According to the *Colorado State University Academic Faculty and Administrative Professional Manual* (or University Manual), section C.2.4.2: *Each academic department shall operate under a departmental code. The departmental code shall be consistent with the provisions of the University Code relating to departmental matters, and the University Code shall take precedence in all instances.* The various requirements for the Department Code are listed in section C.2.4.2.1 of the University Manual. This document contains the code for the Department of Chemical & Biological Engineering. For clarity of presentation, some passages are copied directly from the University Manual (http://facultycouncil.colostate.edu/files/manual/table.html); these are denoted with italics, with section reference enclosed in parentheses.

**Article I. Departmental mission and responsibilities**

**I.1. Departmental mission**

Provide an environment in which undergraduate and graduate students can thrive, growing intellectually, professionally and personally, and maturing to the point that they can effectively enter the profession and lead productive lives.

**I.2. Departmental responsibilities**

The department shall offer an undergraduate chemical and biological engineering program of technological, scientific, and humanistic study designed to serve the professional needs of the baccalaureate.

The department shall offer Bachelor of Science, Master of Science, Master of Chemical Engineering, and Doctor of Philosophy programs in Chemical Engineering that afford students the opportunity to pursue studies relating to the scientific concepts, technological advancements, and design principles of chemical and biological engineering.

In accordance with the University Manual, the department shall recruit faculty members who are dedicated to excellence in research, teaching, and service, and who possess the skills and interest to pursue scholarly activities.
Article II. Departmental organization

II.1. Department membership
Faculty members of the Chemical & Biological Engineering Department include faculty affiliates, visiting faculty, instructors, lecturers, assistant, associate and full professors with current appointments in the Chemical & Biological Engineering Department.

Each faculty member with an interdepartmental appointment shall be considered a member of the Chemical & Biological Engineering Department only if the faculty member contracts the greater percentage of time in this department. In the case of a member having equal time in another department, that member must decide in which department representation is desired. The status of such a member shall remain unchanged unless academic appointment changes require a change in departmental representation. (C.2.4.2)

Eligible faculty members are defined as those tenured or tenure-track Chemical & Biological Engineering departmental faculty members who satisfy all of the following:
   a. Currently a faculty member with a regular full-time, regular part-time, or transitional appointment;
   b. In residence at the University or on sabbatical leave; and
   c. Administratively responsible to the head of the department in question. (C.2.4.2)

References in this code to faculty members or positions, unless otherwise stated, specifically refer to members of the Chemical & Biological Engineering Department.

II.2. Department Head
The administrative officer is department head. The duties are given by C.2.6.2 of the University Manual, copied below.

The department head is the administrative and academic officer in the department and is the initial person in the administrative chain to the President. Members of the department staff are responsible to him or her. The department head has the general responsibility for any staff activities which may affect the professional status of the department or the best interests of the University.

Specific responsibilities of the department head are:

   a. Preparation of the departmental budget.
   b. Administration of and adherence to the departmental budget.
   c. Evaluation of each departmental faculty member in accordance with the University Code.
   d. Initiation of recommendations for appointments, advancement, tenure, and dismissal of staff members, including incorporation of student and faculty input relating to teaching and advising effectiveness of faculty members being recommended for contract renewal, promotion, tenure, dismissal, and salary increase.
e. Management of academic and financial matters within the department to promote student achievement, equity in travel and professional opportunities for staff members, and adjustment of faculty member’s loads and salaries consistent with experience, competence, capacity, productivity, and aptitude of individual staff members.

f. Preparation of reports called for by higher authorities or by agencies of the institution charged with coordinating the general program of the University.

Additional responsibilities of the department head, together with the departmental staff, are: development and strengthening of undergraduate and graduate teaching, research, extension programs, and faculty members’ competence within the department; construction of sound curricula to meet educational needs of students; cooperation with and assistance to other departments in matters affecting the University in its undergraduate and graduate teaching, research, and extension programs; effective staff recruitment; development and maintenance of departmental morale; and contribution to the achievement of University diversity and equal opportunity goals.

II.3. Acting and Interim Department Head

The department head shall appoint an acting department head from the faculty to cover periods of absence or vacancy of two working days or more. In the case of resignation, termination, leave of absence, sabbatical, or other long-term absence of the department head, the Dean of the College of Engineering must consult with the departmental faculty before appointing an interim department head. It is expected that the interim department head will be chosen from among the tenured, eligible faculty in Chemical & Biological Engineering, and that this choice will be affirmed by a majority vote of the eligible faculty.

II.4. The Associate Head of Graduate Studies

The department head may appoint an associate head of graduate studies from the tenured, eligible faculty. The term of office of the associate head is three years; the department head may renew this appointment. Along with those duties specified elsewhere in this code, the associate head will serve as the department’s Graduate Coordinator and have responsibility for recruiting, retention, and advising of graduate students. The associate head of graduate studies will work closely with the Research Associate Dean in the College of Engineering and the Graduate School to identify fellowship and scholarship opportunities for the graduate students in Chemical & Biological Engineering.

II.5. The Associate Head of Undergraduate Studies

The department head may appoint an associate head of undergraduate studies from the tenured, eligible faculty. The term of office of the associate head is three years; the department head may renew this appointment. Along with those duties specified elsewhere in this code, the associate head shall act as departmental representative on the College Curriculum Committee and serve as Key Advisor for Chemical & Biological Engineering.
II.6. The Executive Committee

The Executive Committee of the department comprises the department head and the associate heads of undergraduate and graduate Studies. The Executive Committee shall consider, among other items:

a. actions on hiring and termination of civil service staff and administrative professionals in accordance with procedures specified in the University administrative professional manual;

b. academic year priorities and agenda for the Undergraduate and Graduate Committees;

c. procedures for periodic evaluation of the quality of each faculty member’s advising;

d. procedures for periodic evaluation of the quality of each faculty member’s teaching;

e. development and implementation of mentoring plans for junior faculty.

II.7. Committees

II.7.A. Membership and voting rights

Unless stated otherwise, committee membership and voting rights are restricted to eligible faculty. Unless otherwise specified in this code or the University Manual, voting may occur only with a quorum of the eligible faculty in residence, whereby for purposes of transacting business at standing and ad-hoc committee meetings, a quorum is defined as a simple majority of the voting members (C.2.1.9.3). Unless stated otherwise, a simple majority of votes cast (abstentions do not count) will carry.

II.7.B. Standing committees

II.7.B.1. Tenure Committee

The Tenure Committee (TC) comprises all tenured, eligible faculty in the department. The department head is not a member of this committee, but will be provided the opportunity to attend committee meetings as an observer and resource.

The tenure committee must have at least three members. If a committee of at least three tenured faculty cannot be constituted, then additional members shall be selected from other departments within the college so as to produce a committee of three members. The department head shall draw these additional members by lot from faculty on tenure committees within the college. (E.13.1) Tenure committees of all the departments within the college will be included, except for Atmospheric Science, for the reason that the lack of an undergraduate program results in a significantly different character of faculty responsibility.

Each year a chair of the TC will be elected from committee members who are also members of the Department of Chemical & Biological Engineering, and who have not just served more than two consecutive
years, by secret ballot of all committee members. A majority vote will be required. The department head will conduct the election and cast a ballot in the case of a tie.

The duties of this committee are discussed further in Articles III.1 and III.3.

II.7.B.2. Promotion Committee

The Promotion Committee (PC) will include all those persons of the Tenure Committee who are of higher rank than the faculty member under consideration. The department head is not a member of this committee, but will be provided the opportunity to attend committee meetings as an observer and resource. *If a committee of at least three tenured faculty of higher rank cannot be constituted, then additional members shall be selected from other departments within the college so as to produce a committee of three members. The department head shall draw these additional members by lot from faculty of higher rank on promotion committees within the college.* (E.13.1) Promotion committees of all the departments within the college will be included, except for Atmospheric Science, for the reason that the lack of an undergraduate program results in a significantly different character of faculty responsibility.

The chair of the TC will serve as chair of the PC, if of higher rank than the person being considered for promotion. If the chair of the TC is not of higher rank than the person being considered, the chair of the PC will be elected from committee members who are also members of the Chemical & Biological Engineering Department by secret ballot of all committee members. A majority vote will be required. The department head will conduct the election and cast a ballot in the case of a tie.

II.7.B.3. Undergraduate Affairs Committee

The Undergraduate Affairs Committee provides the means for faculty to consider all aspects associated with the undergraduate program, including curriculum, accreditation, advising, and student morale. The committee will be chaired by the associate head for undergraduate studies; its members will be appointed by the department head after consultation with the Executive Committee.

II.7.B.4. Graduate Affairs Committee

The responsibility of this committee is to consider items concerning the graduate program, including policy, admissions, examinations, and effectiveness. The committee is chaired by the associate head for graduate studies; its members will be appointed by the department head after consultation with the Executive Committee.
II.7.B.5. Code Committee
The Code Committee comprises the department head and two faculty elected from among all the eligible faculty, excepting any who have just served two consecutive terms, by majority vote of the eligible faculty, excluding the department head. The department head may cast a ballot in the case that a tie prevents a majority vote. Elected members serve for two-year terms. The responsibility of the Code Committee is to study and make a recommendation to all eligible faculty for each proposed amendment and to develop proposed amendments to meet administration criteria. The recommendation may include an alternative amendment that is germane to the proposed amendment.

II.7.C. Ad hoc committees
II.7.C.1. Search Committee
The department head is the hiring authority for faculty. The department head sets the parameters for conduct of the search and has access to all information. The procedures are promulgated and monitored by the Office of Equal Opportunity. This committee may contain members from outside of the department.

II.7.C.2. Other committees
After consulting with the Executive Committee, the department head may form or abolish committees to carry out the functions, and to achieve the goals, of the department. Unless specified otherwise, the department head is a non-voting ex officio member of all ad-hoc departmental committees.
Article III. Tenure, promotion, and reappointment procedures

Recommendations for faculty appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, and dismissal are primarily a faculty responsibility, subject to approval by the Board, except in cases where the Board has, from time to time, delegated that authority to the President (and the President has, from time to time, further delegated that authority to the Provost or vice president for the administrative unit under his or her authority). The primary responsibility of the faculty for making recommendations in such matters is based upon the fact that its judgment is central to academic policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues. This responsibility exists for both the adverse and favorable judgments. (E.5.2)

III.1. Tenure

The head of the department shall initiate the process leading to a recommendation for the granting or denial of tenure not later than the sixth year of service of a regular member of the faculty and not later than the final year of the probationary period of the faculty member. Because the recommendation for the granting or denial of tenure is primarily a faculty responsibility, the department head shall ask the members of the tenure committee, to vote by ballot for or against granting of tenure to the faculty member being considered. A tenure recommendation shall be by a majority vote of the tenure committee.¹ (footnote: The term “majority” as used in this Academic Faculty and Administrative Professional Manual shall be according to the definition provided in Robert's Rules of Order, that is, more than half of the votes cast, ignoring blanks.) The recommendation shall include a vote summary and a statement of reasons representing the majority and minority points of view. This statement shall be signed by all members of the committee. The recommendation shall be forwarded successively to the department head, the dean of the college, the Provost, and the President for review and either endorsement or opposition. The Board has delegated the final decision to the President.

All reviews are to be exercised expeditiously at each level. After each review, the reviewing administrator shall make a recommendation in writing and send copies to the faculty member, the tenure committee, and all administrators who have previously reviewed the recommendation. (E.10.5.1)

Additional information is available in the University Manual.

III.2. Promotion

Except in unusual circumstances noted in the statement of reasons given for the promotion recommendation, when tenure is granted to an assistant professor, the individual shall be promoted concurrently to associate professor.

Faculty are normally eligible for consideration for promotion from associate professor to professor after five years in rank. Advancement from associate professor to professor may occur prior to five years in rank in those cases in which the faculty member's performance clearly exceeds the standards for promotion to professor established.
pursuant to the performance expectations stipulated in Section E.11. (E.13)

The head of the department shall initiate the process leading to a recommendation for the granting or denial of promotion. Because this recommendation is primarily a faculty responsibility, the department head shall ask the promotion committee to vote by ballot for or against promotion of the faculty member being considered. A promotion recommendation shall be by a majority vote of the promotion committee. The recommendation shall include a vote summary and a statement of reasons representing the majority and minority points of view. The recommendation shall be forwarded successively to the department head, the dean of the college, the Provost, and the President for review and either endorsement or opposition. The Board has delegated the final decision to the President. (E.13.1)

Additional information is available in the University Manual.

III.3. Reappointment of Tenure-Track Faculty

The head of the department and the faculty member on probationary status are jointly responsible for discussing, at least once annually, prior to the time for the decision on tenure, the faculty member's development and fitness for the position involved and prospects for eventually acquiring tenure. The department head shall provide the faculty member and the dean of the college concerned a written summary of the evaluation at the time of the conference ... After consulting with the departmental tenure committee, the department head shall as part of the annual evaluation inform faculty members in writing of progress toward tenure and of any perceived problems with their performance that might jeopardize their prospects for tenure. (E.10.3)

A comprehensive performance review of tenure-track faculty shall be conducted at the midpoint of the probationary period at Colorado State University. This review shall be conducted by the tenure committee. The department head shall not be a member of this committee. Upon completion of the review, a written summary of the conclusions and recommendations reached by the committee shall be provided to the faculty member, the department head, the dean and the Provost. The report shall include one of the following possible outcomes:

1. the faculty member is making satisfactory progress toward tenure and promotion;
2. there are deficiencies, but, if they are corrected satisfactorily, the faculty member will be making satisfactorily progress toward tenure and promotion; or
3. the faculty member has not met the stated requirements for the position in one (1) or more areas of responsibility, and the Review Committee recommends against further contract renewals.

The report shall include any written comments provided by the department head, dean and Provost, as well as the faculty member. A final comprehensive performance review is required prior to recommendations concerning tenure (see Section E.10.4). (E.14.2)
III.4. Emeritus Faculty Appointments

Academic faculty who have completed ten years or more of regular full-time or regular part-time service in Chemical & Biological Engineering as faculty of Colorado State University shall be eligible at the time of their retirement for an emeritus/emerita title equivalent to their highest professorial rank. Academic personnel who have held administrative positions (including department heads) for five years or more will be eligible for the emeritus title for both positions. The procedures and conditions applying to emeritus/emerita status are:

a. A member of the academic faculty may request emeritus/emerita status from the department at the same time of retirement from the University. The department head and the dean of the college shall forward the request to the Provost. If the requirements for eligibility are met, such forwarding is pro forma. The final decision on granting emeritus/emerita status will be made by the Board.

b. Privileges associated with this appointment are issuance of a permanent faculty identification card; listing on the faculty mailing lists; full library privileges; and, if possible, office or lab/office space and clerical support provided to each emeritus/emerita faculty member who continues to do scholarly work. (E.3.7)

III.5 Affiliate Faculty and Joint Faculty Appointments

Applicants to the Chemical & Biological Engineering Department as Affiliate Faculty or Joint Appointments (with majority appointment in another department at Colorado State University) are to be nominated by at least one regular faculty member and considered by the eligible faculty.

Applicant files are screened by the eligible faculty. Consideration will be given to overall scientific and engineering experience and potential benefit to the department’s research and teaching goals. The eligible faculty will make a recommendation to the department head of:

a. no appointment;

b. appointment as an affiliate faculty member in Chemical & Biological Engineering;

c. joint appointment as a faculty member in Chemical & Biological Engineering.

Affiliate faculty and faculty with joint appointments in the department may serve as additional internal voting committee members on M.S. and Ph.D. committees.

Appointments will be made by the department head. Terms are normally for one year and may be renewed following the procedure outlined above.
Article IV. Student Policies

IV.1 Graduate policy
Procedures for appointing academic faculty to graduate student advisory committees, and other aspects associated with the graduate program, are contained within the Graduate Policies and Procedures document.

IV.2 Undergraduate Policy
Procedures for advising and mentoring undergraduate students in Chemical & Biological Engineering and other issues associated with the B.S. program are contained within the Undergraduate Policies and Procedures document.

Article V. Distribution of Faculty Assignments

The department head will keep an ongoing record of the work load distribution of each member of the department. The following factors will be considered in arriving at the work load distributions:

a. Teaching assignment – number of different courses taught in a semester, number of class contact hours, number of students in a class, level and nature of a course, number of times the instructor has taught the course;

b. Advising assignments – number of undergraduate and graduate advisees;

c. Research assignments and obligations;

d. Service – professional service activities, special administrative assignments, committee assignments and related university service assignments;

e. Writing for publication.

The department head should consider all these factors in distributing work load among the faculty.
Article VI. Performance Reviews

All faculty are subject to annual and periodic comprehensive reviews of performance. Performance reviews are intended to assist faculty in achieving tenure or promotion, to facilitate continued professional development, to refocus professional efforts when appropriate, and to assure that faculty members are meeting their obligations to the University. These reviews must be conducted in such a way that they are consistent with the tenure system, academic freedom, due process and other protected rights. It is also appropriate for performance reviews to document problems with behavior (see Section D.9 and also Section E.15). (E.14)

VI.1. Annual Reviews

Annual reviews are typically for the purpose of evaluation for merit salary increases, for providing assistance to faculty members to improve their performance when needed, and for the early identification and correction of perceived weaknesses and deficiencies in performance. When appropriate, the academic supervisor shall work with the faculty member to develop specific actions to improve performance. Requirements for annual performance reviews are found in Section C.2.5.

Reviews of performance must be based upon the faculty member’s effort distribution in each of the areas of responsibility. Furthermore, effort distributions in areas of responsibility should be established to best utilize individual talents of all tenured faculty because similar assignment for all faculty in a department normally is not an effective use of resources. Tenured faculty members should have the opportunity to work with the department head to adjust their professional responsibilities throughout their careers in a way that allows them to meet both institutional and individual goals. Effort distributions for the calendar year will be established at the Annual Review in accordance with department policy.

All performance reviews will be maintained in the faculty member’s personnel file. (E.14)

VI.2. Periodic Comprehensive Reviews of Tenured Faculty

VI.2.A. Phase I Comprehensive Performance Reviews

Phase I Comprehensive Performance Reviews of all tenured faculty members, except those on transitional appointments of fewer than five (5) years, shall be conducted at five (5) year intervals, beginning in the fifth (5th) year after the granting of tenure. If a tenured faculty member receives a promotion in rank, this alters the schedule for Phase I Reviews, with the next review being conducted in the fifth (5th) year after the promotion. If a tenured faculty member becomes a department head, this alters the schedule for Phase I Reviews as described in Section C.2.4.2.2.c. The schedule for Phase I Reviews may be shifted by up to two
(2) years in order to accommodate a sabbatical leave, a major health issue, having too many faculty members scheduled for review in the same year, or some other compelling reason. However, such a shift requires the consent of both the faculty member and the academic supervisor. If two (2) annual reviews since the last Phase I Review have identified deficiencies of sufficient magnitude to warrant a Phase I Review, then the schedule for Phase I Reviews will be altered, with the next review occurring immediately.

A Phase I Review shall be based upon a summary of all annual reviews since the last comprehensive review or the acquisition of tenure or promotion; an updated curriculum vitae; a self-analysis by the faculty member, including both strengths and weaknesses; and a statement by the faculty member of professional goals and objectives. The academic supervisor shall provide an overall assessment of the faculty member's performance, and the faculty member shall be given a copy of this evaluation. The evaluation must be based upon the faculty member's performance in each area of responsibility (see Section E.12), and it must take into account the individual faculty member's effort distribution (see Section E.9.1) and the individual faculty member's workload (see Section E.9.2). As part of the overall assessment of the faculty member's performance, the academic supervisor must select one (1) of the following three (3) outcomes:

a. Teaching assignment – number of different courses taught in a semester, number of class;

b. The faculty member has deficiencies which the academic supervisor believes can be remedied without implementing a Phase II Comprehensive Performance Review; or

c. The faculty member's performance is sufficiently unsatisfactory that a Phase II Comprehensive Performance Review shall be conducted.

(E.14.3.1)

VI.2.B. Phase II Comprehensive Performance Reviews

A Phase II Comprehensive Performance Review is initiated when the academic supervisor decides that a tenured faculty member's performance in a Phase I Review was not satisfactory. The initiation of a Phase II Review is not grievable by the faculty member. (E.14.3.2)

The Review Committee comprises all tenured faculty at the same rank, or higher, as the reviewed faculty. All eligible faculty being so qualified will serve together with one such qualified member from outside of the department to be appointed by the dean of engineering. If the number of members of the Committee is less than three, additional qualified members will be appointed by the dean to achieve three members. No department head will be a member of the committee.

The Review Committee will consider the faculty activity reports and performance evaluations during the period of time associated with the preceding Phase I review, effort distributions and any written department policies regarding load distributions, teaching evaluations, and a current vita for the reviewed faculty.
The reviewed faculty and department head will be invited to provide letters stating their positions. The Review Committee will evaluate the quality and quantity of effort in each of the areas of responsibility, and consider their weight in light of the effort distributions.

As a result of a Phase II Comprehensive Performance Review, one (1) of the following four (4) outcomes must be selected by a majority of the Phase II Review Committee:

1. The faculty member has met the reasonable expectations for faculty performance, as identified by his or her academic unit;
2. The deficiencies are not judged to be substantial and chronic or recurrent;
3. There are substantial and chronic or recurrent deficiencies that must be remedied; or
4. Disciplinary action is recommended (see Section E.15).

For either of the first two (2) outcomes, no further action is necessary. For either of the last two (2) outcomes, further action is required. Regardless of the outcome, the Review Committee shall prepare a written report and provide the faculty member with a copy. If either of the last two (2) outcomes has been selected, then the written report shall explain what deficiencies led to that selection. The faculty member shall then have ten (10) working days to prepare a written response to this report. For informational purposes, both the report and the faculty member's response shall be forwarded to the academic supervisor, and, at successive steps, to each higher supervisor, ending with the Provost. If the Review Committee decides that deficiencies must be remedied, the academic supervisor shall design a specific professional development plan indicating how these deficiencies are to be remedied and setting time-lines for accomplishing each element of the plan. The faculty member shall be given the opportunity to work with the academic supervisor on the design of this plan. This development plan shall be submitted to the next higher administrative level for approval, and the faculty member shall be given a copy of the approved plan. (E.14.3.2)
Article VII. Miscellaneous

VII.1. Evaluation of departmental operations
Departmental operations will be evaluated through Departmental Reviews conducted for the Provost and ABET accreditation.

VII.2. Appeal of grading decisions
The guidelines for appeal of grading decisions are provided in I.7 of the University Manual.

VII.3. Faculty meetings
There will be a minimum of one departmental faculty meeting each semester with written notice and agenda provided in advance. Faculty meetings are open to all persons with faculty appointments in the Department of Chemical & Biological Engineering and any others as invited by the department head.

VII.4. Code amendment
Eligible faculty can submit to the department head specific written proposals for amendments to the Department Code. The department head will submit the proposed amendments to the Code Committee for study and recommendation to eligible faculty. The proposed amendments will be brought before a meeting of eligible faculty for consideration no later than three academic months following the original submission. Notice of the proposed amendments is to be sent out one week prior to consideration by eligible faculty, together with the recommendations of the Code Committee. The current edition of The Standard Code of Parliamentary Procedure will govern the parliamentary situations not specifically covered in this section. Each amendment can be brought forward as a motion, seconded, and discussed. The amendment can be amended by majority vote. A two-thirds majority of votes cast is required for approval of the amendment. Administration approval is then required, as specified in the following section. If approval is not granted, the code committee will develop a proposed amendment for consideration by eligible faculty.

VII.5. Code approval
After the departmental code has been approved by a two-thirds majority of votes cast by eligible faculty, a copy shall be provided to the dean of the college and the Provost/Academic Vice President and, upon acceptance (as specified in C.2.4.3), the department shall begin to operate in accordance with the procedures of its code.

After amendments to a departmental code have been approved by the department, a copy of the amended code shall be provided to the dean of the college and the Provost/Academic Vice President and, upon acceptance (as specified in C.2.4.3, which follows: The Provost/Academic Vice President shall review and approve all college and departmental codes, including amendments thereto, for consistency with the University Code and the institution's established policies, procedures, and applicable law) of the
amendments, the department shall begin to operate in accordance with its amended code. (C.2.4.2)

Article VIII. Primacy of University Policy and Colorado Law

In case of conflict between the provisions of the Code and the policies or code of the current academic Faculty and Administrate Professional Staff Manual of Colorado State University, the policies and code of the latter shall prevail.

As a matter of Colorado law, the Board of Governors has exclusive power over all personnel decisions and this authority — with the exception of personnel decisions involving Vice Presidents — has been delegated to the President of the University; these decisions include hiring, termination, and tenure. However, faculty and other administrators are expected to make recommendations in these matters.

Approved by a unanimous vote of the Eligible Faculty of the Department of Chemical and Biological Engineering on March 17, 2006.

Updated for consistency with the University Code on January 6, 2010.