

**SECTION 2
GENERAL ADMINISTRATIVE PROCEDURES**

2.1 ANNUAL CALENDAR OF DEADLINES/DUE DATES FOR ACADEMIC PROCEDURES

Governing Policies:

Section 8.1.4, Faculty Handbook – Preliminary Tenure Review

Section 8.1.6, Faculty Handbook – Tenure Review Process

Sections 8.1.9; 8.2.4; 8.3.4; 8.4.4, Faculty Handbook – Promotion Review Process

Procedure:

Prior to the end of each Spring semester, the Office of Academic Affairs issues a calendar for submission of reports and recommendations for the coming academic year. This calendar includes submission and process deadlines for Preliminary Tenure Review, and Promotion and Tenure consideration. Submission requirements for Preliminary Tenure Review and Promotion and Tenure are provided in Section 6 of this Procedures Manual.

The current Calendar for Submission of Academic Reports and Recommendations can be found on the Academic Affairs website at <http://inside.mines.edu/Calendars>.

Last Revision:

May 30, 2014

2.2 DEPARTMENT AND ADMINISTRATIVE OFFICE HOURS, FACULTY OFFICE HOURS, COMMUNICATION REQUIREMENTS AND STAFF MEETINGS

OFFICE HOURS:

All CSM offices should, if at all possible, be staffed from 8:00 a.m. to 5:00 p.m., including the lunch hour. State Fiscal Rules require that state agencies be open from 8:30 a.m. to 5:00 p.m.; it is our policy to be open at 8:00 a.m. Tenure/Tenure Track and Teaching Faculty are expected to maintain a minimum of 6 office hours per week.

COMMUNICATION REQUIREMENTS:

Phone mail and email communication contact data for all offices should be available and advertised through appropriate Office websites and via CSM web lookup. If a staff member is unavailable to respond immediately to a request, appropriate messages should be made available so that communicators from both on and off-campus clearly understand which office/individual they have reached, know how to respond appropriately to the message and followup as they desire, and – if they so choose – can leave a message for the staff member to respond to.

DEPARTMENT STAFF MEETINGS:

Department staff meetings should be held on a regular basis. Weekly staff meetings are recommended. Minutes for departmental meetings should be recorded and available for faculty review and, as necessary, accreditation activities.

Last Revision:

March 3, 2015

2.3 ALCOHOL AT CSM FUNCTIONS

Governing Policies:

Institutional Alcohol Policy - http://studentactivities.mines.edu/POGO-Board-of-Trustees_1

Student Alcohol Policy and Procedures –

http://inside.mines.edu/UserFiles/File/PoGo/Policies/STU/STU_Student_Alcohol_Policy.pdf

Section 2.1, Financial Policies – Propriety of Expenditures (<http://studentactivities.mines.edu/POGO-Financial>)

Section 2.9, Financial Policies – Alcohol Purchase (<http://studentactivities.mines.edu/POGO-Financial>)

Procedure:

As per the Propriety of Expenditures policy, alcohol may be purchased for Official functions, meetings/conferences for which fees are charged, or fundraising events. The purchase of alcohol may only be made from discretionary gift funds (i.e., discretionary foundation accounts). At all times, the purchase of alcohol must fall into the “incidental” expense category; purchases that can be considered excessive should be stopped at the Department Level.

Approval for the purchase of alcohol may be sought from the President, Provost, appropriate Vice President or Department Head. Approval is signified by approval authority signature on the alcohol purchase requisition.

Additionally, if alcohol is to be served at an event at which students will be present, prior approval for the event must be received from the Associate Dean of Students. Approval may be sought by submitting a Request to Serve Alcohol Form to the Associate Dean. Please note, that approval must occur no later than one week prior to the event. The Request to Serve Alcohol Form is available at:

[http://inside.mines.edu/UserFiles/File/studentLife/StudentActivities/Documents/Request to Serve Alcohol Form.pdf](http://inside.mines.edu/UserFiles/File/studentLife/StudentActivities/Documents/Request%20to%20Serve%20Alcohol%20Form.pdf)

Last Revision:

June 5, 2014

2.4 FEDERAL, STATE AND LOCAL GOVERNMENT AND MEDIA RELATIONS PROCEDURES

Governing Policies:

Media Relations Policy – <https://inside.mines.edu/POGO-External>

Procedure:

GOVERNMENT RELATIONS:

The President of the School, or designee, serves as the School's primary spokesperson for government relations. To ensure consistent School communication and effective coordination of the School's federal, state and local government relations, faculty and staff acting as School employees shall communicate and coordinate with the appropriate School federal, state and/or local relations staff (see "Campus contacts information" below), as well as to inform their supervisor:

- prior to and following contacts with federal, state and local government officials and/or their staff; and/or
- if solicited by anyone seeking the School's support for any potential or pending legislation or policy relating to the School, and before making any representations about the School's support of such legislation or policy.

This coordination will help ensure that faculty and/or staff have an overview of other campus issues and/or initiatives relevant to the contact, and will help inform appropriate campus offices of any new developments arising from the contact.

This policy does not apply to faculty or staff's personal involvement in government. In order to properly differentiate the School's communications from personal communications, faculty and staff shall not use the School's resources to communicate their personal views on government matters. When communicating personal views on government matters, faculty and staff must clearly state that they are communicating personal views.

PLEASE NOTE: Exceptions to these procedures include any activities relating directly to the launching of a state or federal grant application that entails going through a peer review process. While these activities are exempt from these guidelines, such activities shall be discussed and coordinated with the Vice President of Research and Technology Transfer.

Campus contact information:

- State and local relations: contact the Chief of Staff
- Federal relations: contact the Vice President for Research and Technology Transfer

MEDIA RELATIONS:

The Media Relations Policy requires that:

- All announcements to the media from CSM must be coordinated with the Public Relations Office.
- When approached by the media, faculty may respond within their scope of expertise. But, the Public Relations Office and their supervisor should be informed of the contact as soon as possible after the contact.
- Faculty that know that they will be providing statements or that believe it is likely they will be asked to do so should work with Public Relations on how to best communicate with the media.

Public relations has significant experience with the media and how to best convey a succinct and accurate message to the public.

- Media queries of an institutional nature should be directed to the Public Relations Office for reply.
- Finally, remember that information related to students and employees is confidential. Media requests related to individual students or employees should be forwarded to the Public Relations Office or Legal Services.

Last Revision:

June 16, 2014