

**TO:** Board of Trustees

**FROM:** Thomas Boyd  
Interim Provost

**DATE:** June 2, 2017

**SUBJECT:** Faculty Handbook changes for the 2017-2018 academic year

## **I. BACKGROUND INFORMATION**

Each year, a joint administration/faculty committee known as the Faculty Handbook Committee reviews revisions proposed by faculty, members of the administration, and any other CSM-affiliated group, and recommends Handbook additions, deletions and changes to the President. During the course of the Committee's review and drafting of proposed changes, relevant campus constituents provide insights and commentary on the proposed revisions. As required by the Handbook, feedback is also solicited from campus constituencies via a 30-day public comment period.

The revisions presented below have been recommended by the Faculty Handbook Committee, released for community review and comment in accordance with Handbook policy, and recommended by the President for Board consideration.

## **II. PROPOSED HANDBOOK MODIFICATIONS**

A full, annotated version of all Handbook sections containing proposed modifications is available electronically at:

<https://inside.mines.edu/POGO-Academic>

Several years ago, the Board delegated authority to the President to approve non-material/editorial changes to the Handbook. For this cycle, the President has approved numerous non-material and editorial changes. A summary of these non-material changes is provided in the attached table.

In addition, a number of material changes to the Handbook have been proposed. These changes require Board approval. A summary of the material changes is provided in the table below.

## MATERIAL HANDBOOK CHANGES FOR BOARD CONSIDERATION

Subject	Description	Handbook Sections
Joint Appointments	<ul style="list-style-type: none"> <li>Creation of a formal class of Mines appointments for faculty whose major affiliation is elsewhere (i.e., NREL, NIST, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>4.1.2E7, 4.5.7, 4.8.1D4</li> </ul>
Graduate Faculty Status	<ul style="list-style-type: none"> <li>Creation of a formal definition of faculty who may advise and direct graduate student research</li> </ul>	<ul style="list-style-type: none"> <li>4.2</li> </ul>
Professor of Practice	<ul style="list-style-type: none"> <li>Refine language related to Professors of Practice allowing greater flexibility in roles these appointments can take</li> </ul>	<ul style="list-style-type: none"> <li>4.1.2B</li> </ul>
Mines Presidential Faculty Fellow	<ul style="list-style-type: none"> <li>Create new special appointment/title provided at the President's discretion for recognition of special duties in service of the institution</li> </ul>	<ul style="list-style-type: none"> <li>4.1.9C</li> </ul>
University Librarian	<ul style="list-style-type: none"> <li>Create new title for the Director of the Library</li> </ul>	<ul style="list-style-type: none"> <li>4.1.9D</li> </ul>
Promotion and Tenure Review Process	<ul style="list-style-type: none"> <li>Implement changes to promotion and tenure review suggested by Faculty Senate.</li> </ul>	<ul style="list-style-type: none"> <li>8.1.6A, 8.2.4, 8.3.4, 8.4.4</li> </ul>
Limit for Cause Termination	<ul style="list-style-type: none"> <li>Modify for cause termination requirements and processes so that they apply to only TTT and Teaching Faculty rather than all exempt faculty</li> </ul>	<ul style="list-style-type: none"> <li>9.5, 9.6.1</li> </ul>
Intellectual Property Clarification	<ul style="list-style-type: none"> <li>Clarify ownership and usage rights for instructional materials and materials commissioned through CSM</li> </ul>	<ul style="list-style-type: none"> <li>10.1 III A, 10.1 III B</li> </ul>
Reduce quorum requirements	<ul style="list-style-type: none"> <li>Reduce quorum requirement of Budget Committee from eight voting members to seven</li> </ul>	<ul style="list-style-type: none"> <li>12.3.3</li> </ul>

### III. RECOMMENDATION

We recommend approval of the proposed additions and modifications to the Faculty Handbook.

### IV. RESOLUTION

BE IT RESOLVED, that the Board of Trustees of the Colorado School of Mines hereby approves the above listed modifications to the Faculty Handbook.

## NON-MATERIAL HANDBOOK CHANGES APPROVED BY PRESIDENT

Subject	Description	Handbook Sections
Clarification of Faculty roles	<ul style="list-style-type: none"> <li>Add explicit definitions to faculty descriptions as to roles faculty may take with regard to advising graduate students</li> </ul>	<ul style="list-style-type: none"> <li>4.1.2A, 4.1.2C, 4.1.2E5,</li> </ul>
Non-tenured position language	<ul style="list-style-type: none"> <li>Remove explicit notification that positions are not eligible for tenure in section titled "Non-Tenured-Track Faculty Appointments"</li> </ul>	<ul style="list-style-type: none"> <li>4.1.2E2, 4.1.2E3, 4.1.2E4, 4.1.2E6, 4.1.2F</li> </ul>
General language cleanup	<ul style="list-style-type: none"> <li>A variety of non-substantive corrections cleaning up or correct existing Handbook language. Includes section renumbering</li> </ul>	<ul style="list-style-type: none"> <li>4.1.2E6, 4.1.8, 4.2 through 4.10, 4.8.1D</li> </ul>
Change appointment name	<ul style="list-style-type: none"> <li>With creation of "Joint Appointment" status for external commitments, rename previous "Joint" appointment as "Interdepartmental" appointment</li> </ul>	<ul style="list-style-type: none"> <li>4.8.3</li> </ul>
Tuition-free course benefit	<ul style="list-style-type: none"> <li>Correct error in handbook limiting tuition-free course benefit six credit hours per fiscal year.</li> </ul>	<ul style="list-style-type: none"> <li>5.3.3</li> </ul>
Faculty evaluation process for Professors of Practice	<ul style="list-style-type: none"> <li>Add Professors of Practice to the regular faculty evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>7.1, 7.1.1</li> </ul>
Faculty evaluation process for Graduate Faculty	<ul style="list-style-type: none"> <li>Add requirement for evaluation of Graduate Faculty who are not otherwise evaluated on an annual basis. Use the existing Research Faculty evaluation process.</li> </ul>	<ul style="list-style-type: none"> <li>7.1</li> </ul>
Tenure clock stop limitation	<ul style="list-style-type: none"> <li>Eliminate reference to maximum of two clock stoppages. In practice, Provost always had authority to approve stoppages over limit. Elimination of this language does not change Provost authority to approve or deny a tenure clock stop request.</li> </ul>	<ul style="list-style-type: none"> <li>8.1.1C</li> </ul>
General clarifications	<ul style="list-style-type: none"> <li>Various non-substantive changes made for clarification purposes</li> </ul>	<ul style="list-style-type: none"> <li>8.1.1, 8.1.3, 8.1.4, 8.1.6B, 8.1.8, 8.1.9, 8.5.1, 8.5.4, 8.5.5, 8.5.8,</li> </ul>

### NON-MATERIAL HANDBOOK CHANGES (CONTINUED)

Subject	Description	Handbook Sections
General clarifications	<ul style="list-style-type: none"> <li>Various non-substantive changes made for clarification and updating purposes</li> </ul>	<ul style="list-style-type: none"> <li>9.2.2, 9.4.1, 9.6.4, 9.7.1, 9.8.1, 9.8.2,</li> </ul>
First sabbatical submission request timeline	<ul style="list-style-type: none"> <li>Clarify that candidates requesting their first sabbatical may do so while they seek, and contingent upon receipt of, tenure</li> </ul>	<ul style="list-style-type: none"> <li>10.2 III B</li> </ul>
Provide better clarification as to who may serve on University Committees	<ul style="list-style-type: none"> <li>As “academic faculty” is not defined in Handbook, provide clarification as to who may serve on University Committees</li> </ul>	<ul style="list-style-type: none"> <li>12</li> </ul>
Correct committee name and membership titles	<ul style="list-style-type: none"> <li>Correct “Athletic Board” to “Athletics Board”</li> <li>Correct title for Vice President of Administration and Operations</li> </ul>	<ul style="list-style-type: none"> <li>12.1, 12.3.2, 12.3.3</li> </ul>