

2014

COLLEGE OF ARTS,
HUMANITIES AND
SOCIAL SCIENCES

Handbook

COLLEGE OF ARTS, HUMANITIES AND SOCIAL SCIENCES
HANDBOOK FOR FACULTY AND LECTURERS

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This handbook is a "living" document, a supplement to the University Policy Manual, in particular Sections 350-353, Promotion and Tenure, to which the reader is referred for clarification of any ambiguous or unclear points. The information contained in the following pages will be updated as needed, in response to changing conditions or specific proposals from faculty and administrators.

The NDSU Policy Manual is available at <http://www.ndsu.nodak.edu/policy/sec3.htm>

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1. *Mission and Vision Statements*

A. North Dakota State University

MISSION

With energy and momentum, North Dakota State University addresses the needs and aspirations of people in a changing world by building on our land-grant foundation.

VISION

We envision a vibrant university that will be globally identified as a contemporary metropolitan land-grant institution.

B. The College of Arts, Humanities and Social Sciences

MISSION

We provide the insights, creativity, and enrichment of the fine arts, the humanities, and the social sciences within the land-grant mission of North Dakota State University.

approved by the faculty February 17, 1999.

VISION

The College of Arts, Humanities and Social Sciences embraces the teaching, research, creative activities, and service objectives of NDSU's land-grant mission, and the needs of a diverse constituency. The College is committed to:

Providing its students the highest quality of academic and technical preparation in an atmosphere that promotes intellectual vigor, critical inquiry, ethical citizenry, and creative decision-making requisite for professional success;

Encouraging in its faculty exemplary scholarship of teaching, research, and service, leading to significant publications, performances, and exhibitions.

Invigorating the tradition of outreach through enriching performance, presentation, and cultural understanding.

In its vision to realize human potential and achievements, the College of Arts, Humanities and Social Sciences is guided by the qualities of creativity, ethical integrity, and mutual respect.

I. COLLEGE OF ARTS, HUMANITIES AND SOCIAL SCIENCES

2. College Meetings

- A. There are at least four meetings a year at which the dean or the dean's proxy presides.
- B. In order to conduct business, a quorum consisting of the majority of faculty members of the College, represented in person or by proxy, must be present. The number of faculty in the College during any given year is the number used to determine the College's representation in the Faculty Senate.
- C. College meetings are scheduled for a designated time. Classes should not be cancelled to allow faculty members to attend. Faculty members unable to attend a college meeting may designate another member as their proxy. The Policy and Planning Committee determines and announces the dates for college meetings at the beginning of the academic year.
- D. The agenda for college meetings is sent to the faculty and lecturers approximately one week in advance of the meeting. Minutes of college meetings are sent to the faculty and lecturers as soon as possible after each meeting.
- E. Meetings are governed by Robert's Rules of Order.

3. Committees

There are five elected committees in the College. Committee members are elected for three-year terms. Terms are staggered so that the terms of approximately one-third of the members of each committee expire annually. Although elections for vacancies on committees are held in the spring, the terms of committee members usually begin on August 16.

Representation on College Committees is as follows: Humanities (English; History, Philosophy, and Religious Studies; Modern Languages)—two members; Social Sciences (Communication; Criminal Justice and Political Science; Emergency Management; Sociology and Anthropology)—two members; and Fine Arts (Architecture, Landscape Architecture, Music; Theatre Arts; Visual Art)—two members.

No more than one person from a department shall be on any committee at one time. Moreover, no tenure track faculty member will serve on more than one college committee at any given time during his or her probationary period.

Senior Lecturers in AHSS are eligible to serve on the Curriculum Committee and the Student Progress Committee. Each of these committees may have only one senior lecturer among its members, and each senior lecturer may serve on only one of these committees at any given time. With regard to nomination, area representation, and length of service, the stipulations applying to faculty members also apply to senior lecturers. In addition to being eligible to serve on the aforementioned college committees, senior lecturers are eligible to participate fully in all aspects of governance pertaining to these committees (e.g. vote on curriculum proposals) in college meetings.

A. Student Progress Committee

1. Membership

Membership is composed of six faculty members who serve three-year terms. Members are eligible for immediate re-election.

2. Duties

The committee acts on behalf of the faculty in the following areas:

- a. Probations, suspensions, and other matters relating to deficient students. Students always have the right to appeal to the committee in person.
- b. Petitions, such as requests for waivers of graduation requirements
- c. Selection of scholarship recipients for the following:
 - AHSS Student Ambassador Enhancement Scholarship
 - Glenn Hill Memorial Scholarship
 - Delsie Holmquist Memorial Scholarship
 - Byron L. Berntson Memorial Scholarship
 - John T. Schneider Peace Memorial Scholarship
 - Ann and Tom Riley Scholarship

B. Policy and Planning Committee

1. Membership

Membership is composed of six faculty members who serve three-year terms. Members are eligible for immediate re-election.

2. Duties

The Policy and Planning Committee functions as the gateway for proposed changes to the Handbook for Faculty and Lecturers.

It determines and announces the dates for college meetings at the beginning of the academic year.

It considers questions from faculty and administration that are not clearly within the jurisdiction of the other elected committees in the college.

C. Curriculum Committee

1. Membership

Membership is composed of six faculty who serve three-year terms. Members are not eligible for immediate re-election.

2. Duties

The Committee acts on all matters pertaining to curriculum, such as course changes, new courses and changes in degree requirements. Minutes of committee meetings are sent to the faculty and lecturers as soon as possible after each meeting.

The Curriculum Committee of the College of Arts, Humanities and Social Sciences shall nominate a college representative to the Academic Affairs Committee of the University. The nominee shall be confirmed by a majority vote of the College faculty. The representative will serve a two-year term. The college representative to the Academic Affairs Committee will serve ex-officio as a voting member of the College Curriculum Committee.

D. Promotion, Tenure and Evaluation Committee

Both the department and College PTE committees are part of a process of peer review. Thus, faculty members holding administrative appointments are not eligible to serve. Administrative appointments include appointments as Vice President, Dean, Chair/Head of a department or Director of an academic unit, including those who hold vice, associate, assistant, or interim positions.

1. Membership

Membership is composed of six faculty members.

Eligibility Requirements

- a. Minimum rank of Associate Professor with tenure at the time of election.
- b. Three years of service to the University.
- c. Elected for a three-year term, members are not eligible for immediate re-election.
- d. Faculty members being considered for promotion may not serve during the academic year they are under consideration.

2. Duties

- a. The duties of the Promotion, Tenure and Evaluation Committee are outlined in subsequent sections of these guidelines (Periodic Reviews and Evaluation, Pre-sixth Year Non-renewals, Procedures for Promotion).
- b. In consultation with the Dean, the Committee develops and reviews the Promotion, Tenure and Evaluation guidelines of the College. Changes, other than simple editorial ones, require the approval of the faculty.
- c. The Committee and the Dean review and approve the Promotion, Tenure and Evaluation guidelines of each department to assure consistency with the College promotion, tenure, post-tenure, and evaluation criteria. The Committee or Dean may request a review of departmental guidelines. Both the College and departmental guidelines, and any subsequent changes, shall be reviewed and approved by the Provost/VPAA.
- d. The Committee shares with the dean the responsibility for the completion of the required written evaluations for faculty in departments having two or fewer full-time equivalent faculty members.
- e. The Committee recommends to the Provost/VPAA the members of the evaluation committees for the evaluation of academic deans and directors (Policy 327: 3.2.a).

E. Faculty/Lecturer Recognition Committee

1. Membership/Eligibility

Membership is composed of six tenured faculty who will serve three-year terms (two from the humanities, two from the social sciences, and two from the fine arts). Members are not eligible for immediate re-election. Department chairs/heads are not eligible to serve on this committee.

2. Duties

The Committee solicits, accepts nominations for, and selects the annual recipients of the College's Outstanding Research Award, the Outstanding Creative Activity Award, the Outstanding Teaching Award, and the Outstanding Service Award.

4. *Senate Representation*

Senators shall be elected in accordance with the procedures described in the University Handbook for the Faculty Senate.

- A. Members of representation units, including senior lecturers, professors of practice, research faculty, assistant, associate, and full professors, chairs/heads/or their equivalents, assistant/associate deans, and deans shall be eligible to vote for representatives.
- B. Each unit shall hold a meeting to elect the necessary senators by April 15 of each year. Terms of office shall begin on the Tuesday following Spring Commencement. The term of office of an elected senator shall be three years. Senators cannot be reelected for consecutive terms. If a senator must vacate her or his seat, the vacancy shall be filled by a special election within the unit from which she or he was elected. The term of a member under these circumstances shall commence immediately and shall be for the duration of the absence or unexpired term of the regularly elected member.

5. *Curriculum*

- A. Degrees: BA, BS, BMusic, BFA, MA, MM, MS, DMA, and PHD
- B. The faculty controls and is responsible for courses and common graduation requirements.
- C. Committee: See Curriculum Committee, Section 3.C.
- D. Major: The sponsoring Department controls and is responsible for the major.

The Committee recommends that departments adopt the following policy for their majors and minors:

Students must complete half of the credits for a major or minor (or higher percentage at the discretion of the department) at NDSU to qualify for a major or minor within the College of AHSS. Substitution waivers are required to approve allocation of credits to a major or minor.

- E. A minor or a second major in approved fields is required of students pursuing the B.S. degree in the College. For students pursuing the B.A., a foreign language requirement

takes the place of the required minor.

- F. Options are a grouping of courses which reflect a vocational or other special interest. Options are usually independent of the major and degree requirements, though courses used in fulfillment of the major or general degree requirements may also be used to fulfill the requirements of an option. Options thus facilitate the broadening of the graduates' capabilities and employment opportunities. Options are by nature interdisciplinary, since disciplinary options are, in most cases, identical with a minor.

The following are the general rules governing options within the College of Arts, Humanities and Social Sciences.

1. All options will be sponsored by a department, which will utilize an interdisciplinary committee to advise the department when determining the content of such options. The departments will appoint the committees and may meet with them individually or as a whole committee.
2. As with majors, the content of options shall be controlled by the sponsoring department, except that no options shall require fewer than 8 nor more than 24 semester credits.

6. *Instruction*

A. Final Examinations

College policy is that examinations will be given in all but one-credit courses and will be given during the examination period. If for some reason it is appropriate to dispense with an examination or to give it earlier than the examination period, it is necessary to secure the approval in advance of the department chair.

College policy is that the chair may act for the dean in cases where University policy requires the permission of the dean.

The University policy (Section 336: Examinations and Grading) on final examinations is as follows:

The giving of examinations, their type, and number is up to the individual instructor, in so far as it is consistent with Dead Week Policy (see below). However, results of some examinations or other methods of evaluation are encouraged to be provided to students before the last day to drop courses (coincides with last day to withdraw to zero credits) within a given term. These deadlines are published on an annual basis and typically fall three weeks before the last day of the semester, which includes final examination week, for regular full-term courses. Deadlines for variable length courses vary and are based on the length of the session in which classes fall.

The schedule for final examinations is determined and published by the Office of Registration and Records. Final examinations in one-credit courses are usually given during the last regular class period. Final examinations for all other courses may not be rescheduled during the final examination period, or given prior to the start of final examination period. According to the State Board of Higher Education policy, the examination period is instructional time and, if a final examination is not given, some instructional use of this period is expected. Final examinations for

summer school, distance and continuing education and extension classes are arranged by the instructors.

No student shall be obligated to take more than three final examinations scheduled for the same calendar day. In the event that a student has four or more final examinations on the same calendar day, the student shall notify the instructor(s) from the highest numbered course(s) no later than two weeks before the last day of class to schedule a make-up examination to be administered at a mutually acceptable time.

B. Dead Week Policy

Only one exam or quiz per course may be given during the last two weeks of the semester (prorated accordingly for variable length courses), which includes finals week. Exceptions include summer classes, self-paced/correspondence courses, make-up exams, courses in which laboratory is incorporated with a lecture, one-credit courses, and quizzes that account for less than 5% of the students' overall grade. If a professor chooses to give an exam during the last week of classes, he/she is expected to make some instructional use of the final examination time.

C. Pass-Fail Grading

1. STUDENT OPTION

Students in the College of Arts, Humanities and Social Sciences may take a course under this option for free elective credit only.

Credits required for the major or required minor may not be taken under this option.

Courses taken to satisfy specific degree requirements (minimal requirements in Social and Behavioral Sciences, etc.) may not be taken under this option.

2. FACULTY OPTION

Courses used for degree requirements by any department may not be offered under the pass-fail option. Individual students using such courses as free electives may enroll in such classes under the pass-fail system as described in the student option.

D. Incomplete Grading - Under extraordinary circumstances, a student may be assigned a grade of Incomplete (I). See Policy Manual Section 336 for policies governing the assignment of an Incomplete.

E. Course Syllabi Guidelines - See Policy Manual Section 331.1 for policies governing course syllabi (http://www.ndsu.edu/fileadmin/policy/331_1.pdf).

II. DEPARTMENTS

7. *Some Administrative Procedures in the College of Arts, Humanities and Social Sciences*

The College has an essentially decentralized system of administration, characteristic of Colleges of Art and Sciences nationally. No single feature of this system is essential to decentralized administration, but all features together constitute a system representative of that used nationally.

A. Department Chairs/Heads and the Dean

The department is the fundamental unit of the College. Although the faculty members and, to some extent, the senior lecturers act as a whole in their meetings and through their committees, the most important activity is carried on through the departments. This includes instruction, research, and much curricular change. Continuing Studies activity and public service are also essentially departmental.

In departments with chairs, the chair serves for a three-year renewable term. The dean appoints the chairs/heads upon recommendation by the faculty. The dean need not appoint the departmental nominee but customarily does.

The dean seeks to be the chair's/head's advisor and collaborator and expects the chair/head to represent candidly the achievements, needs, and concerns of the department and to give the dean advice on matters about the welfare of the College.

B. Evaluation

Evaluation is essentially a departmental matter. In addition to the written evaluations required by the Senate, it is expected that the departmental chair/head review the year's work with each faculty member and lecturer. In this way every member of the teaching staff receives a continuing performance evaluation.

In all departments, the chair/head goes through a formal departmental review at least once every three years. NDSU Policy 327 governs the evaluation of the Dean, Directors, Chairs/Heads, and other academic supervisory personnel.

C. Salary Administration

When a promotion has been approved, the faculty member promoted is entitled to a salary raise, uniform throughout the College, and dependent on the rank to which the faculty member is promoted. The dean sets aside money for these promotion raises before general consideration of other raises. Promotion raises are therefore not a matter of departmental decision or concern.

Otherwise, salary determination for faculty members and senior lecturers is to a large extent influenced by departmental recommendations. For lecturers the dean annually establishes rates for each credit hour of teaching and other duties.

The dean enters into salary administration when the chair/head reviews salaries with him, providing the dean with an evaluation of each teaching staff member. In this way the dean has up-to-date estimates of each member's contribution. The principal purpose of the chair's/head's visit with the dean is to seek additional funds to recognize special merit. In some instances the department has no faculty member who the chair/head believes needs special salary recognition. In other

instances, however, several faculty members in one department need special recognition in a single year. In responding to these requests for additional funds to recognize special merit, the dean must compare individuals among departments and seek, by a very inexact basis of comparison, to try to assure that comparable merit within the College receives comparable recognition, regardless of the individual's department.

Salary raises for full-time lecturers and senior lecturers are determined individually. Important criteria for basic and special merit increases are length and quality of service.

D. Appointments

Even though the departments recruit and choose their faculty and lecturers, the dean does have the principal voice in the decision about the rank at which the department will fill a position. Once the level is determined the department selects the appointee and recommends the salary. At times the dean may require the department to justify very thoroughly the particular specialty in which a new faculty member is to be employed.

8. *Departmental Reports*

- A. In addition to the individual faculty evaluations mentioned in Section 11 (Periodic Review and Evaluation), each department will prepare an annual report of its accomplishments, activities, and goals, according to an established format. This departmental report must include individual faculty activity reports. The format for completing the annual report can be found on the Provost's website at http://www.ndsu.edu/vpaa/forms_and_resources/.

B. Program Evaluations

Existing undergraduate instructional programs shall be evaluated at least every seven years and graduate programs shall be evaluated at least every ten years by each institution. New programs shall be evaluated within one year after the first class graduates.

See SBHE policy 403.1.2 "Institutional Instructional Program Evaluation."

III. FACULTY AND LECTURERS

9. Faculty and Lecturers

A. Membership and Ranks

1. Faculty ranks are: Professor, Associate Professor, Assistant Professor, Instructor, Professor of Practice, Associate Professor of Practice, and Assistant Professor of Practice.
2. The College of Arts, Humanities and Social Sciences has faculty members in the following units: Architecture and Landscape Architecture, Communication; Criminal Justice and Political Science; Emergency Management; English; History, Philosophy and Religious Studies; Modern Languages; Music, Sociology and Anthropology; Theatre Arts; and Visual Arts.
The Division of Fine Arts comprises the departments of Architecture and Landscape Architecture, Music, Theatre Arts, and Visual Arts.

The Humanities area group comprises the departments of English; History, Philosophy and Religious Studies; and Modern Languages.

The Social Sciences area group comprises the departments of Communication; Criminal Justice and Political Science; Emergency Management; and Sociology and Anthropology.
3. Some faculty members are designated "special appointees." The initial appointment is for one year only, but may be renewed annually for a total of six years of service as a special appointee. The University has established these limitations governing special appointments, based on State Board of Higher Education regulations. Special appointees are not eligible for tenure.
4. Adjunct Professors and Professors of Practice are not considered tenurable faculty members. They are not eligible for tenure nor are they subject to the evaluation procedures explained in Section VIII of this handbook.

B. Lecturers and Senior Lecturers

Lecturers and senior lecturers are hired primarily to teach, i.e., they are not expected to do research or perform duties usually referred to as "service," unless there are specific stipulations to that effect on their individual Lecturer Appointment letter. See also the Policy Manual, Section 350.1 (4.c.8).

Lecturers and senior lecturers are not members of the faculty and are not eligible for tenure. They are not subject to the evaluation procedures explained in Section 9 (Periodic Review and Evaluation) of this handbook. A lecturer's appointment is made for a maximum of one year at a time but may be renewed (the Provost/Vice President for Academic Affairs' approval is required after completion of the sixth year of appointment).

The position of senior lecturer is a special one designed for lecturers who demonstrate truly distinguished teaching skills and a strong commitment to professional development.

Senior lecturers shall be appointed annually (or for a longer period with the approval of the Provost/Vice President for Academic Affairs) at a salary appropriate for their qualifications,

responsibilities and department. Notice of termination of a senior lecturer appointment must be given by March 1 of the first full year of academic service, or by December 15 of the second or subsequent year of service, in order for the termination to be effective as of the end of that fiscal year of service.

1. Criteria for elevation to the position of senior lecturer:
 - a. At least four years of service as a lecturer at NDSU.
 - b. Distinguished teaching performance, reflected in high quality, creativity, demonstrated mastery of a range of materials in a variety of classes, and skilled use of contemporary pedagogical techniques and methods.
 - c. Continuing commitment to professional development, reflected in progress toward advanced degrees, scholarly and creative activities, and/or fundamental improvement of course content.

Lecturers fulfilling these criteria may be nominated for the position of senior lecturer by their department chair, or a faculty member or senior lecturer in their department. Nominees must submit up-to-date curriculum vitae when they are nominated.

2. Nominees for the position of senior lecturer shall be evaluated in the following manner:
 - a. The faculty and senior lecturers of the department shall select a committee of three, including no more than one senior lecturer, to evaluate the qualifications of the nominee. The committee may include no more than one faculty member from another department. This committee shall evaluate teaching qualifications through classroom visits, student evaluations, and confidential student interviews. The committee shall then prepare a report on the nominee, to be submitted to the department chair and the dean of the college.
 - b. The department chair and the dean of the college shall evaluate the nominee, on the basis of the committee report, as well as any other materials they choose to study.

If the committee, the department chair, and the dean of the college agree that the nominee is qualified for elevation to the position of senior lecturer, they shall forward that recommendation to the Provost/Vice-President for Academic Affairs. If one of the three evaluating units believes the nominee to be unqualified, he, she, or it may submit a dissenting report to the Provost/Vice-President for Academic Affairs. If two or more of the evaluating units believe the nominee to be unqualified, elevation to the status of senior lecturer shall be denied.

Departments will decide individually to what extent they wish to encourage their lecturers/senior lecturers to participate in departmental affairs.

Lecturers and senior lecturers are eligible to serve on the College Faculty/Lecturer Recognition Committee. Senior Lecturers in Arts, Humanities and Social Sciences are eligible to serve on the following college committees:

1. Curriculum Committee
2. Student Progress Committee

Each of these committees may have only one senior lecturer among its members, and

each senior lecturer may serve on only one of these committees at any given time. With regard to nomination, area representation, and length of service, the stipulations applying to faculty members also apply to senior lecturers.

In addition to being eligible to serve on the aforementioned college committees, senior lecturers are eligible to participate fully in all aspects of governance pertaining to these committees (e.g. vote on curriculum proposals) in college meetings. Thus senior lecturers can vote on certain college wide matters, while lecturers do not have voting rights in the college meetings. Senior lecturers are also eligible to serve on and vote for Faculty Senate representatives.

Lecturers and senior lecturers are strongly encouraged to attend college meetings and to participate in the discussions.

C. Officers

1. Of the faculty

Dean - appointed by the President on the recommendation of a faculty committee
Secretary - appointed by the Dean
Parliamentarian - appointed by the Dean and confirmed by the faculty

2. Of the College

Associate Dean - appointed by the Dean
Assistant Dean - appointed by the Dean

D. Some Responsibilities of Nine- and Ten-Month Academic Staff

Although specific expectations for nine- and ten-month appointees are determined by individual department policy, the NDSU Faculty Handbook Section 320 identifies the following faculty obligations:

1. Basic Obligations

Regular faculty appointments carry those responsibilities and privileges traditionally identified with academic positions. While a minimum of specific restrictions is imposed on the activities of faculty members, they are under obligation to render to the University the most effective service of which they are capable. Moreover, they are expected to increase their depth and range of competency with increased length of service. All members of the faculty have a responsibility to develop their professional proficiency.

Faculty member obligations fall into these four broad areas: (1) academic instruction, (2) research and other scholarly/creative activities, (3) administrative and related duties, and (4) professional service to communities. Primary responsibilities for most appointees include the functions of teaching and research.

These broad statements of faculty responsibility mean that faculty members are accountable to the University during the term of their appointment (including summer school appointments) for all necessary or appropriate teaching, research,

administrative and service obligations. More specifically, this means that nine-month faculty members are obligated to meet all their scheduled classes, to schedule and be available for a reasonable amount of consultation hours in their office, and to attend scheduled meetings that are related to their professional obligations.

2. Office Hours

Faculty members are considered professional personnel responsible for accomplishing the tasks for which they are employed. Faculty members are responsible for making time available for student conferences and are expected to post a listing of office hours.

3. Annual Leave

While nine-month faculty members thus have considerable flexibility in scheduling and fulfilling these professional obligations, they should not regard as automatic vacations all those periods when University classes are in recess. It should be clearly understood that there is no formal **annual leave** policy established for faculty whose regular term of employment is less than 12 months either by the State Board of Higher Education or by the University, other than the obvious fact that all faculty members are entitled to take the holidays defined by the State of North Dakota for state institutions. This should not be interpreted to mean that nine-month faculty members are obligated to work from 8:00 AM to 5:00 PM on all other days of the academic year, just as it would be inappropriate to assume that faculty members are excused from all academic responsibilities during the breaks provided for students. Instead, the guiding principle should be the more flexible requirement of professional obligation and accountability referred to above.

4. Sick Leave

This same philosophy prevails at NDSU with regard to sick leave for faculty whose regular term of appointment is less than 12 months. Although there is no formal sick leave policy or provision for such faculty, the understanding is that they have the opportunity to reschedule their commitments or make appropriate voluntary arrangements with their colleagues during times when sickness makes it impossible or unwise for them to meet their professional obligations. This does not guarantee any certain amount of paid sick leave hours or days to faculty members whose regular term of appointment is less than twelve months, but the flexibility it provides seems to meet the needs of most faculty members. Where extended illness or disability is involved, however, the amount of such informal sick leave shall be limited to a maximum of two weeks for each year of academic service to NDSU, unless an exception is authorized by the Provost/Vice President for Academic Affairs. In any event, the University's TIAA-CREF disability insurance provides salary benefits after six months of disability.

E. Family-related Reassignment Guidelines

NDSU's College of Arts, Humanities and Social Sciences recognizes that supporting employees as they balance career, childbirth, and family life ultimately benefits the university. This set of family-related reassignment guidelines regards family care concerns as legitimate and important. One goal of these reassignment guidelines is to make it more feasible for employees to remain in active employment at NDSU during the birth or adoption of an

employee's child.

1. All benefits-eligible (50% FTE or more) AHSS Academic Appointees* who have been employed with the College of AHSS for at least six months may request one semester of reassigned duties for the purpose of a) recovery from childbirth and/or to care for and bond with a newborn or newly adopted child, b) care of an ill or disabled child, parent, or spouse or partner.
 - The reassignment may be used at the discretion of the dean and department head/chair.
 - This paid reassignment will run concurrently with the Family Medical Leave Act (FMLA) and is limited to a total of one semester per birth or adoption per family.
 - The reassignment will be coordinated with the benefits with any group disability income replacement benefit policy (e.g., short-term disability insurance), up to 100 percent of base salary.
2. For tenure-track faculty, department chairs and deans are guided to accommodate requests for temporary reassignment of alternative duties for a period of up to 12 weeks. If this period ends during a semester, the temporary reassignment of alternative duties may be further extended to the end of the academic semester in progress. Alternative duties should be designed to make it more feasible for the employee to remain on active full employment at the university following the extended period. Also, any reduction in teaching is not to be made up at a later date.
3. For faculty and academic professionals on probationary appointments, use of reassigned duties in accord with these guidelines shall be considered good cause for extending the probationary period.
4. Use of such reassigned duties shall not adversely affect the employee's standing or consideration for future salary adjustments in any manner.
5. In circumstances in which the birth/adoptive parents are both employed by NDSU and have positions within the college, both parents may be allowed to take advantage of these guidelines, but they will not be granted reassigned duties simultaneously. Instead, the reassigned duties must be staggered or consecutive.

*For the purposes of the AHSS Family-related Reassignment Guidelines, an Academic Appointee is a regular, full-time benefitted employee who does not earn sick leave or annual leave. Individuals with special, temporary, or visiting appointments are not considered Academic Appointees for the purposes of these guidelines.

Guidelines approved by a majority vote of the AHSS College Faculty, 16 February 2010.

F. Consulting

Finally, some mention should be made of the University policy on consulting and external professional activities that is stated in Section 152 of the NDSU Policy Manual. While this policy recognizes beneficial aspects of such activity, it both authorizes and limits it in order to ensure that the faculty member's primary obligation to the University will not be interfered with.

10. *Introduction to Promotion, Tenure, and Evaluation Guidelines*

The Promotion, Tenure, and Evaluation Guidelines of the College of Arts, Humanities and Social Sciences (AHSS) offer a framework for the development of the PTE guidelines of the departments and units represented in the College. The College Guidelines include shared standards for faculty performance as well as college-specific evaluation procedures.

The AHSS College Guidelines are based on North Dakota State University (NDSU) Policy 352, Promotion, Tenure, and Evaluation, which is the main policy document governing college, department and unit PTE guidelines and documents. The AHSS college guidelines draw, in addition, on NDSU policies affecting academic appointments, faculty rights, renewal, promotion and tenure decisions such as Policies 350.1 through 353.

Policy 352 requires every department or unit to develop a written document with department or discipline-specific definitions, criteria, and evaluative procedures. The departmental document also designates the types of evidence to be used for the evaluation of progress towards tenure, for tenure and promotion decisions, as well as for the post-tenure review of faculty. While departmental documents may be more specific in defining their standards, criteria, and procedures, they must be consistent with the policies and procedures of the University and the College of Arts, Humanities and Social Sciences.

The Provost's annual Guidelines for Promotion and Tenure serve as the guidelines for the preparation of the portfolio to be submitted by the candidate applying for promotion and/or tenure. These Guidelines are no substitute for Policy 352 or the College and department PTE documents. The portfolio must include a copy of the department and college PTE documents. For this purpose, sections 11 through 16 of the AHSS Faculty Handbook serve as the College PTE document.

11. *Academic Promotion Standards*

Faculty members are encouraged to consult NDSU Policy Section 352, Promotion, Tenure, and Evaluation.

The College of Arts, Humanities and Social Sciences recognizes that the awarding of tenure is essential to the free and effective functioning of the University. It represents a commitment on the part of the University to valued faculty members, whose past contributions are appreciated and whose future contributions are anticipated. For the faculty member, tenure provides a degree of financial security and an underpinning for academic freedom.

Promotion represents the recognition by the College and the University of the quality of achievement in teaching, scholarship, and service of faculty members. Promotion is further based on the expectation that faculty will grow as they proceed through their careers, taking on greater responsibilities and demonstrating ever-higher levels of achievement. The College has traditionally delineated its expectations of performance by faculty in the various academic ranks in the following manner:

The **assistant professor**, at the time of appointment

1. has a terminal degree or is completing one (exceptions may occur in the various areas of applied arts based on applied experience and/or ability),
2. is prepared to teach introductory and, when appropriate, advanced courses,
3. has made substantial progress toward the development of a scholarly/creative view, as demonstrated by appropriate scholarship/creative activity,
4. is expected to make contributions to department policy and university governance,

- and
5. is capable of sponsoring graduate students.

In addition to the appropriate characteristics of an assistant professor, the **associate professor**, at the time of appointment or promotion

1. demonstrates substantial competence in teaching at the introductory and, when appropriate, the advanced level,
2. continues to make substantial contributions to scholarship/creative activity, and
3. plays a major consultative role in formulating departmental policy, contributes to the advancement of his or her profession, assumes greater responsibilities in university governance, and shares academic and professional expertise with the public.

In addition to the appropriate characteristics of an associate professor, the **professor**, at the time of appointment or promotion

1. demonstrates exemplary teaching,
2. is an academically mature scholar/creator who continues to make marked contributions to his or her discipline and has acquired national or international recognition in that discipline, and
3. assumes major consultative and leadership roles in formulating departmental and university policy, in advancing his or her profession, and in contributing to the public in areas of his or her academic expertise.

The College of Arts, Humanities and Social Sciences upholds the land-grant mission of teaching, scholarship, and service, and affirms that these are complementary, not contradictory, activities. The College recognizes that not all faculty will be equally accomplished in all of these areas of activity, and that different departments will not necessarily accord each activity equal weight. However, all faculty are expected to demonstrate accomplishment as teachers, scholars/creative artists, and servants if they are to be awarded tenure and promoted.

The faculty of each department or academic unit shall develop a written statement with specific promotion, tenure, post-tenure, and evaluation criteria and designations of the types of evidence to be used for evaluation of progress toward tenure, for renewal, promotion, and tenure decisions, and for post-tenure review. The departmental statements must be consistent with the policies and procedures of the University and the College of Arts, Humanities and Social Sciences.

A. STANDARD I: TEACHING

A good teacher is knowledgeable. That knowledge should be current and include knowledge both of the discipline and pedagogy of that field. A good teacher is effective. Methods used should be designed to engage students in active learning and encourage critical thinking. A good teacher is a good learner. This means going beyond keeping up to date in the field and pedagogy to learning more about student characteristics and the processes whereby students acquire knowledge. A good teacher respects students, and is receptive to their questions and concerns. Good teachers recognize that learning is a mutual enterprise, and that they learn from students even as students learn from them. Program advising is a part of the teaching process for most faculty and should be effective and responsive to student needs.

Information for evaluating teaching (encompassing both instruction and advising) must be sought from the following three sources: students, colleagues, and the department chair/head.

1. Students. To assess the effectiveness of course materials and the ability to communicate knowledge, evaluating committees will consider a variety of evidence, including written,

formal evaluations by current and former students and advisees. A cross-section of the candidate's students and advisees may also be interviewed.

2. **Colleagues.** Tenured colleagues, who should come primarily from within the department and have attained the rank of associate professor or above, will be requested to provide written assessments. Colleagues are to consider specifically the courses taught, as well as the candidate's contribution to improvement of the department's overall curriculum and instructional program. Many diverse factors influence teaching, and should enter into this evaluation, including class sizes, conceptual levels, course content and design, and efforts to introduce innovative teaching methods. The receipt of special awards and recognition will be considered meritorious. Colleagues are generally the most knowledgeable on these points because of their relatively close association within the particular discipline and familiarity with the faculty member's expertise and competence in stimulating creative learning in students.
3. **Department chair/head.** The chair/head will supply a written evaluation of the faculty member's qualifications for promotion. The chair/head generally has an overview of the qualifications of the members of a department and the related conditions that have a bearing on teaching in the discipline at this University.

The development of specific evaluative procedures and standards of judgment is left to individual departments. Questions involving such issues as teaching methods, syllabi, accessibility, and timely grading of student work should be the province of the department. But such identification is, indeed, the responsibility of every department in the college. Each department must have written procedures in place before any of its candidates for promotion and tenure will be evaluated. These procedures can vary from department to department, depending upon the field and the kinds of classes.

B. STANDARD II: SCHOLARSHIP/CREATIVE ACTIVITY

Performance in scholarship/creative activity is a significant standard in determining if a faculty member is worthy of promotion and tenure. Such performance is essential, and it should be refereed, juried or otherwise evaluated according to recognized professional standards and practices. Whether scholarship or creative activity will be the determining factor in such decisions will vary according to the particular discipline and departmental requirements.

Scholarship is the systematic study and investigation of a particular disciplinary or interdisciplinary area that makes a new and/or original contribution to that field. Scholarship might involve research into new or neglected topics, creative and innovative investigation of traditional topics, or development of syntheses that order and explain existing knowledge in new ways. Successful scholarship requires that faculty demonstrate a mastery of research and analytical materials, critical ability, thoroughness, and accuracy.

Creative activity is the on-going production of art forms, artistic performance, or other creative effort undertaken to explore the medium of such forms, performances, or efforts. Faculty must demonstrate a mastery of the creative activity and exhibit originality and breadth of vision.

The sources of information to be used for the evaluation of a faculty member's scholarship or creative activity are colleagues and the department chair/head.

1. **Colleagues.** Tenured colleagues, or professionally recognized experts, who are knowledgeable in the discipline or who have interdisciplinary expertise will provide written evaluations. Some of these evaluations must come from colleagues who are outside the Tri-College area. The department must attest to the objectivity and expertise of outside

evaluators. Receipt of grants, special awards, and other recognition will be considered meritorious.

2. Department chair/head. The chair/head of the department will supply a written evaluation of the faculty member's qualifications for promotion. The chair/head generally has an overall view of the qualifications of the members of a department and the measures for evaluating scholarly and creative activity. The chair/head should review works in progress as well as published, performed, or exhibited material.

The specific definition of scholarship or creative activity is left to individual departments. The College values scholarship presented in articles, books, chapters, monographs, and papers. Likewise, it values the typical expressions of creativity through creation, performance, directing, design, public engagement, and production of works in the fine arts and literary arts. New media may be an appropriate outlet or expression of such scholarship and creative activity. These examples are not meant to be prescriptive or limiting. The definition of scholarship and the anticipated levels of productivity are the province and the responsibility of every department in the College. Each department must have written definitions of scholarship or creative activity in place before any of its candidates for promotion and tenure will be evaluated. Likewise, written procedures for evaluating that scholarship or creative activity must be in place. Departments are expected to justify and support both these definitions and procedures on the basis of recognized professional standards and practices.

C. STANDARD III: SERVICE

Service includes service to the department, College, and University, to the candidate's profession, and to the public.

Service to the institution, such as faculty participation on department, college, and university committees, is a part of a faculty member's commitment to the University. University service is essential for effective participation by faculty in university governance. Extraordinary committee or administrative service that results in improvements in academic procedures or programs is especially meritorious.

Professional service consists of service, which is directly related to a faculty member's profession or is within the area of specialized knowledge, skill, and experience of the faculty member. Professional service activities further the development of faculty and enhance the academic reputation of the university. Faculty members are therefore encouraged to become actively involved in associations, which have as their objective the furtherance of scholarly or professional interests and participate in other activities of a professional nature.

Public service consists of contributions to the community directly related to the candidate's disciplinary specialty and area of academic expertise.

The sources of information for evaluation of service activities are colleagues, the department chair/head, and individuals outside the university who are knowledgeable of the candidate's work off campus.

1. Colleagues. Tenured and administrative colleagues will provide written assessments. On-campus committee work is a frequent responsibility, and fellow committee members are best able to evaluate this service contribution. Off-campus colleagues, usually professionals within the same discipline, are often best able to judge contributions made to professional organizations, and, thus, their opinions should be sought. As with outside experts in scholarship/creative activity, objectivity should be assured. The receipt of special awards and recognition for service will be considered meritorious.

2. Department chair/head. The chair/head will supply a written evaluation of the faculty member's qualifications for promotion. The chair/head generally has an overview of the service activity in the department, and he or she is best able to comment upon the value of different kinds of service for his or her particular unit.
3. Other Individuals. Sometimes off-campus service will involve people who are not strictly academic colleagues. Indeed, that service may be directed or requested by such people. Their written evaluations should be included when acceptable community service is to be considered.

As with the other two major standards, procedures and measures for evaluating service should be the prerogative of the department. Likewise, the department has the responsibility to articulate its expectations and procedures. Each department must have written procedures in place before any of its candidates for promotion and tenure will be evaluated. As with the other standards, some variation within and among departments is to be expected.

12. Periodic Reviews and Evaluation

A. NDSU Policy Section 352 requires annual reviews.

Annual reviews of faculty serve multiple functions. They assist faculty members in assessing their professional performance, assist the administration by delineating areas toward which particular effort should be directed to improve the professional achievement of faculty members, and contribute to the cumulative base upon which decisions about renewal, promotion, and tenure are made. In addition, such reviews may result in changes in responsibilities, modified expectations, and/or altered goals for faculty performance.

1. All full-time probationary and tenured faculty members shall receive annual written evaluations which assess professional performance in teaching, research/creative activity, and service and state expectations and goals for the coming review period. The evaluation of a tenured faculty member shall address his or her performance relative to the current position description.
 - 1.1 Annual evaluations of probationary faculty shall assess professional performance in teaching, research/creative activity, and service, recognize areas of strength, offer specific recommendations for improvement in areas of weakness, and include an assessment of the faculty member's progress toward tenure. These evaluations contribute to the cumulative base upon which decisions about renewal, promotion, and tenure are made. Should the annual reviews indicate that a faculty member is not making satisfactory progress toward tenure, the report may include a recommendation for non-renewal. In making a judgment on satisfactory progress toward tenure, due consideration shall be given to the candidate's academic record, performance of assigned responsibilities, and potential to meet the criteria for promotion and tenure at the end of the probationary period.
 - 1.2 A cumulative evaluation during the third probationary year of a faculty member is required and shall include an assessment of the faculty member's progress toward tenure and recommendations for improvement. Evaluations by the chair and a departmental committee of tenured peers shall be components of the third-year review. Should there be evidence of

serious deficiencies that makes the prospect for timely remediation highly unlikely, the report may include a recommendation for non-renewal. Any extension granted prior to the third-year review will delay the review by an equal period.

- 1.3 Annual and third-year evaluations of probationary faculty shall be conducted and completed in a timely manner to meet the administrative deadlines for notices and recommendations for non-renewal listed in Policy Manual, Section 350.3. See also the procedures described in the section Pre-sixth Year Non-renewals.
- 1.4 Annual reviews of tenured associate professors shall include specific recommendations for strengthening the case for promotion.
- 1.5 Annual reviews of tenured professors shall recognize and reinforce areas of strength, as well as discuss areas of weakness and recommend improvements.

Unless department procedures provide otherwise, the department chair/head or director of the academic unit is responsible for the conduct of the reviews and the communication of their results to the faculty member and to the administrator to whom the faculty member reports.

The reviews shall result in a written report to the faculty member being reviewed. The faculty member being reviewed shall have 14 calendar days to respond in writing to the written report if the faculty member wishes to do so. The written report, and any written response from the faculty member, shall become part of the faculty member's official personnel file. The faculty member may appeal a periodic review by requesting a reconsideration by the evaluating party. If not satisfied, the faculty member may initiate the grievance process pursuant to Policy Manual, Section 353.

- 2. A formal evaluation at least once every three years of the administrative performance of the dean, associate dean, director of an academic unit, and department chairs/heads is required. It is expected that the evaluation will always emphasize areas of special achievement, while also identifying areas needing improvement. The College or department PTE committee, supervising administrator, or the employee himself/herself may request an evaluation. For the Dean, the evaluation process is initiated by the Provost/VPAA; for associate deans, directors of academic units, chairs/heads, the process is initiated by the Dean. Specific policy and procedures may be found in Policy Manual, Section 327

- B. College Evaluation Policy - The chairs/heads or heads of academic units shall, at the close of each academic year, report to the dean the names of the probationary and tenured faculty members evaluated during the year. Copies of the written evaluations shall go to the faculty members evaluated and to the chair/head of their departments.

For departments with two or fewer full-time equivalent faculty, the evaluations will be performed by the Dean with the assistance of the College Promotion, Tenure and Evaluation Committee.

Each department chair/head and one faculty representative each from the Arts, the Humanities, and the Social Sciences, elected at large, will serve as a committee of the whole to evaluate the Dean.

13. *Pre-sixth Year Non-renewals*

When a faculty member is not making satisfactory progress toward tenure, the annual report or the third-year evaluation may include a recommendation for non-renewal. When making a judgment on satisfactory progress toward tenure, due consideration shall be given to the candidate's academic record, performance of assigned responsibilities, and potential to meet the criteria for promotion and tenure at the end of the probationary period.

In accordance with NDSU Policy 350.3 (1.b), recommendations for non-renewal of probationary faculty members shall be initiated within the department and made prior to the final probationary year. Departments shall develop clear and specific procedures to initiate and guide the review process that may lead to a recommendation for non-renewal. However, a recommendation for non-renewal shall be based on a review process minimally including the chair and a departmental committee of tenured peers. A recommendation for non-renewal may be made if either the chair or the departmental committee deem the candidate not to be making satisfactory progress toward tenure. The chair/head of the department has the administrative responsibility to forward such a recommendation to the next level of review.

The following procedures apply once a decision to recommend non-renewal has been reached at the department level. The department chair/head of the academic unit shall first meet with the faculty member being considered for non-renewal to discuss the non-renewal recommendation. Prior to the meeting, the faculty member shall be provided with a written explanation ~~for~~ and documentation of reasons for this recommendation, based on department and college criteria for promotion and tenure and/or other appropriate reasons. Both the chair/head and the faculty member may each invite a third-party observer to be present at the meeting. Within three working days, the department chair/head shall summarize the meeting in writing and provide a copy to the faculty member. The faculty member shall have ten working days from receipt of the summary to respond in writing to the chair/head to the non-renewal recommendation.

The department's recommendation and supporting documentation, including the reviewed materials, the evaluations of the chair and the departmental committee, the summary report, the faculty member's response and supporting documentation (hereafter referred to as the "non-renewal file") shall then be forwarded to the Dean and the AHSS PTE Committee. The Dean and the PTE Committee will independently review and evaluate the complete non-renewal file and then prepare separate written evaluations with recommendations and an explanation of the basis for them. The evaluation must be based upon the process of the non-renewal and the substance of the non-renewal file. These evaluations, along with the non-renewal file, will be forwarded to the Provost/Vice President for Academic Affairs for recommendation to the President.

A copy of the AHSS PTE Committee evaluation shall be sent to the chair/head of the academic unit, the faculty member, and the Dean. The Dean shall send a copy of his or her evaluation to the chair/head of the academic unit, the faculty member, and the AHSS PTE committee.

Recommendations and any other materials collected as part of the evaluation process at the department, College, and University levels must be added to the non-renewal file before being sent forward to the next level of review.

At the time that any written materials are added to the non-renewal file, copies of the added material must be sent to the faculty member who shall, upon receipt of these materials, have ten working days to respond in writing.

The President makes the final decision and notifies the appropriate parties.

14. *Procedures for Promotion*

All parties shall adhere to the published university, college, and unit policies and procedures for promotion, tenure, and evaluation. *Any exceptions to these procedures, including deadlines, must be negotiated in advance between the parties involved.*

Candidates from any department/division in the college may make applications for promotion. Procedures may vary slightly from department to department, but generally the following procedures, approved by the dean and the faculty, must be followed.

- A. The candidate shall submit his or her application to the department chair/head of the academic unit for review at the departmental level by the department's deadline, using the procedures developed by the department.
- B. By September 15, the department chair/head of unit shall submit a letter of intent to the chair of the College PTE committee. This letter of intent shall inform the College PTE committee of the candidate's name and requested action and list the composition of the departmental level committee designated to evaluate the candidate's qualifications for promotion. In case no evaluation committee is identified, the College PTE Committee, in consultation with the candidate, the department chair/head, and the dean shall name such a committee. Should fewer than three qualified faculty members be available from the department, the College PTE Committee, in consultation with the qualified faculty, the candidate, the chair/head, and the dean shall name additional qualified faculty.
- C. On or before October 15, the department PTE committee shall send the candidate's complete(d) application and its recommendation regarding the application to the department chair/head for review, evaluation and recommendation. The chair/head shall forward the portfolio with the original application materials and both departmental recommendations plus six copies of the portfolio to the Dean and the College PTE Committee no later than November 1.

After November 1, the addition of materials to the portfolio is limited by policy 352 (6.2 and 6.3).

- D. Upon receipt of the complete(d) portfolios, the College PTE committee will independently review, evaluate, and vote on each candidate's application for promotion and/or tenure. The College PTE committee will prepare a written evaluation of the application, including recommendations and an explanation of the basis for them, which will be included in the candidate's application. The evaluation shall include the committee's vote tally. The evaluation by the College PTE Committee shall be added to the original application for subsequent submission to the Provost/Vice President for Academic Affairs no later than January 1.
 - 1. As per the Provost's annual PTE guidelines, the candidate must, *only upon request*, make available supplemental materials, such as, for instance, reprints, offprints, syllabi, or any other materials that illustrate the candidate's achievements in teaching, research/creative activity, and service, *and are referred to in the Portfolio*.
 - 2. When supplemental materials are made available to the Dean and the College PTE committee, they must be presented under separate cover with a table of contents and pertain to accomplishments documented in the portfolio.

A simple majority vote of the entire College PTE Committee shall be sufficient to carry any motion or decision. Abstention from voting shall be left to the discretion of each committee member. Members of the college committee who have deliberated or voted on the promotion/tenure of a candidate at the department level shall recuse themselves from the deliberations and vote by the College PTE Committee. Likewise, members of the college

committee whose spouse or partner is a candidate for promotion/tenure shall recuse themselves from the deliberations and vote by the College PTE Committee.

Faculty members being considered for promotion may not serve on departmental or college PTE committees during the academic year they are under consideration.

A copy of the evaluation by the College PTE committee shall be sent to the dean, the chair/head of the academic unit and the candidate.

- E. Independent of and concurrent with the review being conducted by the College PTE committee, the College Dean shall review the application and prepare a separate written evaluation, including recommendations and an explanation of the basis for them, which will be included in the candidate's application for subsequent submission to the Provost/Vice President for Academic Affairs. A copy of the Dean's report shall be sent to the College PTE Committee, the chair/head of the academic unit, and the candidate.

The dean shall forward the original application, including both recommendations, to the Provost/Vice President for Academic Affairs no later than January 1.

- F. Recommendations and any other materials collected as part of the evaluation process at the department, college, and university levels must be added to the candidate's application before the application is sent forward to the next level of review. At the time that any written materials are added to the candidate's application, copies of the added material must be sent to the candidate and to all previous and subsequent points of evaluation. The candidate shall have fourteen calendar days to respond in writing to the additional materials.

All written materials submitted to the College PTE Committee will be subject to the North Dakota Open Records Act. The Committee will comply with the North Dakota Open Meetings Act and hold either open meetings (subject to the requirements for public notice and open roll call votes, and subject to attendance by members of the public) or executive sessions (subject to the right of a faculty member whose promotion will be considered during a particular session to request that meeting to be open).

- G. The candidate retains the option of withdrawing the application from consideration at any stage of the process.

- H. Administrative deadlines, procedures or requests for reconsideration, mediation, appeals and grievances may be found in the following policies:

350.1 Board Regulations on Academic Freedom and Tenure, Academic Appointments
(http://www.ndsu.edu/fileadmin/policy/350_1.pdf)

350.2 Board Regulations on Standing Committee on Faculty Rights; Special Review
(http://www.ndsu.edu/fileadmin/policy/350_2.pdf)

350.3 Board Regulations on Nonrenewal, Termination or Dismissal of Faculty
(http://www.ndsu.edu/fileadmin/policy/350_3.pdf)

350.4 Board Regulations on Hearings and Appeals
(http://www.ndsu.edu/fileadmin/policy/350_4.pdf)

350.5 Mediation (http://www.ndsu.edu/fileadmin/policy/350_5.pdf)

352 Promotion, Tenure and Evaluation (<http://www.ndsu.edu/fileadmin/policy/352.pdf>)

353 Grievances – Faculty (<http://www.ndsu.edu/fileadmin/policy/353.pdf>)

These policies include sections written in *italics* that specifically apply to NDSU.

15. *Tenure*

In most instances a probationary faculty member will be considered for promotion and tenure at the same time. The promotion standards described above, in the section Academic Promotion Standards, will be used to evaluate the candidate for promotion and tenure.

If a probationary faculty member is considered for tenure only (e.g., a person who is appointed to a position in the rank of Associate Professor or Professor, usually with tenure credit), the College PTE committee will evaluate whether the candidate has displayed and is likely to continue to display the characteristics associated with the academic rank of the appointment. In order to make such an evaluation the same standards and procedures should be used as those described for promotion to the appointed rank

16. *Early Promotion and Tenure and Extension of Probationary Period (See also Policy Manual Sections 350.1 and 352)*

Probationary faculty are normally eligible to apply for promotion to Associate Professor and tenure during their sixth year of continuous academic service at NDSU. Promotion and tenure decisions generally occur concomitantly.

FACULTY WITHOUT PREVIOUS, RELEVANT EXPERIENCE

For a faculty member without previous academic-relevant experience (first academic position), eligibility for tenure requires a probationary period of six years. Probationary faculty who have demonstrated *exceptional academic accomplishments* in teaching, research, and service may apply for early promotion (i.e. without a request for tenure) prior to the completion of the six years of the probationary period. Petitions for early promotion shall be initiated by department heads/chairs, and not by faculty members themselves.

FACULTY WITH PREVIOUS RELEVANT EXPERIENCE

Conversely, a faculty member with relevant professional/academic experience in teaching, research, and service may be given credit toward tenure and promotion when negotiated as a provision in his or her original hiring contract. There are two options:

1. Faculty with previous relevant experience may be given one to three years of credit (maximum allowed). They would then apply for promotion and tenure in the sixth year of academic service, (for example, given one year of credit, the promotion and tenure application would be due in the fifth year of service at NDSU; given three years, the application would be due in the third year of service at NDSU).
2. Faculty with previous relevant experience may be given the full six-year probationary period with the option of applying for promotion, or promotion and tenure, at any time following three years of academic service at NDSU.

In either option (1) or (2), failure to achieve tenure will lead to a terminal year contract.

EXTENSION OF PROBATIONARY PERIOD

At any time during the probationary period but prior to the sixth year (when the portfolio is due), a faculty member may request an extension of the probationary period not to exceed three years based on personal or family circumstances (See Policy 350.1, 3c and 352, 4.4). Faculty given promotion and tenure credit are eligible for this extension. The request must be in writing and will be reviewed and forwarded sequentially with recommendation by the chair/head, dean, and Provost/VPAA to the President who will approve or deny the request. Denial of an extension may be appealed pursuant to Policy 350.4.

EXTENSION OF PROBATIONARY PERIOD FOR CHILDBIRTH OR ADOPTION

A probationary faculty member who becomes the parent of a child or children by birth or adoption, prior to the year in which the portfolio is due, will automatically be granted a one-year extension of the probationary period. Written notification to the Provost/VPAA must be provided by the Department chair/head and the Dean of the college within one year of the event and prior to the year in which the portfolio is due. While NDSU supports the use of the extension, the probationary faculty member has the option at any time after the birth or adoption to return to the original schedule of review. Any additional extensions beyond the one year must be requested under the provisions of policy 350.1.3.c. Extensions due to childbirth or adoption may not exceed three years.

The grant of an extension does not increase the expectations for performance.

Approved by the faculty of the College of AHSS on December 1, 2011.

Approved by the Provost on

IV. Administrative Calendar of Deadlines

17. Administrative Calendar of Deadlines, College of Arts, Humanities and Social Sciences

<u>Deadline</u>	<u>Responsible Party</u>	<u>Task</u>
Jan 1	Dean	Dossiers for Promotion and Tenure due to Provost/VPAA
Feb 1	Chairs/Heads	Recommend to Dean renewal/non-renewal of 1st-year TT Faculty
Mar 1	Dean	Notices of non-renewal for 1st-year TT faculty due to Provost/VPAA
Mar 1	Chairs/Heads	Request permission to re-appoint lecturers beyond 6 years
Mar 1	Chairs/Heads	Notices of termination for 1st-year senior lecturers
Mar 1	Chairs/Heads	Recommend emeritus appointments to Dean
Mar 15	Chairs/Heads	Forward Faculty Activity Reports to Dean
Mar 15	Chairs/Heads	Forward merit evaluations to Dean
April 15	Dean	Recommends emeritus appointments to Provost/VPAA
April 15	Chairs/Heads	Recommend to Dean renewal/non-renewal of 3-4-5th year TT faculty
Apr 30	Dean	Notices of non-renewal for 3-4-5th year TT faculty due to Provost/VPAA
May 15	Chairs/Heads	Submit equipment requests to Dean for next academic year
June 30	Chairs/Heads	Departmental Annual Reports due to Dean
July 31	Dean	College Annual Report due to Provost/VPAA
Sept 15	Chairs/Heads	Forward list of candidates for promotion & tenure to PT&E Committee
Nov 1	Chairs/Heads	Forward dossiers of candidates for PTE to PT&E Comm & dean
Nov 15	Chairs/Heads	Recommend to Dean renewal/non-renewal of 2nd year TT faculty
Nov 30	Dean	Submit list of proposed new programs in the College to Provost/VPAA
Dec 1	Dean	Notices of non-renewal for 2nd year TT faculty due to Provost/VPAA
Dec 1	Chairs/Heads	Notices of termination for senior lecturers in 2nd or subsequent yrs

Chairs/Heads/Directors meet at 3:00 the first Wednesday of the month.

College committees will meet according to their members' schedules.

V. Procedures for Amending Handbook

18. Procedures for Amending AHSS Handbook for Faculty and Lecturers

Proposed changes should be submitted to the Policy and Planning Committee for distribution to the appropriate college committee four weeks prior to the final college meeting of the academic year to be added to the meeting agenda. Updates will be distributed to faculty at the beginning of the following academic year.