

# THE CODE OF THE DEPARTMENT OF BIOMEDICAL SCIENCES

COLLEGE OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES  
COLORADO STATE UNIVERSITY

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## I. DEPARTMENTAL MISSION

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

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

The Board of Governors has exclusive power over all academic faculty personnel decisions. See Section B1.4 of the Colorado State University *Academic Faculty and Administrative Professional Manual* (hereinafter referred to as **CSU Manual**) for information on the delegation of this authority at Colorado State University.

[<http://webcms.colostate.edu/facultycouncil/media/sites/43/2017/05/colorado-state-faculty-adminpro-manual-1.pdf>]

## III. DEPARTMENT ORGANIZATION/ADMINISTRATIVE STRUCTURE

### A. Department Head

1. The administrative officer is designated **Head** and, in conformance with the *CSU Manual* (*pertinent sections are cited below in parentheses*), is head of the department.
2. Duties of the Head shall be those specified in Section C.2.6.2.
3. The Head shall be selected as specified in Sections C.2.4.2.2.b and E.4.3).
4. Term of office of the Head shall be 5 years in compliance with (Section C.2.4.2.2.c. In the event of extreme urgency, the Head may be removed. Procedures for termination of office are outlined in Sections C.2.4.2.2.c and d).
5. The administrative office of the Head and primary departmental administrative office shall be located on the main campus.
6. The Head is an *ex officio*, non-voting member of all Departmental committees, unless otherwise stated.
7. The Head may appoint Associate Heads of educational programs and Directors from eligible faculty in the Department (as defined in Section C.2.4.2.1.b).
8. To conduct departmental affairs during periods of leave, the Head shall appoint an Acting Head from among the eligible faculty (Eligible faculty are defined in Section C.2.4.2.a-c).
9. During the first quarter of each fiscal year, the Head shall present a summary of the department operating budget. This shall include a report of annual research revenues and expenses, including direct and indirect costs, resident instruction income, and service income and expenses. Projected expenditures and revenue for the current fiscal year will also be summarized. The Head shall be responsible for the equitable distribution of the budget to foster the missions of the Department. Departmental faculty shall be able to obtain analyses of individual faculty contributions in research, teaching and service from the Faculty Directors or the Head upon request.

## **B. Associate Head for Undergraduate Education**

1. In consultation with the BMS Executive Committee, the Head shall appoint an **Associate Head** for Undergraduate Education.
2. The administrative office of the Associate Head shall be located in the primary departmental office located on the main campus.
3. The Associate Head will serve as Chair of the Undergraduate Education Committee.
4. The duties of the Associate Head for Undergraduate Education include administrative, fiscal, academic and programmatic oversight of the undergraduate major in Biomedical Sciences. Additional duties and authorities relevant to the departmental undergraduate major may be delegated by the Head to the Associate Head for Undergraduate Education.
5. The Associate Head will represent the Department at the College, University, State and National levels on matters and issues relevant to BMS undergraduate major.
6. The Associate Head will supervise the activities of departmental undergraduate advisor(s).

## **C. Departmental Facilities: Main Campus and Foothills Campus: Administrative Structure of Main Campus and Foothills Campus Operations**

1. The Department of Biomedical Sciences consists of faculty, staff and students primarily located in facilities on the CSU Main campus or the CSU Foothills campus. Main Campus Operations include all BMS personnel located in Facilities on the CSU main campus that include but are not limited to the Anatomy/Zoology building and the Physiology building. Foothills Campus Operations include all BMS personnel located in facilities on the CSU Foothills Campus that include but are not limited to the Animal Reproduction and Biotechnology Laboratory and the Equine Reproduction Laboratory. The administrative structure of the Department recognizes that physical separation necessitates equitable allocation of resources and assessment of the unique needs of each operation relative to facilities, faculty, staff and students.
2. The BMS Main and Foothills Campus Operations shall have a **Director**, appointed by the Head, in consultation with the faculty. The responsibilities of the **Directors** shall include administrative, fiscal, academic and programmatic oversight of the Operations. The Directors shall serve as advisors to the Head on all matters related to the Department. Faculty in each operation shall develop operating procedures and mechanisms to carry out responsibilities delegated to them by the Head and Directors.

## **D. Departmental Faculty: Designations, Eligibility of Voting, Committee Service, and Graduate Student Advising**

### 1. Definitions of Faculty:

There are six (6) basic types of appointments available for members of the faculty (E.2.1). They are tenured faculty, tenure-track faculty, contract faculty, continuing faculty, adjunct faculty, and faculty on transitional appointments. Only faculty members holding tenure-track appointments at the time of consideration are eligible to acquire tenure.

Full-time is defined as the academic year or a minimum of nine (9) months. Part-time is defined as any fraction of time less than one hundred (100) percent, but not less than fifty (50) percent of full-time.

Unless otherwise specified, the term “faculty” within this document refers to both tenure-track (**TT**; tenured, tenure-track, and transitional) and non-tenure-track (**NTT**; contract, continuing, and adjunct (*hitherto designated by the University as special or temporary*)) faculty at the rank of assistant professor or above with (i) a specified distribution of effort in any or all of three (3) areas of teaching, research, and outreach/engagement; and (ii) with more than one (1) year of service within the department.

2. Eligibility of Voting and Committee Service:

- a. All TT faculty members and contract and continuing NTT faculty members with  $\geq 50\%$  teaching appointment shall be eligible to vote and serve on committees if they conform with the following stipulations as stated in *CSU Manual* Section C.2.4.2:
  - i. Currently a faculty member with a TT full-time, TT part-time, transitional appointment, or any other faculty appointment type that the department Code specifies to be eligible.
  - ii. In residence at the University or on sabbatical leave.
  - iii. Administratively responsible to the Head of the department in question.
- b. For all votes excluding revisions to Code and decisions on hiring (including conversions of NTT faculty positions into TT positions without search) and tenure and promotion of TT faculty, eligible voting members at departmental meetings shall include all TT faculty members and NTT faculty members with  $\geq 50\%$  teaching appointment who hold the rank of assistant professor or above and have held an appointment in the department for at least one (1) year.
  - i. For revisions to Code and decisions on hiring (including conversions of NTT faculty positions into TT positions without search) all TT faculty are eligible to vote.
  - ii. For promotion or promotion and tenure decisions all tenured faculty members who are above the rank of the person being evaluated are eligible to vote.
  - iii. NTT faculty members are not eligible to vote on revisions to Code, decisions on hiring (including conversions of NTT faculty positions into TT positions without search), and decisions on tenure or promotion of TT faculty but are eligible to vote on promotion of NTT faculty if the faculty member being considered for promotion is at a rank lower than their own (See Appendices II and III).

3. Guidelines for Graduate Student Advising:

- a. Any TT faculty member at the rank of Assistant Professor or above may serve as a member of any graduate committee.
- b. A TT Assistant Professor who has not previously served on a graduate student committee for a successful PhD candidate may serve as the Major Advisor for Ph.D. students only with the assistance of a Co-Advisor who is either an Associate Professor or Professor in the Department and who has served previously as a Major Advisor.
- c. NTT faculty may serve as members of graduate committees, but there shall be no more than two NTT faculty members per graduate committee.
- d. As required by the *Graduate and Professional Bulletin*, the makeup of the graduate committee must be approved by the Head.

## E. Departmental Staff

1. Departmental staff housed in Main Campus and Foothills Campus Operations shall be considered departmental employees with respect to salary, shared/back-up responsibilities and expectations.
2. The Department Business Officer and Operations Directors shall work together to coordinate staff responsibilities and shall make recommendations to the Head concerning personnel action and human resource matters.

## F. Departmental Meetings

1. Departmental meetings shall be held at least once per semester during the academic year. For regularly scheduled meetings, an agenda shall be distributed at least five (5) working days in advance of the meeting. Departmental meetings also may be called at the discretion of the Head or the Advisory Committee.
2. The Head, or his/her designee, chairs departmental meetings, except for meetings to consider removal of the Head.  
  
Faculty with voting rights in another department may not vote in the Department of Biomedical Sciences.
3. For all substantive decisions of the faculty, or upon request by any faculty member, voting shall be by secret ballot.
4. For business previously announced in writing five (5) days in advance, a quorum consists of a simple majority of all eligible voters. For business not previously announced, a quorum consists of two-thirds (2/3) of all eligible voters.
5. Slides and other meeting materials shall be made accessible (posted on *Scope*, the electronic media platform of the Department) to all faculty and staff and the Office of the Dean following each meeting.

## IV. DEPARTMENTAL COMMITTEES

### A. Executive Committee

1. *Composition of the Executive Committee:* The Executive Committee shall be comprised of the Head, the Associate Head, the Directors (Main and Foothills Campus Operations), Assistant Heads (Chairs of the Committees of Graduate Education, Doctor of Veterinary Medicine Education and Clinical Services, Curriculum, Research and Facilities, and Outreach and Engagement), and two (2) faculty members, at or above the rank of Associate Professor, elected "at large" to serve for a three (3)-year-term. As defined in Section III.D, both TT and NTT faculty members shall be eligible to serve on *the Executive Committee* or vote for *Executive Committee* members *if* they have completed one (1) year of service in the department. The Department Business Officer shall serve as a non-voting member.
2. *Duties of the Executive Committee:* The duties of the Executive Committee shall be to provide guidance to the Head and leadership on the establishment and implementation of departmental policy, fiscal management, general departmental affairs and long-term strategic goals. These plans and goals shall be presented at least once annually at a scheduled faculty meeting.
3. All meetings of the Executive Committee are *ad hoc* and may be called by the Head or any

Executive Committee member.

## **B. Standing Committees**

The Department of Biomedical Sciences shall have the following standing committees: *Undergraduate Education Committee, Graduate Education Committee, Doctor of Veterinary Medicine Education and Clinical Services Committee, Curriculum Committee, Outreach and Engagement Committee, Frontiers in Biomedical Sciences Seminar Committee, and Faculty Activities Review Committee.*

The Head, in consultation with the Associate Head and the Directors of the two operations, shall appoint the Standing Committee Chairs and the members of each committee from among the faculty of the Department. The Chairs of the Committees for Graduate Education, Doctor of Veterinary Medicine Education and Clinical Services, Curriculum, Research and Facilities, and Outreach and Engagement shall be designated as Assistant Heads and shall serve in that capacity as members of Executive Committee.

Committee structure shall be in place by the beginning of the academic year (Fall semester). All committees shall follow the procedures found in the Code and Appendices but may establish additional operating procedures. All committees will provide the Head a written review of all activities, decisions, recommendations and business at least one (1) week prior to the spring departmental faculty/staff meeting. The Head will get these *Committee Reports* posted on *Scope*, the electronic media platform of the Department, and refer to them in the presentation at the Spring Departmental Faculty/Staff Meeting.

### **1. The Undergraduate Education Committee:**

- a. comprises of the Associate Head who serves as Chair of the Undergraduate Education Committee, four (4) faculty members who have major responsibilities in the undergraduate education program, undergraduate advisors, and the *Director of the Undergraduate Neuroscience Major Program* who will serve as an *ex officio* member;
- b. works with the curriculum committee to make recommendations for revisions to the Biomedical Sciences major and minor curricula;
- c. makes recommendations to the Honors Program relative to policies which affect BMS undergraduates in the Honors Program;
- d. oversees the use of the *Departmental Honors Program Fund*;
- e. selects students to receive scholarships; and
- f. selects the outstanding BMS undergraduate from a pool of applicants graduating each semester to be recognized at graduation ceremonies.

### **2. The Graduate Education Committee (GEC):**

- a. comprises of faculty members representing the primary research disciplines in the department, faculty members involved in the coursework master's programs, and the graduate education coordinators who will serve as *ex officio* members;
- b. shall be divided into two sub-committees: a sub-committee overseeing research-based graduate programs (*GEC - Research Programs*) and a sub-committee overseeing coursework-based graduate programs (*GEC - Coursework Programs*). Each sub-committee shall elect a Chair;

- c. is responsible for oversight of the Departmental graduate programs, including review and evaluation of applications for their specific discipline (procedural details are found in the Graduate Student Document). The *GEC - Coursework Programs* may appoint separate steering committee(s), composed of members including but not limited to the GEC, which will be responsible for reviewing and evaluating applications to the coursework-based master's programs (*MS-B Coursework Steering Committee* and *MS-B ART Coursework Steering Committee*). The *GEC - Coursework Programs* may also appoint separate exam committees (*MS-B Coursework Comprehensive Exam Committee* and *MS-B ART Coursework Exam Committee*), composed of members including but not limited to the GEC, which will be responsible for establishing guidelines and administering the final and comprehensive exams for the coursework-based master's program(s). The *GEC - Research Programs* may appoint separate sub-committees to oversee the different research disciplines within the department;
  - d. prepares updates for the *Graduate Student Document*;
  - e. oversees annual reviews of progress of all graduate students and ensures compliance of graduation requirements; and
  - f. provides a venue for faculty to raise issues of general concern regarding graduate education and training.
3. The **Doctor of Veterinary Medicine (DVM) Education and Clinical Services Committee:**
- a. comprises of faculty representatives from DVM curricular areas;
  - b. reviews departmental participation and teaching needs in the DVM curriculum;
  - c. interfaces with the College Veterinary Curriculum Committee; and
  - d. analyzes and facilitates requests for DVM teaching-related resource needs.
4. The **Curriculum Committee:**
- a. comprises of six (6) faculty members from undergraduate and graduate curricular areas representing each of the designated disciplines, viz., cardiovascular, anatomical and neurobiological, and reproductive sciences, and the Chairs of the Undergraduate and Graduate Education Committees who serve as *ex officio* members;
  - b. reviews the departmental undergraduate and graduate courses, and recommends retention of, deletion of, and/or changes in existing courses, and the addition of new courses;
  - c. works with the Head to ensure appropriate evaluation of courses and peer evaluation of instructors; and
  - d. reviews staffing required to teach departmental core/service courses and makes recommendations to the Head concerning current and projected teaching as a mechanism for charting teaching assignments and new faculty hires.
5. The **Research and Facilities Committee:**
- a. comprises of two (2) representatives each from Main Campus and Foothills Campus Operations and one (1) member representing teaching missions of the Department;
  - b. reviews space and renovation needs for the Department and makes specific recommendations to the Head and Advisory Committee;
  - c. compiles and updates a master list of key departmental capital equipment and

technologies;

- d. reviews infrastructure and equipment needs for the Department and makes specific recommendations to the Head and Executive Committee.

6. The **Outreach and Engagement Committee:**

- a. comprises of three (3) faculty members, who must have a history of substantive involvement, interest and coordinating outreach and engagement activities;
- b. reviews specific activities in both outreach and engagement and facilitates the preparation of an annual report that summarizes these activities and specific outcomes;
- c. will seek to identify new opportunities for outreach and engagement and make specific recommendations or requests to the Head and Executive Committee for support of these activities and opportunities.

7. The **Frontiers in Biomedical Sciences Seminar Committee:**

- a. comprises of four (4) faculty representatives and two (2) graduate students representing the Main Campus and Foothills Campus Operations;
- b. will seek additional representation from the Cell and Molecular Biology Program, the Molecular, Cellular, and Integrative Neuroscience Program and the Animal Reproduction and Biotechnology Laboratory as appropriate;
- c. the committee shall select up to one (1) speaker for fall term and one (1) speaker for spring term;
- d. speakers of international prominence will be sought to highlight recent advances in Biomedical Sciences.

8. The **Faculty Activities Review Committee:**

- a. Comprises of the Directors of Main and Foothills Campus Operations as *ex officio* members and six (6) members—two (2) TT faculty members at the rank of Professor appointed from each of the two Operations, who shall serve as Co-Chairs; two(2) TT or NTT faculty members at or above the rank of Associate Professor—one involved in both research and teaching and one predominantly engaged in teaching; and two (2) faculty members at or above the rank of Assistant Professor—one TT and one NTT faculty member. At least one TT committee member should be engaged in DVM curriculum.
- b. Annually assesses the activities—teaching and advising, research and scholarly activity, clinical service, and outreach and engagement—of each faculty member based on the information provided in *Faculty/Staff Activity System (FSAS)* or a format adopted by the College Executive Council and furnish a summary report to the Department Head by a mutually agreed date so as to facilitate annual evaluations in a timely manner.
- c. The Co-Chairs shall be responsible for organizing as well as sharing the review process by the committee and shall ensure that the Committee member(s) undertaking the review are at a rank equal to or higher than that of the faculty member being reviewed. The NTT members of the Committee are not eligible to review the activities of TT faculty members.
- d. The terms of the service of the Committee shall be for two (2) years. *The Co-Chairs of this Committee shall not be the same individuals elected concurrently as either Chair or Co-Chair of the Promotion and Tenure Committee.*

### C. Promotion and Tenure (P&T) Committee

1. The P&T Committee shall comprise of all tenured faculty members (at or above the rank of associate professor) and all contract and continuing NTT faculty members above the rank of assistant professor (at or above the rank of associate professor) with  $\geq 50\%$  teaching appointment.
  - a. For promotion or promotion and tenure decisions all tenured faculty members who are above the rank of the person being evaluated are eligible to vote.
  - b. NTT faculty members shall not participate in P&T Committee deliberations on TT faculty members and are not eligible to vote on decisions on tenure or promotion of TT faculty.
  - c. NTT faculty members, however, are eligible to participate on P&T Committee deliberations and vote on promotion of NTT faculty if the faculty member being considered for promotion is at a rank lower than their own (See Appendices II and III).
2. The Chair and Co-Chair shall be elected from the list of tenured faculty with the rank of Professor, and be elected by all tenured faculty in each of the two Operations (Foothills Campus Facility and Main Campus Facility). The terms of the Chair and Co-Chair shall be for two (2) years; at the end of the second year of service, the Co-Chair shall assume the Chair at which time another vote will be taken to elect a new Co-Chair from the same Operation as that of the Chair stepping down.
3. The duties and procedures of the P&T Committee are described in *Appendices II and III*:
  - a. *Appendix II* describes procedures for promotion of tenured and NTT faculty;
  - b. *Appendix III* contains:
    - i) criteria for evaluating candidates for combined promotion and tenure; and
    - ii) duties and procedures to be used by the P&T Committee for evaluating candidates for combined promotion and tenure decisions.

### D. Student Appeals Committee

A *Student Appeals Committee*, consisting of two (2) faculty members from within the department, two (2) students from within the department and one (1) outside faculty member who shall serve as the voting chair, shall be appointed by the Head on an *ad hoc* basis, as needed. In the case of an appeal against the Department Head as instructor, the Associate Department Head shall appoint the members of the Committee after seeking advice from the *Departmental Advisory Committee*.

1. Students may appeal grading decisions by an instructor by using procedures outlined in Section I.7 of the *CSU Manual* and as described in "*Grade Appeals*" of the current *CSU Catalog* [<http://catalog.colostate.edu/general-catalog/academic-standards/grading/>].
2. Students may appeal allegations of violations of the Academic Integrity Policy as found in the Student's Responsibilities page of the *CSU Catalog* [<http://catalog.colostate.edu/general-catalog/policies/students-responsibilities/>] and the Student Conduct Code by using procedures outlined in Section I.7 of the *CSU Manual*.
3. Graduate students may appeal dismissal from the departmental graduate program by following the grievance procedure approved by the Graduate School (*Graduate and Professional Bulletin*) and Faculty Council.

## V. PROCEDURES FOR ANNUAL EVALUATIONS OF TT FACULTY MEMBERS

Consistent with Section E.14 of the *CSU Manual* (Performance Reviews), all faculty members shall be evaluated annually by the Head, as described in *Appendix I*.

## VI. PROCEDURES FOR SELECTION, EVALUATION, AND REAPPOINTMENT OF NTT FACULTY MEMBERS: CONTRACT, CONTINUING, AND ADJUNCT FACULTY

- A. Contract, continuing, and adjunct faculty appointments are as described in the *CSU Manual* (Sections E.2.1.3, E.2.1.4 and E.2.1.5, respectively).
- B. Any eligible faculty member may recommend a candidate for consideration as a NTT appointee.
- C. The Head, in consultation with the Executive Committee, shall evaluate the qualifications of the candidate and determine if the candidate should be offered a contract or adjunct appointment.
- D. A contract appointment is for a period of up to 36 months, with reappointments considered by the Head at the time interval consistent with the initial appointment (1, 2 or 3 years) unless the faculty member has been a member of the faculty for 5 years or longer (See *Appendix I*, Section III).
- E. At appointment, the Head shall define, in writing, the conditions and expectations for each new contract, continuing or adjunct appointee. The Head shall provide him/her with copies of the Departmental Code, the Department Mentoring Guidelines, the College General Guidelines for Tenure and Promotion, and the Departmental Guidelines for Evaluation of Performance (*Appendix I*, this code; Sections E. 9, 10, 11, 12, and 13, *CSU Manual*).
- F. NTT Faculty shall be considered for promotion using the same procedures and policies as for TT faculty.
- G. For NTT faculty, the Head shall appoint a *Mentoring Committee* designed to meet the needs of the faculty member. The Mentoring Committee will review the annual performance of the faculty member according to procedures described in *Appendix I*.

## VII. PROCEDURES FOR SELECTION OF TT FACULTY MEMBERS FOR OPEN POSITIONS

- A. The Head shall announce open positions to the faculty. After consulting with the Executive Committee, the Head shall then appoint a Search Committee comprised of at least three (3) eligible faculty members from within the department and one (1) from outside the department. The Chair of the Search Committee is appointed by the Head. The Head and Search Committee prepare a job description, which after approval by the *Office of Equal Opportunity*, is advertised nationally in appropriate publications.  
(<https://oeo.colostate.edu/media/sites/144/2017/04/CSUSearchManual.pdf>).
- B. The Search Committee shall prepare a list of criteria for evaluating candidates prior to initiating the evaluation process. For teaching-heavy ( $\geq 50\%$  teaching effort) appointments, scholarly activity should be evident either in the primary area of instruction or in their area of scientific research; evidence of such scholarship should include collected data, measures and outcomes analyses as well as dissemination of those improved methods and modalities through publications, invited seminars at professional settings. After the application deadline, the Committee evaluates the candidates and prepares a short list of the most qualified candidates (5 to 10). This list is submitted to the Head for additional comment. The committee may utilize additional means to narrow the list, as requested by the Head.

- C. The Search Committee and Head select the list of candidates who, after approval by the *Office of Equal Opportunity*, are invited to the University for personal interviews. Each candidate shall present at least one public seminar and meet individually with departmental faculty and appropriate outside faculty and administrators.
- D. The Search Committee shall seek comments and advice from all faculty members in the department during the search process. Comments shall be obtained using an evaluation form approved by the *Office of Equal Opportunity*. Upon receipt of the candidate evaluation forms, the Search Committee will formulate a summary of the strengths and weaknesses of those interviewed and present it to the Head, who will relay it to the faculty. Following receipt of this document, a meeting of Departmental voting faculty (see Section III.F.3, above) shall be convened to discuss the candidates. The faculty will make recommendations to the Head as to the acceptability/suitability of the candidates.
- E. Upon consideration of the faculty recommendations, the Head shall select the new faculty member, obtain approvals mandated by University policy, and, in conjunction with the Dean of the College, engage in negotiations for appointment.
- F. At appointment, the Head and Dean shall define, in writing, the conditions and expectations for each new faculty member and shall provide him/her with copies of the Departmental Code (including Appendices), the College General Guidelines for Tenure and Promotion, and the Guidelines for Evaluation of Performance (*Appendix I*, this code; Sections E.5 and E.10, *CSU Manual*).
- G. The Head shall also develop a mentoring plan appropriate to the candidate and consistent with the *Departmental Mentoring Guidelines*. The mentoring committee will be comprised of at least one (1) senior faculty member from the department and one (1) other faculty member from within or outside the department whose interests and expertise are judged to be helpful to the mentored faculty member by identifying the areas that need corrective measures periodically to ensure successful career progression.

## VIII. PROCEDURES FOR DEPARTMENTAL SELF-EVALUATION

- A. Consistent with section C.2.4.2.2.d. of the *CSU Manual*, a departmental self-evaluation shall be conducted at least every seven (7) years.
- B. The Self-Evaluation Committee shall consist of four or five (4 or 5) eligible faculty members, excluding the Head. Based on input from the Advisory Committee, the Head shall appoint the Committee and a chairperson for the Committee.
- C. The Committee report shall be presented to, and discussed by the eligible faculty before preparation of the final report and its submission to the Dean. The Committee report shall be presented to the eligible faculty in January of the academic year when the evaluation was made and subsequently transmitted to the Dean of the College. Thus, the Committee report, and any subsequent external review thereof, will be available to the Dean for use in the selection of a Department Head (C.2.4.2.2.b, *CSU Manual*).
- D. The self-evaluation report shall review the *Departmental Code*; summarize teaching and advising, research and scholarly activity, and service and outreach of the Department; evaluate Departmental administration; present approaches for correcting deficiencies; chart a course for the next several years; review the distribution of faculty positions among the several sub-disciplines; and review the allocation and expenditure of Departmental funds during the period of review.

**IX. PROCEDURES FOR REVIEW AND AMENDMENTS OF THE DEPARTMENTAL CODE**

- A. In accordance with Section C.2.4.2.1.k and C.2.4.2.2.e of the *CSU Manual*, the *Departmental Code* shall be reviewed in the year prior to the end of each term of the Head and at other times as requested by voting faculty.
- B. Amendments to the *Departmental Code* may originate from any eligible Departmental faculty member (as defined in Section III. D. of this Code in concert with *CSU Manual* Section C.2.4.2). The Amendment shall be submitted in writing to the eligible faculty at least 10 working days in advance of its formal consideration. All amendments shall require a two-thirds (2/3) majority vote of the eligible faculty members.
- C. Whether or not amendments are made to the Code, copies of the new Code shall be provided to the Dean and the Provost, and upon acceptance (as specified in Section 2.4.3 of the *CSU Manual*), the Department shall begin to operate in accordance with its new Code.

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APPENDIX I  
TO THE CODE OF THE DEPARTMENT OF BIOMEDICAL SCIENCES

**PROCEDURES FOR ANNUAL EVALUATION OF FACULTY BY  
THE DEPARTMENT HEAD**

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Revised: 11 July 2018

**I. ANNUAL EVALUATIONS OF TT FACULTY**

**A. Consistent with Section E.12 of the *CSU Manual*, Performance Expectation for Tenure, Promotion and Merit Salary Increases of all faculty members shall be evaluated annually by the Head. For Evaluation of Performance of Faculty (Section C.2.5 of the *CSU Manual*), the Department Head shall:**

1. Call upon each faculty member to submit a written report of professional activities for the prior calendar year, using the standard *Faculty/Staff Activity System* (FSAS) form or a format adopted by the College Executive Council.
2. Make the FSAS reports available to the *Faculty Activities Review Committee* (See *Departmental Code* Section IV.B.8) to enable review of activities of individual faculty members and provide summary reports to the Head so as to facilitate annual evaluations.
3. Review the annual activity reports and evaluate the performance of each faculty member in the categories of teaching and advising, research and creative scholarly activities, service, outreach and engagement, and the role of the faculty member in fulfilling departmental missions.

**B. Information Database**

1. Each faculty member shall provide data required by the College Data Base.
2. Each faculty member shall provide copies of appropriate portions of all grant applications and notices of award of funds to the Head. Other information to be provided shall include an updated CV to be maintained in Departmental files. The faculty member shall verify all data in the FSAS.

**C. The Evaluation Process for TT Faculty**

1. Annually, the Head shall review each faculty member's duties and assignments and provide a written synopsis of the assignment for the coming year (see Section E.12 of the *CSU Manual*).

**D. Criteria to be Considered in the Annual Evaluation**

1. Teaching and Advising in didactic courses and mentoring of undergraduate, graduate, veterinary medical and postdoctoral students are important activities. Evaluation of teaching is expected and it is the responsibility of the instructor/course director to gather the information through peer evaluations and student course surveys. It shall be noted that the use of student course feedback as a stand-alone tool is not a credible means of evaluating the quality of teaching and if used as part of the evaluation of teaching, the student course surveys must be used only in conjunction with other sources of evidence (see Section I.8 of

the *CSU Manual*) such as course syllabi, signed peer evaluations, examples of course improvements, summaries of how the instructor used information from student feedback to improve course design or instructional delivery, as well as any evidence of the outcomes of such improvements (see Section E.12.1 of the *CSU Manual*).

2. Research and creative scholarly activity shall be documented in the FSAS and Annual Report for the Department. Success in solicitation of intramural and extramural support for students and other research, publications in refereed journals, recognition by others through invitations to present seminars or substantial talks outside the University, and the self-analysis prepared by the faculty member will be considered. Due consideration will be given to the stature of journals in which papers are published, and the individual faculty member's role in each publication. The relative importance of research in the overall evaluation will depend on the approximate percentage effort allocated to research and creative scholarly activity.

For  $\geq 50\%$  teaching appointments, evidence of scholarship may come from research activities or from the teaching arena. Success in solicitation of support for students and other research, publications in refereed journals, recognition by others through invitations to present research seminars or talks outside the university will be considered, consistent with departmental standards for scholarly activity in research. Evidence of scholarship in teaching should come from collected data on measures and outcomes analyses of developed methods and modalities as well as broader dissemination of those instruments through publications, invited seminars, and professional outlets, which will increase the visibility and reputation of the Department and University. Garnering outside support for improved instructional methods could also provide evidence of leadership in the field.

3. Service, outreach and Engagement activities will be evaluated by willingness to accept various assignments, as well as level of contribution to committees or other service activities and to faculty mentoring activities. University, public, and professional service activities are important. The individual faculty member is responsible for documenting service, and special achievements should be noted in his/her FSAS.
4. Contributions to diversity goals, maintenance of a workplace free of drugs or sexual harassment, and other features may also be considered in the annual evaluation.
5. The annual evaluation of faculty performance will cover a calendar year.

#### **E. Conference to Review the Head's Annual Evaluation of the Faculty Member**

1. Each year, the Head shall conduct a conference to review the Head's annual evaluation of the faculty member. The Head shall provide a written summary evaluation for each faculty member at least one (1) week before the conference.
2. During the Conference, the Head shall review concerns or goals spelled out during the previous year's annual evaluation; and address any concerns regarding the data in the faculty member's yearly summary. The head will attempt to define quality in each area of review; evaluate progress of each graduate or postdoctoral student mentored by the faculty member; evaluate progress and deficiencies in teaching, research or service activities; review plans for future teaching, research and service activities; include a specific discussion of teaching assignments for the coming 1-2 years; consider limitations or frustrations affecting faculty performance; consider positive features of recent performance and interactions with others; and consider any other elements deemed appropriate by the faculty member or Head.
3. Within two (2) weeks following the conference, the Faculty member may provide a written rebuttal to any section of the Summary Annual Evaluation. Likewise, the Head may amend

the written summary. The written Summary and Rebuttal (if any) shall be signed by the Head and the Faculty member, solely to document that the annual evaluation conference had been conducted. The Head's Summary Evaluation and rebuttals (if any) shall be placed in the faculty member's personnel file, and copies of both shall be forwarded to the Dean of the College in time to meet his/her deadline.

**F. A grievance between a faculty member and the Head in regard to evaluation of performance shall be handled as outlined in Section K of the *CSU Manual*.**

## **II. PROCEDURE FOR REVIEW AND RECOMMENDATIONS FOR REAPPOINTMENT OF NON-TENURED TT FACULTY MEMBERS**

Prior to annual evaluation of non-tenured TT faculty members for contract renewal (Sections C.2.5 (*Evaluation of Performance of Faculty*) and E.6 (*General Policies Relating to Appointment and Employment of Faculty*), *CSU Manual*), the Head shall solicit information from the Mentoring Committee and the P&T Committee regarding the performance of each non-tenured TT faculty member.

The P&T Committee, or a sub-committee thereof, shall annually provide an independent assessment of progress toward tenure, and a written report summarizing progress toward tenure and of any perceived deficiencies, to each TT faculty member (Section E.10.3.a, *CSU Manual*). Per the directive of the Provost's office (June 2015), this written report should clearly indicate the advisory vote of the Committee on the reappointment.

The performance evaluation shall be based on the duties described in the original appointment letter, as revised in subsequent performance evaluations. The Head and the faculty member on probationary status shall discuss at least once annually prior to making a decision on tenure, the progress being made toward tenure, reappointment and any adjustments which may be necessary.

Following the review by the P&T Committee, the Head shall prepare a written report summarizing progress toward tenure. This report shall be part of the faculty member's personnel file and shall be given to the faculty member and the dean.

## **III. PROCEDURE FOR REVIEW AND RECOMMENDATIONS FOR REAPPOINTMENT OF NTT FACULTY**

The NTT faculty member shall provide information as described in Section IB of *Appendix I*. The Head shall also solicit information from the *Mentoring Committee*. The performance evaluation shall be based on the duties described in the original appointment letter, as revised in subsequent performance evaluations. Based on this information, the Head shall prepare an annual evaluation as described for TT faculty and make the final decision. In the case of full-time NTT faculty members who have retained continuous appointment for five (5) or more years, a formal reappointment letter may not be required unless there is an anticipated change in appointment status. For all others, the Head will formally notify the NTT appointee of the decision on reappointment.

APPENDIX II  
TO THE CODE OF THE DEPARTMENT OF BIOMEDICAL SCIENCES

**PROCEDURES FOR PROMOTION PROCESS**

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Revised: 11 July 2018

**I. PROCEDURE FOR REVIEW AND RECOMMENDATIONS OF FACULTY MEMBERS FOR PROMOTION IN RANK** (excluding combined promotion/tenure decisions; see *Appendix III*)

- A. The general guidelines for acquiring tenure and the guidelines for promotion in rank are set forth in the *CSU Manual*, Sections E.11, 12, and 13.
- B. For decisions regarding promotion of TT faculty members, the P&T Committee shall be composed of all tenured faculty members who are above the current rank of the person being evaluated. The NTT faculty members of the P&T Committee are not eligible to vote on decisions on tenure or promotion of TT faculty.

For decisions regarding promotion of NTT faculty members, the P&T Committee shall be composed of all tenured as well as NTT faculty members who are above the current rank of the person being evaluated.

A quorum for the P&T Committee is defined as 2/3 of eligible voters, and a 2/3 majority of voting members (excluding abstentions) is required for recommendation for promotion.

**C. The P&T Committee shall evaluate faculty members in one of two categories:**

- 1. A *general review of progress* for probationary TT faculty members at the end of every calendar year. The general reviews should assess the individual faculty member's accomplishments in the areas of teaching, research/scholarly activity, and service and outreach, primarily based on the faculty member's updated curriculum vitae and Mentoring Committee annual evaluation report, and should note any perceived deficiencies and propose goals to be attained to achieve reappointment and for progress toward tenure and promotion. The procedures and mandates from Provost's office are described in more detail in Section II, *Appendix I*.
- 2. A ***comprehensive evaluation in the third year*** of a TT faculty member's appointment or for a NTT faculty member who requests to be evaluated, or for whom a comprehensive evaluation is requested by the Head.

**D. Comprehensive evaluation for consideration for promotion**

- 1. The Head or an individual faculty member may initiate a request for a comprehensive evaluation for consideration for promotion.
- 2. At the beginning of the Fall semester prior to the actual promotion exercise that is to be completed the following year, the Head shall review, with the Chair of the P&T Committee, the status of all faculty who are eligible for promotion. The Head shall inform the P&T Committee of those requiring and/or requesting a comprehensive evaluation.

3. An individual who will require a comprehensive evaluation shall present a seminar to the Departmental Faculty (at a venue that facilitates unreserved interaction/questioning by voting faculty) within 12 months prior to the final submission of the P&T Committee's report to the Department Head.

## II. GENERAL REQUIREMENTS FOR PROMOTION

The following factors will be used when considering promotion from Assistant to Associate Professor or Associate Professor to Professor. Written documentation is important; criteria for documentation and evaluation are detailed in Section I.D, *Appendix I*.

### A. Teaching

1. Promotion to Associate Professor: The individual must have demonstrated the ability to present knowledge effectively to students at the undergraduate and/or graduate level in a formal classroom setting. In addition, teaching ability may be documented by instructing undergraduate or graduate students in research techniques, and advising undergraduate, graduate, or veterinary students.

For  $\geq 50\%$  teaching appointments, evidence of scholarship may come from research activities or from the teaching arena. Success in solicitation of support for students and other research, publications in refereed journals, recognition by others through invitations to present research seminars or talks outside the university will be considered, consistent with departmental standards for scholarly activity in research. For evidence of scholarship in teaching, it is expected that research and scholarly activity be integrated into their teaching efforts. This would include innovations in teaching methodologies and modalities, curriculum development and evidence for improving pedagogy and learning outcomes and assessment. Sharing such results and approaches through publications, invited seminars, and professional outlets are indicative of a scholarly contribution to the field. Invitations to review internal and external academic programs and curricula as well as garnering internal and external support for teaching/learning innovation also verify recognition of scholarship. Garnering outside support for improved instructional methods could also provide evidence of leadership in the field.

2. Promotion to Professor: The individual must have provided evidence of continued excellence in teaching, such as innovation in courses. The individual should have supervised or co-supervised the programs of doctoral students. For  $\geq 50\%$  teaching appointments, clear documented evidence of the broader impact (outside of CSU) of the faculty member's scholarship in teaching, pedagogy, curriculum development and innovation in teaching methodologies is expected for promotion to professor.

### B. Research

1. Promotion to Associate Professor: The individual must have demonstrated the ability to direct a productive research program on a sustained basis. Receipt of extramural funding as a Principal Investigator, prompt publication of research results in refereed scientific journals, and the direction of student study and research are evidence of productive research and indicate ability to function as an independent scholar. The quality and impact of the publications provided by the individual being evaluated will be considered by the Committee.
2. Promotion to Professor: An individual must have a contemporary and independent identity at the national and, optimally, international level as a major contributor in his/her field of

specialization, as evidenced by peer evaluation, service on grant review panels and editorial boards, and lecture invitations. Continued leadership of a group devoted to the pursuit of knowledge and ongoing receipt of extramural research support is an important consideration.

### **C. Outreach and Engagement**

Service-related activities tend to increase in importance and number of assignments as an individual proceeds to a higher rank. Willingness to accept various assignments will be taken into consideration as being a contribution to the Department, the College, the University and the scientific community. Three forms of service-related activities are considered:

1. University and Public Service include service to the College and University in the form of assistance in governance; service on Department, College or University committees; service to State or Federal government or to the scientific community in the form of membership in groups reviewing or making funding recommendations for competitive grants; and reviewing of manuscripts.
2. Professional Service includes participation in professional societies by organization of symposia, service on committees, or holding office; provision of professional services to the public in University-sponsored clinics or laboratories; or organization of, or instruction in, short courses, continuing education, or other academic activities to transfer knowledge or techniques to fellow professionals or citizens in general.
3. Outreach and engagement include scholarship-based models that promote or stimulate interaction with the community including K-12 STEM activities that enhance engagement between the public, CSU students, staff and faculty. For the activity to be scholarly it should draw upon the academic and professional expertise of the faculty member while contributing to the public good and addressing or responding to real-world problems. Engagement and outreach activities such as service-learning, and conducting workshops and seminars; consultations; and the preparation of educational materials for these purposes may be integrated into research and teaching efforts.

## **III. PROCEDURE AND SCHEDULE FOR CONSIDERATION FOR PROMOTION**

- A.** By July 1, in the year in which the formal application for advancement is completed, a faculty member who is to receive a comprehensive evaluation shall provide to the Chair of the P&T Committee the names and addresses of no more than eight (8) individuals qualified to evaluate his/her contributions in teaching, research and/or service. The individual being evaluated also may list up to 3 individuals who shall not be contacted.

Per current directive of the Provost's office, while it is appropriate for the candidate to suggest persons familiar with his/her work, the majority of external evaluations must come from referees suggested by the Departmental P&T Committee and Department Head/Chair. Letters from 5-7 scholars who are qualified to judge the credentials of the candidate are required for all tenure and promotion recommendations.

[[http://provost.colostate.edu/provost/media/sites/75/2016/08/ptapplication\\_08\\_16.doc](http://provost.colostate.edu/provost/media/sites/75/2016/08/ptapplication_08_16.doc)]

Based on this list(s) and its knowledge of eminent peers, the committee shall select individuals from whom to request an evaluation so as to ensure obtaining the required number of evaluations; all reviewers must be external to the University and no more than 50% of the reviewers shall be selected from the candidate's list of suggested reviewers. The Chair of the P&T Committee shall send each of these external evaluators a standard format letter (as required by

the Provost's office) requesting a critical evaluation of activities of the candidate. To be reviewed, evaluation letters must be received by September 15. Letters shall be maintained in a file separate from the dossier for reasons of confidentiality. Neither the source nor direct quotes from reference letters are to be conveyed to the candidate.

- B. The faculty member being considered for promotion shall ensure that his/her dossier is complete, is as informative as possible, meets University requirements, and is presented to the P&T Committee Chair and the Head by September 15 (or the date specified by Head). The Head shall provide guidance in preparing the dossier and other documents per University Guidelines (*refer to Provost's website which contains Promotion and Tenure Application Form*).
- C. The Chair of the P&T Committee shall provide the dossier to the eligible faculty and convene a meeting to evaluate the quality and quantity of achievements by the individual faculty member being evaluated. The P&T Committee Chair shall moderate the meeting to consider recommendations to grant or deny promotion for each faculty member who underwent a comprehensive evaluation. The Head should not attend these meetings and should not vote as a faculty member. After discussion at the meetings, a vote by secret written ballot will be taken to either support or not support the granting of promotion. Faculty not able to attend the meeting may vote in absentia by written ballot provided to the P&T Committee Chair prior to the meeting. If faculty do not attend and do not provide a written ballot to the Committee Chair, they will be recorded as non-voting faculty. A 2/3-majority vote (of cast ballots, excluding abstentions) of support is required for a recommendation from the faculty to promote in rank. The number of abstentions and non-voting faculty will be noted in the final report. Each faculty member voting against the majority decision is required to provide information to the Committee as to the basis for his/her vote and must sign their statements. This information shall be included as the minority report of the dossier. If recommendations are made to promote in rank, the P&T Committee Chair shall prepare the forms necessary to accompany the final Dossier to the College and University levels.

The P&T Committee shall provide the pertinent Report, with any minority report(s), to the Head by October 1 (or the specified date). The Head shall provide this Report to the individual under consideration for promotion. That individual will have seven (7) calendar days to provide any additional materials for his/her Amended Dossier to the Committee at which time the Department Head will present the Dossier to the members of the Advisory Committee who are eligible to review the Dossier. The letter of transmittal and Amended Dossier shall not become part of that faculty member's permanent record and will not be available to future Committees unless a recommendation is advanced from the Department to the College level.

- D. The Head shall write a review and either endorse the faculty action or recommend reversal. The review will be incorporated into the Amended Dossier, which will then be transmitted with copies of the letters of evaluation to the Dean, by October 29 (or the date specified) for further action. After the meetings and vote of appropriate faculty, the Head may overrule a recommendation only for compelling reasons, which must be stated in writing to the recommending body and to the faculty member being evaluated (Section E.10.5.1, *CSU Manual*). Documentation forwarded to the Dean will include the tally of the votes from the P&T Committee.

APPENDIX III  
TO THE CODE OF THE DEPARTMENT OF BIOMEDICAL SCIENCES

**PROCEDURES FOR TENURE PROCESS**

Revised: 11 July 2018

**I. GENERAL POLICIES AND PROCEDURES FOR EVALUATING CANDIDATES FOR TENURE**

- A. The general policies and procedures for evaluating candidates for tenure are as described in Sections E. 10, 11, and 12 of the *CSU Manual*.
- B. Guidelines for annual evaluations not leading to recommendation to grant or deny tenure are as described in *Appendix I* of the Departmental Code.
- C. For all tenure decisions, including combined tenure/promotion decisions, the P&T Committee shall consist of all tenured faculty of the Department of Biomedical Sciences. A quorum for the P&T Committee is defined as 2/3 of eligible voters and 2/3 majority of voting members (excluding abstentions) is required for recommendation for tenure and/or promotion.

**II. NOMINATION FOR CONSIDERATION OF TENURE**

- A. When the Head believes that the criteria for tenure have been met, and with mutual consent of the faculty member, the Head nominates the candidate for evaluation for granting of tenure, as described in Section E.10.5 of the *CSU Manual*.
- B. Should mutual consent between the faculty member and the Head not be achieved as to the timing of the tenure nomination, the faculty member may initiate his/her own nomination for a tenure review by written request to the Chair of the P&T Committee. A subsequent action by the P&T Committee with two-thirds (2/3) majority approval entails undertaking the review. This approval shall be communicated in writing to the candidate and to the Department Head.

**III. TENURE REVIEW PROCESS**

- A. Two primary factors weigh heavily in the tenure evaluation process -- teaching and research. Excellence in scholarly activity must be documented in at least one of these areas. General requirements are that the nominee must demonstrate a continuous record of excellence in one of those two categories and a record of competence or higher in the other category. When appropriate, additional consideration should be given to the amount and quality of service to Department, College and University, and internal and external engagement and outreach activities. Consideration of the details in the job assignment must be considered in the review of tenure process and should include recognition of % effort assigned in each major category as well as specific details of those assignments.
- B. Excellence in teaching may be documented by formal peer evaluations of lectures and demonstrations, student evaluations, and teaching awards. The committee will consider the level of the courses taught, the quality and thoroughness of preparation of lecture materials, and the depth and manner of presentation. Scholarship in teaching should be reflected in a research

approach that advances biomedical science instruction in practice as well as in reporting at a national level in the form of presentations and publications in peer-reviewed journals. The quality and impact of the publications will be important.

- C. Evidence for excellence in research and scholarly activity may include (as examples) number, quality, and impact of publications in peer-reviewed scientific and technical journals, obtaining and renewing funding from national and federal agencies based on peer-review, presentation of invited seminars at national and international meetings, membership on national review boards and editorial boards, and authorship of textbooks and electronic publications that are adopted by other institutions.

#### IV. PROCEDURE AND SCHEDULE FOR EVALUATING A FACULTY MEMBER FOR TENURE

- A. Following nomination and agreement by the P&T Committee to conduct the tenure review, and by early July (See *Appendix II*, Section III), the nominee must provide the Chair of the P&T Committee the names and addresses of up to 8 individuals qualified to evaluate his/her contributions in teaching, research and/or service. The nominee also may list up to 3 individuals who shall not be contacted.

Per current instructions of the Provost's office, while it is appropriate for the candidate to suggest persons familiar with his/her work, the majority (more than 50%) of external evaluations must come from referees suggested by the Departmental P&T Committee and Department Head/Chair. Letters from 5-7 scholars who are qualified to judge the credentials of the candidate are required for all tenure and promotion recommendations.

[[http://provost.colostate.edu/provost/media/sites/75/2016/08/ptapplication\\_08\\_16.doc](http://provost.colostate.edu/provost/media/sites/75/2016/08/ptapplication_08_16.doc)]

Based on this list(s) and its knowledge of eminent peers, the committee shall select individuals from whom to request an evaluation so as to ensure obtaining the required number of evaluations; all reviewers must be external to the University and no more than 50% of the reviewers shall be selected from the candidate's list of suggested reviewers. The Chair of the P&T Committee shall send each of these external evaluators a standard format letter (*as required by the Provost's office*) requesting a critical evaluation of activities of the candidate including the significance of the three most important publications so identified by the candidate.

To be reviewed, evaluation letters must be received by September 15 (or a specified date). Letters shall be maintained in a file separate from the dossier for reasons of confidentiality. Neither the source nor direct quotes from reference letters are to be conveyed to the candidate.

- B. The faculty member being considered for tenure shall present a seminar within 12 months of the deadline for final dossier submission to the Department Head, ensure that his/her dossier is complete, is as informative as possible, meets University requirements, and is presented to the Chair of the P&T committee and Head by September 15 (or a specified date).
- C. The Chair of the P&T Committee, with input from the members of the Committee, shall prepare a written Report documenting and evaluating the quality and quantity of achievements by the individual faculty member being evaluated. This Report will include recommended actions separately addressing tenure and promotion as appropriate, and should include minority report(s) prepared anonymously by any dissenting member(s). The Chair of the P&T Committee shall provide the pertinent Report, with any minority report(s), to the Head by October 1 (or a specified date). The Head shall provide a copy to the individual under consideration for promotion or tenure. The Nominee will have 7 calendar days to provide to the Chair of the P&T

Committee any additional materials for his/her dossier. By October 15 (or a specified date) this “Amended Dossier” or final Dossier shall be made available in the Departmental Office for review by the eligible Departmental members of the Advisory Committee.

## V. VOTING; MAJORITY AND MINORITY REPORTS

- A. The Chair of the P&T Committee shall moderate meetings to consider recommendations to grant or deny tenure, with or without accompanying recommendation for promotion. The Department Head shall not attend these meetings and shall not vote as a P&T Committee member. After discussion at the meetings, a vote by secret ballot will be taken to either support or not support the granting of tenure. P&T Committee members not able to attend the meeting may vote in absentia by sealed written ballot presented to the Chair of the P&T Committee prior to the meeting. Faculty who do not attend and do not provide a written ballot will be recorded as non-voting members and those who attend but abstain from voting will be recorded as abstentions.
- B. Voting to recommend or deny tenure requires the presence of a quorum, defined here as equal to or greater than 2/3 of the members of the P&T Committee.
- C. A recommendation to grant tenure requires a two-thirds (2/3) majority of voting members (of cast ballots, excluding abstentions) of the P&T Committee.
- D. The number of abstentions and non-voting faculty will be noted in the final report. Each faculty member voting against the recommendation is required to provide information to the Committee as to the basis for his/her vote as a minority report, which need not be signed. This information shall be included anonymously as the minority report of the dossier. If recommendations are made to grant tenure, the Chair of the P&T Committee shall prepare the forms necessary to accompany the Amended Dossier to the College and University levels.
- E. The Chair of the P&T Committee shall prepare a letter of transmittal describing the recommended action. This letter shall include a tally of the faculty vote, with the number of abstentions noted, and a summary of majority and minority views expressed by the faculty, if available. This letter, together with the candidate’s Dossier, shall be provided to the Head by October 1st (or date specified by the Head). The letter of transmittal and Amended Dossier shall not become part of the nominee’s permanent record and will not be available to future Committees unless a recommendation is advanced from the Department to the College level.
- F. The Head shall write a review and either endorse the faculty action or recommend reversal. The Head may overrule a recommendation only for compelling reasons, which must be stated in writing to the recommending body and to the faculty member being evaluated (Section E.10.5.1, *CSU Manual*).
- G. The review by the Head will be incorporated into the Dossier, which along with copies of letters of evaluation, shall be transmitted to the Dean by [October 29<sup>th</sup> or] the date specified. Documentation forwarded to the Dean will include the tally of the votes from the P&T Committee.
- H. Nominees may appeal reversal of tenure recommendations at any stage of the tenure process according to criteria established in Section E of the *CSU Manual*.

APPENDIX IV  
TO THE CODE OF THE DEPARTMENT OF BIOMEDICAL SCIENCES

**GRADUATE STUDENT DOCUMENT**

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Revised: 11 July 2018

This document describes policies and guidelines pertaining to graduate students in the Department of Biomedical Sciences and is not intended to supplant information in the *Graduate and Professional Bulletin*. Students are expected to be familiar with policies of the Department and Graduate School that affect their education. This document is organized as follows:

- I. Graduate Degree Programs**
- II. Requirements for the PhD Degree**
- III. Requirements for the MS Degree**
- IV. Combined DVM/PhD Program**

**I. GRADUATE DEGREE PROGRAMS**

The Department of Biomedical Sciences offers MS and PhD degrees. For a more detailed description of the types of degrees and their requirements, consult the *Graduate and Professional Bulletin*.

Each of the graduate degree programs and the requirements leading to conferring the advanced degree are described in this document. This document refers to the following *Graduate School (GS)* Forms that the student may be responsible for completing during the course of his/her training and with which students are required to become familiar:

- *Program of Study* (GS Form 6)
- *Petition for Change in Committee* (GS Form 9A)
- *Report of Preliminary Examination* (GS Form 16)
- *Report of Final Examination* (GS Form 24)
- *Application for Graduation* (GS Form 25)

**A. Responsibilities and Scholastic Standing**

Responsibilities of a graduate student to the Department and University include, but are not limited to, those outlined in the *Graduate and Professional Bulletin* under the section on “Student Rights and Responsibilities”.

Good academic standing requires satisfactory progress in the overall graduate program. A student’s individual Graduate Committee shall render judgments as to whether satisfactory progress is being made toward the degree, taking into account all aspects of academic performance and promise, not necessarily coursework alone. For PhD candidates this shall include an evaluation of their progress in their dissertation project. A positive judgment is required to remain in good academic standing. University scholastic standards for graduate students are detailed in the *Graduate and Professional Bulletin*.

Students must maintain a cumulative GPA of 3.0 or better to remain in good academic standing (this cumulative GPA is calculated separately for regular and overall coursework; the student must maintain a

3.0 in each separate category). The student whose cumulative GPA falls below 3.0 will be placed on academic probation by the Graduate School. The student placed on such probation has one semester to regain good academic standing by raising his/her cumulative GPA to 3.0 or will face dismissal from the program. A grade of Unsatisfactory ("U") on thesis, dissertation or independent study courses within the Department may be cause for termination from the program.

## **B. Evaluation of Graduate Student Progress**

Within one month of submitting the GS Form 6 and annually thereafter by November 1, each student shall provide an annual Progress Report to the *Graduate Education Committee (GEC)*. Each student shall fill out the *Progress Report form* provided to them, schedule a meeting with his/her graduate committee and obtain signatures from his/her committee members and advisor indicating that the student is, or is not, making satisfactory progress. A determination by the student's graduate committee that he/she is not making satisfactory progress shall result in the student being placed on departmental probation by his/her graduate committee. A positive judgment is required for the student to remain in good academic standing. For the initial Progress Report submitted within one month of filing the GS Form 6, the individual committee members can sign off on it without a face-to-face committee meeting. However, in subsequent years, the student shall plan on meeting with his/her committee in conjunction with submitting the Progress Report.

The Progress Report shall be submitted to the Graduate Coordinator, who will refer it to the GEC Chair in the instance of "unsatisfactory progress." If the student's graduate committee determines that there is "unsatisfactory progress" and the GEC determines that "satisfactory progress cannot be anticipated," they will advise the Head of the Department of this determination and may recommend immediate dismissal of the student from the Graduate School. The Head may approve this action and must then refer it to the Dean of the Graduate School for final action. If there is a conflicting determination by the *student's graduate committee* and the GEC, the conflict shall be resolved by the Head.

If at any time an advisor wishes to terminate his/her association with the student, the advisor must inform the student and student's committee of this intent, following consultation with the GEC and the Head of the Department about this decision, before the student's affiliation with the advisor's laboratory is terminated.

If an advisor resigns from the Department, a student may request that the Department Head attempt to place the student with another advisor within the Department.

If a graduate student wishes to discontinue his/her association with an advisor, it is the student's responsibility, in consultation with the GEC or the Head of the Department, to secure a commitment from another faculty member to become the advisor. If another advisor is not available and the student does not make adequate progress toward the degree, the student will be dismissed from the departmental graduate program.

## **C. Academic Dishonesty**

All graduate students are held to the highest of ethical academic standards. Any substantiated form of academic dishonesty, including but not limited to cheating, plagiarism, or falsification of data, will be cause for a written recommendation by the GEC for immediate dismissal. Such recommendation will be referred to the Department Head for approval and the Dean of the Graduate School for final action. Our Department adheres to the *Academic Integrity Policy* of the *Colorado State University General Catalog*, the *Student Conduct Code*, and the *Graduate and Professional Bulletin*.

## D. Student Appeals

Students may appeal grading decisions by an instructor or allegations of academic dishonesty or research misconduct by using the "Graduate School Appeals Procedure" outlined in the *Graduate and Professional Bulletin* and as set forth in the *CSU Manual* and the *CSU Catalog*. Procedures for appealing decisions concerning unsatisfactory performance on graduate preliminary or final examinations are outlined in the *Bulletin* and also in Section IV.D of this *Code (Student Appeals Committee)*.

## E. Work policy for GTAs and GRAs

When a graduate student receives financial support through a Graduate Research Assistantship (GRA) or a Graduate Teaching Assistantship (GTA), the department expects that 50% of his/her effort is as an employee and 50% is as a student. This means that 100% of his/her effort shall be devoted to graduate training and GTA/GRA duties. Students with GTAs or GRAs who are seeking outside employment should obtain approval from the student's graduate committee and the Department Head prior to accepting such a position.

## F. Continuous Registration

Consistent with University regulations, all graduate students in residence are required to be continuously enrolled (Fall and Spring semesters) in their degree programs. In addition, students must be registered during the semester in which they officially graduate. Students may fulfill this requirement by registering for any graduate-level course (regular or non-regular) or, if eligible, may select **Continuous Registration** status. Graduate students eligible for continuous registration are:

- MS students who have completed all regular coursework for the approved program of study
- MS and PhD students who have interrupted their studies
- PhD students who have almost completed the dissertation, for whom the completion and defense of the dissertation is the only activity to be undertaken

University policies on **Continuous Registration** are found in the *Graduate Study* section of the *Graduate and Professional Bulletin*.

## II. REQUIREMENTS FOR THE PHD DEGREE

Applicants to the PhD graduate program can be nominated by their prospective advisor. Approval for admission to the PhD graduate program is made by the GEC, after receiving input from appropriate faculty members. Admission is dependent upon the following criteria: the applicant should have graduated from an undergraduate or professional degree program with a grade point average (GPA) of 3.0 or better or qualified for Track II admission; have completed the GRE or MCAT; and have completed the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) exam if the applicant is a foreign student from a country where English is not the official language. The Department of Biomedical Sciences does not offer conditional admission; therefore applicants must achieve minimum scores on the TOEFL ( $\geq 550$  paper-based;  $\geq 80$  internet-based) or IELTS (6.5) exam. Admission with an undergraduate GPA less than 3.0 is possible by written petition of the Graduate School by the GEC, containing sufficient justification as to why the applicant should be admitted.

Required coursework for the PhD degree is initially determined by the student's advisor. The final program of study is determined by the advisor and the student's graduate committee.

A minimum of 72 credits is required for the PhD degree. Of these, 21 credits must be earned in courses at or above the 500-level. A cumulative GPA of  $\geq 3.0$  in both regular and overall coursework must be

maintained to remain in good academic standing. Qualified students are admitted to this program with the understanding that they must fulfill all the requirements for a PhD degree.

It is recommended that students formally select an individual graduate committee by the end of the first year; it is required by the end of the third semester. At this time the student shall file a *Program of Study* (GS Form 6) with the Graduate School. The *Program of Study* is a summary of academic planning and provides a formal statement of what is to be done for the degree. Additionally, the GS Form 6 includes the formal identification of the student's graduate advisory committee. Students who enter the department after completion of the *Molecular, Cellular and Integrative Neurosciences* (MCIN) Program must file their GS Form 6 during their first semester as members of the department, which corresponds to their third semester as graduate students.

The student's graduate committee advises and approves of the selection of appropriate coursework, the selection, preparation, and execution of a research project and administers and evaluates advanced degree examinations. The student's graduate committee shall consist of a minimum of four faculty members. The minimum committee shall include the advisor, acting as chairperson, at least two additional members from the Department of Biomedical Sciences, and one member from outside the Department who is selected by the student but is officially appointed by the Dean of the Graduate School, and who represents the Graduate School.

The names of the student's graduate committee members are submitted to the Department Head for approval and then forwarded to the Dean of the Graduate School for formal appointment as part of the GS Form 6. Committee members may be added or removed with the approval of the student, advisor, Department Head, Dean of the Graduate School and the member(s) involved. Such committee changes must be done using a GS Form 9A, *Petition for Change in Committee*. Students are to maintain an association with the laboratory of their advisor until completion of their PhD; no student shall continue in the program without an association with the advisor identified on the GS Form 6, unless the student obtains approval from his/her graduate committee and the Department Head, and has identified a willing advisor.

Students admitted to and progressing through a designated *Program of Research and Scholarly Excellence* (PRSE) such as the Animal Reproduction and Biotechnology Laboratory (ARBL) or Molecular Cellular and Integrative Neurosciences (MCIN) may have additional requirements administered by the PRSE.

The Department requires all PhD candidates to experience a supervised and structured teaching program. The form of this experience will vary depending upon the *Program of Study* and career goals of the individual student. It is recommended that the experience be mentored and include both presenting lectures and assisting in a laboratory course for a minimum of one semester. The student should register for "supervised college teaching" with the appropriate credits, which will be documented on the student's record. The grading of this may be pass/fail. The student and the student's graduate committee shall devise a plan for fulfilling the teaching requirement. If the student has prior formal teaching experience, it is possible to waive the teaching requirement by advisor petition to the GEC, after consultation with and approval by the student's graduate committee.

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The **core curriculum** for the Department of Biomedical Sciences PhD program is as follows:

<u>Course</u>	<u>Credits</u>	<u>Course Title</u>
BMS500	4	Mammalian Physiology I <b>and/or</b>
BMS501	4	Mammalian Physiology II
BC563	4	Molecular Genetics <b>and/or</b>
BC565	4	Molecular Regulation of Cell Function
BMS792	4	Programmatic Seminar <b>and/or</b>
BMS/NB796	4	Journal Club
GRAD544	1	Ethical Conduct of Research
BMS784	1	Supervised College Teaching

*All doctoral candidates are encouraged to complete coursework in Grantsmanship (BIOM750), STEM Communication (GRAD550), and Statistics (STAT511). Completion of a total of four semester credits in programmatic seminars and/or journal clubs is required for PhD students.*

Requests to change the core curriculum will be considered on an individual student basis following a written request to the GEC by the student's advisor, after consultation with and approval by the student's graduate committee. Auditing a course(s) in the core curriculum listed above does not satisfy degree requirements; the course(s) must be taken for a grade.

Advancing to "doctoral candidacy" shall require the passing of a public **Preliminary Examination**. The preliminary exam shall be administered to students who have completed at least their first year of residency in the Department of Biomedical Sciences and plan to seek a PhD degree in the Department. The student's graduate committee shall administer the exam. The specific format of this exam will be at the discretion of the student's graduate committee, but will include both written and oral components. The written component will require the completion of a grant proposal in the style of an NIH F31 proposal (*Predoctoral Individual National Research Service Award*) or similar granting agency that is related to the student's research. The exact format of the grant and topic is at the discretion of the student's graduate committee. The oral component of the preliminary exam shall consist of presenting and orally defending the research proposal that provides the background, specific aims, methods, preliminary results, possible outcomes and tentative interpretations for the proposed study.

The purpose of the preliminary exam is to determine the student's:

- ❖ broad understanding within the biomedical sciences
- ❖ understanding of the selected area of study
- ❖ writing skills
- ❖ problem-solving skills
- ❖ potential to obtain an advanced research degree

Upon successful completion of the Preliminary Exam, the student's graduate committee shall sign the *Report of the Preliminary Examination* (GS Form 16), which must be submitted to the Graduate School within 2 working days following the exam. The preliminary examination must be passed at least two semesters prior to the Final Examination.

Unsatisfactory performance on the preliminary exam could result in the student being shifted to an MS degree (see below) or being dismissed. At the discretion of the student's graduate committee, a student may retake the exam before the end of the next semester.

The PhD candidate is required to conduct an **independent and original research project** with the guidance and encouragement of the student's graduate committee. The candidate must demonstrate intellectual achievement, scholarly ability, and breadth of knowledge. In addition, the student must be the primary participant in the completed research. The research project shall provide the basis for the dissertation, which is presented to the student's graduate committee in a format acceptable to the Graduate School. The dissertation presents the results of sustained research or investigation on an important intellectual problem. The dissertation must represent independent intellectual achievement and must make a meaningful contribution to knowledge. *The student's graduate committee shall meet approximately six months prior to the Final Examination, at which time they will give the student formal permission to schedule his/her dissertation.* It is expected that there be one (or more) publications associated with successful dissertation research. In the event that this does not occur, as a condition for graduation, the Department requires that part of the dissertation include a manuscript suitable for submission to a refereed journal.

The **Final Examination for PhD candidates** is an oral presentation of the dissertation, followed by questions from graduate committee members, other faculty and students. The objective of the Final Examination is to afford the doctoral candidate an opportunity to present his/her dissertation research in public and to defend the approaches used and conclusions reached. The Final Examination is open to the public. The student's graduate committee shall be responsible for the administration and evaluation of the examination. In the event the dissertation or defense is deemed unsatisfactory by a majority of the student's graduate committee, at the committee's discretion the defense may be rescheduled, consistent with rules of the Graduate School. The student is responsible for bringing the *Report of the Final Examination* (GS Form 24) to the examination and then submitting it completed and signed to the Graduate School within 2 working days following the examination.

After passing the Final Examination, the **dissertation** will be prepared in final form conforming to the rules of the Graduate School for its preparation. The student's graduate committee shall examine and approve the dissertation in its final form prior to the submission. Suggestions for the preparation of the dissertation may be found in the "*Thesis and Dissertation Manual*" publication from the Graduate School. The dissertation must be submitted to the Graduate School by the published deadline of the student's graduating term. All PhD students are required to complete an exit survey and schedule an exit interview with the *Graduate Education Coordinator* before being cleared to graduate.

### III. REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE

Admission criteria for the MS-A or MS-B Research program are similar to those of the PhD program and the admission shall be contingent upon the availability of a position for a graduate student in the research laboratory of a faculty member who will agree to be the advisor for the student.

#### A. MS-A

An MS-A degree requires the submission of a *research-based thesis to the student's graduate committee*. The thesis should include a manuscript suitable for publication in a refereed journal. Typically, the thesis is a formal document that addresses an important concern of the discipline, and requires independent work. This work is typically research-based, and therefore the course requirements for an MS-A will be determined by the student, the advisor and the graduate committee, but must include at least 30 credit hours. Completion of BMS500 and/or BMS501 as core course(s), at least two semester credits in programmatic seminars and a course satisfying the Responsible Conduct of Research requirements (GRAD544B) are required for MS-A students. A cumulative GPA of  $\geq 3.0$  in both regular and overall coursework must be maintained to remain in good academic standing. The student's graduate committee

shall consist of a minimum of three members of the faculty. The minimum committee shall include: the advisor as chairperson, at least one additional member from the Department of Biomedical Sciences, and one member from outside the Department. This member may be selected by the student, but *represents the Graduate School and is officially appointed by the Dean of the Graduate School*. The advisor and the student should determine jointly the selection of the other members of the student's graduate committee. The student's graduate committee assists the student in the selection, preparation and completion of a research project and administers and evaluates the MS degree final examination. Once a plan for fulfillment of the degree program is determined, the student shall file a *Program of Study* (GS Form 6) with the Graduate School, before the end of the third semester of study.

The final examination for an MS-A student will be an oral presentation of the student's research, followed by questions from committee members, other faculty, and students. The final examination will be open to the public. In the event the thesis, paper, or defense is deemed unsatisfactory by a majority of the committee, at the committee's discretion the defense can be rescheduled, consistent with rules of the Graduate School. Upon successful completion of the MS final exam, the student must file a *Report of Final Examination* (GS Form 24) with the Graduate School within two working days. All MS-A students are required to complete an exit survey and schedule an exit interview with the *Graduate Education Coordinator* before being cleared to graduate.

## **B. MS-B Research**

An MS-B Research degree is similar to the MS-A degree, including the requirement for an oral defense but differs in that a thesis is not required. Rather, MS- B Research students are required by the Department to prepare a publication-quality or scholarly manuscript suitable for submission to a refereed journal, and submit it to the student's graduate committee. This paper does not have to meet Graduate School requirements for the format of an MS-A thesis. Completion of BMS500 and/or BMS501 as core course(s), at least two semester credits in programmatic seminars and a course satisfying the *Responsible Conduct of Research requirements* (GRAD544B) are required for MS-B Research students. A cumulative GPA of  $\geq 3.0$  in both regular and overall coursework must be maintained to remain in good academic standing.

## **C. MS- B Coursework**

### **1. MS-B Coursework with Choice of Concentration in Anatomical and Physiological Sciences including Neurobiology**

The Department of Biomedical Sciences offers a coursework MS-B degree. A coursework MS-B does not require a research-based thesis and emphasizes didactic coursework. An MS-B Coursework requires 32 credits of coursework and a final comprehensive examination (see the *Graduate and Professional Bulletin*).

Admission to the MS-B Coursework program is dependent on the following criteria: the applicant should have graduated from an undergraduate program with a grade point average (GPA) of 3.0 or better or qualified for Track II admission; have completed the GRE, MCAT, or DAT; and have completed the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) exam if the applicant is a foreign student from a country where English is not the official language. The Department of Biomedical Sciences does not offer conditional admission; therefore applicants must achieve minimum scores on the TOEFL ( $\geq 550$  paper-based;  $\geq 80$  internet-based) or IELTS (6.5) exam. Admission with an undergraduate GPA less than 3.0 is possible by written petition of the Graduate School, containing sufficient justification as to why the applicant should be admitted.

Applications for the MS-B Coursework graduate program are reviewed by a committee appointed by the GEC. This committee, the *MS-B Coursework Steering Committee*, will also serve as the graduate advisor for all MS-B Coursework students. This committee shall:

- ❖ assess the student's background, interests and goals
- ❖ inform the student of existing Departmental requirements for graduation
- ❖ recommend a tentative plan of study

There are currently three **core curriculum options** for the MS-B Coursework degree: Human Anatomy, Animal Anatomy and Neurobiology concentrations. Students are required to choose one of these three concentrations and to take the courses that are required for that concentration (listed below). The curricula are designed to prepare the students for the comprehensive written examinations in their selected concentration.

**Human Anatomy Concentration:**

<u>Course</u>	<u>Credits</u>	<u>Course Title</u>
BMS500	4	Mammalian Physiology I
BMS501	4	Mammalian Physiology II
BMS545	5	Human Functional Neuroanatomy
BMS575/619	6	Advanced Human Gross Anatomy
BMS610A	1	Managing a Career in Science

**Animal Anatomy Concentration:**

<u>Course</u>	<u>Credits</u>	<u>Course Title</u>
BMS500	4	Mammalian Physiology I
BMS501	4	Mammalian Physiology II
BMS545	5	Human Functional Neuroanatomy
BMS531/633	5	Domestic Animal Dissection
BMS610A	1	Managing a Career in Science

**Neurobiology Concentration:**

<u>Course</u>	<u>Credits</u>	<u>Course Title</u>
BMS500	4	Mammalian Physiology I
BMS545	5	Human Functional Neuroanatomy
BMS/NB 503	3	Developmental Neurobiology
BMS/NB 505	3	Neuronal Circuits, Systems & Behavior
BMS610A	1	Managing a Career in Science

In the event that the student has already taken courses that are in the core curricula during their undergraduate program, they may substitute other advanced courses, but they shall be expected to demonstrate mastery in the core curriculum courses listed above in the comprehensive written examinations. Once a plan for fulfillment of the degree program is determined by the student and the *MS-B Coursework Steering Committee*, the student shall file a *Program of Study* (GS Form 6) with the Graduate School. A cumulative GPA of  $\geq 3.0$  in both regular and overall coursework must be maintained to remain in good academic standing.

*An MS-B based solely on coursework and written comprehensive examinations shall not meet the requirement necessary for qualification for advancement to PhD candidacy in the Department.*

All MS-B Coursework students must take written comprehensive examinations at the end of their course of study. The goal of the exam shall be to assess the student's:

- ❖ understanding of the course material in their respective core curriculum
- ❖ writing skills
- ❖ problem solving skills

To be eligible to sit for the written comprehensive examinations, students must receive a “C” or better in each core course (*a “core course” is determined by the student’s declared concentration*). All core courses must be completed and students who receive a “D” or lower in a core course will not be permitted to take comprehensive examinations in any of their core courses until they retake the course(s) in question and receive a “C” or better. Students will be notified of the written comprehensive examination and retake examination dates at the start of their academic program. Students will be given only one chance to retake the course(s) in question to remediate their grade. Once that condition has been satisfied, students will then be able to take their comprehensive examinations the next spring they are offered.

Should students fail to remediate a “D” or lower in a core course, they will be dismissed. The Director of the *MS-B Coursework Program* must provide written documentation substantiating the dismissal, submit the decision to the Department Head for approval, and forward the decision to the Dean of the Graduate School.

Students who fail the final written comprehensive examination by scoring less than 80% on any one exam may be re-examined once on the exam(s) they failed. The re-examination shall be held not earlier than 2 months, unless requested by the student, nor later than 12 months after the first examination. Should students fail the retake by scoring less than 80% on any one exam, the failed exam will be reviewed by a faculty expert in the subject matter, someone other than the instructor(s) in the course, to independently confirm that the retake exam(s) did indeed fall below the requisite 80% level of proficiency.

Students who fail any one or more of the retake exams will be dismissed by the Graduate School without earning the master's degree. Students may exercise their option of meeting with a panel to discuss the test results and the dismissal process. This optional meeting is **not** an appeal process, as the failed exam has already been reviewed for the purpose of giving the student the benefit of the doubt. The panel will consist of the Director of the MS-B Coursework Program, the GEC Chair, the Department Head, the course coordinator, the independent reviewer of the exam, and the student’s academic advisor. The panel can answer questions the student may have, and can provide some career counseling, HOWEVER it must be emphasized that this panel is not convened to hear appeals for a change of grade. All MS-B Coursework students are required to complete an exit survey before being cleared to graduate.

## **2. MS-B Coursework with Specialization in Assisted Reproductive Technologies (MS-B ART Coursework)**

The Department of Biomedical Sciences offers an MS-B Coursework degree that specializes in learning laboratory techniques used in assisted reproduction. This MS-B ART Coursework program does not require a research-based thesis or a written comprehensive examination. It emphasizes didactic coursework and acquisition of laboratory skills utilized in assisted reproduction; and either an internship or a research project, which each student must complete. This MS-B ART Coursework requires 30 credits of coursework (no more than 7 total credits in the 300/400 level can be applied to the 30 credits) and a written paper, describing the student's internship or research project. A cumulative GPA of  $\geq 3.0$  in both regular and overall coursework must be maintained to remain in good academic standing.

Admission to the MS-B ART Coursework program is dependent on the following criteria: the applicant should have graduated from an undergraduate program with a grade point average (GPA) of 3.0 or better or qualified for Track II admission; have completed the GRE, MCAT, or DAT; and have completed the TOEFL (*Test of English as a Foreign Language*) or IELTS (*International English Language Testing System*) exam if the applicant is a foreign student from a country where English is not the official language. The Department of Biomedical Sciences does not offer conditional admission; therefore applicants must achieve minimum scores on the TOEFL ( $\geq 550$  paper-based;  $\geq 80$  internet-based) or IELTS (6.5) exam. Admission with an undergraduate GPA less than 3.0 is possible by written petition of the Graduate School, containing

sufficient justification as to why the applicant should be admitted.

Applications for the MS-B ART Coursework program are reviewed by a committee appointed by the Graduate Education Committee. This committee, the *MS-B ART Coursework Steering Committee*, will also serve as the graduate advisor for all MS-B ART Coursework students. This committee shall:

- ❖ assess student backgrounds, interests, and goals
- ❖ inform students of existing Departmental requirements for graduation
- ❖ recommend a tentative plan of study

The **curriculum** is designed to prepare students for employment in the assisted reproduction industry (human or animal) or for advanced degree programs. MS-B ART Coursework students are responsible for finding an **internship/research project** that must be pre-approved by the *MS-B ART Coursework Exam Committee*. The final internship/research project may be paid or unpaid, at CSU or with industry, and will be evaluated by the MS-B ART Coursework Exam Committee. The final internship/research project will be evaluated based upon three criteria:

- ❖ Student's proposal of goals and objectives
- ❖ Feedback from the internship supervisor
- ❖ Ten-page paper regarding internship/research project

All MS-B ART Coursework students must submit a **ten-page paper** (single-spaced in 12-point font) regarding their internship/research project, which serves as their final exam. The paper will be evaluated by the MS-B ART Coursework Exam Committee, describing:

- ❖ what specifically was done
- ❖ what was learned
- ❖ how this knowledge relates to the industry and/or general knowledge of the field

**Required Courses:**

<u>Course</u>	<u>Credits</u>	<u>Course Title</u>
BMS409 <b>or</b> BMS640	3 4	Human and Animal Reproductive Biology <b>or</b> Reproductive Physiology and Endocrinology
BMS500 <b>or</b> BMS501	4 4	Mammalian Physiology I <b>or</b> Mammalian Physiology II
BMS610A <b>or</b> GRAD544B	1 1	Managing a Career in Science <b>or</b> Ethical Conduct of Research
BMS521	3	Comparative Reproductive Physiology
BMS540	3	Assisted Reproductive Technologies Lab I
BMS541	3	Assisted Reproductive Technologies Lab II
BMS642	1	Research Techniques for Gametes and Embryos
BMS792	1	Seminar (either Fall <b>or</b> Spring)
BMS795E	0-4	Independent Study <b>or</b> Internship (Fall/Spring)

In the event that students have already taken courses that are in the core curricula during their undergraduate program, they may substitute other advanced courses. Once a plan for fulfillment of the degree program is determined by the student and the *MS-B ART Coursework Steering Committee*, the student shall file a *Program of Study* (GS Form 6) with the Graduate School.

Should students perform unsatisfactorily in their internship/research project, they will be notified in writing and given one additional chance to arrange another internship/research project and perform satisfactorily. The second internship/research project must be completed within one calendar year of the date on the written notification of unsatisfactory performance. If students fail to perform satisfactorily on the second internship/research project, the unsatisfactory internship/research project proposal, supervisor feedback, and paper will be reviewed by a faculty expert in the discipline, *someone other than the MS-B ART Coursework Exam Committee*, to independently confirm that the internship/research project was not performed satisfactorily.

Students who perform unsatisfactorily on the second internship/research project will be dismissed without earning their degree. Students may exercise their option of meeting with a panel to discuss their unsatisfactory internship/research project performance and the dismissal process. This optional meeting is **not** an appeal process, as the unsatisfactory internship/research project has already been reviewed for the purpose of giving the student the benefit of the doubt. The panel will consist of the Director of the MS-B ART Coursework Program, the GEC Chair, the Department Head, the independent reviewer of the internship/research project, and the student's academic advisor. The panel can answer questions the student may have, and can provide some career counseling, HOWEVER it must be emphasized that this panel is not convened to hear appeals for a change of decision.

*Should a student in this program elect to pursue an advanced degree, an MS-B based solely on coursework and a written paper covering the student's internship/research project shall not meet the requirement necessary for qualification for advancement to PhD candidacy in the Department. All MS-B ART Coursework students are required to complete an exit survey before being cleared to graduate.*

#### **IV. COMBINED DVM/PHD PROGRAM**

The DVM/PhD program at Colorado State University is a 7-8 year course of study leading to both a PhD and a DVM degree. The purpose of the program is to recruit a critical mass of highly competitive, motivated students who will serve as the cornerstone of the translational research mission of CSU. Admission to the DVM/PhD program is highly competitive and is governed by a separate DVM/PhD selection committee. Students participating in the DVM/PhD program who pursue their PhD component in the Department of Biomedical Sciences shall follow the same rules, regulations, and requirements for graduate studies as stipulated in this document.

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