

## **NDSU Faculty Senate**

3:30 pm, 22 February 2016

Prairie Rose, Memorial Union

### **Agenda**

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- I. Call to Order
- II. Attendance
- III. Approval of 25 January 2016 minutes
- IV. Consent agenda
  - a. Academic Affairs Committee Report ([attachment 1](#))
  - b. Policy changes ([attachment 2](#)) (All housekeeping changes/information only)
    - o 112 – Pre-Employment and Current Employee Criminal Record Disclosure
    - o 151 – Code of Conduct
    - o 327 – Evaluation of Deans, et al.
    - o 712 – Contract Review
- V. Announcements
  - a. Dean Bresciani, President
  - b. Beth Ingram, Provost
  - c. Dennis Cooley, Faculty Senate President
  - d. Katie Gordon, Faculty Senate President-Elect
- VI. Senate Committee Reports
  - a. Faculty Senate Bylaws Committee ([attachment 3](#))
- VII. Unfinished Business
- VIII. New Business
  - a. Policy 352 – Composition of PTE ([attachment 4](#)) – Alan Denton – for input and vote
  - b. Policy 325 – Academic Freedom ([attachment 5](#)) – discussion
  - c. Marc Wallman - ITS
  - d. IQAOC – Dogan Comez ([attachment 6](#)) – merging Academic Affairs and General Education committees
  - e. Potential web-based assessment program -Josh Fergel, Student Body Vice President, Student Government.
  - f. Creating a positive veteran community and increase awareness of the opportunities available to student veterans. - Nikki Borstad, Amie Northagen, Annie Ehresmann, and Tayler Marshall.
- IX. Adjourn

**Academic Affairs Committee Report  
For Faculty Senate Meeting on February 22, 2016**

Program Changes	
Bachelor of Science – Accounting: moving ACCT 311 within the curriculum as a prerequisite to the required accounting practicum	
Bachelor of Science – Finance: moving FIN 320 within the curriculum as a prerequisite to the required finance internship	
Bachelor of Science – Mathematics Education: consistent with recommendations from the CUPM Curriculum Guide 2004, a report by the Committee on the Undergraduate Program in Mathematics by the Mathematical Association of America	
Bachelor of Science – Mathematics: consistent with recommendations from the CUPM Curriculum Guide 2004, a report by the Committee on the Undergraduate Program in Mathematics by the Mathematical Association of America	
Minor – Mathematics: consistent with recommendations from the CUPM Curriculum Guide 2004, a report by the Committee on the Undergraduate Program in Mathematics by the Mathematical Association of America	
Bachelor of Science – Management Information Systems: moving MIS 315 within the curriculum as a prerequisite to the required MIS practicum	

New Courses				
Subject	No.	Title	Crs.	Effective Term
ANSC	380L	Livestock Sales and Marketing Laboratory	1	Summer 2016
ANSC	701	Writing and Communicating in the Animal Sciences	3	Fall 2016
ANSC	750	Quantitative Genetics Applications of Matrix Algebra	1	Fall 2016
ANSC	754	Cybersheep: A Genetic Simulation Game	1	Fall 2016
Uniform	495	Undergraduate Teaching Experience	1-5	Summer 2016
VETS	358L	Veterinary Surgical Nursing Techniques Laboratory	2	Summer 2016

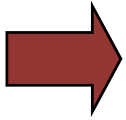
Course Changes								
From:				To:				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
ABEN	110	Introduction to Agricultural and Biosystems Engineering	2	ABEN	110	Introduction to Agricultural and Biosystems Engineering	3	Fall 2016
ENGL	271	Literary Analysis	3	ENGL	272	Literary Analysis	3	Summer 2016
VETS	358	Veterinary Surgical Nursing Techniques	4	VETS	358	Veterinary Surgical Nursing Techniques	2	Summer 2016

Change in Prerequisites/Co-Requisites and Change in Bulletin Descriptions				
Subject	No.	Title	Prerequisite/Co-requisite Change	Effective Term
ABEN	110	Introduction to Agricultural and Biosystems Engineering	Desc: Introduction to agricultural and biosystems engineering (ABEN) for students interested in pursuing the major and profession. Content emphasizes ABEN sub-disciplines through engineering problem solving and introductory design.	Fall 2016
CHEM	150	Principles of Chemistry I	Prereq or Co-req: MATH 103 or MATH 107	Fall 2016
CM&E	301	Construction Technology and Equipment	Prereq: CM&E 240 and junior standing in Construction Management or Construction Engineering program	Summer 2016
HDFS	435	Topics in Socioemotional Development	Prereq: HDFS 250 or PSYC 350 or SOC 340 and junior or senior standing	Fall 2016
MATH	420	Abstract Algebra I	Prereq: MATH 270, 329	Fall 2016
MATH	483	Partial Differential Equations	Prereq: MATH 266, 270	Fall 2016
MATH	489	Numerical Analysis II	Prereq: MATH 329, 488	Fall 2016
MATH	689	Numerical Analysis II	Prereq: MATH 688	Fall 2016
PSCI	545	Clinical Toxicology	Prereq: PSCI 411	Summer 2016
VETS	358	Veterinary Surgical Nursing Techniques	Prereq: VETS 135, 136, 256, 357, 385, 386 Co-Req: VETS 358L	Summer 2016

Course Inactivations				
Subject	No.	Title	Crs.	Effective Term
CJ	327	Drugs and the Criminal Justice System	3	Fall 2016
HDFS	473	Teens at Risk	2	Summer 2016

# 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 [nds.policy.manual@nds.edu](mailto:nds.policy.manual@nds.edu) first so that a clean policy can be presented to the committees.*

## SECTION: 112 Pre-Employment and Current Employee Criminal Record Disclosure

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: NDUS Board Policy Change to add expand the requirement for additional criminal background checks prior to hire.
  - 10/9/15 per Matt Hammer – changing NDUS to NDSU in Section 2.
  - 1/22/16 per Provost – changing 120 days to 10 months in Section 1 f (board policy language)
2. This policy change was originated by (individual, office or committee/organization):
  - Office/Department/Name and the date submitted Human Resources and Payroll, Colette Erickson, 09/08/2015
  - Email address of the person who should be contacted with revisions [Colette.erickson@nds.edu](mailto:Colette.erickson@nds.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 [nds.policy.manual@nds.edu](mailto:nds.policy.manual@nds.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

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### SECTION 112

#### 602.3 Job Applicant/Employee Criminal History Background Checks

#### ~~PRE-EMPLOYMENT AND CURRENT EMPLOYEE CRIMINAL RECORD DISCLOSURE~~

SOURCE: NDSU President  
SBHE Policy Manual, Section 602.3  
NDUS Procedure 602.3

##### ~~1. Job Applicants Criminal Record Disclosure:~~

- ~~1.1 NDSU uses two forms (paper and online) for capturing applicants' criminal record disclosure information. All applicants for employment at NDSU, whether full time or part time, including student employment, must answer the [criminal record disclosure questions](#) prior to being hired. The nature of the position (full time or part time) will determine if the paper form is used or if this information is captured through the online PeopleAdmin system. Any offer is contingent on return and review of the signed form and verification. The hiring unit is responsible for obtaining the signed form prior to the final offer.~~
- ~~1.2 A positive response (that is, the potential offeree answers that they have a criminal record) does not preclude employment. A determination will be made based on the type of conviction, how recent the conviction is, and the relevance of any conviction to the position for which the person has applied. An offer may be withdrawn as a result of these considerations. Disclosure by an applicant for employment under this policy does not prevent the University from enforcing any other policy or requirement with regards to pre-employment criminal record disclosure.~~
- ~~1.3 The information shall be kept in the employee's official personnel file (<http://www.ndsu.edu/policy/718.pdf>) (or, for individuals not hired, with the applicant's file).~~
- ~~1.4 Supervisors who have a situation under this policy should consult, prior to making a final hiring determination, with appropriate personnel, for example, Vice President in the Office of Equity, Diversity, and Global Outreach (for non-broadbanded positions), Director of Human Resources/Payroll (for broadbanded positions), University General Counsel, or their Department Chair or Dean.~~

##### 1. Definitions:

- a. CHRC: Criminal History Records Check
- b. SOR: Sex Offender Registry
- c. FBI: Federal Bureau of Investigation
- d. BCI: Bureau of Criminal Investigation
- e. Benefited positions: as defined in SBHE Policy 703.2
- f. New hires: includes
  1. Re-hires, transfers, and promotions within the same institution, except when a CHRC and SOR check has been completed at the employing institution within the last **10 months**. Promotions do not include faculty promotions when moving from

one faculty rank to another faculty rank (e.g. instructor to assistant professor, etc.); and.

2. Transfer from another NDUS institution.

2. ~~Criminal History Background Checks.~~ A nationwide FBI CHRC is authorized for all ~~NDUS-NDSU~~ positions.
  3. A nationwide FBI CHRC ~~criminal history background check is required before beginning employment in the following positions:~~ authorized for the following positions:
    - a. Police officer;
    - b. Security guard; and
    - c. University Police Dispatchers/Call Center Operators.
  4. CHRC and SOR checks are required for new hires for the following positions:
    - a. All benefited positions; and
    - b. ~~The following positions, whether benefited or non benefited:~~ Non-benefited positions, including volunteers who:
      1. have access to confidential or proprietary information;
      2. have master keys;
      3. have access to cash, credit, debit or other financial transactions;
      4. are residence hall and/or apartment managers, directors or assistants;
      5. are child care employees and other employees who have unsupervised contact with minor children;
      6. are responsible for, or with access to, controlled substances and other drugs, explosives or potentially dangerous chemicals and other substances;
      7. are instructional faculty and staff, including graduate teaching assistants; and,
      8. are counselors and coaches.
- ~~1. Chancellor, institution president and vice presidents;~~
  - ~~2. Police officer and security guard;~~
  - ~~3. Resident hall and apartment manager or director and assistants;~~
  - ~~4. Information technology staff;~~
  - ~~5. Employees responsible for or with unsupervised access to cash, credit, debit or other financial transactions or numbers, or confidential or other protected information, including medical records, social security numbers, tax, retirement, or vendor or contractor proprietary or other confidential information;~~
  - ~~6. Custodians and other employees with master keys or other means of unsupervised access to residence halls or secure buildings or facilities;~~
  - ~~7. Child care employees and other employees who have unsupervised contact with~~

children;

~~8. Part time instructional staff;~~

~~9. Employees responsible for or with access to controlled substances and other drugs, explosives or potentially dangerous chemicals and other substances; and~~

~~10. Counselors and coaches.~~

~~4.1 As stated in SBHE Policy 602.3, a nationwide FBI criminal history background check is required before beginning employment in the following positions:~~

~~a. Police officer; and~~

~~b. Security guard.~~

~~5. A criminal history records check~~ **The CHRC**, which may be a North Dakota BCI check, a **nationwide** FBI nationwide check or check of another state or multiple jurisdictions, ~~is required before beginning employment in the following positions:~~

~~a. All new benefitted hires;~~

~~b. Chancellor, president, provost, and vice presidents;~~

~~c. Resident hall and apartment manager or director and assistants;~~

~~d. Custodians and other employees with master keys or other means of unsupervised access to residence halls or secure buildings or facilities;~~

~~e. Child care employees and other employees who have unsupervised contact with children;~~

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

~~g. Counselors and Coaches.~~

~~The level of check will be determined by the hiring department upon consultation with the central administrative office conducting the search.~~

## ~~5. Current Employees~~

~~5.1 Current employees have a duty to immediately report a criminal conviction covered under this policy (all felonies; and misdemeanors involving violence and theft; or any offense requiring one to register as a sex offender) to their supervisor and the Director of Human Resources/Payroll. See Policy 155 for arrests and convictions involving drugs and alcohol in the workplace. Additional evidence about the conviction (example, the judgment of conviction) may be placed in the employee's official personnel file. The employee can add a statement pertaining to the conviction. Whether the conviction has an effect on employment status will be determined by the supervisor after consultation with appropriate personnel. (See section 4 above.) The employee can request that the conviction information be removed from the employee's official personnel file after misdemeanors are over 5 years old and 10 years for felonies.~~

~~5.2 Information regarding this subsection shall be provided to employees as part of the NDSU Annual Notice of Policies Covered under the ND Risk Management Program.~~

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

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

6. The CHRC and SOR checks must be completed before beginning employment. If there is an urgent documented need to start employment within seven working days of selection and prior to the completion of the check, the employee may begin work as scheduled, under proper supervision; however, continued employment is subject to successful completion of the checks.

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#### HISTORY:

New	July 1, 2002
Amended	February 2006
Amended	October 2007
Amended	December 2007
Amended	June 23, 2009
Housekeeping	November 15, 2010
Housekeeping	December 28, 2010
Amended	February 7, 2012

Policy 151 Version 2 02/03/16

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### SECTION:

### Policy 151: Code of Conduct

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 XXXX No
  - Describe change: The previous language was vague and ambiguous, such as what the requirements to be collegial and positive entailed. As a result, unfortunate misinterpretations of policy could adversely affect employment. The new language focuses on professional conduct with clearer guidance.
  - As per Matt Hammer:

Section 2. General Conduct, please add “the” to the first sentence of the second paragraph as shown below:

All NDSU personnel are subject to the rules and policies of the North Dakota State Board of Higher Education, NDSU, and their respective department or unit. NDSU expects all University personnel to

Additionally with Section 2., Subsection A.; Please add: “or as assigned by respective department or unit;”

NDSU requires all employees to act professionally in their interactions with others including:  
A. Following training and job specific requirements as stated in the employee’s job description or appointment letter, or as assigned by respective department or unit;

Section 2., Subsection B. In the parenthetical.

(See Policy 100: Equal Opportunity and Non-discrimination Policy, Policy 325: Academic Freedom, or other relevant policies for guidance.)

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2. This policy change was originated by (individual, office or committee/organization):
- Office/Department/Name and the date submitted – Faculty and Staff Senates
  - Email address of the person who should be contacted with revisions - [dennis.cooley@ndsu.edu](mailto:dennis.cooley@ndsu.edu)

*This portion will be completed by Mary Asheim.*

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North Dakota State University  
Policy Manual

SECTION 151  
CODE OF CONDUCT

SOURCE: State Policy Manual, Section 308.1  
State Policy Manual, Section 611.4  
NDSU President

1. Introduction and Application.  
This Code of Conduct governs the State Board of Higher Education and its members and establishes minimum standards for all NDUS officers and employees. The Board and entire NDUS are committed to uphold the highest ethical and professional standards. All Board members and NDUS officers and employees must, at all times, comply with all applicable laws, regulations, policies and procedures. Activities that achieve results unlawfully or in violation of applicable policies or procedures or by unethical behavior - including, but not limited to, payments for illegal acts, indirect contributions, rebates, or bribery - are not tolerated and must be reported. All conduct must meet or exceed minimum standards established by law.
2. General Conduct.  
The Board supports an environment that is free of discrimination or harassment. All Board members, officers and employees are expected to conduct themselves in a businesslike manner. Unlawful consumption of alcoholic beverages or use of illegal drugs, being at work while under the influence of alcohol or drugs, disruptive behavior, gambling, unauthorized use of public property or resources and other unauthorized activities that disrupt the efficient and economical administration of the NDUS, are prohibited. Violation of applicable laws or policies governing possession and use of alcoholic beverages or drugs, including the Drug Free Workplace Act, SBHE Policy 615 or applicable system office or institution policies, are prohibited. Likewise, sexual or other harassment (including actions contributing to a hostile work environment) in violation of federal or state law or SBHE Policy 603.1, is prohibited.

~~Officers and employees are expected to uphold the values of honesty, respect, integrity and trust. In addition, when interacting with one another and the public, all are expected to behave in a professional, collegial, cordial, civil, positive, respectful and ethical manner.~~

~~All NDSU personnel are subject to the rules and policies of the North Dakota State Board of Higher Education, NDSU, and their respective department or unit. NDSU expects all University personnel to be aware of, and comply with, NDSU's policies and procedures that apply to them, and requires those reporting to them to do the same. Employees are expected to uphold the values of honesty, respect, integrity, and trust.~~

~~NDSU requires all employees to act professionally in their interactions with others including:  
A. Following training and job specific requirements as stated in the employee's job description or appointment letter, or as assigned by respective department or unit,  
B. Respecting the value, creativity, and diversity of all persons, which includes diversity of opinions and professional approaches to doing things, (See Policy 100: Equal Opportunity and Non-discrimination Policy, Policy 325: Academic Freedom, or other relevant policies for guidance and Policy 325: Academic Freedom.)~~

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C. Contributing to an environment of respectful and productive working relationships with those with whom the person interacts, and

D. Making good faith efforts to resolve differences constructively.

### 3. Conflicts of Interest.

All Board members, officers and employees are expected to perform their duties conscientiously, honestly, and in accordance with the best interests of the NDUS. All Board members, officers and employees must comply with applicable federal and state laws. Board members, officers and employees may not unlawfully use their position or the knowledge gained as a result of their position for private or personal advantage. All Board members, officers and employees are responsible for their own actions. Any individual who has concerns or questions regarding a perceived or potential conflict or regarding application or interpretation of federal or state law or SBHE policy is encouraged to communicate with a superior or with legal counsel.

#### 3.1 Conflict of Interest – Contracts.

*An officer of the North Dakota State Board of Higher Education authorized to sell or lease any property or make any contract in the officer's official capacity is subject to the provisions of N.D.C.C. Section 12.1-13-03 and may not be interested in any such sale, lease or contract.*

*Pursuant to N.D.C.C. Section 48-02-12, employees of the Board may not have any interest in a public construction or repair contract.*

*An employee of the Board may not have an interest in any contract involving the expenditure of public or institutional funds entered into by the institution that the employee serves or by the Board unless:*

- a. *N.D.C.C. Sections 12.1-13-03 and 48-02-12 do not apply; and*
- b. *The contract is approved by the institution's chief financial officer or, if the employee in question is the chief financial officer or president of an institution or an officer of the Board, by the Board, following full disclosure of the employee's interest.*

*All employees involved in projects receiving federal funds shall consult applicable federal laws and regulations and comply with conflict of interest rules which may govern federal grants or other sponsored agreements.*

*An officer or other employee who violates this policy is subject to dismissal or other disciplinary action.*

*Employees of NDSU authorized (including delegated authority) by Policy 712 to enter into contracts on behalf of the University must sign the North Dakota State University Conflict of Interest Disclosure Statement. All other employees will be provided notice about this Policy but need only sign the statement if they have a conflict. Notices and collection of statements shall be administered by the Purchasing Office.*

*Employees have an obligation to act in the best interests of NDSU. Any direct or indirect personal or financial interest which could create a conflict of interest or the appearance of a conflict of interest in any agreement, transaction or relationship must be disclosed by the employee by completing and signing the North Dakota State University Conflict of Interest Disclosure Statement and submitting it to the employee's supervisor. This includes but is not limited to the disclosure of privately owned assets being used or otherwise commingled*

*with state assets and participation in any foundation, business or public entity which may create a conflict with an employee's obligations to NDSU. See also NDSU Policy 152: External Professional Activities.*

4. Outside Activities and Employment.

Board members, officers and employees share responsibility for good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to the NDUS and is encouraged. However, officers and employees must comply with applicable federal and state laws, policies in Section 611 of the SBHE Manual and related system office and institution policies. At all times, employees must avoid outside activities that create an excessive demand upon their time and attention, thus depriving the NDUS of their best efforts in fulfilling their job duties or that create a conflict of interest, or an obligation, interest, or distraction that interferes with the independent exercise of judgment in the NDUS' best interest.

5. Relationships with Clients and Suppliers; Conflicts of Interest.

Board members are not NDUS employees and may have other full or part-time employment and other professional, civic and personal responsibilities and activities, in addition to their part-time service as Board members. Nevertheless, Board members must be familiar with and comply with applicable laws governing conflict of interest that apply to Board members and should strive to avoid other activities that create an obligation, interest or distraction that interferes with the independent exercise of judgment in the best interest of the NDUS. They should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with the NDUS or NDUS institution, or that provides goods or services to the NDUS, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties.

6. Gifts, Entertainment and Favors; Kickbacks and Secret Commissions.

Excluding on *de minimus* contributions, such as purchase of a meal at reasonable value as part of a conference or other event with no conditions attached to such purchase and as permitted under applicable federal and state laws, Board members, officers and employees may not accept favor of any person or organization with whom or with which the NDUS or NDUS institution has, or is likely to have, business dealings. Similarly, Board members, officers and employees may not accept any other preferential treatment under circumstances that because of their position with the NDUS, the preferential treatment may influence or be perceived as influencing their official conduct. Board members, officers and employees may not receive payment or compensation of any kind from any source for NDUS duties and responsibilities, except as authorized under applicable law or NDUS pay policies. Specifically, the acceptance of "kickbacks" or commissions in any form from vendors, suppliers or others is prohibited.

7. NDUS Funds and Other Assets

Board members, officers and employees who have access to NDUS fund and other assets in any form must follow the prescribed procedures for recording, handling, and protecting money and other assets as detailed in applicable NDUS procedure manuals or other explanatory materials. Any person who has information concerning possible fraud or dishonesty shall immediately report such information to a superior or to legal counsel.

Board members, officers and employees responsible for spending or approving expenditure of NDUS funds or incurring any reimbursable expenses must comply with all applicable laws and policies and use good judgment on behalf of the NDUS to ensure that good value is received for every expenditure. NDUS funds and all other assets are for NDUS purposes only and not for personal use or benefit. NDUS or other public equipment, supplies and other property or assets

may not be used for private or personal use, except as authorized under SBHE Policy 611.5 or other applicable law or policy.

8. NDUS Records and Communications.

Accurate and reliable records of many kinds are necessary to meet NDUS legal and financial obligations and to manage the affairs of the NDUS. NDUS books and records must reflect in an accurate and timely manner all business transactions. Board members, officers and employees responsible for accounting and recordkeeping must fully disclose and record all assets and liabilities and exercise diligence in enforcing these requirements. Board members, officers and employees must not make or engage in any false record or communication of any kind, whether internal or external, including, but not limited to, false expense, attendance, enrollment, financial, or similar reports and statements, or false advertising, deceptive marketing practices, or other misleading representations.

9. Dealing with Outside People and Organizations.

Board members, officers and employees must take care to separate their personal roles from their NDUS positions when communicating on matters not involving NDUS business. They may not use NDUS identification, stationery, supplies, and equipment for personal or political matters. When communicating publicly on matters that involve NDUS business, Board members, officers and employees may not represent that they speak for the NDUS, unless that is one of their duties or they are otherwise authorized to do so. When dealing with anyone outside the NDUS, including public officials, Board members, officers and employees must take care not to compromise the integrity or damage the reputation of the NDUS or any institution.

10. Prompt Communications.

In all matters involving communication with NDUS students, customers, suppliers, government authorities, the public and others, Board members, officers and employees must endeavor to make complete, accurate, and timely communications and respond promptly and courteously to all proper requests for information and complaints.

11. Privacy, Confidentiality and Open Records.

Board members, officers and employees must at all times comply with applicable laws, regulations and SBHE policies concerning privacy, confidential records, access to open records and records retention.

12. Reporting Suspected Violations; Procedures for Investigating Reports.

Officers and employees shall report suspected violations of this Code to their superior, some other senior manager or administrator or legal counsel. In addition, the NDUS shall maintain a [fraud hotline](#) and suspected violations may be reported by use of that hotline. Any officer or employee who makes a report in good faith shall be protected against retaliation of any kind; any officer or employee who retaliates or attempts retaliation in response to a good faith report shall be subject to dismissal or other discipline. Failure to report known or suspected violations is in itself a violation and may lead to dismissal or other disciplinary action.

Board members who have information concerning a possible violation of this Code or are uncertain about application or interpretation of any legal requirement should report the matter to the chancellor, legal counsel or the attorney general.

Alleged violations of this Code involving NDUS officers or employees shall be investigated by the appropriate NDUS officer. All officers and employees shall cooperate in investigations of alleged violations. A violation of this Code is cause for dismissal or other appropriate disciplinary action, in addition to any criminal or other civil sanctions that apply.

### 13. Institution Codes.

The NDUS office and each NDUS institution shall adopt and implement a Code of Conduct consistent with this Code and Committee of Sponsoring Organization of the Treadway Commission (COSO) Standards. NDUS office and institution codes shall include:

- a. A Statement of the organization's values;
- b. The people or groups of people affected;
- c. A brief description or list of key behaviors that are accepted and not accepted;
- d. How to identify and resolve conflicts of interest;
- e. How to report violations and to whom;
- f. Consequences of violating the Code;
- g. Consequences of failure to report known or suspected violations; and
- h. How reports will be investigated.

The NDUS office and each institution shall require that each new employee review the Code of Conduct and sign a statement certifying the employee has read and agrees to comply with the Code. Further, all benefited employees are required to annually certify in writing that they have read and are in compliance with the Code of Conduct.

#### *Resources and Related Policies:*

[NDSU Policy 100: Equal Opportunity and Nondiscrimination Policy](#)

[NDSU Policy 110: Employment of Relatives](#)

[NDSU Policy 100.1: Nondiscrimination of the basis of Disabilities and Reasonable Accommodation](#)

[NDSU Policy 112: Pre-employment and Current Employee Criminal Record Disclosure](#)

[NDSU Policy 151: Conflict of Interest](#)

[NDSU Policy 151.1: External Activities and Conflicts of Interest](#)

[NDSU Policy 152: External Professional Activities](#)

[NDSU Policy 155: Alcohol and Other Drugs: Unlawful and Unauthorized Use by Students and Employees](#)

[NDSU Policy 160: Political Activities of University Employees](#)

[NDSU Policy 161: Fitness for Duty](#)

[NDSU Policy 162: Sexual Harassment Policy](#)

[NDSU Policy 162.1: Consensual Relationships](#)

[NDSU Policy 169: Employee Responsibility and Activities: Theft and Fraud](#)

[NDSU Policy 169.1: Employee Misuse of Property Reports -- Protections](#)

[NDSU Policy 190: Employee Responsibility and Activities: Intellectual Responsibility](#)

[NDSU Policy 323: Selection of Textbooks and other Curricular Materials](#)

[NDSU Policy 326: Academic Misconduct](#)

[NDSU Policy 345: Research Involving Human Subjects](#)

[NDSU Policy 340.1: Coursepacks](#)

[NDSU Policy 400: Purchasing - General Policies](#)

[NDSU Policy 406: Surplus Property](#)

[NDSU Policy 505: Property, Plant and Equipment](#)

[NDSU Policy 700: Services and Facilities Usage](#)

[NDSU Policy 700.1: Use of University Name](#)  
[NDSU Policy 700.2: Taking Equipment Off-Campus](#)  
[NDSU Policy 700.3: Personal Use of State Property](#)  
[NDSU Policy 710.1: Web Advisory Board](#)  
[NDSU Policy 712: Contract Review](#)  
[NDSU Policy 718: Public/Open/Restricted Records](#)  
[NDSU Policy 823: Financial Disclosure - sponsored Projects](#)  
[NDUS Policy 603.3: Nepotism](#)  
[NDUS Policy 611.2: Employee Responsibility and Activities: Intellectual Responsibility](#)  
[NDUS Policy 611.4: Employee Responsibility and Activities: Conflict of Interest](#)  
[NDUS Policy 611.9: Selection of Textbooks and Other Curricular Materials](#)  
[NDUS Policy 803.1: Purchasing Procedures](#)  
[Conflict of Interest Form](#)  
[NDSU Consulting Authorization Request Form](#)  
[NDSU Fraud Hotline](#)  
[AAUP Statement of Professional Ethics](#)  
[NDSU Research Foundation](#)  
[N.D.C.C. Ch. 12.1-13 \(See section 12.1-13-03: Public servant's interest in public contracts.\)](#)  
[N.D.C.C. Ch.48-01.2: \(See section 48-01.2-08: Officers must not be interested in contract.\)](#)  
[N.D.C.C. Ch. 44-04: \(See section 44-04-09: Nepotism.\)](#)

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HISTORY:

New	July 1990
Amended	November 1996
Amended	June 2000
Amended	October 2001
Amended	December 2002
Housekeeping	August 2009
Amended	March, 25, 2011
Housekeeping	June 24, 2011
Housekeeping	August 18, 2011
Housekeeping	February 1, 2012
Housekeeping	November 19, 2012
Amended	May 6, 2014

Policy 327 Version 2 02/02/16

## 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 [nds.policy.manual@nds.edu](mailto:nds.policy.manual@nds.edu) first so that a clean policy can be presented to the committees.*

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

- 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.
  - Version 2 includes Faculty Senate recommendation to remove references to confidentiality in Section 5 under Procedure; the review cannot be confidential due to state requirements.

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

- 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@nds.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.

- 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 [nds.policy.manual@nds.edu](mailto:nds.policy.manual@nds.edu). All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!



Policy 327 Version 2 02/02/16

**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 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**

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Policy 327 Version 2 02/02/16

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 may not apply and others may be added.

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## **5. Procedures**

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

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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.

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~~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.~~

## **3. Evaluation of academic deans and directors**

### **3.1 Evaluation standards**

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

- ~~a) 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.~~
- ~~b) 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.~~
- ~~c) 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.~~

## Policy 327 Version 2 02/02/16

- d) ~~Affirmative Action. Encourages diversity and implements mechanisms for attracting and retaining women and underrepresented groups; encourages respect for all persons in the unit.~~
- e) ~~Instruction. Coordinates and implements curricula as developed by the faculty.~~
- f) ~~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.~~
- g) ~~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.~~
- h) ~~Personnel Development. Supports and defends academic freedom; provides guidance, support and resources for faculty and staff development, particularly in promotion, tenure and evaluation.~~
- i) ~~Assessment. Effectively evaluates or assesses the units under his/her administration; acknowledges areas of excellence, and recommends areas where improvement is needed.~~

### 3.2 ~~Evaluation Procedures~~

- a) ~~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.~~
- b) ~~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.~~
- c) ~~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, chaires, peer administrators, and others including classified staff, students, recent graduates, and external constituencies, if appropriate.~~

## Policy 327 Version 2 02/02/16

- d) ~~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.~~
- e) ~~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.~~
- f) ~~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.~~

#### 4. ~~Evaluation of chairs and heads~~

##### 4.1 ~~Evaluation standards~~

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

- a) ~~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.~~
- b) ~~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.~~
- c) ~~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.~~
- d) ~~Affirmative Action. Encourages diversity and implements mechanisms for attracting and retaining women and underrepresented groups; encourages respect for all persons in the unit.~~

## Policy 327 Version 2 02/02/16

- ~~e) Instruction. Coordinates and implements curricula as developed by the faculty.~~
- ~~f) 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.~~
- ~~g) 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.~~
- ~~h) Personnel Development. Supports and defends academic freedom; provides guidance, support and resources for faculty and staff development, particularly in promotion, tenure and evaluation.~~
- ~~i) Assessment. Effectively evaluates or assesses the units under his/her administration; acknowledges areas of excellence, and recommends areas where improvement is needed.~~

#### 4.2 ~~Evaluation Procedure for chairs and heads~~

- ~~a) 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.~~
- ~~b) 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.~~
- ~~c) 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.~~
- ~~d) 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.~~

Policy 327 Version 2 02/02/16

~~e) 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
Amended	May 1997
Amended	January 2003
Amended	October 2007
Housekeeping	February 14, 2011
Housekeeping	July 12, 2013

## COMPREHENSIVE REVIEW PROCEDURES

Adapted from Section 327: Evaluation of Academic Administrators

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### 1. Introduction

In addition to the annual review, full-time academic administrators are subject to a 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 record 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 college and dean of libraries).

## COMPREHENSIVE REVIEW PROCEDURES

Adapted from Section 327: Evaluation of Academic Administrators

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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 college 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 record 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.



## COMPREHENSIVE REVIEW PROCEDURES

Adapted from Section 327: Evaluation of Academic Administrators

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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 record 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.

## COMPREHENSIVE REVIEW PROCEDURES

Adapted from Section 327: Evaluation of Academic Administrators

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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 record 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.

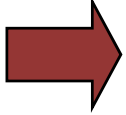
f) **Review committee report.** Based on the summarized findings of the solicited responses and other input, and the administrator's statement of goals and accomplishments and a self-assessment, the review committee will write an evaluation report for submission to the dean. Review committee members 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.

# 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](mailto:ndsu.policy.manual@ndsu.edu) first so that a clean policy can be presented to the committees.*

## SECTION:

## 712 Contract Review

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: Housekeeping change in Section 3 – 1) updated term for General Counsel/Attorney assigned to NDSU to Assistant Attorney General, 2) added the word University back into the last sentence and inserted a missing period (inadvertently deleted/lost during a prior update)
2. This policy change was originated by (individual, office or committee/organization):
  - Office/Department/Name and the date submitted: Gina Haugen / Finance & Administration 1/22/16
  - Email address of the person who should be contacted with revisions: [gina.a.haugen@ndsu.edu](mailto:gina.a.haugen@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](mailto: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

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### SECTION 712

### CONTRACT REVIEW

SOURCE: NDSU President  
SBHE Policy Manual, Section 840

1. Any contractual agreement involving North Dakota State University must be signed by the President and/or the Vice President for Finance and Administration, or their designated representative or as otherwise stated in Section 2.
2. The following positions have contractual authority in the stated areas:

Provost and Vice President for Academic Affairs	academic agreements
Vice President for Agriculture and University Extension	entitlement programs such as Hatch and McIntire-Stennis funds and USDA/CSRS noncompetitive grants; Extension Service funds such as Smith-Lever funds
Office of the Provost	agreements related to Equity, Diversity & Global Outreach's mission such as grants and/or international agreements
Vice President for Information Technology or Dean, NDSU Libraries	software site licensing contracts
Vice President for Research and Creative Activity	research grants and contracts and technology transfer documents
Vice President for Student Affairs	student affairs agreements
Director, Division of Fine Arts	Reineke Fine Arts and Askanase Hall use
Director of Purchasing	purchase agreements and leases
State Forester	Cooperative Forestry Assistance funds

3. Delegated authority to sign as a designated representative shall be in writing and submitted to the President. All contracts and contract amendments, must be approved by [University General Counsel](#)~~the Assistant Attorney General~~ pursuant to State Board of Higher Education Policy 840. Any contract document, lease agreement, etc., not bearing an authorized signature will not be binding

to the [University. Attorney assigned to NDSU Assistant Attorney General](#) approved form contracts don't need further approval unless they are changed.

4. Written delegation must specify area of contract authority by position and/or name and be reviewed by the delegator when person in that position changes.

For more information regarding contract review, see [SBHE Policy 840](#) and [NDUS Procedure 840](#).

#### HISTORY:

New	July 1990
Amended	April 1992
Amended	November 1992
Amended	May 1996
Amended	February 2000
Amended	October 2000
Amended	January 2003
Amended	February 2005
Amended	October 2007
Amended	January 2008
Amended	December 27, 2010
Housekeeping	March 16, 2015
Housekeeping	August 31, 2015

# Bylaws

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## Article I: Faculty Senate Membership

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### 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~~ Professions
- 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**

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### **Section 1.**

Administrative officers of the Faculty Senate consist of the President, the President-Elect, and the Immediate Past President.

### **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~~~~her 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~~ 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 or 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.b. 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.
3. Serve on the Senate Coordinating Council.
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.
4. Serve on the Coordinating Council.
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.
9. Prepare updated versions of the Constitution for distribution.
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 119.**

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

~~1.2.~~ Approval of the minutes of the previous meeting.

~~2.3.~~ Announcements.

~~3.4.~~ Consent agenda.

~~4.5.~~ Committee and other reports.

~~5.6.~~ Unfinished business.

~~6.7.~~ New business.

~~7.8.~~ 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

~~1.2.~~ Approval of the minutes of the previous meeting.

~~2.3.~~ Announcements.

~~3.4.~~ Consent agenda.

~~4.5.~~ Planning and prioritizing Faculty Senate action for the year.

~~5.6.~~ 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 ~~14~~15.**

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 ~~15~~16.**

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**

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### **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

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### 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 Vice Provost for Faculty Advancement~~ (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 all active senators for the entirety of their term.

2. For each administrative search out of the Provost office, the Provost shall send a request to the Faculty Senate President listing the number of faculty members from the faculty pool the Provost will seat on the search committee.
3. The Faculty Senate President (or designee) shall ask the senators for nominations (from the pool) and hold a vote (among senators). A list with the names of the top candidates shall be generated. The number of candidates on this list shall be the number requested by the Provost 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 ~~9~~10. 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 ~~1~~19. 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 of 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.

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, ~~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.

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 Division Services (IT).

2. 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 the ITS Division regarding policy, implementation procedures, or classroom and instructional technologies.
- c. formulating recommendations regarding needs of the faculty that are unmet by the ITS Division.
- d. serving as the liaison between the Faculty Senate and the ITS Division's administration.

### **Article V: Joint Standing Committees**

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#### **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 Co-ordinator (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**

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### **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 352 Version 1 2-1-2016

## 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 [nds.policy.manual@nds.edu](mailto:nds.policy.manual@nds.edu) first so that a clean policy can be presented to the committees.*

### SECTION: Section 352 5.1 and 5.3 – Promotion, Tenure and Evaluation: COMPOSITION OF PTE COMMITTEES

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:

Sec. 5.1: Prevents any faculty member from casting two votes for the same candidate – one at the department level and one at the college level – by limiting service to either the department or the college PTE committee. Sec. 5.3: Clarifies types of administrative appointments for which service on PTE committees is not allowed.

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

- Office/Department/Name and the date submitted: ad hoc Committee of the Faculty Senate for Review of Policy 352 – submitted 2-1-2016
- Email address of the person who should be contacted with revisions: [Alan.Denton@nds.edu](mailto:Alan.Denton@nds.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 [nds.policy.manual@nds.edu](mailto:nds.policy.manual@nds.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

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#### SECTION 352

#### PROMOTION, TENURE AND EVALUATION

SOURCE: NDSU President  
NDSU Faculty Senate

##### 1. INTRODUCTION

- 1.1 The promoting of faculty and awarding of tenure, and the prerequisite processes of evaluation and review, are of fundamental importance to the long-term ability of the University to carry out its mission. Promotion recognizes the quality of a faculty member's scholarship and contributions in the areas of teaching, research, and service. Promotion acknowledges that the faculty member's contribution to the university is of increasing value. Tenure assures academic freedom and enhances economic security for faculty members who show promise of sustained contributions in those three areas. Tenure aims to both recognize a candidate's potential long-term value to the institution as evidenced by professional performance and growth and to provide the expectation of continued employment. The decision to award tenure rests on criteria that reflect the potential long-term contribution of the faculty member to the purposes, priorities, and resources of the institution, unit, and program. With the individual autonomy derived from academic freedom and tenure comes the responsibility to create and/or maintain an ethical, respectful, and professional work climate for oneself, one's colleagues, one's students, and others with whom one relates professionally. Due to the emphasis on institutional purposes and priorities, tenure recommendations should be reviewed at department, college, and university levels.
- 1.2 From the University's mission flows the expectation that each faculty member will make contributions of high quality to the areas of teaching, research, and service. "Teaching" includes all forms of instruction both on- and off-campus. "Research" includes basic and applied research and other creative activities. "Service" includes public service, service to the University, college, and department, and service to the profession. Because of the University's mission, the quality and quantity of contributions in all three areas will be considered at the times of promotion and tenure. But, because of variations among faculty in strengths and/or responsibilities, faculty members are not expected to exhibit equal levels of accomplishment in all areas. Moreover, disciplines will vary with respect to the kinds of evidence produced in support of quality of contributions.
- 1.3 The policies and standards of each college should be congruent with the University's mission and its policies on promotion and tenure, and also should reflect the college's unique expectations of its faculty members. The policies and standards of academic units within each college should be consistent with the missions of the University and college and their policies on promotion and tenure, and also should designate evidence of how faculty in the academic unit meet the expectations of the college and University.

## 2. UNIVERSITY PROMOTION, TENURE, POST-TENURE, AND EVALUATION: CRITERIA AND EVIDENCE

- 2.1 Promotion and granting tenure are not automatic. In addition to contributions in the areas of teaching, research, and service, consideration may be given to factors such as professional background and experience.
- 2.2 The evaluation of a candidate's performance shall be based on the individual's contributions to teaching, research, and service, on- and off- campus, in regional, national, or international activities. Judgments will be based on evidence of both the quality and significance of the candidate's work.

### 2.2.1 TEACHING

- 2.2.1.1 CRITERIA In the areas of teaching (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure, and post-tenure review:
  - 2.2.1.1.1 The effective delivery of instruction to and the stimulation of learning by students and/or clients;
  - 2.2.1.1.2 the continuous improvement of courses or instructional programs;
  - 2.2.1.1.3 the effective advising and mentoring of undergraduate and/or graduate students.
- 2.2.1.2 EVIDENCE A candidate demonstrates quality of teaching (encompassing both instruction and advising) by providing evidence and information from multiple sources such as:
  - 2.2.1.2.1 the receipt of awards or special recognition including certification or licensing for teaching;
  - 2.2.1.2.2 student, peer, and client evaluation of course materials, expertise, and ability to communicate knowledge;
  - 2.2.1.2.3 peer evaluation of an individual's contribution to the improvement of instructional programs through the development and/or implementation of new courses, curricula or innovative teaching methods;
  - 2.2.1.2.4 the dissemination of best practices in teaching;
  - 2.2.1.2.5 evaluation by advisees of the quality of graduate and undergraduate advising.

### 2.2.2 RESEARCH

- 2.2.2.1 CRITERIA In the areas of research and creative activities (as defines above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure, and post-tenure review:

- 2.2.2.1.1 contributions to knowledge, either by discovery or application, resulting from the candidate's research, and/or
- 2.2.2.1.2 creative activities and productions that are related to the candidate's discipline.
- 2.2.2.2 EVIDENCE A candidate demonstrates quality of research by providing evidence of completed original work (i.e. published/in press, exhibited, or funded) from multiple sources such as:
  - 2.2.2.2.1 presentation of scholarly or professional papers, and publication of books or articles;
  - 2.2.2.2.2 juried or invited presentations or productions in the theater, music, or visual arts, design, and architecture;
  - 2.2.2.2.3 the development and public release of new products or varieties, research techniques, copyrights, and patents or other intellectual property ;
  - 2.2.2.2.4 peer evaluation of research by colleagues from an individual's discipline or area of expertise;
  - 2.2.2.2.5 the receipt of awards or special recognition for research ;
  - 2.2.2.2.6 the receipt of grants or other competitive awards.
- 2.2.3 SERVICE
  - 2.2.3.1 CRITERIA In the areas of service (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure and post-tenure review:
    - 2.2.3.1.1 contributions to the welfare of the department, college, university, or profession, and/or
    - 2.2.3.1.2 contributions to the public that make use of the faculty member's academic or professional expertise.
  - 2.2.3.2 EVIDENCE A candidate demonstrates quality of service by providing evidence and information from multiple sources such as:
    - 2.2.3.2.1 the receipt of awards or special recognition for service;
    - 2.2.3.2.2 evaluation of an individual's service contributions by peers, administrators, and constituents;
    - 2.2.3.2.3 active participation in and leadership of societies which have as their primary objective the furtherance of scholarly or professional interests or achievements;

- 2.2.3.2.4. active participation and leadership in University governance and programs at the department, college, university and system levels;
- 2.2.3.2.5. effective management or improvement of administrative procedures or programs.
- 2.2.3.2.6 contributions to knowledge as editors of scholarly publications, or service on editorial boards, juries, or panels;
- 2.2.3.2.7 contributions to the operation of state or federal agencies.

2.3 The foregoing lists are not exhaustive, and other forms of information and evidence might be produced in support of the quality and significance of the candidate's work. The mission statements and specific promotion and tenure criteria of the individual academic units are important in defining the appropriate forms of evidence in the context of the candidate's discipline and distribution of responsibilities.

### 3. COLLEGE AND DEPARTMENTAL PROMOTION, TENURE, POST-TENURE, AND EVALUATION CRITERIA

- 3.1. Each academic unit is responsible for refining the University promotion, tenure, post-tenure, and evaluation criteria and applying those criteria within the special context of the unit. Thus, each academic unit will develop specific promotion, tenure, post-tenure, and evaluation criteria and designate the types of evidence to be used for evaluation of progress toward tenure, for renewal, promotion, and tenure decisions, and for post-tenure review. Within the framework of the University's promotion and tenure criteria, each academic unit shall specify the relative emphasis on teaching, research, and service, and the extent to which a faculty member's assigned responsibilities can be allocated among teaching, research, and service.
- 3.2. A statement of promotion, tenure, post-tenure, and evaluation criteria specific to each college shall be developed by the Promotion, Tenure, and Evaluation (PTE) committee of the college in consultation with the Dean and approved by the faculty of the college. The faculty of each department shall also develop a statement of criteria for promotion, tenure, post-tenure, and evaluation that shall be reviewed and approved by the college PTE committee and the Dean to assure consistency with the college promotion, tenure, post-tenure, and evaluation criteria. The college and departmental statements, and any subsequent changes, shall be reviewed and approved by the Provost assure consistency with University and State Board of Higher Education (SBHE) policies.
- 3.3. For probationary faculty, the basis for review of the candidate's portfolio and any recommendations on promotion and/or tenure shall be the promotion and tenure guidelines and criteria of the academic unit which were provided to the candidate at the time of the candidate's appointment to the position. The dean or director of the college or equivalent unit has the responsibility to provide to the appointee these documents, as well as a position description, contract, or other document that constitutes a tenure or work plan. Tenured candidates for promotion to professor shall be evaluated by the criteria in effect at the time of application.

### 3.4. Faculty Hired Without Previous, Relevant Experience

For a faculty member without previous academic-relevant experience, eligibility for tenure requires a probationary period of six years. Evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently. However, exceptional academic accomplishments may warrant early promotion prior to the completion of the six years of the probationary period. Petitions for early promotion shall be initiated by department heads/chairs, and not by faculty members themselves.

### 3.5 Faculty Hired with Previous Relevant Experience

3.5.1 Individuals hired into a tenure-eligible position at a negotiable faculty rank may be hired with tenure and at a rank of Associate Professor or Professor when this is negotiated as a provision of the original contract. Decisions regarding tenure and advanced rank are made using the same process and standards as in the customary promotion and tenure process, although the timeline may be altered. The recommendation proceeds through the regular channels, including the respective Department and College PTE Committees, the Department Chair/Head, College Dean, Provost and President, prior to hire. The process of review is initiated by the Chair/Head of the unit in which the tenure line is housed. 3.5.2 A probationary faculty member with relevant professional/academic experience may be given credit toward tenure and promotion when this is negotiated as a provision in the original contract. The Department PTE Committee recommends to the Department Chair/Head the maximum (from one to three) years of tenure credit offered.

There are two options:

3.5.2.1 Faculty may be hired with one to three years of tenure credit. For each year of tenure credit awarded, one year shall be subtracted from the tenure application deadline. For example, given one year of credit, promotion and tenure application would be due in the fifth year of service; given three years, the application would be due in the third year of service. Faculty accomplishments during the tenure credited years are included as accomplishments in the faculty member's promotion and tenure portfolio. Requirements for promotion and tenure shall be adjusted according to the years at NDSU to maintain productivity at the same rate as that expected for promotion and tenure without tenure credit; for example, if six quality publications are required in the six-year probationary period for promotion and tenure, then one quality publication shall be required for each year the faculty member is at NDSU.

3.5.2.2 Faculty may be allowed the full six-year probationary period with the option of applying for promotion and/or tenure at any time following three years of academic service. How prior work is considered must be specified in the appointment letter.

3.5.2.3 For either option, failure to achieve tenure will lead to a terminal year contract. 3.6 Extensions to Probationary Period, apply in all other cases.

3.5.3 Any exceptions to Section 3.5 must be approved by the President.

### 3.6 Extension of Probationary Period

At any time during the probationary period but prior to the sixth year (or prior to the year in which the portfolio is due), a faculty member may request an extension of the probationary period not to exceed a total of three years based on institutional, personal or family (pertaining to a child, spouse/partner or parent, as described in NDSU Policy 320) circumstances, personal illness or disability, which, according to reasonable expectations, impede satisfactory progress towards promotion and tenure. Faculty given promotion and tenure credit are also eligible for this extension. Faculty members are encouraged to request probationary period extension as soon as they recognize the need for extension. Written notification to the Provost must be submitted within one year of the beginning of the event for which the extension is requested and approved prior to July 1 of the year in which the tenure/promotion portfolio is due. A faculty member who submits an extension request during the academic year in which they are to undergo third year review must successfully undergo third-year review and renewal before any extension can take effect. The request must be in writing and will be submitted to the Provost who will review the request and will approve or deny the request. Denial of an extension may be appealed under NDSU Policy 350.4, however, appeals will not be granted for requests that are submitted outside the required timeline for extension.

#### 3.6.1 Extension of Probationary Period for Childbirth or Adoption

A probationary faculty member who becomes the parent of a child (or children in case of twins, triplets, etc.) by birth or adoption, prior to the year in which the portfolio is due, will automatically be granted a one-year extension of the probationary period upon written notification to the Provost. While NDSU supports the use of the extension, the probationary faculty member has the option at any time after the birth or adoption to return to the original schedule of review. Any additional extensions beyond the one year (per birth/adoption occurrence, not to exceed three years total extension) must be requested under the provisions of 3.6 above.

#### 3.6.2 Extension of Probationary Period for Personal Illness or Disability

A probationary faculty member who experiences a personal illness or disability may request an extension of his/her probationary appointment. Medical documentation of the personal illness or disability is required. Such documentation shall be collected and housed by the Office of Human Resources/Payroll following guidelines provided in NDSU Policy 168. However, the Office of Human Resources/Payroll shall not make recommendations to the Provost pertaining to probationary period extension requests. The faculty member will grant the Provost access to Human Resources records relevant to the request. The Provost shall maintain strict confidentiality of such documentation. Written notification of the request for an extension, along with supporting documentation, must be provided to the Provost.

#### 3.6.3 Extension of Probationary Period for Institutional Circumstances

A probationary faculty member may be granted an extension of probationary period due to institutional circumstances, such as major disruption of work or faculty's ability to perform their duties beyond the reasonable control (e.g., natural or human-caused disaster, or lab-space unavailability) of the faculty member. Written notification of the request, along with supporting documentation, for an extension must be provided to the Provost.

### 3.6.4 Procedures for Initiating, Reviewing, and Approving Notifications/Requests for Extension of the Probationary Period

- 3.6.4.1 Notification of extension of the probationary period due to childbirth or adoption may be initiated by the faculty member, the Department Chair/Head, or the Dean of the college.
- 3.6.4.2 Request for extension of the probationary period due to personal or family circumstances, personal illness or disability shall be initiated by the faculty member. In the case of requests involving disability or illness, it is the responsibility of the faculty member to provide appropriate documentation to adequately demonstrate why the request should be granted.
- 3.6.4.3 Request for extension of the probationary period due to institutional circumstances may be initiated by the faculty member, the Department Chair/Head, or the Dean of the college.
- 3.6.4.4 Faculty members may inform their Department Chair/Head and/or Dean of the college of their request if they wish to do so, but they are not required to do so.
- 3.6.4.5 Extension of the probationary period requests shall be submitted to the Provost using the Request for Probationary Period Extension form.
- 3.6.4.6 Once an extension of the probationary period request is approved, the faculty member, Department Chair/Head, and the Dean of the college will be notified in writing by the Provost. If the request is denied, the faculty member will be notified in writing by the Provost.

### 3.6.5 Confidentiality

Individuals involved in the extension of the probationary period process (which may include the supervisor, the Department Chair/Head, the Dean of the college, the Provost, and/or the Office of Human Resources/Payroll) have the responsibility of keeping information pertaining to the request confidential and not sharing such information with individuals not involved in the process. Medical documentation provided by a faculty member requesting extension of the probationary period shall be maintained in a confidential file separate from the employee's official personnel file in the Office of Human Resources/Payroll. Other written documentation and forms pertaining to the request/notification of extension of the probationary period shall be maintained in a confidential file separate from the employee's official personnel file in the Office of the Provost. It is understood that some information provided pursuant to this policy may be subject to disclosure pursuant to North Dakota open records laws.

- 3.6.6 Granting of an extension does not increase expectations for performance. For instance if the department requires at least five refereed journal articles in the standard six year probationary period, and a faculty member receives an extension of the probationary period, then the department will still only require at least five refereed journal articles for that faculty member's probationary period.

Related Policies and Procedures:

Policy 156. Equal Opportunity Grievance Procedures  
(<http://www.ndsu.edu/fileadmin/policy/156.pdf>)

Policy 168. Reasonable accommodation on the basis of disability - guidelines for employee requests (<http://www.ndsu.edu/fileadmin/policy/168.pdf>)

Policy 320. Faculty obligations and time requirements  
(<http://www.ndsu.edu/fileadmin/policy/320.pdf>).

NDSU HIPAA Security Procedures- see [http://www.ndsu.edu/general\\_counsel/hipaa/](http://www.ndsu.edu/general_counsel/hipaa/)

Authorization for Release of Information:  
[http://www.ndsu.edu/fileadmin/generalcounsel/Forms-HIPAA/Authorization\\_for\\_Release\\_of\\_Information\\_01.doc](http://www.ndsu.edu/fileadmin/generalcounsel/Forms-HIPAA/Authorization_for_Release_of_Information_01.doc)

- 3.7 Each academic unit shall establish the criteria for promotion and tenure, including early promotion, as part of its statement on promotion, tenure, post-tenure review, and evaluation.

#### 4. PERIODIC REVIEW

- 4.1 Periodic reviews of faculty serve multiple functions. The reviews assist faculty members in assessing their professional performance, assist the administration in delineating areas to which particular effort should be directed to aid in improving the professional achievement of the faculty members, and contribute to the cumulative base upon which decisions about renewal, promotion, and tenure are made. In addition, periodic reviews may result in changes in responsibilities, modified expectations, and/or altered goals for performance.
- 4.2 The procedures for periodic review that are developed by each academic unit shall be reviewed and approved by the college PTE committee and the Dean.
- 4.3 All full-time faculty will be reviewed annually. Unless college or department procedures provide otherwise, annual reviews of non-tenured faculty shall be conducted so that decisions and notifications can be made in accord with the deadlines listed in Section 350.3.
- 4.4 Probationary faculty hired into tenure-track positions must receive special review during their third year of service to the institution. This third-year review shall recognize and reinforce areas of strength as well as point out areas of weakness that could jeopardize the case for promotion and tenure. Specific formative evaluations shall be provided to help candidates prepare their strongest case for promotion and tenure. Any extension granted prior to the third year review will delay the review by an equal period.
- 4.5 Unless college or department procedures provide otherwise, the department chair or head of the academic unit will be responsible for the conduct of the reviews and the communication of their results. Periodic reviews shall result in a written report to the faculty member being reviewed. The report shall state expectations and goals for the coming review period. For probationary faculty, the report shall include an assessment of the faculty member's progress toward tenure and recommendations for improvement. Should the periodic reviews indicate that a faculty member is not making satisfactory progress toward



tenure, the report may include a recommendation for nonrenewal. In making a judgment on satisfactory progress toward tenure, due consideration shall be given to the candidate's academic record, performance of assigned responsibilities, and potential to meet the criteria for promotion and tenure at the end of the probationary period.

- 4.6 Colleges and departments shall develop specific post-tenure review policies appropriate to their faculty. Annual reviews of tenured faculty shall include an evaluation of the faculty member's performance relative to the current position description. For Associate Professors, annual reviews must include specific recommendations to strengthen the case for promotion. Annual reviews of Professors must recognize and reinforce areas of strength, as well as discuss areas of weakness and recommend improvements. Should the annual reviews indicate that performance of a faculty member is unsatisfactory under the standards for post-tenure review, the report shall include a recommendation for appropriate remedial action.
- 4.7 The faculty member being reviewed shall have 14 days to respond in writing to the written report if the faculty member wishes to do so. The written report, and any written response from the faculty member, shall become part of the faculty member's official personnel file.

## 5. COMPOSITION OF PTE COMMITTEES

- 5.1. Each college shall have a PTE Committee consisting of at least three faculty members elected by the faculty of the college. The college PTE committee shall be as reflective as possible of the college's breadth of disciplines and fields of expertise. Ordinarily, at least three departments or sub-units of a college will be represented on the committee, and usually no more than one member of the same department may serve on the committee at one time. [College PTE committee members may not serve on any department/school PTE committee in their college.](#)
- 5.2 Only tenured faculty members who have completed three years of full-time appointment with the University and who have attained the rank of associate professor or above are eligible for election to a college or department PTE Committee. Faculty members being considered for promotion may not serve while under consideration.
- 5.3 The department and college PTE committees' reviews and recommendations are part of a process of peer review. Thus, faculty holding [academic](#) administrative appointments, including those with interim status, are not eligible to serve. (~~"Academic aAdministrative appointment" includes appointments as President, Vice President, Associate or Assistant Vice President, Dean, Associate or Assistant Dean, Department Chair or Head, Associate, Assistant or Vice Chair or Head, or Director of an academic unit.~~ [Provost, Vice President or Provost, Associate or Assistant Vice President or Provost, Dean, Associate or Assistant Dean, Department Chair or Head, Associate, Assistant or Vice Chair or Head, and any other administrators who supervise and/or evaluate other faculty.](#)) [Center or Program Directors who do not supervise and/or do not evaluate other faculty are eligible to serve.](#)

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## 6. PTE PROCEDURES

- 6.1 The candidate shall ensure that the electronically submitted portfolio is current, accurate and complete for review at the department level using procedures consistent with department and college policies. The chair or head shall forward the electronic portfolio together with the department's recommendations, and an explanation of the basis for them,

to the College Dean and the College's PTE Committee no later than November 1.

- 6.2 After November 1, the information that may be added to the portfolio is limited to
  - a) Recommendations by the evaluating units considering the portfolio at that time;
  - b) the candidate's response to those recommendations;
  - c) any materials requested by the evaluators.
- 6.2.1 Candidates may petition the college Dean and PTE committee to add additional materials after the deadline. The Dean and PTE committee must both agree to the addition in order for additional material to be added.
- 6.2.2 Any additional materials added to the portfolio must pertain to information or material already in the portfolio, such as pending publications or grant proposals.
- 6.3 Unsolicited individual faculty input is limited to the department level of review.
- 6.4 Recommendations and any other materials collected as part of the evaluation process at the department, college, and university levels must be added to the candidate's portfolio before being sent forward to the next level of review. At the time that any written materials are added to the candidate's portfolio, copies of the added material must be sent to the candidate for review. The candidate shall have 14 calendar days to respond in writing to the additional materials. Any response from the candidate to such materials must be in writing and must be included in the portfolio for review at the next level.
- 6.5 Allegations of misconduct discovered after November 1 that could be detrimental to a candidate's case (e.g. academic misconduct) shall be handled through the appropriate University policy and mechanisms. In such cases, the PTE process will be suspended until the allegations are resolved. Once the PTE process resumes, the candidate may update the portfolio.
- 6.6 Colleges and departments shall document that they have followed all procedures; e.g., by a comprehensive checklist of the steps in the PTE process. The documentation must be included in the portfolio.
- 6.7 The College PTE Committee and the College Dean shall separately and independently review and evaluate the candidate's portfolio without discussion or communication.
- 6.8 The college PTE Committee shall prepare a written report, including recommendations and an explanation of the basis for them, that shall be included in the candidate's portfolio. The report and recommendations shall be submitted to the Provost by January 5. A copy shall be sent to the Dean, the chair or head of the academic unit, and the candidate.
- 6.9 The College Dean shall also prepare a separate written report, including recommendations and an explanation of the basis for them that shall be included in the candidate's portfolio. The Dean shall forward the report and recommendations, and the portfolio of the candidate, to the Provost by January 5. A copy of the Dean's report shall be sent to the College PTE committee, the chair or head of the academic unit, and the candidate.
- 6.10 The Provost shall review the candidate's materials and the recommendations of the Department, College PTE Committee, and College Dean, and shall solicit input from a nonvoting advisory committee consisting of a faculty representative from each College PTE Committee, selected by the Provost with attention to diversity. The Provost shall submit a

recommendation to the President in writing, including an explanation of the basis for it, by the deadline established in the PTE guidelines. Copies of the Provost's written recommendation shall be sent to the candidate, the Department Chair/Head, the College Dean, and the Department and College PTE Committees.

- 6.11 When appropriate, the President shall then make the final recommendation to the SBHE for tenure. When appropriate, the President shall notify the candidate of promotion or denial of promotion.
- 6.12 In the case of joint appointments, the primary responsibility for the review rests with the department and the college that hold the majority or plurality of the appointments. Such department or college shall solicit input from the other units holding the remainder of the appointment as appropriate to the allocation of effort. This input from other units which shall be included in the portfolio.
- 6.13 When evaluating faculty participating in interdisciplinary programs, the primary department may solicit input from the director of the interdisciplinary program as appropriate to the allocation of effort.

## 7. APPEALS

- 7.1. Appeals of periodic reviews are made by requesting a reconsideration by the evaluating party. If not satisfied, the faculty member may initiate the grievance process pursuant to Section 353.
- 7.2. Appeals of nonrenewal and nonpromotion decisions shall be pursuant to Policy 350.3.

## 8. DOCUMENT RETENTION

Electronic copies of portfolios shall be maintained by the appropriate college for the length of time specified by the university records management policy. Disposal of these documents, as well as filing of archival copies, will also conform to the university records management policy.

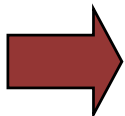
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### HISTORY:

Amended	May 13, 1974
Amended	February 10, 1975
Amended	December 12, 1988
Amended	May 14, 1990
Amended	April 1992
Amended	December 12, 1994 (Effective date July 1, 1995)
Amended	June 1997
Amended	November 2000
Amended	October 2001
Amended	October 2007
Amended	July 2008
Housekeeping	February 14, 2011
Amended	October 11, 2011
Amended	June 19, 2014
Amended	October 19, 2015
Amended	January 27, 2016

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**SECTION:****325 Academic Freedom**

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: One change clarifies what academic freedom is, whereas the second change includes language to be put into syllabi as per Faculty Senate ad hoc committee.
2. **This policy change was originated by (individual, office or committee/organization):**
  - Office/Department/Name and the date submitted Dennis Cooley/Faculty Senate 325 ad hoc committee. 1/12/2016
  - Email address of the person who should be contacted with revisions: Dennis.Cooley@nds.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,

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## North Dakota State University Policy Manual

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### SECTION 325 ACADEMIC FREEDOM

SOURCE: SBHE Policy Manual, Section 401.1

1. General principles: The primary responsibility of the academic community is to provide for the enrichment of intellectual experience. Essential to the realization of this ideal is a free and open academic community which takes no ideological or policy position itself.

~~The responsible academic community welcomes those who do take an ideological or policy position and zealously guards their right to do so. Conflict of ideas cannot occur unless there is opportunity for a variety of viewpoints to be expressed. Toleration of what may be error is an inescapable condition of the meaningful pursuit of truth. The academic community must be hospitable even to closed minds and it must welcome the conflict of ideas likely to ensue.~~

Academic responsibility to provide opportunity for expression of diverse points of view generates academic freedom. However, academic freedom entails responsibility. During academic discourse, faculty and students are responsible for being informed, courteous and respectful of others. The responsible academic community welcomes those who do take an ideological or policy position and zealously guards their right to do so. Conflict of ideas cannot occur unless there is opportunity for a variety of viewpoints to be expressed. Toleration of what may be error is an inescapable condition of the meaningful pursuit of truth. The academic community must be hospitable even to closed minds and it must welcome the conflict of ideas likely to ensue.

2. Faculty: Faculty are entitled to full freedom in research and in the publication of results subject to the adequate performance of their other academic duties. Faculty members are entitled to full freedom in presenting course content including, but not limited to, selection of course approach, course content, reference materials, conduct of lectures and conducting demonstrations in their disciplinary subject and field of competence, making assignments and examinations, and assessing student performance and assigning grades. ~~They are also entitled to freedom in lecturing or conducting demonstrations in their subject or field of competence.~~ They are entitled as any other member of the community in which they live to establish membership in voluntary groups, to seek or hold public office, to express their opinions as individuals on public questions and to take action in accordance with their views.

Cognizant of their responsibilities to their profession and to their institution, faculty accept certain obligations; they should attempt to be accurate, to exercise sound judgment and respect the right of others to express opinions. They must make clear that their actions, statements and their memberships do not necessarily represent the views of the academic community. If there are controls to be exercised over faculty members, they are the controls of personal integrity and the judgment of their colleagues.

3. Students: Students are entitled to be taught by unfettered teachers and to have access to all information pertinent to their subjects of study. They are entitled to as complete freedom as possible in selection of their curriculum, their teachers, and their associates. Moreover, they have a right to intellectual disagreement with their instructors and their associates and to question them without fear or recrimination or punishment. Students have a right to access all information relevant to any academic discussion and to express their views without fear of ridicule, recrimination, or reprisal

They are also entitled to seek the publication of their views, to seek membership in voluntary groups, to seek or hold public office, and to take lawful action in accordance with their views. Students also have the responsibility to make clear that their actions, membership and statements do not represent the views of the academic community.

4. Guest speakers, movies, and other programs: A college or university by its very nature cannot pay lip service to the concept of freedom of expression and then deny persons with whom it is in disagreement the opportunity of giving expression to their views. Furthermore, a policy that extends the right of freedom of expression to some persons and denies it to others, places the institution in the position of endorsing the past record and views of those who are given permission to speak. Therefore, a speaker, performer, or program may be presented under the sponsorship of any duly recognized student, faculty, or administrative organization or any individual officer of instruction. It is not necessary that the point of view presented be congenial to the campus, members of the staff or student body individually, or to individual members of the wider community. The speaker must be accorded the courtesy of an uninterrupted presentation. Except for ceremonial occasions, speakers must accept as condition of their appearance the right of their audience to question or challenge statements made in their address. Questions must be permitted from the floor unless prevented by physical limitations, or the size of the audience. The invitation or scheduling of such a program must represent the desire of the institutional sponsor and not the will of external individuals or organizations. The sponsor must establish full responsibility for the program and should help to establish the concept that the point of view expressed in an address or performance does not necessarily represent the position of the academic community. Such presentations must at all times be consistent with the laws of North Dakota and the United States.

5. The following shall be placed in all course syllabi: Academic freedom is the principle upon which thought and understanding are advanced in academic settings. Academic freedom provides a safe haven for the expression of diverse points of view by both faculty and students. Faculty members are entitled to full freedom in presenting course content including, but not limited to, selection of course approach, course content, reference materials, conduct of lectures and conducting demonstrations in their disciplinary subject and field of competence, making assignments and examinations, and assessing student performance and assigning grades. Students have a right to access all information relevant to any academic discussion and to express their views without fear of ridicule, recrimination, or reprisal. However, academic freedom entails responsibility. During academic discourse, faculty and students are responsible for being informed, courteous and respectful of others. For further information on academic freedom see NDSU Policy 325 at <http://www.ndsu.edu/fileadmin/policy/325.pdf>.

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HISTORY: New May 11 1984  
Amended April 1992

**Minutes from 9 February 2015 FS meeting**

*Academic Freedom* ([Attachment 9](#), L. Del Rio Mendoza, for discussion and vote)

- Academic Affairs revised the academic freedom statement based on the suggestions offered last year.
  - The question was asked if this statement was required as part of the syllabus policy (331.1). Del Rio Mendoza indicated that it was.
  - Provost Ingram questioned what was meant by the term “full freedom”
  - There seemed to be some confusion that could not be resolved as to whether this statement was to be part of policy for Course Syllabus (331.1) or Academic Freedom (325)
  - Provost Ingram indicated that the academic freedom statement was not consistent with policy 325
  - Del Rio Mendoza indicated this statement was to serve as a suggested statement for course syllabi. As a result of this, a motion was made by Cooley that this statement go through normal committee channels and integrate into syllabus policy before coming forward to Senate for a vote. This was seconded by Johnson.
  - Another question was raised asking if the goal was for the committee to revise the academic freedom statement. It was clarified that the committee was asked to define a statement on academic freedom that could be recommended for inclusion on the syllabus. It was questioned why a statement of academic freedom is needed for the syllabus. Sather-Wagstaff reminded the Senate that the syllabus is the contract with the student and as such certain items need to be addressed on the syllabi for student awareness.
  - It was determined that a vote of the statement could not be made but rather if this was to be a suggested statement as part of syllabi, then this statement should be sent through the proper channels for integration into syllabus policy.
- MOTION (Cooley/Johnson): The academic freedom statement as distributed be sent through the normal committee channels for integration

*Revised Academic Freedom Statement*

*Academic freedom is the principle upon which thought and understanding are advanced in academic settings. Academic freedom provides a safe haven for the expression of diverse points of view by both faculty and students. Faculty members are entitled to full freedom in conducting*



*their courses, including, but not limited to, the selection of the mode of information delivery, methods of evaluation, demonstration in their subject or field of competence, and assignment of grades. Students have a right to access all information relevant to any academic discussion and to express their views without fear of ridicule, recrimination, or reprisal. However, academic freedom entails responsibility. During academic discourse, faculty and students are responsible for being informed about the subject matter and for respecting others. For further information on academic freedom see NDSU Policy 325 at <http://www.ndsu.edu/fileadmin/policy/325.pdf>. The motion was to pass it as a recommended (not required) statement for syllabi and that colleges and departments should determine if they want to require it on their syllabi.*

### Current 325 policy and procedure:

## North Dakota State University Policy Manual

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Cognizant of their responsibilities to their profession and to their institution, faculty accept certain obligations; they should attempt to be accurate, to exercise sound judgment and respect the right of others to express opinions. They must make clear that their actions, statements and their memberships do not necessarily represent the views of the academic community. If there are controls to be exercised over faculty members, they are the controls of personal integrity and the judgment of their colleagues.

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possible in selection of their curriculum, their teachers, and their associates. Moreover, they have a right to intellectual disagreement with their instructors and their associates and to question them without fear or recrimination or punishment. They are also entitled to seek the publication of their views, to seek membership in voluntary groups, to seek or hold public office, and to take lawful action in accordance with their views. Students also have the responsibility to make clear that their actions, membership and statements do not represent the views of the academic community.

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## Academic Affairs Committee

1. Voting members shall consist of one tenured faculty member from each of the representation units, a tenured faculty representative appointed by the Dean of the College of Graduate and Interdisciplinary Studies, and two students – one graduate and one undergraduate - appointed by the Student Government. The Provost and Registrar shall each appoint one non-voting representative.
  - a. Terms shall be four years. Voting members shall not serve consecutive terms. Terms shall be staggered so that no more than one-third of the members are new.
  - b. One faculty member will be elected as chair. Neither the Provost's nor Registrar's representative shall serve as chair.
  - c. The chair shall have served at least one year on the committee.
  - d. Each representation unit shall also select an alternate faculty member to serve in case of recusal or absence.
  
2. Committee responsibilities are:
  - a. Developing criteria and procedures for submitting, evaluating, and approving courses, experiences, and program proposals for curriculum and course changes.
  - b. Coordinating and recommending actions on proposals for curriculum and course changes that have been received from the colleges.
  - c. Overseeing the general education program, including:
    - Validating/revalidating courses and experiences to ensure that general education outcomes are met.
    - Coordinating periodic assessment of students' attainment of intended student outcomes in general education.
  - d. Requesting the formation of ad hoc Faculty Senate committees to recommend policies for the evaluation of transfer credit, policies for graduation, and make other recommendations as needed, *and*
  - e. Performing other appropriate duties as assigned by the Faculty Senate.

### Suggested process

The Committee should focus on moving proposals efficiently through the approval process. Only substantive errors or conflicts in the proposal should be addressed.

## Recommendations for Best Practices

1. To expedite the process, proposals should not be re-reviewed more than is absolutely necessary. Below we have listed the review focus at each stage of the process:

- a. Department Curriculum Committee Review – Review for quality within the discipline, fit in the department's offerings, fit with the department's strategic planning, review course or program compatibility with the department's assessment plan.
- b. College Curriculum Committee Review – Review for fit in the college's offerings and fit with the college's strategic planning. (Not reviewed for quality unless cause is shown.)
- c. Academic Affairs Committee Review – review according to clearly articulated policy requirements.

2. Templates for each proposal or measure should include all elements that will be evaluated during the process.

It would be helpful to say who will be evaluating what in the template.

If a requirement is lacking or vague, the review shall be determined in the favor of the proposal.

Components irrelevant to the review, such as office hours, instructor name, and so on, will not be required for the review. The templates can have placeholders for these pieces of information.