I. Call to order

II. Attendance/substitutions

III. Adoption of agenda

IV. Approval of previous meeting minutes from January 22, 2018 (Attachment 1)

V. Announcements

   a. Dean Bresciani, President
   b. Beth Ingram, Provost
   c. Stuart Haring, Faculty Senate President
   d. Erin Gillam, Faculty Senate President-Elect
   e. Jered Pigeon, Staff Senate President
   f. Mason Wenzel and Katie Mastel, Student Body President and Vice President

VI. Consent agenda

   a. Policies
      
      i. 183 Nonrenewal and Dismissal of Nonbanded, Nonacademic Staff (Attachment 2) – previously approved, but wording changes by legal counsel were put forth.
      ii. 345 Research Involving Human Participants – federally mandated change (Attachment 3).
      iii. 515 Travel – Employees (Attachment 4) – in-state and out-of-state mileage rate change and formatting updated.
      iv. 700 Services and Facilities Usage (Attachment 5) – updated references to Dean of Student Life Office due to organizational restructure; updated the reference to Policy 601 section/subsection; removed sentence about obtaining copies of policies since policies are all online.

   All policy documents are available at: https://www.ndsu.edu/policy/senate_coordinating_council/

VII. Committee and other reports

   a. No committee reports will be given.

VIII. Unfinished Business
IX. New Business

a. Policies up for input and approval:

   i. 352 Promotion, Tenure, and Evaluation – this is a resubmission addressing sections 3.3 and 6 (Attachment 6).

   All policy documents are available at:
   https://www.ndsu.edu/policy/senate_coordinating_council/

b. UCC report and policies approved by UCC:

   i. Report (Attachment 7)
   ii. Policy 18-19 General Education Administrative Policies (Attachment 8)
   iii. Policy 18-19 Bulletin Transfer and Test Credit (Attachment 9)

c. Resolution concerning the VPRCA (Attachment 10).

X. Adjourn
Policy Change Cover Sheet

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

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

SECTION: Policy Number and Name 183 NonRenewal and Dismissal of Nonbanded, Nonacademic Staff

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 Policy 608.2 has been changed, so NDSU's 183 policy is being revised and submitted to concur.

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/04/11/2017
   - Email address of the person who should be contacted with revisions: colette.erickson@ndsu.edu
   
   This portion will be completed by Mary Asheim.

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

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

   Senate Coordinating Committee:
   - Faculty Senate:
   - Staff Senate:
   - Student Government:
   - President's Cabinet:

   The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!
SECTION 183
NONRENEWAL AND DISMISSAL OF NONBANDED, NONACADEMIC STAFF

SOURCE: SBHE Policy Manual, Section 608.2

1. This policy applies to all employees excluded from the broadbanding system who are not members of the academic staff, and, with respect to their positions as administrators or other non-academic positions, to employees with appointments to the academic staff.

This policy does not apply to:

a. Chancellor and institution presidents.
b. Coaches.
c. Faculty – Employees with academic appointments are governed by SBHE Policy Sections 605.1, 605.2, 605.3, and 605.4.
d. Student residence hall assistants, work-study students and other students employed on a part-time basis for a limited term. The terms and conditions of employment for student resident hall assistants shall be stated in a written contract.

2. An employee may be dismissed or institution may be terminated, without cause, pursuant to written notice of termination in accordance with the following schedule:

a. At least three months, if written notice is given during the first year of service;
b. At least six months, if written notice is given during the second year of service or thereafter.

As used in this section, “service” means employment at the same institution or agency.

3. Employees excluded from the broadbanding system who are not members of the academic staff at an institution. An employee may be dismissed based upon financial exigency as determined by the Board, loss of appropriations, loss of institutional or program enrollment, consolidation of organizational units or program areas or elimination of courses, in which cases the notice requirements of the preceding section shall not apply. If a dismissal is implemented pursuant to this subsection, no less than 90 days notice shall be given the employee.

4. An employee may be dismissed for just cause. Just cause means just cause for dismissal of staff employees as defined in the North Dakota University System Human Resource Policy Manual. (See NDSU 220.2) Notice of intent to dismiss for cause, stating the reasons for the proposed action, shall be given by a department head or other designated official unless the employee is an institution officer who reports directly to the institution’s chief executive, in which case the chief executive shall give notice, or a university system employee who reports to the Chancellor, in which case the Chancellor shall give notice, or a vice president or other officer who reports directly to the institution’s chief executive, in which case notice shall be given by the chief executive. The notice shall be given at least five calendar days prior to the date of dismissal and the employee has the opportunity to be heard. The employee may then be dismissed.

5. All dismissals shall be final and not subject to appeal except when there is failure to comply with this policy.

6. All dismissals shall be final and not subject to appeal except when there is failure to comply with this policy.

7. If a dismissal is implemented pursuant to this subsection, no less than 90 days notice shall be given the employee.
right, within that time, to respond in writing and request a pre-termination review. Following notice of intent to dismiss and, if requested by the employee, the pre-termination review, the department head or other designated individual, if the notice of intent to dismiss was not given by the chief executive, shall forward a recommendation to the institution’s chief executive or the Chancellor. The chief executive or Chancellor shall make a final decision and give written notice of that decision.

4. An employee who is dismissed for just cause pursuant to this policy may, within 20 days of dismissal, appeal the decision by filing a notice of appeal, accompanied by a specification of the reasons or grounds upon which the appeal is based, with the institution’s chief executive or the Chancellor. The chief executive or Chancellor shall appoint a hearing officer to conduct an evidentiary hearing and submit recommended findings, conclusions and a recommended decision. The hearing officer shall conduct the hearing according to appeal procedures governing hearings conducted by a staff personnel board that are set forth in Section 27 of the North Dakota University System Human Resource Policy Manual (Policy 231 of the NDSU Policy Manual). The chief executive shall make a final decision and provide written notice of that decision to the hearing officer and the employee within 20 calendar days of receiving the hearing officer’s recommendation.

5. An employee who voluntarily or involuntarily leaves his or her non-academic position under this policy but holds a tenured faculty appointment may return to that appointment with all the rights and responsibilities of tenured faculty in the home department, unless a proceeding results in the discharge or demotion of the employee from the faculty position. Should the employee decide to return to the faculty appointment, his or her salary will be adjusted from a 12-month salary for the non-academic duties to a 9-month to 12-month faculty salary that is commensurate with the salaries of comparable tenured faculty members, unless a faculty salary was previously set in his or her contract at the time they assumed the non-academic position. Setting the return-to-faculty salary at the time a person with a tenured faculty appointment assumes a non-academic position is the preferred option. Except for positions explicitly exempt as stated in this section 5 or 6, this policy applies to all employees excluded from the broadbanding system who are not members of the academic staff and, with respect to their positions as administrators or other non-academic positions, to employees with appointments to the academic staff. This policy applies to coaches unless the employing institution has adopted a different policy governing coaches and that policy is stated or adopted by reference in a coach’s employment contract, in which case the institution’s policy applies. This policy does not apply to faculty employees with academic appointments that are governed by SBHE Policy Sections 605.1, 605.2, 605.3 and 605.4. Staff employees at the institutions are governed by the North Dakota University System Human Resource Policy Manual.

6. Dismissal actions of regular staff employees are governed by the NDSU Policies 220 and 231.

7. Dismissal actions of temporary staff employees may occur at any time with or without cause (NDUS Human Resource Policy Manual, Section 2).

8. Dismissal or non-renewal actions for faculty are governed by NDSU Policy 350.1-350.4 and 352.

9. This policy does not apply to the Chancellor and institution presidents. Subsections 1 and 2 do not apply to student residence hall assistants, work-study students and other students employed on a
part-time basis for a limited term. The terms and conditions of employment for student residence hall assistants shall be stated in a written contract.

**HISTORY:**

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<td>May 1996</td>
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Policy Change Cover Sheet

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

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

SECTION: 345 Research Involving Human Participants

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

2. This policy change was originated by (individual, office or committee/organization):
   - Research Integrity and Compliance, IRB Office, Kristy Shirley
   - Kristy.shirley@ndsu.edu
   
   This portion will be completed by SCC Secretary (Kelly Hoyt).
   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:
   - Responsible Office:
   - Legal Review:
   - Faculty Senate:
   - Staff Senate:
   - Student Government:
   - President:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!
SECTION 345
RESEARCH INVOLVING HUMAN PARTICIPANTS

SOURCE: NDSU President

North Dakota State University has provided a formal guarantee to the Office of Human Research Protections, in the Department of Health and Human Services (DHHS), that it will follow procedures which will assure the protection of all human participants involved in NDSU Federally-funded research projects.

To ensure equivalent protections to all human research participants, this guarantee also applies to all such research conducted by faculty, students, staff, or other representatives of the University, whether or not the research is sponsored by agencies of the U.S. Government.

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

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

HISTORY:
New December 18, 1974
Amended April 1992
Amended July 2006
Housekeeping February 14, 2011
Housekeeping May 23, 2011
Housekeeping March 16, 2015

Commented [K51]: The terms of our FederalWide Assurance are changing and the assurance will no longer apply to all research conducted regardless of funding. The Assurance will apply to research funded by one of the 15 agencies which subscribes to the Common Rule (the regulations governing human subjects research).

Commented [K52]: Several years ago, the "Guidelines" were broken out into several "Standard Operating Procedures."
SECTION 515
TRAVEL - EMPLOYEES

SOURCE: ND5U President
North Dakota Century Code (NDCC)
North Dakota Office of Management and Budget Policy

1. GENERAL PROVISIONS

1.1 DEFINITION OF "TRAVEL" - (ND5U Interpretation)
For purposes of this policy, except for No. 2 below, the term "travel" means the absence from the city or community where a person normally works and/or maintains an office. For purposes of travel by staff members employed on the University campus their "community" shall include, Fargo, West Fargo, and Moorhead.

1.2 MEANS OF TRAVEL - (ND5U Interpretation)
Employees must choose the most prudent and economical means of travel, considering factors such as: travel expenses, time away from the office, and the needs of the University.

1.3 ACCOUNTING OFFICE RESPONSIBILITY - (ND5U Interpretation)
The ND5U Accounting Office is responsible for the initial development of ND5U's employee travel expense reimbursement policy, in addition to the final review and approval of individual employee travel expenses. Employees may be contacted by the Accounting Office for more documentation or a cost/benefit justification. The ND5U Accounting Office must apply the travel rules in this policy on a reasonable, fair and consistent basis.

1.4 TRAVEL VOUCHER REQUIREMENTS - (NDCC 54-06-09 (6))
Before an allowance for any such mileage or travel expenses may be made, the employee shall file with the employee's department an itemized statement showing the mileage traveled, the hour of departure and return, the days when and how traveled, the purpose thereof, and such other information and documentation as may be prescribed by rule of the employee's department, college, or division.

(NDCC 44-08-05.1)
Any employee who has the power to approve a voucher for a department shall determine, before approving such voucher, the following:

1.4.1 That the expenditure for travel or other expenditures were for lawful and official purposes.

1.4.2 If for travel expense, that the travel actually occurred and that the sums claimed for travel expenses are actually due the individual who is seeking reimbursement, allowance, or payment.

1.4.3 If the voucher is for expenditure other than travel expense, that the expenditure is lawful and that the voucher contains no false claims.
2. TRAVEL WITHIN THE CITY OF EMPLOYMENT

Employees may be reimbursed for expenses incurred within their “city or community” of employment for the following:

2.1 (NDSU Interpretation)
Parking fees for personal vehicles when conducting University functions or attending University meetings.

2.2 (OMB Policy 507)
Mileage at in-state rates for personal vehicles used to transport equipment or university guests for university functions.

2.2.1 (OMB Policy 507)
Mileage from a normal work station to a conference or meeting is reimbursable, if an employee actually reports to work prior to attendance at the meeting. However, mileage for travel from an employee’s residence directly to the conference/meeting site is not reimbursable, since it is considered normal commuting travel.

2.3 (NDSU Interpretation)
Meals may be reimbursed as provided under NDSU Policy 170.

2.4 (NDSU Interpretation)
Transportation between the employee’s residence and airport, which consists of taxi fare or mileage plus airport parking, whichever is less.

3. OUT-OF-STATE TRAVEL AUTHORIZATION - (NDSU Interpretation)

Employees must have each out-of-state trip pre-approved by their immediate supervisor. In addition, employees in a department, college, or division must have each out-of-state trip pre-approved by their Dean or Director. Deans and Directors who report directly to a Vice President or Provost must have their out-of-state trips pre-approved by their Vice President or Provost. Vice Presidents, Provost, and others reporting directly to the President, must have each out-of-state trip pre-approved by the President. Prior approval is to be obtained by using the Travel Authorization – Out-of-State form.

3.1 WORKERS COMPENSATION - (NDSU Interpretation)
In cases where employees are working out-of-state for 30 consecutive days, or for any international trip, the employee must notify the University Police and Safety Office to arrange proper Workers Compensation coverage.

3.2 FOREIGN TRAVEL AUTHORIZATION - (NDSU Interpretation)
Each trip to a foreign country must be approved by the appropriate Vice President or Provost or their designee.

4. PRIVATELY OWNED TRANSPORTATION - (NDCC 54-06-09)

An employee, when required to travel by motor vehicle or truck in the performance of official duty, should use a state-owned vehicle, whenever possible.

(OMB policy 511)
When an employee drives a state fleet vehicle, the State’s liability coverage is primary should an accident occur. If an employee drives a personal vehicle on state business, the employee’s personal insurance is primary. If an employee must drive a personal vehicle because no state fleet
vehicles are available, then the State would have primary responsibility.

(NDCC 44-08-03)
Where more than one state employee travels in the same car while engaged upon official duty, whether belonging to different departments, subdivisions, boards, or commissions or not, no claim may be made for more than one mileage, such claim to be made by the owner or lessee of such car.

If an employee is allowed to use a personal vehicle, reimbursement will be made according to the rates below.

4.1 IN-STATE MILEAGE - (NDCC 54-06-09 (1a))
The sum of $0.545$ cents per mile actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle.

4.2 (NDCC 54-06-09 (1a))
The sum of 80 cents per mile when such travel is by private airplane.

4.3 OUT-OF-STATE MILEAGE - (NDCC 54-06-09 (3))
If only one person engages in travel exceeding any geographic point 300 miles beyond the borders of this state, reimbursement shall be limited to eighteen cents per mile for the out-of-state portion of the travel beyond the first 300 miles.

(NDSU Interpretation)
When interpreting the law indicated in 4.3 above, it may be helpful to visualize that the state's border has expanded in all directions by 300 miles. When only one person travels outside the state of North Dakota and uses their own vehicle, their miles traveled within the 300 mile expanded border, the employee may be reimbursed at the $0.545$ cents per mile rate. This includes both the departure and return parts of the trip.

When two or more state employees travel in the same vehicle, the per mile allowance is $0.542.5$ cents. State employees accompanying the vehicle owner must be listed on the travel voucher.

4.4 (NDCC 54-06-09 (5))
State employees permanently located outside the state or on assignments outside the state for an indefinite period of time, exceeding thirty consecutive days, will be allowed and paid 45 cents per mile for each mile actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle. In this case the 300 mile restriction, in 4.3 above, does not apply.

(NDSU Interpretation)
Mileage allowances are assumed to be total operating costs for vehicles. No additional amounts will be reimbursed to employees for personal items such as: traffic or parking tickets, vehicle repairs, or any other normal automobile expenses.

5. COMMERCIAL AIRLINES - (OMB Policy 510)
For travel on official state business, airline tickets may be either purchased through a travel agency and billed to the department, or purchased by the employee and reimbursed. In either case, the original itinerary should be used to support the travel agency payment or employee reimbursement.
Reimbursement to an employee or tickets directly billed to a department will be allowed for the actual cost of tourist or coach fare, purchased at the lowest reasonable rate available, except when approved by the President, or President's designee, unless not permitted by federal rules or regulations. Approvals must be filed in the President's Office. First Class or Business Class tickets should normally be through a frequent flyer upgrade or the employee should use frequent flyer miles earned via state travel. Invoices from third parties (like travel agencies) must identify if travel is First Class or Business Class.

5.1 (NDSU Interpretation)
If the ticket is paid by the employee in a month prior to the travel dates, with appropriate department approval, the employee may be reimbursed immediately after the ticket is paid using an accounts payable voucher.

5.2 (NDSU Interpretation)
Meal and lodging expenses will be limited to the days needed to complete the business trip. Meal and lodging expenses for additional travel necessary to get a discounted or reduced airline rate are reimbursable, if a cost savings can be documented.

6. MEAL REIMBURSEMENTS - (NDCC 44-08-04)
Reimbursement is allowed only for overnight travel or other travel, away from the normal place of employment, for four hours or more. Verification of expenses by receipt is required only for lodging expenses.

6.1 DEFINITION - QUARTERS - (NDCC44-08-04 (2)) (NDSU Interpretation italicized)
For purposes of employee meal and lodging reimbursements, state law defines the four quarters of a day as follows:

First quarter shall be from six (6) a.m. to twelve (12) noon. No reimbursement may be made if travel begins after seven (7) a.m.

Second quarter shall be from twelve (12) noon to six (6) p.m. (No reimbursement will be made for this quarter if travel begins after one (1) p.m. or ends prior to twelve (12) noon.)

Third quarter shall be from six (6) p.m. to twelve (12) midnight. (No reimbursement will be made for this quarter if travel begins after seven (7) p.m. or ends prior to six (6) p.m.)

Fourth quarter shall be from twelve (12) midnight to six (6) a.m. (This quarter pertains to claiming lodging expense.)

6.2 CONFERENCE, SEMINAR, OR OTHER MEETING - (NDCC 44-08-04 (1))
Claims may also be made for meals that are included as part of a registration fee for a conference, seminar, or other meeting and for meals attended at the request of and on behalf of the University; however, if a meal is included in a registration fee, the applicable quarter's meal allowance cannot be claimed for that meal.

6.3 TAXABLE MEALS - (NDSU Interpretation of IRS regulations)
Meal reimbursements that do not involve "overnight lodging" are reported as taxable gross income on the employee's W-2 and are subject to withholding and employment taxes. A lodging receipt is considered adequate proof of overnight lodging. Also, a notation on the travel voucher that the employee stayed overnight with a friend or relative is sufficient.
6.4 PAYMENT FOR MEALS OF STAFF & GUESTS, WHILE IN TRAVEL STATUS - (NDSU Interpretation)
NDSU Policy 170 allows reimbursement to employees for meals of staff and guests, even though the employee is not in travel status. Employees while in travel status may also occasionally encounter meal expenses when they are required to be at a meeting and there is a need to pay for meals of guests, such as when interviewing candidates, recruiting, or fund raising.

If an employee is at a required meeting and pays for meals of guests (while in travel status), the employee may be reimbursed for the actual receipt amount. If the employee meal is reimbursed at actual receipt amount on the travel voucher, he/she must not claim the applicable quarter's meal allowance.

When employees are reimbursed for the actual receipt amount for meals under this section, the expenses should be reflected under the “miscellaneous expense” column on the travel voucher. The purpose of the meeting and names of guests must be documented on either the travel voucher or an attached banquet and meeting documentation form.

6.5 TEAM TRAVEL - (Excerpt from NDCC 44-08-04, Subsection 1)
If a higher education athletic team or other organized institution organization group meal is attended at the request of and on behalf of the institution, actual expenses for the entire group, including coaches, trainers, and other employees, may be paid or submitted for payment of a team or group travel expense report: subsection 2 does not apply; and officers and employees are not required to document individual expenses or submit individual travel reimbursement vouchers.

(NDSU Interpretation)
Meal expenses of athletic department employees, when traveling with student athletes to games, are covered by travel advances issued from the Accounting Office. These meals are attended at the request of and on behalf of the University and, therefore, the meals are paid from the travel advance at the actual cost of the meals, in accordance with the Athletic department meal reimbursement guidelines for student athletes. Since the meals are paid out of the travel advance, it is not necessary for the employees involved in the team travel to complete a travel voucher to claim reimbursement for the meals.

As an alternative to actual meal costs, some head coaches may prefer to distribute a cash per diem to the employees and student athletes. The cash per diem is distributed from the travel advance for the individual to use for meals. The cash per diem for employees must not exceed the meal allowance allowed policy and must not exceed the Athletic department meal reimbursement guidelines for student athletes. Since the employee cash per diem is paid from a travel advance, it is not necessary for the employee to complete a travel voucher to claim reimbursement for the meals.

6.6 MEAL ALLOWANCE RATES - (NDCC 44-08-04 (2))
Meal reimbursement rates depend upon the time of day the employee is in travel status and whether the travel is in-state or out-of-state. Verification of receipts shall not be required for the first three quarters listed above in Section 6.1.
6.6.1 IN-STATE - (NDCC 44-08-04 (2))
For travel prior to August 1, 2013, in-state rates are as follows:

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<thead>
<tr>
<th>Location</th>
<th>Daily Total</th>
<th>First Quarter</th>
<th>Second Quarter</th>
<th>Third Quarter</th>
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<tr>
<td>In-State</td>
<td>$ 30.00</td>
<td>$ 6.00</td>
<td>$ 9.00</td>
<td>$ 15.00</td>
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</table>

For travel on or after August 1, 2013, in-state rates are as follows:

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<thead>
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<th>Daily Total</th>
<th>First Quarter</th>
<th>Second Quarter</th>
<th>Third Quarter</th>
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</thead>
<tbody>
<tr>
<td>In-State</td>
<td>$ 35.00</td>
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<td>$ 10.50</td>
<td>$ 17.50</td>
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6.6.2 OUT-OF-STATE, WITHIN CONTINENTAL U.S. - (NDCC 44-08-04 (3))
The allowance for out-of-state meals, within the continental United States, is equal to per diem meals rate in the city for which a claim is made on that day as established by the United States general services administration and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU Interpretation)
The standard meal allowance rate (per diem) for cities in the continental United States is currently $51.00 per day effective 10/01/2015. The North Dakota Office of Management and Budget (NDOMB) web site shows the official current out-of-state meal allowance rates that NDSU will follow. The NDOMB web site includes a listing of cities whose meal allowance rates are higher than the standard rate.

The table below (effective 10/01/2015) shows examples of how the meal allowance per diem is split between the first quarter or breakfast (20%), second quarter or lunch (30%), and third quarter (50%).

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<th>Location</th>
<th>Daily Total</th>
<th>First Quarter</th>
<th>Second Quarter</th>
<th>Third Quarter</th>
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<td>$ 14.80</td>
<td>$ 22.20</td>
<td>$ 37.00</td>
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</table>

6.6.3 NON-CONTINENTAL UNITED STATES AND OVERSEAS NONFOREIGN AREAS - (NDCC 44-08-04 (4))
The allowance for meals in noncontinental United States and overseas nonforeign areas, including Alaska, Hawaii, and Guam, is equal to the per diem meals rate in the city for which a claim is made on that day as established by the rule for federal employees established by the United States per diem committee and must be
allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

*(NDSU interpretation)*
The Accounting Office website will have a link to the appropriate meal allowance for foreign travel.

### 6.6.4 FOREIGN TRAVEL - NDCC 44-08-04(5)
The allowance for meals outside the United States is equal to the per diem meals rate in the city for which a claim is made on that day as established by rule for federal employees established by the United States department of state and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

*(NDSU Interpretation)*
The Accounting Office website will have a link to the appropriate meal allowance for foreign travel.

### 7. LODGING REIMBURSEMENTS - NDCC 44-08-04 (1)(2d)(6) *(NDSU Interpretation italicized)*
Reimbursement for in-state lodging expenses incurred while in travel status during the fourth quarter shall not exceed 90% of the rate established by the United States General Services Administration (GSA) for North Dakota, plus applicable state or local taxes on lodging. For travel on or after October 1, 2016, the GSA rate for lodging in North Dakota was $91; therefore, the maximum amount that can be claimed is $81.90, plus applicable taxes. For travel on or after October 1, 2017, the GSA rate for lodging in North Dakota is $93, therefore the maximum amount that can be claimed is $83.70 plus applicable taxes ($93 x 90% = $83.70).

The GSA will update their rates periodically during the biennium and the allowable lodging reimbursement will also change at that time. See the city/county rate exceptions, found on the Accounting website. The amounts shown are 90% of the GSA rates and are the maximum state reimbursable rates that can be claimed, plus applicable state and local taxes.

Out-of-state lodging expenses shall be reimbursed at actual expense.

An original lodging receipt is required for reimbursement to the employee. *(When an original receipt is lost, a photocopy or faxed invoice should be obtained with a notation by the employee that the original receipt was lost.)*

### 7.1 IN-STATE LODGING RATES OVER MAXIMUM - SBHE 806.1.10
In the unlikely situation an employee cannot find lodging at 90% of the GSA rate, the following process needs to be followed:

#### 7.1.1 Prior-approval by campus designated approver must be obtained.

#### 7.1.2 The request must document the name of the employee, name of city traveling to, dates of lodging, name and local phone number of the lodging facility, the rates quoted for the dates of travel or if there were no available rooms. A minimum of 3 facilities should be contacted. If traveling to a North Dakota community that does not have 3 lodging facilities, indicate on documentation.
7.1.3 This documentation must be attached to the travel reimbursement form.

7.1.4 Occasionally, additional documentation will be requested to ensure the most cost-effective rates possible were obtained.

7.1.5 If a room is more than the 90% maximum GSA rate for North Dakota, allowed in section 7, above, the additional taxes eligible for reimbursement must be pro-rated. For example (using the $83.70 maximum rate): if the room is $90.00 and taxes are $13.50, the individual will be reimbursed $83.70 plus $12.56 pro-rated taxes ($83.70/90.00 x $13.50 = $12.56).

7.2 DIRECT BILLING OF LODGING TO DEPARTMENT - (NDSU Interpretation)
Employee lodging must be first paid by the employee and then reimbursed using the travel voucher. An employee’s lodging expense should not be paid directly by the department to the lodging facility.

EXCEPTIONS - (NDSU Interpretation)

7.2.1 State law (NDCC 44-08-04.5) allows a state agency or institution to pay an out-of-state lodging provider directly when the North Dakota Office of Management and Budget has obtained a sales tax exemption from the destination state.

(NDSU Interpretation)
(At this time, OMB does not have an agreement with any other state. State agencies will be notified when such agreements have been obtained.) The state law exception does not apply to in-state lodging.

7.2.2 (NDSU Interpretation)
A lodging facility may be paid directly by the department if the travel involves a student field trip or athletic team travel.

7.3 REQUIRED DEPOSITS - (NDSU Interpretation of OMB Policy 513)
If a lodging facility requires a paid deposit to hold a room in advance, it should be paid by the employee. If the deposit is paid by the employee in a month prior to the travel dates, the employee may be reimbursed immediately after the deposit is paid using a Request for Payment form. The employee will need to verify that the deposit was properly credited to the lodging bill when the travel takes place.

7.4 ROOM SHARING - (NDSU Interpretation)
When two or more state employees share lodging accommodations, each employee should normally claim his/her own reimbursement. In instances where one employee pays the total lodging costs, he/she may claim reimbursement for the same by listing the other employee(s) sharing the lodging accommodation.

(OMB Policy 513)
When a state employee is accompanied by an individual not eligible for reimbursement (a spouse or traveling companion), the state employee must have the lodging establishment clearly certify the room rate for a single person and only that amount may be claimed.
8. MISCELLANEOUS TRAVEL EXPENSES - (NDSU Interpretation)

Reimbursement may also be requested for such necessary miscellaneous travel expenses as registration fees, car rental, taxi fares, toll fees, business telephone calls, parking fees and up to $5.00 per day for personal telephone calls while in travel status. All miscellaneous travel expenses claimed on the travel voucher must be individually identified and explained. Receipts are required for all individual miscellaneous travel expenses exceeding $10.00.

8.1 ENTERTAINMENT & PERSONAL EXPENSES - (NDSU Interpretation)
Employee entertainment or other personal expenses are not reimbursable. Expenses claimed by an employee that appear to fall in this category, will need additional justification to support claiming them as necessary business expenses.

8.2 CAR RENTAL - (OMB Policy 518)

8.2.1 The university will reimburse an employee for car rental if the employee used an aircraft to get to their destination, and if the use of the vehicle is sufficient to justify that mode of travel instead of a taxi. It is generally the policy to discourage car rentals unless their cost effectiveness is self-evident.

8.2.2 When renting a car for university business, purchase of additional insurance is not necessary because it is covered by the State's Risk Management Fund. However, the North Dakota Risk Management Division does recommend purchasing the liability insurance if renting outside the United States. Also, when out of the country, it is advisable to purchase the loss damage waiver as well. Employees should consider what covers the employee's personal auto insurance provides.

8.3 TIPS AND OTHER CHARGES - (NDSU Interpretation)
Reasonable tips, not to exceed $5.00 per tip, and service charges that are a necessary part of the business trip are reimbursable. Examples include: tips to bellhops and taxicab drivers. No reimbursement is allowed for tips on meals that are covered by the meal allowance.

8.4 LOST RECEIPTS - (NDSU Interpretation)
When an original receipt is lost, a photocopy or faxed invoice should be obtained with a notation by the employee that the original receipt was lost. Credit card receipts are not sufficient.

9. TRAVEL ADVANCES - (NDCC 44-08-04.2)
The Accounting office may approve a travel advance to employees for payment of meal and lodging expenses incurred while the employee is traveling on official business of this state, provided that such travel is planned to be in excess of five days per month, and provided that the funds advanced do not exceed eighty percent of the estimated expenses for the period.

NDSU LIMITATIONS - (NDSU Interpretation)
Funds advanced for meals and lodging must be accounted for as required by this Policy. Travel advances may not be made from state appropriated funds. A travel advance form is available to request an advance. The Accounting Office will generally limit travel advances to the following two situations:

9.1 When an employee is chaperoning a group of students or other guests and is expected to pay some of the student's or guest's expenses.
9.2 When an employee is going on a trip for an extended period of time, such as more than one month. Usually these are international trips funded by a special grant.

HISTORY:

New    July 20, 2000
Amended July 2001
Amended June 2003
Amended October 2003
Amended August 2005
Amended February 2006
Amended October 2007
Amended January 2008
Amended July 17, 2009
Housekeeping October 6, 2009
Housekeeping February 2010
Amended July 2010
Housekeeping September 2010
Housekeeping January 6, 2011
Housekeeping June 15, 2011
Housekeeping August 18, 2011
Housekeeping January 27, 2012
Housekeeping April 23, 2012
Housekeeping October 10, 2012
Housekeeping January 10, 2013
Housekeeping July 30, 2013
Housekeeping September 18, 2013
Housekeeping December 31, 2013
Housekeeping March 3, 2014
Housekeeping December 31, 2014
Housekeeping April 29, 2015
Amended June 22, 2015
Housekeeping September 30, 2015
Housekeeping December 31, 2015
Housekeeping September 7, 2016
Housekeeping December 30, 2016
Housekeeping October 1, 2017
Housekeeping October 10, 2017
SECTION 700
SERVICES AND FACILITIES USAGE

SOURCE: NDSU President

1. As a general rule, campus services may be used only by: 1) University employees for purposes related to their official responsibilities, or 2) off-campus organizations for non-profit, nonpolitical purposes, provided that the specific use of a campus service is sponsored by a University department or University-related organization as a part of its official function.

1.1 The administrator directly in charge of any such service shall have the authority to allow an exception to this general rule in any case involving unusual circumstances and appropriate justification.

1.2 This policy is specifically applicable to the University Copy Centers, the campus mail system, and mailing labels, or employee lists maintained by any other University office.

2. Computer generated name and address lists or labels of higher education employees may only be prepared for individuals and organizations directly affiliated with the University to assist in performing a bona fide University activity. Such individuals and organizations must request lists or labels from the Office of Human Resources/Payroll.

2.1 Other individuals and commercial or non-profit organizations may obtain employee names, addresses, and telephone numbers from the University directory, available for purchase at the NDSU Bookstore.

3. Unauthorized sales or solicitations are not allowed on campus. Unauthorized sales or solicitations at any time in the residence halls, University apartments, or in any other campus buildings, including academic and administrative buildings, are prohibited. For questions regarding sales in the Memorial Union, see the Memorial Union Director. For questions regarding sales in Residence Life facilities, see the Senior Associate Director of Residence Life. For questions concerning sales in any other areas, contact the Dean of Student Life Office, Memorial Union Facilities Management Director.

See also NDSU Policy 601, subsection 4.194.10 and section 8, and Policy 150.

4. Candidates for political or public office who wish to use campus facilities must comply with University rules and regulations. NDSU has adopted specific campaign procedures for local, state, and national elections. Copies of the policies can be obtained from the Dean of Student Life office. These policies govern canvassing, placement of brochures and materials, and use of the Student Union and University housing. Door to door campaigning or canvassing is not permitted in academic buildings. These buildings are restricted to educational purposes. For use of facilities by University employees, see Policy 160, number 13.

5. All filming, videotaping, and still photography on University property or at University sponsored events for commercial purposes (including political advertising) must be approved and coordinated by University Relations, Old Main 204. "Commercial purpose" does not include news media
reporting or outside use of University property for personal use (like wedding pictures).

The request must be in writing and include: name of organization, contact person, location, requested dates and detailed description of project. A contract must be signed prior to any activity beginning on University property or at a University sponsored event. The project can't disrupt normal operations of the University. For restrictions on the use of state property for political activities see also, NDSU Policy 160.

HISTORY:

New April 15, 1976
Amended March 14, 1986
Amended March 1993
Amended November 1995
Amended March 2005
Amended March 2006
Amended October 2007
Housekeeping July 2009
Housekeeping August 2009
Housekeeping January 27, 2012
Policy Change Cover Sheet

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

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

SECTION: Policy 352 – Promotion, Tenure and Evaluation

Section 3.3 COLLEGE AND DEPARTMENTAL PROMOTION, TENURE, POST-TENURE, AND EVALUATION CRITERIA

Section 6 PTE PROCEDURES

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. 3.3: Amends criteria for promotion to full professor by allowing candidates to (1) choose to be evaluated by the criteria in effect at the time of the previous promotion, if the application is made within eight years of the previous promotion, and (2) choose to be evaluated based on work completed in the eight years immediately prior to applying rather than on their entire post-promotion record.
     - Sec. 6: Replaces references to specific calendar deadline dates (e.g., November 1) with “PTE timeline”.

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 1-18-2018
   - Email address of the person who should be contacted with revisions: Alan.Denton@ndsu.edu

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

3. This policy has been reviewed/passed by the following (include dates of official action):
   - Senate Coordinating Committee:
   - Faculty Senate:
   - Staff Senate:
   - Student Government:
   - President’s Cabinet:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!
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. Expectations for faculty in Professor of Practice and Research Professor positions may differ from those for tenure-line faculty.

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 defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure, and post-tenure review:
2.2.2.1 contributions to knowledge, either by discovery or application, resulting from the candidate's research, and/or

2.2.2.1.1 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 contributions to fostering a campus climate that supports and respects faculty, staff, and students who have diverse cultures, backgrounds, and points of view;

2.2.3.2.6 effective management or improvement of administrative procedures or programs;

2.2.3.2.7 contributions to knowledge as editors of scholarly publications, or service on editorial boards, juries, or panels;

2.2.3.2.8 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. Expectations for faculty in Professor of Practice and Research Professor positions may differ from those for tenure-line faculty.

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 to assure consistency with University and State Board of Higher Education (SBHE) policies.

3.3. For probationary faculty, and for non-tenure-line faculty at the assistant rank, 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 that 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 and non-tenure-line candidates for promotion to the rank of full professor may choose to be evaluated by the criteria in effect at the time of the previous promotion, if the application is made within eight years of the previous promotion. Thereafter, candidates shall be evaluated by the criteria in effect at the time of application. Candidates applying for promotion to the rank of full professor more than eight years after the previous promotion may choose to be evaluated based on work completed in the eight years immediately prior to applying rather than on their entire post-promotion record.

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 number of 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. Discrimination, harassment, and retaliation complaint procedures (http://www.ndsu.edu/fileadmin/policy/156.pdf)

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 While faculty in Professor of Practice and Research Professor positions are not eligible for tenure, promotion through ranks is encouraged and is based on time in rank and
satisfactory evaluations of assigned responsibilities. An application for promotion is initiated via a departmental recommendation and follows the same procedure and submission deadlines as for tenure-line faculty. Faculty in such positions are eligible to apply for promotion from assistant to associate after the completion of five years in rank.

4.6 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.

4.7 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.

4.8 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.

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. Prior to commencement of deliberations, the chair of any PTE committee must have received PTE committee training within the last three years, provided through the Office of the Provost. Faculty members and administrators being considered for promotion may not be involved in any candidate review and recommendation process, including the selection of external reviewers, 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 administrative
appointment” includes appointments as President, 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 evaluate other faculty are eligible to serve.

5.4 A college PTE committee member who has voted on the promotion/tenure of a candidate in the department PTE committee shall be recused from the vote by the college PTE committee. In such a case, college policy shall determine whether the committee member may or may not deliberate with the committee on the candidate.

5.5 Faculty members, including administrators, who participate in the PTE process shall be recused from deliberations and decisions regarding a candidate if there is a past or current relationship that compromises, or could have the appearance of compromising, a faculty member's judgment with regard to the candidate. The following list, while not exhaustive, illustrates the types of relationships that constitute a conflict of interest:

- A family relationship
- A marital, life partner or dating/romantic/intimate relationship
- An advising relationship (e.g., the faculty member having served as the candidate's PhD or postdoctoral advisor)
- A direct financial interest and/or relationship
- Any other relationship that would prevent a sound, unbiased decision

Recusal due to a conflict of interest with one candidate does not prevent a faculty member from participating in deliberations and decisions regarding other candidates.

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 by the Provost's deadline according to the PTE Timeline published by the Office of the Provost on the PTE Timeline.


6.2 After November 1 the Provost’s deadline for submission of the portfolio to the Dean's office, as stated on the PTE Timeline, 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 the Provost's deadline for submission of the portfolio to the Dean's Office 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 according to the PTE Timeline. 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 according to the PTE Timeline 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
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.

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
Amended April 11, 2016
Amended September 8, 2016
Amended April 12, 2017
Housekeeping April 19, 2017
### New Programs
- Undergraduate Entrepreneurship Certificate
- Minor in Entrepreneurship
- Master of Landscape Architecture

### Program Changes
- BSME to MS in Mechanical Engineering – new accelerated program
- Undergraduate certificate in Professional Selling – added AGEC 350 as an elective choice

### New Courses

<table>
<thead>
<tr>
<th>Subject</th>
<th>No.</th>
<th>Title</th>
<th>Crs.</th>
<th>Effective Term</th>
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<td>MRKT</td>
<td>465</td>
<td>Digital Marketing</td>
<td>3</td>
<td>Summer 2018</td>
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<tr>
<td>VETS</td>
<td>385L</td>
<td>Veterinary Parasitology Lab</td>
<td>1</td>
<td>Fall 2018</td>
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<tr>
<td>VETS</td>
<td>386L</td>
<td>Veterinary Hematology Lab</td>
<td>1</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>VETS</td>
<td>455</td>
<td>Veterinary Applied Pharmacy Practice</td>
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<td>Fall 2018</td>
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### Course Changes

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<th>Title</th>
<th>Dept</th>
<th>No.</th>
<th>To:</th>
<th>Title</th>
<th>Dept</th>
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<td>MUSC</td>
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<td>Graduate Diction Survey I</td>
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<td>Summer 2018</td>
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<td>455</td>
<td>Introductory Pharmacy Practice Experience II: Introduction to Community Based Patient Care</td>
<td>3</td>
<td>PHRM</td>
<td>455</td>
<td></td>
<td>Introductory Pharmacy Practice Experience II: Introduction to Community Pharmacy Practice</td>
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<td>Summer 2018</td>
<td></td>
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<td>Neoplastic Disease</td>
<td>3</td>
<td>PHRM</td>
<td>535</td>
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<td>Hematology and Oncology</td>
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<td>Fall 2018</td>
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<td>774</td>
<td>Linear Models I</td>
<td>3</td>
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<td>705</td>
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<td>Veterinary Diagnostic Imaging</td>
<td>2</td>
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<td>VETS</td>
<td>255L</td>
<td>Fundamentals of Veterinary Radiography</td>
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<td>255L</td>
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<td>Veterinary Diagnostic Imaging Lab</td>
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<td>Veterinary Pharmacology</td>
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<td>Veterinary Clinical Pathology I</td>
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<td>386</td>
<td>Veterinary Clinical Pathology II</td>
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<td>VETS</td>
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<td>Veterinary Hematology</td>
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<td>Fall 2018</td>
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### Change in Prerequisites/Co-Requisites and Change in Bulletin Descriptions

<table>
<thead>
<tr>
<th>Subject</th>
<th>No.</th>
<th>Title</th>
<th>Prerequisite/Co-requisite/Description Change</th>
<th>Effective Term</th>
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<tbody>
<tr>
<td>BUSN</td>
<td>489</td>
<td>Strategic Management</td>
<td>Desc: Analysis of strategic business issues, and integration of business-related knowledge and cross-functional business principles through experiential exercise. Capstone for all College of Business majors. Co-req: BUSN 430</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>HNES</td>
<td>141</td>
<td>Food Sanitation</td>
<td>Change of grading basis: P/F</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>MUSC</td>
<td>705</td>
<td>Graduate Diction Survey I</td>
<td>Desc: A survey of diction training in English and Italian.</td>
<td>Summer 2018</td>
</tr>
<tr>
<td>PHRM</td>
<td>355</td>
<td>Introductory Pharmacy Practice Experience I: Introduction to Institutional Pharmacy Practice</td>
<td>Desc: IPPE I is designed to be an introduction to institution based pharmacy practice. This course consists of a 3 week, 120 hour, unpaid, supervised pharmacy practice experience in an institutional pharmacy setting and required reflections. Prereq: PSCI 367, PSCI 368, PSCI 410, PSCI 411, PSCI 412, PSCI 470, PHRM 340, PHRM 341, PHRM 350, PHRM 351L, PHRM 352 and MICR 470.</td>
<td>Summer 2018</td>
</tr>
<tr>
<td>PHRM</td>
<td>455</td>
<td>Introductory Pharmacy Practice Experience II: Introduction to Community Pharmacy Practice</td>
<td>Desc: IPPE II is designed to be an introduction to community based pharmacy practice. This course consists of a 4 week, 160 hour, unpaid, supervised pharmacy practice experience in a community pharmacy setting and required reflections. Prereq: PSCI 367, PSCI 368, PSCI 369 PSCI 410, PSCI 411, PSCI 412, PSCI 470, PHRM 340, 450, and PHRM 341, PHRM 350, PHRM 351L, PHRM 352, PHRM 400, PHRM 450, PHRM 452L, PHRM 480, PHRM 565 and MICR 470. 452L each with a grade of C or higher. Summarized as: successful completion (Grade of “C” or better) first professional year coursework, PHRM 400, PHRM 450, PHRM 452L, and PHRM 565.</td>
<td>Summer 2018</td>
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<tr>
<td>PHRM</td>
<td>535</td>
<td>Hematology and Oncology</td>
<td>Desc: This course provides a framework for understanding the role molecular biology plays in the</td>
<td>Fall 2018</td>
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</table>
pathophysiology and treatment of the most prevalent oncologic and hematologic malignancies, as well as benign and drug-induced hematologic conditions. Students will apply evidence-based principles in assessing/monitoring appropriate therapy for these patients.

<table>
<thead>
<tr>
<th>Subject</th>
<th>No.</th>
<th>Title</th>
<th>Description</th>
<th>Prerequisite/Comment</th>
<th>Effective Term</th>
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<tbody>
<tr>
<td>PHRM</td>
<td>560</td>
<td>Specialty Care Topics</td>
<td>This course will provide knowledge of specialty topics encountered in pharmacy practice. Prereq: PHRM 537, PHRM 538 both completed with a grade of “C” or higher. Desc: Students will apply evidence-based principles in assessing/monitoring appropriate therapy.</td>
<td>Spring 2019</td>
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<tr>
<td>VETS</td>
<td>249</td>
<td>Veterinary Hospital Information and Procedures</td>
<td>Prereq: Accepted into the professional portion of the Veterinary Technology program.</td>
<td>Spring 2019</td>
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<tr>
<td>VETS</td>
<td>255</td>
<td>Veterinary Diagnostic Imaging</td>
<td>The study of diagnostic radiograph production, including: x-ray machine operation, dark room procedures, radiographic positioning, and radiation safety. Ultrasound and other forms of alternative imaging will also be discussed. Prereq: VETS 125, VETS 135, VETS 136 and VETS 256 and acceptance into the professional Veterinary Technology program. Desc: Students will apply evidence-based principles in assessing/monitoring appropriate therapy.</td>
<td>Summer 2018</td>
<td></td>
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<tr>
<td>VETS</td>
<td>255L</td>
<td>Veterinary Diagnostic Imaging Lab</td>
<td>Prereq: Acceptance into the professional portion of the Veterinary Technology program.</td>
<td>Summer 2018</td>
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<tr>
<td>VETS</td>
<td>385</td>
<td>Veterinary Parasitology</td>
<td>Study of parasitology principles commonly dealt with in veterinary medicine. Co-req: VETS 385L Prereq: Acceptance into the professional portion of the Veterinary Technology program. Desc: Students will apply evidence-based principles in assessing/monitoring appropriate therapy.</td>
<td>Fall 2018</td>
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<tr>
<td>VETS</td>
<td>386</td>
<td>Veterinary Hematology</td>
<td>Study of hematology in mammals with a veterinary medicine emphasis. Co-req: VETS 386L Prereq: Acceptance into the professional portion of the Veterinary Technology program. Desc: Students will apply evidence-based principles in assessing/monitoring appropriate therapy.</td>
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<tr>
<td>VETS</td>
<td>457</td>
<td>Veterinary Pharmacology</td>
<td>Students will learn about veterinary drugs, how they work, and how they are used, so that students can safely, knowledgeably, and confidently administer and dispense drugs in veterinary practice. Co-req: VETS 455 Prereq: Acceptance into the professional portion of the Veterinary Technology program. Desc: Students will apply evidence-based principles in assessing/monitoring appropriate therapy.</td>
<td>Fall 2018</td>
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**Course Inactivation**

<table>
<thead>
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<th>Subject</th>
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<td>HDFS</td>
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<tr>
<td>HDFS</td>
<td>350</td>
<td>Fundamentals of Hospital Child Life</td>
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<tr>
<td>VETS</td>
<td>259</td>
<td>Small Animal Diseases</td>
<td>2</td>
<td>Fall 2018</td>
</tr>
</tbody>
</table>
General Education Administrative Policies

1. General education courses may be used to satisfy requirements for both general education requirements and the major, minor, and program emphases, where applicable.

2. Departments or colleges may preclude their students from double counting general education courses with major courses.

3. Department or college requirements for graduation may include general education courses that exceed the university minimum required for general education.

4. Except for courses that meet the cultural diversity or global perspectives requirements, no course can fulfill the requirements for more than one general education category.

5. General education requirements can be met through the College Level Examination Program (CLEP), DSST, International Baccalaureate (IB) credit by exam, departmental examinations, the Advanced Placement program (AP) of the College Entrance Examination Board, or equivalents.

6. General education requirements can be met by successful completion of a course for which an approved general education course in the same department is a prerequisite or by successful completion of an advanced course in the same department with comparable course content.

7. No general education course may be taken for graduate credit.

8. Except for courses offered only on a pass/fail basis, no courses taken to meet the general education requirements may be taken for pass/fail grades.

9. The general education minimum requirements apply to all baccalaureate degree programs.

10. Transfer students who have only partially fulfilled general education category requirements by transfer-approved courses must complete the requirements in approved courses within the NDSU deficient categories. No category credit requirement may be deficient by more than a partial semester credit. However, in the communication category, if the transfer course(s) have been evaluated as equivalent to ENGL 110 College Composition I, ENGL 120 College Composition II, and COMM 110 Fundamentals of Public Speaking and total no less than eight semester credits, the lower-division category requirement has been met. Transfer students meet NDSU’s general education "College Composition I and/or College Composition II" requirement in the lower-division Communication category if they have credit in any English course (in composition, composition and literature, or the equivalent) totaling at least 2.67 semester credits per course. The total for all general education categories must be at least 39/40 semester credits for new students.

9. Students may receive placement credit for ENGL 110 College Composition I based on a minimum English ACT score (or SAT equivalent) and satisfactory performance (grade of 'C' or better) in ENGL 120 College Composition II or equivalent.

10. A student who has completed an associate of arts or an associate of science degree general education program in the United States or Canada consisting of a minimum of 36 semester credits at a regionally accredited institution and who transfers to NDSU or who pursues a second baccalaureate degree at NDSU is considered to have completed his or her lower-division general education requirements at NDSU. Transfer student
coursework from outside the United States and Canada will be evaluated on a course-by-course basis. [NOTE: Undergraduate curriculum guides identify courses in the general education section of the guide that typically satisfy both general education and major requirements. These courses must still be satisfied as part of the major requirement and cannot be waived by general education policy #12.]

11. General education courses at other accredited institutions, which do not have equivalent courses or general education status at NDSU, may be accepted in transfer as part of the general education requirements at NDSU.

12. All general education course syllabi and course web sites must identify the course as having been approved for meeting general education requirements and include the general education outcomes for which each course is approved. (See Syllabus Requirements)

12.8. 13. Effective spring semester 2015, students who have completed basic military training (which is the commitment for enlistment) will receive a waiver for the Wellness category. Military record documentation is required for the waiver; documentation is to be submitted to the Office of Registration and Records with a completed Appeal for Exception to General Education Requirements form. The waiver for the training will not lead to course credit, and all other minimum graduation requirements apply.
Transfer and Test Credit

Transfer credit evaluations are conducted in the Office of Registration and Records. The evaluation process begins after a student is admitted to the university by the Office of Admission, or has completed the reactivation process with the Office of Registration and Records, if a returning NDSU student. The evaluation process takes 6-8 weeks on average.

Evaluation of Transfer Credit from U.S. Institutions

The Office of Registration and Records administers the NDSU policies governing the acceptance of college credit from outside institutions. These requirements apply to returning students who have attended other institutions, as well as new NDSU students. Before credits may be evaluated for specific NDSU course equivalency or application to programs of study, transfer courses must be accepted for university credit according to the following criteria:

1. **Credit by examination**, or College-level coursework from regionally accredited colleges or universities (or equivalent for international institutions). and Joint Service transcripts are eligible for acceptance in transfer.

2. **Course repeats**

   a. Courses repeated elsewhere prior to attending NDSU will be accepted in transfer as indicated on the transferring institution’s official transcript. Transfer courses taken from multiple institutions that have the same NDSU equivalent will be considered as a repeated course, and only the most recent attempted course will be accepted for transfer. equivalent will be accepted individually as a special circumstance.

   b. Courses will not be accepted in transfer to replace any grades or credits earned and on record at NDSU. If a course is completed at NDSU and an attempt is made to repeat that course elsewhere, the course is considered duplication and is not eligible for transfer. (See also Repeated Courses policy)

2.3 Repeated courses will be accepted in transfer as indicated on the institution’s official transcript. Transfer courses taken from multiple institutions that have the same NDSU equivalent will be accepted individually as a special circumstance.

3.4 Credit for a remedial course is not accepted for transfer if the course is remedial by definition of the transferring institution or if it is equivalent to a remedial course at NDSU. Remedial courses may, however, fulfill prerequisite requirements, if applicable.

4.5 Credit will be evaluated not only as it appears on the transcript, but also on the basis by which the credit was initially awarded by the sending institution. Any Credit by examination, such as AP or CLEP, credit awarded via placement, or life experience credit awarded by another institution is not accepted in transfer.
The Office of Registration and Records determines the applicability of transfer credit toward NDSU general education requirements according to institutional and North Dakota University System guidelines.

College-level credits that do not have course equivalents at NDSU will be accepted as free electives and may count only toward total credits. An academic department may determine whether these transfer electives may satisfy specific curricular requirements through a course substitution process. (See also General Education Administrative Policies.)

NDSU requires that a minimum of 37 credits toward a baccalaureate degree be earned at the junior or senior (300- and 400-level) level. Therefore, while a freshman- or sophomore-level (100- or 200-level) course transferred from another institution may satisfy a specific upper-level program requirement at NDSU, that course will not be counted toward the 37-credit upper-division degree requirement.

Transferable - All letter grades courses with 'D' grades or above will be accepted by the university; however, many colleges and departments have higher strict standards to determine course applicability toward their respective majors and degree programs.

The name of transfer institutions and total credits accepted by NDSU will be indicated on the official NDSU transcript. Individual transfer courses are not detailed on the academic transcript, but are provided in an official transfer evaluation and academic advisement report after admission to the university.

Total transfer credits are converted to semester credits, if applicable. Transfer grades are recorded but not computed in the institutional cumulative GPA. They are used only for purposes of admission to the University, admission to certain programs, and for some scholarships and financial aid.

Evaluation of Transfer Credit from International Institutions

According to North Dakota University System policy effective January 2013, international transcripts must be submitted to an approved external evaluation service. Obtaining an evaluation is the sole responsibility of the student. Evaluations must be submitted according to the guidelines listed below. The guidelines for the evaluation of transfer credit listed for Domestic/US Institutions also apply to international transfer credit. NDSU students participating in an approved study-abroad program are not required to submit transcripts from study abroad experiences to an evaluation service. International students transferring from a North Dakota State University partnership institution are exempt from submitting an external international evaluation.

- Students must submit official transcripts to one of the following approved evaluators: the American Association of Collegiate Registrars and Admission Officers (AACRAO) International Education Services, a member of the National Association of Credential
Evaluation Services (NACES), or a member of the Association of International Credential Evaluators (AICE).

- Official transcript(s) issued in English must be submitted to NDSU in addition to the evaluation unless the evaluation service provides certification of student documents and sends copies of transcript(s) to NDSU. Currently World Education Services (WES) is the only organization that provides NDSU with the required, certified documentation.
- New transfer students who have completed coursework at an institution outside the United States must submit transcripts to an approved evaluation service for a course by course evaluation.
- New international students should send evaluations directly to the NDSU International Student and Study Abroad Services Office.
- New domestic students or United States permanent resident students should send evaluations directly to the NDSU Office of Admission.
- Students must submit course descriptions for all completed coursework directly from the international institution to the NDSU Office of Registration and Records.
- Effective January 2015, all international transfer English coursework from non-native English speaking countries will not be accepted. English Coursework will transfer as remedial credit, and will be listed as equivalent to ENGL DEV at NDSU.

Common Course Numbers

Institutions in the North Dakota University System have established common course numbers (CCN) to facilitate transfer within the University System. Under the CCN agreement, transfer students who have successfully completed CCN courses will not be required to retake them at NDSU unless their degree program requires a higher grade. However, CCN courses will not fulfill residence requirements nor will 100- and 200-level courses fulfill upper-division requirements for graduation.

Evaluation of Transfer Credit from Military Courses

North Dakota State University accepts military courses recognized by the American Council on Education. Students who have completed military courses may receive transfer credit from NDSU. When evaluating military courses, the Office of Registration and Records will follow the criteria illustrated below:

1. Only Joint Service Transcripts that are sent electronically from the American Council on Education will be considered official and will be accepted.
2. Courses listed under “Military Courses” will be accepted for credit. Courses listed under “Military Occupations”, “College Level Test Scores”, and “Other Learning Experiences” on the Joint Service Transcript will not be accepted for credit.

3. Basic Military Training courses will transfer as a transfer elective with the credit going towards the General Education Category: Wellness.

4. Each course listed under Military Courses will be awarded the number of credits recommended by the American Council on Education.

5. Courses that do not have an NDSU equivalency will be set as transfer electives. These courses will be evaluated per the American Council of Education’s recommendations.

6. Courses that are recommended as vocational or graduate level, will not be accepted for transfer.

Joint Service Transcript Order Information:
Website: Joint Service Transcript Request
Email: jst@doded.mil
Proposed Faculty Senate Resolution – Draft

Whereas collaboration, cooperation and trust between the Faculty and the Vice President for Research and Creative Activities (VPRCA) is critical to the success of NDSU's research mission;

Whereas the recent 360 Review of the VPRCA has clearly revealed that collaboration, cooperation and trust to be lacking; and

Whereas the shortest possible time line for re-establishment of a functional relationship between faculty researchers and the Office of the VPRCA is crucial to NDSU's research mission; now, therefore, be it

Resolved, that the NDSU Faculty Senate

1. urges the President and Provost to immediately undertake the identification of one or more internal candidates to serve as NDSU's interim VPRCA;

2. urges the President and Provost to take faculty input, through campus-wide open forums, on suitability of each candidate for the job; and

3. urges the President and Provost to appoint an internal interim VPRCA by the end of February, 2018 to serve until such time that a permanent appointment can be made through a proper national search.