

Agenda

University Senate Meeting

Meeting place and time: 3:30 p.m., Monday, April 20, 2009
Memorial Union, Plains Room

- I. Substitutions - K. Wold-McCormick
- II. Approval of March 9, 2009, minutes
- III. Consent Agenda
 - A. Academic Affairs ([Attachment 1](#))

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 – University Senate President
 - D. V. Olson – Staff Senate President
 - E. J. Heilman – Student Senate President
 - F. Other

- V. Committee Reports
 - A. Academic Affairs
 - B. General Education – L. Peterson
 - C. Council of College Faculties – H. Hatterman-Valenti
 - D. Policy Coordinating Committee – M. Meister

For input/approval:

1. Policy 100 – Equal Opportunity and Non-Discrimination Policy ([Attachment 2](#))
2. Policy 156 - Equal Opportunity Grievance Procedures ([Attachment 3](#))
3. Policy 304 – Academic Staff and Executive/Administrative Positions- Procedures for Filling ([Attachment 4](#))
4. Policy 607 - Admissions and Re-Enrollment Safety Risks; Background Checks ([Attachment 5](#))

For feedback:

1. Mission, Vision and Core Values and Campus Themes Statements ([Attachment 6](#))

E. Other Committee Reports

VI. Unfinished business

- VII. New Business
 - A. Alcohol & Drug Use Prevention (J. Vangness)
 - B. Textbooks (A. LeFeriere)

VIII. Discussion

IX. Adjournment

Academic Affairs Committee Report April 2009

Curricular Recommendations

New Courses							
Subject	No.	Title	Crs.				
BIOC	720	Scientific Integrity	1				
BIOL	481/681	Wetland Science	3				
CDFS	430/630	Topics in Cognitive Development: (subtopics)	3				
CDFS	435/635	Topics in Socioemotional Development: (subtopics)	3				
CDFS	720	Basic Grant Development and Management	1				
CDFS	724	Advanced Topics in Socioemotional and Development: (subtopics)	3				
CDFS	725	Advanced Topics in Cognitive Development: (subtopics)	3				
CED	725	Wellness in Native Communities	1				
CED	726	Youth Development in Native Communities	1				
CJ	465	Women and Minorities in Criminal Justice	3				
CJ	733	Issues in Institutional Corrections	3				
ECE	424/624	Analog VLSI	3				
ECE	777	System Level Design and Automation	3				
EDUC	707	Foundations of Educational Research	3				
HNES	474	Methods in Resistance Training and Cardiovascular Conditioning	3				
ME	470/670	Renewable Energy Technology	3				
ME	728	Stress Waves in Solids	3				
Course Deletions							
Subject	No.	Title	Crs.				
ENGL	450/650	Contemporary Linguistics	3				
ENGL	451/651	Advanced English Grammar	3				
ENGL	757	Composition Studies	3				
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
ANTH	450/ 650	Cultural Anthropology	3	ANTH	450/ 650	<i>Qualitative Methods in Cultural Anthropology</i>	3
CHEM	726	Photochemistry and Photophysics	2	CHEM	726	Photochemistry and Photophysics	4
CDFS	403	Introduction to Research Methods	3	CDFS	250	Introduction to Research Methods	3
FREN	489	Senior Thesis	1-6	FREN	489	Senior Thesis	1
IME	770	Advanced Operations Research Topics	3	IME	773	Advanced Operations Research Topics	3
MUSC	704	Graduate Music History Survey	2	MUSC	704	Graduate Music History Survey	3
PHYS	755	Classical Mechanics	3	PHYS	455/ 655	Classical Mechanics	3
SOC	441/ 641	Sociology of Death	3	ANTH/ SOC	441/ 641	<i>Death and Dying</i>	3
SPAN	489	Senior Thesis	1-6	SPAN	489	Senior Thesis	1

Cross-Listed Courses				
Subject	No.	Title	Crs.	New Cross-Listed Department
ENGR	770	Quantitative Modeling	3	Industrial and Manufacturing Engineering (IME)
SOC	441/ 641	Death and Dying	3	Anthropology (ANTH)
Change in Prerequisites & Corequisites and/or Bulletin Descriptions – For Information Only				
ANTH	450	Qualitative Methods in Cultural Anthropology		Add Prereq: Junior or Senior Standing
FREN	489	Senior Thesis		Add Prereq: Senior Standing; Study Abroad
HNES	371	Fitness Programs and Management		Remove Prereq: HNES 271 and 272
PHYS	455/ 655	Classical Mechanics		Add Prereq: PHYS 352; Add CoReq: PHYS 251, MATH 265 and MATH 266
SPAN	489	Senior Thesis		Add Prereq: Senior Standing; Study Abroad

POLICY CHANGE COVER SHEET

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

SECTION 100: EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

This Policy is being changed to add to and modify the listed protected groups.

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

Policy Committee:

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

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

VP – Division of Equity, Diversity and Global Outreach

North Dakota State University is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and including appropriate affirmative action efforts, for all individuals without regard to race, color, national origin, religion, sex (gender), disability, age, Vietnam Era status as a U.S. veteran, sexual orientation, (meaning actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression,) status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.

The following notice must be included in all departmental publication such as bulletins, announcements, manuals, publications, guidebooks, brochures, pamphlets, catalogs, application forms or recruitment materials describing or inviting participation in programs at North Dakota State University. (This notice is not required on departmental homepages.):

Non-Discrimination Policy:

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era status as a U.S. veteran, sexual orientation, (meaning actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression,) marital status, or public assistance status. Direct inquiries to the Executive Director and Chief Diversity Office, Vice President for Equity, Diversity and Global Outreach, 2052 Old Main, (701) 231-7708.

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 156: Equal Opportunity Grievance Procedures*

This policy is being updated to clarify the equal opportunity grievance process and make it more effective and efficient.

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

Policy Committee: 10/15/08; 11/12/08; 12/10/08; 3/11/09

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

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

General Counsel

Equity and Diversity

SECTION 156: EQUAL OPPORTUNITY GRIEVANCE PROCEDURES

SOURCE: NDSU President**1. INTRODUCTION**

1.1

The purpose of these grievance procedures is to provide a fair and orderly system for review at North Dakota State University of alleged violations, of any federal, state or local equal opportunity laws, regulations, and policies that prohibit discrimination based on ~~race, color, religion, national origin, sex, disability, age, veteran's status or sexual orientation~~ any federal, state or local protected class. ~~These procedures have been approved by the University President, following review by the Presiding Officer of the University Senate, the President of the Staff Senate, the Student Body President, and the President's Council.~~

1.2

Any individual or group filing a grievance under this procedure is entitled to protection from harassment, reprisals or retaliation as a result of having filed the grievance. ~~Any violation of the protection~~ Retaliation may, in itself, constitute grounds for a grievance.

1.3

Parties to a grievance filed under this procedure will make every effort to comply with the established timelines for giving notices and completing actions related to the grievance. In extenuating circumstances, these timelines may be extended by the NDSU ~~Director Vice President of for~~ Equity, and Diversity and Global Outreach ("Diversity Officer") in consultation with the parties.

2. ~~Step 1--~~ADMINISTRATIVE REVIEW OF GRIEVANCE

2.1

Any student, employee of the University, or any group of such persons who ~~feels is~~ substantively affected by an apparent violation of equal opportunity laws, regulations, or policies shall be ~~initially~~ entitled to an administrative review of the grievance.

2.1.1

The review is initiated by completing the NDSU Formal Equal Opportunity Grievance Form (available from the NDSU ~~Office of for the Vice President for Equity, and Diversity and Global Outreach-Office~~) and filing it with the Diversity Officer in the Office ~~of for the Vice President for Equity, and Diversity and Global Outreach~~. Unless the ~~Executive Director, Chief Diversity Officer in the Office of Equity and Diversity~~ stipulates otherwise, the grievance form must be submitted within six months of the alleged violation.

2.1.2

This review shall include: (1) an administrative inquiry into the facts of the case; (2) a discussion of the case by the ~~administrator~~ Diversity Officer with the grievant and, the party whose action is the subject of grievance, ~~and the Executive Director, Chief Diversity Officer in the Office of Equity and Diversity;~~ (3) a conclusion by the ~~administrator~~ Diversity Officer regarding whether or not the case involves a violation of

equal opportunity rights; (4) an attempt to achieve a mutually acceptable resolution of the grievance; and (5) a written communication of that conclusion to the grievant and the party whose action is the subject of the grievance. Unless there are extenuating circumstances, the administrative review will be completed within 30 working days after the date of the filing.

2.1.3

As an alternative to this review, a grievant may, ~~of course,~~ pursue any channel of review applicable under another University policy (such as the Grade Appeals Board policy for students [Section 337], the Grievance Procedure for Conditions of Employment or Appeal Procedure for Disciplinary and Reduction In Force Actions [Sections 230 and 231, respectively], or the Board Regulations on Nonrenewal, Termination or Dismissal of Academic Staff, the Board Regulations on Hearings and Appeals, or Grievances - Faculty [Sections 350.3, 350.4 and 353 respectively]).

~~3. Step 2--NEGOTIATION~~ 3. VOLUNTARY MEDIATION

~~4.~~ 3.1. If the grievant and party whose action is subject to the grievance both agree to mediate, the provisions of Policy 350.5-Mediation shall apply.

3.2 If voluntary mediation is unsuccessful, the grievant may request a hearing of the grievance pursuant to section 4.1.

~~3.1~~

~~If a grievance is unresolved after Step 1, either the grievant or the party whose action is the subject of the grievance may, within 10 working days of the issuance of the administrative determination, make a written appeal to the University's Executive Director, Chief Diversity Officer in the Office of Equity and Diversity for negotiation of the case by a representative of the grievant, a representative of the party whose action is the subject of grievance, and the Director of Equity and Diversity. Within 5 working days of the appeal for negotiation, the two parties should provide the Executive Director, Chief Diversity Officer in the Office of Equity and Diversity with the name of the person who will serve as their representative for this process.~~

~~3.1.1~~

~~The negotiators' responsibilities shall be to (1) determine the facts relevant to the grievance, (2) discuss the application of equal opportunity laws, regulations and policies, (3) attempt to resolve the grievance through further discussion and negotiation and, if that is unsuccessful, (4) refer the case to the hearing committee below or to another duly constituted University hearing committee such as the Grade Appeals Board or a Faculty Special Review Committee. Unless there are extenuating circumstances, the negotiators will complete their work within 30 working days.~~

~~5.~~ 4. Step 3--HEARING COMMITTEE OF GRIEVANCE

~~4.1~~

~~Upon referral from the negotiators, A grievant will have ten (10) calendar days to appeal the written conclusion in section 2.1.2 or from the termination of an unsuccessful mediation under section 3.~~ Aa grievance shall be heard by a five member equal opportunity hearing committee. The ~~negotiators~~ Student Body President, ~~Presiding~~

~~Officer~~ President of University Senate and the Staff Senate President shall designate the chair and other members of this committee from among the University Equal Opportunity Hearing Panel, which shall consist of the following 18 members:

- o 6 NDSU students appointed by the Student Body President,
- o 6 NDSU tenured faculty members appointed by the ~~President~~ enting Officer of ~~the~~ University Senate, and
- o 6 NDSU broadbanded employees appointed by the Staff Senate President.

4.1.1

~~For Each~~ group of panel appointees, those responsible for designating the panel shall strive to include members of both sexes and ethnic/racial diversity. Part-time students and regular employees are eligible for appointment. Committee members shall disclose any conflict of interest they may have to the committee which will determine whether that person will be allowed to sit on the committee. The parties shall be informed of the decision. The parties can also challenge a committee member for a conflict of interest and the committee shall decide the challenge in the same manner. If multiple challenges deplete the committee to two or less members, the Student Body President, President of University Senate, and the Staff Senate President shall assist in deciding whether the challenges have merit. Members disclosing a conflict or being challenged for a conflict may vote on the motion.

4.2

An Equal Opportunity hearing committee shall conduct its hearing in accordance with the following requirements: The committee ~~can~~ may appoint a hearing officer with authority to conduct the pre-hearing meetings, supervise discovery, advise the committee or preside over the hearing. for the chair. The responsibilities for conducting the hearing are then assumed by the hearing officer, subject to decisions by the committee.

4.2.1

Any grievant requesting a hearing must file a written statement with the hearing committee indicating the grounds upon which a violation of equal opportunity is alleged to exist. Upon receipt of this statement, the committee chairperson shall schedule a date for an initial hearing.

4.2.2

The committee shall attempt to schedule hearing sessions only when all of its members are able to be present. If the committee decides, however, that the parties interests are best served by scheduling a session even when one or more of the committee members are not able to be present, then the absent members shall be responsible for reviewing the tape recordings of that session to familiarize themselves with the evidence presented at that time.

4.2.3

Attendance at any hearing shall be limited to the committee members, the parties, and their attorneys or other representatives unless both the parties shall agree to offer an express invitation for a particular hearing or session to the public or representatives of the press.

4.2.4

The committee chairperson shall preside at all sessions, and any party or representative wishing to present evidence, examine witnesses, summarize evidence, or present arguments shall do so only with the consent of the chairperson. The committee shall tape-

record sessions (and/or hire a court reporter) at which testimony is heard and shall allow controlled access to the tape for review or transcription by any party directly involved in the proceedings. The committee shall also keep summary minutes of its proceedings.

4.2.5

At the beginning of a hearing, the committee shall provide an opportunity for opening statements to be made, first by the grievant, then by the party defending the action in question. The committee shall then rely upon the opposing parties to call the necessary witnesses and present relevant evidence. The committee shall reserve the right, however, to call its own witnesses and to act in an investigative capacity itself, should the need arise.

4.2.6

The committee shall consider both oral testimony and written evidence. Upon receipt of any written statement or evidence provided by any party to the committee, the committee shall promptly provide the other party with a copy of such material. The committee can set its own rules for notice deadlines for disclosure of exhibits and witnesses. Any person offering testimony before the committee shall be subject to questioning by the committee members or either party with specific consent of the committee chairperson. The committee shall reserve the right to exclude redundant evidence as determined by a majority committee vote. The committee shall exercise the limit of its authority to secure the testimony of essential witnesses or other relevant evidence. At the conclusion of a hearing, the committee shall provide an opportunity for either party to submit a written summary of its position.

4.2.7

The committee shall vote by secret ballot, and the committee chairperson shall vote on all questions. In order for the committee to find a violation of equal opportunity, the grievant must show by the greater weight of the evidence that such a violation did, in fact, occur. If an alleged harasser in a sexual harassment case claims consent as a defense and the person was in a position of power or control over the grievant, the burden of proof on the issue of consent is on the alleged harasser. The vote required for committee action will be a simple majority of total number of votes eligible to be cast. ~~Without disclosing actual tallies, a~~ All voting results and any recommendations of the committee shall be promptly made available in writing to all of the parties involved in the case and the University President. ~~If the committee has found an equal opportunity violation, t~~ The President shall be responsible for determining an appropriate administrative response to the findings, conclusions and recommendations. The decision of the President is final.

HISTORY: December 20, 1977; Amended September 1993; Amended January 1996; June 2000, October 2007.

VERSION 2 – 3/504/09/09

POLICY CHANGE COVER SHEET

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

SECTION 304: ACADEMIC STAFF AND EXECUTIVE/ADMINISTRATIVE POSITIONS - PROCEDURES FOR FILLING

This Policy is being changed to account for the new Online Application Process that NDSU started this past August.

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

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

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

VP – Division of Equity, Diversity and Global Outreach

1. All academic staff (instructors, assistant, associate or full professors and lecturers) and other positions within the 2000 job codes family and executive/administrative

positions (job family 0000) that qualify for fringe benefits must be filled according to the following procedures. Recruitment areas/methods are found in [Section 103.1](#).

- 1.1 [“Create an Opening” in the Online Employment System and forward through the approval process up to the Office for Equity, Diversity and Global Outreach. Indicate search committee members, where to advertise, and provide any other necessary information or attachments.](#)

~~Complete a [Request to Recruit form](#) and circulate with necessary attachments for approval signatures.~~ A notice of approval will be sent from the [Office for Equity, Diversity and Global Outreach](#) ~~Provost and Vice President for Academic Affairs' Office~~ to the search committee chair and the department chair/head or other appropriate unit administrator.

For equal opportunity/affirmative action purposes, particular attention will be given to:

- **completeness** of the position description
- **specificity** of qualifications
- **consistency** of qualifications ~~on [Request to Recruit](#)~~ with those in flyers and/or advertisements
- **details** of the recruitment plan which should include:
 - both formal and informal recruitment methods
 - specific efforts to reach those in traditionally underrepresented groups (see [Section 103.1](#) on recruitment areas and methods)

- 1.2 After receiving the notice of approval ~~for the [Request to Recruit](#)~~, the department initiates the recruitment efforts described ~~on the [Request to Recruit](#)~~ by placing both hard copy and electronic advertisements, distributing position announcements, etc., and retaining documentation for the transaction file (see this section, No. 1.10.41). ~~An electronic copy of the position announcement should be sent to the Equity and Diversity Office for posting on standard web sites: NDSU employment page, Higher Ed Jobs, and Career Fargo.~~ If changes occur in the recruitment plan, please notify The [Equity and Diversity Office](#) [for Equity, Diversity and Global Outreach](#).

- 1.3 Once the [Opening Request to Recruit](#) has been completely approved, the [Office for Equity, and Diversity and Global Outreach](#) ~~Office~~ will ~~create a Job Requisition in [Recruit Workforce](#) and~~ send the following to the search committee chair:

- ~~a copy of the approved [Request to Recruit](#) that includes the Job Requisition number;~~

~~NOTE: The department is responsible for entering and updating applicant information in Recruit Workforce; at least one support staff member in each department has Recruit Workforce access to do this task.~~

- ~~• a supply of applicant flow cards and envelopes (See [Section 105](#));~~
- a copy of the NDSU recruitment brochure (additional copies are available from the [Office for Equity, and Diversity and Global Outreach Office](#) for recruitment activities);
- a list of women and minority doctoral candidates, when available and appropriate.

In addition, for positions that do NOT include teaching responsibilities, a packet of information about the ND Veteran's Preference Law and of the screening process required in order to comply with that law.

The following information for use in the recruitment and hiring process is available online:

- [NDSU Procedures](#) for Recruitment/Selection of Nonbroadbanded Positions Subject to the ND Veteran's Preference Law
 - A form for applicants to use in claiming the [ND veteran's preference](#)
 - "[Legal Watch](#)" on the ND veteran's preference law
- [Employment Inquiry Guide](#) (guidelines for appropriate questioning during reference checking and interviewing)
- [Interviewing Guidelines for ADA Compliance](#)

The following institutional forms may be downloaded and/or completed on-line:

- ~~• [Recruitment Employment Checklist](#)~~
- [Interview Report](#)
- [Request to Offer](#)
- ~~• [Criminal Record Disclosure Form](#)~~
- [NDSU Hiring Form 100/102: Job Data](#)
- [NDSU Change Form: 101](#)

- 1.4 Conduct the screening process using the qualifications ~~indicated given on the Request to Recruit form.~~ (Keeping notes about this process will be helpful in completing the transaction file.) Those who do not meet minimum qualifications should be notified promptly that they are no longer being considered and their lack of qualifications noted in their applicant status in the Online Employment System, on the Recruitment/Employment Checklist.
- 1.5 ~~The search committee, in consultation with the department/unit head, will determine the finalists for whom they want to request interview approval. The department/division/unit head, in consultation with the search committee, will determine the finalists for whom they want to request interview. To do this, the department changes the status of those applicants in the Online Employment System to "Request for an Interview.": The Office for Equity, Diversity and Global Outreach will review the search and follow-up if there are any questions.~~

Conduct interviews and determine the best qualified applicant. For non-teaching positions, see the packet of information on compliance with the veteran's preference law. Please note that the Provost and Vice President for Academic Affairs should be included in the interview schedule for those interviewed for academic department chair positions and, when possible, those interviewed for faculty positions.

- 1.6 Complete the Interview Report forms and Recruitment Employment Checklist noting reasons for selection or non-selection of each applicant based on the minimum and preferred qualifications.
- 1.7 Complete the Request to Offer a Position form in its entirety, and route for required signatures with the following attachments:
- ~~Complete application files for all interviewed applicants or for all applicants included in the final pool (in cases where only one applicant is interviewed on campus). Be sure to include the following:~~
 - Interview Report Forms
 - A list of the questions used in the formal interview, ~~the Recruitment/Employment Checklists,~~
 - ~~A completed and signed Criminal Record Disclosure form. Faxed copies are acceptable. While Criminal Record Disclosure form is required only for the individual hired, the department may want to ask all those interviewed for the position to submit this form in case the first choice applicant does not accept an offer.~~

- ~~The list of applicants with updated dispositions printed from Requisition Activity in Recruit Workforce.~~
- For faculty and lecturer appointments, a draft of the proposed letter of offer based on the format provided by the Provost and Vice President for Academic Affairs
- A completed [Degree Verification form](#) for the applicant to whom the department wishes to make the offer if the required degree has been completed. If the applicant's file includes a complete transcript, the Degree Verification is not needed

1.8 Upon approval, contact the person selected and send two originals of the letter of offer (one to be signed and returned indicating acceptance). If the person rejects the offer, return to 1.7 above and follow the same procedure for the second ranking applicant. To save time, *as many as* three (3) finalists may be rank ordered and a Request to Offer a Position for each circulated altogether.

~~Note: When an individual accepts the offer, the Criminal Record Disclosure form should be sent to the appropriate dean's office to be filed in the individual's official personnel file. The Criminal Record Disclosure form for any other applicant who completes it should remain with that applicant's file and be submitted to the Equity and Diversity Office as part of the transaction file.~~

1.9 Once the position has been accepted, promptly notify all remaining applicants of the action.

1.10 As soon as possible after the offer is accepted, complete and submit the employing department's portion of the transaction file to the Equity and Diversity Office. If a position is not filled and a new or extended search is planned, contact ~~the~~ [The Office for Equity, and Diversity and Global Outreach Office](#) to determine how to handle the new recruitment.

NOTE: No Hiring form 100/102: Job Data or Change Form 101 will be processed until transaction file has been completed and submitted to the Equity and Diversity Office.

A complete transaction file [for the Online Employment System](#) will include the following:

ITEM		RESPONSIBLE OFFICE
1.10.1	Request to Recruit form	Equity and Diversity Office
1.10.2	Memo appointing the search committee	Equity and Diversity Office

1.10.3	Applicant flow summary	Equity and Diversity Office
1.10.14	Copies of all recruitment efforts including: -Actual advertisement(s) used to recruit with publication names and dates -Samples of position flyer(s) and/or letters with a list of those to whom such mailings were sent	Employing department
1.10.25	Any correspondence related to the recruitment and selection process	Employing department
1.10.36	Notation of telephone or face-to-face contacts	Employing department
1.10.47	Applications and related Letters of reference, reference check notes, and any other applicant materials received for the position	Employing department
1.10.8	Complete Recruitment/Employment Checklists for all applicants	Employing department
1.10.59	A list of the questions used for the phone and/or personal interview	Employing department
1.10.610	Completed Interview Reports for those interviewed by phone or in person	Employing department
1.10.11	A copy of the interview questions used by the search committee	Employing department
1.10.712	A completely signed copy of Request to Offer form	Employing department

1.11 Complete the Hiring Form 100/102: Job Data, attach the following items, and circulate it for signatures:

- A fully signed copy of the Request to Offer
- For faculty, lecturers and graduate teaching/research fellows, a copy of the letter of offer or appointment agreement.
- A completed Degree Verification form if the applicant's file did not include a complete transcript because the degree was not completed at the time the Request to Offer was approved.

- 1.12 To change the status for a current employee, complete the Change Form: 101 instead of the Hiring Form 100/102. The Change Form 101 should be accompanied by either a fully signed Request to Offer form or a memo documenting the means by which the change has been authorized. The Change Form 101 is routed for signatures in the same way as the Hiring Form 100/102.

Transaction files will be reviewed for completeness in the [Office for Equity, and Diversity and Global Outreach Office](#) and stored for three years.

POLICY CHANGE COVER SHEET

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

| Section 607: Admissions & Re-enrollment Safety Risks; Background Checks

Language is added to implement NDUS Policy 511 and corresponding Procedure 511 for student criminal history background checks. Section 1 was updated and renumbered. All language starting in Section 2 is new to Policy 607.

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

| Policy Coordination Committee – 2/11/09, 3/11/09

University Senate -

Staff Senate

President's Council:

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

NDSU Student Background Check Committee

General Counsel

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

SECTION 607: ADMISSIONS & RE-ENROLLMENT SAFETY RISKS: BACKGROUND CHECKS

SOURCE: NDSU President; NDUS Policy 511

1. General

- 1.1. North Dakota State University is committed to providing an atmosphere that encourages learning, the exchange of ideas and interacting with one another in a safe environment.
- 1.2. The University reserves the right to deny or to place conditions on admissions or re-enrollment of applicants and former students if the University determines such person represents a safety risk to persons or property at NDSU.
- 1.3. Undergraduate aApplicants have the right to appeal decisions under this policy to the Vice President for Student Affairs within seven calendar days of the date the notice was received. Graduate applicants have the right to may appeal decisions under this policy to the Dean of the Graduate School within the same time frame.
- 1.4. The following language will appear in admissions material and University Bulletins:

NDSU reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students who NDSU determines represent a safety risk to NDSU students, employees or property. Undergraduate aApplicants have the right to appeal any decision to the Vice President for Student Affairs within seven calendar days of the date the notice was received. Graduate applicants have the right to appeal any decision to the Dean of the Graduate School within the same time frame.

2. Background Checks

2.1 Purpose

2.1.1 The purpose of this policy is to implement NDUS Policy 511 and NDUS Procedure 511 pertaining to criminal background checks on students.

2.1.2 Employee background checks are covered pursuant to NDUS Policy 602.3, NDUS Procedure 602.3 and NDSU Policy 112. Students who are employees can also be covered under those policies in their employee status.

2.2 Admission to the University

2.2.1 Undergraduate Students

2.2.1.1 NDSU Policy 607 pertains to admission and re-enrollment safety risks. Pursuant to that Policy, NDSU has a Safety and Security Committee which reviews domestic undergraduate applications which indicate a criminal background pursuant to the NDSU Criminal Background Disclosure Procedure.

2.2.1.2 International applicants must still answer the standard criminal background questions on the admission form. International students transferring from within the United States must follow the admission process as stated in 2.2.1.1. International undergraduate students applying from outside the United States use the U.S. State Department Nonimmigrant Visa Application and are checked through that process. NDSU considers that background check process to be sufficient.

~~(1) — International undergraduate students applying from outside the United States use the U.S. State Department Nonimmigrant Visa Application and are checked through that process. NDSU considers that background check process to be sufficient. However, applicants must still answer the standard criminal background questions on the admissions form. International students transferring from within the United States, however, must follow the admissions process as stated in 2.2.1(1).~~

2.2.2 Graduate Students

2.2.2.1 The Graduate School will process admission applications like NDSU Office of Admission and the Registrar's Office of Registration and Records by sending positive responses through the Safety and Security Committee as described in section 2.2.1.1. ~~once the Graduate School receives the official background check from the applicant.~~

2.2.2.2 International applicants must still answer the standard criminal background check questions on the admission form. International students transferring from within the United States must follow the admission process for domestic students. International students applying from outside the United States use the U.S. Department Nonimmigrant Visa Application and are checked through that process. NDSU considers that background check process to be sufficient. ~~Unless admission is denied, the documents will be turned over to the relevant department for a determination of admission to the program. Admission to a graduate program is a condition precedent to admission to the Graduate School.~~

2.2.3 Students admitted to distance and continuing education courses are required to answer the standard background admission questions so long as they are considered to be NDSU "admitted" students. [Note: there may be some unique multi-state programs (e.g., consortiums) where these requirements will

~~have to be negotiated with other universities/states.] not apply because the student is enrolled in another university.~~

2.3 Admission to Specific Programs

2.3.1 FBI checks are required in those programs identified in NDUS Procedure 511(1). These checks will be handled through the appropriate College and Program (e.g., Education & Pharmacy). North Dakota BCI checks (or an FBI check) will be handled similarly through the appropriate college and program (see NDUS Procedure 511(2)). Employees coordinating these checks must be properly trained. Checks in some programs may be required twice; (e.g., once upon admission to the program and again when students go out for internships or student teaching), for example.

2.3.2 Background checks for ~~Student~~ student teachers are processed through the N.D. Education Standards and Practices Board. ~~which gets~~The Standards Board receives the background checks directly through BCI, and a letter specifying the outcome of the background check is provided to the Teacher Education Program.

2.4 Private Vendors

~~2.4.1~~ ~~Any private vendor used for a background check must be approved through the Purchasing Department. The University will likely contract with a single vendor (the NDUS may contract with a vendor the the University System which can then be used). Programs can use a private vendor although an FBI check may still be required for some Programs (see 2.3.1 above).~~

2.4.1 Use of private vendors for background checks is acceptable. Programs wishing to contract with a private vendor must consult with the Safety and Security Committee and receive approval through the appropriate University channels.

2.5 Recordkeeping, Sharing Information & Other

2.5.1 The results of student background checks ~~on students~~ are considered educational records ~~records~~ under FERPA and will be handled via the University recordkeeping policies.

Information will only be shared pursuant to those rules and on a need-to-know basis.

~~under FERPA and will be handled via the University recordkeeping policies. Information will only be shared pursuant to those rules and on a need to know basis.~~

2.5.2 FBI check results must be secured and kept separate from other background check information. These results must be shredded ~~when no longer needed~~ pursuant to University retention policies. The FBI ~~does conduct~~ audits ~~on~~ how these records are handled.

POLICY CHANGE COVER SHEET

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

This is not a policy, but feedback from Policy Committee, University Senate, Staff Senate, Student Senate/Executive Board and President's Council is requested.

The President's Council on Alcohol and Other Drugs has requested a change to the language of the Core Value, "People" in the NDSU Mission, Vision, Core Values and Campus Themes Statements.

Changes have been made in Campus Themes: "It's About People," "Programs" and "Leveraging Support."

Additional Information:

Mission Statement – approved by SBHE January 2004

Vision and Core Values – approved by Staff Senate, Student Senate, University Senate April 2004

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

Policy Committee: 12/10/08

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

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

President's Office – November 2008

(Draft ~~1-23~~ – ~~12/2/08~~ ~~1/21/09~~ 3/4/09)

MISSION, VISION, CORE VALUES
AND CAMPUS THEMES STATEMENTS

~~November 02, 2006~~
~~revised December 2008~~
~~revised January 2009~~
revised March 2009

MISSION

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

VISION

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

CORE VALUES

NDSU is guided by the following key values and principles:

Land-Grant

We reflect and serve geographically and culturally diverse populations.

We share institutional success across the university.

We anticipate and welcome growth and service that will occur in ways yet to be conceived.

We embrace our unique complexities as a land-grant university on the Northern Great Plains.

We remain committed to serving people globally.

People

We derive strength and vitality from each other and from the diverse communities we serve.

~~We care about the current and future welfare of our students, staff, and faculty.~~
We envision an academic and social environment that is conducive to intellectual and personal development by promoting the safety and welfare of all members of the university community.

We promote excellence through individuals participating in decisions and value cooperation for the common good.

Scholarship

We are an engaged university and acknowledge and pursue scholarship of all forms, including discovery, teaching, integration, and application.

We uphold the rights and responsibilities of academic freedom.

Teaching and Learning

We provide a superior teaching and learning environment within and outside of the traditional classroom.

We promote and value liberal, graduate, and professional education in a collegial environment where divergent ideas can be shared.

We foster an environment that promotes life-long learning with individually-defined goals.

Ethics

We maintain our integrity through principled action and ethical decision-making.

Culture

We will be the land-grant university that we want to be by welcoming and respecting differences in people and ideas.

We support the goals of the North Dakota University System and value collaboration with colleges and universities around the world.

We foster accessibility to our programs and services.

Accountability

We have a special relationship with, and are accountable to, the people of North Dakota.

We actively strive to contribute to our region's economic prosperity and to improve the quality of life.

CAMPUS THEMES

It's About People

North Dakota State University exists as a human endeavor; a means to accomplish a greater good. It's About People; acknowledges the service we do for our fellow citizens, but also emphasizes the institutional commitment to the people of North Dakota State University and our desire to reward those whose efforts are serving the public's interests.

Students are Paramount

In recent years, NDSU has seen tremendous growth in the size of our student body from some 9,700 students in 1999 to our goal of more than 12,000 students. NDSU's growth is grounded in the strength of our existing programs and fueled by the strategic addition of new programs. Undergraduate education remains the foundation of our educational offerings while new graduate programs are retaining and keeping young people in the state. NDSU students are active partners in our institutional transformation.

Programs

In these past few years, we have successfully launched many new undergraduate and graduate programs. ~~Total doctoral enrollment has risen from about 150 to 500 students.~~ We have reinforced the integrity of NDSU's academic offerings by emphasizing our faculty's expertise in research and creative activities while maintaining our focus on teaching and learning.

Leveraging Support

~~NDSU's growth is a major contributor to the state's economy. The direct economic impacts of NDSU growth in Fiscal Year 2000 was about \$14 million and by Fiscal Year 2005 grew to more than \$105 million. Over the past five years, the State of North Dakota has increased state appropriated support of NDSU by \$45.2 million. The University has leveraged those state resources by securing \$433 million from other sources. Thus, for every additional dollar of state support, we have obtained roughly \$9.60 of additional funds. In total, the impact of NDSU's growth over the last six years exceeds \$1 billion.~~

~~North Dakota State University has responded better to the challenge of the Roundtable for Higher Education and aspirations of the North Dakota University System. This is documented in a number of ways, most notably by Moody's Economy.com, which identifies NDSU as an important driver of the North Dakota economy. According to a recent Moody's report, "an increase in North Dakota State University's budget provides evidence that state government is delivering on its commitment to transforming the university into a leading academic institution," and "In the longer term, the funding will provide better resources for students and thereby enhance ND's human capital." This is a highly significant recognition of the transformation of North Dakota State University into a leading academic institution. The economic impact of just our growth in the past 10 years is nearly \$1 billion. For every dollar of state support, NDSU has obtained nearly \$10 in other funds.~~

NDSU has responded to the opportunities ~~of~~ allowed by the Roundtable for Higher Education and the aspirations of the North Dakota University System. For example, Ffor every dollar of state support, NDSU has obtained nearly \$10 in other funds. The economic impact of just the university's growth during the past 10 years is nearly \$1 billion. NDSU's transformation into a leading academic institution received significant acknowledgement, including as recognized by Moody's *Economy.com* in describing. ~~NDSU is recognized~~ as an important driver of the state's economy. A recent Moody's report stated, "In the longer term, (increased state) funding will provide better resources for students and thereby enhance ND's human capital."

Stature

NDSU is experiencing a period of remarkable success. Few universities have experienced our growth in enrollment, research expenditures, program expansion, or growth in campus infrastructure in such a short time. Our faculty, staff and students have seized upon an opportunity to be more and have catapulted this university forward. NDSU's institutional stature also is being increased through a very successful transition in intercollegiate athletics to Division I. We are increasing awareness of our state and representing North Dakota with pride and competitive excellence.