

To Faculty Council Members: Your critical study of these minutes is requested. If you find errors, please contact Diane Maybon, at 1-5693 or dmaybon@colostate.edu.

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

*MINUTES*  
**Faculty Council Meeting**  
**May 3, 2011**

*Call To Order*

The Faculty Council meeting was called to order at 4:00 p.m. by Richard Eykholt, Chair.

*Announcements*

- A. Next Faculty Council Meeting - September 6, 2011 - A202 Clark Building - 4:00 p.m.

Richard Eykholt announced that the next Faculty Council meeting will be held on Tuesday, September 6, 2011 in Room A202 Clark Building. The meeting will begin at 4:00 p.m.

- B. Proposed Revisions to the *Manual*, Sections G.1 - Study Privileges and G.4 - Tuition and Scholarship Program for Spouses, Domestic Partners, and Children - Executive Committee - Adopted on behalf of Faculty Council

Eykholt noted that Executive Committee at its April 19, 2011 meeting, acting for Faculty Council, approved the proposed revisions to the *Manual*, Sections G.1 - Study Privileges and G.4 - Tuition and Scholarship Program for Spouses, Domestic Partners, and Children as follows:

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

**G.1 Study Privileges**

Under the following conditions, academic faculty members and administrative professionals with appointments at .50 time or greater may register for credit courses at Colorado State University on a space-available basis without the assessment of the student portion of total tuition or general fees to the employee:

- 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 members and administrative professionals on regular, multi-year research, or special appointments become eligible for this study privilege as soon as their employment begins.
- d. Academic faculty members and administrative professionals on temporary appointments become eligible for this privilege after completing one (1) year of service at .50 time or greater.

- e. The President shall set the maximum number of credits for which Academic faculty members 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, but it shall be at least nine (9) credits for employees with full-time appointments, at least seven (7) credits for employees with appointments from .75 time to .99 time, and at least five (5) credits for employees with appointments from .50 time to .74 time.
- f. ~~Academic faculty members and administrative professionals with appointments from .75 time to .99 time are permitted to register for a maximum of four (4) credits per academic year, including the previous summer term.~~
- g. ~~Academic faculty members and administrative professionals with appointments 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.~~

Certain tuition and fees are not covered by the study privilege, so these must be paid by the employee at the time of registration. Fees not covered may include course fees, department fees, the University Facility Fee, University and College Technology Fees, and similar charges as may be imposed from time to time.

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. In particular, the study privilege does not cover the cost of continuous registration.

The Division of Continuing Education ("DCE") offerings are included under this privilege. Academic faculty members and administrative professionals may enroll in academic-credit courses (section numbers 700 or higher) listed on the Continuing Education website. However, tuition for these courses may be higher than "resident Instruction" tuition, in which case, the difference must be paid by the employee or by some other source.

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

#### **G.4 Tuition Scholarship Program for Spouses, Domestic Partners, and Children**

The spouse, domestic partner, and Eligible Children of an Eligible Employee shall be qualified to receive a Tuition Scholarship if admitted to the University and enrolled in a degree program or as a degree-seeking student with an undeclared major. This Tuition Scholarship Program is also available to students in programs such as Professional Veterinary Medicine, Teacher Certification, and Principal Licensure. The amount of this Tuition Scholarship shall be ~~twenty-five (25) percent~~ a fixed percentage of the undergraduate or graduate tuition that would be assessed to the student for regular on-campus courses at the in-state tuition rate, except for a student in the Professional Veterinary Medicine Program, whose scholarship shall equal ~~twenty-five (25) percent~~ this same percentage of the tuition assessed to in-state graduate students. This percentage shall be set by the President, but it shall be at least fifty (50) percent. Note that, in some cases, this Tuition Scholarship may be taxable income. Applications for this Tuition Scholarship must be processed in accordance with the requirements established by Student Financial Services and Human Resource Services for this program.

If a person dies while an Eligible Employee, his or her spouse or domestic partner shall continue to be qualified for this Tuition Scholarship Program until six (6) years after the date of the death, and each of his or her Eligible Children shall continue to be qualified for this Tuition Scholarship Program until the Eligible Child reaches the age of twenty-six (26). For all cases of separation from employment of an Eligible Employee other than death, the spouse, domestic partner, and Eligible Children of the Eligible Employee shall cease to be qualified for this Tuition Scholarship Program at the end of the academic

year in which the separation from employment occurs.

In exceptional circumstances, the Vice President for University Operations has the authority to grant eligibility to someone who might not qualify otherwise for eligibility.

For the purposes of Section G.4, the following definitions shall apply:

- a. "Eligible Employees" shall mean and refer to all academic faculty members and administrative professionals with regular, special, multi-year research, or transitional appointments of half-time (0.5) or greater and all non-temporary state classified appointments of half-time (0.5) or greater.
- b. "Eligible Child" shall mean and refer to biological children, adopted children, foster children, stepchildren, and legal wards of either the Eligible Employee or the Eligible Employee's spouse or domestic partner, as well as any person for whom either the Eligible Employee or the Eligible Employee's spouse or domestic partner is standing in loco parentis, provided that the "Eligible Child" is under twenty-six (26) years of age.

Eykholt explained that, in G.1, the administration has decided to increase the number of credits allowed under this study privilege. In addition, in G.4, the administration has changed the level of this scholarship. It is being increased from 25 percent to 50 percent.

- C. Executive Committee Meeting Minutes: March 22, 29, and April 12, 2011

Eykholt announced that copies of the March 22, 29 and April 12, 2011 Executive Committee meeting minutes were sent to Faculty Council members via email.

***Minutes to be Approved***

- A. Faculty Council Meeting Minutes - April 5, 2011

The April 5, 2011 Faculty Council meeting minutes were approved by unanimous consent.

***Reports To Be Received***

- A. Provost/Executive Vice President

Eykholt reported that the Rick Miranda, Provost/Executive Vice President was attending the Board of Governors meeting in Pueblo and asked that Eykholt relay to the Faculty Council members that he has appreciated all the hard work that has been completed this academic year. Eykholt added, that Miranda is working with the Board of Governors to avoid meeting conflicts between the Board of Governors and Faculty Council in the future.

- B. Faculty Council Chair

No report presented.

***Unfinished Business***

A. Election - Standing Committees - College of Applied Human Science Representatives - Committee on Faculty Governance

Luis Garcia, Vice Chair, Committee on Faculty Governance, nominated, on behalf of the Committee on Faculty Governance, the following faculty members from the College of Applied Human Sciences to serve on the following Faculty Council Standing Committees:

Committee on Faculty Governance  
Scott Shuler                      Applied Human Sciences                      2014

Committee on Libraries  
Susan A. Lynham                      Applied Human Sciences                      2014

Committee on Responsibilities and Standing of the Academic Faculty  
David Greene                      Applied Human Sciences                      2014

Committee on Scholarship, Research and Graduate Education  
Ajoy Sarkar                      Applied Human Sciences                      2014

Committee on Strategic and Financial Planning  
Katherine Leigh                      Applied Human Sciences                      2014

Eykholt asked if there were any other nominations for the Faculty Council Standing Committees.

Kim Bundy-Fazioli nominated Emily Dakin to serve a three year term on the Committee on Scholarship, Research, and Graduate Education.

Eykholt announced that there are vacancies for the Agricultural Sciences representative on the Committee on Faculty Governance and the Natural Sciences representative on the Committee on Scholastic Standards. There were no nominations from the floor for these positions.

Hearing no further nominations, the nominations were closed.

Scott Shuler, Committee on Faculty Governance; Susan A. Lynham, Committee on Libraries; David Greene, Committee on Responsibilities and Standing of the Academic Faculty; Emily Dakin, Committee on Scholarship, Research, and Graduate Education; and Katherine Leigh, Committee on Strategic and Financial Planning; were elected to three year terms beginning July 1, 2011 to June 30, 2014.

Eykholt asked permission to change the order of the agenda to continue with business while the election was taking place. There were no objections.

***Consent Agenda***

A. Changes in Curriculum to be Approved: University Curriculum Committee Minutes: March 11, 25, and April 8, and 15, 2011

Carole Makela, Chair, University Curriculum Committee, moved to adopt the consent agenda.

Makela's motion was adopted.

***Special Actions***

A. Request to Move the Master of Science in Watershed Stewardship - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that the Faculty Council adopt request to move the Master of Science in Watershed Stewardship to be effective Summer Session 2011 as follows:

The Master of Science in Watershed Science (M.S. degree program) be moved from the Department of Forest, Rangeland, and Watershed Stewardship to the Department of Ecosystem Science and Sustainability.

Makela explained that this request was approved by the University Curriculum Committee on March 25, 2011. Makela noted that, according to the request submitted by the Department of Forest, Rangeland, and Watershed Stewardship:

“The administration of the Watershed Science Master of Science is being transferred from the Department of Forest, Rangeland and Watershed Stewardship (FRWS) to the new Department of Ecosystem Science and Sustainability (DESS). This transfer is occurring as a result of reorganization within WCNR. Four of the five Watershed faculty are moving from FRWS to DESS.”

Makela’s motion was adopted.

B. Request for a New Ph.D. in Occupation and Rehabilitation Science - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that the Faculty Council adopt the request for a new Ph.D. Degree in Occupation and Rehabilitation Science to be effective Fall Semester 2012 as follows:

A new Doctor of Philosophy (Ph.D.) be established in Occupation and Rehabilitation Science, in the Department of Occupational Therapy.

Makela noted that this proposal was reviewed and approved by the Committee on Scholarship, Research, and Graduate Education on April 14, 2011 and by the University Curriculum Committee on April 14, 2011. Makela explained that according to the request submitted by the Department of Occupational Therapy:

“The proposed Ph.D. program in Occupation and Rehabilitation Science responds to the critical shortages of faculty in occupational therapy as well as to the need to prepare career scientists who can help address the vast social and health issues in our society.”

Makela’s motion was adopted.

C. Request for a New Plan C Master of Applied Statistics - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that the Faculty Council adopt the request for a new Plan C Master of Applied Statistics to be effective Summer Semester 2012 as follows:

A plan C master’s program, Master of Applied Statistics (M.A.S.) in the Department of Statistics be established, effective Summer Semester 2012.

Makela noted that the proposal was reviewed and approved by the following committees: Committee on Scholarship, Research, and Graduate Education on April 14, 2011; University Curriculum Committee on April 15, 2011. Makela added that according to the program proposal:

“...The MAS emphasizes practical methods in statistics and de-emphasizes the theoretical development. The curriculum includes more topics than the usual MS but not in as much depth. This degree program is intended for student with undergraduate backgrounds in math, science, social science, or business fields who see the need for additional education and training yet do not want to pursue a research career path. In addition, we anticipate interest from PhD students in other fields for whom training in statistical

methods would be beneficial.”

Makela’s motion was adopted.

D. Request to Add minimum Grade Requirement for the Mathematical Biology Minor - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that the Faculty Council adopt the request to add a minimum grade requirement for the Mathematical Biology Minor as follows:

A minimum grade of C is required in all mathematics, statistics, and computer science courses including all MATH, STAT, or CS joint listed courses required for the minor in mathematical biology.

Makela noted that the minimum grade statement was reviewed and approved by the University Curriculum Committee on April 8, 2011. In addition, Makela explained that the proposed Minor in Mathematical Biology contains the stipulation that a minimum grade of C is required in all required mathematics and statistics courses, including the cross-listed course MATH 348/BZ 348 (i.e., all courses in the proposed program of study). Due to the logical and intensely-cumulative nature of ideas and skills developed by students as they progress through any mathematics curriculum, extensive experience indicates it is essential students have at least a knowledge commensurate with a grade of C in prerequisite courses to be successful (i.e., to earn a grade of C or better) in subsequent courses in mathematics (including MATH 348/BZ 348) and statistics (as well as courses in computer science, although there are no computer science courses required in this minor). It is the case that a minimum grade of C should be required for courses that are not prerequisites for other courses in the Minor, such as MATH 455, to ensure that students completing the Minor be prepared for advanced study in a graduate program in a related subject or a graduate program in which a knowledge-base commensurate with a grade of C included in such courses would be beneficial, if not essential, for success. Similar minimum-grade requirements are included in the Minor in Mathematics, the Minor in Computer Science, the Minor in Statistics, and in all Concentrations of the Major in Mathematics. We consistently require in all our programs of study, for reasons backed up by long experience observing the success, or lack of success, of our students, that all courses in the mathematical sciences (i.e., MATH, STAT, CS, and courses cross-listed with the MATH, STAT, and CS subject codes) be passed with a grade of C or better. For the reason outlined above, as well as in the spirit of consistency, we request a minimum grade of C or better for all required courses in the proposed Minor in Mathematical Biology.

Makela’s motion was adopted.

E. Recommendations - Continuance/Discontinuance of Centers, Institutes, and Other Special Units (CIOSUs) - Committee on University Programs

Patricia Rettig, Chair, Committee on University Programs, moved that the Faculty Council accept the Committee’s recommendations for the following Centers, Institutes, and Other Special Units (CIOSUs) that have been reviewed through the biennial review process and are being recommended for continuance, non-renewal or postponed for consideration until the next cycle as follows:

**Recommended for Renewal**

College of Agricultural Sciences  
Center for Meat Safety  
Rocky Mountain Center for Crop Biosecurity  
Shortgrass Steppe Long-Term Ecological Research  
Western Center for Integrated Resource Management

College of Applied Human Sciences  
Avenir Museum of Design and Merchandising  
Center for Family and Couple Therapy

Community Organizing to Reach Empowerment (CORE) Center  
Consortium for Human Nutrition  
Human Animal Bond in Colorado  
Human Performance Clinical Research Laboratory  
Institute for the Built Environment  
National Center for Vehicle Emissions Control and Safety  
Scenario Planning Institute

College of Business

Everitt Real Estate Center  
Center for Professional Development and Business Research  
Center for Advancement of Sustainable Enterprise (CASE)

College of Engineering

Center for Earth-Atmosphere Studies  
Center for Explosive Research and Testing of Geomaterials  
Colorado Climate Center  
Composite Materials, Manufacture and Structures Laboratory  
Computing Hydrology Laboratory  
Cooperative Institute for Research in the Atmosphere  
CSU Chill National Radar Facility  
DOD Center for Geosciences/Atmospheric Research  
Engineering Research Center  
Engines and Energy Conversion Laboratory  
Graduate GeoEnvironmental Laboratory  
Harold H. Short Engineering Infrastructure Laboratory  
Hydraulic Research Lab

College of Engineering - Continued

Integrated Decision Support Group  
International School for Water Resources  
Motorsport Engineering Research Laboratory  
Wind Engineering and Fluids Laboratory

College of Liberal Arts

Laboratory of Public Archaeology  
Public Lands History Center

College of Natural Sciences

Cell and Molecular Biology Graduate Degree Program  
Materials Chemistry Program

College of Veterinary Medicine and Biomedical Sciences

Animal Cancer Center  
Argus Institute  
Center for Environmental Medicine  
Mycobacteria Research Laboratories

Office of the Provost/Senior Vice President

Center for Advising and Student Achievement  
Society of Senior Scholars

Warner College of Natural Resources

Western Forest Fire Research Center

**Not Recommended for Renewal**

College of Liberal Arts  
Institute for the Study of Energy and Our Future (request for hiatus until funding can be secured)

College of Engineering  
Computer Network Research Laboratory (Inactive)  
Fu Cha Chen Geotechnical Laboratory (Inactive)

### **Pushed to Next Cycle**

College of Applied Human Sciences  
Human Service Assessment Project

Rettig explained that the Committee on University Programs is responsible for reviewing approximately 50 percent of all registered Centers, Institutes, and Other Special Units (CIOSUs) on a biennial basis. Each Administrative Director of each CIOSU selected for biennial review submits a brief biennial report of its activities and accomplishments. Copies of all the biennial reports are deposited in the Office of the Vice President for Research who is responsible for maintaining the updated list of all CIOSUs. After receiving the biennial reports the Overseeing Administrator shall recommend one of three possible courses of action to the Committee on University Programs:

1. Continue the CIOSU with a recommendation either to reappoint the Administrative Director or to appoint a new Administrative Director, and with suggested changes (if any) in the mission, goals, objectives, and/or organization of the CIOSU.
2. Consolidate with existing CIOSUs with similar missions and goals. This recommendation shall require submission and approval of a new proposal for the consolidated unit.
3. Terminate the CIOSU. If there is loss of funding or key faculty members, or the CIOSU is otherwise deemed to be no longer appropriate, the recommendation may be made to eliminate the CIOSU.

The Committee on University Programs reports its recommendation to Faculty Council at its May meeting. After action by Faculty Council, the final recommendation for action is reported to the Responsible Administrator, who shall then decide what final action will be taken.

Rettig's recommendations were adopted.

### ***Unfinished Business - Continued***

#### **B. Election - Discipline Panel Faculty Members - Committee on Faculty Governance**

Garcia, Vice Chair Committee on Faculty Governance, nominated, on behalf of the Committee on Faculty Governance, the following faculty members to serve on the Discipline Panel:

Mark Brick  
Catherine M.H. Keske

Eykholt asked if there were any other nominations for the Discipline Panel.

David Greene nominated himself from the floor to serve another three year term on the Discipline Panel.

Hearing no further nominations, the nominations were closed.

Mark Brick, Catherine M.H. Keske, and David Greene were elected to three year terms beginning July 1, 2011 to June 30, 2014 on the Discipline Panel.

C. Election - Grievance Panel Faculty Members - Committee on Faculty Governance

There were no additional nominations for the Grievance Panel.

D. Election - Sexual Harassment Panel Faculty Members - Committee on Faculty Governance

There were no additional nominations for the Sexual Harassment Panel.

*Special Actions - Continued*

F. Election - University Benefits Committee - May 3, 2011 - Committee on Faculty Governance

Garcia, Vice Chair, Committee on Faculty Governance, nominated, on behalf of the Committee on Faculty Governance, the following faculty members to serve on the University Benefits Committee:

Juliet Gionfriddo	CVMBS	2014
Yongli Zhou	Libraries	2014

Eykholt asked if there were any other nominations for the University Benefits Committee. Hearing no further nominations, the nominations were closed.

Juliet Gionfriddo and Yongli Zhou were elected to serve three year terms beginning July 1, 2011 through June 30, 2014 on the University Benefits Committee.

G. Proposed Revision to the *Manual*, University Code, Section C.2.3.1.f - Colleges and Academic Departments - Request to Change the Name of the Department of Forest, Rangeland, and Watershed Stewardship - Committee on Faculty Governance

Garcia, Vice Chair, Committee on Faculty Governance, moved that the Faculty Council adopt the proposed revisions to the *Manual*, University Code, Section C.2.3.1.f – Colleges and Academic Departments - College of Natural Resources 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~~.

C.2.3.1 – Colleges and Academic Departments

f. College of Natural Resources

Comprising the Departments of Ecosystem Science and Sustainability; Fish, Wildlife, and Conservation Biology; Forest; and Rangeland; ~~and Watershed~~ Stewardship; Geosciences; and Human Dimensions of Natural Resources.

Garcia explained that the name Forest and Rangeland Stewardship reflects the future mission and structure of the department, and will more succinctly communicate these to our clients. “Watershed” is being removed from the name since the Watershed Science BS and MS degrees are being moved to the proposed new Department of Ecosystem Science and Sustainability (DESS). This is the result of reorganization where four (4) of five (5)

watershed focused faculty have moved their appointments to the newly formed DESS.

Garcia's motion was adopted by the necessary two-thirds vote.

H. Proposed Revisions to the *Manual*, University Code, Section C.2.2. - Procedures for Programmatic and Organizational Change - Committee on Faculty Governance

Garcia, Vice Chair, Committee on Faculty Governance, moved that the Faculty Council adopt the proposed revisions to the *Manual*, University Code, Section C.2.2 – Procedures for Programmatic and Organizational Change, to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Additions – Underlined - Deletions – ~~Strikeouts~~

**C.2.2 Procedures for Programmatic and Organizational Change** (*last revised January 27, 2006*)

The creation of new programs of study (undergraduate majors and minors and graduate degrees and interdisciplinary studies programs), departments, ~~and~~ colleges, and Special Academic Units; the change of college or academic unit affiliation of programs of study and departments; and the change of academic name, dissolution, division, or merger of existing programs of study, departments, ~~and~~ colleges, and Special Academic Units shall follow the following procedures:

- a. ~~Any faculty member, department, college, Faculty Council standing committee, or other University related unit may initiate a programmatic or organizational change. A proposal to make a programmatic or organizational change may be initiated by any faculty member or University unit.~~
- b. Proposed changes shall be considered by the appropriate ~~department(s) and college(s)~~ departments, colleges, and Special Academic Units with student input.
- c. Following recommendations by the appropriate ~~department(s) and college(s)~~ departments, colleges, and Special Academic Units, and recommendations by the Committee on Scholarship, Research and Graduate Education, if appropriate, proposed changes shall be considered by the University Curriculum Committee.
- d. Following recommendations by the University Curriculum Committee, and concurrence by the Faculty Governance Committee and the Committee on Strategic and Financial Planning, if appropriate, proposed changes shall be reported by the Executive Committee to the Faculty Council for consideration.
- e. Following approval by Faculty Council, proposed changes that require action by the Board shall be reported through the Provost and the President to the Board.

Garcia explained that these changes are necessary because of the creation of the new category of “Special Academic Units” in Section C.2.8.

Garcia's motion was adopted by the necessary two thirds vote.

I. Proposed Revisions to the *Manual*, Section C.2.4.2 - Committee on Faculty Governance

Garcia, Vice Chair, Committee on Faculty Governance, moved that the Faculty Council adopt the proposed revisions to the *Manual*, University Code, Section C.2.4.2 – Departmental Organization 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~~.

#### **C.2.4.2 Departmental Organization**

Each academic department shall operate under a departmental code. The departmental code shall be consistent with the provisions of the University Code relating to departmental matters, and the University Code shall take precedence in all instances. A departmental code shall be prepared by a committee composed of the department head and the faculty members of the department who are eligible to vote on the code, or a subcommittee thereof, if so voted by these eligible faculty members. The faculty members eligible to vote on the code are those who satisfy all of the following qualifications:

- a. Currently a faculty member with a regular full-time, regular part-time, or transitional appointment or any other faculty appointment type that the department code specifies to be eligible.
- b. In residence at the University or on sabbatical leave.
- c. Administratively responsible to the head of the department in question.

Each faculty member with an interdepartmental appointment shall be considered a member of the department contracting for the greater percentage of his or her time. In the case of a faculty member having equal time in two (2) or more departments, that faculty member must decide in which department he or she wants representation. The status of such a faculty member shall remain unchanged unless changes in his or her academic appointment require a change in departmental representation.

After the departmental code has been approved by a two-thirds (2/3) majority of the faculty members of the department eligible to vote, a copy shall be provided to the dean of the college and the Provost and, upon acceptance (as specified in Section C.2.4.3), the department shall begin to operate in accordance with the procedures of its code.

After amendments to a departmental code have been approved by the department, a copy of the amended code shall be provided to the dean of the college and the Provost, and, upon acceptance (as specified in Section C.2.4.3) of the amendments, the department shall begin to operate in accordance with its amended code.

Copies of the current departmental code shall be provided to each faculty member of the department concerned.

##### **C.2.4.2.1 Departmental Codes**

The departmental code shall provide for the following:

- a. Designation of the title of its administrative officer.
- b. Any administrative organization within the department if desired.<sup>3</sup>
- c. Statement of the departmental mission.
- d. Procedures relating to the review of candidates for new or vacated faculty member positions.
- e. Procedures relating to the review of recommendations for faculty members for acquiring tenure, for promotion in rank, and for reappointment.

- f. Procedures for appointing academic faculty members to graduate student advisory committees.
- g. Procedures for conducting annual and periodic comprehensive reviews of the performance of departmental faculty members as prescribed in Section E.14.
- h. Procedures relating to self evaluation of departmental operations.
- i. Procedures by which students may appeal academic decisions of their instructors. These procedures shall comply with the guidelines approved by Faculty Council (see Section I.7.1).
- j. A minimum of one (1) departmental faculty member meeting each semester of the academic year, with written notice given in advance by the department head.
- k. A periodic review of the departmental code as specified in Section C.2.4.2.2.e.
- l. Procedures for amending the code. These procedures shall require approval of a two-thirds (2/3) majority of the eligible faculty members of the department (as defined in Sections C.2.4.2) to amend the department code.
- m. A clear specification of the voting rights of all members of the department who do not hold regular tenure-track are not faculty members with regular full-time, regular part-time, or transitional appointments.

C.2.4.2.2 *Operational Policies of Departments (last revised August 9, 2009)*

*no change*

Garcia explained that these changes acknowledge the full voting rights of faculty members with regular full-time, regular part-time, and transitional appointments, and leave it up to department codes to specify the voting rights of faculty members with other faculty appointment types.

Garcia's motion was adopted by the necessary two thirds vote.

Eykholt asked for permission at this time, to add two additional action items to the agenda. There were no objections.

J. Proposed Revisions to the *Manual*, Section D.5.1 - Policy: Nondiscrimination and Affirmative Action - Executive Committee

Tim Gallagher, Vice Chair, Executive Committee, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Section D.5.1 – Policy: Nondiscrimination and Affirmative Action, 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~~.

**D.5.1 Policy: Nondiscrimination and Affirmative Action**

Colorado State University does not discriminate on the basis of race, age, color, religion, ~~gender~~, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, ~~veteran status or disability~~ or gender identity or expression. The University complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Educational Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era ~~Veteran's~~

Veterans' Readjustment Assistance Act of 1974, as amended, the Age Discrimination of in Employment Act of 1967, as amended, Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the ADA Amendments Act of 2008, the Genetic Information Nondiscrimination Act of 2008, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity for of employment and admission shall be extended to all persons and the University shall promote equal opportunity and treatment in employment through a positive and continuing affirmative action program for ethnic minorities, women, persons with disabilities, and veterans. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to so identify themselves. The Office of Equal Opportunity is located in 101 Student Services.<sup>1</sup>

The University's affirmative action program is administered by the OEOD. Questions regarding the affirmative action program should be addressed to the OEOD Director.

In accordance with the University's Affirmative Action Policy, open position announcements are carried routinely in *Comment*, the official publication of the University, which is published weekly during the academic year and monthly in June and July. Material for the "Open Positions" section should be sent to the Office of Equal Opportunity. Materials must be received by that office no later than 5:00 p.m. on Tuesday prior to the week of intended publication.

<sup>1</sup> This entire paragraph is required on most University publications. A short form may be used on published materials which are of a more ephemeral character.

Gallagher explained that these revisions bring Colorado State University's nondiscrimination and affirmative action statement into compliance with federal regulations and the requirements of federal granting agencies.

Gallagher's motion was adopted.

K. Proposed Revisions to the *Manual*, Section D.3.6 - Responsibilities for Ensuring Nondiscrimination Practices - Executive Committee

Gallagher, Vice Chair, Executive Committee, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Section D.3.6 – Responsibilities for Ensuring Nondiscrimination Practices, 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~~.

**D.3.6 Responsibilities for Ensuring Nondiscrimination Practices**

Any academic faculty member or administrative professional who encounters acts of discrimination because of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or ~~handicap~~ gender identity or expression, either on or off campus, is urged to report such incident to the University by completing a simple form available for that purpose from the Office of Equal Opportunity ~~and Diversity~~ (OEOD).

Gallagher explained that this change brings the discrimination list into compliance with federal regulations and the requirements of federal granting agencies.

William Jacobi raised a question regarding the wording in this section stating:

“either on or off campus, is urged to report such incident to the University . . . . .”

Jacobi added that this statement does not make it clear that the discrimination reported should be associated with the University. Eykholt noted that he did not like this language, but that the Committee on Responsibilities and

Standing of Academic Faculty could revisit this issue. Eykholt added that revisions to this part of the motion are not germane to the motion and cannot be made.

A question was raised to explain the difference between sex and gender in the new language proposed. Eykholt responded that this language is from the federal government and noted that sex is defined as biological and gender is defined as character traits. A question was asked what is the definition of gender identity. Eykholt responded that gender identity may be different than gender. An example would be a cross-dresser. Another question was asked regarding the definition of genetic information. Eykholt explained that many people have genetic information regarding markers for certain diseases, and the federal government rules state you cannot discriminate on this basis.

Gallagher's motion was adopted.

L. Proposed Revisions to the *Manual*, Preface - Committee on Responsibilities and Standing of Academic Faculty

David Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Preface, to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

additions underlined, deletions ~~overscored~~.

#### **PREFACE**

*The Academic Faculty and Administrative Professional Manual* (hereinafter referred to as "*Manual*") contains policies and procedures that apply to academic faculty members and administrative professionals employed at Colorado State University. It is the document that formally captures the shared understanding of the cooperative compact among the Board of Governors of the Colorado State University System (hereinafter referred to as "the Board")\*, the University administration, the academic faculty, and the administrative professionals that is used to effectively manage our institution.

As an academic community, Colorado State University embraces certain foundational principles that guide our behaviors. Foremost among these is academic freedom, a longstanding cornerstone of public higher education in our country. As part of academic freedom, members of the academic faculty shall have the right to present all relevant scholarly opinions and conclusions, both in and outside the classroom; to explore all avenues of scholarship, research, and creative expression; to reach conclusions according to one's scholarly discernment; and to publish the results of these investigations, subject to the professional standards of the discipline. As a member of a university community dedicated to the exchange and discussion of all ideas, a member of the academic faculty shall also have the freedom to speak to any matter of social, political, economic, or other interest to the larger community outside of the university, provided that he or she states clearly that he or she is presenting personal opinions and not speaking on behalf of the institution.

Another foundational principle of our academic community is shared governance. In its most generic sense, this principle speaks to an atmosphere of openness and inclusion that welcomes the views of students, faculty, administration, and employees of all classifications into the discourse of the university, including hiring decisions. Shared governance recognizes the authority of the Board, the leadership role of administration, the special relationship of the academic faculty to a university, the importance of all employees, and the centrality of the students. Shared governance expresses itself in a variety of ways, including: the central role of the professional judgment of the faculty in the hiring, tenure, and promotion of tenure-track faculty; the central role of the faculty in curricular proposals and development; the right of the Faculty Council and the Administrative Professional Council to bring forward issues to the administration and the Board; the membership of faculty and students on the Board; and the formal role that the Faculty Council and the Administrative Professional Council play in recommending amendments to this *Manual* to the Board. An additional aspect of shared governance

acknowledges the right of an academic faculty member to comment on, criticize, or challenge any matter of institutional policy or action, whether or not he or she is an official representative of organized institutional governance.

Academic faculty also have the responsibility to conduct themselves in a civil and professional manner. In recognition of this responsibility, this *Manual* contains policies and procedures regarding the discipline of faculty members, including revocation of tenure and termination of appointment, for behavior that represents a serious violation of ethics and/or University policy (see Section E.15).

For these reasons, this *Manual* is an important component of our institutional structure. Please become familiar with the policies of the ~~institution of which you are a part~~ University, and keep 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~~ within this *Manual*. Academic faculty members and administrative professionals are advised to consult the Faculty Council website (<http://www.facultycouncil.colostate.edu>) for the most current version of the *Manual* approved by the ~~Board of Governors of the Colorado State University System~~ 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.

As part of the governance structure of the University, ~~t~~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~~ this *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~~ other officers of the University.)

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

Unless a proposed change or addition to ~~the~~ this *Manual* is necessitated by action of the Board or the 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~~ this *Manual*. Proposed changes or additions to ~~the~~ this *Manual* sections that apply to administrative professionals ~~must~~ shall be reviewed by ~~submitted to the Chair of~~ submitted to the Chair of the Administrative Professional Council ~~for the purpose of giving the~~ for the purpose of giving the Administrative Professional Council a chance for review and feedback prior to action by Faculty Council.

All financial commitments and financial 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 State 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.16 of ~~the~~ this *Manual* for the policy regarding Financial Exigency.

Offices of the Provost and Faculty Council  
Colorado State University  
June 2010~~1~~

\*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~~ this *Manual* shall be deemed to refer to the Board of Governors of the Colorado State University System (referred to as "the Board").

Greene explained that the additional language makes it clear that members of the Colorado State University community – faculty, staff, students, the administration, and the Board – strongly support the foundational principles of academic freedom and shared governance. This new wording is a statement of our shared institutional values.

Greene’s motion was adopted.

M. Proposed Revisions to the *Manual*, Section F.3.13 - Committee on Responsibilities and Standing of Academic Faculty

Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Section F.3.13 – Leave Without Pay to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

additions underlined, deletions ~~overscored~~.

**F.3.13 Leave Without Pay**

An academic faculty member or administrative professional with regular, multi-year research, or special appointment may be granted leave without pay with ~~prior~~ approval by the Board. A request for such leave must be sent through channels to the President. See the *Academic Faculty and Administrative Professional Benefits and Privileges Handbook* regarding continuation of benefit coverage while on leave without pay.

Greene explained that, in emergency situations, it is not always possible to get prior approval by the Board for Leave Without Pay.

Greene’s motion was adopted.

N. Proposed Revisions to the *Manual*, Delete Section H. - Operating Services and Regulations - Committee on Responsibilities and Standing of Academic Faculty

Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that the Faculty Council adopt the proposal to delete Section H - Operating Services and Regulations from the *Manual* to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Deletions are indicated by ~~strikeouts~~.

~~SECTION H. OPERATING SERVICES AND REGULATIONS~~

~~H.1 Responsibilities of Department of Human Resource Services~~

~~The Department of Human Resource Services has the following responsibilities:~~

- ~~a. Maintaining a personnel policy that is directed toward equity to employees, preservation of employee rights, and optimum employee morale and job satisfaction, to the extent possible within the capability and resources of the University as a public institution.~~
- ~~b. Maintaining, or recommending to the administration as appropriate, policies and practices which ensure compliance with laws and regulations.~~

- c. Counseling supervisors and employees on matters involving employment relationships.
- d. In cooperation with the Office of Equal Opportunity and Diversity (hereinafter referred to as "OEOD"), assuring that personnel policies and practices are supportive of the commitment of the University to affirmative action and equal opportunity.
- e. Providing training programs designed to enhance opportunities for and performance by employees.
- f. In cooperation with the Benefits Committee, developing and maintaining employee benefit programs established by the Board; Administering employee benefit programs established by the State Department of Personnel, the State Group Insurance Board, and the State Public Employees' Retirement Association (hereinafter referred to as "PERA").
- g. In cooperation with the State Department of Personnel, administering programs for state classified employees with respect to recruitment, testing and employment classification; determining exemption of positions from state classification in accordance with statutory provisions and established guidelines; and serving as the delegated appointing authority in grievance and disciplinary matters involving state classified employees.
- h. Processing and recording of personnel actions, transactions and data of all University personnel except for student hourly employees.
- i. Publishing administrative and informational manuals which provide guidance on personnel matters to University departments and employees.
- j. Providing liaison between the administration and the Classified Personnel Council.
- k. Administering the unemployment compensation insurance program.

## **H.2 Guidelines Covering Business Transactions**

Manuals covering financial policies and procedures are issued by various administrative units under the authority of the Vice President for Administrative Services. The manuals are distributed to academic faculty members and administrative professionals and all other staff members who have responsibility for the functions covered by such manuals. For a list of all available University manuals, contact the Office of the Vice President for Administrative Services.

Before entering into any business transaction, whether for acquiring materials or recommendations for hiring personnel, an academic faculty member or administrative professional is responsible for familiarizing himself or herself with and complying with the method established for handling the transaction and the pertinent restraints which exist in the University as a public institution. Failure to follow appropriate procedures and obtain the required approvals can result in personal liability to employees who engage in unauthorized

transactions. Assistance in this connection is available from administrative assistants and secretaries of colleges and departments as well as from the appropriate administrative office, e.g. Business and Financial Services, Purchasing Department, Department of Human Resource Services, etc.

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### **H.3 Cash Receipts**

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All receipts of cash and checks intended for the University must be promptly delivered to the University Cashier's Office.

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Bank accounts for the deposit of University funds are established only by the University Treasurer as approved by the Board. Other employees are not authorized to establish bank accounts for University related activities. It should be noted that the District Attorney's staff construes that embezzlement occurs if money intended for the University is deposited in a bank account which is not approved by the Board and controlled by the University Treasurer.

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Normally cash and checks should only be received by the Cashier's Office. (Exceptions are specifically authorized by the Treasurer in the case of the Bookstore, Food Service, Ticket Offices and certain other activities.) Employees should encourage payers to send payments directly to the Cashier's Office.

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If University money is received by an employee, it should be delivered without delay to the Cashier's Office, even if the account to be credited is not immediately known. A procedure exists for subsequent determination of the account to be credited.

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Guidance on this subject is found in the *Financial Policy and Procedures Instructions Manual, FPI 23.00, Receipt and Deposit of Cash, Checks and Credit Cards*, which has been distributed to deans, directors, and department heads.

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### **H.4 Purchasing**

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The University is required to adhere to regulations of the State of Colorado in its purchasing practices. Employees are cautioned NOT to place orders, make commitments, or engage the services of consultants or independent contractors except through established channels as set forth in the *Purchasing Manual*.

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The University is prohibited by state law from making purchases for resale to employees or permitting personal purchases using University facilities, property, or funds, except for transactions through established outlets providing materials or services to the public such as at the bookstore, cafeteria, etc.

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### **H.5 Signature Authorization**

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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 D.1) requires approval by the Board. Otherwise, the authority to hire academic faculty members and administrative professionals 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 "B" of the *Financial Policy & Procedure 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 members and administrative professionals without authority may be personally liable.

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#### **H.6 Changes and Accountability of Property**

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Furniture and equipment assigned to a facility or room should not be moved to another facility or room without full coordination with all users and the Office of Property Accounting.

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Receipt of University equipment or other property by donation should be reported to both the Office of Property Accounting and the Office for University Advancement as soon as the equipment or other property is received. Any other receipt of property other than through established purchasing procedures should be reported to the Office of Property Accounting.

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Likewise, the Office of Property Accounting should be notified when property is transferred between buildings or between departments, when property is transferred to the Purchasing Department for disposition or reassignment as obsolete, damaged, or surplus, or when property is released for trade in, or when property is lost or stolen.

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Property acquired with federal funds may be transferred to another institution after approval by the Director of Purchasing, written approval by the sponsor if necessary, and verification to the Office of Property Accounting. The transfer to another institution of any other property requires the approval of the Director of Purchasing.

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#### **H.7 Payroll Changes**

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Appropriate notice reporting the appointment, change of salary level or source of funds, termination, or absence without pay of any University employee should be completed by the head of the department, approved by the appropriate dean or director and/or vice president, and delivered to the Department of Human Resource Services as soon as the necessary information is available. Guidance on personnel and payroll matters is found in the *Personnel Payroll Manual*. The Department of Human Resource Services supplies all necessary payroll forms.

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#### **H.8 Methods of Salary Payment**

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Employees on twelve (12) month appointments receive one-twelfth (1/12) of their annual salary on the last working day of each month.

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Employees on nine (9) month appointments are employed for the period August 16 through May 15 of each fiscal year. Nine (9) month employees receive one-ninth (1/9) of their salary on the last working day of each month with the exception of the months of August and May. In August, these

employees receive one-half (0.5) of one-ninth (1/9) of their salary and in May one-half (0.5) of one-ninth (1/9) of their salary.

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Full time employees on nine (9) month appointments may distribute their nine (9) month salary over twelve (12) months provided they execute a request form in the Department of Human Resource Services prior to August 1. Employees on sabbatical leave are eligible for this method of salary payment. Election of a twelve (12) month pay schedule does not change the basic status of an employee on a nine (9) month appointment to a twelve (12) month appointment.

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Employees, usually academic faculty members, employed for one (1) semester of the academic year receive one-half (0.5) of the annual nine (9) month rate regardless of the exact dates of the semester involved. Also, individuals who hold appointments for the academic year, but resign after one (1) semester, receive one-half (0.5) the annual nine (9) month rate regardless of the exact dates of the semester.

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#### **H.9 Withholding Tax**

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Each new employee should report to the Department of Human Resource Services immediately upon assuming his or her duties and fill out a W-4 Withholding Tax Form. Employees should submit a revised W-4 Form whenever the number of dependents change. Federal law makes such notification mandatory within ten (10) days of the time the number of dependents decreases and permissible at any time when the number increases.

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#### **H.10 Medicare Tax**

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Federal law requires that all employees hired after April 1, 1986, are subject to a tax of 1.45 percent of salary which is automatically deducted from each employee's paycheck. This Medicare Tax will enable University retirees with no Social Security credit to be eligible for Part "A" of Medicare (hospital insurance) when they become sixty-five (65) years old. Employees hired prior to the above date do not participate.

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#### **H.11 Bonding**

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Each person in the paid employ of the State of Colorado is bonded for \$100,000. Contact the Office of Risk Management for further information. NOTE: Authorized volunteers are not bonded.

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#### **H.12 Termination Pay Procedures**

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Determination of the final work day and payment for accrued annual and sick leave for employees resigning from the University shall be as follows:

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- a. The last official work day reported on the Personnel Action Sheet is the termination date.

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  - b. Payment for accrued annual leave is included in the employee's final paycheck if all required documents have been processed.

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  - c. Payment for accrued sick leave (up to the maximum allowable amount) is made only where termination is incident to retirement, as

that term is defined for purposes of PERA or the University's Defined Contribution Retirement Plan (hereinafter referred to as "DCP") (whichever is applicable):

- 
- d. No payroll deductions will be made from the final paycheck for insurance or other items that are paid in advance by the employee. However, the Internal Revenue Service ("IRS") Tax Code provides that premiums which are paid by salary reduction will be taken from the final salary paycheck. For further information, contact the Department of Human Resource Services.

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### **H.13 Use of University Facilities**

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Academic faculty members and administrative professionals have an obligation to understand and comply with the general operational and administrative policies or guidelines of the University regarding facilities use. Information regarding such policies or guidelines is available from the Office of the Vice President for Administrative Services.

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### **H.14 Smoking in Campus Buildings**

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Smoking is prohibited in all University buildings and within twenty (20) feet of any entrance, passageway, operable window, or ventilation system. Willful violations of this policy may result in disciplinary action.

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### **H.15 Sign and Poster Regulations**

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The erection of signs on the grounds of the campus or on the exterior of campus buildings shall be in conformity with the campus graphics program and must be approved by the Physical Development Committee prior to installation. Signs which have not received approval will be removed. Regulations for poster display and complete details of the sign and poster regulations are found in the *Colorado State University Administrative Manual*. Contact the Office of the Vice President for Administrative Services with questions concerning this policy.

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### **H.16 Use of State Owned Vehicles**

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State owned vehicles are available for required official University use and may be secured on a temporary basis. Vehicle requirements should be determined as far in advance as possible of the anticipated need and a minimum twenty-four (24) hour notice should be given to the University Transportation Services before the time the vehicle is needed. State owned vehicles must be used only for official University purposes. A detailed brochure entitled, *Use of State Owned Vehicles*, covers procedures, rates, and regulations, and is available from the University Transportation Services. This brochure also explains the rules regarding the use of state vehicles by students for official University business.

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#### **H.16.1 Liability Insurance**

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- a. State Owned Vehicles

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Individuals are covered by the University's automobile liability insurance when they are operating a University vehicle provided the following conditions are met:

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Any employee of the State of Colorado while operating a motor vehicle owned by the State of Colorado, but only while such a vehicle is being used or operated while conducting official business of the State of Colorado, and any other person operating a state owned vehicle (except certain patients outside of medical or mental health care facilities), but only when such vehicle is being used with the express permission of an employee in an official capacity with the State of Colorado which is authorized to grant such permission, and then only while the use of such vehicle is for the purpose of conducting state business. Authorized volunteers may drive University state owned vehicles while on official business of the state. NOTE: independent contractors and persons serving in court ordered public service are NOT covered by the University's vehicle liability insurance.

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b. Personal Vehicles

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Individuals using their own personal vehicles while conducting University business are covered by their own insurance company for liability coverage as the primary insurance; University coverage becomes secondary. Also, the University does not provide for comprehensive or collision coverage for damage to personal vehicles.

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Additional information regarding insurance coverage on University vehicles is available from the Office of Risk Management.

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**H.17 Responsibilities of Being a Student Group Advisor**

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An advisor is selected by a student group and serves upon mutual agreement among the student group, the advisor, and the advisor's administrative head. The role of the advisor is to provide guidance in fiscal matters, assistance in attaining group goals, encouragement of open lines of communication among students, faculty members, and staff, and continuity to the group from year to year. When a faculty member or staff member is confirmed as an advisor to a student group, this role as an advisor will constitute an assigned University duty.

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**H.18 Auditing**

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To support all audits of the University, all departments and employees shall cooperate with and provide access to all University records and properties relevant to the subject under review. The University Controller acts as the University's audit liaison and should be contacted regarding any audit questions.

Greene explained that there is no reason that this material should be in the Manual, except for Section H.17, which is being moved to a new Section I.13.

Greene's motion was adopted.

- O. Proposed Revisions to the *Manual*, Section I - Academic and Legal Matters (Move H.17 - Responsibilities of Being a Student Group Advisor into Section I as Section I.13) - Committee on Responsibilities and Standing of Academic Faculty

Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that the Faculty Council adopt the proposed revisions to the *Manual* to add a new Section I.13 – Responsibilities of Being a Student Advisor, to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

additions underlined, deletions ~~overscored~~.

**H.17I.13 Responsibilities of Being a Student Group Advisor**

An advisor is selected by a student group and serves upon mutual agreement among the student group, the advisor, and the advisor's administrative head. The role of the advisor is to provide guidance in fiscal matters, assistance in attaining group goals, encouragement of open lines of communication among students, faculty members, and staff, and continuity to the group from year to year. When a faculty member or staff member is confirmed as an advisor to a student group, this role as an advisor will constitute an assigned University duty.

**I.134 Field Trips and Other Similar Sanctioned Off-Campus Activities**

*no change*

**I.145 Limitation on Study for Advanced Degrees by Academic Faculty**

*no change*

**I.156 Colorado Tuition Classification Law Restriction**

*no change*

**I.167 Policies Regarding Controlled Substances, Illicit Drugs and Alcohol**

*no change*

**I.178 Faculty Liability**

*no change*

Greene explained that Section H of the *Manual* has been deleted, but this Section H.17 is being retained by placing it in Section I as Section I.13.

Greene's motion was adopted.

- P. Proposed Revisions to the *Manual*, Section D.7.6.2. - Consulting - Committee on Responsibilities and Standing of Academic Faculty

Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Section D.7.6.2 – Consulting to be effective upon approve by the Board of Governors of the Colorado State University System as follows:

Additions - underlined Deletions - ~~overscored~~

**D.7.6.2 Consulting**

Consulting is the provision of professional advice or service to external constituents with or without remuneration. The opportunity for faculty members and administrative professionals to accept occasional professional consulting engagements is a traditional privilege. Such activities are desirable and constitute legitimate means to promote professional development, thereby enriching the individual's contributions to the institution, to the profession, and to society. Consulting activities provide one means to facilitate the flow of information and development of technologies. Traditionally, the University has allowed full-time faculty members and administrative professionals to engage in consulting during their appointment period.

Employees normally shall not engage in compensated consulting activities for individuals or organizations that compete with the activities of the University (see Section D.7.7.5). In exceptional cases, however, those employees may obtain prior written approval from their deans and directors.

A University employee who wishes to engage in consulting for pay during his or her appointment period must make a full written disclosure (excepting the amount of compensation) to his or her immediate supervisor, *in advance of the planned activity*. In situations requiring immediate absence, the employee must notify his or her immediate supervisor as soon as reasonably possible followed by full written disclosure upon return to the University. However, in all instances involving a conflict of interest, prior written notification must be given (see Section D.7.7 Conflict of Interest). The employee also must provide satisfactory assurances that such activity will not interfere with employment obligations to the University, result in ~~a possible~~ an unmanageable conflict of interest (see Section D.7.7) or conflict of commitment (see Section D.7.6.1), nor exploit improperly the responsibilities and work or ideas of students, staff, and collaborators. The immediate supervisor shall inform the dean (or next level of review) of all disclosures.

In consulting, it must be kept clear that the faculty member or administrative professional is acting as an individual and is not representing the University or acting as its agent. Furthermore, no agreement shall provide an external organization with the opportunity to use the name of the University for commercial advantage.

A University employee who accepts a consulting assignment from a non-University person or entity shall not use University resources (see Section J.2 for a definition of University resources) without prior written approval of his or her immediate supervisor and appropriate reimbursement for use of such resources.

Greene explained that this change acknowledges the fact that conflicts of interest and conflicts of commitment may be acceptable if they are properly managed.

Greene's motion was adopted.

- Q. Proposed Revisions to the *Manual*, Section D.7.7 - Conflict of Interest - Committee on Responsibilities and Standing of Academic Faculty

Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Section D.7.7 – Conflict of Interest to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Additions - underlined Deletions - ~~overscored~~

## **D.7.7 Conflict of Interest**

### **D.7.7.1 Policy**

Public employment and appointment is a public trust, and any effort to realize personal gain through official conduct, other than as compensation set through established processes, or through disclosure of confidential information, is a violation of that trust. External obligations, financial interests, and activities of each University employee must be managed so that there is no ~~conflict or~~ interference with the employee's primary obligation and commitment to the University. The mere perception of conflict of interest can cause lasting injury to the reputation of the employee and the University, even when subsequent information shows those perceptions to be unfounded. Academic faculty members and administrative professionals must protect the public trust accorded them and are obligated to avoid even the appearance of conflicts of interest where possible. Conflicts of interest are not necessarily unwarranted, unethical, or illegal; nor are they always avoidable. Failure to disclose conflicts or potential conflicts, however, is unethical and may be illegal. This policy provides a means to ensure that both potential and actual conflicts of interest are managed so that responsibilities can be performed without compromise to the independence essential to scholarly life.

### **D.7.7.2 State Statutes Concerning Fiduciary Duties and Ethical Conduct**

Public employees have a fiduciary duty to the people of the State as a trustee of property and are subject to the same liabilities that a private fiduciary would incur for abuse of his or her trust (C.R.S. 24-18-103). Public employees are prohibited from disclosure or use of confidential information acquired in the course of official duties for personal financial benefit or from acceptance of any substantial economic benefit as a reward or inducement for improper discharge of public duties (C.R.S. 24-18-104).

Public employees are guided by ethical principles of conduct related to conflicts of interest such that they (1) should not acquire or hold an interest, directly or indirectly, in any business or undertaking that may be economically benefited by action over which they have substantive authority and (2) should refrain, within six (6) months following departure from public employment, from such ~~conflicts of interest~~ acquisitions (C.R.S. 24-18-105).

### **D.7.7.3 Disclosure of Conflicts of Interest When Substantial Discretionary Functions are Exercised**

*no change*

### **D.7.7.4 General University Rules and Procedures for Disclosing Conflicts of Interest<sup>3</sup>**

*no change*

*D.7.7.4.1 Elements of Disclosure Statements*

*no change*

*D.7.7.4.2 Management Oversight*

Supervisors are responsible for understanding the university's policy on conflict of interest. They shall examine disclosures reported to

them, request any additional information that they feel is necessary to evaluate the disclosures, and make one (1) of the following choices for each disclosure:

- a. The reported activity is permissible because it falls within the scope of professional conduct, it serves the interests of the institution, and it has been fully disclosed as required by law and to the satisfaction of the supervisor. The following are examples of such permissible activities:
  - i. Acceptance of publication royalties under the terms of the policy described in Section J and honoraria for commissioned publications and/or lectures.
  - ii. Services to professional, scientific, educational, artistic, cultural, civic, business, and other organizations that enhance the value of the employee to the University and do not adversely affect the employee's primary commitment to the University.
- b. A conflict of interest exists that can be ~~resolved or removed~~ by managed through the implementation of a written conflict of interest management plan. The plan may require that participation in related decision-making processes be transferred to another person without a conflict of interest or that other action be taken that is necessary to avoid detriment to the University resulting from ~~the~~ the conflict of interest. *The person may, nonetheless, participate in decision-making processes if such participation is deemed necessary by an administrator of the next level and if the person has complied with the voluntary disclosure procedures under C.R.S. 24-18-110 (see Section D.7.7.3).*
- c. A conflict of interest is involved that cannot be ~~resolved or removed~~ managed (see Section D.7.7.5.2), in which case, the University shall disapprove the activity.
- d. The supervisor could not make a determination, because the employee did not provide information that the supervisor requested and believes is necessary for the evaluation of the disclosure. In this case, the activity is not approved, but the supervisor at the next level shall attempt to achieve a resolution that allows one (1) of the previous three (3) options to be selected.

After due analysis of the reported activity, the supervisor shall make a recommendation for review by the Provost, in the case of individuals in academic units, or by the corresponding vice president, in the case of individuals in other units.

Primary responsibility for monitoring compliance with this Conflict of Interest policy is assigned to the Provost, with powers of delegation to deans and the other vice presidents ("senior administrators"). The Provost's office shall provide annual training

sessions for all new senior administrators. These senior administrators are responsible for providing annual Conflict of Interest training for all employees with significant supervisory responsibility and for monitoring compliance by all on-campus and off-campus employees. The Director of Human Resource Services shall assure that all new employees receive copies of the Conflict of Interest Policy and Disclosure Form in order to facilitate completion of appropriate disclosures at the time of initial employment. Questions concerning the policy should be directed to the employee's immediate supervisor.

#### **D.7.7.5 Examples of Apparent and Actual Conflicts of Interest**

##### *D.7.7.5.1 Apparent Conflicts of Interest*

The following are examples of apparent conflicts of interests. In many cases, the potential for conflict can be ~~resolved~~ managed by prior disclosure and appropriate review.

- a. Certain types of outside employment or external professional activities involving assignments that have the potential to compromise the institutional position of the individual.
- b. Consulting relationships involving activities with the potential to compromise the institutional position of the individual.
- c. Relationships that might enable employees to influence for personal gain the University's interactions with companies and other kinds of organizations doing business with the institution.

##### *D.7.7.5.2 Actual Conflicts of Interest*

The following activities create conflicts of interest and must be disclosed and reviewed prior to being undertaken. The University shall disapprove the activity if a conflict of interest is involved that cannot be ~~resolved or~~ managed.

- a. Performing work for personal financial gain when the work in question falls within the regular assignment of the individual.
- b. Any outside relationships that conflict with the institutional teaching, research, and service responsibilities of the individual.
- c. Financial gain to the individual that results from involvement in institutional decisions.
- d. Financial interests in companies and other kinds of organizations doing business with the institution.
- e. Unauthorized disclosure of unpublished, privileged, or confidential information from a colleague or other University source for personal gain.

- f. Directly or indirectly selling, renting, trading, or leasing personal property to the University without full disclosure of the employee's interests.
- g. Assignment of students or other supervisees into activities from which only the employee intends to realize personal financial gain.
- h. Use of University resources that are not approved per Section D.7.6.2 for consulting arrangements for the purposed of personal financial gain.
- i. Consulting that imposes an obligation that conflicts with the University's policy on ownership of creative and scholarly works (see Section J.7.1) or with obligations to research sponsors (see Section J.7.3).

#### **D.7.7.6 Procedures for Instituting and Processing Conflict of Interest Charges**

Any person who wishes to institute a charge of conflict of interest against a University employee or other public servant of the University shall file a written complaint with the supervisor of the individual against whom the charge is made. The Complaint shall include the name of the individual so charged, a statement of the particulars pertaining to the charge, and the name of the person making the charge. Requests for confidentiality will be honored to the extent permitted by law. Retaliatory action against persons who make such charges is prohibited under law (C.R.S. 24-50.5-103).

The supervisor, in consultation with other appropriate administrators, shall determine if an investigation of the charge is warranted. If investigation is warranted, it will be conducted in accordance with procedures set forth in the *Manual* and with University guidelines and policies applicable to the employee. An academic faculty member or administrative professional who is under investigation shall be notified in writing of the nature of the charge and shall be expected to cooperate in the investigation, disclosing the financial and other particulars of the situation to the person(s) conducting the investigation. Conduct representing willful violation of this policy ~~will~~ may result in appropriate disciplinary action by the University. Except where otherwise prohibited, employees will have the right to grieve under Section K of the *Manual*.

Greene explained that this change acknowledges the fact that conflicts of interest may be acceptable if they are properly managed.

Greene's motion was adopted.

- R. Proposed Revisions to the *Manual*, Section E.2 - Basic Types of Academic Faculty Appointments - Committee on Special and Temporary Faculty

Torsten Eckstein, Chair, Committee on Special and Temporary Faculty, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Section E.2 – Basic Types of Academic Faculty Appointments to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Addition – Underlined - Deletions - ~~overscored~~

## **E.2 Basic Types of Academic Faculty Appointments**

~~Six (6)~~ Seven (7) basic types of appointments are used for members of the academic faculty. They are regular full-time, regular part-time, multi-year research, senior teaching, special, temporary, and transitional appointments. Only individuals holding either regular full-time or regular part-time appointments at the time of consideration are eligible to acquire tenure. Full-time is defined as the academic year or a minimum of nine (9) months. See Section E.3 for details of other types of academic faculty appointments. The major characteristics of the various basic types of appointments are as follows.

### **E.2.1 Regular Full-Time Appointments**

The usual type of academic appointment is regular full-time. The conditions which distinguish a regular full-time appointment are:

- a. Regular full-time appointments are limited to the ranks of assistant professor, associate professor, and professor.
- b. There is no specified ending date for a regular full-time appointment with tenure.
- c. An individual with a regular full-time appointment who serves satisfactorily for a specified period is eligible to acquire tenure (see Section E.10).
- d. Faculty with regular full-time appointments have full voting rights at departmental and college faculty meetings and are eligible to serve on departmental and college committees.
- de. For this type of appointment, enrollment in a retirement program is mandatory. Holders of regular full-time appointments are eligible for other fringe benefits and privileges (see Section G and the *Academic Faculty and Administrative Professional Benefits and Privileges Handbook*), and for sabbatical leave (see Section F.3.4).

### **E.2.2 Regular Part-Time Appointments**

Regular part-time appointments may be made for any fraction of time less than one hundred (100) percent, but not less than fifty (50) percent of full-time.

- a. Regular part-time appointments are limited to the ranks of assistant professor, associate professor, and professor.
- b. There is no specified ending date for regular part-time appointments with tenure.
- c. Criteria, procedures, and regulations for promotion, tenure, and salary are subject to the rules governing regular full-time appointments. Responsibilities and salaries are scaled appropriately to the portion of time worked. A person holding a regular part-time appointment may be tenured only for half-time (0.5) service, although additional employment may be arranged each year between the faculty member and the department. The six (6) year time limit for acquisition of tenure applies to this type of appointment as well as to the regular full-time appointment (see Section E.10.4.c).

- d. Faculty with regular part-time appointments have full voting rights at departmental and college faculty meetings and are eligible to serve on departmental and college committees.
- de. Enrollment in the retirement program is mandatory for holders of regular part-time appointments. Holders of regular part-time appointments are eligible for all fringe benefits and for sabbatical leaves.

### **E.2.3 Multi-Year Research Appointments**

Multi-year research appointments may be either full-time or part-time. Part-time is defined as less than full-time, but at least half-time (0.5). The distinguishing features of this type of appointments are as follows:

- a. The positions eligible for multi-year research appointments must be for research performed for the University. The unit or department must document that the multi-year research appointment or extension is necessary for the hiring or retaining of the academic faculty member.
- b. Faculty members on multi-year research appointments are not eligible for tenure (see Sections E.10.4.a and E.10.4.b). If a tenured faculty member changes positions to a multi-year research appointment, he or she must relinquish tenure and retire from the University. A tenured faculty member who wished to gain emeritus/emerita status, must apply prior to the time he or she relinquishes tenure and retires.
- c. 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 *Manual*. They are not eligible for sabbatical leave.

### **E.2.4 Senior Teaching Appointments**

Senior teaching appointments may be either full-time or part-time. Part-time is defined as less than full-time, but at least half-time (0.5). The distinguishing features of this type of appointments are as follows:

- a. The granting of a senior teaching appointment shall follow the procedures in Section E.11.
- b. Senior teaching 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 senior teaching appointments).
- c. There is no specified ending date for a senior teaching appointment.
- d. Faculty members on senior teaching appointment are not eligible for tenure (see Section E.10.4).
- e. Faculty members on senior teaching appointments shall have effort distributions with at least 50% of the effort being in the category of teaching and advising and at least 5% of the effort being in the category of service.

- f. Faculty members on senior teaching appointments shall participate in annual reviews and the annual salary exercise in the same manner as faculty with regular full-time and regular part-time appointments.
- g. Department and college codes shall specify the voting rights of faculty members with senior teaching appointments and their eligibility to participate on departmental and college committees. The standard expectation is that faculty members on senior teaching appointments shall be included fully, except with regard to personnel matters involving regular faculty members, including the department chair.
- h. 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 *Manual*. They are not eligible for sabbatical leave.

#### **E.2.45 Special Appointments**

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

- a. 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. The inclusion of a specified ending date on an appointment form or other such documentation is for administrative convenience only and does not create a minimum or fixed duration of appointment.
- b. Faculty members on special appointment are not eligible for tenure (see Section E.10.4).
- c. The effort distributions of faculty members on special appointments are typically focused in one (1) area, such as teaching or research, rather than being distributed over the three (3) areas of teaching, research, and service.
- d. 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 *Manual*. They are not eligible for sabbatical leave.

#### **E.2.56 Temporary Appointments**

Temporary appointments may be either full-time or part-time and are distinguished from other types of appointments by the expectation that the appointment is for a specified period of time, at the end of which, it is anticipated that employment at the University

will not be renewed in the foreseeable future. Part-time is defined as any fraction less than one hundred (100 percent of full-time. Further features of this type of appointment are:

- a. Temporary 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 temporary faculty appointments). Temporary 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. The inclusion of a specified ending date on an appointment form or other such documentation is for administrative convenience only and does not create a minimum or fixed duration of appointment.
- b. Temporary appointees are not eligible for tenure.
- c. Individuals receiving a temporary appointment for one (1) semester or less ordinarily are not enrolled in a retirement program (see the *Academic Faculty and Administrative Professional Benefits and Privileges Handbook*). Eligibility for sick leave is defined in Section F.3.2. Temporary appointees are eligible for faculty privileges (see Section G). Temporary appointees are not eligible for sabbatical leave (see Section F.3.4.1).

#### **E.2.67 Transitional Appointments**

The University provides the opportunity for transitional appointment to its tenured faculty members who have retired and terminated employment in consideration of a subsequent reappointment on a part-time tenured basis for a limited period of time. The transitional appointment requires that the faculty member participate in the teaching, advising, service, and research activities of the department, subject to the part-time provisions of his or her appointment. Academic administrators who also hold a tenured faculty appointment are eligible to request a transitional appointment within the context of their academic faculty roles. Administrative professionals and non-tenured academic faculty members are not eligible for transitional appointments due to the legal conflict between the statutory "at will" status of such appointments and the appointment term guarantees embodied in a transitional appointment.

Faculty members covered under the federal retirement system are not eligible for transitional appointment due to prohibitive provisions of that retirement system. However, post-retirement employment in a position other than the one requiring a federal appointment is not prohibited. Interested faculty members and/or departments should contact the Director of Human Resource Services for further information.

Conditions regarding transitional appointments are as follows:

- a. Only tenured academic faculty members on regular full-time or part-time appointments who are currently eligible for retirement under the University's definition of retirement (see "Definition of Retirement" under "Benefits" at [www.hrs.colostate.edu](http://www.hrs.colostate.edu)) have the opportunity of requesting transitional appointments. Note that the University's definition of retirement may differ from those of the retirement plans. For more information, or to confirm eligibility for retirement, contact the University Benefits Office.
- b. Ordinarily, a request for a transitional appointment should be submitted in writing to the department head one (1) full academic year before the requested

commencement of the transitional appointment. A time period of less than one (1) year may be accepted in those cases where such appointments with lesser notice are considered to be in the interest of the University. Such an exception requires the approval of the department head, the dean, and the Provost. A transitional appointment shall be evaluated on the basis of both the needs of the department and college and the desires of the faculty member.

- c. A transitional appointment is for a specified term of at least one (1) year and not more than four (4) years, and it concludes with the termination of this part-time tenured appointment. However, this does not preclude subsequent full-time or part-time employment in a non-tenured position subject to the needs and resources of the department and the interests and desires of the faculty member. During the transitional period, a transitional appointment may not be modified to a regular appointment. A faculty member may elect to terminate the part-time transitional appointment prior to the end of the specified term.
- d. A transitional appointment shall begin no earlier than the first business day after the effective date of termination of employment as a regular faculty member.
- e. A faculty member shall be tenured on a part-time basis as a condition of the transitional appointment.
- f. Faculty with transitional appointments have full voting rights at departmental and college faculty meetings and are eligible to serve on departmental and college committees.
- fg. Any uncompensated leave balances at the time of retirement shall be reinstated and available for use during the transitional appointment. However, at the end of the transitional appointment, there shall be no compensation for unused leave balances.
- gh. The salary and workload for a transitional appointment shall normally be fifty (50) percent of what they were at the time of retirement. However, when it is to the benefit of both the University and the faculty member, variations from this fifty (50) percent standard, including brief periods of full-time employment, may be proposed by the department head and the dean for review and approval by the Provost.
- hi. The percentage of salary and the percentage of effort during the transitional appointment are subject to negotiation between the department and the faculty member and shall be spelled out in the transitional appointment agreement. Such changes in salary and/or effort shall not affect the percentage level of the appointment (e.g., part-time versus full-time) specified in the transitional appointment agreement. The terms under which the appointment is undertaken or subsequently modified shall be negotiated to be mutually beneficial to both the faculty member and the University, and the terms of the agreement shall be specified in writing, subject to the review and approval of the dean and the Provost. Final approval authority resides with the President.
- ij. A faculty member on a transitional appointment who is a PERA annuitant may be subject to that retirement system's annuity penalty for "post retirement"

work for PERA affiliated employers, including the University, in excess of one hundred and ten (110) days in any calendar year or for work during the first month of retirement. A faculty member who is receiving a PERA annuity should check with PERA directly to determine what effects, if any, a transitional appointment may have on their his or her annuity amounts.

- j. A faculty member on a transitional appointment participates in the University's Defined Contribution Plan for Retirement ("DCP") and is eligible for the same benefits as a faculty member with a regular appointment within the DCP. Leave policies, as described in Section F of the *Manual*, shall be in effect, except that a faculty member on a transitional appointment is not eligible for a sabbatical leave nor for payment for unused sick leave and/or annual leave at the conclusion of the transitional appointment.
- k. A faculty member on a transitional appointment is considered for any pay and benefit increases on the same basis as a faculty member holding a regular appointment, proportionate to the extent of the appointment.

Eckstein explained that the addition of the new Section E.2.4 creates senior teaching appointments as a new type of faculty appointment. This new appointment type is intended for non-tenure-track faculty who have provided long-term service to the University as teaching faculty. Other additions state existing properties of the other types of faculty appointments.

Eckstein's motion was adopted.

- S. Proposed Revisions to the *Manual*, New Section E.11 - Granting of Senior Teaching Appointments - Committee on Special and Temporary Faculty

Eckstein, Chair, Committee on Special and Temporary Faculty, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Section E.11 – Granting of Senior Teaching Appointments to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Addition – Underlined - Deletions – ~~overscored~~

#### **E.11      Granting of Senior Teaching Appointments**

A current Colorado State University employee becomes eligible for consideration for a senior teaching appointment when all of the following conditions have been met:

- a. The person has been employed at Colorado State University other than as a Graduate Assistant at least half-time for at least ten (10) semesters (not including summers), and at least 50% of his or her assignment was devoted to teaching for each of those ten (10) semesters.
- b. The person has been employed at Colorado State University other than as a Graduate Assistant at least half-time for each of the preceding four (4) semesters (not including summers), and at least 50% of his or her assignment was devoted to teaching for each of those four (4) semesters.
- c. Any additional criteria specified in the codes of the department and/or college are satisfied.

If the appointment is approved, it shall become effective the following Fall.

The head of the department shall initiate the process leading to a recommendation for the granting or denial of a senior teaching appointment. The department head should consult with the appointment committee before initiating this process. Because this recommendation is primarily a faculty

responsibility, the department head shall ask the appointment committee to vote by ballot for or against the appointment of the faculty member being considered. A recommendation for appointment shall be by a majority vote of the appointment 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, and the Provost for review and either endorsement or opposition. The Board has delegated the final decision to the President, and the President has further delegated the final decision to the Provost.

The appointment committee must have at least three (3) members. The department head, college dean, Provost, and President are not eligible to serve on the appointment 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 appointment committee, unless the department code specifies otherwise. If a faculty member holding an administrative appointment does serve on the appointment committee, it is expected that he or she will not participate in discussions of the case at higher administrative levels. Unless the department code specifies otherwise, the appointment committee shall consist of all tenured faculty members who are not ineligible as specified above. However, the department code may specify a different group of faculty members from within the department to constitute the membership of the appointment committee, as long as none of them are ineligible as specified above. A faculty member with a conflict of interest is expected to recuse himself or herself.

If a committee of at least three (3) eligible faculty members within the department cannot be constituted, then additional tenured faculty members shall be selected from other departments within the college so as to produce a committee of three (3) members. A department may specify in its code a procedure for narrowing the pool of eligible additional members to tenured faculty members in disciplines similar to that of the candidate. In the absence of such a procedure, the pool shall consist of all tenured faculty members from all departments within the college. The department head shall draw the additional members of the appointment committee by lot from the pool of eligible faculty members. Faculty members from other departments may decline to serve on the appointment committee.

After a recommendation is received from the appointment committee, a contrary recommendation shall be issued at a higher administrative level below the Provost only for compelling reasons that shall be stated in writing to the faculty member, the appointment committee, and all administrators who have previously supported or reversed the recommendation. If such a contrary recommendation is issued, the faculty member, the appointment 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 appointment 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 deny the appointment or opposition by an administrative officer of a recommendation to grant the appointment, 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 the appointment 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 appointment committee. If the faculty member believes that an administrator's opposition to a recommendation to grant the appointment violated University policy or state or federal law, and the Provost has endorsed the recommendation of the administrator not to grant the appointment, then the faculty member may appeal the decision through the grievance procedure. In any grievance proceeding, the department and/or the appointment committee shall be represented by a member of the appointment committee selected by the prevailing

side of the committee. Although a grievance may not be filed until the Provost has made his or her final decision, 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 decision.

When the Provost has ruled on a recommendation relating to the granting of a senior teaching appointment, the faculty member shall be notified promptly in writing of the action taken.

**E.142 Performance Expectations for Tenure, Promotion, and Merit Salary Increases**

All faculty members being considered for tenure and/or promotion must demonstrate a level of excellence appropriate to the rank under consideration and consistent with the standards of their discipline, their unit's institutional mission, and the faculty member's individual effort distribution in teaching and advising, research and other creative activity, and service. Outreach/engagement efforts may be integrated into the faculty member's teaching, research, and/or service responsibilities.

Annual and periodic comprehensive reviews of a faculty member's performance are addressed in Sections C.2.5, E.12, and E.14, and the expectations articulated in this section are applicable to those reviews. The basis for annual and periodic comprehensive reviews shall be the set of criteria in place at the beginning of the review period. All regular faculty shall provide evidence of teaching and advising competence, sustained research and other creative activity, and service consistent with their stated effort distribution (see Section E.9.1) for annual and periodic comprehensive reviews, as well as for tenure and promotion. The department code shall establish clearly articulated criteria and standards for evaluation in these areas.

~~E.12 Definitions and Indicators for Performance Expectations for Tenure, Promotion and Merit Salary Increase~~

**E.12.1 Teaching and Advising**  
*no change*

**E.12.2 Research and Other Creative Activity**  
*no change*

**E.12.3 Service**  
*no change*

Eckstein explained that the new Section E.11 establishes the procedures for the granting of senior teaching appointments.

Eckstein's motion was adopted.

T. Proposed Revisions to the *Manual*, Section I.5 - Academic Integrity Policy and Academic Misconduct Procedures - Committee on Teaching and Learning

Margarita Lenk, Chair, Committee on Teaching and Learning, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Section I.5- Academic Integrity Policy and Academic Misconduct Procedures to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Addition – Underlined - Deletions – ~~overscored~~

**I.1 Colorado Open Records Act**  
*no change*

**I.2 The Family Educational Rights and Privacy Act of 1974**  
*no change*

**I.3 Colorado Open Meetings Law**  
*no change*

**I.4 Letters of Recommendation**  
*no change*

**I.5 Academic Integrity Policy and Academic Misconduct Procedures**

**I.7.25.1 Student Appeals of Decisions Involving Violations of Instructor Responsibilities Regarding the Academic Integrity Policy**

Course instructors <sup>1</sup> and departments are expected to use reasonably practical means of preventing and detecting academic misconduct shall work to enhance a culture of academic integrity at the University (see the *Colorado State University General Catalog* for the Academic Integrity Policy).

a. Each course instructor shall state clearly in his or her course syllabus that the course will adhere to the Academic Integrity Policy of the Colorado State University General Catalog and the Student Conduct Code. The TILT Academic Integrity website provides examples of possible wordings for the course syllabus:

<http://tilt.colostate.edu/integrity>

b. By the end of the second week of the course and/or in the course syllabus, the course instructor shall address academic integrity as it applies to his or her course components, such as homework, written assignments, lab work, group projects, quizzes, and exams. Examples of items to address include, but are not limited to, the use of class notes, study sheets, and solution manuals; appropriate uses of sources, Internet or otherwise; receiving assistance from others; and the use of prior work. More examples are available in the General Catalog section on Academic Integrity and on the TILT Academic Integrity website.

c. The course instructor shall decide which course components will use an honor pledge. For those course components, the course instructor shall provide the opportunity for students to sign an affirmative honor pledge. The honor pledge shall include one of the following statements and may be expanded according to instructor, department, or college practices and policies:

HONOR PLEDGE: I have not given, received, or used any unauthorized assistance.

HONOR PLEDGE: I will not give, receive, or use any unauthorized assistance.

Examples of other wordings, including the Honor Pledge endorsed by the Associated Students of Colorado State University, may be found on the TILT Academic Integrity website.

A course instructor may offer the student the opportunity to write out the pledge if deemed practicable. Students may be given the opportunity to include an honor pledge along with electronic submissions of their work.

A student's decision to forego signing the honor pledge shall not be used as evidence of academic misconduct and shall not negatively impact a student's grade.

d. Instructors shall follow the following procedures when they feel academic misconduct has occurred:

If a course instructor has evidence that a student has engaged in an act of academic misconduct in his or her course, prior to assigning any academic penalty, the course instructor shall notify the student of the concern and make an appointment with the student to discuss the concern. The student shall be given the opportunity to give his or her position on the matter. After being given this opportunity, if the student admits to engaging in academic misconduct, or if the course instructor judges that the preponderance of evidence supports the allegation of academic misconduct, the course instructor may then assign an academic penalty. The instructor may refer the case to the Office of Conflict Resolution and Student Conduct Services for a Hearing before deciding on a penalty. Examples of academic penalties include assigning a reduced grade for the work, assigning a failing grade in the course, removing the Repeat/Delete option for that course, or other lesser penalty as the course instructor deems appropriate. The course instructor shall notify the student in writing of the infraction and the academic penalty to be imposed. A copy of this notification shall be sent to the Office of Conflict Resolution and Student Conduct Services. Examples of academic penalties include assigning a reduced grade for the work, assigning a failing grade in the course, removing the Repeat/Delete option for that course, or other lesser penalty as the course instructor deems appropriate.

If, after making reasonable efforts, the course instructor is unable to contact the student or is unable to collect all relevant evidence before final course grades are assigned, he or she shall assign an interim grade of Incomplete and notify the student in writing of the reason for this action.

If evidence of academic misconduct is discovered after the final course grades have been submitted, the course instructor shall follow the above procedure in properly notifying the student and providing an opportunity for the student to give his or her position on the matter before making a decision about any academic penalty. The course instructor must notify the student in writing of the infraction and any academic penalty subsequently imposed. A copy of this notification shall be sent to the Office of Conflict Resolution and Student Conduct Services.

If the course instructor so desires, he or she may request that the Office of Conflict Resolution and Student Conduct Services conduct a Hearing to determine whether additional disciplinary action should be taken by the University, or if the offense warrants the addition of the "AM" (Academic Misconduct) notation to the student's transcript.

### **I.5.2 Student Appeals**

If ~~the~~ a student disputes a decision of a course instructor regarding alleged academic misconduct, he or she may request a Hearing with the Office of Conflict Resolution and Student Conduct Services. The request must be submitted (or postmarked, if mailed) no later than thirty (30) calendar days after the first day of classes of the next regular semester following the date the grade for the course was initially recorded or subsequently revised. If no appeal is filed within this time period, the decision of the course instructor shall be final.

If a Hearing is conducted by the Office of Conflict Resolution and Student Conduct Services, it shall determine whether or not a preponderance of evidence exists in support of the allegations of academic misconduct and whether additional disciplinary action should be taken by the University.

If the Hearing results in a finding of insufficient evidence to support the allegation of academic misconduct or clears the student of the charge, the course instructor shall determine a grade based on the student's academic performance and without any consideration of the charge of academic misconduct and change any previously assigned grade accordingly. If the Hearing results in a finding of academic misconduct, the Hearing Officer and the course instructor shall confer regarding appropriate sanctions. The course instructor shall make the final decision regarding academic penalties, which may include, among other options, a reduced grade for the course or removal of the Repeat/Delete option. The Hearing Officer shall make the final determination regarding disciplinary sanctions.

**I.5.3    Transcript Notation for Academic Misconduct**

In the case of a serious infraction or repeat offense of academic misconduct that is upheld through a Hearing, the Hearing Officer and the course instructor shall decide whether the student's transcript shall be marked with a notation of "AM," which shall be explained on the student's transcript as a "finding of Academic Misconduct." A notation of "AM" shall be made on the student's transcript only if both the Hearing Officer and the course instructor agree that this penalty should be imposed. Grades marked on the student's transcript with the designation "AM" shall not be eligible for the Repeat/Delete option.

**I.5.4    Records and Further Action**

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

**I.56    Course Examination Policies**

**I.56.1    Final Examinations**  
*no change*

**I.56.2    Evening or Saturday Examinations**  
*no change*

**I.7.1    Student Appeals of Grading Decisions**  
*no change*

**I.8    Student Course Survey**  
*no change*

**I.69    Grades of Incomplete**  
*no change*

**~~I.7    Appeals of Academic and Disciplinary Decisions Involving Students~~**

**I.7.310    Student Appeals of Disciplinary Decisions Made by University Hearing Officers**

**I.7.310.1**      **Appeals Process**  
*no change*

**I.7.310.2**      **University Discipline Panel**  
*no change*

**I.911** **Students Called to Active Duty**  
*no change*

**I.102** **Degrees Awarded Posthumously**  
*no change*

**I.113** **Attendance at Graduation Ceremonies**  
*no change*

**I.124** **Classroom Policies**  
*no change*

**I.135** **Field Trips and Other Similar Sanctioned Off-Campus Activities**  
*no change*

**I.146** **Limitation on Study for Advanced Degrees by Academic Faculty**  
*no change*

**I.157** **Colorado Tuition Classification Law Restriction**  
*no change*

**I.168** **Policies Regarding Controlled Substances, Illicit Drugs and Alcohol**  
*no change*

**I.179** **Faculty Liability**  
*no change*

<sup>1</sup> The term "course instructor," as used in Section I-7, is applicable to all persons responsible for assigning grades, including graduate teaching assistants.

Lenk explained that ASCSU endorsed and passed the following Honor Pledge this year:

"I pledge on my honor that I have not given or received any unauthorized assistance on this examination/assignment/academic work."

The Committee on Teaching and Learning would like the *Manual* to support the ASCSU student initiative by defining the instructor's responsibilities to set up a culture of academic integrity. These procedures are modeled after the best practices around the country, including the University of Maryland.

The structure that we are setting up is the following:

- a. Students and faculty share the ownership of the academic integrity culture at CSU.
- b. It is an instructor's responsibility to nurture a course learning environment where the students can practice their communication of honor in an informed and low effort manner.

The Faculty Council discussed this issue at length at the December Faculty Council meeting. The comments made at that meeting have been incorporated into these changes, including designing a simpler honor pledge, to have approved options to that honor pledge, to have course policy regarding academic integrity, and to allow faculty to decide which assessment items within their course will utilize the honor pledge.

A special committee was created to make recommendations regarding the revised motion. Some of the members of this committee were Tim Gallagher (Faculty Council Executive Committee), David Greene (CORSAF), Carl Patton (COSRGE), Carole Makela (UCC), and Elaine Green (TILT Office of Academic Integrity).

Lenk's motion was adopted.

U. Proposed Revisions to the *General Catalog* and *Graduate Bulletin* - Academic Integrity Content - Committee on Teaching and Learning

Lenk, Chair, Committee on Teaching and Learning, moved that the Faculty Council adopt the proposed revisions to the *General Catalog* and *Graduate Bulletin* – Academic Integrity and Academic Misconduct to be effective upon approval by the Board of Governors of the Colorado State University System of the related changes to Section I of the *Manual* as follows:

Addition – Underlined - Deletions - ~~overscored~~

Academic Integrity

The foundation of a university is truth and knowledge, each of which relies in a fundamental manner upon academic integrity and is diminished significantly by academic ~~dishonesty~~ misconduct. Academic integrity is conceptualized as doing and taking credit for one's own work. A pervasive attitude promoting academic integrity enhances the sense of community and adds value to the educational process. All within the University are ~~responsible for and~~ affected by the cooperative commitment to academic integrity.

Faculty/instructors shall work to enhance a culture of academic integrity at the University (see the Colorado State University General Catalog for the Academic Integrity Policy).

Each course instructor shall clearly state in his or her course syllabus that the course will adhere to the Colorado State University General Catalog Academic Integrity Policy and Student Conduct Code. In addition, by the end of the second week of classes and/or in the syllabus, the instructor shall address academic integrity as it applies to his or her course by providing guidelines about course components for the students.

The course instructor shall decide which course components will use an honor pledge. For those course components, the course instructor shall provide the opportunity for students to sign an affirmative honor pledge. The honor pledge shall include one of the following statement and may be expanded according to instructor, department, or college practices and policies:

HONOR PLEDGE: I have not given, received, or used any unauthorized assistance.

HONOR PLEDGE: I will not give, receive, or use any unauthorized assistance.

A course instructor may offer the student the opportunity to write out the pledge if deemed practicable. Students may be given the opportunity to include an honor pledge along with electronic submissions of their work. A student's decision to forego signing the honor pledge shall not be used as evidence of academic misconduct and shall not negatively impact a student's grade.

Academic ~~dishonesty~~ misconduct (see examples below) undermines the educational experience at Colorado State University, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and instructors.

Instructors are expected to use reasonably practical means of preventing and detecting academic ~~dishonesty~~ misconduct. Any student found responsible for having engaged in academic ~~dishonesty~~ misconduct will be subject to academic penalty and/or University disciplinary action.

Students are encouraged to ~~share responsibility for~~ positively impact the academic integrity culture of the University by reporting incidents of academic ~~dishonesty~~ misconduct.

Examples of academic ~~dishonesty~~ misconduct include (but are not limited to):

1. Cheating in the Classroom – Cheating includes using unauthorized sources of information and providing or receiving unauthorized assistance on any form of academic work. Examples include copying the work of another student on an exam, problem set, or quiz; taking an exam or completing homework for another student; possessing unauthorized notes, study sheets, answer codes, programmed calculators, or other materials during an exam; and falsifying exams or other graded paper results.
2. Plagiarism – Plagiarism includes the copying of language, structure, ideas, or thoughts of another, and representing them as one's own without proper acknowledgment. Examples include a submission of purchased research papers as one's own work; paraphrasing and/or quoting material without properly documenting the source.
3. Unauthorized Possession or Disposition of Academic Materials – Unauthorized possession or disposition of academic materials includes the unauthorized selling or purchasing of examinations or other academic work; stealing another student's work; unauthorized entry to or use of material in a computer file; theft or mutilation of library materials; and using information from or possessing exams that an instructor did not authorize for release to students.
4. Falsification – Falsification encompasses any untruth, either verbal or written, in one's academic work. Examples include receiving unauthorized assistance or working as a group on a take-home exam, independent exam, or other academic work without authorization, or lying to avoid taking an exam or turning in other academic work.

Furthermore, falsification of any University document is a violation of academic integrity. Examples include student identification numbers, transcripts, grade sheets, credentials, University status, or letters of recommendation. Forging a signature is another specific example of falsification.

5. Facilitation of Cases of Academic ~~Dishonesty~~ Misconduct – Facilitation of any act of academic ~~dishonesty~~ misconduct including cheating, plagiarism, and/or falsification of documents also constitutes violation of Colorado State University's academic integrity. Examples include knowingly discussing specifics of the content of a test or examination you have taken with another student who has not yet taken that test or examination or facilitating, by sharing one's own work, a student's efforts to cheat on an exam or other academic work.

#### Procedures for Dealing with Academic ~~Dishonesty~~ Misconduct

Faculty/instructors are expected to use reasonably practical means of preventing and detecting academic ~~dishonesty~~ misconduct. If a faculty member has evidence that a student has engaged in an act of academic ~~dishonesty~~ misconduct, the faculty member 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 or her position on the matter. If the student admits to engaging in academic ~~dishonesty~~ misconduct or if the faculty member judges that the preponderance of evidence supports the allegation of academic ~~dishonesty~~ misconduct, the faculty member may then assign an academic penalty. Examples of academic penalties include assigning a reduced grade for the work, assigning a failing grade in the course, removing the Repeat/Delete option for that course, or other lesser penalty as the faculty member deems appropriate. The course instructor shall notify the student in writing of

the infraction and the academic penalty to be imposed. A copy of this notification shall be sent to the Office of Conflict Resolution and Student Conduct Services.

Faculty/instructors have a responsibility to report to the Office of Conflict Resolution and Student Conduct Services all cases of academic ~~dishonesty~~ misconduct in which a penalty is imposed. Incidents which the faculty member considers 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 decision of the faculty member regarding alleged academic ~~dishonesty~~ misconduct, he or she may request a hearing with the Office of Conflict Resolution and Student Conduct Services. The request must be submitted or postmarked, if mailed, no later than 30 calendar days after the first day of classes of the next regular semester following the date the grade for the course was recorded. If no appeal is filed within the time period, the decision of the faculty member will be final.

If, after making reasonable efforts, the faculty member is unable to contact the student, or collect all relevant evidence before final course grades are assigned, he or she shall either:

- a. 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~~ in writing of the reason for this action; or
- b. 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~~ misconduct. If the Hearing results in a finding of insufficient evidence to support the allegation or clears the student of the charges, the faculty member will determine a grade based on academic performance and without reflection of the academic ~~dishonesty~~ misconduct charge and change any previously assigned grade accordingly. If the Hearing results in finding of academic ~~dishonesty~~ misconduct, the Hearing Officer and faculty member will confer regarding appropriate sanctions. The faculty member will make the final determination regarding academic penalties, which may include, among other options, assigning a reduced grade for the course, assigning a failing grade in the course, removal of the Repeat/Delete option for that course, or other lesser penalty as the course instructor deems appropriate. The Hearing Officer will make the final determination regarding University disciplinary sanctions. ~~A sanction of ineligibility of the course for the Repeat/Delete Policy described in the Advising and Registration – About Grades section of the University catalog will be imposed by the Hearing Officer only if the faculty member concurs with the sanction.~~

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

Grades marked on the student's transcript with the designation "~~AD AM~~" will not be eligible for the Repeat/Delete Policy described in the Advising and Registration – About Grades section of this catalog.

Information about incidents of academic ~~dishonesty~~ misconduct 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.

The following are proposed revisions to the *General Catalog* - Repeat/Delete:

3. The Repeat/Delete option may be used for a maximum of ten (10) credit hours and no more than three courses. The Repeat/Delete option may not be applied to a course for which the final grade was given as a penalty for academic ~~dishonesty~~ misconduct in accordance with the academic integrity policy under section ~~I.7.2~~ I.5 of the ~~Academic Faculty~~ and ~~Administrative staff Professional Manual~~.

Lenk explained that these changes support the changes made in Section I of the Academic Faculty and Administrative Professional Manual regarding Academic Integrity. They also correct the catalog by replacing academic dishonesty with academic misconduct.

Lenk added that a special committee was created to make recommendations regarding this motion. Membership of this committee included Tim Gallagher (FC Executive Committee), David Green (CORSAF), Carl Patton (COSRGE), Carole Makela (UCC), and Elaine Green (TILT Office of Academic Integrity).

Lenk's motion was adopted.

### *Discussion*

#### A. 4X4 Curriculum Discussion

Eykholt presented background information regarding changing the current 3 credit hour courses - five per semester to 4 credit hour courses - four per semester. He noted that, in the Fall, open fora will be held with experts invited to discuss this issue in more detail. He added that one hour meetings with each departmental and at-large Faculty Council representatives were held prior to the May 3, 2011 Faculty Council meeting to introduce and discuss this concept. This discussion is to get feedback on what it will take to make this work, what additional information is needed, and what obstacles need to be overcome. Eykholt added that no motions will be allowed and that this is a discussion only.

Eykholt posted the following bibliography showing a sampling of research on cognitive development, learning and pedagogy.

#### **An Initial Sampling of Research on Cognitive Development, Learning, and Pedagogy**

As the "initial sampling" wording suggests, this list will be updated throughout the summer. Please note also that many of the articles involve highly individual perceptions of the specific pedagogical innovations that might effectively apply research results on cognitive development and learning. The purpose of the list is to provide a window on the underlying research, not to advocate for particular pedagogical techniques.

- Several Short, Thoughtful Overviews of the General Implications of Research on Cognition and Learning*
- Marilla D. Svinicki, "Practical Implications of Cognitive Theories," *New Directions for Teaching and Learning*, Spring 1991: 27-37.
- Diane F. Halpern and Milton D. Hakel, "Applying the Science of Learning," *Change*, July/August 2003: 36-41.
- Diane F. Halpern, "Cognitive Science and the Work of Reform," *New Directions for Higher Education*, no. 119, Fall 2002: 41-43.

*Examples of Research Findings on Learning and the Retention of Skills & Content*

Benjamin C. Storm, Robert A. Bjork, and Jennifer C. Storm, "Optimizing retrieval as a learning event: When and why expanding retrieval practice enhances long-term retention," *Memory & Cognition*, 2010, 38 (2): 244-253.

Elizabeth Ligon Bjork and Robert A. Bjork, "Making Things Hard on Yourself, But in a Good Way: Creating Desirable Difficulties to Enhance Learning," *Psychology and the Real World*, 2011: 56-64.

*A Series of Research Reports on the Impact of Technology-Based Forms of Active & Experiential Learning*

Carol A. Twigg, "Improving Learning and Reducing Costs: Lessons Learned from Round I of the Pew Grant Program in Course Redesign," Center for Academic Transformation, Rensselaer Polytechnic Institute, 2003.

Carol A. Twigg, "Improving Learning and Reducing Costs: Lessons Learned from Round II of the Pew Grant Program in Course Redesign," Center for Academic Transformation, Rensselaer Polytechnic Institute, 2004.

Pew

Carol A. Twigg, "Improving Learning and Reducing Costs: Lessons Learned from Round III of the

Grant Program in Course Redesign," Center for Academic Transformation, Rensselaer Polytechnic Institute, 2004.

*Two Highly Regarded Book-Length Reviews of the Literature*

Ernest T. Pascarella and Patrick T. Terenzini, *How College Affects Students: A Third Decade of Research*, Volume 2, Jossey-Bass, 2005. See especially ch. 3 (Development of Verbal, Quantitative, and Subject Matter Competence), ch. 4 (Cognitive Skills and Intellectual Growth), and ch 8 (Educational Attainment and Persistence).

Lisa R. Lattuca and Joan S. Stark, *Shaping the College Curriculum: Academic Plans in Context*, Jossey-Bass, 2009. See especially ch. 6 (Learners) and ch. 7 (Instructional Processes).

*A Controversial & Often Argumentative Critique of Learning Outcomes in Higher Education, but Still an Interesting Application of Research on Cognition and Higher-Order Learning Skills*

Richard Arum and Josips Roksa, *Academically Adrift*, University of Chicago Press, 2011. See especially "Channeling Students Energies toward Learning," ch 4.

*A Popularized Account of Cognition and Learning for Lay Audiences*

John Medina, *Brain Rules: 12 principles for surviving and thriving at work, home, and school*, Pear Press, 2008.

*Curricular Design, Learning, Institutional Branding, and Completion*

Judith Scott-Clayton, "Can Better 'Choice Architecture' Improve College Completion Rates?" *Teachers College Record*, February 23, 2011.

George D. Kuh, "Putting Student Engagement Results to Use: Lessons from the Field," *Assessment Update*, January-February 2005, Volume 17, no 1: 12-13.

The following comments were recorded during the meeting:

- \* 120 Credit Rule will still apply, therefore, fewer courses
- \* Do not eliminate electives
- \* Distance MBA - have created modules - easy to reorganize - look at modules in our courses to reorganize from 3 to 4 credit courses
- \* Which disciplines have greater difficulty making changes?
- \* Focus on 4 courses rather than 5 makes a big difference according to Lenk's research
- \* Involve Committee on Teaching and Learning
- \* Need and want more evidence - assumed lack of critical thinking in current 3 credit courses is wrong
- \* Pedagogic merit? How to make it workable. Faculty on board for improving pedagogy. The College of Liberal Arts is not on board for this proposal. Workable? Evidence is needed - maintain current credit hour responsibilities, many logistical concerns, anxiety about vagueness.

- \* Course content drives the number of credits decision. Why change that approach? What happens to 5 credit courses?
- \* Where will the time and space come from to make major changes such as the 4X4?
- \* Challenge to make changes in one department while other departments are too. Do this over time, not suddenly.
- \* Opposed to 4X4 at this time. Have made major changes recently. How would transfer student be handled? Licensure program present constraints (accreditation too).
- \* Credit increases in workload problematic - object to framing of the issue as how to make this work - do we want to do this? - logistical issues are huge - We can achieve improvements in student learning in a 3 credit course.
- \* Not truly faculty driven - little support among faculty in Construction Management.
- \* More time needed for research and scholarship - do this if teaching demands increase.
- \* How departments handle increased flexibility will vary.
- \* Not necessarily true number of courses would decrease. Teaching workload increase? It depends upon how you would do this.
- \* Start with examination of resources available for improve student learning - have faculty and students discuss.
- \* "The problem" needs to be identified - multitude of potential solutions need to be examined - Have faculty based discussions - Needs to arise from the faculty.
- \* Opportunity to improve or problem?
- \* Contingent faculty workload issues - include contingent faculty in the discussions.
- \* Many iterations have been done for curriculum changes - had backlash to changes from 3 to 4 credits - articulation agreements - few other university do this - average of 16 credits per semester could be a challenge for students.
- \* Who are our peer institutions? On-Line course like University of Phoenix - now asked to look like elite liberal arts colleges. Huge increases in resources would be needed to do this - Need more regular faculty hired.
- \* Ask student why they do not graduate in 8 semesters.
- \* Go to quarters? Multiple revamps of curriculum in the past - these changes were very difficult to accomplish.
- \* Saying 4 credits is good does not make it so.
- \* Students often do not like 4 credit courses. This would reduce the number of elective courses offered. This is bad.
- \* Look at current programs with many 4 credit courses - better graduation rate in 4 years? Find out.
- \* Four year graduation rates low due to student work obligations - the 4X4 system would not help.
- \* Double majors and certificates would be negatively affected by 4X4 system.
- \* Faculty teaching workload likely to increase.
- \* Student input - would hurt double majors - lots of different reasons why student do not graduate in four years.
- \* Research - how many students change majors? How would this 4X4 affect this?
- \* UNC recently went to a 4X4 and then went back to 3X5. Their teaching workloads increased. Department of Art opposed due to scheduling difficulties (long studio classes). Kinds of interactions are key - not the number of credit hours. Reducing class size is key.
- \* Look at other Colorado Higher Education Institutions - what do they do? Transferring 4 credit course at Colorado State University to Metro State as a 3 credit course would be problematic.
- \* During preview - ask student and parent for target graduation rate.
- \* What is the cost of doing this - gather data.
- \* One time transition costs significant - cost neutral after implementation
- \* Large workload difference among departments. No guarantees that the increased flexibility would be used appropriately. Workload neutrality must be universal across departments.
- \* New licensure rules - extra requirements - increase in number of courses student must take is being mandated.
- \* Need explicit definition of "flexibility." Scheduling challenges.
- \* Registrar's office has indicated large scheduling changes can be accomplished.
- \* Time it will take to do this (faculty time). This has a huge cost.

- \* Focus on the problem - take all potential solutions off the table.
- \* Serious accreditation issues - 4X4 would be problematic given these issues.
- \* Transition may cause regular faculty to have release time thus increasing number of classes taught by adjuncts - problematic for accreditation.
- \* Identify case studies documenting benefits of 4X4.

Eykholt thanked everyone for participating in this discussion.

The Faculty Council meeting adjourned at 6:10 p.m.

Richard Eykholt, Chair  
Tim Gallagher, Vice Chair  
Diane L. Maybon, Secretary

*ATTENDANCE*  
***BOLD INDICATES PRESENT AT MEETING***  
***UNDERLINE INDICATES ABSENT AT MEETING***

**Agricultural Sciences**

**Stephen Koontz**  
**Denny Crews**  
**William Jacobi**  
**Steve Newman**  
**Greg Butters**  
**Dana Hoag**  
**Andrew Norton**

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

**Applied Human Sciences**

**Molly Eckman**  
**Robert Gotshall**  
**David Sampson**  
**Christine Fruhauf**  
**Mary Nobe**  
**Matthew Malcolm**  
**Carole Makela**  
**Kim Bundy-Fazioli**

**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**

**Suzanne Lowensohn**  
Stephen Hayne  
**Patricia Ryan**  
**Jim McCambridge**  
**Dave Gilliland**

**Accounting**  
Computer Information Systems  
**Finance and Real Estate**  
**Management**  
**Marketing**

**Engineering**

**Colette Heald**  
Brad Reisfeld  
Ken Carlson  
**Steve Reising**  
**Hiroshi Sakurai**  
TBD  
TBD

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

**Liberal Arts**

**Mary Van Buren**  
**Catherine Dicesare**  
**Andy Merolla**  
**David Mushinski**  
**Louann Reid**  
**Ernesto Sagas**  
**M. Vogl for J. Carlyon**  
**Jared Orsi**  
**Cindy Christen**  
**Gary Moody**  
**Matthew MacKenzie**  
**Ursula Daxecker**  
**Ken Berry**  
**Karrin Anderson**  
**Eric Aoki**  
**Alex Bernasek**

**Anthropology**  
**Art**  
**Communication Studies**  
**Economics**  
**English**  
**Ethnic Studies**  
**Foreign Languages and Literatures**  
**History**  
**Journalism and Technical Communication**  
**Music, Theater, and Dance**  
**Philosophy**  
**Political Science**  
**Sociology**  
**College-at-Large**  
**College-at-Large**  
**College-at-Large**

**Natural Resources**

**Paul Doherty**  
**Mark Paschke**  
**Sven Egenhoff**  
Alan Bright

**Fish, Wildlife, and Conservation Biology**  
**Forest, Rangeland, and Watershed Stewardship**  
**Geosciences**  
Human Dimensions of Natural Resources

**Natural Sciences**

**Eric Ross**  
**David Steingraeber**  
George Barisas  
Robert France  
**Ken Klopfenstein**  
**Raymond Robinson**  
Patrick Monnier  
Philip Chapman  
**Steve Stack**  
**Mike Steger**  
**Miguel Mostafa**

**Biochemistry and Molecular Biology**  
**Biology**  
Chemistry  
Computer Science  
**Mathematics**  
**Physics**  
Psychology  
Statistics  
**College-at-Large**  
**College-at-Large**  
**College-at-Large**

**Veterinary Medicine & Biomedical Sciences**

Scott Earley  
**Daniel Smeak**  
**Howard Ramsdell**  
**Robert Jones**  
**Hana VanCampen**  
**Gerry Callahan**  
**C. W. Miller, excused**  
**Anthony Knight**  
**Susan Kraft, Excused**  
William Hanneman

Biomedical Sciences  
**Clinical Sciences**  
**Environmental & Radiological Health Sciences**  
**Microbiology, Immunology and Pathology**  
**College-at-Large**  
**College-at-Large**  
**College-at-Large**  
**College-at-Large**  
**College-at-Large**  
College-at-Large

**University Libraries**

**Nancy Hunter**  
**Louise Feldmann**

**Libraries**  
**At-Large**

**Officers**

**Richard Eykholt**  
**Tim Gallagher**  
**Dan Turk**  
**Diane Maybon**  
**Lola Fehr**

**Chair, Faculty Council**  
**Vice Chair, Faculty Council**  
**BOG Faculty Representative**  
**Executive Assistant/Secretary**  
**Parliamentarian**

**Ex Officio Voting Members (\*Indicates Elected Member of Faculty Council)**

<b>Luis Garcia for Don Estep, Chair</b>	<b>Committee on Faculty Governance</b>
<b>Susan LaRue, Chair, Excused</b>	<b>Committee on Intercollegiate Athletics</b>
<u>Laurence Johnson, Chair</u>	<u>Committee on Libraries</u>
<b>David Greene, Chair</b>	<b>Committee on Responsibilities &amp; Standing of Academic Faculty</b>
<u>Don Samelson, Chair</u>	<u>Committee on Scholarship Research and Graduate Education</u>
<b>Merinda McLure, Chair</b>	<b>Committee on Scholastic Standards</b>
<b>Sally Sutton, Chair</b>	<b>Committee on Strategic and Financial Planning</b>
<b>Margarita Lenk, Chair</b>	<b>Committee on Teaching and Learning</b>
<b>Patty Rettig, Chair</b>	<b>Committee on University Programs</b>
<b>Carole Makela, Chair*</b>	<b>University Curriculum Committee</b>

**Ex Officio Non-Voting Member**

<b>Torsten Eckstein, Chair</b>	<b>Committee on Special and Temporary Faculty</b>
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**Ex-Officio Non-Elected Non-Voting Members**

<b>Anthony Frank, Excused</b>	<b>President</b>
<b>Rick Miranda, Excused</b>	<b>Provost/Executive Vice President</b>
<u>Brett Anderson</u>	<u>Vice President for Advancement</u>
<u>Mary Ontiveros</u>	<u>Vice President for Diversity</u>
<u>Lou Swanson</u>	<u>Vice Provost for Engagement/Director of Extension</u>
<u>Robin Brown</u>	<u>Vice President for Enrollment and Access</u>
<u>Peter Dorhout</u>	<u>Vice Provost for Graduate Affairs</u>
<u>Patrick Burns</u>	<u>Vice President for Information Technology/Dean Libraries</u>
<u>Jim Cooney</u>	<u>Vice Provost for International Affairs</u>
<u>Tom Milligan</u>	<u>Vice President Public Affairs</u>
<u>Bill Farland</u>	<u>Vice President for Research</u>
<u>Blanche M. Hughes</u>	<u>Vice President for Student Affairs</u>
<b>Alan Lamborn</b>	<b>Vice Provost for Undergraduate Affairs</b>
<u>Amy Parsons</u>	<u>Vice President for University Operations</u>
<u>Craig Beyroudy</u>	<u>Dean, College of Agricultural Sciences</u>
<u>Nancy Hartley</u>	<u>Interim Dean, College of Applied Human Sciences</u>
<u>Ajay Menon</u>	<u>Dean, College of Business/Executive Dean</u>
<u>Sandra Woods</u>	<u>Dean, College of Engineering</u>
<u>Ann Gill</u>	<u>Dean, College of Liberal Arts</u>
<u>Jan Nerger</u>	<u>Dean, College of Natural Sciences</u>
<u>Lance Perryman</u>	<u>Dean, College of Veterinary Medicine and Biomedical Sciences</u>
<u>Joyce Berry</u>	<u>Dean, Warner College of Natural Resources</u>
<b>Courtney Butler</b>	<b>Chair, Administrative Professional Council</b>