

**Code of the  
Walter Scott, Jr. College of Engineering**

Approved by ballot: April 26, 2021

Revised: November 22, 2022

**I. Objectives, Mission and Values**

The Walter Scott, Jr. College of Engineering (WSCOE) is an integral part of Colorado State University (CSU), a comprehensive land-grant university. The WSCOE is dedicated to providing a transformative education that equips our graduates to become leaders and innovators. We conduct research that provides solutions to the grand challenges of today and those of tomorrow. We provide service to society that translates ideas into reality and spurs economic development. The goals and values embodied in the Morrill Land-Grant Act creating public colleges are the foundation for what we do.

Our mission is to educate, innovate, cultivate, and engage in order to generate new knowledge, improve quality of life, and positively impact society.

Creativity and innovation are fostered in environments where accessibility, diversity and inclusion exist. Incorporation of these values into our teaching and research programs is essential to ensure that the knowledge we create and the students we graduate are connected to our global society. We embrace as core values the CSU Principles of Community of Inclusion, Integrity, Respect, Service and Social Justice.

**II. Organization and Administration**

**A. Academic Departments and Other Organizational Units**

The WSCOE consists of six academic departments: Atmospheric Science (ATS); Chemical and Biological Engineering (CBE); Civil and Environmental Engineering (CEE); Electrical and Computer Engineering (ECE); Mechanical Engineering (ME); and Systems Engineering (SE). Other organizational units include the Cooperative Institute for Research in the Atmosphere (CIRA). The College also shares administrative oversight of various special academic units and other interdisciplinary programs, including the School of Biomedical Engineering (SBME) and the School of Advanced Materials Discovery (SAMD). The responsibilities of the College in regard to each of these units is set forth in the foundation documents of those units. Faculty in WSCOE also participate in Centers, Institutes and Other Special Units (CIOSU), some housed wholly within the College, others spanning multiple Colleges.

**B. College Administration**

The Executive Officers in the WSCOE include the Dean, Associate Deans, Assistant Deans, Heads and Directors of the academic departments, and the Director of CIRA. All Executive Officers shall be appointed in accordance with University procedures.

**Dean of the College**

As the principal administrative and academic officer of the College, the Dean is responsible for the general administration of WSCOE, 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 *CSU Faculty Manual* (hereafter referred to as *Manual*).

### **Office of the Dean**

The Dean, in consultation with the College Executive Committee, appoints Associate Deans and Assistant Deans with specific areas of responsibility to help with the administration of the College, including but not limited to the following: Academic and Student Affairs, Research, Graduate Programs, Diversity and Inclusion, and Operations. The Dean also appoints the Heads and Directors of the College's academic departments and programs, and the Director of CIRA.

### **C. Procedures for Reviewing Candidates for New or Vacated Administrative Positions**

Searches and hiring procedures for Associate Deans, Assistant Deans, Heads and Directors of academic departments and programs, and the Director of CIRA shall be conducted in accordance with Sections E.4.2, E.4.3 and E.4.4 of the *Manual*. For administrative planning and budgetary purposes, 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*).

### **D. Procedures for Evaluating and Reviewing Administrative Officers**

The Dean is responsible for annual evaluations of the administrative officers of the College, including the Associate Deans, Assistant Deans, Heads and Directors of academic departments and programs, and the Director of CIRA. The Dean shall solicit input from the College's faculty and staff in conducting these evaluations.

The performance of the Dean shall be evaluated annually by the Provost/Academic Vice President.

### **E. Procedures for Self-Evaluation of College Operations**

Consistent with the *Manual*, 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.

A self-evaluation of College operations shall also be initiated by written petition of at least 20 eligible faculty, as defined in the *Manual*.

## **III. College Committees**

### **A. Standing Committees**

The standing committees of the College are:

- Executive Committee
- College Curriculum Committee
- College Advising Committee

- College Scholarship Committee
- College Accreditation and Undergraduate Affairs Committee
- Diversity, Equity and Inclusion Committee
- Engineering Student Technology Committee
- College Technology Committee

### **Executive Committee**

The Executive Committee advises the Dean on policies, programs, faculty concerns, tenure and promotion candidates, strategic planning, and resource allocation within the College. The Executive Committee is comprised of the Dean, Associate Deans, Assistant Deans, Heads and Directors of academic departments and programs, and the Director of CIRA. The Dean chairs the Executive Committee. Ex officio members may be appointed at the discretion of the Dean.

Membership of the Executive Committee is based on the listed administrative appointments. As such, there are no terms on membership.

### **College Curriculum Committee**

The Curriculum Committee oversees academic and curricular matters for the College. The Curriculum Committee consists of the Associate Dean for Academic and Student Affairs (*ex officio*), the College representative to the University Curriculum Committee, one faculty representative from each department (excluding the department of the faculty member who serves as the College representative to the University Curriculum Committee), and one undergraduate and one graduate student from the WSCOE.

The responsibilities of the Curriculum Committee include coordination with the University Curriculum Committee; providing advice to the Associate Dean for Academic and Student Affairs on curricular and college-wide academic matters; recommending needed actions on curricular structure; implementing new or terminating degree programs, and academic courses; advising departments in regard to policies for the handling of transfer credits from one major to another major within the College; and advising departments in regard to policies for transferring students into the College from other colleges of the University, as well as from other colleges external to the University.

### **College Advising Committee**

The College Advising Committee is charged with providing communication, fostering consistency in advising practices and creating community among the academic advisors who are housed in the individual operating units in the Walter Scott, Jr. College of Engineering. The College Advising Committee is convened by the Office of the Associate Dean for Academic and Student Affairs and its membership includes all administrative professionals whose responsibilities include academic advising of undergraduate engineering students.

The College Advising Committee is comprised of:

- All administrative professionals who advise undergraduate engineering students in the WSCOE and therefore includes one or more representatives from the Department of Chemical and Biological Engineering; the Department of Civil and Environmental Engineering; the Department of Electrical and Computer Engineering; the Department of Mechanical Engineering; the School of Biomedical Engineering; and the Office of the Associate Dean for Academic and Student Affairs.

- The Associate Dean for Academic and Student Affairs (*ex officio*)

Responsibilities of the College Advising Committee include providing information to WSCOE academic advising professionals from WSCOE administration and CSU administration (e.g., the Assistant Vice President for Student Success); providing training and development opportunities for academic advising professionals; planning and implementation of RAM Orientation; providing a venue for sharing best advising practices; fostering a collaborative community among academic advising professionals.

### **College Scholarship Committee**

The College Scholarship Committee is charged with assisting the WSCOE Scholarship Coordinator and WSCOE Executive Director of Development in awarding WSCOE scholarships to undergraduate and graduate students in the Walter Scott, Jr. College of Engineering. WSCOE scholarships include those that are funded to support incoming first year students, those funded to support upper class undergraduate students from each department or academic operating unit, and those funded to support graduate students. Each scholarship is supported by a donor and governed by a fund agreement that precisely indicates the donor intent for the scholarship. The process by which scholarships are awarded to accurately meet the donor intent and fund agreement is complicated and the College Scholarship Committee plays a valuable role in that process. The College Scholarship Committee is chaired by the WSCOE Scholarship Coordinator and its membership includes at least one representative from each academic operating unit in the WSCOE.

The College Scholarship Committee is comprised of:

- The WSCOE Scholarship Coordinator (Committee Chair)
- One Representative from the WSCOE Development Office (co-Committee Chair)
- The Associate Dean for Academic and Student Affairs (*ex officio*)
- At least one representative from each WSCOE academic unit

### **College Accreditation and Undergraduate Affairs Committee**

The College Accreditation and Undergraduate Affairs Committee meets monthly and provides updates on WSCOE assessment processes and changes to WSCOE curriculum; shares best assessment practices, and provides consistency across the various undergraduate programs. The ABET accreditation process occurs on a 6-year cycle, which requires development of an extensive, written self-study for each accredited program and a site visit that includes program evaluators for each accredited program. This committee plays a valuable role in providing college-level input for all of the separate self-studies, ensuring consistency in outcomes assessment and planning for the site visit. The College Accreditation and Undergraduate Affairs Committee is convened by the WSCOE Office of Academic and Student Affairs and consists of one representative for each ABET accredited undergraduate engineering program.

The College Accreditation and Undergraduate Affairs Committee is comprised of:

- The Associate Dean for Academic and Student Affairs (Committee Chair)
- One representative (typically a faculty member) from each ABET-accredited undergraduate engineering program

## **Diversity, Equity and Inclusion Committee**

The Diversity, Equity and Inclusion (DEI) committee is charged with advising and providing oversight to the implementation of departmental diversity strategic plans. The DEI Committee consists of the Associate/Assistant Dean for Diversity and Inclusion, one representative from each departmental diversity and inclusion committee, and one undergraduate and one graduate student from the WSCOE.

The responsibilities of the DEI committee include recommending actions and initiatives to enhance diversity within the College, promoting a culture of inclusiveness, and assessing and monitoring progress towards DEI goals.

## **Engineering Student Technology Committee**

The Engineering Student Technology Committee (ESTC) is charged with the management and distribution of the Charge for Technology (CFT) paid by students in the Walter Scott, Jr. College of Engineering. It reports to the Dean of Engineering and is governed by the CSU Charges for Technology Manual. The ESTC sends representatives to the University Charges for Technology Committee, the governing body for the CFT process at Colorado State University.

The ESTC is comprised of:

- Four representatives from each engineering department (three from ATS and SE), all of whom are appointed by the head of the department:
  - two undergraduates (*none from ATS or SE*)
  - one graduate (*two from ATS and SE*)
  - one faculty member
- Two representatives from intra-departmental majors, appointed by the director for those majors
- One undergraduate and one graduate representative from SBME
- The Associate Dean for Academic and Student Affairs (*ex officio*)
- The Director of Engineering Technology Services (ETS) (*ex officio*)

Responsibilities of the ESTC includes determining the amount of the annual charge for technology assessed to each WSCOE student; establishing an annual plan for disbursement of the charges for technology fund; overseeing actual expenditures to the fund to ensure that they are valid charges per the University CFT manual; soliciting input from students in the College to determine potential uses of the fund, and providing recommendations to ETS on improvements and/or changes to existing student computing facilities.

## **College Technology Committee**

The College of Engineering Technology Committee (CETC) is charged with making strategic recommendations concerning the academic computing and networking support functions of Engineering Technology Services (ETS). CETC also provides advice as appropriate to ETS, and/or the Engineering Student Technology Committee (ESTC). The CETC reports to the Dean of Engineering.

The CETC is comprised of:

- One faculty representative from each of the six academic departments (includes a faculty member from SBME)

- One representative from CIRA
- Two student representatives, one graduate and one undergraduate, both of whom are appointed by the ESTC
- The Associate Dean for Academic and Student Affairs (*ex officio*)
- The Associate Dean for Research (*ex officio*)
- The Director of Engineering Technology Services (*ex officio*)

Responsibilities of the CETC include making recommendations to the Dean on strategies for using information technology in academic support functions; strategies related to how technology can transform the manner in which the academic mission of the college is accomplished; allocation/prioritization of College IT/computing resources; major IT/computing projects affecting the academic mission of the college; IT training needs and initiatives for faculty. CETC is also responsible with making recommendations to ETS on what technology and services are needed to advance research and education and operating procedures and appropriate infrastructure utilization; recommendations to the ESTC on technology fee allocations for strategic initiatives; and maintain a liaison with the College Curriculum Committee as it relates to instructional technology.

## **B. Ad Hoc Committees**

Ad hoc committees may be established to fulfill a specific charge in a given period at the initiative of the Dean or by petition to the Executive Committee of 20 percent of the eligible faculty in the College, as defined in the *Manual*.

## **C. Procedures for Selecting College Committee Members**

Unless otherwise specified in the College Code, the terms of service for all members on the College committees shall be two years. The terms of student members who serve on committees of the College shall be one year. The Committee chair will monitor membership and provide communication of vacancies to the Dean. Vacancies on the College committees shall be filled by the unit represented by the person vacating the committee membership.

Unless otherwise specified in the College Code, by April 1 of each year the Dean's office shall inform each department head/chair and the Director of CIRA of the College committee vacancies which need to be filled for the next year. Each department and CIRA will then select its representatives according to its code and notify the Dean's office of the result by May 15. The Associate Dean for Academic and Student Affairs shall be responsible for ensuring that both graduate and undergraduate students are appointed to appropriate College committees. Administrative professionals and classified staff representatives are appointed by the Dean after consultation with the Executive Committee.

## **IV. Procedures for Calling and Convening All-College Faculty and Staff Meetings**

All-College meetings are open to all faculty, staff, administrators of the College, and guests, but voting is restricted to eligible faculty, as defined in the *Manual*.

An All-College meeting shall be held at least once each semester. Meetings are called by the Dean or by written petition of at least 20 eligible faculty. Written notice of All-College meetings, including the meeting agenda, shall be distributed to the faculty and staff at least two weeks before the meeting.

If necessary, business shall be conducted by a simple majority vote of eligible faculty members present. Those in attendance who are not eligible 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.

#### **V. Procedures for Amending the Code**

Recommendations for modification of the College Code may be initiated by the Dean, committees of the College, departments within the College, or by petition of 20 eligible faculty members in the College, as defined in the *Manual*. In response to such recommendations, a Code Committee consisting of and elected by eligible faculty members of the College, together with the Dean or their duly appointed representative in an ex-officio non-voting role, will consider the recommendations and propose for amendments to the Code. Amendments must be approved by a majority of the voting eligible faculty members of the College by written and signed ballot, with at least 50% of eligible faculty participating in the ballot. The voting period shall be two weeks from the date on which the proposed change was submitted to the faculty. The revised Code shall be effective following approval by the Provost.

Every five years the Code will be submitted to the Provost for review, regardless of whether any changes have been made.