

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 8, 2006

The University Senate met at 3:30 p.m. in the Peace Garden Room of the Memorial Union with Dr. J. Council presiding and the following senators present: T. Ambrosio, I. Askelson, B. Bahrami, S. Balaz, S. Beck, E. Berry, K. Brooks, M. Christoffers, V. Clark Johnson, D. Comez, J. Cook, J. Coykendall, W. Dai, B. Duncan, T. Esslinger, J. Filpus, J. Garden-Robinson, J. Glower, K. Grafton, C. Gross, C. Gustafson, J. Hageman, W. Hannon, M. Harvey, D. Hauck, K. Howatt, A. Kallmeyer, T. Knoepfle, L. Langley, A. Little, M. Mallett, L. Manikowske, D. Miller, E.J. Miller, S. Neate, S. Panigrahi, C. Peterson, C. Presser, B. Randall, J. Ransom, S. Rasmussen, J. Reimnitz, D. Rider, T. Riley, M. Robinson, N. Rogers, D. Schwert, D. Scott, G. Smith, D. Sperl, D. Steele, W. Sun, K. Teigen, D. Terbizan, J. Trowbridge, D. Webster, and D. Wittrock.

Substitutions: L. Peterson for D. Danbom, D. Eiler for B. Montgomery, R. Petrich for M. Ostlie, R.S. Krishnan for R.C. Schnell

Previous Minutes

Minutes of the April 10, 2006, meeting were approved with unanimous consent.

Consent Agenda

MOTION (Reimnitz/Berry) to approve the reports and recommendations of the following committees:

- A. Academic Affairs – R. Pieri ([Attachment 1](#))
-This report was removed from the Consent Agenda and placed under Committee Reports.
- B. General Education – M. Christoffers ([Attachment 2](#))
- C. Policy Coordinating Committee - Information Items ([Attachment 3](#))
 - Section 345: Research on Human Subjects

MOTION TO APPROVE CONSENT AGENDA, AS AMENDED, PASSED WITH UNANIMOUS CONSENT.

General Announcements

- 1) *J. Council, President of University Senate:*
-Thanked the Senate for a successful year and for being flexible to change.

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- 2) *D. Cooley, Parliamentarian:*
 - Announced that a tutorial on 'How to Amend Something Previously Adopted' will be presented in the fall when Policy 407 returns to the Senate. Parliamentary tutorials are p
- 3) *University Senate Meeting Dates/Rooms 2006-2007:*
 - Meeting dates and locations were distributed and will be posted to the Senate web site. Note: Rooms are subject to change due to the Union remodeling project.

Committee Reports

Academic Affairs:

- R. Pieri, chair, presented from the floor additional courses that were approved at the final Academic Affairs meeting. MOTION (Knoepfle/Terbizan): to approve Academic Affairs report as amended. MOTION PASSED WITH UNANIMOUS CONSENT. These additional courses included in the attachment.
- MOTION (Steele/Beck): to reject course title changes of CDFS 773, 774 and 775 due to the replacement of the word 'marital' with 'couple' in the course titles. Opposition was based on moving the focus away from traditional marriage and family units. CDFS chair J. Deal provided explanation that the proposed title changes better represent the professional field today, and is an expectation of accrediting bodies. MOTION TO AMEND (Ambrosio/Hannon): to approve course title changes as originally presented. MOTION CARRIED WITH A VOTE OF 60-1 (Senator Steele voted no).

Unfinished Business

- 1) Policy 407 – Auxiliary Exclusive Services:
 - Council shared portions of the policy, which previously have been amended. He reported that concern still exists over the possibility of large catering businesses taking profits away from NDSU.
 - Profits from auxiliary services have supported and continue to fund various projects at the University.
 - Student support was voiced for this motion.
 - Additional language can be expected to the catering portion of the policy.
 - New text for discussion was presented:

“The intent of this policy is that unless otherwise approved pursuant to this section, non-NDSU catering services will not be allowed to deliver on campus for functions of any size. Delivery services, like pizza delivery for example, are not considered catering services.”

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New Business

- 1) *Annual Reports of Senate Standing Committees:*
 - Annual reports received will be posted to the University Senate web site in the coming weeks.

- 2) *Standing Committee Membership for 2006-2007:*
 - Draft copies were distributed and will be posted to the University Senate web site. As additional members and replacements are identified, and as committee chairs are named, please forward this information to Berry or Wold-McCormick.

- 3) *Policy 336- Examinations and Grading: Grades of Incomplete (Attachment 4):*
 - Wold-McCormick presented proposed changes to the Incomplete Grades portion of Policy 336. This included a new Incomplete Grade Reporting Form.
MOTION (Peterson/Berry): to approve the policy changes. Discussion ensued on how to handle students who don't take finals or who don't meet other course requirements, whether students should be responsible for stating the reasons for their request on the form, deadlines for submitting the form, impacts on departmental freedom to assign grades, whether or not this form should be made available on the web, and changed in how graduate research credits are graded.

MOTION CARRIED WITH A VOTE OF 50-10. The following senators or their substitutes voted aye: Ambrosio, Askelson, Balaz, Beck, Berry, Brooks, Clark Johnson, Comez, Coykendall, Dai, Duncan, Filpus, Garden-Robinson, Glower, Grafton, Gross, Gustafson, Hageman, Hauck, Howatt, Kallmeyer, Langley, Little, Mallett, Manikowske, D. Miller, Montgomery, Neate, Ostlie, Peterson, Presser, Randall, Ransom, Rasmussen, Reimnitz, Rider, Riley, Robinson, Rogers, Schnell, Schwert, Scott, Smith, Sperl, Sun, Teigen, Terbizan, Trowbridge, Webster, and Wittrock. The following senators or their substitutes voted no: Bahrami, Christoffers, Cook, Danbom, Esslinger, Hannon, Harvey, Knoepfle, Panigrahi, and Steele.

- 4) *Election of President-Elect of University Senate for 2006-2007:*

Dr. Donna Terbizan (College of Human Development and Education) was approved as president-elect with unanimous consent.

- 5) The term of the current Grade Appeals Board chair is expiring, and a replacement needs to be identified. Eligible board members were presented and three nominations were made: Karen Froelich, Lisa Daniels and Gregory Cook. A vote will be arranged at a later date.

Discussion

- A report and recommendations on faculty service were presented by Council ([Attachment 5](#)).

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Passing of the gavel to President Berry

Gene Berry was introduced as the new president of University Senate for 2006-2007. Berry, along with Krishnan, presented Jim Council with a plaque in appreciation of his service to the Senate this year.

Adjournment

Meeting adjourned at 4:30 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary

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Attachment 1

Academic Affairs Committee

Approved Curricular Recommendations

New Courses			
Dept.	No.	Title	Crs.
ACCT	342	Fundamentals of Financial Planning	3
ACCT	411	Advanced Fraud Examination	3
BUSN	657	Leadership in Organizations	3
CE	458/ 658	Bituminous Materials and Mixtures	3
CM&E	200	Construction Documents & Codes	3
CM&E	204	Construction Surveying	2
CM&E	240	Financial Cost Concepts for Construction Managers	3
CM&E	250	Construction Statics and Mechanics	3
ECON	410/ 610	Introduction to Econometrics	3
ECE	748	Elements of Information Theory	3
HNES	442/ 642	Community Health and Nutrition Education	3
HNES	442L/ 642L	Community Health and Nutrition Education Lab	1
ME	480/ 680	Advanced Fluid Dynamics	3
ME	731	Mechanical Behavior of Materials	3
MN	729	Materials Characterization	3
MN	730	Nanotechnology and Nanomaterials	3
MN	732	Electronic Properties of Materials	3
MN	745	Preparing Future Researchers	1
MN	756	Molecular Modeling of Materials	3
PHRM	465	Cultural Competence in Pharmacy Practice	3
Course Deletions			
ENGL	462/ 662	Modern European Drama	3
ENGL	464/ 664	Comparative Literature	3

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ENGL	470/ 670	American Literary Renaissance					3
ENGL	473/ 673	Contemporary American Literature					3
ENGL	475/ 675	Regional Literature					3
ENGL	481/ 681	Chaucer					3
ENGL	484/ 684	Restoration and 18 th Century Drama					3
ENGL	487/ 687	Victorian Literature					3
ENGL	488/ 688	20 th Century British Writers					3
ENGL	489/ 689	British Novel					3
ENGL	658	Advanced Writing Workshop					3
ENGL	677	Modern Poetry					3
ENGL	750	Linguistic Theory					3
ENGL	751	Directions in English Studies					3
ENGL	752	Pedagogy in English Studies					3
ENGL	765	Understanding Electric Culture					3
ENGL	781	18 th Century Literary Studies					3
ENGL	782	19th-20th Century British Literature					3
HNES	434	Organization Management of Sports Teams					2
PHYS	180	Contemporary Concepts in Physics					1
PHYS	363	Optics					3
Changes in Course Prefix, Number, Title, and Credits							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
AGEC	346	Agricultural Finance II	3	AGEC	346	<i>Applied Risk Analysis</i>	3
AGEC	710	Econometrics	3	<i>ECON</i>	710	<i>Advanced Econometrics</i>	3
CDFS	773	Foundations of Marital and Family Therapy I	3	CDFS	773	<i>Foundations of Couple and Family Therapy I</i>	3
CDFS	774	Foundations of Marital and Family Therapy II	3	CDFS	774	<i>Foundations of Couple and Family Therapy II</i>	3

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CDFS	775	Clinical Applications in Marital and Family Therapy I	3	CDFS	775	<i>Clinical Applications of Couple and Family Therapy I</i>	3
COMM	301	Survey of Rhetorical Theory	3	COMM	301	<i>Rhetorical Traditions</i>	3
CM&E	412	Construction Management	3	CM&E	412	<i>Construction Management Capstone</i>	3
CM&E	489	Construction Design	3	CM&E	489	<i>Construction Design Capstone</i>	3
EMGT	453/ 653	Emergency Management Law and Ethics	3	EMGT	453/ 653	<i>Emergency Management Law and Regulation</i>	3
ENGL	321	Technical Writing for Engineers	3	ENGL	321	<i>Writing in the Technical Professions</i>	3
ENGL	758	Composition and Rhetoric	3	ENGL	758	<i>Topics in Rhetoric and Writing</i>	3
HNES	726	Nutrition in Chronic Disease	3	HNES	726	<i>Nutrition in Wellness</i>	3
HNES	727	Physiology of Physical Activity and Wellness	3	HNES	727	<i>Physical Activity in Wellness</i>	3
LA	171	Environmental Design I	3	<i>ENVD</i>	<i>101</i>	<i>Introduction to Environmental Design</i>	3
LA	172	Environmental Design II	3	<i>ENVD</i>	172	<i>Environmental Design Fundamentals</i>	4
NRM	702	Natural Resources Management Planning	2	NRM	702	Natural Resources Management Planning	3
NRM	731	NEPA and Environmental Impact Assessment	2	NRM	<i>431/ 631</i>	NEPA and Environmental Impact Assessment	2
NRM	732	Environmental Impact Statement	2	NRM	<i>432/ 632</i>	Environmental Impact Statement	2
Cross-Listed Courses							
Dept.	No.	Title	Crs.	Cross-Listed Department			
UNIV	189	Skills for Academic Success	1	BUSN			
ME	479/ 679	Fluid Power Systems Design	3	ABEN			

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Review of General Education Courses

Approved General Education Recommendations.

Outcomes Key:				
1. Communicate effectively in a variety of contexts and formats.		5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.		
2. Locate and use information for making appropriate personal and professional decisions.		6. Integrate knowledge and ideas in a coherent and meaningful manner.		
3. Comprehend the concepts and perspectives needed to function in national and international societies.		7. Comprehend the need for lifelong learning.		
4. Comprehend intrapersonal and interpersonal dynamics.				
Category Removed from General Education Requirements				
Category 9: Computer Usage Integrated in All Majors <i>Rationale: Computer usage requirement is obsolete as it is now expected and practiced campus-wide across all majors.</i>				
Approval for New General Education with Outcomes				
Course No.	Course Title	Categories	Outcomes	
ENGL 321	Writing in the Technical Professions	C	1, 6	
Continued Approval (5-Year Renewal) for General Education with No Changes in Outcomes				
Course No.	Course Title	Categories	Outcomes	
HNES/PSYC 212	Psychological Aspects of Drug Use and Abuse	B	4, 6	
BIOL 124	Environmental Science	Sn <u>and</u> G*	5, 6	
Continued Approval (5-Year Renewal) for General Education with Changes in Outcomes				
Course No.	Course Title	Categories	Outcomes	
ARSC/NRM 225	Natural Resource and Agro-ecosystems	G, Sn	2, 6, 7	5, 6
CSCI 125	COBOL Programming	R	1, 2, 5	2, 5
PSYC 111	Introduction to Psychology	B	2, 4, 5	4, 5

*Category G was inadvertently omitted from this course in the April 2006 General Education Committee report to the University Senate.

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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 345: RESEARCH ON HUMAN SUBJECTS

The change will have no effect on current policies or procedures for the review or conduct of NDSU research involving human participants. Revision updates the references to administrative offices that have changed since the last revision.

- **Changes title to ‘Research Involving Human Participants’**
- **Changes ‘subject’ to ‘participant’**
- **Replaces the Dept. of Health and Human Services ‘Office for the Protection from Research Risks’, with ‘Office of Human Research Protections’**
- **Includes Food and Drug Administration regulations (21 CFR 50) that may apply**
- **Replaces the ‘Office of Graduate Studies and Research’ with ‘Office of the Vice President for Research, Creative Activities & Technology Transfer’**
- **Re-wording to improve readability**

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

Policy Coordinating Committee:

University Senate:

Staff Senate:

Student Senate/Executive Board:

President’s Council:

3. This policy was originated by (individual, office or committee/organization):
Institutional Review Board, April 6, 2006

SECTION 345: RESEARCH INVOLVING HUMAN PARTICIPANTS

SOURCE: NDSU President

North Dakota State University has provided a formal guarantee to the Office of Human Research Protections in the Department of Health and Human Services (DHHS), that it will follow procedures which will assure the protection of all human participants involved in NDSU research projects. This guarantee applies to all such research conducted by faculty, students, staff, or other representatives of the

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University, whether or not the research is sponsored by agencies of the U.S. Government.

In order to comply with this assurance, the University has established an organization competent to review research projects that involve human participants. In compliance with federal provisions (Protection of Human Subjects (45 CFR 46, 21 CFR 50), the Institutional Review Board (IRB) has been designated to review these projects by the Office of the Vice President for Research, Creative Activities & Technology Transfer.

The function of the IRB is to assist investigators in the protection of the rights and welfare of human participants. Investigators will not bear the sole responsibility for determining the standards for ethical conduct of research involving human participants. It is necessary for others, who are independent of this research, to share this responsibility. The University's guidelines for human subject research were approved by the University Senate on October 13, 1986. They have been incorporated into a document called, NORTH DAKOTA STATE UNIVERSITY GUIDELINES FOR THE PROTECTION OF HUMAN PARTICIPANTS IN RESEARCH. ANY proposal that involves the use of human participants is to be conducted under these guidelines. Copies of this document are available from the IRB Office, or NDSU IRB web page.

HISTORY: December 18, 1974; Amended April 1992; April 2006.

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SECTION 336: EXAMINATIONS AND GRADING

SOURCE: NDSU University Senate Policy

The giving of examinations, their type, and number is up to the individual instructor, in so far as it is consistent with Dead Week Policy (see below). However, results of some examinations or other methods of evaluation are encouraged to be provided to students before the last day to drop courses (coincides with last day to withdraw to zero credits) within a given term. These deadlines are published on an annual basis and typically fall three weeks before the last day of the semester, which includes final examination week, for regular full-term courses. Deadlines for variable length courses vary and are based on the length of the session in which classes fall.

The schedule for final examinations is determined and published by the Office of Registration and Records. Final examinations in one-credit courses are usually given during the last regular class period. Final examinations for all other courses may not be rescheduled during the final examination period, or given prior to the start of final examination period. According to the State Board of Higher Education policy, the examination period is instructional time and, if a final examination is not given, some instructional use of this period is expected. Final examinations for summer school, distance and continuing education and extension classes are arranged by the instructors.

No student shall be obligated to take more than three final examinations scheduled for the same calendar day. In the event that a student has four or more final examinations on the same calendar day, the student shall notify the instructor(s) from the highest numbered course(s) no later than two weeks before the last day of class to schedule a make-up examination to be administered at a mutually acceptable time.

Dead Week Policy (adopted by University Senate on February 14, 2005):

Only one exam or quiz per course may be given during the last two weeks of the semester (prorated accordingly for variable length courses), which includes finals week. Exceptions include summer classes, self-paced/correspondence courses, make-up exams, courses in which laboratory is incorporated with a lecture, one-credit courses, and quizzes that account for less than 5% of the students' overall grade. If a professor chooses to give an exam during the last week of classes, he/she is expected to make some instructional use of the final examination time.

Upon request all instructors shall inform students directly of their approximate mid-term grades before the end of the eighth week of the semester. (University Senate Policy, approved Dec. 21, 1970)

Examinations and grade lists are not to be posted by name, social security number or student University generated identification number, and examination and term papers must have the grade denoted inside when they are made available for students to pick up, in order to maximize privacy of grades. (University Senate Policy, approved Feb. 21, 1972)

Final grades are reported on-line by faculty and typically are due by the end of the second business day following the conclusion of finals week. Instructions and deadlines are provided each term by the Office of Registration and Records.

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Grades of Incomplete

Under extraordinary circumstances and at the discretion of the instructor, a student may be assigned a grade of Incomplete (I). The following policies apply to Incomplete grades:

1. The grade of Incomplete is assigned to indicate that satisfactory work has been completed up to within five weeks of the semester end, and that circumstances beyond the student's control prevented completion of the work. The time period is proportional for variable length courses and summer session.
2. The grade of Incomplete is not to be given in any instance where the student has a deficiency of more than five weeks of work including final exam week. The time period is proportional for variable length courses and summer session.
3. Grades of Incomplete are initiated by student request. The student must contact the instructor, request an Incomplete grade, and, upon instructor approval, make arrangements to complete the work.
4. The grade of Incomplete (I) is an administrative grade that may only be entered by the Office of Registration and Records, except in courses designated as practicum, internship, individual study, field experience, or study abroad.
5. An Incomplete Grade Reporting Form detailing the work to be completed, expected completion date, and grading standard is to be signed and dated by both the instructor and the student. The form is to be submitted to the Office of Registration and Records by the grade submission deadline for the semester in which the course was taken. It is advisable that the instructor, student and advisor retain copies of this form for their records as well.
6. Grades of Incomplete, including those for most course types identified in #4, must be removed no later than the end of the seventh week of the next full semester (fall or spring). The time period is proportional for variable length courses and summer session.
7. Grades of Incomplete are removed when the student has completed all course requirements and the instructor of the course files a Grade Reporting Form with the Office of Registration and Records.
8. All grades of Incomplete that are not removed within the specified time are automatically changed to F grades by the Office of Registration and Records.
9. Instructors may specify completion deadlines for remaining work on the Incomplete Grade Reporting Form earlier than the standard deadlines.

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10. Requests for extensions beyond the seventh week of the next full semester require approval by both the instructor and the chair of the department offering the course. The extended deadline must be indicated on the Incomplete Grade Reporting Form and may not exceed two Incomplete conversion/deadline cycles. If a grade is not submitted by the specified deadline, the Incomplete grade will convert to a grade of F.

11. Grades of Incomplete, which convert to grades of F, earned in the last semester of attendance by a student who leaves the University for two or more years may be changed to Withdrawn (W) upon re-enrollment. Requests for this privilege must be filed with the Office of Registration and Records during the first term of re-entry.

12. An Incomplete grade may be converted to a letter grade (or P/F, S/U) according to the above guidelines, but may not be expunged from the record.

13. Students may not register in courses in which they currently hold grades of Incomplete, except for courses that are repeatable for credit.

14. Students are not allowed to graduate with unconverted Incomplete grades on their academic records. Upon graduation, unconverted Incomplete grades will convert to grades of F. If a course in which an Incomplete grade was assigned is required for graduation, the instructor may extend the deadline according to the above procedures and timelines, and graduation will be postponed.

15. Students who receive grades of Incomplete or converted grades of F may appeal disputed grades in accordance with NDSU Policy, Section 337: Grade Appeals Board.

HISTORY: January 19, 1970; Amended April 1992, November 1992, May 2005, May 2006

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Incomplete Grade Reporting Form

Student Name _____ ID# _____

Major _____ College _____

The above named student has received a grade of Incomplete in the following course:

Subject/Prefix _____ Catalog # _____ Credits _____ Class # _____

Description/Title: _____

The following academic work must be submitted by the student in order for the course to be considered complete and a grade to be submitted (attached additional expectations/instructions if necessary):

Incompletes will convert to F grades by the end of the seventh week of the next full semester (fall/spring)* following the semester for which the Incomplete grade was assigned, UNLESS:

- a *Grade Reporting Form* to change the grade is received in Registration and Records prior to the conversion default deadline set by the University.
- a different completion deadline, identified by the instructor, is indicated below. Incompletes will convert to F grades accordingly.
 - Instructors may set deadlines earlier than the conversion default dates.
 - Extensions beyond the default dates require department chair approval, and may not exceed two Incomplete conversion/deadline cycles.

*Refer to the Academic Dates and Deadlines for 'Incomplete to F' conversion default dates for a given semester (pocket calendar or online at www.ndsu.edu/registrar).

To be Completed by Instructor:

A Change of Grade (on a *Grade Reporting Form*) is Due by the Instructor:

- By the default date identified above.
- By the following date determined by the instructor: _____. This date may be earlier than the assigned default date, but may not exceed two Incomplete conversion/deadline cycles.

Incomplete work is due by the student by the following date (this should be earlier than date indicated above to allow time for review and grade submission): _____

Note: Students may not graduate with any Incomplete grades on their record.

Signature of Student

Date

Name of Instructor, Please Print

Department of Instructor

Signature of Instructor

Date

Signature of Dept. Chair*

Date

*Required for Incomplete grade extensions beyond default date

Instructor or Department should submit signed form directly to Office of Registration and Records, 110 Ceres Hall, by the grade submission deadline for the semester in which the course was taken.

Survey on Faculty Service *Expectations, Evaluations, and Remunerations*

Preliminary findings –

Chairs/Heads: $n = 27$

Deans: $n = 7$

Importance of Service and Estimated % Participation

- Chairs/Heads
 - Asst: somewhat – moderately important; 78%
 - Assoc: moderately imp.; 79%
 - Full: moderately – very imp.; 83%
- Deans
 - Asst: somewhat – moderately important; 96%
 - Assoc: moderately – very imp.; 96%
 - Full: moderately – very imp.; 98%

Method of Committee Assignment

- Chairs/Heads
 - All ranks:
 - Voluntary = 14 %
 - Voluntary + Encouragement = 66%
 - Assigned = 21%
- Deans
 - Assistant = Voluntary + Encouragement
 - Associate = Voluntary + Encouragement
 - Full
 - Voluntary = 17%
 - Voluntary + Encouragement = 83%

Gender Effects

- Chairs/Heads
 - All ranks: no undue burden on women
 - Male faculty have slightly more committee assignments overall
 - Does gender affect service load?
 - Yes – 37%; No – 63%
- Deans
 - Equal burden on Asst. & Full
 - However, female Assoc. profs on twice as many committees (3.3 vs. 1.6)
 - Does gender affect service load?
 - Yes – 33%; No – 67%

Weight Assigned to Service in Hiring, Promotion, & Compensation

- Chairs/Heads
 - Assistant: somewhat – moderate
 - Associate: moderate
 - Full: moderate
- Deans
 - Assistant: somewhat-moderate
 - Associate: moderate
 - Full: moderate – very much

Relative Weights of Areas of Service by Rank

- Chairs/Heads
 - Assistant – Department more important
 - Associate – College more important
 - Full – Profession more important
- Deans
 - Assistant – College more important
 - Associate – College more important
 - Full – Profession more important
- Community service valued less overall

Evaluation and Awards

- Evaluations
 - Chairs/Heads: Qualitative
 - Deans: Predominantly qualitative
- Awards
 - Department
 - No service awards: 79%
 - 1 service award: 11%
 - 3 service awards: 4%
 - 7 service awards: 4%
 - 10 service awards: 4%
 - College
 - No service awards: 50%
 - 2 service awards: 50%
 - University: No awards for service