

# Code of the School of Advance Materials Discovery (SAMD)

A Special Academic Unit (SAU) of Colorado State University

*Adopted by vote of SAMD Core Faculty on [February 8<sup>th</sup>, 2021]*

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## I. Program

### A. Need and Purpose

The development of advanced materials, including their synthesis, characterization and application in novel devices, occupies a central role in 21st century science and technology. Materials research is by its very nature an extraordinarily inter- and multi-disciplinary endeavor, involving expertise in chemistry, physics, and engineering at the core, but also utilizing concepts from various other disciplines including business and sociology as materials research is often focused on creating a product for the marketplace more efficiently and effectively. Indeed, new discoveries and developments in materials science have enabled and driven advanced technology development (e.g., the blood oxygenator that enabled open heart surgery and the advanced composite heat shields that facilitate atmospheric re-entry of the space shuttle). Materials science and engineering focuses on the structure, property and function of materials. Thus, a materials scientist must understand how different combinations of molecules can result in different thermal, mechanical, electrical, optical, and magnetic properties; be able to measure those properties at the atomic, electronic, surface and bulk level; and manufacture usable devices from the resulting materials. It is essential to have a critical mass of faculty members across all materials-related disciplines to truly address global challenges in the materials realm. It is also imperative that the next generation of materials scientists be explicitly educated in an interdisciplinary manner, which requires sustained quality instruction and faculty expertise in materials science and engineering across CSU.

### B. Mission

The mission of the SAMD SAU is to enhance and accelerate collaboration, innovation, and outstanding achievement in materials research, education and scholarship through the provision of materials science and engineering degree programs, state of the art research and training infrastructure, collaborative opportunities encouraging CSU departments to grow their materials research faculty, and an environment that promotes discovery through diverse and inclusive team science practices. Specifically, the goals of the SAMD are:

1. To sustain productive research programs investigating novel and topical problems in materials science and engineering (MSE), which compete effectively for external funds.
2. To provide graduate instruction and research opportunities necessary to train independent investigators in MSE at the graduate and postdoctoral level.
3. To utilize the collective reputation of MSE faculty across disciplines to recruit high-quality students and postdoctoral trainees to our faculty-led research programs.
4. To arrange and organize events, workshops, symposia, and seminars that foster the development of collaborative research, training, and networking opportunities in materials science and engineering.
5. To provide instructional and experiential learning opportunities to graduate students and postdoctoral trainees to enhance their teaching abilities and to promote their oral communication skills.

### C. Vision

The vision of the SAMD is to serve as a beacon for collaboration among the CSU faculty and worldwide materials research communities and provide an umbrella structure through which national

centers for materials research can be established. It is the expectation that the SAMD, its faculty, and its students will become nationally recognized for their leadership, vision, and expertise in the advancement of materials research, graduate training in materials science and engineering, and inclusive cross-disciplinary approaches to addressing global material science challenges.

## II. Participating Units and Academic Oversight

SAMD has several collaborating departments that participate in the operations of its SAU. In particular, the Departments of Chemistry, Physics, Mathematics, Mechanical Engineering, and Chemical and Biological Engineering, Civil and Environmental Engineering, Electrical and Computer Engineering, and Design and Merchandising are collaborating departments. Core faculty may also come from other departments with the procedures associated with their participation described in Section [III.A](#) and [III.D](#).

The Program is housed in the Graduate School and administered by an Academic Oversight Committee (AOC) comprising the Dean of the College of Natural Sciences, the Dean of the College of Engineering and the Dean of the Graduate School. The majority of SAMD core faculty are from the Colleges of Engineering and Natural Sciences. When/if there are at least three core faculty from another college (e.g. Health and Human Sciences or Veterinary Medicine and Biological Sciences), the Dean of that College will be invited to the AOC. The AOC shall have the following voting rights: For all issues pertaining only to the graduate portion of the SAMD Program including research assistantships, graduate coursework, seminar programs and research facilities, all members of the AOC will have equal voting rights. In case of a tie vote, the Provost will cast the deciding vote.

The Director of the SAMD will report directly to the Dean of the Graduate School for the general operation and administration of the graduate program. The Associate Director will report to the Director on all issues that pertain to their roles.

## III. Membership in the SAMD SAU

There are five different categories of faculty membership in SAMD: Core ([III.A](#)), Permanent ([III.A.3.a](#), a subset of Core), Career-Line ([III.A.3.b](#), a subset of the Core), Associate ([III.B](#)), and Affiliate ([III.C](#)).

All SAMD Faculty will:

1. Maintain and promote learning and working environments for all CSU students and employees that are free from bias and prejudice, promote diversity and inclusion and follow the [CSU Principles of Community](#).
2. Sustain active engagement with the SAMD program and its community.

### A. Core Faculty

A faculty member holding an appointment in a collaborating department who meets the eligibility requirements ([III.A.1](#)) and is successfully voted into the Core faculty by its member faculty according to procedure ([III.A.2](#)) may become a Core Faculty (full voting) member of the SAMD. Each SAMD Core Faculty member must establish and maintain a memorandum of understanding (MOU) between SAMD and their department regarding their participation in SAMD.

#### 1. Eligibility

Interested faculty must have an active research program in materials science and/or engineering that is appropriate for the training of graduate students and/or have the

expertise and willingness to contribute to the teaching and administering of MSE graduate courses of the SAMD.

## 2. Procedure for Election to the SAMD Core Faculty

A request for membership in the SAMD Core Faculty must be initiated by the interested faculty member. Faculty members who wish to join the SAMD should submit to the SAMD Executive Committee a copy of their curriculum vitae and a statement of (1) their interests in SAMD committee service and/or graduate student advisory committee service, (2) their areas of expertise and willingness to teach and/or contribute to SAMD core courses or graduate level elective/specialty courses that are appropriate for SAMD students, and optionally (3) additional ideas for their contributions as a SAMD faculty member. The SAMD leadership will distribute the materials to all the Core Faculty and initiate a vote on admission to the program. If the majority of votes cast favor admission, the applicant will be admitted. If the majority of votes cast does not favor admission, the SAMD Executive Committee will invite the applicant to give a seminar to the SAMD membership. Within two weeks following the seminar, the Director will call for a second vote by SAMD Core Faculty to either accept or reject (by majority of votes cast) the membership of the applicant.

## 3. Special Designations of Core Faculty

### a) Permanent Faculty

SAMD and a collaborating department may jointly hire a Core Faculty member according to a mutually agreed upon memorandum of understanding (MOU). If SAMD permanently pays any portion of their salary then these individuals are considered Permanent Faculty who, in addition to having all the privileges and responsibilities of Core Faculty, are expected to exhibit a higher level of engagement with SAMD by, for example, taking on key committee, leadership, and service roles, and other duties as outlined in the MOU governing their hiring.

### b) Career-Line Faculty

SAMD Core Faculty members who are Contract or Continuing faculty (i.e., not on the tenure track or tenured) have the same privileges and responsibilities as all other Core Faculty with the exception of advising graduate students as described in [Section III.A.5.g.](#)

## 4. Core Faculty Responsibilities

a) Maintain or help maintain a productive research program that is conducive to the training of students and postdoctoral trainees and/or sustain the expertise and willingness to contribute to the teaching and advising of SAMD courses.

b) Sustain an active participation in SAMD activities including events, workshops, symposia, and seminars and a willingness to accept assignments on appropriate committees.

c) Because all faculty members have their primary appointment within an academic department and must balance their time commitment to SAMD activities with their commitment to their Department, it is understood that in the evaluation of participation, not every faculty member will be expected to devote the same effort to SAMD activities. However, over any three-year period, it is expected that every SAMD faculty member make some direct contribution to the goals of the SAMD. Evidence of

participation may come from committee service, teaching in core courses, service on graduate committees of students recruited through the SAMD, inviting and hosting industrial and academic visitors, participating in SAMD events, workshops, seminars, symposia, and faculty meetings, voting in SAMD elections, or some other commitment that requires an expenditure of effort to enhance the SAMD.

## 5. Core Faculty Privileges

- a) Participation at SAMD faculty meetings and full voting privileges on all matters related to the operation of SAMD, research policies and facilities, and academic issues that are voted upon.
- b) Use [title/rank in home department], School of Advanced Materials Discovery wherein the title/rank used is the same title they hold in their home department. Examples: A Professor of Chemistry who is Core Faculty member may use the title Professor, School of Advanced Materials Discovery. An Assistant Professor of Practice in Mechanical Engineering may use the title Assistant Professor of Practice, School of Advanced Materials Discovery. Titles for Career-Line faculty who work solely for SAMD are outlined in [Section VI.C.2](#).
- c) Full access to all SAMD resources.
- d) Full participation in SAMD events, workshops, symposia, and seminars, including nomination and hosting of guest speakers.
- e) Ability to serve as an elected faculty member on Standing Committees.
- f) Core and Permanent Faculty who are on the tenure-track or tenured may mentor graduate researchers and serving as research advisors for all graduate dissertations and theses.
- g) Career-Line Faculty may mentor and advise graduate students according to the following criteria:
  - (1) With approval by a two-thirds majority vote by the Graduate Academic Committee, Assistant Professors of Practice may sit on graduate student committees and serve on Master of Science thesis and Doctor of Philosophy dissertation committees, with a tenured or tenure-track faculty serving as the major advisor.
  - (2) With approval by a two-thirds majority vote by the Graduate Academic Committee, Associate Professors of Practice may sit on graduate student committees and serve as a co-major advisor/chair on Master of Science thesis and Doctor of Philosophy dissertation committees, with a tenured or tenure-track faculty serving as the major advisor.
  - (3) With approval by a two-thirds majority vote by the Graduate Academic Committee, Professors of Practice may sit on graduate student committees and serve as a co-major advisor/chair on Master of Science thesis and Doctor of Philosophy dissertation committees, with a tenured or tenure-track faculty serving as the major advisor.
  - (4) Assistant Research Professors may sit on graduate student committees (MS and PhD). With approval by a two-thirds majority vote by the Graduate Academic

Committee, Assistant Research Professors may serve as the major advisor/chair on Master of Science thesis committees and serve as the major advisor on Doctor of Philosophy dissertation committees with a Core faculty member as the co-advisor.

- (5) Associate Research Professors may sit on graduate student committees (MS and PhD) and serve as the major advisor/chair on Master of Science thesis committees. With a two-thirds majority vote by the Graduate Academic Committee, Associate Research Professors may serve as the major advisor on Doctor of Philosophy dissertation committees.
- (6) Research Professors may sit on graduate student committees (MS and PhD) and serve as the major advisor/chair on Master of Science thesis committees and Doctor of Philosophy dissertation committees.

## 6. Core Faculty Meetings

The Core Faculty of SAMD shall meet at least once per semester to consider and act upon business matters of the SAMD. Meetings shall be called by the Director. A vote of a simple majority of votes cast by the Core Faculty (those present plus those absent that submit votes by proxy) shall be required to constitute action either for or against any issue that is submitted to a vote, except as noted elsewhere in the Code. A record of all motions and votes will be distributed to all Core faculty after each meeting. Additional meetings may be called by any Core faculty member with the written support of at least 25% of the voting faculty members.

## B. Associate Faculty.

Any individual who holds a faculty appointment at Colorado State University, has an active research program or expertise involving materials science and/or engineering that is appropriate for the mentoring of graduate students and/or has the expertise and willingness to contribute to SAMD courses may be nominated for associate faculty status. Such appointments will be for a period of three years. The appointment will be renewable every three years. All applicants must include a curriculum vitae and a statement of how the applicant intends to participate in the SAMD. Applications will be reviewed and voted on by the Core Faculty. A vote in favor (by majority of votes cast) for the applicant grants the status of Associate Faculty of the SAMD. The privileges of associate faculty status are:

- a) serving on MSE students' thesis committees
- b) recommending seminar and/or symposia speakers and participating in SAMD events, workshops, symposia, and seminars
- c) participating in core faculty meetings as a nonvoting member
- d) ability to serve as an elected faculty member on select Standing Committees.
- e) eligibility for appointment to the ad hoc committees
- f) the use the title of Associate Faculty, School of Advanced Materials Discovery

## C. Affiliate Faculty

An individual, who possesses training and experience useful to the SAMD's teaching and research activities and who is not employed by Colorado State University may apply to the SAMD for Affiliate Faculty status in the SAMD. Affiliate Faculty appointments will be reviewed annually by the Executive Committee and may be continued upon mutual agreement, if that individual has

made or is likely to make some contribution to the mission of the SAMD. Affiliate faculty are not eligible to vote. All applicants must include a curriculum vitae. The Director or Executive Committee may grant the status of Affiliate Faculty of SAMD. The privileges of affiliate faculty status are:

- a) serving on MSE students' thesis committees
- b) recommending seminar and/or symposia speakers and participating in SAMD events, workshops, symposia, and seminars
- c) participating in core faculty meetings as a nonvoting member

#### D. Departments and Organizational Units

Any department that has established an MOU for one or more of its faculty to participate in the SAMD shall be considered a collaborating department. A Department Chair/Head can also apply in writing to the Executive Committee for status as a participating department, detailing reasons for consideration. Department Chairs/Heads of participating departments shall be notified directly of all SAMD activities involving the SAMD Core Faculty. The list of SAMD participating departments shall be reviewed by the SAMD Executive Committee on an annual basis. A department may be removed from the list of participating departments if the department does not have any SAMD core faculty.

#### E. Special Subgroups

From time-to-time it may be beneficial to select individuals for participation in special SAMD subgroups. Selection may be based on areas of research interest, training (undergraduate, predoctoral and/or postdoctoral) experience, funding, teaching interest, utilization of specialized instrumentation, or other parameters. Selection of individuals to participate in such subgroups does not necessarily require membership in SAMD. Selection to such subgroups will be performed by the Director and/or Executive Committee. Participation in these subgroups is voluntary.

#### F. Review of SAMD Membership

The Executive Committee has the responsibility to review the participation of every member at least every three years and to make recommendations to the Director as to the continuation of each member within the SAMD. If the Executive Committee does not vote in the majority to continue a member due to lack of participation, the Director will so notify the member who will be given the option to continue for one additional year of membership on a probationary status to improve their participation. The Executive Committee will reevaluate the participation of the member after one year and recommend to the Director the continuation or termination of that individual from the SAMD. Termination from the SAMD due to lack of participation does not require a vote of the membership. A faculty member can terminate their participation in SAMD at any time. If a Permanent Faculty member leaves SAMD, SAMD will retain that portion of their salary that was paid by SAMD.

### IV. Leadership

#### A. Director

1. Eligibility, Appointment Process, and Term



- a) The SAMD SAU shall be administered by a Director who must be tenured, hold the academic rank of Associate Professor or Professor, and be a member of the SAMD Core Faculty. The AOC shall issue a call for nominations, including self-nominations, for the position of Director and will assemble the nomination packages for distribution to the SAMD Core Faculty. The Director shall be elected by a majority vote of the SAMD Core Faculty members to a five-year term. The Director may stand for re-election.
  - b) Once elected by the SAMD Core Faculty, the appointment of the Director will be confirmed in writing by the AOC, who will notify the Provost and the Vice President for Research of the new appointment. Should the AOC not approve the elected Director, they will inform the SAMD faculty of their decision and the reasons for it. The faculty can then decide to hold another election or to appeal the decision of the AOC to the Provost.
2. Responsibilities
- a) The Director shall be responsible for executing the policies established by the Program, for coordinating activities within the Program, and for representing the Program to the AOC, the University, the external advisory board and other external entities.
  - b) The Director shall be Chair of the Executive Committee and an ex officio member of all other standing committees.
  - c) The Director shall keep members of the Program informed on matters relating to Program activities and members' responsibilities and shall consult with them regularly regarding the performance of their duties.
  - d) At least once per annum, the Director shall present to the membership a report of Program expenditures for the previous fiscal year and a budget for the current or next fiscal year.
  - e) The Director shall fill by appointment for the remaining term of the position, any position that becomes vacant on the standing committees of the SAMD Program.

## B. Associate Director

1. Eligibility, Appointment Process, and Term
- a) The SAMD Graduate Curriculum shall be administered by an Associate Director. The Associate Director must be tenured, hold the rank of Associate Professor or Professor, and be a member of the SAMD Core Faculty. The Associate Director shall be appointed by the Director from the eligible SAMD Core Faculty and confirmed by a vote of the SAMD Core Faculty to a term not exceeding 5 years. If a majority of votes cast approve the appointment, the Associate Director's appointment is confirmed. The Associate Director may stand for reappointment.
2. Responsibilities
- a) The Associate Director will be a voting member of the Executive Committee.
  - b) The primary responsibility of this position shall be the development, improvement and coordination of the graduate course offerings of the Program. The Associate Director

shall chair the Graduate Academic Committee and coordinate the preparation of proposals and outcomes assessment reports related to the graduate curriculum.

- c) The Associate Director will work with departments offering supporting graduate courses in materials (specialty courses) and coordinate these course offerings and their instructor staffing with that required of the graduate courses in MSE.
- d) The Associate Director shall also serve as the Acting Director during the absence of the Director for significant periods (>1 month).

## V. Standing Committees

### A. Executive Committee (EC)

The Executive Committee is responsible for working with the Director regarding the broad policy plans of the SAMD and the most effective means of implementation.

#### 1. Composition and Structure

The Executive Committee shall be composed of the Director, Associate Director, and three additional at-large members taken from the SAMD Core Faculty. At least one member of the Executive Committee must have their home department in the College of Natural Sciences and at least one member must have their home department in the College of Engineering. Additional SAMD faculty members may serve on the Executive Committee in an advisory capacity, as deemed appropriate by the Director. The SAMD Director shall chair the Executive Committee. The actions of the Executive Committee shall be reported to the SAMD faculty either over the signature of the Director, or at least once per semester in a faculty meeting, or more often at the committee's discretion.

#### 2. Membership

The three at-large members shall be elected by SAMD Core Faculty to serve three-year terms. Nominations for elected membership to the Executive Committee will be gathered from the SAMD Core Faculty. All nominees must indicate a willingness to serve on the Executive Committee and have received approval by their departmental head/chair. If the number of nominees equals the number of open positions, approval or disapproval will be determined by a majority of votes cast. Should the number of nominees exceed the number of open positions, membership will be determined by those receiving a plurality of the votes cast. A member of the Executive Committee whose term is completed may be a candidate for re-election. If the results of an election would lead to all members of the Executive Committee having their home department in one college, the candidate from the unrepresented college with the next highest vote total will be appointed in place of the candidate from the same college.

#### 3. Duties of the Executive Committee

The Executive Committee shall:

- a) Work with the Director regarding the broad policy plans of the SAMD and the most effective means of implementation. To this end, the Executive Committee will carry the responsibility of establishing and disassembling ad hoc committees as needed, nominating the members of those committees, and delineating their responsibilities.

- b) Conduct an annual review of SAMD participation by Core Faculty and make recommendations to the Director concerning continuation of membership. The Executive Committee shall seek opinions and advice from the other faculty members of the SAMD before making their final recommendations regarding membership.
- c) Provide recommendations relating to establishment of new courses or altering teaching assignments for the graduate curriculum. Such recommendations shall be presented to the Director for negotiation with the Chairs/Heads of the Departments in which faculty have their primary appointments.
- d) Provide recommendations on promotion and tenure for participating faculty upon written request of either the Chair/Head of the home department or the participating faculty member. The Executive Committee shall seek opinions and advice of other faculty and students of the SAMD before making their final recommendations. Such recommendations require a simple majority vote of the Executive Committee. The recommendations shall be submitted in writing to the Director who will transmit the material through administrative channels as outlined in the CSU Academic Faculty and Administrative Professional Manual.
- e) Oversee the periodic Code Review described in [Section X](#).

## B. Graduate Academic Committee (GAC)

The Graduate Academic Committee is responsible for all matters pertaining to the execution of the MSE graduate degree programs.

### 1. Composition and Structure

The GAC shall comprise at least three at-large elected SAMD Core Faculty members, the Associate Director, and a graduate student representative. At least one GAC member shall be from the College of Engineering and at least one member shall be from the College of Natural Sciences. The Associate Director will serve as the Chair of the GAC. Membership

- a) The three at-large, elected members shall serve for a term of three years. Nominations for elected membership to the GAC will be gathered from the SAMD Core Faculty. All nominees must indicate a willingness to serve on the GAC and have received approval by their departmental head/chair. If the number of nominees equals the number of open positions, approval or disapproval will be determined by a majority of votes cast. Should the number of nominees exceed the number of open positions, membership will be determined by those receiving a plurality of the votes cast. Members of the GAC may be candidates for re-election.
- b) The elected graduate student representative will shall serve a term of one year. Nominations for the graduate student representative will be gathered from the SAMD graduate students and Core Faculty. The graduate student representative will be selected by plurality vote of the SAMD graduate students and will be asked to participate in discussions of recruitment policy strategies. Graduate student representatives may be candidates for re-election.

### 2. Duties

The Graduate Academic Committee shall:

- a) Meet at least once per semester during the regular academic year and more often at its discretion. The Committee shall report its proceedings to the SAMD faculty as appropriate, but at least once each semester during the regular academic year.
- b) Oversee the preparation and distribution of material describing the SAMD graduate programs.
- c) Evaluate applicants for graduate study, organize and conduct recruiting activities, and select candidates for offers of admission and financial support.
- d) Evaluate the performance of first-year graduate students and to make recommendations to the Director concerning the dismissal or continuation of students in the SAMD.
- e) Recommend policies and curriculum changes for graduate training to the Executive Committee.
- f) Supervise the general program of first-year graduate instruction, which includes the composition and administration of any qualifying examinations.
- g) Assign laboratory rotations for the SAMD graduate students and to collect written evaluations on the performance of the students in these rotations.
- h) Oversee the composition of graduate student advisory committees. Graduate student advisory committees shall be determined by mutual agreement of the student and their major advisor and submitted to the GAC for approval. The GAC shall have oversight on the makeup of the advisory committee primarily to ensure equitable distribution of workload for SAMD Core Faculty. For SAMD students, the “outside” member is defined as not in the student’s advisor’s home department(s).

### C. Industrial & Academic Engagement Committee (IAEC)

The Industrial & Academic Engagement Committee is responsible for arranging and organizing events, workshops, symposia, and seminars designed to engage and promote the SAMD and MSE degree program participants with the industrial and academic materials science and engineering community outside of CSU.

#### 1. Composition and Structure

The Industrial & Academic Engagement Committee will be composed of one member of the Executive Committee, at least two elected Core or Associate Faculty members, and an MSE graduate student representative. The chair of the Industrial & Academic Engagement Committee shall be selected by its members.

#### 2. Membership

- a) The two elected faculty members shall serve for a term of three years. Nominations for elected membership to the Industrial & Academic Engagement Committee will be gathered from the SAMD Core and Associate Faculty. All nominees must indicate a willingness to serve on the Industrial & Academic Engagement Committee and have received approval by their departmental head/chair. If the number of nominees equals the number of open positions, approval or disapproval will be determined by a majority of votes cast. Should the number of nominees exceed the number of open positions, membership will be determined by those receiving a plurality of the votes cast.

Members of the Industrial & Academic Engagement Committee may be candidates for re-election.

- b) The elected MSE graduate student representative will shall serve a term of one year. Nominations for the MSE graduate student representative will be gathered from the MSE graduate students and Core Faculty. The MSE graduate student representative will be selected by plurality vote of the MSE graduate students. MSE graduate student representatives may be candidates for re-election.

### 3. Duties

The Industrial and Academic Engagement Committee shall:

- a) Arrange and organize events, workshops, symposia, and seminars designed to engage and promote the SAMD and MSE degree program participants with the materials science and engineering community outside of CSU. The goal of these efforts should be to 1) engage outside academic faculty, practicing engineers and scientists, and science policy experts with SAMD faculty, students, and research programs, 2) build and enhance collaborative and cooperative research and training opportunities for SAMD faculty and MSE students, and 3) create professional development, networking, employment and internship opportunities, for MSE students and graduates.
- b) Solicit suggestions and nominations from the SAMD membership for notable speakers and guests to be hosted as a part of SAMD organized events, workshops, symposia, and seminars.
- c) Strategically identify and select speakers and guests from nominees and extend invitations to those most qualified to enhance the research and academic mission of SAMD.
- d) Work with the SAMD administrative assistants in the scheduling, organization, and coordination of arranged events, workshops, symposia, and seminars including invited speaker travel, itineraries, and visit logistics.
- e) Work with the SAMD administrative assistants to maintain costs of arranged events, workshops, symposia, and seminars within the framework of the allocated SAMD budget.
- f) Make budget recommendations to the SAMD leadership in terms of future investments in new engagement and outreach opportunities.

## D. Research Initiatives & Infrastructure Committee (RIIC)

The Research Initiatives and Infrastructure Committee is responsible for the identification of opportunities and development of initiatives to grow and expand the visibility, funding, support, and infrastructure around materials research at CSU.

### 1. Composition and Structure

The Research Initiatives and Infrastructure Committee will be composed of one member of the Executive Committee, at least two elected SAMD Core or Associate Faculty members, and an MSE graduate student representative. The chair of the Research Initiatives and Infrastructure Committee will be selected by its members.

### 2. Membership

- a) The two elected faculty members shall serve for a term of three years. Nominations for elected membership to the Research Initiatives and Infrastructure Committee will be gathered from the SAMD Core and Associate Faculty. All nominees must indicate a willingness to serve on the Research Initiatives and Infrastructure Committee and have received approval by their departmental head/chair. If the number of nominees equals the number of open positions, approval or disapproval will be determined by a majority of votes cast. Should the number of nominees exceed the number of open positions, membership will be determined by those receiving a plurality of the votes cast. Members of the Research Initiatives and Infrastructure Committee may be candidates for re-election.
  - b) The elected MSE graduate student representative will shall serve a term of one year. Nominations for the MSE graduate student representative will be gathered from the MSE graduate students and Core Faculty. The MSE graduate student representative will be selected by plurality vote of the MSE graduate students. MSE graduate student representatives may be candidates for re-election.
3. Duties
- a) Solicit suggestions and input from the SAMD membership concerning establishment or upgrades needed in CSU analytical core and other CSU research facilities.
  - b) Identify, initiate, and coordinate the preparation and submission of collaborative proposals to the colleges, university, state, federal agencies, private foundations or commercial entities which provide funding or other resources that enhance the research enterprise, graduate and undergraduate training goals, and support infrastructure of the SAMD.
  - c) Make budget recommendations to the SAMD leadership in terms of future investment opportunities for new research initiatives and infrastructural improvements.
  - d) Manage the SAMD Seed Grant Funding Program and budget (when budget is available). SAMD seed grants are designed to provide funding that will foster SAMD faculty collaboration and promote new research initiatives among CSU materials research groups. Management of the program includes authoring proposal guidelines, setting submission windows, evaluating and awarding proposals, and working with appropriate CSU units to provide access to awarded funds.

## E. Diversity Equity and Inclusion Committee (DEI)

The Diversity Equity and Inclusion Committee is responsible for the identification of opportunities and development of initiatives to grow, enhance, and reinforce a persistent culture of promoting diversity, equity and inclusion within the SAMD SAU and its MSE degree programs.

### 1. Composition and Structure

The Diversity Equity and Inclusion Committee will be composed of at least two elected SAMD Core or Associate Faculty members, the SAMD program manager/coordinator, and at least one MSE graduate student representative. The chair of the Diversity Equity and Inclusion Committee will be selected by its members.

### 2. Membership

- a) The elected faculty members shall serve for a term of three years. Nominations for elected membership to the Diversity Equity and Inclusion Committee will be gathered from the SAMD Core and Associate Faculty. All nominees must indicate a willingness to serve on the Diversity Equity and Inclusion Committee and have received approval by their departmental head/chair. If the number of nominees equals the number of open positions, approval or disapproval will be determined by a majority of votes cast. Should the number of nominees exceed the number of open positions, membership will be determined by those receiving a plurality of the votes cast. Members of the Diversity Equity and Inclusion Committee may be candidates for re-election.
- b) The elected MSE graduate student representative will shall serve a term of one year. Nominations for the MSE graduate student representative will be gathered from the MSE graduate students and Core Faculty. The MSE graduate student representative will be selected by plurality vote of the MSE graduate students. MSE graduate student representatives may be candidates for re-election.

### 3. Duties

The Diversity Equity and Inclusion Committee shall:

- a) Explore, evaluate and recommend to the SAMD faculty pedagogical and mentoring methods and practices that promote the importance and intrinsic value of diverse, equal, and inclusive culture within SAMD classrooms and laboratories and in the science and engineering communities in general.
- b) Organize activities, events, workshops, symposia, and seminars for SAMD faculty, staff, and MSE students that strive to build community within the SAMD and encourage discussion, learning, and shared experiences around cultural differences and similarities and their impact on individual and team success.
- c) Identify, initiate, and coordinate the preparation and submission of collaborative proposals to the colleges, university, state, federal agencies, private foundations or commercial entities which provide funding or other resources that enhance and further the diversity, equity, and inclusive mission of the SAMD and help establish SAMD as a CSU DEI standard.
- d) Make budget recommendations to the SAMD leadership in terms of future investment opportunities for new diversity, equity and inclusion initiatives and activities that would benefit the SAMD and the MSE degree programs.

## VI. Faculty Hiring, Evaluation, and Promotion

### A. Core Faculty (excluding Permanent and SAMD-hired Career Line Faculty)

#### 1. Hiring

See Permanent Faculty ([VI.B.1](#))

#### 2. Performance Evaluations Including Consideration for Tenure and Promotion.

For non-Permanent and non-SAMD-hired Career line faculty, for which tenure and promotion decisions, faculty evaluations, merit salary increases, post-tenure review and all

other faculty related matters remain solely within the purview of the core faculty member's home department/college, SAMD leadership will, upon request from the faculty member or the home department, provide written performance evaluations reflecting a faculty member's contributions to and impact on the SAMD program. It is understood that this feedback should be included for consideration in tenure and promotion decisions as well as annual reviews, as specified in Section C.2.5c of the Academic Faculty and Administrative Professional Manual.

## B. Permanent Faculty

SAMD and a collaborating department may jointly hire a Core Faculty member according to a mutually agreed upon memorandum of understanding (MOU).

### 1. Hiring

The role of SAMD in the hiring process will be governed by the signed Hiring MOU between SAMD and the collaborating department. It is expected the MOU confirm that the SAMD director, executive committee, and core faculty be included in the search process through 1) representation on the search committee, 2) previewing and providing input on the advertisement for the position, 3) direct involvement in the interview process, and 4) providing input to the search committee regarding SAMD's ranking of candidates as acceptable/not acceptable prior to a departmental decision. It is the obligation of the SAMD Director to ensure all core faculty are given the opportunity to participate and provide input to the hiring process.

### 2. Performance Evaluations Including Consideration for Tenure and Promotion

For Permanent Core Faculty, it is expected that the SAMD leadership will be actively engaged in the performance evaluation process through consultation with the home department's Chair/Head in a manner consistent with the procedures outlined in the hiring MOU. Although tenure and promotion decisions, faculty evaluations, merit salary increases, post-tenure review and all other faculty related matters remain solely within the purview of the Permanent Faculty member's home department/college, it is the obligation of SAMD Leadership to provide written performance evaluations reflecting a faculty member's contributions to and impact on the SAMD program. It is understood that this feedback should be included for consideration in tenure and promotion decisions as well as annual reviews, as specified in Section C.2.5c of the Academic Faculty and Administrative Professional Manual.

## C. Career-Line Faculty

Career-Line faculty titles and promotion processes are determined by the faculty member's home (hiring) department or SAU. The hiring, titles and promotion processes for Career-Line faculty who are hired by and work only for SAMD are described below.

### 1. Hiring

The Director shall serve as the hiring authority for Career-Line faculty. A search committee comprised of at least three SAMD Core Faculty will be assembled by the Director with the balance of the committee ensuring compliance with CSU Human Resources guidelines. SAMD Core Faculty must comprise a majority of the final search committee membership. It is expected that the SAMD Core Faculty be included in the search process through 1) representation on the search committee, 2) previewing and providing input on the



advertisement for the position, 3) direct involvement in the interview process, and 4) providing input to the search committee regarding a ranking of candidates as acceptable/not acceptable prior to the submission of the search committee's final recommendations to the Director. It is the obligation of the Search Committee to ensure all core faculty are given the opportunity to participate and provide input to the hiring process.

2. Title Designations for Career-Line Faculty

SAMD uses the following designations and mapping for its Career-Line teaching and research faculty to the titles outlined in section E.13 of the CSU Academic Faculty and Administrative Professional Manual.

Professors who Primarily Teach	Professors who Primarily Perform Research
Assistant Professor of Practice	Assistant Research Professor
Associate Professor of Practice	Associate Research Professor
Professor of Practice	Research Professor

3. Promotion of Career-Line Faculty

Normally, after five (5) years in rank, faculty are eligible to be considered for promotion. If the promotion is approved, it shall become effective the following July 1. Promotion may be considered prior to five (5) years in rank in those cases in which the faculty member's performance clearly exceeds the standards for promotion (as outlined below). The Director shall initiate recommendations for promotion of Career-line faculty by the start of the fall semester preceding the expected decision. For each member recommended, the Director shall convene the Career-line Promotion Committee. A chair of the committee will be appointed by the Director. The committee shall examine the credentials and promotion dossier of the member and shall vote to grant or deny promotion. A recommendation shall be a simple majority vote. The recommendation shall include a vote summary and a statement representing the majority and minority points of view. The chair shall, within two weeks, deliver the written recommendation to the Director.

4. The Career-Line Promotion Committee

The Career-line Promotion Committee shall consist of a minimum of three SAMD Core Faculty members at or above the rank being sought by the candidate. When possible, the inclusion of one or more Career-Line Faculty members with a similar teaching or research emphasis at or above the rank being sought by the candidate is preferred. If a qualified Career-line faculty member cannot be identified within the SAMD membership, a Career-line faculty member from a SAMD participating department can be appointed to the committee at the discretion of the Director. SAMD Core Faculty must comprise a majority of the final Promotion Committee membership. The committee will meet annually and review the progress of all Career-line faculty who have not been promoted to the highest rank and provide written feedback to the faculty member. In addition, a comprehensive performance review of each Career-line faculty shall be conducted by the midpoint of their probationary period. Every Career-line faculty member at the highest rank will have a comprehensive performance evaluation performed by the Director every five years.

5. The Career-Line Promotion Process

In the case of reviewing promotions initiated by the Director, a promotion dossier documenting the fulfilment of requirements for the desired title and excellence in all

assigned duties at current title will be evaluated by the Career-line Promotion Committee. The committee will review the dossier and any other pertinent information. The committee shall consider three (3) evaluation criteria, with the weight of each of these criteria being commensurate with the effort distribution defined for the faculty member's appointment: 1) teaching effectiveness; 2) research and scholarly activities; and 3) intramural and extramural service. A promotion recommendation shall be by a majority vote of the promotion committee. The recommendation shall include a vote summary and a statement representing the majority and minority points of view. The recommendation shall be forwarded to the Director. After the recommendation is received, a contrary decision may be issued by the Director only for compelling reasons that shall be stated in writing to the faculty member, the promotion committee, and the SAMD Academic Oversight Committee. If a contrary decision is issued, the faculty member and the promotion committee shall be given seven (7) working days from the date of notification of the contrary recommendation to respond in writing to the Director's reasons for opposition. The Director's written contrary decision, and the faculty member's and promotion committee's written response, will be forwarded by the promotion committee to the Academic Oversight Committee for a further consideration.

#### 6. Career-Line Promotion Dossier

The Career-line promotion dossier is intended to be a set of documents that highlight the impact of a Career-line faculty member's 1) teaching effectiveness, 2) research and scholarly activities, and 3) intramural and extramural service on the education, training, and research mission of the SAMD SAU. The weighting of the evidence provided in the promotion dossier should be commensurate with the effort distribution defined for the faculty member's appointment. The promotion dossier should be the primary source of evidence used by the Career-line Promotion Committee when evaluating the candidate. External reviews of the promotion dossier from Career-line or teaching faculty outside CSU may be included in the promotion dossier as supporting documents for consideration by the Promotion Committee.

## VII. Redress

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

## VIII. Student Grievance Procedures

Students may appeal instructors' grading decisions for SAMD courses. Before making an appeal, the student should discuss the situation with the instructor(s) involved in the decision. SAMD student appeals must adhere to Section I.7 of the Faculty Staff Manual, where the written request should be sent to the Director. Within 30 days of receipt of the grade appeal, the Director shall 1) provide the

student's appeal to the instructor(s) who assigned the grade, 2) form an appeals committee comprised of two SAMD Core faculty members, two MSE graduate students, and one faculty member external to the SAMD SAU. The external faculty member shall serve as the voting chair.

The appeals committee will review the written appeal and response of the instructor(s). They may elect to separately interview both the student and the instructor(s) before rendering a decision. The decision of the appeals committee will be based upon whether one of the conditions for an appeal set forth above has been met. At the conclusion of the deliberations, the committee shall render one of the following decisions: 1) the original grading decision is upheld, or 2) the SAMD Director or their designee(s) will reevaluate the student's achievement of the instructional objectives of the course and assign a grade accordingly.

Written notice of the committee's decision and the reasons for the decision normally will be sent to the student and the instructor(s) within 30 calendar days of the appointment of the committee. The appeal committee's decision is the final decision of the University. Written summaries of the hearing and decision, together with a rationale for that decision, shall be provided to the student and the instructor who assigned the grade and shall be retained in the SAU office for a period of one year.

## IX. Evaluation of SAMD Operations

The first review of the SAMD shall occur in its fifth year of operation. Subsequent reviews will occur every fifth year as described by the CCHE or at the direction of the AOC. The Core faculty of the SAMD shall select a committee to evaluate SAMD operations by procedures outlined in the University Code.

This Evaluation Committee shall review the operation of the SAMD as outlined in the University Code and shall prepare a report of its findings and present it to the Director, the SAMD faculty members, and to the University administration for review. At appropriate times the SAMD shall consider inviting consultants from outside the University to assist in evaluating the performance of the SAMD.

## X. Revisions of the SAMD Code

Revisions of the SAMD Code may be initiated at any time by a majority of Core Faculty providing a written request to the SAMD Director. In addition, the Executive Committee will conduct a comprehensive review of the SAMD Program Code in the final year of the term of the Director, which normally will coincide with the SAMD program review. The Executive Committee may include other SAMD faculty in the code review process at their discretion. Copies of the proposed revisions shall be submitted to all Core Faculty for review and approval. The Director shall be responsible for collecting votes from the Core Faculty within a reasonable time frame from submission. Adoption of any amendment requires a majority endorsement of the Core Faculty. A simple majority of the Core Faculty eligible shall be required to amend appendices of the Code.