

CODE

SCHOOL OF GLOBAL ENVIRONMENTAL SUSTAINABILITY (SOGES)

As stated in the *Colorado State University Academic Faculty and Administrative Professional Manual* Section, C.2.4.2 Departmental Organization, “each academic department shall operate under a Departmental Code. The Departmental Code shall be consistent with the provisions of the University code relating to departmental matters, and the University Code shall take precedence in all instances”. This document contains the code for the School of Global Environmental Sustainability (SoGES) at Colorado State University. SOGES is not a department but rather, a Special Academic Unit (SAU), and an interdisciplinary program linking any CSU faculty and researchers interested in sustainability research, education and engagement. Consequently, some terms in the University Academic Faculty and Administrative Professional Manual (hereafter referred to as Faculty Manual) have been modified to reflect the status of SoGES. The School’s Code reflects requirements of both the college and department codes as delineated in the Faculty Manual section C.2.4.1.1 and C.2.4.2.1.

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I. SOGES MISSION, OBJECTIVES, AND VISION

- a. The Mission of the School of Global Environmental Sustainability (hereafter, SoGES) is to support and facilitate the generation of new knowledge at CSU that can be used to develop science-based solutions to global environmental problems. For these solutions to be successful, they must be built on a foundation of sustainability that values a framework that integrates social, environmental, and economic interests.
- b. The objectives of SoGES are to:
 - i. Catalyze academic collaborative efforts across campus to address global-scale environmental challenges, including climate change, land use change, food security, poverty, inequality, water management, and population growth.
 - ii. Integrate across all CSU's colleges and centers to create a linked collaborative research infrastructure to elevate the University's disparate strengths in sustainability teaching, research, and creativity with the goal to generate new ideas to understand and address local to global sustainability.
 - iii. Build and promote the School as a credible, comprehensive source of unbiased, research-based information on sustainability science.
 - iv. Identify and pursue opportunities for CSU and SoGES to lead, connect and participate in global environmental science agendas and policy while linking with broader CSU, Fort Collins campus and community agendas.
 - v. Facilitate discussion and collaboration among CSU faculty, researchers, and students of various disciplines regarding global environmental issues of sustainability science.
 - vi. Support sustainability programs cross campus in educating the next generation of global sustainability leaders and build environmental literacy into all University curricula.
- c. Vision: The School will generate innovative, high quality interdisciplinary research and education in sustainability science, while communicating the solutions and the process used to develop them, to students in the classroom, citizens and stakeholders, and policymakers from local governments to international governing bodies.

II. DIVERSITY, EQUITY, AND INCLUSION (DEI)

- a. The School of Global Environmental Sustainability is committed to cultivating a culture of diversity, equity, and inclusion. Furthermore, it is dedicated to embodying and exemplifying the Colorado State University Principles of Community. These principles are a framework for action that support the CSU mission and vision of access, research, teaching, service and engagement. A collaborative and vibrant community is a foundation for learning, critical inquiry, and discovery. Therefore, each member of the CSU community has a responsibility to uphold these principles when engaging with one another and acting on behalf of the University.
 - i. Inclusion: We create and nurture inclusive environments and welcome, value and affirm all members of our community, including their various identities, skills, ideas, talents, and contributions.
 - ii. Integrity: We are accountable for our actions and will act ethically and honestly in all our interactions.
 - iii. Respect: We honor the inherent dignity of all people within an environment where we are committed to freedom of expression, critical discourse, and the advancement of knowledge.
 - iv. Service: We are responsible, individually, and collectively, to give of our time, talents, and resources to promote the well-being of each other and the development of our local, regional, and global communities.
 - v. Social Justice: We have the right to be treated and the responsibility to treat others with fairness and equity, the duty to challenge prejudice, and to uphold the laws, policies and procedures that promote justice in all respects.
 - vi. These values inform our teaching, learning, research and other scholarship, and our engagement.
- b. The School embraces DEI initiatives to all its policies and procedures including student and employee recruitment and selection, terminations, compensation and benefits, teaching, research, development and training, promotions, and work environment.

III. SOGES STRUCTURE

The administrative structure shall be as follows:

- a. The Special Academic Unit (SAU) is organized under the Provost/ Executive Vice President of CSU.
- b. School Administration
 - i. Administrative Officers
 1. Director
 2. Associate Director
 3. Assistant Directors
 - a. Research
 - b. Education

- c. Councils, Boards, and Committees
 - i. Executive Council
 - ii. External Advisory Board
 - iii. Education/ Curriculum Committee
 - iv. Awards Committee
 - v. Ad Hoc
- d. Administrative positions are subject to change as determined by the Director of SoGES in consultation with other Administrative Officers and the Provost of CSU. The School will be housed under the Office of the Provost and Executive Vice President of CSU.

IV. SELECTION AND DUTIES OF ADMINISTRATIVE OFFICERS

The School's Administrative Oversight has been the Provost/Executive Vice President. This is presently in contrast to the Faculty Council SAU which suggests that an Administrative Oversight Committee (AOC) must consist of two (2) deans (or their designees), the Vice Provost for Undergraduate Affairs, the Dean of the Graduate School and the Vice President of Research.

We propose continuation of oversight by the Provost and adding a representative of the Vice President of Research. The Provost and Vice President for Research meets with the SoGES Director a minimum of two times per year. Deans from colleges represented by faculty who hold split or joint appointments with SoGES will hold ex officio positions on the AOC. Furthermore, an Executive Council (section V.a. below) and External Advisory Board (section V.b. below) also currently advises the Director and Associate Director.

- a. The Provost/ Executive Vice President of CSU has primary oversight for the School.
- b. All appointments to new or vacated faculty positions are on the authority of the Board of Governors of the Colorado State University System, which is delegated to the President.
- c. Selection and Duties of Director
 - i. The principal administrative officer of SoGES is the Director. The Director is appointed by the Provost in consultation with the Executive Council and the Scholars following a national search. The search and review of candidates for Director shall be conducted according to section E.4.4 of the Faculty Manual.
 - ii. The Director must be tenured and hold the academic rank of Associate Professor or Professor, be reviewed annually, and shall have a term of office of 5 years subject to satisfactory performance. The School's Director will report directly to the Provost and Executive Vice President for the general operation and administration of the School.
 - iii. The Director will be evaluated annually, and can be reappointed, subject to satisfactory performance.
 - iv. Duties of Director
 - 1. The Director is ex-officio executive council participant.
 - 2. The Director shall have duties similar to those assigned to the deans of the colleges as specified in the Faculty Manual section C.2.6.1 and will act on behalf of the School when a department head action is required.

3. The Director shall provide leadership in the execution of the School, and university policies and goals and play a part in developing those policies and goals.
4. The Director will act as a liaison with the leadership of other programs, departments, or units in the university, nationally and internationally.
5. The Director is the chief administrative and academic officer of the School and is the initial person in the administrative chain to the President. Members of the School staff are responsible to this officer.
6. The Director has the general responsibility for all activities which may affect the professional stature of the School or the interests of the University. This follows the “Specific responsibilities of the Department Head”, outlined in Section C.2.6.2 of the Academic Faculty and Administrative Professional Manual.

d. Selection and Duties of Associate Director

- i. The Associate Director must be an Associate to Full Professor level or hold an advanced degree(s) plus 5 years of relevant experience related to the sustainability sciences. This position is a leadership role and reports directly to the Director.
- ii. The Director shall appoint an Associate Director following a national search. The Associate Director will assist, inform, and coordinate with the Director, to assure the responsibilities of the School are achieved and communicated to scholars and staff and the provost.
- iii. The Associate Director will be evaluated annually and reappointed subject to satisfactory performance.
- iv. Duties of Associate Director
 1. The Associate Director is an ex-officio executive council participant.
 2. Assist the Director to assure the School functions effectively and that the School takes a lead as a key player in University wide, regional and international sustainability initiatives.
 3. Represent and work with the Director to connect with SoGES scholars and members, the campus and beyond: assist with School fund-raising, administrative and operational procedures, that involve new and present SoGES programs and events including the Annual Report and education and research activities.

e. Selection and Duties of Assistant Director of Research

- i. The Assistant Director of Research must hold faculty rank equivalent to Associate or Full Professor. The Assistant Director is appointed for a two-year term (subject to satisfactory performance) by the Director in consultation with the Executive Council and reports to the Director on all issues that pertain to their role.
- ii. The Assistant Director will be evaluated annually, and can be reappointed, subject to satisfactory performance.
- iii. Duties of Assistant Director of Research
 1. Advise the Director and oversee funding and direction of research programs

in SoGES

2. Participate in the selection of Global Challenges Research Teams and Resident Fellows.
3. Advise the Director on CSU VPR and campus research initiatives and opportunities.
4. Represent the Director as necessary on committees, task force and other activities pertaining to research and outreach.
5. Assist with developing the Strategic Plan and Annual Report

f. Selection and Duties of Assistant Director of Education

- i. The Assistant Director of Education must hold faculty rank at CSU and be a Scholar of SoGES. The Assistant Director is appointed to SoGES for a two-year term (subject to satisfactory performance) by the Director in consultation with the Associate Director, and SoGES Executive Council and reports to the Director on all issues that pertain to their role.
- ii. The Assistant Director will be evaluated annually, and can be reappointed, subject to satisfactory performance.
- iii. Duties of Assistant Director of Education
 1. Chair the SoGES Curriculum Committee which is comprised of at least one representative from each CSU college and the Libraries.
 2. Advise the Director and oversee the development and delivery of new SoGES courses and programs.
 3. Assist with developing the Strategic Plan and Annual Report.
 4. Represent the Director as necessary on committees, task force and other activities pertaining to undergraduate and graduate education and outreach.
 5. Oversee student inquiries into the School.
 6. Oversee instructors for SoGES classes.

V. SELECTION AND DUTIES OF COUNCILS, BOARDS, AND COMMITTEES

a. Executive Council

i. Selection

1. This council will be composed of at-large SoGES Scholars that represent all eight colleges, relevant centers, and the libraries as voting members. Nominations may be solicited from the college Deans or occur by any SoGES scholar/member or other non SoGES scholars/ members on campus and may be self-nominations.
2. Representatives from other sustainability interdisciplinary centers will be ad hoc non-voting members.
3. Nominations for Executive Council will be elected by the Executive Council every three years. The Director and Associate Director of SoGES will serve as ex officio members of the Executive Council unless there is a tie.

4. The Director of the Student Sustainability Center will represent students and be a non-voting member.
5. Executive Council members will serve staggered three-year terms and can be reappointed for 2 terms.

ii. Duties

1. This council will advise the Director on all activities associated with running SoGES including:
 - a. Research, Education and Engagement, and activities such as nomination and organization of review of applicants for SoGES Scholars and SoGES Members, and SoGES Community Affiliate status
 - b. Guiding policy development and alterations to the program, with the Director having the final decision-making authority for policy: disputes between the Director and Executive Council can be taken to Provost.
 - c. Approve and advise in strategic direction
 - d. Approve and advise in SoGES self-evaluations
 - e. Approve and advise in the School's Code
 - f. Unless otherwise stated in the code or voted by the Executive Council, acting as a committee of the whole, other decisions that involve procedural matters require only a simple majority of the Executive Council.

b. External Advisory Board

- i. The Director, in consultation with the Executive Council, shall establish an External Advisory Board that reviews and advises the Director and School on all aspects of progress and challenges to the School. This Board, which may consist of representatives from Government, Industry, NGOs, and academia will hold at least one meeting per year. If it is more convenient, teleconferences may be held in place of actual meetings. The board shall consist of at least eight members.
- ii. Duties of the External Advisory Board may include:
 1. Review and advise the Director and staff on all aspects of the School including but not limited to, the mission, strategic vision and plan, budget, curriculum, research, and direction to enhance the School at local, national and international levels.
 2. Assist the Director and Associate Director in establishing the School as a high-quality leader of credible sustainability science among other universities.
 3. Meet with the President, Provost, Vice-President of Research, and other officials as needed.
 4. Submitting a report of their deliberations to the President and/or Provost, and Director.

c. Education/ Curriculum Committee

- i. Selection
 - 1. This curriculum committee will be a diverse committee with representation of faculty members from all eight colleges, an undergraduate and graduate student representative, a libraries representative, and a continuing education representative.
 - 2. Curriculum committee members will serve staggered three-year terms.
 - ii. Duties
 - 1. to design and develop new cross-campus curriculum centered in sustainability.
 - 2. discuss and recommend proposals affecting the academic program of the School, including but not limited to course proposals, program changes, addition and deletion of programs, degree requirements, and general policies with impact on instruction and learning.
- d. Awards Committee
- i. Selection: The Awards Committee shall consist of two SoGES faculty/staff members and two Scholars appointed in staggered two-year terms so that two of the four members are replaced each year. Appointments will be made by September and at the time of the appointments the Director will assign one of the continuing members to be chair of the Committee.
 - ii. Awards: Each year the committee will select awardees for the list of awards determined by the school including awards for Outstanding Student in Sustainability at the undergraduate and graduate levels; Faculty award for excellence in undergraduate teaching of sustainability material, and Faculty award for excellence in undergraduate research. The Committee Chair will call for nominations annually. The Committee will meet to select the awardees.
 - iii. Scholarships: The Committee will award scholarships offered within SoGES to students. Each scholarship will be awarded based on the conditions set forth by the terms of the funding source. These may be awarded in fall or spring semesters as required.
 - iv. University Awards: The Committee may nominate SoGES faculty, staff, and students for other awards available at the university.
 - v. Record Keeping: The Committee will keep a list of all nominees and award winners for all awards and scholarships processed by the Committee.
- e. Ad Hoc Committee
- i. Selection
 - 1. The Director may appoint these committees for specific tasks.
 - ii. The formation of such committees by the Director and Associate Director shall be done only after consultation with the Executive Council.
 - iii. Duties
 - 1. The duties and terms of each committee shall be clearly stated by the Director at the time of committee formation.
 - 2. The Director shall inform the charge of each committee.

3. Develop and maintain written operating guidelines.
4. Maintain an adequate written record of committee actions.

VI. SELECTION OF SCHOOL REPRESENTATIVES TO UNIVERSITY COMMITTEES

- a. University code will be followed where procedures are specified.

VII. SOGES MEMBERSHIP

- a. Scholars: SoGES Scholars membership is open to all types of faculty appointments recognized by Colorado State University (see Faculty Manual E.1) and administrative professional appointment (e.g., research associates; research scientists; post-docs). To be considered eligible for SoGES Scholars membership, individuals must carry academic rank (professor, associate professor, assistant professor, instructor, senior instructor, master instructor or faculty affiliate, lecturer including those with contract, continuing, adjunct or transitional appointments, as well as emeritus faculty) and Research Scientists, post docs or similar designations of expertise and have the expertise and willingness to contribute to research and education and engagement activities.
 - i. Election of Scholars: Applications will be reviewed by the Executive Council and Director and if approved by a simple majority (via electronic means), granted Scholar status.
 - ii. Privileges of SoGES Scholars
 1. Suggesting events and speakers related to SoGES focal areas.
 2. Participate in SoGES activities.
 3. Eligible for appointment to committees.
 4. Use the title of School of Global Environmental Sustainability Scholar.
 5. Access to SoGES resources and facilities.
 - iii. Responsibilities of Scholars
 1. Participate actively and promote SoGES activities and programs
 2. Maintain and help enhance collaborative, interdisciplinary sustainability research and scholarship that contributes to one or more of the SoGES focal areas.
 3. Help SoGES communicate the three linked areas of sustainability (economics, society and environment).
- b. Senior Scholars: SoGES Senior Scholars are renowned national and international leaders in sustainability who are discovering solutions to the world's biggest problems through cutting edge-research, partnerships or exceptional leadership, or any combination of these. They enhance the School's mission to address global issues by creating dialogues with governments, business, the public and academia that effectively balance economic and environmental objectives and human needs.
 - i. Senior Scholars are prestigious 'honorary' designations for people that can be from within or outside of CSU: they are selected and awarded this designation based on exceptional public or academic contributions to global sustainability issues. The

Director and/ or Associate Director provides a potential name with the Provost prior to full consideration and again for final approval.

- ii. Senior Scholars will participate and advise the Director and members on sustainability issues and participate in SoGES as possible.
- c. SoGES Community affiliates: Any individual, who possess training and experience useful to SoGES's teaching and research activities and who is not employed by Colorado State University may be classified as a SoGES Community Affiliate. 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 SoGES.
 - i. Applications will be reviewed by the Executive Council. If approved by the Executive Council the SoGES Scholars must vote in favor (by simple majority) for the applicant being granted the status of Community Affiliate status within SoGES.
- d. Visiting Fellow Membership: Visiting Fellow Membership is based on research, academic or public service to global sustainability issues.
 - i. Appointment of Visiting Fellows is based on the application of the individual to SoGES as a Visiting Fellow. Once reviewed by involved staff and the Director, the candidate is recommended for approval by the Executive Council.
 - ii. Fellows are appointed for a one-year term, which will be reviewed by the Executive Council and Director. A simple approval by the Executive Council is required to renew Fellow status.
 - iii. Privileges of Visiting Fellows
 - 1. Suggesting events and speakers related to SoGES focal areas.
 - 2. Participate in SoGES Scholar meetings as a non-voting member.
 - 3. Eligible for appointment to ad hoc committees.
 - 4. Use the title of School of Global Environmental Sustainability Visiting Fellow.
 - 5. Access to SoGES resources and facilities.
 - iv. Responsibilities of Visiting Fellows
 - a. Represent, participate, and actively collaborate with others and in SoGES activities.
 - b. Contribute to knowledge generation for understanding global sustainability issues.
 - c. Submit a final report and seminar.

VIII. APPOINTMENT OF NEW FACULTY AND ADMINISTRATIVE PROFESSIONALS

- a. Faculty and administrative professionals are expected to meet minimum career track requirements appropriate to their appointment type as outlined in the Faculty Manual Section D.

IX. PERFORMANCE REVIEWS AND PROMOTION OF FACULTY

- a. Recommendation of a SoGES faculty member for advancement in rank shall be made by the Director upon documentation prepared and recommendations made by the supervising faculty member and as outlined in the Faculty Manual Section E and the SoGES Performance and Promotion Manual.
 - i. SoGES faculty members with dual appointments shall be recommended for advancement in rank by the faculty member's home department in consultation with the SoGES Director.

X. PERFORMANCE REVIEWS AND PROMOTION OF ADMINISTRATIVE PROFESSIONALS

- a. Recommendation of an administrative professional member for advancement in rank shall be made by the Director upon documentation prepared and recommendations made by the supervising faculty member and as outlined in the Faculty Manual Section D and the SoGES Performance and Promotion Manual.
 - i. SoGES administrative professionals with dual appointments shall be recommended for advancement in rank by the administrative professional's home department in consultation with the SoGES Director.
- b. All SoGES scholars and staff will be invited to submit comments to the Director on the performance of the Associate Director and Assistant Directors. Comments on the performance of the Director will be solicited by the Provost.

XI. EVALUATION OF SCHOOL OPERATIONS

- a. The School must evaluate its operations every 5 years or if there are significant changes in research and educational offerings.
- b. Procedures for the self-evaluation are those outlined in Section 2.4.2.2. of the Faculty Manual and are conducted in concert with the Provost Office.

XII. GRIEVANCE PROCEDURES

- a. Faculty Grievance procedures will follow those found in the Academic Faculty and Administrative Professional Manual.

XIII. STUDENT APPEAL POLICY AND PROCESS

- a. The Faculty Manual, section I.7, governs appeals of academic and disciplinary decisions involving students.

XIV. CONDUCT OF SCHOOL'S BUSINESS

- a. There must be at least one staff/faculty meeting each semester of the academic year. The meetings may be called by the director or be requested by any staff/faculty member. The school's staff/ faculty are expected to attend and participate in staff/faculty meetings.
- b. Regular staff/faculty meeting dates will be set before the beginning of each semester, but additional dates may be added if required or meetings may be canceled if there is not sufficient business to conduct at the meeting. If the meetings dates must be changed or added,

at least one week notice will be provided. The meeting agenda will be provided to all faculty members at least one day prior to the meeting.

- c. Business, generally, shall be conducted at staff/faculty meetings. School and committee meetings will be conducted in such a way as to encourage free discussion; however, procedures should follow those outlined in this code and in the most recent edition of Robert's Rules of Order.
- d. At least two days prior to staff/faculty meetings, the director will call for agenda items. At each meeting, committee chairs may report on activities of their committees.
- e. Meeting minutes, including all actions taken (motions, amendments, and votes) and brief summaries of important discussions will be recorded by an office staff member. This person will be responsible for archiving the meeting agenda, discussion summaries, any handouts distributed at the meeting, and will record of all actions.

XV. VOTING RIGHTS

- a. Promotion and tenure votes will be by the tenure-track faculty in the candidate's home department and with input from the SoGES Director.
 - i. Promotion of tenure track faculty will be by vote of both tenure-track and non-tenure track faculty of equal or higher rank.
 - ii. Promotion of non-tenure track faculty will be by vote of both tenure-track and non-tenure track faculty of equal or higher rank.
- b. All scholars, faculty, and Administrative Professionals who are evaluated by the Director have the right to vote on all other matters pertaining to the School.

XVI. AMENDMENT AND RATIFICATION OF THE CODE

- a. Amendments to the School's code may be proposed by any member of the scholars to members of the executive council or to the faculty at a faculty/staff meeting.
- b. To be passed, a proposed amendment must receive a favorable vote from at least two-thirds of those eligible to vote.
- c. The School's code shall be reviewed in the year prior to the end of each term of the director and at least once every five years.
- d. This code will take effect when a majority of the SoGES Executive Council vote their approval by electronic means, and a copy is filed with the Provost/ Executive Vice President.

APPENDIX A: DEFINITION OF DEPARTMENT FACULTY

- a. Faculty are full-time or part-time tenured faculty, tenure-track faculty, non-tenure-track (contract faculty, continuing faculty, adjunct faculty), and faculty on transitional appointments (see Section E.2.1 of the Academic Faculty and Administrative Professional Manual).
- b. Administrative-Professionals include Lecturers, Research Associates, and Research Scientists/Scholars, and Senior Research Scientists. Administrative Professionals may have regular full-time, regular part-time, special, or temporary appointments (see Section D.5.3.1 of the Academic Faculty and Administrative Professional Manual).

- c. The School's faculty members are SoGES Scholars.