Portland State
Civil & Environmental
Engineering

Operating Procedures for 2021-22 Academic Year

September 2021

Key updates highlighted

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1 INTRODUCTION

This document describes the operating procedures adopted by the CEE Department.

This document will be updated annually, prior to the start of the fall quarter. Nothing in this document supersedes the Department's Bylaws, Promotion and Tenure Guidelines or any other written PSU policy or document.

PSU's Office of General Council maintains the University's policy inventory: https://www.pdx.edu/policies.

Sponsored research polices can be found at https://sites.google.com/a/pdx.edu/research/forms.

2 SAFE AND EQUITIABLE CAMPUS

CEE is committed to supporting PSU's efforts to build a safe and equitable campus. Faculty and staff and students are responsible for maintaining an environment for work and study free from discrimination and harassment. Please be familiar with the following policies:

- Consensual Relationship Policy
- Equal Opportunity Statement
- Assistance Animal Policy
- Prohibited Discrimination & Harassment Policy (Including Sexual Harassment)
- Reasonable Accommodation / Access Policy
- Religious Accommodation
- Student Pregnancy and Postpartum Assistance and Accommodations Procedure

3 STUDENT EXPECTATIONS/MANAGEMENT

3.1 Student Privacy Policies

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Please review the Student Records Privacy & Policy page.

The FERPA & Student Records Privacy FAQs are especially helpful.

3.2 PSU Student Code of Conduct

The Student Code of Conduct addresses many common issues of student conduct, including academic dishonesty, outlining what behaviors are not allowed, but it leaves up to the faculty discretion how one chooses to respond to the issues. If you have any questions about how to respond to behavior in the classroom, please discuss this with the Department Chair, or contact the PSU CARE Team/Dean of Student Life office for additional support.

3.3 Academic Misconduct

If you believe that a student has been academically dishonest, please review the guidance on the Dean of Student Life Academic Misconduct page. CEE's policy is that faculty should submit a complaint following the Student Academic Misconduct complaint instructions whenever academic misconduct is identified and substantiated. By notifying DOS, it allows PSU to detect patterns and deal with misconduct in a systematic manner.

Depending on the extent of the dishonesty, or if a student has been found responsible of academic misconduct in the past, the student may be dismissed from the University, either via suspension or expulsion. The Student Code of Conduct grants you, the reporting faculty member, the right to be notified of the outcome of the complaint, upon request.

3.4 Support for Students in Distress: CARE Program (Coordination-Assessment-Response-Education)

The CARE Team is a campus support team to help manage situations from students in distress to academic dishonesty. Students in distress can range from students dealing with depression, anxiety, frustration, inappropriate behavior in class, homelessness, and beyond. If you see anything, please report it. The CARE Team is made up of professional staff to help with any of those situations. If there is an immediate threat, call Campus Public Safety (CPSO) at 503.725.4404, or 911 (9-911 from an office phone).

3.5 Disability Resource Center and Accommodation Requests

The Disability Resource Center (DRC) is the campus resource for students requiring any accommodations, including but not limited to learning disorders, test anxiety, and physical accommodations. Students requesting special accommodations in class must first be evaluated and approved by the DRC; teaching faculty typically receive an email prior to the start of each term detailing students with accommodations in their courses, but a student can be evaluated for accommodations at any time. If a student in your course requests special accommodations, please refer them to the DRC for evaluation. Once they have been approved for accommodations, have a conversation about their requests at an appropriate time and setting to guard confidentiality.

3.6 Testing Accommodations

Students who plan to utilize their DRC-registered accommodations for an exam should discuss with their instructor as soon as the exam date is set. There are typically three options for meeting testing accommodations:

1. Faculty/ TA

   It is often preferable for both student and instructor if the student can take their exam with the class, whether in-person with extra support from faculty or a TA, or remotely where the student can self-manage some aspects of their accommodations from a separate location. Requests for extended time, distraction reduced spaces, and short breaks are most common; the DRC website has more details on these accommodations, as well as information for instructors on how to meet them.

2. CEME Testing Center

The CEME Testing Center, located in EB 350, is a collaborative testing space co-managed by the staff of the CEE and MME Departments to serve DRC-registered students taking CEE, MME, or EAS courses. If a student's testing accommodations cannot be met by the individual faculty, they can request to take their exam at the CEME Testing Center. The process is as follows:

- Student and instructor will agree to an acceptable date and time for the student to take their exam at the CEME Testing Center.
- The instructor will then provide the student with the CEME booking link, https://cemetesting.youcanbook.me/, where the student will schedule the exam as discussed. This link can also be found on the CEE Student Resources page.
    - Students should reserve as early in the term as possible. CEME spaces are first-come first-serve, and require at least 7 days advance notice to reserve a seat.
- Staff will forward the booking request to the instructor for:
    - Final verification of exam date/time
    - A copy of the student's DRC Notification Email, received by faculty at the beginning of term.
    - Submission of the CEME Proctored Test Instructions form to provide exam details for the proctors.
- Once details are confirmed by the instructor, staff will:
    - Email student and instructor the confirmation of the time/date of their exam. They are now officially reserved.
    - Request proctors from PSU Testing Services; if proctors are unavailable, the course TA may be asked to proctor instead, if their time allows.
    - Create the proctor sheet for the test, which lists the proctor name(s), relevant exam details, and student accommodation information.
- The morning of the test, staff will deliver the exam and the proctor sheet to the CEME Testing Center. At the end of the day, staff will collect all completed exams and proctor sheets from the CEME Testing Center and place them in the appropriate faculty mailbox.

Students should understand that the CEME Testing Center cannot guarantee a distraction-free space, and it is likely that they will be amongst other testers. However, CEME does its best to reduce distractions by providing a limited 10-seat testing space, and offering earplugs to block out noise. Any questions regarding booking or resources at the CEME Testing Center should be directed to cemetesting@pdx.edu.

3. PSU Testing Services

   PSU Testing Services, managed by The Learning Center, provides testing support to instructors and their DRC-registered students whose accommodations are prohibitively difficult for an individual professor or Department to effectively and equitably provide. These accommodations are typically denoted by a carat (^) in the DRC Notification Email received by faculty at the beginning of term, and indicate that the student's exam will be most accessible if taken in the PSU Testing Center located in UCB 320.

   If it is determined that a student's testing accommodations are best met at the PSU Testing Center, students should reach out to PSU Testing Services at testingservices@pdx.edu to request a reservation.

4 COURSE ASSIGNMENT AND SCHEDULING

4.1 Faculty Full-Time Teaching Load

The full-time teaching load is 20-24 credits/year assuming some research and graduate student advising. Faculty with extensive research activity measured by grant expenditures and graduate research student advising will be assigned a lower course load (typically 16 credits).

4.2 Course Assignments

Course planning happens in early January for the subsequent academic year. The Department Chair and Manager will initiate meetings or emails to gather information to draft the course plan for the year, making sure that all the required courses are scheduled, and an adequate variety of electives is available every term. Faculty will be invited to review and provide input on the teaching plan. The Bylaws provide that the Department Chair has final decision-making authority over all assignments.

Once finalized, the course plan becomes the basis for much of CEE's budget planning for the coming year, as well as course planning for students. Changes to the course plan after it has been developed and approved are not desirable and may not be possible. The course plan is posted and available for faculty on the CEE shared space and on the PSU course planning web site.

4.3 Course Scheduling

The course schedule for each term is drafted about 3-4 months in advance of the start of the term. CEE staff will email all faculty teaching in the upcoming term a draft of the proposed schedule along with a full-week view of the classes, with instructions about what kind of feedback is needed. This is the best point in the scheduling process to make changes; once the schedule is posted and students register for courses, CEE will only make changes that are absolutely necessary (i.e. if the class is conflicting with another required course for students at that level).

4.4 Course Buy-Out

Faculty may buy out of a course if the Department is notified in a timely manner. If the course is required for student success, a suitable adjunct must be identified prior to buyout. As of July 2021, the buyout amount is 1.0 month of salary + OPE for each 4-credit course. Faculty should work with department administrators in charge of the buyout funds (usually research grants) to process the labor distribution form (LDF) transferring the funds to CEE.

4.5 Assignment of Teaching Assistants and Graders

The Department provides GTAs and graders for some courses with the objective of improving student learning and experience. For courses where grading is the only expected duty, an hourly grader may be assigned as allowed in the GEU contract (often an undergraduate student, but not always). CEE has identified several teaching assistant positions which can be assigned for the entire academic year. A number of these positions will be available for graduate student recruiting efforts, the remaining positions will be filled from existing graduate students. CEE will request applications from all eligible students in the summer term. The Department Chair has final decision-making authority over GTA and grader assignments.

5 COURSE CONTENT AND ADMINISTRATION

5.1 ABET

The Civil Engineering and the Environmental Engineering degree programs are reviewed and accredited by ABET. Course content and outcomes support the accreditation.

5.2 Textbooks Orders

Text books must be ordered by faculty directly through the PSU Bookstore. The Higher Education Opportunity Act of 2008 (HEOA) requires that textbooks be published for all courses offered. This means that once the schedule goes live, the textbooks should be on order with the Bookstore, generally two months prior to the start of the term. If the course does not require a text, please let the Bookstore know that, as well, so they can list that for students to see.

5.3 Syllabus Template

All courses must provide a syllabus. A CEE Syllabus template can be found at the CEE Department share network folder: \\thoth.cecs.pdx.edu\Dept\CEE\FACULTY SHARE\SYLLABI

5.4 CEE Calculator Policy

The Department of Civil and Environmental Engineering requires an FE approved calculator for all core undergraduate courses in CEE. Prices range from $15 and up. The list of approved calculators may be found at this website.

5.5 Office Hours

CEE suggests at least one dedicated office hour each week of the term per course. It is desirable to find times that will not conflict with other required courses that term. Office hours should be posted on D2L and in the syllabus. Office hours can now be posted in the PSU Online Account Management. Posting them at your office door can also help communicate your availability to students.

5.6 Wait List Protocols

Classrooms have capacities that cannot be exceeded without violating Fire Marshal rules and are set by central scheduling. If you would like to increase the capacity of your course, please talk to CEE Staff about rooming possibilities.

The PSU Wait List is available for all CEE and EAS courses. Once the class roster is full, the only way for students to add themselves to the course is to put themselves on the wait list. If space opens in the class before the start of the term, the system automatically notifies the student on top of the wait list that they have 24 hours to register for the class. If they do not register, they will remain on the wait list and the notification will go to the next student on the wait list, and so on until the class is full roster is full again.

The wait list system closes the weekend before the start of the term. If your class has an active wait list on the first day of classes, CEE will send you your roster with instructions about how to note attendance. If any students are marked absent on their first day (and did not reach out to let you know beforehand), you will need to notify CEE who did not attend after the first class so we can administratively drop those students from your course. Students will be added in order from the wait list as spots are available.

5.7 Special Registration Forms and Process

Students might ask you to help them get into the course before the start of the term or might bring a Special Registration form to you on the first day of the class. CEE Faculty MUST bring all Special Registration forms to CEE Staff to be processed, so we can ensure we are meeting the myriad rules and restrictions that can easily be missed with those registration forms.

5.8 Missing or Canceling Classes

When conflicts arise, let the enrolled students know as soon as possible that you will not be attending the class. For short/single missed classes, email the students and CEE (ceedept@pdx.edu) letting them know if no classes will be held, and what contingency plans have been put in place. Using D2L to post your materials or notes for the day can help keep the class on track. If you need to miss several classes, please discuss this with Department Chair.

5.9 Final Exams

Final exam times and days vary by the class day and start time. The times are published on the Final Exam calendar by the Office of the Registrar. Exams must be held during the time scheduled unless an arrangement has been made with the entire class.

5.10 Final Grades

Generally, faculty must record student final grades in Banweb by 5PM the Tuesday following finals week. Grades at PSU are calculated A-F, including + and – grades. Publishing your grading rubric for your classes and the returning the graded assignments will help ensure students understand the criteria and their progress. Use of the D2L gradebook is helpful for communicating progress with students. More information can be found here at the Registrar's Office website.

5.11 Course Evaluations

The CEE Department administers online course evaluations for every class during the last two weeks of the term until the grading deadline. Students on the roster after the drop-deadlines will be emailed a link to the evaluation for the course. The link is secure, anonymous, and does not allow the individual to submit more than one response. The evaluation will ask quantitative questions about the course and solicit written responses about what worked well and what could be improved upon.

Faculty are encouraged to actively promote the feedback process by asking for specific responses from students, letting them know how you use the feedback to improve your courses, and reminding them about the availability of the surveys. These actions will improve the response rate.

Evaluations are reviewed by the Department Chair and shared with the faculty who teach the class. All faculty evaluations are posted on the CEE networked share space: \\thoth.cecs.pdx.edu\Dept\CEE\FACULTY COURSE EVALS

Access to each folder is restricted to the faculty member and CEE Department Chair and administrative staff. For adjuncts, evaluation results will be sent by email. Faculty may request a report of all their course evaluations for promotion and tenure, post-tenure review, and other needs at any time.

6 EXPENDITURES

6.1 Approvals

In general, all expenditures that are paid from sources other than the faculty-controlled accounts of PIN, CFP or DRA (see section 9) require **pre-approval** of the Department Chair. Research grants, converted fixed-price, and departmental research awards require **pre-approval** of the PI.

6.2 Reimbursement for Faculty Purchases

Purchasing should start with CEE office staff, who can prepare POs and provide preferred vendor information. **Personal reimbursements are discouraged due to the increased accounting efforts required**. Office supplies need to be requested through CEE office staff to take advantage of PSU discounts. Delivery of items purchased with PSU funds must be delivered to PSU (**delivery to a home address is generally not allowed**.

6.3 Hosting Reimbursements

The University or an employee, in the normal conduct of a program/activity, may serve as host for official guests of the institution by paying for their meals, refreshments, or other hosting expenses when a clear benefit to the University is documented and approval processes are followed. Official guests may include: recruitment candidates, visiting scientists, dignitaries, guest speakers.

Hosting official guests or hosted events occurring in state and out of state will be held to a reasonable standard rate of high city travel per diem rates. Rates are per person and include gratuity of between 15% - 20%.

The following documentation is required for hosting:

- Where – Location of event
- What – What is being paid
- When – Date of event
- Why – Official business purpose/benefit to PSU
- Who – Names of individuals attending

If meeting is attended only by PSU faculty/staff/students, then attendance must be required and business must be actively conducted during the meal period as documented in a formal agenda in order to be reimbursable on a PSU index of any type. Such PSU-only meetings must have a clear business purpose and must take place on campus unless prior permission is granted by Campus Accounting. Use should be infrequent.

Please see the full hosting policy on the PSU website.

7 SPONSORED RESEARCH

PIs submitting grants and expending research grants must follow all applicable PSU and MCECS policies and procedures. Research and Graduate Studies (RGS) has detailed resources on resources for faculty.

7.1 Cost Sharing on Grants

If your grant requires real dollar cost-sharing (i.e. actual expenditures), please note that the Department does not have the flexibility to commit to real money expenditures. The Department may agree to match expenditures by indirect cost return to the Department, but this should be discussed with the Department Chair. Any such arrangement must be approved as part of the proposal approval process (PIAF).

7.2 Grant Matching Funds

For regular faculty, the maximum Departmental match will be 20% of the academic year FTE with no reduction in teaching assignments. Any such arrangement must be approved as part of the proposal approval process (PIAF).

7.3 Non-Course Buy-Out

In some cases, faculty may need to buy-out of non-course time to conduct research on grants in a timely manner. Salary released to the CEE Department through this mechanism may be returned to the faculty member, though this is not guaranteed and is at the discretion of the Department Chair.

If the release to the faculty is approved, CEE will require that the faculty member provide a plan to use all or most of the released funds, minus a 15% administration fee for CEE, in a small number of transactions such as summer salary, upgraded lab equipment, computers, or other expenditures approved by the Department Chair. This must be used in the same fiscal year as the buy-out. This plan will be shared by email with the Department Chair and Manager. CEE is not required to provide detailed accounting of expenditures.

8 OUTSIDE EMPLOYMENT

Faculty are allowed to participate in outside professional work such as professional affiliations, outside consulting activities, and involvement with commercial enterprises more substantive than consulting. In all cases of consulting, faculty must complete the “Request for Approval for Outside Employment” form, found on the PSU policy site.

9 FACULTY ACCOUNTS

9.1 Individual Professional Development Accounts (IPDA)

Per the AAUP contract, tenure-related faculty receive $1,100 annually; non-tenure-track faculty and researchers receive $600 annually; and Academic Professionals receive $500 annually. Unused money will roll over for up to 4 years. Any expenditures must be pre-approved by the Department Chair per Bylaws and AAUP contract.

As a matter of CEE policy, the following have been approved by the Department Chair as meeting the requirements of the University and do not require further review or justification:

- Fees related to maintaining or obtaining a professional engineering license.
- A conference registration in the faculty member's technical area.
- Membership fees in professional organizations such as ASCE, EERI, SEAO, ACI, ITE, AGU, APWA, ASEE, and others.

These funds are managed by the Department Manager for faculty. Every eligible member has a unique account number (index).

9.2 Principal Investigator Incentive Accounts (PIN)

The purpose of this program is to support research activity such as travel, office supplies, computer equipment and supplies, funding between awards, meetings with program officers or collaborators, hiring students, and other related expenses. Each PI has a unique PIN account number (index). PIs will be expected to use these funds to further their research agenda and are for the exclusive use of the PI.

RGS has issued restrictions on the use of PIN funds based on interpretation of Oregon ethics laws. PIs cannot use the funds for their own compensation of regular pay, summer pay, sick leave bank donation, or pay above salary caps. Details can be seen here.

Expenses that accrue to CEE because of PI actions may be charged to this index with the approval of the Department Chair.

Funds are added to the PIN account from 2 sources:

- RGS: 2% of the PSU portion of F&A revenue to the individual's index code. See RGS communications for more detail.
- CEE: If CEE receives F&A allocation from MCECS, CEE will assign 50% of the CEE portion to the individual's index.

Starting FY21, college/unit rebates are automated for real-time earnings and distributions. RGS will now transfer PIN funds to index as actual sponsored project expenditures occur. CEE/MCECS will add this portion of the rebate on a quarterly basis.

Department staff will monitor PIN index balances throughout the year and allow expenses as PIN funds accumulate.

If there is a balance in the PIN index when a PI resigns or retires, the portion of the funds from RGS will revert to RGS, and the remaining balance will revert to the Department.

9.3 Converted Fixed Price (CFP)

Fixed price grants that end with a balance will be converted to a faculty-controlled account called a Converted Fixed Price account. Each account will have its own index. RGS has determined that ethics restrictions on PIN expenditures apply to CFP funds.

9.4 Department Research Accounts (DRA)

Department research accounts (DRA) may be established only for projects that have no federal money or federal pass-through money and are under $25,000. If the grant does not qualify, it must be processed through PSU research procedures (see Section 7). A 20% overhead is charged to all expenditures from DRAs, and should be factored in to project budgets and proposals.

10 TRAVEL AND LEAVE

10.1 Travel

To travel for PSU-related business, an approved travel authorization form must be on file **before** you leave. Travel authorizations are submitted online, and will require you to detail the business purpose of your travel and upload supporting documentation for your trip such as a conference schedule, hotel rates, registration costs, etc. Please see Travel policy and training guides at PSU Viking Travel.

The Department does not generally have funds to support faculty travel. There are no restrictions on using grant funds to travel to conferences or for research if there is travel in the grant budget. Faculty accounts can be used for travel, if appropriate.

10.2 Sabbatical Leave Requests

Sabbatical leave applications are due to the Department Chair by the start of Winter quarter so they can be reviewed and forward to the Dean before mid-January of the year prior.

11 SPACE AND EQUIPMENT

11.1 Labs

11.1.1 Lab Improvements

CEE has funds to improve labs for undergraduate instruction purposes. Lab improvements that do not benefit undergraduate learning are generally the responsibility of the PI. As the Department is ultimately responsible for all CEE assigned spaces, any significant improvements should be discussed with the Department Chair.

11.1.2 Lab Safety

CEE's Lab Safety Policy is listed here.

11.2 Assignment of Office and Cubicle Space

Assignments of space are made by the Department Chair. Use of space must be approved prior to occupancy.

All students requesting space must have a faculty sponsor/advisor.

Computers in the cubicles will be the responsibility of the faculty sponsor/advisor unless otherwise noted.

In allocating office space, CEE will be guided by the following principles:

1. Faculty and instructors involved with teaching and/or research responsibilities require office space with door.
2. To maximize space utilization, post-docs and research assistants above 0.5 FTE have priority over GRAs or GTAs. Research productivity can be used to determine priority.
3. In assigning space, it is desirable to collocate persons such that a research groups or disciplines are in proximity.
4. For all space assigned to those at or below Research Assistant Professor Rank, a supervising/sponsoring faculty must be identified.
5. Space allocations to research staff / post docs/ GRA/ GTAs will seek to promote equity and balance based on research productivity and needs.
6. Annual reviews of space use should be conducted and may result in reassignment of space to maximize utilization.

The following list indicates the general preference for assigned space:

Exterior Office Space

1. Tenure-track faculty
2. Instructor
3. Research faculty

Interior Office Space

1. Instructor
2. Research faculty
3. Post-doctoral research associate

Large Cubicles

1. Research faculty
2. Post-doctoral research associate
3. PhD Funded GRAs
4. MS Funded GRAs

Small Cubicle Space

1. PhD Funded GRAs (funded meaning CEE is receiving indirect returns from grant expenditures)
2. PhD Funded GTAs
3. MS Funded GRA/GTAs
4. Unfunded GRAs / Graders

11.3 Equipment Inventory

Inventory tags are issued after the purchase of equipment that costs over $5,000 or for items that are considered 'high risk' (laptops, cameras, etc). Loan agreements are **required** for items used off-campus.

12 BASIC OFFICE INFORMATION

12.1 Printer Policy

The Department provides printers for faculty use in the workroom on the both the second and third floor. Any additional printers are the responsibility and at the expense of the faculty member.

12.2 Key Card Access

CEE manages electronic badge access to our Department-managed and shared spaces. Please let CEE know if you or one of your student workers needs access to a space.

12.3 Mail Room

If no staff is at the front desk, CEE policy is to keep the mail room door closed and locked, as sensitive course materials are kept in that room. Note that TAs/graders do not have keys to the work room so will not be able to access it after hours. Please make arrangements accordingly.