

## **Code of the Department of Biochemistry and Molecular Biology Colorado State University**

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### **I. Department Mission**

The disciplines of biochemistry and molecular biology have evolved from the application of the principles of organic and physical chemistry to the molecular characterization of biological systems. The current emphasis in all areas of biological sciences and biotechnology is the molecular analysis and manipulation of life processes. Thus, in order to appropriately train individuals and to increase competitive funding in any area of biological science, a research university must sustain quality instruction and faculty expertise in biochemistry and molecular biology. The following missions of the Department of Biochemistry and Molecular Biology are designed to achieve this goal.

1. To teach undergraduate lecture and laboratory service courses in biochemistry for majors in chemical, biological and agricultural sciences, engineering and health sciences
2. To provide advanced undergraduate instruction including didactic and problem-solving laboratory courses and independent research experiences for chemistry, biochemistry, microbiology and related biological sciences majors
3. To provide graduate instruction and research opportunities necessary to train independent investigators in biochemistry and molecular biology
4. To sustain productive research programs investigating novel and topical problems in biochemistry and molecular biology which compete effectively for external funds
5. To establish interactions that foster the development of collaborative research in biological and biomedical sciences, that promote the development of biotechnology

and that provide service to federal agencies, professional societies and scientific publishers

6. To maintain a congenial and collaborative environment that fosters the scientific and intellectual development of all participants regardless of their gender, religion, ethnicity or economic condition

## II. Membership in the Department

- A. Regular Faculty: All faculty members holding full time, regular academic appointments and having their primary obligation to this Department as outlined in the University Code, shall be full voting members of the Department. Other faculty members shall have limited voting privileges as outlined below. The voting members of the Department shall meet as a Department faculty not less than once each semester of the regular academic year to consider and act upon business matters of the Department. Meetings shall be called by the Chair, with written notice and agenda provided in advance. Minutes of each meeting shall be recorded by the Department Office Manager and circulated in advance of subsequent meetings. A vote of a simple majority of the constituted voting members of the Department (those present plus those absent) shall be required to constitute action either for or against any issue that is submitted to a vote except as noted below.
- B. Research Faculty: The University title of Research Associate will be used to describe postdoctoral trainees and research staff who are employed primarily to conduct experiments. Appointment to this position can be enacted by the faculty member who is responsible for the individual's salary and training. Research Associates who hold a Ph.D. degree and who have completed sufficient training that they may compete for external support may be appointed as a Special Assistant Professor. Appointment to this position requires approval of the sponsoring faculty member and the Department Chair. The University titles of Research Scientist and Senior Research Scientist will be used to designate individuals that have acquired the academic credentials equivalent to those of an Associate Professor and Professor, respectively. Salary for such individuals will be derived ordinarily from external support. The enactment of all research appointments should increase the ability of the department to provide a broad base of research expertise. Individuals holding appointments as a Research Scientist or Senior Research Scientist shall be accorded the following privileges and responsibilities.

### Privileges:

1. The opportunity to serve as co-advisor and direct the thesis research of interested students within the Biochemistry Graduate Program.

2. Participation at Departmental faculty meetings and voting privileges on matters related to research policies and facilities.
3. Full access to all departmental resource facilities.

Responsibilities:

1. Maintain a productive research program that is conducive to the training of graduate students.
2. Sustain an active participation in departmental activities including attendance at seminars, faculty meetings and a willingness to accept assignments on research related committees.
3. Contribute a proportional share of the cost for the maintenance and repair of departmental research equipment.

All appointments as a Research Scientist or Senior Research Scientist must be discussed and approved by a 2/3 vote of the regular faculty. The appointment period for such individuals will be negotiated by the Department Chair but usually will correspond to the award period of the grant that provides their primary support. Their participation in the Department will be reviewed annually by the Department Chair. Renewal of appointments will be based on a review by the Executive Committee of the appointees contribution to the research of the Department followed by discussion and approval by 2/3 of the regular faculty.

- C. Joint Appointments: The Biochemistry and Molecular Biology faculty will consider requests for joint appointments from interested and qualified candidates. Applicants for a joint appointment must have the same qualifications as regular faculty of equivalent rank. The enactment of 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 will be accorded the following privileges and responsibilities.

Privileges:

1. The opportunity to direct the thesis research of an interested student within the Biochemistry Graduate Program. A joint appointee may serve as the primary thesis advisor of no more than one Biochemistry graduate student at a time unless approval is obtained by a majority vote of the faculty.
2. Participation and voting privileges at departmental faculty meetings on all matters except decisions of appointments, tenure, promotion and revisions of the departmental code.

Responsibilities:

1. Maintain a productive research program that is conducive to the training of graduate students.
2. Sustain an active participation in departmental activities including attendance at seminars and faculty meetings and a willingness to accept committee assignments.
3. Participate in the teaching program of the Biochemistry and Molecular Biology Department. Assignments are to be determined by mutual agreement with the department Chair and will be discussed at the time of application.

All joint appointments must be discussed at a regular faculty meeting and be approved by a 2/3 vote of the regular faculty. All joint appointments extended to tenured faculty will be made for a period of 3 years. Joint faculty members who have not achieved tenure will be appointed for 1 year. Participation in the department will be reviewed annually by the department Chair. Renewal of appointments will be based on a review by the Executive Committee of the appointee's contribution to the research and educational programs of the department, followed by discussion and approval by 2/3 of the regular faculty.

### III. Chair

- A. The Department shall be administered by a Chair who shall be selected in a manner set forth by the University Code and shall assume the responsibilities set forth in the University Code.
- B. The Chair shall be responsible for executing the policies established by the Department, for coordinating activities within the Department, and for representing the Department to the College of Natural Sciences and to the University.
- C. The Chair shall be a member of all standing committees.
- D. The Chair shall keep members of the Department informed on matters relating to their responsibilities and shall consult with them regularly regarding the performance of their duties.
- E. Early in the fall semester, a report of Departmental expenditures for the previous fiscal year will be reported to the faculty by the Chair. At the same time, the current budget will be presented to the faculty.

### IV. Associate Chairs

- A. The undergraduate programs of the Department shall be administered by an Associate Chair for Undergraduate Studies.

The primary responsibility of this position shall be the development and improvement of the undergraduate teaching, advising, research and internship programs. The Associate Chair for Undergraduate Studies shall chair the Undergraduate Affairs Committee, advise the laboratory instructor on the syllabus for undergraduate laboratory courses, advise and promote the activities of the Biochemistry/Biotechnology Club and prepare proposals and outcomes assessment reports related to the undergraduate curriculum.

- B. The Graduate Programs of the Department shall be administered by an Associate Chair for Graduate Studies.

The primary responsibility of this position shall be the development and improvement of the graduate teaching, advising, research and internship programs. The Associate Chair for Graduate Studies shall chair the Graduate Affairs Committee and prepare proposals and outcomes assessment reports related to the graduate curriculum.

- C. The Associate Chairs shall also serve as the Acting Chairs during brief absences of the Chair, with the chain of command following from the Associate Chair for Graduate Studies to the Associate Chair for Undergraduate Studies. In addition, the Associate Chairs shall be members of the Department Executive Committee.
- D. The Associate Chair for Undergraduate Studies will convene and Chair Executive Committee meetings when it is inappropriate for the Department Chair to do so.
- E. The Associate Chairs for Undergraduate Studies and for Graduate Studies shall be elected to a three-year term by the regular faculty of the department. A candidate must have the rank of Associate Professor or Professor and indicate a willingness to serve. The election shall be by majority vote of all regular faculty.

#### V. Departmental Assignments

- A. Executive Committee: The Executive Committee shall be composed of the Associate Chairs for the Graduate and Undergraduate Studies, the Chair of the Department and two additional at-large members who hold the rank of Professor or Associate Professor. The Department Chair shall chair the Executive Committee. The actions of the Executive Committee shall be reported to the Department faculty either over the signature of the Department Chair, or at least once each semester in faculty meeting, or more often at the committee's discretion.
1. The two at-large members will be elected to serve staggered 3-year terms. The election shall be by written ballot via the Hare system with at least 2/3 of the regular faculty casting a vote.

2. The Executive Committee shall advise the Chair regarding the broad policy plans of the Department and the most effective means to their implementation. To this end, the Executive Committee will serve as a Committee on committees establishing ad hoc committees as are needed, nominating the members of the committees, and delineating their responsibilities.
  3. The Executive Committee shall conduct an annual review of non-tenured faculty and initiate the review for promotion and tenure of regular faculty. The Executive Committee shall seek opinions and advice from the other faculty members of the Department before making their final recommendations.
  4. The Chair will propose teaching assignments for the faculty and present the plan to the Executive Committee for review and modification prior to its release to the faculty.
- B. Committee on Promotions and Tenure: The Executive Committee will conduct an annual review of all non-tenured regular faculty. A summary of the collective comments, including an assessment of progress and identification of areas which need improvement, shall be communicated in writing by the Department Chair to the non-tenured faculty.

The non-tenured faculty member may subsequently request a meeting with the department Chair or the Executive Committee within 30 days to obtain clarification and further advice or to rebut information conveyed in the written review. If deemed appropriate, the Executive Committee may revise the written review before it becomes part of the file of the non-tenured faculty. If the non-tenured faculty member still disagrees with the written review, he or she may submit a written rebuttal to be included in the file. A recommendation to consider a faculty member for promotion and/or tenure will be initiated by the Executive Committee which is then charged with the responsibility of soliciting external reviews of the candidate. Consideration of promotion of an Assistant Professor shall be conducted by a committee consisting of all Associate Professors and Professors in the Department. Consideration of promotion from Associate Professor to Professor shall be conducted by a committee consisting of all Professors in the Department. Consideration of conferral of tenure shall be conducted by all tenured faculty in the department. The Committee shall seek opinions and advice of other faculty, research staff and students of the Department before making their final recommendations. Such recommendations require a simple majority vote. The recommendations shall be submitted in writing to the Chair of the Department for consideration and transmitted through administrative channels as outlined in the CSU Academic Faculty and Administrative Professional Staff Manual.

- C. Graduate Advisor: A faculty member will be elected by majority vote of the faculty to serve a two-year term as Graduate Advisor. The Graduate Advisor shall serve as an ex officio member of the Graduate Affairs Committee and as the academic

advisor to plan B M.S. students and to first year students in the plan A M.S. and Ph.D. programs. He/she will have responsibility to recommend appropriate curriculum, to evaluate requests for advanced placement or transfer credit, and to assign laboratory rotations.

- D. Graduate Committees: The two committees charged with overseeing the graduate program in the Department include the Graduate Affairs Committee and the Graduate Recruitment Committee. These are two separate committees with different functions.

The Graduate Affairs Committee shall be composed of two faculty members selected by the Associate Chair for Graduate Studies, with the advice and consent of the Executive Committee and approval by majority vote of the faculty, the Graduate Advisor and a graduate student representative. The committee is chaired by the Associate Chair for Graduate Studies in the Department. Members of the GAC are eligible for reappointment.

The Graduate Affairs Committee shall meet at least twice per semester during the regular academic year and more often at its discretion. The Committee shall report its proceedings to the Department faculty at least once each semester during the regular academic year.

The duties of the Graduate Affairs Committee shall be:

- (1) To evaluate the performance of graduate students at regular intervals and to oversee the functioning of the Student Advisory Committees
- (2) To recommend policies and curriculum changes for graduate training to the Department Chair
- (3) To supervise the general program of graduate instruction which includes the composition and administration of the comprehensive and preliminary examinations

The Graduate Recruitment Committee shall be composed of three elected faculty members and a graduate student representative. Each elected faculty member shall serve for a term of six years, except that initially one member shall be elected for a six-year term, one for a four-year term, and one for a two-year term. Thereafter, one elected member shall be elected to the Graduate Recruitment Committee every two years. Nominations for elected membership on the Graduate Recruitment Committee will be presented by the Executive Committee, but nominations may also come from the floor. All nominees must indicate a willingness to serve on the GRC. Members of the GRC are subject to re-election. The election shall be by majority vote of the voting members of the Department. The GRC is chaired by the member who is serving the second year of his/her third or fourth year term. The graduate student representative will be selected

annually by the graduate students and will be asked to participate in discussions of recruitment policy and strategies. The committee shall oversee the preparation and distribution of material describing the graduate program, evaluate applicants for graduate study, organize and conduct recruiting activities and select candidates for offers of admission and financial support. The committee shall report its proceedings to the Department faculty at least once each semester during the regular academic year.

- E. Undergraduate Affairs Committee: This committee shall be composed of two faculty members selected by the Associate Chair for Undergraduate Studies, with the advice and consent of the Executive Committee and approval by majority vote of the faculty, the Key Undergraduate Advisor and an undergraduate representative selected by the Biochemistry and Biotechnology Club. The committee is chaired by the Associate Chair for Undergraduate Studies of the Department.

The Undergraduate Affairs Committee shall meet at least once per semester and more often at its discretion. The Committee shall report its proceedings to the Departmental faculty at appropriate times during the regular academic year. Other duties of the Committee shall be as follows:

- (1) To evaluate continually the existing undergraduate curriculum, to initiate proposals for changes in the curriculum, and to encourage and receive proposals for changes from both inside and outside the Department
  - (2) To stimulate the development of new approaches and methods for the teaching and learning of biochemistry and molecular biology
  - (3) To recommend policies and actions relating to matters of instruction and curriculum to the Department Chair
  - (4) To oversee the BS/MS program in the Department
- F. Awards Committee: This committee shall be composed of two faculty members, a departmental staff member, an undergraduate and a graduate student who are selected by the Chair with the advice of the Executive Committee. Each faculty and staff member shall serve a three-year term, except that initially one member shall be selected for a three-year term, one for a two-year term, and one for a one-year term. Thereafter, one member shall be selected to the committee annually. The students will be appointed to serve a one-year term. The committee will be chaired by the faculty member with the longest tenure on the committee. The committee will meet as needed with the Department Chair to review the teaching, research and service activities of the faculty, staff, post-docs and students and to select candidates and prepare nominations for various college, university and departmental teaching, advising, research and service awards.

G. Faculty Responsibilities and Effort Distribution: All faculty should contribute to the instructional, research and service missions of the department as defined in Section I. However, the teaching and research missions are of primary and equal importance and are closely interrelated. Since biochemistry and molecular biology are rapidly evolving experimental sciences, undergraduate and graduate instruction should include both the presentation of established principles and a discussion of recent advances and evolving methodologies that will be required to productively address future areas of research. To effectively accomplish this objective requires that all faculty maintain an awareness of the current literature and of evolving research techniques. However, not all faculty will develop the skills necessary to teach at all levels of instruction or maintain research programs of equivalent size. Some faculty may sustain outstanding research programs but never develop the ability to effectively instruct a large class of undergraduates. Alternatively, some faculty may be excellent teachers and commit considerable effort to tutoring and instructional innovations, but never develop a large research program. Therefore, optimal productivity in the department can best be achieved by recognizing the individual strengths of the faculty and by creating an effort distribution where each faculty member makes different but essentially equivalent contributions to the overall instructional and research programs of the department. The annual salary exercise and other reward systems shall be structured in such a way that they encourage and recognize individualized roles of the faculty in contributing to the overall responsibilities of the department. Because these expectations may vary from year to year depending on course enrollments, budgetary considerations and internal and external service and administrative commitments, expectations will be set forth annually for the following year in a separate document that available to all faculty during the annual review process.

In addition to receiving specific planning assignments, all members of the faculty will have opportunities to provide input into all major planning operations. The faculty will be informed when a major study is initiated, and who is making the study. Suggestions from the faculty will be solicited. Finally, recommendations generated by planning committees will be presented to the faculty for their information and approval.

All full-time regular faculty of this Department at the rank of Assistant Professor or above may participate in graduate education. Faculty with other types of appointments are permitted to participate in graduate education as consistent with the privileges of their appointment.

## VI. Recruitment of New Faculty

The faculty will set priorities for areas in which to recruit new faculty. The Department Chair will work with the Dean of the College of Natural Sciences and the University Administration to identify the necessary salary and start-up funds. After

obtaining approval to recruit, the Chair will then appoint a Search Committee, with the advice and consent of the Executive Committee, which is consistent with the University Affirmative Action Guidelines. The Search Committee will be charged with the responsibility to draft and distribute the ads and correspondence describing the position and procedures for application, to review and rank all applicants, and to determine, with input from the faculty, the candidates to be invited to interview. All regular tenure-stream faculty shall have the opportunity to meet individually with all invited candidates. The final recommendation to extend an offer shall require the endorsement of a majority of the regular tenure-stream faculty. Final authority to hire a new faculty member rests with the State Board of Agriculture. This authority has been delegated to the University President.

#### VII. Annual and Periodic Comprehensive Reviews of Faculty

The Department Chair will conduct an annual review of all regular faculty. To initiate the process, each faculty member will submit a summary of teaching, research and service accomplishments for the past year and a statement of goals for the coming year. This material will be used to update faculty curriculum vitae and to prepare the annual department report. The Chair, after reviewing this material, will meet individually with each faculty member to review the past years accomplishments, to discuss assignments for the coming year and to recommend goals for future development. A written summary of the meeting is prepared by the Department Chair, distributed to the individual faculty member and included in his or her academic file. If faculty disagree with the resulting assessment and recommendations, they are encouraged to submit a written rebuttal to be included in their file.

All regular faculty members are expected to contribute to the teaching, research and service missions of the Department. The actual distribution of effort will vary among the faculty to best utilize their overall skills. However, each faculty member's overall effort should be nearly equivalent. Regular faculty members must contribute to department teaching in a way that demonstrates a willingness, commitment and effectiveness consistent with the department norm. Faculty with active research programs are expected to sustain national and international recognition and provide an environment conducive to the training of undergraduate and graduate students. All faculty are also expected to contribute effectively to the committee and service responsibilities of the department.

A comprehensive review of all tenure track faculty will be conducted during the Spring term of the third year of their appointment by a committee which consists of all tenured faculty in the department. A comprehensive (Phase I) review of all tenured assistant and associate professors will be conducted no later than the fifth year after they have acquired tenure by a committee which consists of all tenured faculty of higher rank than the faculty member being reviewed. Additional comprehensive reviews for promotion will be conducted every third year thereafter unless the individual faculty member requests an earlier review. The Department Chair is not a member of any of these committees.

Faculty with an unsatisfactory Phase I review will undergo a Phase II review. For a Phase II comprehensive review, the committee of 3 peers will be constituted as follows: one member will be selected by the faculty member under review, one by the Department Executive Committee minus the Department Chair, and one by the Dean of the College of Natural Sciences. The first two members can be selected from the entire tenured faculty of equivalent or higher rank within the College, including members of the Department of Biochemistry. The member selected by the Dean will be chosen from all such faculty in the College who are outside the Department of Biochemistry and this individual will serve as the voting chair of the committee. To assure impartiality all members of the committee will be asked to excuse themselves if they feel they can not act impartially or if the Dean, after meeting with the committee, feels a selected committee member is biased. In addition, the faculty member being reviewed will have one peremptory challenge to remove an appointed committee member. Removed members of the committee will be replaced by the same mechanism and from the same pool of faculty as used to select the removed member.

The faculty member under review should submit an update of all materials used in the Phase I review and any other information they desire. In addition, the committee will have access to all student and peer evaluations of the faculty members teaching and examples of course syllabi, lecture outlines or notes and course examinations.

The faculty member will have 30 calendar days to prepare and submit a written response to the final written summary of the review and recommendations prepared by the Phase II Review Committee.

All of the comprehensive reviews will be conducted and reported in accordance with section E.14 of the University Faculty and Staff manual.

### VIII. Redress

If any faculty member considers a decision made by the Department to be unwise or unfair, he or she is encouraged to call this to the attention of the Chair of the Department who shall arrange that the decision be reviewed by an appropriate departmental committee, if the faculty member so requests. The composition of the review committee will be chosen by the disputing parties and the Chair of the Department in such a way that all sides of a question will receive a fair hearing. Every attempt should be made by all parties concerned, the review committee as well as the parties to the dispute, to resolve any differences by this procedure. In the event of failure in problem resolution at the department level, either party may institute Grievance Procedures, Review Processes, and Mediation as outlined in the CSU Academic Faculty and Administrative Professional Staff Manual (Section K).

### IX. Annual Evaluation of Graduate Student Performance

An annual evaluation of the performance of each graduate student will be conducted by the Student's Advisory Committee (SAC). This evaluation shall consist of four parts: a written progress report prepared by the student, a research seminar presented during the Fall semester of BC 793, a meeting with the SAC, and an evaluation of performance in course work and of progress in thesis research. The review will be conducted and disseminated as detailed in the departmental documents "Requirements and Guidelines for M.S. Students" and "Requirements and Guidelines for Ph.D. Students".

#### X. Student Grievance Procedures

The Committee to consider a student's appeal of a grading decision will be appointed as follows: one faculty member and peer student from the department will be selected by the Department Chair, one faculty member and peer student from the department will be selected by the student who is filing the appeal, and the outside faculty member who will serve as the voting chair will be appointed by the Dean of the College of Natural Sciences. The committee will conduct its deliberations and file its report in accordance with section I.7.1 of the University Faculty and Staff manual. .

All other student grievances should be initially directed to the committee, instructor, or staff member involved. If the problem remains unsatisfactorily resolved, a request for review should be made to the Department Chair. The Department Chair will first appoint a faculty member to investigate the grievance and attempt to resolve the conflict. If a mutually agreeable solution cannot be found, then a Departmental Grievance Committee consisting of an equal number of faculty and student members shall be appointed by the Chair. The Committee shall make recommendations to the Chair on the procedure to be followed by the Department for a response to the grievance.

#### XI. Evaluation of Departmental Operations

- A. Every sixth year as described by the CCHE or at the direction of the Dean of the College of Natural Sciences, the regular faculty of the Department shall select a committee to evaluate Departmental operations by procedures outlined in the University Code.
- B. This Evaluation Committee shall review the operation of the Department as outlined in the University Code and shall prepare a report of its findings and present it to the Chair and faculty members of the Department and to the University administration for review.

At appropriate times the Department shall consider inviting consultants from outside the University to assist in evaluating the work of the Department.

#### XII. Revisions of the Department Code

Revisions of the Department Code may be initiated at any time by any regular faculty member. In addition, the Executive Committee will conduct a comprehensive

review of the Department Code in the final year of the term of the Department Chair. Copies of the proposed revisions shall be submitted to each faculty member, and the Chair shall be responsible for placing the matter to a vote of the faculty within two months of the original date of submission