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Article I. Departmental Mission

In the spirit of the land-grant concept, the primary mission of the Department of Atmospheric Science is to provide quality graduate education; to conduct groundbreaking research in the atmospheric sciences; and to provide service to Colorado, the nation, and the world. This includes collaborating closely with other Colorado State groups sharing the environmental mission and with national and international groups addressing weather, climate and environmental issues. This mission will be accomplished by maintaining a world-recognized graduate education/research department with its attendant faculty and facilities. Central to the mission objectives are the discovery of new knowledge; the preparation of future leaders in atmospheric science; the development of new observational, modeling and analysis techniques; and, activities to aid the transfer of the new knowledge and new techniques to practical applications. Each faculty member in the Department of Atmospheric Science will contribute substantially and strive for excellence in each of the three areas: teaching, research and service.

Article II. Departmental Objectives

Section 1. To maintain outstanding graduate programs in Atmospheric Science leading to the M.S. and Ph.D. degrees.

Section 2. To maintain an outstanding research program which complements the education goals of the Department.

Section 3. To maintain competent, responsible professional staff and to stimulate the intellectual climate of the Department, the College of Engineering, and the University.

Section 4. To encourage personnel to accept positions of leadership in the community, the profession, the University and the nation.

Article III. Departmental Organization and Administration

Section 1. The principal administration officer of the Department will be designated as the Department Head. The Head will be responsible for meeting the objectives listed in Article II and for those duties specified in the University Code, as contained in the current edition of the Academic Faculty and Administrative Professional Staff Manual, henceforth referred to as the Faculty Manual:


b. Administration of and adherence to the Departmental budget.

c. Evaluation of each Departmental faculty member in accordance with the University Code.

d. Initiation of recommendations for appointments, advancement, tenure, and dismissal of staff members, including incorporation of input from students and faculty members relating to the teaching and advising effectiveness of faculty members being recommended for reappointment, promotion, tenure, dismissal, and salary increase.

e. Management of academic and financial matters within the department to promote student achievement, equity in travel and professional opportunities for staff members, and adjustment of faculty members’ loads and salaries consistent with experience, competence, capacity, productivity, and aptitude of individual staff members. The Department interprets this subsection to mean that resources will be distributed justly and fairly.
f. Preparation of reports called for by higher authorities or by agencies of the institution charged with coordinating the general program of the University.

Additional responsibilities of the department head, together with the departmental staff, are: development and strengthening of undergraduate and graduate teaching, research, extension programs, and faculty members’ competence within the department; construction of sound curricula to meet educational needs of students; cooperation with and assistance to other departments in matters affecting the University in its undergraduate and graduate teaching, research, and extension programs; effective staff recruitment; development and maintenance of departmental morale; and contribution to the achievement of University diversity and equal opportunity goals.

The Department Head will assume a leadership role by:

a. Representing the Department at professional society meetings;

b. Recruiting outstanding faculty and graduate students;

c. Leading long-term program development.

Section 2. The manner of selection and appointment of the Department Head is governed by the current edition of the Faculty Manual in Section E.4.3. Appointment of an Interim Department Head is to be made by the Dean of the College to cover periods of absence or vacancy greater than three months. The existing Department Head can appoint an Acting Department Head in times of his or her absence for periods shorter than 3 months.

Section 3. The term of office of the Head will be up to five years, as stated in the Faculty Manual. Successive terms of office are permitted, but a two-term limit is encouraged. A department head is employed “at will” under Colorado law. Consequently, an appointment as department head may be terminated at any time, by either the department head or the University, for any reason or no reason.

According to the Faculty Manual, “In the final year of the stipulated term, the department head shall undergo a Phase I Comprehensive Review (see Section E.14.3.1 of the Faculty Manual) by the dean of the college using expectations described in Section E.12 of the Manual and based upon the department head’s distribution of effort. In the final year of the stipulated term, the dean shall also conduct a review of the administrative performance of the department head, and, after consultation with the department faculty members, shall determine the desirability of continued service by the incumbent department head. If the incumbent department head is not reappointed, the dean shall initiate a search for a replacement department head in accordance with Section E.4.3 of the Manual.”

Section 4. The performance of the Department Head will be evaluated annually by the Dean of the College. In making the evaluation, the Dean will solicit and utilize information obtained from all faculty members in the Department.

Section 5. The Department Head will involve the faculty in all major decisions regarding the operation of the Department. Whenever possible, important decisions will be made by vote of the faculty. Decisions which will require a majority vote of the eligible faculty are:

a. changes to the Departmental Code and policy;

b. the hiring of new faculty;

c. Departmental strategic plans and all strategic decisions on academic matters and research directions for the Department.
A record of all actions voted upon by the faculty will be maintained in a separate file in the Department office. Minutes of Department meetings will be maintained separately.

Section 6. A Department Advisory Committee may be convened and given specific charges by the Department Head on an as-needed basis. The function of this Committee is to advise the Department Head on important policy matters. The Advisory Committee will represent the faculty and provide advice and guidance to the Department Head in all areas of Departmental administration, especially those dealing with budgeting, resource allocation and long-term planning.

The size of the Advisory Committee will be determined by the Department Head. Committee membership will be composed of eligible Department faculty (see Article IV), half of whom are appointed by the Department Head and half elected by the eligible faculty. The minutes of the Advisory Committee will normally be distributed to each member of the faculty. A vacancy on the Advisory Committee will be filled within two weeks according to the selection method used for his/her predecessor.

Article IV. Eligible Faculty

Section 1. An “eligible faculty member” is one who satisfies all of the following qualifications:

a. Currently a faculty member with a regular full-time, regular part-time, or transitional appointment.

b. In residence at the University or on sabbatical leave.

c. Administratively responsible to the head of the department in question.

Section 2. Only eligible faculty members have voting rights at departmental meetings and in all other decisions regarding the operations of the department.

Section 3. According to the Faculty Manual, “Each faculty member with an interdepartmental appointment shall be considered a member of the department contracting for the greater percentage of his or her time. In the case of a faculty member having equal time in two (2) or more departments, that faculty member must decide in which department he or she wants representation. The status of such a faculty member shall remain unchanged unless changes in his or her academic appointment require a change in departmental representation.”

Article V. Staffing Policies

Section 1. The Department Head will initiate action toward the hiring of new personnel. In the case of new academic faculty appointments, the Head will consult with eligible faculty according to Article III, Section 5, of this code. The University Affirmative Action Plan will be followed.

Section 2. The conditions and expectations of every appointment will be confirmed in writing and will be consistent with the Faculty Manual.
Article VI. Procedures Relating to the Review of Candidates for New or Vacated Faculty Positions

Searches for new or vacated faculty positions are conducted in spirit and intent of University policy and the Office of Equal Opportunity (OEO). The Department Head will commission a search committee consisting of a chair and at least three other members who are drawn from the eligible faculty of the Department. An Equal Opportunity Coordinator, who serves as a liaison between OEO and the search committee, will also be involved in the search. Initial assessment is based on the candidates’ curricula vitae and statements of teaching and research interests. Letters of recommendation may be requested and evaluated at any point in the process designated most appropriate by the search committee. Assessment of finalists also includes an interview with participation of the entire faculty. The search committee makes a hiring recommendation to the Department Head only after endorsement of this recommendation by the majority of all eligible Department faculty. The Department Head makes the final decision to offer the position subject to approval by OEO and other appropriate University authorities.

Article VII. Distribution of Faculty Assignments

Section 1. The Department Head will keep an ongoing record of the workload of each member of the Department.

Section 2. The following factors will be considered in arriving at the workload:

a. Teaching assignment (number of different courses taught in a semester, number of class contact hours, number of students in a class, level and nature of a course, number of times the instructor has taught the course)

b. Advising assignments (number of graduate, undergraduate, and postdoctoral advisees both within and outside the Department)

c. Research activities and obligations

d. Service
   1) Professional society activities
   2) Special administrative assignments
   3) Outreach
   4) Committee assignments and related service assignments
   5) Scientific peer review

e. Writing for publication

Section 3. The Department Head should consider all these factors in equalizing work loads.

Article VIII. Procedures Relating to the Review of Recommendations for Tenure

Section 1. The tenured members of the Department faculty, excluding the Department Head, will comprise the Tenure and Reappointment Committee. The Tenure and Reappointment Committee will elect a chairperson by majority vote, who will serve for a one-year term.

Section 2. Annual evaluation of pre-tenure faculty will be based on achievement of goals established during the confidential interview with the Department Head, with appropriate review by the Tenure and Reappointment Committee, for the period of the evaluation. The pre-tenure faculty member, the Department Head and the Department Tenure and Reappointment Committee will ensure that goals to fulfill requirements for granting of tenure given in the Faculty Manual are established.
Section 3. Every year the Tenure and Reappointment Committee will review the curricula vitae/Faculty Activity Reports of all pre-tenure faculty and will prepare a confidential report of its findings and forward it to the Department Head. This report will include a summary paragraph which will be included in the Department Head’s confidential report. The Committee will discuss its recommendations and comments concerning each pre-tenure faculty member’s progress towards tenure with the Department Head.

Section 4. For pre-tenure faculty, an evaluation conference with the Department Head will take place before December 31.

Section 5. A comprehensive performance review of each tenure-track faculty member shall be conducted by the midpoint of his or her probationary period at Colorado State University, following the guidelines of Section E.14.2 of the Faculty Manual. The Tenure and Reappointment Committee shall conduct this review.

Section 6. Every year the Department Head will review all pre-tenure Departmental faculty concerning possible recommendations for tenure.

Section 7. If the Tenure and Reappointment Committee has recommended that the candidate be considered for tenure, the Department Head will assist the faculty member in completing the current University tenure application form, included on the website of the Office of the Provost.

Section 8. After the completion of the required form, the Department Head will direct the chairperson of the Tenure and Reappointment Committee to call a meeting of the entire tenured faculty. The chairperson of that Committee will act as the chairperson of the meeting of the tenured faculty and will review with the tenured faculty the Committee’s previous evaluation reports relative to the performance of the individual under consideration. Following the review, the tenured faculty will make its recommendation by majority vote and secret ballot. The chairperson will record the vote, the majority and minority (if any) opinions, and forward them in writing to the Department Head for submittal to the faculty member and the Dean of the College, the Provost, and President with the completed current University tenure application form.

Section 9. The recommendations concerning the granting or denial of tenure will be made pursuant to the current edition of the Faculty Manual, with the final decision made by the President.

Article IX. Procedures Relating to the Review of Recommendations for Promotion

Section 1. Every year the Department Head will review all Departmental faculty concerning possible recommendation for promotion, subject to the guidelines established in the Faculty Manual.

Section 2. The annual evaluation of tenured and pre-tenure faculty will be based upon the quality and quantity of performance in fulfilling the faculty member’s responsibilities to the Department during the period of evaluation.

Section 3. The promotion committee consists of eligible faculty holding higher academic rank than the individual under consideration.

Section 4. The Department Head will annually meet with the promotion committee and review the candidate’s progress towards promotion.

Section 5. Upon receiving the recommendation by the Department Head concerning promotion, the promotion committee will make its own recommendation based on majority vote by secret ballot, excluding the Department Head. The promotion committee will elect a
Chairperson who will record the vote, the majority and minority (if any) opinions, and forward them in writing to the Department Head for submittal to the faculty member, the Dean of the College, the Provost, and President with the current University promotion form. The final decision regarding promotion is made by the President.

**Article X. Procedures Relating to the Review of Recommendations for Reappointment**

**Section 1.** Every year the Tenure and Reappointment Committee will review the Faculty Activity Reports of all pre-tenure faculty and develop its recommendations concerning reappointment. These recommendations will be forwarded to the Department Head in writing and reviewed with the Department Head as described in Article VII, Section 3.

**Article XI. Emeritus Faculty Appointments**

**Section 1.** Academic faculty who have completed ten years or more of regular full-time or regular part-time service as faculty of Colorado State University will be eligible at the time of their retirement for an emeritus title equivalent to their highest professorial rank. Academic personnel who have held administrative positions (including Department Heads) for five years or more will be eligible for the emeritus title for both positions. The procedures and conditions applying to emeritus status are:

a. A member of the academic faculty may request emeritus status from the Department at the same time of retirement from the University. The Department Head and the Dean of the College will forward the request to the Provost. As long as the requirements for eligibility are met, such forwarding is pro forma.

b. Privileges associated with this appointment are a permanent faculty identification card, the option to be included in University distribution lists for mail and email, free campus parking permits, faculty library privileges, access to athletic facilities, membership in the University Club at a discounted rate, faculty discounts on athletic tickets, faculty discounts on computers and software, and access to ACNS (Academic Computer Network Services) technical assistance; and, if possible, office or lab/office space and clerical support provided to each faculty member who continues to do scholarly work.

**Article XII. Affiliate and Visiting Faculty**

**Section 1.** Applicants to the Atmospheric Science non-regular academic faculty are to be nominated by a regular academic faculty member and approved by majority vote of the eligible faculty.

**Section 2.** Applicant files are screened by the regular academic faculty. Consideration will be given to overall scientific experience and previous experience on graduate committees. The regular faculty will make a recommendation to the Department Head of:

a. no appointment;

b. appointment as an affiliate faculty member;

c. appointment as a visiting faculty member.

Affiliate and visiting faculty members may serve as additional voting committee members on M.S. and Ph.D. Committees.
Section 3. Appointments will be made by the Department Head. Terms for visiting scientist appointments and affiliate faculty appointments can be made for up to three years, and terminated without any cause. Both types of appointments may be renewed following the procedure outlined above.

Article XIII. Regulations for Administrative-Professional Appointments

Section 1. Administrative professional appointments include annually-renewable appointments and special, temporary, or visiting appointments. These appointments are made with a beginning and termination date. Names of such appointees will not appear in the University catalog listing of the academic faculty. Appointments as research scientists should be restricted to those individuals possessing a Ph.D. degree.

Section 2. Research Associates and Research Scientists/Scholars are research staff members whose assignments are not such as to classify the individuals as faculty members. Position descriptions for the multiple levels of research associates and research scientists/scholars, including typical duties and educational and experience criteria, along with guidelines for advancement between levels, are available from the Director of Human Resource Services.

Section 3. Promotion to, or hire at, the rank of Senior Research Scientist requires the review of a candidate’s curriculum vitae and three letters of recommendation from external referees by a committee consisting of all eligible faculty. The committee will make its recommendation by majority vote, and forward its recommendation to the Department Head for possible promotion or hire.

Article XIV. Appointments to Graduate Student Advisory Committees

Academic faculty members will be and Affiliate and Visiting Faculty members may be appointed to serve on graduate student committees by the Department Head. In making these appointments the Department Head will consider: the recommendations of the student and advisor, the number of committees on which a faculty member is currently serving and the enforcement of department/graduate school standards.

Persons who are not academic faculty, but who hold the position of Research Scientist I or above may be appointed full voting members of graduate student advisory committees in the following manner. A person may be nominated for membership on a specific student’s committee. This is accomplished by submission of a curriculum vitae and supporting material to the department head. If the department head judges the appointment appropriate, he or she shall forward a recommendation and all supporting materials to the Dean of the Graduate School for approval.

Approval is granted with respect to a particular student’s committee. A person so approved shall be eligible to serve on the committee for the duration of the student’s work toward the degree. For affiliate and visiting faculty members serving on committees, these positions require renewal following the schedule in Article XII.

Such non-academic faculty appointments are subject to the following restrictions. 1) Such appointees may not serve as the non-departmental members of graduate committees. 2) Service may not be in the role of adviser or co-adviser of the student. 3) No more than one such person may serve on any graduate student’s committee, unless an exception is granted by the Department Head or majority vote of eligible faculty. 4) The person appointed should be an addition to the minimum number now required on Graduate committees and not a replacement for required faculty.

Article XV. Procedures For Evaluation of Departmental Faculty
a. Each faculty member will submit to the Department Head an Activity Report which summarizes his/her teaching, research and service activities for the previous year annually.

b. Evaluation will be based on the quality and quantity of performance in fulfilling the faculty member’s responsibilities to the department and to the University during the period of evaluation.

c. The department head will hold an annual conference with each member of the departmental faculty as part of the evaluation. The faculty member will be fully advised concerning the methods and criteria used in the evaluation, the results of the evaluation, and how the results will be utilized.

d. If the faculty member has significant duties outside of his or her home department (e.g., a joint appointment with another department or significant service at the college or university level), then a written performance evaluation shall be requested from the supervisor for each of these duties. These external evaluations shall be taken into consideration for the performance review and when making decisions involving tenure, promotion, and merit salary increases.

e. The evaluation shall be in writing. The faculty member shall be given the opportunity to append written comments to the evaluation. The evaluation shall be signed by the department head and by the faculty member, and the faculty member shall receive a copy of the evaluation.

f. Grievances between a faculty member and the department head that may arise from evaluation of performance or other personnel matters shall be acted upon in accordance with Section K of the Faculty Manual.

g. Each faculty member in the Department of Atmospheric Science is expected to contribute substantially to each of the three areas: teaching, research and service. Measurable productivity will be based both upon quantitative parameters and quality standards. Areas which will be specifically evaluated are:

- **Teaching**
  - classroom instruction
  - graduate, undergraduate and postdoctoral advising

- **Research**
  - sponsored research - adequate volume to cover Faculty Salary, GRA support, staff support, research needs
  - scholarly publication

- **Service**
  - participation in the profession
  - department/college/university academic and administrative assignments
  - outreach

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**Article XVI. Post-Tenure Evaluation Proceedings**

**Section 1. Comprehensive Performance Reviews of Tenured Faculty**

a. **Promotion Progress Reviews**

A comprehensive review is required of all tenured assistant and associate professors no later than the fifth year after the acquisition of tenure to assess progress toward promotion. It is the responsibility of the Department Head to convene the review committee. The review will be conducted by all department tenured faculty of higher academic rank than the faculty member being reviewed.
The Department Head will not be a member of this committee. A written summary of the committee’s conclusions and recommendations will be provided to the faculty member, the Department Head, the Dean and the Provost/Academic Vice President. The report will include one of the following possible outcomes:

1. the faculty member should be considered for promotion;
2. the faculty member is making progress toward promotion;
3. the faculty member is not making progress toward promotion but no deficiencies are identified that necessitate a development plan for improvement;
4. the faculty member is not making progress toward promotion and deficiencies are identified that necessitate a development plan for improvement.

In cases where deficiencies have been identified, the department head and faculty member will design a professional development plan appropriate for the individual’s professional development and set mutually acceptable time-lines for accomplishing each element of the plan. As part of this plan, the faculty member’s effort distribution in each of the areas of responsibility may be adjusted to focus on the faculty member’s interests, demonstrated performance, and needs of the department. Considerations on progress toward promotion must be based upon the faculty member’s effort distribution and performance in each area of responsibility. The report will include any written comments provided by the department head, dean and Provost/Academic Vice President, as well as the faculty member. Additional comprehensive reviews for promotion may be conducted periodically after this promotion progress review.

Section 2. Periodic Comprehensive Reviews of Tenured Faculty
a. Phase I Comprehensive Performance Reviews
Phase I Comprehensive Performance Reviews of all tenured faculty will be conducted by the department head at intervals of five years following the acquisition of tenure or if there are two unsatisfactory annual reviews within a five year review period. A Phase I Review will be based upon a summary of all annual reviews since the last comprehensive review of the acquisition of tenure, an updated curriculum vitae, a self-analysis by the faculty member including both strengths and weaknesses; and a statement by the faculty member of professional goals and objectives. The department head will provide an overall assessment of the faculty member’s performance. The evaluations should identify strengths and any deficiencies in the faculty member’s performance. If a faculty member has deficiencies that, in the opinion of the department head, may be corrected without implementing a Phase II Review, the department head, in consultation with the faculty member, should prepare a specific professional development plan to assist the faculty member in meeting the departmental expectations. This plan may include resources, assistance, and opportunities to be made available to the faculty member, and include a time frame by which the department head will monitor progress toward achieving the planned goals. If the evaluation from a Phase I Comprehensive Performance Review is unsatisfactory, a Phase II Comprehensive Performance Review will be conducted.

b. Phase II Comprehensive Performance Reviews
Phase II Comprehensive Performance Reviews are initiated when the department head determines that a tenured faculty member’s performance was unsatisfactory in the Phase I Review. The initiation of a Phase II Review is not grievable by the faculty member.
1. A Phase II review committee will be named specifically for each Phase II review. It will consist of four tenured academic faculty members from the Department of Atmospheric Science and one tenured faculty member from another department in the College of Engineering at the same or higher academic rank as the faculty member being reviewed. The members of the Phase II review committee will be selected by the Head of the Department of Atmospheric Science. The Department Head will not be a member of the review committee.

The Department Head will notify the faculty member being reviewed of the members selected at the start of the process.

2. The faculty member being reviewed will have the opportunity to raise concerns to the Department Head about partiality and bias among the review committee members. If these concerns are determined to have merit, the department head will designate replacement members. If the faculty member being reviewed disagrees with the department head’s review committee appointments, he/she may raise these concerns with the Dean of the College of Engineering whose judgment will be final.

3. The faculty member being reviewed will be evaluated on the criteria listed in Article XV, Section g.

4. The faculty member being reviewed will provide the following information to the review committee:
   - current curriculum vitae
   - summary of all teaching assignments in past five years
   - summary of all sponsored research grants for the past five years
   - summary of all students advised and graduated for the past five years
   - summary of publications for the past five years; reviewed papers are to be designated
   - summary of service activities performed for the past five years
   - self evaluation statement which specifically responds to areas of weakness pointed out during annual reviews

5. Additional information which will be provided to the review committee:
   - Annual performance reviews by Department Head
   - Student/graduate evaluations of advising and/or teaching
   - Peer evaluations may be also solicited at the discretion of the Review Committee

As a result of Phase II reviews, a majority of the committee must decide on one of four possible outcomes. No further actions are necessary if:

a. The faculty member has met the reasonable expectations for faculty performance, as identified by his or her department; or

b. There are deficiencies, but they are not judged to be substantial and chronic or recurrent.

Further action is required if:

c. There are deficiencies that are substantial and chronic or recurrent.

d. The conditions for disciplinary action set forth in Section E.15 of the Faculty Manual have been met.
In cases where the Phase II review committee arrives at outcome (c), the department head and faculty member will design a professional development plan indicating how these deficiencies are to be remedied and set time-lines for accomplishing each element of the plan. Such development plans must be approved by the dean of the college. In cases where the Phase II review committee arrives at outcome (d), the committee will recommend the initiation of procedures, in accordance with section E.15 of the Faculty Manual, which may result in sanctions up to and including revocation of tenure. For each outcome, the committee will provide the faculty member with a written summary of the review, and the faculty member shall have ten working days to prepare a written response to this report. Both the review and the faculty member’s response will be forwarded to the department head, and at successive steps, to the dean, and the Provost. Recommendations of the department head and dean will be sent concurrently to the faculty member. The Provost will make the final decision regarding action.

Section 3. Grievance

A faculty member shall have recourse to the provisions in Article XIX, except where otherwise prohibited (e.g., see Section E.15 of the Faculty Manual), once an adverse recommendation is made by an administrator in any performance review. The recommendations made by a Phase II Review Committee, whose membership are faculty, are not grievable, but any adverse recommendation or decision made by an administrator as a result of a Phase II Comprehensive Performance Review may be the basis for complaint under Section XVIII. Neither constructive recommendations for improvement nor a professional development plan is grievable by the faculty member.

Article XVII. Departmental Policy on Consulting and Conflict of Interest

Section 1. The Departmental policy regarding consulting will be in accordance with the Policy contained in the Faculty Manual. Specifically, “such activities are desirable and constitute legitimate means to promote professional development, thereby enriching the individual’s contributions to the institution, to the profession, and to society. “...A University employee who wishes to engage in consulting for pay during his or her appointment period must make a full written disclosure (excepting the amount of compensation) to his or her immediate supervisor, in advance of the planned activity.”

Section 2. The Departmental policy regarding conflict of interest will be in accordance with the Policy contained in the Faculty Manual. Specifically, “when an individual initially is appointed by the University, the individual shall provide a statement to his or her supervisor disclosing affiliations and commitments that may involve conflict of interest covered by Section D.7.7.3 above, whether or not they involve the exercise of a substantial discretionary function. Annual disclosures shall be made each year at the time of the annual evaluation of the employee. Annual disclosures shall be amended by preparation of a supplementary statement at any time that a real or potential conflict emerges. Examples of situations with the potential for conflict of interest are listed in the Faculty Manual. Procedures set forth in the Faculty Manual for the disclosure of conflicts of interest and for the instituting and resolution of conflict of interest charges will be followed.

Article XVIII. Rights and Responsibilities Related to Creative Works

Section 1. The general policy with respect to rights and responsibilities related to creative works will be that set forth in the Faculty Manual. Faculty members will adhere to the guidelines set forth there with respect to notification, administration of and action on Works, as well as the guidelines pertaining to distribution of proceeds.
Section 2. As required by Sponsored Programs, all inventions and patents developed as part of the funded projects at Colorado State University must be reported in writing to Sponsored Programs.

Article XIX. Faculty Grievance Procedure

Section 1. The aggrieved faculty member and the Department Head will make every attempt to resolve the grievance by informal discussion.

Section 2. If the grievance cannot be resolved, recourse will be via the Colorado State University grievance procedure, as described in the Faculty Manual.

Article XX. Departmental Self-Evaluation

Section 1. Departmental Self Evaluation: Evaluation of operations of the department will be conducted periodically, in conjunction with the Academic Program Review scheduled by the University.

Section 2. Departmental operations to be evaluated will include undergraduate and graduate teaching, research, extension, and other programs according to the objectives of the department.

Section 3. The evaluation of departmental operations will be a self evaluation by qualified faculty members (as previously defined) which may be reviewed subsequently by a committee of three members outside the department selected by the Associate Provost who will serve on the committee as an ex officio member. The Dean will transmit the report of the departmental self evaluation and the report of the reviewing committee to the Department Head and to the Provost.

Section 4. If members of the departmental faculty or the Department Head are acutely dissatisfied with the operations of the department, they may initiate a request for an interim evaluation of the department. If the request comes from the departmental faculty, at least one-half (but not less than three members) of those eligible must sign the request for an interim evaluation before it can be conducted. This request is to be submitted to the dean who will follow the procedure outlined for the regular evaluation after notifying the Department Head and the eligible faculty members of the request for interim evaluation.

Article XXI. Student Academic Appeals Procedure

Section 1. Appeals of academic decisions made at the departmental level will include but are not limited to decisions on grades and other academic aspects of a course or academic program involving evaluation of a student. Academic decisions are not themselves disciplinary and are not to be confused with decisions on academic dishonesty or other kinds of misbehavior that may affect courses or programs. Appellate procedures of academic decisions should make clear that they do not apply to other types of procedures.

Section 2. Appeals must be initiated no later than the end of the next regular academic term (either fall or spring semester) following the academic decision being appealed.

Section 3. Before making an appeal, the student should discuss the situation with the faculty member(s) involved in the decision.
In appeals of academic decisions, the burden of proof lies with the student. The student must demonstrate that the decision was one of the following:

a. A decision on some basis other than performance.
b. A decision based on unreasonable standards different from those which were applied to other students.
c. A decision by a substantial, unreasonable, and unannounced departure from previously articulated standards.

Only parties directly involved in the dispute or called to provide information may be present during the hearings.

Section 4. If discussion with the faculty member(s) fails to resolve the situation, the student will have access to the steps that follow:

a. The student must submit a statement in writing to the Department Head setting out the basis for the appeal with appropriate documentation. The Department Head will respond in writing to all parties within a reasonable time as stipulated in the department code. If the Department Head’s response is unacceptable to the faculty member(s) or the student, either party may then appeal (in writing) to a departmental appeals committee, setting out the basis for the appeal.

b. An appeals committee will be selected. The Department Appeals Committee shall consist of two academic faculty members and two graduate students from the Department of Atmospheric Science: (a) the Graduate Student Counselor, (b) one other faculty member appointed by the Department Head, (c) one M.S. student representative appointed by the Department Head, and (d) one Ph.D. student representative appointed by the Department Head. In the event that any of the members of the committee are parties to the appeal, the Department Head would appoint an appropriate alternate. The appeals committee should hold hearings on appeals within a reasonable time. The decision of the committee is to be communicated in writing to all parties.

c. Appeals of the committee’s findings will be in writing to the Dean of that department’s college wherein the student will stipulate the basis for the appeal. The academic dean should hear the case within a reasonable time, and the Dean’s decision is to be communicated in writing to all parties.

d. Appeals of the Dean’s findings should be made in writing to the Provost/Academic Vice President setting out the basis for the appeal. The Provost/Academic Vice President should make a determination within a reasonable time. The decision of the Provost/Academic Vice President will be final.

In the event that parties to the appeal are absent from campus, additional time may be given for the appeal.

Section 5. Remedies, if any, for the appeal will be stipulated in writing by the deciding party at each step. Such remedies may include but are not limited to:

a. Change of grade.
b. Directing the instructor(s) to administer a new examination or term paper.
Section 6. Brief records of the hearing and decisions at each level will be kept. These records will be forwarded to the next step in the appeal process if the appeal continues. Hearings and findings are confidential.

Article XXII. Departmental Meetings

Section 1. There will be at least one departmental faculty meeting per semester with written notice and principal agenda items given in advance.

Section 2. The Fall semester departmental faculty meeting will be held at least two months prior to final exams. At this meeting, the Department Head will review the department activities for the previous year and discuss future plans and prospects. The agenda for this meeting will include the following:

a. Discussion of the Department Head Report;
b. Curriculum and curriculum modifications, if any;
c. Recommendations relative to the hiring of new personnel, reappointment, tenure, and promotions;
d. Department budget, including general salary policies;
e. Space needs and requirements;
f. Research progress and activities;
g. Items submitted by eligible faculty members.

Section 3. For departmental meetings, a quorum will consist of one half of the eligible faculty of the department, excluding those on sabbatical leave.

Article XXIII. Code Adoption, Review and Revision

Section 1. A Departmental Code will be prepared by a committee composed of the Department Head and eligible faculty members (Article IV), or a subcommittee there of if so voted by the eligible faculty members.

Section 2. After the Departmental Code has been approved by a majority of the eligible faculty members of the Department, a copy of it and any subsequent changes will be provided to the Dean of the College and, upon his/her acceptance, the Department will begin to operate in accordance with the procedures of its Code.

Section 3. Copies of the Departmental Code will be provided to each faculty member of the Department.

Section 4. The Departmental Code will be reviewed in the year prior to the end of each term of the Department Head.

Section 5. This code may be amended if a majority of the eligible faculty makes a written request to the Department Head. Within two weeks of submission of an amendment request, the Department Head shall provide for the election by the eligible faculty of a three-member Code Revision Committee. The Code Revision Committee shall present for adoption an amended code incorporating the proposed modifications. A two-thirds majority of the eligible faculty shall be required for the adoption. The vote can be made by written ballot,
as well as by a vote at the first faculty meeting that occurs within one month after the Code Revision Committee has been selected. Should the faculty approve the modified code, it shall immediately become the Department Code subject to any limitations of the University Code.

Article XXIV. General

As a matter of Colorado law, the Board of Governors has exclusive power over all personnel decisions and this authority (with the exception of personnel decisions involving Vice-Presidents) has been delegated to the President (including hiring, termination, and tenure). However, faculty and other administrators are expected to make recommendations in these matters. All department codes should reflect these legal requirements.