

CODE OF THE DEPARTMENT OF GEOSCIENCES
WARNER COLLEGE OF NATURAL RESOURCES
COLORADO STATE UNIVERSITY

Approved 15 May 2020

MISSION

The mission of the Department of Geosciences is to provide high-quality education to geoscience students at the undergraduate and graduate level, to train professionals for the broad spectrum of geoscience careers, to carry out, catalyze and support scholarly research in applied and theoretical realms of geosciences and its many allied fields, and to provide geoscience-associated and broader service to the university, the State of Colorado, the nation, and the international community.

VALUES

We value teaching, mentoring, and student success.

We aspire to be world class in our research accomplishments and expertise.

We work across the public sphere to advance access to and dissemination of knowledge in the spirit of our land grant university mission.

We value collegiality and work as a community to help each other and the Department succeed.

We value work/life balance and respect the needs and commitments of all.

We value our diverse areas of expertise, and endeavor to utilize our time, skills and knowledge to advance the Department, our students, and our professional impacts.

We value the full breadth of human diversity and freedom of speech concomitant with sound scientific endeavor.

References to sections of the Academic Faculty and Administrative Manual of Colorado State University are based on the (February 20, 2020) version at <https://facultycouncil.colostate.edu/faculty-manual/> (hereafter referred to as the “Manual”).

References to the Graduate and Professional Bulletin refer to <https://catalog.colostate.edu/general-catalog/graduate-bulletin>

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I. DEPARTMENT GOALS:

- A. To foster an environment that will guide and stimulate faculty and students to develop according to their individual interests within the field of Geosciences.
- B. To develop a responsive and professional faculty and staff, dedicated to mutual support in the pursuit of excellence in teaching, research, service, and outreach.
- C. To encourage and support research and academic development directed toward scientific, technological, educational, service, and outreach advances of importance to the University and society.
- D. To promote effective and innovative educational, research, service, and outreach programs, and organize Department activities to meet the changing needs of the state, nation, and world, and the individual interests and expertise of the faculty.

II. DEPARTMENT ORGANIZATION:

A. Academic Programs

The Department of Geosciences administers: 1) an undergraduate major program of study in Geology with concentrations in Geology, Environmental Geology, Geophysics, and Hydrogeology; 2) an undergraduate minor program of study in Geology; 3) a Master of Science in Geosciences and 4) a Doctor of Philosophy in Geosciences.

B. Administration

The principal administrator of the Department will be designated as the Department Head and will be guided by the basic principle that the Department Head executes policies determined by the faculty. The manner of appointment of the Department Head shall be in accord with Section E.4.3 of the Manual, and the term and conditions of appointment in accord with Manual Section C.2.4.2.2. The Department Head's specific duties include, but are not limited to, those set forth in Manual Section C.2.6.2:

1. Prepare, administer, and adhere to the department budget in accordance with Manual Section C.2.6.2 a and b, and advise the WCNR dean on budgetary matters related to the Department;
2. Evaluate each faculty member in accordance with Manual Sections C.2.5 and C.2.6.2 c;
3. Initiate recommendations for appointments, contract renewal, advancement, tenure, dismissal, and salary adjustments of faculty members in accordance with Manual Sections C.2.6.2 d and E.10.3;

4. Schedule meetings with each faculty member at least once each year in accordance with Manual Section C.2.5 d.
5. Supervise and evaluate department staff in accordance with Manual Sections D.5.5 and D.10.
6. Manage academic and financial matters in accordance with Manual Section C.2.6.2 e.
7. Coordinate faculty and student teaching assignments in association with the faculty.
8. Coordinate space and other Department resource allocation with the faculty, staff, and dean.
9. Prepare reports in accordance with Manual Section C.2.6.2 f.
10. Appoint an Acting Head if the Department Head will be absent and unreachable from the Department for more than one (1) working day.
11. Chair regular faculty meetings and ensure continuity of associated agenda, minutes, and business items.
12. Appoint members to standing and ad hoc Department committees, with recognition of an equitable distribution of faculty workload.
13. Present a "State of the Department" address at a department meeting early each fall semester.
14. Facilitate and pursue resources for improvements in teaching, research, service, and outreach.
15. Cooperate with and assist other departments in matters relating to the University's teaching, research, service, and outreach missions.
16. Develop and maintain department collegiality and foster Department morale.
17. Support and promote adherence to department goals as articulated within a regularly updated Department strategic plan (in accordance with direction from the Department faculty and/or college and/or university).
18. Promote a working environment conducive to academic and scientific advances in response to local, regional, national, and international issues.
19. Encourage intradepartmental, interdepartmental, and interdisciplinary cooperation for academic and research programs.

20. Represent and advocate the views and goals of the Department to individuals and organizations within and outside the University community.
21. Represent and promote the interests of the Department on the Warner College of Natural Resources Executive Committee and otherwise within WCNR, with CSU, and with the wider world.
22. Coordinate mentoring activities within the Department for pre- and post-tenure, and non-tenure track faculty, and Department staff.
23. Oversee the appointment of graduate advisors within the Department.

III. DEPARTMENT COMMITTEES:

Department committee organization will consist of the following standing committees: Executive; Curriculum; Graduate; Scholarships and Awards; Promotion and Tenure; and Alumni. Standing and ad hoc committees will be appointed by the Department Head. Standing committee appointments will be made at the beginning of the Fall semester each year and will be one year in length. Whenever possible, at least one member of each standing committee will be serving consecutive terms.

A. Executive Committee

1. Duties and Responsibilities

- a. Advise and collaborate with the Department Head in establishing Department goals and long-range plans in accordance with full-faculty participatory strategic planning and other priorities.
- b. Coordinate the activities associated with any required external department evaluations.
- c. Discuss and propose revisions to the Department Code in collaboration with the Department Head and present the revised Code for the required two-thirds majority approval of the voting faculty for adoption.
- d. Coordinate general policies associated with periodic evaluation of progress towards completion and satisfactory progress towards graduate degrees consistent with the Graduate and Professional Bulletin.

2. Membership

Membership will consist of at least two voting faculty members selected by the Department Head.

3. Reporting

Goals and long-range plans will be presented and discussed at a minimum of one faculty meeting annually, early in the spring semester.

B. Curriculum Committee

1. Duties and Responsibilities

- a. Review curricular requirements for the Geology major and minor programs of study.
- b. Review proposals for new courses and changes in existing courses.
- c. Review the integration of curricula and course offerings for the various Department, College, and University interdisciplinary programs.
- d. The Chair of the Department Curriculum Committee will represent the Department on the College Curriculum Committee.
- e. Report and make recommendations to the Department regarding undergraduate preparation, enrollment, retention, or other issues.
- f. The Chair of the Curriculum Committee will substitute for the Department head on Student Appeals if there is a conflict of interest.
- g. The Department Academic Success Coordinator shall engage with the Curriculum Committee in a non-voting, staff support capacity.

2. Membership

Membership will consist of at least three faculty members selected by the Department Head.

3. Reporting

The committee will report to the faculty as the need arises.

C. Graduate Recruitment and Coordination Committee

1. Duties and Responsibilities

- a. The chair of the Graduate Committee, in association with Department office staff, will take primary responsibility for reviewing application files and informing faculty members when completed applications are available for review, and when admission decisions will be made. A chair-designated committee member will assume these duties if the chair is

unavailable. Faculty members may vote on admission of every applicant by marking “yes” or “no” in the applicant approval system and may indicate their willingness to advise. Admission shall be determined by a minimum requirement of three positive faculty votes. All admissions shall require commitment from at least one faculty member to serve as advisor. Flexibility in the time allotted to make a decision on an application and the number of faculty asked to vote on the application will be allowed at the discretion of the Graduate Committee and Department Head.

- b. Perform periodic reviews on and provide recommendations of graduate program requirements.
- c. Prepare and distribute (with approval of a majority of the voting faculty) updated written and online department guidelines for M.S. and Ph.D. Graduate Program Requirements.
- d. Report and make recommendations to the Department regarding graduate enrollment or other issues.
- e. Advise and coordinate Department graduate student recruitment with Department staff and faculty.
- f. Coordinate the Department Graduate Teaching Assistant nomination and voting process.

2. Membership

Membership will consist of at least two voting faculty members selected by the Department Head.

3. Reporting

The committee will report to the faculty as the need arises.

D. Scholarship and Awards Committee

1. Duties and Responsibilities

- a. Determines awards of Department-wide, competitive scholarships, fellowships, student travel, and other student awards.
- b. Makes recommendations to the faculty concerning faculty and alumni awards.
- c. The Chair of the Department Scholarship and Awards Committee will represent the Department on the College Scholarship and Awards Committee.

2. Membership

Membership will consist of three faculty members selected by the Department Head.

3. Reporting

The committee will report to the faculty as the need arises.

E. Promotion and Tenure Steering Committee

1. Duties and Responsibilities

- a. Assist faculty members who are eligible for promotion in the preparation of the needed documentation and conduct the procedure in accordance with Section E.13 of the Manual.
- b. Assist faculty members who are eligible for tenure in the preparation of the needed documentation and conduct the procedure according to Section E.10.5 of the Manual.
- c. Assist the Department Head in evaluation of pre-tenured faculty according to Section E.10 of the Manual.
- d. The Committee Chair shall chair meetings of the Department faculty called to consider recommendations for promotion and/or tenure.

2. Membership

Membership will consist of three tenured faculty members, selected by the Department Head. In the event that a promotion to Full Professor is to be considered, steering committee membership will consist of all Full Professors from the original committee plus, as necessary, additional Full Professors appointed from the Department by the Department Head to create a committee of three Full Professors.

3. Reporting

The committee will report to the faculty consistent with Section E.10 of the Manual and as described in Section V.B.

F. Alumni Committee

1. Duties and Responsibilities

- a. Establish and maintain contacts and good relations with the Department's

alumni and friends by working with the Department Head, Geosciences Advisory Council, and generally encouraging formal and informal contact with alumni and friends of the Department by faculty and students.

- b. Work with the college Development Office to oversee the establishment and maintenance of Department development activities.

2. Membership

Membership will consist of at least two faculty members selected by the Department Head.

3. Reporting

The committee will report to the faculty as the need arises.

G. Field Education Committee

1. Duties and Responsibilities

- a. Make recommendations to the faculty as to the equipment, logistics, and staffing of the Geology Summer Field course and other department field courses.
- b. Make recommendations to the faculty as to field education needs of the undergraduate and graduate students.
- c. Make recommendations to the Department Head concerning field education expenditures and opportunities.

2. Membership

Membership will consist of at least two members of the Summer Field Camp (GEOL 436) teaching faculty selected by the Department Head.

3. Reporting

The committee will report to the faculty as the need arises.

H. Ad hoc Committees

1. The Department Head will appoint ad hoc committees of faculty, staff, and or students to perform temporary tasks in areas of Department operation not covered by standing committees.
2. In each case, the committee's charge, membership, and responsibility will be made a matter of record in the Department meeting minutes.

IV. DEPARTMENT OPERATION:

A. Department Meetings

1. There will be a minimum of one meeting each full month during the academic year.
2. Agenda items will be solicited from the faculty and an agenda will be provided by the Department Head prior to each meeting.
3. The Department Head will provide a formal fiscal and Department progress report at a Department meeting early in the fall and spring semesters.
4. Minutes will be kept of each meeting and will be distributed to the faculty and archived in the Department office.
5. Normally, Tenure Track faculty members of Assistant Professor, Associate Professor, or Professor rank (see Section V) will have voting privileges, except as otherwise specified in this Code.
6. Non-Tenure Track faculty with contract or continuing appointments will acquire voting privileges in the department after three academic years of employment at a 50% or greater appointment level and maintaining attendance at more than 60% of department meetings, as documented by Department meeting minutes. These voting rights do not apply to the hiring or promotion and tenure of, or of Code changes affecting, tenure track decisions or policy.
7. A quorum will consist of at least half of the voting faculty in residence. A majority vote will consist of more than half of the faculty in attendance.
8. Department meetings shall include an agenda-designated opportunity for input from, and discussion with, faculty-approved representatives of the Department undergraduate and graduate student populations.

B. Department Program Review

1. The Department Program Review will be carried out every five to seven years in accordance with current policies of the Office of the Provost and Section C.2.4.2.2 of the manual.
2. The self-evaluation portion of the Program Review will be conducted by an ad hoc Department Review Committee in coordination with the Department Head.
3. The nature, goals, and mechanics of execution of the Program Review self-evaluation will be as defined by the Office of the Provost as per Section C.2.4.2.2

of the manual.

4. If any member of the Department faculty or the Department Head is dissatisfied with the operation of the Department, they may initiate a request for an interim evaluation of the Department in accordance with Section C.2.4.2.2 of the Manual.

C. Initiation of New Programs

New programs will be initiated in the Department upon approval of a majority of the faculty (defined in Section V.A), following a proposal routed through the Executive Committee, Graduate Committee, Curriculum Committee, and other appropriate committees.

D. Graduate Committee Service

1. Upon admission, each graduate student will be assigned a temporary advisor by the Graduate Committee. A regular advisor will be selected by mutual agreement between the student and the faculty member by the beginning of the second semester of study. The temporary advisor will commonly assume the role of permanent advisor, since temporary advisors will be assigned on the basis of common research interests.
2. By the end of the second semester of study or the completion of 12 credits of graduate work, whichever comes later, the student and advisor will arrange for the appointment of a graduate committee. Members of the committee will be chosen in accordance with the procedures specified by the Graduate School in the Graduate and Professional Bulletin and on the basis of the student's interest and experience with faculty members, and the advisor's knowledge and experience. The makeup of the graduate committee must be approved by the Department Head.
3. The committee must consist of at least three members for a master's degree program, and four for a doctoral degree program. The committee will consist of the advisor, who serves as chair, at least one other member from the student's Department, and at least one member from another Department who is approved by the Graduate School to serve as the outside committee member and represent the Graduate School.

E. Student Appeal Policy and Procedures

1. The Department of Geosciences recognizes the right of a student to question decisions by faculty members that affect their grades.
2. Prior to filing a formal appeal, the student is encouraged to resolve the problem personally with the faculty member involved. Faculty members 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.

3. If the problem is not satisfactorily resolved between the student and the faculty member, the student will be advised that they may file a formal appeal in accordance with Section I.7 of the Manual, or, if the problem involves academic integrity, then in accordance with Section I.5 of the Manual.
4. In the case where the problem involves academic integrity, the student may request a hearing with the Office of Judicial Affairs in accordance with Section I.5 of the Manual.
5. In the case where the problem does not involve academic integrity, the student may initiate a formal appeal with the Department Head. The Department Head will appoint an appeals committee consisting of two faculty members and two students from the Department and a faculty member from another Department to chair the appeals committee. The appeals committee will proceed according to Section I.7 of the Manual.
6. If the Department Head is a party to the incident being appealed, the Chair of the Curriculum Committee will appoint the appeals committee, receive their decision, uphold or assign a grade, and provide a written notice of the decision to the student and the faculty member, in accordance with Section I.7 of the Manual.

V. FACULTY

A. Titles and Ranks

1. A faculty member is any member of the Department who carries academic rank as defined in Section E.1 of the Manual. Faculty members holding the Department-approved academic rank of Assistant Professor, Associate Professor, or Professor vote in Department matters, except where proscribed elsewhere in this Code (and are referred to as “voting” faculty). Department members with Adjunct, Instructor, Senior Instructor, Master Instructor (non-tenure track faculty), Research Scientist, or Senior Research Scientist titles are encouraged to engage broadly with the Department, including through regular participation at Department meetings. Non-tenure-track members of the department acquire voting privileges on Department matters (with the exception of voting related to tenure track hiring or promotion and tenure, or to Code changes affecting tenure track decisions or policy) as authorized in IV.A.6.

B. Procedures on Promotion and Tenure

1. Faculty members considered for promotion and/or tenure will typically be engaged in teaching, research (scholarship), service, and outreach activities. Productivity of faculty members being considered for promotion and/or tenure will be evaluated in accord with Section E of the Manual.

To be recommended for promotion to Associate Professor and/or tenure a faculty member must demonstrate competence in all areas, and excellence in at least one. To be recommended for promotion to Full Professor, a faculty member must demonstrate competence in all areas, and excellence in at least two.

2. Procedures on Promotion and Tenure for Tenure Track Faculty.

- a. Initial discussion between the faculty member and the Department Head regarding consideration for application for promotion and/or tenure.
- b. Application and supporting documents will be prepared by the faculty member in concert with the Department Head and Promotion and Tenure Steering Committee. A list of external peers will be prepared by the applicant to aid the Promotion, and Tenure Committee in the selection of appropriate reviewers.
- c. Appropriate application documents (as prescribed by the Provost/Academic Vice President) will be received by the Promotion and Tenure Steering Committee.
- d. After evaluating the documents, the Promotion and Tenure Steering Committee will forward a recommendation to the Department Head for further consideration.
- e. After the Department Head has reviewed the recommendation of the Promotion and Tenure Steering Committee, the application will be discussed at a special faculty meeting of the tenured and tenure track faculty with ranks equivalent to or higher than the rank proposed for applicant, or in the case of tenure, only tenured faculty members. All such eligible faculty will serve as the voting Promotion and Tenure Committee in accordance with Section E.13 of the Manual. The application and supporting documents (as allowed by Office of Equal Opportunity policy) will be available to all eligible faculty members at least one week prior to the special meeting. A formal vote in writing (secret ballot) will be conducted at the end of the special faculty meeting. Proxy ballots from all eligible faculty members, including those absent from the University will be counted.
- f. Results of the vote will be counted by the Promotion and Tenure Steering Committee and a final recommendation forwarded to the Department Head. The Department Head will forward favorable recommendations to the Dean of the College.
- g. The Department Head will meet with the applicant to discuss unfavorable recommendations and will provide a written explanation of deficiencies as well as guidelines for improvement of performance.

describes the candidate's potential contributions to the Department. Appointment of the candidate is approved by a majority of the voting faculty.

E. Emeritus Faculty Appointments

Emeritus Faculty Appointments will be made in accordance with Section E.3.1 of the Manual.

F. Duty Assignments and Loads

1. The load of teaching, research, and other assignments to a faculty member will be distributed to accurately reflect their salary sources and provide an equitable balance of work responsibility among Department members.
2. The Department Head will keep a current account of the load of each member of the Department for faculty evaluation purposes.
3. The following factors will be considered in determining the load:
 - a. Teaching assignments, to include:
 - 1) Number of different courses taught in a semester;
 - 2) Percent responsibility in team-taught courses
 - 3) Number of class contact hours;
 - 4) Level and nature of each course;
 - 5) Number of students in each course;
 - 6) Level of teaching assistant support
 - b. Committee assignments (University, College, Department);
 - c. Research activities, including grant obligations, grantsmanship, and peer-reviewed publications;
 - d. Number of undergraduate and graduate advisees;
 - e. Number of graduate committees;
 - f. Student club or chapter advising;
 - g. Formal service to professional societies and professional organizations, including editorial responsibilities;
 - h. Special administration assignments;
 - i. Service as invited reviewer for peer-reviewed professional articles and grant proposals;
 - j. Public (outreach) service.

G. New or Vacated Tenure Track Faculty Positions

New and vacated Tenure Track faculty positions will be filled according to the current search procedures of the CSU Office of Equal Opportunity (OEO). This will adhere to the following sequence, subject to current OEO policies:

1. The Department Head will prepare and submit the required Search Request Form to the WCNR Dean and Provost.
2. Upon approval by the Provost, the Department Head will appoint a Search Committee and chairperson from the faculty.
3. The committee will write short and long position descriptions and a recruitment plan. With the approval of the faculty, the committee will forward the descriptions and recruitment plan to the College Equal Opportunity (E.O.) Coordinator, who will forward them to OEO for approval.
4. Upon approval by OEO, the position will be advertised in accordance with the OEO approved recruitment plan.
5. The Search Committee will develop criteria for evaluating applicants that is consistent with the position descriptions, receive recommendations from the faculty, and finalize criteria. Criteria will then be submitted to the College E.O. Coordinator, who will forward them to OEO for approval.
6. When the announcement is closed, the composition of the candidate pool will be submitted to the College E.O. Coordinator and OEO for review and approval.
7. The Search Committee will evaluate all applicant files according to the approved criteria to prepare a semi-finalist short list. All available tenure track and tenured faculty may have access to application materials and may participate in the search and interview process once the short list is determined.
8. The short list and techniques for further evaluation will be submitted to the College E.O. Coordinator and OEO for review and approval.
9. After additional evaluation of the short list, the Search Committee will select candidates for campus interviews.
10. The Search Committee will arrange applicant interviews with the committee, faculty, Department Head, College Dean, and other appropriate individuals.
11. A special meeting of the faculty will be convened to discuss the interviewed applicants and to choose a ranked list of applicants to recommend for hiring. Non-tenure track faculty and research scientists may participate in interview discussions but do not vote on tenure track hires. The ranked list will be generated

by a two-part procedure. 1) Eligible faculty will vote by secret ballot to determine how many of the ranked candidates are acceptable. 2) Eligible faculty will vote by secret ballot to rank all acceptable candidates. Because the Department Head will be receiving the recommendation resulting from these two votes, the Department Head may not vote as a member of the eligible faculty. If the faculty find only one candidate acceptable, no second-choice candidate will be recommended. If the faculty find all applicants to be unacceptable, no one will be recommended for hiring.

12. The Search Committee will submit the ranked list of acceptable finalists to the Department Head.
13. Upon approval by the OEO, the Department Head will make a formal offer to a candidate on the ranked list of acceptable candidates. The Department Head has the latitude to override the ranking, but not to make an offer to someone not on the acceptable list. If the candidate receiving the offer declines, the Department Head will make a formal offer to another applicant on the list and if that offer is rejected will continue to make offers to candidates on the list of acceptable candidates until an offer is accepted or the list exhausted. If the list is exhausted the interview/advertising process will generally resume as appropriate.
14. All procedures for filling new and vacated faculty positions will be in accordance with Sections D.5.2 and Section E.4 of the Manual and the current search procedures of the OEO, recognizing that the Board of Governors of the Colorado State University System reserves final authority on all personnel decisions.

H. Opportunity-driven Tenure Track Faculty Positions

Special opportunities for tenure track faculty hiring may arise in which position funding is leveraged by base support from outside of the home college. Such opportunities will be acted on as follows:

1. The Department Head(s) and Dean of the college(s), in consultation with other department(s) and/or the Provost's Office, will strategically and financially evaluate the opportunity and decide on whether to proceed further.
2. The Department Head will present an overview to the department. A majority vote of the tenure track faculty is required to proceed further.
3. The Department Head will form a Hiring Review Committee from the tenure track faculty of the department.
4. The Review Committee will solicit statements of teaching and research interests from the candidate, along with three or more independently solicited external references.
5. The Review Committee will arrange candidate interviews with its members, faculty, Department Head, the Dean, and other appropriate individuals.
6. A special meeting of the faculty will be convened. Non-tenure track faculty and other department members may participate in interview discussions. Tenure track faculty will vote by secret ballot on the acceptability of the candidate, with a

- majority vote required to proceed further.
7. Upon approval by the OEO, the Department Head will make a formal offer to the candidate and otherwise pursue hiring.
 8. All procedures for filling new and vacated faculty positions will be in accordance with Sections D.5.2 and Section E.4 of the Manual and the current search procedures of the OEO, recognizing that the Board of Governors of the Colorado State University System reserves final authority on all personnel decisions.

I. New or Vacated Non-Tenure Track Faculty Positions

New and vacated Non-Tenure Track faculty positions with contract or continuing contracts will be filled according to the current search procedures of the CSU Office of Equal Opportunity (OEO). This will adhere to the following sequence, subject to current OEO policies:

1. The Department Head will prepare and submit the required Search Request Form to the WCNR Budget Office, subject as appropriate to approval by the Dean or others.
2. Contract or Continuing Non-Tenure track ranks and titles will be recruited, interviewed and hired with the engagement of a Department search committee convened by the Department head. Candidates will be ranked by the search committee and voted on for acceptability and ranking by the faculty.
3. The Search Committee will submit the ranked list of acceptable finalists to the Department Head.
4. Upon approval by the OEO, the Department Head will make a formal offer to a candidate on the ranked list of acceptable candidates. The Department Head has the latitude to override the ranking, but not to make an offer to someone not on the acceptable list. If the candidate receiving the offer declines, the Department Head will make a formal offer to another applicant on the list and if that offer is rejected will continue to make offers to candidates on the list of acceptable candidates until an offer is accepted or the list exhausted. If the list is exhausted the interview/advertising process will generally resume as appropriate.

New and vacated Adjunct Faculty positions will be filled according to the current search procedures of the CSU Office of Equal Opportunity (OEO). This will adhere to the following sequence, subject to current OEO policies:

5. Adjunct positions will be filled by the Department Head, optionally in consultation with a Department Head-appointed search committee.

J. Annual Performance Evaluation of the Faculty

1. The Department Head will adhere to criteria and procedures for an annual performance evaluation of each faculty member based on Section V.E.
2. The Department Head will conduct an annual performance evaluation of each member of the faculty. Such evaluations will be in addition to specific

evaluations related to promotion and tenure, and will be coordinated with the setting of annual salary adjustments.

3. Evaluations will be based on the quality and quantity of performance in fulfilling the faculty member's responsibilities for teaching, research, service, and outreach related to the Department, College, and University, and the public and profession at large during the period of evaluations. Assessment of faculty productivity will be conducted in accord with Sections E.9, E 12, and E.14 of the Manual.
4. The written evaluation will be signed by the Department Head with a copy provided to each faculty member who shall then sign a file copy to acknowledge receipt of the evaluation.
5. The Department Head will hold an annual conference with each member of the faculty to discuss the results of their evaluation. Each faculty member will be kept fully advised concerning methods and criteria used in the annual evaluation, the results of the evaluation, and how the results are being used.

K. Post Tenure Review

Phase I Comprehensive Performance Reviews (Post Tenure Review) of tenured faculty will be conducted by the Department Head in accordance with Section E.14.3.1 of the Manual.

Phase II Comprehensive Performance Review (Post Tenure Review) will be conducted by a peer review committee of three members of the Department in accordance with Section E.14.3.2 of the Manual.

1. Two members of the peer review committee will be selected by the faculty member being reviewed. One member of the peer review committee will be selected by the Department Head to balance any potential bias. All members of the peer review committee must be at the same or higher rank than the faculty member being reviewed in accordance with Section E.14.3.2 of the Manual. The members should be drawn from the Department if three faculty of suitable rank are available. If the Department cannot supply three members of suitable rank, the Department will supply as many as possible and the remaining members will be drawn from the faculty of the Warner College of Natural Resources.
2. Criteria for review of the tenured faculty member will be jointly agreed to by the peer review committee to insure an equitable evaluation, in terms of teaching, research, service, and outreach.
3. The tenured faculty member will provide the peer review committee with comprehensive documentation in support of the criteria.
4. The tenured faculty member may submit letters of support from peers within or outside the Department and University and letters from professional

organizations.

5. The tenured faculty member may submit any additional information relevant to their performance criteria.

L. Faculty Mentoring

1. The Department Head will initiate discussion of and, if desired by the mentee, arrange and support professional mentoring arrangements for pre-tenure and associate level faculty, and for untenured faculty.
2. Mentors may be chosen from faculty or staff from within or outside of the Department and college as appropriate.
3. Mentoring will be conducted independently of review, tenure committee, and other procedures.
4. Specific mentoring scheduling and activities are flexible and confidential.
5. If a mentoring arrangement is in place, mentors and mentees will be required to meet to discuss professional plans and progress at least once per semester and report that a meeting has occurred to the Department Head.

M. Internal Grievance Procedure

1. Any full- or part-time faculty member, including instructors, has the right to question any decision which may affect their department responsibilities, professional status, or salary.
2. Any faculty member who feels that they may have a complaint against the Department Head, or against any other department faculty member, should discuss the problem with the individual(s) involved to try to resolve the problem as quickly as possible at that level.
3. If a situation cannot be resolved to the satisfaction of the complainant, they should discuss the matter informally with the Department Head. If the Department Head is the subject of the issue, they should discuss the issue with the Dean of the College, prior to pursuing the CSU grievance procedure.
4. If a conflict cannot be resolved after discussion with the Dean of the College, further attempts to resolve the problem must follow the mediation and/or grievance procedures in accordance with Section K in the Manual.

VI. ADOPTION AND REVISION OF THE CODE:

- A. The Department Code will be adopted upon approval of a two-thirds majority of the voting faculty, concurrence of the Dean of the College, and approval by the Provost.
- B. The Department Code will be reviewed as required, including incorporating changes as a result of modifications made to the Manual. Additionally, the Code may be reviewed on the initiative of the Department Head or as directed by the faculty in a simple majority

vote. Recommendations for Code changes will be submitted to the Executive Committee, who will then prepare a revised Code for faculty consideration.

- C. The Code can be revised or amended by a two-thirds majority approval of the voting faculty (defined in Section V.A), concurrence of the Dean of the College, and approval by the Provost.
- D. Any revisions or amendments will be subject to any limitations imposed by the Manual

VII. Relationship to University Code

If provisions of the Department Code should conflict with provisions of the University Code, the University Code shall supersede.

VIII. Signatures Approving Changes to this Code

This Code was approved by a minimum two-thirds majority of the voting faculty on **05/15/2020**.

Dean of College of Natural Resources

Date

Provost

Date