

Agenda

University Senate Meeting

Meeting time and place: 3:30 pm, Monday, December 8, 2008
Memorial Union, Plains Room

I. Substitutions - K. Wold-McCormick

II. Approval of November 10, 2008, Minutes

III. Consent agenda

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

For information only:

- 1. [Policy 700.2 - Taking Equipment Off-Campus](#)
- 2. [Policy 705 - Parking](#)

Any member can request that an item on the consent agenda be placed on the regular agenda.

IV. General Announcements

- A. President Chapman
- B. Provost/VPAA Schnell
- C. D. Cómez, President of University Senate
- D. V. Olson, President of Staff Senate
- E. J. Heilman, President of Student Senate
- F. Other

V. Committee Reports

- A. Academic Affairs – A. Brunt
- B. General Education – L. Peterson
- C. Council of College Faculties – H. Hatterman-Valenti
- D. Policy Coordinating Committee – M. Meister
 - Policy 112 - Pre-Employment and Current Employee Criminal Record Disclosure Policy ([Attachment 3](#))
- E. Other

VI. Unfinished business

VII. New Business

- A. Policy 350.1 – Board Regulations on Academic Freedom and Tenure; Academic Appointments ([Attachment 4](#))
- B. Provost/VPAA C. Schnell - CLA Presentation

VIII. Discussion

IX. Adjournment

Academic Affairs Committee Report for December, 2008, University Senate Meeting

Curricular Recommendations

New Degree							
Master of Software Engineering (M.S.E.) - to be awarded as part of a new distance-delivered masters program in Software Engineering (M.S. in Software Engineering is already an approved program at NDSU)							
New Courses							
Subject	No.	Title				Crs.	
CJ	210	Introduction to Policing				3	
ME	361	Introduction to Mechanical Engineering Profession				1	
CDFS	484	Developmentally Appropriate Practices Across the Adult Lifespan				3	
GEOG/ GEOL	470/ 670	Remote Sensing				3	
Course Deletions							
Subject	No.	Title				Crs.	
MS	114	Basic Pistol Marksmanship				1	
MS	115	Basic Rifle Marksmanship				1	
MS	213	Basic Camp: Camp Challenge				3	
MS	214	U.S. Military History				2	
MS	313	Advanced Camp				3	
CDFS	382	Implementing Creative Activities for Children				2	
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Subject	No.	Title	Crs.
IME*	335	Welding Technology	2	IME	335	Welding Technology	3
CDFS	381	Creative Activities for Children	3	CDFS	483	<i>Developmentally Appropriate Practices from Birth through Adolescence</i>	3
Change in Prerequisites – For Information Only							
Subject	No.	Title	Prerequisite Change				
ECE	470	Digital Design II	Prereq: ECE 375				

General Education Recommendations
University Senate Meeting – December 8, 2008

Outcomes Key:				
1. Communicate effectively in a variety of contexts and formats.				
2. Locate and use information for making appropriate personal and professional decisions.				
3. Comprehend the concepts and perspectives needed to function in national and international societies.				
4. Comprehend intrapersonal and interpersonal dynamics.				
5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.				
6. Integrate knowledge and ideas in a coherent and meaningful manner.				
7. Comprehend the need for lifelong learning.				
Courses Approved for General Education (New)				
Course No.	Course Title	Recommended Categories	Recommended Outcomes	
ENGL 326	Writing in the Design Professions	C	1, 6	
Continued Approval (5-Year Renewal) for General Education with No Changes in Outcomes				
Course No.	Course Title	Categories	Outcomes	
GEOL 304	Eastern North Dakota Field Course	S(p)	5, 6	
HNES 111	Wellness	W	2, 6	
SOIL 217	Introduction to Meteorology and Climatology	S(n)	5, 6	
Continued Approval (5-Year Renewal) for General Education with Changes in Outcomes				
Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
CLAS 101	First-Year Latin I	A	1, 2, 3, 4, 6	1, 6
CLAS 151	First-Year Greek I	A	1, 2, 3, 4, 6	1, 6

POLICY CHANGE COVER SHEET

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

**SECTION 112: PRE-EMPLOYMENT AND CURRENT EMPLOYEE
CRIMINAL RECORD DISCLOSURE**

This policy needs to be changed due to the PeopleAdmin system. We still capture this information, but no longer do we use a form to do it. The policy has been changed to reflect how this is now done.

Language has also been added to implement procedures based on the SBHE's passing of policy 602.3: Job Applicant/Employee Criminal History Background Checks.

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

Policy Committee: 10/15/08
University Senate:
Staff Senate:
Student Senate/Executive Board:
President's Council:

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

Office of Equity, Diversity & Global Outreach
Office of HR/Payroll

SECTION 112: PRE-EMPLOYMENT AND CURRENT EMPLOYEE CRIMINAL RECORD DISCLOSURE

SOURCE: NDSU President

SBHE Policy Manual, Section 602.3

1. Job Applicants – Criminal Record Disclosure.

~~1.1~~ 1.1 All applicants for employment at NDSU, whether full-time or part-time, including student employment, must answer sign the criminal record disclosure questions form prior to being hired. ~~Depending~~ The nature of on the position (full-time or part-time) will determine if the form is used or if this information is captured through the online PeopleAdmin system. Any offer is contingent on return and review of the signed form and verification. The hiring unit is responsible for obtaining the signed form prior to the final offer.

~~2.~~ 1.2 A positive response (that is, the potential offeree answers that they have a criminal record) does not preclude employment. A determination will be made based on the type of conviction, how recent the conviction is, and the relevance of any conviction to the position for which the person has applied. An offer may be withdrawn as a result of these considerations. Disclosure by an applicant for employment under this policy does not prevent the University from enforcing any other policy or requirement with regards to pre-employment criminal record disclosure.

~~3-2.~~ 1.3 The information form shall be kept in the employee's official personnel file (<http://www.ndsu.nodak.edu/policy/718.htm>) (or, for individuals not hired, with the applicant's file).

~~4-3.~~ 1.4 Supervisors who have a situation under this policy should consult, prior to making a final hiring determination, with appropriate personnel, for example, Vice President Executive Director, Chief Diversity Officer in the Office of Equity, ~~and~~ Diversity and Global Outreach (for non broadbanded positions), Director of Human Resources/Payroll (for broadbanded positions), University General Counsel, or their Department Chair or Dean.

2. Criminal History Background Checks.

~~4.~~ 2.1A nationwide FBI criminal history background check is authorized

for the following positions:

a. All benefited positions; and

b. The following positions, whether benefited or non-benefited:

1. Chancellor, institution president and vice presidents;

2. Police officer and security guard;

3. Resident hall and apartment manager or director and

assistants;

4. Information technology staff;
5. Employees responsible for or with unsupervised access to cash, credit, debit or other financial transactions or numbers, or confidential or other protected information, including medical records, social security numbers, tax, retirement, or vendor or contractor proprietary or other confidential information;
6. Custodians and other employees with master keys or other means of unsupervised access to residence halls or secure buildings or facilities;
7. Child care employees and other employees who have unsupervised contact with children;
8. Part-time instructional staff;
9. Employees responsible for or with access to controlled substances and other drugs, explosives or potentially dangerous chemicals and other substances; and
10. Counselors and coaches.

2.2As stated in Policy 602.3, a nationwide FBI criminal history background check is required before beginning employment in the following positions:

- a. Police officer; and
- b. Security guard.

2.3North Dakota State University will conduct a criminal history check, which may be North Dakota BCI check, a FBI nationwide check or check of another state or multiple jurisdictions on all new hires, before beginning employment. The level of check will be determined by the hiring department upon consultation with the central administrative office conducting the search. This check will be required before beginning employment in the following positions:

- a. Chancellor, president and vice presidents;
- b. Resident hall and apartment manager or director and assistants;
- c. Custodians and other employees with master keys or other means of unsupervised access to residence halls or secure buildings or facilities;
- d. Child care employees and other employees who have unsupervised contact with children;

- ~~e. Employees responsible for or with access to controlled substances and other drugs, explosives or potentially dangerous chemicals and other substances; and~~
- ~~f. Counselors and coaches.~~

~~5.~~ 3. Current Employees

~~35.~~ 35.1

Current employees have a duty to immediately report a criminal conviction covered under this policy (all felonies; and misdemeanors involving violence and theft; or any offense requiring one to register as a sex offender) to their supervisor and the Director of Human Resources/Payroll. See Policy 155 for arrests and convictions involving drugs and alcohol in the workplace. Additional evidence about the conviction (example, the judgment of conviction) may be placed in the employee's official personnel file. The employee can add a statement pertaining to the conviction. Whether the conviction has an effect on employment status will be determined by the supervisor after consultation with appropriate personnel. (See section 4 above.) The employee can request that the conviction information be removed from the employee's official personnel file after misdemeanors are over 5 years old and 10 years for felonies.

~~35.~~ 35.2

Information regarding this subsection shall be provided to employees as part of the *NDSU Annual Notice of Policies Covered under the ND Risk Management Program*.

~~35.~~ 35.3

All current employees are required to sign a Criminal Record Disclosure Form.

~~35.~~ 35.4

Employees arrested or charged by summons to appear for crimes covered by this policy, or for a crime otherwise job related (e.g., a DUI if driving is a job requirement), have a duty to notify their supervisor and the Director of Human Resources/Payroll within five days of the arrest or receipt of the summons. While an arrest is not a conviction, NDSU will determine any potential actions or consequences on a case by case basis.

POLICY CHANGE COVER SHEET

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

Section: *NDSU Policy 350.1: Board Regulations on Academic Freedom and Tenure;
Academic Appointments*

Added paragraphs 4.c.(12) regarding Research Professorships and 4.c.(13) regarding Professor of Practice.

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

Policy Committee: 10/15/08

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

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

Provost/VP for Academic Affairs (9/11/08)

General Counsel (9/11/08)

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

SECTION 350.1: BOARD REGULATIONS ON ACADEMIC FREEDOM AND TENURE; ACADEMIC APPOINTMENTS

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

1. General Principles

- a. A college or university is a forum for ideas, and it cannot fulfill its purpose of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method. Academic freedom and tenure are both important in guaranteeing the existence of such a forum. This policy is intended to enable institutions under the authority of the Board to protect academic freedom.
- b. The purpose of tenure is to assure academic freedom. Academic freedom applies to all scholarly pursuits. Freedom in scholarship is fundamental to the advancement of knowledge and for the protection of the rights of the faculty members and students. It carries with it duties and responsibilities correlative with rights. These duties and rights are set forth in policy 401.1, relating to Academic Freedom, and the **1940 Statement of Principles on Academic Freedom and Tenure** (Rev. 1990), adopted by the American Association of University Professors and the Association of American Colleges. These policies apply to all institution faculty unless otherwise indicated.
- c. Tenure is awarded by the Board upon recommendation of the Chancellor, following review and recommendations made pursuant to the procedures established at the institution and a recommendation by the institution's president to the Chancellor. A favorable recommendation means that the applicant meets all of the prerequisites and criteria and the award of tenure is consistent with the sound fiscal management and academic priorities of the institution and the system of education under the control of the Board. Tenure recommendations submitted to the Board shall include a brief summary of the candidate's qualifications and reasons for the recommendation. Tenure is not an entitlement, and the granting of tenure requires an affirmative act by the Board. Tenure is limited to the academic unit or program area in the institution in which tenure is granted and shall not extend to an administrative or coaching position.

2. Definitions of terms used in sections 605.1, 605.2, 605.3 and 605.4 of Board Policy (350.1, 350.2, 350.3, 350.4 NDSU Policy Manual):

- a. "Academic Year" means the period, approximately nine months in duration, starting with the beginning of the Fall semester and ending following completion of the Spring semester.
- b. "Board" means the North Dakota State Board of Higher Education.

- c. "Faculty" means all members of the academic staff, excluding only coaches and administrators in their capacities as coaches or administrators.
- d. "Receipt" means either actual or constructive receipt. Constructive receipt means the sending party has taken all reasonable steps to ensure that the receiving party has received actual notice.

"Academic unit or program area" shall be defined as the department or comparable unit. Comparable unit shall be determined by the President after consultation with relevant department, college, and university faculty and representatives.

"Head of an academic unit" shall be defined as the department chair or equivalent administrative appointment. Equivalent administrative appointment includes faculty coordinating a program area who have administrative responsibility for evaluating probationary and tenured faculty and making recommendations for tenure, promotion, renewal or nonrenewal, dismissal, or termination.

3. General Procedures

- a. Because of the variety of scope and organizational structure of the institutions under the control of the Board, the faculty governance structure at each institution, in accordance with section 305.1 of these policies, shall recommend procedural regulations to the president to implement policies 605.1, 605.2, 605.3 and 605.4, including:

The faculty governance structure at North Dakota State University is the University Senate.

- 1) procedures for continuing evaluation of both probationary and tenured faculty members; and
- 2) criteria and procedures by which faculty members are evaluated and recommended for tenure.

Procedures for the continuing evaluation of both probationary and tenured faculty members, and criteria and procedures by which faculty members are evaluated and recommended for tenure are published in the NDSU Policy Manual, Section 352.

- b. The criteria for tenure evaluation and continuing evaluation of probationary and tenured faculty shall include scholarship in teaching, contribution to a discipline or profession through research, other scholarly or professional activities, and service to the institution and society. Institutions may adopt additional criteria. The regulations defining these criteria shall be consistent with the nature and mission of the institution.

- 1) Institutions shall establish various tenure "plans" appropriate to the diverse missions of individual institutions, designed to encourage emphasis on research, scholarship in teaching (including, for example, utilization of technology in teaching and innovative teaching methods), service (including, for example, technology transfer and economic development) and other areas of emphasis. Institution regulations shall include guidelines for determining weight to be given each of the criteria for tenure evaluation and continuing evaluation. The guidelines shall provide for varying emphasis on the enumerated criteria based upon the faculty member's plan, the needs of the institution and the background, abilities and interests of the faculty member.
 - 2) Tenured and probationary faculty contracts shall identify the faculty member's tenure plan and describe the faculty member's duties and goals. The contracts shall specify the weight to be given the criteria for evaluating performance. The contract provisions shall be reviewed and, when appropriate, revised as a part of the faculty member's periodic evaluations.
- c. Eligibility for tenure requires a probationary period of six years of continuous academic service to the institution, during which the faculty member is evaluated at least annually according to an evaluation process designed to foster continuous improvement. The term may be extended beyond six years or the continuous service requirement may be waived in exceptional circumstances. Institutions shall establish procedures for granting extensions or waivers of the continuous service requirement in exceptional circumstances, which must include maternity or parental leave and appropriate accommodations for faculty members with disabilities. Institution procedures may define additional exceptional circumstances including, for example, family emergencies or extended illness.

A faculty member desiring an extension of the six-year probationary period or a waiver of the continuous service requirement based on exceptional personal or family circumstances shall make a written request for an extension or waiver to the department chair or head of the academic unit. The written request shall be made within 90 days from the time of the exceptional circumstances justifying the extension or waiver request. The chair or head of the academic unit shall forward a recommendation on the request to the Dean who shall also review the matter and forward a recommendation on the request to the Provost and Vice President for Academic Affairs. Approval of the extension or waiver request rests with the Provost and Vice President for Academic Affairs and the President of the University. Denial of an extension or waiver request is a matter related to promotion and tenure appealable pursuant to Policy 350.

- d. An institution may, subject to procedural requirements stated in this policy and sections 605.2, 605.3, and 605.4, decline to renew the contract of probationary faculty without cause at any time during the probationary period.

4. Faculty appointments shall be probationary, tenured or special.
- a. PROBATIONARY APPOINTMENTS are renewable annually and yield credit toward tenure. The probationary term is limited to six years of continuous academic service, excluding extensions to the term or exceptions to the continuous service requirement granted in exceptional circumstances.
- 1) An individual with previous professional experience may, at the discretion of the institution, be given tenure credit not to exceed three years for this experience, with such credit to be regarded as academic service to the institution for the purpose of these regulations. The faculty member shall be informed in writing of this policy and the institution's decision prior to or at the time of appointment.

Acceptability of tenure credit shall be evaluated by the department chair and the dean or director of the college or equivalent unit. Approval of credit toward tenure rests with the Provost and Vice President for Academic Affairs and the President of the University.

- 2) Time spent on leave of absence or developmental leave may be counted, up to a maximum of two years, as academic service for the purposes of these regulations. The amount shall be determined, and the faculty member informed in writing, including any applicable conditions, prior to authorization of the leave.
- Approval for leave credit is required by the department chair, dean, and the Provost/VPAA.*
- b. TENURED APPOINTMENTS recognize a right, subject to Board policy, to continuous academic year employment in an academic unit or program area as defined by an institution and stated on the contract. A faculty member shall qualify to be recommended for a tenured appointment by satisfying the criteria for tenure developed in accordance with subsection 3 of this policy.
- 1) The following persons are not eligible for tenured appointment:

- i. Faculty members with a part-time or temporary appointment. However, faculty members who have been awarded part-time tenure as established by previous Board policy and those who accept a part-time appointment after being awarded tenure in a full-time position shall continue to have such tenure recognized.
- ii. An institution's president:

The President's Office maintains the list of faculty members who have been awarded part-time tenure under previous Board policy.

- 2) The Board may, following review and recommendations made pursuant to the procedures established at an institution award tenure in exceptional circumstances, defined by the institution's procedures, to an institution's chief academic officer or to any other person appointed to the faculty who has not met the eligibility requirement of subdivision 3 (c) of this policy, provided that the person, at the time tenure is granted has:
 - i. held a tenured appointment at another institution, or
 - ii. been a faculty member at the institution for at least one prior academic year.
- 3) The Board may, following review and recommendation made pursuant to the procedures established at an institution award tenure in exceptional circumstances, defined by the institution's procedures, to any person appointed to the faculty who has not met the eligibility requirements of subdivisions 3(b) and 3(c) of this policy, provided that the person has a documented record of outstanding achievement and consistent excellence in a discipline or profession gained through research, scholarly or professional activities, or service.

Materials in support of a candidate for tenure under exceptional circumstances shall be submitted to the department or academic unit in which tenure is sought. The materials shall be reviewed at the department or unit level and the chair or head of the academic unit shall forward the unit's recommendation to the Dean and the college PTE committee, who will review the materials and unit recommendation and make independent recommendations to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs will review the materials and recommendations and provide a recommendation to the President who will make a final recommendation to the State Board of Higher Education.

- c. SPECIAL APPOINTMENTS do not involve either tenure credit or status. Special appointments are all appointments except tenured or probationary appointments, including:
 - 1) Courtesy adjunct appointments awarded in accordance with Board policy to professional people who contribute to the academic or research program of the institution;
 - 2) Visiting appointments for people holding academic rank at another institution of higher education;
 - 3) Appointments of retired faculty members on special conditions;
 - 4) Initial appointments supported wholly or partially by other than state appropriated funds;

- 5) Appointments clearly limited to a brief association with the institution, as defined by the institution;

A brief association, as defined at NDSU, will be a maximum duration of six consecutive years. Exceptions to this policy must be approved by the chair, dean and the Provost/VPAA.

- 6) Terminal appointments given with notice of non-renewal to faculty members who were previously on probationary appointment. A terminal appointment with notice of nonrenewal must be given to a faculty member no later than the end of the sixth year of probationary appointment if the decision is made to deny tenure;
- 7) Part-time faculty;
- 8) Lectureship appointments, which shall be for performance of specifically assigned academic duties only, without general faculty responsibilities;

*Lecturers provide the services defined in the letter of appointment, which are generally limited to teaching specific courses or advising a certain number of students; participation in faculty governance is not provided for. These appointments are compensated and may be for one **or two semesters** at a time. Full-time lectureship appointments are considered temporary. Service beyond a total of six **consecutive** years **requires a written justification by the department and approval by the dean and the Provost/VPAA.***

A Senior Lecturer appointment is also available for academic staff of distinguished merit and ability when a probationary faculty appointment is either inappropriate or unavailable. Factors to be considered in awarding a Senior Lecturer appointment include the academic degree and years of experience of the candidate, as was well as the level of courses taught and the quality of instruction. Although senior lecturers may be expected to participate in college activities and committees, they are not eligible for governance activities or committee assignments provided for the University's faculty by its Constitution or Bylaws.

Senior Lecturers shall be appointed annually (or for a longer period with the approval of the Provost and Vice President for Academic Affairs) at a salary appropriate for their qualifications, responsibilities and department.

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

- 9) Graduate teaching assistant appointments.

10) Postdoctoral fellowships and clinical appointments; and

11) Other faculty appointments, not probationary or tenured, that are designed to help fulfill the institution's mission or meet long-term needs. The appointments shall be subject to an agreement describing the faculty member's duties and goals, criteria and weight assigned each criteria for evaluation. The term of an appointment and agreement, or renewal thereof, may not exceed three years. The faculty member's performance and achievement of goals shall be evaluated during the final year of an appointment. An appointment may be renewed only if the evaluation demonstrated satisfactory performance.

12) Research Professorships

- i. **Research Professorships** shall be for faculty members whose primary function is research in a position that is supported entirely by extramural funding. Research Professorships are offered to individuals with experience and scholarly qualifications comparable to regular faculty members at the same rank. Thus, the appointments may be made at the levels of a) Research Assistant Professor, b) Research Associate Professor, or c) Research Professor. Research Professorships shall be hired using existing university policies and guidelines, and the appointment must be associated with an academic department and/or a research unit within an academic department. It may, however, be made in one or more departments. If the appointment is a joint appointment between two units, the appointment must exceed 50% in one of the units, and the Chair/Head in the majority unit would take primary responsibility for annual evaluations.
- ii. The duration of the appointment is based upon extramural funding. Research Professorships neither carry tenure nor are eligible for tenure.
- iii. The position is typically 100% research. No teaching or university service is expected, but professional service (e.g., reviewing submissions; presenting at conferences) is an inherent responsibility of the position. Departments may have different expectations concerning the role that the appointee plays in departmental service activities (e.g., attending departmental meetings, voting on departmental issues). Research Professorships will not typically involve formal classroom teaching. In rare cases in which a Research Faculty is considered for a teaching assignment, a separate part-time teaching appointment is required, and the Research Faculty should reduce their research effort accordingly. All non-research activities are, of course, subject to constraints imposed by the funding agencies providing support for the primary appointment.
- iv. Research Professorships are not counted for the purposes of determining unit representation for University Governance. The appointee's role in graduate

education shall be governed by the department and by the existing policies of the Graduate School.

- v. An annual written evaluation will be completed by the department Chair/Head. If the Research Faculty is working within a research group, then the Chair/Head shall consult with the Research Director or Principal Investigator for input on the appointee's evaluation. It is essential that the evaluation be based upon a current position description. One component of the annual review will be the assessment of past and upcoming funding for the position.
- vi. Promotion is initiated via a departmental recommendation. The recommendation is signed by the College's Promotion, Tenure, and Evaluation Committee, by the Dean, and by the Provost and Vice President for Academic Affairs. Typically, promotion cannot be achieved until the candidate has spent a minimum of five years in rank. Promotion shall be based primarily on demonstrated success in research, publications and extramural funding (i.e., demonstration of knowledge dissemination in his/her field, supervision of graduate researchers, and/or continued funding support.
- vii. A Research Faculty member is eligible to apply for a tenure-track position. Upon recommendation by the chair, dean, and the Provost, up to 3 years prior experience in a Research Professorship can be counted toward tenure.

13) Professor of Practice

- i. The designation, Professor of Practice, shall be for faculty members whose primary function is to teach in their academic discipline and carry out other responsibilities assigned at the discretion of the department and or college, including apportionment of their time to service and or other professional responsibilities. Appointments at the Assistant, Associate, and Full Professor of Practice are based on academic qualifications, as described below.
 - a) **Assistant Professor of Practice.** For appointment as Assistant Professor of Practice, candidates must have a terminal degree or equivalent professional experience, and demonstrated professional or industrial/business experience. The length of appointment may be 1-3 years, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be in instructional activities and practice, the teaching load exceeding that of the tenure-track faculty in the unit/department.
 - b) **Associate Professor of Practice.** For appointment as Associate Professor of Practice, candidates must have a terminal degree or equivalent professional experience, evidence of leadership in instructional activity in

academic or professional instruction that has had a significant impact on the department, college, university, or profession. The length of appointment may be 1-4 years, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be in instructional activities and practice, the teaching load exceeding that of the tenure-track faculty in the unit/department.

c) Professor of Practice. For appointment as Professor of Practice, candidates must have a terminal degree or equivalent professional experience, evidence of contributions to advancing learning in the field (i.e. national visibility in dissemination of instructional methods and or materials, successful grant funding for instructional activities/innovations, leadership in professional organizations). The length of appointment may be 1-5 years, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be in instructional activities and practice, the teaching load exceeding that of the tenure-track faculty in the unit/department.

ii. Departments may have different expectations concerning the role that the appointee plays in departmental service activities (e.g., attending departmental meetings, voting on departmental issues). Professorships of Practice are not counted for the purposes of determining unit representation for University Governance. The appointee's role in graduate education shall be governed by the department and by the existing policies of the Graduate School. An annual written evaluation will be completed by the department Chair/Head.

iii. The position of Assistant, Associate, or Professor of Practice neither carries tenure nor eligibility for tenure, though promotion is possible through ranks, based on time in rank and satisfactory evaluation of assigned responsibilities. Promotion is initiated via a departmental recommendation. The recommendation is signed by the College's Promotion, Tenure, and Evaluation Committee, by the Dean, and by the Provost and Vice President for Academic Affairs. Typically, promotion cannot be achieved until the candidate has spent a minimum of five years in rank. Promotion shall be based primarily on demonstrated success in instructional activities and other assigned responsibilities.

iv. A faculty of practice member is eligible to apply for a tenure-track position. Upon recommendation by the chair, dean, and the Provost, up to 3 years prior experience in a Professorship of Practice can be counted toward tenure probation.

11)

5. The general terms and conditions of appointment shall be provided the appointee in a written contract. The contract shall state whether the appointment is probationary,

tenured or special. The term of a contract, except contracts made pursuant to paragraph 4(c)(11), shall generally not exceed one year. A multiple-year contract must be subject to termination upon discontinuance of the program in which the faculty member is employed, non-appropriation or loss of funds, or other financial exigency.

For a faculty appointment, the contract consists of the letter offering the position, the current job description of the individual faculty member, and the current policies and procedures of NDSU and the State Board of Higher Education. The department chair or head of an academic unit will ensure that all faculty have job descriptions that are periodically reviewed and updated. Each job description will be signed by the Dean, the Chair or head of the academic unit, and the faculty member and filed in the faculty member's official personnel file. Each job description shall specify how a faculty member's assigned responsibilities will be allocated among teaching, research, and service which will determine the weight to be given to each area of responsibility for tenure, promotion, and continuing evaluations.

6. The institutional process for evaluation of faculty, the criteria and minimum expectations for promotion and for tenure, and provisions concerning required notices, shall be made known to the appointee at the time of appointment. This disclosure may be accomplished by a published description of the process, criteria, and expectations in a faculty handbook or similar document. Such provisions are subject to change according to processes established for adoption or amendment of Board and institutional policies. Institution procedures shall provide for annual evaluation of all full-time faculty. The procedures shall include provisions requiring that evaluations are completed in a timely and appropriate fashion and that the institution takes appropriate remedial action in response to unsatisfactory evaluations. Evaluation criteria shall relate to a faculty member's duties and goals and be appropriately weighted in accordance with the terms of the faculty member's contract. Evaluations of all teaching faculty must include significant student input.

At the time of appointment, the appointee shall be provided with information, which contains the institutional process for evaluation of faculty, as well as minimum expectations for promotion and tenure. In addition, specific departmental and college guidelines for promotion, evaluation and tenure, if applicable, will be made available to the appointee.

The dean or director of the college or equivalent unit will be responsible for providing these documents to the appointee.

Note: Since this Policy repeats Board Policy, the section numbers in the Board Policy refer to Board Policy numbers. The italicized portions of Policies 350.1-350.4 are NDSU Policy which implement or supplement Board Policy.

| HISTORY: Replaces portions of Policy 605, SBHE Minutes April 25, ~~1995~~, 1995, pg 6554. Amended April 25, 1995; July 1, 1996; January 1997; June 1997; February 2001, October 2001, August 2003, October 2005, October 2007.