Policy *350.4* Version 1 *03/02/2015*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | 350.4 BOARD REGULATIONS ON HEARINGS AND APPEALS  |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
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| * Is this a federal or state mandate? [ ]  Yes [x]  No
* Describe change:
* to remove superfluous text (e.g. 350.4 section 1, 6, and 8);
* to address role of the hearing officer in deliberations (350.4 section 9); current policy does not address
* to revise reporting procedure of the SCoFR’s written report (350.4 section 11); Appropriate to have SCoFR forward its report to faculty member’s chair/head and request reconsideration if the Committee concluded the chair/head did not give the issue adequate consideration. Consistent with AAUP Statement on Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments.
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| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Robert K. Sylvester, PharmD, Chair Standing Committee on Faculty Rights
* Robert.Sylvester@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
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| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University
Policy Manual
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**SECTION 350.4
BOARD REGULATIONS ON HEARINGS AND APPEALS**

SOURCE: SBHE Policy Manual, Section 605.1, 605.2, 605.3, 605.4

1. A faculty member may request a hearing with the Standing Committee on Faculty Rights by filing a written notice, accompanied by a specification of the reasons or the grounds upon which the appeal is based, with the Committee chair or senior member of the Committee and the president. The institution shall have twenty calendar days from receipt by the president of the notice and specifications to file a response with the Committee Chair or senior member of the Committee and the faculty member.
2. The Committee shall appoint, at the expense of the institution according to institution procedures, a hearing officer with authority to conduct pre-hearing meetings, supervise exchange or collection of information, advise the Committee and preside over the hearing. The faculty member, the institution and their representatives shall comply with all reasonable directives and requests of the hearing officer appointed by the Committee. The institution shall provide necessary clerical support for the Committee, and upon request, for the hearing officer.
3. The Committee or the hearing officer shall hold a pre-hearing meeting or meetings in order to (a) simplify the issues, (b) effect stipulations of facts, (c) provide for the exchange of documentary or other information, or (d) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective, and expeditious. The faculty member, the institution and their representatives shall participate in pre-hearing meetings upon request and comply with the directives of the Committee or the hearing officer. *("Discovery" is defined as the exchange or collection of information.)* Discovery shall be informal and formal depositions or interrogatories for the purposes of discovery are not permitted, except with agreement of the parties.
4. The Committee or the hearing officer shall serve written notice of hearing on the faculty member and the president or their representatives at least twenty calendar days prior to the hearing.
5. The faculty member and the institution may stipulate to a decision on the basis of the written statements, in which case the Committee shall make its decision on that basis.
6. During the proceedings the institution and the faculty member are entitled to have an administrative or academic advisor and counsel of their choice and at their own expense. Proceedings concerning the appointment or removal of a faculty member may be closed, unless the faculty member requests that the proceedings be open, in which case the proceedings shall be open. Proceedings not concerning the appointment or removal of a faculty member, including proceedings concerning discipline not involving dismissal, shall be open.
7. A verbatim transcript of the hearing or hearings shall be made at the institution's expense and shall be accessible to both parties. A party shall be provided a copy of the record, or part of the record, upon request, at the institution's expense.
8. The findings of fact, conclusions and the decision shall be based solely on the evidence received by the Committee. In cases brought under NDSU Policy 350.3(4), the faculty member has the burden of persuasion to prove, by a preponderance of the evidence, that the action violated the faculty member's rights; in cases appealed pursuant to NDSU Policy 350.3(8) or (9), the burden of proof that grounds for the institution's action exist shall rest with the institution and be satisfied only by clear and convincing evidence in the record considered as a whole.
9. The Committee may admit any evidence which is of probative value in determining the issues or if the interests of justice will best be served by admitting the evidence. Every reasonable effort shall be made to obtain the most reliable evidence available. The Committee shall grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made. Deliberations by the Committee will be conducted without the hearing officer, although the hearing officer may be consulted by the Committee on procedural matters.
10. The faculty member shall be afforded an opportunity to obtain necessary witnesses and
documentary or other evidence. The institution shall cooperate with the Committee in securing witnesses and making available documentary and other evidence. The faculty member and the institution shall have the right to confront and cross-examine all witnesses. Testimony may be taken by deposition, including deposition by telephone, or witnesses may testify by telephone, facsimile, video or other electronic means, upon agreement of the parties or, absent an agreement, upon request of a party and determination by the Committee or hearing officer that such use does not substantially prejudice the rights of any party. Affidavits may be received into evidence upon stipulation of the parties.
11. The Committee shall generate a written report with its findings of fact, conclusions and recommendations, (collectively the “Committee’s Decision”). The Committee’s Decision shall be forwarded to the faculty member and the chair/head of the faculty member’s department. Within twenty calendar days after receipt of the Committee’s Decision, the chair/head of the faculty member’s department shall submit to the president a copy of the Committee’s Decision along with her/his written position either consenting to the Committee’s Decision or disputing the committee’s Decision. In drafting her/his response, the chair/head will consult with the department as she/he determines appropriate. After receipt of this material, the president shall make a decision and provide written notice of the decision, including findings of fact and reasons or conclusions based on the hearing record, to the Committee, the faculty member, the Provost, the appropriate dean and chair/head within twenty calendar days of receiving the report. Both the faculty member and the Committee may, within ten calendar days of the decision, submit a written response to the decision, to which the president may reply.
12. The decision of the president is final.

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HISTORY:
Replaces portions of Policy 605, SBHE Minutes April 25,1995, pg 6554.

Amended April 25, 1995

Amended March 1998

Amended February 2001

Amended August 2003

Amended December 2005