same departmental opportunities as postdocs employed through the department whenever possible.

C. Other Non-Faculty Positions

1. Persons shall be appointed to other positions by the department head following approved

university policy and, where appropriate, after consulting with person(s) with whom those employees will be working.

IV. Appointment of Faculty Members to Graduate Student Advisory Committees

All tenure track faculty and contract, continuing and adjunct (CCA; i.e., non-tenure track) faculty (see Appendix A.1 for definitions) on the professor pathway (Table 1) and on continuous appointments holding equal or higher degree as the graduate candidate seeks are eligible to serve as primary advisors on Graduate Student Advisory Committees. Selection of a student's committee or co-advisor shall be at the discretion of the advisor (major professor).

V. Performance Expectations, Mentoring Program for New Faculty, Annual Performance Reviews, Annual Comprehensive Reviews, Periodic Comprehensive P & T Reviews, and Unsatisfactory Performance

A. Performance Expectations

All faculty and administrative professional members are expected to contribute to the overall mission of the department and facilitate strengthening the total program. New faculty members are expected to publish results from their PhD and post-doctoral work, if applicable, in refereed journals as soon as possible. All faculty who teach are expected to develop and deliver high quality courses that are updated based on new developments presented in the literature. Use of teaching portfolios, student evaluations, and other measures of course quality are strongly encouraged to document teaching activities (for more information, see <https://tilt.colostate.edu/prodev/teaching-effectiveness/tef/>). All faculty engaged in research are expected to publish a number of papers proportional to the percentage of time devoted to research. Extension personnel are expected to develop a state-of-the-art technology transfer program meeting needs of clientele in the state and to conduct applied research and demonstration activities to support their educational program. Agricultural Experiment Station bulletins and reports, Extension publications, computer software, videos and other evidence of creative and scholarly endeavors are strongly encouraged and are recognized in the evaluation process. Faculty with a partial Extension appointment (<25%) are also expected to contribute publications or the equivalent. Service activities, such as departmental, college and university committees, are an expectation of all faculty. In all activities, emphasis shall be placed on quality and quantity. Administrative professionals are expected to meet minimum research associate series concept or research scientist/scholar career track requirements as outlined on Colorado State University's Human Resources webpage (<https://hr.colostate.edu/research/>).

B. Mentoring Program for New Faculty

The Department is committed to assisting all new faculty in adjusting to the University and to the responsibilities and duties of being a faculty member. The goal of the mentoring program shall be to ease the transition from graduate student/postdoctoral fellow (or other) to a faculty position, facilitate initial interaction with administrative and academic units, foster interactions with other faculty, assist in development of teaching, research, or extension programs, provide guidance in obtaining research resources and publishing results, and give counsel on progress towards promotion and/or tenure. Additionally, this will include raising awareness of CSU's Principles of

Community and resources available for training and practice on DEI related topics. At least two tenured faculty members, selected by the Department Head in consultation with the new tenure-track faculty member, will be asked to serve as the initial mentors for each new tenure-track faculty member to facilitate the orientation process. In addition, at least two faculty members, tenured or more senior CCA, selected by the Department Head in consultation with the new CCA faculty member, will be asked to serve as the initial mentors for each new CCA faculty member to facilitate the orientation process. A successful mentoring relationship is a personal one which needs to develop based on mutual interests and respect between the mentor and the faculty member. Formal mentorship will occur at least until faculty are successful promoted and/or achieve tenure. The Department Head will also serve as a mentor for new faculty.

C. Annual Performance Reviews

1. Faculty and State Classified: Beginning with the initial year of appointment, the Department Head will provide each tenure track and CCA faculty member, and each state classified employee, a written evaluation on their annual performance as described in Section E.14 of the Academic Faculty and Administrative Professional Manual. The Department Head will also complete the evaluation section found within evaluation tools provided by the university. The Department Head shall hold an annual conference during the period from January through March with each faculty and state classified member to evaluate performance and to set goals. The evaluation shall be in writing and shall be signed by the Department Head and by the faculty or state classified member, who shall receive a copy of the evaluation. In the evaluation of tenure-track faculty members, the Department Head shall formally solicit input from all tenured faculty members. In the evaluation of CCA faculty members, the Department Head shall formally solicit input from tenured, tenure-track and CCA faculty. The purpose of the evaluation is to assist the faculty and state classified member's professional growth and development. The evaluation shall be based on the quality and quantity of performance in fulfilling the faculty or state classified member's responsibilities to the Department, the College and the University during the period of evaluation. In order to expedite the review process, at the end of each calendar year, each faculty and state classified member will prepare and submit to the Department Head an annual accomplishment report as entered into the Faculty/Staff Activity System (FSAS; <https://fsas.colostate.edu/>).

2. Administrative Professionals: An annual evaluation of the performance of each administrative professional member of the faculty will be conducted using evaluation tools provided by the university. The evaluation tool form will be completed by the supervisor each spring semester and the results of the evaluation discussed with the Administrative-Professional.

3. A faculty member who disagrees with the Department Head's evaluation of their performance can appeal the evaluation using the University grievance procedure as described in Section K of the Academic Faculty and Administrative Professional Manual.

D. Annual Comprehensive Reviews

1. Untenured Faculty: Tenured faculty shall, annually, participate in evaluating regular, tenure-track faculty who are yet untenured. This shall include recommendations for continuing employment and voting for granting or denial of tenure. The Tenure Committee will consist of all tenured faculty members in the Department and will be chaired by the Associate Department Head, or an elected member if the Associate Head is not a tenured faculty member or is not available.

2. Contract, continuing and adjunct (CCA) Faculty: CCA faculty members will participate in the annual review and eventual recommendation for promotion of CCA faculty of equal or lower rank (Table 1) by voting alongside tenure track faculty in the department. If the composition of the department review committee for CCA Faculty does not include a CCA Faculty of equal or higher rank, then a representative from another department, in disciplines similar to that of the candidate, will be identified for inclusion on the review committee as an *ex-officio* member.

3. A separate written evaluation regarding tenure track and CCA faculty member progress towards promotion and/or tenure will be conducted annually by the Tenure Committee, as outlined in Section E.10 of the Academic Faculty and Administrative Professional Manual. Each tenure track and CCA member will provide, through their mentors, the Promotion and/or Tenure Committee with updated documentation required by the University for the promotion and/or tenure evaluation. This review, presented by the faculty member's mentors, will involve an evaluation in accordance to workload distribution of teaching, research, advising, extension, and service activities of the tenure track and CCA member, along with a specific written summary of the progress made toward promotion and/or tenure. If less than desired progress is being made, specific recommendations for corrective action will be included in the summary (see criteria outlined in Section E.12 of the Academic Faculty and Administrative Professional Manual). If necessary, a recommendation to continue or to terminate employment will be prepared by the mentor. This summary is presented to and approved by the Promotion and/or Tenure Committee, and is shared with both the Department Head and the tenure track or CCA member, as described in Section E.10.3 of the Academic Faculty and Administrative Professional Manual. These reviews, from the Department Head and the Promotion and/or Tenure Committee will be used as the basis for a decision on renewal of the annual contract for tenure track and CCA faculty.

E. Periodic Comprehensive P & T Reviews

1. Criteria for granting of promotion and/or tenure - The expectations for granting promotion or of tenure (year 6 of employment or earlier if warranted due to an outstanding record) are based on criteria outlined in Section E.12 of the Academic Faculty and Administrative Professional Manual and the percentage of each faculty member's time assigned to teaching, research, extension, advising, and service. Each tenure track and CCA member, with assistance from their mentors, will provide the Promotion and/or Tenure Committee with an updated promotion and/or tenure document which shows the following information and is based on documentation required by the University for promotion and/or tenure:

a. Teaching and Advising – Measures of teaching and advising effectiveness include courses taught and enrollment; student evaluations; evidence of teaching effectiveness; guest lectures; invited presentations on teaching; course development and revision; evidence of inclusive pedagogy; and self-analysis. Additional measures are described in Section E.12.1 of the Academic Faculty and Administrative Professional Manual.

b. Research - publications in refereed journals, reports, bulletins, abstracts; patents; crop varieties and germplasm released; presentations at professional meetings; other contributions; grant proposals submitted and those funded; evidence of research quality and impact.

c. Extension - development and delivery of Extension programs and activities, evidence of

programmatically excellent and impactful; peer-reviewed publications (fact sheets, newsletters, web pages, technical reports and bulletins, and journal articles).

d. Service - contributions to the Department, College, and University; professional society involvement; faculty governance; departmental promotion and recruiting; community service; other professional activities; and DEI.

e. DEI - demonstrated efforts in teaching, research, extension and/or service to enhance diversity, equity, and inclusion, and align with CSU's Principles of Community. These efforts may include approved trainings, evidence in practice, and service.

f. Awards – Measures of excellence and impact in teaching/advising, research, Extension, service, and DEI are often bestowed upon faculty. Faculty are encouraged to maintain an active list of awards received in evaluation tools provided by the university.

2. Recommendations for granting or denial of Tenure: Following a review of the faculty member's tenure document, voting regarding tenure shall be by secret ballot at a meeting of the Tenure Committee. A section will be provided on each ballot where the reason for the vote can be stated. The Associate Department Head, or an elected member if the Associate Head is not a tenured faculty member and/or is not available, will prepare a report summarizing the vote and associated reasons and forward it to the Department Head, to the Dean, and to the Provost.

3. Recommendation for Promotion in Rank

a. Recommendation of a tenure-track or CCA (professor pathway) faculty member for advancement in rank shall be made by the Department Head based upon documentation prepared and recommendations made by the full Professors of the Department functioning as a promotion committee to consider Associate Professors and by the full Professors and Associate Professors functioning as a Promotion Committee to consider Assistant Professors. The Promotion Committee to consider tenure track and CCA faculty shall be made up of both tenured and CCA faculty, respectively. Similarly, recommendation of a CCA (instructor pathway) faculty member for advancement in rank shall be made by the Department Head based upon documentation prepared and recommendations made by the Master Instructors of the Department functioning as a promotion committee to consider Senior Instructors and by the Master Instructors and Senior Instructors functioning as a promotion committee to consider Instructors. As such, promotion of CCA faculty will be by vote of both tenure-track and CCA faculty of higher rank. If the composition of the department committee does not include a CCA faculty of higher rank, then a representative from another department, in disciplines similar to the candidates, will be identified for inclusion on the committee as an *ex-officio* member.

b. The Associate Department Head shall chair the Promotion Committee. If they are not a full Professor, or is not available, the academic faculty will elect a tenured full Professor as Chair of the Promotion Committee prior to the annual meeting at which promotion and/or tenure recommendations are considered. The Promotion Committee will evaluate if the faculty member is performing duties in accordance with their current job description. All faculty job descriptions should be periodically reviewed by the faculty member and the department head to ensure effective faculty performance evaluation.

c. Recommendation of an administrative professional member for advancement in rank shall be made by the Department Head upon documentation prepared and recommendations made by the supervising faculty member. The research associate advancement series concept details are outlined on Colorado State University's Human Resources webpage (<https://hr.colostate.edu/research/>) and follows: Research Associate I, II, III, IV, Senior Research Associate, Research Scientist/Scholar I, II, III, and Senior Research Scientist/Scholar.

F. Unsatisfactory Performance

1. Reviews of the performance of tenured faculty members are required according to section C.2.5 and E.14 of the Academic Faculty and Administrative Professional Manual. Phase I Comprehensive Performance Reviews are conducted following the acquisition of tenure or if there are two unsatisfactory annual reviews within a five-year review period.

2. A Phase II Comprehensive Performance Review is initiated when the Department Head determines that a tenured faculty member's performance has been unsatisfactory as determined in a Phase I Review. A Phase II Review Committee, consisting of two academic faculty members from the Department plus one academic faculty member from outside the Department, shall conduct a Comprehensive Performance Review. The Committee members from the Department shall be selected by ballot from the tenured full professors with all eligible faculty (see section E.2.1 of the Academic Faculty and Administrative Professional Manual) allowed to vote. The member from outside the Department shall be appointed by the Dean.

3. The criteria for the evaluation are based on the faculty member's accomplishments in meeting the mission of the Department, taking into account their assigned responsibilities and effort distribution. The faculty member shall provide to the Review Committee the information supplied for the Phase I Review. The Department Head shall provide copies of the faculty member's annual reviews together with the Department Head's evaluation resulting from the Phase I Review. If the faculty member wishes to submit additional information to the Review Committee, copies of this material shall be provided to the Department Head for their comment. The Review Committee will render a decision as required by section E.14.3.2 of the Academic Faculty and Administrative Professional Manual.

Table 1. Career Promotion Pathways for Contract, Continuing and Adjunct (CCA) Faculty: Instructor and Professor

Instructor Pathway	Professor Pathway
<p>Rank/ HR Classification: Instructor Working Title: Instructor</p> <p>Required:</p> <ul style="list-style-type: none"> • Minimum Master’s degree (or commensurate specialized experience/training) • Minimum of 2 years professional experience <p>Preferred:</p> <ul style="list-style-type: none"> • Teaching experience in higher education setting 	
<p>Rank/ HR Classification: Senior Instructor Working Title: Senior Instructor</p> <p>Required:</p> <ul style="list-style-type: none"> • Minimum Master’s degree (or commensurate experience) OR Instructor Rank • Minimum of 5 years professional experience as instructor (or equivalent) <p>Preferred:</p> <ul style="list-style-type: none"> • Teaching experience at CSU <p>Demonstrated Excellence in the following areas (dependent on FTE):</p> <ul style="list-style-type: none"> • <u>Effectiveness in Teaching</u> – As defined below • <u>Continuing education</u>- 5 hours per year • <u>Service</u> to the <i>department</i> that draws upon the individual’s expertise 	<p>Rank/ HR Classification: Assistant Professor Working Title: Assistant Professor of Practice</p> <p>Required:</p> <ul style="list-style-type: none"> • Discipline specific terminal degree <p>Preferred:</p> <p>Record of achievement in the areas of Instruction, Research, and Service</p> <p>Demonstrated Excellence in the following areas (dependent on FTE):</p> <ul style="list-style-type: none"> • <u>Effectiveness in Teaching</u> – As defined below • <u>Quality of Research</u>- As defined below • <u>Service</u> to the <i>department</i> that draws upon the individual’s expertise
<p>Rank/ HR Classification: Master Instructor Working Title: Master Instructor</p> <p>Required:</p> <ul style="list-style-type: none"> • Minimum Master’s degree (or commensurate experience) OR Senior Instructor Rank • Minimum of 5 years professional experience as Senior instructor (or equivalent) <p>Preferred:</p> <p>Teaching experience at CSU</p>	<p>Rank/ HR Classification: Associate Professor Working Title: Associate Professor of Practice</p> <p>Required:</p> <ul style="list-style-type: none"> • Discipline specific terminal Degree OR Assistant Professor Rank • Minimum of 5 years professional experience <p>Demonstrated Excellence in the following areas (dependent on FTE):</p>

<p>Demonstrated Excellence in the following areas (dependent on FTE):</p> <ul style="list-style-type: none"> • <u>Leadership in Teaching</u> – as defined below and with <i>comprehensive evaluations of these innovations</i> • <u>Continuing education</u>- 5 hours per year • <u>Service to Campus/ University</u> beyond the department that draws upon the individual’s expertise 	<ul style="list-style-type: none"> • <u>Leadership in Teaching</u> – as defined below and with <i>comprehensive evaluations of these innovations</i> • <u>Leadership and Productivity in Research</u> • <u>Service to Campus/ University</u> beyond the department that draws upon the individual’s expertise
	<p>Rank/ Classification: Full Professor Working Title: Full Professor of Practice</p> <p>Required:</p> <ul style="list-style-type: none"> • Discipline specific terminal Degree OR Associate Professor Rank • 10 years of professional experience <p>Demonstrated Excellence in the following areas (dependent on FTE):</p> <ul style="list-style-type: none"> • <u>Leadership in Teaching</u> – as defined below and with <i>comprehensive evaluations of these innovations</i> • <u>Sustainability in Research</u> • <u>Service to Communities</u> and partners beyond the University that draws upon the individual’s expertise

VI. Evaluation of Departmental Operations

A. The Department must evaluate departmental operations at intervals no less than five years and no greater than seven years.

1. Procedures for this self-evaluation are those outlined in Section 2.4.2.2. of the Academic Faculty and Administrative Professional Manual.

B. The Department strategic plan must be reexamined in detail every five years. This process will be coordinated by the Department Head and Executive Committee.

1. In addition to university and college requirements, the strategic plan will include measureable goals, clarify the metrics that will be used to measure progress, and state the department priorities and justifications for new and replacement faculty positions.
2. The strategic plan will also describe the mission and values of the department, a plan for inclusiveness and supporting and enhancing diversity, and will adhere to CSU's Principles of Community.
3. Any changes to the strategic plan must be approved by a majority vote of the faculty before submission to upper administration and, ultimately, implementation.

VII. Faculty Grievance Procedures

Faculty grievance procedures will follow section K of the Academic Faculty and Administrative Professional Manual.

VIII. Student Appeal of Grading Decision Policy and Process

The student appeal of grading decision process will follow section I.7 in the Academic Faculty and Administrative Professional Manual.

IX. Departmental Meetings

The Department Head shall schedule a minimum of one departmental meeting every two months during the academic year with additional meetings to be called as needed. In addition to faculty and staff members, administrative professionals, a graduate student representative and an undergraduate student representative may be invited to attend and participate. Student representatives shall be elected by their peers and shall serve from their election in September until a qualified successor is elected.

Except in an emergency, a written notice of the departmental meeting along with an agenda will be given at least three days in advance by the Department Head. Any faculty/staff member or elected student representative may request that specific items be placed on the agenda of the next meeting. Meetings will be scheduled within two weeks by the Department Head upon receipt of a proposed Code amendment. The receipt of a petition signed by five faculty/staff calling for a meeting shall be complied with within two weeks during the academic year. Meetings shall be conducted in a manner consistent

with parliamentary principles. Minutes shall be taken and distributed to faculty, administrative-professionals, and student representatives who participate in a meeting will also receive copies of the minutes of the meeting. All meeting agendas and minutes will be posted on the department's intranet website to remain available and accessible in the future.

X. Code Review and Revision

The review of the departmental code shall occur during the year of the evaluations of academic programs and departmental operations as outlined in section C.2.4.2.2.e of the Faculty and Administrative Professional Manual. A committee of three faculty members shall be elected and charged with reviewing the Department Code. After two week's written notice, the faculty shall meet to discuss possible Code changes recommended by the Committee. Code revision shall require approval by two-thirds of regular, tenure-track faculty and non-tenure track faculty holding a continuing or contract appointment (as defined in section C.2.4.2.1 of the Academic Faculty and Administrative Professional Manual) who vote by email ballot. If approved, the revised Code (and any subsequent changes) shall be provided to the Dean and, the Provost/Academic Vice President and, upon their acceptance, the Department shall begin to operate in accordance with the procedures of the Code. Copies of the Code shall be provided to each faculty member of the Department.

At any time a faculty member may offer an amendment to the Department Code by giving written notice with the proposed amendment to the Department Head. Such proposed amendments shall be listed on the agenda of the next scheduled meeting of the Department faculty for discussion purposes.

Within one week following this meeting, written ballots shall be provided to all eligible members of the Department faculty. Adoption of the amendment shall be as specified in the previous paragraph.

XI. Voting Rights

Promotion and tenure votes will be by the tenure-track faculty in the following manner: Tenured Full Professors will vote on promotion of tenured Associate Professors to Full Professors. Tenured Full and Associate Professors will vote on promotion of Assistant Professors to Associate Professors and on recommending tenure for untenured faculty in tenure-track positions.

Promotion of CCA faculty will be by vote of both tenure-track and CCA faculty of equal or higher rank.

All tenure-track and CCA faculty will have voting rights in the governance of the department.

APPENDIX A: Definition of Department Faculty

- I. Faculty are full-time or part-time tenured faculty, tenure-track faculty, CCA faculty, and faculty on transitional appointments (see Section E.2.1 of the Academic Faculty and Administrative Professional Manual). Regular full-time, regular part-time, contract and continuing faculty have full voting rights in Department meetings, subject to the rules governing tenure and promotion decisions.
- II. Emeritus Academic Faculty.
 - A. See Section E.3.1 of the Academic Faculty and Administrative Professional Manual for appointment procedures.
 - B. Emeritus Faculty may serve on student graduate committees, be co-advisors of graduate students, supervise student research projects and be appointed to temporary faculty positions.
- III. Administrative-Professionals include Research Associates, Research Scientists/Scholars, and Senior Research Scientists. Administrative Professionals may have regular full-time, regular part-time, special or temporary appointments (see Section D.5.3.1 of the Academic Faculty and Administrative Professional Manual).
- IV. Joint Academic Faculty Appointments are Faculty appointed to two Departments. They are encouraged to attend Departmental meetings and participate in discussions. Voting rights of jointly appointed Faculty lie in the Department contracting for the greatest percentage of time. (See Section E.2.2.2 of the Academic Faculty and Administrative Professional Manual).
 - A. Joint Academic Faculty Appointments can be recommended by any regular academic faculty member or any group of faculty. After the faculty have had an opportunity to examine the vita of nominee, a vote will be taken. If, by simple majority, the vote is positive, the Department Head shall make the appointment.
- V. Joint Academic Faculty and Administrative Professional Appointments are persons appointed to Administrative Professional staff and to the Academic Faculty (See Section E.2.2.2 of the Academic Faculty and Administrative Professional Manual). They are encouraged to attend Departmental meetings, participate in discussions, and serve on graduate student committees. Voting rights of jointly appointed Faculty lie in the administrative unit contracting for the greatest percentage of time. If the administrative unit is the Department, then voting rights are the same as those Departmental members listed in Section III above. The academic component of a joint professional and faculty appointment may be made for up to three years (See Section E.2.2.3 of the Academic Faculty and Administrative Professional Manual).
 - A. Persons holding Administrative Professional Appointments can be recommended for Joint Academic Faculty and Administrative Professional Appointments by any regular academic faculty member or any group of faculty. After the faculty have had an opportunity to examine the vita of nominee, a vote will be taken. If, by simple majority, the vote is positive, the Department Head shall make the appointment.
- VI. Transitional Appointments (See Section E.2.1.6. of the Academic Faculty and Administrative Professional Manual).

- VII. Faculty Affiliates are professionals whose work associates them with the Department. Faculty Affiliates generally have stature and qualifications similar to those of Regular Academic Faculty. Faculty Affiliates may attend Departmental Meetings but do not vote. (See Section E.2.2.4 of the Academic Faculty and Administrative Professional Manual).
- A. Faculty Affiliates can be recommended by any regular academic faculty member or any group of faculty. After the faculty have had an opportunity to examine the vita of nominee, a vote will be taken. If, by simple majority, the vote is positive, the Department Head shall make the appointment.
 - B. Such appointments must be renewed every three years.
 - C. Faculty Affiliates may serve on student graduate committees, be co-advisors of graduate students, supervise student research projects and be appointed to temporary faculty positions. Faculty Affiliates may also serve as advisors only if they are given a rank/job title of Professor, Associate Professor, or Assistant Professor as per Colorado State University Graduate School Policies and Procedures (<https://graduateschool.colostate.edu/policies-and-procedures/advisor-committee/>).
- VIII. Department Associates are persons whose work associates them with the Department. The position of Associate is recognition of contributions to department programs in Colorado. Associates do not attend Department Meetings and do not vote.
- A. Department Associates can be recommended by any regular academic faculty member or any group of faculty. After the faculty has had an opportunity to examine the vita of nominee, a vote will be taken. If, by simple majority, the vote is positive, the Department Head shall make the appointment.
 - B. Such appointments must be renewed every three years.