

To Faculty Council Members: Your critical study of these minutes is requested. If you find errors, please call, send a memorandum, or E-mail immediately to Diane L. Maybon, ext 1-5693.

NOTE: Final revisions are noted in the following manner: additions underlined; deletions ~~overscored~~.

***MINUTES
FACULTY COUNCIL
MAY 2, 2006***

CALL TO ORDER

The Faculty Council meeting was called to order at 4:15 p.m. by Mr. Robert L. Jones, Chair.

Mr. Jones announced that Mr. C. W. Miller will be substituting for Mr. Paul Kugrens as the Parliamentarian for the May 2, 2006 Faculty Council meeting.

ANNOUNCEMENTS

- A. NEXT FACULTY COUNCIL MEETING - SEPTEMBER 5, 2006 - A103 CLARK BUILDING - 4:15 P.M.

Mr. Jones announced that the next regularly scheduled Faculty Council meeting will be held on September 5, 2006 in Room A103 Clark Building at 4:15 p.m.

- B. ADMINISTRATION/FACULTY COUNCIL DIALOGUE - SEPTEMBER 5, 2006 - PRESIDENT LARRY E. PENLEY

Mr. Jones announced that the September 5, 2006 Administration/Faculty Council Dialogue is scheduled to be presented by President Larry E. Penley. This will be confirmed by that date.

- C. ACTIVE ISSUES TRACKING LIST FOR FACULTY COUNCIL STANDING COMMITTEES

Mr. Jones announced that a current Active Issues Tracking List for Faculty Council Standing Committees was included in the May 2, 2006 Faculty Council agenda materials for information.

- D. PROPOSED REVISIONS TO THE *MANUAL*, CODE SECTION C.2.1.9.5.a - EXECUTIVE COMMITTEE - COMMITTEE ON FACULTY GOVERNANCE

Ms. Sue Pendell, Chair, Committee on Faculty Governance, announced that proposed revisions to the *Manual*, Code, Section C.2.1.9.5.a - Executive Committee will be an action item at the September 5, 2006 Faculty Council meeting.

MINUTES TO BE APPROVED

- A. FACULTY COUNCIL MEETING MINUTES - APRIL 4, 2006

Mr. Evan Vlachos moved to approve the April 4, 2006 Faculty Council meeting minutes.

MR. VLACHOS' MOTION WAS ADOPTED.

REPORTS TO BE RECEIVED

A. PROVOST/SENIOR VICE PRESIDENT REPORT - MR. TONY FRANK, PROVOST/SENIOR VICE PRESIDENT

Mr. Jones recognized Mr. Tony Frank, Provost/Senior Vice President to present the Provost/Senior Vice President report. Mr. Frank announced that Ms. Ann Gill and Ms. Sandra Woods have been appointed as the Dean of Liberal Arts and the Dean of Engineering, respectfully.

Mr. Frank reported that a search committee has been approved and will begin the search for the new Dean of the Warner College of Natural Resources.

Mr. Frank reported that the first candidates interviewing for the position of Vice President for Admissions and Access have completed their campus interviews and the Search Committee will be making recommendations to him for his consideration.

Mr. Frank announced that candidates have completed airport interviews for the position of Vice President for Research this week. Mr. Frank noted that the Search Committee will be making recommendations to him for candidates to come to campus interviews.

In addition, Mr. Frank reported that he is currently reviewing candidate recommendations received from the Vice Provost for Outreach and Strategic Partnerships Search Committee.

MR. FRANK'S REPORT WAS RECEIVED.

B. FACULTY COUNCIL CHAIR REPORT - MR. ROBERT JONES, FACULTY COUNCIL CHAIR

Mr. Jones announced that Dr. Charles O. Neidt passed away on Thursday, April 20, 2006. Dr. Neidt was Acting President of Colorado State University from 1979 to 1981 and was Academic Vice President from 1969 to 1979. As Academic Vice President, Dr. Neidt also chaired Faculty Council. Mr. Jones asked to observe a moment of silence in respect for Dr. Neidt's service to the University and faculty.

Mr. Jones reported that the University of Colorado External Tenure Review Report has been released. He noted that he and Mr. Tom Gorell, Vice Provost for Faculty Affairs, have reviewed the report and found no major issues of concern. He explained that the University of Colorado's tenure policies were compared with 17 other major institutions to identify best practices. Mr. Jones noted that the comparison show no major deficiencies with Colorado State University tenure policies. Mr. Jones stated that, in fact, the University of Colorado's tenure findings are very similar to Colorado State University's Tenure Policy Audit Report that was submitted to the President in December. Some items that were suggested for review include: more faculty peer participation in the annual reviews and post-tenure review, more professional development and mentoring for faculty, and a review of the thresholds for disciplinary actions against faculty and the potentially lengthy process for these actions.

Mr. Jones announced that the Executive Committee of Faculty Council adopted a Resolution to affirm the importance of non-tenure-track faculty. The Resolution recommended that the Provost/Senior Vice President and the Chair of Faculty Council jointly appoint a special task-force with diverse representation from the appropriate groups to investigate issues related to temporary and special faculty appointments and report its findings and recommendations to the Provost/Senior Vice President and the Chair of Faculty Council. Mr. Jones noted that this special task-force will be appointed in the Fall.

MR. JONES' REPORT WAS RECEIVED.

C. BOARD OF GOVERNORS FACULTY REPRESENTATIVE MEETING REPORT - APRIL 12, 18, 2006 - MR. F. C. 'TED' WESTON, BOG FACULTY REPRESENTATIVE

Mr. Jones recognized Mr. F. C. 'Ted' Weston, Board of Governors Faculty Representative, to present a report on the April 12 and 18, 2006 Board of Governors meeting. Mr. Weston noted that his report can be found on page 29 of the May 2, 2006 Faculty Council agenda materials. Mr. Weston noted that the next Board of Governors meeting will be held at Colorado State University on Wednesday, May 3, 2006.

MR. WESTON'S REPORT WAS RECEIVED.

UNFINISHED BUSINESS

A. FACULTY COUNCIL STANDING COMMITTEE ELECTION - COMMITTEE ON FACULTY GOVERNANCE

Ms. Pendell, Chair Committee on Faculty Governance, was recognized to present the Committee on Faculty Governance nominations for Faculty Council Standing Committees.

Ms. Pendell, Chair, Committee on Faculty Governance, nominated on behalf of the Committee on Faculty Governance, the following faculty members to serve on the Faculty Council Standing Committees:

Committee on Faculty Governance:

Neil Grigg Engineering 2009

Committee on Responsibilities and Standing of Academic Faculty:

Gary White Natural Resources 2009

Committee on Scholastic Standards:

Tim Gartes Engineering 2009

Committee on Teaching and Learning:

Edwin Chong Engineering 2009

Committee on University Programs

Susan James Engineering 2009

University Curriculum Committee:

Patrick Fitzhorn Engineering 2009

Mr. Jones asked for nominations from the floor. Hearing no nominations, the nominations were closed.

The nominations as presented were elected to serve three year terms beginning July 1 on Faculty Council Standing Committees.

B. FACULTY COUNCIL GRIEVANCE PANEL ELECTION - COMMITTEE ON FACULTY GOVERNANCE

There were no new nominations for the Grievance Panel. Ms. Pendell noted that nominations are needed from the College of Engineering and Natural Resources.

C. FACULTY COUNCIL SEXUAL HARASSMENT PANEL ELECTION - COMMITTEE ON FACULTY GOVERNANCE

Ms. Pendell, Chair Committee on Faculty Governance, was recognized to present the Committee on Faculty Governance nominations for the Sexual Harassment Panel.

Ms. Pendell, Chair, Committee on Faculty Governance, nominated on behalf of the Committee on Faculty Governance, Mr. Raymond "Steve" Robinson from the College of Natural Sciences to serve on the Sexual Harassment Panel.

Mr. Jones asked for nominations from the floor. Hearing no nominations, the nominations were closed.

Mr. Raymond "Steve" Robinson was elected to serve a three-year term on the Sexual Harassment Panel beginning July 1, 2006.

SPECIAL ACTIONS

A. CHANGES IN CURRICULUM TO BE APPROVED: UNIVERSITY CURRICULUM COMMITTEE MINUTES: MARCH 3, 24, 31, AND APRIL 7, 2006

Ms. Carole Makela, Chair, University Curriculum Committee, MOVED THAT FACULTY COUNCIL ADOPT THE CHANGES IN CURRICULUM FOUND IN THE MARCH 3, 24, 31 AND APRIL 7, 2006 UNIVERSITY CURRICULUM COMMITTEE MINUTES.

Ms. Makela noted the following exemption in the above mentioned University Curriculum Committee meeting minutes:

March 3, 2006

Change Name of B.S. in Chemical and Biological Engineering

March 24, 2006

Change the Names of the M.S. and Ph.D. Degrees in Bioagricultural Sciences and Pest Management and the Review Course Statement Forestry Major

MS. MAKELA'S MOTION WAS ADOPTED.

B. REQUEST FOR A NEW MAJOR IN FIRE AND EMERGENCY SERVICE ADMINISTRATION - DEPARTMENT OF CONSTRUCTION MANAGEMENT - UNIVERSITY CURRICULUM COMMITTEE

Ms. Makela, Chair University Curriculum Committee, MOVED THAT FACULTY COUNCIL ADOPT THE REQUEST FOR A NEW MAJOR IN FIRE AND EMERGENCY SERVICE ADMINISTRATION - DEPARTMENT OF CONSTRUCTION MANAGEMENT TO BE EFFECTIVE FALL SEMESTER 2006 AS FOLLOWS:

A major in Fire and Emergency Services Administration (B.S. degree program) be established in the Department of Construction Management effective Fall Semester 2006.

Ms. Makela noted that the proposed Fire and Emergency Service Administration program is an academic program to be offered in the Department of Construction Management in cooperation with the Division of Continuing Education. This new program follows the former B.S. degree program in Technology Education and Training, emphasis in Fire Management and Training, that was offered prior to the renaming of the

Department of Construction Management in 2004 and the termination of the B.S. Degree Program in Technology Education and Training. The former Fire Management and Training Program was established in response to a growing demand for fire and emergency services higher education. The proposed Fire and Emergency Service Administration B.S. Degree Program will continue to respond to this demand. While higher education has not been the norm in fire service, it is rapidly becoming an important part of the preparation for fire and emergency service officers and technical specialists. In Colorado, the Aurora, Colorado Springs, and Parker Fire Departments are implementing B.S. Degree requirements as a condition of advancement to management positions in the Fire Departments.

MS. MAKELA'S MOTION WAS ADOPTED.

C. PROPOSED DEGREE NAME CHANGE: B.S. DEGREE - DEPARTMENT OF CHEMICAL AND BIOLOGICAL ENGINEERING - UNIVERSITY CURRICULUM COMMITTEE

Ms. Makela, Chair University Curriculum Committee, MOVED THAT FACULTY COUNCIL ADOPT THE PROPOSED DEGREE NAME CHANGE: B.S. DEGREE - DEPARTMENT OF CHEMICAL AND BIOLOGICAL ENGINEERING TO BECOME EFFECTIVE FALL 2008 AS FOLLOWS:

The name of the major in Chemical Engineering (B.S. degree program) in the Department of Chemical and Biological Engineering be changed to Chemical and Biological Engineering effective Fall Semester 2008.

Ms. Makela explained that over the past decade, Chemical Engineering Programs across the country have recognized the role of the Biological Sciences as a foundation element of this branch of Engineering. To recognize this development, and to better prepare undergraduate students for their careers, it is proposed that the name of the B.S. Degree Program be changed to Chemical and Biological Engineering. In addition, course requirements will be modified to include bioscience courses and interdisciplinary programs associated with biomedical and biotechnology.

MS. MAKELA'S MOTION WAS ADOPTED.

D. PROPOSED DEGREE NAME CHANGE: M.S. AND Ph.D. DEGREE PROGRAMS IN BIOAGRICULTURAL SCIENCES AND PEST MANAGEMENT - UNIVERSITY CURRICULUM COMMITTEE

Ms. Makela, Chair University Curriculum Committee, MOVED THAT FACULTY COUNCIL ADOPT THE PROPOSED DEGREE NAME CHANGE: M.S. AND Ph.D. DEGREE PROGRAMS IN BIOAGRICULTURAL SCIENCES AND PEST MANAGEMENT TO BECOME EFFECTIVE FALL 2007.

The M.S. and Ph.D. Degree Programs in Entomology, Plant Pathology and Weed Sciences be combined into a single M.S. and Ph.D. Degree Program and be renamed to M.S. and Ph.D. Degree Programs in Bioagricultural Sciences. These name changes would become effective Fall Semester 2007.

Ms. Makela explained that the Department of Bioagricultural Sciences and Pest Management currently offers M.S. and Ph.D. Degree Programs in Entomology, Plant Pathology and Weed Sciences. The Department's intent, with this proposal, is to offer single M.S. and Ph.D. Degree Programs in Bioagricultural Sciences. Within the M.S. and Ph.D. Degree Programs the Department intends to offer three formally recognized specializations in Entomology, Plant Pathology and Weed Sciences. An additional advantage of going to single degree names is to decrease the record-keeping and program assessment. In addition, the advantages to the current degree names have declined and the advantages of a single degree name at the M.S. and Ph.D. levels (with formally recognized specializations) have increased.

MS. MAKELA'S MOTION WAS ADOPTED.

- E. REQUEST TO CHANGE REVIEW COURSE STATEMENT - B.S. DEGREE PROGRAM - FORESTRY MAJOR - UNIVERSITY CURRICULUM COMMITTEE

Ms. Makela, Chair University Curriculum Committee, MOVED THAT FACULTY COUNCIL ADOPT THE REQUEST TO CHANGE THE REVIEW COURSE STATEMENT FOR THE FORESTRY MAJOR (B.S. DEGREE PROGRAM) AS FOLLOWS (Page 254 of the 2004-06 *General Catalog*):

Additions are underlined - Deletions are ~~overscored~~

~~With the exception of the natural resources management major,~~ MCC117, MCC118, MCC120A-B, MCC121, ~~MCC124~~, MCC125 and MCC126 are considered review courses and may not be used toward a degree in the Forestry major.

Ms. Makela explained that the proposed revisions are requested because the Forestry major and Natural Resource Management major are listed separately in the *Catalog*. The Natural Resource Management major has its own review course statement in the *Catalog*

MS. MAKELA'S MOTION WAS ADOPTED.

- F. ELECTION - BENEFITS COMMITTEE - COMMITTEE ON FACULTY GOVERNANCE

Ms. Pendell, Chair Committee on Faculty Governance, NOMINATED ON BEHALF OF THE COMMITTEE ON FACULTY GOVERNANCE, THE FOLLOWING PEOPLE TO SERVE ON THE UNIVERSITY BENEFITS COMMITTEE.

Ms. Vickie Bajtelsmit - Business - 2006-2009

Mr. Harrison Hughes - Agricultural Sciences - 2006-2009

Mr. Jones asked for nominations from the floor. Hearing none, the nominations were closed.

Ms. Vickie Bajtelsmit and Mr. Harrison Hughes were elected to serve on the University Benefits Committee for a three-year term beginning July 1, 2006 through June 30, 2009.

- G. RECOMMENDATIONS FOR CONTINUANCE OF DISCONTINUANCE - CENTERS, INSTITUTES AND OTHER SPECIAL UNITS - BIENNIAL REVIEWS FOR 2006 - COMMITTEE ON UNIVERSITY PROGRAMS

Ms. Karyn Hamilton, Applied Human Sciences Representation on the Committee on University Programs, MOVED THAT THE FACULTY COUNCIL ADOPT THE PROPOSED RECOMMENDATIONS FOR CONTINUANCE AND REAPPOINTMENT OF CIOU ADMINISTRATIVE DIRECTORS AS A FINAL RECOMMENDATION FOR ACTION BY THE VICE PRESIDENT FOR RESEARCH AND THE PROVOST/SENIOR VICE PRESIDENT AS FOLLOWS:

CIOUs and ADMINISTRATIVE DIRECTORS RECOMMENDED FOR CONTINUATION - Biennial Reports from these CIOUs have been received and reviewed by the Committee on University Programs:

College of Applied Human Sciences:

1. Family and Youth Institute - Cheryl Asmus, Director

College of Engineering:

1. Colorado Space Grant Consortium - Paul Wilbur, Director
2. Mountain Plains Consortium - Richard Gutkowski, Director
3. Plasma Engineering Research Laboratory - Paul Wilbur, Director
4. Rocky Mountain Materials Research - Sue James, Director
5. Structural Engineering Laboratory - Richard Gutkowski
6. Extreme Ultraviolet - Jorge Rocca

College of Liberal Arts:

1. Colorado State University Bioanthropology Laboratory - Ann Magennis, Director
2. Center for Biomedical Research in Music - Michael Thaut, Director
3. Center for Literary Publishing - Stephanie G'Schwind
4. Center for Research on Communication and Technologies - Michael Palmquist, Director
5. School of the Arts - Patrick Fahey/Michael Thaut, Directors
6. Center for Research on the Colorado Economy - Harvey Cutler, Director
7. Center for Studies in Beckett and Contemporary Theater Practice, Eric Prince, Director
8. Center for Applied Studies in American Ethnicity - Irene Vernon, Director

College of Natural Resources:

1. Applied Isotope Research for Industry and the Environment - Holly Stein, Director
2. Center for Ecological Risk Assessment and Management - Edward Redente, Director
3. Center for Environmental Management of Military Lands - Robert Shaw, Director
4. Center for Protected Area Management and Training - George Wallace, Director
5. Colorado Natural Heritage Program - Renee Rondeau, Director
6. Environmental Learning Center - Brett Bruyere, Director
7. Human Dimensions in Natural Resources Unit - Michael Manfredo, Director
8. Larval Fish Laboratory - Kevin Bestgen, Director
9. Natural Resource Ecology Laboratory - Dennis Ojima, Director
10. Riparian Ecology and Management Center - M.J. Trlica, Director
11. Wester Forest Fire Research Center - Philip Omi, Director
12. Colorado Cooperative Fish and Wildlife Research Unit - Dana Winkleman, Director

College of Natural Sciences:

1. Center for Applied Statistical Expertise - James Zumbunnen, Director
2. Central Instrument Facility - Chris Rithner, Director
3. Colorado Injury Control Research Center - Lorann Stallones, Director
4. Fluorescence Microscopy/Image Analysis Center - James Bamburg, Director
5. Franklin A. Graybill Statistical Laboratory - Richard Davis, Director
6. Magnetic Materials and Applied Magnetics Laboratory - Carl Patton, Director
7. Software Assurance Laboratory - James Bieman, Director
8. Tri-Ethnic Center for Prevention Research - Ruth Edwards, Director
9. Molecular, Cellular and Integrative Neuroscience Program - James Bamburg, Director

College of Veterinary Medicine and Biomedical Sciences

1. Animal Population Health Institute - M.D. Salman, Director
2. Animal Reproduction and Biotechnology Laboratory - Gordon Niswender, Director
3. Arthropod-Borne and Infectious Diseases Laboratory - Ken Olson, Director
4. Equine Teaching and Research Center - Gordon Niswender, Director
5. Mycobacterium Research Laboratories - John Belisle, Director
6. Orthopaedic Research Center - Wayne C. McIlwraith, Director
7. Radiological Health Sciences and Cancer Research - Robert Ulrich, Director
8. Veterinary Diagnostic Laboratories - Barbara Powers, Director

Office of the Provost/Senior Vice President

1. Colorado Institute of Public Policy - Lyn Kathlene, Director
2. Colorado Water Resources Research Institute - Robert Ward, Director

MS. HAMILTON'S MOTION WAS ADOPTED.

H. PROPOSED REVISIONS TO THE *MANUAL*, SECTION I.7 - APPEALS OF ACADEMIC DISCIPLINARY DECISIONS - COMMITTEE ON TEACHING AND LEARNING

Mr. Michael Palmquist, Chair Committee on Teaching and Learning MOVED THAT FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *MANUAL*, SECTION I.7 - APPEALS OF ACADEMIC DISCIPLINARY DECISIONS TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS AS FOLLOWS:

Addition - Underlined Deletions - ~~Over~~scored.

I.7 Appeals of Academic and Disciplinary Decisions Involving Students

I.7.2 ~~Appeals on~~ Decisions Involving Student Violations of the Academic Integrity Policy

Faculty members or instructors are expected to use reasonably practical means of preventing and detecting academic dishonesty (see *Colorado State University General Catalog* for the Academic Integrity Policy). If a faculty member or instructor has evidence that a student has engaged in an act of academic dishonesty, the faculty member or instructor will notify the student of the concern and make an appointment to discuss the allegations with the student. The student will be given the opportunity to give his/her position on the matter. If the student admits to engaging in academic dishonesty or if the faculty member or instructor judges that the preponderance of evidence supports the allegation of academic dishonesty, the faculty member or instructor may then assign an academic penalty. Examples of academic penalties include assigning a reduced grade for the work, a failing grade in the course, or other lesser penalty as the faculty member or instructor deems appropriate.

Faculty members or instructors have a responsibility to report to the Office of Conflict Resolution and Student Conduct Services all cases of academic dishonesty in which a penalty is imposed. Incidents which the faculty member or instructor consider major infractions (such as those resulting in the reduction of a course grade or failure of a course) should be accompanied by a recommendation that a hearing be conducted to determine whether additional university disciplinary action should be taken. If the student disputes the allegation of decision of the faculty member regarding alleged academic dishonesty, he/she should may request a Hearing with the Office of Conflict Resolution and Student Conduct Services.

If, after making reasonable efforts, the faculty member or instructor is unable to contact the student, or collect all relevant evidence before final course grades are assigned, he/she shall ~~assign an interim grade of Incomplete and notify the student of the reason such grade was given~~ either (1) assign an interim grade of incomplete and notify the student and the Office of Conflict Resolution and Student Conduct Services of the reason such grade was given or (2) refer the case to the Office of Conflict Resolution and Student Conduct Services for a hearing before deciding on a penalty. A Hearing will be conducted with the Office of Conflict Resolution and Student Conduct Services to determine whether a preponderance of evidence exists in support of the allegations of academic dishonesty.

If ~~the~~ a University Hearing Officer finds insufficient evidence or clears the student of the charges, the faculty member or instructor will determine a grade based on academic performance and without reflection of the academic dishonesty charge and change any previously assigned grade accordingly. If ~~the~~ a University Hearing Officer finds the student culpable, the Hearing Officer may impose additional University disciplinary sanctions.

In cases of a serious incident or repeat offense of academic dishonesty that is upheld through a Hearing, the Hearing Officer and the faculty member or instructor shall decide whether the student's transcript will be marked with a notation of "AD," which will be explained on the student's transcript as a "finding of Academic Dishonesty." A notation of "AD" will be made on the students' transcript only if the Hearing Officer and the faculty member or instructor agree that this penalty should be imposed.

Grades marked on the student's transcript with the designation "AD" will not be eligible for the Repeat/Delete Policy described in the *General Catalog* in the section "Advising and Registration - About Grades."

~~Faculty members or instructors should report to the Office of Conflict Resolution and Student Conduct Services all cases of academic dishonesty in which a penalty is imposed. Incidents which the faculty member or instructor consider major infractions should be accompanied by a recommendation that a hearing be conducted to determine whether additional university disciplinary action should be taken.~~

Information about incidents of academic dishonesty is kept on file in the Office of Conflict Resolution and Student Conduct Services. No further action is initiated unless the incident constitutes a major infraction, the student has a prior record of University infractions, or there are subsequent reports of misconduct.

Mr. Palmquist explained that the proposed revision is part of a larger effort to address academic dishonesty at the University. That effort includes efforts by ASCSU to develop an honor code and recently proposed revisions to the Student Conduct Code. The changes to the Manual proposed in this motion address the role faculty should play in reporting and providing meaningful consequences for incidents of academic dishonesty. The proposed changes would result in:

- * a clearer articulation of the importance of reporting incidents of academic dishonesty
- * clarification of the circumstances in which hearings might be held
- * the creation of a transcript notation, AD (a finding of academic dishonesty), that would be applied in cases of a serious incident where a student, after due process, has been found to be guilty of academic dishonesty and in situations where repeated incidents of academic dishonesty have occurred (again, after due process)
- * the requirement that the AD notation be applied only in cases where the Hearing Officer and faculty member or instructor, after a Hearing, agree that it is an appropriate sanction; in other words, either the Hearing Officer or the faculty member or instructor holds a veto on the AD notation
- * the removal of the repeat/delete option for courses that carry the AD transcript notation

Mr. Palmquist noted that this motion is supported by ASCSU through Resolution 3510, passed on February 22, 2006.

Mr. Kari Anderson asked if this policy could expose faculty to legal risks. Ms. Anne Hudgens, Director, Office of Conflict Resolution and Student Conduct Services, explained that courts are primarily concerned about "due process" being met and that legal standards are consistently applied. She noted that this policy would actually give faculty more protection.

MR. PALMQUIST'S MOTION WAS ADOPTED.

- I. PROPOSED REVISIONS TO THE *MANUAL*, SECTIONS -PREFACE; B.1 - THE GOVERNING BOARD: THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM; B.1.4 - POWERS DELEGATED TO THE PRESIDENT BY THE BOARD; D.5.3 - APPOINTMENT OF ADMINISTRATIVE PROFESSIONALS; D.5.6 - FORMAL PROCEDURES FOR DISMISSAL OF ADMINISTRATIVE PROFESSIONALS ON GROUNDS OF UNSATISFACTORY PERFORMANCE; D.7.9 - HOLDING PUBLIC OFFICE; E.2.2 - RESPONSIBILITIES AS A FACULTY MEMBER; E.3 - SELECTION OF ACADEMIC FACULTY; H.5 -SIGNATURE AUTHORIZATION; AND K.12 - DESCRIPTION OF TERMS - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Richard Eykholt, Chair Committee on Responsibilities and Standing of Academic Faculty, MOVED, THAT FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *MANUAL* SECTIONS, - PREFACE; B.1 - THE GOVERNING BOARD: THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM; B.1.4 - POWERS DELEGATED TO THE PRESIDENT BY THE BOARD; D.5.3 - APPOINTMENT OF ADMINISTRATIVE PROFESSIONALS; D.5.6 - FORMAL PROCEDURES FOR DISMISSAL OF ADMINISTRATIVE PROFESSIONALS ON GROUNDS OF UNSATISFACTORY PERFORMANCE; D.7.9 - HOLDING PUBLIC OFFICE; E.2.2 - RESPONSIBILITIES AS A FACULTY MEMBER; E.3 - SELECTION OF ACADEMIC FACULTY; H.5 -SIGNATURE AUTHORIZATION; AND K.12 - DESCRIPTION OF TERMS - TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

PREFACE (~~last revised August 2002~~)

The policies and procedures outlined in the *Academic Faculty and Administrative Professional Manual* ("*Manual*") are for your information and guidance as a Colorado State University employee. Please become familiar with the policies of the institution of which you are a part, and keep it this *Manual* conveniently available for reference. The policies and procedures contained in this *Manual* may be amended at any time, consistent with the procedures described in the *Manual*. Academic faculty and administrative professionals are advised to consult the Faculty Council website for the most current version approved by the Board of Governors of the Colorado State University System (hereinafter referred to as the Board).* If you believe that the policies and procedures outlined in this *Manual* are not being followed, you should notify the Faculty Council Office. If you are an administrative professional, you should also notify the Chair of the Administrative Professional Council.

The Board has delegated certain personnel powers to the President, and the President has further delegated certain of these personnel powers to other officers of the University (see Section B.1.4). All references in the *Manual* to the authority of the Board and/or the President shall be deemed to include such delegations. However, the Board may, from time to time, elect to exercise any personnel power delegated to the President (and which may have been further delegated to the Provost and Vice Presidents).

The current Faculty Council website address is: <http://www.facultycouncil.colostate.edu>

Unless a proposed change or addition to the *Manual* is necessitated by action of the Board or the ~~Legislature~~ Colorado General Assembly, it must be approved by the Faculty Council prior to submission to the Board in accordance with the procedure in Section C.2.2.e of the *Manual*. Proposed changes or additions to the *Manual* sections that apply to administrative professionals must be reviewed by the Administrative Professional Council prior to action by Faculty Council.

All commitments and obligations of Colorado State University and the Board contained in this *Manual* are contingent upon the availability of state funds and are subject to Article XI, Sections 1 and 3 of the Constitution of the State of Colorado. Thus, commitment of employment beyond the current fiscal year is contingent upon sufficient appropriations of funds from the legislature. Such commitment without that contingency would be an unconstitutional pledge against the credit of the state made without spending authorization of the Colorado general assembly. See Section E.10.8 of the *Manual* for the policy regarding Financial Exigency.

Offices of the Provost and Faculty Council
Colorado State University
August 2002~~6~~

*Effective August 8, 2002 the State Board of Agriculture name was changed to the Board of Governors of the Colorado State University System. All references to the State Board of Agriculture found in the ~~Academic Faculty and Administrative Professional~~ *Manual* shall be deemed to refer to the Board of Governors of the Colorado State University System (referred to as "the Board").

B.1 The Governing Board: The Board of Governors of the Colorado State University System*(~~last revised June 17, 2003~~)*

As the governing body of the University, the Board of Governors of the Colorado State University System (hereafter referred to as the Board) addresses questions of broad institutional policy. ~~It~~ The Board is responsible for the selection of the President and, in conjunction with the advice and recommendation of the President, approves ~~and~~ the appointments and salaries of the Provost, the Vice Presidents, and, if requested by the Board, other academic faculty and/or administrative professionals who report directly to the President ("senior administrators"); ~~it~~ The Board approves the institutional budget; and exercises broad policy control. All University owned lands are under Board control. With academic faculty advice, the Board approves the curriculum and confers appropriate degrees or testimonials.

B.1.4 Powers Delegated to the President by the Board *(~~last revised June 17, 2003~~)*

The President is the University's chief executive officer and is responsible for ensuring that rules and regulations of the Board, ~~the and faculty, and the Academic Faculty and Administrative Professional Manual~~ are implemented. ~~Subordinate officers and employees of the University who are not academic faculty members are under the direction of the President are removable at his discretion. He may also fill vacancies that may thus be created, reporting such actions to the Board.~~ Certain personnel powers have been delegated by the Board to the President. These powers include the following:

1. The power to hire, renew, decline to renew, or terminate faculty and administrative professional employees of the University other than the Provost, the Vice Presidents, and, if requested by the Board, senior administrators (as defined in Section B.1).
2. The power to make performance-based adjustments to compensation and salary and to approve supplemental salary.

3. The power to grant or deny applications for tenure and/or promotion.
4. The power to approve applications and agreements for transitional retirement.

With Board approval, the President may further delegate some of these personnel powers to other officers of the University. The President has delegated most personnel decisions (but not terminations of employment) to the Provost and Vice Presidents for the administrative units under their authority.

The Board may, from time to time, elect to exercise any authority it has delegated to the President (and which may have been further delegated to the Provost and Vice Presidents). All personnel power delegated to the President, and all personnel power further delegated to the Provost and Vice Presidents, must be exercised in compliance with applicable procedural provisions of this Manual.

D.5.3 Appointments of Administrative Professionals *(last revised March 19, 2002)*

Administrative professionals are recommended for appointment by the immediate supervisor through administrative channels ~~for appointment by the Board or the President as its designee~~, regardless of the length of the proposed appointment. The Board has delegated the authority to appoint most administrative professionals to the President. The President has further delegated this authority to the Provost and Vice Presidents for the administrative units under their authority. However, the Board must approve the appointments of the Provost, the Vice Presidents and, if requested by the Board, senior administrators (as defined in Section B.1). Further, the Board may, from time to time, elect to exercise any authority delegated to the President (and which may have been further delegated to the Provost and Vice Presidents).

The immediate supervisor shall develop a job description, announce the position, appoint the search committee, coordinate the search, and make the employee selection in accordance with the guidelines of the University's Office of Equal Opportunity and Diversity. Persons appointed should possess at least an appropriate baccalaureate degree from an accredited college or university and be professionally qualified. Exceptions to the degree requirement may be made where it can be demonstrated that professional experience may substitute for the baccalaureate degree. Those exceptions must be approved by the appropriate vice president and the Director of Human Resource Services. All administrative professional appointments are "at will" (see Section D.5.6) and do not lead to tenure.

D.5.6 Formal Procedures for Dismissal of Administrative Professionals on Grounds of Unsatisfactory Performance

Pursuant to State Statute, C.R.S. 24-19-104, all administrative professionals are "employees at will" and their employment is subject to termination by either party at any time. The authority to terminate most administrative professionals has been delegated to the President by the Board. The Vice President in charge of an academic department or administrative unit must review and approve any recommendations concerning the termination of administrative professionals on any grounds, except for terminations at the end of the stated employment period, before the action is presented ~~to the State Board of Agriculture~~ for final approval. Termination of the Provost, the Vice Presidents and, if requested by the Board, senior administrators (as defined in Section B.1) requires final approval of the Board. Otherwise, the Board has delegated the authority for final approval to the President. **THE PROVISIONS OF THIS SECTION SHALL NOT BE INTERPRETED TO AUTHORIZE THE TERMINATION OF ANY ADMINISTRATIVE PROFESSIONAL FOR ANY REASON THAT IS CONTRARY TO APPLICABLE FEDERAL, STATE, OR LOCAL LAW.**

D.7.9 Holding Public Office

- a. *no change*
- b. *no change*
- c. If the contemplated candidacy should require extensive campaigning, special leave (Section F.3.14) must be requested. Prior approval of the Board is required for all full time or part time leaves of absence ~~and other changes in employment~~. Other changes in employment related to holding public office also require prior approval. Depending on the type of change and the type of appointment held by the individual requesting approval, Board approval may be required, or the approval authority may have been delegated to the President by the Board (and the approval authority may have been further delegated by the President to the Provost or Vice President for the administrative unit under his or her authority).
- d. *no change*
- e. *no change*

E.2.2 Responsibilities as a Faculty Member (~~Last revised June 9, 1999~~)

It is the faculty member's responsibility to seek the truth and state the truth, as he/she sees it, within his/her area of specialization. This involves keeping abreast of developments in the specialty and creative activities to contribute to such developments, including publication of results. Intellectual honesty requires critical self evaluation, objective judgment about the works of others, and respect for the work and evaluations by others.

Faculty members are expected to foster relationships of confidence and mutual respect with students while encouraging and guiding student learning in a climate free of discriminatory behavior. High scholarly standards require the communication of both the faculty member's view and opposing views, as appropriate, within the subject matter of courses. Evaluations of students' efforts should be fair, objective, and directed toward enhancing the learning process. Improvements and innovations in the teaching learning processes and advising are responsibilities of the faculty member.

Faculty members are expected to accept a reasonable share of responsibility for the internal governance of the University and for public and professional service.

Recommendations for faculty appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, and dismissal are primarily a faculty responsibility, subject to approval by the Board, except in cases where the Board has, from time to time, delegated that authority to the President (and the President has, from time to time, further delegated that authority to the Provost or Vice President for the administrative unit under his or her authority). The primary responsibility of the faculty for making recommendations in such matters is based upon the fact that its judgment is central to academic policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues. This responsibility exists for both the adverse and favorable judgments.

E.3.1 Policy (See Section D.5)

It is the policy of Colorado State University to seek the best qualified candidates available for all positions within the limitations imposed by the availability of resources, level of the appointment, unique requirements of the position, and the talent pool. In the process of searching for and appointing persons to staff academic faculty positions, participation by those who will be professional peers and colleagues or who will be subject to direct supervision of the new appointee is strongly encouraged in all cases and is specifically required ~~on~~ for some types of appointments. ~~In all cases, appointments are subject to approval by the Board. The authority to approve academic faculty appointments has been delegated by the Board to the President, and the President has further delegated this authority to the Provost.~~

E.3.2 Selection of Academic Faculty (~~last revised June 10, 1998~~)

Selection of academic faculty is a responsibility of individual departments, but must be made within the spirit and intent of University policy. Specific hiring procedures employed within the department shall be included in the departmental code. Confidentiality during the hiring process must be maintained to the extent required by law. However, all members of the search committees, as well as other personnel involved in employment recommendations, shall have access to the complete information contained in all applicants' files. Recommendations at each level (department, department head/~~chair~~, and dean) shall be reversed at higher levels only for ~~convincing~~ compelling reasons that shall be stated in writing to each of the recommending bodies.

E.3.3 Selection of Academic Department Heads or Chairpersons

The appropriate dean will appoint a search committee of not fewer than five nor more than seven members whose responsibility shall be to conduct a search and screen candidates for the head or chairperson. The dean shall indicate in the charge to the committee at the time of appointment the number of individuals to be ~~recommended~~ nominated and any other specific instructions which it may be significant to convey. After consultation with and advice from the search committee and any other sources deemed expedient, the dean will ~~appoint either select~~ select the new head or chairperson from among the nominees, subject to ~~confirmation approval, or reject by the State Board of Agriculture. The dean has the prerogative of rejecting all nominees. In the latter case, the dean and may then either~~ approval. The dean may then either ask for a new search by the same committee or disband the committee and appoint a new committee to conduct a new search. The authority to approve the dean's selection of the head or chairperson has been delegated to the President by the Board, and has been further delegated by the President to the Provost.

E.3.4 Selection of Administrators with Academic Appointments (~~last revised December 8, 1999~~)

The immediate supervisor for these positions shall appoint a search committee of not fewer than five members when such a position is to be filled on other than an interim basis. Committee appointees shall be members of the academic faculty and administrative professionals qualified by experience, interest, and responsibility to contribute to the performance of the committee. Students may be included as members of the committee.

The individual appointing the search committee shall provide a job description covering the duties of the position, the personal and professional qualifications that applicants are expected to possess, and a time schedule for filling the position. The position shall be announced in accordance with the University's Affirmative Action Plan.

The search committee shall conduct a careful canvass of suitable candidates both on and off the campus. The committee shall present its final report to the person appointing the committee, listing two or more acceptable candidates for consideration. Normally, at least one candidate shall be from off the campus. The report is to include a summary of the credentials of each candidate.

~~The final recommendation to the President and the Board shall be made by the person appointing the committee shall make the final selection from among the acceptable candidates, subject to approval, or reject all such candidates. In the event that all acceptable candidates are rejected, the person appointing the committee may either ask for a new search by the same committee or disband the committee and appoint a new committee to conduct a new search. For the hiring of the Provost, a Vice President, or, if requested by the Board, a senior administrator (as defined in Section B.1), approval by the Board is required. The authority to hire other administrators with academic appointments has been delegated by the Board to the President, and this authority has been further delegated by the President to the Provost and Vice Presidents for the administrative units under their authority.~~

H.5 Signature Authorization

Authority to sign contracts and other documents committing the University, whether or not such commitments involve the direct expenditure of funds, is restricted to those individuals formally delegated such authority in writing by the Board or its delegates. ~~The hiring of the Provost, the Vice Presidents, and, if requested by the board, senior administrators (as defined in Section B.1) requires approval by the Board. Otherwise, the~~ Further, authority to hire academic faculty and administrative professionals is restricted to the Board and, to the extent delegated by the Board pursuant to statute, ~~the President~~ has been delegated by the Board to the President, and this authority has been further delegated by the President to the Provost and Vice Presidents for the administrative units under their authority. Refer to Section 6 B of the *Financial Policy and Procedures Instruction Manual* and Section 8 of the *Purchasing Manual* for specific information on signature authority and contracting. Information regarding procedures for hiring can be obtained from the Department of Human Resource Services. Persons signing documents or hiring academic faculty and administrative professionals without authority may be personally liable.

K.12 Description of Terms *(last revised June 17, 2003)*

- a. *no change*
- b. *no change*
- c. Decision. ~~Technically, a~~ A decision is not final until official action is taken by the Board or is taken by the President pursuant to delegation of authority from the Board it has been approved officially. The Board has delegated the authority for official approval of most personnel matters to the President, and the President has further delegated the authority to approve appointments to the Provost and Vice Presidents for the administrative units under their authority. For purposes of Section K, a decision includes recommendations made by an administrator which affect the employment status, including terms or conditions of employment, of an academic faculty member.

- d. *no change*
- e. *no change*

Mr. Eykholt explained that the Board of Governors has delegated certain personnel powers to the President, and the President has further delegated certain of these personnel powers to other officers of the University. These section revisions to the *Manual* provide detail and clarification of the delegations of authority by the Board. In addition, some word usage changes have been made to improve preciseness and clarity. Neither new policies nor policy changes are being proposed.

MR. EYKHOLT'S MOTION WAS ADOPTED.

J. PROPOSED REVISIONS TO THE *MANUAL*, SECTION D.1 - CLASSIFICATION OF UNIVERSITY EMPLOYEES - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Jones announced that this item has been withdrawn from the May 2, 2006 Faculty Council agenda for further review.

K. PROPOSED REVISIONS TO THE *MANUAL*, SECTION E.4.3 - SPECIAL APPOINTMENTS - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Eykholt, Chair Committee on Responsibilities and Standing of Academic Faculty, MOVED, THAT FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *MANUAL* SECTION E.4.3 – SPECIAL APPOINTMENTS, TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

E.4 Basic Types of Academic Faculty Appointments

E.4.3 Special Appointments (~~last revised May 6, 1998~~)

Special appointments may be made either for full-time or part-time. Part-time is defined as any fraction less than 100 percent of full-time. The distinguishing features of this type of appointment are:

- a. These Special appointments are "at will" and are subject to termination by either party at any time (the process set forth in Section D.5.6 regarding the termination of "at will" appointments shall apply to special faculty appointments). Special appointments need not carry specified ending dates, but an ending date indicating the point in the future when the funding and/or appointment is expected to terminate should be included when known. Inclusion of a specified ending date on appointment forms or other such documentation is for administrative convenience only and does not create a minimum or fixed duration of appointment.
- b. ~~Individuals~~ Faculty on special appointment are not eligible for tenure (see Sections E.10.4.a. and E.10.4.b).
- c. The effort distributions of faculty on special appointments are typically focused in one area, such as teaching or research, rather than being distributed over the three areas of teaching, research, and service.
- ed. These individuals are required to enroll in the retirement program and are eligible

to participate in other benefits offered by the University as described in the *Academic Faculty and Administrative Professional Benefits and Privileges Handbook* and in Section F and G of the *Academic Faculty and Administrative Professional Manual*. They are not eligible for sabbatical leave.

~~de.~~ Persons appointed with the title of lecturer will receive special appointments.

Mr. Eykholt explained that the proposed revisions will clarify the differences between regular faculty appointments and special faculty appointments.

MR. EYKHOLT'S MOTION WAS ADOPTED.

L. PROPOSED REVISIONS TO THE *MANUAL*, SECTION E.6 - GENERAL POLICIES RELATING TO APPOINTMENT AND EMPLOYMENT OF ACADEMIC FACULTY - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Eykholt, Chair Committee on Responsibilities and Standing of Academic Faculty, MOVED, THAT FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *MANUAL* SECTION E.6 – GENERAL POLICIES RELATING TO APPOINTMENT AND EMPLOYMENT OF ACADEMIC FACULTY, TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

E.6 General Policies Relating to Appointment and Employment of Academic Faculty

- a. *no change*
- b. *no change*
- c. If the department head does not propose to reappoint an untenured faculty member holding a regular full-time or regular part-time appointment, the faculty member shall be informed in writing that the contract will not be renewed. This must be done by March 1 ~~at the latest~~ during the first year of employment, by December 15 ~~at the latest~~ during the second year, and at least 12 months before the expiration of the appointment in succeeding years.
- d. ~~Any decisions made at the departmental level on tenure, promotion, salary, and other conditions of employment will not be reversed at higher administrative levels unless prior notification is given to the department and opportunity furnished for a reply to the reasons for reversal. If a decision made at a higher administrative level will have the effect of altering or reversing a decision made at a departmental level regarding conditions of employment, including reappointment, tenure, promotion, and salary, then, before this change can take effect, the department head must be notified in writing of both the proposed change and the reasons for this change, and he or she must be given the opportunity to submit a written reply.~~

Mr. Eykholt explained that these proposed revisions will ensure that a department will be notified if its decision is altered, as well as being reversed, and that all such communication will be in writing.

MR. EYKHOLT'S MOTION WAS ADOPTED.

M. PROPOSED REVISIONS TO THE *MANUAL*, SECTION E.10.4 - POLICIES ON CONFERRING TENURE - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Eykholt, Chair Committee on Responsibilities and Standing of Academic Faculty, MOVED, THAT FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *MANUAL* SECTION E.10.4 – POLICIES ON CONFERRING TENURE, TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

E.10 Academic Faculty Tenure Policy *(last revised June 10, 1998)*

E.10.4 Policies on Conferring Tenure *(last revised June 15, 2005)*

- a. A ~~f~~Faculty members on a regular academic appointment with a rank of assistant professor or higher (but not instructors or lecturers) shall be considered for tenure based upon evidence of capability for significant professional contributions. It is normally expected that a candidate for tenure will have a terminal degree in his or her field. ~~However,~~ the necessity for any particular advanced degree as a prerequisite for tenure shall be decided upon by the eligible faculty of the department concerned. The requirement for a particular advanced degree may vary within a department depending upon the responsibilities of a specific position.

- b. The decision to award tenure may be made after two years from initial appointment. However, a normal probationary period before the award of tenure is six years of continuous employment for a faculty member initially appointed as an assistant professor, four years of employment for an associate professor, and three years of employment for a full professor. The length of the probationary period, the timing of the midpoint review (see Section E.14.2), and the time frame for the tenure application process shall all be stated unambiguously in the appointment letter. If the probationary period is not stated in the appointment letter, then it shall be the normal probationary period mentioned above. The total period of tenure track service at Colorado State University prior to the granting or denial of continuous tenure is limited to ~~seven~~ six years (except when extended beyond this as described in Sections E.10.4.c and E.10.4.d), including all previous tenure-track service at this institution with the rank of instructor or higher. Since tenure is not granted to instructors, the ~~seven~~ six-year limitation requires that an instructor on a regular appointment must be promoted or ~~terminated~~ given notice of termination not later than the completion of ~~seven~~ six years of service. ~~When a faculty member has held a temporary or special appointment as an instructor, assistant professor, associate professor, or professor at Colorado State University and is subsequently appointed to a regular faculty position (see Section E.4), up to three years of the earlier appointments may be considered, by mutual agreement between the faculty member and the department head, as part of the probationary period. The details of such credit for prior service, the length of the probationary period, the timing of the midpoint review (see Section E.14.2), and the time frame for the tenure application process shall all be stated unambiguously in the appointment letter.~~ Before granting credit for prior service, the department head should consult with the departmental tenure committee. Faculty appointed as lecturers shall not acquire tenure, nor shall service in this rank apply at a later date toward tenure.

- c. *no change*
- d. *no change*
- e. *no change*
- f. *no change*

g. When a faculty member has held a temporary or special appointment as an instructor, assistant professor, associate professor, or professor at Colorado State University and is subsequently appointed to a regular faculty position (see Section E.4), appropriate credit may be given for this prior service. This will reduce the probationary period and alter the timing of the midpoint review (see Section E.14.2). The details of such credit for prior service, the length of the probationary period, the timing of the midpoint review, and the time frame for the tenure application process shall all be stated unambiguously in the appointment letter.

gh. Service counted as part of the probationary period for acquiring tenure. Appropriate credit may be given for service at other institutions may be counted at this institution. This will reduce the probationary period at this institution and alter the timing of the midpoint review (see Section E.14.2). The details of such credit for prior service, the resulting length of the probationary period, the timing of the midpoint review, and the time frame for the tenure application process shall all be stated unambiguously in the appointment letter. An application for tenure at the end of such a reduced probationary period shall not be considered an early application for tenure.

If a faculty member has been granted credit for prior service, thus reducing the normal probationary period, then, at a later date, by mutual agreement between the faculty member and the Provost, such credit for prior service may be reduced, thus extending the probationary period. Before entering into such an agreement, the Provost shall consult with the tenure committee, the department head, and the dean of the college.

hi. Regular employment prior to January 1 shall, at the end of the 30th day of June immediately following, be counted as a full year of service. When the regular appointment begins on or after January 1, the period ending with the 30th day of June immediately following shall not count as any part of the probationary period.

tj. Service in a tenure-track faculty position shall apply toward sabbatical leave and all other faculty benefits and privileges.

jk. The foregoing regulations apply to administrative personnel who hold academic rank, but only in their capacity as faculty members. When a faculty member holding an administrative appointment for which additional compensation is provided either relinquishes or is relieved of administrative responsibility, salary may be reduced to properly conform with his or her non-administrative responsibility, upon recommendation of appropriate administrative officers and official approval. The Board has delegated the authority for official approval to the President. If the faculty member relinquishes the administrative appointment voluntarily, or if the termination of the appointment is due to a non-renewal after a

specified appointment period to which the faculty member had agreed, then the President has further delegated the authority for official approval to the Provost. If a faculty member alleges that a consideration violative of academic freedom significantly contributed to a decision to terminate his or her appointment to an administrative post, or not to reappoint the individual, he or she is entitled to use of the procedures set forth in Section K.

Mr. Eykholt explained that the proposed revisions will allow prior service credit toward tenure for appropriate experience that is not in a tenure-track position. However, they emphasize that the normal expectation for tenure is a terminal degree in a field, although this is not a firm requirement. Also, it is made clear that the length of the probationary period is only six years, and a tenure decision must be made by the end of the sixth year. If tenure is denied, the faculty member may continue his or her employment for a seventh year, but this seventh year is not part of the probationary period, and the employment is no longer tenure-track.

Ms. Pendell, MOVED TO AMEND THE MAIN MOTION AS FOLLOWS:

- g. When a faculty member has held a temporary or special appointment as an instructor, assistant professor, associate professor, or professor at Colorado State University and is subsequently appointed to a regular faculty position (see Section E.4), ~~appropriate~~ credit may be given for this prior service. This will reduce the probationary period and alter the timing of the midpoint review (see Section E.14.2). The details of such credit for prior service, the length of the probationary period, the timing of the midpoint review, and the time frame for the tenure application process shall all be stated unambiguously in the appointment letter.
- h. ~~Appropriate~~ Credit may be given for service at other institutions. This will reduce the probationary period at this institution and alter the timing of the midpoint review (see Section E.14.2). The details of such credit for prior service, the resulting length of the probationary period, the timing of the midpoint review, and the time frame for the tenure application process shall all be stated unambiguously in the appointment letter. An application for tenure at the end of such a reduced probationary period shall not be considered an early application for tenure.

MS. PENDELL'S MOTION TO AMEND WAS ADOPTED.

MR. EYKHOLT'S AMENDED MAIN MOTION WAS ADOPTED.

THE AMENDED MAIN MOTION AS ADOPTED FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

E.10 Academic Faculty Tenure Policy *(last revised June 10, 1998)*

E.10.4 Policies on Conferring Tenure *(last revised June 15, 2005)*

- a. ~~A f~~A faculty members on a regular academic appointment with a rank of assistant professor or higher (but not instructors or lecturers) shall be considered for tenure based upon evidence of capability for significant professional contributions. It is normally expected that a candidate for tenure will have a terminal degree in his or her field. ~~However, t~~he necessity for any particular advanced degree as a prerequisite for tenure shall be decided upon by the eligible faculty of the

department concerned. The requirement for a particular advanced degree may vary within a department depending upon the responsibilities of a specific position.

- b. The decision to award tenure may be made after two years from initial appointment. However, a normal probationary period before the award of tenure is six years of continuous employment for a faculty member initially appointed as an assistant professor, four years of employment for an associate professor, and three years of employment for a full professor. The length of the probationary period, the timing of the midpoint review (see Section E.14.2), and the time frame for the tenure application process shall all be stated unambiguously in the appointment letter. If the probationary period is not stated in the appointment letter, then it shall be the normal probationary period mentioned above. The total period of tenure track service at Colorado State University prior to the granting or denial of continuous tenure is limited to ~~seven~~ six years (except when extended beyond this as described in Sections E.10.4.c and E.10.4.d), including all previous tenure-track service at this institution with the rank of instructor or higher. Since tenure is not granted to instructors, the ~~seven~~ six-year limitation requires that an instructor on a regular appointment must be promoted or ~~terminated given notice of termination~~ not later than the completion of ~~seven~~ six years of service. ~~When a faculty member has held a temporary or special appointment as an instructor, assistant professor, associate professor, or professor at Colorado State University and is subsequently appointed to a regular faculty position (see Section E.4), up to three years of the earlier appointments may be considered, by mutual agreement between the faculty member and the department head, as part of the probationary period. The details of such credit for prior service, the length of the probationary period, the timing of the midpoint review (see Section E.14.2), and the time frame for the tenure application process shall all be stated unambiguously in the appointment letter.~~ Before granting credit for prior service, the department head should consult with the departmental tenure committee. Faculty appointed as lecturers shall not acquire tenure, nor shall service in this rank apply at a later date toward tenure.
- c. *no change*
- d. *no change*
- e. *no change*
- f. *no change*
- g. When a faculty member has held a temporary or special appointment as an instructor, assistant professor, associate professor, or professor at Colorado State University and is subsequently appointed to a regular faculty position (see Section E.4), credit may be given for this prior service. This will reduce the probationary period and alter the timing of the midpoint review (see Section E.14.2). The details of such credit for prior service, the length of the probationary period, the timing of the midpoint review, and the time frame for the tenure application process shall all be stated unambiguously in the appointment letter.
- gh. Service counted as part of the probationary period for acquiring tenure Credit may be given for service at other institutions may be counted at this institution. This will reduce the probationary period at this institution and alter the timing of the midpoint review (see Section E.14.2). The details of such credit for prior service, the resulting length of the probationary period, the timing of the midpoint review, and the time frame for the

tenure application process shall all be stated unambiguously in the appointment letter. An application for tenure at the end of such a reduced probationary period shall not be considered an early application for tenure.

If a faculty member has been granted credit for prior service, thus reducing the normal probationary period, then, at a later date, by mutual agreement between the faculty member and the Provost, such credit for prior service may be reduced, thus extending the probationary period. Before entering into such an agreement, the Provost shall consult with the tenure committee, the department head, and the dean of the college.

- hi. Regular employment prior to January 1 shall, at the end of the 30th day of June immediately following, be counted as a full year of service. When the regular appointment begins on or after January 1, the period ending with the 30th day of June immediately following shall not count as any part of the probationary period.
- ij. Service in a tenure-track faculty position shall apply toward sabbatical leave and all other faculty benefits and privileges.
- jk. The foregoing regulations apply to administrative personnel who hold academic rank, but only in their capacity as faculty members. When a faculty member holding an administrative appointment for which additional compensation is provided either relinquishes or is relieved of administrative responsibility, salary may be reduced to properly conform with his or her non-administrative responsibility, upon recommendation of appropriate administrative officers and official approval. The Board has delegated the authority for official approval to the President. If the faculty member relinquishes the administrative appointment voluntarily, or if the termination of the appointment is due to a non-renewal after a specified appointment period to which the faculty member had agreed, then the President has further delegated the authority for official approval to the Provost. If a faculty member alleges that a consideration violative of academic freedom significantly contributed to a decision to terminate his or her appointment to an administrative post, or not to reappoint the individual, he or she is entitled to use of the procedures set forth in Section K.

N. PROPOSED REVISIONS TO THE *MANUAL*, SECTION E.10.5.1-ORIGIN AND PROCESSING OF TENURE RECOMMENDATIONS - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Eykholt, Chair, Committee on Responsibilities and Standing of Academic Faculty, MOVED, THAT FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *MANUAL* SECTION E.10.5 – ORIGIN AND PROCESSING OF TENURE RECOMMENDATIONS, TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

E.10.5.1 Origin and Processing of Tenure Recommendations *(last revised January 2006)*

The head of the department shall initiate the process leading to a recommendation for the granting or denial of tenure not later than the ~~sixth year of service of a regular member of the faculty and not later than the~~ beginning of the final year of the probationary period of the faculty member. Because the recommendation for the granting or denial of tenure is primarily a faculty responsibility, the department head shall ask the members of the tenure committee, to vote by ballot for or granting of tenure to the faculty member being considered. A tenure recommendation shall be by a majority vote of the tenure committee.¹ 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 successively to the department head, the dean of the college, the Provost, and the President for review and either endorsement or opposition. The Board has delegated the final decision to the President.

All reviews are to be exercised expeditiously at each level. After each review, the reviewing administrator shall make a recommendation in writing and send copies to the faculty member, the tenure committee, and all administrators who have previously reviewed the recommendation.

The tenure committee must have at least three members and shall consist of all eligible department faculty, or, if so specified in the department code, a duly elected committee thereof. The department head, college dean, Provost, and President are not eligible to serve on the tenure committee and shall not be present during the committee's deliberations, except when specifically invited by the committee.

A faculty member holding an administrative appointment (as defined in Section K.12a) of more than half time is not eligible to serve on the tenure committee, unless the department code specifies otherwise. If a faculty member holding an administrative appointment does serve on the tenure committee, it is expected that he or she will not participate in discussions of the case at higher administrative levels. The eligible department faculty are all other tenured department faculty, except for those faculty members who are allowed by the University Grievance Officer to recuse themselves. If a committee of at least three tenured faculty cannot be constituted, then additional members shall be selected from other departments within the college so as to produce a committee of three members. The department head shall draw these additional members by lot from faculty on tenure committees within the college. A department may specify in its code a procedure for narrowing the selection of additional members to faculty in disciplines similar to that of the candidate. In the absence of such a procedure, the selection ~~will~~ shall be from all faculty on the tenure committees from all department within the college.

After a recommendation is received from the tenure committee, a contrary recommendation shall be issued at a higher administrative level below the President only for compelling reasons which shall be stated in writing to the faculty member, the tenure committee, and all administrators who have previously reviewed the recommendation. If such a contrary recommendation is issued, the faculty member, the tenure committee, and all administrators who have previously reviewed the recommendation shall be given seven (7) working days from the date of notification of the contrary recommendation to respond in writing to the administrator's reasons for opposition, and the contrary recommendation may be opposed at an even higher administrative level. The responses from the faculty member, the tenure committee, and the administrators shall be forwarded to each successive administrator along with the recommendation and rationale for the contrary recommendation.

¹ The use of the term "majority" in this Academic Faculty and Administrative Professional Manual shall be according to the definition provided in Robert's Rules of Order, that is, more than half of the votes cast, ignoring blanks.

In the event of a committee recommendation to deny tenure, or opposition by an administrative officer below the President to a recommendation to grant tenure, the recommendation of the committee and the reasons for any contrary recommendation shall be made available promptly to the faculty member under consideration. If the faculty member believes that the committee's recommendation to deny tenure violated University policy or state or federal law, he or she shall be given seven (7) working days from the date of notification of the recommendation to submit a written statement detailing this violation. This statement shall be forwarded to each successive administrator along with the recommendation from the tenure committee. If the faculty member believes that an administrator's opposition to a recommendation to grant tenure violated University policy or state or federal law, and the Provost has endorsed the recommendation of the administrator not to grant tenure, then the faculty member may appeal the decision through the grievance procedure. In any grievance proceeding, the department and/or the tenure committee shall be represented by a member of the tenure committee selected by the prevailing side of the committee. Although a grievance may not be filed until the Provost has made his or her recommendation to the President, the grievance shall be against the administrator whose action is being grieved. However, the effective date of notification of the grievant shall be the date of notification of the Provost's recommendation.

When a department head is under consideration for tenure, the successive forwarding of the tenure committee's recommendation shall begin with the dean of the college, rather than the department head.

The department head, the college dean, or the Provost may elect to postpone consideration of a faculty member for tenure, without prejudice, if the recommendation from the tenure committee for the granting or denial of tenure is made in a year earlier than the final year of the probationary period. The decision to postpone and the reasons for postponement shall be communicated immediately in writing to the faculty member and the tenure committee. ~~Nonetheless, the faculty member must be granted tenure or her or his contract terminated by the end of the seventh year of regular or regular part-time service (except when there is an extension beyond this as described in Sections E.10.4.c and E.10.4.d).~~ However, the faculty member must either be granted tenure by the beginning of the first year after the end of the probationary period or be notified by the end of the probationary period that his or her contract will be terminated at the end of one additional year. Once a faculty member is on a regular tenure track appointment, the use of special or temporary appointments to extend the probationary period for tenure is not permitted.

Mr. Eykholt explained that the revisions will clarify the time-line for the tenure process, and will clarify that administrators who make separate recommendations on the granting of tenure should not participate in the deliberations of the tenure committee.

MR. EYKHOLT'S MOTION WAS ADOPTED.

O. PROPOSED REVISIONS TO THE *MANUAL*, SECTION E.13.1 - ORIGIN AND PROCESSING OF RECOMMENDATIONS - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Eykholt, Chair Committee on Responsibilities and Standing of Academic Faculty, MOVED THAT FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *MANUAL* SECTION E.13.1 – ORIGIN AND PROCESSING OF RECOMMENDATIONS, TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

E.13.1 Origin and Processing of Recommendations (~~last revised June 15, 2005~~)

The head of the department shall initiate the process leading to a recommendation for the granting or denial of promotion. Because this recommendation is primarily a faculty responsibility, the department head shall ask the promotion committee to vote by ballot for or against promotion of the faculty member being considered. 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 successively to the department head, the dean of the college, the Provost, and the President for review and either endorsement or opposition. The Board has delegated the final decision to the President.

The promotion committee must have at least three members and shall consist of all eligible department faculty, or, if so specified in the department code, a duly elected committee thereof. The department head, college dean, Provost, and President are not eligible to serve on the promotion committee and shall not be present during the committee's deliberations, except when specifically invited by the committee. A faculty member holding an administrative appointment (as defined in Section K.12.a) of more than half time is not eligible to serve on the promotion committee, unless the department code specifies otherwise. If a faculty member holding an administrative appointment does serve on the promotion committee, it is expected that he or she will not participate in discussions of the case at higher administrative levels. The eligible department faculty are all other tenured department faculty of higher rank than the faculty member under consideration, excepting those who are allowed by the University Grievance Office to recuse themselves. If a committee of at least three tenured faculty of higher rank cannot be constituted, then additional members shall be selected from other departments within the college so as to produce a committee of three members. The department head shall draw these additional members by lot from faculty of higher rank on promotion committees within the college. A department may specify in its code a procedure for narrowing the selection of additional members to faculty in disciplines similar to that of the candidate. In the absence of such a procedure, the selection ~~will~~ shall be from all faculty of higher rank on the promotion committees from all departments within the college.

After a recommendation is received from the promotion committee, a contrary recommendation shall be issued at a higher administrative level below the President only for compelling reasons that shall be stated in writing to the faculty member, the promotion committee, and all administrators who have previously supported or reversed the recommendation. If such a contrary recommendation is issued, the faculty member, the promotion committee, and all administrators who have previously reviewed the recommendations shall be given seven (7) working days from the date of notification of the contrary recommendation to respond in writing to the administrator's reasons for opposition, and the contrary recommendation may be opposed at an even higher administrative level. The responses from the faculty member, the promotion committee, and the administrators shall be forwarded to each successive administrator along with the recommendation and rationale for the contrary recommendation.

In the event of a committee recommendation to promotion or opposition by an administrative officer below the President of a recommendation to grant promotion, the recommendation of the committee and the reasons for any contrary recommendation shall be made available promptly to the faculty member under consideration. If the faculty member believes that the committee's recommendation to deny promotion violated University policy or state and federal law, he or she shall be given seven (7) working days from the date of notification of the recommendation to submit a written statement detailing this violation. This statement shall be forwarded to each successive administrator along with the recommendation from the promotion committee. If the faculty member believes that an administrator's opposition to a recommendation to grant promotion violated University policy or state or federal law, and the Provost has endorsed the recommendation of the administrator not to grant

promotion, then the faculty member may appeal the decision through the grievance procedure. In any grievance proceeding, the department and/or the promotion committee shall be represented by a member of the promotion committee selected by the prevailing side of the committee. Although a grievance may not be filed until the Provost has made his or her recommendation to the President, the grievance shall be against the administrator whose action is being grieved. However, the effective date of notification of the grievant shall be the date of notification of the Provost's recommendation.

When the department head is under consideration for promotion, the successive forwarding of the promotion committee's recommendation shall begin with the dean of the college, rather than the department head.

Mr. Eykholt explained that the revisions will clarify that administrators who make separate recommendations on the granting of promotions should not participate in the deliberations of the promotion committee.

MR. EYKHOLT'S MOTION WAS ADOPTED.

P. PROPOSED REVISIONS TO THE *MANUAL*, SECTION F.3.14 - SPECIAL LEAVE - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Eykholt, Chair, Committee on Responsibilities and Standing of Academic Faculty, MOVED THAT FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *MANUAL* SECTION F.3.14 – SPECIAL LEAVE, TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

F.3 Types of Leaves

F.3.14 Special Leave

Any ~~request for leave, with or without salary or expenses, not covered by that does not fall~~ under one of the categories found in the other sections of this *Academic Faculty and Administrative Professional Manual*, with or without salary or expenses, shall be designated as a special leave. Each case shall be considered on its merits upon recommendation through administrative channels to the President.

Mr. Eykholt explained that the proposed revisions clarify the definition of special leave.

MR. EYKHOLT'S MOTION WAS ADOPTED.

Q. PROPOSED REVISIONS TO THE *MANUAL*, SECTION F.3.4 - SABBATICAL LEAVE - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Eykholt, Chair Committee on Responsibilities and Standing of Academic Faculty, MOVED, THAT FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *MANUAL* SECTION F.3.4 – SABBATICAL LEAVE, TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

F.3 Types of Leaves

F.3.4 Sabbatical Leave *(last revised February 3, 2004)*

The University offers tenured academic faculty members the possibility of sabbatical leaves. According to state statute, a faculty member may not take sabbatical leave more often than once every seven years. According to University policy, a faculty member does not become eligible for sabbatical leave until at any time after the accumulation of six years have elapsed of service (not including any credit for prior service at another institution) since the faculty member's initial appointment or most recent sabbatical leave. A faculty member in a tenure-track position may apply for sabbatical leave prior to being granted tenure, and such leave may be granted subject to the condition that the faculty member receive tenure prior to beginning the sabbatical leave. However, a faculty member must have tenure in order to take sabbatical leave.

F.3.4.1 Conditions and Procedures for Granting Sabbatical Leave *(last revised June 14, 2000)*

- a. *no change*
- b. *no change*
- c. *no change*
- d. *no change*
- e. *no change*
- f. *no change*
- g. *no change*
- h. ~~Sabbatical leaves are not cumulative~~ The accumulation of service for sabbatical leave is limited to six years. Periods of temporary employment ~~may not be counted in determining eligibility for the sabbatical privilege~~ do not count toward the accumulation of service for sabbatical leave.
- i. *no change*
- j. *no change*
- k. *no change*
- l. *no change*
- m. *no change*
- n. Time spent on special leaves, to a maximum of two years, may be applied to total time cumulative for sabbatical leave providing the faculty member:
 - (1) ~~Has been employed for a minimum of one year prior to beginning of special leave:~~
 - (2) ~~Has returned to his employment for not less than one year prior to beginning of sabbatical leave:~~

The fact that special leaves have been previously granted to a faculty member shall not infringe in any way on his or her normal eligibility for sabbatical leave. Normally, time spent on leave does not count toward the accumulation of service for sabbatical leave. However, in special cases, time spent on non-sabbatical leave may count toward the accumulation of service for sabbatical leave. This requires that the details and rationale

regarding the accumulation of service be stated in writing in the request for non-sabbatical leave, and that they be approved in writing by the Provost prior to the beginning of the non-sabbatical leave.

- o. The faculty member on sabbatical leave is on University business, and shall be eligible for ~~tenure~~; promotion; and salary raises while on leave.
- p. *no change*

F.3.4.2 College Criteria for Granting of Sabbatical Leaves
no change

F.3.4.3 Sabbatical Leaves as a Legitimate Expectation
no change

F.3.4.4 Sabbatical Report

Upon completion of the sabbatical leave, the faculty member shall submit a final sabbatical report to the department head, who ~~will~~ shall forward it to the dean and the Provost for review and submission to the Board. The report shall include a summary of the faculty member's activities while on sabbatical and the benefits derived by the faculty member from the sabbatical activity. Such reports need not include specific details of the research performed by the faculty member. Final sabbatical reports must be submitted to the office of the institution's chief academic officer within three months of the completion of the leave. Sabbatical reports are considered public record and shall be available for inspection upon request. The Board may deny subsequent sabbatical leave to a faculty member who fails to submit the required report or who fails to meet the goals specified in the application for sabbatical leave.

F.3.4.5 Sabbatical Records
no change

Mr. Eykholt explained that the revisions to the opening paragraph clarifies the time frame for sabbatical leave, and it allows a faculty member to apply for a sabbatical leave in anticipation of receiving tenure at the end of his or her sixth year of service. The revisions to Section F.3.4.h clarifies the intent of this paragraph. The revisions to Section F.3.4.n still states that allowing leave to count toward the accumulation of service for sabbatical leave is a special case, but it removes some of the restrictions and allows for greater flexibility in making this decision. The revisions to Section F.3.4.o acknowledges the fact that a faculty member without tenure cannot take a sabbatical leave. The addition to Section F.3.4.4 informs faculty members of the consequences of not submitting a sabbatical report or not meeting the goals in the application for sabbatical leave.

Ms. Pendell noted that the language in section F.3.4.1.h suggests that a faculty member can not have more than six years between sabbatical leaves. Mr. Eykholt explained that the language, which was approved by General Counsel, means that additional years do not count towards the accrual of service for sabbatical leave eligibility.

Mr. Robert Liebler asked who determines whether the goals of the sabbatical leave are accomplished. Mr. Tom Gorell, Vice Provost for Faculty Affairs, noted that this determination would happen at the department/college level after an application is submitted for another sabbatical leave. Mr. Liebler asked if the faculty member would be involved in the decision. Ms. Pendell pointed out that the faculty member must submit a sabbatical report and if the sabbatical report matched the goals of the proposal for the sabbatical leave there would be no

problem. Mr. Gorell added that all sabbatical leave reports are submitted to the Board of Governors for review. Mr. Evan Vlachos pointed out that a sabbatical leave is not a right and a request for a sabbatical leave may be denied. Mr. Eykholt noted that the revisions do not change the current policy and that there have been no indication that reports or achievement of goals have been a problem.

MR. EYKHOLT'S MOTION WAS ADOPTED.

R. PROPOSED REVISIONS TO THE *MANUAL*, SECTIONS F.3.1 AND F.3.2 - LEAVE ACCRUAL - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Jones announced that this item was withdrawn from the May 2, 2006 Faculty Council agenda for further review.

S. PROPOSED REVISIONS TO THE *MANUAL*, SECTION G.1 - STUDY PRIVILEGES - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr Eykholt, Chair, Committee on Responsibilities and Standing of Academic Faculty, MOVED, THAT FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *MANUAL* SECTION G.1 – STUDY PRIVILEGES, TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

G.1 Study Privileges

Under the following conditions, Members of the academic faculty and administrative professionals may register for credit courses at Colorado State University on a space-available basis without the assessment of tuition or general fees to the employee with Regular and Special Appointments, and those on Temporary Appointments, who have completed one year of continuous service at half-time or greater, who obtain the consent of their department heads may register, on a space-available basis, for courses according to the following:

- a. According to State Fiscal Rules, courses taken by an employee under this study privilege must benefit the State and enhance the employee's performance, as determined by the head of his or her administrative unit (such as a department head).
- b. The employee must obtain the written consent from the head of his or her administrative unit to register for specific courses.
- c. Academic faculty and administrative professionals on regular or special appointments become eligible for this study privilege as soon as their employment begins.
- d. Academic faculty and administrative professionals on temporary appointments become eligible for this privilege after completing one year of service at .50 time or greater.
- ae. ~~Those~~ Academic faculty and administrative professionals with full-time appointments are permitted to register for a maximum of six (~~6~~) credits per academic year, including the previous summer term.
- bf. ~~Those~~ Academic faculty and administrative professionals with appointments ~~between from~~ .75 time and to .99 time are permitted to register for a maximum of four (~~4~~) credits per academic year, including the previous summer term.

eg. Those Academic faculty and administrative professionals with appointments of from .50 time to .74 time are permitted to register for a maximum of three (3) credit per academic year, including the previous summer term.

~~Courses audited are included in the maximum. No tuition or general fees will be assessed if applicable. Tuition will be assessed as soon as credits are taken in excess of the stated maximum. Only credit courses which are a part of the Colorado State University Curriculum, as defined by the *Colorado State University General Catalog*, are available under this benefit. These courses will be identified with a departmental course number.~~

Division of Continuing Education offerings are included under this privilege. Academic faculty and administrative professionals may enroll in academic-credit courses (section numbers 700 or higher) listed in the continuing education bulletin.

The above credit maxima include courses which are audited. Tuition will be assessed as soon as credits are taken in excess of the stated maximum for the employee.

~~According to State Fiscal Rules, courses taken by employees under their study privileges must benefit the State and enhance the employee's performance, as determined by their department heads.~~

Mr. Eykholt explained that these revisions clarify the restrictions on the use of the study privilege for academic faculty and administrative professionals. Mr. Eykholt added that the revisions do not reflect a change in policy.

MR. EYKHOLT'S MOTION WAS ADOPTED.

T. PROPOSED REVISIONS TO THE *MANUAL*, SECTION G.3 - RECREATIONAL FACILITIES - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Eykholt, Chair Committee on Responsibilities and Standing of Academic Faculty, MOVED, THAT FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *MANUAL* SECTION E.G.3 – RECREATIONAL FACILITIES, TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

G.3 Recreational Facilities

Recreational facilities are available for a fee to the ~~for use by~~ academic faculty, and administrative professionals, and staff (including retirees in all categories). ~~Members may use the physical education, recreational, and dressing room facilities located in the Auditorium-Gymnasium and the South College Gymnasium, if space is available and if the use does not conflict with regularly scheduled classes or events.~~ Contact Campus Recreation for information regarding the use of the Student Recreation Center, and contact the Department of Health and Exercise Science regarding programs offered in the Moby Gymnasium and the South College Gymnasium.

~~Academic faculty and administrative professional members may use these facilities for a fee which may be paid on an annual or semester basis. The fee entitles the individual to the use of gym clothing and towel service. A storage locker is provided on an availability basis.~~

Mr. Eykholt explained that these revisions update the information regarding the availability of recreational facilities.

MR. EYKHOLT'S MOTION WAS ADOPTED.

U. PROPOSED REVISIONS TO THE *MANUAL*, SECTION I.16 - CONTROLLED SUBSTANCES, ILLICIT DRUG AND ALCOHOL POLICY - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Eykholt, Chair Committee on Responsibilities and Standing of Academic Faculty, MOVED, THAT FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *MANUAL* SECTION I.16 – CONTROLLED SUBSTANCES, ILLICIT DRUG AND ALCOHOL POLICY, TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

I.16 Policies Regarding Controlled Substances, Illicit Drugs, and Alcohol Policy

No member of the academic community (faculty, administrative professionals, staff, and students) may unlawfully possess, use, manufacture, dispense, or distribute controlled substances, ~~or~~ illicit drugs, ~~or~~ and alcohol on University property or as a part of any University activity. The University, through its established committees and procedures, will impose sanctions on students and employees found to be in violation of this policy, possibly including, but not limited to, one or more of the following: required rehabilitative treatment, reprimand, probation, expulsion, eliminating or lowering salary increases for a period of time, temporary suspension with or without pay, termination, and referral to civil authorities for prosecution consistent with State and ~~f~~ederal law and University policy. University employees who are convicted under a criminal drug statute for an act in violation of this policy must report the conviction to their appropriate supervisor in writing within five days. The University will annually inform faculty, administrative professionals, staff, and students of applicable health risks, counseling, treatment, rehabilitation or reentry programs, and applicable local, State, and ~~f~~ederal law on unlawful possession or distribution of illicit drugs and alcohol.

Under certain conditions, alcoholic beverages may be served at campus functions. However, before alcoholic beverages may be served in a campus building, the intent to serve alcoholic beverages must be registered with Facilities Management. Facilities Management has a policy and guidelines regarding the serving of alcoholic beverages in campus buildings. The Lory Student Center also has a policy and guidelines regarding the serving of alcoholic beverages in the Lory Student Center. University employees and students intending to serve alcoholic beverages as part of a campus function need to be aware of and follow the appropriate policies and guidelines.

Mr. Eykholt explained that University employees and students need to be aware of these restrictions regarding the serving of alcoholic beverages at campus functions.

Ms. Makela asked if this policy applied to outdoor events held on campus property. Mr. Eykholt noted that the policy referred to events in campus buildings.

MR. EYKHOLT'S MOTION WAS ADOPTED.

Mr. Jones thanked all the Faculty Council members for the dedication and service on Faculty Council during the academic year. He thanked all members of the Faculty Council Standing Committees and recognized the Chairs of the Standing Committees for their dedication, and hard work during this academic year. He also thanked Mr. F. C. 'Ted' Weston and Mr. Ken Klopfenstein for their service as Officers of Faculty Council, and Ms. Diane Maybon.

THE MEETING WAS ADJOURNED AT 5:34 P.M.

Robert L. Jones, Chair
Kenneth Klopfenstein, Vice Chair
Diane L. Maybon, Recording Secretary

ATTENDANCE
BOLD INDICATES PRESENT AT MEETING
UNDERLINE INDICATES ABSENT AT MEETING

Agricultural Sciences

Jerry Eckert
TBA
Louis Bjostad
Harrison Hughes
Greg Butters
Dana Hoag
Steve Newman
Phil Westra

Agricultural and Resource Economics
Animal Sciences
Bioagricultural Sciences & Pest Management
Horticulture & Landscape Architecture
Soil and Crop Sciences
College-at-Large
College-at-Large
College-at-Large

Applied Human Sciences

Molly Eckman
G. Israel for R. Gotshall
David A. Sampson
David Macphee
Michael Nobe
David Greene
Jean Lehman
Mona Schatz (Sabbatical Spr.)

Design and Merchandising
Health and Exercise Science
Food Science and Human Nutrition
Human Development and Family Studies
Construction Management
Occupational Therapy
School of Education
School of Social Work

Business

William Mister
Dan Turk
Timothy Gallagher
Ray Hogler
Joe Cannon

Accounting
Computer Information Systems
Finance and Real Estate
Management
Marketing

Engineering

Chris Kummerow
Larry Belfiore
Ramchand Oad
H. J. Siegel
Azer Yalin
Paul Heyliger
Darrell Fontane

Atmospheric Science
Chemical and Biological Engineering
Civil and Environmental Engineering
Electrical and Computer Engineering
Mechanical Engineering
College-at-Large
College-at-Large

Liberal Arts

Lynn Kwiatkowski
Patricia Coronel
Steven J. Shulman
Pam Coke
Michael Abeyta
Jared Orsi
Jamie Switzer
William Davis
M. McCulloch for Idris Hamid
Bradley MacDonald

Anthropology
Art
Economics
English
Foreign Languages and Literatures
History
Journalism and Technical Communication
Music, Theater, and Dance
Philosophy
Political Science

Liberal Arts (Continued)

Evan Vlachos	Sociology
Kari Anderson	Speech Communication
Elissa Braunstein	College-at-Large
Kyle Saunders	College-at-Large
Cindy Christen	College-at-Large

Natural Resources

Gary White	Fish, Wildlife, and Conservation Biology
<u>Douglas Rideout</u>	<u>Forest, Rangeland, and Watershed Stewardship</u>
John Ridley	Geosciences
<u>Maureen Donnelly</u>	<u>Natural Resource Recreation and Tourism</u>
Pat Pellicane	College-at-Large

Natural Sciences

P. Laybourn for J. Nyborg	Biochemistry and Molecular Biology
Bruce Wunder	Biology
George Barisas	Chemistry
<u>Dale H. Grit</u>	<u>Computer Science</u>
Robert Liebler (Replaced Kenneth Klopfenstein 05-06)	Mathematics
Steve Robinson, Excused	Physics
Peter Chen	Psychology
<u>Phillip Lee Chapman</u>	<u>Statistics</u>
Stephen Stack	College-at-Large
<u>Nancy Levinger</u>	<u>College-at-Large</u>
Richard Eykholt	College-at-Large
Zinta Byrne	College-at-Large

Veterinary Medicine and Biomedical Sciences

<u>George Seidel</u>	<u>Biomedical Sciences</u>
<u>Chris Orton</u>	<u>Clinical Sciences</u>
John Reif	Environmental and Radiological Health Sciences
Julie Inamine	Microbiology, Immunology and Pathology
<u>Gerald Callahan</u>	<u>College-at-Large</u>
Tony Knight	College-at-Large
John Zimbrick	College-at-Large
Sue Vandewoude	College-at-Large
<u>Joel Bedford</u>	<u>College-at-Large</u>

University Libraries

Michelle Wilde	Libraries
Lou E. Anderson	At-Large
Alea Henle	At-Large

Ex Officio Voting Members

Sue Pendell	Chair - Committee on Faculty Governance
<u>Harvey Cutler</u>	<u>Chair - Committee on Intercollegiate Athletics</u>
<u>Katharine Leigh</u>	<u>Chair - Committee on Libraries</u>
Richard Eykholt*	Chair - Committee on Responsibilities and Standing of Academic Faculty
Kathy Partin	Chair - Committee on Scholarship Research and Graduate Education
Daniel Turk*	Acting Chair - Committee on Scholastic Standards
F. C. "Ted" Weston*	Chair - Committee on Strategic and Financial Planning
Michael Palmquist	Chair - Committee on Teaching and Learning
Karyn Hamilton for Jeff Collett	Chair - Committee on University Programs
Carole Makela	Chair - University Curriculum Committee

*Indicates Elected Member of Faculty Council

Officers of Faculty Council

Robert L. Jones	Chair, Faculty Council
Kenneth Klopfenstein	Vice Chair, Faculty Council
F. C. "Ted" Weston	BOG Representative
C. W. Miller	Immediate Past Chair, Faculty Council
Paul Kugrens, Excused	Parliamentarian
Diane L. Maybon	Recording Secretary

Ex Officio Non Voting Members

Larry Edward Penley, Excused	President
Anthony Frank	Provost/Senior Vice President
<u>Hank Gardner</u>	<u>Interim Vice President for Research</u>
<u>Linda Kuk</u>	<u>Vice President for Student Affairs</u>
<u>Marc Johnson</u>	<u>Dean, College of Agricultural Sciences</u>
<u>April Mason</u>	<u>Dean, College of Applied Human Sciences</u>
<u>Ann Gill</u>	<u>Interim Dean, College of Liberal Arts</u>
<u>Ajay Menon</u>	<u>Dean, College of Business</u>
<u>Sandra Woods</u>	<u>Interim Dean, College of Engineering</u>
<u>Edward Redente</u>	<u>Interim Dean, College of Natural Resources</u>
<u>Rick Miranda</u>	<u>Dean, College of Natural Sciences</u>
<u>Lance Perryman</u>	<u>Dean, College of Veterinary Medicine and Biomedical Sciences</u>
<u>Catherine Murray-Rust</u>	<u>Dean, University Libraries</u>
Peter Dorhout	Vice Provost for Graduate Affairs and Assistant Vice President for Research
Tom Gorell	Vice Provost for Faculty Affairs
Alan Lamborn, Excused	Vice Provost for Undergraduate Affairs