

Code of the
DEPARTMENT OF CIVIL and ENVIRONMENTAL ENGINEERING
College of Engineering
Colorado State University

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Article I. Departmental Mission and Vision

Section 1. Mission.

The Mission of the Department of Civil and Environmental Engineering is to prepare our graduates for creative and effective leadership in engineering practice, education, research, outreach, and service in support of our nation's and the world's engineering infrastructure and economic development, with emphasis on responding to global changes in society and the environment.

Section 2. Vision.

The Vision of the Department of Civil and Environmental Engineering at Colorado State University is to strengthen our position among the premier academic programs in Civil and Environmental Engineering in the U.S., excelling in teaching, research, and professional service. The department will provide educational and research programs of the highest quality in Civil and Environmental Engineering and in Environmental Engineering.

The Department of Civil and Environmental Engineering recognizes and represents Colorado State University's commitment to the citizenry of Colorado, the nation, and the international community. In keeping with that commitment, the department will maintain nationally and internationally recognized programs of instruction, research, and outreach in areas of critical societal need including water, environment and infrastructure.

The department will support a diverse community of faculty, staff, and students in a dynamic environment that fosters the development and professional achievements of each individual and success of the department as a whole.

Article II. Definitions

Section 1. Faculty eligible to vote are those faculty administratively responsible to the Civil and Environmental Engineering Department and holding regular full-time, regular part-time, and transitional appointments above the rank of instructor. Regular faculty are defined in Section E.2 of the University Academic Faculty and Administrative Professional Manual (hereafter referred to as the Manual) as tenured or tenure-track faculty.

Section 2. A quorum is a majority of the faculty eligible to vote. For purposes of defining a quorum, faculty on sabbatical or off-campus for an extended period and transitional faculty not on appointment during the time of a meeting are not included in the count of eligible faculty. Proxies may not be counted toward a quorum.

Section 3. A proxy is a written, dated, and signed authorization for a faculty member to act on behalf of another faculty member in all matters specified on the proxy.

Section 4. A quorum is required at faculty meetings where a vote will be taken. In the absence of a quorum, voting may be later conducted by paper or e-mail ballots. Voting on major departmental issues, including Code revisions, shall be conducted using a paper or e-mail ballot.

Article III. Departmental Organization

Section 1. Department Head. The administrative officer of this Department shall be designated the Department Head. The Department Head's duties are those specified in the University Code (Section C.2.6.2 of the Manual) and in this Code.

Section 2. The Department Head may appoint Assistant or Associate Department Heads.

Section 3. Divisions. The Department shall have various graduate Divisions oriented to disciplines. Division Coordinators shall be elected by the faculty members within the division.

Section 4. Standing Committees. The Civil and Environmental Engineering Department shall have the following standing committees: Advisory Committee, Undergraduate Instruction Committee, Graduate Instruction Committee, Graduate Admissions Committee, Tenure Committee, and Promotion Committee. Selection and duties of the Tenure Committee and Promotion Committee are given in Article IV.

Section 4a. Advisory Committee. The Department of Civil and Environmental Engineering shall have a standing Advisory Committee to act on matters as specified in this Code. The Chair of the Advisory Committee shall be the Department Head. Membership will include the Chair of the Graduate and Undergraduate Instruction Committees, and at least one Assistant Professor and Associate Professor. The Department Head shall make appointments to this Committee.

The Advisory Committee shall be consulted on the hiring of new faculty and the development of new Divisions. In addition, the function of the Advisory Committee is to develop planning for the department, to promote coordination between Divisions, and to provide communication to the faculty.

Section 4b. Undergraduate Instruction Committee. The department shall have an Undergraduate Instruction Committee consisting of five faculty members and one undergraduate student with the Associate or Assistant Department Head as an ex officio member. This Committee is responsible for undergraduate curriculum development for the department. This Committee must review all undergraduate courses periodically. The most recent undergraduate course outlines shall be obtained from the faculty by this Committee and kept on file by the Committee and in the Civil and Environmental Engineering Office. All undergraduate curriculum and instruction matters must be approved by this Committee prior to submission to the faculty for approval. All appointments are made by the Department Head. Faculty committee members are appointed for five-year terms and student committee members are appointed for one-year terms. Committee members shall arrange to be represented by substitutes when they cannot attend a meeting. Faculty membership on this Committee should be rotated to as many of the faculty as possible. All members of the Committee are voting members.

Section 4c. Graduate Instruction Committee. The department shall have a Graduate Instruction Committee consisting of five faculty members and one graduate student. This Committee is responsible for graduate curriculum development for the department. All graduate courses must be periodically reviewed by this Committee. The most recent graduate course outlines shall be obtained from the faculty by this Committee and kept on file by the Committee and in the Civil and Environmental Engineering Office. All graduate curriculum and instructional matters must receive the approval of this Committee prior to submission to the faculty for approval. All appointments are made by the Department Head. Faculty committee members are appointed for five-year terms and student committee members are appointed for one-year terms. Committee members shall arrange to be represented by substitutes when they cannot attend a meeting. Faculty membership on this Committee should be rotated to as many of the faculty as possible. All members of the Committee are voting members.

Section 4d. Graduate Admissions Committee. The department shall have a Graduate Admissions Committee consisting of five faculty members. Departmental staff members who are responsible for the processing of graduate applications shall be ex officio members. This Committee is responsible for establishing standards for admission to the graduate programs of the department, rendering admission decisions about individual applicants based on these standards, and selecting temporary advisors for admitted applicants. Admission standards shall be clearly-defined and periodically presented to the department faculty for review. If a faculty member intends to fund a particular applicant, the faculty member shall make this intention known to the Committee, and the Committee shall make the admission decision in consultation with that faculty member. All Committee appointments are made by

the Department Head with the purpose of representing the diverse disciplines within the department. Faculty committee members are appointed for five-year terms. Faculty membership on this Committee should be rotated to as many of the faculty as possible. Ex officio members of the Committee are not voting members.

Article IV. Staffing Policies

Section 1. Personnel. The Department Head shall, in consultation with members of the faculty and consistent with Sec. E3 of the Manual and the requirements of the Office of Equal Opportunity and Department's Advisory Committee shall be consulted on the hiring of new faculty (Article III, Section 4a) and the Department Head may appoint a Search Committee. The Department Head, along with the Tenure and Promotion Committees, shall prepare departmental recommendations for reappointment, tenure and promotion.

Section 2. Tenure. The tenured faculty of the department will be represented by an elected Tenure Committee of five tenured faculty members serving staggered terms so that one member is replaced each year. A member in the last year of their term serves as Chair and rotates out the subsequent year as a new member is elected. All tenured faculty members shall be eligible to vote for members of the Tenure Committee. This Committee shall review annually, the record of each tenure-track faculty member. In the case of an Assistant Professor simultaneously applying for both tenure and promotion to Associate Professor, the written recommendation of the Tenure Committee shall apply to both the tenure and promotion decisions. The Committee shall, in consultation with the Department Head, establish and advertise the procedures used in making tenure evaluations. The Committee shall submit annually to the Department Head a memorandum summarizing whether or not the faculty member is making satisfactory progress in meeting criteria contained in Article V. The memorandum shall be signed by all members of the Tenure Committee. In the event of a negative statement, the Committee shall provide specific reasons for the negative statement together with whatever suggestions the Committee may have for overcoming the deficiencies. The Department Head shall share and discuss the memorandum with each tenure-track faculty member.

Section 3. Promotion. The faculty of the department will be represented by an elected Promotion Committee of five tenured full Professors serving staggered terms so that one member is replaced each year. A member in the last year of their term serves as Chair and rotates out the subsequent year as a new member is elected. Only tenured full professors shall be eligible to vote for members of the committee. The Committee shall, in consultation with the Department Head, establish and advertise the procedures used in making promotion evaluations. This Committee shall review the record of each faculty member being recommended for promotion by the Department Head. The Committee will submit to the Department Head a memorandum with either a recommendation for advancement in rank, delay of consideration until some future time, or no consideration for advancement in rank. The Committee shall also conduct progress reviews of all tenured Assistant and Associate Professors to assess progress toward promotion no later than the fourth year after the acquisition of tenure or at the request of the faculty member. In the case of progress reviews, the Committee shall submit to the Department Head a memorandum summarizing whether or not the faculty member is making satisfactory progress toward promotion. In the event of a negative

statement, the Committee shall provide specific reasons for the negative statement together with whatever suggestions the Committee may have for overcoming the deficiencies. Each memorandum to the Department Head shall be signed by all members of the Promotion Committee. The Department Head shall share and discuss each memorandum with the faculty member being evaluated for promotion.

Section 4. Absence from the Classroom. Faculty members who plan to be absent from the classroom during the semester must inform the Department Head in writing prior to the absence. It is the general policy of the Department to restrict faculty from teaching undergraduate classes who must be absent for more than twenty percent of the total number of lectures and/or laboratory sessions.

In special cases, at the discretion of the Department Head, and with appropriate adjustment of Resident Instruction coverage, a suitably qualified faculty member substitute may be selected if it is necessary for a faculty member to be absent for more than twenty percent of the total time. Under these conditions the course should be arranged as a team teaching effort with appropriate credit to each faculty member.

Section 5. Consulting. Consulting activities are recognized as desirable and constitute legitimate means by which faculty members may develop and maintain professional relationships and contribute to growth and development of the Department of Civil and Environmental Engineering. The Department's consulting policy is described in Section D.7.6.2 of the Academic Faculty and Administrative Professional Staff Manual. The Department's policies on Conflict of Interest and Conflict of Commitment are those described in Section D.7.7 of the Manual. Specific questions should be directed to the Department Head. A consulting activity report must be submitted to the Department Head annually.

Section 6. Advising of Graduate Students. Graduate student advisory committee members are to be recommended by the student's advisor in consultation with the student, and then submitted to the Department Head for review, input, and approval. Faculty Affiliates in the Department are not eligible to serve as advisor or co-advisors, but may serve as a committee member.

Section 7. Department Head Selection. The Department Head shall be selected in accordance with the procedures of the University Code. For both initial appointment or reappointment, the department faculty's recommendation to the Dean on any candidate shall be determined by a secret ballot of all faculty members who are eligible to vote as defined in Article II, Section 1. The ballot shall allow each faculty member to either recommend or not recommend a candidate. If at least two-thirds of the faculty members who vote recommend a candidate, then that candidate shall be recommended to the Dean. If more than half but less than two-thirds of the voting faculty recommend a candidate, then the department faculty shall be silent on the candidacy. If less than half of the voting faculty recommend a candidate, then that candidate shall be explicitly not recommended to the Dean. A majority of eligible faculty must vote for the results to be valid. The results of the vote (recommended, silence, or not recommended) shall be reported to the Dean by the chair of the Department's Promotion Committee.

Article V. Evaluation of Faculty Performance

Section 1. Records. The Department Head shall keep a record of the workload of each member of the department.

Section 2. Work Loads. The equitable assignment of workloads to individual members of the faculty is the responsibility of the Department Head. All workloads should represent an equal time and effort but not necessarily an equal distribution of responsibilities in the Department's mission of teaching, research, outreach and service.

Workloads should be comparable to those at peer departments. The Department Head will annually report to the Department an evaluation of faculty workloads.

Workloads should be adjusted to match individual needs and abilities while not compromising the Department's mission. In particular, rank and tenure status should be taken into account.

Among the measures used to evaluate workloads are:

TEACHING: Number of courses assigned, instructional innovations, student credit hour production, graduate student supervision, student advising.

RESEARCH: Quality and quantity of journal papers and conference papers, proposals submitted, proposals funded.

SERVICE AND OUTREACH: Academic committee assignments, professional committee service, administrative responsibilities, advising student organizations, outreach, extension.

Section 3. Criteria for Tenure and Promotion and Salary Increases. It is appropriate to set down the general criteria used in establishing recommendations for tenure, promotion, and salary increases. The University Faculty and Staff Manual identifies the three general areas of endeavor considered to fulfill the University function as Teaching, Research, and Service and Outreach. Since our primary objectives in the Department have to do with education, teaching is absolutely necessary to accomplish the goals of the Department. No one should expect to be recommended for tenure or promotion without a record of good to excellent teaching. This should be considered as a necessary, but not sufficient criterion. Tenure and promotion must also require a good to excellent record of research production as measured by graduate student production, publications and noteworthy awards or citations. Refereed journal articles in the major journal(s) in one's field are the primary measure of research production. All other forms of publications such as proceedings, books, etc., are of lesser significance. Other parameters such as number of citations to one's research, the number and volume of research projects funded are also considered for promotion and tenure decisions. Being an invited and/or keynote speaker at a conference is considered as a criterion for promotion and tenure as well.

In establishing salary increases, the same criteria are applied but, in addition, consideration is given to the production of research proposals and the management of contracts and grants. Some recognition is given to the advising of students and to service to the Department, College, University and/or profession. Where possible, some consideration is given to completion of unusual assignments or the attainment of unusual achievements.

Section 4. Promotion Progress Reviews. In accordance with Sections E.13 and E.14 of the University Code, the Department Head will initiate review of all tenured assistant and associate professors to assess progress toward promotion no later than the fourth year after the acquisition of tenure. The Departmental Promotion Committee shall conduct this review.

Section 5. Periodic Comprehensive Reviews of Tenured Faculty. In accordance with Section E.2.2 of the University Code, the Department Head shall initiate periodic comprehensive reviews of its tenured faculty.

When Phase II Reviews are required (see Section E.2.2.2 of the University Code), the following procedures and rules shall be followed:

a. The Phase II review shall be conducted by a committee of three tenured faculty in the department, of the same or higher rank as that of the faculty member being reviewed. The three members shall consist of:

- (1) the current Head of the Promotion Committee,
- (2) one selected by the Department Head, and
- (3) one selected by the faculty member being reviewed.

b. The Phase II Committee shall evaluate the faculty member being reviewed in the three areas of teaching, research and service/outreach. The standard for evaluation shall be that used for promotion to the current rank of the faculty member being reviewed.

c. The evaluation shall take into account the contribution of the faculty member being reviewed, and allow sufficient flexibility to accommodate his/her strengths in one area or another.

d. The Phase II Committee shall use for its evaluation (1) all material made available to the Department Head for the Phase I review, (2) any additional material it feels necessary to collect—including peer evaluations, and, (3) any additional material the faculty member being reviewed wishes to supply.

The faculty member being reviewed shall be allowed an interview with the Committee if he/she so desires.

e. The Phase II Committee shall report its conclusions, in writing, to the Department Head with a copy to the faculty member being reviewed.

Section 6. Grievance Procedure. A faculty member who has a grievance about an evaluation shall follow the grievance procedure defined in Section K of the Manual.

Article VI. Department Meetings

Section 1. Meetings. There shall be at least one departmental faculty meeting per semester with notice and principal agenda items given in advance by the Department Head.

Section 2. Spring Meeting. There shall be a departmental meeting in the Spring Semester at which time the Department Head shall review the departmental activities including fiscal status for the previous year and discuss future plans and prospects.

Article VII. Departmental Self-Evaluation

Section 1. Frequency. Evaluation of the operation of the department shall be made every five years.

Section 2. Committee. The self-evaluation shall be conducted by a Self-Evaluation Committee, which is made up of three members who shall be elected by a majority of the eligible faculty. The Department Head and Assistant or Associate Department Head shall not be eligible for membership on this Committee. The eligible faculty shall elect the Self-Evaluation Committee no later than the third week of the Fall Semester of the evaluation year.

Section 3. Agenda. The procedure of the self-evaluation shall be left up to the discretion of the Self-Evaluation Committee. The Committee is to review (1) the performance of the Department Head and Associate or Assistant Department Head, (2) the performances of the Groups and Divisions, (3) the departmental organization, (4) the Department Code, and (5) any other topics the Committee wishes to examine or is charged by the faculty to examine. The Self-Evaluation Committee report shall be submitted to and approved by a majority of the eligible faculty before it is given to the Dean of the College of Engineering. A minority report may be submitted.

Article VIII. Code and Policy Manual Revision

Section 1. The Department Code shall be reviewed in the year prior to the end of each term of the Department Head. At other times, either the Department Head or a majority of the eligible faculty may initiate action requesting Code and Policy Manual review. A three-member Code Review Committee shall be elected by the eligible faculty as defined in Section C.2.4.2 of the Manual.

Section 2. The Review Committee shall present for adoption any proposed Code or Policy Manual revisions. A two-thirds vote of the eligible faculty in the Department shall be required for adoption. Should the faculty approve the modified Code, a copy of the modified Code shall be provided to the

Dean of Engineering. Upon the Dean's acceptance, it shall immediately become the Department Code subject to any limitations of the University Code.

Section 3. A copy of any policy statement approved by the faculty or made by the Department Head shall be kept on file in the departmental office and shall constitute the departmental policy manual. Only the faculty shall rescind policies approved by the faculty. The Department Head may rescind policies made by the Department Head. A copy of the Code and a copy of the Policy Manual shall be given to each new faculty member.

Article IX. Policy on Cheating and Plagiarism

Section 1. The Departmental policy related to student academic conduct is the University policy related to student academic conduct as stated in Section I.5 of the Manual.

Article X. Student Academic Appeals Procedure

Section 1. Students may appeal academic decisions. Student appeals of academic decisions include but are not limited to decisions on grades and other student academic evaluations. The provisions of Section I.7.1 of the Manual shall be followed.

Disciplinary decisions on academic dishonesty or other kinds of misbehavior are specifically excluded from the appeal procedures of this section.