CODE OF THE DEPARTMENT OF
FOREST AND RANGELAND STEWARDSHIP
WARNER COLLEGE OF NATURAL RESOURCES
COLORADO STATE UNIVERSITY
Fall 2010
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PREAMBLE

This code sets forth the principles that guide the internal organization of the Department of Forest and Rangeland Stewardship. This code is consistent with provisions of the University Code relating to departmental operations, and is subordinate to the University Code. In all cases of conflicting policy, the University Code takes precedence. The Department Code aids the department to efficiently and effectively fulfill its role in meeting the goals of Colorado State University. Each member of the department assumes responsibility for knowing the precepts of faculty government established by college policies and the University and Department Codes.

SECTION A. STATEMENT OF THE DEPARTMENTAL VISION AND MISSION

A.1 VISION

We will strive for excellence in forest, rangeland and natural resource stewardship programs that support and benefit our Colorado, national, and international constituencies. We will advance the sciences and practices of forest and rangeland stewardship through education, research, extension and outreach. Our students will lead the next generation of land managers and contribute to resolving the challenges confronting a dynamic society and changing natural environment.

A.2 MISSION

Our professional programs in forest, rangeland and natural resources stewardship, through collaboration with other programs in our college and university, produce graduates who are prepared to meet the challenges facing future land managers. Our research, extension and outreach programs generate and communicate knowledge to students, managers, policy makers, peers, and the public and establish us as a preeminent authority in forest, rangeland, and natural resources stewardship.

Teaching: We prepare students with the knowledge and understanding to be productive members of a changing society and to lead the next generation of land management professionals. We offer programs of instruction that meet the needs of our departmental baccalaureate and graduate degree offerings, and provide for certification and continuing educational needs of Colorado, the nation and international constituencies.

Research: We are engaged in comprehensive research programs that advance scientific knowledge and communication for the benefit of Colorado, the nation, and the world. Our research is responsive to constituency needs, provides for student involvement, and is integrated with our teaching programs.

Extension/Outreach: We actively exchange information with individuals and organizations concerned with land stewardship to disseminate knowledge and obtain feedback for evaluation and modification of departmental programs. We serve the lifelong educational and training needs of forest and rangeland stewardship professionals.

Service: We are active participants and leaders in local, university, national, and international scholarly and professional organizations. We are involved in faculty governance, professional, special or ad hoc committees, and other services, activities, or events in our respective disciplines.
SECTION B. DEPARTMENT HEAD DUTIES AND RESPONSIBILITIES

The principal administrative and academic officer of the Department of Forest and Rangeland Stewardship will be designated Department Head. Members of the departmental faculty and staff are responsible to him/her. The Department Head has the general responsibility for all activities, which may affect the professional status of the department and the best interests of the University. He/she is the responsible supervisor of departmental faculty and staff and is in turn responsible to the Dean of the Warner College of Natural Resources. Selection, duties and term of office of the Department Head shall be those specified in the Colorado State University - Academic Faculty And Administrative Professional Manual Sections C and E. If the Department Head is temporarily absent, they will appoint an Acting Department Head from the tenured faculty.

SECTION C. DEFINITION OF FACULTY APPOINTMENT TYPES AND VOTING RIGHTS

C.1. DEFINITION OF ACADEMIC FACULTY APPOINTMENT TYPES

Following are Academic Appointment Types at Colorado State University. More specific definitions, characteristics, and responsibilities of these appointment types may be found in the Colorado State University Academic Faculty And Administrative Professional Manual, Section E.

C.1.1 Regular Full-Time Faculty – Regular Full-Time faculty appointments are limited to the ranks of assistant professor, associate professor and professor. There is no specified ending date for a Regular Full-Time Faculty with tenure. A regular full-time faculty may achieve tenure upon satisfactory service for a specified period.

C.1.2 Regular Part-Time Faculty – Regular Part-Time faculty appointments are made for a fraction of service time 50% or higher but less than 100%. These faculty appointments are limited to the ranks of assistant professor, associate professor, and professor. There is no specified ending date for a Regular Part-Time Faculty with tenure. A regular part-time faculty may achieve tenure upon satisfactory service for a specified period, however responsibilities and salaries are proportionate to the time of the appointment and the individual may only be tenured for half-time service.

C.1.3 Special Faculty – Special faculty appointments are typically focused on one area such as teaching or research rather than being distributed across teaching, research, and service. These appointments are subject to termination by either party (“at will”). This appointment may be full- or part-time (< 100%) and may, but need not carry specified ending dates. Special faculty are not eligible for tenure.

C.1.4 Temporary Faculty – Temporary faculty appointments are distinguished from other types of appointments in that they are expected to be for a specific period of time, at the end of which it is anticipated that the appointment will not be renewed for the foreseeable future. These appointments may be terminated by either party at any time (“at-will”), may be either full- or part-time (< 100%) and may, but need not carry specified ending dates. Temporary faculty are not eligible for tenure.

C.1.5 Transitional Faculty – Transitional appointments available to full-time tenured faculty members who have retired and terminated their employment in consideration of a reappointment on a part-time tenured basis for a limited period of time. Transitional faculty are required to participate in the teaching, advising, service, and research activities of the department, depending on the provisions of the appointment.
C.1.6 Multi-Year Research Faculty – Multi-Year Research Faculty Appointments are available for faculty performing research for the University. The Department must be able to show that the multi-year research appointment is necessary for the hiring or retaining of the faculty. Faculty members on multi-year research appointments are not eligible for tenure. These appointments may be either full- or part-time (> 50% and < 100%).

C.1.7 Joint Appointment Faculty – Joint Appointments are available when a faculty member’s interests and activities fall significantly within the purview of two departments. The faculty will be a member of the department in which a greater proportion of time is spent. In cases of equal-proportions of effort across departments, the individual and department chairs will decide which department the faculty will be a primary members of. Joint appointments are available for Regular Full-Time Faculty, Regular Part-Time Faculty, Special Faculty, Temporary Faculty, Transitional Faculty, and Multi-Year Research Faculty.

C.1.8 Joint Academic and Administrative Professional Faculty – This faculty appointment applies to administrative professionals with qualifications judged by the Department to be acceptable for academic appointment. The academic component of this appointment must be less than the administrative component. Persons with this appointment are not eligible for tenure, may be made for up to three years, and may be terminated at any time without cause.

C.1.9 Faculty Affiliate – Faculty Affiliates are individuals whose training and experience can contribute to one or more Departments’ teaching and research program. They are not employed by the University and receive no stipends or employee privileges. These appointments are made for up to three years and may be terminated without cause.

C.1.10 Visiting Faculty – Visiting faculty appointments are reserved for faculty who are members of the Department faculty while on leave from another higher education or private institution. These appointments may be made for any Regular Faculty rank.

C.1.11 Emeritus Faculty – Faculty who have completed 10 years or more of Regular Full- or Part-Time service as faculty are eligible for Emeritus status at the time of their retirement.

C.2. FACULTY VOTING RIGHTS

C.2.1 Regular Full-Time, Regular Part-Time, and Transitional Faculty Members with the rank of Assistant Professor or above will be eligible to vote on Department issues brought before the faculty.

C.2.2 Appointment types not listed in C.2.1 will not have voting rights on Department issues, however, these faculty will be encouraged to participate in and contribute to discussions regarding issues addressed in department meeting.
SECTION D. ADMINISTRATIVE ORGANIZATION OF THE DEPARTMENT

D.1 STANDING COMMITTEES

Election / appointment to standing committees will occur prior to the 2nd week of the fall term.

D.1.1 Department Curriculum Committee
The department Curriculum Committee will be composed of 5 faculty members from within the FRS department. Curriculum Committee members will serve 3-year terms. The Department Head will appoint 1 faculty member to be the Chair of this committee and the eligible faculty will elect the remaining 4 members. The duties of the Department Curriculum Committee shall be to make recommendations to the Department Head pertaining to all curricula matters. The committee will assist faculty in curricular development and changes in program areas for all undergraduate degrees. The committee will also work with the Department Head to identify a priority listing of faculty positions. The Chair of the FRS Curriculum Committee shall serve as the Department representative to the WCNR Curriculum Committee.

D.1.2 Graduate Program Committee.
The FRS Graduate Program Committee will be composed of 3 faculty members from within the FRS department. Graduate Program Committee members will serve 3-year terms. The Department Head will appoint 1 faculty member to be the Chair of this committee and the faculty will elect the remaining 2 members. This committee will develop guidelines for admission of graduate students to the department and maintain/edit the Graduate Student Handbook that includes department policies and procedures for graduate students. The committee will develop pertinent policies related to the department’s graduate programs and advertisements of these programs. The Graduate Program Committee will also be responsible for making recommendations to the department head pertaining to all graduate curricula matters. The committee will assist faculty in graduate curricular development and changes in program areas for all graduate degrees in the department.

D.1.3 Master of Natural Resources Stewardship Advisory Committee
A committee of three faculty from within the FRS department will be appointed by the Department Head to serve as the MNRS Graduate Advisory Committee. The role of this committee shall be to serve as the graduate advisory committee to all students in the MNRS program. MNRS Graduate Advisory Committee members will serve 3-year terms.

D.2 AD HOC COMMITTEES

In addition to the above standing committees, ad hoc committees may be formed either by appointments by the Department head or by election by department faculty.
SECTION E. PROCEDURES RELATING TO THE REVIEW OF CANDIDATES FOR NEW OR VACATED FACULTY POSITIONS

New or replacement faculty appointments will be conducted in accordance with the University Equal Opportunity / Affirmative Action policies and procedures.

When an external search is convened, the Department Head will appoint a member of the regular faculty to serve as the head of the search committee for the position. The search committee will contain at least three members of the regular faculty, of which the remaining two or more committee members will be selected through a vote of the eligible faculty. The search committee will select a short-listed group of candidates from the applicant pool to be brought on campus for personal interviews with Department, College, University, and other appropriate individuals through the use of conferences and/or seminar. Arrangements will be made to encourage participation in the interview process by Department faculty and staff, graduate students, and undergraduate students. Following the interview process, the search committee will convene the faculty to obtain their input and a vote on the candidates. The search committee will submit their recommendation, the recommendation of the faculty, and summary of student and stakeholder input to the Department Head. The Department Head will consult with appropriate Department, College and University personnel before making a final selection from the candidate(s) recommended by the committee and faculty.

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

The promotion, tenure, and reappointment process are initiated by the Department Head and carried out with the assistance of a Tenure and Promotion Committee, as identified in subsequent sections. The responsibility of the department is to provide a recommendation to the University regarding tenure, promotion, and reappointment; however, the final authority for all personnel matters is the State Board of Governors of the Colorado State University System.

F.1 PROCEDURES FOR EVALUATING FACULTY PERFORMANCE AND MAKING RECOMMENDATION FOR TENURE, PROMOTION AND REAPPOINTMENT

F.1.1 Annual faculty performance evaluations by the Department Head
The Department Head will meet with each faculty member during the Spring semester for performance evaluation of the current academic year and to establish performance expectations / responsibilities for the next academic year. Productivity will be measured against department standards current at the time of review.

The Department Head will keep a written record of items considered in the performance evaluation of each faculty member. Each faculty member will have the right to review their record and to request modification if they believe the record is incorrect or incomplete. A copy of the evaluation will be given to the faculty member.

F.1.2 Annual faculty performance evaluations by the Tenure and Promotion Mentoring Committee
Each Tenure and Promotion Mentoring Committee (Section F.2.3) will conduct an annual written evaluation of the faculty member and make a recommendation concerning reappointment to the Department Head and the Tenure and Promotion Committee. This recommendation will be provided to the Department Head by February 15 of each year.
F.1.3 Mid-tenure comprehensive review of tenure-track faculty by the Tenure and Promotion Committee

A comprehensive performance review of tenure-track faculty will be conducted at the midpoint of their probationary period at Colorado State University. Procedures for this review will be consistent with policies and procedures established in the Academic Faculty and Administrative Professional Manual. Faculty applying for the comprehensive review must utilize current deadlines, guidelines, and documentation procedures for tenure and promotion from the Provost Office. It is the applicant’s responsibility to develop and maintain a portfolio that substantiates excellence in research, teaching, and professional service. The Tenure and Promotion Committee will use the information submitted by the candidate and other materials gathered by the Committee as the basis for review. Committee recommendations will be determined by a vote of all members. In the case of a split vote, a majority and minority report will be included with the recommendation. Upon completion of the review, a written summary of the conclusions and recommendations reached by the Committee will be provided to the candidate, the Department Faculty, the Department Head, the Dean, and the Provost/Academic Vice President. The report will also include any written comments provided by the Mentoring Committee, Department Head, Dean, and Provost/Academic Vice President, as well as the faculty member. The midpoint comprehensive review will be maintained in the faculty member’s personal file.

F.1.4 Periodic Comprehensive Performance Reviews Of Tenured Faculty

Phase I and, when necessary, Phase II comprehensive reviews of tenured faculty will be conducted by a Departmental Review Committee in accordance with section E.14.3.1 and section E.14.3.2 of the Academic Faculty And Administrative Professional Manual.

F.1.5 Periodic Review of Associate Professors by the Promotion Committee

Each Promotion Committee (F.2.2) will meet with Associate Professors annually or as requested by the Associate Professor for the purpose of providing feedback regarding progress towards advancement of rank. The Promotion Committee will inform the Department Head regarding the progress of the candidate.

F.2. TENURE AND PROMOTION COMMITTEES

A Tenure and Promotion Committee shall be constituted for each untenured faculty member in a tenure-track position by the end of the first semester of the appointment. In the case of a Special Faculty appointment, a similar Promotion Committee shall be constituted at the request of the faculty member. The committee shall serve three functions. The first is to provide a positive and engaged mentoring service to the faculty member as they advance and develop in their professional career. Second, the committee shall be responsible for assessing the faculty member’s performance with regards to department, college, and university standards for tenure or promotion. Third, for tenure-track appointments, the committee in accordance with section E.10.5.1 of the Academic Faculty and Administrative Professional Manual, shall make a recommendation to the Department Head regarding the granting or denial of tenure or promotion.

A tenured faculty member applying for promotion, or a Special Faculty applying for promotion to full professor, shall notify the department head in writing of the desire to submit materials for committee review no later than the final day of the spring term of the academic year prior to the year the faculty member intends to apply for promotion. A promotion committee (F.2.2) shall be responsible for assessing the faculty member’s performance with regards to department, college, and university standards for promotion. The committee in accordance with section E.13.1 of the Academic Faculty and Administrative Professional Manual, shall make a recommendation to the Department Head regarding the granting or denial of promotion.

F.2.1 Election of the Tenure and Promotion Committee
Each tenure and promotion or promotion committee shall consist of at least 3 FRS faculty members elected by the faculty. Faculty serving on a T&P committee must hold academic rank at or above that sought by the candidate. In addition to 3 members from within the FRS department, up to 2 faculty from outside the department may be elected. Each T&P committee will elect a chair from amongst their ranks.

F.2.2 Election of the Promotion Committee for Advancement from Associate to Full Professor
Each promotion committee shall consist of at least 3 members elected by the faculty. Eligible faculty are all faculty in the department who hold academic rank at or above that sought by the candidate. In addition to 3 members from within the FRS department, up to 2 eligible faculty from outside the department may be elected. The committee will elect a chair from amongst their ranks. Each promotion committee will meet annually to evaluate the progress of the candidate and will inform the Department Head regarding progress.

F.2.3 Tenure and Promotion Mentoring Committee
A subset of 3 members of the tenure and promotion committee (F.2.1) shall be appointed by the Department Head to mentor each untenured faculty member or Special faculty eligible for promotion. One member will be designated by the Department head to serve as chair of the mentoring committee and will serve as the primary mentor for the Candidate. It is the responsibility of the Tenure and Promotion Mentoring Committee to clearly articulate expectations regarding tenure and promotion to the Candidate. The Tenure and Promotion Mentoring Committee will report annually to the Tenure and Promotion Committee regarding the progress of the Candidate.

F.3 Departmental Standards for Tenure and Promotion
The Department of Forest and Rangeland Stewardship is a broad multidisciplinary department, which encompasses social, biological and physical sciences and contains a breadth of professional traditions and faculty with diverse appointments. Accordingly, there will be a diverse set of expectations for the granting of tenure and promotion within the different disciplines and appointment types. It is the responsibility of the Tenure and Promotion Committee to clearly articulate these expectations to the candidate. The granting or denial of tenure and promotion in the department shall be based on the following criteria.

F.3.1 Tenure
The tenure decision is based primarily on the candidate’s performance of teaching, advising, service, and other assignments and achievements in scholarship. Tenure also reflects and recognizes a candidate’s potential long-term value to the institution, as evidenced by professional performance and growth. Faculty are not merely employed by the University but are integral to the educational, extension and research programs of the University; tenured faculty are the community of educators who create institutional stability and an ongoing commitment to excellence. Tenure, therefore, will be granted to faculty members whose achievements in serving the University’s missions and potential for effective long-term performance warrant the institution’s reciprocal long-term commitment.

F.3.2 Promotion
E.3.2.1 Promotion to the rank of Associate Professor
Promotion to the rank of Associate Professor is based upon evidence of the applicants:
   a) demonstrated effectiveness in teaching, advising, service, extension, and other assigned duties;
   b) achievement in scholarship and creative activity that establishes the individual as a significant contributor to the field or profession, with potential for distinction;
   c) appropriate balance of institutional and professional service. Promotion to Associate Professor does not automatically grant tenure. Tenure will usually accompany a promotion, but the decision on tenure is made independently of the decision on promotion.
F.3.2.2 Promotion to the rank of Professor

Promotion to the rank of Professor is based upon evidence of the applicants:

a) distinction in teaching, advising, service, extension or other assigned duties, as evident in continuing development and sustained effectiveness in these areas, new and innovative teaching, curricular development, awards and recognition;

b) distinction in scholarship and creative activity, as evident in the candidate's wide recognition and significant contributions to the field or profession;

c) exemplary institutional and professional service, and an appropriate balance between the two.

F.4 Procedure for Advancement in Rank

In accordance with section E.13 of the Academic Faculty and Administrative Professional Manual, the Department Head shall initiate the process leading to a recommendation for the granting or denial of promotion. The Department Head should consult with the faculty members’ Promotion Committee before initiating this process. Because this recommendation is primarily a faculty responsibility, the Department Head shall ask the Promotion Committee, as established in accordance with F.2.2, to vote by ballot for or against promotion of the faculty member being considered. A promotion recommendation shall be by a majority vote of the Promotion Committee. The recommendation shall include a vote summary and a statement of reasons representing the majority and minority points of view. The recommendation shall be forwarded successively to the Department Head, the Dean of the college, the Provost, and the President for review and either endorsement or opposition.

SECTION G. Procedures for Appointing Academic Faculty to Graduate Student Advisory Committees

While graduate students are primarily responsible for choosing an advisor, faculty must be willing to accept a student and to guide them in the selection of other committee members. In accordance with the Graduate School, for the master’s of science masters degree, a committee must have a minimum of three members with one being from outside the Department. For the doctoral degree, committees will have a minimum of four members with at least one outside member. In the case of students enrolled in the Master’s of Natural Resources Stewardship, a common departmental faculty committee (D.1.3) serves this advisory function.

In general, only regular, full-time, tenure-track faculty may serve as chair of a graduate student’s committee. Exceptions to this general rule may occur by majority vote of the tenure-track faculty on a case-by-case basis for faculty with different appointment types. In such cases, the Graduate Program Committee shall draft a written agreement between the Department and the advisor specifying the conditions for such and agreement. The draft agreement will be submitted by the Graduate Program Committee to the eligible faculty for a vote of approval.

When circumstances arise that lead to (1) a student choosing to remove a faculty member as his/her chair or (2) when a faculty member wishes to voluntarily remove themselves as a chair, it is the responsibility of the faculty member and student to work with the Department Head to find a suitable replacement.

These and other graduate program policies, including both faculty and student responsibilities, are outlined in the Department’s Graduate Student Handbook. This handbook will be provided to all graduate students at the beginning of their program.
SECTION H. PROCEDURES RELATING TO SELF EVALUATION OF DEPARTMENTAL OPERATIONS

The Department will conduct an Academic Program Review every six years consistent with Section C.2.3.2.2.d of the Academic Faculty And Administrative Professional Manual and utilize the Colorado State University PRISM process for ongoing self-evaluations.

This evaluation process will be complimented by periodic surveys of recent graduates, and internal discussions each Fall at the Department retreat or pre-semester meetings.

SECTION I. PROCEDURES BY WHICH STUDENTS MAY APPEAL ACADEMIC DECISIONS OF THEIR INSTRUCTORS OR GRADUATE COMMITTEES

An appeal stems from an alleged academic injustice to a student. It may have resulted from academic requirements or actions of a faculty member, instructor or the Department or from written decisions of faculty members, instructors or the Department Head.

The faculty of the Department recognizes the importance of resolving student grievances in a timely and equitable manner. The faculty further recognizes the right of students to appeal decisions to a higher administrative level. It is, therefore, the policy of the Department to provide a specific procedure for dealing with grievances in a fair and impartial manner.

Prior to filing a formal appeal, the student must try to resolve the problem personally with the faculty member or instructor involved. Faculty members and instructors are expected to meet with appellate students in good faith and to discuss the situation in a professional and responsible manner. Emphasis should be on resolving the situation quickly and acceptably, with due consideration for academic and professional standards, as well as the student’s position.

If a problem related to grading decisions is not satisfactorily resolved between the student and the faculty member or instructor, the student will be advised that he/she may file a formal appeal in accordance with I.7.1 of the Academic Faculty And Administrative Professional Manual.

If the problem does not involve academic integrity, the student may request a hearing with the Office of Conflict Resolution and Student Conduct Services in accordance with Section I.7.2 of the Academic Faculty And Administrative Professional Manual.

If the Department Head is a party to an appealed grading decision, the Chair of the Curriculum Committee will appoint the appeals committee, receive their decision, and provide a written notice of the decision to the student and the faculty member or instructor, in accordance with Section I.7.1. of the Academic Faculty And Administrative Professional Manual.
SECTION J. DEPARTMENT MEETINGS

A meeting of Department faculty will be scheduled near the beginning of the academic year. The agenda for this meeting will consist of current Department business and preparation for annual activities to accommodate Department goals and objectives.

Regular or formal meetings of the Department faculty to conduct business will be scheduled by the Department Head as needed during the academic year. An agenda will be prepared for each of these meetings and circulated to faculty at least one working day prior to the meeting.

A faculty meeting may be requested by a petition of the majority of the faculty for resolution of special issues.

Department faculty meetings will be chaired by the Department Head or their designee. These meetings will be conducted in accordance with Robert’s Rules of Order.

A quorum will consist of one more than 50% of the eligible voting faculty (see section C.2) of the Department not on leave (e.g., sabbatical).

All questions or issues before the Department faculty will be decided by a majority vote of eligible faculty (C.2) present at the meeting, with the exception of changes to the Department Code, which will require a two-thirds vote of all eligible faculty. Proxies or written vote may be accepted for absent faculty.

An administrative assistant shall take notes at all faculty meetings. These notes will be circulated to all department faculty for review within one week of the meeting. At the next faculty meeting, these notes will be approved by majority vote. The approved notes will then be placed on the department web site for 1 year for access by the department faculty. The Department Head will be responsible for maintaining an archive of these notes.

SECTION K. PROCEDURES FOR PERIODIC REVIEW AND AMENDING OF THE DEPARTMENTAL CODE

The code may be revised the year prior to the end of the Department Head’s term. In such situations the Department Head will request that a code revision committee consisting of three faculty members be nominated and elected by the faculty. This committee will carefully consider all requests for changes in the code and, after soliciting faculty input on draft changes, present them together with its recommendations to the department for adoption or rejection. A two-thirds majority of the eligible faculty will be required for adoption of each proposed change.

Revisions to this code may be suggested at any time by faculty in the department by written petition to the Department Head. A two-thirds majority of the eligible faculty will be required for adoption of each proposed change.

Any revision, amendment, or modification of the code that is adopted by the faculty will become effective on the first day of the month following its adoption, or as provided in the Academic Faculty And Administrative Professional Manual.
The undersigned hereby approve this document as the Code of the Department of Forest and Rangeland Stewardship.

Frederick Smith (Department Head)          Robin Reich

Theodore Chamberlain                       Douglas Rideout

Anthony Cheng                              William Romme

Maria Fernandez-Gimenez                    Leonard Roth

Paul Meiman                                John Stednick

Mark Paschke                                Yu Wei