

## CODE OF THE MECHANICAL ENGINEERING DEPARTMENT (revised January 2018)

**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.**

### **1. 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.

### **2. Procedures for Amending the Code (C.2.4.2.1.1)** When any of the following situations occur:

- a. the Department Head initiates the code amendment process,
- b. a majority of the eligible faculty request, in writing to the Department Head, that the code be revised, amended or otherwise changed,
- c. 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.

### **3. Departmental Membership (C.2.4.2)**

*Faculty* members of the Mechanical Engineering department include faculty affiliates, visiting faculty, adjunct faculty; assistant, associate and full research professors; instructors of practice, assistant, associate and full professors of practice; 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 term appointment faculty. *Regular faculty* members are 9-month tenure-track or tenured assistant, associate, and full professors. All others are considered *term appointment faculty* members.

*Eligible faculty* members are all regular faculty members. Term appointment faculty are eligible if so designated in this code, or if individually approved by the Department Head (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.

#### **4. 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.

#### **5. 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.

### **6. Organizational Framework of the Department**

#### *6.1 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 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.

#### *6.2 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.

#### *6.3 The Associate Department Head for Graduate Studies*

An Associate Department Head for Graduate Studies shall be appointed by the Department Head from the eligible faculty at the rank of Associate Professor or higher, and confirmed by a majority vote of the eligible faculty. The term of office of the Associate Department Head is three years. His/her duties are those specified elsewhere in this code. Before the end of term, the Associate Department Head will step down upon written request from the Department Head.

#### *6.4 The Associate Department Head for Undergraduate Studies*

An Associate Department Head for Undergraduate Studies shall be appointed by the Department Head from the eligible faculty at the rank of Associate Professor or higher, and confirmed by a majority vote of the eligible faculty. The term of office of the Associate Department Head is three years. Along with those duties specified elsewhere in this code, the Associate Department Head shall act as departmental representative on the College Curriculum Committee. Before the end of term, the Associate Department Head will step down upon written request from the Department Head.

### *6.5 The Executive Committee*

The Executive Committee of the department is comprised of the Department Head and the Associate Heads of Undergraduate and Graduate Studies. The Executive Committee shall consider, among other items:

1. actions on hiring and termination of civil service staff and administrative professionals in accordance with procedures specified in the University administrative professional manual (D.5).
2. academic year priorities and agenda for the Undergraduate and Graduate Committees.
3. procedures for periodic evaluation of faculty.

### *6.6 The Standing Committees of the Department of Mechanical Engineering*

#### *6.6.1 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.

#### *6.6.2 Standing Committees: Named*

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

#### *6.6.3 Standing Committees: Membership and Function*

*6.6.3.1 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.

*6.6.3.2 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.

*6.6.3.3 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:

- graduate course matters
- graduate recruitment, retention, and advising issues
- 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.

*6.6.3.4 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:

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

#### *6.6.4 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.

### **7. 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:

1. the Provost requests an evaluation,
2. 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
3. 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:

1. undergraduate and graduate teaching and learning, including progress toward ABET accreditation
2. progress of the department's current strategic plan
3. 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.

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

#### *8.1 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:

1. a decision on some basis other than performance and other than as a penalty for academic dishonesty.
2. standards unreasonably different from those which were applied to other students.
3. substantial, unreasonable, or unannounced departure from previously articulated standards.

## 8.2 *Procedures for appeal of academic decisions*

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

*8.2.2 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.

*8.2.3 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:

1. the original grading decision is upheld, or
2. 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 for a period of one year.

## **9. Personnel Policies of the Department**

### *9.1 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.

## *9.2 Policies and Promotion of Term Appointment Engineering Education Faculty*

### *9.2.1 Internal titles defined*

*Engineer in Residence.* BS minimum in a relevant discipline, with documented long-term industrial/professional experience having serious professional impact. This is a full-time or part-time term appointment. Title is given at time of appointment and is an honorific recognizing the accomplishments of highly qualified practicing engineers. The duties of an Engineer in Residence are those negotiated with the department head with a general expectation to bring “real-world” engineering experience to undergraduate students, to participate in or deliver one or more undergraduate courses in the curriculum, and provide additional opportunities for close interaction with undergraduates.

*Instructor of Practice.* BS minimum in a relevant discipline with appropriate industry/professional experience. This is a full-time or part-time term appointment. Expected to participate in or deliver one or more existing courses, understand and meet ABET requirements related to the course(s), assess quality of instruction through student course evaluations and other metrics, hold office hours, meet university expectations regarding teaching and advising responsibilities (E.5.3), and hold other duties as assigned by the department head.

*Assistant Professor of Practice.* Earned PhD in mechanical engineering or closely aligned discipline. This is a full-time teaching term appointment. Assistant Professors of Practice are eligible. In addition to the duties of an Instructor of Practice, one is expected to demonstrate excellence in teaching and engineering education including involvement in content and direction of the Mechanical Engineering undergraduate program. They are expected to have substantial positive impact on the development of students both in the classroom and in activities such as faculty mentorship of student groups, and to also publish papers in engineering education. May participate in professional development activities including but not limited to research, and have the right to negotiate course buy-out with the department head to support such work. With approval by a two-thirds majority vote by the Graduate Education Committee, assistant Professors of Practice may sit on graduate student committees and serve as the major advisor/chair on Master of Science thesis and Doctor of Philosophy dissertation committees, with a regular faculty member as the co-advisor.

*Associate Professor of Practice.* Earned PhD in mechanical engineering or closely aligned discipline. This is a full-time teaching term appointment. Associate Professors of Practice are eligible. In addition to the duties of an Assistant Professor of Practice, one is expected to demonstrate excellence in teaching and engineering education including involvement in content and direction of the Mechanical Engineering undergraduate program. They are expected to have substantial positive impact on the development of students both in the classroom and in activities such as faculty mentorship of student groups, and to also publish papers in engineering education. May participate in professional development activities including but not limited to research, and has the right to negotiate course buy-out with the department head to support such work. With approval by a two-thirds majority vote by the Graduate Education Committee, associate Professors of Practice may sit on graduate student committees and serve as the major advisor/chair on Master of Science thesis and Doctor of Philosophy dissertation committees, with a regular faculty member as the co-advisor.

*Professor of Practice.* Earned PhD in mechanical engineering or closely aligned discipline. This is a full-time teaching term appointment. Professors of Practice are eligible. In addition to the duties of an Associate Professor of Practice, one is expected to provide academic and pedagogical leadership to the department and university, and to engineering education societies. May participate in professional development activities including but not limited to research, and has the right to negotiate course buy-out with the department head to support such work. With approval by a two-thirds majority vote by the Graduate Education Committee, Professors of Practice may sit on

graduate student committees and serve as the major advisor/chair on Master of Science thesis and Doctor of Philosophy dissertation committees, with a regular faculty member as the co-advisor.

### *9.2.2 Hiring and promotion*

The department head may offer the title of Instructor of Practice at the time of hire if requirements of the title are satisfied. The department head may offer an advanced title (Associate Professor of Practice or Professor of Practice) at the time of hire when the individual's background and performance clearly meets or exceeds the standards of the title being considered pursuant to the duties and responsibilities in 9.2.1.

The department head shall initiate the process leading to a recommendation for the granting or denial of promotion in title. A promotion dossier documenting the satisfaction of requirements for the desired title (e.g. academic degree), and excellence in all assigned duties at current title will be evaluated by a department committee consisting of at least three (3) members including the Associate Department Head for Undergraduate Studies as chair, at least one (1) tenured faculty member appointed by the department head, and all eligible term appointment teaching faculty members at the title being sought or above. The promotion committee will review the dossier and any other pertinent information. A promotion recommendation shall be by a majority vote of the promotion committee. The recommendation shall include a vote summary and a statement of reasons representing the majority and minority points of view. The recommendation shall be forwarded to the department head. After the recommendation is received, a contrary decision shall be issued by the department head only for compelling reasons that shall be stated in writing to the faculty member, the promotion committee, and the dean of the college. If a contrary decision is issued, the faculty member and the promotion committee shall be given seven (7) working days from the date of notification of the contrary recommendation to respond in writing to the department heads' reasons for opposition. The department head's written contrary decision, and the faculty member's and promotion committee's written response, will be forwarded by the promotion committee to the dean of the college for a final decision.

## *9.3 Policies and Promotion of Term Appointment Research Faculty*

### *9.3.1 Internal titles defined*

*Assistant Research Professor.* In order to qualify for this position, the candidate must have an earned PhD in mechanical engineering or closely aligned discipline. This is a full-time faculty appointment. Assistant research professors are not eligible faculty. Assistant research professors are expected to demonstrate excellence in research, develop an independent research program with documented grant support as the Principal Investigator and a strong record of archival publications as the senior author in their research field. With approval by a two-thirds majority vote by the Graduate Education Committee, assistant research professors may sit on graduate student committees (MS and PhD) and serve as the major advisor/chair on Master of Science thesis and Doctor of Philosophy dissertation committees, with a regular faculty member as the co-advisor.

*Associate Research Professor.* In order to qualify for this position the candidate must have: an earned PhD, have demonstrated excellence in research, have developed an independent research program with documented grant support as the Principal Investigator, have a strong record of archival publications as the senior author in their research field, and have established a national reputation in their field of research. This is a full-time faculty appointment. Associate research professors are not eligible faculty. Associate research professors are expected to continue their high quality research activities and establish an international reputation as a leader in their chosen field. With approval by a two-thirds majority vote by the Graduate Education Committee, associate research professors may sit on graduate student committees and serve as the major advisor/chair on Master of Science thesis and Doctor of Philosophy dissertation committees, with a regular faculty member as the co-advisor.

*Research Professor.* In order to qualify for this position the candidate must have an earned PhD, have demonstrated excellence in research, have developed an independent research program with documented grant support as the Principal Investigator, a strong record of archival publications as the senior author in their research field, and have

established an international reputation as a leader in their field of research. This is a full-time faculty appointment. Research professors are eligible faculty, yet their employment remains at-will. Research professors are expected to continue their high quality research activities and build upon their international reputation as a leader in their chosen field. With approval by a two-thirds majority vote by the Graduate Education Committee, research professors may sit on graduate student committees and serve as the major advisor/chair on Master of Science thesis and Doctor of Philosophy dissertation committees, with a regular faculty member as the co-advisor.

### *9.3.2 Hiring and promotion*

The department head may offer the title of Assistant Research Professor at the time of hire if requirements of the title are satisfied. The department head may offer an advanced research professor title (Associate Research Professor or Research Professor) at the time of hire when the individual's performance clearly meets or exceeds the standards for promotion to the title being considered pursuant to the duties and responsibilities in 8.2.1. Offers of advanced titles will be contingent on successful outcomes of the promotion process and/or process for granting an advanced research professor title. Specifically, if one has the post-doctoral research experience and accomplishments required for appointment to an advanced research professor title at time of hire, the department head will initiate the promotion process and the process for granting of an advanced research professor title.

The department head shall initiate the process leading to a recommendation for the granting or denial of promotion in title. A promotion dossier documenting the satisfaction of requirements for the desired title (e.g. academic degree), and excellence in all expected areas at the applicant's current title will be evaluated by a departmental promotion committee consisting of at least three (3) members. This committee will include the Associate Department Head for Graduate Studies as chair, at least one (1) tenured faculty member whose rank is equivalent or above the rank being sought by the applicant will be appointed by the department head, and all eligible term appointment research faculty members at the title being sought or above. The chair will elicit external review letters from leaders in the candidate's field of research. The promotion committee will review the dossier, the external review letters, and any other pertinent information. A promotion recommendation shall be by a majority vote of the promotion committee. The recommendation shall include a vote summary and a statement of reasons representing the majority and minority points of view. The recommendation shall be forwarded to the department head. After the recommendation is received, a contrary decision shall be issued by the department head only for compelling reasons that shall be stated in writing to the faculty member, the promotion committee, and the dean of the college. If a contrary decision is issued, the faculty member and the promotion committee shall be given fourteen (14) working days from the date of notification of the contrary recommendation to respond in writing to the department head's reasons for opposition. The department head's written contrary decision, and the faculty member's and promotion committee's written response, will be forwarded by the promotion committee to the dean of the college for a final decision.

### *9.4 Faculty Hiring (C.2.4.2.1.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.

### *9.5 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.

#### *9.6 Faculty Assignments and Workload*

Faculty members are expected to make contributions in all 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:

- i. 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).
- ii. Committee assignments.
- iii. Research activities.
- iv. Outreach activities.
- v. Number of graduate advisees.
- vi. Student chapter advising.
- vii. Professional and honor society activities.
- viii. Term appointment assignments.
- ix. Writing for publication.

#### **10. Procedures for Appointing Faculty to Graduate Student Committees (C.2.4.2.1.f)**

A graduate committee should be selected by the student and advisor before the end of the student's second semester of study. This committee is composed of the faculty advisor, an 'outside' committee member from a department other than Mechanical Engineering, and additional co-advisors or committee members with appropriate faculty designations, as specified by the ME Graduate Student Handbook and Section 9 of the ME Department Code.