

**THE CODE OF THE DEPARTMENT OF BIOMEDICAL SCIENCES  
COLLEGE OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES  
COLORADO STATE UNIVERSITY**

Revised 09/23/08

**I. DEPARTMENTAL MISSION**

The mission of the Department is to foster an environment conducive to the achievement of excellence in teaching and advising, research and scholarly activity, and service and outreach by its faculty, staff and students. This will be accomplished by discovery, dissemination and application of knowledge in the biomedical sciences, and by educating and training undergraduate, graduate, professional veterinary medical, and post-graduate students.

**II. THE BOARD OF GOVERNORS AND THE PRESIDENT OF COLORADO STATE UNIVERSITY**

The Board of Governors has exclusive power over all academic faculty personnel decisions. See the CSU Faculty Manual Section B1.4 for information on the delegation of this authority at Colorado State University.

**III. DEPARTMENT ORGANIZATION/ ADMINISTRATIVE STRUCTURE**

**A. Department Head**

1. The administrative officer is designated Head and, in conformance with the Code of the University, is head of the department.
2. Duties of the Head shall be those specified in the Code of Colorado State University (Section C.2.6.2).
3. The Head shall be selected as specified in the Code (Section C.2.4.2.2.b) and Colorado State University Faculty and Administrative Professional Manual (Section E.3.3).
4. Term of office of the Head shall be 5 years in compliance with the Code (Section C.2.4.2.2.c). In the event of extreme urgency, the Head may be removed. Procedures for termination of office are outlined in the Code (Sections C.2.4.2.2.c and d).
5. The administrative office of the Head and primary departmental administrative office shall be located on the main campus.
6. The Head is an ex officio, non-voting member of all Departmental committees, unless otherwise stated.
7. The Head may appoint assistant Heads and Division Directors from eligible faculty in the Department (as defined in the Manual, Section C.2.4.2).
8. To conduct departmental affairs during periods of leave, the Head of the Department shall appoint an Acting Head from among the eligible faculty. (Eligible faculty are defined in Section C.2.4.2.a-c of the Code.)
9. During the first quarter of each fiscal year, the Department Head shall present a detailed summary of the department operating budget. This shall include a report of research annual and direct cost, indirect cost and resident instruction (RI) income, expenditures for the past fiscal year and projected expenditures for the current fiscal year. The Head, with input from the Advisory Committee, shall also compile an Annual Report that shall include a brief budget analysis, along with a list of faculty, their publications and grants (including annual total cost and direct cost income), and their teaching contributions. The Head shall be responsible for the equitable distribution of the budget to foster the missions of the Department. Departmental faculty shall be able to obtain analyses of individual faculty contributions in research, teaching and service from the Division Directors or Department Head upon request.

**B. Departmental Divisions**

1. Structure of Divisions.

The Department of Biomedical Sciences shall consist of two Divisions, referred to here as Neuroscience and Physiology, encompassing the former Anatomy/Neurobiology and Physiology groups, respectively. Alternative names may be determined with mutual agreement between the groups.

2. Administrative structure of Divisions.

Each Division shall have a **Division Director**, appointed by the Head, in consultation with the faculty in that Division. The responsibilities of the **Division Directors** shall include administrative and fiscal oversight of the operations and academic responsibilities of the Division. The **Division Directors** shall serve as advisors to the Head on all matters related to the Department. Faculty in the Divisions shall develop operating procedures and mechanisms to carry out responsibilities delegated to them by the Head and the Division Directors.

3. Definition of Faculty.

Tenure track faculty are designated as “regular” appointment faculty (E.4.1 Manual)

Non-tenure track faculty are designated as “special” appointment faculty (E.4.3)

4. Faculty affiliation with Divisions.

The Head shall have the authority to assign faculty members to Divisions, with the consent of the faculty member. The Head shall assign tenure track faculty to the Division that best fits the interests of that person. Both individuals and Divisions shall have the opportunity to express their opinions and preferences, and the Head shall attempt to accommodate these as much as possible.

Faculty with special appointments whose main responsibility is research

shall be assigned to the Division in which their mentor is assigned. These faculty shall be assigned to the Division with which they were historically associated or which is responsible for the majority of their activities. Faculty on special appointments whose main responsibility is teaching shall be responsible to the respective Division Directors and to the Department Head.

**C. Departmental Staff**

Departmental staff housed at ARBL, the AZ building and the Physiology building shall be considered departmental employees with respect to salary, shared responsibilities and back-up structure and expectations. The Departmental Administrator and Division Directors shall work together with respect to coordination of staff responsibilities and shall make recommendations to the Head concerning personnel action and human resource matters.

**D. Advisory Committee**

1. Composition of the Advisory Committee:

The **BMS Advisory Committee** shall be comprised of the Department Head, the two Division Directors and two individuals from each of the two Divisions, elected by the faculty in those Divisions. The terms of these individuals shall be staggered so that each serves for a period of two years and both individuals from one Division are not replaced during the same year.

2. Duties of the Advisory Committee:

The duties of the **Advisory Committee** shall be to provide guidance to the Head on the establishment of departmental policy, fiscal management, general departmental affairs and long-term goals. These plans and goals shall be presented at least once annually at a meeting open to all faculty members of the Department.

3. All meetings of the advisory committee are ad hoc and may be called by the Head or any Advisory Committee member.

**E. Standing Committees**

The Department of Biomedical Sciences shall have the following standing committees: Curriculum Committee, Undergraduate Steering Committee, Space and Facilities Committee, Graduate Education Committee, Professional Veterinary Education Committee and Frontiers in Biomedical Sciences Seminar Committee. The Head, in consultation with the Division Directors, shall appoint the Standing Committee Chairs and the other members of each committee from among the faculty of the Department. The Divisions may recommend constitution of one joint committee or two separate committees for each function. If two separate committees are formed, the Head shall determine how the activities of these committees shall be coordinated. Optimally, no person will serve simultaneously on more than one standing committee. All committees shall follow the procedures found in the Code and Appendices but may establish additional operating procedures.

1. The **Curriculum Committee(s)**:
  - a. consists of faculty representatives from graduate and undergraduate curricular areas.
  - b. reviews the departmental undergraduate and graduate courses, and recommends retention of, deletion of, and/or changes in existing courses and the addition of new courses.
  - c. works with the Head to ensure appropriate evaluation of courses and peer evaluation of instructors.
  - d. reviews staffing required to teach departmental core/service courses and makes recommendations to the Head concerning current and projected teaching as a mechanism for influencing teaching assignments and new faculty hires.
  - e. provides a venue for faculty to address perceived inequities in teaching load.
2. The **Space and Facilities Committee (s)**:
  - a. consists of faculty representatives from the relevant sites (the Anatomy/Zoology Building, Physiology buildings, and the Animal Reproduction and Biotechnology Laboratory), plus representatives from Programs of Research and Scholarly Excellence (PRSEs) and/or other affinity groups.
  - b. makes recommendations regarding cost-sharing for renovation
  - c. makes recommendations for purchase of equipment from Department funds.
  - d. provides a venue for faculty to address perceived inequities in allocation of space.
3. The **Graduate Education Committee(s)**:
  - a. consists of Division representatives as defined in the Graduate Student Document (**Appendix IV** of this Code).
  - b. is responsible for oversight of the departmental (or divisional, as appropriate) graduate programs, including review and evaluation of applications for their specific areas of concentration. Procedural details are found in the Graduate Student Document.
  - c. prepares updates for the Graduate Student Document.
  - d. coordinates annual reviews of progress of all graduate students.
  - e. provides a venue for faculty to raise issues of general concern regarding graduate training.
4. The **Veterinary Professional Education Committee**:
  - a. Consists of faculty representatives from Departments in the College of Veterinary Medicine and Biomedical Sciences and representatives from the Dean's office.
  - b. reviews department participation and teaching needs in the PVM curriculum
  - c. interfaces with the College Veterinary Curriculum Committee
  - d. analyzes and facilitates requests for PVM teaching-related resource needs
5. The **Frontiers in Biomedical Sciences Seminar Committee**:

- a. Consists of two faculty representatives and one graduate student from each division of the Dept. of Biomedical Science. Additional representation from Cell and Molecular Biology Program and the Molecular, Cellular, and Integrative Neuroscience Program will be sought as appropriate. Head shall appoint the Chair of the committee, who shall serve a term of two years.
- b. The committee shall select one speaker for fall term and one speaker for spring term,
- c. Speakers of considerable prominence will be sought to highlight recent advances in Biomedical Science

#### **F. Promotion and Tenure Committee**

1. The composition, duties, and procedures of the Promotion and Tenure (P&T) Committee are described in Appendices II and III.
2. **Appendix II** describes procedures for promotion of tenured faculty and of non-tenure track faculty.
3. **Appendix III** contains:
  - a. criteria for evaluating candidates for combined promotion and tenure.
  - b. a description of the P&T subcommittee that is responsible for assembling documentation for these candidates.
  - c. duties and procedures to be used by the P&T Committee for evaluating candidates for combined promotion and tenure decisions.

#### **G. Departmental Meetings**

1. Departmental meetings shall be held at least once per semester during the academic year. For regularly scheduled meetings, a written agenda shall be distributed at least five working days in advance of the meeting. Departmental meetings also may be called at the discretion of the Head or the Advisory Committee.
2. The Head, or his/her designee, chairs departmental meetings, except for meetings to consider removal of the Head.
3. For all votes excluding Code and P&T decisions, eligible voting members at departmental meetings shall include all regular appointment faculty who hold the rank of assistant professor or above and who have held an appointment in the department for at least one year and special appointment faculty who have major teaching responsibilities and have held an appointment for 5 years or longer.. Faculty with voting rights in another department may not vote in the Department of Biomedical Sciences.
4. For all substantive decisions of the faculty, or upon request by any faculty member, voting shall be by secret ballot.
5. For business previously announced in writing 5 days in advance, a quorum consists of a simple majority of all eligible voters. For business not previously announced, a quorum consists of two-thirds (2/3) of all eligible voters.
6. Minutes of each meeting shall be maintained by the Head or his/her appointee and distributed to all Departmental faculty and to the Office of the Dean.

#### **H. Graduate Advising**

1. Any regular faculty member at the level of Assistant Professor or above may serve as a member of any graduate committee.
2. An Assistant Professor who has not previously served on a graduate student committee for a successful PhD candidate may serve as the Major Advisor for Ph.D. students only with the assistance of a Co-Advisor who is either an Associate Professor or Professor in the Department and who has served previously as a Major Advisor.
3. Faculty with special appointments may serve as members of graduate committees, but there may be no more than two special faculty members per graduate committee.
4. As required by the Graduate and Professional Bulletin, the makeup of the graduate committee must be approved by the department Head.

#### IV. PROCEDURE FOR SELECTION OF REGULAR FACULTY MEMBERS FOR OPEN POSITIONS

- A. The Head shall announce open positions to the faculty. After consulting with the Advisory Committee, the Head shall then appoint a Search Committee comprised of at least three eligible faculty from within the department and one from outside the department. The Chair of the Search Committee is appointed by the Head. The Head and Search Committee prepare a job description, which after approval by the **Office of Equal Opportunity**, is advertised nationally in appropriate publications (as described in the Manual.)
- B. The Search Committee shall prepare a list of criteria for evaluating candidates prior to initiating the evaluation process. After the application deadline, the Committee evaluates the candidates and prepares a short list of the most qualified candidates (5 to 10). This list is submitted to the Head for additional comment. The committee may utilize additional means to narrow the list, as requested by the Head.
- C. The Search Committee and Head select the list of candidates who, after approval by the Office of Equal Opportunity, are invited to the University for personal interview. Each candidate shall present at least one public seminar and meet individually with department faculty and appropriate outside faculty and administrators.
- D. The Search Committee shall seek comments and advice from all faculty members in the department during the search process. Comments shall be obtained using an evaluation form approved by the Office of Equal Opportunity. Upon receipt of the candidate evaluation forms, the Search Committee will formulate a summary of the strengths and weaknesses of those interviewed and present it to the Head, who will relay it to the faculty. Following receipt of this document, a meeting of Departmental voting faculty (see III.G.3, above) shall be convened to discuss the candidates. The faculty will make recommendations to the Head as to the acceptability/suitability of the candidates.
- E. Upon consideration of the faculty recommendations, the Head shall select the new faculty member, obtain approvals mandated by University policy, and, in conjunction with the Dean of the College, engage in negotiations for appointment.
- F. At appointment, the Head and Dean shall define, in writing, the conditions and expectations for each new faculty member and shall provide him/her with copies of the Departmental Code (including Appendices), the College General Guidelines for Tenure and Promotion, and the Guidelines for Evaluation of Performance (**Appendix I**, this code; Section E.10, University Manual).
- G. The Head shall also develop a mentoring plan appropriate to the candidate and consistent with the Departmental Mentoring Guidelines. If appropriate, the faculty member and the Head will constitute a Mentoring Committee designed to best meet the needs of the faculty member.

#### V. PROCEDURES FOR SELECTION, EVALUATION, AND REAPPOINTMENT OF SPECIAL OR TEMPORARY FACULTY MEMBERS: Special Appointments and Temporary Appointments are as described in the University Code (Sections E.4.3 and E.4.4, respectively).

- A. Any eligible faculty member may recommend a candidate for consideration as a special appointee or temporary appointee.
- B. The Head, in consultation with the Advisory Committee, shall evaluate the qualifications of the candidate and determine if the candidate should be offered a special or temporary appointment.
- C. A special appointment is for a period of up to 12 months, with reappointments considered annually by the Head unless the faculty member has been a member of the faculty for 5 years or longer (See Appendix I.IV). The department is not obligated to provide salary support either during the period of initial appointment or during any subsequent extension of the appointment.
- D. At appointment, the Head and sponsoring faculty member shall define, in writing, the conditions and expectations for each new special appointee or temporary appointee. The Head shall

provide him/her with copies of the Departmental Code, the Department Mentoring Guidelines, the College General Guidelines for Tenure and Promotion, and the Departmental Guidelines for Evaluation of Performance (**Appendix I**, this code; Section E. 9, 10, 11, 12, 13, University Faculty Manual).

- E. Requests for promotions of Special Appointment Faculty shall be evaluated by the Divisional Promotion and Tenure Committee.
- F. For Special Appointment teaching faculty, the faculty member and teaching supervisor shall suggest and the Head shall appoint a Mentoring Committee designed to meet the needs of the faculty member. The teaching supervisor and Mentoring Committee will review the annual performance of the faculty member according to procedures described in **Appendix I**. A written recommendation for renewal or termination of contract prepared by the Head shall become part of the personnel file of the Special Appointment teaching faculty member.
- G. For Special Appointment research faculty, the faculty member and sponsoring supervisor shall suggest and the Head shall appoint a Mentoring Committee designed to meet the needs of the faculty member. Evaluation of performance shall be based on the job description in effect at the time of annual evaluation, and shall be performed by the sponsoring faculty member, with additional input from the faculty Mentoring Committee, and by the Head, as described in Section D above. The evaluation shall be conducted according to procedures described in **Appendix I**. A written recommendation for renewal or termination of contract prepared by the Head shall become part of the personnel file of the Special Appointment research faculty member.

#### **VI. STUDENT APPEALS**

A Student Appeals Committee, consisting of two faculty members from within the department and one outside faculty member who shall serve as the voting chair, shall be appointed by the Department Head, as needed.

- A. Students may appeal grading decisions by an instructor by using procedures outlined in Section I.7.1 of the Manual.
- B. Students may appeal allegations of violations of the Academic Integrity Policy (see the CSU General Catalog) by using procedures outlined in Section I.7.2 of the Manual.
- C. Students may appeal dismissal from the departmental graduate program by following the grievance procedure approved by the Graduate School (Section 12.3, Handbook on Graduate Study) and Faculty Council.

#### **VII. DEPARTMENTAL CODE**

- A. In accordance with Section C.2.4.2.1.k of the Manual, the Departmental Code shall be reviewed in the year prior to the end of each term of the Head and at other times as requested by voting faculty.
- B. Amendments to the Departmental Code may originate from any eligible Departmental faculty member. The Amendment shall be submitted in writing to the eligible faculty at least 10 working days in advance of its formal consideration. All amendments shall require a two-thirds majority vote of the eligible faculty members. Per the University, Code (C2.4.2) Faculty Members eligible shall include all those who satisfy all of the following qualifications: a. In residence at the University or on sabbatical leave; b. Completion of at least one (1) year of service at the University as regular, regular part-time, or transitional appointee with the rank above that of instructor or equivalent; c. Administratively responsible to the head of the department in question.

#### **VIII. DEPARTMENTAL SELF-EVALUATION:**

Consistent with section C.2.4.2.2.d. of the Manual, a departmental self-evaluation shall be conducted at least every seven years.

- A. The Self-Evaluation Committee shall consist of four or five eligible faculty members, excluding the Department Head. Based on input from the Advisory Committee, the Department Head shall appoint the Committee and a chairperson for the Committee.

- B. The Committee report shall be presented to, and discussed by the eligible faculty before preparation of the final report and its submission to the Dean. The Committee report shall be presented to the eligible faculty in January of the academic year when the evaluation was made and subsequently transmitted to the Dean of the College. Thus, the Committee report, and any subsequent external review thereof, will be available to the Dean for use in the selection of a Department Head (C.2.4.2.2.c, University Code).
- D. The self-evaluation report shall review the Departmental code; summarize teaching and advising, research and scholarly activity, and service and outreach of the Department; evaluate Departmental administration; present approaches for correcting deficiencies; chart a course for the next several years; review the distribution of faculty positions among the several sub-disciplines; and review the allocation and expenditure of Departmental funds during the period of review.

**IX. ANNUAL EVALUATIONS OF REGULAR FACULTY**

Consistent with Section E.11 of the Manual (Performance Reviews), all faculty members shall be evaluated annually by the Head, as described in **Appendix I**.

**X. PROCEDURE FOR REVIEW AND RECOMMENDATIONS FOR REAPPOINTMENT OF NON-TENURED REGULAR FACULTY MEMBERS:**

Prior to annual review of non-tenured regular faculty members for contract renewal (Section C.2.5, University Code; Section E.9.3, Manual), the Head shall solicit information from the tenured faculty regarding the performance of each non-tenured faculty member. The Head shall make the final decision, prepare a report to be placed in the personnel file, and formally notify the non-tenured faculty member of the decision on reappointment. Details of the evaluation procedures used by the P&T Committee are described in **Appendix III**.