Mission
Colorado State University’s Department of Fish, Wildlife, and Conservation Biology serves students and varied constituencies through learning, research and service/outreach. We teach students to think critically about environmental issues, and become ecologically literate citizens with the training to be successful in graduate school and in careers with natural resources agencies, firms, and NGOs. We expand the frontiers of knowledge through our broad-based expertise in applied ecology, quantitative methods, conservation biology, and human dimensions in the conservation and management of natural systems to support fish and wildlife populations. Our outreach efforts contribute significantly to life-long learning by assisting individuals and agencies to solve complex environmental problems and to be good stewards of our nation's natural resources.

Vision
We will maintain and enhance our stature as the premier Fish, Wildlife, and Conservation Biology program by supporting and building on our strengths.

I. OBJECTIVES:

The Department seeks to fulfill the following objectives.

Teaching:

A. Provide programs of study assuring educational excellence to undergraduate and graduate students;

B. Seek appropriate ways to introduce principles and techniques of Fish, Wildlife, and Conservation Biology — including appreciation and understanding of fish and wildlife components of ecosystems — into various instructional, and service/outreach programs of the Department;

C. Teach fishery, wildlife, and conservation biology courses needed by other majors on campus to gain a better understanding of the natural world;

D. Motivate students to learn and instill in them the desire to continue to learn;

E. Help students become effective communicators, both orally and in writing; and

F. Instill in students an appreciation for the need to work effectively with others to accomplish sound resource management.

Research:

A. Maintain productive research programs especially involving graduate students and leading to the generation of new knowledge and publication of scholarly papers, primarily in peer-reviewed scientific literature; and

B. Participate as appropriate in the international research and technical assistance programs of the University.

Service/Outreach:
A. Provide outreach and information transfer through scholarly publications, distance education, short courses, workshops, seminars and other educational forms for lay and professional audiences;

B. Provide service to the professions and community;

C. Participate in activities of professional societies relevant to the disciplines; and

D. Provide support and service to the University and College in development of programs responsive to needs of the state, region, nation, and other countries.

II. DEPARTMENTAL ADMINISTRATION:

A. Department Head: The principal administrator of this Department will be the Department Head. S/he will assume leadership in all matters relating to the Department, and will assume all responsibilities specified in this Code, Policy and Administrative Procedures of the College of Natural Resources, and CSU’s Academic Faculty and Administrative Professional Manual (AFAPM). The Department Head will strive to provide an atmosphere conducive to excellence in teaching, research and service/outreach. Manner of selection and term of office of the Department Head are as specified in the AFAPM.

B. Chairpersons of Majors/Concentrations: The Department Head will appoint a chairperson of each of the majors within the Department, and may appoint chairs of concentrations. They will be responsible to the Department Head for leadership in matters relating to curricula, scheduling and student requirements.

C. Chairperson of Graduate Studies: The Department Head may appoint a Department chairperson of graduate studies, who will be responsible to the Department Head in matters relating to the graduate program. The chairperson will coordinate and administer for the Department all matters related to graduate studies and will chair the Graduate Affairs Committee.

D. Committees:

i. Personnel Search Committee composition and voting responsibilities are as follows:

1. Tenure-track faculty Search Committees should remain uniform in composition with a minimum of three R.I. faculty members. An additional professional biologist and/or faculty from other departments may be added.

2. Once the Search Committee decides on the final short list, the Department voting faculty as defined in III.A.i, III.A.ii, and III.A.iv all become members of the search committee (Committee of the Whole; approval required by Office of Equal Opportunity and Diversity). All letters of reference are confidential and are read only by the initial Search Committee, the Committee of the Whole and Department Head.

3. When finalists are invited to campus, then faculty, students, interested parties, and staff may review resumes and reprints and participate in seminars and informal sessions. Written comments and rankings from these events will be solicited and reviewed by the Committee of the Whole.

4. Following the interview visits of the finalists, informal meetings will be held for verbal input from students and staff to faculty.
5. Faculty are expected to inform themselves so that they can adequately discriminate among the candidates under consideration. All regular voting faculty in attendance at a personnel meeting may vote for their selection, as well as those who deliver a signed vote to the search chair or department head prior to the selection meeting. Proxy votes will only count on the first round of voting, i.e., if a second vote occurs after further discussion, the proxy vote does not count. A straw vote is not considered the first round of voting.

6. The Committee of the Whole makes recommendations to the Department Head. The Department Head will transmit the recommendation along with her/his recommendation to the Dean who then forwards the information to the Provost. In all cases, appointments are subject to approval by the Board of Governors of the Colorado State University System.

ii. The Mentoring and Reappointment Committee (MRC) advises the Department Head on reappointment of faculty members, granting and revocation of tenure, promotions in faculty rank and faculty appointments. The MRC is a subset of 4 full professors on the faculty that are elected from the full Tenure and Promotion Committee. MRC members will be elected from full-time, regular or regular part-time, tenured faculty members. In January 2000 four committee members were elected to staggered terms to provide continuity over time. If fewer than 4 full professors are available to serve on the MRC then the Tenure and Promotion committee must vote to either 1) have only 3 members on the MRC or 2) allow a tenured associate professor to serve on the MRC. In fall semester, one new member will be (re-) elected to the MRC for a four-year term. Substitutes for existing MRC members unable to serve for the coming year also will be elected at this time, or as necessary. The Chair of MRC for the coming year will be selected by the four committee members after the December election. MRC will develop its own guidelines within the “Guidelines for Procedures on Promotion and Tenure in the College of Natural Resources” and conforming to Section E: Tenure Policy; Performance Reviews of the CSU Academic Faculty and Administrative Professional Manual. When a faculty member is considered for promotion and/or tenure, all eligible faculty members, as defined by Section E. of the AFAPM, become the Tenure and Promotion Committee and will meet to vote by ballot on whether the candidate is promoted and/or tenured. All eligible faculty composing the Tenure and Promotion Committee will have access to the candidate’s application materials, a summary statement composed by the 4-member MRC, and letters from all outside reviewers. For a vote to occur more than ½ of the eligible faculty must be present. Written and signed or electronic ballots can be submitted to the Chair by eligible faculty unable to attend the meeting. The Chair of the MRC will also serve as the Chair of the Tenure and Promotion Committee. Although the Department Head is encouraged to provide written material for consideration by the faculty eligible to vote, he or she will not be present at this meeting of eligible faculty to preclude undue influence on the voting faculty because he or she has the opportunity to independently evaluate the candidate for promotion and/or tenure. If clarification of the Department Head’s written comments is requested by the Tenure and Promotion Committee, this clarification will also be in writing.

iii. When the Department Head determines that a Phase II Comprehensive Review (Section E: Performance Review of AFAPM) of a faculty member is required; a Phase II Review Committee (PIIRC) will be convened. The MRC will randomly select two members to serve on the Phase II Review Committee (PIIRC). A third member of the PIIRC will be randomly drawn from the other tenured faculty of the Department. [NOTE: Procedures for the Department Head in Phase I post-tenure reviews and procedures for PIIRC in Phase II are covered in FWBC Code Section V.- Faculty Evaluation.]

iv. The Department Head will appoint a Graduate Affairs Committee, which will contain at least three voting Department faculty and at least one graduate student member may be appointed as a non-voting member. This committee will maintain a list of policies related to graduate
affairs, which will describe obligations of graduate students and of faculty serving on graduate committees. Changes of these policies require approval at a Department faculty meeting.

v. Graduate Committees: Each graduate committee will be chaired or co-chaired by the student's major adviser(s). After consultation with the major adviser(s), the graduate student will request additional RI faculty, research scientists or Affiliate Faculty to complete the graduate committee (as outlined in “Departmental Policies Related to Graduate Students”, also see the Appendix).

With submission of the student's program of study, committee members must be approved by the Department Head. The committee member from outside the Department who represents the Graduate School also requires approval by the Graduate School.

vi. The Department Head may appoint additional committees as necessary. Committee memberships will be announced to the faculty at the time of appointment and ordinarily will have 3-year terms. However, faculty may serve in the same capacity indefinitely upon consent by the department head and faculty member. Research scientists may serve on committees, except MRC and Graduate Affairs (Also see the Appendix). Committees will formally meet as necessary.

III. THE DEPARTMENT AND DEPARTMENTAL MEETINGS:

A. Voting Members of the Department: Faculty members of the Department eligible to vote at Department meetings will include all faculty members in residence who satisfy the following qualifications (also see the Appendix):

   i. Regular, regular part-time, and transitional appointments with the rank above that of instructor; or

   ii. The leader and assistant leaders of the Colorado Cooperative Fish and Wildlife Research Unit; or

   iii. Special faculty appointments, Research Scientists III, or Senior Research Scientists, who have completed at least one year of service and hold annual appointments; and are

   iv. Administratively responsible to Department Head with ≥50 percent time in the Department.

Note 1: Faculty defined in iii above, i.e., Special faculty appointments, Research Scientists III, or Senior Research Scientists are not allowed to vote on personnel and curriculum issues.

Note 2: In the case of a member having equal time in this and other departments, that member must decide in which department s(he) wants representation. Changes in academic appointment of such persons will necessitate changes in voting eligibility.

B. Non-Voting Members of the Department: Other members of the Department, including student representatives (see IIID), affiliate faculty appointments, and visiting appointments, are non-voting members of the Department faculty, except as specifically outlined in IIIA.

C. Departmental Meetings: Departmental meetings will be held (minimum of one per semester) as necessary for the benefit of the Department in conducting business. An additional and important purpose of departmental meetings will be to improve communications among administrators, faculty, and student representatives, and to stimulate participation in Department governance by all appropriate members of the University community.
Departmental meetings (excepting those to discuss personnel matters) will be open to all members of the Department, including non-voting members. Department meetings will be announced in advance via written e-mail or memo and an agenda should be announced. A current list of voting members of the Department will be maintained by the Department Head. Critical votes will be taken only when a quorum of more than half of the voting members is present, with the head empowered to vote in event of tie votes. The quorum for critical votes during the summer session will be in accordance with voting membership of the Department as of the preceding spring semester.

D. Three students (juniors or above) of the Department, one selected through each of the Student Chapters of TWS, AFS, and SCB, will be invited to attend Department meetings. One graduate student, selected by the graduate students, will be invited to attend Department meetings.

IV. WORK LOAD:

Work load will be distributed by the Department Head to recognize appropriate proportions for teaching formal courses, advising undergraduates, supervising graduate students, serving on official committees, performing other official administrative functions, research activities whether funded or not, service/outreach activities, and extension assignments. The standard effort distribution for a 9-month resident instruction faculty appointment will be approximately 35% to 40% teaching, 45% to 60% research, and 5% to 15% service/outreach. Percentages can change on an individual basis based upon needs of the department and/or the individual faculty member.

Evaluation (annual reviews, promotion and tenure, post-tenure review) of teaching, research, and service/outreach productivity must reflect the actual effort distribution agreed upon by the faculty member and the Department Head. The Department Head will promote equity in travel, professional opportunities for staff members, and the allocation of departmental resources in general.

V. FACULTY EVALUATION:

Performance of the faculty of the Department of Fish, Wildlife, and Conservation Biology will be evaluated annually. Evaluation will be based on the quantity and quality of performance in fulfilling each faculty member's responsibilities. Faculty evaluation is concerned with three main areas of responsibility: instruction, research, and service/outreach. Instruction will be evaluated by student and peer reaction to courses taught and to undergraduate and graduate advising. Student evaluation of courses will include use of standard University forms each time a course is taught, and original forms will be submitted to the Department Head. Research will be evaluated by consideration of active research projects, proposals submitted, and publications produced. Service/outreach will be evaluated by consideration of service/outreach on campus and professional committees; extension of information to practitioners; participation in professional meetings, seminars, and workshops; professional services and consultancies, and voluntary activities. Information to be used in evaluation will be made available to the Department Head annually via the approved faculty planning and performance form.

The Department Head will hold an annual evaluation conference with each faculty member. Faculty members will be advised at the beginning of each academic year concerning any changes in standard evaluation procedures and/or use of results. Evaluation results will be in writing and signed by the Department Head and the faculty member. The faculty member will receive a copy of the evaluation, and a copy will be placed into the department files.

Faculty members, including those in the Colorado Cooperative Fish and Wildlife Research Unit, progressing toward tenure and/or promotion should annually review their accomplishments with the Department Mentoring and Reappointment Committee. The format of this review is the prerogative of the MRC. The MRC will summarize each faculty member's progress annually in a written evaluation submitted to the Department Head and to the faculty member. At the midpoint
of the probationary period of tenure track faculty, the annual review by MRC shall be a comprehensive performance review as required in AFAPM Section E: Performance Review. The written summary to the Department Head, dean and provost shall include one of the three possible outcomes described in AFAPM Section E: Performance Review. Since the granting of tenure is a commitment of resident-instruction funds, and therefore requires a demonstration of effectiveness in classroom teaching, all tenure-track faculty positions in the Department must include obligations for teaching at least one Type A course each year, with financial resources designated by the Department Head for this instruction. Type A courses are regular lecture/discussion/lab course, typically at least 3 credits; a seminar or directed group study would not be a Type A course.

The Department Head and MRC shall conduct periodic Phase I comprehensive performance reviews of all tenured faculty as described in the AFAPM Section E: Performance Review no later than 5 years after acquiring tenure. The written summary by MRC to the Department Head, dean and provost shall include 1 of the 4 possible outcomes described in AFAPM Section E: Performance Review. If deficiencies are identified (outcomes 3 & 4), the faculty member and Department Head shall design a professional development plan (AFAPM Section E: Performance Review). The Department Head shall review annually the plan and progress with the faculty member.

When results of Phase I causes the Department Head to initiate Phase II, then a Phase II review committee (PIIRC) will form as described in this code, and Phase II will proceed within guidelines of AFAPM Section E: Performance Review and as follows. The Department Head will provide the PIIRC with copies of materials specified in AFAPM for Phase I Comprehensive Reviews of Tenured Faculty, including the Head's assessments of performance, for all years in the period resulting in the Phase II review. The faculty member reviewed may submit to PIIRC additional materials concerning his (her) performance relevant to the mission of the Department and her/his position description, e.g., peer evaluations, student opinions, publications, citations, and records. The PIIRC may acquire additional information which it deems useful, e.g., interviews of the Department Head, faculty peers, students, and the faculty member, and observations of his (her) teaching, service and/or scholarly work.

PIIRC will base its review on criteria in AFAPM for performance reviews (Section E: Performance Review), considering the faculty member's position description, distribution of effort and performance in each area of responsibility (Section E: Advancement in Rank Policy), and any specific provisions evident in her/his annual reviews.

Normally, PIIRC will conclude its review and report the outcome as specified in AFAPM (Section E: Performance Review) within 6 months of being convened.

VI. COLORADO COOPERATIVE FISH AND WILDLIFE RESEARCH FACULTY, AFFILIATE FACULTY, AND RESEARCH SCIENTIST APPOINTMENTS:

A. Faculty in the Colorado Cooperative Fish and Wildlife Research Unit (CCFWRU) are also hired through a rigorous formal interview process that is very similar to that for regular faculty. Thus, at a minimum, these individuals meet the qualifications for assistant professor. But, as federal employees, they are considered faculty affiliates within the CSU system, and must be evaluated for rank, because only those with academic faculty rank can be a major advisor to graduate students (Graduate and Professional Bulletin, section on Graduate Study: Procedures And Requirements For All Graduate Degrees). Upon hire the MRC will formally review CCFWRU faculty and recommend rank to the Tenure and Promotion Committee. If a rank above assistant professor is recommended, then the MRC or Department Head can require that external
evaluation letters be solicited. Assignment of rank then follows the normal promotion process, i.e., recommendation by the department head, dean, and ultimately must be approved by the Provost. Future promotions in rank follow the same procedure as for regular faculty.

B. Affiliate appointments to the faculty of the Department will be in accordance with the AFAPM. The leader and assistant leaders of the Colorado Cooperative Fish and Wildlife Research Unit administered by the Department will be affiliate faculty members with regular faculty voting privileges as allowed by the AFAPM. Any voting member of the Department may nominate qualified persons to be considered for affiliate faculty appointments. Per Faculty Affiliate Guidelines, a nominated individual must have direct involvement with the department or a regular faculty member that involves: A) graduate student research that includes appointment to a graduate student’s committee or B) part- or full-time teaching responsibilities in a department-related course. The nominating faculty member must forward a CV and a memo stating the role(s) and responsibilities of the appointee including relevance in research or teaching to the mission of the department to the Department Head who will forward the information to the department faculty. If there is no objection to the nomination by faculty then the Department Head will approve the appointment, otherwise the individual must receive a two-thirds majority vote of support at a faculty meeting. Faculty will review and recommend use of departmental resources or courses taught by affiliate faculty (also see the Appendix). To formally serve on a graduate committee, the Faculty Affiliate must have the same or higher degree as sought by the graduate student.

C. Research Scientist appointments to the faculty of the Department will be in accordance with the AFAPM (Section D.5.3) and the Research Scientist/Scholar Career Track (see CSU Human Resources website, Researcher Series Job Descriptions). Any voting member of the Department may nominate qualified persons to be considered for research scientist appointments. The candidate must have a Ph.D. and the nominating faculty member must forward a CV and a justification letter (memo) stating the roles, responsibilities, expectations and space requirements of the candidate to the Department Head who will forward the information to the department faculty. At the first faculty meeting following at least a 2-week review period, the candidate will be discussed and approved or disapproved for further consideration by majority faculty vote. If approved for further consideration, the candidate will be invited for a 1-day interview to visit with faculty and to present a research seminar which should also include a statement regarding her/his anticipated role in the department. Following the research seminar, the candidate will be discussed and approved or disapproved for appointment by majority faculty vote.

D. Initial appointment at the Research Scientist I, II, III or Senior Scientist designation will be made by the Department Head in consultation with the Mentoring and Reappointment Committee (MRC). Ordinarily, the Department Head will supervise Research Scientists except when the Research Scientist is associated with the Cooperative Fish and Wildlife Research Unit, the Larval Fish Laboratory or the Colorado Natural Heritage Program. Annual performance reviews by the MRC are not required, but encouraged for those whose goal is to seek future promotion. When promotion is desired, the Research Scientist will forward an updated dossier to the Department Head and MRC. The Department Head will make the final promotion decision in consultation with the applicant’s supervisor (if different than the Department Head) and the MRC. MRC approval is required for Research Scientists to supervise graduate students (see VII.A and Appendix).

VII. GRADUATE ADVISING BY, RESEARCH SCIENTISTS AND AFFILIATE FACULTY

Advising graduate students in Fishery and Wildlife Biology (FWBC) is a responsibility and privilege reserved for Faculty, and Research Scientists who have a strong commitment to the teaching, research, and service missions of the Department and CSU. Regular faculty earn this privilege when they are hired after a rigorous formal interview process, and are further mentored through the Tenure and Promotion process which usually requires 12 or more years. The following guidelines provide a process for faculty in the Colorado Cooperative Fish and
Wildlife Research Unit (CCFWRU), Research Scientists, and Affiliate faculty to advise graduate students.

A. Research Scientists in the Department in the Research Scientist/Scholar Career Track may submit a memo and their Curriculum Vitae to the Mentoring and Reappointment Committee (MRC) outlining their qualifications and experience germane to advising graduate students. MRC will evaluate their record and give approval to start the process if minimum qualifications are met. Minimum qualifications will include a Ph.D. and demonstrated long-term commitment to the missions of the Department. If approval is granted, during the first year the Research Scientist will attend the Graduate Orientation Seminar (FW696) to learn about graduate advising in the Department (see Appendix). The MRC will evaluate and mentor Research Scientists seeking this approval, but are not obligated to grant this approval, if applicants do not demonstrate the commitment deemed necessary.

i. After approval of minimum qualifications by MRC, Research Scientists are required to serve on a department graduate committee for at least two years to gain experience in graduate advising. Department guidelines (see Departmental Policies Related to Graduate Students) state that during this first stage, Research Scientists may serve as voting members on a graduate committee, but will be in excess of the 3 (M.S. committees) or 4 (Ph.D.) regular academic faculty. Department faculty are expected to help provide opportunities for Research Scientists to serve on committees in this capacity.

ii. Research Scientists seeking advising status will meet with the MRC annually to assess their contributions to the Department’s missions in research (most heavily weighted), teaching, and service. Research Scientists who seek to advise graduate students will need to find ways to contribute in appropriate ways to the Department’s mission.

iii. After demonstrating successful service on a graduate committee, the Research Scientist may request to be evaluated for advising status during their annual meeting with MRC. The MRC may grant approval to:
   1. Serve as a ‘regular academic department faculty member’ (see Departmental Policies Related to Graduate Students) on a graduate committee, especially as the fourth member of a Ph.D. committee.
   2. Be the sole major advisor of M.S. students, as well as a ‘regular academic department faculty member’ on any graduate committee. This step requires careful review. If the person has not made a substantial commitment to the department, or not served well on the graduate committee, then their request will be denied at this stage.
   3. Only those with academic faculty rank can be a major adviser to graduate students (Graduate and Professional Bulletin, section on Graduate Study: Procedures And Requirements For All Graduate Degrees) therefore Research Scientists granted sole major advisor privileges by the MRC will be granted a “joint appointment” at the rank of “Assistant Professor” within the Department. Rank above assistant professor will not be granted for research scientists.
   4. Research Scientists granted advising status must meet for an annual review with the Department Head.

iv. After the Research Scientist has successfully mentored at least one M.S. student to graduation as the sole major advisor, they may apply for approval to serve as sole major advisor for Ph.D. students as well as M.S. students, again after review. This step will normally be reserved for those who have achieved ranks of Research Scientist III or Senior Research Scientist. However, a Research Scientist of any rank who has never worked with graduate students would start at the beginning.
B. Faculty affiliates can be nominated and approved to co-advice graduate students in FWCB per approved guidelines. A Faculty Affiliate must have experience on at least one graduate committee before being nominated for co-advising status. Faculty Affiliates serving on graduate committees are in addition to the two regular faculty members in FWCB. Faculty Affiliates are encouraged to discuss graduate advising and committee philosophy with regular departmental faculty, especially with respect to graduate committees, comprehensive exams, thesis and dissertations, and the final defense. At the completion of the graduate advisee's defense (or before the graduate student leaves the department), the Faculty Affiliate will be evaluated by the regular departmental faculty co-adviser and the graduate advisee. This evaluation will be submitted to the department head and used to determine future graduate co-advising status. The Faculty Affiliate must have the same or a higher degree than that sought by the graduate student to be co-advised.

VIII. STUDENT GRIEVANCE PROCEDURE:

Appeals of academic decisions made in the Department of Fish, Wildlife, and Conservation Biology include decisions on grades and any other academic aspects of a course or academic program involving evaluation of a student's performance. The following guidelines apply only to academic decisions (cf. AFAPM Section I: Appeals of Grading Decisions), which are not disciplinary and are not to be confused with decisions on academic dishonesty or other misbehavior that may affect courses or programs (cf. AFAPM Section I: Appeals on Violations of the Academic Integrity Policy).

A. Appeals must be initiated no later than 30 days after the start of the next fall or spring term following the semester in which the academic decision was made that is being appealed.

B. Before making an appeal, the student(s) should first discuss the situation with the faculty member(s) involved in the decision.

C. In appeals of academic decisions, the burden of proof rests with the student(s). The student(s) must demonstrate that the decision was one or more of the following:
   i. A decision was made on some basis other than performance and applicable standards, as defined and announced in policies for the course, class, program, assignment, or activity.
   ii. A decision was based on unreasonable standards, different from those which were applied to other students.
   iii. A decision was based on substantial, unreasonable and unannounced departure from previously articulated standards.

D. If discussion with the faculty member(s) fails to resolve the situation, the student(s) may pursue the steps that follow:
   i. To appeal a grading decision, the student shall submit a written request to the Department Head. The request must set forth the basis for the appeal, identifying one of the three categories set forth above. The request must be submitted or postmarked, if mailed, no later than 30 calendar days after the first day of classes of the next regular semester following the date the grade was recorded. If no appeal is filed within this time period, the grade shall be considered final.
   ii. Within 30 days of receipt of the request for an appeal, the student's appeal shall be provided to the faculty member or instructor who assigned the grade and an appeals committee. The Department Head shall appoint a 5-member appeals committee normally comprised as follows: two students, usually from among the three student representatives to the Department meetings as described in the Department Code, and two faculty members, including a chairperson of the major, and one faculty member from outside the Department who shall serve as the voting chair. The Department Head may constitute the appeals differently by informing the parties of the reason for the variance.
iii. The appeals committee will review the written appeal and response of the faculty member(s) or instructor(s). They may elect to separately interview both the student and the faculty member or instructor before rendering a decision. The decision of the appeals committee will be based upon whether one of the conditions for an appeal set forth above has been met. At the conclusion of the deliberations, the committee shall render one of the following decisions:

1. The original grading decision is upheld, or
2. The Department Head or his/her designee(s) will reevaluate the student's achievement of the instructional objectives of the course and assign a grade accordingly.

iv. Written notice of the committee's decision and the reasons for the decision normally will be sent to the student and the faculty member(s) or instructor(s) within 30 calendar days of appointment of the committee. The appeal committee's decision is the final decision of the University. Written summaries of the hearing and decision, together with a rationale for that decision, shall be provided to the student and the faculty member who assigned the grade and shall be retained in the Department office for a period of one year.

v. All petitions, materials, hearings, and decisions are confidential.

IX. REVIEW OF DEPARTMENTAL CODE AND DEPARTMENTAL SELF EVALUATION:

As specified in the Academic Faculty and Administrative Professional Manual, the Department Code will be reviewed during the penultimate year of the Department Head's five-year term (AFAPM Section C: Departmental Organization). Departmental Self Evaluation: Evaluation of operations of the Department shall be conducted every seven years. Evaluation shall include undergraduate and graduate teaching, research, service/outreach, and other programs according to the objectives of the Department (AFAPM Section C: Departmental Organization).

X. CODE REVISION AND AMENDMENT:

In addition to the review required during the penultimate year of the Department Head's term, the Department Head or any voting member of the Department may take the initiative in revising or amending this Code at any time. Any revision or amendment must be circulated to all voting members of the Department at least two weeks in advance of voting thereon. Revisions to the Department Code will be effective upon approval by a simple majority of voting members present and subsequent approval of the College Dean.
## APPENDIX

### Synopsis of Roles of Affiliate Faculty and Research Scientists in FWCB

DC - Department Code (latest version), referenced by section  
AFAPM - Academic Faculty and Administrative Professional Manual (latest online version)

<table>
<thead>
<tr>
<th>Role</th>
<th>Affiliate Faculty¹</th>
<th>Research Scientist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointments/Titles</td>
<td>Scientists with training or experience useful to CSU mission but not employed by CSU may be appointed up to 3 years as Affiliate Faculty (AFAPM E.5.3)</td>
<td>Admin Professional series. Appointments to Res Sci II, Res Sci III and Sr Res Sci require qualifications equivalent to Asst Prof, Assoc Prof and Professor, respectively</td>
</tr>
<tr>
<td>Voting on Departmental issues</td>
<td>Encouraged to attend meetings not dealing with personnel issues and offer comments, but may not vote (DC-III)</td>
<td>Res Sci III and Sr Res Sci with &gt;1 yr service and &gt;50% salary/time in FWCB may vote (DC-III)</td>
</tr>
<tr>
<td>Voting on personnel Issues</td>
<td>Encouraged to review finalist’s CVs, attend seminars, and offer comments but may not vote (DC-II &amp; III). Other personnel meetings are closed (DC-III)</td>
<td>Encouraged to review CVs, attend seminars, and offer comments on finalists, but only regular faculty may vote ((DC-II and III). Only tenured faculty vote on tenure (AFAPM E.10.5.1), and those of higher rank vote on promotion (AFAPM E.13.1)</td>
</tr>
<tr>
<td>Teaching courses</td>
<td>Affiliate faculty may teach courses if approved by faculty (DC-VI)</td>
<td>Res Sci are strongly encouraged to participate in Dept teaching (seminars, guest lectures, etc.) NO CODE</td>
</tr>
<tr>
<td>Advising graduate students</td>
<td>Approved affiliate faculty may serve as co-adviser and vote on graduate committees, in excess of 2 regular Dept faculty. Thus, the minimum number of faculty on an M.S. or Ph.D. committee is 4 faculty (2 regular dept faculty, 1 affiliate faculty, and 1 regular faculty from another CSU dept serving as the outside member). Affiliate faculty may not co-advice students unless approved per FWCB co-advising guidelines for affiliate faculty (DC-VII)</td>
<td>Res Sci III and Sr Res Sci may advise grad students after serving 2 yr on a grad committee (or equivalent) and approval by MRC committee. Res Sci III may be sole advisors of MS students and co-advisors of PhD students; Sr Res Sci may be sole advisors of MS and PhD students (DC - VII)</td>
</tr>
<tr>
<td>Committee service</td>
<td>No department committee service is expected (NO CODE). May not serve on Fac Council (AFAPM E.5.3)</td>
<td>Res Sci are expected to serve on dept committees except T&amp;P and Grad Affairs committees (DC-II). May not serve on Fac Council (AFAPM E.5.3)</td>
</tr>
<tr>
<td>Mentoring and administration</td>
<td>No formal mentoring is defined</td>
<td>Dept Head will review annually Res Sci that advise grad students (DC VII.E.iv)</td>
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<tr>
<td>-------------------------------</td>
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<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Office/lab space</td>
<td>No office space priority specified</td>
<td>2\textsuperscript{nd} priority for office space after faculty (FWCB Space Policy, Aug ’03)</td>
</tr>
<tr>
<td>Nomination</td>
<td>Faculty nominate by sending CV and justification to Dept Head who forwards to faculty. If no significant objections arise, Dept Head will appoint (DC VI.A, AFAPM E.5.3))</td>
<td>Faculty nominate and candidate is evaluated by faculty. If approved, candidate has a 1-day interview. (DC VI.B, AFAPM D.5.3)</td>
</tr>
</tbody>
</table>

*Does not apply to Faculty in the Colorado Cooperative Fish and Wildlife Unit*