

**PROCEDURES MANUAL
OFFICE OF THE PROVOST AND ACADEMIC AFFAIRS**

TABLE OF CONTENTS

SECTION 1: INTRODUCTION

- 1.1 Purpose of Academic Affairs Procedures Manual (January 8, 2008)
- 1.2 Additional Resources for CSM Procedures and Policies (January 8, 2008)
- 1.3 Overview of the Office of the Provost and Academic Affairs (January 8, 2008)

SECTION 2: GENERAL ADMINISTRATIVE PROCEDURES

- 2.1 Annual Calendar of Deadlines/Due Dates for Academic Procedures (January 8, 2008)
- 2.2 Department Office Hours and Staff Meetings (January 8, 2008)
- 2.3 Alcohol at Functions Attended by Students (September 9, 2005)
- 2.4 State and Federal Contact Procedures (June 26, 2007)

SECTION 3: GENERAL PROCEDURES FOR FACULTY

- 3.1 Requests to Engage in Additional Professional Work (January 8, 2008)
- 3.2 Faculty Resumes/Curriculum Vitae Format (undated)
- 3.3 Retirements and Leaves of Absence (January 8, 2008)
- 3.4 Sabbatical Requests (January 8, 2008)
- 3.5 Business Card Protocol (February 27, 2008)

SECTION 4: FACULTY HIRING/PAY/TRANSFERS

- 4.1 Hiring Instructions For Academic Faculty (January 8, 2008)
- 4.2 Policy on Academic Faculty Searches (January 8, 2008)
- 4.3 Benefits for Faculty (February 6, 2006)
- 4.4 Summer Program Guidelines (January 24, 2003)
- 4.5 "Plan B" Policies (January 24, 2006)
- 4.6 Visa and Immigration Protocol for Appointing Foreign Tenured/Tenure Track Faculty (January 31, 2008)
- 4.7 Moving Expense Guidelines (January 8, 2008)
- 4.8 Guidelines for Appointing Faculty to a Position with No Remuneration (March 11, 2008)
- 4.9 Terminating Salary Contracts and Separation of Employees from CSM (January 21, 2008)
- 4.10 Faculty Appointments for Graduate Students (January 8, 2008)
- 4.11 Required Documentation for New CSM Faculty (February 11, 2008)
- 4.12 Transfer of Faculty (October 22, 2004)
- 4.13 Funds for Which Faculty Members Have Responsibility and Accountability (June 10, 2008)

SECTION 5: FACULTY EVALUATION

- 5.1 Faculty Evaluation Procedure Summary (January 8, 2008)
- 5.2 Suggested Criteria to be Considered for Faculty Evaluations (August 1998)
- 5.3 Faculty Data Report Format (January 8, 2008)
- 5.4 Faculty Evaluation Format (January 8, 2008)
- 5.5 Department Head/Division Director Evaluation Procedure Summary (January 8, 2008)
- 5.6 Department Head/Division Director Data Report Format (January 8, 2008)
- 5.7 Department Head/Division Director Evaluation Format (January 8, 2008)
- 5.8 Student Evaluations of Faculty (January 8, 2008)
- 5.9 Professional Growth Plans for Tenure-Track Faculty (January 8, 2008)

SECTION 6: PROMOTION AND TENURE

- 6.1 Promotion/Tenure Timetable and Scenario (January 8, 2008)
- 6.2 Guidelines for Submission of Promotion/Tenure Material (January 22, 2008)
- 6.3 Tenure Application Extension (January 8, 2008)
- 6.4 Preliminary Tenure Reviews for Tenure-Track Faculty (January 8, 2008)
- 6.5 Items for Candidate, Department Head/Division Director and Department/Division Promotion & Tenure Committee to Consider When Preparing Application Package (March 24, 2005)

SECTION 7: VISITING COMMITTEES

- 7.1 Guidelines for Visiting Committees (March 26, 2008)
- 7.2 Sample Letter of Invitation (January 8, 2008)

SECTION 8: ACADEMIC PROCEDURES

- 8.1 Graduate Registration/Tuition Guidelines (January 31, 2008)
- 8.2 Examinations Scheduling and Dead Day Policies (February 5, 2003)
- 8.3 Residency and Tuition Classification Guidelines (January 31, 2001)
- 8.4 Academic Plans (October 29, 2002)
- 8.5 Undergraduate Council Course Addition/Change Submission Form (January 28, 2000)
- 8.6 Graduate Council Course Addition/Change Submission Form (January 24, 2003)
- 8.7 Employee Tuition Waiver Requests (February 6, 2008)
- 8.8 SEVIS Fee Requirement For International Students & Scholars (January 9, 2008)

SECTION 9: FACULTY AWARDS AND EMERITUS STATUS

- 9.1 Teaching Awards (January 8, 2008)
- 9.2 CSM Alumni Teaching Award (January 9, 2008)
- 9.3 Board of Trustees' Outstanding Faculty Award (January 9, 2008)
- 9.4 Alfred E. Jenni Faculty Fellowship (January 9, 2008)
- 9.5 Dean's Excellence Award (January 9, 2008)
- 9.6 Nominating Faculty for Emeritus Title (January 9, 2008)

SECTION 10: COMMENCEMENT

- 10.1 Commencement/Convocation Marching Order (February 2002)
- 10.2 Commencement Hooding Guidelines (February 2002)
- 10.3 Absences from Commencement and Faculty Conference (January 9, 2008)

SECTION 11: ACADEMIC SPACE/STORAGE/EQUIPMENT

- 11.1 Requests for Remodeling or Project/Construction Services (January 9, 2008)
- 11.2 Storage Policy (January 9, 2008)
- 11.3 Guidelines for Disposition of Equipment Upon a Faculty Member's Departure from CSM (January 9, 2008)

SECTION 12: COMPLAINTS PROCEDURES

- 12.1 Response of the Office of Academic Affairs to Complaints of Inappropriate Behavior Against Faculty Members (January 9, 2008)

SECTION 13: TRAVEL

- 13.1 Travel (January 9, 2008)
- 13.2 Petroleum Institute Semester Policy and Guidelines for Faculty (January 9, 2008)
- 13.3 15-Passenger Vans (January 9, 2008)

SECTION 14: RESEARCH

- 14.1 Risk Policy (January 9, 2008)
- 14.2 Guidelines for Utilization of General Research Laboratory (January 9, 2008)
- 14.3 Human Subjects Research (January 9, 2008)
- 14.4 Policy Governing Center Reporting (January 1, 2008)
- 14.5 Indirect Cost (IDC) Return Policy and Practices (January 22, 2008)

SECTION 15: EMPLOYEMENT CONTRACT FORMS

- 15.1 Tenured Faculty Employment Contract (April, 2007)
- 15.2 Tenure-Track Faculty Employment Contract (April, 2007)
- 15.3 Non-Tenured Faculty Employment Contract (April, 2007)
- 15.4 Library Faculty Employment Contract (June 24, 2002)
- 15.5 Administrator Addendum (June 15, 2001)