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I. Mission of the Department

- A. To maintain an outstanding program of research in pure and applied mathematics.
- B. To maintain high quality undergraduate and graduate programs in mathematics.
- C. To offer service courses for the other Departments of the University.
- D. To serve the University and the state with outreach programs.

II. Administrative Organization within the Department

- A. The chief administrative and academic officer in the Department shall be the Department Chair, who is the initial person in the administrative chain to the President. Members of the Department staff (University employees with appointment in the Department) are responsible to the Chair. The Chair has the general responsibility for any staff activity that may affect the professional status of the Department or the best interest of the University.
- B. The Department shall have an elected (see Article IV in this code) Executive Committee which has the responsibility to represent the academic faculty of the Department and to provide advice to the Department Chair in matters concerning the administration and welfare of the Department and perform other duties specified in this Code and in Section C.2.6.2 of the Academic Faculty and Administrative Professional Manual ¹ (subsequently referred to as "Manual"). The academic faculty of the Department (subsequently referred

to as "faculty") is comprised of all academic faculty members with an appointment in the Department of one of the types specified in Section E.2.1 of the Manual.

- C. The Department shall be governed in its internal affairs by the faculty with a regular full-time, regular part-time, or transitional appointment (subsequently referred to as "eligible faculty") as specified in Sections E.2.1.1, E.2.1.2, and E.2.1.6 of the Manual. The eligible faculty shall be augmented by faculty holding a Senior Teaching Appointment (see Section E.2.1.4 of the Manual) in matters related to their voting privileges as specified in article XV of this code. See Section E.3.1 of the Manual for faculty members with joint appointments.
- D. The Chair shall appoint up to three Associate Chairs from the eligible faculty with advice and consent from the Executive Committee to help with the administration of the Department. In the event that the Chair is temporarily absent from the campus, the Chair will designate an Associate Chair to act as Chair.
- E. The Department Chair or a delegate of the Department Chair will call faculty meetings and notify the eligible faculty with electronic or written notice which includes an agenda. There shall be a minimum of one faculty meeting each semester of the academic year, with written or electronic notice and agenda given by at least three work days in advance by the Department Chair. Additional faculty meetings may be called or additional items may be added to the agenda by a majority vote of the Executive Committee, by petition of a majority of the faculty to the Department Chair, or by majority vote in a preceding faculty meeting. The Department Chair or a delegate of the Department Chair will chair the Department faculty meetings and will organize and disseminate any ballots following these meetings.
- F. Major changes in curriculum (as defined by the University Curriculum Committee) shall be approved by majority vote of the eligible faculty (see article V.A in this Code) before being forwarded through curricular channels. The eligible faculty may delegate approval of changes in requirements of specific concentrations or courses to other department staff members; such a delegation requires approval by a majority vote of the eligible faculty.
- G. The eligible faculty may adopt additional bylaws for the governance of the Department as outlined in the Department Procedures Manual (subsequently referred to as "the DPM").

III. Department Chair

- A. The manner of selection and appointment of the Department Chair is specified in Section E.4.3 of the Manual.
- B. The term of office of the Department Chair and the procedures for possible reappointment are specified in Section C.2.4.2.2.c of the Manual.
- C. The duties of the Department Chair are as specified in this code and in Section C.2.6.2 of the Manual.

IV. The Executive Committee

- A. The Executive Committee of the Department has the responsibility to represent the faculty and to provide advice to the Department Chair in the discussion and transaction of any and all business involving the administration and welfare of the Department.
- B. The Department's Executive Committee shall consist of the Chair of the Department and four additional members elected by the eligible faculty from the eligible faculty members. These four elected members shall include at least one full professor and at most one assistant professor. All of these members are to be elected to a one year term using some form of proportional or Hare ballot.
- C. When an elected member of the Executive Committee is absent from campus or otherwise unable to serve for an extended period, the Department Chair shall appoint the next eligible runner-up consistent with B in the ballot of the Executive Committee election who is available as a replacement to serve until the original member returns.
- D. The Executive Committee shall serve as the Awards Committee for the Department.
- E. The Department Chair will schedule meetings of the Executive Committee and provide the agenda. Additional Executive Committee meetings may be called or additional items may be added to the agenda by a majority vote of the Executive Committee. The Department Chair will chair meetings of the Executive Committee and will organize and disseminate any ballots following these meetings.
- F. The quorum necessary for the enactment of business in the Executive Committee is four.

V. Voting

- A. Eligible faculty members may vote on any issue unless prohibited by the Manual. Unless specified otherwise, an agenda item subjected to a vote is approved if a) votes are received by more than 50% of the eligible faculty including abstentions and proxies (proxies only if the vote is taken at a faculty meeting, see article V.B), and b) more than 50% of those casting a vote, vote in favor of the agenda item. In this code, such votes are referred to as majority votes of the eligible faculty.
- B. Enactment of business at a Department faculty meeting requires a quorum, which is defined as the presence of more than 50% of the eligible faculty at the meeting, including those represented by proxies. An eligible faculty member can hold at most one proxy. All proxies have to be specified in writing to the Assistant to the Chair prior to the meeting.
- C. A faculty vote by written ballot or by email may be initiated by the Department Chair or a delegate of the Department Chair, by the Executive Committee, by petition of a

majority of the faculty to the Department Chair, or by majority vote in a faculty meeting. The deadline for written ballots pertaining to votes not taken directly at faculty meetings must be at least 8 hours after the distribution of the ballot and must fall within the regular working hours of the Front Office of the department.

- D. Any material relevant for a vote, whether taken at a faculty meeting or via written ballot (email or otherwise), must be received by those eligible to vote at least five working days in advance of: a) the meeting at which the vote is to be taken, or b) the deadline of the ballot, if the vote is not taken directly at a meeting.

VI. Review of and Amendments to the Department Code

- A. The Department Code will conform to Section C.2.4.2.1 of the Manual.
- B. A periodic review of the Department Code will be conducted by a Code Review Committee in accordance with Section C.2.4.2.2.e of the Manual. The Code Review Committee consists of the Executive Committee and up to two additional eligible faculty members appointed by the Department Chair. The review of the Code will normally occur in the year before the evaluation of academic programs and departmental operations.
- C. In accordance with Section C.2.4.2.1 of the Manual, this Code may be amended by approval of a two-thirds majority of the eligible members of the department as defined in the Manual. Proposed amendments shall be distributed at least 5 but not more than 10 working days in advance of voting. Code amendments may be initiated by the Executive Committee or by petition of a majority of the eligible faculty members to the Executive Committee.
- D. Amendments become effective upon acceptance by the Dean of the College of Natural Sciences and the Provost/Academic Vice President as specified in Section C.2.4.3 of the Manual.

VII. Faculty Appointments

- A. When a vacancy occurs in the faculty, or a new position is created, the Department shall proceed in the manner specified in B-F below to hire a new faculty member. The Department shall conduct hiring searches according to University policy and procedures (see Section E.4.2 of the Manual and the University Search Manual³), and all faculty and staff involved in the search process are responsible for adherence to such policies and procedures. If multiple hires are planned, the procedures in B-F must be followed for each hire.

- B. The Department Chair will ask the Executive Committee to consider the potential specialty area(s) and rank(s) for the position. The Executive Committee will formulate a proposal to the eligible faculty regarding specialty area and rank, taking into consideration recent planning documents, hires and faculty input. The Department Chair will then schedule a meeting of the eligible faculty at which the Executive Committee will present its proposal. After discussion, the Department Chair will ask for a vote on the options presented. The decision on the options presented must be by majority vote of the eligible faculty.
- C. Once a decision has been made by the eligible faculty regarding the area and rank of the hire, the Department Chair will draft a position description consistent with the faculty decision and seek approval to search to fill the position from the appropriate higher authorities of the University. Once the search request is approved, the Department Chair will appoint a Search Committee and charge the committee with its duties. The number of committee members appointed shall be consistent with University policy and a majority of the members shall be eligible faculty in the Department. The appointments to the Search Committee shall represent appropriate expertise regarding the area of the search. The Department Chair will appoint a Search Chair from amongst those Search Committee members who are eligible faculty in the Department. The College OEO Officer shall serve as an ex officio member. The Department Chair may appoint members from other units in the University if deemed necessary. The Department Chair may not serve as a Search Committee member.
- D. The responsibilities of the Search Committee include:
1. Preparation of the final job description and advertisements for the position consistent with the draft of the Department Chair.
 2. Review of applications, with appropriate attention to University policy.
 3. Selection of a list of SemiFinalist candidates. The number of candidates on this list shall be consistent with University policy and the applications of these candidates shall be made available to the eligible faculty for review. There will be at least one meeting of the eligible faculty at which the qualifications of each SemiFinalist candidate will be discussed. After that discussion, each eligible faculty member will be asked for a rank order of the SemiFinalist candidates and for comments in a ballot. These comments and rank orderings will be made available to the eligible faculty and are advisory to the Search Committee.

4. Selection of a list of Interview candidates from amongst the SemiFinalists candidates.
- E. Following the interviews, there will be at least one meeting of the eligible faculty at which the qualifications of each Interview candidate will be discussed. After that discussion, each eligible faculty member will be asked for a rank order of the Interview candidates and for comments in a ballot. These comments and rank orderings will be made available to the eligible faculty and are advisory to the Search Committee and the Department Chair. The Search Committee will make a recommendation to the Department Chair concerning offers to the Interview candidates after the results of the ballot are tabulated.
- F. The Department Chair will have responsibility for seeking approval to make offers from higher authorities of the University, making offers to interviewees, and making negotiations with candidates who have received offers.
- G. After the search is closed, the Executive Committee will update the hiring plan of the Department with input from the eligible faculty. The updated hiring plan is subject to approval by majority vote of the eligible faculty. If multiple hires occur in an academic year, this update should take into account all hires made during that academic year and need only be done once.

VIII. Tenure and Promotions in Rank, Mid-Tenure Review, and Phase II Review

A. Tenure and Promotion in Rank

1. Procedures for evaluation and recommendations concerning tenure and promotion in rank shall conform to Sections E.10 and E.13 of the Manual and the University Documentation for Tenure and Promotion Application (subsequently referred to as "the DTPA").
2. Performance expectations for tenure and promotion shall be in conformity with Section E.12 of the Manual. Departmental criteria for evaluation of tenure and promotion cases are described in Article X, Part D, of this code.
3. Tenure and Promotion Committees will consist of those eligible faculty satisfying the requirements of Sections E.10.5 and E.13.1 of the Manual.
4. Candidates are responsible for collecting career information and formatting the dossier as specified in the DTPA.
5. Specific departmental procedures shall be described in the DPM.

B. Mid-Tenure Review

1. Procedures for review of tenure track faculty at the midpoint of the probationary period at Colorado State University shall be consistent with the procedures for Tenure and Promotion.
2. The Mid-Tenure Review Committee will comprise all eligible faculty satisfying the requirements of Section E.14.2 of the Manual.
3. Specific departmental procedures shall be described in the DPM.

C. Phase II Review

1. Phase II Reviews shall conform to Section E.14.3.2 of the Manual.
2. The Phase II Review Committee will consist of the Executive Committee, minus the faculty member under Phase II Review, plus two additional eligible faculty members. One of these additional committee members will be chosen from a list of at least two nominations supplied to the Executive Committee by the faculty member under review. Both additional members will be chosen by a vote of the Executive Committee, minus the faculty member under review.
3. The Department Chair shall not be a member of the Phase II Review Committee.
4. The Phase II Review Committee, once formed, shall select the outcome of the Phase II process, and prepare the written report as specified in the Manual.

IX. Faculty Re-Appointments

- A. Tenure track faculty members who are not yet tenured shall be considered for re-appointment according to the provisions of Section C.2.5.g of the Manual. Reappointments must be recommended by the Department Chair. If the Chair does not intend to recommend reappointment, the performance of the tenure track faculty member shall be discussed in a meeting of the Tenure and Promotion Committee (see Article VIII.A.3). The meeting shall be followed by a ballot with the options Recommend Reappointment/Do Not Recommend Reappointment. The results of this ballot shall be reported to the Dean and are advisory to the Chair.

- B. Following the provisions of Section E.10.3 of the Manual, the Department Chair shall discuss annually, prior to the time of the decision for tenure, the development of each untenured tenure-track faculty member for the position involved and prospects for eventually acquiring tenure. The Chair shall provide the faculty member and the Dean with a written summary of the evaluation of the progress towards tenure at the time of the conference.

- C.
 - 1. In accordance with Section E.10.3 of the Manual, a Progress Towards Tenure Review Committee, consisting of all eligible tenured faculty, shall meet annually to provide an independent assessment of progress towards tenure for each untenured tenure track faculty member other than those currently undergoing their Mid Tenure or Tenure reviews. A written report, summarizing progress towards tenure, shall be prepared, shared with the Department Chair and the pertinent probationary faculty member and be included in the departmental file of the probationary faculty member. Procedural details shall be summarized in the DPM.

 - 2. Each written report of the Progress Towards Tenure Review Committee (see C.1 above) shall be discussed in a meeting of the Tenure Organization and Advisory Committee (see Part D of this article) with the pertinent untenured tenure track faculty member within three weeks of the completion of the report.

- D. There shall be a standing Tenure Organization and Advisory (TOA) Committee consisting of four eligible tenured faculty members. The Department Chair shall appoint the members of the TOA Committee. The duties of the TOA committee are:
 - 1. Assisting the Department Chair and the eligible tenured faculty in organizational tasks related to evaluations and recommendations for tenure, midterm-reviews, and progress towards tenure reviews.

 - 2. Meeting with each probationary faculty member to discuss the progress towards tenure report described in Part C of this article.

X. Performance Evaluation of Faculty

- A. Annual Evaluations of Faculty

In conformity with the pertinent sections of Section E.14 of the Manual, the Department Chair shall hold an annual conference with each faculty member. The results of this conference shall be put in writing and signed by the Department Chair as the evaluation of the faculty member. The faculty member shall sign the evaluation to signify that (s)he has read it. Her or his signature does not necessarily indicate agreement with the annual evaluation. The criteria on which annual review of faculty members is based are found in this Article, Part D.

B. Comprehensive Reviews of Tenure Track Faculty

In conformity with the pertinent sections of Section E.14.2 of the Manual, the Mid-Tenure Review Committee shall conduct a comprehensive review of tenure track faculty at the midpoint of the probationary period at Colorado State University. The criteria on which mid-tenure review of non-tenured faculty is based are found in this Article, Part D. The report of the Mid-Tenure Review Committee shall be prepared and submitted in conformity with the Manual. Rules governing the composition and operating procedures of the Mid-Tenure Review Committee are found in Article VIII of this Code.

C. Comprehensive Reviews of Tenured Faculty

In conformity with Section E.14.3.1 of the Manual, the Department Chair shall conduct a comprehensive performance review of tenured faculty (Phase I review) at intervals of five years following the acquisition of tenure or if there are two unsatisfactory annual evaluations within a five-year period. More details on timing of these reviews may be found in the Manual; in addition, Phase I reviews shall be conducted as described therein. The criteria for Phase I reviews are found in this Article, Part D. If a comprehensive review of a tenured faculty member by the Department Chair results in an "unsatisfactory" rating, there shall be a "Phase II Review" conducted by the members of the Phase II Review Committee. Rules governing the composition of the Phase II Review Committee are found in Article 8 of this Code.

Criteria for Phase II Review

Phase II reviews will be carried out in conformity with Section E.14.3.2 of the Manual. The criteria shall include the faculty member's contributions to the Department and University in the areas of teaching, research and service, and can be found in this Article, Part D. As part of the review, the individual under review may submit written information on the nature of his or her work assignment and any evaluations of his/her effectiveness in carrying out assignments, which may include but are not limited to student and peer evaluations of teaching, reviews and referee's reports of research papers and proposals for external funding, and student and peer evaluations of advising and other service assignments. The outcome of the Phase II process shall be selected, and the written report prepared, by the Phase II Review Committee as specified in the Manual.

D. Criteria for Performance Evaluations of Faculty

Annual and comprehensive evaluations of probationary and tenured faculty, as well as tenure and promotion evaluations, will be based on performance in the areas of teaching and advising, research, and service and outreach, in conformity with the Manual. Levels of effort in each of these areas will be consistent with the individual effort distribution determined by the Department Chair in consultation with the faculty member and appropriate Departmental advisory groups, and in conformity with Section C.2.5.b of the Manual. The range of effort distribution between these areas can vary from year to year for a given individual and can differ significantly between faculty members. The average faculty effort distribution will reflect the Department's mission. It is recognized that many faculty activities fall in more than one category and often cannot be uniquely labeled as teaching, research, outreach, or service. It is the responsibility of the Department Chair to assign individual effort distributions in a way that the overall mission of the Department is achieved.

The Department Chair is responsible for ensuring that viable mechanisms for the evaluation of teaching and advising, research, and service and outreach are available. As a general rule, it is the responsibility of the faculty member to submit appropriate evidence of activity in research, teaching and advising, and service and outreach to the Department Chair or appropriate committee at the time of the annual evaluations, for the midpoint review of non-tenured faculty, for the purposes of promotion or tenure, and for the comprehensive reviews of tenured faculty. However, the Department Chair may take the initiative to collect additional information as indicators for faculty performance.

1. Teaching and advising

Teaching and advising are important responsibilities of faculty in the Department of Mathematics. Sources of information used to evaluate classroom teaching may include, but are not limited to: student course surveys; signed peer evaluations/letters; electronic mail messages, or other written comments from current and/or former students (generally not solicited by the faculty member); teaching awards; written reports of classroom evaluations by colleagues. Anonymous letters or comments other than those which appear on course survey forms shall not be used to evaluate teaching, except with the consent of the instructor. The Department Chair shall have access to the written comments in student course surveys for all courses offered by the Department.

Further information used to evaluate teaching and advising may document effectiveness in the following activities:

- a. curriculum development, including development of new courses, course modifications, improvements to existing courses and development of course syllabi
- b. innovative uses or development of instructional technology
- c. mentoring or supervising graduate teaching assistants
- d. course coordination
- e. mentoring and advising of undergraduates and graduate students

- f. career counseling and job placement of students
- g. service on graduate student committees
- h. publication of textbooks, software, and other educational materials
- i. participation in courses and programs of the Honors Program and other interdisciplinary teaching efforts
- j. presentations in and organization of workshops and seminars related to teaching and advising, or of instructional value
- k. mentoring of departmental teams in intercollegiate mathematical competitions or pre-professional examinations
- l. mentoring of undergraduate research projects and Honors Theses

2. Research

The primary goal of research activity in the Department of Mathematics is the discovery, application and dissemination of mathematical ideas and results. Evidence of research activity may include, but is not limited to:

- a. preparation and publication of research papers in refereed journals and conference proceedings
- b. documentation of the scientific impact of research
- c. submission of grant proposals to external funding agencies
- d. success in obtaining new or renewed extramural grant award supporting activities or projects relevant to the educational and research missions of the department or university
- e. invited lectures at external venues (conferences, seminars and colloquia)
- f. non-confidential external peer reviews of one's articles, books, and proposals
- g. supervision of undergraduate and graduate students on research projects
- h. development and distribution of scientific software
- i. preparation or award of patents for research discoveries
- j. participation in and organization of research conferences, seminars, and workshops
- k. awards given for research activities and other evidence of extramural recognition
- l. external peer evaluations solicited by the Department Chair or an appropriate committee
- m. graduate textbook/monograph preparation and publication
- n. participation in interdisciplinary, industrial, or educational outreach research projects
- o. research in mathematics education may include development of textbooks and other curricular material

3. Outreach and service

Given the mission of the Department and the College, outreach and service responsibilities of most faculty will be secondary to teaching and research. Outreach serves the local, state, and national communities. Service contributions can be to the Department, College, University, and to the profession. Professional service includes:

- a. membership on national or international committees of professional societies
- b. attendance at and organization of conferences and workshops
- c. refereeing and reviewing journal manuscripts, conference proceedings, books, book chapters, and grant proposals
- d. participation in grant proposal review groups for national and international agencies
- e. translating mathematical manuscripts for publication
- f. journal editing
- g. writing letters of recommendation for job applicants or scholarships, and nomination letters for awards

Institutional service contributions include: administrative assignments; service on Departmental, College, and University Committees; participation in recruiting undergraduates, graduate students, faculty, and staff. Evidence of outreach activity could include documentation of:

- h. participation in educational outreach programs
- i. participation in programs for K-12 science and mathematics teachers
- j. participation in on-campus outreach events
- k. participation in campus-wide educational programs
- l. development and delivery of distance education courses and materials
- m. collaborative efforts with business and industry

XI. Evaluations of the Department

Evaluation of the operations of the Department shall be conducted by all eligible faculty members in accordance with Section C.2.4.2.2.d of the Manual, and coordinated by a Departmental Operations Review Committee consisting of at least 3 eligible faculty members. The Departmental Review Committee shall be appointed by the Executive Committee subject to approval by majority vote of the eligible faculty.

XII. Graduate Education

- A. Each student in a graduate degree program in the Department of Mathematics shall have a committee, the structure of which is determined by University Policy and described in the University's Graduate and Professional Bulletin.
- B. The student shall request individual faculty members to serve particular roles on his or her committee. First, the permanent advisor (major advisor) will be determined. After a student has obtained a permanent advisor, candidates for the remaining members of the committee will be chosen in consultation with the permanent advisor. Once consents to serve have been obtained from enough eligible faculty to meet the University and departmental requirements for the structure of the committee, the student shall complete the appropriate form required by the Graduate School and shall obtain the necessary signatures. The committee is subject to approval by the Department Chair or the Department Chair's designee. A faculty member is not required to serve on a student's committee if requested to serve.
- C. The Department of Mathematics Graduate Handbook shall describe a system of periodic evaluation of progress towards degree completion for graduate students. This system must be compliant with Section E.1.5 of the Graduate and Professional Bulletin, and shall be approved by majority vote of the eligible faculty and may be changed only by majority vote of the eligible faculty.
- D. The Department of Mathematics Graduate Handbook shall contain descriptions of the internal procedures by which a graduate student may appeal decisions made by departmental members or committees regarding progress towards degree completion, or dismissal from the graduate program. These procedures, contained in the Handbook, shall become effective upon approval by majority vote of the eligible faculty and must be compliant with Section E.1.4 of the Graduate and Professional Bulletin.
- E. The Department of Mathematics Graduate Handbook shall describe a policy on teaching standards of Graduate Teaching Assistants (GTAs). If a serious concern regarding a GTA arises, the matter shall be discussed by the Graduate Committee where a course of action shall be proposed. The Chair of the Graduate Committee shall have access to the written comments in student course surveys for courses offered by the Department and taught by GTAs.

XIII. Student Appeals

- A. Appeals of Grading Decisions will be conducted in accordance with Section I.7.1 of the Manual. The required grade appeal committee shall be appointed by the Department Chair or a delegate of the Department Chair, in a manner consistent with the Manual.
- B. Appeals on Violations of Academic Integrity will be conducted in accordance with Section I.7.2 of the Manual.

XIV. Joint Faculty Appointments

- A. The Department of Mathematics will consider joint appointments for interested and qualified faculty candidates who hold a tenure-track appointment in another Department (the 'primary' department). Applicants for a joint appointment must have the same qualifications as regular faculty of equivalent rank. Such appointments should increase the ability of the Department to provide a broad base of research expertise and instruction. In return, individuals holding such appointments have the following privileges:
 - a. The opportunity to direct the research of one or more M.S. or Ph.D. students within the Mathematics Graduate Program. A joint appointee, who wishes to act as advisor on a M.S. or Ph.D. committee for a graduate student in Mathematics, is encouraged to name a regular faculty member in Mathematics as co-advisor on that student's committee.
 - b. Participation without voting privileges at all departmental faculty meetings.
- B. Each joint appointment must be discussed at a faculty meeting and be approved by majority vote of the eligible faculty. Joint appointments extended to tenured faculty will be made for a period of 5 years. Joint faculty who are untenured in their primary department will be appointed for 3 years. Joint appointments will be terminated if the faculty member's affiliation with the primary department is terminated. Renewal of appointments will be based on a review by the Department Chair of the appointee's contribution to the research and educational programs of the Department, followed by discussion by the eligible faculty and approval by majority vote of the eligible faculty.

XV. Senior Teaching Appointments

The University title of Senior Teaching Appointments will be used to describe faculty members in the Department who are employed primarily to fulfill the teaching mission of the department and university, and who meet the minimum requirements as described in Section E.11 of the Manual, and the expectations and requirements set forth by the College of Natural Sciences⁴. Appointment to this position will be initiated by the Department Chair in consultation with the appointment committee and will follow the procedure specified in Section E.11 of the Manual. The appointment committee shall consist of all tenured faculty members of the Department excluding ineligible faculty members as defined in Section E.11 of the Manual. Individuals holding appointments as Senior Teaching Appointments shall be accorded the following privileges and responsibilities.

Privileges:

- 1. Participation at Departmental faculty meetings and voting privileges on matters related to teaching and advising of undergraduate students and the undergraduate curriculum. For faculty members with Senior Teaching Appointment holding a

Ph.D. in Mathematics or a related field, these voting privileges are extended to matters related to teaching and advising of graduate students and the graduate curriculum.

2. Ability to serve on appropriate committees related to the voting privileges.

Responsibilities:

1. Perform departmental duties as assigned by the Chair.
2. Maintain excellence in teaching.
3. Contribute to student advising and mentoring.
4. Contribute to service at the Department, College, and/or University levels, as appropriate.

References to specific sections of the Academic Faculty and Administrative Professional Manual refer to the version from December 6, 2011.

² This article does not apply to limited recruitment searches or alternative hiring procedures as defined in the University Search Manual.

³ As of May 2013, the University Search Manual is available at <http://oeo.colostate.edu/Data/Sites/1/pdfs/CSUSearchManual.pdf>

⁴ CNS-document "College of Natural Sciences, Senior Teaching Appointment (STA)". As of May 2013, this document is available at <http://www.natsci.colostate.edu/faculty-staff-2/forms/>