LAS Policies and Procedures Manual

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Section 0:
General Introduction

This is a policy and guidelines handbook for the College of Letters, Arts, and Sciences at the University of Colorado at Colorado Springs. Included here are LAS-specific policies, procedures, guidelines, and protocols. This handbook is organized by topic. Links to Regent Laws, Regent Policies, Administrative Policy Statements, and campus-wide policies are included within the relevant section or subsections. If there is an LAS-specific policy, procedure, guideline, or protocol, it is stated in the relevant section or subsection.

In general, University of Colorado policies emerge from sources at the following levels. At the highest *system-wide* level are *Regent Laws*. Regent Laws are available at:

www.cu.edu/regents/Laws/laws.html

Immediately subsidiary to Regent Laws are *Regent Policies.* Regent Policies are available at:

www.cu.edu/regents/Policies/

Still at the system-level but subsidiary to Regent Policies are *Administrative Policy Statements*, which often include policy-implementation language. Administrative Policy Statements are available at:

www.cu.edu/policies/alphaIndex.html

Regent Laws, Policies, and Administrative Policies of greatest interest to faculty are outlined in and linked to from the *University of Colorado Faculty Handbook*.

The *Faculty Handbook* is the most complete and up-to-date guide to system-wide policies that concern faculty. LAS Faculty are urged to consult the *Faculty Handbook* first when researching questions.

In addition to system-wide policies, UCCS has its own *campus-wide* policies. These policies are developed either because Regent Laws mandate that they be created or because Regent Laws and Regent Policies do not discuss the topic of the campus-wide policy. Campus-wide policies are available at the UCCS Office of the Vice Chancellor for Administration and Finance website:

www.uccs.edu/~vcaf/uccspol.html

Campus-wide policies may not be inconsistent with system-wide policies.

Subsidiary to campus-wide policies are *LAS-specific* policies. LAS policies and procedures are developed either because Regent Laws or campus policies mandate that they be created or because a higher level policy does not discuss the topic of the LAS policy. Such college-wide policies are the primary focus of this handbook. Also included in this handbook are various other topics of interest to LAS faculty, such as various procedures, some guidelines, and some protocols. LAS policies may not be inconsistent with system-wide or campus-wide policies. Subsidiary to LAS policies are *departmental policies.* These policies are organized at the department/program level. Departmental policies may not be inconsistent with system-wide, campus-wide, or LAS policies.

Section 1:

Personnel Policies, Procedures, and Guidelines

Introduction

This section contains information for all LAS faculty on appointment and reappointment at all levels, personnel review at all levels (comprehensive review, promotion and tenure, promotion to full professor), evaluation for merit, evaluation for merit for faculty on sabbaticals, professionals leaves, grievance procedures, and other relevant information. It builds on and replaces the College's "Guidelines for Faculty Personnel Actions" issued by former Dean James Null in Spring of 1994, as well as "Guidelines for Personnel Policies and Procedures" last revised Fall of 2003.

The best resource for system-wide faculty personnel policies is the *Faculty Handbook*, available at: http://www.cu.edu/content/faculty-handbook
Most of what faculty need to know about personnel matters is either discussed directly in the *Faculty Handbook* or is accessible via links from the *Faculty Handbook*.

Campus-wide personnel policies are stated in:

(a) UCCS policy 200-001, "Reappointment, Promotion, and Tenure," available at:

www.uccs.edu/~vcaf/policies/200-001RPT.pdf;

(b) UCCS policy 200-016, "Post-tenure Review," available at:

 www.uccs.edu/~vcaf/docs/200-016.pdf (c) UCCS policy 200-017, "Mentoring of Pre-tenure Faculty," available at:

www.uccs.edu/~vcaf/docs/200-017 Mentoring of Pre-tenure Faculty.pdf).

Recruitment of Faculty

The following information is included in this sub-section:

- Faculty Recruitment and Hiring
- Prioritization of Faculty Hires
- Tenure Track Faculty Recruitment
- Non-Tenure Track Faculty Recruitment
- Research Faculty Recruitment
- Employment Assistance for Dual Career Couples
- Conflict of Interest and Nepotism
- Credit Towards Tenure

Faculty Recruitment and Hiring

There are no LAS-specific recruitment and hiring policies. There are LAS-specific guidelines for recruitment and hiring. Please see below.

For system-wide policies, please see the *Faculty Handbook*, which includes links to the following Regent policies and administrative policy statements:

> (a) *Regent Law* 5.B.1, "Appointment Guidelines," available at:
>
> http://www.cu.edu/regents/Laws/article-05.html
>
> (b) *Administrative Policy Statement*, "Faculty Recruitment and Hiring," available at:
>
> www.cu.edu/policies/policies/HR_Fac-Recruit-Hiring.html

Prioritization of Faculty Hires

LAS has developed a set of guidelines for prioritizing tenure track faculty hires.

LAS Guidelines for Prioritization of Faculty Hires (LAS Dean's Office)

The campus requires LAS to submit a ranked list of faculty hire requests in May of each year for approval to search during the following year. This includes all tenure-track faculty positions, including replacement positions and new hire positions.

The following factors have been suggested as relevant for aiding us in the process of prioritization. In preparing a request for a new or replacement position you should address as many of these issues as possible. You may also develop other arguments based on other factors that are important to your program.

Program factors:

1. Departmental needs for coverage of a particular specialization
2. Size of department (relative to resources)

    - number of tenure-track faculty
    - number of majors
    - FTE in courses offered by the department

3. Ratios of majors and student FTE to numbers of faculty
4. Mix of lower-division, upper-division and graduate student credit hours
5. Service activity of department (college, campus, system, community, profession)
6. Department or program record of accomplishment in addressing community needs
7. Research activity of department (relative to resources)

    - publications/Presentations/Creative Activity
    - grants and contracts

8. Quality and distinctiveness of programs, including an effective program of assessment of student achievement
9. Development of approved new program

Financial factors:

1. Growth of department (minimum of three year period)

   • growth in majors
   • growth in student FTE in courses offered by the department
   • capacity of department for growth

2. Ratio of tenure track faculty/instructors/honoraria (compared to norms)
3. Likelihood of building additional enrollment with this hire

4. Teaching loads of tenure track faculty in this department
5. Likelihood of hire generating external resources (contracts, grants, gifts)

College factors:

1. Diversification of ethnicity and gender in the faculty
2. Support for dual career faculty couples
3. New program approved by college
4. Centrality of program and position to the approved strategic plan of the college
5. Contribution of faculty hire to needs in other programs (WMST, EST, etc.)

Process:

In deciding whether to apply for a new faculty position (or to help defend a vacancy) you may want to check various sources of data, including the UCCS Institutional Research web page www.uccs.edu/~irpage. Under "Enrollment" you will find data on student credit hours in your programs over several years.

Faculty position requests (replacements and new) will be divided into three groups: high priority, second priority, and third priority. The high priority category will consist of a number of faculty positions approximately equal to the number of vacant positions in the college plus three. For instance, if we have 5 vacancies then approximately 8 positions would be placed in the high priority category.

Only the high priority positions are rank ordered. Based on the criteria discussed above, the high priority positions are listed in a rank order with no ties indicating the order in which these positions should be filled as resources are available.

Positions which were approved for searches in the previous year but had searches that were either postponed or failed shall be given the highest priority positions.

Timeline:

• **March 15**
  Departments submit requests to the Dean for positions (new and replacement). Requests should address the factors described below. Dean distributes requests to LAS Budget and Planning

Committee members. If faculty vacancies occur after this date, requests may be submitted at that time.

- **April 5**
  LAS Budget and Planning Committee submits recommendations to the LAS Chairs and Directors.

- **April 27**
  LAS Chairs and Directors submit recommendations to the Dean

- **April 30**
  Dean submits prioritized list for College to VCAA.

Tenure Track Faculty Recruitment

LAS has developed a set of guidelines for tenure track faculty recruitment.

LAS Guidelines for Tenure Track Faculty Recruitment (LAS Dean's Office document, updated 9/1/09)

These guidelines are intended to help conduct successful searches for new tenure-track faculty without suffering from excessive search expenses. If you have special needs in your search that require you to exceed the budget guidelines, please talk to the Dean. Searches for visiting or other temporary positions typically cost significantly less.

The process begins with submitting electronically three items to the Dean's office:
1. position advertisement (see details below and in the search manual)
2. position description (often the advertisement without the contact info)
3. a recruitment plan which will include a list of members of the search committee. This should have a reasonable gender balance and should include a chair and a diversity champion (more information below). Faculty, alumni, students … may serve. Also include a listing of where you plan to advertise.

The Dean's office will then assemble a hiring proposal and send it through the campus for approval. The position may NOT be advertised until this approval process is complete.

Hiring non-U.S. citizens

If there is a possibility that you will hire someone who is not a U.S. citizen and does not yet have a green card, there are details in the advertisement process that you should include in order to enhance the chances for your candidate to obtain a green card. Please see the guidelines for international hires at the end of this document. You may also want to check the CU-Boulder International Student and Scholar Services web site at http://www.colorado.edu/OIE/isss/scholar.html since we contract with them to assist us.

Background Checks

The candidate to whom we extend an offer for any tenure-track faculty position must undergo a background check before they can be hired. You are required to alert them to this in the advertisement with this wording: "UCCS is dedicated to ensuring a safe and secure environment for our faculty, staff, students and visitors. To achieve that goal, we conduct background investigations for all prospective

employees." The dean's office will email the required paperwork to the candidate once we are negotiating an offer. The paperwork takes less than 15 minutes to complete by the candidate.

Diversity

All position ads MUST contain appropriate affirmative action language.
Mandatory Language: "The University of Colorado at Colorado Springs fosters equity in employment by promoting diversity and assuring inclusiveness." Please work with the Executive Director of the Office of Academic Diversity as you develop the advertisement to make sure that it is written in an inclusive manner. Even a simple statement like "We are seeking a   to work with our diverse student body" shows an awareness of diversity issues that might help attract qualified, diverse candidates and is appropriate for any discipline.

The Associate Vice-Chancellor for Diversity will aid the search committees in reaching out to underrepresented groups. Please work with both the affirmative action officer and the Associate Vice-Chancellor to develop the strongest possible pool of candidates. It may help in recruitment to include in the advertisement the existence of interdisciplinary programs such as Women's and Ethnic Studies. The Director of this program can work with you to identify potential areas of cooperation.

The Associate Vice-Chancellor for Diversity is asking search committees, rather than checking off the boxes, to appoint a person other than the search committee chair to act as the committee's "diversity champion." The role of the "diversity champion" will be to encourage proactive recruitment of a diverse pool and to engage the committee in valuing contributions to diversity and inclusiveness at each step of the search. At the outset the application for approving the search committee and recruitment plan will ask departments to address how the search will advance the range of departmental contributions to campus diversity priorities as described by the UCCS Diversity Strategic Plan 2007-1014. At the conclusion of the search, the diversity champion will send the Associate Vice-Chancellor for Diversity a brief report on successes and challenges in the search process. The role of diversity champion can be taken on by any voting member of the committee who has the interest and commitment. The Associate Vice-Chancellor for Diversity will be available to them for training and support as needed. Search committees are also encouraged to consider including members that bring alternative perspectives to the process (from other disciplines, social backgrounds, and constituencies), but this does not take the place of the "diversity champion" within the academic unit.

Applicants will submit their materials electronically using https://www.jobsatcu.com. This allows Search Committee members to review application letters, CVs, and reference lists at any time from their own computer. The Jobs at CU system automatically acknowledges receipt of the applications and collects voluntary EEO information. The Jobs at CU system also provides records retention and maintains the UCCS search files.

Search Committee members will be given a Guest sign-in number and password. To review applications received for the position, please see:

https://www.jobsatcu.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1251493371969

When you log in, go to the center – "Guest User" and click on the Guest User login and enter your Guest User number and password. When the position information appears, click on "view" under the title of the position. This will list the applicants to date.

Campus Interviews

A typical search will involve bringing three prospective faculty members to campus for interviews. It is critical that you conduct a process that will lead to the selection of the three top candidates to bring in for interviews. It may not be possible to fund bringing additional candidates to campus. A typical interview lasts for 1 ½ - 2 days. Depending on where the candidate is from, this may involve three nights of hotel expenses. Candidates should meet with both the Dean and the Vice-Chancellor for Academic Affairs. Please send a vita to both the Dean and the VCAA prior to the meetings. If you are interviewing a candidate who is from an ethnic minority, you may want to have them meet with the Associate Vice-Chancellor for Diversity. Female candidates in traditionally male departments may find it useful to meet with members of the University Faculty Women's Committee.

Official transcripts will be needed BEFORE an offer letter can be mailed out. You might want to request that all of your finalists provide transcripts so that this will not cause a delay. This may be particularly important for candidates who have attended schools outside the United States.

It is important that faculty have an opportunity to interact with candidates at informal functions such as meals. It is not necessary, however, for ALL faculty to be present at ALL meals at College expense. Often small groups of faculty meeting with the candidate are much more effective–even without a meal.

Budget

Expense guidelines for a permanent tenure/track faculty search (based on typical searches over the last two years):

Mailing/postage	$ 50	
Advertising	800	
Meals / receptions	600	($200 x 3 candidates)
Travel	1,800	($600 x 3 candidates)
Hotel	750	($250 x 3 candidates)
Other expenses	50	
TOTAL	$4050	

Remember that the College has no budget for searches. The money spent on these searches is money not available to support other programs. If you are searching for a temporary or visiting position, please check with the Dean on available funding.

The department's administrative/program assistant should arrange for candidate travel and process any related reimbursements. The departmental assistants should charge these expenses to the LAS faculty recruitment speed type (for the number, please contact the Dean's Financial Assistant). Forward receipt copies to the Dean's Financial Assistant for reconciliation/audit purposes. UCCS has negotiated special rates with some area hotels. Check with the Dean's office for current information. Itemized restaurant receipts are required and alcohol expenses may not be reimbursed. Gifts for candidates are not allowed.

Expenses (and future expense estimates) should be submitted to the LAS Financial Assistant each month so that reimbursement can be done in a timely fashion. If any expenses are to be charged directly to the College budget, you need to work with the LAS Financial Assistant (ahead of time) on proper procedures.

<u>Final steps</u>

Once the search committee has determined the name(s) of the best candidate(s), this information should be provided to the Dean. A vita and copies of three letters of recommendation should be provided to the Dean for each finalist. The Dean may request additional information from the search committee. The Dean will meet with the Chair of the search committee to work out an offer. (An official transcript from the Ph.D. institution will be required once a candidate has accepted an offer).

Once the search has concluded, on Jobs at CU, the Affirmative Action/Compliance information will be entered in the notes section. This information should list the applicant selected, and the applicants interviewed and job-related reasons why they were not selected.

All records will be kept on Jobs at CU. No paper copies will need to be stored.

Guidelines for Non-Tenure Track Faculty Recruitment (Campus document, unknown provenance)

Searches are required for all instructor positions, unless waivers are obtained following the procedures outlined in the Search Waiver Policy. In addition to waiver justifications in the current policy, a search may be waived for an Instructor when an instructional emergency exists and there is insufficient time to hold a competition. This search requirement may be met through a search for specific instructor positions, and may also be met through a continuously open competition for instructor positions in a discipline or program, with continuous announcements on the campus web site <u>and</u> advertisements in the local newspaper at least once annually. Instructors may then be hired from the pool of candidates generated in this way, with normal concerns for ensuring that minority candidates receive consideration.

Guidelines for Research Faculty Recruitment (Campus document, unknown provenance)

Searches are required for PRA positions unless a search waiver is obtained under the existing search waiver policy. Recognizing the urgency associated with starting external grants and contacts, searches may be limited to the campus and Colorado Springs area, and the minimum application period may be specified as 10 days. Search waivers may be granted to individuals who were significantly involved in preparation of a grant or contract application, if this is proposed in writing to the Vice Chancellor for Academic Affairs and Director of Affirmative Action at the time the grant or contract is submitted.

Letters of offer for research faculty must be specific regarding the term of appointment, the expectations of the person holding the appointment, the source of funds for the position salary, and a statement indicating that the salary is subject to availability of funds. If the salary will be paid from the individual's own grants, the letter of offer must state that arrangement as such.

Employment Assistance for Dual Career Couples

There are no LAS-specific policies on employment assistance for dual career couples.

For system-wide policies, please see:

> *Regent Policy* 10.O "Providing Employment Assistance to Members of Dual Career Couples," available at:
>
> www.cu.edu/regents/Policies/Policy10O.htm

Conflict of Interest and Nepotism

There are no LAS-specific policies on conflict of interest or nepotism.

For system-wide policies, please see:

(a) *Regent Policy* 3.B "Conflict of Interest – University Community," available at:

www.cu.edu/regents/Policies/Policy3B.htm

(b) *Regent Policy* 10.J "Nepotism and University Employment," available at:

www.cu.edu/regents/Policies/Policy10J.htm

(c) *Administrative Policy Statement*, "Nepotism in Employment," available at:

www.cusys.edu/policies/policies/HR_Nepotism.html

(d) *Administrative Policy Statement*, "Conflict of Interest and Commitment," available at:

www.cusys.edu/policies/policies/A_Conflict-of-Interest.html

(e) *Administrative Policy Statement*, "Conflict of Interest in Cases of Amorous Relationships," available at:

www.cusys.edu/policies/policies/HR_COI-Amorous.html

(f) *Administrative Policy Statement*, "Restricted, Proprietary and Classified Research," available at:

www.cu.edu/policies/policies/A_RestrictedResearch.html

For campus-wide policies, please see:

UCCS Policy 300-006 "Conflict of Interest and Nepotism," available at:

www.uccs.edu/~vcaf/docs/300-006 Conflict of Interest and Nepotism.pdf

Credit Towards Tenure

There are no LAS-specific policies concerning credit for tenure.

For campus-wide policies, please see:

(a) UCCS Policy 200-001, "Reappointment, Promotion, and Tenure," available at:

www.uccs.edu/~vcaf/policies/200-001RPT.pdf

(b) "Letter of Offer – Faculty – Tenure," available at:
www.uccs.edu/~hr/web/atoz/formsaz.html

Appointment of Faculty and Letters of Offer

There are no LAS-specific policies concerning appointment of faculty or letters of offer.

For system-wide policies, please see:

Administrative Policy Statement, "Faculty Appointment – Letters of Proposed Offer and Contracts," available at:

www.cu.edu/policies/policies/HR_FacAppt-LtrsProposedOffer.html.

For letter of offer templates, please see:

UCCS Human Resources office webpage of forms, available at:

www.uccs.edu/~hr/web/atoz/formsaz.html)

Reappointment, Promotion, Tenure, and Review

The following information is contained in this sub-section:

- The Annual Review Process / Merit Evaluation
- Merit Evaluation for Split Appointments
- Merit Evaluation for Faculty on Non-Sabbatical Leaves
- Evaluation for Department Chairs and Program Directors
- Promotion and Tenure
- The Post Tenure Review
- Promotion from Instructor to Senior Instructor

For system-wide policies, please consult the *Faculty Handbook* at:

www.cu.edu/content/faculty-handbook

Links to numerous relevant Regent Law, Regent Policy, and Administrative Policy Statements are provided there. These links are also provided below in the relevant topic.

For campus-wide policies on these matters, please see:

UCCS Policy 200-001, *"*Reappointment, Promotion, and Tenure," available at:

www.uccs.edu/~vcaf/policies/200-001RPT.pdf

The Annual Review Process / Merit Evaluation

There are LAS-specific guidelines on certain aspects of annual review/merit evaluation. Please see below. In addition, there are system-wide policies on these matters.

For system-wide policies, please see:

Administrative Policy Statement, "Performance Ratings for Faculty," available at:

www.cu.edu/policies/policies/HR_PerfRatings_FEP.html

LAS Guidelines for Annual Review (Dean's Office document)

A packet of evaluation materials is sent to all faculty members (tenure track faculty and instructors with appointments of at least half-time) and their chairs. Faculty will fill out the self-evaluation form for the previous calendar year and submit it, along with a current vita and any other materials which they wish to submit, to the department chair. **NOTE**: According to Regent policy, all faculty must complete the Scholarly Report Form annually. Failure to submit a scholarly report or a self-evaluation will result in a "below expectations" rating.

Department chairs will fill out the Chair annual performance rating form for each faculty member in their department based on the materials submitted by the faculty member, department guidelines and criteria, and any other information. Departments may develop specific procedures to govern this process which may include departmental review committees. Department Chairs are requested to specify the procedure used in determining the rating of each faculty member. The guidelines should be specific so that it can be readily used by the Dean's Review Committee and the Dean. Chairs should be systematic about how each faculty member's work is documented and evaluated, either quantitatively or qualitatively. Regardless of what system is used, it is imperative that the basis for the evaluation be provided by the Chair. This will help to achieve fairness within each department and will help the Dean in evaluations across disciplines. Department Chairs then forward all evaluation materials (and their procedures or criteria) to the Dean's office.

After annual evaluation materials have been submitted by the tenure-track faculty and the chairs, the DRC reviews all materials and rates tenure-track faculty in the areas of teaching, research and service. The Dean then receives all materials and assigns final numeric ratings and determines the CU Annual Performance Rating. All annual evaluation materials submitted for instructors are reviewed directly by the Dean who assigns numeric ratings and determines the CU Annual Performance Rating.

Faculty are provided with a summary Faculty Evaluation Form, which shows all ratings and is signed by the Chair of the DRC and the Dean. The faculty also receive the CU Annual Performance Rating which is to be signed by the faculty and the original returned to the LAS Dean's Office.

Chairs must meet with each tenure-track faculty member to discuss his or her performance during the preceding calendar year. Chairs are sent copies of all faculty ratings so that they have a good understanding of how their faculty ratings compare with those of the Dean and DRC, and to help identify where serious discrepancies may lie.

Merit Evaluation for Split Appointments

There is an LAS-specific guideline on this matter.

LAS Guidelines on Merit Evaluation for Split Appointments (Dean's Office document)

The below evaluation criteria applies to faculty members who have split appointments as follows:

- Faculty split between departments
- Faculty split between departments and programs
- Faculty split between faculty and administrative positions

Faculty split between departments

When faculty members have appointments which are split between departments, they will submit a copy of their Faculty self-evaluation to the Chairs of each department. Each department Chair will rate the faculty member.

The sets of Chair's ratings and the self-evaluation for the faculty member will be collected together into one packet for presentation to the Dean's Review Committee and the Dean. The Chair's ratings will be weighted in the same proportion as the faculty members appointment in each department to generate a single Chair's rating.

The faculty member will be assigned a combined final rating by the Dean's review committee and the Dean representing their total evaluation as a faculty member in the College.

Faculty split between departments and programs

When faculty members have appointments which are split between departments and programs, they will submit a Faculty self-evaluation to the Chair of their home (tenure) department reflecting the work that they have done. The Department Chair of their home department will consult with the program director where the faculty member has the remainder of their appointment. The Chair will determine a single Chair's rating for the faculty member which will be submitted in the usual manner with the ratings of other faculty from the home department. If the faculty member is the program director, then the faculty member may designate another faculty member to provide feedback to the Chair on their performance within the program.

Faculty split between faculty and administrative positions

When faculty members have appointments which are split between departments and administrative positions, they will submit a Faculty self-evaluation to the Chair of their department and indicate on it the percentage of effort as faculty and the percent of effort as administration. They will be evaluated in the standard manner for their faculty role(s) with expectations appropriate for a part-time faculty appointment. They will be evaluated in their administrative role by their administrative supervisor. Faculty should not be penalized for administrative service. They should receive a salary increment appropriate for a full-time faculty member with their evaluation.

Merit Evaluation for Faculty on Non-Sabbatical Leaves

There is an LAS-specific guideline on this matter.

LAS Guidelines on Merit Evaluation for Faculty on Non-Sabbatical Leaves (Dean's Office document)

These guidelines govern merit salary increases for faculty who are on leaves of absence from the University other than sabbatical. Because there are different types of leaves, each is outlined separately.

As discussed in the personnel review guidelines (revised 1997-98), faculty who are on sabbatical assignments or on assigned leaves to engage in sponsored research, are eligible for merit increases. Faculty who are on honorary leaves—such as Fulbright Fellowships, NIH, NEH, NSF Fellowships, etc., are also eligible for merit increases. Faculty who are on unpaid leaves must be considered based on whether they are engaged in formal duties at another institution or whether they prefer to undertake personal development activities. The categories below describe the general types of leaves and how each is to be regarded, in terms of salary merit considerations.

A rule of thumb is that if the faculty member wishes to be evaluated for merit considerations during his or her absence, a report on activities *must be provided* by the deadline for faculty self-evaluation for salary merit consideration.

Evaluation of Department Chairs and Program Directors

There are LAS-specific guidelines on this matter.

LAS Guidelines on Evaluation of Department Chairs and Program Directors (Dean's Office document)

Each year, chairs and directors within the college will be evaluated for their performance during the academic year.

Timeline:

- **April 1**
  Dean sends evaluation forms to all faculty (tenure-track and instructor ranks) in the department/program seeking anonymous input on the chair/director's performance. Dean requests optional self-evaluation from department chair/program director.

- **April 16**
  Input from faculty and optional self-evaluation due back to Dean.

- **May 15**
  Dean provides Department Chair/Program Director with the following:
    o Anonymous summary of comments received
    o Performance rating and comments.

Promotion and Tenure

There are no LAS-specific policies on promotion or tenure. There is a draft of LAS guidelines for access to external letters received as part of the comprehensive review. Please see below.

For system-wide policies, please see:

      (a) *Regent Law* 5.B, "Faculty, Appointment and Evaluation," available at

www.cu.edu/regents/Laws/article-05.html#5b1b

(b) *Regent Policy* 5.M, "Reappointment (to a tenure-track position), Tenure, and Promotion," available at:

www.cu.edu/regents/Policies/Policy5M.htm

(c) *Administrative Policy Statement*, "Tenure Accountability," available at:

www.cu.edu/policies/policies/A_Tenure-Accountability.html

(d) *Administrative Policy Statement,* "Standards, Processes and Procedures for Appointment, Reappointment, Tenure and Promotion (Appendix A of the Laws of the Regents)," available at:

www.cu.edu/policies/policies/A_Standards-Tenure-Promotion.html

For campus-wide policies, please see:

UCCS Policy 200-001, "Reappointment, Promotion, and Tenure," available at:

www.uccs.edu/~vcaf/policies/200-001RPT.pdf

LAS Guidelines on Mentoring and Access to External Review Letters (Dean's Office document, DRAFT 4/10/2008)

It may be in the best interest of both pre-tenure faculty and the University for faculty mentors to have access to external letters received in the comprehensive review in order to better guide the professional development of pre-tenure faculty.

Access to external letters may be granted by the Dean of the pre-tenure faculty member's college. The following guidelines are designed to assist in maintaining the confidentiality of external reviewers while still meeting the professional development needs of the faculty.

1. Pre-tenure faculty shall send a request to the Dean that an approved University mentor be given access to the external letters from their comprehensive review.
2. External letters may not be reproduced, but may be examined by the mentor in the College office or other designated location. This access is comparable to that granted to faculty who are members of campus review committees.
3. The confidentiality of the reviewers MUST be maintained at all times.
4. The mentor may share the general content of the letters ONLY with the pre-tenure faculty member who they are assisting.

The Post Tenure Review

There are LAS-specific guidelines on post-tenure review. Please see below. In addition, there are system-wide and campus-wide policies.

For system-wide policies, please see:

(a) *Administrative Policy Statement* "Post-Tenure Review," available at:

www.cu.edu/policies/policies/HR_Post-Tenure-Review.html

(b) *Administrative Policy Statement,* "The Professional Plan for Faculty," available at:

www.cusys.edu/policies/policies/HR_ProPlanFaculty.html

For campus-wide policies, please see:

UCCS Policy 200-016, "Post-Tenure Review," available at:

www.uccs.edu/~vcaf/docs/200-016.pdf

LAS Guidelines on Post-Tenure Review (Dean's Office document)

According to Regent policy, the post-tenure review is conducted by appropriate peers within the campus. In LAS, post-tenure review is done by a Primary Unit committee of at least three tenured faculty. The membership of the committee will be proposed by the Department Chair (or designee) to the Dean and is subject to approval of the Dean. The Primary Unit evaluates the individual in accordance with the appropriate departmental criteria for reappointment, promotion and tenure. The final evaluation, including an explanation for the assigned rating, is forwarded to the Dean. The Dean reviews the process for the evaluation and, when satisfied, forwards the evaluation and the dossier to the Executive Vice Chancellor for Academic Affairs. The Dean may request that the Dean's Review Committee also examine the dossier and primary unit evaluation and provide a recommendation to the Dean. The faculty member shall receive a copy of the evaluation from the Primary Unit chair.

Promotion from Instructor to Senior Instructor

There is an LAS-specific policy on this matter.

LAS Policy on Promotion from Instructor to Senior Instructor

Overview

This LAS Policy outlines the requirements that an Instructor who is a candidate for promotion must fulfill in order to be considered for promotion to Senior Instructor. It also makes as specific as reasonable those requirements that the Instructor's supervisor (Chair or Director, depending upon the Primary Unit's structure) must follow when preparing and submitting the dossier/recommendation. It also references a standing committee of the LAS Faculty called the Dean's Instructor Review Committee (DIRC) which has been established to act as an advisory group to the Dean in Instructor promotions and other matters. More information on the DIRC can be found in this document [p. 53]

This document also makes recommendations designed to make the promotion process more transparent and accessible to the Instructor and the supervisor. Nothing in this document shall be construed or interpreted as being in conflict with any future University policies concerning Instructor promotions, but rather as an augment to them.

Requirements for Promotion to Senior Instructor

1) The Department Chair or Program Director of a department or program in which the Instructor is currently teaching must make a recommendation for promotion to the Dean no earlier than the second semester of the Instructor's fifth full year (typically by March 15th) or by March 15th of any subsequent spring semester.
   a. An Instructor whose record is extraordinary may be considered for early promotion to Senior Instructor. The evidence required for an early promotion must be greater than that required for normal progress toward promotion.
   b. Time spent as a lecturer may count toward promotion to Senior Instructor, at the Department's and Dean's discretion. For example, an instructor who previously served 2 years as a lecturer teaching 4 courses per year could be given 1 year of credit toward the 5 year requirement. However, no more than one year total may be credited toward the 5 year requirement under this protocol, regardless of how it is calculated.
2) The Instructor must have been rated as "exceeding expectations" or "outstanding" in four of the previous five years' annual merit reviews (including the current year) and must have been rated no lower than "meeting expectations" in any of the previous five years' annual merit reviews (including the current year). Copies of these annual merit reviews must be included in the dossier. Since promotion recommendations are typically submitted prior to the completion of the Instructor annual merit review (at the Dean's level) for the current year, the Chair or Director must at least include their rating for the Instructor candidate for the current year at the Chair or Director level. Final determination of the promotion will depend upon the final rating for that year as assigned by the Dean, however.
3) The Instructor must have demonstrated substantial and significant accomplishment in teaching and be considered an excellent teacher as determined by the primary unit. In addition to teaching evaluation modalities (such as mentoring, portfolios, peer review, etc.) chosen by the Instructor and his/her Chair or Director, evidence of substantial and significant accomplishments in teaching must include:
   a. Official FCQ Summaries for all courses taught for the five (or more) years under consideration.
   b. A discussion by the Chair or Director directly speaking to the teaching abilities and teaching successes of the Instructor, referencing the FCQ scores and the other evaluation techniques submitted by the Instructor.
   c. If the Chair or Director discusses the Instructor's capabilities in areas that are not directly teaching-related, such as Service, there must be an agreement in place that the Instructor is to be rated in these non-teaching areas and that agreement must be referenced (a copy of the Instructor's contract, for example).
4) The Chair or Director must discuss, and provide specific evidence, that the Instructor has the potential for continued excellence in teaching.
5) Based on these criteria and the documentation submitted by the primary unit, the Dean will make the final decision reading promotion and will inform the Instructor and the recommending Department Chair or Program Director no later than May 15.
6) For Instructors who are also up for a teaching award, the promotion packet should nonetheless contain all of the documentation required above, separate from the teaching award packet.

Other Requirements

1) All new Instructor hires shall have their hiring letters (contracts) written as clearly as possible so that responsibilities inside and outside of classroom teaching are specified in the letter of hire. In that way, a promotion letter can refer to the letter of hire.
2) As soon as practical, all letters of hire for currently employed Instructors shall be rewritten with the same goal in mind, that is to make as specific as possible their responsibilities inside and outside of

the classroom. This is especially a timely matter for those Instructors who are, or who intend to be, engaged in activities outside of classroom instruction and for which they intend to be recognized.

3) In the meantime, Chairs or Directors with supervisory authority over Instructors should sit down with the Instructor and write an "internal memo of understanding" so there is at least some documentation to refer to during the promotion or merit review process. It might even be worthwhile to have the Dean's signature on each of these MOU's in order to safeguard the College and to ensure common sense.

4) The self-evaluations of NTTF shall be limited to 2 pages, one-sided, or one two-sided page.

5) Those Instructors on a 100% teaching contract shall not be penalized for not doing service or Professional Practice.

6) The Dean's Instructor Review Committee (DIRC) shall be utilized in reviewing the dossiers and making recommendations to the Dean.

Recommendations

- The Chair, or Director, should inform the Instructor about the promotion policy and process early on (from the date of hire), so that the NTTF member has time to impact the outcome in appropriate ways. In the annual review, the Chair or Director should help the NTTF member to assess his or her progress toward promotion and make recommendations about how to facilitate the process. Mentoring should be available for NTTF from the Chair or Director, other Senior Instructors, and/or the DIRC.

- Because promotion to senior instructor is the only promotion available for NTTF, it should carry prestige and weight.

- Since promotion to Senior Instructor depends upon many factors, it should not be assumed that the denial of promotion implies that the Instructor is not a valued member of the LAS faculty. Therefore, denial of promotion does not, per se, imply lack of performance on the part of the Instructor and, under normal conditions, the Instructor would continue in his or her employment as an Instructor in LAS.

Faculty Absence

The following information is contained in this sub-section:

- Honorary Leaves
- Leaves to Teach on Another Campus
- Non-Traditional Leaves
- Sabbatical Assignments

There are LAS-specific guidelines on various kinds of leave. Please see below. In addition, there are system-wide policies and campus-wide policies on these matters.

For system-wide policies, please see:

(a) *Regent Policy* 11.E, "Leave Policies for Officers, Exempt Professionals, and Faculty," available at:

www.cu.edu/regents/Policies/Policy11E.htm

(b) *Administrative Policy Statement* "Parental Leave for Faculty, Offices, and Exempt Professionals," June 6, 2005, available at:

www.cusys.edu/policies/policies/HR_ParentalLeave-FEP.html

(c) *Administrative Policy Statement* "Leave Sharing for Officers, Exempt Professionals, Faculty on Twelve-month Appointments, and Classified Staff," available at:

www.cu.edu/articles/upload/5049.pdf

(d) "Faculty Leave Information," available at:

http://www.colorado.edu/facultyaffairs/atoz/Faculty_Leave_Information%20Feb%202010%20Final.pdf

For campus-wide policies on leave sharing, please see:

UCCS Policy 300-007, "Leave Sharing Program Staff, Officers, and 12 Month Faculty," available at:

www.uccs.edu/~vcaf/policies/300-007 Leave Sharing Program 5-2010.pdf

Honorary Leaves

LAS Guidelines on Honorary Leaves (Dean's Office document)

Honorary leaves for the purpose of accomplishing research and/or teaching are to be treated in the same manner as sabbaticals. A report on the person's activities will be expected, just as for sabbaticals. The leave does not stop the tenure clock, but will be counted as leave of absence without pay.

Leaves to Teach on Another Campus

LAS Guidelines Leaves to Teach on Another Campus (Dean's Office document)

Leaves to serve as professor at another campus (unpaid here, but paid elsewhere) are to be treated in the same way as sabbaticals, i.e. the person is evaluated for that year based on the semester s/he was on campus. A full report will be expected, just as for sabbaticals.

Non-traditional Leaves

LAS Guidelines on Non-traditional Leaves (Dean's Office document)

1. Professional leave (with merit increase)

   Leaves associated with professional work are eligible for merit salary increases. When leaves are approved by the Chair and the Dean, arrangements must be negotiated for the percentage of effort (assigned workload) in teaching, research and service upon which the faculty member will be evaluated for merit. Ideally, this negotiation would be made three months prior to the leave.

2. Personal leave (no merit increase)

   Leaves taken for personal reasons—for personal development, to rest, recover, to get caught up or travel for pleasure—do not qualify for consideration for a merit increase.

   Under rare circumstances, it may be necessary to view a leave as partly professional and partly non-professional (personal). In such cases, merit salary determinations must be made in advance, and must be agreed upon in writing by the faculty member, the Chair and the Dean.

Sabbatical Assignments

There are no LAS-specific policies on sabbatical assignments.

For system-wide policies, please see:

(a) *Regent Policy* 5.A: "Approval of Sabbatical Assignments," available at:

www.cu.edu/regents/Policies/Policy5A.htm;

(b) *Administrative Policy Statement* "Approval of Sabbatical Assignments," April 1, 2008, available at:

www.cusys.edu/policies/policies/HR_Sabbatical.html

To view the Sabbatical Application, please see the Office of Human Resources page, *Applications and Forms - Sabbatical Application*, available at:

www.uccs.edu/~hr/web/atoz/formsaz.html

Faculty Retirement

The following information is contained in this sub-section:

- Phased Retirement Programs for Faculty
- Emeritus Faculty

For system-wide policies, please see the *Faculty Handbook* at: www.cu.edu/content/faculty-handbook. Links to numerous relevant Regent Laws, Regent Policies, and Administrative Policy Statements are provided there. These links are also provided below in the relevant topic.

Phased Retirement Programs for Faculty

There are no LAS-specific policies for phased retirement programs for faculty.

For system-wide polices, please see:

Administrative Policy Statement "Faculty Retirement Agreements," (6/6/07), available at:

www.cu.edu/policies/policies/HR_Fac-Ret-Agreements.html

Emeritus Faculty

There is an LAS-specific policy on emeritus faculty. Please see below. In addition, there is a system-wide policy.

For the system-wide policy, please see:

Regent Policy 5.L, "Policy on Approved Faculty Titles," available at

www.cu.edu/regents/Policies/Policy5L.htm

*LAS Policy on Emeritus Faculty Privileges (*draft of proposed LAS policy, 7/22/2008*)*

Emeritus status may be awarded, following procedures established by the University, to select faculty members at the time of retirement based upon their distinguished careers and contributions to the college and university. The college values and encourages the continued presence and contributions of the emeritus faculty to the university while also recognizing the limited space and resources of the campus. This policy provides certain privileges and conditions for the conduct of college business by an emeritus faculty.

1. All activities undertaken by an emeritus faculty are to be coordinated with the Chair of the department.

2. Upon request, and subject to the space needs of the college as determined by the Dean, desk space, book shelf space, and/or computer access may be provided in a shared office with telephone access.
3. Emeritus faculty may be provided with supplies, materials and access to research facilities when in the best interest of the department and college as determined by the Chair of the department in consultation with the Dean.
4. The state fiscal rules require that, as a non-employee, an emeritus faculty member has no spending authority or fiscal management of any funds of the college. Individual ICR, Auxiliary fund, and Gift fund balances under the control of a faculty at the time of retirement will therefore become property of the department. The Chair can authorize use of some of these funds by an emeritus faculty for university purposes if there is benefit to the department and/or college.
5. An emeritus faculty can be a PI or Co-PI for grants if he/she is appointed by the Dean as an employee to perform tasks specified in the grant.
6. An emeritus faculty member can attend faculty meetings at the discretion of the Chair of the department.
7. Emeritus faculty may be appointed to search committees, primary faculty review committees, and other committees at the discretion of the Dean in consultation with the Chair of the department.

The final decision on all matters relating to these privileges is with the Dean.

Gifts, Consultative Services, Sponsored Research, ICR, and Fee for Service Contracts

The following information is contained in this sub-section:

- Gifts and Consultative Services
- Sponsored Research
- Indirect Cost Return
- Fee For Service Contracts

Consultative Services and Gifts

There are no LAS-specific policies on consultative services or gifts.

For system-wide policies, please see:

(a) *Regent Policy* 3.C "Outside Consulting and Service on External Boards," available at:

www.cu.edu/regents/Policies/Policy3C.htm

(b) *Regent Policy* 5.D "Additional Remuneration for Extra Work," available at:

www.cu.edu/regents/Policies/Policy5D.htm

(c) *Regent Policy* 5.E "Additional Remuneration for Consultative Services," available at:

www.cu.edu/regents/Policies/Policy5E.htm#5e. This is the so-called "1/6the rule."

(d) *Administrative Policy Statement* "Gift Revenues," available at:

www.cu.edu/policies/policies/F_Gift-Revenues.html

Sponsored Research

There are no LAS-specific policies on sponsored research.

For system-wide policies, please see:

Administrative Policy Statement, "Sponsored Project Revenues," available at:

www.cu.edu/policies/policies/F_Sponsored-Proj-Revenue.html

For campus-wide policies, please see:

(a) UCCS Policy 900-001, "Roles and Responsibilities for Sponsored Programs Administration," available at:

www.uccs.edu/~vcaf/docs/900-001 Roles %26 Responsibilities for Sponsored Programs Admi.pdf

(b) UCCS Policy 900-003, "Distribution of Indirect Cost Returns (ICR) from Externally Sponsored Programs," available at:

www.uccs.edu/~vcaf/docs/900-003 Distribution of Indirect Cost Returns (ICR) from Ext.pdf

For additional information on animal subjects, classified research, human subjects, and research misconduct, please visit the webpage of the Office of Sponsored Programs website at:

www.uccs.edu/~osp/compliance/

Indirect Cost Return

There is an LAS-specific policy on Indirect Cost Returns (ICR) distribution. Please see below. In addition, there is a campus-wide policy.

For campus-wide policy, please see:

UCCS Policy 900-003, "Distribution of Indirect Cost Returns (ICR) from Externally Sponsored Programs," available at:

www.uccs.edu/~vcaf/docs/900-003 Distribution of Indirect Cost Returns (ICR) from Ext.pdf

LAS Policy on Indirect Cost Return (approved, 5/2/1997)

ICR funds returned to the College of Letters, Arts, and Sciences will be divided between the college, the department, and the principal investigator. The college will retain 25%, the department will be given 50%, and the PI will be given 25%.

At all levels, these funds must be used to support research and creative work.

Each year, PI's who have received ICR will report on its uses to the department chair (by memo). Similarly, departments will report to the dean.

If ICR is generated from a grant or contract submitted by two or more faculty from different departments (or colleges), division of ICR must be decided at the time of submission of the grant.

Fee-for-service Contracts

There are no LAS-specific policies for fee-for-services contracts.

For campus-wide policy, please see:

UCCS Policy 900-004, "Fee for Service Contracts in Academic Affairs," available at:

www.uccs.edu/~vcaf/docs/900-004 Fee for Service Contracts in Academic Affairs.pdf

Conflict of Interest

There are no LAS-specific policies on conflict of interest.

For system-wide policies, please see:

(a) *Regent Policy* 3.B "Conflict of Interest – University Community," available at:

www.cu.edu/regents/Policies/Policy3B.htm

(b) *Administrative Policy Statement*, "Conflict of Interest and Commitment," available at:

www.cusys.edu/policies/policies/A_Conflict-of-Interest.html

(c) *Administrative Policy Statement*, "Restricted, Proprietary and Classified Research," available at:

www.cu.edu/policies/policies/A_RestrictedResearch.html

For campus-wide policies, please see:

UCCS Policy 300-006 "Conflict of Interest and Nepotism," available at:

http://www.uccs.edu/~vcaf/docs/300-006 Conflict of Interest and Nepotism.pdf

Other Policies

This following information is contained in this sub-section:

- Affirmative Action
- Opportunity Hire Program
- Compensation Guidelines
- Differentiated Workload
- Faculty Salary Grievances
- Open Records Policy
- Political Participation by Members of the University Community
- Sexual Harassment

Affirmative Action

There are no LAS-specific policies on affirmative action.

For system-wide policies, please see:

(a) *Regent Policy* 10.M "Commitment to Needs of Persons with Disabilities," available at:

www.cu.edu/regents/Policies/Policy10M.htm

(b) *Regent Policy* 10.P "Diversity," available at:

www.cu.edu/regents/Policies/Policy10P.htm

(c) *Administrative Policy Statement,* "Affirmative Action, Title IX, and Section 504 Programs," available at:

www.cu.edu/policies/policies/HR_AffirmAction-TIX.html

Opportunity Hire Program

There are no LAS-specific policies on the opportunity hire program.

For campus-wide policy, please see:

UCCS Policy 300-008, Opportunity Hire Program to Promote Faculty Diversity," available at:

http://www.uccs.edu/~vcaf/docs/300-008 Opportunity Hire Policy.pdf

Compensation Guidelines

There are no LAS-specific policies on compensation guidelines for faculty.

For system-wide policy, please see:

Regent Policy 11.B "Faculty Salary," available at:

www.cu.edu/regents/Policies/Policy11B.htm

For campus-wide policy, please see:

UCCS Policy 300-106, "Compensation Principles for Faculty," available at:

http://www.uccs.edu/~vcaf/docs/300-016HR-CompPrincFaculty.pdf

Differentiated Workload

There are no LAS-specific policies on differentiated workload.

For system-wide policy, please see:

Administrative Policy Statement, "Differentiated Annual Workloads for Faculty," (7/1/07) available at:

www.cu.edu/policies/policies/HR_Differentiated-Workloads.html

LAS Guidelines on Differentiated Workload (Dean's Office document)

At times a tenure-track faculty member may appropriately devote greater effort to one aspect of teaching, research, service, and professional practice while devoting less effort to another aspect. The mechanism for establishing this for purposes of annual merit review is a differentiated workload. Since a differentiated workload does NOT change expectations for tenure and promotion, it should be rarely used for pre-tenure faculty and used with care by faculty prior to promotion to Full Professor.

The default workload for tenure-track faculty in the College is 40% teaching, 40% research, 20% service and 0% professional practice. For Department Chairs, the default workload is 30% teaching, 20% research, 50% service (including Chair duties), and 0% professional practice. Changes to this workload may be negotiated on a semester basis or annual basis.

Faculty desiring a differentiated workload should confer with their Department Chair prior to the semester in which the revised workload is to be applied. A proposal should be presented by the faculty member and Chair to the Dean. The proposal should clearly explain the justification for the differentiated workload. If teaching is being reduced, an explanation should be provided of how any lost courses will be covered by the Department. If teaching is being increased, additional courses above a normal teaching load or other additional teaching duties should be assigned. Once the Dean, Chair and faculty member have reached agreement on the differentiated workload it will be included in the process for merit evaluation during the appropriate calendar years.

Regent's policy requires that all faculty be reviewed in teaching, research, and service. As a result, none of these categories will typically be reduced below 10%. An exception would be

faculty who are on sabbatical assignments or leaves of absence that may require a more specialized differentiated workload.

Faculty Salary Grievances

There is an LAS-specific policy on salary grievances. Please see below. For campus-level policies, please see:

UCCS Policy 300-016, "Compensation Principles for Faculty," available at:

http://www.uccs.edu/Documents/vcaf/policies/2013/300-016.pdf

LAS Faculty Salary Grievance Guidelines and Procedure (Dean's Office document)

Faculty salary grievances fall within two types: grievances concerning the annual merit increase received, and basic "structural" salary grievances. There is no standing committee to deal with structural salary issues, since an *ad hoc* committee would need to be convened that ensured that its members were not from the grievant's home department. Below is the LAS procedure to be used in submitting a grievance concerning the annual merit increase.

The LAS Salary Grievance Committee responds to all merit salary grievances. This committee was created so that a judgment concerning the merit increase can be determined independent of the Dean's Review Committee's review. The faculty member must file the grievance within the semester following release of the merit increase. The Salary Grievance Committee considers information provided by the grievant, the Dean's Review Committee, and the Dean. The Committee may also request information from the individuals involved in the initial evaluation (e.g. Department Chair). The Committee makes a recommendation to the Dean. Copies of the recommendation will also be sent to the grievant and the chair of the Dean's Review Committee.

Political Participation by Members of the University Community

There are no LAS-specific policies on political participation by members of the University community.

For system-wide policies, please see:

> (a) *Regent Policy* 5.F "Faculty Leave of Absence While Candidate for or Serving in Public Office," available at:
>
> www.cu.edu/regents/Policies/Policy5F.htm
>
> (b) *Regent Policy* 10.I "Political Participation of University Community," available at:
>
> www.cu.edu/regents/Policies/Policy10I.htm

Sexual Harassment

There are no LAS-specific sexual harassment policies.

For system-wide policy and procedures, please see:

Administrative Policy Statement, "Sexual Harassment Policy and Procedures," available at:

www.cu.edu/policies/policies/HR_SexualHarrassment.html

Section 2:

Academic Policies, Procedures, and Guidelines

Introduction

This section contains information for all LAS faculty on various academic matters. First, policies, procedures, and guidelines for proposing courses to the College for inclusion in the *UCCS Bulletin* and for eliminating courses from the *UCCS Bulletin* are provided. Second, procedures and guidelines for making changes to existing courses are provided. Following these two items, various academic policies, guidelines, and procedures for students are discussed.

New Degrees, Certificates, Course Proposals, Course Eliminations, and Changes to Existing Courses

The following information is contained in this sub-section:

- Proposing a New Degree to the College
- Proposing a New Certificate to the College
- Proposing a New Course to the College
- Adding a Section of an Existing Course
- Canceling or Changing a Course

Proposing a New Degree to the College

There is an LAS-specific procedure for proposing a new degree.

Approval procedure for new LAS degrees (approved, 11/17/2006)

- LAS undergraduate degree
    - Creation of minor/program/certificate or Distributed Studies option where appropriate
    - Add degree to college academic strategic plan
    - Interested Faculty work with Dean to develop 2 page concept paper
    - Dean presents concept paper to Dean's Council and Leadership Team
    - Interested Faculty develop full proposal
    - Proposal to departments impacted by degree for recommendation to Dean
    - Proposal to college committees:
        - C+R for curricular review
        - Planning committee for review of overall fit to college plan
        - Budget committee for assessment of resource availability
        - All three committees recommend to full faculty and to Dean
    - Proposal and committee recommendations submitted by Dean to Chairs and Directors who make recommendation to Dean
    - Committee recommendations and Dean's recommendation to full faculty who vote on proposal
    - Moves on to campus process with positive vote

- LAS graduate degrees
  - Add degree to college academic strategic plan
  - Interested Faculty work with LAS and/or Graduate Dean to develop 2 page concept paper
  - Dean(s) present concept paper to Dean's Council and Leadership Team
  - Interested faculty develop proposal
  - Proposal to departments impacted by degree for recommendation to Dean
  - Proposal to college units/committees:
    - Departments for curricular review
    - Planning committee for review of overall fit to college plan
    - Budget committee for assessment of resource availability
    - All three committees recommend to Dean
  - Proposal and committee recommendations submitted by Dean to Chairs and Directors who make recommendation to Dean
  - Moves on to campus process with or without LAS approval
- Degrees that cross college lines (co-sponsored or significant LAS involvement)
  - Creation of minor/program/certificate or Distributed Studies option where appropriate
  - Add degree to college academic strategic plan
  - Interested Faculty work with Deans to develop 2 page concept paper
  - Deans present concept paper to Dean's Council and Leadership Team
  - Interested faculty develop proposal
  - Proposal to departments impacted by degree for recommendation to Dean
  - Proposal to college committees:
    - C+R for curricular review if undergraduate, department for curricular review if graduate
    - Planning committee for review of overall fit to college plan
    - Budget committee for assessment of resource availability
    - All three committees recommend to full faculty and to Dean
  - Proposal and committee recommendations submitted by Dean to Chairs and Directors who make recommendation to Dean
  - If undergrad: to full faculty vote
  - Otherwise moves to campus process with or without LAS approval

Proposing a New Certificate to the College

There is a draft of an LAS-specific policy and procedure for proposing a new certificate to the College.

LAS Policy and Procedure for Proposing a New Certificate (DRAFT, 9/15/2009)

This policy and procedure addresses an approval process for undergraduate level certificate programs. This policy is necessary as some programs require financial aid and transcript notation. Approval of graduate level certificates is done through the Graduate School.

A certificate program consists of a set of courses determined by the department or program that results in a certificate of completion.

The College of Letters, Arts, and Sciences recognizes two types of certificates, those notated on a student's transcript and towards which students may apply financial aid and those not notated on a student's transcript and towards which students may not apply financial aid. College approval is required for the former but not the latter.

Minimum requirements for certificates submitted for college approval:

There shall be a minimum of nine credits of course work:

- Students seeking the certificate shall complete an application which will include demographic information (name, address, phone and email), the certificate name and courses required, and the expected completion date
- The offering unit shall identify a certificate director/coordinator who is responsible for working with students in the certificate program

Approval process:

- Department/program shall submit a description of the proposed certificate to the College of Letters, Arts, and Sciences Curriculum and Requirements committee
- After reviewing the proposed certificate, the committee shall recommend to the Dean that the certificate be approved, not approved, or that action be deferred until satisfactory changes to the proposed certificate have been made
- The Dean shall review the certificate proposal and committee recommendation and notify the department/program of his/her decision it

Once approved:

- The Department/program shall work with Admissions and Records to list the certificate in the student information system
- The Department/program shall inform the Student Success Center of the certificate and the requirements for completing the certificate
- The Department/program shall list the certificate in the campus Catalog and on appropriate web pages

The Department/program shall work with Admissions and Records and the Student Success Center to ensure that students who complete a certificate receive the proper notation on their transcript

Proposing a New Course to the College

LAS Guidelines and Procedure for Proposing a New Course to the College

All requests to create new courses in the College of Letters, Arts, and Sciences must be approved by the Curriculum and Requirements Committee. The Curriculum and Requirements committee (C&R) serves as an advisory body to the Faculty of the College of Letters, Arts and Sciences (LAS). The duties of the C&R committee are to review all new LAS courses at the undergraduate and graduate level and to provide advice and guidelines with respect to new academic programs and LAS college degree requirements. The recommendations of the C&R committee are submitted to the Faculty of LAS for final approval as specified below.

To create a new course, faculty members must complete a yellow Course Inventory Form, which can be obtained either from the Dean's Office or from departmental secretaries. After the form is complete, it must be approved the Department Chair, who then forwards the request to the Curriculum and Requirements Committee. Once the Curriculum and Requirements Committee has approved the request, it is then forwarded to the Dean (and the Graduate School, if applicable) for final approval.

For more information on the Curriculum and Requirements Committee, see *Meetings and Due Dates - Curriculum and Requirements Committee*.

Eliminating Courses

LAS Guidelines and Procedure for Eliminating Courses

To eliminate a course from the course inventory, the Chair of the relevant department or program shall complete the relevant sections of the course proposal form and submit that form to the Dean of the College, who shall forward the signed form to the Office of Admissions and Records.

Adding a Section of an Existing Course or a New Class to the Schedule

LAS Guidelines and Procedure for Adding a Section of an Existing Course or a New Class to the Schedule

If an instructor would like to add an established course after the submission date for the schedule of courses, the instructor may come by the LAS Dean's Office and fill out a pink Request to Add form. These forms may also be obtained from department secretaries.

After the form is complete, it is to be submitted to the Associate Dean for approval. The request will then be sent to Admissions and Records for processing. Copies of the processed forms are kept in the LAS Dean's Office as a record of changes.

If an instructor is unable to make it to the LAS Dean's Office to fill out this form, the information may be sent to one of the Dean's Office secretaries by email. The secretary will then fill out the form with the provided information. All of the following information will need to be provided: term, department, course number, credit hours, course title, course start time, end time, days of the week, building the class will be held in, room number, maximum enrollment, and the instructor's last name, first initial, and social security number.

Canceling or Changing a Course

LAS Guidelines and Procedure for Adding a Course to Area Requirements

In order to add a course to the area requirements, faculty must complete the Cover Sheet for Course Area Requirements, which can be obtained from the Dean's Office or from department secretaries. Once the form is completed, it is forwarded to the Department Chair for approval. The Department Chair then submits the request to the Curriculum and Requirements Committee, which considers the request and then forwards it to the Dean for final approval.

LAS Guidelines and Procedure for Removing a Course from Area Requirements

In order to remove a course from the area requirements, faculty must complete the Cover Sheet for Deletion of Area Requirement Course, which can be obtained from the Dean's Office or from department secretaries. Once the form is completed, it is forwarded to the Department Chair for approval. The Department Chair then submits the request to the Curriculum and Requirements Committee, which considers the request and then forwards it to the Dean for final approval.

LAS Guidelines and Procedure for Adding a Course to the Diversity, Oral Communication, and Global Awareness Requirements

In order to add a course to the Diversity, Oral Communication and Global Awareness requirements, faculty must complete the Cover Sheet for the appropriate requirements, which can be obtained from the Dean's Office. Once the form is completed, it is forwarded to the Department Chair for approval. The Department Chair then submits the request to the Curriculum and Requirements Committee, which considers the request and then forwards it to the Dean for final approval.

LAS Guidelines and Procedure for Removing a Course from Diversity, Oral Communication, and Global Awareness Requirements

In order to remove a course from the Diversity, Oral Communication, and Global Awareness Requirements, faculty must inform their Department Chair, who informs the Dean's Office.

LAS Guidelines and Procedure for Canceling or Changing a Course

In order to cancel or change a course that is already part of the course schedule, an instructor must obtain a blue Request to Change form from the LAS Dean's Office. These forms may also be obtained from department secretaries.

The original class information is to be listed in the fields at the top of the form. The next section provides spaces to list any changes. Only changes should be listed; all other fields may be left blank. If you feel that your intentions are not completely clear, it's fine to include a clarifying note in the margins.

If a class is to be canceled, fill in the class information at the top of the page, then simply check the box next to "Cancel Class" and provide the date in the space provided. All other fields may be left blank (meeting times, location, instructor name, etc).

After the form is complete, it is to be submitted to the Associate Dean for approval. The request will then be sent to Admissions & Records for approval.

If an instructor is unable to make it to the LAS Dean's Office to fill out this form, the information may be sent to one of the Dean's Office secretaries by email. The secretary will then fill out the form with the provided information. The following information will need to be provided: term, department, course number, credit hours, course title (original information, before change). Also mention what information is to be changed or if the course is to be cancelled. This is all the information that will be needed.

Academic Student Policies and Procedures

The following information is contained in this sub-section:

- Adding and Dropping Courses During the Semester
- Withdrawing and Retro-Withdrawing from the Semester
- Late Drops
- Pass/Fail Registration
- Academic Bankruptcy
- Uniform Grading
- Grade Disputes

The best source for LAS academic student policies and procedures is the *UCCS Bulletin*, "College of Letters, Arts, and Sciences: LAS Undergraduate Academic Policies," available at:

http://catalog.uccs.edu/content.php?catoid=6&navoid=208#LAS_Undergraduate_Academic_Policies

In addition, faculty interested in academic requirements are again urged to consult the *UCCS Bulletin*, "College of Letters, Arts, and Sciences: LAS Undergraduate Academic Requirements," available at:

catalog.uccs.edu/content.php?catoid=6&navoid=208#LAS_Undergraduate_Academic_Requirements

Academic Student Policies and Procedures

Campus Procedure for Adding and Dropping Courses During the Semester

Students will be allowed to drop and add of their own accord through census date (the 12th day of class of the regular semester or the 6th day of the summer term). After this time, the instructor's and dean's signatures (of the college offering the course) are required for adds. For drops, the instructor's signature is required; if the instructor chooses to sign the Course Change Form, he/she is indicating that the student is in good standing and the drop will be processed. If the instructor judges the student to be failing the course, he/she will not sign the form and the student will not be dropped from the course.

After the 10th week of the regular semester or the 5th week of the summer term, courses may not be dropped unless there are circumstances clearly beyond the student's control (accident, illness, etc.). In addition to the instructor's certification, the dean of the college offering the course must approve the drop.

Campus Procedure for Withdrawing and Retro-Withdrawing from the Semester

If a student wishes to withdraw from all classes for a semester, he or she may fill out a Withdrawal Form, available from the LAS Dean's Office or from Admissions and Records. This form requires signatures of all course instructors and/or the signature of the Associate Dean. The Bursar and Financial Aid Officer (if applicable) must also sign this form before it is processed.

Deadlines associated with this form are listed each semester in the Schedule of Courses.

Campus Procedure for Late Drops

UCCS policy is that classes can be dropped after the tenth week of the semester only if "there are circumstances clearly beyond the student's control (accident, illness, etc.)." Failing a class is not typically a "circumstance clearly beyond the student's control". If a student is concerned about failing, they should drop the class (with instructor's permission) before the tenth week of the semester.

Students must have their instructor's signature before coming to the Dean's office. Since the instructors will typically know their students better than the Dean's office staff, the Dean's office will typically defer to the instructor's judgment on whether the circumstances merit allowing a student to drop the class. Requiring some form of written documentation regarding illness or accident is recommended. If you, as the instructor, will NOT sign a drop form, we will very rarely be willing to sign the form.

Campus Procedure for Pass/Fail Registration

Pass/fail registration is available for courses that are not required in a student's major. The number of credits that may be taken as pass/fail is restricted. For more information regarding these restrictions, please see the current Bulletin.

Instructors are not to have any knowledge of a student's pass/fail registration.

If a student registers for a course as a letter grade and then wishes to change to pass/fail (or vice versa), the student is to speak to the Associate Dean. Generally, changes will not be made after census date. Exceptions shall be granted only under extraordinary circumstances.

Academic Bankruptcy

There is an LAS-specific policy on academic bankruptcy.

LAS Policy on Academic Bankruptcy (approved, 4/18/1997; amended, 4/3/1998)

With academic bankruptcy, a student may have the grades from one entire semester from consideration toward graduation hours and GPA, if extenuating circumstances caused the poor performance. The student may appeal to CAP after completing one semester with a GPA of 3.0 or better or to subsequent semesters with a GPA of 2.5 or better.

The request for bankruptcy (and qualification) must be made within 45 semester hours of the completion of the semester under consideration. Bankruptcy will affect only courses taken from the College of Letters, Arts, and Sciences, by students enrolled in the College. Courses from other colleges or institutions cannot be bankrupted.

Uniform Grading

There are no LAS-specific policies on uniform grading.

For system-wide policy, please see:

> *Administrative Policy Statement*, "Uniform Grading System," available at:

> www.cu.edu/policies/policies/A_UniformGrading.html

Grade Dispute Guidelines (Dean's Office document)

A student may dispute either an assignment grade or a course grade. Faculty members are urged to resolve the matter immediately by reviewing the syllabus' stated requirements and the student's submitted work.

A more serious situation arises when a student alleges *unfair grading*. In cases of allegations of unfair grading, the student bears the burden of proof, that is, the student must prove by a preponderance of the evidence either (a) that the faculty member has assigned a grade not on the basis of the academic merits of the work but on irrelevant factors, or (b) that the faculty member has assigned different grades for relevantly similar work submitted by different students, or both (a) and (b). Again, faculty members are

urged to resolve the matter immediately by reviewing the syllabus' stated requirements and the student's submitted work.

Occasionally, a student will remain convinced after review that the grade has been unfairly administered. Upon reaching an impasse, the faculty member should then offer to the student that he/she may take the matter up with the chair of the department or director of the program. The faculty member should provide the chair's contact information and inform the student that the record of the case (relevant assignment(s), grading criteria, correspondence, etc.) must be provided to the chair. Some of this material will be in the student's possession; some of it will be in the faculty member's possession. The faculty member should offer to forward that part of the record that is in his/her possession.

Upon receiving the record of the case, the chair should read it through and determine whether, in his/her considered judgment, there is a *prima facie* case that the quality of the work is greater than the administered grade entails. If the chair determines that the record is too incomplete to make a judgment, he/she should contact the student and/or faculty member to request the balance.

If, on the other hand, the record is complete enough to make a judgment, then the chair will either:

> (i) concur with the student's allegation that there is a *prima facie* case that the quality of the course work is greater than the administered grade entails; or

> (ii) have doubt that there is such a *prima facie* case; or

> (iii) not concur with the student's allegation that there is such a *prima facie* case.

On (i): If the chair concurs with the student's allegation that there is a *prima facie* case that the quality of the course work is greater than the administered grade entails, the chair should talk with the faculty member before taking any other action. It will probably be a difficult discussion, and the chair may request that the Dean or an Associate Dean be in attendance. Depending on the outcome of this discussion, any number of implications may follow.

On (ii): If, on the other hand, the chair remains doubtful that there is such a *prima facie* case, then he/she may want to request further evidence from the student and/or faculty member, if any such evidence exists.

On (iii): If, on the other hand, the chair does not concur with the student's allegation that there is a *prima facie* case that the grade has been unfairly administered, the chair should inform the student of his/her decision. If the student remains unsatisfied, the chair should offer the student the opportunity to appeal the decision to the Dean's Office. The chair should then forward the record of the case to the Dean's Office.

To the extent possible, everything should be written down.

LAS Honors

LAS College Honors

- LAS College honors are separate from, and in addition to, departmental honors. These are Latin honors. In order to graduate with Latin honors, a student must complete a minimum of 45 semester hours on the Colorado Springs campus and achieve a cumulative grade point

average of 3.5 for *cum laude*; 3.7 for *magna cum laude*; 3.9 for *summa cum laude*. ALL post-secondary work (including transfer work) is included in this cumulative grade point average.

LAS Departmental Honors

The College of Letters, Arts, & Sciences awards departmental honors, at the discretion of the department, with the following levels:

- Distinction
- High Distinction
- Highest Distinction

Honor designation is confirmed with the chair of each department every semester by the advisor(s) who verifies graduation candidates.

1. <u>Anthropology</u>
   Registration in Senior Thesis, ANTH 499.

2. <u>Biology</u>
   Registration in Senior Thesis, BIOL 949.
   Generally, a 3.0 overall GPA and 3.5 Biology GPA is expected.

3. <u>Chemistry</u>
   Major GPA of : 3.4 = Distinction
                   3.6 = High Distinction
                   3.7 = Highest Distinction

   Registration in Independent Study, CHEM 940, write a research paper, give a seminar, and take the CHEM GRE.

4. <u>Communication</u>
   Major GPA of 3.9 and application to the department for honors.

5. <u>Economics</u>
   Major GPA of   3.5 = Distinction
                   3.7 = High Distinction
                   3.9 = Highest Distinction

6. <u>English</u>
   Major GPA of 3.75 or higher, cumulative GPA of 3.5 or higher, and grade of Honors/Outstanding on the Senior Comprehensive Exam.
   OR
   appeal to the English faculty by submitting to the Department Chair a writing portfolio of 20 pages of writing from upper division courses.

7. <u>Fine Arts</u>
   Major GPA of 3.5 or higher, cumulative GPA of 3.0 or higher.
   Special project, professional-level slide portfolio, and resume submitted to faculty.

8. <u>Geography & Environmental Studies</u>

Register for Honors in Geography, GES 497.

9. History
   Distinction: History GPA = 3.5; Cumulative GPA = 3.3; Senior Thesis = A/A-
   High Distinction: History GPA = 3.7; Cumulative GPA = 3.5; Senior Thesis = A
   Highest Distinction: History GPA = 3.9; Cumulative GPA = 3.7; Senior Thesis = A

10. Philosophy
    Major GPA of   3.5 = Distinction
                   3.7 = High Distinction
                   3.9 = Highest Distinction

11. Physics
    Major GPA of   3.5 = Distinction
                   3.75 = High Distinction
                   3.9 = Highest Distinction

12. Political Science
    Major GPA of   3.5 = Distinction
                   3.7 = High Distinction
                   3.9 = Highest Distinction

    Performance on a thesis paper submitted outside of coursework.

13. Psychology
    Register for both Honors Seminars, PSY 300 and PSY 400.

14. Sociology
    Major GPA of 3.85 or higher = Distinction
    (No other honors given.)

15. Spanish
    Major GPA of   3.5 = Distinction
                   3.7 = High Distinction
                   3.9 = Highest Distinction

Standards of Conduct, Non-Academic

There are no LAS-specific standards of non-academic student conduct.

For campus-wide standards of non-academic student conduct, please see:

University of Colorado at Colorado Springs Student Code of Conduct, available at:

www.uccs.edu/~dos/studentconduct/studentcode.htm

Standards of Conduct, Academic: The Academic Honor Code

There are no LAS-specific academic honor codes for students.

For the campus-wide student academic honor code and the campus-wide classroom behavior policy, please see:

(a) *Academic Principles*, available at:

www.uccs.edu/~dos/studentconduct/academicprinciples.html;

(b) *Student Classroom/Course-related Behavior Policy,* available at:

www.uccs.edu/~dos/studentconduct/studentclassroom.html

Cheating and Academic Misconduct Procedures

There is an LAS-specific policy on plagiarism. Please see below. In addition, there are campus-wide policies on cheating, including plagiarism, and campus-wide procedures for working through cases of academic misconduct.

For campus-wide policies on student cheating, please see:

Academic Dishonesty, available at:

www.uccs.edu/~dos/studentconduct/academicdishonesty.html

For campus-wide procedures for cases of student academic misconduct, please see:

Academic Conduct Procedures, available at:

www.uccs.edu/~dos/studentconduct/academicprocedures.html

LAS Policy on Plagiarism (approved, 12/6/2006)

1. *Definition of 'plagiarism'*

Plagiarism is defined in the *UCCS Bulletin* and in the *Schedule of Courses* as follows: Use

of distinctive ideas or words belonging to another person, without adequately acknowledging that person's contribution.

Thus defined, plagiarism includes (but is not limited to) the following:

1. Copying phrases and/or sentences from a source without putting the material in quotation marks and/or without adequate acknowledgment of the source;

2. Mosaic copying phrases and/or sentences from a source without putting the material in quotation marks and/or without adequate acknowledgment of the source;

3. Using a source's ideas, opinions or theories without adequate acknowledgment of the source;

4. Paraphrasing a source's words, ideas, opinions, or theories without adequate acknowledgment of the source;

5. Using a source's facts, statistics, or illustrative material without adequate acknowledgment of the source;

6. Submitting as one's own work that is written or published by another author.

A *source* is an individual, team, or unnamed author of some published or publicly presented or written piece of work. Sources can include other students.

An *author* is the originator of some idea(s) or string of words, either a phrase or phrases or a sentence or sentences.

A piece of work is *published* if it is (a) a book by some commercial or private press; (b) an article in a journal or magazine or newspaper; (c) a working or professional paper of some recognized organization; (d) the content of some website; or (e) other technological forms of archiving not covered by (a) – (d).

A piece of work is *presented* if it is: (a) a public oral presentation; (b) a radio/television/ video/compact disc/digital video disk presentation; or (c) other technological forms of archiving not covered by (a) and (b).

A piece of work is *written* if it is available either as a hard copy or an electronic copy.

Acknowledgment of a source is providing correct bibliographical information, in an accepted disciplinary format, for phrases, sentences, ideas, opinions, theories, statistics, or illustrative material used from a source.

Adequate acknowledgment is acknowledgment for each phrase, sentence, idea, opinion, theory, statistic, or illustrative material used from a source. (Acknowledging a source once in a paper (or paragraph) and subsequently copying, mosaic copying, using or paraphrasing from that source without subsequent acknowledgment is plagiarism.)

Mosaic copying is copying in which certain words of some phrase and/or sentence from a source are changed in some way (deleted, replaced).

Paraphrasing a source is the act of replacing some or most words in a phrase and/or sentence from a source with synonyms for those words.

2. *Plagiarism and Intent*

Plagiarism is sometimes thought by students (and faculty) to require a guilty mind, either an intention to plagiarize or trying or meaning to plagiarize. Students (and faculty) also sometimes think that absence of such an intention or ignorance of plagiarism is sufficient to exonerate them. None of these beliefs are true. As defined, plagiarism is a crime of extension, not of intention: if

there is sufficient evidence of copying, use without acknowledgment, or submission of another's work, plagiarism is committed, regardless of the student's intention or lack thereof and regardless of the student's knowledge or lack thereof.

While intent or lack thereof is not relevant for establishing plagiarism, it may be relevant for determining appropriate sanction. Some students are simply not aware that what they have done is plagiarism and such ignorance can be factored into a faculty member's decisions about whether to impose a sanction, and, if so, how severe a sanction. But to infer from a student not knowing that his/her action was plagiarism that his/her action was not plagiarism is contrary to university policy.

3. *Standard of Proof for Establishing Plagiarism*

Plagiarism must be proven if sanctions by a faculty member, program director, department chair, dean, or vice-chancellor against a student are to be imposed. Suspicion of plagiarism is *not* sufficient for sanctioning a student. (However, suspicion of plagiarism *is* sufficient to discuss that suspicion with the student.) Kinds of proof that are sufficient for establishing plagiarism include:

   (1) A hard copy of the relevant passage(s) from the source(s);
   (2) An electronic copy of the relevant passage(s) from the source(s);
   (3) A hard or electronic admission of guilt from the student alleged to have plagiarized and addressed to the alleging faculty member.

4. *Range of Sanctions*

Sanction against established plagiarism is imposed against the student committing an established act of plagiarism.

Sanctions that faculty can take and that do not require action by the Chair and/or Dean's Office include, in degree of severity:

   (1)   downgrade the student on the assignment in which the plagiarism occurs, with the opportunity to rewrite;
   (2)   downgrade the student on the assignment in which the plagiarism occurs, without the opportunity to rewrite;
   (3)   fail the student on the assignment in which the plagiarism occurs, with the opportunity to re-write;
   (4)   fail the student on the assignment in which the plagiarism occurs, without the opportunity to re-write;
   (5)   downgrade the student for the course;
   (6)   fail the student for the course;

Sanctions that faculty can take and that require action by the Chair and Dean's Office include, in degree of severity:

(7)	recommend that the student receive an oral reprimand from the Dean;
(8)	recommend that the student receive a written reprimand from the Dean;
(9)	recommend that a reprimand be put in the student's record until graduation;
(11)	recommend that a reprimand be put in the student's permanent record;
(12)	recommend that the student be put on academic probation;
(13)	recommend immediate suspension of the student, with opportunity for re-admission;
(14)	recommend suspension of the student at the conclusion of the semester, with opportunity for re-admission;
(15)	recommend immediate suspension or suspension at the conclusion of the semester of the student, with stipulated conditions for re-admission;
(16)	recommend expulsion of the student without opportunity for re-admission.

5. Students' Rights

Students have the right to appeal sanctions imposed by faculty and/or the College Dean. If a student chooses to appeal, a hearing process, described in detail at the following URL: http://web.uccs.edu/studentconduct/academicprocedures.html, is engaged.

6. *Suggested Procedure*

The suggested procedure for faculty to follow for resolving a plagiarism case is as follows:

(1) upon establishing that plagiarism has occurred, notify the student in writing or in person of that fact and establish, again in writing, a time to meet to discuss the matter;
(2) upon meeting with the student, present evidence of plagiarism and request explanation;
(3) upon determining that the evidence of plagiarism is sufficient to warrant sanction, inform the Dean's Office and check with the Dean's Office for previous Honor Code infractions and then determine the appropriate sanction;
(4) upon determining that the infraction is so egregious that a sanction more serious than failing the student for the course is appropriate, make such a recommendation to the College Dean through the Department Chair or Program Director;
(5) upon making such a recommendation to the College Dean through the Department Chair or Program Director, forward all evidence of plagiarism to the Dean's Office, along with a record of any and all meetings with the student concerning the plagiarism.

If (5), then, upon receiving the faculty member's record of the infraction, the Dean or his/her appointee will meet with the faculty member and with the student and determine whether the recommended sanction is warranted. If the Dean or appointee concurs with the recommendation of the faculty member, he/she will inform the faculty member, the Chair or Director, and the student of that concurrence and inform the student of his/her right to appeal that decision to the Office of the Dean of Students. If the Dean or appointee does not concur with the recommendation of the faculty member, he/she will inform the faculty member, the Chair or Director, and the student of that failure to concur and inform the faculty member of his/her right to appeal that decision to the Office of the Vice Chancellor for Academic Affairs.

There is no LAS-specific policy on the Family Educational Rights and Privacy Act (FERPA). However, LAS does have a suggested protocol for FERPA requests. Please see below. In addition, there is a system-wide legal comment on FERPA.

For system-wide comment, please see:

> "Legal Topics – Family Educational Rights and Privacy Act (FERPA), Student Education Records," available at:

www.cu.edu/content/legaltopicsfamilyeducationalrightsandprivacyactferpastudenteducationrecords

LAS protocol for FERPA requests (DRAFT, 3/27/2010)

FERPA

The Family Educational Rights and Privacy Act (FERPA) requires that all faculty members and other UCCS officials protect a student's privacy unless a student has signed a waiver. In the latter case, FERPA requires faculty to release a student's educational records to the person identified by the student on the waiver. Please be aware of three things. First, 'records' has been interpreted to mean both course grades and individual assignment grades. Second, faculty is legally *prohibited* from releasing any educational record to a parent of a child who has not signed a FERPA waiver identifying the parent. Third, faculty are neither legally *prohibited* from discussing nor legally *obliged* to discuss academic matters with parents of students who have signed a FERPA waiver. Rather, faculty is *permitted* to discuss academic matters with parents of students who have signed a FERPA waiver identifying them. Protocol is detailed below.

Early Alert and Other Institutional Requests for Information

UCCS has implemented an Early Alert System for students at risk. Officials from the Office of Student Success sometimes call faculty about students who have been identified as at-risk and inquire about classroom performance. Faculty may, if they choose, decline to answer questions put to them about a student's performance by a Student Success official unless the official has a legitimate interest in the student's performance. Since the Early Alert System is designed to assist students, there probably is a legitimate interest, so declining to answer questions may not be in the student's best interest. However, the issues here are complex, so if you're uneasy about releasing information, we have developed a protocol that you may consult and, if you choose, appeal to in such cases. Please see below.

Meetings with students and accompanying parents

Faculty sometimes confronts requests from students that one or both parents accompany them to a meeting about an academic matter. Since the vast majority of students are of legal age, faculty are not legally obliged to meet with parents of students, even if a FERPA waiver has been signed. However, it can be awkward to decline such a request, especially when the student and parent(s) are at your office door. Unfortunately, it can be just as awkward to accede to the request. Given the competing interests at play in these matters, we have developed a protocol that you may consult and, if you choose, appeal to in such cases. Please see below.

PROTOCOL FOR LAS FACULTY REGARDING TELEPHONE AND E-MAIL INQUIRIES FROM PARENTS CONCERNING THEIR CHILD'S ACADEMIC PERFORMANCE

(1) Acknowledge receipt of the query and ask whether the student has signed a FERPA waiver;

(2) If the parent says 'yes,' inform him/her that Federal law requires you to confirm that the waiver has been signed; call Admissions and Records at 255.3383 and, if a waiver has been signed, offer to the parent to release any and all academic records for the course in question;

(3) If the parent says 'no,' inform him/her that Federal law prohibits release of academic records; suggest that he/she contact Admissions and Records at 255.3383;

(4) If the parent says 'I don't know,' suggest that he/she contact Admissions and Records.

PROTOCOL REGARDING TELEPHONE AND E-MAIL INQUIRIES FROM OFFICIALS FROM OTHER UCCS ADMINISTRATIVE UNITS CONCERNING A STUDENT'S ACADEMIC PERFORMANCE

A. For all no-shows (i.e., students who have never attended class) about whom a query has been made from a UCCS official, the identified student's name may be given to the UCCS official.

B. For all attending students about whom a query has been made from a UCCS official, determine whether the inquiry is being made by a UCCS official who has a legitimate interest in the student's performance. If not, then no information should be disclosed.

If the inquiry is being made by a UCCS official who has a legitimate interest in the student's performance, then you have a choice. If you're comfortable with complying with the request, you may disclose the requested information to the UCCS official. If, however, you are uneasy about disclosing the information without seeking permission to do so from the student, then we recommend the following:

(1) Acknowledge to the official receipt of the query;

(2) Inform the official about the work currently underway in the classroom to support the student about whom the query has been made;

(3) Inform the official that the student about whom the query has been made will be contacted and informed both that a query has been made and who has made the query;

(4) Ask the student for permission to discuss the matters prompting the query with the official;

(5) If permission to discuss the matters prompting the query with the official is granted by the student, inform the official that permission has been granted;

(6) If permission to discuss the matters prompting the query with the official is not granted by the student, inform the official that permission has not been granted.

PROTOCOL REGARDING MEETINGS WITH STUDENTS WITH ACCOMPANYING PARENTS AND/OR ATTORNEYS

A. If you're uncomfortable having a meeting with the parent(s) and student, we recommend the following:

(1) inform parent(s) that since their child is a legal adult, the meeting will be between the faculty member and the student;

(2) In many cases, this response will be sufficient to deter further demands;

(3) In some cases, this response will not be sufficient to deter further demands – if the parent(s) are vexed, apologize, reaffirm your position, and direct them to the LAS Dean's Office.

B. If you're comfortable having a meeting with the student and attending parent(s), we recommend the following:

(1) invite the parent(s) to the meeting (you are entitled to invite your Chair or an Associate Dean to the meeting – if you do so, inform the parent(s));

(2) At the meeting, inform the parent(s) that you will be directing your discussion to the student and do so.

C. If at any point during the meeting the parent(s) threatens legal action, inform the parent(s) that if they pursue such a course of action, you will be represented by University counsel.

D. If an attorney representing the student is present at the meeting, inform the student and attorney that the meeting must be postponed until such time as you are represented by University counsel.

E. Meetings with parent(s) can become uncomfortable. If at any point you feel threatened or bullied or fear that you will lose your composure, apologize, end the meeting immediately, and direct the parent(s) to the LAS Dean's Office.

Section 3:
Fiscal Policies, Procedures, and Guidelines

Introduction

This section contains information on various fiscal matters confronting faculty. Conflict of interest is discussed above, in Faculty Appointments and in Gifts, Consultative Services, Sponsored Research, ICR, and Fee for Services Contracts.

Fiscal Management Roles and Responsibilities

There are no LAS-specific policies on fiscal management roles and responsibilities.

For system-wide policies, please see:

> *Administrative Policy Statement*, "Fiscal Roles and Responsibilities," available at: www.cu.edu/policies/policies/F_Fiscal-RolesResponsibilities.html

Fiscal Misconduct

There are no LAS-specific policies concerning fiscal misconduct.

For system-wide policy, please see:

> *Regent Policy* 13.E, "Fiscal Misconduct," available at:
>
> www.cu.edu/regents/Policies/Policy13E.htm

Reporting Fiscal Misconduct

There are no LAS-specific policies on reporting fiscal misconduct.

For system-wide policy, please see:

> *Administrative Policy Statement*, "Reporting Fiscal Misconduct," available at:
>
> www.cu.edu/policies/policies/F_FiscalMisconductRpt.html

Sensitive Expenditures and After-the Fact Purchases

There are no LAS-specific policies on sensitive expenditures or after-the-fact purchases.

For system-wide policies, please see:

Administrative Policy Statement, "Propriety of Expenses," available at:

www.cu.edu/policies/policies/F_Propriety-of-Expenses.html

For system-wide procedures governing after-the-fact purchases, please see:

PSC Procedural Statement: After-the-Fact Purchases, effective 7/1/10, available at:

www.cu.edu/psc/procedures/PPS/PPS-ATF-Purch.pdf

For system-wide procedures governing sensitive expenses, including a table identifying kinds of sensitive purchases, please see:

PSC Procedural Statement: Sensitive Expenses, effective 7/1/10, available at:

www.cu.edu/psc/procedures/PPS/PPS_Sensitive_Expenses.pdf

Alcoholic Beverages Purchased for University Events

There are no LAS-specific policies on alcohol purchases.

For system-wide policy, please see:

Administrative Policy Statement, "Alcoholic Beverages Purchased for University Events," available at:

www.cu.edu/articles/upload/4018.pdf

For system-wide procedures governing alcoholic beverage purchases, please see:

PSC Procedural Statement: Alcoholic Beverages Purchased for University Events, effective 7/1/10, available at:

www.cu.edu/psc/procedures/PPS/PPS-Alcohol.pdf

Business Expense Reimbursement, Payment Voucher Authorization, and Travel Authorization and Expenses

There are no LAS-specific policies on these matters.

For system-wide policy, please see:

Administrative Policy Statement, "Propriety of Expenses," available at:

www.cu.edu/policies/policies/F_Propriety-of-Expenses.html

For system-wide procedures governing business expenses, please see:

PSC Procedural Statement: *Business Expense Reimbursement*, effective 3/1/10, available at:

www.cu.edu/psc/procedures/PPS/Business_Expense_Reimbursement.pdf

For system-wide procedures governing payment vouchers, please see:

PSC Procedural Statement: *Payment Voucher Authorization*, effective 3/1/10, available at:

www.cu.edu/psc/procedures/PPS/PPS-Payment_Voucher_Authorization_Use.pdf

For system-wide procedures governing travel authorization, please see:

PSC Procedural Statement: *Travel Authorization and Expense,* effective 3/1/10, available at:

www.cu.edu/psc/procedures/PPS/PPS-Travel_Authorization_Expense.pdf

Section 4:
LAS Committees

Introduction

This section contains information about Dean's advisory committees and committees of the faculty in the College of Letters, Arts, and Sciences.

Budget Committee

Purview

The Budget Committee is advisory to the Dean on matters concerning budgeting priorities, and also on matters relating to long term planning (growth projections, FTE distribution, etc.). The committee will review and discuss the annual budget proposal before submission to the VCAA. The committee would act as the principal advisory board to the Dean in any situations of fiscal crisis, including potential financial exigency.

Structure

The committee will consist of six members elected by the faculty, two each from the Humanities/Arts, the Social Sciences, and the Physical/Natural Sciences. Tenure on the committee will be three years, with staggered terms. Committee members will elect a chair. The Assistant to the Dean and the Associate Dean will be ex-officio members.

Procedures

The committee will meet as needed. Both the chair and the Dean can call meetings.

Strategic Planning Committee

Purview

The Strategic Planning Committee is advisory to the Dean on matters of strategic planning. The committee is charged with:

(1) providing the Dean with advice and recommendations for new academic, research, and service initiatives in the College of Letters, Arts, and Sciences:

(2) working collaboratively with the Dean, Department Chairs, Program Directors and faculty to create and annually review a College Strategic Plan; and

(3) providing advice and guidelines to the Dean for new academic, research, and service initiatives that substantially involve the College of Letters, Arts, and

Sciences, such as inter-college proposals and campus proposals.

Structure

The committee will be composed of two representatives from each division of the College of Letters, Arts, and Sciences; LAS Dean's Office Representative, *ex officio* without vote, recording secretary.

Procedures

The committee will meet regularly. Both the chair and the Dean can call meetings.

Chairs and Directors Committee

Purview

The LAS Chairs and Directors committee is an advisory committee to the Dean. The Chairs and Directors provide advice to the Dean on College policies and procedures, new degrees, minors, and certificate programs, new faculty hires, and any other matters brought to the committee by the Dean.

Structure

The voting membership of the committee consists of all Department Chairs and those Directors who have independent responsibilities that warrant their inclusion (Women's and Ethnic Studies, Military Science, Humanities, Writing Program, and directors of stand-alone minors.)

Procedures

The committee will meet on a regular schedule determined by the Dean.

Committee on Academic Progress

Purview

The Committee on Academic Progress is advisory to the Dean. The Committee on Academic Progress is a review board that handles student petitions for exceptions to the academic policies and requirements of the College. The committee is made up of faculty of the College, and makes recommendations to the Dean. The committee evaluates, for example, petitions for exceptions to the residency requirement, acceptance of more than the maximum number of major hours, and substitution of courses fulfilling the area requirement. It also considers certain requests for reinstatement from suspension and matters of academic honesty. Petition forms may be obtained from the Student Success Center (second floor of Main Hall).

<u>Structure</u>

1. The membership of the CAP committee will consist of seven LAS faculty: two from the Humanities, two from the Natural Sciences, two from the Social Sciences, one from ROTC. There will also be one student member.

2. The usual tenure on the committee will be three years, except for the student member, who will serve only one year. Terms will be staggered so that there will be two new members each academic year.

3. Members will be elected by the LAS faculty, except for the ROTC member, who will be chosen by the local unit commander.

4. The student member will chosen by student government.

5. The chair will be chosen by the committee members.

6. Ex-officio members of the committee will include the Associate Dean of LAS, an advisor from the Student Success Center, and an individual from the LAS staff.

<u>Procedures</u>

1. The primary function of the committee is to make recommendations concerning student petitions for exceptions to and substitutions of academic policies and requirements.

2. Students obtain petition forms from the Student Success Center and return the petitions to the Student Success Center.

3. Prior to the monthly meeting of the committee, the Student Success Center will supply the office of the Associate Dean with the completed petitions. The agenda for the meeting is then prepared by the office of the Associate Dean.

4. At the monthly meeting the committee discusses and makes a recommendation for each petition. The Associate Dean may contribute to the discussion but has no vote.

5. The committee decisions are in the form of a recommendation to the Dean (or the Associate Dean acting for the Dean). Only in unusual circumstances, when the recommendation violates the standards of the college, will the Dean (or Associate Dean) reverse a recommendation of the committee.

6. The office of the Associate Dean will notify the student of the decision. In cases that affect a student's transcript, the office of the Associate Dean will notify the office of Admissions and Records. Cases affecting graduation requirements and substitutions will be handled by the Student Success Center.

7. From time to time the committee may discuss college policies and requirements, based on its experience with student petitions, and make recommendations to the C&R committee and/or the faculty as a whole.

Curriculum and Requirements (C&R) Committee

Purview

The Curriculum and Requirements committee (C&R) is a committee of the LAS faculty. The C&R Committee serves as an advisory body to the LAS faculty . The duties of the C&R committee are to review all new LAS courses at the undergraduate and graduate level and to provide advice and guidelines with respect to new academic programs and LAS college degree requirements. The recommendations of the C&R committee are submitted to the Faculty of LAS for final approval as specified below.

The C&R committee considers proposals for the following actions:

New courses - courses that are not in the course inventory
Revised courses - courses that are in the course inventory but to which the department wants to make minor modifications (changes in title, course description, course number, etc.)
Proposals for cross-listings
Changes to the area requirement course lists
New majors
New minors
Changes in college requirements
Significant revisions to current majors and minors

The last four items (or any other matters deemed appropriate by the committee) will be submitted for faculty approval.

Structure and Membership

1. The membership of the C&R committee will consist of six LAS faculty (two from the Humanities/Arts, two from the Physical/Natural Sciences, and two from the Social Sciences), and one student.

2. The usual tenure on the committee will be three years, except for the student member, who will serve for one year. Terms will be staggered so that there will be two new members each academic year.

3. Members will be elected by the LAS faculty, except for the student member, who will be selected through student government.

4. The chair will be chosen by the committee members.

5. Ex-officio members of the committee will include the Associate Dean of LAS, an advisor from the Student Success Center, and an individual from the LAS staff, and a representative from the Library.

Procedures

1. The office of the Associate Dean of CLAS will coordinate the working of the committee. Proposals for new courses and course revisions must be submitted to the office of the Associate Dean at least two weeks prior to a scheduled meeting. Because deadlines for changes in the course schedule and catalog are fixed by the University, it is imperative that faculty submit proposals to the committee well ahead of such a deadline.

2. The office of the Associate Dean will organize the proposals and supporting documentation into an agenda, make a copy of the agenda available on-line, and distribute hard copies of the agenda, along with copies of the completed course outline forms, to each committee member the week prior to the scheduled meeting.

3. Meetings:

   a) The committee will meet monthly during the academic year, the first meeting occurring in September, and the final meeting in May.
   b) The meeting will be run by the chair or, if absent, the next senior member.
   c) The Associate Dean will attend meetings, and participate in discussions, but will not have a vote.
   d) Each department that has a proposal pending will be asked to send a representative to the meeting. If no representative attends, the committee will still consider the proposal, but if essential information is missing or unavailable, the committee will table the proposal.
   e) Staff from the Associate Dean's office will attend the meeting, recording the action of the committee on each agenda item, and compile notes into a set of minutes, which will be submitted to the Associate Dean and the committee chair.
   f) Also attending the meeting ex officio will be a representative from the Library, and a representative from the Student Success Center.

4. Committee decisions will be made in the form of recommendations to the Dean (or the Associate Dean, acting for the Dean), or, if appropriate, the LAS faculty.

5. The Associate Dean's office will also be responsible for:

   a) Forwarding graduate level course outline forms, if any, to the Dean of the Graduate School for signature.
   b) Copying the first page of each course proposal form, and forwarding the original to the office of Admissions and Records, who will update the course inventory.
   c) Maintaining a permanent file, which will include the agendas, minutes, and course proposal forms, along with any other pertinent information.
   d) Placing a copy of the minutes on-line, and sending a summary version to department chairs and program directors by e-mail.

Dean's Review Committee

Purview

The Dean's Review Committee is advisory to the Dean. After the Primary Unit has submitted its recommendation, the candidate's dossier, along with the initial recommendation, is forwarded to the Dean and the Dean's Review Committee (DRC). The DRC is composed of tenured associate and full professors from the College; its job is to assist and advise the Dean in personnel matters. In addition, the DRC is responsible for the following:

• The Dean's Review Committee will review all recommendations from the primary review level for reappointment, promotion, and tenure which are forwarded to the Office of the Dean.
• The Committee is charged to represent the College as a whole, not the individual departments from which they come.

- The Committee will advise the Dean about the appropriateness of the forwarded recommendations in two areas: the procedural correctness of the recommendation and the proper application of Regent standards and primary unit criteria to the recommendation.
- The Committee has the overriding responsibility to guarantee that all Regent standards and primary unit criteria are being applied with reasonable consistency and good stewardship across all schools and colleges of the campus.

For more information on the DRC and its functions, please see:

UCCS Policy 200-001, "Reappointment, Promotion, and Tenure," available at:

www.uccs.edu/~vcaf/policies/200-001RPT.pdf

Research Committee

Purview

The Research Committee is a committee of the LAS Faculty. The Research Committee's primary purpose is to maintain, and where possible, improve the quality of research and creative works within the College of Letters, Arts and Sciences. To this end, it is charged with developing measures for improving faculty and student research and establishing a program of faculty development. It is responsible for awarding the annual LAS research award.

Structure

1. The membership of the Research Committee will consist of six LAS faculty (two from the Humanities, two form the Natural Sciences, and two form the Social Sciences).
2. The usual tenure on the committee will be three years. Terms will be staggered so that there will be two new members each academic year.
3. Committee members will be elected by LAS faculty.
4. The chair will be chosen by committee members.
5. Ex-officio members of the committee will include the Associate Dean of LAS.

Salary Merit Grievance Committee

Purview

The Salary Grievance Committee is advisory to the Dean and considers all grievances that are related to appeals of merit increases.

Structure

The Salary Grievance Committee is made up of five tenured faculty, four of whom are elected by the faculty (one each from the Humanities/Arts, the Natural Sciences, and the Social Sciences, and one at-large). The fifth member is appointed by the president of the LAS faculty. Committee members cannot also be members of the Dean's Review Committee. The term of service for elected members is three years.

The faculty member must file the grievance within the semester following release of the salary recommendation.

The Salary Grievance Committee considers information provided by the grievant, the Dean, and the Dean's Review Committee. The Committee may also request information from individuals involved in the initial evaluation (Department Chair, for example). The Committee makes a recommendation to the Dean. Copies of the recommendation will also be sent to the grievant and the chair of the Dean's Review Committee.

Teaching Committee

Purview

The Teaching Committee is a committee of the LAS faculty. The Teaching Committee's primary purpose will be to maintain, and where possible, improve the quality of undergraduate instruction. To this end, it will be charged with developing alternative measures to be used in evaluating teaching (in addition to the FCQ's), and initiating a program of faculty development (e.g., dissemination of information about new developments in technical support). It will be responsible for awarding the annual LAS teaching award. The committee will also be responsible for administering certain competitive scholarship opportunities for LAS students (Rhodes, Marshall, Udall, etc.).

Structure

1. The membership of the Teaching Committee will consist of six LAS faculty (two from the Humanities, two from the Natural Sciences, two from the Social Sciences) and one student.

2. The usual tenure on the committee will be three years.

3. Terms will be staggered so that there will be two new members each academic year.

4. Faculty members will be elected by the LAS faculty, and the student member will be chosen by student government.

5. The chair will be chosen by the committee members.

6. *Ex-officio* members of the committee will include the Associate Dean of LAS and an individual from the LAS staff.