

Code of the Department of Systems Engineering (Revised October, 2018)

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

A. Department Administrative Officer (C.2.4.2.1.a)

The administrative officer of the Department of Systems Engineering is the Department Head.

B. Administrative Organization (C.2.4.2.1.b)

B.1 The Department Head

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. The term of office shall be 5 years.

B.2 Acting and Interim Department Head

The Department Head shall appoint the Associate Department Head (or if unavailable, another member of the faculty) to serve as the Acting Department Head 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 faculty.

B.3 The Associate Department Head

An Associate Department Head shall be appointed by the Department Head from the tenured faculty at the rank of Associate Professor or higher, and confirmed by a majority vote of the 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 and a representative of the academic advising staff shall act as departmental representatives on the College Curriculum Committee. Upon written request from the Department Head, the Associate Department Head will step down before the end of the academic semester.

B.4 The Standing Committees of the Department of Systems Engineering

B.4.1 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.

B.4.2 Standing Committees: Named

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

B.4.3 Standing Committees: Membership and Function

B.4.3.1 *Executive Committee*

The Executive Committee shall consist of The Department Head, the Associate Department Head, the Chair of the Tenure and Promotion Committee, and one faculty member elected by a vote of the faculty (excluding those above). The Executive Committee shall provide advisement to the Department Head.

B.4.3.2 *Tenure and Promotion Committee*

For a candidate seeking promotion, the Tenure and Promotion Committee shall consist of all tenured faculty above the current rank of the candidate. For a candidate seeking tenure only (and not promotion), the committee shall consist of all tenured 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. The Department Head, as necessary, will call meetings of the Tenure and Promotion Committee. The Chair will be appointed by the Department Head.

B.4.3.3 *Awards Committee*

The Awards Committee shall consist of three faculty members selected by a vote of the voting faculty (Section M). 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 and staff of Systems Engineering.

B.4.3.4 *Graduate Committee*

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

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

B.4.3.4 *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.

B.5 Personnel Policies of the Department

B.5.1. Faculty positions defined (E.2.1)

Faculty members of the Systems Engineering department includes faculty affiliates, visiting faculty, non-tenure track faculty, assistant, associate and full professors with current appointments in the Systems Engineering department, and professors emeritus whose appointment is from the Systems Engineering department.

Faculty members are designated as either regular faculty or non-tenure track faculty. *Regular faculty* members are tenure-track or tenured assistant, associate, and full professors. All others are considered *non-tenure track faculty* members.

Staff members of the Systems Engineering department includes administrative professionals who do not carry academic rank, non-exempt employees, research scientists, and other non-student employees of the Department.

B.5.1.1. Non-tenure track positions

Non-tenure track faculty have three types of appointments: Adjunct, Contract or Continuous. In SE, individuals who are appointed for one year or less or for less than 50% effort will be appointed as adjunct non-tenure track faculty. Individuals who are appointed for 2-5 years at 50% or greater effort will be appointed as continuous non-tenure track faculty. Individuals whose efforts are considered long-term and who are appointed at 50% or greater effort will be appointed as contract non-tenure track faculty (for 2 or 3 years per contract). A recommended progression for a >50% effort non-tenure track faculty would be to be under a Continuous appointment for the first few years of their service to CSU, then transitioning to a Contract appointment for the long-term. Non-tenure track faculty on a contract or on continuous appointment will have voting privileges in the department for all matters excluding tenure track hiring, and promotion & tenure decisions.

Systems Engineering has a rank series for non-tenure track faculty consisting of Assistant Professor (non-tenure track), Associate Professor (non-tenure track), and Professor (non-tenure track). The Department Head may offer the title of Assistant Professor (non-tenure track) at the time of hire, if the requirements of the title are satisfied. The Department Head may offer an advanced non-tenure track title (e.g. Associate Professor (non-tenure track)) at the time of hire when the individual's merit clearly meets or exceeds the standards for promotion to the title being considered, pursuant to the duties and responsibilities of the faculty of the Systems Engineering Department. This can be a part-time or full-time faculty appointment.

- Assistant Professor (non-tenure track). In order to qualify for this position, the candidate must have an earned graduate degree in engineering or closely aligned discipline, or equivalent experience in practice. Assistant professors (non-tenure track) are expected to independently and creatively contribute to the department's teaching, research, and service missions.
- Associate Professor (non-tenure track). In order to qualify for this position, the candidate must have the equivalent of an earned doctoral degree, have demonstrated excellence in the Systems Engineering domain, have post-graduate experience in practice and teaching of Systems Engineering, and have established a national reputation in their field of practice..
- Professor (non-tenure track). In order to qualify for this position, the candidate must have the equivalent of an earned doctoral degree, have demonstrated excellence in the Systems Engineering domain, have led Systems Engineering research programs, and have established an international reputation as an educator and leader in their field of study,. Professors (non-tenure track) are expected to lead provide continue their highest quality research and teaching 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 Committee, any rank of non-tenure track faculty may sit on graduate student committees and serve as the major advisor/chair on Master of Science thesis and Doctor of Philosophy dissertation committees, for any level of degree (masters, doctorate) that they have earned (i.e. a professor whose highest held degree is a Master's in Business Administration may serve on committees or as

advisor for any Master of Science in Systems Engineering student, but is not eligible to serve on doctoral committees).

B.5.1.1. Tenure track positions

Systems Engineering has a rank series for tenure track faculty consisting of Assistant Professor Associate Professor, and Professor. The Department Head may offer the title of Assistant Professor at the time of hire if requirements of the title are satisfied. The Department Head may offer an advanced tenure track title (e.g. Associate Professor) at the time of hire when the individual's merit clearly meets or exceeds the standards for promotion to the title being considered, pursuant to the duties and responsibilities of the faculty of the Systems Engineering Department. This can be a part-time or full-time faculty appointment.

- Assistant Professor. In order to qualify for this position, the candidate must have earned a terminal doctoral degree in engineering or closely aligned discipline. Assistant professors will have demonstrated excellence in research and must have a strong record of publications in their research field as the principal author. The Assistant Professor will seek to develop expertise in research, education, service and outreach, must develop an independent, funded, research and education program as the Principal Investigator.
- Associate Professor. In order to qualify for this position, the candidate must have earned a doctoral degree, have demonstrated excellence in research, education, service and outreach, have developed an independent research program with documented grant support as the Principal Investigator, have a strong record of publications as the senior author in their research field, and have established a national reputation in their field of research.
- Professor. In order to qualify for this position, the candidate must have an earned doctoral degree, have demonstrated expertise in the domain, have developed an independent research program with documented grant support as the Principal Investigator, an influential record of publications as the senior author in their research field, and have established an international reputation as a leader in their field of research. Professors (non-tenure track) are expected to continue their high quality research activities and build upon their international reputation as a leader in their chosen field.

C. Department Mission and Vision (C.2.4.2.1.c)

“To be the world’s premier systems engineering program” – Ronald M. Sega (founding Director)

C.1 Department Mission

Colorado State University’s Department of Systems Engineering is dedicated to serving students with an interdisciplinary, comprehensive education that is accessible and customizable.

- Our curriculum provides the foundation for a lifetime of creative and rigorous systems thinking and cultivates students into adaptable and successful scholars and professionals.
- We strive to conduct innovative and pragmatic team-based research to solve the most complex and challenging problems facing the human condition.
- The Department invests in employees through inclusion and empowerment to realize personal and professional excellence.
- We seek to serve our local, national, and global society through bi-directional scholarly engagement with industrial, governmental, and public stakeholders.

C.2 Department Vision

We provide globally-accessible systems-thinking knowledge and skills education and team-based research programs to build the Department’s collaboration with and recognition within the broader discipline, and to develop systems engineers who deliver successful systems and innovative solutions for the world’s most difficult and complex problems.

D. Procedures relating to the review of candidates for new or vacated faculty member positions. (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 and its Chair. The charge to the Search Committee is to advertise the position, evaluate candidate applications, and offer recommendations to the Hiring Authority for hiring. The committee shall consist of at least two faculty members from the department, in addition to the Chair, and at least one outside committee member. The Chair must have previously been through the University Equal Opportunity (EO) Search Committee Chair training program.

E. Procedures relating to the review of recommendations for faculty members for acquiring tenure, for promotion in rank, and for reappointment. (C.2.4.2.1.e)

The department head shall initiate the process leading to a recommendation for tenure, for promotion in rank, and for reappointment. 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 Tenure and Promotion committee consisting of at least three (3) members. The chair, in consultation with the committee members and Department Head, will elicit external review letters from leaders in the candidate's field of research, as appropriate. 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 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.

F. Procedures for appointing faculty members to graduate student advisory committees. (C.2.4.2.1.f)

A graduate committee should be selected by the student and advisor in accordance with graduate school requirements. This committee is composed of the faculty advisor, an 'outside' committee member from a department other than Systems Engineering, and additional co-advisors or committee members with appropriate faculty designations, as specified by the SE Graduate Student Handbook, and the Graduate and Professional Bulletin.

G. Procedures for conducting annual and periodic comprehensive reviews of the performance of departmental faculty members as prescribed in Section E.14. (C.2.4.2.1.g)

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.

H. Procedures relating to self-evaluation of departmental operations. (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 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 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. teaching and learning
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 faculty and staff. 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.

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

I.1 Bases for appeal of academic decisions

According to the General Catalog (<http://catalog.colostate.edu/general-catalog/academic-standards/grading/#grade-appeals>), students may appeal academic decisions. This section defines Systems Engineering's interpretation of the guidance from the General Catalog, and does not represent a duplicate or parallel appeal process.

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.

I.2 Procedures for appeal of academic decisions

I.2.1 Discussion with the Responsible Faculty

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

I.2.2 Formal Appeal

If a satisfactory resolution is not reached, the student may appeal the decision by submitting a written request to the Department Head and the Associate Department Head for Graduate Studies, who will serve as the Appeal Coordinator. In the event the instructor involved in the appeal is the Associate Department Head for Graduate Studies, 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 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.

I.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 voting faculty members (neither of whom shall be involved in the appeal), two voting 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 academic decision is upheld, or
2. the Department Head will reevaluate the student's performance and assign an academic decision 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.

J. Departmental faculty member meeting (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 and staff members of the Systems Engineering department. Visitors and guests authorized by the Department Head prior to the faculty meeting are welcome to attend. Faculty and staff may submit agenda items for the Department Head's consideration.

K. Periodic review of the departmental code as specified in Section C.2.4.2.2.e (C.2.4.2.1.k)

Periodic review of the departmental code shall be conducted at intervals of no less than five (5) years.

L. Procedures for amending the code (C.2.4.2.1.1)

The department code may be amended when any of the following situations occur:

- a. the Department Head initiates the code amendment process,
- b. a majority of the 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 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 voting 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.

M. Voting rights of all members of the department (C.2.4.2.1.m)

Each faculty and staff member with an interdepartmental appointment shall be considered a member of the Systems 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.

Without the explicit permission of the Department Head, only 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 faculty, and simple majorities will carry.