

**Code of the  
DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING  
Walter Scott, Jr. College of Engineering (WSCOE)  
Colorado State University**

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**Article I. Departmental Mission and Vision**

**Section 1. Mission**

The Mission of the Department of Civil and Environmental Engineering (hereafter referred to as the Department) is to prepare our graduates for creative and effective leadership in engineering practice, education, research, service, and engagement. Graduates shall have the ability to support engineering infrastructure, environmental sustainability, economic development, and quality of life with an interdisciplinary 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 (hereafter referred to as the Manual). These sections define and describe the University's faculty appointments. The faculty include all personnel who carry academic rank (professor, associate professor, assistant professor, master instructor, senior instructor, instructor, and faculty affiliate) and the University President. Full- and part-time faculty can be appointed as tenured, tenure-track, contract, continuing, adjunct, or transitional faculty. Faculty with contract and continuing appointments at the rank of professor, associate professor, and assistant professor will be designated with the working titles of Teaching Professor, Teaching Associate Professor, and Teaching Assistant Professor when their primary duty is teaching, and Research Professor, Research Associate Professor, and Research Assistant Professor when their primary duty is research. Non-tenure-track faculty with adjunct appointments will be appointed as Instructors.

### Section 2. Voting Eligibility

Faculty members eligible to vote on Departmental matters are those faculty administratively responsible to the Department and holding tenured, tenure-track, contract, continuing, and transitional appointments.

### 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 include the following standing committees: Tenure Committee, Promotion Committee, Non-Tenure-Track Promotion Committee, Advisory Committee, Undergraduate Instruction Committee (UGIC), Graduate Instruction Committee (GIC), Graduate Admissions Committee (GAC), Accreditation Committee (AcC), 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. Tenure Committee

The tenured faculty of the Department shall be represented by an elected Tenure Committee for the purpose of advising tenure-track Assistant Professors towards promotion to Associate Professor with tenure, or for evaluating the possibility of granting tenure to faculty who are hired at the Assistant Professor, Associate Professor, or full Professor level. Eligible members of the Tenure Committee include all tenured faculty of the Department except the Department Head. The Tenure Committee comprises 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. The member rotating off the Tenure Committee may decline to be considered for re-election to the Tenure Committee during the subsequent year. 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.

### Section 4b. Promotion Committee

The tenured, full Professor faculty of the Department shall be represented by an elected Promotion Committee for the purpose of advising tenured Associate Professors towards promotion to full Professor. Eligible members of the Promotion Committee include all full Professor faculty of the Department except the Department Head. The Promotion Committee comprises 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. The member rotating off the Promotion Committee may decline to be considered for re-election to the Promotion Committee during the subsequent year. 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.

#### Section 4c. Non-Tenure-Track Promotion Committee

The Non-Tenure-Track (NTT) Promotion Committee shall advise non-tenure-track faculty towards promotion. The NTT Promotion Committee shall comprise five faculty including three tenured faculty and two non-tenure-track faculty. The tenured faculty will include the three most senior members of either the Tenure Committee or the Promotion Committee in the year of the application for promotion depending on whether the promotion of the non-tenure-track is to rank of Associate Professor or Professor, respectively. The chair of the NTT Promotion Committee shall be the chair of the Tenure Committee or the Promotion Committee as appropriate. The non-tenure-track faculty on the NTT Promotion Committee shall be at the appropriate rank, i.e., at a higher rank than that of the faculty being considered for promotion, and shall be selected by the Department Head. Because of the possibility that there may be a limited number of non-tenure-track faculty at the appropriate rank in the Department, consideration of non-tenure-track faculty at the appropriate rank outside the Department may be required. As a result, preference for selection of the non-tenure-track faculty to serve on the NTT Promotion Committee will be in the order of Department over College (WSCO) over University.

#### Section 4d. 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 4e. 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 4f. 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 4g. 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 4h. Accreditation Committee (AcC)

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 AcC 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 AcC 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 AcC 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 AcC except ex officio members are

voting members.

#### Section 4i. Code Committee (CC)

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 CC the subsequent year as a new member is elected. The member rotating off the CC may decline to be considered for re-election to the CC during the subsequent year. The CC shall ensure that Department practices align with the Manual and Code. The CC 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 Tenure Committee shall review annually the record of each tenure-track faculty member, and prepare a recommendation regarding progress towards reappointment and tenure. 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 a summary recommendation by the Committee as either Meets Expectations or Below Expectations. The memorandum shall be signed by all members of the Tenure Committee. In the event of a Below Expectations decision, the Committee shall provide specific reasons for the decision together with recommendations for overcoming the deficiencies. The Department Head shall share and discuss the memorandum with the subject tenure-track faculty member.

At the beginning of each academic year in which a tenure-track faculty is to apply for promotion to Associate Professor with tenure, each applicant's submitted dossier shall be summarized by the Tenure Committee into a one-page document, and the summary document(s) shall be shared with all tenured faculty, except the Department Head, in advance of a meeting of all tenured faculty convened to discuss and vote on all tenure cases for that year. The meeting shall be chaired by the Tenure Committee chair. Other materials to be provided in advance of the meeting include each applicant's full dossier. During the meeting, and following the discussion of each applicant's case for tenure and promotion, a vote of all eligible faculty as to the recommendation for tenure and promotion for the applicant shall be solicited and recorded. Following the meeting, the Tenure Committee will provide

a written recommendation that includes a summary of the results of the discussion and the vote for each applicant to the Department Head. The recommendation shall include justifications of the majority opinion and dissenting opinion, if any, and shall be approved by signature of all faculty who voted. In the case of an Assistant Professor simultaneously applying for both tenure and promotion to Associate Professor, the written recommendation and summary vote shall apply to both the tenure and promotion decisions.

### Section 3. Promotion of Tenured Associate Professors

The Department Head and the Promotion Committee shall prepare all Departmental recommendations for promotion of tenured Associate Professors. Tenured Associate Professors are encouraged to request an annual progress review by the Promotion Committee to assess progress towards promotion to full Professor. In the case of progress reviews, the Committee shall submit to the member requesting the review a memorandum summarizing whether or not the faculty member is making satisfactory progress towards promotion. In the event progress is deemed as unsatisfactory, the Committee shall provide specific reasons for the decision together with recommendations for overcoming the deficiencies. The memorandum shall be signed by all members of the Promotion Committee. The Department Head shall be copied on the memorandum.

At the beginning of each academic year in which a tenured Associate Professor is to apply for promotion to full Professor, each applicant's submitted dossier shall be summarized by the Promotion Committee into a one-page document, and the summary document(s) shall be shared with all tenured full Professors, except the Department Head, in advance of a meeting of all tenured full Professors convened to discuss and vote on similar promotion cases for that year. The meeting shall be chaired by the Promotion Committee chair. Other materials to be provided in advance of the meeting include each applicant's full dossier. During the meeting, and following the discussion of each applicant's case for promotion, a vote of all eligible faculty as to the recommendation for promotion for the applicant shall be solicited and recorded. Following the meeting, the Promotion Committee will provide a written recommendation that includes a summary of the results of the discussion and the vote for each applicant to the Department Head. The recommendation shall include justifications of the majority opinion and dissenting opinion, if any, and shall be approved by signature of all faculty who voted.

### Section 4. Promotion of Non-Tenure Track Faculty

The Department Head and the Non-Tenure-Track (NTT) Promotion Committee shall prepare all Departmental recommendations for promotion of non-tenure-track faculty. Non-tenure-track faculty members are encouraged to request an annual progress review by the NTT Promotion Committee to assess progress towards promotion. In the case of progress reviews, the NTT Promotion Committee shall submit to the faculty requesting the review a memorandum summarizing whether or not the faculty member is making satisfactory progress towards promotion. In the event progress is deemed unsatisfactory, the NTT Promotion Committee shall provide specific reasons for the decision together with recommendations for overcoming the deficiencies. Each memorandum shall be signed by all members of the NTT Promotion Committee. The Department Head shall be copied on the memorandum.

At the beginning of each academic year in which a NTT faculty is to apply for promotion to a higher rank, each applicant's submitted dossier shall be summarized by the NTT Promotion Committee into a one-page document, and the summary document(s) shall be shared with all faculty who are eligible

to vote, except the Department Head, in advance of a meeting of all eligible faculty convened to discuss and vote on similar promotion cases for that year. The meeting shall be chaired by the NTT Promotion Committee chair. Other materials to be provided in advance of the meeting include each applicant's full dossier. During the meeting, and following the discussion of each applicant's case for promotion, a vote of all eligible faculty as to the recommendation for promotion for the applicant shall be solicited and recorded. Following the meeting, the NTT Promotion Committee will provide a written recommendation that includes a summary of the results of the discussion and the vote for each applicant to the Department Head. The recommendation shall include justifications of the majority opinion and dissenting opinion, if any, and shall be approved by signature of all faculty who voted.

#### Section 5. 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 6. 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 7. 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. Research Scientists/Scholars with annual joint appointments as Assistant, Associate, or Full Research Professor may solely advise M.S. students and co-advise Ph.D. students. An exception is made for Research Scientists/Scholars with level II and above, and with annual joint appointments as Assistant, Associate, or Full Research Professor to advise Ph.D. candidates in Civil and Environmental Engineering, given the co-advisor is a full-time faculty member of the Department. Petitions for this exception are to be submitted to the Department Head and evaluated by the Promotion Committee. Petitions must include relevant evidence, notably the candidate's resume, a statement of the candidate's research interests and current funding, and a publication list. The Department Head then



will make a final decision based on the recommendation of the Promotion Committee.

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 8. 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 WSCOE. 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 WSCOE and comprising 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, 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/or service and outreach, with proportional emphasis based upon the faculty member's workload distribution. 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, WSCOE, University and/or profession. Where appropriate, some consideration is given to completion of unusual assignments or the attainment of unusual achievements.

More detail of the aforementioned criteria and expectations is provided in Appendix A. All faculty shall be made aware of the criteria for tenure and promotion annually via a Department communication.

### 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 contributions 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 WSCOE. 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.

## **Appendix A. Criteria and Expectations for Tenure and Promotion**

This appendix provides further details pertaining to the criteria and expectations of the Department of Civil and Environmental Engineering in compliance with requirements at Colorado State University regarding the award of tenure to tenure-track (TT) faculty and the promotion of TT and tenured (T) faculty. These details are meant only to provide guidance to faculty considering tenure and/or promotion and are non-binding nor inclusive.

The period of time a TT faculty member spends as a non-tenured assistant professor is called the probationary period. Promotion to Associate Professor is typically considered after five years in rank as a TT Assistant Professor. The tenure decision is also considered at that time.

The probationary period is expected to last no more than six years (with the tenure and promotion decision being made in the final, sixth year). The faculty manual provides a mechanism for extending the probationary period, with approval from the Dean and the Provost. One common reason for such an extension is the need to take family medical leave. Also, the standard start of the probationary period is expected to be at the beginning of the academic year, i.e., at the beginning of the fall semester. When an Assistant Professor begins their appointment in the middle of the academic year (i.e., January or the beginning of the spring semester), the standard expectation is that the duration of the probationary period will be extended to six and one-half years. Shorter probationary periods may be possible (e.g., five and one-half years) when there are extenuating circumstances, provided formal approval has been obtained. For instance, shorter probationary periods are possible when faculty members gained TT experience at peer institutions. Considerations for shorter probationary periods need to be reviewed and approved by the relevant committee (i.e., Tenure or Promotion Committee). In the case of faculty members who earned promotion and tenure at peer institutions prior to joining CSU, the relevant committee(s) need(s) to review and approve a recommendation for tenure and appropriate rank at the time of hiring.

Although tenured Associate Professors may remain in that rank indefinitely, they may be considered for promotion to full Professor generally after five years in rank.

### **Section A.1 Promotion to Associate Professor**

#### **Section A.1.1 Evidence of Teaching Effectiveness**

A TT faculty member should demonstrate a commitment to, and a capacity for, delivering a significant body of instructional content with high quality. Evidence demonstrating teaching effectiveness may include:

- a) thoughtful evaluation by peers and students, especially when evaluations result from Department-level assessment of programs;
- b) assessment of student learning in the classes taught by the faculty member;
- c) enrollment in courses taught by the faculty member;
- d) well-organized syllabi that clearly indicate course expectations;
- e) indication of on-going course development (even if minor); and/or
- f) breadth of instructional experience that demonstrates successful teaching of a variety of courses at several levels (lower division, upper division, and graduate).

The CEE Department recognizes that effectiveness in teaching is not easy or straightforward to

assess. Therefore, care is required when evaluating teaching success for each individual TT faculty member. For example, engaging classroom instruction may come naturally to some faculty members, whereas other members may experience initial difficulties in this regard. However, when a faculty member encounters issues or problems with teaching effectiveness, they should acknowledge and address these issues or problems with the goal of continuous improvement. The use of available professional development resources in this area, such as The Institute for Learning and Teaching (TILT) at CSU is encouraged.

Successful mentoring and advising of graduate students is an important part of effective teaching. A TT faculty member must participate in graduate-student committees, and successfully advise PhD and Master-degree students to degree completion. To earn tenure and promotion in the CEE Department, a faculty member is expected to have advised at least one PhD and several MS students to degree completion before the end of the probationary period.

### **Section A.1.2 Evidence of Research and Scholarly Accomplishments**

Evidence of research and scholarly accomplishments is based on refereed publications in respected and renowned national or international outlets, with the primary emphasis on refereed publications in archival journals. In this regard, both quantity and quality of journal publications are considered.

Other evidence of accomplishments in research and scholarship include:

- a) presentations at regional, national, and international conferences;
- b) invitations to visit and present at peer (or higher) institutions;
- c) external funding activity (writing of proposals, obtaining awards, and obtaining renewals);
- d) measured consideration of citations by other authors;
- e) meaningful collaborations whose value can be documented;
- f) activity in applied research (engineering reports, invention disclosures, patents, etc.);
- and,
- g) development of a portfolio of juried creative scholarship in (inter)national venues.

In particular, consideration of this evidence must demonstrate that the TT faculty member has established, or is on the path to establishing, an independent research program supported by procurement of external grants and contracts for research projects conducted at CSU. The faculty member should be the principal investigator for several projects, which provide financial support of graduate students, and produce scholarly publications.

Although development of a strong disciplinary reputation with quality and impact are valued, interdisciplinary activity also is encouraged and will be taken into account when assessing evidence of scholarly work.

### **Section A.1.3 Evidence of Service Contributions**

There are two types of service contributions: internal and external.

Internal service includes membership on CEE, College of Engineering, and University committees, which can be standing and ad-hoc committees (e.g., faculty search committees), as well as activities such as advising student professional organizations (e.g. ASCE, Tau Beta Pi,

Engineers without Borders).

External service includes activities external to CSU, and especially involves activities for professional societies, such as professional society committee service, including serving on the organizing committees of national and international conferences, workshops, etc., organizing and/or moderating sessions at professional conferences, consulting with individuals and groups in the State of Colorado in extension and application of research findings, serving as a reviewer for competitive grant proposals and refereed publications, and serving as an editor, associate editor, and/or editorial board member of archival journals.

During the probationary period, TT faculty members generally are expected to participate in a less- than-average amount of service, thereby increasing time available for research and teaching activities. Although some internal service is necessary, particularly in terms of CEE committee service, external service is preferred as this service helps to establish a professional network benefitting career development.

## **Section A.2 Tenure**

Although tenure and promotion are evaluated separately, tenure usually is evaluated simultaneously with promotion to the rank of Associate Professor, and involves assessment of the same dossier. The distinction between promotion and tenure is that promotion comes with a new rank and generally a raise in salary, whereas tenure implies CSU's long-term commitment to the faculty member's position. In the case where an Assistant Professor simultaneously applies for both tenure and promotion to the rank of Associate Professor, the written recommendation of CEE Department's Tenure Committee shall apply to both the tenure and the promotion decisions, as stipulated in this Code.

Promotion should acknowledge accomplishments prior to appointment as a TT faculty member at CSU, and recognize achievements while a CSU TT faculty member. In the conferring of tenure, CSU makes a significant commitment to the faculty member, for many years to come. Therefore, a central element of the criteria for tenure is the promise of future accomplishment by the faculty member.

When tenure is denied, CSU generally grants the faculty member employment for one year past the end of the probationary period. Thereafter, employment at CSU is terminated.

## **Section A.3 Promotion to Professor**

A Professor at CSU is expected to be a University leader, contributing in a major way to the mission of the CEE Department, the Walter Scott Jr. College of Engineering, and CSU. An exemplary record of activity and achievement is expected in most of the major categories of activity, i.e., teaching, scholarship and funded research, and service. Also expected is evidence of leadership supporting the mission and activities of the CEE Department.

Much of the same criteria (for teaching, research, and service) noted for promotion to Associate Professor is applicable for promotion to full Professor. However, substantially greater emphasis is placed on national and international recognition of the quality and the impact of the

faculty member's funded research and scholarship.

Promotion to the rank of Professor entails an increase in leadership expectations. Examples of increased expectations include:

- teaching a broader range of classes;
- designing or developing new courses;
- participating substantially in curriculum development; and
- advising several Ph.D. students to graduation.

Examples of research and scholarship expectations include:

- research projects of longer duration and substantial funding;
- invitations to give broad-scope, keynote or other special presentations at conferences or universities;
- leadership of interdisciplinary teams on more complex projects;
- collaboration with an expanding circle of colleagues, in and out of CSU; and
- establishment of a substantial body of work that exemplifies national and international recognition of the faculty's reputation.

Examples of service contributions include:

- chairing internal and external professional committees;
- serving as an editor or associate editor for major professional journals;
- providing leadership to society in the significant implementation of research findings;
- regularly serving as a panel reviewer for grants; and
- leading significant activities in professional societies.