Article I. College Objectives

The objectives of the College of Engineering are to provide high quality teaching, advising, research, outreach and service in a land-grant, Carnegie Doctoral/Research University—Extensive environment and to serve the people and industries of the state, nation and the world.

Article II. College Administration

The principal administrative and academic officer of the College of Engineering is the Dean of Engineering. The duties of the Dean are specified by the University Code. (Section C.2.6 of the University Manual) The following college administrators report to the Dean. The duties of these administrators are specified in the College Policy, Procedure and Information Manual.

Executive Associate Dean
Associate Dean for Academic Affairs

The following department and institute administrators report to the Dean. The duties of these administrators are specified in the University Code, department codes and institute charters.

Head, Department of Atmospheric Science (ATS)
Head, Department of Chemical Engineering (ChE)
Head, Department of Civil Engineering (CE)
Head, Department of Electrical & Computer Engineering (ECE)
Head, Department of Mechanical Engineering (ME)
Director, Cooperative Institute for Research in the Atmosphere (CIRA)

Article III. Organization

III.1 Administrative Units

The administrative units of the College are the Office of the Dean, the offices of the college administrators, the departments, and the institutes as listed in Article II of the College Code.

III.2. Policy, Procedure and Information Manual

The College of Engineering shall maintain a Policy, Procedure and Information Manual. Within this manual, only policies are required to be approved by Faculty vote. Procedures and information will be included as determined appropriate by the Dean and the College Policy and Procedure Committee. The responsibility for reviewing the content of the manual and making changes is that of the College Policy and Procedure Committee and the Dean of Engineering. Changes in College “policy” must be approved by vote of eligible College faculty, at a formal College faculty meeting, in accordance with the provisions in Article VI.

The responsibility for making the manual available to faculty and staff of the College resides with the Dean's Office. The manual is available on the College of Engineering World Wide Web page. Printed copies will be available at the Office of the Dean and will be distributed upon request.

The policies and procedures contained in the manual shall be consistent with the provisions of the University Code, department codes, the CIRA Charter, and the College of Engineering Code.
III.3 Interdepartmental Programs for Undergraduate and Graduate Studies

All interdepartmental programs shall be administered by the Associate Dean for Academic Affairs.

III.4 College Committees

The standing committees of the College are:

- Executive Committee
- Advisory Committee
- Curriculum Committee
- Technology Committee
- Student Technology Committee
- Diversity Committee
- College Evaluation Committee
- Policy and Procedure Committee

The standing committees are charged to recommend policy for approval by the eligible faculty at College faculty meetings or by written ballot. Ad hoc committees may be established to fulfill a specific charge in a given period at the initiative of the Dean or by petition of 20 percent of the eligible faculty to the Executive Committee.

All committee members, including ex-officio faculty members, are voting members, unless otherwise designated.

All standing and ad hoc committees report to the Dean with the exception of the College Evaluation Committee, which reports to the faculty.

All committee chairs will be selected by the committee members unless otherwise noted in the College Code. Ex-officio members of the committee are not eligible to serve as chair. All committees (except the Executive Committee and the Advisory Committee) are responsible for preparing an annual report.

Executive Committee

Membership

Dean of the College, Chair
The Associate Deans
All heads of departments in the College
Director of CIRA

Responsibilities

Recommend to the Dean of Engineering:
1. Action related to Tenure & Promotion
2. Action related to Sabbatical Leave
3. Action concerning College Strategic Planning
4. Action concerning all other aspects of the College operation

Procedure

Regular meetings throughout the year as scheduled by the Dean’s office. Meetings may be called by the Dean or by any member of the committee. Minutes will be recorded and kept on file in the Dean's office.

Advisory Committee

Membership

Dean of the College, Chair
Members of the Executive Committee
College Directors, as specified in “policy” within the College Policy, Procedure and Information Manual.
Additional members appointed at the Dean's discretion.
Responsibilities

1. Advise the Dean concerning all aspects of the College operation.
2. Serve as a liaison between the faculty and the Dean.

Procedure

Meetings will be called by the Dean. Minutes will be recorded and kept on file in the Dean's office.

Curriculum Committee

Membership

Associate Dean for Academic Affairs
The College representative to the University Curriculum Committee
One faculty representative from each department, excluding the department of the faculty member who serves as the College representative to the University Curriculum Committee
One undergraduate and one graduate student from the College of Engineering

Responsibilities

1. Maintain liaison with University Curriculum Committee.
2. Act as an advisory committee to the Associate Dean in curricular matters.
3. Recommend needed action on curricular structure, new degree programs, and academic courses to the Dean.
4. Develop recommendations, to the Dean, for implementation or termination of undergraduate and graduate programs.
5. Advise departments in regard to policies for the handling of transfer credits from one major to another major within the College; this includes technical electives and core course requirements.
6. Advise departments in regard to policies for transferring students into the College from other colleges of the University, as well as from other colleges external to the University.

Technology Committee

The College of Engineering Technology Committee (CETC) is charged with making strategic recommendations concerning the academic computing and networking support functions of Engineering Network Services (ENS). CETC also provides advice as appropriate to ENS, and/or the Engineering Student Technology Committee (ESTC). CETC reports to the Dean of Engineering.

Membership

One faculty representative from each of the 5 academic departments.
Two student representatives, one graduate and one undergraduate, both of whom are appointed to CETC by the Engineering Student Technology Committee.
The Associate Dean for Academic Affairs, ex-officio
Director of Engineering Network Services, ex-officio

Responsibilities

1. Recommend, to the Dean, strategies for using information technology in academic support functions.
2. Recommend, to the Dean, strategies related to how technology can transform the manner in which the academic mission of the college is accomplished.
3. Recommend, to ENS, what technology and services are needed to advance research and education.
4. Recommend, to the ESTC, technology fee allocations for strategic initiatives.
5. Recommend, to the Dean, allocation/prioritization of College IT/computing resources.
6. Recommend, to the Dean, major IT/computing projects affecting the academic mission of the college.
7. Recommend, to the Dean, IT training needs and initiatives for faculty.
8. Recommend, to ENS, operating procedures and appropriate infrastructure utilization.
9. Maintain a liaison with the Curriculum Committee as it relates to instructional technology
Student Technology Committee

The Engineering Student Technology Committee (ESTC) is charged with management and oversight of the charge for technology levied upon engineering majors. ESTC also provides advice as appropriate to Engineering Network Services (ENS) and reports to the Dean of Engineering. The guidelines governing the Charge for Technology (CFT) process at CSU are contained in the University CFT manual.

Membership

One faculty representative from each of the 5 academic departments.
Three student representatives from each department, one graduate student and two undergraduate students, all of whom are appointed to ESTC by the department head. In the case of Atmospheric Science, two graduate students will be appointed by the department head.
The Associate Dean for Academic Affairs, ex-officio
Director of Engineering Network Services, ex-officio

Responsibilities

1. Determine the amount of the annual charge for technology assessed to each engineering major.
2. Establish an annual plan for disbursement of the charges for technology fund.
3. Oversee actual expenditures to the fund to ensure that they are valid charges per the University CFT manual.
4. Solicit input from students in the college to determine potential uses of the fund.
5. Recommend, to ENS, improvements and/or changes to existing student computing facilities.

Diversity Committee

Membership

WMEP Director
One faculty representative from each department and a representative from CIRA selected by their units according to their codes
One administrative professional representative, appointed by the Dean after a solicitation for nominations
One state classified staff, appointed by the Dean after a solicitation for nominations
One undergraduate and one graduate student from the College of Engineering

Responsibilities

1. Recommend, to the Dean, actions to enhance ethnic and gender diversity within the college faculty, staff and student body.
2. Establish and maintain liaison with women's and minority groups at Colorado State University and elsewhere that may assist in efforts to enhance diversity in the College.

College Evaluation Committee

Membership

One faculty member from each department and a representative from CIRA

Responsibilities

1. Annually conduct evaluations of the Dean and the administrative operations of the College. Evaluation will include input from across the College, including all constituent groups.
2. Generate a summary report, prepared by the committee and forwarded to the Provost and the Dean.

Policy and Procedure Committee

Membership

One faculty representative from each department and a representative from CIRA selected by their units according to their codes
One administrative professional representative, appointed by the Dean after a solicitation for nominations
One state classified staff, appointed by the Dean after a solicitation for nominations
Responsibilities

1. Review the content of the Policy, Procedure and Information Manual and recommend changes to the Dean where appropriate.
2. Recommend changes to policy, relating to College operations, to the faculty of the College. Changes to policy must be approved by vote at a College faculty meeting.
3. Recommend policy and procedures as they relate to the professional development of the academic faculty members and administrative/professional employees.

Article IV. Procedures for Selecting College Committee Members

Terms of Service

Unless otherwise specified in the College Code, the terms of service for all members on the College committees shall be two years. The terms of student members who serve on committees of the College shall be one year. Committee membership shall be monitored by the Dean's office. Vacancies on the College committees shall be filled by the unit represented by the person vacating the committee membership.

Committee Member Selection

Unless otherwise specified in the College Code, by April 1 of each year the Dean's office shall inform each department head/chair and the Director of CIRA of the College committee vacancies which need to be filled for the next year. Each department and CIRA will then select its representatives according to its code and notify the Dean's office of the result by May 15. The Associate Dean for Academic Affairs shall be responsible for ensuring that both graduate and undergraduate students are appointed to appropriate College committees. Administrative professionals and classified staff representatives are appointed by the Dean after consultation with the Executive Committee.

Members of ad hoc committees are appointed by the Executive Committee.

Records and Annual Reports

An annual report shall be forwarded by the chair of each committee to the Dean of Engineering and presented each year by the chair during the spring faculty meeting.

Quorum

A quorum for any committee meeting shall consist of two-thirds of the membership of the committee.

Meetings

The committee chair shall call a meeting at least once an academic year. Committee members or the Dean may call additional meetings. The first committee meeting in the fall semester shall be called by the Dean.

Article V. College-Wide Academic Matters

College-wide academic matters include issues pertaining to teaching, advising, research, service, and outreach. Examples include College core curriculum, computing issues, multi-departmental degree programs, and teaching/research facilities.

1. College-wide academic matters shall be addressed through the committee structure.
2. For cases in which a College-wide academic matter is not addressed through the committee structure, such matters may be brought forward for discussion by an eligible faculty member at a College faculty meeting, at which time the process for establishing a new ad hoc or standing committee can be initiated.
3. College code or College policy issues may be presented for a vote at a regularly scheduled faculty meeting or by written, signed ballot.
Article VI. College Faculty Meetings

The purpose of College faculty meetings is to allow communication, debate, and action on policy and other issues of importance to the College. College faculty meetings shall be chaired by the Dean.

At least one College faculty meeting shall be held each semester; the time and place shall be at the discretion of the Executive Committee and the Dean. The faculty shall be notified of faculty meetings in writing, including an agenda, at least two weeks prior to the meeting. If a meeting is canceled, each department shall be notified, and the meeting rescheduled for the same semester.

The agendas for the College faculty meetings shall include, but are not limited to:
1. Committee reports and recommendations (spring semester only)
2. Deliberation and action on policy
3. Report by the Dean on policy implementation
4. General report by the Dean
5. Other business.

Items may be added to the agenda for discussion purposes only by a simple majority vote at a meeting.

A quorum shall consist of 30 percent of the eligible faculty; proxies are not permitted. Faculty members eligible to vote on issues at College faculty meetings are regular full-time, regular part-time, or transitional appointees with the rank above that of instructor or equivalent, who have completed at least one year of service at the University, as defined in Section C.2.4 of the University Manual. Unless the College Code specifies otherwise, a motion is passed by a simple majority of the eligible faculty members present.

The Dean shall call a special College faculty meeting upon petition of 15 percent or more of the eligible faculty members. The agenda will be issue(s) presented in the petition.

Minutes of each meeting shall be taken by a member of the Dean's staff, and one copy shall be distributed to each department and CIRA before the distribution of the agenda for the next meeting.

College faculty meetings are open to all faculty, staff, administrators of the College, and guests, but voting is restricted to those eligible as defined by the University Code and College Code.

Article VII. Procedures for Self-Evaluation

Procedures for self-evaluation shall be consistent with the University Code.

Article VIII. Procedure for Reviewing Candidates for Administrative Positions

Associate Deans
Search and hiring procedures for the Associate Deans shall be similar to those for the Department Heads as described in Section E.3.3 of the University Manual.

Other Officers
Other officers of the College shall be appointed at the discretion of the Dean in accordance with applicable policy and procedure as specified in the College Policy, Procedure and Information Manual and in the University Code, and after appropriate consultation with the Executive Committee.
Article IX. Procedures for Evaluation and Review of Administrative Officers

Procedures for Evaluation and Review of Administrative Officers shall be consistent with the University Code. (Section C.2.7 of the University Manual) The College Evaluation Committee will have the primary responsibility for generating evaluation information as it relates to supplying information, from the faculty of the College, to the Provost/Academic Vice President.

Article X. Procedures for Amending this Code

Recommendations for modification of the College Code may be initiated by the Dean, committees of the College, departments within the College, or by petition of 20 percent of the eligible College faculty. In response to such recommendations, a code committee will be elected in accordance with section C.2.4.1 of the University Manual and shall prepare an amended code in accordance with these recommendations. The elected code committee shall be composed of one voting member from each of the 5 academic departments, plus 1 appointed, non-voting member from CIRA and the Dean or his/her duly appointed representative in an ex-officio, non-voting role.

In order to be passed, amendments must be approved by a two-thirds majority of the voting eligible faculty by written and signed ballot. The voting period shall be two weeks from the date on which the proposed change was submitted to the faculty. Eligible faculty are defined, in Section C.2.4 of the University Manual, as regular full-time, regular part-time, or transitional appointees with the rank above that of instructor or equivalent, who have completed at least one year of service at the University.