

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 10, 2008

The University Senate met at 3:30 p.m. in the Plains Room of the Memorial Union with Dr. D. Terbizan presiding and the following senators present: D. Anderson, B. Bahrami, S. Bergeson, M. Boetel, W. Bowlin, U. Burghaus, X. Cai, L. Christianson, V. Clark Johnson, D. Comez, G. Cook, J. Coykendall, W. Dai, B. Duncan, T. Esslinger, B. Fier, B. Geeslin, J. Glower, R. Gordon, P. Hansen, M. Harvey, D. Hauck, A. Hirani, M. Hoag, B. Johnson, K. Katti, M. Kelsch, M. Khan, M. Lee, D. Li, J. Martin, K. McCaul, C. McEwen, F. Michael, S. Neate, R. O'Connor, C. Peterson, L. Peterson, R. Pieri, C. Presser, B. Randall, J. Ransom, R. Rathge, D. Redmer, J. Reimnitz, D. Rider, T. Riley, J.W. Schroeder, G. Smith, and W. Teder-Salejarvi

Substitutions: J. Hektner for T. Stone Carlson, N. David for M. Christoffers, R. Harrold for K. Grafton, S. Gajan for E. Khan, R. Storhaug for L. Kreklau, J. Sheng for S. Mallik, R.S. Krishnan for R.C. Schnell, and A. Drummond for A. Werremeyer

Previous Minutes

MOTION (Pieri/Duncan): to approve the minutes of the February 11, 2008, meeting as posted.
MOTION PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

MOTION (Pieri/Reimnitz): to approve the consent agenda as posted.

- A. Academic Affairs ([Attachment 1](#))
- B. Policy Coordinating Committee -
For Information only:
 - 1. [Policy 135 - Family Medical Leave-Uncompensated](#)
 - 2. [Policy 143 - Sick/Dependent Leave](#)
 - 3. [Policy 147 - Leave Sharing Program](#)

MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

- D. Terbizan, University Senate President announced that nominations are still being sought for University Senate president-elect for 2008-2009.

Committee Reports

- A. *Academic Affairs* - no report
- B. *General Education* - no report

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C. Council of College Faculties – ([Attachment 2](#))

CCF Constitution Changes:

H. Hatterman-Valenti presented proposed changes to the constitution of the CCF. The changes would allow the NDUS and the CCF representative to the SBHE to use system resources for training purposes. MOTION (Pieri/L. Peterson): to approve the changes as presented. Clarification was sought on the January/February nomination deadlines. MOTION PASSED WITH UNANIMOUS CONSENT.

D. Policy Coordinating Committee –

D. Comez presented the following policies for input:

1. Policy 713 - Records Retention ([Attachment 3](#))

MOTION (Pieri/Harvey): to approve policy updates as presented. Concern was raised about the definition of a record, definition of department, student homework being considered a record, and the feasibility of retaining all types of records.

MOTION FAILED WITH A VOTE OF 11-45-2. The following senators or their substitutes voted aye: Bergeson, Carlson, Christianson, Clark Johnson, Duncan, Geeslin, Grafton, Hoag, L. Peterson, B. Randall, and R.C. Schnell. The following senators or their substitutes voted no: Andersen, Bahrami, Boetel, Bowlin, Burghaus, Christoffers, Comez, Cook, Coykendall, Dai, Esslinger, Fier, Glower, Gordon, Hansen, Harvey, Hauck, Hirani, B. Johnson, Katti, Kelsch, E. Khan, M. Khan, Kreklau, Lee, Li, Mallik, Martin, McEwen, Michael, Neate, O'Connor, C. Peterson, Pieri, Presser, Ransom, Rathge, Redmer, Reimnitz, Rider, Riley, Schroeder, Smith, Teder-Salejarvi, and Werremeyer. The following senators or their substitutes abstained: Cai and McCaul.

2. Policy 352 - Promotion, Tenure, and Evaluation ([Attachment 4](#))

A committee, chaired by J. Council, was charged with the task of reviewing the PTE policy, gathering faculty input, and proposing changes to the current policy. MOTION (Pieri/Teder-Salejarvi): to approve the policy revisions as presented. Due to the significance and scope of the policy, the Senate reviewed each section.

Section III. C. - MOTION (Duncan/Coykendall): to change the wording from 'For probationary faculty, the basis of 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,' to '...shall be the promotion and tenure guidelines and criteria which were in effect at the time of the promotion and tenure decision.' Discussion ensued on the fairness to faculty when changes in criteria are made close to the time of review, and fairness when two candidates are going up for review at the same time with different criteria and

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standards. Brief discussion also took place on the requirements for promotion to full professor.

MOTION FAILED WITH A VOTE OF 8-45-5. The following senators or their substitutes voted aye: Bahrami, Burghaus, Cai, Comez, Duncan, Glower, Katti, and Lee. The following senators or their substitutes voted no: Andersen, Bergeson, Boetel, Bowlin, Carlson, Christianson, Christoffers, Clark Johnson, Cook, Dai, Esslinger, Fier, Geeslin, Gordon, Grafton, Hansen, Harvey, Hauck, Hirani, Hoag, B. Johnson, Kelsch, E. Khan, M. Khan, Li, Mallik, Martin, McCaul, Neate, O'Connor, C. Peterson, L. Peterson, Pieri, Presser, Randall, Ransom, Rathge, Redmer, Rider, Riley, Schnell, Schroeder, Smith, Teder-Salejarvi, and Werremeyer. The following senators or their substitutes abstained: Cai and McCaul. The following senators or their substitutes abstained: Coykendall, Kreklau, McEwen, Michael, and Reimnitz.

Section III. D. – Concern was expressed with the definition of academic previous experience, and how relevant professional experience was considered. MOTION (Cook/Coykendall): to strike the parenthetical statement of '(first academic position).' MOTION PASSED WITH UNANIMOUS CONSENT.

Section III. E. – A question was raised about the last line of section E stating, 'Any exceptions to Section E. must be approved by the President.' No action was taken.

Section III. F. 1. MOTION (Randall/Duncan): to split the first sentence into two sentences to read, "A probationary faculty member who becomes the parent of a child or children by birth or adoption, prior to the year in which the portfolio is due, will automatically be granted a one-year extension of the probationary period. Written notification to the Provost/VPAA must be provided by the Department Chair/Head and the Dean of the college within one year of the event and prior to the year in which the portfolio is due." Discussion ensued on the option of declining the extension and other exceptions. MOTION PASSED WITH UNANIMOUS CONSENT.

- A request was made to clean up the outline formatting of the policy.

Section VI. G. - Rationale was sought on why deans should not see PTE committee review feedback. The PTE committee considered undue influence between the committee and dean when developing this language. Interest was expressed on deans seeing committee reports, but committees not seeing dean reports. MOTION (McCaul/Cook): to delete the second sentence that reads, "To ensure independence, neither the Dean nor the PTE committee shall have access to the other party's evaluation prior to submission of their reports to the Provost/VPAA. MOTION PASSED WITH UNANIMOUS CONSENT.

Section VI. L. – Significant discussion took place on the matter of joint appointments, and which college or both should submit reviews. MOTION (Rathge/McEwen): to reinsert the original first line of this section. Concern was

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raised on the discrepancy in standards of different colleges submitting reviews on the same individual's dossier.

MOTION FAILED WITH A VOTE OF 4-46-4. The following senators or their substitutes voted aye: Bowlin, Burghaus, Rathge, and Teder-Salejarvi. The following senators or their substitutes voted no: Andersen, Bahrami, Bergeson, Boetel, Cai, Carlson, Christianson, Christoffers, Clark Johnson, Comez, Cook, Coykendall, Dai, Duncan, Esslinger, Fier, Geeslin, Glower, Gordon, Grafton, Hansen, Harvey, Hirani, Hoag, B. Johnson, Katti, Kelsch, E. Khan, Kreklau, Lee, Li, Mallik, Martin, McCaul, Neate, O'Connor, C. Peterson, L. Peterson, Pieri, Presser, Randall, Ransom, Redmer, Riley, Smith, and Werremeyer. The following senators or their substitutes abstained: Cai and McCaul. The following senators or their substitutes abstained: McEwen, Michael, Reimnitz, and Schroeder.

MOTION (L. Peterson/Riley): to put a period after 'effort' in the current last sentence of Section VI. L., and the last sentence read, 'This input from other units shall be included in the portfolio.' MOTION PASSED WITH UNANIMOUS CONSENT.

Section VI. M. - MOTION (Pieri/L. Peterson): to change the wording '...may solicit...' to "...shall solicit" so it is consistent with the rest of the policy. Discussion was held on the difference of the wording in this scenario. MOTION FAILED WITH A VOTE OF 13-34-7.

The following senators or their substitutes voted aye: Andersen, Bahrami, Bergeson, Burghaus, Geeslin, Grafton, O'Connor, L. Peterson, Pieri, Presser, Rathge, Smith, and Teder-Salejarvi. The following senators or their substitutes voted no: Boetel, Bowlin, Cai, Carlson, Christianson, Christoffers, Clark Johnson, Comez, Cook, Coykendall, Dai, Duncan, Esslinger, Fier, Gordon, Hansen, Hoag, B. Johnson, Katti, Kelsch, E. Khan, M. Khan, Kreklau, Lee, Li, Mallik, Martin, McCaul, Neate, C. Peterson, Randall, Ransom, Redmer, and Werremeyer. The following senators or their substitutes abstained: Glower, Harvey, McEwen, Michael, Reimnitz, Riley, and Schroeder.

MOTION TO APPROVE POLICY 352: PROMOTION, TENURE, AND EVALUATION AS AMENDED PASSED WITH A VOTE OF 52-3. The following senators or their substitutes voted aye: Andersen, Bahrami, Bergeson, Boetel, Bowlin, Burghaus, Cai, Carlson, Christianson, Christoffers, Clark Johnson, Comez, Cook, Coykendall, Dai, Duncan, Esslinger, Fier, Geeslin, Glower, Gordon, Grafton, Hansen, Harvey, Hirani, Hoag, B. Johnson, Katti, Kelsch, Kreklau, Lee, Li, Martin, McCaul, McEwen, Michael, Neate, O'Connor, C. Peterson, L. Peterson, Pieri, Presser, Randall, Ransom, Rathge, Redmer, Reimnitz, Riley, Schroeder, Smith, Teder-Salejarvi, and Werremeyer. The following senators or their substitutes voted no: E. Khan, M. Khan, and S. Mallik.

E. No other committee reports.

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Unfinished Business

No unfinished business.

New Business

No new business.

Adjournment

The meeting adjourned at 5:05 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary

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Attachment 1

Academic Affairs Committee

Curricular Recommendations

Departmental Name Change							
From: Department of Apparel, Design, Facility and Hospitality Management				To: <i>Department of Apparel, Design and Hospitality Management</i>			
Departmental Prefix Change							
From: ADFH (Apparel, Design, Facility and Hospitality Management)				To: <i>ADHM (Apparel, Design and Hospitality Management)</i>			
New Courses							
Dept.	No.	Title					Crs.
ADHM	101	Beginning Apparel Construction					3
ANTH EMGT	464/664	Disaster and Culture					3
CHEM	472/672	Surface Chemistry					2
HNES	777	Current Research Practices in Athletic Training					3
Changes in Course Prefix and Title							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
HNES	270	Consumer Issues in Food and Nutrition	3	HNES	270	<i>Current Issues in Nutrition</i>	3
MUSC	789	D.M.A. Thesis	4	MUSC	789	D.M.A. Thesis	<i>1-4</i>
PHRM	535	PTDI: Neoplastic Diseases	2	PHRM	535	PTDI: Neoplastic Diseases	<i>3</i>
PHYS	413/613	Lasers for Scientists and Engineers	2	PHYS	413/613	Lasers for Scientists and Engineers	<i>3</i>
STAT	750	Time Series	3	STAT	<i>472/672</i>	Time Series	3
For Information Only: Changes in Descriptions and/or Prerequisites/Corequisites							
Dept.	No.	Title	Crs.	Restrictions			
ANSC	365	Equine Evaluation	2	Change in Description			
BUSN	350	Foundations of Management	3	PSYC 111 is no longer a prerequisite			

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Attachment 2

Proposed change in the constitution of the CCF

Passed unanimously 2/12/08

Rrequires ratification by faculty governance bodies at 2/3 of the NDUS institutions

Requires SBHE approval

WHY do it? **NDUS & CCF Rep to the SBHE could take advantage of system resources to provide training that would facilitate the receive training/work of the CCF/SBHE rep in the year to come.**

VI

QUALIFICATIONS, NOMINATION AND ELECTION OF OFFICERS

Section A. Qualifications

1. Any member of the Council shall be eligible to hold any office.
2. Any member completing his or her term on the Council remains eligible to serve as representative to the SBHE for a period of two years following the end of that Council term.

Section B. Nominations

Nominations shall be made from the floor or in writing at any meeting prior to the **May-February** meeting of the academic year, but no later than **April-Jan** 15th.

Section C. Election

The election of officers will be by majority vote of the members voting at the **May-February** meeting. If more than two candidates are competing for an office, and no one receives a majority, a run-off between the top two will be held at the same meeting.

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Attachment 3

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~~ MANAGEMENT

The policy was renamed and completely rewritten to bring NDSU further into compliance with NDCC 54-46, NDCC 44-04-18, NDCC 12.1-11-05 and NDCC 55-02.1-05. As a state institution, all records produced in the daily course of business at NDSU are subject to state and federal laws/regulations, including retention and disposal.

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

Policy Committee: 2/19/08

University Senate:

Staff Senate:

President's Council:

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

NDSU Records Management Task Force (February 2008)

Draft 2, 2/22/2008

SECTION 713: RECORDS ~~RETENTION~~ MANAGEMENT

SOURCE: NDSU President

NDCC 12.1-11-05, NDCC 44-04-18, NDCC 54-46, NDCC 55-02.1-05

The objective of the Records Management Program is to assist University departments in managing their records throughout the entire record life cycle; from creation or receipt, through the use and maintenance stage, until final disposition. As a state institution, all records produced in the daily course of business at NDSU are subject to state and federal laws/regulations, including retention and disposal.

1. This policy and NDSU procedures are based on the NDCC 54-46, Records Management Law [Link: <http://www.legis.nd.gov/cencode/t54c46.pdf>], in consultation with the North Dakota Information Technology Department Records Management.

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2. The NDSU Records Retention Schedule [Link: http://www.ndsu.edu/recordsmanagement/records_retentiondisposal_schedule/] specifies the criteria for records management procedures.
3. NDSU Audit and Advisory Services is responsible for coordinating the records management program with the assistance of unit records coordinators.
4. Detailed procedures and instructions for compliance are available at the NDSU Records Management Web site [Link: <http://www.ndsu.edu/recordsmanagement>].
5. Some records may be restricted and subject to special disposition due to specific laws and/or regulations.
6. The NDSU Institute for Regional Studies & University Archives is the official depository for all NDSU records determined to have archival value, pursuant to NDCC 55-02.1-05, so designated by the State Archivist of North Dakota, dated November 29, 2007.
7. To assure compliance with all regulatory agencies as well the records retention program, NDSU Audit and Advisory Services may be contacted (NDSU.recordsmanagement@ndsu.edu).

1. ~~The records retention period is the length of time records must be retained. NDSU will retain 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.~~

~~2.~~

~~—2.1~~

~~The "Instructions for Completing Records Disposal Request" and the "Records Disposal Request Form" are included in the Records Retention Schedule, which is currently under revision. If you have any questions concerning records disposal, please contact the Audit & Advisory Services Office at 701-231-9413 or ndsu.Internal.Audit@ndsu.edu.~~

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 to archival value, etc.~~
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.~~
3. ~~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.~~

Last updated: August 20, 1996; January 22, 2002; June 11, 2007, August 1, 2007, September 2007

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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 : 352: Promotion, Tenure and Evaluation

Policy was rewritten by University Senate.

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

Policy Committee: 10/19/07; 11/21/07; 12/19/07; 1/18/08; 2/19/08

University Senate:

Staff Senate:

President's Council:

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

University Senate (9/11/07)

SECTION 352: PROMOTION, TENURE, and EVALUATION

SOURCE: NDSU President & NDSU University Senate

I. INTRODUCTION

- A. ~~I.~~ 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. With the individual autonomy derived from academic freedom and tenure comes the responsibility to create and/or maintain an ethical, respectful, and professional

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work climate for oneself, one's colleagues, one's students, and others with whom one relates professionally. 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 the responsibility to create and/or maintain an ethical, respectful, and professional work climate for oneself, one's colleagues, one's students, and others with whom one relates professionally.~~

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.

2.II. 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, ~~and~~ 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 contributions to teaching, research, and service, on- and off-campus, in regional, national, or international areas activities. Judgments will be based on evidence of both the quality and significance of the candidate's work.

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1. TEACHING

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:-

~~2.2.1 A candidate demonstrates quality of teaching (encompassing both instruction and advising) by providing evidence of the following:~~

- ~~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.

b. 2.2.2 EVIDENCE

A candidate demonstrates quality of ~~research~~ teaching (encompassing both instruction and advising) by providing evidence ~~of and information from multiple sources such as:~~

- ~~i. the receipt of awards or special recognition including certification or licensing for teaching;~~
- ~~ii. peer-, student, peer, and client evaluation of course materials, expertise, and ability to communicate knowledge;~~
- ~~iii. peer evaluation 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;~~
- ~~iv. the dissemination of best practices in teaching;~~
- ~~v. evaluation by advisees of the quality of graduate and undergraduate advising.~~

2. RESEARCH

a. CRITERIA

In the areas of research and creative activities (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure, and post-tenure review:

- ~~i. 2.2.2.2 furthering of or original~~ contributions to knowledge, either by discovery or application, resulting from the candidate's research, and/or
- ~~ii. 2.2.2.3~~ creative activities and productions that are related to the candidate's discipline.

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b. EVIDENCE

~~2.2.3~~ A candidate demonstrates quality of ~~service research~~ by providing evidence of completed original work (i.e., published/in press, exhibited, or funded) from multiple sources such as:

- i. presentation of scholarly or professional papers, and publication of books or articles;
- ii. juried or invited presentations or productions in the theater, music, or visual arts, design, and architecture;
- iii. the development and public release of new products or varieties, research techniques, copyrights, and patents or other intellectual property;
- iv. peer evaluation of research by colleagues from an individual's discipline or area of expertise;
- v. the receipt of awards or special recognition for research;
- vi. the receipt of grants or other competitive awards.

3. SERVICE

a. CRITERIA

In the areas of service (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure and post-tenure review:

- i. 2.2.3.1 contributions to the welfare of the department, college, university, or profession, and/or
- ii. 2.2.3.2 contributions to the public that make use of the faculty member's academic or professional expertise.

b. EVIDENCE

A candidate demonstrates quality of service by providing evidence and information from multiple sources such as:

- i. the receipt of awards or special recognition for service;
- ii. evaluation of an individual's service contributions by peers, administrators, and constituents;
- iii. active participation in and leadership of societies which have as their primary objective the furtherance of scholarly or professional interests or achievements;
- iv. active participation and leadership in University governance and programs at the department, college, university, and system levels;
- v. effective management or improvement of administrative procedures or programs.
- vi. contributions to knowledge as editors of scholarly publications, or service on editorial boards, juries, or panels;
- vii. contributions to the operation of state or federal agencies.

~~2.3~~ The evaluation of a candidate's performance shall be based on the individual's assigned responsibilities in teaching, research, and service, on or

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~~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. In evaluating the candidate's performance, evidence and information from multiple sources shall be considered such as:~~

- ~~— 2.3.1 the receipt of awards or special recognition including certification or licensing, whether for teaching, research, professional activity, or service;~~
- ~~— 2.3.2 presentation of scholarly or professional papers, and publication of books or articles;~~
- ~~— 2.3.3 juried or invited presentations of shows, music or fine art;~~
- ~~— 2.3.4 the development and public release of new products, research techniques, copyrights, and patents or other intellectual property;~~
- ~~— 2.3.5 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;~~
- ~~— 2.3.6 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;~~
- ~~— 2.3.7 peer evaluation of the development or implementation of innovative courseware tools that support technology-enhanced learning;~~
- ~~— 2.3.8 evaluation by advisees of the quality of graduate and undergraduate advising.~~
- ~~— 2.3.9 peer evaluation of research by colleagues from an individual's discipline or area of expertise;~~
- ~~— 2.3.10 evaluation of an individual's service contributions by peers, administrators, and constituents;~~
- ~~— 2.3.11 active participation in and leadership of societies which have as their primary objective the furtherance of scholarly or professional interests or achievements;~~
- ~~— 2.3.12 active participation and leadership in University governance and programs at the department, college, university, and system levels;~~
- ~~— 2.3.13 effective management or improvement of administrative procedures or programs.~~

C. 2.4 The foregoing lists ~~is are~~ 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 important in defining the appropriate forms of evidence in the context of the candidate's discipline and distribution of responsibilities.

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3.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 and Vice President for Academic Affairs (Provost/VPAA) to assure consistency with University and State Board of Higher Education (SBHE) policies.

C. 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 dean or director of the college or equivalent unit has the responsibility to provide to the appointee these documents, as well as a position description, contract, or other document that constitutes a tenure or work plan. Tenured candidates for promotion to professor shall be evaluated by the criteria in effect at the time of application.

~~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~~

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shall be evaluated by the criteria in effect at the time of application.

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

E. Faculty Hired with Previous Relevant Experience

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:

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.
2. 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. Any exceptions to Section E. must be approved by the President.

F. 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

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approve or deny the request. Denial of an extension may be appealed under NDSU Policy 350.4.

1. Extension of Probationary Period for Childbirth or Adoption

A probationary faculty member who becomes the parent of a child or children by birth or adoption, prior to the year in which the portfolio is due, will, upon written notification to the Provost/VPAA by the Department Chair/Head and the Dean of the college, automatically be granted a one-year extension of the probationary period. Written notification to the Provost/VPAA must be provided by the Department Chair/Head and the Dean of the college within one year of the event and prior to the year in which the portfolio is due. While NDSU supports the use of the extension, the probationary faculty member has the option at any time after the birth or adoption to return to the original schedule of review. Any additional extensions beyond the one year must be requested under the provisions of III.F, above.

Extensions due to childbirth or adoption may not exceed three years.

(Granting extensions does not increase expectations for performance.)

G. 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.

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.

— 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.

— 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.

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There are two options:

— Faculty may be given one to three years (maximum allowed) of credit. For example, give 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.

— 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.

— 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.

Extension of Probationary Period for Childbirth or Adoption

A probationary faculty member who becomes the parent of a child or children by birth or adoption, prior to the year in which the portfolio is due, will, upon written notification to the Provost/VPAA by the 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 extension, the probationary faculty member has the option at any time after the birth or adoption to return to the original schedule of review. Any additional extensions beyond the one year must be requested under the provisions of III.E.3. Extensions due to childbirth or adoption may not exceed three years.

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4.IV. 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. When requested by any party to the tenure process, formal feedback shall be provided to the individual by the department chair, dean, college committee, and the academic vice-president, so that decisions and notifications can be made in accord with the deadlines listed in Section 350.3.~~
- D. 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. Any extension granted prior to the third year review will delay the review by an equal period.
- E. ~~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 reviews and the communication of ~~its-their~~ 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

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

F. 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. 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 relative to the current position description. 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. 4.6 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.

5.V. COMPOSITION OF PTE COMMITTEES

A. 5.1 ~~Each college shall have a PTE Committee consisting of at least three faculty members elected by the faculty of the college. 5.1. The college 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, including those with interim status, are

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not eligible. ("Administrative appointment" includes appointments as President, Vice President, Dean, Associate or Assistant Dean, or Department Chair or ~~head~~ Head, or Director of an academic unit.)

6.VI. PTE PROCEDURES

A. 6.1 ~~The candidate shall ensure that the portfolio is current, accurate and 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 department.~~ The chair or head ~~will~~ shall forward the ~~dossier portfolio~~ 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.

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. Candidates may petition the college Dean and PTE committee to add additional materials after the deadline, but the decision to include such materials is solely at the discretion of the evaluators. The Dean and PTE committee must both agree in order for additional material to be added.
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.

C. Unsolicited individual faculty input is limited to the department level of review.

D. 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.

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- E. 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.
- F. 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. ~~To ensure independence, neither the Dean nor the PTE committee shall have access to the other party's evaluation prior to submission of their reports to the Provost/VPAA.~~
- H. The college PTE Committee ~~will shall~~ prepare a written report, including recommendations and an explanation of the basis for them, that ~~will shall~~ 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 Provost and 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.
- I. ~~6.4-~~The College Dean ~~will shall~~ prepare a separate written report, including recommendations and an explanation of the basis for them, that ~~will shall~~ 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 and Vice President for Academic Affairs~~ by January 15. A copy of the Dean's report shall be sent to the PTE committee, the chair or head of the academic unit, and the candidate.
- J. ~~6.5-~~The Provost/~~VPAA and Vice President for Academic Affairs~~ shall review the candidate's materials and the recommendations of the department, college PTE Committee, and College Dean. The Provost/~~VPAA Vice President~~ 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 promotion or nonselection for promotion.~~ Copies of the Provost/~~VPAA's Vice President's~~ written recommendation shall be sent to the candidate, the department chair/~~head~~, the College Dean, and the college PTE Committee. The Provost/VPAA may solicit input from a nonvoting advisory committee consisting of tenured, nonadministrative faculty representing each college.

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- K. When appropriate, the President shall then make the final recommendation to the SBHE for tenure. When appropriate, the President shall notify the candidate of promotion or denial of promotion.
- L. ~~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 Provost and 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 department or college shall solicit input from the other units holding the remainder of the appointment as appropriate to the allocation of effort. This input from other units which shall be included in the portfolio.~~
- M. ~~6.7 Evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently. 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.~~

7.VII. 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. DOCUMENT RETENTION

Electronic copies of portfolios shall be maintained indefinitely by the appropriate college for the length of time specified by the university records management policy. Disposal of these documents, as well as filing of archival copies, will also conform to the university records management policy.

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, October 2007.

POLICY CHANGE COVER SHEET

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

Section 143: *Sick/Dependent Leave*

Language added to section 7 per Board Policy change. This change formalizes the process for deducting any sick leave that was taken in advance of accumulation (from the employees' last paycheck), provided the employee has signed an authorized agreement to do so.

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

Policy Committee: 10/19/07; 11/21/07; 12/19/07; 1/18/08

University Senate:

Staff Senate:

President's Council:

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

Office/Department Name (Date submitted)

SECTION 143: SICK/DEPENDENT LEAVE

SOURCE: SBHE Human Resource Policy Manual
NDSU President

1. Sick leave is a benefit granted by the University to eligible employees and is not a benefit considered to be earned by the employee such as annual leave. It is an insurance benefit allowing employees to build a reserve of days they can use for their extended illnesses. *Abuse of this benefit may be grounds for disciplinary action or termination.* Employees are responsible for informing their supervisors prior to the start of their work schedule of their sickness.

1.1

The employing department may require satisfactory medical verification as deemed necessary by the department head prior to the payment of sick leave.

1.2

The employee is responsible for furnishing their supervisor or department head with a completed "Notification of Employee Leave" card upon returning to work.

2. Sick leave is granted on the basis of continuous service from date of employment for benefited staff employees, *and benefited 12-month academic staff and other non-banded staff.*
3. Sick leave for full-time eligible employees accrues based on rate per hour at a rate equivalent to 12 days per year. Sick leave for eligible part-time employees working 20 hours or more per week is granted on a prorated basis. Sick leave accumulation is unlimited.
4. Sick leave may be granted to employees who become ill while on vacation provided satisfactory medical proof of such illness is submitted.
5. When a holiday occurs during a paid sick leave, the holiday is not considered a day of sick leave.
6. Upon termination, employees with ten years of continuous state service will receive a payment equivalent to 10% of the dollar value of their accrued sick leave. The amount is computed on the basis of the employee's salary at the time of termination and shall be in the form of a lump-sum payment.
7. At the discretion of the department head and the concurrence of the Director of Human Resources/Payroll, an employee may be granted sick leave in advance of the accumulation thereof. Any sick leave taken in advance of accumulation ~~shall~~ may be deducted from the employee's last paycheck provided the employee has signed an agreement authorizing the deduction. This agreement must be submitted to and approved by the Office of HR/Payroll prior to the employee obtaining a negative accrual balance.
8. *Unless an approved leave of absence has been granted, an employee who is off the payroll for one year shall lose unused sick leave.*

9. Accrued sick leave is transferable from any state agency to the employing institution if employment with the institution occurs within one calendar year of separation of service with the state agency. In the event of a Reduction in Force, sick leave is transferable if reemployment occurs within two calendar years.

10. Sick leave may be used by the employee when:

10.1

The employee is ill or injured and is unable to work.

10.2

The employee has an appointment for the diagnosis or treatment of a medically related condition.

10.3

The employee wishes to attend to the needs of an eligible family member who is ill or to assist them in obtaining other services related to their health or well-being. Eligible family members include the employee's spouse, parent (natural, adoptive, foster, and step-parent); child (natural, adoptive, foster, and step-child); or any other family member who is financially or legally dependent upon the employee or who resides with the employee for the purpose of the employee providing care to the family member.

10.4

Sick leave used for the purposes described in 10.3 shall not exceed forty (40) hours per calendar year. Once the forty (40) hours have been exhausted, the employee must then use annual leave for situations outlined in 10.3.

11. *The accrual of sick leave shall be prorated for the pay period in which employment begins or ends.*

12. *Sick leave is not accrued during developmental leaves or leaves of absence without pay.*

13. *Accumulated sick leave may be used for any period(s) of actual disability caused or contributed to by pregnancy. Beyond the period of disability, an employee may request use of annual leave, family leave, and/or leave without pay to provide for an extended post-delivery period away from work.*

14. *"Notification of Employee Leave" cards are processed on an on-going basis. Each department is responsible for verifying the Departmental Leave Report. Late leave cards and errors must be submitted to the Office of Human Resources/Payroll for entry and/or corrections.*

HISTORY: July 1990; Amended April 1992; July 1997, April 2002, January 2004; November 2005; January 2007