NDSU Faculty Senate
3:30 pm, 14 December 2015
Prairie Rose, Memorial Union
Agenda

I. Call to Order

II. Attendance

III. Approval of 9 November 2015 minutes

IV. Consent agenda
   a. Academic Affairs Report (attachment 1)
   b. Policy changes (attachment 2) (All housekeeping changes/information only)
      o Policy 100 Equal Opportunity and Non-discrimination Policy
      o Policy 159 Injury Claims Against NDSU and State Risk Financing

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

V. Announcements
   a. Dean Bresciani, President
   b. Beth Ingram, Provost
   c. Dennis Cooley, Faculty Senate President
   d. Katie Gordon, Faculty Senate President-Elect
   e. Kelly Rusch, VP Research

VI. Senate Committee Reports
   a. General Education QUEST Feasibility Committee
   b. Faculty Senate Bylaws Committee (attachment 3)
   c. University Athletics committee

VII. Unfinished Business
   a. Policy 133.1 – Tuition Waivers - Spouse/Partner and Dependents (attachment 4)
      i. Please note that the form will have to be changed so that all domestic partnerships are included.
   b. Policy 132 – Provost Ingram (Delayed until January 2016 meeting)

VIII. New Business
   a. Policy 327 – Evaluation of Academic Deans, Directors and Department Chairs and Heads
      (attachment 5)
   b. NDGEC’s request to change SBHE policy 403.7 forwarded from CCF (attachment 6)
   c. Policy preventing the use of university money to pay for one’s personal professional organization membership - discussion.
   d. Elimination of travel funding from Provost’s office - discussion.
   e. Policy approval process – discussion.

IX. Adjourn
### New Courses

<table>
<thead>
<tr>
<th>Subject</th>
<th>No.</th>
<th>Title</th>
<th>Crs.</th>
<th>Effective Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>H&amp;CE</td>
<td>776</td>
<td>Research Design in Family and Consumer Sciences</td>
<td>3</td>
<td>Summer 2016</td>
</tr>
<tr>
<td>H&amp;CE</td>
<td>778</td>
<td>Administration of Family and Consumer Sciences Programs</td>
<td>3</td>
<td>Summer 2016</td>
</tr>
<tr>
<td>H&amp;CE</td>
<td>779</td>
<td>Techniques of Supervision in Family and Consumer Sciences</td>
<td>3</td>
<td>Summer 2016</td>
</tr>
<tr>
<td>HDFS</td>
<td>874</td>
<td>Contemporary Grant Writing</td>
<td>3</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>MATH</td>
<td>791</td>
<td>Topics in Combinatorics</td>
<td>3</td>
<td>Spring 2016</td>
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<tr>
<td>NRM</td>
<td>761</td>
<td>Current Issues in Natural Resource Management</td>
<td>1</td>
<td>Spring 2016</td>
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### Course Inactivation

<table>
<thead>
<tr>
<th>Subject</th>
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<th>Title</th>
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<tr>
<td>HDFS</td>
<td>425</td>
<td>Risk, Resilience and Competence in Children and Adolescents</td>
<td>3</td>
<td>Spring 2016</td>
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<tr>
<td>HIST</td>
<td>476</td>
<td>Southwestern Borderlands to 1848</td>
<td>3</td>
<td>Spring 2016</td>
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<tr>
<td>RELS</td>
<td>601</td>
<td>Sociology of Religion</td>
<td>3</td>
<td>Spring 2016</td>
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### Course Changes

#### From:

<table>
<thead>
<tr>
<th>Subject</th>
<th>No.</th>
<th>Title</th>
<th>Crs.</th>
<th>Dept</th>
<th>No.</th>
<th>Title</th>
<th>Crs.</th>
<th>Effective Term</th>
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<tbody>
<tr>
<td>ECE</td>
<td>663</td>
<td>Digital Control</td>
<td>3</td>
<td>ECE</td>
<td>663</td>
<td>Modern Control</td>
<td>3</td>
<td>Spring 2016</td>
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<tr>
<td>HNES</td>
<td>710</td>
<td>Recent Literature and Research</td>
<td>3</td>
<td>HNES</td>
<td>710</td>
<td>Introduction to Research Design and Methods in HNES</td>
<td>3</td>
<td>Spring 2016</td>
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<tr>
<td>HNES</td>
<td>777</td>
<td>Current Research Practices in Athletic Training</td>
<td>3</td>
<td>HNES</td>
<td>777</td>
<td>Scholarly Writing and Presenting in HNES</td>
<td>3</td>
<td>Spring 2016</td>
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<tr>
<td>MATH</td>
<td>446/446</td>
<td>Introduction to Topology</td>
<td>3</td>
<td>MATH</td>
<td>442/442</td>
<td>Introduction to Topology</td>
<td>3</td>
<td>Fall 2016</td>
</tr>
</tbody>
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#### To:

| Subject | No. | Title                                         | Crs. | Dept | No. | Title                                         | Crs. | Effective Term |

### Change in Prerequisites/Co-Requisites and Change in Bulletin Descriptions

<table>
<thead>
<tr>
<th>Subject</th>
<th>No.</th>
<th>Title</th>
<th>Prerequisite/Co-requisite Change</th>
<th>Effective Term</th>
</tr>
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<tbody>
<tr>
<td>ADHM</td>
<td>181</td>
<td>Aesthetics and Visual Analysis of Apparel Products</td>
<td>Prereq or Co-req: None. Desc: Analysis of aesthetics and design principles and their application to apparel and textiles products, environment and oneself.</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>ADHM</td>
<td>271</td>
<td>Visual Merchandising and Promotion</td>
<td>Prereq: None.</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>ECE</td>
<td>663</td>
<td>Modern Control</td>
<td>Desc: Analysis and design of controllers for linear and non-linear systems using state-optimization, and state-estimation. 3 lectures.</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>HDFS</td>
<td>430</td>
<td>Topics in Cognitive Development</td>
<td>Prereq: HDFS 250 or PSYC 350 or SOC 340 and junior or senior standing.</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>HNES</td>
<td>710</td>
<td>Introduction to Research Design and Methods in HNES</td>
<td>Desc: This course is intended to prepare students to conduct research by discussing basic research designs and methods. Students will begin to develop topics, write research questions and identify appropriate methods to answer the questions for a thesis or research project. During this course students will write section(s) of their proposals or chapters and receive feedback. This course also reviews grant writing.</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>HNES</td>
<td>777</td>
<td>Scholarly Writing and Presenting in HNES</td>
<td>Desc: This course is designed for students pursuing their Master or Doctorate degree who are currently writing a proposal or a chapter of their thesis or dissertation. Class sessions cover the conventions for each chapter of the thesis/dissertation, analytical reading of research articles in the areas of HNES, and effective methods of presenting research.</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>MATH</td>
<td>442/442</td>
<td>Introduction to Topology</td>
<td>Prereq: MATH 346. Desc: Basic Point-Set Topology: Topological Spaces, Open/Closed Sets, Continuity, Connectedness, Compactness; Surfaces: Classification, Basic Invariants; Introduction to Homology; Applications: Brouwer’s Fix-Point Theorem, Ham and Sandwich Theorem.</td>
<td>Fall 2016</td>
</tr>
<tr>
<td>MATH</td>
<td>443/443</td>
<td>Differential Geometry</td>
<td>Prereq: MATH 265 and MATH 346. Desc: Local and global geometry of plane curves, Local geometry of hypersurfaces, Global geometry of hypersurfaces, Geometry of lengths and distances.</td>
<td>Fall 2016</td>
</tr>
<tr>
<td>MATH</td>
<td>726</td>
<td>Homological Algebra</td>
<td>Prereq: MATH 720.</td>
<td>Fall 2016</td>
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<tr>
<td>MATH</td>
<td>746</td>
<td>Topology I</td>
<td>Prereq: MATH 642.</td>
<td>Fall 2016</td>
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<tr>
<td>MATH</td>
<td>747</td>
<td>Topology II</td>
<td>Prereq: MATH 642.</td>
<td>Fall 2016</td>
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</tbody>
</table>
### Change in Prerequisites/Co-Requisites and Change in Bulletin Descriptions

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Prereq</th>
<th>Semester</th>
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<tbody>
<tr>
<td>MATH</td>
<td>750</td>
<td>Analysis</td>
<td>Prereq: MATH 650</td>
<td>Fall 2016</td>
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<tr>
<td>MATH</td>
<td>754</td>
<td>Functional Analysis</td>
<td>Prereq: MATH 750</td>
<td>Fall 2016</td>
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<tr>
<td>MATH</td>
<td>824</td>
<td>Topics in Commutative Algebra</td>
<td>Prereq: MATH 720</td>
<td>Fall 2016</td>
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<tr>
<td>MATH</td>
<td>825</td>
<td>Theory of Rings</td>
<td>Prereq: MATH 720</td>
<td>Fall 2016</td>
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<tr>
<td>MATH</td>
<td>849</td>
<td>Topics in Geometry &amp; Topology</td>
<td>Prereq: MATH 642 or MATH 643</td>
<td>Fall 2016</td>
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<tr>
<td>MATH</td>
<td>888</td>
<td>Numerical Analysis</td>
<td>Prereq: MATH 688</td>
<td>Fall 2016</td>
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### New Special Topics (FYI)

<table>
<thead>
<tr>
<th>Subject</th>
<th>No.</th>
<th>Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT</td>
<td>696</td>
<td>Modeling the Supply Chain</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>MRKT</td>
<td>696</td>
<td>Health Care Marketing</td>
<td>Spring 2016</td>
</tr>
</tbody>
</table>
Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.

*If the changes you are requesting include housekeeping, please submit those changes to ndsu.policy.manual@ndsu.edu first so that a clean policy can be presented to the committees.*

SECTION: 100 Equal Opportunity and Non-Discrimination Policy

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
   - Is this a federal or state mandate? □ Yes □ No
   - Describe change:

2. This policy change was originated by (individual, office or committee/organization):
   - Office/Department/Name and the date submitted: Provost - Lois Christianson/Canan Bilen-Green – 10/22/15
   - Email address of the person who should be contacted with revisions – lois.christianson@ndsu.edu

   *This portion will be completed by Mary Asheim.*
   Note: Items routed as information by SCC will have date that policy was routed listed below.

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

   Senate Coordinating Committee:

   Faculty Senate:

   Staff Senate:

   Student Government:

   President’s Cabinet:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!
North Dakota State University
Policy Manual

SECTION 100
EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

SOURCE:       NDSU President
               SBHE Policy Manual, Section 603.2

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 age, color, disability, gender expression/identity, genetic information, marital status, national origin, physical and mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, status as a U.S. veteran, 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.

Discrimination against an employee or applicant for employment, with respect to working conditions, work place assignment, or other privileges of employment, merely because the employee’s or applicant’s spouse is also an employee is prohibited. Employment in a department or institution headed or supervised by the employee’s spouse is permitted only if the spouse does not have the power to hire or fire or make evaluations of performance.

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 age, color, disability, gender expression/identity, genetic information, marital status, national origin, physical and mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. veteran. Direct inquiries to:

Vice Provost for Faculty and Equity
Old Main 201
701-231-7708

Title IX/ADA Coordinator
Old Main 102
701-231-6409
HISTORY:

New May 1972
Amended April 2, 1991
Amended April 1992
Amended August 1993
Amended August 1999
Amended February 2005
Amended December 2007
Amended June 12 2009
Amended July 8, 2009
Housekeeping September 2009
Amended June 1, 2011
Housekeeping June 22, 2011
Housekeeping July 23, 2014
Amended October 19, 2015
Policy Change Cover Sheet

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SECTION: 159 Injury Claims Against NDSU and State Risk Financing

4. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
   - Is this a federal or state mandate? ☐ Yes ☒ No
   - Describe change: Housekeeping change removing reference to University Risk Manager and replacing reference to University General Counsel with Assistant Attorney General assigned to the University per Matt Hammer

5. This policy change was originated by (individual, office or committee/organization):
   - Office/Department/Name and the date submitted – Student Life / Mary Asheim / 10/2/15
   - Email address of the person who should be contacted with revisions – mary.asheim@ndsu.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

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

   Senate Coordinating Committee:
   
   Faculty Senate:
   
   Staff Senate:
   
   Student Government:
   
   President’s Cabinet:

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North Dakota State University
Policy Manual

SECTION 159
INJURY CLAIMS AGAINST NDSU AND STATE RISK FINANCING

SOURCE: NDSU President

1. Claims by third parties (employees' injuries are processed through Workers Compensation) against the State or NDSU and University employees are governed primarily by state law, NDCC ch. 32-12.2. This law resulted from a North Dakota Supreme Court decision decided in 1994 which overturned sovereign immunity.

2. Claims for injuries caused by a state employee within the scope of that employee's employment are brought against the State and not against the individual employee. The injured party must file a claim with the State Risk Manager in the Office of Management and Budget ("OMB") within 6 months of the injury. Civil actions for damages must be brought against the State within 3 years of the accident.

3. NDSU, through a designated official, the Assistant Attorney General assigned to the University, notifies OMB of incidents via an OMB Incident Report Form. University employees should either fill out a University Incident Report Form and submit this to the Assistant Attorney General assigned to the University or contact the Assistant Attorney General assigned to the University directly. The State Risk Manager, if the injured party wants to file a claim, then sends claim forms to the claimant. The claim is then investigated.

4. The current coverage by the State is $250,000 per person and $1,000,000 per occurrence. The State self-insures for this amount. Any judgment beyond this amount would have to go the North Dakota Legislature for an appropriation.

5. OMB has approval authority for state agencies to purchase additional insurance. There are other risk financing coverages; for example, auto insurance, medical malpractice, property insurance through the State Fire and Tornado Fund, aviation liability policies, boiler and machinery coverage, fidelity bonding, and others. On occasion, unique insurance may need to be purchased for specific events. Normally, however, the Risk Management Fund is sufficient. Questions about insurance coverage can be directed to the Assistant Attorney General assigned to the University. Certificates of self-insurance are available.

6. A special situation exists in the case of students or visitors to the campus who appear to have suffered a possible serious injury on the campus and who are
unable, because of unconsciousness or other reasons, to clearly request that an ambulance be called for them. When staff members have called the ambulance themselves in the past, there have been cases where the injured person subsequently refused to pay the ambulance bill. This is unfortunate, but a more serious problem could result from neglecting to get prompt medical attention, with a real potential for a liability suit directed against the University.

University personnel should continue to request the services that an injured person appears to need. In most cases, the person or family will be grateful for the action and assume the expenses without question. In the remaining cases, the University will pay for the service if the ambulance company seeks reimbursement against the calling party in order to ensure that staff members involved in making decisions under stressful circumstances know that they have institutional support. The injured party is liable for the bill, however.

7. Employees not only need to be a part of risk management, but also need to be circumspect about making statements to injured parties, other third parties, or even to other University employees who aren’t involved in the investigation about the situation. Statements made can be used against the University in future lawsuits. Employees should confine their statements to the facts and contact the Assistant Attorney General assigned to the University for advice on how the matter should be handled. IF AN EMPLOYEE IS SUED, THE EMPLOYEE HAS TEN DAYS TO NOTIFY THE PRESIDENT AND REQUEST LEGAL REPRESENTATION. EMPLOYEES SHOULD CONTACT THE ASSISTANT ATTORNEY GENERAL ASSIGNED TO THE UNIVERSITY IMMEDIATELY IN SUCH SITUATIONS.

8. Settlements are made, if warranted, by consultation between the University, the State Attorney General’s Office, and the State Risk Manager after reviewing all the investigation reports.

9. Employees do have a risk of individual liability if they are acting outside the scope of their employment. An employee is acting within the scope of their employment if the employee is acting on behalf of NDSU performing lawfully assigned duties. However, an employee who acts in a reckless or grossly negligent manner, commits malfeasance in office, or commits willful or wanton misconduct is deemed not be acting within the scope of their employment. In such rare cases, the State has no responsibility to defend the employee.

For more information regarding state employee liability see: http://www.ag.nd.gov/Brochures/FactSheet/LiabilityStateEmployees.pdf

HISTORY:
New  July 1990
Amended  June 1996
Amended  December 1997
Amended  October 2007
Amended  February 2009
Amended  September 2015
Bylaws

Article I: Faculty Senate Membership

Section 1.
Each representation unit shall have one elected senator for every fifteen eligible faculty (see Constitution Article 3, Section 1), or major fraction thereof, assigned to the Fargo Campus as of October 1 of each year. Faculty members in the Agriculture Experimental Station and the NDSU Extension Service shall be counted in and vote with their assigned representation unit.

Section 2.
Members of representation units, including senior lecturers, professors of practice, research faculty, assistant, associate, and full professors, chairs/heads/or their equivalents, assistant/associate deans, and deans shall be eligible to vote for representatives.

Section 3.
The following are considered representation units for the purposes of determining Faculty Senate seats:
   a. College of Agriculture, Food Systems, and Natural Resources
   b. College of Arts, Humanities, and Social Sciences
   c. College of Business
   d. College of Engineering
   e. College of Human Development and Education
   f. College of Pharmacy, Nursing, and Allied Health Sciences
   g. College of Science and Mathematics

Section 4.
The Faculty Senate President with the assistance of the Secretary of the Senate will stagger Senate terms so that approximately 1/3 of the senators from each representation unit are elected each year. Each unit shall hold a meeting to elect the necessary senators by April 15 of each year.

Section 5.
Terms of office shall begin on the Tuesday following Spring Commencement. The term of office of an elected senator shall be three years. Senators cannot be reelected for consecutive terms.

Section 6.
If a senator must vacate her or his seat, the vacancy shall be filled by a special election within the unit from which she or he was elected. The term of a member under these circumstances shall
commence immediately and shall be for the duration of the absence or unexpired term of the regularly elected member.

Section 7.
A senator may be removed from office by way of a two-thirds majority vote at a regular Faculty Senate meeting, followed by a 2/3 majority vote at the next meeting. This action may never be part of a consent agenda. In the event a senator is removed, the Faculty Senate President will inform the relevant academic unit to elect another senator before the senate meets in its next regular meeting.

Section 8.
All senators are expected to:

1. Attend all Faculty Senate meetings. If unable to attend the meeting the senator must find a competent substitute (who is not already a senator) to act as her or his proxy at the meeting. Said proxy will have all rights and privileges accorded a regular senator. The senator must provide signed notification of the substitution to the Secretary of the Faculty Senate prior to start of the meeting.

2. Prepare for Faculty Senate meetings including reading the agenda and all attachments prior to the meeting.

3. Participate in meetings as long as doing so advances the business of the Faculty Senate.

4. Disseminate Faculty Senate information to their individual representation units.

5. Gather opinions and other information from their representation units concerning Faculty Senate activity.

6. Show proper decorum during meetings.

Article II: Organization and Faculty Senate Operation

Section 1.
Administrative officers of the Faculty Senate consist of the President and the President-Elect. The Immediate Past President provides advice to the President and President-Elect regarding past practices and other matters for the maintenance of continuity from one administration to the next.

Section 2.
The President-Elect shall be elected for a one-year term by the Faculty Senate at the last April or May meeting of the Faculty Senate in the academic year. The President-Elect will be elected from the roster of current or former Senators.

Section 3.
At the end of the term, the President will assume the role of the Immediate Past President, and the President-Elect will succeed the President for a one-year term of office. In the event the
outgoing President is unable or unwilling to serve as the Immediate Past President, the President will appoint another past President as a replacement for the position of Immediate Past President.

Section 4.
During their respective terms the President-Elect and the President and the Immediate Past President will not represent their or his representation units in the Senate.

Section 5.
The authority of the President, President Elect or Immediate Past President will be terminated before the end of its term if he/she loses the eligibility, voluntarily resigns with eligibility or is removed from office by the Senate with/without eligibility.

1. Voluntary resignations shall be tendered before the Senate at its regular meetings.
2. Removal of the President or President-Elect or Immediate Past President by the Senate requires a 2/3 vote at a regular Senate meeting, followed by a 2/3 vote at a special meeting of the Senate convened in not more than 2 weeks after the first meeting. The second meeting will be convened and presided by a Special Returning Officer who will be appointed by the Senate immediately after the first vote. The removed officer shall not complete his/her term as a Senator.
3. In the event that the authority of the President is terminated President is removed or unable to complete their term out of their own decision but the President-Elect is still in good standing, the President-Elect will assume the role of President and will continue as President to finish the term left by the removed President and then he/she will start his/her originally elected term.
   a. The removed president will not serve as Immediate Past President until the
   b. President-Elect’s original term is concluded. The assumed President may wish to appoint one of the senators to assist in the duties of the President-Elect. This appointment does not necessarily imply automatic elevation to the full position of President-Elect at the end of the term.
4. In the event that the authority of the President-Elect is terminated removed of unable to complete their term out of their own decision, the Senate will vote to replace the President-Elect at the next regular meeting of the Senate. These actions may never be part of a consent agenda.
5. In the event the authority of the Immediate Past President is terminated, the President will appoint the most recent eligible past president to serve in that capacity.
6. In the event that the authority of both the President and the President-Elect is terminated at the same time:
   a. If the authority of the Immediate Past President is still in good standing, then he/she will convene and preside the Senate meeting to elect a new President and the President-Elect in not more than two weeks.
   a. If the authority of the Immediate-Past President is also terminated, then a Special Returning officer appointed by the Senate will convene and preside of the election of the President and the President-Elect in not more than two weeks. Section 5.5 above will then be used to fill the position of the Immediate Past President. The removed officer shall not complete her or his term as a Senator.
Section 6.
Duties of the President shall include the following:

1. Preside at all meetings of the Senate.
2. Set the agenda of the Faculty Senate in consultation with the Senate Executive Committee.
4. Chair the Senate Executive Committee.
5. Introduce the President at the State of the University Address.
6. Appoint committee members, as outlined in Articles IV and V.
7. Coordinate the dissemination of information relating to Senate activities.
8. Represent the Faculty Senate on administrative councils.
9. Provide the Secretary of the Senate and the incoming President with an annual report summarizing the Senate activities for the preceding year.
10. Submit policies or actions approved by the Faculty Senate to the University President for consideration.
11. Moderate the official faculty listserv.

Section 7.
Duties of the President-Elect shall include the following:

1. Assist the President in executing the duties of the office.
2. Serve as President during any absence by the President.
3. Serve on the Senate Executive Committee.
5. Represent the Faculty Senate to the Staff Senate and the Student Government.

Section 8.
Duties of the Immediate Past President shall include the following:

1. Advise the President and the President-Elect regarding past practices and other matters for the maintenance of continuity from one administration to the next.
2. Preside over the senate regular meetings in the absence of both the President and the President-Elect.
3. Serve on the Senate Executive Committee.

Section 89.
The University Registrar shall be the Secretary of the Senate; the Secretary of the Senate is not a voting member of the Senate. The duties of the Secretary shall include:

1. Acquire the agenda and related attachments, if any, from the President, then prepare and disseminate the agenda in accordance with Section 13.
2. Maintain a current roster of senators and record attendance to confirm a quorum.
3. Collect and read the member substitution authorizations at the meeting.
4. Record, prepare and disseminate meeting minutes according to Section 15.
5. Schedule a room for all Faculty Senate meetings.
6. Maintain a permanent record of Faculty Senate minutes.
7. Maintain a permanent record of annual reports submitted by the President and chairs of Faculty Senate committees.
8. Maintain records of standing committee membership.
10. Archive all past versions of Constitutions and Bylaws.
11. Verify the eligibility of senators and committee members.

Section 910.
Regular meetings of the Senate shall be held at 3:30 pm on the second Monday of each month of the academic year. The meetings will be held the third Monday of the month if the second Monday is a University or state holiday, or if University classes are not yet in session at least one week prior to the second Monday of the month.

Section 110.
Special meetings may be called by the President or on petition of one-third of the membership of the Senate.

Section 121.
Meetings of the Faculty Senate shall be open to the public. At each Senate meeting the President of the University, the Provost, the Student Body President, and the Staff Senate President will be invited to make announcements. The Faculty Senate President may allow other non-senators to speak and/or provide reports. However, only senators may make motions and only senators may vote on motions before the Senate.

Section 1213.
Faculty Senate meetings shall be conducted under Robert’s Rules of Order, Newly Revised. The Faculty Senate will confirm the appointment of a person not on the Senate to serve as Parliamentarian. Whenever doubt arises on questions of procedure the President or a senator may ask the Parliamentarian for a ruling. There is no term limit for Parliamentarian.

Section 134.
The primary business of the Faculty Senate is to review, propose, and approve of policy with respect to the following matters:
   a. Academic freedom, including rights and responsibilities.
   b. All curricular matters, including establishment, dissolution, and substantial changes to degree programs.
   c. Research and scholarship.
   d. Admissions standards and prerequisites.
e. Requirements for regular certificates and degrees.
f. Regulations regarding attendance, examinations, grading, scholastic standing, and honors.
g. Teaching quality.
h. Professional standards and criteria for positions accorded academic rank.
i. Policies and procedures for promotion, tenure, and evaluation.
j. And other academic matters.

The agenda for each regular meeting shall be posted to the Faculty Senate website at least one week before each meeting. Any member of the Faculty Senate may request of the President of the Faculty Senate that an item be placed on the agenda. The order of business for Faculty Senate meetings shall be as follows:

1. Adoption of the agenda
2. Approval of the minutes of the previous meeting.
3. Announcements.
4. Consent agenda.
5. Committee and other reports.
6. Unfinished business.
8. Adjournment.

At the October meeting, the primary order of business will be planning and prioritizing Faculty Senate goals for the academic year. The order of business for this meeting will be as follows:

1. Adoption of the agenda
2. Approval of the minutes of the previous meeting.
3. Announcements.
4. Consent agenda.
5. Planning and prioritizing Faculty Senate action for the year.
6. Adjournment.

The President, in consultation with the Executive Committee, may add an urgent piece of new or committee business to this meeting if the timing is critical.

Section 1415.
A quorum of at least 55 percent of the total voting membership of the Senate shall be present in order to conduct Senate business.

Section 1516.
The minutes of the meeting shall be posted to the Senate website by the Secretary within one week after the meeting.
Article III: Senate Committees

Section 1.
Duties of standing committees include:

1. Selecting a chair who will serve as a liaison to the Faculty Senate.
2. Initiating and reviewing policy and policy changes in their areas of responsibility.
3. Providing their recommendations to the Faculty Senate for action.
4. Consulting with and providing advice to the administration, students, and staff when requested to do so.
5. Promptly and responsively discharging their duties.

Section 2.
The Faculty Senate shall confirm the membership of all standing committees, except the Standing Committee on Faculty Rights.

Section 3.
Committees shall determine their own procedural rules. However, no committee shall conduct business without a majority of members present. Each committee will keep such records as necessary to conduct business. In addition, every Faculty Senate Committee (except Academic Integrity, Conflict of Interest Advisory, Executive, Faculty Rights, and Grade Appeals) will make an oral report of progress (5 minutes) at the May meeting of the Faculty Senate or, at the President of the Faculty Senate’s request, submit a written report at the end of the academic year.

Section 4.
Individual representation units will determine their own methods for selecting members of standing committees consistent with Articles IV and V. Such membership shall be presented to the Faculty Senate at the first meeting of each academic year. Committee members will serve two-year terms for at most four consecutive years, unless otherwise specified under the committee description. Committee service begins and ends at the last senate meeting of spring semester, unless otherwise specified.

Section 5.
After the Faculty Senate has approved membership in the Standing Committees, each committee will meet and elect a chair, who will communicate all committee business to the Senate.

Section 6.
All Faculty Senate committee action is subject to review and approval by the Senate.

Section 7.
The Faculty Senate may create special committees as it deems necessary. Such committees shall be discharged upon the completion of their assigned duties. The duties of a special committee should not duplicate work being done by or usurp the responsibility of a standing committee without approval by said standing committee. Special committees shall be commissioned by a majority vote of the full Senate.
Article IV: Faculty Senate Standing Committees

Section 1. Academic Affairs
1. Voting members shall consist of one faculty member, with the rank of full or associate professor, from each of the representation units, a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean of Graduate and Interdisciplinary Studies, and two students.
2. Non-voting members shall consist of the Provost (or designee) and the University Registrar.
3. Committee responsibilities include:
   a. Coordinating and recommending actions on proposals for curriculum and course changes that have been received from the colleges
   b. Recommending policies for the evaluation of transfer credit
   c. Recommending policies for graduation
   d. Recommending candidates for graduation
   e. Recommending the scheduling of policies for the efficient utilization of classrooms and laboratories

Section 2. Academic Integrity
1. Membership shall consist of one tenured faculty member with the rank of professor from each representation unit. If a full professor is not available, an associate professor may be appointed.
2. Committee responsibilities include:
   a. Providing investigative assistance on cases involving academic misconduct as described in Policy 326.
   b. Selecting panels of three persons competent to investigate allegations; such panels may include members from outside the University.
   c. Reviewing and recommending policies on academic integrity.

Section 3. Budget
1. Voting members shall consist of one faculty from each representation unit, and a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, faculty representative of the Graduate School designated by the Dean of Graduate and Interdisciplinary Studies.
2. Non-voting members shall consist of the Provost (or designee) and Vice President for Finance (or designee).
3. Committee responsibilities include:
   a. Becoming familiar with the university budget process.
   b. Developing a set of guiding principles which align with strategic priorities, with the intent of informing university budget decisions from a faculty perspective.
c. Soliciting input regarding the budget process from a wide range of faculty and on an ongoing basis.

d. Serve as a resource for the Provost in budget matters.

e. Acting as a conduit of information between faculty and administration for budget discussions and decisions.

Section 4. Conflict of Interest Advisory

1. Committee membership shall consist of five tenured faculty recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President.

2. No two committee members may have primary appointments in the same representation unit.

3. Committee responsibilities include:
   a. Serving as an advisory body to the administration on the issue of Conflict of Interest.
   b. Initiating and reviewing policies concerning Conflict of Interest and making recommendations regarding such policy at the Faculty Senate.
   c. Hearing and ruling on appeals of decisions in conflict of interest cases.
   d. Acting in accordance with procedures approved by the Faculty Senate, specifically Policy 151.1.

4. In the event that a member of the committee recuses himself/herself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement, first considering those who have previously served on the committee.

Section 5. Council of College Faculties

1. Membership shall consist of three faculty members elected to staggered three-year terms.

2. Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Council of College Faculties.

3. Responsibilities and procedures of the Council of College Faculties are determined by the Constitution and Bylaws of the Council.

Section 6. Equity and Diversity

1. Voting membership shall consist of five faculty members and a faculty representative from the Commission on the Status of Women Faculty recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President. The Executive Committee shall strive for representation from diverse groups.

2. Non-voting membership shall consist of a representative from the Title IX Co-ordinator (or designee) office of the Vice President for Equity, Diversity, and Global Outreach.

3. Committee responsibilities include:
   a. Reviewing, revising and proposing policies to ensure that rights and considerations of diverse groups or faculty are included in NDSU policy, practices, and procedures.
b. In particular, the committee will explore and identify ways that NDSU can be more inclusive for diverse faculty including women, people of color, and sexual minorities (e.g., lesbian, gay, bisexual, or transgendered).

Section 7. Executive Committee of the Faculty Senate

1. Voting membership shall consist of one senator from each representation unit, the President, the immediate Past President, and the President-Elect. In the event the immediate Past President is unable or unwilling to serve, the President will appoint another past President as a replacement for the immediate Past President on the committee. The term of office shall be for one year following the regular May meeting.

2. Non-voting membership shall consist of a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, a faculty representative of the Graduate School designated by the Dean of Graduate and Interdisciplinary Studies, a faculty representative of the Provost’s Office designated by the Provost (or designee), a faculty representative from the Commission on the Status of Women Faculty, the Faculty Senate Secretary, and the parliamentarian. The term of office of all members of Executive Committee shall be for one year following the regular May meeting.

3. During the first week of the fall semester, the Executive Committee shall meet and organize for the academic year.

4. Committee responsibilities are the following:
   a. Delegating tasks to Faculty Senate committees.
   b. Reviewing the progress of Faculty Senate committees.
   c. Setting the agenda for upcoming Faculty Senate meetings.
   d. Interpreting, when necessary, provisions of the Faculty Senate Constitution and Bylaws.

Section 8. Faculty Affairs

1. Membership shall consist of one faculty member from each representation unit, a non-voting faculty representative from the Commission on the Status of Women Faculty, and a nonvoting faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, faculty representative of from the Graduate School designated by the Dean of Graduate and Interdisciplinary Studies.

2. Committee responsibilities include:
   a. Reviewing policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching and service.
   b. Reviewing and recommending revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.

Section 9. Faculty Pool for Administrative Search Committees

1. Membership shall consist of two tenured faculty members (at associate or full professor level) from each representation unit and two tenured faculty members appointed by the Faculty Senate President. Areas of expertise, and a two page CV need to be shared with the Faculty Senate President.

2. Members shall serve for a two year term.
3. For each administrative search out of the Provost office, the Provost shall send a request to the Faculty Senate President listing the qualifications required to serve on the committee and the number of faculty members from the faculty pool the Provost will seat on the search committee.

4. The Faculty Senate President (or designee) shall search the pool for qualified candidates, create a list of qualified candidates, and then contact those on the list to see if they are willing to serve. Conflicts of interest need to be revealed at this time. The list shall contain at least the number who will serve on the committee plus one.

5. Once an adequate list of qualified candidates is created, that list shall be sent by the Faculty Senate President (or designee) to the Provost.

6. The Provost shall select from that list the number of faculty members she/he indicated are needed for that search committee.

Section 910. Faculty Rights

1. Membership, responsibilities, and procedures are determined by directives of the North Dakota State Board of Higher Education.

2. Membership consists of five members, from different representation units, elected for five-year terms by the faculty. Membership is restricted to tenured full professors who do not hold an administrative appointment in an academic or non-academic unit.

3. Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Standing Committee on Faculty Rights. Committee members’ terms will begin and end on August 15.

4. In the event that a member of the committee recuses himself/herself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement to serve for that case, preferably a faculty member who has previously served on the committee. Broad representation, while a worthwhile goal, is not always achievable. However, the replacement member should be from a different representation unit than the other four members if reasonably possible.

5. Members sitting on an appeal shall complete that appeal even if the member’s term expires while the appeal is pending.

Section 110. General Education

1. Voting membership shall consist of one tenured faculty member from each representation unit, a representative from the Assessment Committee, and two students selected by the Student Government.

2. Non-voting members shall consist one representative from each of the following: the NDSU Library, Registration and Records, and the Provost (or designee).

3. Committee responsibilities include:
   a. Ensuring that existing courses and experiences meet general education requirements.
   b. Developing criteria and procedures for submitting, evaluating, and approving courses and experiences that meet general education requirements of NDSU and the Higher Learning Commission of the North Central Association of Colleges and Schools.
c. Developing criteria and procedures for submitting, evaluating, and approving courses or experiences that meet the general education requirements for integration into students’ curricula.

d. Coordinating and recommending actions to the Faculty Senate on proposals for approving general education courses.

e. Providing periodic assessment of students’ attainment of intended student outcomes in general education.

f. Studying, coordinating, and recommending to the Faculty Senate policies and procedures for continuing improvement in general education.

g. Selecting two representatives and one alternate for the North Dakota General Education Council.

Section 124. Grade Appeals Board
The purpose of this Board is to provide an avenue for students to challenge any grade they believe to have been unfairly assigned. Membership shall consist of one faculty member and one alternate from each representation unit, the Associate Vice-President of Academic Affairs, a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, faculty representative of the Grad School designated by the Dean of Graduate and Interdisciplinary Studies, three students and three student alternates selected by the Student Government. The Associate Vice-President of Academic Affairs will serve as Board Chair, and Policy 337 governs process.

1. Faculty shall be elected for three-year terms by their representation unit.
2. Students should be full-time students with a minimum 2.00 cumulative grade point average and junior standing.

3. Committee responsibilities include:
   a. Hearing charges of inequitable or prejudiced academic evaluations and to provide redress for improper evaluation.
   b. Acting in accordance with procedures approved by the Faculty Senate, specifically Policy 337.

Section 132. Program Review
1. Membership shall consist of one tenured faculty member from each representation unit, the immediate past president of the Faculty Senate, a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, a faculty representative of the Grad School designated by the Dean of the College of Graduate and Interdisciplinary Studies, a faculty representative of the Provost’s Office designated by the Provost (or designee), and two students selected by the Student Government. Each representation unit shall also select an alternate faculty member to serve in case of recusal.

2. Committee responsibilities include:
   a. Developing criteria and procedures for review of academic programs.
   b. Performing a continuing review of graduate and undergraduate academic programs with regard to such factors as mission, need, quality, cost, and contribution to other programs.
   c. Addressing concerns and making recommendation to the Faculty Senate regarding duplication of programs and courses.
   d. Recommending policies for University support to individual programs.
   e. Coordinating the time of and use of external program reviews by accrediting agencies and/or other expert evaluators in its review of specific academic programs.

Section 143. Research & Consulting
1. Voting membership shall consist of one faculty member from each representation unit and a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, a faculty representative of the Grad School designated by the Dean of Graduate and Interdisciplinary Studies.

2. Non-voting membership consists of a representative of the Vice President for Research, Creative Activities, and Technology Transfer.

3. Committee responsibilities include:
   a. Initiating and reviewing policies related to University research and consulting issues and make recommendation for consideration of said policy to the Faculty Senate.
b. Reviewing research development programs and providing technical and funding reviews for faculty proposals submitted to the development programs.

Section 154. Technology and Instructional Services Committee

1. Voting membership shall include one faculty member from each of the representation units and a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, a faculty representative of the Grad School designated by the Dean of Graduate and Interdisciplinary Studies.

Non-voting membership shall include one representative from Information Technology Services (ITS).

3. Committee responsibilities shall include:
   a. an annual review of ITS support services to the NDSU teaching and research communities.
   b. making recommendations for Faculty Senate approval of any changes proposed by ITS regarding policy, implementation procedures, or classroom and instructional technologies.
   c. formulating recommendations regarding needs of the faculty that are unmet by ITS.
   d. serving as the liaison between the Faculty Senate and ITS administration.

Article V: Joint Standing Committees

Section 1. Senate Coordinating Council

1. Voting membership shall consist of two representatives each from the Faculty, Student, and Staff Senates, the Faculty Senate President, the Staff Senate President, and the Student Body President.

2. Non-voting membership shall consist of the Provost (or designee), the Vice President for Student Affairs (or designee), the Vice President for Finance and Administration (or designee), and representatives of one of these Vice President’s offices, one of whom will facilitate meetings and one of whom will maintain records. The Vice President’s offices will rotate responsibility for calling meetings and maintaining records every three to five years. The coordinating council may decide to invite policy initiators to the meetings as nonvoting members to explain policy changes.

3. Committee responsibilities include:
   a. Reviewing policy to determine first whether it is ready to bring to any of the Senates or whether it should be returned to the policy makers for clarification and revision.
   b. Coordinating the distribution of policies to the appropriate senate body consistent with the Faculty Senate, Staff Senate, and Student Government Constitutions.
c. Sending policies that have been voted on to appropriate channels at NDSU for final approval.
d. Serving in a liaison capacity regarding the Faculty Senate, administration, Staff Senate, and Student Government.

Section 2. Campus Space & Facilities
1. Voting members shall consist of one faculty member from each representation unit, three staff members appointed by the Staff Senate, three student members (graduate, undergraduate, and on-campus) appointed by the Student Government, a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, a faculty representative of the Grad School designated by the Dean of College of Graduate and Interdisciplinary Studies, the Provost (or designee), the Registrar, and the Vice President for Finance and Administration (or designee).

Non-voting members shall consist of the Director of Facilities Management, the Chair of the Department of Architecture and Landscape Architecture, the Assistant to the Director of the North Dakota Agricultural Experiment Station, and a representative of the Dean of Libraries.

3. Committee responsibilities include:
   a. Provide for the systematic development and review of the “Campus Master Plan” and Guidelines for Campus Development.
   b. Recommending policies and procedures to meet the current and future needs for all physical facilities and reviewing changes in University space allocation including classrooms and laboratories.
   c. Reviewing proposed building projects and major building renovations prior to presentation to the State Board of Higher Education and the Legislature.
   d. Recommending policies for site location for new buildings and for overall landscaping.
   e. Recommending traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.
   f. Recommending plans for sidewalks, streets, and parking lots.

Section 3. Library
1. Membership shall consist of one faculty member from each representation unit, one undergraduate and one graduate student appointed by the Student Government, a staff member appointed by the Staff Senate, a representative from Information Technology Services, a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, a faculty representative of the Grad School designated by the Dean of Graduate and Interdisciplinary Studies, and the Dean of Libraries.

2. Committee responsibilities include:
   a. Formulating policy recommendations for the NDSU Libraries.
Section 4. University Athletics
1. Membership consists of one faculty member from each representation unit, two students, the Student Body Vice-President, the President of the Student-Athletes Advisory Council, two representatives of the Staff Senate, the Director of Intercollegiate Athletics, the Director of Intercollegiate Women’s Athletics, the Title IX Coordinator (or designee), the Vice President for Equity, Diversity, and Global Outreach (or designee), Senior Women’s Administrator, and the Faculty Athletic Representative.

2. The University Athletics Committee serves as the NDSU Athletics Advisory Board as described in the constitution of the National Collegiate Athletics Association (NCAA).

3. Committee responsibilities include:
   a. Promoting compliance with principles of conduct as defined by the NCAA.
   b. Acting as the Board of Appeals for athletic grievances.
   c. Initiating and reviewing policies concerning University Athletics and making recommendations for consideration of said policy to the Faculty Senate. Such areas of
concern include Guidelines for athletic schedules, guidelines for participation in postseason activities, awards for excellence in athletics, eligibility of athletes.

d. Reviewing upcoming issues at intercollegiate conference meetings and recommending institutional positions.

e. Reviewing the budget of the athletic programs prior to its approval by the University President.

f. Stimulating interest in athletic events throughout the University community.

Section 5. Equal Opportunity Hearing Panel

1. Membership shall consist of six faculty members appointed by the Faculty Senate President in consultation with the Senate Executive Committee, six students appointed by the Student Government President, and six Staff members appointed by the Staff Senate President.

2. Each President shall strive for diverse representation (gender, ethnicity, etc) in her/his group of appointees.

3. Committee responsibilities include:

   a. Acting in accordance with procedures and policy approved by the Senate, specifically Policy 156.

Section 6. University Assessment

1. Membership shall consist of one faculty member from each representation unit, a representative from the General Education Committee, a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, a faculty representative of the Grad School designated by the Dean of Graduate and Interdisciplinary Studies, the Provost (or designee), one undergraduate student, and one graduate student appointed by the Student Government, a representative from the Division of Student Affairs, a representative from the NDSU Extension Service, a representative from the Office of Institutional, Research and Analysis, a representative from Distance and Continuing Education, and the Director of the Office of Accreditation and Assessment.

2. Committee responsibilities include:

   a. Periodically reviewing the assessment of student learning in undergraduate and graduate academic programs, within the units in the Division of Student Affairs and in the NDSU Extension Service.

   b. Developing procedures for annual reporting of assessment activities by departments and other academic units, units in the Division of Student Affairs, and the NDSU Extension Service on their assessment activities.

   c. Providing feedback and assistance to departments and other academic units on their assessment activities.
d. Providing a yearly summary of assessment activities to the Faculty Senate, The Provost, the Vice President for Agriculture and University Extension, and the Director of the NDSU Extension Service.

Article VI: Amending the Bylaws

Section 1.
Amendments to the bylaws may be proposed by the Faculty Senate or by a petition signed by twenty-five percent of the Faculty. At a meeting of the Faculty Senate where the amendment is proposed, a vote will be cast to determine whether to consider the amendment at the next regular Faculty Senate meeting. If two-thirds of the votes cast are in favor of the bylaws change will be added to the agenda for the next regular meeting of the Faculty Senate.

Section 2.
The Secretary of the Faculty Senate will distribute the proposed amendment to all members of the faculty no later than nine days after the Faculty Senate votes to consider the amendment at their next regular meeting.

Section 3.
At the next regular meeting of the Faculty Senate, if approved by two-thirds of the ballots cast, the change will be submitted to the University President.

Section 4.
When approved by the University President the changes shall become effective immediately.
Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.

If the changes you are requesting include housekeeping, please submit those changes to ndsu.policy.manual@ndsu.edu first so that a clean policy can be presented to the committees.

SECTION: Policy 133.1 Tuition Waiver – Spouse/Partner and Dependents

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
   - Is this a federal or state mandate? [ ] Yes [X] No
   - Describe change: Adding clarifying language to policy regarding use with other tuition waivers, specific programs and removing the in or out of state tuition waiver information.
   -

2. This policy change was originated by (individual, office or committee/organization):
   - HR/Payroll & Customer Account Services April 22, 2015
   - Britnee.nikle@ndsu.edu and Karin.Hegstad@ndsu.edu

   This portion will be completed by Mary Asheim.
   Note: Items routed as information by SCC will have date that policy was routed listed below.

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

   Senate Coordinating Committee: 5/8/2015

   Faculty Senate:

   Staff Senate: 5/14/2015

   Student Government: 5/14/2015

   President's Cabinet:

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SECTION 133.1
TUITION WAIVER – SPOUSE/PARTNER AND DEPENDENTS

SOURCE: NDSU President
SBHE Policy Manual, Section 820.1

The North Dakota State Board of Higher Education allows campuses to adopt tuition waivers which are consistent with an institution's mission. The spouse/partner and dependent tuition waiver is intended to help recruit and retain faculty and staff who can best perform or support the teaching, research and public service mission of the University.

1. The spouse/partner and dependents of regular (broadbanded staff must be off probation), benefitted NDSU employees are eligible for the waiver effective Fall 2002.

   1.1 Dependents are defined as those unmarried children (25 years of age or under if they are a full-time student, otherwise age 22 and under), who rely on the parent(s) for significant financial support.

      1.1.1 A spouse/partner or dependent who is also a regular, benefitted employee is only eligible for the employee tuition waiver outlined in Section 133 (Educational Policy).

      1.1.2 A spouse/partner or dependent who is eligible for this educational benefit is not eligible for the graduate assistant tuition waiver, the cultural diversity tuition waiver or other waivers which may duplicate benefits.

   1.2 Partners are those who have completed and filed a Declaration of Domestic Partnership for Purpose of Tuition Discount Eligibility http://www.ndsu.edu/forms/ or https://www.ndsu.edu/fileadmin/hr/docs/Declaration.pdf with the Office of Human Resources/Payroll.

   1.3 The spouse/partner and/or dependents must meet admission standards and register for classes through regular registration procedures.

   1.4 The employee must be actively employed on the first day of each semester to be eligible for the waiver.
2. The tuition waiver is 50% of the tuition for NDSU classes (excluding internships that require tuition to be paid to the site for student placement and Professional Development non-degree eligible courses) per spouse/partner or dependent.

2.1

2.1 The maximum waiver for the spouse/partner or dependent of more than one eligible employee is 50%.

2.2 Fees are not waived.

2.3 The waiver applies to undergraduate, professional (Pharmacy) and graduate level classes.

2.4 Early Entry students will be eligible according to the terms of this policy.

3. Procedure

3.1 A Spouse/Partner and Dependent Tuition Waiver application needs to be submitted to the Office of Human Resources/Payroll by the Monday two weeks prior to the start of classes for which the waiver is requested. Given that conditions in this policy may change, it will be necessary to review the conditions of eligibility each term.

3.2 Proof of marriage, domestic partnership, and/or dependency may be required.

3.3 In accordance with federal regulations, the tuition waiver will be used as a financial resource and become part of the student's financial aid package. The Student Financial Services Office may need to adjust aid if the amount of the tuition waiver, along with other financial aid, exceeds the total cost of attendance.

3.4 No employee, spouse/partner or dependent who has an overdue accounts receivable balance with the University may receive a spouse/partner and dependent tuition waiver.

3.5 In accordance with IRS regulations, the value of the tuition waived for graduate level classes will be considered taxable income to the employee. Federal, state and social security taxes will be deducted in a lump sum from the employee’s last paycheck of the semester, or, at the employee’s written request, deducted on a prorated basis throughout the semester.
HISTORY:
New April 2002
Amended July 2003
Amended April 2005
Amended October 18, 2010
Housekeeping November 17, 2011
Housekeeping July 29, 2013
Amended March 23, 2014
Amended November 7, 2014
Housekeeping January 2, 2015
Policy Change Cover Sheet

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SECTION: Policy 327- Evaluation of Academic Deans, Directors and Department Chairs and Heads

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
   - Is this a federal or state mandate? ☐ Yes  ✅ No
   - Describe change: adding Provost and FT Vice Provosts, Academic Vice Presidents, and FT Associate/Assistant Deans, to be evaluated under this policy; clarifying annual review and comprehensive review responsibilities; changing comprehensive review from every three years, to year three of initial appointment and every five years thereafter; streamlining evaluation criteria; separating evaluation procedure from policy.

   Please note that the attached procedures are provided as information to accompany the policy changes and do not need to be voted upon.

2. This policy change was originated by (individual, office or committee/organization):
   - Office/Department/Name and the date submitted: Commission on the Status of Women Faculty, working with the Office of the Provost – submitted 10-16-2015
   - Email address of the person who should be contacted with revisions: Karen.Froelich@ndsu.edu

   This portion will be completed by Mary Asheim.
   Note: Items routed as information by SCC will have date that policy was routed listed below.

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

   Senate Coordinating Committee:

   Faculty Senate:

   Staff Senate:

   Student Government:

   President’s Cabinet:

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SECTION 327
EVALUATION OF ACADEMIC ADMINISTRATORS, ACADEMIC DEANS, DIRECTORS AND DEPARTMENT CHAIRS AND HEADS

SOURCE:  NDSU President
           Faculty Senate

1. Introduction

North Dakota State University believes every university employee deserves regular evaluation of his or her professional duties as they relate to a formal job description and the university’s needs. This process should be transparent and constructive; honest, open, and forthright; including an acknowledgment of the employee’s achievements, as well as an assessment of his or her ability to match the university’s expectations, and a determination of areas needing improvement.

As this evaluation process policy pertains to the campus provost, full-time vice provosts, academic vice presidents who report to the provost, academic deans, full-time academic associate and assistant deans, directors of academic offices, and chairs and heads, directors, and other academic supervisory personnel, the evaluation process will include input from a variety of groups; faculty will play a major role in evaluation of academic administrators. It is expected that an evaluation will always emphasize areas of special achievement, while also identifying areas needing improvement. This should be a constructive and useful experience to be welcomed by the person being evaluated. It is a required part of an ongoing process designed to ensure that the person evaluated continues to meet both his or her own needs, as well as the needs of affected university publics.

2. Annual Review Timetables

Each administrator covered by this policy will be reviewed annually by the administrative supervisor to whom that person reports in accordance with Policy 167.

3. Comprehensive Review

All administrators covered under this policy will undergo a comprehensive review. Evaluation of deans, directors, and chairs will include input from a variety of groups. This document is designed to guide faculty, as they play a major role in evaluation of academic supervisors. It is expected that deans, chairs, and directors will be evaluated formally. The first comprehensive review will be completed by the end of the administrator’s third year of appointment. Subsequent reviews will occur at least every three-five years, to be completed by the end of the fifth year after the prior review. Interim reviews may be requested by the administrator or by the person to whom the administrator reports. If a review indicates substantial areas of concern or lack of performance, the next review will be completed within two years of that review. The college or department Promotion, Tenure and Evaluation (PTE) committee, supervising administrator, or the employee himself/herself may request an evaluation.

4. Common Review Criteria
Review criteria should be based on the administrator’s job description which may include, but are not limited to the following:

a) leadership, strategic planning and assessment;
b) administration and management;
c) commitment to institutional values including equity and diversity, academic freedom, and shared governance;
d) external relations;
e) service to the broad mission of the University.

The relative importance of evaluation areas will vary with position of the administrator; therefore some criteria above many not apply and others may be added.

5. Procedures

Reviews will be initiated by the administrator’s supervisor, and must be conducted according to the Comprehensive Review Procedures for Academic Administrators.

Review committees – consisting of tenured faculty, relevant administrators, and staff – will be formed in accordance with the Comprehensive Review Procedures. The review committee shall prepare a report summarizing its findings for submission to the supervisor.

As personnel matters, reviews and any materials generated during the review process are confidential. The supervisor will provide a summary of the review for public distribution.

I. Evaluation of academic deans and directors

- Evaluation standards

While standards vary among colleges and divisions, the considerations below are designed to help guide Evaluation Committees in forming their evaluation.

4. Leadership. Promotes high standards for the unit in areas of scholarship, instruction, and outreach; communicates priorities, standards, and administrative procedures effectively; articulates a vision for the future; provides national and statewide visibility and recognition for the unit; contributes to the leadership of the university and effectively advocates for the university.

5. Planning. Works effectively with staff in identifying appropriate short-term and long-term goals, in setting priorities, and in focusing resources across all unit missions.

6. Administration and Management. Oversees the recruitment and appointment of highly qualified staff, provides support for the successful recruitment and retention of chairs, faculty and staff, manages the dean’s or director’s office effectively, shares governance with staff when appropriate, provides for effective budget management, works effectively with other colleges, makes decisions in a timely fashion.

7. Affirmative Action. Encourages diversity and implements mechanisms for attracting and retaining women and underrepresented groups; encourages respect for all persons in the unit.

8. Instruction. Coordinates and implements curricula as developed by the faculty.
9. Outreach. Promotes the service component of the unit’s mission, provides mechanisms for
the successful delivery of outreach programs, is responsive to the needs of external
constituencies.

10. Development. Within the context of the college, successfully works with the Development
Foundation and other organizations in identifying and pursuing philanthropic support for the
unit; develops public and constituency support for the unit.

11. Personnel Development. Supports and defends academic freedom; provides guidance,
support and resources for faculty and staff development, particularly in promotion, tenure
and evaluation.

12. Assessment. Effectively evaluates or assesses the units under his/her administration;
acknowledges areas of excellence, and recommends areas where improvement is needed.

Evaluation Procedures

VI. The Office of the Provost initiates evaluations of these administrators. To
ensure faculty involvement, the faculty of a college or unit must organize a
committee consisting of full-time non-administrative faculty at the assistant
professor, associate professor, or full professor level. Members of the
Evaluation Committee are recommended to the Provost the college or unit’s
PTE Committee, as appropriate under the evaluative charge of this group.
However, members of the college’s PTE Committee cannot appoint
themselves.

VII. The number of faculty on the committee may be flexible, but should total at
least five. Evaluation Committee members should decide at an initial meeting
the number of members constituting a quorum. A timetable should be set in
consultation with the Provost or other senior administrative office to assure
that the faculty evaluation material is ready in time to be included in the entire
evaluation document.

VIII. The Evaluation Committee will propose a written evaluation form based upon
the formal job description, dean’s statement of goals and accomplishments,
and a statement of self-assessment. A draft of this proposed evaluation form
will be made available to the dean/director, who will be invited to offer input
before it is finalized. The final evaluation form will be used to solicit
responses from faculty, chairs, peer administrators, and others including
classified staff, students, recent graduates, and external constituencies, if
appropriate.

IX. The Evaluation Committee will analyze the completed evaluation forms and
prepare a committee evaluation report summarizing the findings for the
Provost. Evaluation Committee members who do not agree with the majority
report may append a dissenting report. If the Evaluation Committee believes
the needs of the college or division have changed, it may recommend to the
Provost that the position description be changed.
X. Upon receipt of the committee’s evaluation report, the Provost will also analyze and summarize the data. The Provost will then meet with the Evaluation Committee to determine consensus and discuss differences. The Provost will prepare a draft report of the final evaluation and provide it to the dean. The Provost will meet with the dean and discuss the findings of the Evaluation Committee. Following this meeting, a final evaluation report will be written and placed in the individual's official personnel file. To ensure that the process remains open and positive, it is strongly suggested that the dean/director discuss this final evaluation report at a subsequent college or division faculty meeting.

XI. At any time, faculty or staff not on the committee, of course, may contact the Office of the Provost or other appropriate supervising officer directly with compliments or concerns relating to the person being evaluated.

II. Evaluation of chairs and heads

Evaluation standards
While standards vary among colleges and divisions, the considerations below are designed to help guide Evaluation Committees in forming their evaluation:

- Leadership. Promotes high standards for the unit in areas of scholarship, instruction, and outreach; communicates priorities, standards, and administrative procedures effectively; articulates a vision for the future; provides national and statewide visibility and recognition for the unit; contributes to the leadership of the university and effectively advocates for the university.

- Planning. Works effectively with staff in identifying appropriate short-term and long-term goals, in setting priorities, and in focusing resources across all unit missions.

- Administration and Management. Oversees the recruitment and appointment of highly qualified staff, provides support for the successful recruitment and retention of faculty and staff, manages the department office effectively, shares governance with staff when appropriate, provides for effective budget management, works effectively with other departments, makes decisions in a timely fashion.

- Affirmative Action. Encourages diversity and implements mechanisms for attracting and retaining women and underrepresented groups; encourages respect for all persons in the unit.

- Instruction. Coordinates and implements curricula as developed by the faculty.

- Outreach. Promotes the service component of the unit’s mission, provides mechanisms for the successful delivery of outreach programs, is responsive to the needs of external constituencies.

- Development. Within the context of the (college) unit, successfully works with the Development Foundation and other organizations in identifying and pursuing philanthropic support for the unit; develops public and constituency support for the unit.
• Personnel Development. Supports and defends academic freedom; provides guidance, support and resources for faculty and staff development, particularly in promotion, tenure and evaluation.

• Assessment. Effectively evaluates or assesses the units under his/her administration; acknowledges areas of excellence, and recommends areas where improvement is needed.

--- Evaluation Procedure for chairs and heads

1. Chairs also must be evaluated at least once every three years, with the dean of the college or the director of the unit initiating the evaluation process. The dean, in conjunction with the department faculty, will form an ad hoc committee consisting of at least three faculty members.

2. This ad hoc committee chair will propose a written evaluation form based upon the chair’s formal job description, statement of goals and accomplishments, and a statement of self-assessment. A draft of this proposed evaluation form will be made available to the chair, who will be invited to offer input before the document is finalized. The final evaluation form will be used to solicit response from faculty, peer administrators, and others including classified staff, students, recent graduates, and, if appropriate, external constituencies.

3. The ad hoc committee will analyze the completed evaluation forms and prepare a report summarizing the findings for the dean. Evaluation Committee members who do not agree with the majority report may append a dissenting report. If the Evaluation Committee believes the needs of the department or unit have changed, it may recommend to the dean that the position description be changed.

4. Upon receipt of the report from the Evaluation Committee, the dean will also analyze and summarize the data. The dean will then meet with the ad hoc committee to determine consensus and discuss differences. The dean will prepare a draft report and provide it to the chair. The chair will meet with the dean regarding the report. Following this meeting, a final report will be written and placed in the individual’s official personnel file. To ensure that the process remains open and positive, it is strongly suggested that the chair discuss this evaluation at a subsequent department faculty meeting.

5. At any time, faculty or staff not on the committee, of course, may contact the deans’ office or other appropriate supervising officer directly with compliments or concerns relating to the person being evaluated.

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HISTORY:

New July 1990
Amended April 1992
Amended January 1995
Amended January 1996
Amended February 1997
COMPREHENSIVE REVIEW PROCEDURES
ADAPTED FROM SECTION 327
EVALUATION OF ACADEMIC ADMINISTRATORS

1. Introduction

In addition to annual review, full-time academic administrators are subject to comprehensive review in their third year of initial appointment and at least once every five years thereafter. The comprehensive review process for academic administrators follows the guidelines described below.

2. Evaluation of Provost, Vice Provosts, and Academic Vice Presidents

a) Initiating evaluation. Reviews will be initiated by the administrator’s supervisor. A review committee will be formed, consisting of tenured faculty, relevant administrators and staff.

b) First meeting. At the review committee’s first meeting, members will select a committee chair; the chair must hold a tenured faculty appointment. The committee chair’s duties are to call meetings and facilitate the work of the committee. The committee will also select a records keeper from the committee members to take minutes, to archive documents, and will determine the number of members constituting a quorum.

c) Timetable. A timetable shall be set in consultation with the immediate supervisor or other senior administrative office to ensure that the evaluation material is ready in time to be included in the administrator’s evaluation report.

d) Evaluation form and other input. The review committee will adapt a standard evaluation form based on the administrator’s job description, goals, and the relevant review criteria that apply in this context. A draft of the adapted evaluation form will be made available to the administrator, who will be invited to offer input before it is finalized. The final evaluation form will be used to solicit anonymous responses from peer administrators, deans, chairs/heads, and appropriate faculty, staff, students, and other constituents. Additional input from interviews or other solicited/contributed materials may be considered. Both the review committee and the immediate supervisor can access information assembled as part of the review process.

e) Review committee report. Based on the summarized findings of the solicited responses and other input, and the administrator’s statement of goals and accomplishments and a self-assessment, the review committee will write an evaluation report for submission to the supervisor. Review committee members who do not agree with the majority report may append a dissenting report. If the review committee believes
the needs of the university or division have changed, it may recommend that the position description be changed. The chair of the review committee will meet with the immediate supervisor regarding the review committee’s report.

f) **Supervisor report and action plan.** An evaluation report will be written by the immediate supervisor, accompanied by an action plan to address any performance concerns, needed improvements or changes in position responsibilities. The supervisor will meet with the administrator to review the evaluation report and action plan. The final supervisor’s report and action plan will be placed in the administrator’s personnel file.

g) **Other avenues for feedback.** At any time, individuals not on the review committee may contact the review committee or appropriate immediate supervisor directly with comments or concerns relating to the person being evaluated.

### 3. Evaluation of Academic Deans

a) **Initiating evaluation.** The Office of the Provost initiates evaluations of academic deans (including dean of the graduate school and dean of libraries).

b) **Forming the review committee.** To ensure faculty involvement in evaluation of college deans, members of the review committee are recommended to the provost by the college or unit’s PTE committee. Members of the PTE committee cannot appoint themselves as a group. The review committee must consist of full-time non-administrative faculty, as well as relevant staff and other constituents. The number of faculty on the committee may be flexible, but should total at least five, including at least three tenured faculty members and two full professors. Assistant professors may serve, as long as the tenured faculty minimum is met. To ensure constituent involvement in evaluation of the dean of the graduate school and the dean of libraries, members of the review committee are recommended to the provost by the executive committee of the faculty senate. The review committee must consist of tenured faculty and relevant administrators and staff. A majority of any review committee shall be comprised of faculty.

c) **First meeting.** At the review committee’s first meeting, members will select a committee chair; the chair must hold a tenured faculty appointment. The committee chair’s duties are to call meetings and facilitate the work of the committee. The committee will also select a records keeper from the committee members to take minutes, to archive documents, and will determine the number of members constituting a quorum.

d) **Timetable.** A timetable shall be set in consultation with the provost or other senior administrative office to ensure that the evaluation material is ready in time to be included in the administrator’s evaluation report.

e) **Evaluation form and other input.** The review committee will adapt a standard evaluation form based upon the dean’s job description, goals, and the relevant review criteria that apply in this context. A draft of the adapted evaluation form will be made available to the dean, who will be invited to offer input before it is finalized. The final evaluation form will be used to solicit anonymous responses from faculty, chairs/heads, peer administrators, and others including classified staff, students, recent graduates, and external constituencies. Additional input from interviews or other solicited/contributed
materials may be considered. Both the review committee and the provost can access information assembled as part of the review process.

f) **Review committee report.** Based on the summarized findings of the solicited responses and other input, and the dean’s statement of goals and accomplishments and a self-assessment, the review committee will write an evaluation report for submission to the provost. Review committee members who do not agree with the majority report may append a dissenting report. If the review committee believes the needs of the college have changed, it may recommend to the provost that the position description be changed. The chair of the review committee will meet with the provost regarding the review committee’s report.

g) **Provost’s report and action plan.** An evaluation report will be written by the provost, accompanied by an action plan to address any performance concerns, needed improvements or changes in position responsibilities. The provost will meet with the dean to review the evaluation report and action plan. The provost’s final evaluation report and action plan will be placed in the dean’s, official personnel file.

h) **Other avenues for feedback.** At any time, individuals not on the committee may contact the review committee or provost with comments or concerns relating to the person being evaluated.

4. Evaluation of Chairs and Heads

   a) **Annual feedback.** Systematic written feedback from faculty, staff, and others is to be collected and summarized annually as input to the dean’s annual evaluation of chairs or heads. The process for annual feedback may be determined by the department.

   b) **Initiating evaluation.** The dean of the college or director of the unit initiates review of chairs and heads. The dean, in conjunction with the department faculty, will form an ad hoc review committee consisting of at least three full-time non-administrative faculty members, at least two of whom are tenured, and other appropriate stakeholders. The majority of the review committee shall be comprised of faculty.

   c) **First meeting.** At the review committee’s first meeting, members will select a committee chair; the chair must hold a tenured faculty appointment. The committee chair’s duties are to call meetings and facilitate the work of the committee. The committee will also select a records keeper from the committee members to take minutes, to archive documents, and will determine the number of members constituting a quorum.

   d) **Timetable.** A timetable shall be set in consultation with the dean to ensure that the evaluation material is ready in time to be included in the administrator’s evaluation report.

   e) **Evaluation form and other input.** The review committee will adapt a standard evaluation form based upon the chair or head’s job description, goals, and the relevant review criteria that apply in this context. A draft of the adapted evaluation form will be made available to the chair or head, who will be invited to offer input before it is finalized. The final evaluation form will be used to solicit anonymous responses from faculty, peer administrators, and others including classified staff, students, recent graduates, and, if
appropriate, external constituencies. Additional input from interviews or other solicited/contributed materials may be considered. Both the review committee and the dean can access information assembled as part of the review process.

f) **Review committee report.** Based on the summarized findings of the solicited responses and other input, and the chair or head's statement of goals and accomplishments and a self-assessment, the review committee will write an evaluation report for submission to the dean. Review committee members who do not agree with the majority report may append a dissenting report. If the review committee believes the needs of the department or unit have changed, it may recommend to the dean that the position description be changed. The chair of the review committee will meet with the dean regarding the review committee’s report.

g) **Dean’s report and action plan.** An evaluation report will be written by the dean, accompanied by an action plan to address any performance concerns, needed improvements or changes in position responsibilities. The dean will meet with the chair or head to review the evaluation report and action plan. The final dean’s report and action plan will be placed in the chair or head’s official personnel file.

h) **Other avenues for feedback.** At any time, individuals not on the review committee may contact the review committee or deans’ office or other appropriate supervising officer directly with comments or concerns relating to the person being evaluated.

5. **Evaluation of Associate or Assistant Deans and Directors**

a) **Annual feedback.** Systematic written feedback from faculty, staff, and others is to be collected and summarized annually as input to the dean’s annual evaluation of associate or assistant deans and directors. The process for annual feedback may be determined by the college.

b) **Initiating evaluation.** The supervising dean initiates the evaluation of associate or assistant deans and directors. The dean, in conjunction with the department faculty, will form an ad hoc review committee consisting of at least three full-time non-administrative faculty members, at least two of whom are tenured, and other appropriate stakeholders based on the individual’s job description. The majority of the review committee shall be comprised of faculty.

c) **First meeting.** At the review committee’s first meeting, members will select a committee chair; the chair must hold a tenured faculty appointment. The committee chair’s duties are to call meetings and facilitate the work of the committee. The committee will also select a records keeper from the committee members to take minutes, to archive documents, and will determine the number of members constituting a quorum.

d) **Timetable.** A timetable shall be set in consultation with the immediate supervisor or other senior administrative office to ensure that the evaluation material is ready in time to be included in the administrator’s evaluation report.

e) **Evaluation form and other input.** The review committee will adapt a standard evaluation form based on the administrator’s job description, goals, and the relevant evaluation criteria that apply in this context. A draft of the adapted evaluation form will be
made available to the administrator, who will be invited to offer input before it is finalized.
The final evaluation form will be used to solicit anonymous responses from members of
groups impacted by or involved with the work of the associate/assistant dean or director
(such as faculty, staff, peer administrators, deans, chairs/heads, students, and other
constituents). Additional input from interviews or other solicited/contributed materials
may be considered. Both the review committee and the immediate supervisor can
access information assembled as part of the review process.

f) **Review committee report.** Based on the summarized findings of the solicited
responses and other input, and the administrator’s statement of goals and
accomplishments and a self-assessment, the review committee will write an evaluation
report for submission to the dean. Review committee members who do not agree with
the majority report may append a dissenting report. If the review committee believes the
needs of the university or division have changed, it may recommend that the position
description be changed. The chair of the review committee will meet with the dean
regarding the review committee’s report.

g) **Dean’s report and action plan.** An evaluation report will be written by the dean,
accompanied by an action plan to address any performance concerns, needed
improvements or changes in position responsibilities. The dean will meet with the
administrator to review the evaluation report and action plan. The final dean’s report and
action plan will be placed in the administrator’s personnel file.

h) **Other avenues for feedback.** At any time, individuals not on the review committee
may contact the review committee or appropriate immediate supervisor directly with
comments or concerns relating to the person being evaluated.
NDGEC’s proposed change to 403.7

Current Policy

SUBJECT: 400s: Academic Affairs  EFFECTIVE: November 19, 2009
Section: 403.7 Common General Education Requirement and Transfer of General Education Credits

1. The following common general education requirement applies to all Associate of Arts, Associate of Science and Bachelor's degrees, except the BAS degree at University System institutions:

<table>
<thead>
<tr>
<th>General Education Area</th>
<th>Minimum Required Lower Division Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>9</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics, Science &amp; Technology</td>
<td>9</td>
</tr>
<tr>
<td>Institutional Specific (must be chosen from one of the following four categories: communication, social sciences, arts and humanities, and/or mathematics/science &amp; technology)</td>
<td>6</td>
</tr>
</tbody>
</table>

Total 36

2. Within the stipulated general education areas, each institution shall indicate in its catalog and other student advisement materials the institution's courses approved for general education. University System institutions may establish program and institution specific general education requirements in addition to the requirement stated in subsection 1.

3. General education courses accepted by any University System institution count upon transfer toward the general education requirement at all institutions in one of the following ways:
   A. A student is deemed to have completed the lower division general education requirement of the institution to which the courses are transferred if the general education course work meets the general education requirement of the institution from which the student transfers and satisfies the common general education requirement stated in subsection 1. Students completing Associate in Science and Associate in Arts degrees at system campuses meet the lower division general education requirements identified in subsection 1.
   B. Receiving institutions may also choose to grant general education requirement completion by combining the transferred general education courses from multiple institutions, based on the requirements listed above in subsection 1.
   C. In all other cases, general education courses from the areas in subsection 1 apply to the appropriate general education requirement of the institution to which the courses are transferred and the number of credits required to complete the general education requirement in each area is determined by the policies of the institution to which the courses are transferred; or
   D. Pursuant to guidelines established by the Chancellor for the acceptance of Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB) and DANTES Subject Standardized Tests (DSST) scores for academic credit.

4. Articulation agreements between the North Dakota University System and other institutions may enable the transfer of general education credits as a completed unit pursuant to guidelines established by the Chancellor.

Reference: NDUS Procedure - 403.7.2  403.7.3
1. The following common general education requirement applies to all Associate of Arts, Associate of Science and Bachelor's degrees, except the BAS degree at University System institutions:

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<td>6</td>
</tr>
</tbody>
</table>

2. Within the stipulated general education areas, each institution shall indicate in its catalog and other student advisement materials the institution's courses approved for general education. University System institutions may establish program and institution specific general education requirements in addition to the requirement stated in subsection 1.

3. General education courses accepted by any University System institution count upon transfer toward the general education requirement at all institutions in one of the following ways:

   A. A student is deemed to have completed the lower division general education requirement of the institution to which the courses are transferred if the general education course work meets the general education requirement of the institution from which the student transfers and satisfies the common general education requirement stated in subsection 1. Students completing Associate in Science and
Associate in Arts degrees at system campuses meet the lower division general education requirements identified in subsection 1.

B. Receiving institutions may also choose to grant general education requirement completion by combining the transferred general education courses from multiple institutions, based on the requirements listed above in subsection 1.

C. In all other cases, general education courses from the areas in subsection 1 apply to the appropriate general education requirement of the institution to which the courses are transferred and the number of credits required to complete the general education requirement in each area is determined by the policies of the institution to which the courses are transferred; or

D. Pursuant to guidelines established by the Chancellor for the acceptance of Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB) and DANTES Subject Standardized Tests (DSST) scores for academic credit.

E. 4. Articulation agreements between the North Dakota University System and other institutions may enable the transfer of general education credits as a completed unit pursuant to guidelines established by the Chancellor.

5. Upon review and recommendation for approval by the North Dakota General Education Council and the Academic Affairs Council and with the approval of the NDUS Chancellor, an NDUS institution may offer an alternative general education program, providing it includes all of the LEAP Essential Learning Outcomes approved by the North Dakota General Education Council and it totals at least 36 semester credits.

A. Any credits earned for general education at a University System institution or any participating GERTA institution under an approved alternative general education program will be accepted for general education credit by all University System institutions or all participating GERTA institutions.

B. A student is deemed to have completed the lower division general education requirement of the institution to which the courses are transferred if the general education course work satisfies an alternative general education program approved under subsection 5. Students completing Associate in Science and Associate in Arts degrees at system campuses meet the lower division alternative general education program approved under subsection 5.

C. Alternative general education programs approved under section 5 may also choose to grant general education requirement completion by combining the transferred general education courses from multiple institutions.

D. General education courses from an alternative general education program, approved under subsection 5, apply to the appropriate general education requirement of the institution to which the courses are transferred. Credit required for completing any alternative education program should be consistent with each General Education Area specified in subsection 1 or each of the LEAP Essential Learning Outcomes approved by the North Dakota General Education Council, either by including credits from courses in each area of subsection 1 or by aligning outcomes achieved to each General Education Area.

E. Alternate general education programs are permitted to accept scores for academic credit as outlined in the Chancellor’s guidelines for acceptance of Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB) and DANTES Subject Standardized Tests (DSST) scores for academic credit.
Reference: NDUS Procedure - 403.7.2  403.7.3

History:
Amendment SBHE Minutes, September 18, 2008.
Amendment SBHE Minutes, December 18, 2008.
Amendment SBHE Minutes, November 19, 2009.
FAQs Regarding Proposed Revisions to SBHE Policy 403.7: Common General Education Requirement and Transfer of General Education Credits (GERTA)

Recommendations by the ND General Education Council, approved unanimously by that group.

1. What is the ND General Education Council (NDGEC)?
The NDGEC is a grass-roots advisory group with representatives from all NDUS institutions, as well as the private and tribal colleges, who meet to share best practices and discuss ways to support general education in the state. Members are faculty, staff, and administrators. The group’s constitution can be found here: http://www.ndus.edu/uploads/resources/2515/constitution-of-the-nd-general-education-council.pdf

2. What is the goal of this proposed revision?
The goal is to allow a pilot program in which an NDUS institution can develop an approved alternative general education program “providing it includes all of the LEAP Essential Learning Outcomes approved by the North Dakota General Education Council [written communication, oral communication, quantitative literacy, critical & creative thinking, and breadth of knowledge] and it totals at least 36 semester credits.”
   a) The revision allows the general education of an NDUS campus to focus on what students actually learned, not just on what courses they took.
   b) Our regional accreditor (the Higher Learning Commission) and our various specialized accreditors (ABET, AACSB, NCATE, etc.) similarly ask us to provide evidence of what our student learn, not just the courses they take.

3. Why is this revision needed?
   a) The present General Education Areas in SBHE 403.7 restrict innovation, allow limited institutional autonomy, and focus on traditional disciplinary categories rather than broader learning outcomes such as critical thinking, integrated learning, etc.
   b) The revision allows for much greater flexibility so that a campus could create a general education program that is most suited to its particular mission.

4. What is unchanged?
   a) The seamless transfer among NDUS institutions is still guaranteed.
   b) No NDUS institution will be required to revise its general education.

5. What is procedure for an action like this? How does a proposal from the NDGEC move forward?
   SBHE policy changes are subject to review and recommendation by the Academic Affairs Council, the Chancellor’s Cabinet, and the Chancellor. The SBHE approves revisions to SBHE Policy.

6. What is the NDSU Faculty Senate being asked to do?
   Because of its commitment to transparency and open communication, the NDGEC informed the Council of College Faculties (CCF) about this proposal. CCF is asking all of the Senates to weigh in on whether they think it’s a good idea to support NDGEC’s recommendation for a more flexible state policy regarding general education that allows campuses to orient their general education toward national outcomes, yet still retains the transfer agreement. The response of each faculty senate and CCF is important, but the next step is in the hands of the Academic Affairs Council.

7. Can the NDSU Faculty Senate suggest revisions?
   Certainly. As noted in 5, there will be multiple points at which any proposed policy can be revised.

Revised on 12.07.2015