



COLLEGE OF VETERINARY MEDICINE
AND BIOMEDICAL SCIENCES
COLORADO STATE UNIVERSITY

Code of the
College of Veterinary Medicine and Biomedical Sciences
Colorado State University

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Introduction

The College of Veterinary Medicine and Biomedical Sciences (hereafter referred to as CVMBS) is an integral part of Colorado State University (CSU), a comprehensive land-grant university. The CVMBS is committed to the University's land-grant mission of serving the people of Colorado through teaching, research, community/economic outreach, and engagement/service. The CVMBS is also dedicated to providing students with a high-quality education in the undergraduate, graduate and Doctor of Veterinary Medicine (DVM) programs. The CVMBS embraces the University ideal of expressing diversity through the racial, ethnic, gender, cultural and socioeconomic composition of its faculty, staff and students.

The CVMBS College Code is consistent with policies and procedures described in the University's *Academic Faculty and Administrative Professional Staff Manual* (referred to as the *Manual*). The CVMBS abides by procedures outlined in the *Manual*. In cases of conflict between the CVMBS Code and the University (Section C. of the *Manual*) or Departmental Codes, the University and Departmental Codes shall take precedence (C.2.4) over the College Code (C.2.4.1 and C.2.4.2).

I. Mission and Values

The College adopted the tag line '*Helping animals, people, and the planet*' and the College objectives are expressed in the CVMBS mission and value statements as follows:

Mission of CVMBS: *We improve the health of animals, people and the planet through innovative and dedicated teaching, research, outreach, and clinical service. Through our actions, we empower the next generation of leaders to change the world.*

Values of CVMBS: *We act with integrity and are trusting and respectful of one another. We create an atmosphere that makes our college the academic community of choice through:*

Transparency – A lack of hidden agendas and conditions, accompanied by the availability of information required for collaboration, cooperation, and collective decision-making.

Accountability – A willingness or obligation to accept responsibility, to account for actions and activities, and to disclose the results.

Collaboration – People or units working together to achieve a common aim.

Team – A small number of people with complementary skills who are committed to a common purpose, performance goals, and approach for which they hold themselves mutually accountable.

II. Organization and Administration

A. Academic Departments and Other Organizational Units

The CVMBS consists of four academic Departments: Biomedical Sciences; Clinical Sciences; Environmental and Radiological Health Sciences; and Microbiology, Immunology and Pathology. Other Organizational Units include the Veterinary Teaching Hospital and the Veterinary Diagnostic Laboratory. The College also shares administrative oversight of various special academic units and other interdisciplinary programs. The responsibilities of the College in regard to each of these units is set forth in the foundation documents of those units. Faculty in CVMBS also participate in the Programs of Research and Scholarly Excellence (PRSE) and Centers, Institutes and Other Special Units (CIOSU), some located wholly within the College, others spanning multiple Colleges.

B. College Administration

The Executive Officers in CVMBS shall include the Dean, the Associate Dean for Academic and Student Affairs, the Associate Dean for Research, the Associate Dean for Veterinary Academic and Student Affairs, the Director of the Veterinary Teaching Hospital, the Director of the Veterinary Diagnostic Laboratories, and the four Department Heads. All Executive Officers shall be appointed in accordance with University procedures.

Dean of the College

As the principal administrative and academic officer of the College, the Dean is responsible for the general administration of CVMBS, and for fostering operational and academic excellence within the College. The duties and responsibilities of the Dean are outlined in the University Code. The Dean is appointed in the manner described in Section E.4.4 of the *Manual*. The Dean must be a veterinarian.

Office of the Dean

The Dean appoints the Associate Dean for Academic and Student Affairs, the Associate Dean for Research, the

Associate Dean for Veterinary Academic and Student Affairs, the Director of the Veterinary teaching Hospital, the Director of the Veterinary Diagnostic Laboratory, the four academic Department Heads. The Dean, in consultation with the College Executive Council, may choose to appoint other Associate and/or Assistant Deans with specific areas of responsibilities.

CVMBS Executive Council

The Executive Council advises the Dean and Associate Deans on college policies, programs, faculty concerns, strategic planning and resource allocation within the College. The Dean acts as Chair of the CVMBS Executive Council, comprised of the Associate Dean for Research, the Associate Dean for Academic and Student Affairs, the Associate Dean for Veterinary Academic and Student Affairs, the College Department Heads, and the Directors of the Veterinary Teaching Hospital and the Veterinary Diagnostic Laboratories. Ex officio members will be appointed at the pleasure of the Dean.

C. College Committees

College Committee members are appointed by Department Heads, with or without the Dean's consultation. Committees advise the Dean, the Associate Deans or an administrative officer appointed by the Dean. Unless otherwise specified in the CVMBS Code, committee membership shall be appointed in three-year staggered terms that can be renewable with approval from the Dean. The Dean and presiding Associate Dean will appoint committee chairs in collaboration with each committee. Unless otherwise specified terms of office for all Standing Committees begin on August 15. While each Department is entitled to representation on all Standing Committees, their representation may be waived with approval from the Dean. Written reports summarizing Committee activities are filed annually as addenda to the minutes of the Spring College Faculty/Staff meetings. Unless otherwise specified, a quorum is defined as a simple majority of Committee members.

Biomedical Curriculum Committee

The objective of the Biomedical Curriculum Committee is to evaluate the efficiency, relevance and quality of undergraduate and graduate curricula. It is comprised of two faculty representatives from each Department that are appointed by the Heads of those Departments, and, *ex officio*, the Associate Dean for Academic and Student Affairs.

The Committee receives and reviews proposals for undergraduate and graduate courses, curricula and programs, and forwards them to the University Curriculum Committee. Additional matters for consideration include addition and deletion of courses, changes and overlap in course content, course adequacy, and interdisciplinary relationships with other programs and units within the University. The objective is to monitor needs of the present curricula and programs in an effort to ensure efficient, relevant and high quality curricula. A member of the Biomedical Curriculum Committee represents CVMBS as either a departmental representative or as an *ex officio member* on the University Curriculum Committee. Membership terms consistent across CVMBS committees are defined in Section II. C. *College Committees*.

Doctor of Veterinary Medicine Curriculum Committee

The overall aim of the DVM Curriculum Committee (DCC) is to ensure an efficient, relevant, and high quality curriculum. It is comprised of two faculty representatives from each Department that are appointed by the Heads of those Departments, an “at large” faculty member appointed by the Dean, the coordinator of the senior practicum, four DVM student representatives, the chair of the DVM Curriculum Committee at the University of Alaska Fairbanks (UAF), a Colorado Veterinary Medicine Association (CVMA) representative who is usually a local private practitioner, and, *ex officio*, the Director of the Veterinary Teaching Hospital and the Associate Dean for Veterinary Academic and Student Affairs. Please see the “*Student Roles and Responsibilities: DVM Curriculum Committee*” document for details regarding selection of student representatives. In the absence of a student representative, the Vice-President of the Student Chapter of the American Veterinary Medical Association (SCAVMA) may serve as an alternate class representative. Voting members of the committee include all student and faculty members not identified above as *ex officio*. This Committee evaluates and monitors the DVM curriculum so that each course is evaluated at least every four years. Additionally, a comprehensive review of the curriculum for deficiencies and horizontal integration or overlap occurs at least every seven years. Courses offered to CSU DVM students at UAF must be reviewed and approved by the DVM and university curriculum committees at UAF, then approved by the DCC. Regular review of UAF courses will be conducted by the UAF curriculum committee in a manner similar to that applied by the DCC to courses offered in Fort Collins. The DCC receives, develops, and negotiates recommendations to modify, add or delete courses, and forwards their decisions to the University Curriculum Committee. The Committee interfaces with the Dean and the DVM Steering Committee to consider curricular modifications in

response to emerging industry and professional advances to ensure an efficient, relevant and high-quality curriculum. The DCC establishes pre-veterinary academic requirements in collaboration with the Veterinary Admissions Committee. Membership terms consistent across CVMBS committees are defined in Section II. C. *College Committees*.

Doctor of Veterinary Medicine Admissions Committee

The DVM Admissions Committee evaluates applications and recommends candidates for admission to the DVM program and establishes policy surrounding DVM admissions and student transfers. Additionally the Committee collaborates with the DVM Curriculum Committee in determining pre-veterinary academic requirements. It consists of at least nine members appointed by the Dean, to include at least four College faculty, two members from the UAF Department of Veterinary Medicine, a practicing veterinarian, a diversity representative, and, *ex officio*, the Senior Director of DVM Student Services. Membership terms consistent across CVMBS Committees are defined in Section II. C. *College Committees*.

Doctor of Veterinary Medicine Steering Committee

The mission of the DVM Steering Committee (DSC) is to facilitate the CVMBS goal of developing and supporting outstanding students, graduates and faculty who excel in the changing field of veterinary medicine. It consists of a minimum of 10 full-time CVMBS faculty members, and up to five additional members with relevant expertise or perspectives. Members are appointed by the Dean in consultation with the Associate Dean for Veterinary Academic and Student Affairs. Areas of representation broadly include the basic sciences; small animal medicine or surgery; large animal medicine or surgery; diagnostics; communications; professional development; and student wellness. Each area will be represented by at least one Committee member. The Associate Deans for Veterinary Academic and Student Affairs at CSU and UAF serve as advisory, non-voting members. Outside individuals may be invited to consult with or join the DSC as needed. If requested, the Committee will also serve to advise the Associate Dean of Veterinary Academic and Student Affairs. The DSC will form subcommittees as needed to concentrate member expertise and enact focused efforts relevant to particular issues. In order to fulfill CVMBS goals, the Committee will

seek input from and explore collaboration with students, faculty, other CVMBS committees, as well as representatives from veterinary industry, professional and educational bodies. Membership terms consistent across CVMBS Committees are defined in Section II. C. *College Committees*.

College Research Council

The College Research Council (CRC) advises the Dean on the management of the College research programs, allocation of discretionary funds, future research directions, and the relationship of the research enterprise to the instructional and service programs of the College. It also manages intramural competition and recommends awards of CVMBS funds for research. It is comprised of two faculty representatives from each Department, and, *ex officio*, the Associate Dean for Research. At least one faculty member from each Department should have considerable research and grant experience. The Associate Dean for Research may appoint up to three additional faculty members to represent particular areas of expertise and may appoint an *ad hoc* administrative member to facilitate committee activities. CVMBS Department Heads will make nominations for CRC membership. The Associate Dean for Research will select CRC appointees. Membership terms consistent across CVMBS Committees are defined in Section II. C. *College Committees*.

Scholarship and Awards Committee

The Scholarship and Awards Committee solicits and evaluates applications for listed scholarships and recommends recipients for all student awards and scholarships administered by the College. It consists of at least two faculty members from each Department, and, *ex officio*, the Associate Dean for Academic and Student Affairs. Membership terms consistent across CVMBS Committees are defined in Section II. C. *College Committees*.

Doctor of Veterinary Medicine Scholastic Standards Committee

The Scholastic Standards Committee recommends to the College faculty and Dean all academic standards, policies and procedures for DVM Program matriculation. It also serves as an appeals body for student grievances relating to

academic decisions within the DVM Program, and makes recommendations on student appeals for readmission to the DVM Program. It consists of five faculty members and, *ex officio*, one DVM faculty member from UAF and the Associate Dean for Veterinary Academic and Student Affairs. At least two faculty members should represent the first two years of the DVM Program and at least two faculty representing the second two years of the DVM Program. In addition, the Dean shall appoint two DVM student representatives from the fourth year class. The terms of faculty and students will begin in May after graduation and be three and one years respectively. The College DVM *Scholastic Standards, Policies, and Procedures* document contains material pertinent to academic standards, academic probation, dismissal from the DVM Program, and appeals processes. Scholastic standards, policies, and procedures for undergraduate and graduate students in the College are those of the University, and are described in the “*Scholastic Standards*” section of the CSU General Catalog and in the *Manual*. Membership terms consistent across CVMBS Committees are defined in Section II. C. *College Committees*.

Special Faculty Advisory Committee

The Special Faculty Advisory Committee advises the Dean on issues relating to CVMBS Special Appointment Faculty. It is composed of two Special Faculty members elected from each Department, one Special Faculty member elected from the College at large, and an *ex officio* representative appointed by the Dean. Issues for Committee consideration may come from the Dean, College faculty members, or Committee members. Membership terms consistent across CVMBS Committees are defined in Section II. C. *College Committees*.

***Ad hoc* Committees**

Ad hoc committees may be established and appointed by the Dean, typically in consultation with the Executive Council. *Ad hoc* committees will forward recommendations for action to the Dean.

III. Procedures for reviewing candidates for new or vacated positions

Searches and hiring procedures for Department Heads, faculty and administrators shall be conducted in accordance with Sections E.4.2, E.4.3 and E.4.4 of the *Manual*. For administrative planning and budget

purposes only, it is anticipated that the term of appointment will be five years, or a shorter interim term as designated by the Dean (see C.2.4.2.2.c of the *Manual*).

IV. Procedures relating to self-evaluation of College operations

Consistent with the *Manual* (C.2.4.2.2.d), evaluations of academic programs and Departmental operations shall be conducted concurrently every five to seven years according to a schedule established by the Provost. Additional information on the evaluation processes can be found in the *Manual* or in individual Departmental codes. The evaluation process shall culminate in an action plan developed by the Department and approved by the faculty, the Dean and the Provost.

V. Procedures for evaluation and review of Administrative Officers

The Dean is responsible for annual evaluations of Department Heads (Section C.2.7 of the *Manual*) and other administrative officers of the College including the Associate Deans, the Director of the Veterinary Teaching Hospital, the Director of the Veterinary Diagnostic Laboratory, the Executive Director of Operations, and the Executive Director of Advancement. The performance of the Dean shall be evaluated annually by the Provost/Academic Vice President.

- **Department Heads**

The Dean shall annually solicit written evaluations of Department Heads from the academic faculty of the respective Departments. The Dean will summarize this information in a written document that will be reviewed with the Head. The Dean may remove a Head from office at any time for failing to fulfill the Department's mission, or for failing to administer Departmental programs in accordance with established policies and procedures. Refer to "*Terms of Office of Department Head*", Section C.2.4.2.2 of the *Manual*. Reappointment to a new term shall start with establishing written intent between the Dean and Head no later than October 15 of the fifth year. If the Head wishes to be considered for another term, the Dean shall solicit faculty input. Continuance shall require the positive approval of the Dean, the Head, and a simple majority of academic

faculty in the respective department. A decision regarding continuance shall be made in writing to the departmental faculty, Provost and President no later than December 15 of the fifth year so that replacement or a search process may be initiated, if appropriate. For interim or short-term appointed Heads, the Dean shall make decisions regarding renewal or replacement on an annual basis.

- **Other Administrative Officers**

For other administrative officers, the Dean shall annually solicit written evaluations from a sampling of CVMBS faculty with whom the officer directly works. The Dean will summarize this information in a written document that will be reviewed with the administrative officer. The Dean shall make decisions on position renewal, replacement or abolishment on an annual basis.

VI. Procedures for Addressing Academic Matters

Scholastic Standards, Policies and Procedures relating to the DVM Program can be found on the CVMBS website (<http://csu-cvmbs.colostate.edu/dvm-program/Pages/dvm-student-resources.aspx>). Scholastic Standards, Policies and Procedures relating to undergraduate and graduate Programs in the College are those of the University as described in the “*Scholastic Standards*” section of the CSU General Catalog and in the *Manual*.

VII. Procedures for Calling and Convening College Faculty Meetings

The CVMBS academic faculty shall meet at least once each semester. Meetings are called by the Dean or by written petition to the Secretary of the Faculty by at least 20 tenured faculty. Written notice of academic faculty business meetings, including the meeting agenda, shall be distributed to the academic faculty at least one week before the meeting. Reports from the College Committees will normally be received at the Spring Faculty/Staff meeting. The Dean serves as the Chair, and the Secretary of the Faculty as the Recorder. If a vote is required during the meeting, all academic faculty members, as defined in the *Manual (E.4)*, are eligible to vote. If necessary, business shall be conducted by a simple majority vote of academic faculty

members present. Students and others who are not academic faculty may be given permission to speak at the meetings. The latest edition of Robert's Rules of Order will serve as the guide for all procedural and parliamentary matters.

Secretary of the Faculty

The Secretary of the Faculty shall be elected from the tenured faculty in October of the third year of the previous Secretary's service. The outgoing Secretary will solicit nominations for Secretary and, after certifying that the candidates are willing to serve, distribute a ballot with the list of candidates to the eligible faculty. The CVMBS Secretary of the Faculty and the Executive Assistant to the Dean will tabulate and report the results to the Dean. The Dean will announce the results to the faculty. The Secretary of the Faculty serves three years, assuming office on January 1 following his/her election.

VIII. Conflict of Interest

The State of Colorado, the Board of Governors, Colorado State University, and the Federal Government have policies that require yearly disclosure concerning an individual's associations with businesses and organizations external to the University (also known as the Conflict of Interest and Conflict of Commitment and Consulting). Colorado State University's Conflict of Interest Committee governs the process by which this information is collected and assessed. Detailed information can be found in the *Manual* Section D.7.6 for Conflict of Commitment and Consulting and Section D.7.7 for Conflict of Interest. The current Annual Role and Responsibility Survey form can be found on the Provost/Executive Vice President's web page at <http://provost.colostate.edu/faculty-administrative-professionals/>. Individuals may be required to submit a written Management Plan that outlines how conflict will be managed to avoid violation of College, University, State or Federal policies, laws and regulations.

IX. Procedures for Amending the Code

Recommendations for amendments to the Code of the CVMBS may be initiated by Committees including the Executive Council, Departments, or by petition of 20 percent of the faculty. An *ad hoc* committee shall

be responsible for forwarding the recommendations to eligible faculty for approval. Code amendment requires that two thirds of eligible faculty vote to amend the Code. The Code and amendment shall be effective following approval by the Provost (as specified in C.2.4.3), and after written communication of the amendment to the eligible academic faculty. Every five years the Code will be submitted to the Provost for review, regardless of whether changes have been made.

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