Committee Name:

• Affiliate Mentoring Committee

Membership:

• A representative from each of the following areas are elected to serve on this committee:
  o MTR (Meteorology)
  o GIS (Geographic Information Systems)
  o ENV (Environmental Science)
  o GEL (Geology)
  o GEG (Geography Human)
  o GEG (Geography Physical)
  o SCI (Integrated Natural Science).

Purpose:

• Specifically, affiliates assigned to the following courses will be mentored:
  o MTR 1400 Weather and Climate, MTR 1600 Global Climate Change
  o GIS 2250 Introduction to Geographic Information Systems, GIS/GEG 1220 Map Use/Introduction to Geospatial Sciences
  o ENV 1200 Introduction to Environmental Science
  o GEL 1010 Physical Geology, GEL 1020 Geology of Colorado, GEL 1150 Physical Oceanography
  o GEG 1000 World Regional Geography, GEG 1300 Introduction to Human Geography
  o GEG 1100 Introduction to Physical Geography
  o SCI 2610 Integrated Natural Science 1, SCI 2620 Integrated Earth Systems
  o Other courses may be added as necessary

• Serve as a liaison to acclimate Affiliate faculty to the EAS Department and MSU Denver.
• Offer instructional guidance and administer peer observation for affiliate faculty.
• Provide official course syllabus to the affiliate faculty.
• Review instructor syllabi to confirm that required student learning outcomes are addressed, as specified in the official Regular course syllabus.
• Increase awareness of EAS assessment practices.
Committee Chair’s Responsibilities:

- Provide committee members with reminders and guidance.
- Organize any necessary meetings or e-mail exchanges.
- Act as committee liaison and communicate with the EAS Department Chair on any issues that may arise, as well as to the department faculty during faculty meetings.

Committee Members Responsibilities:

Advise and Mentor

- Give affiliates a copy of the most recent Regular Course Syllabus. Explain the meaning of the student learning outcomes, the credit hours (lab time required in a 2+2 course, for example), the outline, required assessments, and the meaning of the General Studies requirements where applicable.
- Confirm that affiliates are informed about the current book being used for the course. Make sure they have a copy of the book and are aware of publisher’s resources they can get access to themselves. Discuss any flexibility in following a book or including all of a book’s material.
- Inform any online affiliates of changes to university software used for courses.
- If the course is a laboratory course, help affiliates acquire any official or sample labs that may exist, contact information for the lab coordinator, and an understanding of what materials are available for labs.
- Give affiliates contact information for a professor who can act as a content area specialist or course specialist, if not the committee member themselves. Professors may choose to share materials, but only with permission of the author of those materials.
- Make affiliates aware of the Center for Faculty Development resources.
- Remind affiliates of their responsibility to follow the Student Ratings of Instruction (SRI) rules and distribute the assessment during the allotted time period each semester.
- Make affiliates aware of any General Studies assessment that may be implemented in their course.
- Assist affiliates in getting the most up-to-date syllabus statements in accordance with university rules.
- Consider the creation of an introductory booklet that gathers useful information to help new faculty get acclimated to teaching the course in the EAS department.

Evaluate

- Review instructor syllabi to confirm that required student learning outcomes are addressed, as specified in the official Regular course syllabus. Where necessary, assess achievement of student learning outcomes, particularly in courses that are prerequisites to others in the programs.
• Administer peer observations of affiliate faculty as needed.
• Communicate with EAS Department Chair, as needed, on reappointment of affiliates, particularly during scheduling seasons, as well as discuss any enrollment issues that might change the number of sections traditionally offered.
• Develop or identify existing University procedures for affiliate reappointment and assessment.

☑ Approved  
Jason R Janke, Chair, Department of Earth and Atmospheric Sciences  
12/18/13
Committee Name:

- Assessment

Membership:

- 4-5 members: 1 tenure-line faculty from each program, 1 category II or affiliate faculty; 1 at large faculty

Purpose:

- Collect and evaluate assessment data for the MTR, ENV, and LUS programs as well as General Studies program so that courses and curriculum can be improved.

Committee Chair’s Responsibilities:

- **Program**
  - Develop and coordinate annual program assessment reports for the internal peer-review process.
  - Evaluate the last program review.
  - Obtain documents for the formal external program review submission.
  - Organize the program review with the evaluator for each program.
  - Adhere to the following program review schedule:

<table>
<thead>
<tr>
<th>2016-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Science (BS)</td>
</tr>
<tr>
<td>Land Use (BA/BS)</td>
</tr>
<tr>
<td>Meteorology (BS)</td>
</tr>
</tbody>
</table>

- **General Studies**
  - Determine the appropriate sampling routine according to the General Studies procedures.
  - Determine the appropriate artifacts to be collected (examples are given in the curriculum packets for each course).
- Utilize Blackboard for students to upload artifacts.
- Complete the submission template that matches artifacts with SLOs.
- Adhere to the following evaluation schedule and collect the appropriate number of artifacts:

<table>
<thead>
<tr>
<th>GS Category</th>
<th>Year</th>
<th>Course</th>
<th>Number of artifacts per SLO*</th>
</tr>
</thead>
<tbody>
<tr>
<td>GD</td>
<td>2014/15</td>
<td>GEG 1000</td>
<td>35</td>
</tr>
<tr>
<td>GD</td>
<td>2014/15</td>
<td>MTR 1600</td>
<td>6</td>
</tr>
<tr>
<td>NPS</td>
<td>2015/16</td>
<td>ENV 1200</td>
<td>20</td>
</tr>
<tr>
<td>NPS</td>
<td>2015/16</td>
<td>MTR 1400</td>
<td>13</td>
</tr>
<tr>
<td>NPS</td>
<td>2015/16</td>
<td>GEL 1150</td>
<td>7</td>
</tr>
<tr>
<td>NPS</td>
<td>2015/16</td>
<td>GEG 1100</td>
<td>7</td>
</tr>
<tr>
<td>NPS</td>
<td>2015/16</td>
<td>SCI 2610</td>
<td>2</td>
</tr>
<tr>
<td>NPS</td>
<td>2015/16</td>
<td>GEL 1010</td>
<td>3</td>
</tr>
<tr>
<td>NPS</td>
<td>2015/16</td>
<td>MTR 1600</td>
<td>2</td>
</tr>
<tr>
<td>NPS</td>
<td>2015/16</td>
<td>SCI 2620</td>
<td>1</td>
</tr>
<tr>
<td>NPS</td>
<td>2015/16</td>
<td>MTR 3500</td>
<td>1</td>
</tr>
<tr>
<td>NPS</td>
<td>2015/16</td>
<td>GEL 1520</td>
<td>1</td>
</tr>
<tr>
<td>NPS</td>
<td>2015/16</td>
<td>GEL 1510</td>
<td>1</td>
</tr>
<tr>
<td>SBS I</td>
<td>2015/16</td>
<td>GEG 1000</td>
<td>19</td>
</tr>
<tr>
<td>SBS I</td>
<td>2015/16</td>
<td>GEG 1300</td>
<td>6</td>
</tr>
<tr>
<td>SBS I</td>
<td>2015/16</td>
<td>GEG 2020</td>
<td>1</td>
</tr>
<tr>
<td>SBS I</td>
<td>2015/16</td>
<td>GEG 1920</td>
<td>1</td>
</tr>
</tbody>
</table>

*Artifacts may address more than 1 SLO; these are approximate

- Survey faculty about methods to improve programs and implement curriculum changes.
- Provide updates to EAS faculty.

Committee Members Responsibilities:

- Help determine the appropriate metrics to be collected for individual programs and General Studies.
- Assist in developing a procedure for data collection for MTR/ENV/GEL/GEG/GIS/SCI courses.
- Recruit tenure-line, category II, and affiliate faculty to participate in the assessment procedure.
- Understand the General Studies assessment rubrics.
- Serve as evaluators and recruit evaluators of artifacts (1 from the program/1 external but in the same category).
- Ensure faculty and student compliance of artifact collection.
- Analyze and interpret assessment results.
- Adhere to deadlines given by the committee chair.
• Offer guidance or strategies to ensure that the learning outcomes are met.

☑ Approved

Jason R Janke, Chair, Department of Earth and Atmospheric Sciences

12/18/13
Committee Name:

- Curriculum

Membership:

- 4-5 members: 1 tenure-line faculty from each program, 1 category II or affiliate faculty; 1 at large faculty

Purpose:

- Review curriculum packets for the EAS department. Determine course preferences and rotation.

Committee Chair’s Responsibilities:

- Curriculum
  - Carefully and thoroughly review EAS curriculum packets.
  - Provide committee members with copies of the packet for review.
  - Steer program changes based on faculty, student, and employer feedback.
  - Ensure that packets adhere to MSU curriculum policies regarding items such as 40 upper division hours, 120 hours of coursework, General Studies Rules and Requirements, etc.
  - Adhere to curriculum deadlines listed on the procedural calendar.
  - Communicate program changes to all EAS faculty.

- Scheduling
  - Survey faculty about what courses they would like to teach in the future/determine courses that meet faculty areas of expertise/strength.
  - Design an allocation system for determining course and section distribution among tenure-line and affiliate faculty
  - Determine appropriate course offerings and rotations based on historical enrollment information for each program
  - Publicize course rotations on the EAS website so that students know what courses are being offered.
Committee Members Responsibilities:

- Assist the chair by carefully reviewing curriculum packets.
- Survey faculty about what classes they would like to teach.
- Provide feedback and comments to the Committee Chair.
- Adhere to the deadlines provided by the Committee Chair.

☑ Approved  

Jason R Janke, Chair, Department of Earth and Atmospheric Sciences

12/18/13
Committee Name:

- Hiring

Membership:

- Appointed by the chair

Purpose:

- Evaluate candidates according to the job description in order to hire well-qualified candidates that will contribute to the EAS Department’s mission.

Committee Chair’s Responsibilities:

- Attend the “hiring charge” workshop offered by the Equal Opportunity Office.
- Revise/edit job descriptions based on positions.
- Develop a scoring rubric to identify qualified applicants.
- Provide committee members with materials for review.
- Solicit feedback (both strengths and weaknesses) about candidates from members of the committee.
- Complete and upload forms into the appropriate hiring database/software.
- Organize a professional interview schedule (meals, meetings with faculty and administrators, guest talk, etc.) with finalists that includes formal and informal measures.
- Encourage EAS faculty to participate in the final stages of the interview process.
- Report candidate selection to the EAS chair.
- Communicate developments with all EAS faculty.

Committee Members Responsibilities:

- Attend the “hiring charge” workshop offered by the Equal Opportunity Office.
- Review applicants in a non-biased manner.
- Provide feedback by the deadlines provided by the committee chair.
- Conduct phone and/or face-to-face interviews.
☑ Approved  

Jason R Janke, Chair, Department of Earth and Atmospheric Sciences

12/18/13
Committee Name:

- EAS Department Planning and Guidelines Committee

Membership:

- Three to seven tenure-line faculty

Purpose:

- Update and edit the EAS Strategic Plan as the guiding document for the EAS Department.
- Consider the EAS Strategic Plan and mission as well as higher-level institutional strategic plans and missions in developing appropriate Tenure and Promotion Guidelines.
- Develop indicators for evaluating progress during the tenure period.
- Design guidelines for Category II and III (affiliate) faculty

Committee Chair’s Responsibilities:

- Provide committee members and EAS faculty with current EAS Tenure and Promotion Guidelines, Category II & III guidelines, and the EAS Strategic Plan.
- Solicit feedback (both strengths and weaknesses) about EAS Guidelines and/or the Strategic Plan from members of the committee and/or EAS faculty.
- Change the Guidelines and/or Strategic Plan in response to EAS faculty and committee input.
- Collect EAS faculty votes from tenure-line faculty on the Guideline and/or Strategic Plan changes for approval.
- Adhere to the MSU Denver Handbook for Professional Personnel policies.
- Provide edits to the Department chair which highlight and explain the rational of changes.
Committee Members Responsibilities:

- Review and evaluate the EAS Department Tenure and Promotion Guidelines, Category II & III Guidelines, and the EAS Strategic Plan.
- Provide feedback and comments to the Committee chair.
- Adhere to the deadlines provided by the Committee chair.
- Contribute to any Guideline or Strategic Plan revisions.
- Solicit faculty input as requested by the Committee Chair.
- Adhere to the MSU Denver Handbook for Professional Personnel policies.

☑ Approved

Jason R Janke, Chair, Department of Earth and Atmospheric Sciences

12/18/13
Committee Name:

- Retention, Tenure, and Promotion Committee & Post tenure Review Committee

Membership:

- All tenured faculty must serve. All tenured faculty must vote (during tenure year evaluation) unless on leave or serving at another level of review.

Purpose:

- Determine tenure and promotion status for EAS faculty. Evaluate Digital Portfolios for 3rd year, promotion, tenure, and post tenure review applicants.

Committee Chair’s Responsibilities:

- Provide committee members with materials for review via digital measures.
- Solicit feedback (both strengths and weaknesses) about candidates from members of the committee.
- Design a letter on behalf of the committee describing strengths as well as areas of continued development.
- Formally collect “meets standards” or “needs improvement” votes from each member of the committee based on the 3 areas of performance evaluation (teaching, scholarly activities, and service).
- Collect an overall “For” and “Against” vote from each committee member.
- Enter recommendations/votes as well as upload the letter into Digital Measures by the deadline provided in the Procedural Calendar.
- Consult with the Deputy Provost and Chair to determine proper procedures.
- Act in accordance with the MSU Denver Handbook for Professional Personnel.

Committee Members Responsibilities:

- Evaluate the candidates’ performance according to the EAS Department Guidelines.
- Provide feedback and comments to the Committee chair.
- Strictly adhere to the deadlines provided by the Committee chair.
- Faculty are responsible for the material uploaded into digital measures; it is not the committees responsibility to edit the Annotated CV or Narrative.
• Act in accordance with the EAS values statement/Wordle and MSU Denver Handbook for Professional Personnel.

☑ Approved  

Jason R Janke, Chair, Department of Earth and Atmospheric Sciences

12/18/13