



## Code of the College of Natural Sciences

February 2002

### a. Administrative officers of the college:

The administrative officers of the college include: the dean, the associate dean(s) and the assistant dean(s)

### b. Administrative organization of the college:

The College of Natural Sciences consists of eight academic departments: Biochemistry & Molecular Biology, Biology, Chemistry, Computer Science, Mathematics, Physics, Psychology, and Statistics. The college shares administrative oversight of three interdisciplinary programs: Cellular and Molecular Biology Graduate Program, Molecular and Cellular Integrative Neurosciences Program, and the Graduate Degree Program in Ecology. Faculty also participate in other centers and institutes, some of which are located totally in the college and others of which are intercollege efforts.

Overall responsibility for administration of the college rests with the dean who delegates certain responsibilities for specific instructional, research or student affairs programs to the associate or assistant dean(s). The standing committees in the college include:

#### b.1. Executive Committee:

The Executive Committee is composed of the dean, associate dean(s), assistant dean(s), and the chairpersons of the eight constituent academic departments. The Executive Committee provides counsel and advice to the dean; reviews tenure and promotion requests and provides the dean with collective recommendations thereon; and, can, by simple majority vote, propose amendments to the college code.

#### b.2. College Curriculum Committee:

The College Curriculum Committee consists of one faculty member from each department in the college and an associate dean who represents the interests of the college and of students in the college who have not declared a major or who do not have a departmental affiliation. Departmental representatives, selected by their faculty colleagues using mechanisms specified in each department's code, are appointed to the committee for three-year renewable terms. Appointments to the committee are staggered so that no more than 1/3 of the committee membership will be newly appointed in a given year. The chair of the Curriculum Committee is elected by its members. The dean will submit the name of the elected chair of the Curriculum Committee to the Faculty Council Committee on Faculty Governance to be voted on by Faculty Council as the college representative to the University Curriculum Committee. Since the term of service on the University Curriculum Committee is for three years, the term of service for the chair of the College Curriculum Committee will also be for three years. The duties of the College Curriculum Committee shall be: [1] to receive or initiate recommendations concerning courses and curricula; [2] to evaluate all proposals for new courses and programs and changes to extant courses and programs; [3] to interact with committees from other colleges or units to ensure that any proposed curricular alterations meet the academic needs and goals of clientele within those units; [4] to evaluate proposals for establishment of new academic units within the college or for the change in name, college affiliation, dissolution, division, or merger of existing departments in the college; [5] to act on all such proposals indicating approval, disapproval, or the need for modification and to forward such proposals and actions to the dean for review and action. The operating procedures for this committee have been approved by the dean and are on file in the dean's office.

**b.3. Research and Graduate Education Committee:**

This Research and Graduate Education Committee is appointed by the dean. It consists of one faculty member from each department and is chaired by an associate dean. Committee members serve two-year renewable terms, staggered such that four members continue each year. The duties of this committee shall be to [1] formulate a college research plan in format parallel to and appropriate for inclusion in the university strategic plan, [2] advise the college on policy related to research, [3] advise the college on policy related to graduate education, [4] select one faculty member each semester for recognition of research excellence, [5] organize 3-4 college colloquia, including the awardee for research excellence, each semester, and [6] assist in the collection of departmental information for college research and graduate-education data bases.

**b.4. Undergraduate Committee**

The Undergraduate Committee is appointed by the dean. It consists of one faculty member from each department and is chaired by an associate dean. Committee members serve two-year renewable terms, staggered such that four members continue each year. The duties of this committee shall be to advise the college on matters related to: undergraduate programs of study in the college (majors, minors, certificate programs, etc.); undergraduate recruitment, retention, advising, and career counseling; instructional affairs, especially at the undergraduate level/ undergraduate curricular matters not under the purview of the College Curriculum Committee; technology fee issues, undergraduate research and internships; and any other specific issues related to undergraduate education of interest to the dean.

**b.5. Sabbatical Leave Committee:**

The College Sabbatical Leave Committee consists of four faculty members appointed by the dean who are selected from those faculty who have recently been on sabbatical leave. All four members must be from different academic departments. Each committee member is appointed for a four-year term and serves as chairperson of the committee during his/her fourth and final year of service. The duties of the College Sabbatical Leave Committee shall be: [1] to formulate application guidelines that are consistent with university policies and procedures; [2] notify the heads of departments of the college of the deadline for submission of applications for sabbatical leave by faculty in their units; [3] to monitor such requests for compliance with all applicable university and college requirements; [4] to review the requests with respect to the impact of the requested sabbatical on the requestor, the department, and the college; and, [5] to forward the applications and its recommendations thereon to the dean for consideration and action. The operating procedures for this committee have been approved by the dean and are on file in the dean's office.

**b.6. Scholarship Committee:**

The College Scholarship Committee consists of at least one faculty member from each department in the college having more than ten undergraduate majors and an associate dean. Each departmental representative is appointed by the dean after his/her name is submitted by the chair of the department. Each committee member is appointed for three-year renewable terms. Appointments to the committee are staggered so that 1/3 of the committee membership will be newly appointed in a given year. The chair of the Scholarship Committee is an associate dean. The duties of the College Scholarship Committee shall be: [1] to inform undergraduate students in the college of the procedures and deadlines involved in applying for all scholarship funds controlled by the college; [2] to review the applications for such scholarships; [3] to recommend to the dean which applicants should be awarded scholarships from the available funds; [4] to study and recommend to the dean policies relating to scholarship activities of the college; and, [5] to study and recommend to the dean means to enhance scholarship funds available to the college. The operating procedures for this committee have been approved by the dean and are on file in the dean's office.

**b.7. College Awards Committee:**

The College Awards Committee consists of at least eight faculty members, a graduate student who has served as a teaching assistant, and the current president of the College of Natural Sciences Student Council. The faculty members, selected by the dean from those faculty who had won college awards in previous years, are appointed by the dean for three-year renewable terms.

The graduate student and the president of the College of Natural Sciences Student Council are appointed by the dean for one year terms. Appointments to the committee are staggered so that 1/3 of the committee membership will be newly appointed in a given year. The chair of the Awards Committee is an associate dean. The duties of the College Awards Committee shall be: [1] to inform faculty, staff, and students in the college of the procedures and deadlines involved in nominating persons for all awards controlled by the college; [2] to review the applications for such awards; and, [3] to recommend to the dean which nominees should be selected for awards. The operating procedures for this committee have been approved by the dean and are on file in the dean's office.

**b.8. College of Natural Sciences Advisory Board:**

A College of Natural Sciences Advisory Board (hereinafter called the Advisory Board) may be formed at the discretion of the dean. Members of the Advisory Board, who are selected and appointed by the dean, shall be individuals who are interested in and committed to furthering the goals and objectives of the college. The Advisory Board may be composed of college alumni, friends of the college from the private sector, or persons from the university community. The duties of the College Advisory Committee shall be: [1] to provide an independent assessment of the extent to which the college is meeting its goals and objectives; [2] to assist the dean in developing plans for the future of the college; [3] to work with the dean and the college director of development in furthering the goals and objectives of the college through fund-raising and alumni relations; and, [4] to offer counsel and advice on such other matters as may be brought to them by the dean.

**c. College objectives:**

The College of Natural Sciences is responsible for education, research, and outreach in biochemistry and molecular biology, biology, chemistry, computer science, mathematics, physics, psychology, and statistics at Colorado State University. The college is committed to:

**c.1. Excellence in undergraduate education in biological, physical, mathematical, and behavioral sciences:**

Superior students from Colorado and the nation are recruited as majors. Students learn about their disciplines through classwork, laboratory and research experiences, and field placements. Students are encouraged to integrate their knowledge from courses with laboratory, research, external placement and other experiences to form a well-rounded educational experience. They are taught to master the fundamentals of the sciences, learn laboratory and computational techniques, and discover knowledge through research. The College prepares broadly educated students who can think critically, and who upon graduation are ready to move into the workforce as effective contributors to society. The faculty is committed to providing high quality educational opportunities for students.

**c.2. World-class programs of research and graduate education:**

The college aims to have its faculty produce high quality scientific knowledge recognized by peers around the world. Doctoral programs in each of its departments shall be at least equal or exceed in quality to similar programs in the top rank of land grant institutions. The college recruits and selects high quality graduate students from the nation and the world, acknowledging the advantages of diversity in the student population. The faculty model good professional practices, provide students with rigorous, up-to-date training in research, and mentor their students in the art of teaching. Students graduate as competent and marketable professionals in their disciplines.

**c.3. Outreach to society:**

The college recognizes its critical role in providing knowledge, consultation, and other services to the local community, its schools, Colorado, the nation, and the world. The faculty aids in the development of future scientists. Through the Center for Science, Mathematics, and Technology Education, the college supports research and programs aimed at fostering improvements and innovations in science, mathematics, and technology instruction and curricula. The needs of businesses and other organizations are recognized and acted upon. Major societal problems requiring scientific expertise receive serious attention. The college supports and reinforces efforts by the faculty to be useful outside the university. The college represents a key part of a modern, evolving land grant university.

**c.4. Fostering inter-collegial and interdisciplinary programs:**

Although science education, research, and outreach are its primary activities, the college shares many of these responsibilities with other colleges. The college encourages collaborative efforts, resource sharing, interdisciplinary programs, and other devices that would produce a general good for the university, its students, and its external constituents.

**c.5. Enhancement of diversity:**

The college recognizes the important role that it must play in educating its students, faculty, and staff about cultural, gender, and ethnic diversity and its centrality in a democratic and pluralistic society. To that end, the college follows employment practices that encourage such diversity in its faculty and staff. The college mounts a variety of programs designed to attract and retain students who bring diversity to its student body.

**c.6. Improved communication and support from external constituencies:**

The college communicates its activities in teaching, research, and outreach to alumni, students and parents, and private sector constituencies. The college seeks to involve alumni and present and potential industry clients and supporters in college and department advisory groups, programs, and activities. The college seeks to increase private funding to support academic priorities and for student scholarships and fellowships.

**d. Evaluation of college operations:**

**d.1. Timing of evaluation:**

Evaluation of operations of the college, including its departments, associated interdisciplinary programs, centers, and institutes, shall be conducted periodically following a schedule set by the university.

**d.2. Scope of evaluations:**

College operations to be evaluated shall include undergraduate and graduate education, research, outreach, and other programs that are recognized objectives of the college such as enhancement of gender and ethnic diversity in the student body, faculty, and staff.

**d.3. Procedure for evaluations:**

The evaluation of college operations will follow the Academic Program Review process mandated by the University and detailed in Strategic Planning Implementation Plan. The process occurs over a three semester period and includes: preparation of a self-study by the components of the unit; review of the self-study by external disciplinary experts as well as an all-university Campus Academic Program Review Team; preparation of an action plan by the unit and dean in response to the reviews; and submission of the self-study, reviews, and action plan to the State Board of Agriculture.

Department chairs within the college may initiate a request for an interim evaluation of the college. A simple majority of the chairs must sign the request for an interim evaluation before it can be conducted. This request is to be

submitted to the provost/academic vice president, who will follow the procedure outlined for regular evaluation after notifying the dean and all department heads of the request for interim evaluation.

**e. Selection of administrative officers:**

**e.1. Selection of department heads:**

New department heads or chairs will be selected following the process in the *Academic Faculty and Administrative Professional Manual*. Detailed procedures will follow the latest revision of protocols approved by the College Executive Committee insofar as they are consistent with University and department codes. The search committee, chosen after consultation with faculty in the department affected, will consist of faculty from the department, at least one faculty member in a related discipline, a student representative from the department, and a member of the administrative staff of the department. The chair of the committee will be a current or past department executive officer from some other department in the college.

**e.2. Selection of the dean and associate and assistant deans:**

A new dean will be selected following the procedures in the *Academic Faculty and Administrative Professional Manual*. Associate and assistant deans will be selected following those same procedures, except that the search committees may be smaller than five persons and searches may be confined to on-campus candidates.

**f. Performance evaluations:**

**f.1. Performance evaluation of department heads:**

The performance of each department head shall be evaluated annually by the dean of the college, in accordance with the *Academic Faculty and Administrative Professional Manual*.

**f.2. Performance evaluation of associate and assistant deans:**

The performance of the associate and assistant deans shall be evaluated annually by the dean of the college.

**f.3. Performance evaluation of the dean:**

The performance of the dean shall be evaluated by the provost/academic vice president. When evaluating the dean, the provost/academic vice president shall solicit and utilize information from the faculty of the college and particularly from the departmental executive officers in the college.

**g. Procedures for electing or appointing faculty to College-wide committees**

**g.1. Standing College Committees:**

Except as specified otherwise in this College Code, the dean, with the advice of the College Executive Committee, shall appoint individuals to serve on standing committees of the college. Appointments to each committee shall be for terms specified in this College Code or, if not so specified, in that committee's operating guidelines. Appointments shall reflect each committee's requirements for representation of departments or other groups and any qualifications required of members.

**g.2. Ad Hoc College Committees:**

The dean may appoint *ad hoc* college committees for specified terms and proposes.



**h. Procedures for addressing college-wide academic matters:**

College-wide academic matters in general will be dealt with by the appropriate college-wide committee or by a general meeting of the college faculty.

**i. Procedures for calling and convening college faculty meetings:**

A general meeting of the faculty of the College of Natural Sciences may be called in one of the following ways: [1] at the request of the dean of the college; [2] by a majority of the members of the College Executive Committee; [3] by means of a written petition signed by at least 20 percent of the total number of regular faculty within the college, regardless of departmental affiliation; [4] by means of a written petition signed by at least 10 percent of the total number of regular faculty of every department within the college. In the event of convening such a meeting, at least two week notice of the time, location, and agenda of the meeting will be provided to all members of the regular faculty of the college via written memorandum or e-mail. The quorum needed to transact business shall be a simple majority of regular faculty members of the college.

**j. Ratification of the College Code:**

This code will become effective when ratified by 2/3 of the regular faculty members of the college.

**k. Procedures for amending the College Code:**

Amendments to the code of the College of Natural Sciences can be proposed in one of the following ways: [1] by simple majority vote of the members of the College Executive Committee; [2] by means of a written petition signed by at least 20 percent of the total number of regular faculty within the college, regardless of departmental affiliation; or, [3] by the dean acting in consultation with the College Executive Committee. Proposed amendments to the code must be publicized to the regular faculty at least two weeks prior to a mail ballot or a secret ballot taken at a general meeting of the faculty of the College of Natural Sciences convened as described in Section [i]. Notice of the time, location, and agenda of the meeting will be provided to all members of the regular faculty of the college. To be adopted, proposed amendment to the code must be approved by a two-thirds majority of all regular members of the faculty voting by mail ballot or attending a quorum-legitimized general college faculty meeting.