

CODE
OF
THE
DEPARTMENT OF HISTORY
COLORADO STATE
UNIVERSITY

ARTICLE I: DEPARTMENTAL MISSION

The mission of this department is to provide a comprehensive curriculum in the discipline of history that will meet the needs of a strong liberal arts undergraduate program and of a first-rate graduate program. Hence, this department seeks to maintain an effective balance between teaching and research excellence.

The department is committed to conducting scholarly research that advances historical knowledge.

The department encourages its faculty to make specialized historical knowledge available to the university and the community.

ARTICLE II: DEPARTMENTAL GOVERNMENT

Section I: Faculty Participation

1. All members of the faculty who hold appointment as regular, regular part-time, or transitional appointees with the rank of at least assistant professor and who are administratively responsible to the Chair of the Department of History have the right to participate with full voting rights in the governance of the department and the College of Liberal Arts..
2. Continuing and contract faculty in the department have voting rights in the governance of the department and the College of Liberal Arts with the exception of decisions relating to tenure and promotion for tenured and tenure-track faculty, search requests, and the hiring of tenure-track faculty. They are eligible to serve on departmental standing and ad hoc committees and on college committees. On a semester-by-semester basis, continuing and contract faculty may renounce their departmental voting rights. Should they do so, they will not be expected to attend department meetings. In order to renounce their voting rights, they must inform the Chair of the Department of History in writing by August 15 or January 15 of the appropriate semester. Faculty who opt out would not be counted for purposes of determining a quorum.
 - a. All NTTF, including those without voting rights, who are administratively responsible to the Chair of the Department of History are encouraged to attend and participate in discussion at faculty meetings.

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3. In the formation and amendment of departmental codes, voting is limited to "eligible faculty members "as defined under C.2.4.2.a, b., c. and C.2.4.2.1 of the University Code (vide Academic Faculty and Administrative Professional Manual, hereafter abbreviated as Faculty Staff Manual); that is, eligible faculty members must "satisfy all of the following requirements:
 - "a. Currently a faculty member with a regular full-time, regular part-time or transitional appointment, or any other faculty appointment type that the department code specifies to be eligible.
 - "b. In residence at the University or on sabbatical leave.
 - "c. Administratively responsible to the head of the department in question."
4. In the formal evaluation of a Department, the evaluation shall be conducted by "eligible faculty members," as provided in the University Code.
5. Faculty serving on graduate committees shall be those with a doctorate in history or related academic field and regular tenure-track appointment in the Department. Temporary exceptions may be authorized annually by the Executive Committee on the recommendation of the Graduate Studies Committee. Faculty affiliates may serve as a fourth member of a graduate committee.
6. Faculty who teach graduate-level courses shall be those with a doctorate in history or related academic field and regular appointment in the Department. Temporary exceptions may be authorized annually by the Executive Committee on the recommendation of the Graduate Studies Committee.
7. Meetings of the Department and its committees will be conducted under Robert's Rules of Order, Revised.
8. For purposes of conducting meetings of this Department and its committees, unless otherwise noted elsewhere in this code, a quorum shall consist of a majority of the eligible faculty or committee members as provided in Robert's Rules of Order.
9. The Department shall meet once each month from August through May unless the Chair declares there are no items for consideration. Any four members of the regular faculty may call a meeting.

Section 2: Duties and Responsibilities of the Chair

1. The procedures for selecting the Chair and his/her term are defined in the University Code C.2.4.2.2 and Faculty Staff Manual E.4.3.
2. The Chair is the chief academic and administrative officer of the Department. Members of the Department and its staff are responsible to her/him. The Chair has the general responsibility for all staff activities which may affect the professional status of the Department or the best interests of the University.

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3. Responsibilities of the Chair as specified in the Faculty Staff Manual C.2.6.2 include: the preparation of, administration of, and adherence to the departmental budget; the preparation of faculty evaluations; the initiation of recommendations for appointments, advancement in rank, tenure, and dismissal of staff members; the adjustment of faculty loads and salaries consistent with the experience, qualification, achievements, and aptitudes of individual staff members; the distribution of faculty service assignments; the preparation of reports required from the Department; and general supervision, coordination, and direction of the conduct of the Department and the fulfillment of its assigned functions.
4. If the Chair is temporarily unable to fulfill her/his duties for any reason, he/she shall, with the approval of the Dean of the College, designate a member of the Executive Committee (see Section 3 below) to act in her/his absence. An extended absence of the Chair or a vacancy of the Chair will require an interim appointment by the Dean of the College.
5. The Chair may delegate functions to other members.
6. The Chair shall call at least one departmental meeting during each term of the regular academic year. The Chair will give written notice in advance of each meeting of the department.

Section 3: Executive Committee

1. The Chair shall determine with the advice and consent of an Executive Committee (as defined below) such substantive matters as conditions of employment for new faculty, and other matters essential for effective administration and sound morale of the Department. The Chair shall consult with the Executive Committee about the appointment of part-time temporary faculty.
2. The Executive Committee will serve as the committee to conduct and write the departmental self-evaluation as required under C.2.4.2.2 d of the University Code. The Executive Committee will select the chair for this evaluation from among its members. While the Executive Committee conducts and writes this self-evaluation, it will solicit and encourage participation in this exercise by the eligible faculty. For the self-evaluation, the Executive Committee may also solicit a review by an outside evaluator. The draft prepared by the Executive Committee must be approved by eligible faculty as defined under C.2.4.2 of the University Code.
3. The Executive Committee shall be comprised of the following:
 - a. Membership:
 - (1) Each of the following categories will have representation on the Executive Committee: Assistant Professor, Associate Professor, Full Professor, and NTTF. NTTF who are eligible to serve on the Executive Committee are Associate Teaching Professor and Full Teaching Professor.
 - (2) Each category listed in subsection 3.a.1 above will have one representative for every three of or major fraction thereof provided there

is at least one member of that rank.

- (3) When numbers per rank are not expected to vary because of leaves or sabbaticals, the number of members per rank will be based upon the totals at the start of the Fall semester of each academic year. Alternatively, if numbers per rank are to be affected by leave or sabbatical, Fall elections will take into account the totals expected at the start of each semester and adjust membership numbers per rank up or down accordingly.
 - (4) Eligible faculty will be those who qualify as specified under Section 1, 1 above.
- b. The Chair shall have a vote, except in the case of the departmental self-evaluation.
 - c. Selection of Members: All members are to be elected by all the faculty with regular or transitional appointment in that rank.
 - d. Term: nine months (from August 15) or for a single semester when representation for any rank requires adjustment due to one-semester sabbaticals or leaves. When during the summer the need arises for a department decision that ordinarily would involve the Executive Committee, the department chair will seek to consult with as many members as possible of the previous year's Executive Committee. No member may serve successive terms, except in cases where there is an insufficient number of members in a rank to provide annual rotation.
 - e. Elections for the Executive Committee shall be within the first two weeks of the fall term. Members shall assume office immediately upon completion of the election.
 - f. Chairs of the Graduate Studies Committee and the Undergraduate Studies Committee will serve as *ex officio* non-voting members of the Executive Committee unless they have been elected to the Executive Committee.
4. Minutes shall be taken at all meetings of the Executive Committee. Once the Executive Committee approves its minutes, they shall be distributed to all regular faculty in the department.
 5. The Executive Committee shall advise the Chair on the budget, definition of positions, distribution of class assignments, and other matters at the request of the Chair or at the request of a majority of the elected members of the Committee.
 6. At the Chair's discretion, the Executive Committee shall advise the Chair in the annual evaluation process. NTTF shall not participate in the annual evaluation of TTF.
 7. The Executive Committee shall meet once each month unless the Chair declares there are no items for consideration. Any two members of the Executive

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Committee may call a meeting.

8. The Executive Committee shall conduct the annual evaluation of the Chair of the Department.

Section 4: Voting

1. Voting: When any voting member of the Department in any departmental meeting or committee meeting requests a secret ballot, the vote will be by secret ballot.

Section 5: Standing Committees

1. In addition to those committees named elsewhere in this document, the standing committees of the department are awards, graduate studies, and undergraduate studies members of which are appointed annually by the Chair of the Department. The chairs of the standing committees shall be appointed annually by the chair of the department, in consultation with members of each committee, and may serve for no more than three consecutive academic years.
 - a. Undergraduate Awards Committee
This committee will select students for awards assigned to it at the department, college, and university levels.
 - b. Graduate Studies
This committee will make recommendations to the department on curricular and similar policy matters affecting the graduate program. It will act as the graduate admissions committee for the Department. It will make recommendations to the Chair or other administrative officers of the University on graduate assistantships and other financial awards for graduate students. If there are awards assigned to its jurisdiction, it will make those nominations. It will recommend annually those temporary faculty who may serve on graduate committees and/or teach graduate-level courses.
 - c. Undergraduate Studies
This committee will make recommendations to the Department on curricular and similar policy matters affecting the undergraduate program. It will evaluate proposed course offerings at the undergraduate level and make recommendations on those matters to the Chair and the Department as appropriate. It will coordinate departmental programs with curricular proposals and requirements within the College and University and will make recommendations to the department on those matters.

ARTICLE III: ADVANCEMENT IN RANK AND STATUS OF NON-TENURE-TRACK FACULTY

Section 1: NTTF Evaluation and Promotion Committee

The Department NTTF Evaluation and Promotion Committee will be comprised of five continuing and contract faculty with the rank of Associate Teaching Professor and Full Teaching Professor. Committee members will be elected at the start of the academic year by all continuing and contract NTTF. Committee members may be elected to serve consecutive years. In the event that there are not enough NTTF to staff the committee, the NTTF shall vote for enough TTF representatives to round out the committee. TTF shall serve one year, non-consecutive terms. The chair of the committee will be elected each year by the members of the committee.

1. The committee will conduct evaluations of all NTTF every year, using class visitations, course surveys, and portfolios of teaching materials as the basis for evaluations. It will submit its evaluations to the department chair
2. The committee will evaluate NTTF for advancement in status and will submit its recommendation to the department chair. Only NTTF with contract status may evaluate NTTF for advancement from continuing to contract status. In considering advancement in contractual status, the department chair may give weight to the department's curricular needs, course enrollments, and budgetary factors in addition to a candidate's record of achievement.
3. The committee will evaluate NTTF for advancement in rank and will submit its recommendation to the department chair. Only NTTF at Full rank may evaluate NTTF for advancement from Associate rank. NTTF are expected to serve in a given rank for five years before advancement to a higher rank.
4. Advancement in rank and status may take place concurrently for NTTF.
5. Criteria for advancement in rank and status:

Teaching

- a. Effective teaching is the primary responsibility of NTTF in the History Department.
- b. For purposes of evaluation, "teaching" is understood to include both classroom instruction and a broad range of activities outside the classroom aimed at advancing students' education, such as student advising, coordination and supervision of student projects, internships and practicums, and service on graduate thesis or exam committees.
- c. The History Department requires that NTTF candidates seeking advancement in rank and status be effective teachers of demonstrated excellence who make positive contributions to our departmental mission in this area. Criteria for evaluating teaching performance shall include a candidate's command of subject matter, evidence of rigorous academic standards, skill in presenting material and conveying its significance, efforts to improve the content of courses and academic programs, fulfillment of teaching and advising responsibilities, and assistance to students in their academic and professional development.
- d. The 2003 College of Liberal Arts' "Guidelines" require that evaluation

of candidates' teaching be based on a broad range of data, and the "Guidelines" provide examples of types of data to be considered such as peer evaluations based on classroom visits, student assessments, introduction of new courses, syllabi and other course materials, and evidence of innovative teaching techniques such as service learning, etc.

- e. The Department recognizes that the teaching activities and accomplishments of candidates may vary due to individuals' terms of appointment, fields of expertise, extent of necessary involvement in coordination and supervision of student projects, internships and practicums, service on graduate thesis or exam committees, student teaching appointments, and other factors.

Service, Outreach, and Research

- a. Participation in service, outreach, and research will be considered relevant to evaluations for advancement in rank and status.

ARTICLE IV: TENURE AND PROMOTION

Section 1: Tenure and Promotion Committee

The Department Tenure and Promotion Committee will comprise members who hold tenured appointment.

1. For promotion decisions only those members of the Committee who hold rank higher than that of the candidate for promotion will sit in the meeting and vote on the question.
2. The chair of the Committee will be chosen annually by ballot by the Committee members from among the members who hold the rank of professor or if there are no professors from among the associate professors.
3. The Tenure and Promotion Committee will make written recommendations for promotion and tenure of all eligible faculty as specified in E.10.5.1 of the Faculty Staff Manual. Tenure and Promotion Committee members and tenure and promotion candidates will recommend external reviewers to assess the scholarship of candidates for tenure and promotion.
4. In the event that there is to be disciplinary action initiated against any tenured faculty member, the committee will serve as both the preliminary and hearing committee subject to modifications and requirements under E.15 of the Faculty Staff Manual.

Section 2: Tenure

1. Recommendation for tenure should not be considered the right of a member of the Department, but the result of satisfactory service in accordance with departmental and university regulations (as defined in the Faculty Staff Manual E.2).

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2. Recommendations for granting tenure shall be initiated by the Chair under terms set forth in E.10.4 and E.10.5 of the Faculty Staff Manual.
3. The Tenure and Promotion Committee will consider the progress of each tenure track faculty member annually. Meetings for this purpose will be scheduled by the chair of the committee. At the mid-point of the probationary period in the Department, the Committee will be convened by the Department Chair to conduct the comprehensive performance review required under E.14.1 of the Faculty Staff Manual. While the Department Chair will convene the meeting, the chair of the Committee will preside. The Department Chair will provide the committee with all relevant documentation pertinent to each of the candidates.
4. Candidates for tenure and promotion will be evaluated in accordance with their written position descriptions and effort distributions. When job descriptions and effort distributions undergo modification during the course of a candidate's career, evaluations for tenure and promotion will take such modifications into account.

Section 3: Guidelines for Promotion and Tenure

These Guidelines elaborate on standards and criteria in the College of Liberal Arts' "Guidelines for Tenure and Promotion" approved by College faculty in April 2003, and in the Faculty Staff Manual, Sections E.9 and E. 10. No part of these departmental Guidelines shall be interpreted in a manner that contradicts the CLA "Guidelines" or the Faculty Staff Manual.

2. These Guidelines shall apply to all faculty applying for tenure and/or promotion to associate professor beginning in fall 2018. The following guidelines will apply to all faculty seeking promotion to full professor.
3. The granting of tenure is primarily a faculty responsibility. The History Department's Tenure and Promotion Committee shall recommend to the department Chair, the Dean, and the Provost/Academic Vice President whether tenure shall be granted or denied based on a candidate's performance in the areas of teaching, research, and service/outreach. The weight given to each of these areas shall be consistent with a candidate's effort distribution for the period of evaluation.
4. Teaching
 - a. Effective teaching is a central responsibility of all faculty in the History Department.
 - b. For purposes of evaluation, "teaching" is understood to include both classroom instruction and a broad range of activities outside the classroom aimed at advancing students' education, such as student advising, coordination and supervision of student projects, internships and practicums, and service on graduate thesis or exam committees.
 - c. The History Department requires that candidates for tenure or promotion be effective teachers of demonstrated excellence who make positive contributions to our departmental mission in this area. Criteria for evaluating teaching performance shall include a candidate's command of subject matter, skill in presenting material and conveying its significance, efforts to improve the

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content of courses and academic programs, fulfillment of teaching and advising responsibilities, and assistance to students in their academic and professional development.

- d. The 2003 College of Liberal Arts' "Guidelines" require that evaluation of candidates' teaching be based on a broad range of data, and the "Guidelines" provide examples of types of data to be considered such as peer evaluations based on classroom visits, student assessments, introduction of new courses, syllabi and other course materials, and evidence of innovative teaching techniques such as service learning, etc.
- e. The Department recognizes that the teaching activities and accomplishments of candidates may vary due to individuals' terms of appointment, fields of expertise, extent of necessary involvement in coordination and supervision of student projects, internships and practicums, service on graduate thesis or exam committees, student teaching appointments, and other factors.

5. Research

- a. All faculty members being recommended for tenure and/or promotion must demonstrate excellence in research leading to peer-reviewed publications, digital products, exhibits, documentaries, professional research reports or other forms of output and distribution. Research excellence is determined by the content of the scholarship and is often reflected by the quality and appropriateness of the chosen venue for publication, distribution, or exhibition. Faculty members should strive first and foremost for scholarly output of high quality.
- b. Regardless of the means or venue chosen for scholarly distribution, peer review is essential to the tenure and review process. Blind peer review prior to publication or distribution may not be the norm for all forms of scholarly production. Other forms of evaluation shall also be accepted. These can include but are not limited to: post-production peer review, such as reviews of exhibits, performances, digital platforms or documentaries that are published in scholarly journals; evidence of use for public policy or resource management decisions, such as letters from relevant professional experts at state or federal institutions; pre-production written evaluations of grant proposals; awards by experts in the field.
- c. The candidate must submit evidence and explanation of peer review and evaluation related to his or her new work (i.e. publications, digital products, exhibits, documentaries, professional research reports or other forms of output and distribution) for each annual tenure and promotion evaluation and comprehensive evidence of peer review for the actual tenure and/or promotion application.

Explanation shall be offered in the form of a personal statement. The statement should also address such components of quality and impact as: the purpose and complexity of the research project(s); the scope, originality, and depth of

scholarship; the reputation or prestige of the venue(s) in which work appears; the size, diversity, and nature of audiences (e.g., local, national, or international); the process of internal and external peer review; and the specific contributions of the candidate to collaborative projects. As appropriate, candidates should explain equivalencies for specific projects in comparison with peer-reviewed books or journal articles.

- d. At the time of application for tenure and/or promotion, the candidate's peer review materials and a personal statement submitted by the candidate will be reviewed in conjunction with the independent external reviews solicited by the History Department Chair.
- e. The Tenure and Promotion Committee and Department Chair will assess the quality of the contribution that the candidate's publications and other scholarly output has made to his or her subfield(s) of study according to the following guidelines:
 - 1. Applicants for tenure and promotion to associate professor shall demonstrate that they are in the process of developing a national reputation in their subfields.
 - u. Evidence of adequate scholarly research and output may be met by a body of work consisting entirely of peer reviewed publications or by a body of work including both peer reviewed publications and other forms of scholarly output and distribution. See the list of Categories of evidence of research and scholarly excellence, subsection f., below. The list is unranked and unweighted.)
 - 111. The tenure and promotion standard for assistant professors typically on a four course per academic year load may be met by producing five or six substantial peer-reviewed (i.e. refereed) articles; or a peer-reviewed scholarly monograph plus progress toward a second substantial research project; or a peer-reviewed scholarly monograph and one or two refereed articles. A scholarly article or chapter in a refereed edited volume with a reputable academic press shall be considered the equivalent of a refereed article in a scholarly journal.

In order for scholarship to qualify as peer reviewed, it must be reviewed by at least one other scholar who is not the publication editor and is recruited as part of the publication process.
 - v. The tenure and promotion standard for assistant professors typically on a four course per academic year load may also be met by a mix of traditional scholarship and other forms of scholarly output and distribution. It will be the candidate's responsibility to demonstrate that his or her accomplishments are equivalent in quantity, quality and impact to the conventional book and/or article standards, i.e., five or six peer-reviewed articles or a peer-reviewed monograph and one or two peer-reviewed articles.
 - v. Applicants for promotion to full professor will be expected to have established a national reputation within their subfield(s). Toward this

end they shall produce five or six substantial peer-reviewed articles, or a peer-reviewed scholarly monograph beyond the publications used for previous promotion. While a scholarly monograph may be considered sufficient for promotion to full professor, faculty members are strongly encouraged to publish one or two scholarly articles in refereed journals or collected volumes in addition to the monograph. A scholarly article or chapter in a refereed edited volume with a reputable academic press shall be considered the equivalent of a refereed article in a scholarly journal.

The standard for promotion to full may also be met by an equivalent combination of peer-reviewed publications and other forms of scholarly output and distribution as indicated in the list in subsection f., below. It will be the candidate's responsibility to demonstrate that his or her accomplishments are equivalent in quality, quantity, and impact to the conventional book and/or article standards.

- f. Categories of evidence of research and scholarly excellence include but are not limited to:

Peer-reviewed monographs.

Peer-reviewed journal articles.

Scholarly articles or chapters in refereed edited volumes published by a reputable academic press.

Major grants to support research and scholarship.

Documentary or critical editions and published collections of original historical documents gathered from appropriate archival sourced and edited with appropriate scholarly headnotes, footnotes, and introductory materials.

Translations of works of scholarship or important source materials from other languages.

- Edited anthologies, journals, or series of volumes comprised of the work of other scholars, including online journals.

Historic preservation and cultural resource management projects such as, but not limited to, historic resource studies, historic structure reports, or nominations to the National Register of Historic Places.

Oral history projects and community history projects.

Museum exhibits: curatorial products, interpretive proposals, object research, exhibition scripts, catalogues, public and educational programming.

Documentary films, television and radio programs.

Contract research reports, administrative histories, interpretive plans or educational materials for historic sites, policy papers, expert testimony or consulting reports.

Archival administration projects such as the creation of finding aids based on the processing of a manuscript collection.

Digital history projects such as online exhibitions, digital documentary editions, e-journals, digital archives, online collection databases, website articles, and other forms of content development for history-based websites.

Review articles evaluating scholarship in a specific field, essays on historiography and related subjects, published and online book reviews.

- Syntheses of scholarship published in textbooks, publications designed specifically for classroom use, newsletters, encyclopedias, reference books, books and magazine articles intended for broad audiences.
Dissemination of scholarship through op-ed pieces, interviews, substantial blogs, and other commentary as historians in the popular media or on the internet.

- g. Scholarly work that has received final approval for publication or distribution without need for further external review or substantial revision, but that has not yet been published or distributed, shall be considered on the same basis as work that has been published or distributed when a candidate applies for tenure and promotion to associate professor. Candidates must submit relevant documentation (e.g., contracts, letters from publishers, film producers, museum curators, government experts, journal editors, or editors of collected works, or page proofs) to demonstrate that work in progress has been accepted without need for further external review or substantial revision. Scholarly work must be published or distributed in order to count toward meeting the minimum requirement for promotion to full professor. The promotion committee and external reviewers also may consider the significance of scholarly work that has not yet been published or distributed.
- h. Co-authored essays and monographs shall be evaluated according to the preceding criteria, with due consideration given to the candidate's individual contribution to the research and writing of the collaborative work(s).
- i. Candidates for tenure and promotion to associate professor must possess a PhD in history or a related field.

6. Service

- a. Faculty service is crucial to the operation of the History Department. The Department cannot function effectively as an administrative unit without the conscientious service of its faculty.
- b. Professionally relevant service outside the Department also brings benefits to the Department and may play a key role in faculty members' professional development.
- c. As specified in the College of Liberal Arts' "Guidelines," faculty have the opportunity to participate in a wide range of service activities. All professionally relevant service performed by candidates for tenure or promotion shall be considered in the Department's evaluation process.
- d. Successful candidates shall have a record of diligent and conscientious service.
- e. Candidates for tenure and promotion to associate professor are encouraged to engage in a variety of service activities. It is recognized that early in a

faculty member's career departmental service may be the focus of service activities.

Candidates for promotion from associate to full professor will be expected to demonstrate a record of service beyond that expected of assistant professors.

Section 4: Comprehensive Performance Reviews of Tenured Faculty

1. Phase I Comprehensive Performance Reviews of all tenured faculty members will be conducted at prescribed intervals as directed in Faculty Staff Manual E.14.3. Guidelines and criteria for Phase I Reviews of tenured faculty are covered in Faculty Staff Manual E.14.3.1.
2. In the event that the Phase I Comprehensive Performance Review of a tenured member of the faculty is unsatisfactory, all members of the Tenure and Promotion Committee (with the exception of the faculty member) of equal or higher rank than the faculty member will conduct a Phase II Comprehensive Performance Review, as directed in Faculty Staff Manual E.14.3.2.
3. Any member of the Committee may withdraw from service because of possible bias or lack of impartiality. The faculty member, the Department Chair, or any member of the Committee qualified to hear the case may challenge any member of the Committee sitting to hear the case for lack of bias or lack of impartiality. The seated members of the Committee will decide whether or not the challenged member may continue to sit. Each of the challenges will be considered separately by the Committee.
4. The criteria for considering the case of the faculty member will be those set out under E. 10 of the Faculty Staff Manual and Section 3 of this article.
5. The faculty member is to be given an opportunity to submit materials in support of her/his case.
6. The Committee shall obtain any other materials that it deems appropriate for a full and fair consideration of the case.
7. The Committee will prepare a written summary of the review supported by the majority of the Committee within ten working days of the completion of the hearing and the vote of the Committee. If a minority of the Committee wishes to prepare a report, it may do so. Report(s) of Committee action will be forwarded to the faculty member who may respond in writing within ten working days to the Committee's review. Both the Committee's report and the faculty member's response, if any, will be forwarded as provided in E. 14.2.
8. In the event that the Committee decides that action under E.15 (revocation of tenure) of the Faculty Staff Manual is appropriate, procedures under that section of the manual are to be followed.

ARTICLE V: PROCEDURES FOR THE SELECTION OF FACULTY MEMBERS

Section 1: Searches for Regular Faculty

The Chair of the Department will appoint search committees made up of three members of the regular faculty. The search committees must include at least one tenured faculty member and should represent the composition of the department. The search committees will read files, rank candidates, report the procedure for ranking candidates to the department, and, subject to department approval, arrange and conduct preliminary interviews and recommend short lists to the regular faculty of the department, in accordance with OEO procedures. Application materials, including letters of recommendation, of semifinalist candidates for tenure-track and tenured positions will be made available to all regular members of the department faculty. If candidates are to be invited to campus for interviews, the Chair of the Department will extend the invitation. Following campus interviews, the regular faculty of the department will meet to discuss and rank the finalists. With the approval of the department chair, Dean, Provost, and Office of Equal Opportunity, the department will offer a position to the top-ranked candidate. All participating faculty shall abide by the confidentiality required by the search process.

Section 2: Searches for Non-Tenure Track Faculty

Contingent upon departmental needs and funding, the Executive Committee shall review NTTF applicants in the application pool and provide a recommendation to the department chair about whether or not the applicants are qualified. The chair shall then make the hiring decision.

Section 3: Procedure for Internal Department Chair Searches

Procedures for selecting the department chair are specified in C.2.4.2.2.a, b, c of the University Code and E.3.3 of the Faculty Staff Manual. No part of these departmental Guidelines shall be interpreted in a manner that contradicts the Faculty Staff Manual.

A. The Department encourages the Dean to consider the following factors in appointing faculty members to the chair search committee, as long as there is no conflict with other diversity obligations:

1. While the Dean shall select faculty to sit on the search committee, the Department will indicate its preference with a vote by rank for peers at that rank by a closed vote. This vote shall be administered by the Executive Committee. The results of the vote will be sent to the Dean for consideration. In determining its preferences, the Department may consider the following factors:

- a. that each professional rank of the Department's regular faculty should have at least one and no more than three representatives on the search committee;

- b. that service on chair search committees should rotate among the regular faculty.

2. The Department recommends that if any member of the search committee later becomes a candidate in the search, he/she should be replaced, whenever possible, by another regular faculty member of the same professional rank.

3. The search committee shall screen candidates and manage procedural matters of the search as instructed by the Dean.

B. Unless other instructions are offered by the Dean, it is assumed that the committee chair will preside at all meetings between the candidates and the search committee and candidates

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and the regular faculty and at all meetings to discuss the candidates.

C. The Dean will interview each of the candidates.

D. The Department shall have the opportunity to interview the candidates and to make a recommendation to the search committee and to the Dean based on a vote. Only regular faculty members will vote on the candidates. They will be asked to rate each candidate as "preferable," "acceptable," or "unacceptable." A separate sheet will be provided for written assessments of each candidate. After an appropriate deadline, the ballots and written assessments will be sent directly to the search committee chair, who will tabulate the ballot.

E. The search committee shall interview the candidates individually, separate from the department. The search committee shall review the written assessments and the vote tally of the regular faculty before it makes a recommendation to the Dean. The search committee's recommendation shall be based on its interviews with candidates, its assessment of written comments, and with due consideration of the will of the Department as reflected in the vote tally. Any votes within the search committee shall be by secret ballot.

E. After consultation with and advice from the search committee and other sources deemed appropriate, and with due consideration of the will of the department as reflected in the ballots, the Dean will appoint the new Chair subject to confirmation of the State Board.

F. In cases where there is a need for an interim or acting Chair, the Dean shall select a replacement after consultation with the Department.

Section 3: Procedure for External Department Chair Searches

Selection of an external Department Chair shall follow procedures set forth in Section E.4.3 of the Faculty Staff Manual.

ARTICLE VI: LEGAL MATTERS

Section 1: The Code of the Department of History operates in accordance with the laws of the United States and the State of Colorado and also in accordance with the policies of shared governance in the Faculty Staff Manual of the University.

Section 2: Nothing in this Code may be construed to be in conflict with the University Code.

Section 3: The Board of Governors has exclusive legal authority over all departmental personnel decisions and has delegated that authority to the President of Colorado State University. Faculty personnel decisions at the departmental level regarding hiring, tenure, promotion, and termination must be approved by higher authority according to the Faculty Staff Manual and the Code of the University.

ARTICLE VII: PROCEDURES FOR EVALUATION AND AMENDMENT

Section 1: The evaluation of operations of the Department shall be in accordance with the procedure specified in the University Code C.2.4.2.2.d:

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1. Departmental Operations: Evaluation of operations of a department shall be conducted under rules of the University.

Evaluations shall be conducted by the qualified faculty members of the department (as defined in Section C.2.4.2) or by a committee selected by and from the qualified faculty members of the department. The results of the evaluation shall be presented to the department head and the dean in a report prepared in a format approved by the Provost. The dean shall transmit the report to the Provost. The dean and/or Provost may submit this report to internal and/or external reviewers. Reports of internal and external reviewers shall be transmitted to the department head and the review committee, who may respond to the reviewers' report in writing. The reviewers' reports and the responses from the department head and review committee, if there be such, shall become part of the report of the evaluation.

The evaluation process will culminate in an action plan developed by the department. After approval by the departmental faculty members, the dean and the Provost, the action plan, together with an executive summary of the report of the evaluation, will be forwarded for consideration in the university strategic planning process. The Committee on Strategic and Financial Planning shall receive a copy of the action plan and executive summary of the evaluation report.

2. Not later than October 15 of the fifth year of the term of office of the Chair, the Dean of the College will ascertain in writing whether the incumbent wishes to be considered for another term.
3. If members of a departmental faculty or the Chair are acutely dissatisfied with the operations of the department, they may initiate a request for an interim evaluation of the department. If the request comes from the departmental faculty, at least one-half (but not fewer than three members) of those eligible must sign the request for an interim evaluation before it can be conducted. This request is to be submitted to the Dean who will follow the procedure outlined for the regular evaluation after notifying the Department or Chair and the eligible faculty members of the request for interim evaluation.

Section 2: Evaluation of Faculty

1. The Chair in consultation with the faculty member shall evaluate annually the faculty one month before the Dean's deadline as specified in University Code C.2.5 and Faculty Staff

Manual E.14. This evaluation shall be based on criteria set out in E.9 of the Faculty Staff Manual. For all evaluations, the Chair shall proceed according to the "Department of History Guidelines for Evaluation."

2. A faculty member may appeal her/his evaluation and other decisions as provided under Section K of the Faculty Staff Manual.
3. The Executive Committee will assist the Chair in conducting the annual review of faculty members.

Section 3: Procedures for Appeal of Academic Decisions

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- I. Appeals of academic decisions will be conducted as set out under I.7 of the Faculty Staff Manual.

2. The Chair of the Department will appoint grade appeal committees except when the Chair is the subject of an appeal, in which case, the Executive Committee meeting in the absence of the Chair of the Department will appoint the appeal committee. If the Chair selects the appeal committee, the Chair shall be free to consult with any individual or committee the Chair deems appropriate, or the Chair may appoint the appeal committee at his or her own discretion. In either case, the selection shall be made so as to avoid, as far as possible, any conflict of interest on the part of the committee members vis-a-vis the instructor of the student involved in the appeal. If the Executive Committee appoints the appeal committee, the selection of each member of the appeal committee shall be by majority vote from among nominees put forward by members of the Executive Committee, including the chair of the Committee. Students and faculty selected for service on the appeal committee by either the Chair or the Executive Committee may decline to serve without explanation, in which case an alternate shall be selected. Once all appeal committee members have agreed to serve, the names of the committee members shall be forwarded to the student appealing the academic decision and to the faculty member(s) who made the academic decision. Either the student appealing the academic decision or the faculty member or members responsible for the decision may challenge up to three of the committee members initially appointed and have alternates appointed in their stead.

Section 4: Amendment

Proposals to amend this code must be made available in writing to the eligible faculty at least a week before the meeting that considers the proposals. If passed by a two-thirds majority of the eligible faculty (as defined in the University Code), excepting those NTTF who have renounced their voting rights, changes will be sent forward to the dean of the college and to the provost for approval.

Section 5: Review

A review of this departmental code will be carried out in the year prior to the end of the term of the department Chair.

ARTICLE VIII: ACADEMIC MATTERS

Section 1: Graduate Student Advisory Committee

A Graduate Student advisory Committee consists of those faculty who have signed a graduate students GS 6 form, which the student must file in consultation with the Graduate Studies Chair. Committees will be formed by agreement of the Director of Graduate Studies, faculty members on the graduate advisory committee, and the graduate student.