

# University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

The University Senate met at 3:30 p.m. in the Century Theatre with Dr. E. Berry presiding and the following senators present: D. Andersen, E. Ash, B. Bahrami, S. Bergeson, M. Boetel, U. Burghaus, X. Cai, J. Chapman, M. Christoffers, V. Clark Johnson, D. Comez, G. Cook, W. Dai, B. Duncan, D. Eiler, B. Fier, J. Garden-Robinson, J. Glower, R. Gordon, K. Grafton, C. Gross, H. Hatterman-Valenti, H. Hatterman-Valenti, A. Hirani, R. Johnson, K. Katti, T. Knoepfle, K. Koch, L. Langley, D. Li, A. Little, M. Mallett, S. Mallik, K. McCaul, D. Miller, E.J. Miller, R. O'Connor, V. Olson, C. Peterson, R. Pieri, B. Randall, J. Ransom, R. Rathge, D. Rider, T. Riley, N. Rogers, R.C. Schnell, J.W. Schroeder, D. Scott, S. Skauge, G. Smith, D. Sperl, W. Teder-Salejarvi, D. Terbizan, and D. Wittrock

Substitutions: W. Shreve for J. Coykendall, I. Justitz for M. Harvey and L. Peterson, and T. Sandvik for J. Garden-Robinson

## Previous Minutes

MOTION (D.Miller/Sperl): to approve the minutes of the April 16, 2007, meeting. MOTION TO APPROVE MINUTES PASSED WITH UNANIMOUS CONSENT.

## Consent Agenda

- A. Academic Affairs ([Attachment 1](#))
- B. General Education ([Attachment 2](#))
- C. Policy Coordinating Committee

For Information Only:

- 1) [Policy 503 - Receipting](#)
- 2) [Policy 516 – Travel – Non-Employees](#)
- 3) [Policy 701 – Telecommunications](#)
- 4) [Policy 707 – Access Control and Building Security](#)
- 5) [Policy 708 – Campus Maintenance and Service Requests](#)

MOTION (Cook/Comez): to approve the Consent Agenda as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

## General Announcements

A. *President Chapman:*

President Chapman reported the following legislative updates:

- The legislative budgeting process is complete and NDSU ended up within .25% of the Governor's recommended budget. HB1003 came in higher than requested because of one time funds for maintenance, etc.
- Minimum institutional salary increases of 2% or \$75 were approved, with the remaining amount of individual salary increase to be based on merit, with an average of 5%.
- Tuition will be capped at 5%.
- Significant funds were approved for deferred maintenance projects.

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- Each classroom on campus was assessed to make necessary upgrades, and facilities, in general, will be improved.
- Funding for the new Living Learning Center was approved.
- Funds for Minard Hall improvements were approved at \$4.5 million, and an additional \$500,000 will be secured.
- The plans for the new hazardous materials center are moving forward.
- Additional faculty and staff positions will be considered once enrollment is known.

## B. *University Senate President:*

President Berry reported the following:

- A town hall open forum series looking at race and the criminal justice system was introduced this past year. Additional open forums will be planned annually.
- The Celebration of Faculty Excellence ceremony is scheduled for May 9<sup>th</sup>.
- Commencement will be held on May 11<sup>th</sup>, 5 p.m., at the FargoDome. Participants should arrive no later than 4 p.m.

## **Committee Reports**

### A. *Academic Affairs:*

C. Hawley, chair, distributed an addendum for review and approval of late course additions and changes. MOTION (C. Peterson/Schroeder): to approve the courses listed on the Academic Affairs addendum. MOTION PASSED WITH UNANIMOUS CONSENT.

The Academic Affairs Committee has reviewed and established the following:

- 1) A change to the final examination schedule for 2007-2008 ([Attachment 3](#))
- 2) A protocol to review/record options/subplans on academic records ([Attachment 4](#))

One additional new course request was omitted from the addendum. MOTION (O'Connor/Pieri): to approve ME 476: Mechatronics as a new course. MOTION PASSED WITH UNANIMOUS CONSENT.

### B. *Policy Coordinating Committee:*

D. Terbizan presented the following policies for input.

- 1) *Policy 153 – Smoking Policy* ([Attachment 5](#))

MOTION (Cook/Rathge): to approve the Smoking Policy as presented.  
MOTION TO AMEND (D. Miller/Mallett): by striking line #6 from the policy.  
MOTION TO AMEND PASSED UNANIMOUSLY.

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MOTIONS TO AMEND (D. Miller/Mallett): to move #3 to after #5, and to strike from the definitions section the wording “*or other object giving off smoke*” and replace with “*or other paraphernalia for the purpose of smoking tobacco.*”

Discussion was held on the choice of words used and their meanings, as well as other objects that could give off smoke. MOTIONS TO AMEND CARRIED WITH A VOTE OF 34-20. The following senators or their substitutes vote yes: Andersen, Ash, Bahrami, Bergeson, Boetel, Burghaus, Cai, Christoffers, Dai, Gross, Hatterman-Valenti, Hirani, Katti, Knoepfle, Li, Mallik, E.J. Miller, O’Connor, Pieri, Rathge, Rider, Scott, Skauge, Terbizan, Grafton, C. Peterson, Smith, Eiler, Fier, Little, Mallett, D. Miller, and Sperl. The following senators or their substitutes voted no: Comez, Cook, Coykendall, Duncan, Garden-Robinson, Gordon, Harvey, Koch, Langley, Olson, L. Peterson, Randall, Ransom, Schroeder, Teder-Salejarvi, R. Johnson, McCaul, Riley, Wittrock, and Rogers. The following senators abstained: Schnell and Chapman.

Bergeson indicated that Staff Senate is not satisfied with the policy for a variety of reasons, and requested consideration of accommodations for smokers. There is strong sentiment by many that extension and agriculture should be exempt as well as leased properties on campus.

Rathge spoke about the data collection studies with which he has been involved across the region, and discussed how the health of the campus community ties in with the President’s theme of ‘Students are Paramount.’ He advocated that, as an educational community, NDSU should be at the forefront for developing policies related to health matters. It was reported that approximately 19 states and 42 campuses, including others in the state and region, already have established or are close to passing smoking policies.

Students expressed concern over how such a policy can be enforced for off-campus entities, borders of campus, etc. MOTION TO AMEND (Randall/D. Miller): to modify the last line in #1 to read “*Smoking is only permitted in designated areas on campus, the research extension centers, Newman Outdoor Field (where permitted), all leased land, and the private companies in the Research and Technology Park.*” Grafton spoke in support of exempting the research extension centers. MOTION TO AMEND CARRIED 30-24. The following senators or their substitutes vote yes: Andersen, Ash, Bergeson, Boetel, Burghaus, Cai, Christoffers, Comez, Coykendall, Dai, Gross, Katti, Koch, Langley, Li, Mallik, E.J. Miller, Olson, Pieri, Randall, Rider, Schroeder, Scott, Skauge, Teder-Salejarvi, Grafton, Fier, Little, Mallett, and D. Miller. The following senators or their substitutes voted no: Bahrami, Cook, Duncan, Garden-Robinson, Gordon, Harvey, Hatterman-Valenti, Hirani, Knoepfle, O’Connor, L. Peterson, Ransom, Rathge, Terbizan, Clark Johnson, R. Johnson, McCaul, C. Peterson, Riley, Smith, Wittrock, Eiler, Rogers, and Sperl. The following senators abstained: Glower, Schnell, and Chapman.

MOTION TO AMEND (Bergeson/ ): to strike the new #4 (formerly #5). A suggestion was made to simply strike the words ‘campus community.’ Discussion was held regarding the lack of punitive action and does the policy still

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have meaning. MOTION TO AMEND CARRIED 29-22. The following senators or their substitutes vote yes: Ash, Bergeson, Burghaus, Cai, Christoffers, Comez, Cook, Dai, Garden-Robinson, Gross, Hatterman-Valenti, Hirani, Langley, Li, Mallik, E.J. Miller, Olson, Pieri, Randall, Ransom, Rider, Skauge, Teder-Salejarvi, Grafton, Riley, Eiler, Little, Mallett, and D. Miller. The following senators or their substitutes voted no: Andersen, Bahrami, Boetel, Coykendall, Duncan, Gordon, Harvey, Katti, Knoepfle, O'Connor, L. Peterson, Rathge, Scott, Terbizan, Clark Johnson, R. Johnson, C. Peterson, Smith, Wittrock, Fier, Rogers, and Sperl. The following senators abstained: Glower, McCaul, Schnell, and Chapman.

MOTION (Sperl/Little): to refer policy back to a committee, to be formed by the President of University Senate, to consider the revisions suggested by the various senates. MOTION TO REFER CARRIED 45-8. The following senators or their substitutes vote yes: Andersen, Bahrami, Bergeson, Cai, Christoffers, Comez, Coykendall, Dai, Duncan, Garden-Robinson, Gordon, Gross, Harvey, Hatterman-Valenti, Hirani, Katti, Knoepfle, Langley, Li, Mallik, E.J. Miller, Olson, L. Peterson, Pieri, Randall, Rathge, Rider, Scott, Skauge, Teder-Salejarvi, Terbizan, Clark Johnson, Grafton, R. Johnson, C. Peterson, Smith, Wittrock, Schnell, Eiler, Fier, Little, Mallett, D. Miller, Roger, and Sperl. The following senators or their substitutes voted no: Ash, Boetel, Burghaus, Cook, Glower, O'Connor, Ransom, and McCaul. The following senator abstained: Chapman.

## 2) *Policy 333 – Class Attendance Policy and Procedure (Attachment 6)*

MOTION (Schnell/D. Miller): to approve the policy changes as presented. Schnell explained that this policy was expanded to facilitate the NCAA certification process and to clarify the policy. MOTION PASSED WITH UNANIMOUS CONSENT.

## 3) *Policy 713 – Records Retention (Attachment 7):*

MOTION (Cook/Eiler): to approve the policy changes as presented. MOTION PASSED WITH UNANIMOUS CONSENT.

## 4) *Policy 708 (revisited):*

MOTION (McCaul/Cook): to reconsider policy 708, which was approved in the Consent Agenda. Concern was raised in regard to science labs. MOTION TO RECONSIDER POLICY 708 PASSED UNANIMOUSLY. MOTION (McCaul/Sperl): to table Policy 708. MOTION TO TABLE POLICY 708 PASSED WITH UNANIMOUS CONSENT.

## C. *General Education:*

M. Christophers reported that the three courses on the general education report that were pending approval by Academic Affairs should now be considered approved as well.

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## D. *Council of College Faculties:*

T. Barnhardt will distribute his report via the faculty e-mail list.

## **Unfinished Business**

### A. *Policy 352: Promotion, Tenure and Evaluation – Review and Discussion (Attachment 8)*

J. Council, chair, presented an updated draft of Policy 352 for discussion purposes. Discussion ensued on the following:

- Section I.B.1.2: The practicality of having a collegiality agreement. Council explained that this is an aspirational goal rather than a rule, and that it is important to begin introducing the concept of behaving in a demeanor of professionalism and respect.
- Section III.C.3.3: The promotion and tenure guidelines in place at the time of hire or time of promotion.
- Section III.D.3.4: Whether one has to have a probationary period or if exceptions will be allowed. It was reported that early promotion is being considered, but early tenure is not on the table for discussion. This notion was contested.
- Section III.E.2 [3.5.2]: Credit for previous relevant experience was confirmed.
- Consideration for professional licensing, teaching, etc. was raised. It was reported that individual colleges could write in specific criteria that are higher than the minimum standards.
- The full probationary period (six year) period was confirmed. There is continuing discussion on the possibility of extending this period due to childbirth, adoption, etc.
- Questions arose regarding the hiring of administrators with tenure. While this is the norm within departments and colleges on campus, the SBHE does not permit presidents to have tenure.

Council reported that the policy draft will go to the PCC for input and consideration over the summer, and will come back for action by the Senate in the fall.

Schnell asked the Senate for feedback on how notifications for extension requests might be granted. Feedback is to be provided to J. Council.

### B. *Election of President Elect:*

Dogan Comez, Department of Mathematics, was elected President Elect for 2007-2008.

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## **New Business**

### A. Update on Constitution and Bylaws Changes:

Berry reported that changes are still being made and will be brought forward to the Senate at the first meeting of the fall. Some updates are housekeeping in nature and others are more substantial.

### B. University Senate meeting dates 2007-2008 were distributed at check-in and will be posted on the University Senate web site at [http://www.ndsu.edu/ndsu/deott/univ\\_senate/](http://www.ndsu.edu/ndsu/deott/univ_senate/).

### C. Outgoing President Berry passed the gavel to 2007-2008 Senate President Donna Terbizan. Schnell presented Berry with a plaque in recognition of his outstanding service to the University Senate and the NDSU community this past year.

## **Adjournment**

The meeting adjourned at 5:10 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.  
Secretary

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Attachment 1

## Academic Affairs Committee

### Approved Curricular Recommendations

<b>New Option</b>			
Family and Consumer Sciences Teacher Licensure Option, Master of Education in Family and Consumer Sciences Education			
<b>New Prefix</b>			
ARB (Arabic)			
<b>New Program</b>			
Construction Management, M.S.			
<b>Termination of Program</b>			
Construction Management (Undergraduate Minor)			
<b>New Courses</b>			
<b>Dept.</b>	<b>No.</b>	<b>Title</b>	<b>Crs.</b>
ARB	101	First-Year Arabic I	4
ARB	102	First-Year Arabic II	4
CM&E	380	Construction Estimating: Quantities and Costs	4
CSCI	758	Bioinformatics Data Mining	3
ENGL	325	Writing in the Health Professions	3
H&CE	773	Occupational Programs in Family and Consumer Science	3
H&CE	774	Teaching Family and Consumer Science with Technology	3
ME	476	Mechatronics	3
MICR	354	Scientific Writing	3
MUSC	100	Music Appreciation	3
MUSC	181	Applied Upper Strings	1
MUSC	182	Applied Lower Strings	1
MUSC	183	Applied Guitar	1
MUSC	281	Applied Upper Strings	1
MUSC	282	Applied Lower Strings	1
MUSC	283	Applied Guitar	1
MUSC	347	Piano Pedagogy I	2
MUSC	348	Piano Pedagogy II	2
MUSC	381	Applied Upper Strings	1
MUSC	382	Applied Lower Strings	1
MUSC	383	Applied Guitar	1
MUSC	481	Applied Upper Strings	1
MUSC	482	Applied Lower Strings	1
MUSC	483	Applied Guitar	1
MUSC	702	Graduate Theory Survey	2

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Attachment 1

SOIL	351	Soil Ecology					3
THEA/ MUSC	228	Development of Musical Theatre					3
<b>Course Deletions</b>							
MUSC	170	Elementary Applied Voice, Wind Instruments, Percussion					1
MUSC	171	Elementary Applied voice, Wind Instruments, Percussion					1
MUSC	172	Elementary Applied Voice, Wind Instruments, Percussion					1
MUSC	305	Women's Chorus					1
MUSC	310	Brass Ensemble					1
SOIL	321	Soil Management and Conservation					3
SOIL	339	Managing Soil Physical Properties Laboratory					1
SOIL	455	Soil Chemistry					3
<b>Changes in Course Number, Title, and Credits</b>							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
CSCI	122	Beginning BASIC/Visual BASIC (CNN)	3	CSCI	122	<i>Visual BASIC</i>	3
CSCI	172	Intermediate BASIC/Visual BASIC (CNN)	3	CSCI	172	<i>Intermediate Visual BASIC</i>	3
ECE	423/ 623	Digital Electronics	3	ECE	423/ 623	<i>VLSI Design</i>	3
H&CE	345	Extension Education	2	H&CE	<del>446/ 646</del>	Extension Education	2
H&CE	772	Curriculum Development in Family and Consumer Sciences	2	H&CE	772	Curriculum Development in Family and Consumer Sciences	3
MUSC	130	Elementary Harmony I	3	MUSC	130	<i>Theory and Analysis I</i>	3
MUSC	131	Elementary Harmony II	3	MUSC	131	<i>Theory and Analysis II</i>	3
MUSC	132	Elementary Ear Training I	1	MUSC	132	<i>Ear Training &amp; Sight Singing I</i>	1
MUSC	133	Elementary Ear Training II	1	MUSC	133	<i>Ear Training &amp; Sight Singing II</i>	1
MUSC	230	Advanced harmony I	3	MUSC	230	<i>Theory and Analysis III</i>	3
MUSC	231	Advanced Harmony II	3	MUSC	231	<i>Theory and Analysis IV</i>	3
MUSC	232	Advanced Ear Training I	1	MUSC	232	<i>Ear Training &amp; Sight Singing III</i>	1
MUSC	233	Advanced Ear Training II	1	MUSC	233	<i>Ear Training &amp; Sight Singing IV</i>	1
SOIL	333	Managing Soil Physical Properties	2	SOIL	<del>433/ 633</del>	<i>Soil Physics</i>	3
SOIL	410/ 610	Soil and the Environment	2	SOIL	410/ 610	<i>Soils and Land Use</i>	3
SOIL	480/ 680	Soil and Waste Disposal	2	SOIL	480/ 680	<i>Soils and Pollution</i>	3

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Attachment 1

<b>Cross-Listed Courses</b>				
<b>Dept.</b>	<b>No.</b>	<b>Title</b>	<b>Crs.</b>	<b>New Cross-Listed Department</b>
THEA	301	Musical theatre Troupe	1	MUSC 301

For Information only:

- Remove Human Performance and Fitness program restrictions from HNES 271 and HNES 272.
- HNES 365, HNES 368, HNES 465, and HNES 466 restricted to Athletic Training and Human Performance and Fitness

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Attachment 2

## Five Year Review of General Education Courses

### Approved General Education Recommendations

<b>Outcomes Key:</b>				
1. Communicate effectively in a variety of contexts and formats.		5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.		
2. Locate and use information for making appropriate personal and professional decisions.		6. Integrate knowledge and ideas in a coherent and meaningful manner.		
3. Comprehend the concepts and perspectives needed to function in national and international societies.		7. Comprehend the need for lifelong learning.		
4. Comprehend intrapersonal and interpersonal dynamics.				
Approval for New General Education Courses with Outcomes				
Course No.	Course Title	Categories	Recommended Outcomes	
ENGL 320	Business and Professional Writing	C	1, 6	
ENGL 325	Writing in the Health Professions	C	1, 6	
ENGL 357	Visual Culture and Language	C	1, 6	
ENGL 459	Research and Writing Grant Proposals	C	1, 6	
MICR 354	Scientific Writing	C	1, 6	
MUSC 100	Music Appreciation	A	6, 7	
Continued Approval for General Education with No Changes				
COMM 114	Human Communication	B	3, 4	
ECON 105	Elements of Economics	B, G	3, 6	
ECON 201	Principles of Microeconomics	B, G	3, 6	
ECON 202	Principles of Macroeconomics	B, G	3, 6	
GEOL 106	Earth Through Time	Sp, G	3, 5, 6	
GEOL 106L	Earth Through Time Lab	Sp, G	3, 5, 6	
HIST 135	Race in U.S. History	A, D	3, 6	
Continued Approval for General Education with Changes in Category/Outcomes				
Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
LA 322	History of Landscape Architecture	A	2, 3, 6	2, 6
PHIL 215	Contemporary Moral Issues	A, D	3, 6	3, 6

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## **Change: Final Examination Schedule 2007-2008**

Based on student and faculty feedback, a change in the final examination time has been made for the 2007-2008 academic year. More time has been requested between the last final examination time period on Friday (currently, 1-3 p.m.) and the time that graduating students are supposed to arrive at the FargoDome for commencement assembly (4 p.m.).

A short-term solution for the coming academic year was to reschedule the Friday, 1-3 p.m., examination time to 3:15-5:15 on Thursday. The two previously scheduled exam sessions on Wednesday and Thursday, 3:15-5:15, have been scheduled on the same day (Wednesday, 3:15-5:15 p.m.) to free up this Thursday time slot.

While four exam periods now exist during the day on Thursday, course times with a lower degree of frequency have been assigned to that day in order to minimize the number of students with four or more exams on the same day.

A longer-term strategy for final examination scheduling, and its relationship to commencement, is being studied.

## NORTH DAKOTA STATE UNIVERSITY - FARGO 2007-2008 FINAL EXAMINATION SCHEDULE

1. In February 2005, University Senate approved Student Government Resolution SR-10-05 to implement, on a permanent basis, a mandatory Dead Week. Dead Week allows for only one exam or quiz to be given, per course, 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 a laboratory is incorporated with a lecture, one-credit courses, block-taught courses, approval of students enrolled in a course, and quizzes that account for less than 5% of the students' overall grade. If a professor gives an exam during the last week of classes, he/she is expected to make some instructional use of the final examination time. The Dead Week policy is available at [www.ndsu.edu/ndsu/deott/schedule/fall2005/deadweek.pdf](http://www.ndsu.edu/ndsu/deott/schedule/fall2005/deadweek.pdf).

2. No student shall be obligated to take more than three (3) final examinations on the same calendar day. In the event that a student has four (4) 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.

3. Final exam times for downtown classes beginning on the half hour will be the same as main campus classes beginning at the previous full hour (e.g. 8:30 a.m. downtown = 8:00 a.m. on main campus).

4. *NOTE:* Classes scheduled MW, MTWF, MWRF, MF, or WF are to follow the MWF exam times.

### Fall 2007 Final Exam Schedule

Exam Date	Class Meeting Times	Exam Time
<b>December</b>		
10, M	9:30 a.m. - 10:45 a.m. Tu Th 1:00 p.m. - 1:50 p.m. M W F 12:30 p.m. - 1:45 p.m. Tu Th	8:00 a.m.-10:00 a.m. 10:30 a.m.-12:30 p.m. 1:00 p.m.-3:00 p.m.
11, Tu	10:00 a.m. - 10:50 a.m. M W F 4:00 p.m. - 4:50 p.m. M W F 2:00 p.m. - 3:15 p.m. Tu Th	8:00 a.m.-10:00 a.m. 10:30 a.m.-12:30 p.m. 1:00 p.m.-3:00 p.m.
12, W	9:00 a.m. - 9:50 a.m. M W F 3:30 p.m. - 4:45 p.m. Tu Th 8:00 a.m. - 8:50 a.m. M W F	8:00 a.m.-10:00 a.m. 10:30 a.m.-12:30 p.m. 1:00 p.m.-3:00 p.m.
13, Th	2:00 p.m. - 2:50 p.m. M W F 3:00 p.m. - 3:50 p.m. M W F 8:00 a.m. - 9:15 a.m. Tu Th 12:00 p.m. - 12:50 p.m. M W F	8:00 a.m.-10:00 a.m. 10:30 a.m.-12:30 p.m. 1:00 p.m.-3:00 p.m. 3:15 p.m. - 5:15 p.m.
14, F	11:00 a.m. - 11:50 a.m. M W F 11:00 a.m. - 12:15 p.m. Tu Th	8:00 a.m.-10:00 a.m. 10:30 a.m.-12:30 p.m.

### Combined Sections:

Exam Date	Class Meeting Times	Exam Time
<b>December</b>		
10, M	All ME 212 sections (CME Aud)	3:15 p.m. - 5:15 p.m.
10, M	All sections of MATH 101, 102, and 103 ( <i>Rooms for exams announced in class.</i> )	3:15 p.m. - 5:15 p.m.
11, Tu	All ME 223 sections (CME Aud)	3:15 p.m. - 5:15 p.m.
11, Tu	All sections of MATH 104, 105, 107, 146 and 147 ( <i>Rooms for exams announced in class.</i> )	3:15 p.m. - 5:15 p.m.
12, W	All ME 221 sections (CME Aud)	3:15 p.m. - 5:15 p.m.
12, W	All ME 222 sections (IACC 104)	3:15 p.m. - 5:15 p.m.

### Extended Day Courses:

Exam Date	Class Meeting Times	Exam Time
<b>December</b>		
10, M	Begin 5:00 or 5:30 p.m. M W	5:30 p.m.-7:30 p.m.
10, M	Begin 7:00 or 7:30 p.m. M W	8:00 p.m.-10:00 p.m.
11, Tu	Begin 5:00 or 5:30 p.m. Tu Th	5:30 p.m.-7:30 p.m.
11, Tu	Begin 7:00 or 7:30 p.m. Tu Th	8:00 p.m.-10:00 p.m.
12, W	Begin 6:00 or 6:30 p.m. M W	5:30 p.m.-7:30 p.m.
13, Th	Begin 6:00 or 6:30 p.m. Tu Th	5:30 p.m.-7:30 p.m.
10-13, M-Th	Classes that meet at 5:00 p.m. or later one day per week will have their final exams during the regular class time.	

### Spring 2008 Final Exam Schedule

Exam Date	Class Meeting Times	Exam Time
<b>May</b>		
5, M	12:30 p.m. - 1:45 p.m. Tu Th 2:00 p.m. - 3:15 p.m. Tu Th 9:30 a.m. - 10:45 a.m. Tu Th	8:00 a.m. -10:00 a.m. 10:30 a.m. - 12:30 p.m. 1:00 p.m. - 3:00 p.m.
6, Tu	1:00 p.m. - 1:50 p.m. M W F 4:00 p.m. - 4:50 p.m. M W F 10:00 a.m. - 10:50 a.m. M W F	8:00 a.m. - 10:00 a.m. 10:30 a.m. - 12:30 p.m. 1:00 p.m. - 3:00 p.m.
7, W	8:00 a.m. - 8:50 a.m. M W F 11:00 a.m. - 12:15 p.m. Tu Th 9:00 a.m. - 9:50 a.m. M W F	8:00 a.m. - 10:00 a.m. 10:30 a.m. - 12:30 p.m. 1:00 p.m. - 3:00 p.m.
8, Th	8:00 a.m. - 9:15 a.m. Tu Th 3:00 p.m. - 3:50 p.m. M W F 2:00 p.m. - 2:50 p.m. M W F 3:30 p.m. - 4:45 p.m. Tu Th	8:00 a.m.-10:00 a.m. 10:30 a.m.-12:30 p.m. 1:00 p.m.-3:00 p.m. 3:15 p.m. - 5:15 p.m.
9, F	11:00 a.m. - 11:50 a.m. M W F 12:00 p.m. - 12:50 p.m. M W F	8:00 a.m.-10:00 a.m. 10:30 a.m. - 12:30 p.m.

### Combined Sections:

Exam Date	Class Meeting Times	Exam Time
<b>May</b>		
5, M	All ME 212 sections (CME Aud)	3:15 p.m. - 5:15 p.m.
5, M	All sections of MATH 101, 102, and 103 ( <i>Rooms for exams announced in class.</i> )	3:15 p.m. - 5:15 p.m.
6, Tu	All ME 223 sections (CME Aud)	3:15 p.m. - 5:15 p.m.
6, Tu	All sections of MATH 104, 105, 107, 146 and 147 ( <i>Rooms for exams announced in class.</i> )	3:15 p.m. - 5:15 p.m.
7, W	All ME 221 sections (CME Aud)	3:15 p.m. - 5:15 p.m.
7, W	All ME 222 sections (IACC 104)	3:15 p.m. - 5:15 p.m.

### Extended Day Courses:

Exam Date	Class Meeting Times	Exam Time
<b>May</b>		
5, M	Begin 5 or 5:30 p.m. M W	5:30 p.m. - 7:30 p.m.
5, M	Begin 7 or 7:30 p.m. M W	8:00 p.m. - 10:00 p.m.
6, Tu	Begin 5 or 5:30 p.m. Tu Th	5:30 p.m. - 7:30 p.m.
6, Tu	Begin 7 or 7:30 p.m. Tu Th	8:00 p.m. - 10:00 p.m.
7, W	Begin 6 or 6:30 p.m. M W	5:30 p.m. - 7:30 p.m.
8, Th	Begin 6 or 6:30 p.m. Tu Th	5:30 p.m. - 7:30 p.m.
5-8, M-Th	Classes that meet at 5:00 p.m. or later one day per week will have their final exams during the regular class time.	

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Attachment 4

## **DRAFT: Establishing a Protocol to Review/Record Options/Subplans:**

***Purpose Statement:** Academic departments at NDSU have long established specializations within academic disciplines to meet the needs of professions and industry, as well as the interests of students. Historically, while options were published in curricular materials, including bulletins, they were not formally tracked or recorded in student academic records. With an increased interest by students and departments in displaying these specialized areas of study, as well as recording capabilities in the current student information system, the Academic Affairs Committee at NDSU is proposing guidelines and definitions regarding the posting of formal options.*

### **I) Definitions:**

An option (also referred to as a subplan=Campus Connection terminology) is defined as a prescribed grouping or menu of courses within a major program curriculum that is intended to provide students with a more specialized focus of study within the discipline.

- Formal Subplan/Option=Transcribed on student record; requires University Senate approval
- Informal Subplan =Not transcribed on student records; does not require Senate approval
- Graduate program curricular options must include a minimum of nine didactic credits that are unique from and may take the place of courses in a standard graduate curriculum.
- Undergraduate program curricular options must include a minimum of 12 unique credits from a standard curriculum.

*In this document, the term 'option' is used when referring to the curriculum or curricular requirements. The term 'subplan' is used when referring to functionalities in PeopleSoft.*

### **II) Review/Approval Process:**

According to NDSU Academic Affairs policy/procedures, options that are intended to be used for student tracking purposes and recorded with degrees on academic records must be reviewed and receive approval by the appropriate College Curriculum Committee and the University Academic Affairs Committee. If approved at these levels, options are placed on a University Senate agenda for final review/vote of approval.

Registration and Records will establish graduate-level subplans in the student information system, which have University Senate approval, upon department request.

#### *New and Existing Program Options:*

New program options as well as existing options that meet the requirements, but which do not yet have Senate approval, may be requested by submitting a memo to the college curriculum committee. If approved at these levels, they will be reviewed for approval by Academic Affairs and University Senate.

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## *Changes in Option Requirements, Title, Deletions, etc.:*

Once approved by University Senate, formal option curricular requirements may be revised via the annual Curriculum Revision and Update process/form.

Changes in titles of options and option deletions must be submitted for formal approval following the same protocol for new option approval. This will ensure that the appropriate changes may be recorded in the student information system.

## *Informal Options:*

While similar to options, less formalized cognates, specializations, tracks, areas of emphasis, and concentrations may be obtained through elective credits within a curriculum. However, unlike more formal options, these will not be recorded on academic record or tracked in Campus Connection.

These less formal cognates, tracks, specialized electives, etc. at the undergraduate level may be indicated on curriculum guides during the annual curriculum revisions and updates process. Curriculum revisions and updates, including the addition of informal tracks/elective areas as well as changes to *existing* formal options are reviewed by the College Curriculum Committee and Academic Affairs, but not University Senate.

Updates to existing graduate curricula, including options and tracks, etc., are reported to the Graduate School.

### **III) Student Declaration/Tracking:**

#### *Undergraduate Students:*

Departments that request subplans be recorded in the system must establish a business process to communicate to Registration and Records the appropriate subplan for undergraduate students prior to graduation. Students may also identify their option on the graduation audit request cards.

#### *Graduate Students:*

Graduate students who indicate on their application for admission an interest in a particular option may have these subplans entered by the Graduate School or at the point that their programs of study are approved.

Additional tracking, advising and reporting processes should be determined to make options and their curricular requirements known to students.

### **IV) Recording of Options:**

NDSU has the capability of building options (subplans) into the academic structure of its current student information system. With this capability, subplans *may* be recorded on official academic records.

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The Academic Affairs Committee recommends that the recording of options/subplans be limited to the academic transcript. An example of a degree recording on an academic transcript, including subplan information, is as follows:

Degree: Master of Science  
Confer Date: 2007-5-11  
Degree GPA: 3.92  
Plan: Child Development & Family Science  
SubPlan: Family Financial Planning

The Committee does not recommend printing options on the diploma due to limited diploma space, the purpose for and use of the diploma, the dynamic nature of options, and the ability to record subplans on transcripts/resumes.

**V) Limitation Recommendations:**

Options should be limited to major programs/plans of study, and are not intended for racking and recording options within minors.

**VI) Implementation Details and Timeline:**

Recording of approved subplans on PeopleSoft transcripts may begin in 2007-2008. Procedures will be developed during the summer of 2007.

**VII) State Board of Higher Education proposed language regarding subplans (Policy 409):**

*A subplan is a group of courses within an approved academic program which is identified in an institutional catalog. Subplans are either transcriptable or non-transcriptable. Transcriptable subplans include all options, specializations, emphases, and concentrations. A minimum of 12 undergraduate credit hours or 9 graduate credit hours is required for each transcriptable subplan. Completion of transcriptable subplan requirements may be indicated on a student transcript at the discretion of the institution. Non-transcriptable subplans include all other groups of courses used for student tracking and advisement purposes such as tracks and foci. Notations regarding non-transcriptable subplans never appear on a student transcript. Board approval is not required for a subplan.*

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## POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

### Section

153: Smoking Policy—Free Facilities

Establish new policy for smoking at NDSU. This policy would essentially prohibit all smoking on campus.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee - 2/23/07; 3/23/07; 4/30/07

Staff Senate -

University Senate –

Student Senate

President's Council -

3. This policy revision was originated by (individual, office or committee/organization):

Staff Senate

Ad Hoc Smoking Committee consisting of staff, faculty, and students both smokers and non-smokers.

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## SECTION 153: Smoking Policy

**Source: SBHE Policy Manual, Section 917**

### Philosophy:

North Dakota State University provides an atmosphere conducive to physical and mental well-being and supports the provision of services, including preventative programs, for a healthy and safe environment for its faculty, staff, students and visitors. To support this atmosphere, smoking is prohibited on all North Dakota State University property. North Dakota State University is a Smoke Free Campus. This policy applies to all faculty, staff, students, and visitors. The policy also applies to external individuals or companies renting space with NDSU and should be reflected in all agreements/contracts with such individuals and companies.

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## Definitions:

For the purpose of this policy, "smoking" means carrying or having in one's possession a lighted cigarette, cigar, pipe, or other object giving off smoke.

## Policy:

1. Smoking is prohibited in and on all North Dakota State University property, including but not limited to, residence halls, vehicles, buildings, enclosed structures, and property. This includes smoking in personal vehicle while on NDSU owned or leased property. Smoking is not permitted in outdoor arenas, parking lots, or other open-air outdoor facilities, including sidewalks.
2. Smoking is prohibited in all state owned or leased vehicles and motorized equipment, and any other vehicle.
- ~~3. Smoking is not permitted in outdoor arenas, parking lots, or other open-air outdoor facilities, including sidewalks.~~
- ~~4.3.~~ ——— Visitors to North Dakota State University are covered by this policy.
- ~~4.~~ The smoking policy-prohibition will not apply to specific activities used in connection with the practice of traditional spiritual or cultural activities ceremonies. All ceremonial use exceptions must be approved in advance by the Vice President for Student Affairs.
- ~~6.5.~~ Supervisors, resident hall directors, and the campus community are responsible for ensuring that employees, students, and visitors are made aware of this policy and that they comply with its requirements. Non-compliance with this policy may result in disciplinary action being taken through existing disciplinary procedures.
- ~~7.6.~~ The university encourages students, faculty, and staff to participate in a tobacco cessation program if trying to quit using tobacco. Students may participate in the NDSU Tobacco Cessation program in Student Health Service. Faculty and staff can contact their county health department for assistance in quitting tobacco products.

**HISTORY:** June 21, 1990, April 2006

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## POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

### Section

333: Class Attendance Policy and Procedure

Policy 333 is being enhanced with more specific policy and procedural language.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee - 4/30/07

Staff Senate -

University Senate -

President's Council -

3. This policy revision was originated by (individual, office or committee/organization):

Provost/VPAA

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### SECTION 333: CLASS ATTENDANCE POLICY AND PROCEDURE

SOURCE: NDSU University Senate Policy

#### 1. GENERAL PHILOSOPHY

- a. Attendance in classes is expected. Only the instructor can excuse a student from class or course responsibilities. ~~and may be required by the instructor.~~
- b. If class attendance is a component of the course grade, the instructor must clearly communicate this to the class in writing in the syllabus. ~~required, and will impact grading, it is the responsibility of the instructor to clearly communicate that policy to students.~~

#### 2. FACULTY RESPONSIBILITY

- a. Faculty must clearly inform students on the first day of class and in writing in the syllabus (1) of their policy regarding class absence and (2) policy, if any, for making up missed assignments. ~~It is recognized that sometimes an assignment is impossible to make-up.~~

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- b. Although faculty should exercise a fair and consistent standard for resolving questions of missed assignments, the type, extent, manner, and time frame of the make-up assignments shall be at the discretion of the instructor.

### 3. STUDENT RESPONSIBILITY

- a. Students are responsible for informing instructors of absences. If absences are known (e.g., university sanctioned activity), instructors shall be informed with written notification as far in advance as possible (preferably a two-week notice). Where advance notification is not possible (e.g., illness, family emergency, etc.), students should contact their instructor as soon as possible about the absence.
- b. When a student misses class for any reason, the student is expected to make arrangements with the instructor to follow the instructor's policy in making up any missed assignments, if permitted.

HISTORY: May 20, 1970; Amended December 12, 1977; April 1992; October 2004

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## POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

### Section: 713: Records Retention

The Records Retention Schedule in this policy is outdated and is being removed and placed on the Accounting website for ease in updating. This is also being done to comply with the OMB Risk Management Discount Program.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee – 9/22/06; 4/30/07

University Senate -

Staff Senate -

President's Council -

3. This policy revision was originated by (individual, office or committee/organization):

University Police & Safety Office  
Internal Auditor

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## SECTION 713: RECORDS RETENTION

SOURCE: NDSU ~~Policy Manual~~ President

1. ~~The records retention period is the length of time records must be retained. NDSU will retain ~~A a~~ State Board of Higher Education approved Records Retention Schedule.~~
2. ~~The Records Retention Schedule specifies the criteria for the management of active records, provides for the systematic transfer of inactive records from the active storage areas to inactive storage areas, specifies the length of time records need to be maintained, and establishes the proper destruction method for those obsolete records, appears in this section, and in most instances, applies only to central administration as the primary or official record holder of the University. Some University departments,~~

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~~however, may have federal or other agency records retention requirements to meet. Records may also be maintained to document policies and procedures, and for reference or archival value, etc.~~

## 2.1

The “Instructions for Completing Records Disposal Request” and the “Records Disposal Request Form” are included in the Records Retention Schedule. The schedule is located at <http://www.ndsu.nodak.edu/accounting/>.

## 1.1

3. Generally if a department is not a primary or official record holder, records need only be retained for departmental operating purposes. Records may also be maintained to document policies and procedures, and for reference or archival value, etc.

## 1.2

4. Decisions on what to retain and for how long should take into account the legal, audit, administrative, fiscal, and historical considerations, as well as state and federal laws, affecting the record.

## 1.3

5. To assure compliance with all regulatory agencies as well as the ~~Records~~ ~~Retention~~ Schedule, the internal auditor of the University may be contacted regarding either the retention or disposition of records.

## 6.

~~2. Following is a brevity code list to assist in the interpretation of the Records Retention Schedule.~~

~~ACFR After Current Fiscal Year~~

~~ACYR Academic Year~~

~~CRYR Current fiscal year (July 1—June 30)~~

~~CY Calendar year (January 1—December 31)~~

~~FY Fiscal year (July 1—June 30)~~

~~FYE Fiscal year end (June 30)~~

~~NDRC# North Dakota Record Control Number~~

~~PR Permanent record~~

~~YR Year~~

~~UA Until audited~~

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3.

~~The Records Retention Schedule consists of the active period of the record (time retained in the office) and the inactive period (time retained in a records center or other off-site storage).~~

~~32.1~~

~~The "Current Area" column of the Records Retention Schedule refers to the active period of the record. It is generally assumed that records will be retained in the office until they have been audited.~~

~~32.2~~

~~The "Total Retention" column of the Records Retention Schedule refers to the inactive period of the record. After audit, the records may then be stored off-site or microfilmed or microfiched for the remainder of the retention period.~~

~~4. Reports not specifically listed on the Records Retention Schedule have been designated as management information documents and retention is at the option of the user.~~

## RECORDS RETENTION SCHEDULE

RECORD DESCRIPTION	CUT OFF	CURRENT AREA	RETENTION	REMARKS
Abstract Certificate, Abstract Summary, & Misc. Claim	FY	CRYR+1 or UA	UA	UASGL500
Abstracts, Land Titles, & Related Communications	—FY	PR	PR	-
Accounts Receivable Aging (FYE Run)	—FY	FY UA	—UA	UASAR620
Accounts Receivable Charge & Credit Memo	FY	CRYR+1 or UA	3-ACFR	-
Accounts Receivable Journal	FY	CRYR+1 or UA	3-ACFR	UASAR540 NDRC# 011808
Accounts Receivable Subsidiary Ledger	FY	CRYR+1 or UA	3-ACFY	FYE-Run NDRC# 011807, 011802
Administrative Organization & Operation Manual	FY	PR	PR	-

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Annual Budget	-	-	PR	
Annual Expenditure Statement of TCC Activity	FY	FY+1	UA	UASGL825
Annual Federal Reports	FY	CRYR+2	3-years	-
Annual Financial Report Working Papers	FY	CRYR+1 or UA	UA	-
Annual Revenue Statement of TCC Activity	FY	FY+1	UA	UASGL820
Annuity Deduction Reports	FY	CRYR+1 or UA	4-years	UASPP520
Audit Listing of Inventory Documents	FY	CRYR	UA	UASPC510
Audit Reports	FY	PR	PR	-
Bank Statements	FY	CRYR+2	4-years	NDRC# 010606 -
Board of Higher Education Correspondence Files	FY	PR	PR	-
Bond Indentures	FY	PR	PR	-
Budget Control Statements	FY	CRYR+2	4-years	-
Cancellation Roster	FY	CRYR+2 or UA	3-years	UASSL580
Cancelled Bonds & Coupons	FY	CRYR+2	2-years	-
Cash Disbursements Journal	FY	CRYR+1 or UA	3-years	UASAP570
Cash Management Report	FY	CRYR+1 or UA	3-ACFY	UASGL510 NDRC# 011002
Certificates of Deposit, Stocks, Bonds, other Investments	FY	Until cashed & audited	-	-
Check Reconciliation	FY	CRYR+1 or UA	3-ACFY	UASCR500 NDRC# 010602, 010603, 010604

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Check Register (Accounts Payable)	FY	CRYR+1 or UA	4 years	UASPP560 NDRC# 010605
Check Register (Payroll)	FY	CRYR+1 or UA	4 years	UASAP630
Checks (negotiated & voided)	FY	CRYR+1 or UA	4 years	NDRC# 010607, 061608
Daily Cash Sheets	FY	CRYR+1 or UA	3 ACYR	NDRC# 010502
Deferment Roster	FY	CRYR+2 or UA	3 years	UASSL570
Delinquent Roster	FY	CRYR+2 or UA	3 years	UASSL590
Departmental Leave Report	FY	CRYR+1	UA	UASPP565
Deposit Slips	FY	CRYR+1 or UA	4 years	-
Dunbar Bond Register	-	PR	PR	-
Earned Income Credit Report	CY	CRYR+3	4 years	UASPP655
Electronic Fund Transfer/Loan Disbursal Receipting Process	FY	CRYR+1 UA	3 ACFY	NDRC# 012502
Facilities Reports	FY	CRYR+3	3 years	-
Federal Retirement Report	FY	CRYR+1	UA	UASPP555
Fee Billing General Ledger Posting Transaction Summary (1)	FY	CRYR+1 or UA	UA	UASFB520
Financial Aid Refund/Repayment Notice	FY	CRYR+1 or UA	3 ACFY	NDRC# 012401
Fixed Asset Inventory Document	FY	CRYR+1	2 years	-
Flexible Benefits Request Reim.	FY	CR	4 years	
Fringe Benefit Distribution	FY	CRYR+1 or	UA	UASPP501

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## UA

Fund Cash Transfer by Fund (FYE Run)	FY	FY+1 or UA	3 ACFY	UASGL660 NDRC# 012501
Fund Group Balance Sheet	FY	FY+1	UA	UASGL810
Fund Transaction Report	FY	CRYR+1 or UA	3 ACFY	NDRC# 011001
Future Transactions Report	-	Current Month+11 months	1 year	UASGL530
General Journal, Interdepartmental Billing Journal	FY	CRYR+1 or UA	UA	UASGL730
General Ledger Transaction Report	FY	CRYR	CRYR	UASGL650
Grant Documents & Related Info.	FY	CRYR+2	3 years after grant	-
Great Western Life Report	FY	CRYR+1	UA	UASPP665
Group Insurance Reports	FY	CRYR+1	UA	UASPP530
Hiring Transaction File for Non-banded Staff	FY	-	3 years	NDRC# 600201
Housing Deposit Report (FYE Run)	FY	CRYR+1 or UA	UA	UHSBI550
Interdepartmental Billing	FY	CRYR+1 or UA	4 years	NDRC# 011804
Inter-Office Correspondence Reports	FY	CRYR+2	2 years	-
Inventory Additions Report	FY	CRYR+1 or UA	UA	UASFA530
Inventory Changes Report	FY	CRYR+1 or UA	UA	UASFA540
Inventory Deletions Report	FY	CRYR+1 or UA	UA	UASFA550
Inventory Lists	FY	CRYR+1 or UA	4 years	UASFA510

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Investment Record Book	-	Until cashed & audited	-	-
Insurance Policies	FY	CRYR+2	2 years	-
Insurance Reports	FY	CRYR+1 or UA	3 years	UASFA520
I-9 Form Bank Remittance Report	FY	CRYR+1	4 years	UASPP585
Job Application	FY	3 years		
Journal Entry	FY	CRYR+1 or UA	4 years	NDRC# 011301
Leave Report	FY	CRYR+1 or UA	4 years	
Medical Waivers	FY	CRYR+1 or UA	3 ACFY	NDRC# 012202
Microfilm of Checks Received & Deposited	FY	PR	PR	-
Misc. Deduction Reports	FY	CRYR+1 or UA	UA	UASPP515
Motor Vehicle Registrations	CY	Until Traded	-	-
New Construction & Major Improvements; Blue Prints, Specifications, Contracts & Related Correspondence	FY	PR	PR	-
Parent Plus Loan Information Sheets	FY	CRYR+1 or UA	3 ACFY	NDRC# 012201
Payment Allocation to Account File (1)	FY	CRYR+1 or UA	UA	UASFB510
Payroll Abstract	FY	CRYR+1 or UA	UA	UASPP562
Payroll Budget	-	-	PR	
Payroll Files	FY	3 years	PR	
Payroll Register	FY	CRYR+1 or UA	4 years	UASPP525
Personnel Files	FY	3 years	PR	3 years after term

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Physical Inventory Count Records	FY	CRYR+1 or UA	3 ACFY	NDRC# 011201
Position Transaction File	FY	3 years		
Posted Transactions Journal	-	Current Month + 11 months	1 year	UASGL540
Purchase Order	FY	CRYR+1 or UA	Current Yr + 4	NDRC# 011503
Purchase Order Cancellation	FY	CRYR	1 year	-
Purchase Requisition	FY	CRYR+1 or UA	4 years	-
Quarterly TFFR Report	FY	CRYR+1	UA	UASPP663
Quarterly TIRF Report	FY	CRYR+1	UA	UASPP662
Quarterly Unemployment Compensation Report	FY	CRYR+1	4 years	UASPP830
Quarterly W/H Report	FY	CRYR+1	4 years	UASPP615
Receipted Checks	FY	CRYR+1 or UA	3 ACFY	NDRC# 010611
Receipt Register (monthly)	FY	CRYR+1 or UA	3 ACFY	UASRC500 NDRC# 0118060
Receiving Report	FY	CRYR+1 or UA	4 years	A/P copy
Repair Orders for Physical Plant	FY	CRYR+1 or UA	3 ACFY	NDRC# 800307
Repayment Schedules Grace Period Ending Letter, Initial Billing Letters	FY	CRYR+1 or UA	UA	UASSL540
Request for Payment (Departmental Input)	FY	CRYR+1 or UA	4 years	NDRC# 011504
Return Items	FY	CRYR+1 or UA	Upon Resolution	NDRC# 010610
Revenue & Expense Statement (FYE Run)	FY	FY + 1 or UA	UA	UASGL560
Revenue & Expense	FY	FY + 1 or UA	UA	UASGL565

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## Statement by Dept. (FYE Run)

Salary Distribution by Department	FY	CRYR+1 or UA	UA	UASPP500
Salary Distribution by Fund	FY	CRYR+1 or UA	UA	UASPP502
Schedule of Cash & Investments	FY	CRYR+1 or UA	3-ACFY	UASGL760 NDRC# 011003
State Retirement Adjustment Report	FY	CRYR+1	UA	UASPP552
State Retirement Report	FY	CRYR+1	UA	UASPP550
Statement of Changes	FY	FY+1	UA	UASGL840
Statement of Current Expense	FY	FY+1	UA	UASGL830
Student Employment Transaction Report	FY	CRYR+1	UA	UASPP597
Student Loan Ledger (FYE Run)	FY	CRYR+1 or UA	PR	UASSL520
Supply Order Forms	FY	CRYR+1 or UA	3-ACFY	NDRC# 800306
TFFR Report	FY	CRYR+1	UA	UASPP546
Third Party Billings	FY	CRYR+1 or UA	3-ACFY	NDRC# 011809
TIAA Adjustment Report	FY	CRYR+1	UA	UASPP542
TIAA Report	FY	CRYR+1	UA	UASPP540
Time Card	FY	CRYR+3 years	4 years	
Timeclock Appt. (Form 102)	FY	CRYA+3 years	4 years	
TIRF Report	FY	CRYR+1	UA	UASPP545
Travel Authorization	FY	CRYR+1 or UA	4 years	-
Travel Vouchers	FY	CRYR+1 or UA	4 years	-

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		UA		
Trial Balance (FYE Run)	FY	CRYR+1 or UA	PR	UASGL550
Tuition/Fee Receivable Account File Update (1)	FY	CRYR+1 or UA	UA	UASFB500
Tuition Fee Receivable Ledger (1)	FY	CRYR+1 or UA	UA	UASFB540
Vacation Liability Report	FY	CRYR+1 or UA	UA	UASPP850
Vendor Invoice/Credit Memo	FY	CRYR+1 or UA	4 years	-
Work Requests for Physical Plant	FY	CRYR+1 or UA	3-ACFY	NDRC# 800308
Work Study Trans. Report	FY	CRYR+1 or UA	UA	UASPP598
Workmen's Comp. Alpha List	FY	CRYR+1	UA	UASPP635
Workmen's Comp. Summary By Class	FY	CRYR+1	UA	UASPP636
W-2 Alpha List	CY	CRYR+3	4 years	UASPP820
W-4	FY	CR	4 years	
W-4E Exemption Report	CY	CR	CR	UASSP660
Year to Date General Ledger Report	FY	PR	PR	UASGL860
(1) Submit run at fiscal year end for each term within the fiscal year.				
1099 Reports	CY	CRYR+4	5 years	UASAP600

-

## RECORDS RETENTION SCHEDULE PURGE AND ARCHIVE

DATA-BASE FILES	CUT OFF	PURGE SCHEDULE	-ACTIVE DISK-MIN.	-ACTIVE DISK- DESIRED	TOTAL RETENTION	REMARKS
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Accounts Receivable Transaction	-	June	6 months	12 months	3 years	
Check Reconciliation	-	Feb/Aug	6 months	12 months	3 years	
Fee Account	FY & Term	June	ACYR	ACYR	3 years	all individual bal.=0
Fee Billing	FY & Term	June	ACYR	ACYR	3 years	
Fixed Assets	-	October	15 months	15 months	3 years	
General Ledger Account	FY	after 10/1	3yr+CRYR	5yr+CRYR	5 years	
General Ledger Object	FY	after 10/1	3yr+CRYR	5yr+CRYR	5 years	
Housing	-	after summer session	current term	Academic year		
Inst. Depend. History	-	after 10/1	3yr+CRYR	5yr+CRYR	5 years	
Inst. Indep. (BHE)	-	-	-	-	-	Never purge
Invoice	-	Feb/Aug	6 months	12 months	3 years	
Loan Program	-	-	-	-	-	Never Purge
Loan Transaction	-	January	18 months	18 months	3 years	
Name & Address	-	if active record				
Pay Period History	CY	November	CRYR+1	CRYR+1 CRYR+3		
Pay Record	CY	November	CRYR+1	CRYR+1		
Payroll Transaction	CY	November	CRYR+1	CRYR+1 CRYR+3		

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## History

Personnel	CY	November	<del>CRYR+1</del>	<del>CRYR+1</del> <del>CRYR+3</del>	
Position	FY	August	<del>CRYR+1</del>	<del>CRYR+1</del>	3-years
Position Budget Change	-	August	-	-	3-years
Position Change	-	-	-	-	3-years
Posting Transaction	FY	after 10/1	3-months	<del>12-months</del>	5-years
Purchase Order	-	Feb/Aug	6-months	<del>12-months</del>	3-years
Purchase Order Line Item	-	Feb/Aug	6-months	<del>12-months</del>	3-years
Receipts	-	Feb/Aug	6-months	<del>12-months</del>	3-years
Student Loan Master	-	January	18-months	<del>18-months</del>	3-years

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Ad hoc committee to revise NDSU PTE Criteria: James R. Council (Chair), Joel Hektner, Ineke Justitz, Seth Rasmussen, David Rogers, Herbert Snyder, Charlene Wolf-Hall, Marjorie McCullagh

## **SECTION 352: PROMOTION, TENURE, and EVALUATION (Revised, 4/07)** *(Further revisions based on feedback from Senate Exec Committee, 4/23/07)* *(Final revisions from 352 Revision Committee, 4/25/07)*

**SOURCE:** NDSU President & NDSU University Senate

*Additions are underlined, deletions are struck out, moved text is noted.*

*Further revisions indicated in **bold**, notes in italics.*

*Final revisions in Arial font.*

*Also note: revised indexing in Arial font. Original in brackets.*

### I. [1.] INTRODUCTION

#### A. [1.1 ]

The promoting of faculty and awarding of tenure, and the prerequisite processes of evaluation and review, are of fundamental importance to the long-term ability of the University to carry out its mission. Promotion recognizes the quality of a faculty member's scholarship and contributions in the areas of teaching, research, and service. Promotion acknowledges that the faculty member's contribution to the university is of increasing value. Tenure assures academic freedom and enhances economic security for faculty members who show promise of sustained contributions in those three areas. Tenure aims to both recognize a candidate's potential long-term value to the institution as evidenced by professional performance and growth and to provide the expectation of continued employment. The decision to award tenure rests on criteria that reflect the potential long-term contribution of the faculty member to the purposes, priorities, and resources of the institution, unit, and program. Due to the emphasis on institutional purposes and priorities, tenure recommendations should be reviewed at department, college, and university levels.

#### B. [1.2 ]

From the University's mission flows the expectation that each faculty member will make contributions of high quality to the areas of teaching, research, and service. "Teaching" includes all forms of instruction both on- and off-campus. "Research" includes basic and applied research and other creative activities. "Service" includes public service, service to the University, college, and department, and service to the profession. Because of the University's mission, the quality and quantity of contributions in all three areas will be considered at the times of promotion and tenure. But, because of variations among faculty in strengths and/or responsibilities, faculty members are not expected to exhibit equal levels of accomplishment in all areas. Moreover, disciplines will vary with respect to the kinds of evidence produced in support of quality of contributions. With the individual autonomy derived from academic freedom and tenure comes

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the responsibility to create and/or maintain an ethical, respectful, and ethical, and professional work climate for oneself, one's colleagues, one's students, and others with whom one relates professionally. Faculty members' achievements in teaching, research, and service will be enhanced by maintaining positive relationships with their constituency.

*It was felt that the last sentence weakened the intent of the professionalism clause.*

## C. [1.3]

The policies and standards of each college should be congruent with the University's mission and its policies on promotion and tenure, and also should reflect the college's unique expectations of its faculty members. The policies and standards of academic units within each college should be consistent with the missions of the University and college and their policies on promotion and tenure, and also should designate evidence of how faculty in the academic unit meet the expectations of the college and University.

## II. [2.] UNIVERSITY PROMOTION, TENURE, POST-TENURE, AND EVALUATION: CRITERIA AND EVIDENCE

### A. [2.1]

Promotion and granting tenure are not automatic ~~and no formulas apply~~. In addition to contributions in the areas of teaching, research, and service, consideration may be given to factors such as professional background, experience, and time in rank.

### B. [2.2]

The evaluation of a candidate's performance shall be based on the individual's assigned responsibilities in teaching, research, and service, on- or off-campus, in regional, national, or international areas. Judgments will be based on evidence of both the quality and significance of the candidate's work. *[was part of 2.3]*

**[note: We have sorted out criteria that were listed in section 2.3 into teaching, research, and service categories.]**

### 1. [2.2.1] TEACHING

#### a. CRITERIA

In the areas of teaching, ~~research, and service~~ (as defined above), the following criteria ~~will serve as general standards for~~ **apply to** evaluation of contributions by a candidate for promotion, tenure, and post-tenure review; *[was 2.2]*

*The EC preferred "criteria" to "general standards."*

#### i. [2.2.1.1]

the effective delivery of instruction to and the stimulation of learning by students and/or clients;

#### ii. [2.2.1.2]

the continuous improvement of courses or instructional programs;

#### iii. [2.2.1.3]

the effective advising and mentoring of undergraduate and/or graduate students.

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## b. [2.2.2 TEACHING:] EVIDENCE

A candidate demonstrates quality of teaching (encompassing both instruction and advising) by providing ~~evidence of the following~~: evidence and information from multiple sources such as: *[was part of 2.2.1 and 2.3]*

### i. [2.2.2.1]

the receipt of awards or special recognition including certification or licensing for teaching; *[was part of 2.3.1]*

### ii [2.2.2.2]

peer, student, and client evaluation of course materials, ~~of expertise,~~ and ability to communicate knowledge, ~~and of respect for students and receptivity to their questions and concerns in all instructional settings;~~ *[was 2.3.5]*

### iii. [2.2.2.3]

peer evaluation ~~of course content and design, of teaching methods, and~~ of an individual's contribution to the improvement of instructional programs through the development and/or implementation of new courses, curricula or innovative teaching methods; *[was 2.3.6]*

### iv. [2.2.2.4]

the dissemination of best practices in teaching;

### v. [2.2.2.5]

evaluation by advisees of the quality of graduate and undergraduate advising. *[was 2.3.8]*  
*2.3.7*

~~peer evaluation of the development or implementation of innovative courseware tools that support technology enhanced learning;~~

## 2. [2.2.3] RESEARCH:

### a. CRITERIA

In the areas of ~~teaching, research and creative activities and service~~ (as defined above), the following criteria ~~apply will serve as general standards for~~ **to** evaluation of contributions by a candidate for promotion, tenure, and post-tenure review: *[was 2.2]*

### i. [2.2.3.1]

~~furthering of or original~~ contributions to knowledge, either by discovery or application, resulting from the candidate's research, and/or *[was 2.2.2.2.]*

### ii. [2.2.3.2.]

creative activities and productions that are related to the candidate's discipline. *[was 2.2.2.3]*

### b. [2.2.4 RESEARCH:] EVIDENCE

A candidate demonstrates quality of research by providing ~~evidence of the following~~: evidence of completed original work (i.e., published/in press, exhibited, or funded) from multiple sources such as: *[was part of 2.2.2 and 2.3]*

### i. [2.2.4.1]

presentation of scholarly or professional papers, and publication of books or articles; *[was 2.3.2]*

### ii. [2.2.4.2]

juried or invited presentations or productions in the theater, music, or visual arts, ~~of shows, music or fine art,~~ design, and architecture; *[was 2.3.3]*

### iii. [2.2.4.3]

the development and public release of new products or varieties, research techniques, copyrights, and patents or other intellectual property; *[was 2.3.4]*

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## iv. [2.2.4.4 ]

peer evaluation of research by colleagues from an individual's discipline or area of expertise; *[was 2.3.9]*

## v. [2.2.4.5]

the receipt of awards or special recognition for research; *[was part of 2.3.1]*

## vi. [2.2.4.6]

the receipt of grants or other competitive awards.

## 3. [2.2.5] SERVICE

### a. CRITERIA

In the areas of ~~teaching, research, and service~~ (as defined above), the following criteria **apply to** ~~will serve as general standards for~~ evaluation of contributions by a candidate for promotion, tenure, and post-tenure review; *[was 2.2]*

#### i. [2.2.5.1]

contributions to the welfare of the department, college, university, or profession, and/or *[was 2.2.3.1]*

#### ii [2.2.5.2]

contributions to the public that make use of the faculty member's academic or professional expertise. *[was 2.2.3.2]*

### b. [2.2.6]: EVIDENCE

A candidate demonstrates quality of service by providing ~~evidence of the following:~~ evidence and information from multiple sources such as: *[was part of 2.2.3 and 2.3]*

#### i. [2.2.6.1]

the receipt of awards or special recognition for service; *[was 2.3.1]*

#### ii. [2.2.6.2]

evaluation of an individual's service contributions by peers, administrators, and constituents; *[was 2.3.10]*

#### iii. [2.2.6.3]

active participation in and leadership of societies which have as their primary objective the furtherance of scholarly or professional interests or achievements; *[was 2.3.11]*

#### iv. [2.2.6.4]

active participation and leadership in University governance and programs at the department, college, university, and system levels; *[was 2.3.12]*

#### v. [2.2.6.5]

effective management or improvement of administrative procedures or programs; ~~for example, by producing accreditation reports and/or applications;~~ *[was 2.3.13]*

#### vi. [2.2.6.7]

contributions to knowledge as editors of scholarly publications, or service on editorial boards, juries, or panels;

**2.2.6.8 contributing to the operation of state or federal agencies.**

## 2.3 *[was 2.4]*

The foregoing lists ~~are~~ is not exhaustive, and other forms of information and evidence might be produced in support of the quality and significance of the candidate's work. The mission statements and specific promotion and tenure criteria of the individual academic units are

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important in defining the appropriate forms of evidence in the context of the candidate's discipline and distribution of responsibilities.

### III. COLLEGE AND DEPARTMENTAL PROMOTION, TENURE, POST-TENURE, AND EVALUATION CRITERIA

#### A. [3.1.]

Each academic unit is responsible for refining the University promotion, tenure, post-tenure, and evaluation criteria and applying those criteria within the special context of the unit. Thus, each academic unit will develop specific promotion, tenure, post-tenure, and evaluation criteria and designate the types of evidence to be used for evaluation of progress toward tenure, for renewal, promotion, and tenure decisions, and for post-tenure review. Within the framework of the University's promotion and tenure criteria, each academic unit shall specify the relative emphasis on teaching, research, and service, and the extent to which a faculty member's assigned responsibilities can be allocated among teaching, research, and service.

#### B. [3.2 ]

A statement of promotion, tenure, post-tenure, and evaluation criteria specific to each college shall be developed by the Promotion, Tenure, and Evaluation (PTE) committee of the college in consultation with the Dean and approved by the faculty of the college. The faculty of each department shall also develop a statement of criteria for promotion, tenure, post-tenure, and evaluation that shall be reviewed and approved by the college PTE committee and the Dean to assure consistency with the college promotion, tenure, post-tenure, and evaluation criteria. The college and departmental statements, and any subsequent changes, shall be reviewed and approved by the Provost/Vice President for Academic Affairs (Provost/VPAA) to assure consistency with University and State Board of Higher Education (SBHE) policies.

#### C. [3.3 ]

~~The basis for review of the candidate's dossier and any recommendations on promotion and/or tenure shall be the promotion and tenure criteria of the academic unit which are in effect at the time of the promotion and/or tenure decision.~~ For probationary faculty, the basis for review of the candidate's portfolio and any recommendations on promotion and/or tenure shall be the promotion and tenure guidelines and criteria of the academic unit which were provided to the candidate at the time of the candidate's appointment to the position. The responsibility to provide these documents to the appointee rests with the dean or director of the college or equivalent unit. Candidates for promotion to professor shall be evaluated by the criteria in effect at the time of application.

-

#### D. [3.4 ]

~~Ordinarily, to be eligible for tenure, a faculty member must complete a probationary period of six years of continuous academic service to the institution and meet the criteria for tenure. However, in exceptional circumstances, a faculty member who satisfies the criteria for early tenure may be granted tenure prior to the completion of the probationary period. Each academic unit will establish the criteria for such early tenure as part of its statement on promotion, tenure, post-tenure review, and evaluation.~~ Candidates are required to complete the full probationary period before being considered for tenure. Evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently.

#### E. [3.5 ]

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Each academic unit shall establish the criteria for promotion and tenure, including early promotion, as part of its statement on promotion, tenure, post-tenure review, and evaluation.

## 1. [3.5.1]

### Faculty Hired 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. However, exceptional academic accomplishments may warrant early promotion 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.

## 2. [3.5.2]

### Faculty Hired With Previous Relevant Experience

Conversely, a faculty member with relevant professional/academic experience may be given credit toward tenure and promotion when this is negotiated as a provision in the original hiring contract. Tenure recommendations and recommendations for appointment at the rank of Associate Professor or Professor for new hires (administrators or faculty with prior experience) are made by the respective Department and the College PTE Committee. The process of review is initiated by the Chair/Head.

There are two options:

#### a. [3.5.2.1]

Faculty may be given one to three years (maximum allowed) of credit. For example, given one year of credit, promotion and tenure application would be due in the fifth year of service; given three years, the application would be due in the third year of service.

#### b. [3.5.2.3]

Faculty may be given the full six year probationary period with the option of applying for promotion and/or tenure at any time following three years of academic service.

For either option, failure to achieve tenure will lead to a terminal year contract.

## 3. [3.5.3] Extension of Probationary Period

At any time during the probationary period but prior to the sixth year (or prior to the year in which 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, which, according to reasonable expectations, impede satisfactory progress towards promotion and tenure. 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 under NDSU Policy 350.4.

### a. [3.5.3.1] Extension of Probationary Period for ~~New Parents~~ Childbirth or Adoption

~~An assistant professor~~ **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, **upon written notification** ~~by~~ **to** the Provost/VPAA ~~by the Assistant Professor's department chair/head and the dean of the college,~~ **automatically** be granted a one-year extension of the probationary period. While NDSU supports the use of the ~~automatic~~ extension, the ~~assistant professor~~ **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 III.E.3. Extensions due to childbirth or adoption may not exceed three years.

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*There was a lot of discussion about the automatic extension. The wording above was suggested to get around the problems that were raised. Also, "written" was added to ensure that there is paperwork to document the reason for the extension. There is still a problem with multiple births or adopting more than one child at a time, or with someone taking advantage of these provisions. (4/25 – dealt with final concerns by the additions above.)*

## IV. [4.] PERIODIC REVIEW

### A. [4.1 ]

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

### B. [4.2 ]

The procedures for periodic review that are developed by each academic unit shall be reviewed and approved by the college PTE committee and the Dean.

### C. [4.3 ]

All full-time faculty will be reviewed annually. Unless college or department procedures provide otherwise, annual reviews of non-tenured faculty shall be conducted ~~prior to February 1 (see deadlines for non-renewal, SBHE Policy 350.3). For tenured faculty, the annual review shall be conducted prior to April 1 of the academic year in which the review is to be conducted. Formal mid-probationary reviews are to be optional within each unit.~~ so that decisions and notifications can be made in accord with the deadlines listed in Section 350.3.

### D. [4.4]

Probationary faculty hired into tenure-track positions must receive special review during their third year of service to the institution. This third-year review shall recognize and reinforce areas of strength as well as point out areas of weakness that could jeopardize the case for promotion and tenure. Specific formative evaluations shall be provided to help candidates prepare their strongest case for promotion and tenure.

### E. [4.5] [was 4.4]

Unless college or department procedures provide otherwise, the department chair or head of the academic unit will be responsible for the conduct of the review and the communication of its results. Periodic reviews shall result in a written report to the faculty member being reviewed. The report shall state expectations and goals for the coming review period. For probationary faculty, the report shall include an assessment of the faculty member's progress toward tenure and recommendations for improvement. Should the periodic reviews indicate that a faculty member is not making satisfactory progress toward tenure, the report may include a recommendation for nonrenewal. 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. ~~Should periodic reviews indicate that a faculty member's progress toward tenure has been detrimentally affected by exceptional circumstances beyond the faculty member's control, other than exceptional personal or family circumstances governed by Policy 350.1, the report may include a recommendation for an extension of the six-year probationary period or a waiver of the continuous service requirement. The recommendation will be governed~~

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~~by the procedures set forth in Policy 350.1 for an extension or waiver request based on personal or family circumstances.~~

4.5

~~For tenured faculty, the report shall include an evaluation of the faculty member's performance, including progress toward promotion when appropriate, and any recommendations for improvement. Should the annual reviews indicate that performance of a faculty member is unsatisfactory under the standards for post-tenure review, the report shall include a recommendation for appropriate remedial action.~~

F. [4.6 ]

Colleges and departments shall develop specific post-tenure review policies appropriate to their faculty. Annual reviews of tenured faculty shall include an evaluation of the faculty member's performance. For Associate Professors, annual reviews must include specific recommendations to strengthen the case for promotion. Annual reviews of Professors must recognize and reinforce areas of strength, as well as discuss areas of weakness and recommend improvements. Should the annual reviews indicate that performance of a faculty member is unsatisfactory under the standards for post-tenure review, the report shall include a recommendation for appropriate remedial action.

G. [4.7 ¶]

The faculty member being reviewed shall have 14 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.

## V. [5] COMPOSITION OF PTE COMMITTEES

A. [5.1. ]

The PTE committee ~~should~~ shall be as reflective as possible of the college's breadth of disciplines and fields of expertise. Each college ~~will~~ shall have a PTE Committee consisting of at least three faculty members elected by the faculty of the college. Ordinarily, at least three departments or sub-units of a college will be represented on the committee, and usually no more than one member of the same department may serve on the committee at one time.

B. [5.2 ]

Only tenured faculty members who have completed three years of full-time appointment with the University and who have attained the rank of associate professor or above are eligible for election to a college or department PTE Committee. Faculty members being considered for promotion may not serve while under consideration.

C. [5.3 ]

The PTE committee is part of a process of peer review. Thus, faculty holding administrative appointments are not eligible. ("Administrative appointment" includes appointments as President, Vice President, Dean, Associate or Assistant Dean, or Department Chair or head of an academic unit.)

## VI. [6] PTE PROCEDURES

A. [6.1 ]

The candidate shall ensure that the portfolio is ~~complete~~, current, accurate, and ~~ready~~ complete for review at the department level using procedures consistent with department and college policies. ~~The candidate's dossier will be submitted to the department chair or head of the academic unit for review at the departmental level using procedures developed by the~~

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~~department.~~ The chair or head shall ~~will~~ forward the portfolio dossier together with the department's recommendations, and an explanation of the basis for them, to the College Dean and the college's PTE Committee no later than November 1.

*They didn't like complete. Substituting "complete" for "ready" satisfied the 352 revision committee.*

## B. [6.2 ]

~~The candidate shall ensure that the dossier is complete, current, accurate, and ready for review no later than November 1. Materials added to the dossier after that date will be limited to recommendations made pursuant to this policy and to any response made to the recommendations by the candidate.~~

After November 1, the information that may be added to the portfolio is limited to:

- a) recommendations by the evaluating units considering the portfolio at that time;
- b) the candidate's response to those recommendations;
- c) any materials requested by the evaluators.

### 1. ~~6.2.1~~

~~**Candidates may petition the evaluators to add additional materials after the deadline, but the decision to include such materials is solely at the discretion of the evaluators.**~~

Candidates may petition the evaluators to add additional materials after the deadline, but the decision to include such materials is solely at the discretion of the evaluators.

### 2.

Any additional materials added to the portfolio must pertain to information or material already in the portfolio, such as pending publications or grant proposals.

*The problem here was ensuring that all evaluators were reviewing the same set of materials. Deleting this section just makes things easier and neater. (From 4/25 committee meeting: we still felt that candidates should be allowed to add supportive material that developed after the deadline, and decided on the compromise above.)*

## C. [6.2.2]

~~Individual faculty input must be made at is limited to the department level of review. At the college and university all levels of review, unsolicited input will not be considered.~~

*(From 4/25 meeting – we made this change to deal with complications introduced by the term, "unsolicited input.")*

## D. [6.2.3]

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 ~~dossier~~ portfolio before being sent forward to the next level of review. At the time that any written materials are added to the candidate's ~~dossier~~ portfolio, copies of the added material must be sent to the candidate for review. The candidate shall have 14 calendar days to respond in writing to the additional materials. Any response from the candidate to such materials must be in writing and included in the ~~dossier~~ portfolio for review at the next level.

## E. [6.2.4]

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Allegations of misconduct discovered after November 1 that could be detrimental to a candidate's case (e.g., academic misconduct) shall be handled through the appropriate university policy and mechanisms. **In such cases, the PTE process will be suspended until the allegations are resolved.** Once the PTE process resumes, the candidate may update the portfolio.

*The problem here is that if tenure is granted and the allegations are then upheld, it's a lot harder to terminate. To be fair, any positive developments during the hiatus should be allowed for consideration in the PTE case.*

## F. [6.2.5 ]

Colleges and departments shall document that they have followed all procedures; e.g., by a comprehensive checklist of the steps in the PTE process. The documentation must be included in the portfolio.

## G. [6.3 ]

The college PTE Committee and the college Dean ~~will~~ shall separately and independently review and evaluate the candidate's ~~dossier portfolio~~. The PTE Committee ~~will~~ shall prepare a written report, including recommendations and an explanation of the basis for them, that will be ~~included in the candidate's dossier~~ added to the candidate's portfolio by January 15. The report and recommendations shall be submitted to the Vice President for Academic Affairs by January 15. A copy shall be sent to the Dean, the chair or head of the academic unit, and the candidate.

## H. [6.4 ]

The College Dean ~~will~~ shall prepare a separate written report, including recommendations and an explanation of the basis for them, that will be included in the candidate's ~~dossier portfolio~~. The Dean ~~will~~ shall forward the report and recommendations, and the ~~dossier portfolio~~ of the candidate, to the Provost/VPAA by January 15. A copy of the Dean's report shall be sent to the college PTE committee, the chair or head of the academic unit, and the candidate.

## I. [6.5. ]

The Provost/VPAA shall review the candidate's materials and the recommendations of the department, college PTE Committee, and College Dean. The Provost/VPAA shall make a recommendation in writing, including an explanation of the basis for it, by March 31, to the President who shall then either make the final recommendation to the SBHE for tenure and/or promotion or shall notify the candidate of nonrenewal or nonselection for promotion. Copies of the Provost/VPAA's written recommendation shall be sent to the candidate, the department chair, the College Dean, and the college PTE Committee. **The Provost/VPAA may solicit input from an advisory committee consisting of tenured, nonadministrative, faculty.**

## J. [6.6 ]

~~In the case of faculty holding joint appointments the PTE Committees of each college concerned shall review and recommend only for those activities and responsibilities of the candidate which are defined within their college. Prior to the PTE review, the deans of the respective colleges will consult and determine, with the approval of the Vice President for Academic Affairs, which PTE Committee shall have primary responsibility for the review.~~

In the case of joint appointments, the primary responsibility for the review rests with the department and the college that hold the majority or plurality of the appointments. Such

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department or college shall solicit input from the other units holding the remainder of the appointment as appropriate to the allocation of effort.

K. [6.7]

When evaluating faculty participating in interdisciplinary programs, the primary department may solicit input from the director of the interdisciplinary program as appropriate to the allocation of effort.

~~6.7 [redundant with 3.4]~~

~~Evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently.~~

VII. [7.] APPEALS

A. [7.1. ]

Appeals of periodic reviews are made by requesting a reconsideration by the evaluating party. If not satisfied, the faculty member may initiate the grievance process pursuant to Section 353.

B. [7.2. ]

Appeals of nonrenewal and nonpromotion decisions shall be pursuant to Policy 350.3.

VIII. [8. ] DOCUMENT RETENTION

Electronic copies of portfolios shall be maintained indefinitely by the appropriate college.

HISTORY: May 13, 1974; Amended February 10, 1975; December 12, 1988; May 14, 1990,; April 1992; December 12, 1994 (Effective date July 1, 1995); June 1997; November 2000, October 2001.