CODE OF THE DEPARTMENT

This code complies with university regulations outlined in Section C of the CSU Faculty and Administrative Professional Manual. The reference numbers that appear throughout identify sections in the manual that dictate specific requirements.

0. Department Mission (C.2.4.2.1c)

The mission of the department is to serve the constituency of the State of Colorado, the nation, and the world through high-quality programs of:

a. instruction at the undergraduate and graduate levels, preparing students at the BS, MS and PhD levels to pursue exemplary careers in industry, academia, and other arenas of professional practice.

b. research and outreach with emphasis on serving the needs of our land-grant constituency with scholarship of discovery, application, integration, and teaching.

c. service to our academic and professional community.

1. Procedures for Amending the Code (C.2.4.2.1.1)

When any of the following situations occur:

a. a majority of the eligible faculty request, in writing to the Department Head, that the code be revised, amended or otherwise changed,

b. the beginning of the Fall semester of a self-evaluation year,

within two weeks, the Department Head shall provide for the election of a three-member Code Review Committee from the tenured, eligible faculty. Although directed to review specific parts of this code, they may propose for adoption changes covering any part of the code, including but not limited to, those points specifically requested. The committee shall present for adoption a revised code which incorporates all proposed modifications. A two-thirds majority of the eligible faculty shall be required for adoption. Should the faculty approve the revised code, it shall immediately be provided to the Dean and the Provost/Academic Vice President. Upon the Dean's receipt, the Department shall begin to operate in accordance with its procedures, subject to any limitations of the University code. Copies of the revised and adopted code shall be provided to each faculty member.

2. Departmental Membership (C.2.4.2)

Faculty members of the Mechanical Engineering department include faculty affiliates, visiting faculty, adjunct faculty, lecturers, instructors, research scientists, assistant, associate and full professors with current appointments in the Mechanical Engineering department, and professors emeritus whose appointment is from the Mechanical Engineering department.

Faculty members are designated as either regular faculty or special faculty. Regular faculty members are 9-month tenure-track or tenured assistant, associate, and full professors. All others are considered special faculty members, and they include 9-month or 12-month at-will, non-tenure-track teaching or research faculty members.

Eligible faculty members are all regular faculty members. Special faculty members can also be individually approved by the Department Head as eligible faculty members (e.g., for voting on certain matters).

Each faculty member with an interdepartmental appointment shall be considered a member of the Mechanical Engineering department only if the faculty member contracts the greater percentage of time in this department. In the case of a member having equal time in another department, that member must decide in which department representation is desired. The status of such a member shall remain unchanged unless academic appointment changes require a change in departmental representation.
References in this code to faculty members or positions, unless otherwise stated, specifically refer to members of the Mechanical Engineering department.

3. Voting and Elections (C.2.4.2.1.m)

Only eligible faculty may vote on departmental matters including elections. Unless otherwise specified in this code or the University code, voting may occur only with a quorum (at least half) of the eligible faculty participating, and simple majorities will carry.

4. Faculty Meetings of the Department (C.2.4.2.1.j)

There shall be at least two departmental faculty meetings per academic year, at least one in the Fall semester and at least one in the Spring semester, called by the Department Head, with written notice and principal agenda items given in advance by the Department Head. Attendance is limited to faculty members plus a recording secretary so designated by the Department Head. Visitors and guests authorized by the Department Head prior to the faculty meeting are welcome to attend. Faculty may submit agenda items for the Department Head’s consideration.

5. Organizational Framework of the Department

5.1 The Department Head

The administrative officer of the Mechanical Engineering department shall be designated the Department Head (C.2.4.2.1.a). Duties of the Department Head are those specified in the code of the University (C.2.6.2) and in this code. The Department Head shall consult with the Associate Heads for Graduate and Undergraduate Studies concerning department strategic planning and programmatic decisions. The manner of selection and appointment (C.2.4.2.2.b) and term of office (C.2.4.2.2.c) of the Department Head are governed by the code of the University.

5.2 Acting and Interim Department Head

The Department Head shall appoint an Acting Department Head from the faculty to cover short periods of absence or vacancy. In the case of resignation, termination, leave of absence, sabbatical, or other long term absence of the Department Head, the Dean of the College of Engineering, in consultation with the departmental faculty, will appoint an Interim Department Head from among the tenured, eligible faculty.

5.3 The Associate Department Head for Graduate Studies

An Associate Department Head for Graduate Studies shall be appointed by the Department Head from the tenured, eligible faculty. His/her duties include serving as Chair of the Graduate Committee and consulting with the Department Head concerning department strategic planning and programmatic decisions. The term of office of the Associate Department Head is three years. Before the end of term, the Associate Department Head will step down upon written request from the Department Head.

5.4 The Associate Department Head for Undergraduate Studies

An Associate Department Head for Undergraduate Studies shall be appointed by the Department Head from the tenured eligible faculty. His/her duties include serving as Chair of the Undergraduate Committee, serving as departmental representative on the College Curriculum Committee, and consulting with the Department Head concerning department strategic planning and programmatic decisions. The term of office of the Associate Department Head is three years. Before the end of term, the Associate Department Head will step down upon written request from the Department Head.
5.5 The Standing Committees of the Department of Mechanical Engineering

5.5.1 Charge to the Standing Committees
There shall be standing committees of the department, designated by name in the code. The purposes of these standing committees shall be to develop and recommend to the faculty policies and positions on academic matters, and to conduct the business of the department.

All standing committees may receive appropriate items for consideration from any faculty member. The receipt of each item shall be acknowledged and its disposition shall be reported to the initiator. All standing committee meetings shall be open to all faculty members.

5.5.2 Standing Committees: Named
The following shall be the standing committees of the department: Tenure and Promotion Committee, Awards Committee, Graduate Committee, and Undergraduate Committee.

5.5.3 Standing Committees: Membership and Function

5.5.3.1 Tenure and Promotion Committee – For a candidate seeking promotion, the Tenure and Promotion Committee shall consist of all tenured, eligible faculty above the current rank of the candidate. For a candidate seeking tenure only (and not promotion), the committee shall consist of all tenured, eligible faculty above or at the current rank of the candidate. Professors emeritus may sit on the committee but shall not vote. If the number of voting members is less than three, the Department Head shall appoint other faculty from the College of Engineering of appropriate rank, in accordance with E.10.5.1. The Department Head, as necessary, will call meetings of the Tenure and Promotion Committee.

5.5.3.2 Awards Committee – The Awards Committee shall consist of three faculty members selected by the Department Head. The function of this committee is to prepare and deliver, where and when appropriate, nominations and recommendations for professional and academic awards and recognition for the faculty.

5.5.3.3 Graduate Committee – The Graduate Committee shall consist of faculty members selected by the Department Head to represent the research areas of the department. It is chaired by the Associate Department Head for Graduate Studies, who in consultation with the Department Head will set the priorities and agenda for the committee. This committee shall deal with academic issues including but not limited to:

   a. graduate course matters
   b. graduate recruitment, retention, and advising issues
   c. graduate program of study and examination procedures

The Graduate Committee shall select and recruit graduate teaching assistants (GTA’s) for all departmental courses having GTA allocations. The committee will do so in consultation with each faculty member teaching a course having a GTA allocation, to ensure high quality instruction while also serving the interests of the graduate program.

In addition, the Graduate Committee shall assign an initial academic advisor to every student who enters the graduate program. The student's initial academic advisor shall supervise the coursework until the student sets up a graduate committee with a formal advisor. (C.2.4.2.1.f)

5.5.3.4 Undergraduate Committee – The Undergraduate Committee shall consist of the Associate Department Head for Undergraduate Studies as Chair, two other department faculty appointed by the Department Head, and the department undergraduate academic advisor. The Chair will set the priorities and agenda for the committee. This committee shall act on academic issues including but not limited to:

   a. undergraduate course matters including requests for add/drop of undergraduate courses and major and minor changes to undergraduate courses
   b. ABET accreditation preparedness
   c. undergraduate student retention and advising issues
   d. preparation and distribution of informational material for undergraduate program recruiting and promotion
5.6 Ad-hoc Committees

The Department Head may form or abolish committees to carry out the functions of and to achieve the goals of the department. Unless otherwise specified, the Department Head is a non-voting *ex officio* member of all ad-hoc departmental committees.

6. Self-Evaluation of the Department (C.2.4.2.1.h)

Operational policies governing a self-evaluation are defined in the University code (C.2.4.2.2.d). When any of the following situations occur:

- a. the Provost requests an evaluation,
- b. at least one-half (but not less than three members) of the eligible faculty sign a written request for a self-evaluation and send the request to the Dean, or
- c. the Department Head sends a written request for a self-evaluation to the Dean,

within two weeks, the Department Head shall provide for the election of a three-member Self-Evaluation Committee from the tenured, eligible faculty. Neither the Department Head nor either of the Associate Department Heads is eligible for membership on this committee. The nature, goals, and mechanics of execution of the self-evaluation shall be at the discretion of the committee. The committee is to review department operations including but not limited to the following:

- a. undergraduate and graduate teaching and learning, including progress toward ABET accreditation
- b. progress of the department’s current strategic plan
- c. the departmental code

The committee shall consolidate all of its findings and recommendations into a written report, within sixteen weeks after formation of the committee, or in accordance with the Provost/Academic Vice President's schedule. This report shall be submitted to the eligible faculty. A minority report may be submitted. When approved by a vote of the faculty, the report shall be submitted to the Department Head, Dean, and the Provost/Academic Vice President.

7. Procedures by which students may appeal academic decisions of their instructors (C.2.4.2.1.i & I.7)

7.1 Bases for appeal of academic decisions

Students may appeal academic decisions. Student appeals of academic decisions include but are not limited to decisions on grades and other student academic evaluations. Disciplinary decisions on academic dishonesty or other kinds of misbehavior are specifically excluded from these appeals procedures.

In appeals of academic decisions, the burden of proof lies with the student. The student must demonstrate that the decision was based on any of the following:

(i) a decision on some basis other than performance and other than as a penalty for academic dishonesty.
(ii) standards unreasonably different from those which were applied to other students.
(iii) a substantial, unreasonable, or unannounced departure from previously articulated standards.
7.2 Procedures for appeal of academic decisions

7.2.1 Discuss with Faculty – Before making an appeal, the student must discuss the situation with the faculty member(s) involved in the decision.

7.2.2 Formal Appeal – If a satisfactory resolution is not reached, the student may appeal the decision by submitting a written request to the Associate Department Head for Undergraduate Studies, who will serve as the Appeal Coordinator. In the event the instructor involved in the appeal is the Associate Department Head, the Department Head will serve as the Appeal Coordinator. The request must set forth the basis for the appeal, identifying one or more of the three categories set forth above. The request must be submitted or postmarked (if mailed) no later than 30 calendar days after the first day of classes of the next regular semester following the date the grade was recorded. If no appeal is filed within this period, the grade shall be considered final.

The Appeal Coordinator shall provide a copy of the appeal to the faculty member(s) involved, and will ask for a written response. The Appeal Coordinator shall then review both the appeal and response, and may elect to separately interview the student and faculty member(s) before reaching a decision. The decision will be based upon whether one of the conditions for an appeal set forth above has been met. If the decision involves a resolution satisfactory to the student and faculty member(s), all parties sign a written copy of the decision and the case is settled. If not, the case is submitted to the Department Head for committee review.

The Appeal Coordinator will report the outcome and reasons for the decision to the student and faculty member(s) in writing within 15 calendar days of receipt of the appeal.

7.2.3 Committee Review – If a satisfactory resolution is not reached, the Department Head will appoint an Appeals Committee within 30 calendar days of receipt of the appeal. This committee shall be composed of two faculty members (neither of whom shall be involved in the appeal), two students from within the department and one outside faculty member who shall serve as the voting Chair. The Appeals Committee will review the written appeal and response of the faculty member(s). They may elect to separately interview both the student and the faculty member(s) before rendering a decision. The decision of the Appeals Committee will be based upon whether one of the conditions for an appeal set forth above has been met.

At the conclusion of the deliberations, the committee shall render one of the following decisions:

a. the original grading decision is upheld, or
b. the Department Head will reevaluate the student's achievement of the instructional objectives of the course and assign a grade accordingly.

Written notice of the committee's decision and the reasons for the decision will be sent to the student and the faculty member(s) within 30 calendar days of appointment of the committee. The committee's decision is the final decision of the University. Written summaries of the hearing and decision, together with a rationale for that decision, shall be provided to the student and the faculty member(s) who assigned the grade and shall be retained in the department office for a period of one year.

8. Personnel Policies of the Department

8.1 Tenure and Promotion of Regular Faculty (C.2.4.2.1.e)

The Department Head shall initiate recommendations for tenure and promotion, at the minimum, at the start of the Fall semester preceding the expected decision.

For each member recommended, the Department Head shall convene the Tenure and Promotion committee. At each such meeting, a Chair of the committee will be elected from the voting members. The committee shall examine the credentials and dossier of the member and shall vote to grant or deny tenure and/or promotion. A recommendation shall
be a simple majority vote. The recommendation shall include a vote summary and a statement of reasons representing
the majority and minority points of view (E.10.5.1). The Chair shall, within one week, deliver the written
recommendation to the Department Head.

8.2 Promotion of Special Faculty

When a special faculty member is due to be considered for promotion, the Department Head shall form a committee of at
least three eligible faculty members to review the request. The committee shall review the annual evaluations of the
candidate and offer a recommendation to the Department Head. Examples of promotion include:
   a) a change in title from instructor to lecturer
   b) a change in title from assistant to associate to full teaching or research faculty

8.3 Faculty Hiring (C.2.4.2.d)

When a faculty position becomes vacated, or when a new faculty position becomes available, the Department Head will
appoint an ad-hoc Search Committee to advertise the position, evaluate candidate applications, and offer
recommendations for hiring. The committee shall consist of at least three eligible faculty members, in addition to the
Chair, who is appointed by the Department Head. The Chair must have previously been through the University Equal
Opportunity (EO) Search Committee Chair training program.

8.4 Procedures for conducting annual and periodic comprehensive reviews of the performance of faculty members
(C.2.4.2.1.g & C.2.5.a)

The Department Head will use an interview, along with completion of the faculty activity report, for the annual
evaluation of faculty. Format and procedures for the interview and activity report shall follow both College guidelines as
well as University code, including a written evaluation provided by the Department Head and signed by the Department
Head and the faculty member.

Any faculty member has the right to question a decision related, either in part or in whole, to his or her performance
evaluation.

8.5 Faculty Assignments and Workload

Faculty members are expected to make contributions in areas of the land-grant heritage including research, service,
teaching, and outreach.

Factors that shall be considered in arriving at and evaluating a faculty’s work load include:
   a. Teaching assignment (number of courses taught in a semester, number of class contact hours,
      number of students in each class, level and nature of a course, number of times the instructor
      has taught the course).
   b. Committee assignments.
   c. Research activities.
   d. Outreach activities.
   e. Number of graduate advisees.
   f. Student chapter advising.
   g. Professional and honor society activities.
   h. Special assignments.
   i. Writing for publication.