



POLICY & PROCEDURE MANUAL

2012 – 2013

College of Natural Sciences
Department of Mathematics

A "Rules and Procedures" manual that deserves to be read must be brief yet convey the necessary information. I hope we have struck that balance. This is an evolving document and suggestions for its improvement are always welcome.

BREVITY is the soul of wit, and tediousness the limbs and outward flourishes.
William (Bill) Shakespeare.

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Disclaimer: All university policies and procedures are subject to change. This manual reflects the policies in effect on September, 2012. The university web pages are the ultimate source of information and the relevant links are identified when appropriate.

College of Natural Sciences Mathematics Department

DEPARTMENT ADMINISTRATIVE POSITIONS

Dr. Gerhard Dangelmayr	Department Chair
Dr. Alexander Hulpke	Undergraduate Director/Associate Chair
Dr. Jennifer Mueller	Graduate Director/Associate Chair
Dr. Paul A. Kennedy	PACe Center Co-Director
Lois A. Samer	PACe Center Co-Director
Anita Pattison	PACe Center Associate Director
Hilary Freeman	Undergraduate Facilitator
Mary Pilgrim	Calculus Facilitator

STANDING COMMITTEES

College Appeal Committee
College Curriculum Committee
College Scholarship Committee
Dr. Kelly McArthur, Representative

Course Coordinators

MATH130 – Ms. Hilary Freeman
MATH133 – Dr. Chris Peterson
MATH135 – Dr. Chris Peterson
MATH141 – Ms. Hilary Freeman
MATH155 – Dr. Patrick Shipman
MATH160 – Dr. Kenneth Klopfenstein
MATH161 – Dr. Anton Betten
MATH229 – Dr. Tim Penttila
MATH261 – Dr. Kelly McArthur
MATH340 – Dr. James Liu

Executive Committee

Dr. Gerhard Dangelmayr, Chair
Dr. Renzo Cavalieri
Dr. Margaret Cheney
Dr. Paul Kennedy
Dr. Jennifer Mueller

Graduate Committee

Dr. Jennifer Mueller, Chair
Dr. Jeff Achter
Dr. James Liu
Dr. Yongcheng Zhou
Bryan Elder, Graduate Coordinator
Lori Zeigelmeier, Graduate Student Representative

[Faculty Council Committee](#) on Faculty Governance
Dr. Iuliana Oprea (Mathematics)

Applied Dynamics Lab (ADLAB)

Patrick Shipman
Iuliana Oprea
Gerhard Dangelmayr

ASC Search Committee

Alexander Hulpke, chair
Dan Bates, member
Hilary Freeman, member
Mary Pilgrim, member
Georgeann Venis, CNS OEO Liaison

EDU Search Committee

Renzo Cavaliere, member
Margaret Cheney, member
Paul Kennedy, member
Jennifer Mueller, member
Karen Rambo-Hernandez, outside member (School of Education & STEPP)
Jennifer Hoeting, CNS OEO Liaison

ISTEC Educational Advisory Committee

Dr. Dan Bates

Math Day Faculty Coordinator

Anton Betten

Math Day Staff Coordinator

Christie Franklin

Promotion Committee

Chris Peterson, Chair
Department Full Professors

SIAM Student Chapter**Math Club**

Patrick Shipman

Tenure and Promotion Committee

Rachel Pries, chair
Department Full Professors
Department Associate Professors

Technology Fee Committee Representative

Hilary Freeman

Undergraduate Committee

Dr. Alexander Hulpke, Chair
Dr. Anton Betten
Ms. Hilary Freeman
Dr. Mark Dahlke (Statistics)
Dr. Paul Kennedy
Dr. Michael Kirby
Dr. Kenneth Klopfenstein
David Packard, Undergraduate Representative

UNDERGRADUATE ACTIVITIES

Math Club - [Dr. Patrick Shipman](#)

For details, email the club sponsor at: shipman@math.colostate.edu

[Math Day](#) - Dr. Anton Betten, faculty coordinator/Christie Franklin, staff coordinator

The 36th Annual Colorado State Math Day will be held on November 1, 2012 on the Colorado State University campus.
For details, contact Christie Franklin (Math Day Coordinator) at 491-6452.

SEMINARS

[Applied Math Seminar](#) – Dr. James Liu

This seminar series is intended to invite outside colleagues in applied mathematics to speak on research topics of interest to faculty and graduate students. The seminar meets periodically throughout the academic year.

[FRAGMENT Seminar](#)– Dr. Renzo Cavalieri

This seminar series is intended to involve people in the Front Range interested in Algebra, GeoMEtry and Number Theory. The seminar will meet either at CSU (green) or at CU Boulder (gold); look on website page for specific information.

Greenslopes – (FA2012) Tegan Emerson/Drew Schwickerath (SP2013) Eric Miles/Bethany Springer

This is a graduate student organization used for sharing and delivering presentations on mathematical topics. This group commonly meets every Thursday during the semester. Topics and speakers are listed on the following website:

<http://www.math.colostate.edu/~williams/GreenslopesSpring2011.html>

[Inverse Problems Seminar](#) - Dr. Jennifer Mueller

Inverse problems is a field of mathematics comprised of many areas including analysis, modeling, PDE's and scientific computation. Inverse problems arise in abundance in engineering, biology, physics, geophysics and more. This weekly seminar addresses fundamental topics in inverse problems with some emphasis on electrical impedance tomography.

[Magnus Lecture Series](#) - Dr. Gerhard Dangelmayr

The Arne Magnus Lecture Fund was established in 1992 as a memorial to Dr. Arne Magnus, our colleague and friend for 25 years. Annually, the Mathematics Department invites outstanding researchers and expositors to the campus to deliver a series of lectures at a range of levels for the campus, the College, and our Department.

[NAGlab \(Numerical Algebraic Geometry lab\)](#) - Dr. Dan Bates

Dr. Dan Bates, together with colleagues such as Chris Peterson and Gene Allgower, run the NAGlab (Numerical Algebraic Geometry lab) at CSU. They meet weekly as a group to discuss progress on our various projects, consider open problems, and have external speakers come in to give talks in a casual seminar setting in the newly refurbished Math Seminar Room.

[Number Theory Lab](#) - Dr. Rachel Pries

The number theory lab is a weekly informal meeting where students and faculty share what they've been doing in their courses and research.

[Rocky Mountain Algebraic Combinatorics](#) - Dr. Timothy Penttila/Dr. Alexander Hulpke

The Algebraic Combinatorics Seminar is a joint venture of Colorado State University, the University of Colorado at Denver and the University of Wyoming. The three University collaborations began in 1985, building on a CSU-UW seminar that dates back to the mid-1970's, and it has been meeting discretely since then. The seminar meets biweekly in Fort Collins, 4-6 pm on Fridays. There are two talks given at each session.

CONFERENCES

The Department of Mathematics hosts a number of conferences annually. Watch our department [conference](#) website for upcoming events.

INTERDISCIPLINARY PROGRAMS

[FEScUE](#) - Dr. Simon Tavener/Dr. Michael Antolin

FEScUE (Flexible and Extendable Scientific Undergraduate Experience) is a multi-departmental program that will engage undergraduates and faculty in mathematics, statistics and the life sciences in jointly mentored interdisciplinary research clusters and in structured multidisciplinary coursework.

STAFF

Assistant to the Chair - Christie Franklin

If you need assistance with one of the following, contact Christie at 491-6452 in 103 Weber

- Pre-tenure/post-tenure reviews
- Assist promotion and/or tenure committees and candidates
- Maintain policy and procedure manual
- Maintain committee agendas and minutes
- Coordinate annual report activity
- Maintain faculty files, teaching records, and Math Day scholarship records
- Math Day Coordinator; maintain website and mailing to schools
- Faculty and post doctoral search coordination
- Coordinate department search with mathjobs.org
- Arrangements for Department Search interviews
- Assist with hiring of all types and levels
- Assist new hires – faculty and post docs
- Responsible for Weekly Links; maintain website
- Maintain calendars for chair, associate chair, and other common calendars
- Faculty VISA updates including Green Card issues
- Assist new faculty hires with CSU moving companies that are approved vendors
- Department semester newsletters
- Departmental lodging arrangements for visitors
- Documentation of all cash and checks submitted by faculty, staff, graduate students, & guests
- Workmen's comp representative

Undergraduate Coordinator - Annette Gonzales

If you need assistance with one of the following, contact Annette at 491-6327 in 101 Weber

- Advisee Assignments/Information
- Semester schedule of courses and teaching preferences
- Textbook ordering
- Night exam and final exam room scheduling
- Class rolls
- Curriculum changes
- Enrollment numbers
- Graduation contracts
- Math majors/minors
- Override documentation
- Course Syllabi files
- Supervise, train, hire and evaluate student employees

Graduate Coordinator - Bryan Elder

If you need assistance with one of the following, contact Bryan at 491-7925 in 101 Weber

- Equipment check in/out
- Substitute teachers for faculty and GTA's
- Room arrangements for thesis defenses
- Graduate school interaction
- CS-6 & GS-25
- Graduate office desk assignments
- Graduate student alumni records
- Graduate application/forms/deadlines/contracts
- International/Visa Process
- Qualifying exam information
- Reference letters
- Minutes for the graduate committee meetings
- Maintain department home pages on the website
- Work with graduate school for graduate program

Front Office Administrative Assistant - Karena Alons-Topf

If you need assistance with one of the following, contact Karena at 491-1303 in 101 Weber

- Schedule use of computer lab room 205/206
- Conference/Seminar room reservations and/or catering needs
- Corporate Calendar appointments
- Maintain perpetual department calendar
- Course evaluations/filing/updating
- Phone list information update
- Weber room reservations
- Semester office hours and class schedules
- Special mailing with Central Receiving
- Copier assistance and maintenance
- Supplies requests
- Fax information and customer service
- Assist in the absence of undergraduate and/or graduate coordinators
- Copy course exams
- Colorado Combined Campaign & Cans Around the Oval department representative
- Commencement – faculty participants

Building Proctor - Bryan Elder

If you need assistance with one of the following, contact Bryan at 491-7925 in 101 Weber

- Building/office repairs
- Problems with building/facility
- Special cleaning needs
- Phone system
- Department construction liaison to facilities management
- Key Manager
- Announcements for campus closures

After hours or in case of a true emergency, call Facilities Services dispatch at 491-0077.

Accounting Tech III - Sheri Hofeling

If you need assistance with one of the following, contact Sheri at 491-7047 in 110 Weber

- Financial reporting
- Long distance authorization and billing
- Salary and hourly payroll, including timesheets
- Purchasing/accounting issues
- Research grants/Start-up accounts/Dept accounts
- Travel – pre & post travel for faculty, staff, students and visitors
- New hires, including faculty, staff, or student employees
- PCARD
- Scholarships
- Quali training
- HR Liaison

Computer Laboratory Coordinator (205 Weber) - Hilary Freeman

If you need assistance with one of the following, contact Hilary in Weber 114 or telephone 491-5308

- Scheduling Weber 205
- Proctor information

Systems Administrator - John Dzuber (Zube)

If you need assistance with one of the following, contact Zube at: zube@math.colostate.edu

- Assistance with hardware and software purchases
- Computer set-up for new employees; network access; installing computer programs
- General computer/network troubleshooting
- Maintaining department printers and scanners

Web Master - Bryan Elder

If you need assistance with one of the following, contact Bryan at 491-7925 in 101 Weber or elder@math.colostate.edu

- Maintaining and updating department websites
- Maintaining and updating faculty and graduate website
- Updating and design of current Mathematics website and links

Key Academic Advisors – Dr. Alexander Hulpke & Ms. Hilary Freeman

Math Ed concentration – Dr. Paul Kennedy

Actuarial Concentration – Dr. Kelly McArthur

The academic advisors assist with the following, call 491-1303 for an appointment:

- Advising undergraduates on course scheduling, academics and career planning
- Assisting undergraduates with concentration selection
- Transfer evaluations
- Advising faculty on academic advisement procedure

OFFICE POLICIES AND PROCEDURES

PCARD

A [PCARD](#) is a special University credit card issued to department approved individuals. When you make a purchase on your PCARD, you must turn in an itemized receipt to the department account tech along with the account that is to be charged for the expense. This must be done as quickly as possible after the purchase. The Kuali system only allows a few days to have the reallocation processed. Continuous failure to submit receipts in a timely manner may jeopardize your PCARD privilege.

Helpful Tips for using your PCARD:

1. PCARD cannot be used for the purchase of alcohol of any type. There are no exceptions to this rule. The card has also been set up to be declined at liquor stores.
2. PCARD may never be used to book or pay for employee travel expenses. Charging non-employee hotel lodging (visitors, recruits, etc.) to a PCARD is discouraged. However, it is not officially disallowed provided the following criteria are met:
 - a. A fully itemized receipt is obtained for the charges.
 - b. All charges comply with University policy (i.e., no movie, gift shop, valet, phone, alcoholic beverages, personal phone calls, etc.).
 - c. The State of Colorado tax exemption is applied.
3. Official Functions (basically anytime food is involved) must have an [Official Function document](#) completed. Submit receipts and form to the department account tech.
4. For restaurant purchases, you must provide the **itemized** receipt and credit card receipt. This will be turned in with the Official Function document mentioned above in #3.

Purchases on the PCARD are subject to the [University's tax-exempt status](#). This applies to any sales tax within the State of Colorado. Other states may honor our tax-exempt status either as an entity of the government (of Colorado) or as a public and/or educational entity, but are not required to.

5. **ALWAYS GET AN ITEMIZED RECEIPT.** A receipt documents the purchase and protects both you and the University. Be sure to get a receipt from the vendor which provides accurate details of the items purchased and the total paid.
6. [PCARD violations](#): to review violations related to PCARD use, see the PCARD Program Handbook section Violations.
7. Business and Financial Services recently issued a statement that NO PCARD holder should ever submit copies of their card to any vendor, this includes both the front and back sides. If a vendor requests copies, and will not process an order without a copy of your PCARD, please contact the department account tech, *immediately* at 491-7047. If she is unavailable, contact Cheryl Peregoy, in the Dean's office, at 491-1300.
8. If your [PCARD](#) is lost or stolen, see manual on hyperlink.
LOST OR STOLEN CARDS MUST BE REPORTED IMMEDIATELY! Cardholders must contact the issuing bank, JPMorgan Chase, at **(800) 316-6056** to report a lost or stolen card. Your department has full liability for all purchases made before a card is reported lost or stolen. After contacting JPMorgan Chase about a lost or stolen card, also notify the CSU PCARD Help Desk at (970) 491-5752.

Purchasing – Kual

The Kual Financial System has the purchasing module included in it. If you choose **Shop Catalogs** you can use one of the punch out vendors and/or hosted catalogs to place your order. You can also choose **Requisition** from Kual main menu and place an order.

All regular faculty and staff can access Kual through [CAP](#) using their eID. Once logged in, you can create your own orders or reimbursements. They will be routed electronically for approval.

Training material is available by going to BFS website at <http://busfin.colostate.edu/> and clicking on Training. You can also contact Sheri Hofeling (491-7047 or hofeling@math.colostate.edu) to arrange individual training.

Contracts: All contracts must be cleared with Purchasing before committing to the terms. The University has specific forms for the vendor to sign, which supersede any contract forms of the vendor. Examples include group rates at one of the hotels, reserving hotel facilities for conferences/meetings, and consulting agreements*.

*Consulting agreements must be completed two months prior to the beginning of the contracted service. Purchasing takes the hard line on payments to consultants. If the agreement is made concurrent with or after the beginning of the work performed, the agreement will NOT be approved!

Audio/Visual Equipment

The Mathematics Department provides overhead and slide projectors for use in classroom instruction and other presentations.

The following equipment is available:

- 1 cart with overhead and laptop computer (Weber 201)
- 1 cart with an overhead transparency projector
- 10 laptop computers
- 10 iPads

The process for checking equipment out:

- Contact the equipment coordinator (Bryan Elder at 491-7925) for availability and/or to reserve equipment
- If equipment coordinator is not available please check with other staff working in the front office

Reminders:

Please take care when using these projectors.

Notify the equipment coordinator (or anyone in the front office staff) when:

- You have used the second-to-last bulb so it can be replaced
- Malfunctioning of equipment of any sort occurs
- You need to reserve equipment on a scheduled basis during the semester, e.g., bi-weekly/monthly seminars

Building Security/Problems

Building security is a collective responsibility. Do not prop open locked outside doors on weekends and late at night. Anybody inside the building after hours should be in possession of an E1 key. After hours, if there are individuals in the building who make you uncomfortable, call CSU Police immediately at 491-6425 or 911 in case of emergency.

Problems with the building should be reported to the building proctor at 491-7925. After hours or in case of a true emergency, call Facilities Services dispatch at 491-0077.

Computer Accounts

To communicate quickly and effectively, CSU requires each enrolled student to sign up for an eID (electronic identity).

An eID is also required in order to register for classes and to access the University's electronic services that are available on campus. Sign up for your [free eID](#), or call the eidentity office at 491-7276.

Copier Use

Photocopying

- The photocopier in the mailroom is free for departmental use.
- Departmental use includes copying of exams for classes, copying of notes or syllabi for classes, copying thesis or dissertations.
- State and University regulations prohibit the use of state and/or university property for personal business.
- Copyright laws apply to all materials copied.

Photocopies of course materials & handouts

Due to time and copier availability constraints, the front office staff will need a 3-5 day notice to accommodate copying jobs. At shorter notice, you may copy exams yourself, or use the university copy center that will require at least two days for large quantities.

Alternative copying locations

If the copier breaks down and you have time-critical copying to do, please take your job to [Fast Print](#) located on the main floor of the [Lory Student Center](#). They will run departmental orders for you and charge the department. See their website for operation hours. For assistance or questions, call 491-5034.

Copying during evenings or weekends

The copier, located in 102 Weber, is available for use during evenings and weekends. This can also be used for scanning purposes. 102 Weber is kept locked, so if problems occur such as the toner cartridge runs out or the copier jams, you will have to wait until the next business day for the staff to get the machine up and working again.

Fax Service

The fax machine in the main office can be used for sending and receiving faxes. The phone number for the fax machine is 970-491-2161. A long-distance access code is needed in order to send long distance faxes. When sending a fax, please fill out the fax transmittal header sheet located in the front office. Staff members in the front office can assist you in sending a fax.

Keys

The department Key Manager, Bryan Elder, will issue a building key, as well as keys to the mailroom, office and computer lab (201 Weber). A request form will be filled out for a new key(s) when one is not available to be transferred. The [Facilities Key Desk](#) will notify our department Key Manager when the new key(s) are ready. Employees will next be notified by the Key Manager to come sign for their key(s). Records are maintained in the department's main office of all keys issued throughout the department.

Lost keys must be reported immediately to the Key Manager. The Key Manager will notify Facilities Key Desk and prepare the required paperwork for the lost keys and replacing the lost keys.

Upon leaving the university, key holders must return all keys issued in their name to the department Key Manager. Grades and/or paychecks can be withheld until clearance for all keys is received.

[Central Receiving](#) - Mail Services

Faculty, graduate students and graders all have personal mailboxes located in the mailroom in 102 Weber.

Mail is delivered daily to the department. Delivery is around 10:30 am each day. Department letterhead is to be used for official CSU business only. Outgoing mail should be placed in the mailbox labeled as such.

Beginning in 2011, Central Receiving provides mail services for personal use for students, staff and faculty. This includes USPS, Federal Express and UPS.

Mathematics Office Hours

Weber 101 office hours are:

- 7:45am – 4:45pm during the academic year
- 7:30am – 4:30pm summer session

[Payroll](#)

- Faculty and graduate assistants are paid monthly. See the department accounting tech Sheri Hofeling with any questions about your paycheck or call her at 491-7047.
- Timesheets from staff members should be signed by the department chair and turned into Christie Franklin the last working day of each month. Questions regarding annual and sick leave should be directed to Sheri Hofeling.
- Timesheets for student hourly and non-student hourly employees must be submitted to the department accounting office, room 110, no later than 4:00pm on the Monday following the pay period end date. Please make sure that all information and signatures are properly filled in.

Personal Items Stored in Offices

For your protection, the university has a policy for keeping and/or storing personal items in your office. The policy states:

"Personal property owned by the University academic faculty members or administrative professionals is not insured against loss or destruction by University insurance coverage. Personally-owned items brought on campus including but not limited to,

clothing, personal papers, money, cameras, laptops owned by the individuals, books, radios, or any movable objects of value are the sole responsibility of the owner."

For your own safety, we encourage those individuals with personal items to take them home during holiday breaks. This especially includes large ticket items such as electronics, laptops, cell phones, iPods, and bicycles. Again, such items are not insured against loss or destruction under University insurance coverage.

Phones

All faculty offices and graduate offices have telephones. Long-distance calls and faxes require five-digit long distance access codes, which are issued to faculty and staff members.

Personal Calls – The University prefers that you use your personal calling card for all personal long distance calls. In the event that you must use your university access code, charges for personal phone calls must be reimbursed to the department. To reimburse the department for personal calls, review the monthly phone call statement that you receive and submit your payment for your personal calls to Christie Franklin, 103 Weber.

[General Telephone Instructions](#)

[Dialing Instructions Summary](#) – if call from Main Campus, Foothills Campus, Veterinary Medical Center Complex, Facilities Management, Residence Halls and Apartments.

System Codes for Dialing from campus phones:

Campus (including Foothills and VTH)	Last 5 digits of phone number
Repair service & CSU information	Operator – dial 0
Local calls – considered off campus	8+Phone Number
Long Distance	
*With Authorization code	8+Number+Authorization code
*Collect calls	8+0+Number, wait for carrier instructions
*Operator assisted	8+0
*Calling Card	8+follow carrier's instructions
International Long Distance	
*With Authorization code	8+011+Country Code+City Code+Authorization Code
*Operator assisted, collect	8+01+Country Code+City Code+Number, wait for carrier
*Calling card	8+follow carrier's instructions
Emergency	911
Information	
*970 area code, with authorization code	8+411+Authorization code
*Other area codes,with authorization code	8+area code+555-1212+authorization code
*970 area code,with other types of billing	8+0, follow carrier's instructions
*Other area codes,with calling card	8+0+area code+555-1212. wait for a tone, input calling card number
International Directory Assistance	8+00, must bill to calling card
International Rate Information	8+800+874-4000

[Campus Calling Guide](#)

[CSU Electronic Phone Directory](#)

University Building Security and Unlock Policy

Hours for public access to University facilities will be established for each building considering the input of occupants. Default restricted access hours for all campus buildings will be 10:00 pm through 7:00 am weeknights and throughout the weekend. Temporary or permanent alternate access hours can be set by the Colorado State University Police Department (CSUPD) and Facilities Management with input from Deans, Directors, Department Heads, Building Proctors or Facilities Management Event Support Staff.

Individuals issued keys are expected to use them properly to lock and unlock facilities for which they have been authorized access (*see Keys and Masters Keys Policy, Security – 6*). They are expected to carry their keys with them for use while on campus. Building occupants that do not have keys with them or have not been issued keys are expected to work out a plan with the Building Proctor for access to the building during business hours.

People who are locked out of their offices, labs or other accessible areas during business hours must contact their department office, building proctor, department head or dean for access. Facilities Management and police personnel will refer such requests to these sources for resolution. On-call or other available staff should handle lock out when possible in Residence Life facilities.

ANYONE wishing to enter a building, classroom, or office during restricted access hours MUST have their own keys. Units and areas that operate within these closure hours must staff the area or MAKE ARRANGEMENTS for access with appropriate personnel in advance. CSUPD (491-6425) will unlock doors after business hours when proctors are unavailable and the following conditions exist:

- a. A life threatening situation (i.e. medical, personal safety). The requesting party must provide proper identification.
- b. Other emergency (i.e. locked out with keys inside building). Proper identification and proctor or responsible person authorization must be provided by the requesting party.

These measures will ensure that ONLY authorized, currently employed or approved persons are allowed access to any building or facility. This policy will enhance the accountability of individuals who hold keys to the University and the overall security of the campus. CONTACT: University Police Department (CSUPD) 491-6425.

Gift/Donation Processing Policy – [College of Natural Sciences](#)

Steps to Properly Document Checks:

Any checks (and supporting documentation) received by a department, program, or staff/faculty member should *promptly* be delivered to the Development Office, located in the College of Natural Sciences' Office of the Dean.

If you are aware that XYZ Company is sending a donation, please instruct them to make the check payable to the **Colorado State University Foundation (CSUF)**. They can reference CNS or the specific fund name in the memo field.

Development staff will deliver the check to the Colorado State University Foundation for processing.

For Advancement/gift purposes, Colorado State University (CSU) follows guidelines outlined by the Council for Advancement and Support of Education (CASE) and the Council for Aid to Education, which closely mirror those of the Internal Revenue Service (IRS).

Faculty members are asked to include members of the Development staff in donor discussions from the initiation of a gift transaction. It is important for the Development Office to receive the following information:

- Copies of any correspondence (including written proposals) related to a solicitation.
- Verbal or written verification that both the appropriate Department Chair and Dean are aware of and authorize the proposed gift.

Steps to Properly Document Gifts-In-Kind:

The College of Natural Sciences receives many practical gifts-in-kind. These gifts include non-cash assets, such as a gift of securities, real estate, or personal property. It is important to document gifts-in-kind in order to/for:

1. properly recognize the donor;
2. consistency and fairness in gift records;
3. preservation of institutional memory;
4. stewardship;
5. compliance with requirements of IRS and other regulatory agencies.

A gift-in-kind transmittal form is required for all gifts-in-kind and must be signed as approved by the responsible dean, vice president, or their designee with budget authority. It must be accompanied by all related correspondence/ paperwork which:

- 1) Identifies donor intent; and
- 2) Assists the college/division in writing a better acknowledgment letter. The form contains the following information:

1. ***Donor(s): Entity (ies) who should receive legal credit for the gift.***

It is important the Development Office knows if the gift credit should be split between husband and wife. If no information accompanies the gift, the gift will be credited to both.

2. Name and title of the individual to whom the receipt should be directed.

The individual within a company whose name should appear on the receipt which will be sent to the legal donor (the organization). Gifts are receipted to the company generating the gift and to the contact person, whose address must be the same as the donor's address.

3. Gift Description.

Detailed description of the gift including as much detail as possible such as serial number, model number, make, date produced, current condition (e.g., Bromberg Seismometer, 1945, Model 713).

4. Gift Valuation.

Items such as equipment and software will be valued at the amount the institution would pay if it purchased the item outright from the vendor with educational discount.

- Gifts of personal property qualifying as a charitable deduction for a donor will be recorded on CSU's ADVANCE system at full fair market value, regardless of the value the donor may be able to take as a charitable deduction. The donor is responsible for substantiating the value of the property for tax deduction purposes according to IRS requirements.
- Gifts in kind from a donor who does not provide an appraisal for items valued at more than \$5,000 will be valued for recognition purposes based upon a retail price for an equivalent item. This pricing can be obtained from the donor if they are the company providing the item, or from a reliable internet pricing source. The gift receipt acknowledges 'receipt' of the item only, provides a description of the item and, does not, and cannot imply tax deductibility of the contribution.
- Gifts with fair market values of more than \$5,000 will be counted at the value placed on them by qualified independent appraisers, as required by the IRS for valuing non-cash charitable contributions.
- Gifts of \$5,000 or less may be reported at the value declared by the donor or determined by a qualified expert on the faculty or staff of the institution. When faculty or staff determines the value of such a gift, that information is not shared with the donor.
-

Gift-in-kind transmittal forms may be received by contacting the Office of Development at 970-491-0997 or simone.clasen@colostate.edu.

Supplies

A stock of supplies is stored in the main office supply closet (101B Weber). Supplies are maintained by the front office staff.

Travel,

- Complete a Pre-Travel form with estimates of expenses. Include the account and a complete justification for the trip.
- Call one of the state-approved [travel agencies](#) and make your flight reservation. Let the agent know that CSU will pay for the flight and have the itinerary emailed to Sheri Hofeling hofeling@math.colostate.edu.
- Return the completed Pre-Travel form to the department account tech, 110 Weber.
- A pre-trip travel voucher will be created. The accounting department will email the numbers into the travel agency, thus confirming your flight.
- **You will receive email confirmation of your flights from your travel agent.**
- PLEASE use the **State Travel Card** for travel expenses with the exception of itinerary expenses. **DO NOT** use your PCARD for travel expenses.
- If you are a graduate student, obtain necessary permission for funding. It is best to have this documentation in email form.

International Travel,

- All international travel requires the steps above PLUS international approval.
 1. Faculty and Staff must be approved by Risk Management by completing the [Int'l Travel Application](#).
 2. Graduate and undergraduate students need to contact International Programs, 491-5917
- The in-house travel forms are available online at: <http://www.math.colostate.edu/documents/>

BEWARE: If you choose not to purchase your airfare through one of the state-approved travel agencies, CSU MAY NOT REIMBURSE YOUR AIRFARE. If you want to purchase tickets via another vendor, PLEASE, contact the department account tech FIRST.

Airline Ticket Cancellation Policy

- Flight reservations need to be canceled on or before the date of travel or the value of the ticket is lost.
- You may either call the travel agent or the airline directly to cancel your reservation.
- If you contact the airline, you will need to follow up with the travel agent so they can keep track of your ticket for future use.

Baggage Costs

- When making an airline reservation, ask the travel agent if you are using a state contracted fare.
- If you are using a state contracted fare, you are not obligated to pay for checked luggage.
- If you are not using a state contracted fare, you will need to keep your receipts for checked luggage and submit with post travel.

After You Return

- Complete the Post-Travel form found on the Dept [website](#)
- Take the form along with all receipts to the department account tech. She will create the post-trip travel voucher with actual expenses.
- The current travel software used by the University requires a physical signature on the travel voucher, so please sign your travel voucher when the accounting tech notifies you that it is ready.
- After signatures are in place, she will send the paperwork to the Travel department for processing.

Insurance Coverage while traveling from CSU

In order for a traveler to have insurance coverage from CSU while he or she is traveling:

- Before you travel, you must fill out a Pre-Travel form and submit it to the account tech.
- If traveling outside the U.S. you must submit the approved International Travel form to the account tech.
- Print out the [International Travel Card](#). It lists all numbers needed in case of emergency.

Travel Reimbursements to Visitors

- Reimbursement guidelines and the Visitor Travel Form are on the [Math Dept](#) website.
- Visitors must provide the department accounting tech with their mailing address, phone #, and email address.
- Non-US citizens must also provide a copy of their passport, visa and I-94.
- The University Tax Accounting Office requires non-U.S. visitors to complete an [additional form](#).
- All visitors must mail final receipts to the department accounting tech after their trip. No reimbursements can be made until after the trip is complete. A self-addressed envelope will be provided upon request.

Travel Policy and Procedures can be found at:

- [The CSU travel department](#)
- [Colorado STMP](#) (Statewide Travel Management Program)

Transportation Services

The University has a motor pool of state vehicles that University employees are eligible to "rent" for business travel. Please see staff in the Department Accounting office with travel dates and who will be traveling. She will prepare the payment form (IMO) for you to take to Transportation Services at the time you pick up the keys to the vehicle.

Room Reservations

The following common rooms, located in the Weber Building, are under departmental control.

Reserve by contacting Karena Alons-Topf:

008 Weber – Math Library

201 Weber – Math Conference Room

015 Weber – Math Conference Room

205 Weber – Math Computer Lab

130 Weber – Math Conference Room

All other room reservations and/or catering on campus can be made through the main office.

*Notice: Reserve 202 Weber through ACNS; call 491-5133

Reserve 223 Weber and 237 Weber through the College of Natural Sciences' Dean's Office; call Georgeann Venis at 491-6974

Reserve conference rooms in Lory Student Center by contacting Event Planning at 491-0229

Request catering needs through Dining Services; call 491-5332

Work Injuries

Any injury received while carrying out work duties at CSU should be reported immediately through [Risk Management Form](#). It is preferred that the employee completes the online form themselves but if that is not possible contact Christie Franklin or Sheri Hofeling.

Other Types of Leaves

For details on all other types of leave granted by the university, including annual leave, sick leave, sabbatical leave, leave for military service, bereavement, and jury duty.

INSTRUCTIONAL POLICIES AND PROCEDURES

[University General Catalog](#)

[Academic Advising](#)

[Advising Resources](#)

[Academic Integrity](#)

Academic integrity is conceptualized as doing and taking credit for one's own work. Academic dishonesty undermines the educational experience at Colorado State University; thus instructors are expected to use reasonably practical means of preventing and detecting academic dishonesty. Or visit [Conflict Resolution and Student Conduct Services](#)

[Appeals Policy and Procedures](#)

[ASCSU Course Surveys](#) must be given in your courses during the last week of classes before the final exam is given. Results of those evaluations are sent to individual instructors and also compiled every semester in a publication on line.

Students can take the [ASCSU Course Survey online](#).

[Attendance Regulation](#)

[Auditing a Course](#) - A student wanting to attend a class without earning credits may register as an auditor. Auditing a course requires prior approval of the instructor of the course.

[Challenging a Course](#) - The opportunity to challenge the content of a course on the basis of an examination is permitted at the discretion of individual departments. The fee for taking the test is \$20 per credit hour and is non-refundable. Students are asked to contact Dr. Alexander Hulpke if they are interested in challenging a mathematics course at: hulpke@math.colostate.edu.

Change of grade

All Grade Changes must be entered by the instructor on ARIESweb. The change needs to be emailed to the instructor (by the Registrar's office) who will send an e-copy to Annette for printing and filing.

Common Finals

All courses with a common final have room assignments made through Classroom Scheduling one semester in advance. Contact Annette Gonzales, Undergraduate Coordinator, for room assignments.

Computer Accounts

To obtain computer accounts for your class, please send Zube an email containing the class number, number of sections, and whether you require a class directory for software. For further details concerning class accounts and Weber 205/206, contact Zube at: zube@math.colostate.edu

[Consensual Relationships](#)

The University is committed to the principle that its personnel shall carry out their duties in an objective and ethical fashion and in an atmosphere in which conflicts of interest are identified and managed. The University does not interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the University. However, consensual romantic or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party have the potential to interfere with these goals and policies. Therefore, consistent with its commitment to objectivity and ethical behavior, the University is required to intervene in such circumstances.

[Drop Dates](#)

Drop Dates, "W" drop dates, and "Repeat/Delete" Option are published each semester in the course schedule.

The majority of our Mathematics courses are "Initial Add/Drop Courses", this means:

- Course add period ends Sunday, August 26, 2012/Monday January 28, 2013 (Special B)
- Course free drop period ends Wednesday, September 5, 2012/Wednesday, February 6, 2013
- Course withdrawal period ends Monday, October 15, 2012/Monday, March 18, 2013

For other [important registration dates](#).

Evening Exams

Some courses have evening exams. It is university policy that evening exams be scheduled on Tuesday or Thursday between 5:00pm – 8:00pm or on Saturday between 8:00am and noon.

For current University Policy & Procedures refer to the web site at: <http://registrar.colostate.edu/students/registration/finalexams.aspx>

[Final Examination](#)

The final in-class examination period is intended for the end-of-semester examination. No in-class examination constituting more than 10% of the final course grade may be given in undergraduate courses during the week preceding the final examination period of the semester; labs, performance and other alternative classes, such as in the Individualized Mathematics Program, are excluded.

Grade Books

The department requests that grade books and/or computer excel spreadsheets be turned in to the front office along with your grade rolls each semester for archiving and reference purposes.

[Grades](#)

The Official University Policy states that students will be notified via Student FYI that grade information will be available on RAMWeb by the third business day following the end of the final examination period and that grade posting strips will not be used as in the past. As guidance to individual faculty, we caution against the use of alternate posting schemes. Grades are considered personally identifiable information and cannot be compromised or disclosed without the student's consent. Direct email to students is not secure for discussing or disclosing personally identifiable information. Rather, we encourage you to refer students to RAMWeb for secure access to their grades and other personal information. Alternately, you can post your grades in RamCT, even if you are not currently using RamCT for your course. Please see the instructions under "Faculty Resources" at: <http://webct.colostate.edu/webct/public/home.pl> to use this system.

Homework

Homework should be collected in the front office on an emergency basis only. Please provide a labeled envelope indicating the class number, your name, your grader's name, and a time at which the envelope should be placed in your mailbox or the grader's mailbox.

A [Student Honor Pledge](#) was created to further promote academic integrity among students.

To summarize the key elements of the new policy, we as academic faculty are expected to do three things:

First, we need to state clearly in our syllabi that the course will adhere to the [Academic Integrity Policy](#) of the General Catalog and the Student Conduct Code. [The Institute for Learning and Teaching](#) (TILT) has helpful syllabus wording samples at its website.

Second, by the end of the second week of class we must address in our syllabi, or during class, academic integrity issues as they apply to the graded course components. Individual faculty members will likely have different policies for what is permitted with regard to exams, papers, etc. when graded work is submitted by students. This should be spelled out so students know the rules for each class.

Third, the course instructor needs to decide which graded course components will use an honor pledge. Students are given the opportunity to sign an affirmative honor pledge for those components. The specific wording of the honor pledge will differ among instructors. There may be department and college practices instructors follow.

The TILT website is there to assist us by offering [honor pledge](#) wording suggestions as each of us seeks the language we prefer to use.

[Honors Program](#)

The goal of the Honors Program is to provide an enriched educational program of study for academically talented and motivated students at Colorado State University. Honors students benefit from small, discussion-based seminars taught by some of the University's finest faculty members, personalized academic advising, priority enrollment, opportunities for leadership, research and community service, and special scholarships. Many Honors students choose to live in one of our two Residential Learning Communities.

[Incompletes](#)

Course instructors assign incomplete grades subject to approval by the Undergraduate Director. For details, see web link.

Students taking a course to fulfill an incomplete must advise the course instructor of their status at the beginning of the semester. Their names will not appear on the class roll. The course instructor will be required to sign a change of grade form, available in 101 Weber, at the end of the semester. Expectations of attendance, etc. are by agreement between the student and instructor.

[Nondiscrimination Policy](#)

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, veteran status or disability.

Office Hours

All course instructors must hold office hours during which time they are available to students with questions and concerns. To view instructor calendars of available office hours, see faculty online calendars on the department home and click on the office number to view calendar.

Office Hours and Class Schedules

At the beginning of each semester, Dr. Dangelmayr requests that all faculty and GTA's complete their Office Hours and Class Schedule for easy access on line. The steps needed to complete this process will be noted via email. Access is made on-line by simply clicking on the individual's room number.

RDS (Resources for Disabled Students)

Alternative testing is arranged with RDS and the instructor. Students will have instructors complete the instruction sheets required by the testing center. Tests for disabled students are left at the 101 Weber front desk to be picked up for Alternative Testing. When the tests are returned by RDS, they are put into the mailbox of the instructor. If you have questions or concerns, call RDS at 491-6385.

Repeat/Delete Policy

CSU has instituted a policy regarding a grading option (one time per course) that may be used by the undergraduate students who wish to repeat a course. The policy includes these guidelines:

- A student may choose to repeat a course and the grade received in the repeated course will be used to calculate their GPA, regardless of which grade is higher.
- The student must request the option from the Registrar's office.
- The option may be used for a maximum of 9 credit hours.
- Both the original grade and the new grade will appear on the student's transcript.

More details on this policy can be found in the catalog under the "Grading and Scholastic Standards."

Overrides

The front office staff will give overrides only for Calculus-type (MATH 141, 155, 160, 161, 255, 261, 340) classes. Overrides for upper-division classes must be given by the respective instructor of the class.

Sexual Harassment Policy

Colorado State University does not tolerate sexual harassment among students, employees, or other members or its community.

Students' Rights and Responsibilities

Colorado State University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution.

Syllabus

All course instructors must distribute a syllabus for your course listing all tests (if applicable), a brief outline of the material to be covered, the basis on which grades will be determined and your office hours. Please provide Annette Gonzales a copy.

Weber 205

Hilary Freeman is in charge of maintaining Weber 205's daily schedule. Please email her with your requests at:

freeman@math.colostate.edu

For instructors needing to obtain a computer account, contact our systems administrator via email at: zube@math.colostate.edu

Web Pages

Please send Annette Gonzales an email containing the URL of your class web page. Her email is: gonzales@math.colostate.edu

ANNUAL EVENTS

In the fall and spring semesters, **GTA training** is scheduled for Monday and Friday afternoons the week before classes begin. All GTA's are strongly encouraged to attend.

The **Faculty Retreat** was held after the spring semester. Watch email for details.

The **Fall Department Meeting** will be on August 15th at 1:30am in the TILT building, room 221. A faculty meeting immediately follows.

Sponsored by faculty, [RAMWelcome](#), held during the month of August, welcomes newcomers to campus and introduces perspective students majoring in mathematics to the department.

[Math Day](#) is a department annual event, traditionally held on the first Thursday in November on Colorado State University campus in the Lory Student Center.

[Arne Magnus lectures](#) are an annual event held each spring semester. Watch for email with details.

[Colorado Combined Campaign](#) is an annual campus fund raiser held through out October, November and December sponsored by the United Way. Watch for email with details.

[College of Natural Sciences](#) Picnic is held annually in August for all staff, faculty, admin pros, post doctoral students and their families. This is a great way to kick off the school year.

[Math Circles](#) – In collaboration with Poudre School District, Math Circles is an annual week long summer event to bring young mathematicians to campus. This is a week of mathematical exploration and discovery for 8-9 grade students who have an Algebra I background or higher. This event is led by CSU faculty and graduate students in the Mathematics Department.

OF PARTICULAR INTEREST TO FACULTY

[Faculty Advising](#): It is your responsibility to be available to your advisees, especially during the pre-registration season. You are expected to post office hours and be available during those times for walk-in traffic. If you are unable to meet this commitment, please post a notice to inform students. Advisors are also encouraged to answer advisee email communications in a timely fashion.

There is also a handy guide available for students, call [student advising resources](#).

Faculty Meetings are held weekly in 201 Weber. When possible, an agenda is prepared and distributed by the Chair at least one week in advance.

Grants & Contracts: University regulations require that an SP-1 form signed by the Chair accompany all proposals submitted through the Office of Sponsored Programs. It is the Chair's requirement that the following be filed in the department office:

1. Copies of SP-1;
2. Cover Sheet and Project Summary pages from the application;
3. Budget and budget justification pages from the proposal.

Proposals that include CSU cost sharing must be entered into negotiations with the Chair and other administrators at least one week before the proposal is due.

[Hiring Policies and Procedures](#) – Affirmative Action

[Family and Medical Leave Act \(FMLA\)](#)

Family and Medical Leave (FML) is an unpaid leave intended to allow eligible employees to take time off from work for qualifying family and medical events in accordance with the Family and Medical Leave Act of 1993.

[State Classified FML policy](#)

[Faculty & Admin Professionals FML policy](#)

Jackie Swaro, Benefits Administrator in Human Resource Services, is available to answer any questions or concerns you may have with FML. She is also available for appointments. Her campus phone number is 491-0947.

Sabbatical Leave

Current 2012-2013 Sabbatical Leave policies and procedures for the College of Natural Sciences, are as follows:

The sabbatical leave is an opportunity to broaden or deepen academic interests, to explore new areas, or to examine the instructional methods of another institution. It is viewed as a privilege and is granted to faculty members whose past performance, sabbatical plan, and future promise combines to indicate that the leave will result in strengthening the value of the recipient to their profession and to the University. Planning for the sabbatical should begin at least a year prior to the leave itself. The plan should be coordinated with the member's Departmental Chair who must give special attention to advising and teaching replacements and, where appropriate, to assure coverage of contract and grant obligations. Sabbatical leaves are primarily granted on the basis of merit of the sabbatical application. An assurance of the adequacy of advising and teaching replacements is a secondary consideration. In certain cases, the plan should be coordinated to assure early implementation of new skills and resources upon the faculty member's return to campus.

Applications for sabbatical leaves should be processed according to the following schedule:

Monday, August 27, 2012

Completed and signed applications on proper forms accompanied by all appropriate supporting documents forwarded to department chair. All sabbatical leave requests should include the following:

- *a Sabbatical Leave Request form* (http://www.provost.colostate.edu/index.asp?url=Resources/faculty_affairs) *with the department chair's signature;*
- *a detailed sabbatical plan;*
- *a copy of the applicant's current curriculum vitae;*
- *rationale for the choice of host institution(s);*
- *copies of correspondence or letters of invitation from host institutions; in the case of multiple institutions, an invitation from each host must be included and a statement outlining the approximate division of time between the host institution;*
- *a letter from the department chair commenting on the potential benefits of the sabbatical leave;*
- *a signed Sabbatical Leave Memorandum of Understanding.* (<http://www.provost.colostate.edu/files/Resources/7sabmou.html>)

Tuesday, September 4, 2012

Department Chairs forward leave request to dean's office, along with any adjustments, that are appropriate. A memo indicating necessary teaching and advising replacements should accompany the application. Please send the original and 4 copies (total of 5).

Wednesday, September 5, 2012

Materials will be forwarded from the dean's office to the College Sabbatical Leave Committee. The committee seeks as much information about the candidate as possible, including possible informal interviews with the candidates, their department chair, or both. Early communication between the committee and applicants is encouraged in unusual circumstances.

Monday, September 24, 2012

Committee recommendations on the merits of requests are returned to the dean's office. Any discrepancies between the Committee recommendations and the Dean's recommendations may be discussed at a joint meeting of the Dean and the Committee. The final decision rests with the Dean.

Monday, October 1, 2012

Dean's recommendations are forwarded to Provost/Executive Vice President and department chairs.

Notes:

It is a requirement that upon completion of sabbatical leave, as noted in section F.3.4.4 of the *Academic Faculty and Administrative Professional Manual*, "the faculty member shall submit a final sabbatical report Board. The report shall include a summary of the faculty member's activities while on sabbatical and the benefits derived by the faculty member from the sabbatical activity. Such reports need not include specific details of the research performed by the faculty member. Final sabbatical reports must be submitted to the office of the institution's chief academic officer within three months of the completion of the leave." Reports should be submitted to the dean's office electronically.

It is an expectation of the College that faculty members returning from sabbatical leave serve a four-year appointment on the College Sabbatical Leave Committee, if requested.

Once approved, any sabbatical leave changes must be requested in writing. A Sabbatical Leave Change Request Memo must be submitted to the dean, who will forward it to the Provost's Office for submission to the Board of Governors for approval. (http://www.provost.colostate.edu/index.asp?url=Resources/faculty_affairs)

College of Natural Sciences – Guidelines and suggestions for writing a strong sabbatical application.

One of the faculty programs which the Board of Governors regularly scrutinizes closely is sabbatical leaves. The Board views this as a cost to the University that they want to be informed about, and they want assurances that the program is valuable. Our Faculty Manual states that the maximum number of faculty members to be awarded sabbatical leaves each year shall be determined by the fiscal resources of the University for the year in question; and the Board takes this seriously.

In particular, each year the Provost makes a judgment about the total number of sabbaticals that the University can put forward for approval by the Board. This total number does not tend to rise dramatically in any one year. The Provost and the Dean want our sabbatical applications to be compelling; especially if there are a greater-than-average number of applications in a given year.

Given that the central administration will be scrutinizing sabbatical applications closely in an effort to make sure all are maximally worthy, there is likely to be more competition for sabbatical spots than there might have been in years past. Sabbatical leaves are a legitimate expectation of faculty, but are not a mandatory right, and it is wise to put together as strong a sabbatical application as is possible.

In the College of Natural Sciences, sabbatical applications are reviewed by the College Sabbatical Committee, a committee of faculty members appointed by the Dean who have recently taken sabbaticals. Their charge is to receive the sabbatical applications, and make suggestions to the individual faculty for revisions with an eye to strengthening the proposals, prior to the Dean's review. Given the competitive nature of the process, any improvement in the request can make a difference; faculty members who are contacted by the Committee are not obligated to make further changes in the proposal, but the opportunity to enhance the application should be attractive. Finally, the Sabbatical Committee communicates their recommendations for approval of the requests to the Dean.

To this end, if you are contemplating a sabbatical application this season, please keep the following points in mind:

Early Planning

The Sabbatical Leave committee expects a timetable of your activity, including exactly where and when you'll be in various places. This means that you should be thinking about possibilities and writing to obtain invitations well in advance of the deadlines. Recent deadlines have been about September 1, so realistically this means making contacts as early as possible in the previous academic year. As a corollary, communicate with your Chair early in the process so that he or she is aware of what you are planning and can help if needed. If external funding is needed or desirable for the sabbatical project, you will need to begin seeking that soon.

Write a Good Proposal

The detailed plan should specify how the sabbatical will:

- Result in your professional growth;
- Enhance the University's reputation;
- Enhance our students' educational experience;
- Increase the overall level of knowledge in your area of expertise.

In particular, the project should not simply be to write down work which has already been accomplished, valuable though this may be: sabbaticals which are forward-looking are more compelling.

Be as specific as possible about the goals that you intend to achieve while on sabbatical. Planning to execute specific projects, even if somewhat blue-sky, will be more effective than simply planning general research in a broad area. Also, try to be specific about the future work that will flow from the sabbatical activity: publications, new grant applications, articles, invitations, etc. Don't assume that you are writing the proposal to laymen: members of the College Sabbatical Committee are all respected scientists and they do the first review. On the other hand a jargon-filled research proposal is not going to get the proper attention either.

The four points noted above are taken most seriously, and all should be addressed. In particular, they must demonstrate how the sabbatical activity will benefit the Department/College/University in addition to the hopefully obvious benefits to the applicant's personal research. If there is a curricular component to your sabbatical activity, say so.

Support Letter from the Chair

Your Department Chair will need to write a memo supporting your sabbatical request, and you should communicate your sabbatical plans well in advance of the submission of the application to your Chair and obtain their support. Clear statements by the Chair of the value of the sabbatical to you, to the Department, and to our students are expected. For these reasons it is prudent for you to plan to have your Chair review the entire application in advance of its submission to the Dean's office.

A Current CV

Make sure that you provide an up-to-date CV as part of the application.

Letters of Invitation

The Sabbatical Committee wants to see evidence that you have applied for and obtained some support from the visited institution. Promise of an office and computer/library facilities is a minimum. Mention the colleagues or research groups with whom research can be performed. Indications of external funding at any level are certainly a sign of interest by the other institution.

Full Year Proposals

Faculty have the option of proposing either a one-semester sabbatical or an academic year sabbatical. There are several dimensions in which it is easier to argue that a full-year sabbatical may be more worthy:

- More time spent on the research project presumably will imply more benefit;
- Any external support/funding for the project already represents a positive 'peer review' of the project, which is most welcome;
- The College and Department can more easily argue that the funds released by the full-year sabbatical will enable the Department to cover its instructional responsibilities.

Leave Fort Collins

"Stay-at-home" sabbaticals are subject to various criticisms, including:

- It is easier to argue that the research project may be accommodated by modifications in one's normal assignment;
- Forging and strengthening of professional relationships with colleagues at other Universities, and the opportunities to recruit good students, would be diminished.

The first criticism is quite serious, and a proposal to stay in Fort Collins for a sabbatical must include compelling circumstances which need to be explained clearly. In particular, the reasons why the activity being proposed cannot be handled in the normal course of business must be addressed. A general criterion that is applied consists of determining whether the proposed activities appear to be "reassignable," i.e. could the department chair simply reassign the faculty member through release time to accomplish the same activities? Stay-at-home sabbaticals are obvious candidates for reassignment.

Don't Withdraw

It happens more often than one might think: faculty who has sabbaticals approved, but end up not taking them. In an environment where, in any given year, we may be forced to make hard choices about sabbatical approvals, it would be very unfortunate to have this happen to any great extent. Of course, unpredictable turns of events always may occur, but we have a right to expect that sabbatical applications are quite serious and, if granted, the faculty member will make every effort not to withdraw. Department Chairs, in particular, should make this a part of the conversation when discussing upcoming sabbaticals with faculty and also should address this in the support letter. It does happen that sabbatical plans are contingent on external funding or other factors that are not completely under the control of the faculty member. Any factors that are known to the applicant should be mentioned in the proposal.

[Administrative Operational Reference Guidelines](#)

[Emergency and Severe Weather Policy and Procedures](#)

[Promotion and Tenure Procedures](#)

The following policies will be included in the faculty manual and policy and procedures manual. All members of a midpoint review committee or promotion and tenure committee must be of the "appropriate rank", which means at or above the rank to which the candidate aspires.

1) For each untenured faculty member, the 3rd year (midpoint) review will be conducted by a committee consisting of the executive committee augmented by two additional faculty members appointed by the department chair. The members of this committee will determine whether the candidate's progress conforms to the faculty's expectation for tenure and will advise the candidate if this is not the case.

2) In cases of early tenure or when the candidate's offer letter affords some flexibility in the timing of the tenure decision, the department chair and the executive committee will advise the candidate whether or not to apply for tenure and/or promotion in a given year. The candidate retains the right to apply.

3) For each candidate, the tenure and/or promotion committee will consist of all executive committee members of appropriate rank augmented by two additional faculty members appointed by the department chair.

4) The department chair will announce the faculty applying for tenure and/or promotion and the tenure and/or promotion committees shortly after the vote for the new executive committee.

5) The candidate will present a colloquium / research seminar in September. Exceptions can be requested if the candidate has spoken in the department colloquium or one of the departmental seminars within the previous two semesters.

- 6) Consistent with university policies, the department chair and P&T committee will seek to obtain a minimum of seven letters to be included in the dossier. The candidate will be asked to provide no more than three recommendations for external referees. The candidate is responsible for the other components of the dossier.
- 7) In late October to mid November there will be at least two meetings of all faculty at the appropriate rank.
- a) The complete P&T dossier will be available to all faculty of appropriate rank for at least one week before the first meeting. Copies of the dossier cannot be removed from the front office area.
 - b) At the first meeting, a faculty member of appropriate rank, chosen by the department chair and known to the candidate, will present a 10-minute summary of the candidate's application dossier. This presentation will be deliberately neutral.
 - c) At least one week after the first meeting, there will be a second meeting to permit further discussion and responses to questions raised at the first meeting. The P&T committee has the responsibility for responding to specific issues raised at the first meeting. The P&T committee will make a recommendation to the faculty at the beginning of the second meeting.
 - d) Every candidate must be discussed for at a minimum of 30 minutes at each of the two meetings, unless discussion is shortened by vote of the faculty.
 - e) The second meeting will be followed by a secret written ballot. The ballot will include a list of the faculty eligible to vote.
 - f) In the case of promotion, the ballot will provide only two options, "support promotion" and "do not support promotion".
 - g) In the case of tenure, the ballot will provide only two options, "support tenure" and "do not support tenure".
 - h) Space will be provided on the ballot for written comments.
 - i) Faculty will have two full working days to submit their ballots.
 - j) The result of the vote will be disclosed to the candidate and to the faculty eligible to vote.
- 8) The P&T committee will write a letter as part of the promotion and/or tenure dossier and will include the following items.
- a) The total number of faculty eligible to vote.
 - b) The number of votes supporting the promotion and the number opposed.
 - c) The vote of the P&T committee.
- 9) The department chair will write a letter as part of the promotion and/or tenure dossier.

Textbook Orders

All textbook orders are to be placed through Annette Gonzales, Undergraduate Coordinator. [Watch for email deadlines.](#) She will also order the complimentary copies for the courses that have GTA's. Course coordinators are responsible for selecting and ordering the textbook for their particular course.

OF SPECIAL INTEREST TO GRADUATE STUDENTS

Whom to Ask For Help

All concerns regarding teaching or class work should be directed first to the course coordinator, then to the Graduate Chair, Jennifer Mueller, and finally to the Undergraduate Director, Gerhard Dangelmayr and/or Department Chair, Simon Tavener. Undergraduate complaints that you feel unable to address yourself should be directed first to the course coordinator, and then to Gerhard Dangelmayr, Undergraduate Director.

Timothy Penttila, is in charge of matters related to graduate recruitment.

Requirements

Below are mandatory requirements that are to be met by all Teaching Assistants:

- Attend departmental meetings, e.g., course coordinator meetings, graduate teaching assistant meetings, GTA workshops (the week before classes begin in the fall or spring). The GTA Workshop is offered by TILT (The Institute for Learning and Teaching) and the Graduate School offers the Graduate Student Orientation.
- When scheduled, attend your Course Coordinator Meetings.
- Conduct teaching evaluations in your sections at the end of the term. Complete instructions and sheets/pencils will be provided as the time nears.
- Do not hold meetings with two or more students at your desk. Rooms are provided for instruction review. Request that students meet you there or go there with the students.

Research Support

Unfortunately, the Department is unable to provide grants for research expenditures of graduate students. Funding for your work (including summer salary support) is a joint responsibility between you and your advisor. Many graduate students write grant proposals to fund their work, and you should discuss with your advisor how to secure research support.

OF INTEREST TO GRADUATE STUDENTS AND THEIR FACULTY ADVISORS

Section One: Ph.D. Qualifying Examination Policies and Procedures

For details on descriptions of Ph.D. requirements, including those for the Ph.D. Qualifying Examinations, please consult the [Ph.D. requirements](#) on our department web site, or the [Graduate Handbook](#). This section of the department manual contains policies and procedures concerning the Qualifying Examinations in the Department of Mathematics and approved by the mathematics faculty. Changes to this section of the manual must be approved by faculty vote.
(Date initially added to this manual: January, 2009)

Part I of the Qualifying Examination: Policies and Procedures

- I) The faculty must approve any change to the collection of Standard Suites (by majority vote).
- II) A Qualifying Examination (QE) course is a course in a Standard Suite.
- III) Consideration of Suite Proposals
 - a) The Graduate Director, acting on behalf of the Graduate Committee, will automatically approve all Standard Suite proposals, if properly made (i.e., if the form is correctly filled out and returned to the Graduate Coordinator in a timely manner).
 - b) The Graduate Committee will be responsible for considering all Special Suite proposals, at a meeting of that Committee which will be announced and open to all faculty. If such a proposal is rejected, the Graduate Committee will provide a written reason for rejection. A student whose Suite proposal is rejected will have a reasonable amount of time, specified by the Graduate Committee, to prepare another proposal.
 - c) For each Special Suite proposal, the designated faculty advisor will act as an advocate of the proposal to the Graduate Committee.
 - d) The Graduate Director will provide advice to students and faculty advisors concerning the preparation of Suite proposals.
 - e) Suite proposals may not be modified once approved, unless there are special circumstances that may prevent a course specified in the proposal from being completed. A student must obtain permission of the Graduate Committee in order to submit a revised proposal. If this permission is granted, the revised proposal must be submitted according to the same rules as the original proposal.
 - f) All approved Special Suite proposals will be announced to the faculty.
- IV) Assessment and evaluation of individual courses in Suites of Qualifying Courses
 - a) Assessment and Evaluation of QE Courses, in any Suite
 - i) At the end of each semester, the current instructor of each QE course offered that semester will evaluate each student's final examination as a Ph.D. qualifying examination. The instructor will make a recommendation in writing of a rating from the following scale: Pass+, Pass, Pass-, Fail. The QEC (see Section Two) will then determine, for each student, the final rating, using the same scale, for the examination.
 - ii) A student must receive a Pass- rating or higher from a QEC for the final examination in each of the QE courses in his or her Suite in order to complete Part I of the Qualifying Examination.
 - iii) A student who receives a Fail rating for a final examination in a QE course in his or her Suite will be required to retake the final examination in that course.
 - iv) A student may take the final examination of a QE course in his or her Suite at any time the regularly scheduled examination is offered. If a student intends to take a final examination in a semester in which he or she is not registered for the course, that student must inform the instructor of this intention two weeks before the final examination time.
 - v) A student who receives a second Fail rating for a particular final examination in a QE course in his or her Suite may be dismissed from the program.
 - b) Evaluation of non-QE courses in Special Suites
After completion of a non-QE course in a Special Suite, the student will submit the documentation required for

assessment, and specified in the approved proposal for the Suite, to the Graduate Director, who will present it to the QEC at its next meeting. The QEC will assign a rating of Pass or Fail to that course based on the provided documentation. Any conditions to remedy a Fail rating will be specified in writing to the student by the QEC. A student who receives a second Fail rating for a particular course in his or her Suite may be dismissed from the program.

c) **Assessment of Student Progress towards completion of Part I**

Each time an evaluation is made of a student's performance in a course in his or her Suite, the Graduate Director will inform the student of the result, and make an assessment of the student's progress towards completion of Part I of the Qualifying Examination. The Graduate Director will provide this information in writing in a timely fashion.

Each student must complete Part I of the Qualifying Examination by the end of the fifth semester after admittance to the Ph.D. program. Students who enter the Ph.D. program with an M.S. degree are encouraged to complete Part I by the end of the third semester after admittance to the Ph.D. program.

Section Two: Qualifying Examination Committee

The policies and procedures in this section may only be modified by faculty vote. (Date initially added to this Manual: January 2009).

Qualifying Examination Committee Guidelines

The QEC in any given semester will consist of the regular faculty members currently serving on the Graduate Committee, as well as all faculty members who have taught at least one QE course during the current or previous academic year.

The Chair of the QEC is the Graduate Director.

The QEC is charged with providing final evaluations of student performances on the final examinations in QE courses taught in the previous semester and providing final evaluations of student performances in non-QE courses in approved Special Suites.

The QEC may also recommend dismissal of a student from the Ph.D. program, or termination of GTA support, if the student is not making satisfactory progress towards completion of Part I. Any such recommendation will be made to the Graduate Director and the Department Chair. The Graduate Director and the Department Chair will make the final decision on dismissal, or termination of GTA support.

The QEC will use evaluation and assessment guidelines established by the faculty and described in the departmental policies and procedures manual to carry out its charges.

The QEC will meet three times a year, at the end of each semester (May, August and December). In special circumstances, the QEC may meet at other times; the Chair of the QEC will make the decision to call for such a meeting. The decisions of the QEC at any given meeting will be made by a majority vote of its current members.