

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

Adopted September 1988
Revised August 1993
Revised April 1995
Revised May 2002
Revised December 2004
Revised August 2011
Revised April 2012
Revised August 2014
Revised December 2014
Revised April 2017
Revised August 2018

Article I. Departmental Mission and Vision

Section 1. Mission.

The Mission of the Department of Civil and Environmental Engineering (hereinafter referred to as the Department) is to prepare its graduates for creative and effective leadership in engineering practice, education, research, outreach, and service. Graduates shall have the ability to support engineering infrastructure, environmental sustainability, economic development, and quality of life, with emphasis on responding to global changes in society and the environment.

Section 2. Vision.

The vision of the Department is to be among the world's premier academic programs in Civil and Environmental Engineering, excelling in teaching, research, and professional service. The Department shall provide educational and research programs of the highest quality in both civil and environmental engineering.

The Department 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 shall maintain nationally and internationally recognized programs of instruction, research, and outreach in areas of critical societal need including energy, environment, infrastructure, and water.

The Department shall support a diverse community of faculty, staff, and students in a collegial environment that fosters the development and professional achievements of each individual, groups of individuals, and success of the Department as a whole.

Article II. Definitions

Section 1. Faculty

Faculty appointments in the Department are defined in Sections E.1 and E.2 of the University Academic Faculty and Administrative Professional Manual (hereinafter referred to as the Manual). These sections define and describe the University's appointments of full-time tenure-track faculty, full-time non-tenure-track faculty, lecturers, research faculty, part-time faculty, joint-appointment faculty and faculty affiliates.

Section 2. Voting Eligibility

Faculty members eligible to vote on Departmental matters are those faculty administratively responsible to the Department and holding regular full-time, regular part-time, or transitional appointments as professor, associate professor, assistant professor, and non-tenure-track faculty. Temporary instructors are not eligible to vote.

Section 3. Quorum

A quorum is a majority of the faculty members eligible to vote. For purposes of defining a quorum, faculty members on sabbatical or otherwise off campus for an extended period and transitional faculty members not on appointment during the time of a meeting are not included in the count of eligible faculty members.

Section 4. Proxy

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. Proxies may not be counted toward a quorum.

Article III. Departmental Organization

Section 1. Department Head

The administrative officer of this Department shall be designated the Department Head. The term of the Department Head shall be five years. An interim Department Head shall have a one-year term. The Department Head's duties are those specified in Section C.2.6.2 of the Manual and in this Code.

Section 2. Assistant or Associate Head

The Department Head may appoint an Assistant or Associate Department Head.

Section 3. Organization

The Department shall be organized into thematic areas associated with the education programs and research expertise of the Department.

Section 4. Standing Committees

The Department shall have the following standing committees: Advisory Committee, Undergraduate Instruction Committee (UGIC), Graduate Instruction Committee (GIC), Graduate Admissions Committee (GAC), Tenure Committee, Promotion Committee, Accreditation Committee, Awards Committee, and Code Committee. Selection and duties of the Tenure Committee and Promotion Committee are given in Article IV. Selection and duties of the Code Committee are given in Article VIII.

Section 4a. Advisory Committee

The purpose of the Advisory Committee is to provide advice to the Department Head on matters pertaining to the management and operation of the Department. Such matters can include, but are not limited to, budget considerations, strategic planning, hiring of new faculty, and the organization of the Department. The Chair of the Advisory Committee shall be the Department Head. The Department Head shall make appointments to this Committee. The Advisory Committee shall convene at the discretion of the Department Head.

Section 4b. Undergraduate Instruction Committee (UGIC)

The Undergraduate Instruction Committee shall comprise five faculty members. A Departmental staff member who is responsible for managing undergraduate curricular matters shall be an ex officio member. The UGIC is responsible for the development of the Department's undergraduate curricula. The UGIC must review all undergraduate courses periodically. All undergraduate curricular and instruction matters must be approved by the UGIC prior to submission to the faculty for approval. All appointments to the UGIC are made by the Department Head. Committee members are appointed for five-year terms. A member in the last year of their term serves as Chair and rotates off the UGIC the subsequent year as a new member is appointed. Faculty membership on the UGIC should be rotated among as many faculty members as possible. All members of the UGIC except ex officio members are voting members.

Section 4c. Graduate Instruction Committee (GIC)

The Department shall have a Graduate Instruction Committee comprising five faculty members. A Departmental staff member who is responsible for managing graduate curricular matters shall be an ex officio member. The GIC is responsible for the development of the Department's graduate curricula. All graduate courses shall be periodically reviewed by the GIC. The most recent graduate course outlines shall be obtained from the faculty by the GIC and kept on file by the Department. All graduate curricular and instructional matters must receive the approval of the GIC prior to submission to the faculty for approval. All appointments to the GIC are made by the Department Head. Committee members are appointed for five-year terms. A member in the last year of their term serves as Chair and rotates off the GIC the subsequent year as a new member is appointed. Faculty membership on the GIC should be rotated among as many faculty members as possible. All members of the GIC except ex officio members are voting members.

Section 4d. Graduate Admissions Committee (GAC)

The Department shall have a Graduate Admissions Committee comprising five faculty members. A Departmental staff member who is responsible for the processing of graduate applications shall be an ex officio member. The GAC 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 Departmental faculty for review. If a faculty member intends to fund a particular applicant, the faculty member shall make this intention known to the GAC, and the GAC shall make the admission decision in consultation with that faculty member. All GAC appointments are made by the Department Head with the purpose of representing the diverse disciplines within the Department. Committee members are appointed for five-year terms. A member in the last year of their term serves as Chair and rotates off the GAC the subsequent year as a new member is appointed. Faculty membership on the GAC should be rotated among as many faculty members as possible. All members of the GAC except ex officio members are voting members.

Section 4e. Accreditation Committee

The Department shall have an Accreditation Committee comprising five faculty members. A Departmental staff member who is responsible for activities related to this committee shall be an ex officio member. The Accreditation Committee is responsible for achieving compliance with all the requirements of the relevant accreditation entities to ensure accreditation of the Department's undergraduate and/or graduate degree programs. Such accreditation entities include, but are not necessarily limited to, the Accreditation Board for Engineering and Technology (ABET), the Higher Learning Commission (HLC), and the Colorado State University Program Review. All Accreditation Committee appointments are made by the Department Head. The Committee members are appointed for five-year terms. A member in the last year of their term serves as Chair and rotates off the Accreditation Committee the subsequent year as a new member is appointed. Faculty membership on this committee should be rotated among as many faculty members as possible. All members of the Accreditation Committee except ex officio members are voting members.

Section 4f. Awards Committee

The Department shall have an Awards Committee comprising five faculty members. A Departmental staff member who is responsible for activities related to this Committee shall be an ex officio member. The Awards Committee is responsible for promoting the recognition of the Departmental faculty via nominations for awards at the national and international levels. Such recognition activities include promoting faculty members for elevated membership grades in professional societies (e.g., Fellow Grade in the American Society of Civil Engineers) and promoting faculty for prominent positions on various committees external to the Department. All Awards Committee appointments are made by the Department Head. Committee members are appointed for five-year terms. A member in the last year of their term serves as Chair and rotates off the Awards Committee the subsequent year as a new member is appointed. Faculty membership on this committee should be rotated among as many faculty members as possible. All

members of the Awards Committee except ex officio members are voting members.

Section 4g. Code Committee

The Department shall have a Code Committee comprising three faculty members. One member shall be the Department Head and the other two members shall be elected by the faculty members eligible to vote. One new member shall be elected each year, and the elected committee members serve two-year terms. The member in the last year of their term serves as Chair and rotates off the Code Committee the subsequent year as a new member is elected. The Code Committee shall ensure that Department practices align with the Manual and Code. The Code Committee also shall draft and present to the faculty for adoption any proposed Code revisions.

Article IV. Staffing Policies

Section 1. Hiring Personnel

The Department Head shall consult with the Departmental faculty regarding the hiring of new faculty and staff members. The Head shall also adhere to Sec. E4 of the Manual and the requirements of the Office of Equal Opportunity. The Department Head may appoint an ad hoc search committee for the purpose of hiring personnel.

Section 2. Tenure

The tenured faculty of the Department shall be represented by an elected Tenure Committee comprising 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 off the Committee the subsequent year as a new member is elected to the Committee. Each new member of the Tenure Committee shall be elected by the following two-stage process. In the first stage, the tenured faculty vote by ballot for one tenured faculty member who is not currently a member of the Tenure Committee. In the second stage, the tenured faculty vote by ballot among the two faculty candidates who received the most votes from the first stage. If there is a tie for the most votes, then the second election shall include all faculty candidates receiving the most votes. If there is only one faculty candidate who receives the most votes, but there is a tie for the second most votes, then the second election shall include all faculty candidates receiving the most and second most votes. The faculty candidate receiving the greatest share of the votes from the second stage is elected to the Tenure Committee. Any ties shall be decided by the Department Head.

The Department Head and the Tenure Committee shall prepare recommendations regarding reappointment and tenure of Department faculty. 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. This Committee shall review annually the record of each tenure-track faculty member. The Committee shall, in consultation with the Department Head, establish 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, and the memorandum

shall include the results of a vote of the Committee relative to the summary decision. 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 any recommendations the Committee may have for overcoming the deficiencies. The Department Head shall share and discuss the memorandum with the subject tenure-track faculty member.

Section 3. Promotion

The faculty of the Department shall be represented by an elected Promotion Committee comprising 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 off the Committee the subsequent year as a new member is elected onto the Committee. Only tenured, full Professors shall be eligible to vote for members of the Committee. A single-stage election using written ballots shall be used to elect a faculty member to the Promotion Committee. The candidate receiving the greatest share of the votes is elected to the committee. Any ties shall be decided by the Department Head.

The Department Head and the Promotion Committee shall prepare all Departmental recommendations for promotion (aside from the circumstance described in Article IV, Section 2). The Committee shall, in consultation with the Department Head, establish the procedures used in making promotion evaluations. This Committee shall review the record of any faculty member requesting consideration for promotion. The Committee shall 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 Associate Professors to assess progress toward promotion 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. The general policy of the Department is 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 may be selected as a substitute for a faculty member who is expected 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 the mission of the

Department. The Department's consulting policy is described in Section D.7.6.2 of the 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. The consulting activities of each faculty member shall be reported to the Department Head on an annual basis.

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. Designations as to who may serve as advisor, co-advisor and committee member shall follow those specified by the Graduate School. Joint-appointment faculty shall be eligible to advise the Department's M.S. and Ph.D. students. Non-tenure-track faculty in the Department (research faculty / administrative professionals) may solely advise M.S. students and co-advise Ph.D. students. Faculty Affiliates in the Department are not eligible to serve as advisors or co-advisors but may serve as a committee member. An exception to this rule pertains to former faculty members of the Department who have moved to new positions outside of the University. These former faculty members may continue to advise M.S. and Ph.D. students they already were advising prior to leaving the University.

Section 7. Department Head Selection

The Department Head shall be selected in accordance with the procedures set forth in Section C 2.6 of the Manual. The Head is selected by the Dean of the College of Engineering. The procedures for this selection are established by the Dean, and typically consist of the establishment of a search committee that is chaired by the head of another department in the College and consisting of members of the faculty and staff of the Department. The individual selected to be the Department Head shall either be a tenured, full Professor or be eligible to be appointed as a tenured, full Professor at the start of the position.

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. Workloads

The equitable assignment of workloads to individual members of the Departmental 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 missions of teaching, research, and service and outreach. Workloads should be comparable to those at peer departments. The Department Head shall annually report to the Department faculty 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.

The measures used to evaluate workloads shall include:

TEACHING: Number of courses assigned, instructional innovations, student evaluations of faculty teaching, student credit hour production, graduate student supervision, and student advising

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

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

Section 3. Criteria for Tenure and Promotion and Salary Increases

The Manual identifies the three general areas of endeavor considered to fulfill the University function as teaching, research, and service and outreach. A recommendation for tenure or promotion requires a good-to-excellent record in the combined areas of teaching, research, and service and outreach. Because the mission of the Department includes education, acceptable teaching is absolutely necessary to accomplish the goals of the Department. Measures of teaching performance may include teaching awards, student course comments and evaluations, peer evaluations of teaching, advising graduate students to completion, service on M.S. thesis and Ph.D. dissertation committees, development of new courses, major course revisions, continuous course improvements, and pedagogical training.

Production of innovative and scholarly research is central to the Department's mission. Refereed journal articles in the major journal(s) in the faculty member's field are the primary measure of research production and scholarship. Other forms of publication, such as conference proceedings and books, are of lesser significance, and should be supported by information indicating peer review. Additional measures of research performance may include the number of citations to one's research and the number and dollar amount of funded research projects. Noteworthy awards or citations and being an invited and/or keynote speaker at a conference are also considered.

Service and outreach are considered, but typically are given less weight in tenure decisions.

In establishing salary increases, the same criteria as for tenure and promotion evaluation are applied, but, additional 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 appropriate, some consideration is given to completion of unusual assignments or the attainment of unusual achievements.

Section 4. Periodic Comprehensive Reviews of Tenured Faculty Members

In accordance with Section E.14.3.1 of the Manual, the Department Head shall initiate periodic, comprehensive (Phase I) reviews of tenured faculty members.

When Phase II Reviews are required (see Section E.14.3.22.2.2 of the Manual), the following procedures and rules shall apply:

- a. The Phase II review shall be conducted by a committee of three tenured faculty members 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 Chair of the Promotion Committee, (2) One member selected by the Department Head, and (3) One member 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 deems necessary to collect, including peer evaluations, and (3) any additional material the faculty member being reviewed chooses to supply.
- e. The faculty member being reviewed shall be allowed an interview with the Committee if he/she so desires.
- f. The Phase II Committee shall report its conclusions in writing to the Department Head and provide a copy to the faculty member being reviewed.

Section 5. 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. Routine 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. A quorum is required at faculty meetings where a vote shall be taken. In the absence of a quorum, voting may be conducted subsequent to the faculty meeting by paper or e-mail ballot. Voting on major Departmental issues, including Code revisions, shall be conducted using a paper or e-mail ballot. After the Department meeting, the minutes of the meeting shall be made available to the Department faculty.

Section 2. Annual Meeting

There shall be an annual Departmental meeting, typically held prior to the beginning of the Fall Semester, at which time the Department Head shall review the Departmental activities including fiscal status for the previous year and future plans and prospects.

Article VII. Departmental Self-Evaluation

Section 1. Frequency

Evaluation of the operation of the Department shall be initiated by the Provost, the Department Head, or a majority vote of the eligible faculty members.

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 members. The Department Head and Assistant or Associate Department Head shall not be eligible for membership on this Committee. The eligible faculty members 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 at the discretion of the Self-Evaluation Committee. The Committee shall assess the quality of the academic programs of the Department and to evaluate the departmental operations including human resources, facilities, physical resources, work environment, organization and administration in order to maintain and improve morale, effectiveness, and productivity. The Committee shall not evaluate the performance of the Department Head, which is a responsibility of the Dean. The Self-Evaluation Committee report shall be submitted to and approved by a majority of the eligible faculty members before being submitted to the Department Head and Dean of the College of Engineering. A minority report also may be submitted.

Article VIII. Code and Policy Manual Revision

Section 1. Code Revisions

Any revisions to the Code are to be initiated by the Code Committee as described in Article III, Section 4g. A minimum two-thirds vote of eligible faculty members in the Department shall be required for adoption of a revised Code. 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, the revised Code shall immediately become the Department Code subject to any limitations of the Manual. A copy of the Code shall be made available on the Department website.

Section 2. Policy Statements

A copy of any policy statements 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 Policy Manual shall be made available on the Department website.

Article IX. Policy on Cheating and Plagiarism

Section 1. Student Conduct

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

Article X. Student Academic Appeals

Section 1. Procedure

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 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.