

WARNER COLLEGE OF NATURAL RESOURCES CODE

January 1998

January 2006

January 2015

Introduction:

This document describes the organization and administration processes of the Warner College of Natural Resources (College). The College shall operate under this code. This code shall conflict with neither the University Code (i.e., Academic Faculty and Administrative Professional Manual (AFAPM)) nor with department codes. The AFAPM and the codes of the departments in the College shall take precedence over the college code (AFAPM section C.2.4.1).

A. Designation of the titles of administrative officers. Administrative officers of the College shall include:

1. The Dean. The Dean is the principal administrative and academic officer of the College. The Dean is responsible for general administration of the College and for fostering the growth of academic excellence within the College. Responsibilities of the Dean are specified in Section C.2.6.1 (AFAPM). Additional duties include:
 1. Calling and presiding over College Faculty meetings and Administrative Cabinet meetings.
 2. Appointing College *ad hoc* committees.
 3. Directing the activities of all administrative officers of the college as appropriate.
 4. Appointing an Acting Dean during temporary absences of the Dean (usually one of the Associate Deans).
2. Associate Deans. Duties include:
 1. Performing other administrative functions assigned by the Dean.
3. Academic Department Heads. Department heads are the principal administrative and academic officer of each department. The duties and responsibilities of department heads are specified in Section C.2.6.2 (AFAPM) and in respective department codes. Additionally, Department Heads shall:
 1. Represent their department on the College Administrative Cabinet.
 2. Maintain liaisons between the College and their department in all matters relating to instruction, research, extension, and service.
 3. Perform other administrative functions as specified by the Dean.

B. Organization. A detailed organizational chart is available at <http://warnercnr.colostate.edu/docs/deans-office/WCNROrganizationalChart.pdf> or from the Dean's office.

1. The College is administratively organized into five academic departments:
 1. Ecosystem Science and Sustainability
 2. Fish, Wildlife, and Conservation Biology
 3. Forest and Rangeland Stewardship
 4. Geosciences
 5. Human Dimensions of Natural Resources

2. The Administrative Cabinet is the administrative body of the College. The Administrative Cabinet shall consist of the Administrative Officers. The Dean will serve as Chair of the committee. The Dean can appoint other members as needed. Staff in the Dean's office will prepare minutes of the meetings. The Cabinet's primary function is to assist the Dean in administrative implementation of academic, research, extension, and service policies of the University and College. Specifically, the Administrative Cabinet shall:
 1. Coordinate academic and instructional matters within the College.
 2. Assist the Dean in consideration of administrative matters including, but not limited to, awarding of tenure and promotion, space, budgets, and other fiscal matters.
 3. Serve as liaison between the College administration and the faculty.
 4. Refer questions and recommendations regarding College policy to appropriate committees.
3. Standing Committees.
 1. Standing Committees of the College include: Faculty Advisory Committee, Curriculum Committee, Scholarships and Awards Committee, Information Technology Committee, Technology Fee Committee, and the International Affairs Committee. Composition of these committees is specified below. Additional *ad hoc* committees may be formed at the discretion of the Dean. Each standing committee shall:
 1. Consist of members elected by department faculty to serve staggered three-year terms;
 2. Elect a Chair (unless otherwise specified).
 3. Acknowledge suggestions made by members of the College and inform those parties of the action taken.
 4. Prepare and present reports of their activities to faculty and/or to the Dean.
 2. **Faculty Advisory Committee.** The Faculty Advisory Committee shall consist of the elected representatives to Faculty Council from each of the academic departments. The Chair of the committee shall be the college representative to the Executive Committee of Faculty Council. The Dean shall serve as an ex-officio member of the Faculty Advisory Committee. The duties of the Faculty Advisory Committee include:
 1. Acting as a liaison between the faculty and the Dean.
 2. Receiving and acting upon items referred to the Committee by the faculty or the Administrative Cabinet.
 3. Coordinate, as requested by the Dean, the performance evaluations of College administrative officers (see Section F).
 4. Reviewing the College Code at least once every 5 years and submitting the Code to the Provost whether changes are made or not, as specified in Section C.2.4.1.1.k (AFAPM)
 3. **Curriculum Committee** shall consist of one faculty member from each academic department. This committee will elect a Chair who can serve as College representative to the Faculty Council Curriculum Committee. The duties of the Curriculum Committee include:
 1. Receiving or initiating recommendations pertaining to curricula.
 2. Evaluate all proposals (i.e., both graduate and undergraduate) for new courses, majors, options, concentrations, as well as changes in existing courses, majors, options, and concentrations.

3. Evaluating and making recommendations regarding College-wide academic matters.
 4. Recommending course and program changes and, upon approval by the Dean, refer them to appropriate University bodies for subsequent action.
 5. Receiving and acting upon other such items as referred to the Curriculum Committee by the Dean or Administrative Cabinet.
4. **Scholarships and Awards Committee** shall consist of one faculty member from each academic department and the College Director of Development who will serve as an *ex officio* member. Support staff for the Committee will be provided by the Dean's office. Duties of the Scholarships and Awards Committee include:
1. To disseminate information about available scholarships, grants, fellowships, and other College awards to the departments. When possible, this information should include source of funds, amount of award, qualifications, or selection criteria, application procedures, and deadlines.
 2. To develop College procedures and standards for recognizing the academic excellence of students and faculty within the College; and to participate in the formulation and administration of procedures and selection criteria for recognition of other outstanding achievements of students and faculty, and to cooperate with the College Director of Development in establishing the criteria for recognizing the outstanding achievement of supporters of the College.
 3. To review scholarship, grant, and fellowship applications and to determine the most qualified applicants.
 4. To promote with the Director of Development and the Dean the acquisition of new scholarships, fellowships, and awards by identifying potential sources.
 5. To receive and act upon other such items as referred by the Dean or Administrative Cabinet.
5. **Information Technology Committee** shall consist of one faculty member from each academic department with a chair chosen from this group. *Ex Officio* members of the Committee will include: the Dean (or representative of the Dean), a student representative from the College Technology Fee Committee, a representative of the College Information Technology staff (appointed by the Dean), and other members as deemed necessary by the Dean or the committee. Duties of the Information Technology Committee include:
1. To advise the Dean, the Administrative Cabinet and IT staff regarding needs in computing and information technology to support teaching, research, and outreach.
 2. To receive and act upon other such items as referred to this committee by the Dean, Administrative Cabinet, or Faculty Advisory Committee.
 3. The committee should meet at least once a semester.
6. **Technology Fee Committee** shall consist of one undergraduate student member from each undergraduate major, the College's student representative to the University Technology Fee Board, and one graduate student member from each department. Committee members will be chosen at the beginning of each academic year. The Dean will choose a member of the Information Technology staff to chair the committee. Duties include:

1. Being responsible for expenditure of funds generated by the technology fee assessed to students enrolled in the College. This responsibility includes funding for personnel and equipment to enhance student access to computing technology and other modern classroom equipment.

7. **International Affairs Committee** shall consist of one faculty member from each of the academic departments. Ex officio members of the committee will include: a representative from the Natural Resource Ecology Laboratory, one U.S. undergraduate student, and one international graduate student. Duties of the committee include the following:

1. Develop and disseminate information related to the University's and College's international activities.
2. Recommend to the Administrative Cabinet policies related to international activities within the College.
3. Promote active involvement of students and faculty in the international component of teaching, research, and outreach.

C. Statement of college objectives. College objectives are expressed in the College vision and mission statements, as follows:

1. **Vision:** To be the global leader in sustaining and enhancing natural resources, the environment and human well-being.
2. **Mission:** To provide the people, knowledge, and human understanding needed to guide the responsible use and protection of renewable and non-renewable resources.

D. Procedures relating to self-evaluation of college operations.

1. The Dean, or a majority vote of the faculty, will periodically initiate the formal college self-evaluation process. The evaluation will be made available to College faculty and administrative professional staff.

E. Procedures for reviewing candidates for new or vacated administrative positions.

1. Search and hiring procedures for administrators with academic appointments (including Associate Deans) shall be conducted in accordance with Section E.4 of the AFAPM. A majority of the search committee for these positions shall be regular academic faculty members in the College.

F. Procedures for evaluating and reviewing administrative officers.

1. Section C.2.7 and Section D.5.5 (AFAPM) address annual performance evaluation of the administrative officers of the College.
2. The Dean and Faculty Advisory Committee will provide mechanisms for maintaining confidentiality with respect to the disclosure of the respondent's identity.

G. Procedures for electing or appointing faculty members to college wide committees.

1. Faculty committee members are selected by Departments according to procedures in departmental codes, or otherwise selected through departmental voting.
2. The Dean can appoint members to ad hoc committees.
3. Undergraduate student members of committees will be selected by the Warner College Council (this consists of undergraduate students) for one-year terms.
4. Graduate student members of committees will be appointed by the Administrative Cabinet for one-year terms.

H. Procedures for addressing college wide academic matters.

1. Academic and scholastic standards information may be found in the departmental codes, as well as the General Catalog and the Graduate and Professional Bulletin.
2. Academic matters are addressed through the Curriculum Committee, in conjunction with the Faculty Advisory Committee, and the Administrative Cabinet as needed.
3. The Dean may convene a College-wide meeting when appropriate.

I. Procedures for calling and convening college faculty member meetings.

1. College faculty meetings will be called at least once a year at the discretion of the Dean, who will set the agenda. Notification of the meeting shall allow ample time for standing committees to prepare reports and if a vote is to occur notification of the meeting to the faculty must be at least two weeks in advance. Attendance at College faculty meetings shall be open to all members of the College. However, voting eligibility shall be restricted to academic faculty with regular or regular part-time appointments in one of the departments of the College. College faculty meetings will be conducted following Robert's Rules of Order. The faculty will operate as a committee of the whole and a simple majority of the eligible faculty will constitute a quorum. Detailed minutes of meetings will be taken and a summary distributed to all faculty.

J. Procedures for amending the code.

1. The Faculty Advisory Committee is charged with bringing forward amendments to the code.
2. The College Code may be amended by a majority vote of the regular faculty of the College. The Faculty Advisory Committee shall inform the faculty of proposed changes to the Code at least one week prior to the scheduled vote. The vote may be taken at a College faculty meeting, where a majority vote of those in attendance is necessary for approval. The vote may be taken in meetings of each of the departments of the College, where a majority vote of those attending the department meetings is necessary for approval.

K. Procedures for reviewing the code.

1. The Code will be reviewed by the Faculty Advisory Committee at least once every five years and submitted to the Provost for review, whether or not any changes are made.

L. College Policies. Policies of the College are congruent with the policies and procedures of the University as detailed in the Academic Faculty and Administrative Professional Staff Manual. Sections of this manual that are especially noteworthy include the following:

1. *Section C.* Faculty Government and the Code of Colorado State University includes sections on: Faculty Council, Academic Organizations of the University, Collegiate and Departmental Organization, Duties of Officers, and Evaluation Performance of Officers.
 1. Section C.2.4.1 of the Academic Faculty and Administrative Professional Staff Manual states that, All College codes shall be consistent with the provisions of the University Code relating to collegiate matters. College codes shall conflict with neither the University Code nor with department codes. The University Code and the codes of the departments in the college shall take precedence over the college code.
2. *Section D. Faculty and Administrative Professionals* includes sections on: Classification of University Employees, Responsibilities of the General Faculty, Conditions of Employment of the General Faculty, Consulting Policy, Conflict of Interest, Travel Policy, Prohibition Against Accepting Kickbacks or Improper Gifts or Fees, and Code of Ethical Behavior.

3. *Section E. Faculty* includes sections on: Responsibilities of the Academic Faculty, Selection of Academic Faculty Academic Freedom, Academic Faculty Tenure Policy, Revocation of Tenure for Unsatisfactory Performance of Duties and Responsibilities, Academic Faculty Advancement in Rank (Promotion) Policy
4. *Section F. Leave Policies*
5. *Section G. Faculty and Administrative Professional Privileges and Benefits*
6. *Section H. Operating Services and Regulations.*
7. *Section I. Academic and Legal Matters.*
8. *Section J. Rights and Responsibilities Related to Creative Works.*
9. *Section K. Resolution of Disputes.*