

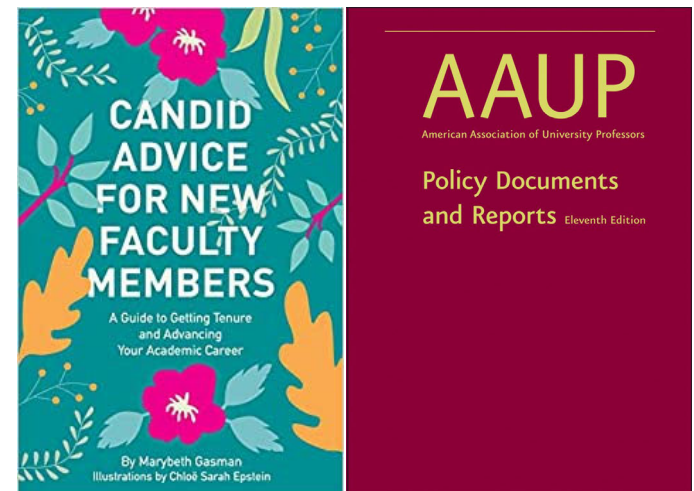
<b>College of Agriculture, Food Systems, and Natural Resources</b> Agribusiness and Applied Economics Agricultural and Biosystems Engineering Animal Sciences Microbiological Sciences Plant Pathology Plant Sciences School of Natural Resource Sciences	<b>College of Business</b> Accounting Management and Marketing Transportation, Logistics, and Finance	<b>College of Health Professions</b> Allied Sciences Nursing Pharmaceutical Sciences Pharmacy Practice Public Health	<b>College of Science and Mathematics</b> Biological Sciences Chemistry and Biochemistry Coatings and Polymeric Materials Geosciences Mathematics Physics Psychology Statistics N.D. Governor's Schools in Arts, Business/Entrepreneurship, Mathematics and Science	<b>Administrative Departments</b> Accreditation and Assessment Group Decision Center Office of Institutional Research and Analysis Office of Teaching and Learning Registration and Records Summer School Upper Great Plains Transportation Institute
<b>College of Arts, Humanities and Social Sciences</b> Architecture and Landscape Architecture Communication Criminal Justice and Political Science Emergency Management English History, Philosophy, and Religious Studies Modern Languages Music Sociology and Anthropology Theatre Arts Visual Arts Women and Gender Studies	<b>College of Engineering</b> Aerospace Studies (Air Force ROTC) Agricultural and Biosystems Engineering Civil and Environmental Engineering Computer Science Construction Management and Engineering Electrical and Computer Engineering Industrial and Manufacturing Engineering Mechanical Engineering Military Science (Army ROTC)	<b>College of Human Sciences and Education</b> Apparel, Merchandising, Interior Design, and Hospitality Management Health, Nutrition, and Exercise Sciences Human Development and Family Science School of Education	<b>College of Graduate and Interdisciplinary Studies</b>	<b>Student Affairs and Enrollment Management</b> Admission Administrative Systems Counseling Center Dean of Students One Stop Student Activities Student Financial Services Student Health Service Student Success Programs
			<b>Libraries</b>	

# NDSU Organization

- **Office of the Provost**
  - Faculty Affairs
- **Academic Colleges**
  - Academic Departments
- **Faculty Senate**
- **University Curriculum Committee**
- **Graduate Council**

# Academic Policies and Resources

- **NDSU Policy Manual** ([www.ndsu.edu/policy](http://www.ndsu.edu/policy))
  - *Orientation pdf document*
- **New Faculty Website and Resources Page**  
([https://www.ndsu.edu/facultyaffairs/faculty\\_development/new\\_faculty\\_orientation/](https://www.ndsu.edu/facultyaffairs/faculty_development/new_faculty_orientation/))
- **New Faculty Workshops and Mentoring**
- **Faculty Luncheons**
- **Promotion to Professor Sessions**
- **Books/Conferences:**
  - **Candid Advice for New Faculty Members**
  - **AAUP**



# Select NDSU Policies, Procedures

- **320: Faculty Obligations and Time Requirements**
  - Office hours
  - Sick leave, child bearing leave
  - Modified duties
  - Out-of-state travel authorization
- **Contact HR for**
  - Payroll, Benefits
  - **Disability Accommodation** (Policy 168)
  - Family Medical Leave Act (FMLA)
- **325: Academic Freedom**
  - Teaching, research
  - Course, curriculum approval

# Policies, Procedures, continued

- **352: Promotion, Tenure, and Evaluation (PTE)**
  - Annual review, third year review
  - Tenure credit, advanced rank – PTE committees
  - Tenure clock extension –
    - Requests/notification directly to Office of the Provost/Faculty Affairs
    - Childbirth, adoption, illness, disability, institutional
  - Appeal of decision: Policy 350.3
  - Required training
- **Official Faculty File**
  - Maintained in Dean's Office
  - Right to review contents and who accessed the file

# Policies, Procedures, continued

- **718: Public/Open/Confidential Records**
  - All NDSU records are public records, open and accessible for inspection by anyone
  - Email, text messages, notes, etc.
- **152: External Professional Activities and 151.1: External Activities and Conflicts of Interest**
  - Time commitment, conflict of commitment
  - Obtain prior approval from chair to dean to provost (Consulting Authorization Request form)
- **103: EO/AA Policy on Announcement of ALL Position Openings**
  - Required training
  - Dual career hiring

# Policies, Procedures, continued

- **326: Academic Misconduct**
  - NDSU is committed to upholding the highest standards of integrity in all academic activities
  - Inquiry and Investigation (by faculty committees)
  - *Authorship, Data Ownership, and Working w/students*
- **353: Grievances**
  - Decisions affecting terms and conditions of employment, such as salary adjustments, development leave, assignments/duties, periodic reviews and working environment
  - *If resolution through 1) chair and 2) dean fails, contact Faculty Senate President who will form a Special Review Committee*

# Policies, Procedures, continued

- **151: Code of Conduct/Anti-bullying.** All are required to:
  - Act professionally
  - Follow training and job specific requirements
  - Respect the value, creativity, and diversity of all persons
  - Contribute to an environment of respectful and productive working relationships
  - Make good faith efforts to resolve differences constructively
- **331.2: Instructors and Students as Family/Household Members** – *Avoid if possible; may not assign grades*
- **323: Selection of Textbooks and Other Curricular Materials** – *Faculty may not profit from course materials*



# Teaching and Advising at NDSU

- **FERPA Guidelines** – Protect privacy of student records
- Required template for **Course Syllabus** – Policy 331.1
- **Campus Connection** – Official student information system (view class list, submit grades)
- **Blackboard** – Online class resources for students
- **Academic Calendar and Final Exam Schedule**
  - Dead week
  - Commencement (December 16)
  - Grades due (December 20, 12:00pm)
- **Student Disability Accommodations** – Policy 606
- **Class Attendance Policy** – Policy 333
- **Navigate** – Tool for Advising
- **Academic Honesty and Integrity** – Policy 335
- **Grade Appeals** – Policy 337

# Research and Grants at NDSU

- **NDSU Proposal Submission**
  - Department and College approvals
  - Sponsored Programs Administration approval
  - Novelution
- **External Grants**
  - New Investigator Programs
- **Internal Grants**
  - ND EPSCoR, ND NASA
  - Research and Creative Activity
  - NDSU Foundation
  - Graduate School Fellowships and Awards
  - Technology Fee Advisory Committee Awards

# Discrimination, Harassment, and Retaliation (156, 156.1, 100, 162, 162.1)

- NDSU is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of our university community.
- Report any discrimination, harassment, or retaliation involving a student of which you are aware of. *Supervisors have further reporting responsibilities.*
- Recognize that harassment can occur:
  - On campus or off campus
- Intent does not matter; the impact of the behavior matters. “*I didn’t mean anything by it*” is not a valid defense for harassing behavior.
- Consensual relationships, where there is a definite power differential, are discouraged.

# Orientation, Continued

3:15 – 4:00 p.m.      **Networking/Mentoring Social**  
*(Alumni Center)*

# Orientation, *continued*

## **Wednesday August 17, 8:15-3:30pm**

- Sessions for new and returning faculty
  - Teaching and Advising at NDSU
  - Research and Grants at NDSU
- General sessions
- Concurrent sessions
- Affinity groups

# Orientation Overview, *continued*

## September 9

- 9:00 am: **Coffee w/Provost**

## September 12

- 9:00 am: **Coffee w/President**

## September 22, October 6, October 20

- 3:30pm: **Mentoring/Networking Events**

## November 3 (3:30pm) or November 4 (2:00pm)

- **Promotion, Tenure, Evaluation Information Session**

# Contact Information

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