

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

**TABLE OF CONTENTS**

**SECTION 1: INTRODUCTION**

- 1.1 Purpose of Academic Affairs Procedures Manual
- 1.2 Procedures Manual Modification Process
- 1.3 Additional Resources for CSM Procedures and Policies
- 1.4 Overview of the Office of the Provost and Academic Affairs

**SECTION 2: GENERAL ADMINISTRATIVE PROCEDURES**

- 2.1 Annual Calendar of Deadlines/Due Dates for Academic Procedures
- 2.2 Department and Administrative Office Hours, Faculty Office Hours, Communication Requirements and Staff Meetings
- 2.3 Alcohol at CSM Functions
- 2.4 Federal, State and Local Government Relations Procedures

**SECTION 3: GENERAL PROCEDURES FOR FACULTY**

- 3.1 Employment Contract Period and Pay Calculations for Tenure, Tenure-Track and Teaching Faculty
- 3.2 Requests to Engage in Additional Professional Work
- 3.3 Funds for Which Faculty Members Have Responsibility and Accountability
- 3.4 Instructional Use of Graduate Students
- 3.5 Hiring Undergraduate Students
- 3.6 Summer Program Guidelines
- 3.7 Retirements and Leaves of Absence
- 3.8 Office Space for Transitional and Emeritus Faculty
- 3.9 Sabbatical Requests
- 3.10 Instructional Development Assignments
- 3.11 Business Card Protocol
- 3.12 Gift Ban

**SECTION 4: FACULTY HIRING AND TERMINATION**

- 4.1 Requirements for Conducting Formal Faculty Searches
- 4.2 Hiring Process for Academic Faculty
- 4.3 Visa and Immigration Protocol for Appointing Foreign Tenured or Tenure Track Faculty
- 4.4 Required Documentation for New CSM Faculty
- 4.5 Faculty Appointments for Graduate Students
- 4.6 Guidelines for Appointing Faculty to a Position with no Remuneration
- 4.7 Guidelines for Hiring Adjunct Faculty
- 4.8 Terminating Salary Contracts and Separation of Employees from CSM

**SECTION 5: FACULTY EVALUATION**

- 5.1 Faculty Evaluation Procedure Summary
- 5.2 Suggested Criteria to be Considered for Faculty Evaluations
- 5.3 Department Head Evaluation Procedure Summary
- 5.4 Department Head Responsibilities
- 5.5 Course Evaluations
- 5.6 Professional Growth Plans for Tenure-Track Faculty

**SECTION 6: PROMOTION AND TENURE**

- 6.1 Promotion/Tenure Timetable and Procedures
- 6.2 Guidelines for Submission of Promotion/Tenure Material
- 6.3 Guidelines for Selecting and Requesting External Evaluation Letters
- 6.4 Preliminary Tenure Reviews for Tenure-Track Faculty
- 6.5 Demonstration of Attainment of Promotion and/or Tenure Criteria, and Institutional Guidelines for Reviewers
- 6.6 Demonstration of Attainment of Promotion Criteria for Library Faculty

**SECTION 7: ACADEMIC PROCEDURES**

- 7.1 Final Examination Scheduling and Dead Week/Day Policies
- 7.2 Common Examination Policy
- 7.3 Examination Proctoring for Student Athletes
- 7.4 Employee Tuition Waivers
- 7.5 Guidelines for Visiting Committees

**SECTION 8: FACULTY AWARDS AND EMERITUS STATUS**

- 8.1 Faculty Awards
- 8.2 Mines Teaching Award (Teaching Faculty)
- 8.3 Mines Teaching Award (Tenured or Tenure-Track Faculty)
- 8.4 Board of Trustees' Outstanding Faculty Award
- 8.5 Alfred E. Jenni Faculty Fellowship
- 8.6 Faculty Excellence Award
- 8.7 Mentorship Awards
- 8.8 Excellence in Research Awards (Junior and Senior Faculty)
- 8.9 Nominating Faculty for Emeritus Title

**SECTION 9: UNIVERSITY SERVICE: FACULTY CONFERENCE, COMMENCEMENT AND CONVOCATION**

- 9.1 Requirement to Participate
- 9.2 Commencement Exercises
- 9.3 Absences from Commencement and Faculty Conference

**SECTION 10: ACADEMIC AFFAIRS TRAVEL POLICIES**

- 10.1 General Travel Information
- 10.2 Petroleum Institute Semester Policy and Guidelines for Faculty
- 10.3 International Travel Student Policy