



COLLEGE OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES COLORADO STATE UNIVERSITY

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

Amended August 2022

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I. 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 <https://facultycouncil.colostate.edu/faculty-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).

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 and has administrative oversight of various other organizational units including the Veterinary Health System, special academic, 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. CVMBS Faculty as defined in Section E.13 of the *Manual* also participate in the Programs of Research and Scholarly Excellence and Centers, Institutes and Other Special Units, some located wholly within the College, others spanning multiple Colleges.

B. College Administration

The Executive Officers in CVMBS shall include the Dean, the Associate Deans, and the four Department Heads with responsibilities assigned by the Dean. 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 oversight of the 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 Deans and the four academic Department Heads. The Dean, in consultation with the College Executive Council, may choose to appoint other college leadership positions with specific areas of responsibilities.

- **CVMBS Executive Council**

The Executive Council advises the Dean, Associate Deans, and other college leadership 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 Deans and the College Department Heads. The Dean may appoint an Associate Dean to Chair the Executive Council in her/his absence. 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 Associate Dean with committee oversight and Department Heads. The 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 presiding Associate Dean responsible 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 is the CVMBS representative 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 DVM Curriculum Committee (DCC) receives, develops and negotiates recommendations to modify, add or delete courses, and forwards approvals to the University Curriculum Committee. The Committee interfaces with the Dean and the DVM Curriculum Renewal Committee to consider curricular modifications in response to emerging industry and professional advances to ensure an efficient, relevant, and high-quality curriculum. The Committee conducts course and practicum reviews as needed for curriculum optimization

and fulfillment of American Veterinary Medical Association Council on Education (AVMA COE) requirements. The DVM Admissions Committee establishes pre-veterinary academic requirements in collaboration with the DCC and the Curriculum Renewal Committee. Voting members of the Committee include two faculty representatives from each Department that are appointed by the Heads of those Departments, an “at large” faculty member appointed by the presiding Associate Dean responsible for veterinary academic and student affairs, the faculty coordinator of the third and fourth year practicums, the chair of the DVM Curriculum Committee at the University of Alaska Fairbanks (UAF), five DVM student representatives (i.e. one from each class and one representing UAF-based students), and a Colorado Veterinary Medicine Association (CVMA) representative who is typically a local private practitioner. Nonvoting, ex officio members include an administrative representative of the Veterinary Teaching Hospital, the Assistant Dean of Teaching and Learning, and the Associate Dean. Courses offered to CSU DVM students at UAF must be reviewed and approved by the College of Natural Science and Mathematics and university curriculum committees at UAF, then approved by the DCC. 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, recommends candidates for admission to the DVM program, and establishes policy surrounding DVM candidate selection criteria, admissions and student transfers. Additionally, the Committee collaborates with the DVM Curriculum Committee and DVM Curriculum Renewal Committee in determining pre-veterinary academic requirements. It consists of at least nine members appointed by Department Heads, to include at least four College faculty, two members from the University of Alaska Fairbanks Department of Veterinary Medicine, an external practicing veterinarian, and a diversity representative. The number of Committee members will ultimately be determined based on the size of the applicant pool. Ex officio members may be named by the Associate Dean responsible for veterinary academic and student affairs. Membership terms consistent across CVMBS Committees are defined in Section II. C. *College Committees*.

- **College Research Council**

The objective of the College Research Council (CRC) is to advise 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 faculty representatives from each Department, and, ex officio, the presiding Associate Dean responsible for research. At least one faculty member from each Department should have considerable research and grant experience. The Associate Dean 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 will select CRC appointees. Membership terms consistent across CVMBS Committees are defined in Section II. C. *College Committees*.

- **Scholarship and Awards Committee**

The objective of the Scholarship and Awards Committee is to solicit and evaluate applications for available scholarships and to recommend 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 presiding Associate Dean responsible for academic and student affairs. Membership terms consistent across CVMBS Committees are defined in Section II. C. *College Committees*.

- **Doctor of Veterinary Medicine Committee on Scholastic & Professional Standards**

The DVM Committee on Scholastic and Professional Standards makes recommendations to the CVMBS faculty, Associate Dean responsible for veterinary academic and student affairs and Dean regarding academic and professional standards, policies and procedures for the DVM Program. It also serves as an appeals body for student grievances relating to academic or professional matters within the DVM Program. The Committee may assume management of cases brought before the DVM student Honor Board if both entities deem such action appropriate; if agreement cannot be reached, the Associate Dean will determine the oversight

body. The Committee consists of five CSU DVM faculty members representing the preclinical and clinical DVM Program, one faculty member representing the University of Alaska Fairbanks DVM Program, and two fourth year DVM student representatives appointed by the Associate Dean each May. The Associate Dean serves in an advisory role, receives Committee recommendations, and incorporates Committee recommendations into determination of final actions. Student appeals of Associate Dean decisions are directed to the Dean of the CVMBS. The College DVM *Grading Policies and Procedures and Professional and Scholastic Standards* 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 *Academic Standards and Policies* section of the CSU General Catalog. *The DVM Code of Honor, Veterinarian's Oath, and Essential Functions Policy* contain material pertinent to professional conduct. Membership terms consistent across CVMBS Committees are defined in Section II. C. *College Committees*.

- **Diversity, Equity, and Inclusion Committee**

The objective of the Diversity Equity & Inclusion (DEI) Committee is to advise and make recommendations to the Dean regarding programs and processes to increase diversity and inclusivity among faculty, staff, and students; and strategic planning activities that relate to diversity and inclusion. The committee is comprised of faculty, administrative professional, staff, students, alumni, an external community member, and ex officio the college Diversity Officer (or equivalent) and will include representation from each department of the college. The college Diversity Officer (or equivalent) will advise the D&I committee, and represent the committee and college at the university level. 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 (Section D5.5 of the *Manual*). The performance of the Dean shall be evaluated annually by the Provost.

- **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.

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.1), 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 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.7.1 for Conflict of Commitment and Consulting and Section D.7.2 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.

Approved by CVMBS Faculty on November 8, 2002

Reviewed and Updated as to Form on September 8, 2009

Reviewed and Updated as to Form on January 20, 2015

Approved by CVMBS Faculty on February 9, 2015

Approved by CVMBS Faculty on February 6, 2017

Approved by CVMBS Faculty on August 1, 2022