

Meeting Agenda

January 23, 2023

- I. Call to Order.
- II. Attendance.
- III. Adoption of the Agenda.
- IV. Approval of Meeting Minutes from December 12, 2022.
- V. Announcements.
 - 1. David Cook, President
 - 2. David Bertolini, Interim Provost
 - 3. Anastassiya Andrianova, Faculty Senate President
 - 4. Florin Salajan, Faculty Senate Past-President
 - 5. Warren Christensen, Faculty Senate President-Elect
 - 6. Fred Hudson, Staff Senate President
 - 7. Christian Walth, Student Body President
 - 8. Phil Hunt, Registrar
 - 9. Marc Wallman, VP for Information Technology
- VI. Committee and Other Reports.
- VII. Consent Agenda.
 - 1. UCC Report
 - 2. Policy 136
 - 3. Policy 155
 - 4. Policy 309
 - 5. Policy 348
- VIII. Unfinished Business.
- IX. General Order.
 - 1. Proposed amendment to the Faculty Senate Bylaws (Article IV, Sections 2, 7, 10, 11, 12, 13, 14; and Article V, Sections 2, 3, 5)
- X. New Business.
 - 1. Policy 325
 - 2. Policy 129
- XI. Adjournment.

Meeting Minutes

December 12, 2022

- I. Call to Order: 3:00pm.
- II. Attendance: See Appendix 1.
- III. Adoption of the Agenda.
 1. Motion to approve: Fellows/Kirkwood
 - i. Approved unanimously.
- IV. Approval of Meeting Minutes from November 14, 2022.
 1. Approved by unanimous consent.
- V. Announcements.
 1. David Cook, President
 - i. Not present.
 2. David Bertolini, Interim Provost
 - i. Go to the email about the weather impact, keep it to the forefront and plan based on data related to weather events.
 - a. Question from Rahman: If an exam is on Wednesday and that day is cancelled, is it rescheduled? Answer: Move it online or reach out to R&R to help with rescheduling.
 - b. Comment from Sen. Kilina: If it is moved, it cannot be later than Friday. Follow-up Interim Provost Bertolini: Reach out to R&R.
 - c. Pres. Andrianova: Could you provide a rationale why two interim deans were appointed to AHSS? One: Past tradition. Two: Relieve strengths and weaknesses with two co-deans.
 - d. Question from Sen. Selekwa: Is that the best way to do it? Can it create conflict? Interim Provost Bertolini: it's the best way to do it. Don't see it as a conflict.
 - ii. Update on another interim dean search for COE: It will be decided this week.
 - a. Question from Past-Pres. Salajan: Can a deadline extension be granted for restructuring input? Interim Provost Bertolini: Yes, sympathetic to that: extend to December 16.
 - iii. Question from Sen. Fellows: once the timeline for restructuring is decided, what is the process and timeframe? Two parts: one is

easy, paperwork, goes to SBHE. The second part is harder, with PTE guidelines, etc., may take a year. Q: This may mean a heavier service load for faculty; do you see a reallocation of work? A: It is up to the departments to handle that. Consider what the different work allocations mean for the faculty.

- iv. Question from Sen. Tangen: One of the concerns is related to HSE; why in all of the models was the college split up? A: It wasn't deliberate to split it up; and it was a consequence of considering synergies.

3. Anastassiya Andrianova, Faculty Senate President

- i. Thanked everyone who attended the first listening session with Pres. Cook and Interim Provost Bertolini on Dec. 2. Two more such sessions scheduled for Jan. 31 and Mar. 1, 2023 at 3:00, both at MU Anishinaabe. Mark your calendars; reminders to follow.
- ii. The next Faculty Senate listening session with Interim Provost Bertolini is on Feb. 6, 2023 at 3:00pm, MU Sahnish.
- iii. Wishing everyone all the best for the end of the semester.
- iv. Listservs: the Faculty Senate President is tasked with monitoring the mandatory and voluntary faculty listservs; please be more conscientious about sending messages to that list as per the guidelines on the FS website. Attendance: Senators, please come on time as we need quorum to run a meeting.

4. Florin Salajan, Faculty Senate Past-President

- i. Take the time to provide input into the restructuring process. If we don't say anything, we lose the ability to provide feedback.
- ii. Best wishes for the end of semester.

5. Warren Christensen, Faculty Senate President-Elect

- i. Actionable items from the President's Council on Retention: expertise focused on advising and teaching excellence. The group has been meeting regularly. Goal is to work on policy language: midterm grades and clarification/expectations for office hours to be addressed in policy. Intend to have this policy by the first meeting of the spring semester.

6. Fred Hudson, Staff Senate President

- i. NDSU Day of Honor, Feb. 8, 2023 at 2pm in Oceti Sakowin Ballroom, to honor faculty students and staff lost in the past couple of years.
- ii. Excited to work with Faculty Senate and Student Government to discuss the upcoming legislative session, and with the consulting

company (lobbyist Kayla Effertz Kleven) about legislative priorities that are forthcoming from the ND Legislature.

- iii. Campus Kudos: anyone can submit them to recognize faculty or staff. If anyone has done something great in your world, please submit one.
- iv. On behalf of staff, thank you for everything you're doing, have a happy holiday time.

7. Christian Walth, Student Body President

- i. Student Government has approved 16 new student organizations.
- ii. Held snow globe event.
- iii. Hosted an event with legislators.
- iv. Finance advisory board, recommends to the President if there should be additional funds for organizations.
- v. Student fee advisory committee oversees the technology fee, etc.
- vi. The student involvement fair on January 18, 2023 from 9:00am to 2:00pm in the Oceti Sakowin Ballroom: requests that faculty encourage students to go to the fair.

8. Phil Hunt, Registrar

- i. Housekeeping items.
 - a. Reminder: Commencement on December 16; doctoral hooding is back on!
 - b. Reminder for grade submissions: next Tuesday, December 20 at 12:00pm. **Note: this has been extended to 4pm.**
 - c. Course section request for Fall 2023 is due in CLSS on December 30, 2022. Will be open again in February 2023 for any tweaks and changes.
 - d. Thanks to faculty and staff who worked on the Council for Retention.
 - e. FYI: with Jeff Boyer and Becky Bahe, asked to present the Retention Roadshow to the Foundation board to improve the situation we're in, and they're looking to help.
 - f. Best wishes as you wrap-up finals.
- ii. Question from Pres. Andrianova: Is there any interest from the Foundation to finance the professional advising proposal? Answer from Reg. Hunt: If we had 1 million dollars, what would you do with it, and we said advisement. Two members on the board reflected on their advisement experience.

- iii. Question from Pres.-Elect Christensen: With commencement on Friday and football the same day, how is parking going to work?
Answer: try to get there as early as you can.
- 9. Colleen Fitzgerald, Vice President for Research and Creative Activity
 - i. Happy to come to departments; interested in doing lab tours promoted on social media channels to outside world and alumni.
 - ii. AVP for faculty success search ongoing, part of the President's priority on R1 status. One candidate on campus this week.
 - iii. Update on ND EPSCOR. In 2017 an MOU was set up in the ND office reporting to the Chancellor. That expired and was placed under the VP for RCA. We lost some staff, so positions will be advertised for ND EPSCOR. Intentional and thoughtful to support EPSCOR activities. EPSCOR tracking \$24 million effort, \$20 million from federal government and \$4 million from EPSCOR office. Have a project admin search; director of tribal partnerships search to increase tribal connections.
 - iv. Group on faculty research: looking at college reorganization plans, sharing thoughts from the research perspective.
 - v. Working with Pres. Cook on legislative requests and legacy fund, met many legislators and building on relationships to advocate on behalf of NDSU faculty.
 - vi. Two faculty fellow positions close on Dec. 16, broader participation in RCA. Difficult to get federal funds if we don't do meaningful work in DEI. How can we strengthen partnerships in that regard?
 - vii. Continues to do outreach and talk to departments and faculty. Core facility group to have a sustainable model for the research enterprise.
 - viii. Undergraduate research coordinator: One 0.2 FTE position (2-year appointment; 4 candidates). Lots of interest in undergraduate research and at tribal colleges. Try to see what we can do to pilot undergraduate research. Create a pathway for students to start research. State dollars are looking to increase research and publications.
- 10. Marc Wallman, Vice President for Information Technology
 - i. Reminder: be sure you are not sending sensitive information (SSN, DOB, credit card or bank account number, copies of W2s, etc.) via NDSU email. It's really easy to get a virus capturing sensitive data.

- ii. Quotas coming from Google: the cost keeps changing and it's frustrating. Google will charge, and the highest storage holders on campus have to pay. They have been contacted by IT.
- iii. Soliciting feedback on potentially deinstrumenting the rooms on the list shared with Senators. Have solicited from various stakeholders already and now reaching out to more faculty.
 - a. Question from Sen. Arnold: what is the tech removed?
Answer: all or nothing, we have a surplus on tech fee, so we may be more granular on smaller infrastructure.
 - b. Question from Sen. Smith: So, are you just going to pull it out or can you leave tech in without support? Answer: that is not a viable approach. We cannot keep tech if it is no longer supported.
 - c. Question from Sen. Selekwa: If you remove the projectors, are you going to remove the transparencies? Answer: Yes, we'll pull all tech out of the rooms.
 - d. Comment from Sen. Hershberger: instructors who teach in those classes that will be deinstrumented, might request other rooms, and there is a shortage of rooms. Answer: Once the R&R figures out what can be deinstrumented, depending on the classrooms and pedagogy, that is going to determine how this will be approached.
 - e. Question from Past-Pres. Salajan: What is the rationale for dropping fees down from Google? Answer: Less than 150 people are affected by these fees.

11. Jeff Boyer, Director of Assessment and Accreditation

- i. GELOs (Gen Ed learning outcomes) assessment. During both reviews, NDSU received concerns from our accreditation organization. The review teams thought the assessment is not systematic. Chair of Gen Ed committee, Prof. Hassel, presented on the status of Gen Ed and we needed improvements. The idea of using the GELO system is to collect data to identify where we need to make changes. Will use SPOL, NDUS uses it for strategic planning, to help us collect assessment data from Gen Ed courses. Focusing on the learning outcomes, looking to answer the question to what degree have our students achieved these learning outcomes. Gen Ed faculty will enter data on the GELOs connected with their course. Number met, how many students have met the outcome. Will get us to understand how the students have

achieved the outcomes. Brief description of the overall strengths and weaknesses of the student work, which gets entered in SPOL, used in aggregate form by Gen Ed committee to see if the students achieve thee LOs. We have never done this on campus and our accreditors have noticed. We can show (by 2025-2026) we have a systematic approach to assessment. Information coming out in January. Piloting this in spring semester. Rolling this out a bit after census, clear directions, instructional videos. It's a relatively straightforward process. There will be info coming out in January, piloting in Spring.

- VI. Committee and Other Reports.
- VII. Consent Agenda.
 - 1. UCC Report
 - i. Approved by unanimous consent.
- VIII. Unfinished Business.
- IX. General Order.
 - 1. Proposed amendment to the Faculty Senate Bylaws (Article IV, Section 8)
 - i. Motion to approve: Salajan/Fellows
 - a. Discussion
 - a. Question from Sen. Selekwa: Is there any need to indicate why the change is being made. Answer Pres. Andrianova: to reflect equal unit representation.
 - b. Question Sen. Smith: With the reorganization, will there be a need to eventually revise the number again? Answer: Pres. Andrianova: Bylaws are a living document, and the restructuring will take a while. Changes will likely be necessary.
 - c. Question from Sen Hong: Why don't we just make this one person per unit, so we don't have to change the overall number of membership? Answer from Pres. Adrianova: All the other bylaws specify the specific number.
 - i. Motion passed: 40 AYE; 0 NAY; 0 ABSTAIN
(See Appendix 2: Q1)
 - 1. Policy 361
 - i. Motion to approve: Smith/Seelekwa
 - a. No discussion.
 - a. Motion passed: 37 AYE; 0 NAY; 2 ABSTAIN (See Appendix 2: Q2)

X. New Business.

1. Proposal to form an ad hoc legislative committee

i. Motion to approve: Kryevskaia/Haug

a. Discussion

- a. Concerns with higher education in the Legislative Session may require tracking bills, writing resolutions, providing testimonials, etc. Charge will be done when the legislative session concludes.
- b. Question from Sen. Selekwa: Since this committee is likely to be needed in future sessions, why not make it a standing committee? Answer from Pres. Andrianova: Good question; Staff Senate has a committee like this. UND University Senate has a standing one. I don't know why we don't.
- c. Comment from Past-Pres. Salajan: It only meets every other year, for a few weeks. A specific and limited period of time. Filling a standing committee is difficult, so there are arguments for and against it.
- d. Comment from Sen. Selekwa: Duties should not be to track bills, but to influence leaders; invite legislators and charge committee to do that.
- e. Question from Sen. Huseynov: You mentioned UND has a committee; what are their responsibilities? Good question, will have an answer after this Friday when UND/NDSU Senate coordinating group meets.

i. Motion passed: 35 AYE; 0 NAY; 1 ABSTAIN
(See Appendix 2: Q3)

2. Proposed amendment to the Faculty Senate Bylaws (Article IV, Sections 2, 7, 10, 11, 12, 13, 14; and Article V, Sections 2, 3, 5)

i. Motion to consider at next FS meeting on Jan 23:

Emanuelson/Smith

a. Discussion

- a. Reduce faculty service load; GIS reps are redundant as most faculty members are graduate faculty and therefore represent GIS perspective on committees.

i. Motion passed: 36 AYE; 0 NAY; 0 ABSTAIN
(See Appendix 2: Q3)

XI. Adjournment at 4:28pm: Fellows/Roberts

1. Passed unanimously

Appendix 1: Attendance

Last Name	First Name	Substitution	Present
AKHMEDOV	Azer		X
AMIRI	Ali		X
ANDRIANOVA	Anastassiya		X
ARNOLD	Lisa		X
BERG	Eric		
BRYNJULSON	Rebecca		X
BUMGARNER	Jeff		
CHOI	Bong-jin		X
CHOI	Juwon		X
CHRISTENSEN	Warren		X
CREESE	John		
EMANUELSON	Pam		X
FELLOWS	Kristen		X
GAO	Jerry		X
HAUG	Karla		X
HERSHBERGER	John		X
HONG	David		X
HUSETH-ZOSEL	Andrea		X
HUSEYNOV	Fariz		X
JEONG	Inbae		
KILINA	Svetlana		X
KIRKWOOD	Matthew		X
KRYJEVSKAIA	Mila		X
LARSON	Jamee		X
LAW	Quincy		X
LIN	Zhibin		X
MARCH	Raymond		X
MATTHEW	Sijo		X
MCGRATH	Ryan		X
NORDSTROM	Onnolee		
PELTIER	Allison		
PHILBRICK	Candace	WYUM, D.	X
RAHMAN	Mukhlesur		X
RAO	Jiajia		
ROBERTS	David		X
ROSS	Darrell	PIRSCHMANN-VOLDSETH, D.	X
SALAJAN	Florin		X
SECOR	Gary	DEL RIO, L.	X
SELEKWA	Majura		X

SMITH	Matthew	X
TANGEN	Jodi	X
TRAVERS	Steve	X
VOLD	Jessica	X
WOOD	Scott	X
YAN	Guiping	X
ZHANG	Qi	X

Appendix 2: Voting Record

Session Name	Active Participants	Question Count		
12-12-2022 4:09 PM	33	4		
Participant	Q1	Q2	Q3	Q4
AKHMEDOV, Azer	AYE	AYE	AYE	AYE
ARNOLD, Lisa	AYE	AYE	AYE	AYE
BRYJULSON, Rebecca	-	AYE	AYE	AYE
CHOI, Bong-Jin	AYE	AYE	AYE	AYE
CHOI, Juwon	AYE	AYE	AYE	AYE
CHRISTENSEN, Warren	AYE	AYE	AYE	AYE
EMANUELSON, Pamela	AYE	AYE	AYE	AYE
FELLOWS, Kristen	AYE	AYE	AYE	AYE
GAO, Jerry	AYE	AYE	AYE	AYE
HAUG, Karla	AYE	AYE	AYE	AYE
HONG, Yongtao	AYE	AYE	AYE	AYE
HUSETH-ZOSEL, Andrea	AYE	AYE	AYE	AYE
HUSEYNOV, Fariz	AYE	ABS	AYE	AYE
KILINA, Svetlana	-	AYE	AYE	-
KIRKWOOD, Matthew	-	AYE	AYE	AYE
KRYJEVSKAIA, Mila	AYE	AYE	AYE	AYE
LARSON, Jamee	AYE	AYE	AYE	AYE
LAW, Quincy	AYE	AYE	AYE	AYE
LIN, Zhibin	AYE	AYE	AYE	AYE
MATHEW, Sijo	AYE	AYE	AYE	AYE
MCGRATH, Ryan	AYE	AYE	AYE	AYE
RAHMAN, Md Mukhlesur	-	-	AYE	AYE
ROBERTS, David	-	-	ABS	AYE
SALAJAN, Florin	AYE	AYE	AYE	AYE
SELEKWA, Majura	AYE	AYE	AYE	AYE
SMITH, Matthew	AYE	AYE	AYE	AYE
TANGEN, Jodi	AYE	AYE	AYE	AYE
TRAVERS, Steven	AYE	AYE	AYE	AYE
VOLD, Jessica	AYE	AYE	AYE	AYE
WOOD, Scott	AYE	AYE	AYE	AYE
WYUM, Dena	AYE	AYE	AYE	AYE
YAN, Guiping	-	AYE	AYE	AYE

ZHANG, Qi	AYE	AYE	AYE	AYE
Some Senators were unable to access online voting. Their votes are recorded below:				
Q1: AYE: Del Rio Mendoza (proxy), Hershberger, Kilina, Kirkwood, Prischmann-Voldseth (proxy), Rahman, Roberts, Yan; NAY: 0; ABSTAIN: 0.				
Q2: AYE: Del Rio Mendoza (proxy), Hershberger, Rahman, Roberts, Yan; NAY: 0; ABSTAIN: Prischmann-Voldseth (proxy).				
Q3: AYE: Del Rio Mendoza (proxy), Hershberger, Prischmann-Voldseth (proxy); NAY: 0; ABSTAIN: 0.				
Q4: AYE: Del Rio Mendoza (proxy), Hershberger, Kilina, Prischmann-Voldseth (proxy); NAY: 0; ABSTAIN: 0.				

Subject: List of Rooms Being Reviewed for Deinstrumentation
Date: Monday, December 12, 2022 at 2:09:12 PM Central Standard Time
From: Wallman, Marc
To: Andrianova, Anastasiya
Attachments: Outlook-1492573842.png

Dr. Andrianova,

Here's the list of rooms being considered for de-instrumentation. What's the best way to get it to the senators for today's meeting?

Row Labels	Type	Capacity	Value	Amortized	21-22 Classes
AGHILL CTR 206	TCH	24	\$48,000	\$8,000	8
AGHILL CTR 208	TCH	24	\$48,000	\$8,000	6
AGHILL CTR 216	TCH	24	\$48,000	\$8,000	11
AGHILL CTR 218	TCH	36	\$48,000	\$8,000	11
AGHILL CTR 230	TCH	24	\$48,000	\$8,000	12
AGHILL CTR 304	TCH	24	\$48,000	\$8,000	10
AGHILL CTR 306	TCH	24	\$48,000	\$8,000	12
AGHILL CTR 314	TCH	24	\$48,000	\$8,000	4
AGHILL CTR 332	TCH	24	\$48,000	\$8,000	6
AGHILL CTR 336	TCH	24	\$48,000	\$8,000	6
BARRY 20	TCH	50	\$48,000	\$8,000	3
BARRY 266	TCH	72	\$48,000	\$8,000	9
BARRY 272	Lab	24	\$78,000	\$13,000	8
BB FLDHSE 29	MD	48	\$48,000	\$8,000	20
BURDICK 132	Lab	24	\$78,000	\$13,000	9
DOLVE HALL 10	MD	48	\$48,000	\$8,000	4
E M LEBDFF 324	Fixed	42	\$48,000	\$8,000	8
E M LEBDFF 326	Lab	18	\$70,500	\$11,750	3
ENGR 102	Lab	18	\$70,500	\$11,750	2
LADD HALL 114	Fixed	48	\$48,000	\$8,000	9

LADD HALL 209	TCH	48	\$48,000	\$8,000	6
MINARD 332	Lab	15	\$66,750	\$11,125	2
MORRILL 101	TCH	12	\$48,000	\$8,000	4
MORRILL 111	Lab	14	\$65,500	\$12,200	5
NNSH 009 (Bismarck) MD		70	\$48,000	\$8,000	1
NNSH 139	MD	42	\$48,000	\$8,000	9
WDC 4	Lab	33	\$89,250	\$22,850	6

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Marc Wallman
Vice President
Information Technology Division
NORTH DAKOTA STATE UNIVERSITY

Quentin Burdick Building 206
Dept. 4500, P.O. Box 6050
Fargo, ND 58108-6050
Phone: (701) 231-8640
www.ndsu.edu/vpit



**University Curriculum Committee Report
For Faculty Senate Meeting on January 23, 2023**

Program Update
B.MUS. Music – Composition: Removing MUSC 250 as it is no longer offered by the department. Footnote for MUSC 189 added.
B.S. Finance: Adding FIN 330 as a required course to increase analytics in the curriculum. Adding a track for Commercial Banking.
B.S./B.A. Political Science Pre-Law Option deactivation.
B.S./B.A. Political Science Public Service Option deactivation.
M.S. Manufacturing Engineer: Program deactivation.
Minor English: Changes to Literature Option and Writing Option to update with current course numbers and remove inactive courses.
Minor Interior Design: Termination of minor as of Summer 2023.
Minor Microbiology: Updating MICR 474 to the new course number PH 474.
Minor Religion: Removing capstone as it will not meet new enrollment minimums. Adding upper-level electives.
UG Certificate Professional Selling: Change in credits from 16 to 12.
UG Certificate Professional Writing: Removing ENGL 413 as the course is being inactivated.

New Program

New Courses			
Subject	No.	Title	Effective Term
PHIL	327	Ethics, Engineering, and Technology	Fall 2023

Course Inactivations			
Subject	No.	Title	Effective Term
ADHM	152	Visual Communication I	Fall 2023
ANTH	464	Disaster and Culture	Spring 2023

Changes in Course Descriptions and/or Requisites				
Subject	No.	Title	Title/Prerequisite/Co-requisite/Description Change	Effective Term
ADHM	New # 211 Old # 411	Food and World Cultures	New description: This course is an exploration of a variety of foods and cultures that demonstrate the influences of demography, geography, history, social traditions, religious beliefs, and other environmental considerations on food, its preparation, service, and symbolism/meaning. Old description: An integrated approach to the study of foods and cultures. Food influences on demography, habitat, social traditions and settings, social status, religious beliefs, gender, and environmental considerations. History, concepts, and principles of cultures and cuisines. F, S	Fall 2023
ADHM	261	New: Visual Communications Old: Visual Communications II	Removing ADHM 152 and ADHM 160 as prerequisites.	Fall 2023
BIOL	151L	General Biology II Laboratory	Removing BIOL 150L as a prerequisite.	Spring 2024

CSCI	422	New: Fundamentals of Data Engineering Old: Introduction to Data Engineering	New description: Learn the fundamentals of data engineering through lectures and hands on work. This cloud centric, project-oriented course will cover the concepts, tools, and skills required in all phases of the data engineering lifecycle, including data sourcing, storage, ingestion, transformation, and serving. Old description: The course introduces the foundations of data engineering. It will cover concepts, tools, and skills required in the collection, storage, transformation, infrastructure, and governance of data and machine learning models.	Fall 2023
MICR	485	New: Capstone Experience in Microbiology I: Reflecting and Planning Old: Capstone Experience in Microbiology – Experimental Design	New description: The capstone experience is the reflection of earlier coursework that will allow students to integrate their knowledge of microbiology. Students will spend time reflecting on their degree progress, plan and prepare for the transition from undergraduate to their next step, and create a prospectus that outlines their capstone experience. Old description: The capstone experience is the culmination of earlier course work that will allow students to integrate their knowledge of microbiology. The experimental design course will focus on using the scientific method to design and propose a group research project.	Fall 2023
MRKT	436	Advanced Professional Selling	New description: This course focuses on advanced professional selling frameworks, common methodologies, and gaining a deep understanding of buyer decision making involved in the sales process. Students will expand their skills in the areas of interpersonal, communication, presentation, facilitation, analytics, and problem-solving. These skills will be taught through lectures and outside speakers and practiced through case studies and complex role play scenarios. Old description: This course focuses on advanced professional selling frameworks and decisions involved in the sales process. Specific topics include advanced needs inquiry and solution development. Credit change: Was 1 credit – now 3 credits. Prerequisite change: Removing MRKT 434 as a corequisite.	Fall 2023
NURS	New # 306 Old # 250	Health Promotion	Only updating course number.	Fall 2023
NURS	New # 322 Old # 252	Gerontologic Nursing	Only updating course number.	Fall 2023
General Education Changes/Revalidations				
Subject	No.	Title	Action	Category
ADHM	New # 211 Old # 411	Food and World Cultures	Revalidation	A and D (Course description change above.)
POLS	220	International Politics	Revalidation	B and G

Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in **red** including the header must be filled in or it will be sent back to you for completion. Gender-inclusive language should be used in revised and new policies submitted to SCC.

*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to ndsu.scc@ndsu.edu.

Refer to the [NDSU Senate Coordinating Council process](#) for more information about housekeeping changes.

Policy Number and Name: Policy 136 Flexible Spending Accounts Program

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):

Information in 136.2 is not accurate. The enrollment dates may change, so it will be updated on the Human Resources website instead of in the policy.

The plan name has changed from Discovery Benefits to ASIFLEX.

Is this a federal or state mandate: ☐ Yes ☒ No

This policy applies to (check all that apply): ☐ Students ☒ Staff ☒ Faculty ☐ Other (please describe):

Individual/Department/Committee or Organization submitting the policy change:

Mark Genkinger, Director of Human Resources

Date Submitted to SCC Secretary: September 23, 2022

Email address of the person who should be contacted if revisions are requested:

mark.genkinger@ndsu.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal Checklist*. Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach. Sub-Goal: Design and implement additional programming, curriculum, outreach opportunities, and **policies** that uphold inclusivity, diversity, respect, and connection. **Please address each item in the checklist below:**

Checklist items	Yes	No	N/A	Comments
The <i>social</i> impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging).			NA	
The <i>economic</i> impact on students, staff, faculty, others was considered.			NA	
The <i>physical health</i> impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment).			NA	
The <i>mental health</i> impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking).			NA	
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).	Yes			
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy			NA	
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.			NA	
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.			NA	
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.			NA	
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	Yes			

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.

* The President's Council for Campus Wellbeing is committed to integrating a "Health in All Policies" approach when current policies are revised and new policies are developed. Why a "Health in All Policies" approach? Policies have health effects—positive and negative—on the communities and the people they affect. In fact, the World Health Organization estimates that the social, economic and environmental factors of a community influence up to 55% of a person's wellbeing. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making.

North Dakota State University

Policy Manual

SECTION 136

FLEXIBLE SPENDING ACCOUNTS PROGRAM

SOURCE: NDSU President

1. The "FSA" Program is available to all regular employees in an approved, budgeted position who are also entitled to all other fringe benefits. The program offers the employee an opportunity to deduct from gross income certain federally approved expenses in the following areas:
 - Insurance premiums
 - Medical expense reimbursements
 - Dependent care expenses
2. The Plan year runs from January 1 through December 31 and enrollment will be held each year. ~~Information will be provided by Human Resources regarding annual enrollment in November. Enrollment deadline is the last working day of November.~~
3. New employees, if they chose to participate, must enroll within 30 days of employment.
4. Enrollment and reimbursement information is available from ~~Discovery Benefits, Inc~~ASIFLEX.

HISTORY:

New	February 1, 1989
Amended	April 1996
Amended	November 2005
Amended	October 2007
Housekeeping	September 2009

Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in **red** including the header must be filled in or it will be sent back to you for completion. Gender-inclusive language should be used in revised and new policies submitted to SCC.

*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to ndsuscc@ndsus.edu. Refer to the [NDSU Senate Coordinating Council process](#) for more information about housekeeping changes.

Policy Number and Name: Policy 155: Alcohol and Other Drugs: Unlawful and Unauthorized Use by Students and Employees

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): Updated to match current marketing practices in NDSU athletics and other minor updates.

Update 10/12/2022: HR Director Mark Genkinger recommended the following changes to this policy request that were accepted by Matt Larson and Laura Oster-Aaland: Replaced "Human Resources/Payroll Director" with "Director of Human Resources" throughout the document as these are now two different position (Director of HR and Director of Payroll). Recommended deleting the last sentence of the policy as we no longer need to provide paper copies. That was previously a requirement of the Drug Free Schools and Communities Act, but an electronic delivery of the policy is now sufficient.

Is this a federal or state mandate: ☐ Yes ☒ No

The policy is federally and SBHE mandated, but these changes are not mandated.

This policy applies to (check all that apply): ☒ Students ☒ Staff ☒ Faculty ☐ Other (please describe):

Individual/Department/Committee or Organization submitting the policy change: Matt Larsen, Director of Athletics and Laura Oster-Aaland, Vice Provost for Student Affairs and Enrollment Management

Date Submitted to SCC Secretary: 10/06/2022

Email address of the person who should be contacted if revisions are requested: Laura Oster-Aaland at Laura.Oster-Aaland@ndsus.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal Checklist*. Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach. Sub-Goal: Design and implement additional programming, curriculum, outreach opportunities, and **policies** that uphold inclusivity, diversity, respect, and connection. **Please address each item in the checklist below:**

Checklist items	Yes	No	N/A	Comments
The <i>social</i> impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging).	X			
The <i>economic</i> impact on students, staff, faculty, others was considered.	X			
The <i>physical health</i> impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment).	X			We know that substance misuse is a serious concern among college students, but the practices allowed in Athletics follows legal and low-risk promotion guidelines.
The <i>mental health</i> impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking).	X			The communication from Athletics promotes legal and low-risk use that does not negatively impact individuals or others.
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).	X			
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	X			Significant input was sought in the initial development. Changes made reflect current practices.
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.	X			Significant input was sought in the initial development. Changes made reflect current practices.
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	X			
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.	X			The policy is regularly reviewed for compliance with federal laws and best practice.
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	X			

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.

* The President's Council for Campus Wellbeing is committed to integrating a "Health in All Policies" approach when current policies are revised and new policies are developed. Why a "Health in All Policies" approach? Policies have health effects—positive and negative—on the communities and the people they affect. In fact, the World Health Organization estimates that the social, economic and environmental factors of a community influence up to 55% of a person's wellbeing. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making.

North Dakota State University

Policy Manual

SECTION 155

ALCOHOL AND OTHER DRUGS: UNLAWFUL AND UNAUTHORIZED USE BY STUDENTS AND EMPLOYEES

SOURCE: NDSU President
SBHE Policy Manual, Section 918

1. NDSU complies with and supports the North Dakota State Board of Higher Education policy governing alcohol use on campus, the [Drug Free Workplace Act of 1988](#), Public law 100-690 and the [Drug-Free Schools and Communities Act Amendments of 1989](#), Public Law 101-226, and [2 CFR § 182.215](#).

North Dakota State University has a genuine caring concern for the community in which it lives and for its people. For this reason, the university is committed to maintaining an academic and social environment that is conducive to the intellectual and personal development and the safety and welfare of all members of the university community.

This policy statement has been established because NDSU:

- is committed to changing the culture that perpetuates the misuse and abuse of alcohol and other drugs;
- is concerned with promoting the well-being of our campus and surrounding communities;
- believes that the solution to alcohol and other drug misuse and abuse will require a community-wide approach.

The misuse and abuse of alcohol and other drugs represents a major health problem in the United States today and poses a serious threat to the health and welfare of the NDSU community. In addition, alcohol and other drug abuse consequences can limit career choices and achievement. NDSU has gathered data that demonstrates that high-risk drinking among students is significantly associated with violence, memory loss, driving under the influence (DUI), sexual assault, lessening of academic performance, estrangement of social relationships and property damage. Studies outside the university show that alcohol misuse can result in serious bodily injury, illness, or death. This policy applies to all NDSU students and employees, as well as visitors to campus.

2. The State Board of Higher Education prohibits the possession, sale, dispensation, use or consumption of alcoholic beverages upon land or in buildings owned by the Board or its institutions. Exceptions may include the lawful possession of alcohol in family student residences, on-campus professional staff residences, fraternities and sororities (in certain circumstances), the President's residence, and other special exceptions as granted by the President or the President's designee. For the complete State Board of Higher Education policy see [SBHE Policy 918: Alcoholic Beverages](#).

The University prohibits the *unlawful or unauthorized* use, possession, storage, manufacture, distribution, or sale of alcoholic beverages and products (hereafter referred to as "alcohol"), as well as any illicit drugs or drug paraphernalia in University buildings, any public campus area, in University housing units, in University vehicles, or at any University affiliated events held on or off-campus, which are sponsored by students, employees and their respective campus organizations

(including all fraternities and sororities).

For NDSU employees, non-compliance with this policy could result in disciplinary action up to and including termination of employment (see section 5.2).

For NDSU students and student organizations, non-compliance with this policy could result in disciplinary action up to and including suspension, expulsion or loss of status as a registered student organization (see section 5.1).

3. The University recognizes that chemical dependency and chemical abuse are concerns that can impact both academic success and work performance and there are assistance programs available to help individuals experiencing problems. When appropriate, NDSU personnel may refer students to the [NDSU Counseling Center](#) (701-231-7671), or to agencies outside of NDSU for evaluations and/or treatment for alcohol- or other drug-related problems. NDSU personnel may also refer NDSU employees to agencies outside of NDSU for evaluation and/or treatment for alcohol or other drug related problems. As part of their benefit package, employees may access services through the [Employee Assistance Program](#). Employees may refer students in need of services to the Counseling Center at (701) 231-7671. Faculty, staff, and students can access information on available drug and alcohol prevention programs the university offers by going to the [Health Promotion](#) website.
- 3.1 Organizations are required, by Federal Regulation ([2 CFR § 182.215](#)), to not only publish a drug-free workplace statement, but also establish a drug-free awareness program for employees. Part of the drug-free awareness program is to inform employees regarding the dangers of drug abuse in the workplace. Information on the health risks of [alcohol abuse](#) and [drug abuse](#) can be found at the U.S. National Library of Medicine and the National Institute for Health. Additional information can be found at the [Health Promotion](#) website.
4. These guidelines apply to students, employees, and campus organizations, which include, but are not limited to registered student organizations under the Congress of Student Organizations. For information concerning applications of this policy, please consult the Vice Provost for Student Affairs and Enrollment Management (for students) or the [Director of University Human Resources/Payroll Director](#) (for employees).
- 4.1 Students and employees and their respective campus organizations may not use organizational or public funds (including general and special funds) for the purchase of alcohol or associated permits.
- 4.2 Sale of alcohol by students, employees and their respective campus organizations is strictly forbidden. This is to include any action that can be remotely construed as alcohol sales such as charging admission to parties, passing the hat, selling empty cups, selling drink tickets, etc.
- 4.3 Off-campus activity conducted by students and employees, and their respective campus organizations shall not encourage excessive and/or rapid consumption of alcohol. The use of alcohol at any such events is expected to be lawful and low risk. Acceptable low-risk use of alcohol may vary due to certain individual considerations. For further information about low-risk alcohol consumption, see the [Health Promotion](#) website.
- 4.4 Registered student organizations planning off campus events at which alcohol may be available must complete the Alcohol Risk Management Assessment form found in [myNDSU](#). When planning an off-campus work related event where alcohol will be present, employees with questions about low-risk guidelines should contact the [Director of Human](#)

[Resources/Payroll, SGC Building.](#)

- 4.5 University sponsored events that are held at locations off campus, and at which alcohol may be present, are required to adhere to this policy. In addition, if alcohol will be served at the event, the sponsor(s) of the event should ensure compliance with N.D.C.C. [§ 5-02-06\(4\)](#) regarding individuals under twenty-one years of age at events where alcohol is served. Sponsors need to be aware of both potential civil and criminal liability for knowingly serving alcohol to minors or obviously intoxicated persons (N.D.C.C. [§ 5-01-06.1](#), [§ 5-01-09](#)). Oversight of the distribution and consumption of alcohol is required at such events in order to manage risk. If the event is to be held on public grounds, e.g., Fargo parks, the sponsor(s) of the event is/are required to obtain the appropriate permit for the event per [N.D.C.C. § 5-02-01.1\(2\)](#). See, for example, the [Park District of the City of Fargo Alcoholic Beverage Policy](#).
- 4.6 Alcohol shall not be used as awards or prizes in connection with events or activities sponsored by students, employees and their respective campus organizations, on or off-campus.
- 4.7 The public display of advertising or promotion of the use of alcohol in University buildings or any other public campus area including all University owned housing areas is prohibited. This includes banners, lighted beer/liquor signs, and large inflatable advertising, etc. (Entities that lease commercial or research property from the university may be excluded. However, the University may, in these leases, include provisions that will assist in its effort to promote legal and safe use of alcohol and to change the culture that perpetuates alcohol and other drug misuse and abuse.)
- 4.8 Alcohol promotional activities including advertising shall not be associated with otherwise existing campus events, programs, or campus organizational functions on or off-campus. This includes [advertisements and promotional materials, including](#) but ~~is not~~ limited to, such items as: cups, t-shirts, beverage can coolers, and any other items carrying alcohol/beer advertising. [The Athletics Department may engage in alcohol promotional activities, provided it does not: \(i\) encourage any form of misuse of alcohol; \(ii\) portray drinking as a solution to personal or academic problems; \(iii\) indicate that alcohol is helpful for social or academic success; or \(iv\) objectify any sex/gender.](#)
- 4.9 Advertising of alcohol shall not appear in University controlled or affiliated publications (including University affiliated web sites)*. [Advertising of establishments that sell alcohol may appear and must adhere to the following guidelines.*The Athletics Department may engage in alcohol promotional activities, provided it does not \(i\) encourage any form of misuse of alcohol; \(ii\) portray drinking as a solution to personal or academic problems; \(iii\) indicate that alcohol is helpful for social or academic success; or \(iv\) objectify any sex/gender.](#)

[Advertising of establishments that sell alcohol may appear and must adhere to the following guidelines.](#)

~~*Student Media (Bison Information Network, the Spectrum, Thunder Radio)
NDSU student media (as governed by the Board of Student Media) is not subject to the advertising portion of this university policy due to first amendment provisions of the US Constitution and State Board of Higher Education Policy 507. Student media organizations are accountable to the Board of Student Media for standards of conduct. Because of the belief that advertising perpetuates the culture of high risk and underage drinking, the established boards of NDSU Student Media may, if they choose to accept revenue for advertising alcohol, decide to adopt guidelines compatible with this policy. Student Media organizations shall comply with all federal laws relating to advertising~~

~~of alcohol or other drugs.~~

- a) Advertising of establishments that sell alcohol shall not include brand names, logos, prices, visual images or verbal phrases that refer to consumption of alcoholic beverages. Advertising of establishments that sell alcohol shall not encourage any form of alcohol abuse nor shall it promote alcohol specials such as two for one, happy hour drink specials, or any ads that encourage rapid and extensive consumption of alcohol.
- b) Advertising of establishments that sell alcohol shall not portray drinking as a solution to personal or academic problems or as necessary to social, sexual or academic success.
- c) Advertising of establishments that sell alcohol shall not associate consumption of alcohol with the performance of tasks that require skilled reactions such as the operation of motor vehicles or athletic performance.
- d) Advertising of establishments that sell alcohol shall include a statement of low-risk such as "know when to say when" or "please use our products legally and in a responsible manner".

*Student Media (Bison Information Network, the Spectrum, Thunder Radio)
NDSU student media (as governed by the Board of Student Media) is not subject to the advertising portion of this university policy due to first amendment provisions of the US Constitution and State Board of Higher Education Policy 507. Student media organizations are accountable to the Board of Student Media for standards of conduct. Because of the belief that advertising perpetuates the culture of high-risk and underage drinking, the established boards of NDSU Student Media may, if they choose to accept revenue for advertising alcohol, decide to adopt guidelines compatible with this policy. Student Media organizations shall comply with all federal laws relating to advertising of alcohol or other drugs.

- 4.10 Unless otherwise authorized by the President of the University, the use of alcohol during all events held on the NDSU campus is strictly forbidden (including concerts, theatrical performances, athletics events, workshops, etc.)
- 4.11 Though alcohol consumption is legal for individuals over 21 years of age, and the most commonly used drug by young adults, the focus of this policy is not limited to alcohol. The misuse of illicit and/or otherwise legal prescription drugs poses a significant threat to student well-being and undermines the student-focused goals of the University. The use of marijuana, including recreational and medicinal uses, is strictly prohibited under Federal law. As such, any use of marijuana on campus property or at University sponsored or hosted events is strictly prohibited.
- 5. When students, student organizations, or employees violate University alcohol policy they will be subject to campus resolution. Campus resolution of such acts may proceed before, during, or after any pending civil or criminal proceedings are concluded. Since the campus actions are educational and/or managerial in nature, and not criminal proceedings, such simultaneous actions do not constitute double jeopardy and differing judgments may result.
- 5.1 Sanctions-Students and Student Organizations: Individual students and student organizations (including fraternities, sororities, residence hall associations and registered student organizations) who are found in violation of the University policy on alcohol and/or other drugs are subject to one or more of the following sanctions, dependent upon the severity of the violation and the existence or absence of prior alcohol or other drug violations:

(For a more complete description of these sanctions and terms and conditions see [Code of Student Conduct](#).)

- 5.1.1 When a student has been found responsible for violating University policies, one or more of the following sanctions may be imposed:
- a. Written warning.
 - b. Conduct probation
 - c. Supervised conduct probation.
 - d. Conduct suspension.
 - e. Conduct expulsion.

- 5.1.2 With each sanction, conditions may be assigned. In addition, notification may be given to other University officials as necessary. Conditions include, but are not limited to:

- a. Alcohol or other drug programming, evaluation, and/or testing
- b. Written assignments.
- c. Participation in a specific activity or project.
- d. Restricted access.
- e. Loss of privileges.
- f. No contact orders.
- g. Restitution.

NOTE: These sanctions and terms and conditions need not necessarily be applied in any numerical sequence. Any sanction may be chosen from this list for any violation, dependent upon its severity, and the behavioral history of the involved student(s) or student organization.

Individual student behavioral actions and or student organization behavioral actions will be adjudicated as assigned by the Vice Provost for Student Affairs and Enrollment Management or designee.

Responsible Action Expectations:

All students are encouraged to promote the well-being of themselves, fellow students and others. If a person needs emergency medical attention, particularly resulting from the use of alcohol or other drugs, it is critical that students take responsible action by calling an ambulance or other appropriate emergency response personnel (ambulance, police, etc.) to gain that assistance. Students/student organizations who fail to respond appropriately may be subject to serious university sanctions and may potentially be subject to additional civil and/or criminal liability.

Students/student organizations who take such responsible action, or for whom action is taken, will not be subject to the Student Conduct process for alleged policy violations related to alcohol or drug use, nor will the incident become part of the student's conduct record. However, all students [including the student(s) needing assistance and reporter(s)] may be required to have an educational meeting with University personnel and/or complete an educational program. This protection may not apply if other conduct violations occurred within the same incident. See [Code of Student Conduct](#).

Parental Notification:

Parents or guardians of students under 21 may be contacted by an NDSU administrator following alcohol and/or other drug related incidents. See [Student Affairs and Enrollment Management](#) website for the full policy and rationale.

Financial Aid Eligibility:

A federal or state drug conviction can disqualify a student from receiving federal financial aid funds. The conviction must have occurred during a period of enrollment for which the student was receiving Title IV aid (i.e., Federal Pell Grant, Federal Perkins Loan, Federal Direct Loan, etc.). Depending on whether the conviction was for sale or possession and if the student has previous offenses, the period of ineligibility can range from one year to an indefinite period. The student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program as defined in the [Higher Education Opportunity Act of 2008, § 485\(a\)\(7\)\(c\) and \(a\)\(9\)](#).

5.2 Notice and Sanctions - Employees

Individual employees who are found in violation of the University policy on alcohol and other drugs by their supervisors will be reported to the Director of Human Resources/[Payroll](#) for consultation prior to action. For potential actions see 5.2.1 and 5.2.2.

Any employee arrested under circumstances involving an alleged violation of a criminal drug or alcohol-related statute while in his or her workplace, whether on or off campus; in a University vehicle; or as part of any activity the University initiates or takes part in must notify his or her immediate supervisor within five days of the arrest. An arrest and/or failure to report an arrest, depending on the circumstances may be grounds for actions or sanctions. The status of the criminal proceeding is a factor the supervisor may take into consideration. It is important that faculty and staff supervisors seek advice from the appropriate, designated University contact. Staff supervisors should contact the [Director of Human Resources/~~Payroll~~ Director](#), and Faculty supervisors should contact the Office of the Provost, before taking action in arrest situations.

Any employee convicted of violating any federal, state, or local criminal drug or alcohol-related statute in his or her workplace, whether on or off campus; in a University vehicle; or as part of any activity the University initiates or takes part in must notify the [University Director of Human Resources/~~Payroll~~ Director](#) no later than five days after such conviction. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal, state or local court. North Dakota State University is required by law to inform the federal contracting officer within 10 days of receiving notice of a conviction of violating a criminal drug statute from an employee or otherwise receiving notice of such conviction.

If an employee is convicted of violating any criminal drug or alcohol-related statute while in the workplace, as described above, University actions may include:

- 5.2.1 Requiring the employee to participate in a drug assistance or rehabilitation program approved by the University;
- 5.2.2 Disciplinary action for a violation of university alcohol or drug policy up to and including termination of employment. Disciplinary action may include one or more

of the following:

- a. Warning/reprimand;
- b. Ineligibility to receive the next available annual salary increase;
- c. Suspension without pay for up to 5 days;
- d. Termination of employment; or
- e. Any combination of the above sanctions.

NOTE: These sanctions need not necessarily be applied in any sequence. Any sanction may be chosen from this list for any offense, dependent upon its severity. Referral for prosecution may also be a result of any criminal violations.

Work attendance while under the influence:

Unlawful consumption of alcohol or use of illegal drugs, being at work while under the influence of alcohol or drugs, disruptive behavior, gambling, unauthorized use of public property or resources and other unauthorized activities that disrupt the efficient and economical administration of the NDUS are prohibited. See [Policy 151 Code of Conduct](#) (for employees).

Local, State and Federal Laws:

In compliance with the [Drug-Free Schools and Communities Act Amendments of 1989](#) a summary of local, state and federal laws related to alcohol and other drugs can be found at the [Health Promotion](#) website.

A paper copy of this policy is available from the [Human Resources/Payroll Office](#) (for employees) and [One Stop](#) (for students).

HISTORY:

New	March 18, 1989
Amended	December 1992
Amended	October 1999
Amended	April 2003
Amended	October 2003
Amended	January 2004
(renumbered) Amended	April 2010
Amended	March 25, 2011
Housekeeping	August 18, 2011
Housekeeping	May 22, 2012
Housekeeping	June 12, 2013
Housekeeping	August 27, 2013
Housekeeping	September 2015
Amended	December 2, 2016
Housekeeping	August 25, 2017
Amended	August 23, 2018
Housekeeping	August 28, 2018
Housekeeping	December 14, 2020

Commented [MG1]: Do we really need to provide paper copies? If not, then would suggest deleting this sentence.

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Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in **red** including the header must be filled in or it will be sent back to you for completion. Gender-inclusive language should be used in revised and new policies submitted to SCC.

*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to ndsuscc@ndsus.edu.

Refer to the [NDSU Senate Coordinating Council process](#) for more information about housekeeping changes.

Policy Number and Name: 309 MINIMUM QUALIFICATIONS FOR INSTRUCTIONAL FACULTY POLICY

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): This policy was created in 2017 to meet the requirements set by the Higher Learning Commission (the regional accreditation agency that accredits NDSU as a degree granting higher education institution). HLC requires that faculty members have "appropriate expertise in the subjects they teach" in credit bearing courses, including dual credit courses. In 2017 when this policy was established NDSU did not offer dual credit courses and faculty qualifications for teaching dual credit courses were not included in the policy. With efforts underway for offering dual credit courses, we are requesting to update the policy to comply with HLC requirements.

Is this a federal or state mandate: ☐ Yes ☒ No

This policy applies to (check all that apply): ☐ Students ☐ Staff ☒ Faculty ☐ Other (please describe):

Individual/Department/Committee or Organization submitting the policy change:

- Office of the Provost/Faculty Affairs

Date Submitted to SCC Secretary: 09/28/2022

Email address of the person who should be contacted if revisions are requested: canan.bilen.green@ndsus.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal Checklist*. Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach. Sub-Goal: Design and implement additional programming, curriculum, outreach opportunities, and **policies** that uphold inclusivity, diversity, respect, and connection. **Please address each item in the checklist below:**

Checklist items	Yes	No	N/A	Comments
The <i>social</i> impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging).		X		
The <i>economic</i> impact on students, staff, faculty, others was considered.	X			
The <i>physical health</i> impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment).		X		
The <i>mental health</i> impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking).		X		
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).	X			
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy		X		HLC requirement
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.		X		OTL was consulted
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.		X		
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.		X		
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	X			

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.

* The President's Council for Campus Wellbeing is committed to integrating a "Health in All Policies" approach when current policies are revised and new policies are developed. Why a "Health in All Policies" approach? Policies have health effects—positive and negative—on the communities and the people they affect. In fact, the World Health Organization estimates that the social, economic and environmental factors of a community influence up to 55% of a person's wellbeing. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making.

North Dakota State University

Policy Manual

SECTION 309

MINIMUM QUALIFICATIONS FOR INSTRUCTIONAL FACULTY POLICY

SOURCE: NDSU President

1. INTRODUCTION

- 1.1 In order to ensure high quality teaching and learning in its curricula, this policy establishes the minimum standards for ensuring all instructors of record are qualified to teach credit-bearing, including dual credit, and developmental NDSU courses. A faculty member can be qualified based on a combination of academic and other credentials. For description of Academic Appointments see [Policy 350.1](#). In general all instructors will be judged primarily on the basis of earned degrees in a field or subject area relevant to the courses taught, obtained from academic institutions that are ~~accredited~~ by ~~regional~~ higher education associations and/or professional accrediting organizations recognized by DOE.
- 1.2 In particular cases, a faculty member may be deemed qualified based on other credentials appropriate for a given course, which may include, but not limited to, licensure or certification; honors, awards and other recognitions; relevant work or teaching experience in the field; research record; or graduate level course work.
- 1.3 Dual credit refers to courses taught to high school students at the high school for which the students receive both high school credit and college credit. Those teaching dual credit courses shall hold the same minimum qualifications as required for NDSU faculty.
- ~~1.3~~ 1.4 For all cases academic units are responsible for documenting and justifying the qualifications of its instructional faculty prior to appointment.

2. GENERAL STANDARDS for INSTRUCTIONAL FACULTY QUALIFICATIONS

NDSU applies the following guidelines in establishing minimum credentials for teaching credit-bearing, including dual credit, -and developmental courses:

- 2.1 **Academic Qualifications.** Qualification to teach a given course is usually based on the faculty member's highest earned degree in the teaching discipline, with exceptions for areas where terminal degree is awarded at the Masters level and faculty possesses a doctorate in a related field.

For **undergraduate courses** (enrolling only baccalaureate students), faculty will be deemed academically qualified if they have earned a master's degree or higher in:

- the subject being taught;
- a closely related field, as defined by program/ academic department and accrediting body; or
- any discipline with at least eighteen (18) graduate credit hours in the subject being taught or a closely related field, as defined by the program/academic department.

For **general education** courses at the undergraduate level, faculty will be deemed academically qualified if they have earned:

- doctorate or master's degree in the teaching discipline; or
- master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

For **graduate courses** and for **cross listed undergraduate/ graduate courses** (400/600), faculty will be deemed academically qualified if they have earned a terminal degree in the subject being taught or in a closely related field as defined by program/ academic department and have a record of research, scholarship or achievement appropriate for graduate program.

- 2.2 **Tested Experience-based Qualifications.** If the academic qualifications articulated in 2.1 are not present, qualification to teach in a particular field must be based on other credentials which may include, but not limited to, licensure or certification; honors, awards and other recognitions; relevant work or teaching experience in the field; research record; or graduate level course work. Academic units must define minimum tested experience-based qualifications for their programs.

3. TO WHOM THIS POLICY APPLIES

This policy applies to all faculty members who teach courses, including tenured, tenure-track, non-tenure-track, part-time, dual credit, visiting, and adjunct faculty. This policy does not apply to graduate teaching assistants who work under the direct supervision of a faculty member. All graduate students assigned as instructors of record should have either a master's in the same discipline or have satisfactorily completed at least 18 graduate credit hours in the same discipline to that of instruction. Graduate student instructors of record must receive appropriate training prior to instruction.

4. APPROVAL OF MINIMUM STANDARDS AND INSTRUCTIONAL FACULTY APPOINTMENTS

- 4.1 The academic units are responsible for reviewing and verifying the teaching qualifications for instructors of record, including graduate assistants who serve as instructor of record, adjuncts, visiting professors, and part-time academics, at the time of hire. Verification and validation must be conducted for each separate course taught. This process will occur prior to any instructor's initial appointment with the University, regardless of the mode of course delivery.
- 4.2 The academic units (chairs/heads/program directors working with program faculty) will define criteria (minimum academic and/or tested experience-based qualifications) that will be used to ensure that all individuals who are selected as instructional staff have the appropriate knowledge and expertise to teach courses for the program. Instructor of Record Qualifications determined by academic units for each program will be reviewed and approved through the regular faculty governance process. Approved Instructor of Record Qualifications will be kept on file at the department and college levels and consulted when appropriate. Any changes to the instructor of record qualification must be approved.
- 4.3 Faculty who are deemed qualified to teach based on credentials other than those approved academic and tested experience-based qualifications will be reviewed and approved on a case-by-case basis. Decisions to hire faculty under this provision will be relatively rare.
-

HISTORY:

New

April 26, 2017

Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in **red** including the header must be filled in or it will be sent back to you for completion. Gender-inclusive language should be used in revised and new policies submitted to SCC.

*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to nds.scc@nds.edu.

Refer to the [NDSU Senate Coordinating Council process](#) for more information about housekeeping changes.

Policy Number and Name: Policy 348 – Instruction in the Responsible Conduct of Research

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):

1. Added RCR requirements of USDA-NIFA - an agency which funds a significant amount of research at NDSU.
2. Updated NIH RCR requirements for what training must include after updated guidance released February 2022.
3. Updated NSF RCR requirements expanding requirement to faculty and other senior personnel as outlined in CHIPS and Science Act of 2022.
4. Provided additional options for RCR training including both online (CITI program) and face-to-face (NDSU courses, seminars and/or workshops offered by the Graduate School or Research Integrity and Compliance).
5. Updated procedures for verifying completion of training.

Is this a federal or state mandate: ☒ Yes ☐ No

Individual/Department/Committee or Organization submitting the policy change: Kristy Shirley, Research Integrity & Compliance Manager/IRB Administrator

Date Submitted to SCC Secretary: 9/12/2022

Email address of the person who should be contacted if revisions are requested: Kristy.shirley@nds.edu

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.

North Dakota State University

Policy Manual

SECTION 348

INSTRUCTION IN THE RESPONSIBLE CONDUCT OF RESEARCH

SOURCE: NDSU President

1.0 General Principles.

- 1.1 The responsible conduct of research (RCR) is critical for excellence, as well as public trust, in science and engineering. Consequently, education in RCR is considered essential in the preparation of future scientists and engineers. Federal law (Section 7009 of the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) Act of 2007 (42 U.S.C. 1862o-1)) and federal sponsors currently require appropriate training and oversight in the responsible and ethical conduct of research for students and researchers.

2.0 Applicability.

- 2.1 NSF - An institution must have a plan in place to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research. ~~Students (undergraduates, graduate students), and post-doctoral researchers) "supported" by the National Science Foundation (NSF) for science and engineering research awards must be provided with appropriate training and oversight in the responsible and ethical conduct of research. This requirement is effective with proposals submitted to the NSF on or after January 4, 2010, and~~ includes subrecipient institutions.

The CHIPS and Science Act of 2022 expands the requirement for responsible conduct in research training to include faculty and other senior personnel on Foundation awards.
(~~*NOTE: Use of the term "supported," is not restricted to financial remuneration. "Supported" can be access to equipment, supplies or lab space by paid students or even volunteers conducting research. Students supported by funds other than NSF but involved in research sponsored by the NSF are considered supported by the NSF and, thus, subject to training requirements.~~)

- 2.2 NIH - All trainees, fellows, participants, and scholars receiving support through any National Institutes of Health (NIH) training, career development award, research education grant, and dissertation research grant, or as otherwise stated in the relevant funding opportunity announcement must receive instruction in responsible conduct of research. ~~This requirement is effective with new and renewal applications submitted to NIH on or after January 25, 2010, and for all continuation (Type 5) applications with deadlines on or after January 1, 2011.~~

- 2.3 USDA-NIFA – All program directors, faculty, undergraduate students, postdoctoral researchers, and any staff participating in the awarded research project must receive

appropriate training and oversight in the responsible and ethical conduct of research. Documentation of such training must be maintained and provided to NIFA upon request.

- 2.34 The Vice President for each unit or the Dean of each college, as applicable, has the discretion to require RCR training for other individuals in addition to those identified in 2.1 and 2.2. RCR training is strongly recommended for all NDSU faculty, staff or students engaged in research. "Unit" is intended to mean those divisions that don't have a Dean typically, such as, but not necessarily limited to ND EPSCoR and Upper Great Plains Transportation Institute (UGPTI).

3.0 Educational Plans.

- 3.1 ~~Each college and department (or Vice President, as applicable) is responsible for determining the need for and developing a plan for training in the responsible conduct of research, as well as developing content and determining the most effective delivery mechanism appropriate for each discipline, tailored to issues and practices that are relevant.~~ Elements of Researcher RCR Plans - General topics (such as responsible authorship and publication) are relevant to all research, while special topics (such as use of vertebrate animal subjects) would be relevant to select research or disciplinary practices. Plans must also include an indication as to the frequency of training required as well as when training would expire. Most programs would include the following topics:

- conflict of interest - personal, professional, and financial
- conflict of commitment - in allocating time, effort, or other research resources
- policies regarding human subjects, live vertebrate animal subjects in research, and safe laboratory practices
- ~~mentor/mentee responsibilities and relationships~~
- safe research environments (e.g. those that promote inclusion and are free of sexual, racial, ethnic, disability and other forms of discriminatory harassment)
- collaborative research including collaborations with industry and investigators and institutions in other countries
- peer review, including the responsibility for maintaining confidentiality and security in peer review
- data acquisition and analysis; laboratory tools (e.g. tools for analyzing data and creating or working with digital images); recordkeeping practices, including methods such as electronic laboratory notebooks; management, sharing and ownership
- research misconduct and policies for handling misconduct
- responsible authorship and publication
- ~~the scientist as a responsible member of society, contemporary ethical issues in biomedical research, and the environmental and societal impacts of scientific research~~
- research security risks, as well as federal export control, disclosure, and reporting requirements.

- 3.2 For applicable NIH awards, the RCR plan must incorporate the following five specific instructional components:

- Format: Substantial face-to-face discussions among the participating trainees/fellows/scholars/participants; a combination of didactic and small-group discussions (e.g. case studies); and participation of research training faculty members in instruction in responsible conduct of research are highly encouraged.
- Subject Matter: The curriculum of most acceptable plans includes the subject matter listed in 3.1 above.

Commented [KS1]: Added from CHIPS and Science Act of 2022 changes to NSF requirements

- Faculty Participation: faculty are highly encouraged to participate in and contribute to formal and informal instruction in ways that allow them to serve as effective role models for their trainees, fellows and scholars.
- Duration: the duration of the instruction is recommended to be at least eight contact hours over a period of time.
- Frequency: instruction should be appropriate to the career stage of the individuals receiving training and must be undertaken at least once during each career stage, and at a frequency of no less than once every four (4) years.

3.2 NDSU currently subscribes to the Collaborative Institutional Training Initiative (CITI), which offers online modules on discipline specific RCR training. Units, colleges and departments shall require completion of the appropriate modules by all individuals identified in Section 2.1 for NSF funding, Section 2.2 for NIH funding, and others as identified in accordance with Section 2.3 as a supplement to the unit, college or department training plan. Researchers may choose from the following courses and training offerings to help satisfy RCR requirements.

- Qualifying courses offered at NDSU (see below for how to obtain qualification).
- The Collaborative Institutional Training Initiative (CITI) modules online RCR training (are accessed at <https://www.citiprogram.org>.)
- Training offered by the Graduate School and/or Research Integrity and Compliance.
- Training developed by the Principal Investigator (PI) or other RCR experts.

3.3 Research Integrity and Compliance (RIC) will designate courses that qualify as satisfying appropriate RCR content. Faculty or staff may request to have existing or newly proposed courses, workshops, or other programs designated as qualifying RCR courses. The criteria and process for obtaining this approval is:

- Initiate course qualification with RCR by providing a request letter and the class syllabus or the workshop/program description.
- RIC will review and approve courses, workshops, and other programs that satisfy RCR requirements. RIC will maintain a record of qualifying courses.
- Significant changes to the course syllabus or description should be communicated to RIC.
- Re-qualification is required every four years.

3.3 Federal agencies, including the Office of Research Integrity, recommend incorporating RCR training throughout the curricula, in a variety of formats. Online courses may not be sufficient as the sole means of providing RCR education, and these should be supplemented with didactic and small-group discussions. Multiple approaches to training are recommended to produce the best results.

4.0 Roles and Responsibilities for Compliance.

4.1 Researcher Responsibilities – All researchers are expected to engage in a responsible conduct of research training as an essential component of promoting research excellence. It is the responsibility of each college (or Vice President unit, as applicable) to determine how best to ensure effective and appropriate education in responsible and ethical research practices.

~~4.2 The Dean of each college (or Vice President of a Unit, as applicable) shall be the NDSU designate responsible for overseeing compliance with the RCR training requirement within their respective college or unit.~~

~~4.3 Completion of training shall be appropriately monitored by the Deans (or Vice President, as applicable) or their designees and documented by departments or units to verify compliance with NSF, NIH or other sponsoring agency RCR requirements. Pls are responsible for:~~

- ~~• Identifying those individuals working on their sponsored projects who must receive RCR training.~~
- ~~• Determining the most appropriate format, content and instruction for RCR training in line with the sponsor requirements.~~
- ~~• Providing documentation that RCR requirements have been satisfied upon request.~~
- ~~• Adhering to the funder/sponsor RCR monitoring, tracking, and reporting requirements in addition to complying with NDSU requirements.~~
- ~~• All training plans and documents are subject to review upon request of the President, Provost, a Vice President, General University Legal Counsel, or any other designees, federal agencies or other sponsoring entities.~~

4.42 The Office of Sponsored Programs Administration (SPA), as the Authorized Organizational Representative for NDSU, shall provide the necessary certification to the NSF that NDSU has a plan in place to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students and postdoctoral researchers who will be supported by NSF to conduct research.

4.3 Prior to finalizing an NSF, USDA NIFA, or applicable NIH award subject to the RCR Requirements, SPA will provide the Principal Investigator (PI) with a reminder notice of the NSF RCR requirements.

4.4 RIC staff will periodically select a random sample of applicable awards for routine audit of compliance with funding agency RCR requirements.

5.0 Consequences of Noncompliance.

5.1 In addition to any institutional or State Board of Higher Education consequences for failing to comply with the RCR requirements, NDSU or individuals at NDSU can be debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from requesting or receiving funding from the NSF or other federal agencies. Other possible actions include letters of reprimand, ban from serving as reviewers, fines and restitution.

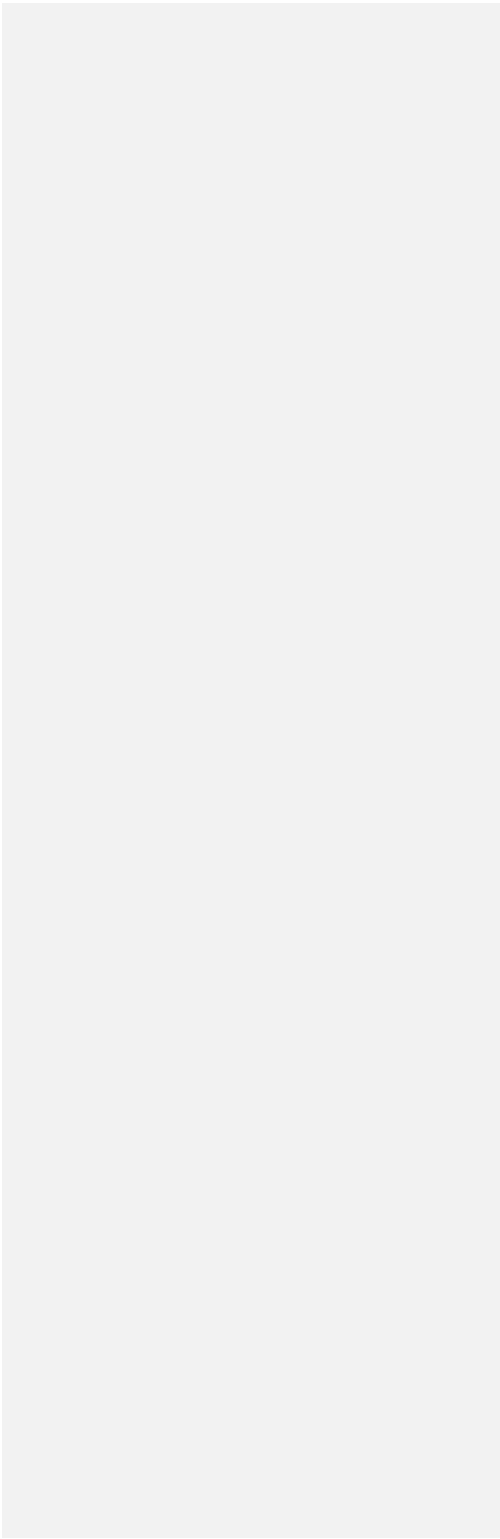
Contact

Vice President of Research and Creative Activity
701.231.8045

HISTORY:

New	February 5, 2010
Amended	October 21, 2010
Housekeeping	September 29, 2011
Housekeeping	June 30, 2015

Housekeeping July 9, 2018
Housekeeping July 14, 2022



VIII. General Order.

1. Proposed amendment to the Faculty Senate Bylaws (Article IV, Sections 2, 7, 10, 11, 12, 13, 14; and Article V, Sections 2, 3, 5)

The proposed changes to the bylaws are meant to help with service workload and are in response to recent challenges to staffing standing and joint committees. All of the impacted committees have faculty representation across the various units, so there is no need for an extra representative from the Graduate School. This is a minor change to avoid duplication as college representatives are already graduate-affiliate faculty.

NDSU Faculty Senate Bylaws

Article I: Faculty Senate Membership

Section 1.

Each representation unit shall have one elected Faculty Senator (hereto within referred to as "Senator") for every fifteen eligible faculty members (see Constitution Article 3, Section 1), or major fraction thereof, assigned to the representation unit as of October 1 of the previous academic year. Faculty members, regardless of their location (*e.g.*, Agriculture Experimental Station and the NDSU Extension Service), shall be counted in and vote with their assigned representation unit.

Section 2.

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

Section 3.

The following are considered representation units for the purposes of determining Senate (hereto within referred to as "Senate") seats:

1. College of Agriculture, Food Systems, and Natural Resources
2. College of Arts, Humanities, and Social Sciences
3. College of Business
4. College of Engineering
5. College of Human Sciences and Education
6. College of Health Professions
7. College of Science and Mathematics

Section 4.

The Senate President (hereto within referred to as "President") with the assistance of the Senate Secretary (hereto within referred to as "Secretary") will stagger Senate terms so that approximately one-third of the Senators from each representation unit are elected each year. Each unit shall hold a meeting to elect the necessary Senators by April 15 of each year for the term to begin in May of that year.

Section 5.

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

Section 6.

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

Section 7.

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

Section 8.

All Senators are expected to:

1. Attend all Senate meetings. If unable to attend the meeting, the Senator must find a competent substitute (who is not already a Senator) to act as her/his proxy at the meeting. Said proxy will have all rights and privileges accorded a regular Senator. The Senator must provide signed notification of the substitution to the Secretary prior to start of the meeting.
2. Prepare for Senate meetings, including reading the agenda and all attachments prior to the meeting.
3. Participate in meetings, as long as doing so advances the business of the Senate.
4. Disseminate Senate information to their individual representation units.
5. Gather opinions and other information from their representation units concerning Senate activity.
6. Show proper decorum during meetings.

Article II: Organization and Faculty Senate Operation

Section 1.

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

Section 2.

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

Section 3.

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

Section 4.

During their respective terms the President-Elect, the President, and the Immediate Past President will not represent their representation units in the Senate.

Section 5.

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

1. Voluntary resignations shall be tendered before the Senate at its regular meetings.
2. Removal of the President, President-Elect or Immediate Past President by the Senate requires a two-third vote at a regular Senate meeting, followed by a two-thirds vote at a special meeting of the Senate convened in not more than two weeks after the first meeting. The second meeting will be convened and presided over by a Special Returning Officer who will be appointed by the Senate immediately after the first vote. The removed officer shall not complete her/his term as a Senator.
3. In the event that the authority of the President is terminated, but the President-Elect is still in good standing, the President-Elect will assume the role of President to finish the term left by the removed President and then she/he will start her/his originally elected term.
 - a. The removed President will not serve as Immediate Past President.
4. The assumed President may wish to appoint one of the Senators to assist in the duties of the President-Elect. This appointment does not necessarily imply automatic elevation to the full position of President-Elect at the end of the term. In the event that the authority of the President-Elect is terminated, the Senate will vote to replace the President-Elect at the next regular meeting of the Senate. These actions may never be part of a consent agenda.
5. In the event the authority of the Immediate Past President is terminated, the President will appoint the most recent eligible Past President to serve in that capacity.
6. In the event that the authority of both the President and the President-Elect is terminated at the same time:

- a. If the authority of the Immediate Past President is still in good standing, then she/he will convene and preside the Senate meeting to elect a new President and the President-Elect in not more than two weeks.
- b. If the authority of the Immediate Past President is also terminated, then a Special Returning Officer appointed by the Senate will convene and preside over the election of the President and the President-Elect in not more than two weeks. Article II, Section 5.5 will then be used to fill the position of the Immediate Past President.

Section 6.

Duties of the President shall include the following:

1. Preside at all meetings of the Senate.
2. Set the agenda of the Senate in consultation with the Senate Executive Committee.
3. Serve on the Senate Coordinating Council.
4. Chair the Senate Executive Committee.
5. Introduce the President at the State of the University Address.
6. Appoint committee members, as outlined in Articles IV and V.
7. Coordinate the dissemination of information relating to Senate activities.
8. Represent the Senate on administrative councils.
9. Lead the stage party during Commencements.
10. Provide the Secretary and the incoming President with an annual report summarizing the Senate activities for the preceding year.
11. Moderate the official faculty listserv.

Section 7.

Duties of the President-Elect shall include the following:

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

Section 8.

Duties of the Immediate Past President shall include the following:

1. Advise the President and the President-Elect regarding past practices and other matters for the maintenance of continuity from one administration to the next.
2. Preside over regular Senate meetings in the absence of both the President and the President-Elect.
3. Serve on the Executive Committee.
4. Undertake duties outlined in Article II, Section 9.2-9.4 in the absence of the Secretary at a Faculty Senate meeting.

Section 9.

The Senate will confirm the appointment of a person not on the Senate to serve as Secretary; the Secretary is not a voting member of the Senate. The duties of the Secretary shall include:

1. Acquire the agenda and related attachments, if any, from the President, then prepare and disseminate the agenda in accordance with Article II, Section 13.
2. Maintain a current roster of Senators and record attendance to confirm a quorum.
3. Collect and read the member substitution authorizations at the meeting.
4. Record and prepare meeting minutes.
5. Disseminate meeting minutes according to Article II, Section 16.
6. Schedule a room for all Senate meetings.
7. Maintain a permanent record of Senate minutes.
8. Maintain a permanent record of annual reports submitted by the President and Chairs of Senate committees.
9. Maintain records of standing committee membership.
10. Prepare updated versions of the Constitution for distribution.
11. Archive all past versions of Constitutions and Bylaws.
12. Verify the eligibility of Senators and committee members.
13. Assist the Faculty Senate President with moderating the official faculty listserv.

Section 10.

Regular meetings of the Senate shall be held at 3:00 pm on the second Monday of each month of the academic year. The meetings will be held the third Monday of the month if the second Monday is a University or State holiday or if University classes are not yet in session at least one week prior to the second Monday of the month.

Section 11.

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

Section 12.

Meetings of the Senate shall be open to the public; however, debate on some of the agenda items may be deemed closed at the discretion of the Senate. For closure to occur, a motion to enter executive session must be made and seconded, and a majority vote must be achieved. If the motion is approved, all non-Senators will be asked to leave except the Secretary and Parliamentarian; the Senate can also exempt some invited guests to stay in the executive session. At each Senate meeting the University President, Provost, Student Body President, and Staff Senate President will be invited to make announcements. The President may allow other non-Senators to speak and/or provide reports. However, only Senators may make motions and only Senators may vote on motions before the Senate.

Section 13.

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

Section 14.

The primary business of the Senate is to review, propose, and approve of policy with respect to the

following matters:

1. Academic freedom, including rights and responsibilities.
2. All curricular matters, including establishment, dissolution, and substantial changes to degree programs.
3. Research and scholarship.
4. Admissions standards and prerequisites.
5. Requirements for regular certificates and degrees.
6. Regulations regarding attendance, examinations, grading, scholastic standing, and honors.
7. Teaching quality.
8. Professional standards and criteria for positions accorded academic rank.
9. Policies and procedures for promotion, tenure, and evaluation.
10. And other academic matters.

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

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

In consultation with the Senate Executive Committee, general and special order items can be added to the agenda as necessary.

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

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

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

Section 15.

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

Section 16.

The minutes of the meeting shall be posted to the Senate website by the Secretary within one week after the meeting.

Article III: Faculty Senate Committees

Section 1.

Duties of standing committees include:

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

Section 2.

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

Section 3.

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

Section 4.

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

Section 5.

After the Senate has approved membership in the standing committees, each committee will meet and elect a chair, who will communicate all committee business to the Senate. The Senate Executive Committee has the right to remove the chair of a standing committee and seek a replacement from the standing committee membership if the chair is not effectively performing their duties. Faculty members with part time or interim appointment as chair/head or equivalent may be eligible to serve on Faculty Senate Standing Committees. In special circumstances faculty with greater than 50% appointments as chair/head or equivalent may serve on Faculty Senate Standing committees with the approval of Faculty Senate.

Section 6.

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

Section 7.

The Senate may create special committees as it deems necessary. Special committees shall be commissioned by a majority vote of the full Senate. Faculty Senate President shall appoint members of special committees. However, Senate approval by a majority vote is required for appointment of special committee members who are not members of the Faculty Senate. The duties of a special committee should not duplicate work being done by or usurp the responsibility of a standing committee without approval by said standing committee. Such committees shall be discharged upon the completion of their assigned duties.

Article IV: Faculty Senate Standing Committees

Section 1. Academic Integrity

1. Voting membership (seven members):
 - a. One tenured faculty member from each representation unit.
 - i. Full professor is preferred.
 - ii. An associate professor may be appointed.
2. Non-voting membership:
 - a. There are no non-voting members for this committee.
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive years (two terms).
 - c. No designation about non-consecutive terms.
4. Committee responsibilities:
 - a. Provide investigative assistance on cases involving academic misconduct as described in Policy 326.
 - b. Select panels composed of three persons competent to investigate allegations. Such panels may include members from outside the University.
 - c. Review and recommend policies pertaining to academic integrity.

Section 2. Budget

1. Voting membership (~~eight~~ **seven** members):
 - a. One faculty member from each representation unit.
 - b. ~~One faculty representative of the Graduate School, designated by the Dean of the Graduate School.~~
2. Non-voting membership (two members):
 - a. Non-voting members shall consist of the Provost (or designee) and Vice President for Finance and Administration (or designee).
3. Terms and limits:
 - a. Three-year term
 - b. Limit of two consecutive terms (six years).
 - c. Terms shall be staggered, so that new members have at least one year to become familiar with the committee and its work.
 - d. Unless by necessity, no more than one third of the committee may be in their first year of service to the committee.
 - e. To maintain continuity within ongoing budgetary discussions, the outgoing Chair of the committee will continue to serve for at least the year following her/his term.
 - i. If the outgoing Chair is no longer the representative of an academic unit, she/he will serve in a non-voting, advisory capacity.
 - ii. If the outgoing Chair is reappointed/re-elected to represent her/his academic unit, then she/he will return to normal committee membership.
4. Committee responsibilities:

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- a. Become familiar with the University budget process.
- b. Develop a set of guiding principles which align with strategic priorities, with the intent of informing University budget decisions from a faculty perspective.
- c. Solicit input regarding the budget process from a wide range of faculty and on an ongoing basis.
- d. Serve as a resource for the Provost in budget matters.
- e. Act as a conduit of information between faculty and Administration for budget discussions and decisions.

Section 3. Conflict of Interest Advisory

- 1. Voting membership (five members):
 - a. Five tenured faculty members.
 - b. These faculty members are recommended by the Executive Committee and appointed by the President.
 - c. No two committee members may have primary appointments in the same representation unit.
 - d. In the event that a member of the committee recuses her/himself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement, first considering those who have previously served on the committee.
- 2. Non-voting membership:
 - a. There are no non-voting members for this committee.
- 3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive years (two terms).
- 4. Committee responsibilities:
 - a. Serve as an advisory body to the Administration on the issue of conflict of interest.
 - b. Initiate and review policies concerning conflict of interest and make recommendations regarding such policy to the Senate.
 - c. Hear and rule on appeals of decisions in conflict of interest cases.
 - d. Act in accordance with procedures approved by the Senate, specifically Policy 151.1.

Section 4. Council of College Faculties

- 1. Voting membership (three members):
 - a. Three faculty members elected to staggered three-year terms.
 - b. The faculty shall elect each spring by secure electronic ballot a faculty member to serve.
- 2. Non-voting membership:
 - a. There are no non-voting members for this committee.
- 3. Terms and limits:
 - a. Three-year term.
 - b. No restriction on consecutive terms.
- 4. Responsibilities:
 - a. All responsibilities and procedures are determined by the Constitution and Bylaws of the Council of College Faculties.

Section 5. Diversity, Equity and Inclusion

1. Voting membership (eight members):
 - a. Seven faculty members; one from each representation unit.
 - b. One faculty representative from the Commission on the Status of Women Faculty
 - i. Recommended by the Executive Committee. The Executive Committee shall strive for representation from diverse groups.
 - ii. Appointed by the President.
2. Non-voting membership (one member):
 - a. Vice Provost for Faculty Affairs and Equity.
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive terms.
4. Committee responsibilities:
 - a. Review, revise, and propose policies to ensure that rights and considerations of diverse groups or faculty are included in NDSU policy, practices, and procedures.
 - b. In particular, the committee will explore and identify ways that NDSU can be more inclusive for diverse faculty including women, people of color, LGBTQ (lesbian, gay, bisexual, transgender, and/or queer) people.

Section 6. Executive Committee

1. Voting membership (ten members):
 - a. One Senator from each representation unit.
 - b. The President.
 - c. The Immediate Past President.
 - d. The President-Elect.
2. Non-voting membership (five members):
 - a. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
 - b. One faculty representative of the Provost's Office, designated by the Provost.
 - c. One faculty representative from the Commission on the Status of Women Faculty.
 - d. The Secretary.
 - e. The Parliamentarian.
3. Terms and limits:
 - a. One-year term.
 - b. Limit of two consecutive terms.
4. Committee responsibilities:
 - a. Meet and organize for the academic year during the first week of the fall semester.
 - b. Delegate tasks to Senate committees.
 - c. Review the progress of Senate committees.
 - d. Set the agenda for upcoming Senate meetings.
 - e. Interpret, when necessary, provisions of the Constitution and the Bylaws.

Section 7. Faculty Affairs

1. Voting membership (seven members):
 - a. One faculty member from each representation unit.
2. Non-voting membership (~~two~~ **one** members):
 - a. One faculty representative from the Commission on the Status of Women Faculty.
 - b. ~~One faculty representative of the Graduate School, designated by the Dean of the Graduate School.~~
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive years (two terms).
 - c. No designation about consecutive terms.
4. Committee responsibilities include:
 - a. Review policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching, and service.
 - b. Review and recommend revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.
 - c. Review the Ombudsperson's annual report and perform an annual interview and written evaluation of the Ombudsperson and office (to be submitted to the Ombudsperson and Provost at the end of each fall semester). The review and evaluation shall be conducted by a subcommittee comprised of at least three faculty members with broad college representation who do not possess any actual or perceived conflict of interest with the Ombudsperson's Office.

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Section 8. Faculty Rights

1. Voting membership (seven members):
 - a. One faculty member from each representation unit.
 - i. Restricted to tenured full professors who do not hold an administrative appointment in an academic or non-academic unit.
 - ii. Elected by the faculty each spring by secure electronic ballot.
 - b. In the event that a member of the committee is on leave, unavailable, or recuses her/himself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement to serve for that case.
 - i. The replacement will preferably be a faculty member who has previously served on the committee.
 - ii. Broad representation, while a worthwhile goal, is not always achievable. However, the replacement member should be from a different representation unit than the other six members, if reasonably possible.
 - iii. Members sitting on an appeal shall complete that appeal even if the member's term expires while the appeal is pending.
2. Non-voting membership:
 - a. There are no non-voting members for this committee.
3. Terms and limits:
 - a. Five-year term.
 - b. Begins and ends on August 15.

- c. No consecutive term limit has been set.
- 4. Committee responsibilities:
 - a. Responsibilities and procedures are determined by directives of the North Dakota State Board of Higher Education.

Section 9. General Education Committee

- 1. Voting membership (seven members):
 - a. One faculty member from each of the following Colleges: Agriculture, Food Systems, and Natural Resources; Arts, Humanities and Social Sciences; Business; Engineering; Health Professions; Human Sciences and Education; Science and Mathematics
 - i. Each representative College shall also select an alternate faculty member to serve in case of recusal or absence.
 - b. One undergraduate student, appointed by the Student Government.
 - c. Only a voting faculty member will be elected as Chair, and the Chair shall have served at least one year on the committee.
- 3. Non-voting membership (four members):
 - a. Director of Assessment and Accreditation
 - b. One representative of the Registrar's Office, designated by the Registrar.
 - c. One representative of the Libraries, designated by the Dean of Libraries.
 - d. One representative from Institutional Research, designated by Institutional Research.
- 3. Terms and limits:
 - a. Three-year terms
 - b. No consecutive terms for voting members. No restriction for non-voting members.
 - c. Terms shall be staggered so that no more than one-third of the members are new.
- 4. Committee responsibilities:
 - d. Review new general education courses to ensure and validate that the general education outcomes are being met.
 - e. Complete the revalidation of courses and experiences on a periodic, five-year timeline to ensure that general education outcomes are being met. The course revalidation should be staggered to review approximately 20% of the general education courses each year.
 - f. Review General Education Appeal petitions.
 - g. Develop and maintain a plan for assessment of General Education Program-level learning outcomes.
 - h. Conduct periodic assessment of students' attainment of general education learning outcomes.
 - i. Develop a university policy governing the policy and procedures for general education revalidation
 - j. Perform other appropriate duties as assigned by the Senate.
 - k. Selecting two representatives and one alternate for the North Dakota General Education Council.

Section 10. Grade Appeals Board

- 1. Committee purpose:

- a. To provide an avenue for students to challenge any grade they believe to have been unfairly assigned.
- 2. Voting membership (~~twelve~~ **eleven** members; ten alternates):
 - a. One faculty member and one alternate from each representation unit.
 - i. These faculty are elected by their representation unit.
 - ~~b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.~~
 - c. Three students and three student alternates selected by the Student Government.
 - i. Students should be full-time students.
 - ii. Students should have a minimum 2.00 cumulative grade point average.
 - iii. Students should be of junior standing.
 - d. One representative from the Provost's Office, who will also serve as Board Chair
- 3. Non-voting membership:
- 4. Terms and limits:
 - a. Three-year term.
 - b. No consecutive term-limit has been designated.
- 5. Committee responsibilities:
 - a. Hear charges of inequitable or prejudiced academic evaluations and provide redress for improper evaluation.
 - b. Act in accordance with procedures approved by the Senate, specifically Policy 337.

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Section 11. Program Review

- 1. Voting membership (~~eleven~~ **ten** members):
 - a. One tenured faculty member from each representation unit.
 - i. Each representation unit shall also select an alternate faculty member to serve in case of recusal.
 - ~~b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.~~
 - c. One faculty representative of the Provost's Office, designated by the Provost.
 - d. Two students selected by the Student Government.
- 2. Non-voting membership:
 - a. There are no non-voting members for this committee.
- 3. Terms and limits:
 - a. Four-year term.
 - b. Limit of two consecutive terms.
- 4. Committee responsibilities:
 - a. Develop criteria and procedures for review of academic programs.
 - b. Perform a continuing review of graduate and undergraduate academic programs with regard to such factors as mission, need, quality, cost, and contribution to other programs.
 - c. Address concerns and make recommendation to the Senate regarding duplication of programs and courses.
 - d. Recommend policies for University support to individual programs.

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- e. Coordinate the time of and use of external program reviews by accrediting agencies and/or other expert evaluators in its review of specific academic programs.

Section 12. Research and Consulting

1. Voting membership (~~eight~~ **seven** members):
 - a. One faculty member from each representation unit.
 - b. ~~One faculty representative of the Graduate School, designated by the Dean of the Graduate School.~~
2. Non-voting membership (one member):
 - a. One representative of the Vice President for Research and Creative Activities, designated by the Vice President for Research and Creative Activities.
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive terms.
4. Committee responsibilities:
 - a. Initiate and review policies related to University research and consulting issues and make recommendation for consideration of said policy to the Faculty Senate.
 - b. Review research development programs and provide technical and funding reviews for faculty proposals submitted to the development programs.

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Section 13. Technology and Instructional Services

1. Voting membership (~~eight~~ **seven** members):
 - a. One faculty member from each representation unit.
 - b. ~~One faculty representative of the Graduate School, designated by the Dean of the Graduate School.~~
2. Non-voting membership (one member):
 - a. Three representatives from Information Technology (IT) Division.
 - b. One student representative appointed by Student government
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive terms.
4. Committee responsibilities:
 - a. An annual review of IT support services to the NDSU teaching and research communities.
 - b. Make recommendations for Senate approval of any changes proposed by the IT Division regarding policy, implementation procedures, or classroom and instructional technologies.
 - c. Formulate recommendations regarding needs of the faculty that are unmet by the IT Division.
 - d. Serve as the liaison between the Senate and the IT Division's administration.

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Section 14. University Curriculum

1. Voting membership (~~ten~~ **nine** members):

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- a. One tenured faculty member from each representation unit.
 - i. Each representation unit shall also select an alternate faculty member to serve in case of recusal or absence.
 - b. ~~One tenured faculty representative of the Graduate School, designated by the Dean of the Graduate School.~~
 - c. Two students, one graduate and one undergraduate, appointed by the Student Government.
 - d. Only a voting faculty member will be elected as Chair, and the Chair shall have served at least one year on the committee.
2. Non-voting membership (two members):
- a. One representative of the Provost's Office, designated by the Provost.
 - b. One representative of the Registrar's Office, designated by the Registrar.
3. Terms and limits:
- a. Four-year term.
 - b. No consecutive terms for voting members. No restriction for non-voting members.
 - c. Terms shall be staggered, so that no more than one-third of the members are new.
4. Committee responsibilities:
- a. Develop criteria and procedures for submitting, evaluating, and approving courses, experiences, and program proposals for curriculum and course changes.
 - b. Coordinate and recommend actions on proposals for curriculum and course changes that have been received from the colleges.
 - c. Request the formation of a special (*ad hoc*) Senate committee to recommend policies for the evaluation of transfer credit, policies for graduation, and make other recommendations as needed.
 - d. Perform other appropriate duties as assigned by the Senate.

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Article V: Joint Standing Committees

Section 1. Senate Coordinating Council

1. Voting membership (six members):
 - a. One representative of the Faculty Senate as appointed by the Faculty Senate President.
 - b. One representative of the Staff Senate as appointed by the Staff Senate President.
 - c. One representative of Student Government appointed in accordance with the Student Government Code.
 - d. Faculty Senate President.
 - e. Staff Senate President.
 - f. Student Body President.
2. Non-voting membership (three members):
 - a. Vice President for Finance and Administration (or designee).
 - b. Two representatives from Office of the Provost to facilitate meetings and maintain Records.
 - i. The council may decide to invite policy initiators to the meetings as non-voting members to explain policy changes.
3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
 - a. Review policy to determine first whether it is ready to bring to any of the Senates or whether it should be returned to the policy makers for clarification and revision.
 - b. Coordinate the distribution of policies to the appropriate Senate body consistent with the Faculty Senate, Staff Senate, and Student Government constitutions.
 - c. Send policies that have been voted on to appropriate channels at NDSU for final approval.
 - d. Serve in a liaison capacity regarding the Faculty Senate, Staff Senate, Student Government, and Administration.

Section 2. Campus Space & Facilities

1. Voting membership (~~seventeen~~ sixteen members):
 - a. One faculty member from each representation unit.
 - b. Three staff members, appointed by the Staff Senate.
 - c. Three student members (graduate, undergraduate, and on-campus), appointed by the Student Government.
 - d. ~~One faculty representative of the Graduate School, designated by the Dean of the Graduate School.~~
 - e. Provost (or designee).
 - f. Registrar.
 - g. Vice President for Finance and Administration (or designee).
2. Non-voting membership (four members):
 - a. Director of Facilities Management.

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- b. Chair of the Department of Architecture and Landscape Architecture.
- c. Assistant to the Director of the North Dakota Agricultural Experiment Station.
- d. One representative of the Libraries, designated by the Dean of Libraries.
- 3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
- 4. Committee responsibilities:
 - a. Provide for the systematic development and review of the “Campus Master Plan” and Guidelines for Campus Development.
 - b. Recommend policies and procedures to meet the current and future needs for all physical facilities and review changes in University space allocation, including classrooms and laboratories.
 - c. Review proposed building projects and major building renovations prior to presentation to the State Board of Higher Education and the Legislature.
 - d. Recommend policies for site location for new buildings and for overall landscaping.
 - e. Recommend traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.
 - f. Recommend plans for sidewalks, streets, and parking lots.

Section 3. Library

- 1. Voting membership (~~thirteen~~ **twelve** members):
 - a. One faculty member from each representation unit.
 - b. Two students (one undergraduate and one graduate), appointed by the Student Government.
 - c. One staff member, appointed by the Staff Senate.
 - d. One representative from Information Technology Services.
 - e. ~~One faculty representative of the Graduate School, designated by the Dean of the Graduate School.~~
 - f. Dean of Libraries.
- 2. Non-voting membership:
 - a. There are no non-voting members for this committee.
- 3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
- 4. Committee responsibilities:
 - a. Formulate policy recommendations for the NDSU Libraries.

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Section 4. University Athletics

- 1. Committee purpose:
 - a. The University Athletics Committee serves as the NDSU Athletics Advisory Board, as described in the constitution of the National Collegiate Athletics Association (NCAA).
- 2. Voting membership (sixteen members):
 - a. One faculty member from each representation unit.
 - b. Two students.
 - c. Student Body Vice President.

- d. President of the Student-Athletes Advisory Council.
- e. Two representatives of the Staff Senate.
- f. Director of Intercollegiate Athletics.
- g. Senior Women's Administrator.
- h. Faculty Athletics Representative.
- 3. Non-voting membership:
 - a. There are no non-voting members for this committee.
- 4. Terms and limits:
- 5. Committee responsibilities:
 - a. Promote compliance with principles of conduct as defined by the NCAA.
 - b. Act as the Board of Appeals for athletic grievances.
 - c. Initiate and review policies concerning University athletics and make recommendations for consideration of said policy to the Senate. Such areas of concern include guidelines for athletic schedules, guidelines for participation in postseason activities, awards for excellence in athletics, and eligibility of athletes.
 - d. Review upcoming issues at intercollegiate conference meetings and recommend institutional positions.
 - e. Review the budget of the athletic programs prior to its approval by the University President.
 - f. Stimulate interest in athletic events throughout the University community.

Section 5. University Assessment and Accreditation

- 1. Voting membership (~~fifteen~~ fourteen members):
 - a. One faculty member from each representation unit.
 - b. ~~One faculty representative of the Graduate School, designated by the Dean of the Graduate School.~~
 - c. Faculty member appointed by the Provost (or Provost).
 - d. Two graduate students, appointed by Student Government based on student preparation through assessment-related education, training, and/or experience.
 - e. One representative from the Office of Institutional, Research and Analysis.
 - f. One representative from the Office of Teaching and Learning.
 - g. Associate Dean of Libraries for Research and Learning.
 - h. Director of the Office of Accreditation and Assessment.
- 2. Non-voting membership:
 - a. There are no non-voting members for this committee.
- 3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
- 4. Committee responsibilities:
 - a. Periodic review of the assessment of student learning in undergraduate and graduate academic programs.
 - b. Develop procedures for annual reporting of assessment activities by departments and other academic units.

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- c. Provide feedback and guidance to departments and other academic units on their assessment activities, working in conjunction with the Director of Assessment and Accreditation.
 - d. Provide a yearly summary of assessment activities to the Faculty Senate and the Provost.
 - e. Develop an action plan for the upcoming academic year based on review of unit feedback about the assessment process and patterns of strengths and weaknesses in reports. Develop and maintain a University Assessment Plan in collaboration with the Director of Assessment.
5. Member responsibilities:
- a. All members:
 - i. Complete NDSU's baseline training regarding NDSU assessment processes prior to beginning service on UAC.
 - ii. Undertake ongoing professional development related to program assessment and related topics based on guidance from the Director of Assessment and Accreditation.
 - iii. Participate in providing assessment support to campus based on availability and comfort with form of support (e.g., referrals, workshop, webinar, coaching).
 - b. Academic unit representatives:
 - i. Participate in annual review of program assessment reports.
 - ii. Pursue opportunities to provide updates on assessment activities, timelines, and results at College meetings.

Article VI: Amending the Bylaws

Section 1.

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

Section 2.

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

Section 3.

At the next regular meeting of the Senate, if approved by a two-thirds vote, the change will be submitted to the University President.

Section 4.

When approved by the University President, the changes shall become effective immediately.

Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in **red** including the header must be filled in or it will be sent back to you for completion. Gender-inclusive language should be used in revised and new policies submitted to SCC.

*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to nds.scc@nds.edu.

Refer to the [NDSU Senate Coordinating Council process](#) for more information about housekeeping changes.

Policy Number and Name: NDSU Policy Section 325: Academic Freedom

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): Changes were made to incorporate new language added to SBHE Policy 401 pertaining to academic freedom, which were made in response to recent state legislation pertaining to freedom of speech and related issues (HB 1503). We also modified the organization of the policy to better highlight how academic freedom applies across various faculty roles. Finally, we added an entry making clear that the academic freedom protections accorded to faculty, students, and guest speakers also apply to staff whose roles include the conduct of research.

UPDATE: Incorporated changes requested by staff senate from their meeting on 5/4/2022 regarding staff.

Is this a federal or state mandate: ☐ Yes ☒ No

Individual/Department/Committee or Organization submitting the policy change: Faculty Affairs Committee

Date Submitted to SCC Secretary: 07/18/2022

Email address of the person who should be contacted if revisions are requested: jeffrey.s.johnson@nds.edu

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.

North Dakota State University

Policy Manual

SECTION 325

ACADEMIC FREEDOM

SOURCE: SBHE Policy Manual, Section 401.1

1. *General principles:* The primary responsibility of the academic community is to provide for the enrichment of intellectual experience. Essential to the realization of this ideal is a free and open academic community, which takes no ideological or policy position itself. However, the responsible academic community welcomes those who do take such positions and guards, with vigilance, their right to do so. Thus, its meaningful pursuit of truth requires the academic community to be tolerant of disparate thinking and hospitable ~~towards those with whom one disagrees, even to closed minds.~~ It must further welcome the conflict of ideas likely to ensue. Academic freedom ~~protects~~ ~~vides a safe haven for~~ the expression of diverse points of view by faculty, students and guests of the University, free from interference by administrators, SBHE members or other government officials, in accordance with NDSU Policies.

Commented [CS1]: Would this be better written with "an opportunity"

Commented [CS2R1]: Reword to: Academic freedom protects the expression....

2. *Faculty Roles:* ~~Members of the faculty are as entitled as any other member of the community in which they live to establish membership in voluntary groups, to seek or hold public office, to interact with their elected officials, to express their opinions as individuals on public questions and to take action in accordance with their views. Cognizant of their responsibilities to their profession and to their institution, faculty accept certain obligations; they should attempt to be accurate, to exercise sound judgment and to respect the right of others to express opinions. They must make clear that their actions, statements and memberships do not necessarily represent the views of either NDSU, or the ND University System. If there are controls to be exercised over faculty members, they are the controls of personal integrity and the judgment of their colleagues.~~

- a. *Research and creative activities:* Members of the faculty have full freedom to pursue their research and/or creative activities and to publish their results, free from ridicule, recrimination, or reprisal by colleagues, administrators, SBHE members or other government officials. They are free to involve interested students and other professionals in their University research and to pursue extramural funding to support it. Faculty members and other NDSU employees who engage in scholarly work shall be subject to the full protections of speech and expression accorded to students under SBHE Policy 503.1 and 503.3.

- b. *Instruction:* Faculty are entitled to freedom in teaching their assigned courses. That freedom includes, but is not limited to, design of pedagogical approach, selection and delivery of course content and reference materials beyond what is considered baseline in their degree program(s). Freedom further extends to conducting of class meetings and demonstrations, creating assignments and examinations to assess student performance, and assigning grades. As a result, no faculty member may face adverse employment action for classroom speech unless the speech is not reasonably germane to the subject matter of the class as broadly construed and comprises a substantial portion of classroom instruction. As a general rule, faculty shall not face discipline or adverse employment action based on classroom speech unless such speech violates other institutional policies or procedures. Institutions may provide additional. These protections also extend to ~~protections for classroom speech and the speech of faculty in~~

instruction-related activities, such as office hours, mentoring, advising, and other similar situations.

~~b.c.~~ *Service to the Community:* Members of the faculty are as entitled as any other member of the community in which they live to establish membership in voluntary groups, to seek or hold public office, to interact with their elected officials, to express their opinions as individuals on public questions and to take action in accordance with their views. Cognizant of their responsibilities to their profession and to their institution, faculty accept certain obligations; they should attempt to be evidence-based, to exercise sound judgment and to respect the right of others to express alternate perspectives. They must make clear that their actions, statements and memberships do not necessarily represent the views of either NDSU, or the ND University System. If there are controls to be exercised over faculty members, they are the controls of personal integrity and the judgment of their colleagues.

3. *Students:* Academic freedom affords students the right to be taught by instructors who are unconstrained by institutional and governmental political forces and to have access to all views and information pertinent to their subjects of study. They have the right to the widest possible latitude in selecting their plan of study and their instructors. Moreover, they have a right to ~~intellectual~~ disagreement with their instructors and classmates, and to question them without fear of ridicule, recrimination or reprisal. ~~However, they should attempt to be evidence-based, to exercise sound judgment and to respect the right of others to express alternate perspectives.~~ Academic freedom does not afford students the right of protection from exposure to ideas or points of view divergent from their own, even if they find them repugnant or offensive. Students are entitled to seek the publication of their views, to seek membership in groups, to seek or hold public office, and to take lawful action in accordance with their views. ~~During academic discourse, students are responsible for being informed and respectful of others.~~ They are ~~further~~ responsible to make clear that their actions, memberships and statements represent neither the views of NDSU, nor the ND University System.

4. *Staff Roles:*

a. *Research and creative activities:* Staff members whose roles include a research component have full freedom to pursue their research and/or creative activities and to publish their results, free from ridicule, recrimination, or reprisal by colleagues, administrators, SBHE members, or government officials. They are also free to involve interested students, faculty and other professionals in their University research and to pursue extramural funding to support it. NDSU staff researchers engaging in scholarly work shall be subject to the full protections of speech and expression accorded to faculty and students under SBHE Policy 503.1 and 503.3.b.

b. *Instruction:* Staff who engage in teaching, including guest lecturing or being the instructor of record for a class, are entitled to the same freedoms afforded to faculty, including, but not limited to, design of pedagogical approach, selection and delivery of course content and reference materials beyond what is considered baseline in their degree program(s). Freedom further extends to conducting of class meetings and demonstrations, creating assignments and examinations to assess student performance, and assigning grades. As a result, no staff member may face adverse employment action for classroom speech unless the speech is not reasonably germane to the subject matter of the class as broadly construed and comprises a substantial portion of classroom instruction. As a general rule, staff shall not face discipline or adverse employment action based on classroom speech unless such speech violates other institutional policies or procedures. These protections

also extend to the speech of staff in instruction-related activities, such as guest lecturing, office hours, mentoring, advising, and other similar situations.

c. *Provision of academic materials and resources:* Librarians and other staff whose role involves the dissemination of academic information resources to university faculty, staff and students, are free to select and make available any materials supporting the teaching, research, and general learning functions of the academic community without fear of adverse employment action.

~~3.~~

5. *Guest speakers, movies, theatrical presentations, exhibits and other programs:* ~~Adherence to the tenets of academic freedom~~Adherence to NDSU policies, North Dakota Century Code and tenets of ~~academic freedom~~precludes colleges and universities from denying persons or organizations, even those with whom its students, faculty, staff, administrators or SBHE members may disagree, the right to freedom of expression. Particularly pertinent to this issue is the above assertion that a free and open academic community takes no ideological or policy position itself. Accordingly, the university must not enact explicit policy or act upon any implicit policy that extends the right of freedom of expression to some persons while denying it to others, as this would place the institution in the position of aligning itself ideologically with the past record and views of those who are permitted to present or perform. Therefore, guest speakers, performers, or programs representing a diverse range of views may be presented under the sponsorship of any duly recognized NDSU student, faculty, staff, or administrative organization or any individual officer of instruction without fear of censorship.~~, regardless of the views they promote.~~The speaker must, to the most reasonable extent possible, be extended the courtesy of an uninterrupted presentation. Except for ceremonial occasions, such as graduation addresses and facility dedications, questions must be permitted from the floor after the presentation. Speakers must accept, as condition of their appearance, the right of their audience to question or challenge statements made in their address. They must further accept their responsibility to promptly address those questions and statements. The invitation or scheduling of such an event must represent the desire of the institutional sponsor and not the will of external individuals or organizations. The sponsor must establish full responsibility for the program and should help to make clear that the views expressed in an address or performance do not necessarily represent those of NDSU or the ND University System.

~~4.~~

Commented [CS3]: Do we delete this or qualify this statement with in accordance with NDSU policies?

HISTORY:

New	May 11 1984
Amended	April 1992
Amended	December 2, 2016

Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in **red** including the header must be filled in or it will be sent back to you for completion. Gender-inclusive language should be used in revised and new policies submitted to SCC.

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Refer to the [NDSU Senate Coordinating Council process](#) for more information about housekeeping changes.

Policy Number and Name:

Policy 129: Salary Administration

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):

Added Section 2.1.3 that delineates requirements to be eligible for salary adjustments, including completion of required trainings. This change does not require additional training, rather it holds employees accountable to take training already required.

Also updated gendered language to inclusive language.

- Update 11/16/2022: Faculty Senate suggested the language in Section 2.1.3 be changed to add "and completion of federally required training, specifically Equal Opportunity and Title IX training" and to remove ~~ect~~ ect.
- Update 12/28/2022: Changes proposed to 2.1.3 by Mark Genkinger
- Update 1/5/2023: Legal proposed changing the language in section 2.1.3 to "completion of approved and required University trainings."

Is this a federal or state mandate: ☐ Yes ☒ No

This policy applies to (check all that apply): ☒ Students ☒ Staff ☒ Faculty ☐ Other (please describe):

Individual/Department/Committee or Organization submitting the policy change:

Equal Opportunity and Title IX Compliance Office/Human Resources Payroll

Date Submitted to SCC Secretary: 1/5/2023

Email address of the person who should be contacted if revisions are requested:

Mark.genkinger@nds.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal Checklist*. Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach. Sub-Goal: Design and implement additional programming, curriculum, outreach opportunities, and **policies** that uphold inclusivity, diversity, respect, and connection. **Please address each item in the checklist below:**

Checklist items	Yes	No	N/A	Comments
The <i>social</i> impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging).	x			
The <i>economic</i> impact on students, staff, faculty, others was considered.	x			
The <i>physical health</i> impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment).	x			
The <i>mental health</i> impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking).	x			
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).	x			
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	x			EOTIX Office consulted with HR. Equal Opportunity/Title IX training is required per Title IX/Violence Against Women Act (VAWA) Section 304.
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.	x			EOTIX Office consulted with HR. Equal Opportunity/Title IX training is required per Title IX/Violence Against Women Act (VAWA) Section 304.
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	x			
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.	x			
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	x			

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.

* The President's Council for Campus Wellbeing is committed to integrating a "Health in All Policies" approach when current policies are revised and new policies are developed. Why a "Health in All Policies" approach? Policies have health effects—positive and negative—on the communities and the people they affect. In fact, the World Health Organization estimates that the social, economic and environmental factors of a community influence up to 55% of a person's wellbeing. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making.

North Dakota State University

Policy Manual

SECTION 129

SALARY ADMINISTRATION POLICY

SOURCE: NDSU President
NDUS Human Resource Policy Manual, Section 5

1. Philosophy and Objectives

The primary purpose of salary administration at North Dakota State University is to attract and retain well-qualified individuals who can best contribute to the University's stated mission. Decision-makers in the salary administration process will strive to make salary decisions fairly and communicate them effectively. To provide the University with the ability to use its limited resources most effectively, salary administration aims, in priority order, to:

first, be responsive to market influences with consideration for internal equity (see Definitions portion of this policy);

second, recognize different performance levels among employees;

third, acknowledge the basic financial needs of all employees; and

fourth, take into consideration the costs of turnover (for training, research start-up and indirect as well as direct recruitment) and the adverse effects of inadequate salaries on the need for supervision, employee morale and institutional image.

2. Methods and Guidelines

NOTE: The ability to make salary adjustment decisions at the campus level depends on legislative action and State Board of Higher Education (SBHE) guidelines. In years when no campus discretion is authorized, most of the following process will not be applicable.

2.1 Salary adjustments are divided into two main categories:

- a) annual budgeted salary adjustments and
- b) other salary adjustments.

2.1.1 **Annual budgeted salary** adjustments are based on one or more of the types described in Definitions portion of this policy. **When campus-wide salary adjustments are provided by legislative and SBHE action**, the campus decision process is as follows:

- a) President's Office provides any relevant legislative or Board directives regarding salary adjustments after consultation with the NDUS office staff and the Chancellor's Cabinet.
- b) The President and Vice Presidents determine priority needs of the institution

that require use of salary dollars (new positions and/or reallocations) based on information from sources such as deans, directors, department chairs, the Office of Human Resources/Payroll, the Office of the Provost, the President of the Faculty Senate, the President of the Staff Senate, the Program Review Committee, and Planning, Priorities and Resources Committee.

- c) The President and the Vice Presidents establish guidelines, using institutionally recognized market and internal equity data and input from the campus community. They communicate the guidelines to be used in making adjustment decisions, indicating the proportion of salary dollars allocated to each type (see Definitions). These types and proportions are determined according to institutional needs and initiatives whenever campus-wide adjustments are possible.
- d) Once the types and proportions have been determined, the President and Vice Presidents allocate remaining salary adjustment pools to their respective administrative units.
- e) Unit administrators, using the guidelines established by the President and Vice Presidents, allocate the salary pools within their units.
- f) Within the units, each administrator/supervisor develops individual salary adjustment recommendations using performance documentation and other data appropriate to that year's guidelines (institutionally recognized internal equity or market studies, for example).
- g) Unit administrators review and discuss recommendations and documentation for the recommendations (performance documentation, institutionally recognized market or internal equity data) with the administrator/supervisor, adjust the recommendations and/or forward the recommendations to the appropriate vice president.
- h) Prior to recommending the final salary adjustments to the President, each Vice President will consult with the Director of Human Resources/Payroll and/or the Vice Provost for Faculty and Equity to review implications of the recommended adjustments for the campus as a whole and to advise the Vice Presidents on whether there is appropriate documentation for the adjustment, the potential impact on equity generally or whether the proposed adjustment is in compliance with policy.
- i) President presents the budget including salary adjustments to the Chancellor.
- j) Following SBHE approval of the budget, administrators/supervisors, when possible, will inform each employee of their salary for the coming fiscal year and the basis for the salary decision prior to the distribution of the University's annual salary notifications.

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[2.1.2](#) Other salary adjustments job family or band reassignment adjustments (if applicable), promotions, market, internal equity and responsibility adjustments including interim appointments and significant administrative assignments (see Guidelines for Other Salary Adjustments portion of this policy.).

[2.1.3](#) [Salary adjustment eligibility requirements include successful completion of](#)

[probation/evaluation period; satisfactory performance evaluations on or after the previous fiscal year start date with no documented performance concerns; completion of approved and required University trainings."](#)

Deleted: compliance with [NDSU Policy 100: Equal Opportunity and Non-Discrimination](#) and [NDSU Policy 162: Sexual and Gender-Based Harassment and Sexual Misconduct](#); and completion of required trainings (such as Baseline Safety Training, Equal Opportunity/Title IX Training, etc.). approved required University trainings.

3. Process for Impartial Review of Salary Adjustment Decisions

Current grievance policies are available as a means to provide an impartial review of a salary adjustment decision. An employee who thinks that the decision concerning [their](#) salary is inappropriate may request a review by choosing one of the following options.

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3.1 The first is based on the type of appointment the individual holds:

- a) **Staff employees:** NDSU Policy Manual, Section 230, Grievance Procedure for Conditions of Employment.
- b) **Faculty:** NDSU Policy Manual, Section 353, Grievances - Faculty. This grievance procedure is available to instructors, assistant, associate and full professors, lecturers and graduate teaching assistants.
- c) **Nonfaculty, nonbanded employees:** NDSU Policy Manual, Section 230, Grievance Procedure for Conditions of Employment. The Staff Personnel Board described in Step 4 will consist of other nonfaculty, nonbanded employees.

3.2 The second is available to **any employee** when [their](#) salary decision is alleged to have been made on the basis of an employee's age, color, disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, status as a U.S. veteran, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer: NDSU Policy Manual, Section 156, Equal Opportunity Grievance Procedures.

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4. Distribution and Communication of the Policy

To facilitate the understanding of salary administration at NDSU, this policy will be included in the NDSU Policy Manual, the Faculty Handbook and any employee handbooks prepared by units within the University. In addition, an annual notice about this policy will be published in an appropriate spring issue of the University's staff and faculty newsletter (currently It's Happening at State).

5. Definitions

At NDSU, annual salary adjustments are based on one or more of the following:

- 5.1 **Cost of living adjustment** is an across-the-board amount related to—but not necessarily the same as—the changes in the cost of living (determined by the Consumer Price Index which reflects the changes in the cost of various consumer items during the previous 12 month period). Cost of living adjustments become part of an individual's salary base.
- 5.2 **Internal equity** is a comparison of salaries for similar positions at NDSU (or in the University System and/or State government when there is a limited basis for comparison at NDSU) based on appropriate and relevant data including these factors: **previous related experience** outside the university, a sustained change in **responsibility** that is more or less than what is considered normal for that type of position, **education**, or **responsibility level** within a group of similar positions at NDSU. Internal equity adjustments become part of an individual's base

salary.

NOTE: **length of service** is relevant for internal equity ONLY in the context of performance; that is, consideration of performance should override length of service in salary decisions.

5.3 **Market or external equity** is the comparison of NDSU salaries with those of other employers in the applicable recruitment area based on bona fide and relevant data. While NDSU may recruit nationally to fill a position, the salary may be established by using institutionally recognized, regional data. Market or external equity adjustments become part of an individual's base salary.

5.4 **Performance adjustment** is one based on level of performance identified through documentation, including an established review process. Performance adjustments may be made in one of two ways:

- a) As a one-time payment when performance has been **exceptionally meritorious in the preceding year**. This type of adjustment does not become part of the salary base and is made as a single payment. The source of salary funding may dictate the availability of this option.
- b) As a range of adjustments based on **sustained** meritorious performance. This type of adjustment becomes a part of the salary base.

6. Guidelines for Other Salary Adjustments

All staff positions are assigned to a salary band. The bands include job families with market levels for each position. (NDUS Human Resource Policy Manual 5.1)

Individual salary adjustments may be made throughout the year for the following reasons:

6.1 **Non-broadbanded staff.** When an employee moves from one position to another involving an increased level of responsibility, the employee may receive a salary adjustment appropriate for the new level of responsibility. The adjustment must be consistent with internal equity and market and is subject to approval of the appropriate dean/director, vice president and the President.

6.2 The equity adjustments for staff are normally limited to ten percent but may exceed that amount with supportive documentation (NDUS Human Resource Policy Manual 5.1.6).

6.2.1 **Equity adjustments.** On a case-by-case basis, significant internal inequities may arise outside the annual salary review process described in 2.1. In these unusual situations, a request for an adjustment may be initiated. Factors generally considered are directly related experience, job performance and level of responsibility. The decision to request an equity adjustment should include consultation with the Office of Human Resources/Payroll and/or the Office of the Provost, whichever is appropriate, and appropriate documentation should accompany the NDSU Change Form 101.

6.2.2 **Market adjustments.** A market adjustment is intended to mitigate a documented external inequity using North Dakota University System recognized market data. Market adjustments are normally limited to ten percent but may exceed that amount with supportive documentation and appropriate administrative approval. Market adjustment proposals must consider institutional internal equity.

6.3 **Responsibility adjustments** including interim and administrative appointments

- 6.3.1 Adjustments for substantial, documented reassignments or changes in the duties/responsibilities within the same position may be initiated after consultation with the appropriate vice president or president. Documentation should accompany the NDSU Change Form 101.
- 6.3.2 For staff employees, rationale will include changes in the level of responsibility as documented by a Position Description; and changes in band and/or job family.
- 6.3.3 Adjustments for interim appointments and administrative assignments are limited to the period for which these assignments are made and do not become part of the salary base. For staff interim appointments, increases should not be given for interim periods of less than thirty days and staff employees may not retain the higher compensation level for more than thirty days after the interim period ceases to exist. (NDUS Human Resource Policy Manual 5.1.3.1).

- 6.4 The **attainment of a degree or license** does **not** automatically result in a salary adjustment. In some cases an adjustment for market and/or internal equity may be appropriate. Such adjustments should be recommended on the basis of the same type of documentation required for other market or internal equity adjustments.

HISTORY:

New	November 1995
Amended	November 1996
Amended	January 1997
Amended	May 1997
Amended	December 1998
Amended	July 1999
Amended	August 1999
Amended	October 2005
Amended	October 2007
Housekeeping	July 2010
Amended	October 2010
Housekeeping	February 14, 2011
Housekeeping	April 8, 2011
Amended	January 3, 2013
Housekeeping	July 17, 2013
Housekeeping	October 5, 2015
Amended	September 19, 2017

University of Southern California Training Requirements and Opportunities

To ensure compliance with federal, state or local regulatory requirements as well as university policy and procedures, faculty and staff employees may be required to complete specific training requirements as a condition of employment. Failure to complete mandated training by a required deadline, for faculty, may result in disciplinary action up to and including termination, in accordance with the Faculty Handbook. For staff, failure may result in disciplinary action up to and including termination, in accordance with staff employment policies, or removal of job responsibilities, denial of system access, and/or loss of privileges.

The most commonly-required mandated training is listed on [the Employee Gateway mandated training page](#).

Training requirements may be added, deleted, or updated at any time. Questions may be directed to the “Responsible Office” listed below or to your manager.

For staff, additional or specialized training may be either mandated or recommended by an individual employee’s department, school or division. These units may at any time add, alter, or eliminate their own unit training requirements, but units may not alter or eliminate university training requirements.

The university also offers voluntary learning opportunities to enhance employee skills. Employees are encouraged to take advantage of these additional training opportunities.

Employees must be allowed to complete mandated training during work hours, and non-exempt faculty or staff must be paid for those hours. An employee who voluntarily elects to take advantage of learning opportunities that are not required by his/her department should discuss with his/her manager whether it is appropriate to do so during regular work hours and whether s/he will be paid for the hours.

Many of the mandated training programs – as well as a wide variety of business-related courses, certificate programs, and training resources – are available at USC’s comprehensive learning website, TrojanLearn. Employees should consult with their managers or the appropriate department (for example, the Office of Compliance, or Financial and Business Services) to locate the source of any required training courses that are not available via TrojanLearn.

Responsible Office

Training and Development uschr@usc.edu
(213) 821-8100

Issued by

Michael Quick, Provost and Senior Vice President, Academic Affairs
Todd R. Dickey, Senior Vice President, Administration

University-Wide Mandatory Training

Seton Hall University

[Seton Hall University](#)

- [Policies and Procedures](#)

Policy On Mandatory Compliance Training

I. Purpose

To provide a safe teaching, learning, working and living environment, Seton Hall University Board of Regents requires that all members of the University community complete a Mandatory Compliance Training Program ("Training Program"). The Training Program is intended to benefit the University community in accordance with the Catholic principle of the personal responsibility that each member of the community has for their self, one another and ultimately for the community as a whole. This policy is administered in accordance with Seton Hall's Catholic educational mission and the teachings of the Catholic Church.

II. Scope

This is a policy adopted by the Board of Regents that applies to its own members, the members of the Board of Trustees, non-Trustee and non-Regent members of committees of the Board of Regents or the Board of Trustees ("Committee Members"), officers, priests, faculty, administrators, staff members, employees ("collectively Employees"), Volunteers (as defined by and in accordance with the [University Volunteer Policy](#)) and all persons residing in University housing, or occupying University-owned offices or other space ("Occupants"). Annually the President shall advise the Board of Trustees and the Board of Regents of any and all other policies applicable to the Boards and or their individual members. With respect to policies adopted or revised in the intervening year, those policies shall not apply to the Trustees or the Regents, absent express approval by the Board of Trustees and/or Board of Regents, unless the policy or revision is mandated by law.

III. Policy

The University Training Program is mandatory for all Regents, Trustees, Committee Members, Employees, Volunteers and Occupants, and must be completed as set forth below. Completion

of the Training Program is intended to provide the necessary skills to foster a safe and respectful environment. Failure to comply with this policy will result in the consequences set forth below. University administrators are required to annually report on fulfillment of the Training Program by their respective divisions to the Audit Committee of the Board of Regents.

A. Training Program

Harassment and Discrimination Prevention, Including Title IX

All Regents, Trustees, Committee Members, Employees, Volunteers and Occupants must complete the *Harassment and Discrimination Prevention* training course within 30 days of their election, appointment, hire, assignment date or occupancy of University housing or offices as applicable. Thereafter, this training course must be completed annually.

Data Security Awareness

All Regents, Trustees and Employees must complete the *Data and Security Awareness* training course within 30 days of their election, appointment, hire, assignment date or occupancy of University housing. Thereafter, this training course must be completed bi-annually.

Conflict of Interest

All Regents and Trustees, as well as all Employees with hiring authority and/or budget authorization for \$10,000 or more must complete the *Conflict of Interest* training course within 30 days of their election, appointment, hire or assignment date. Thereafter, this training course must be completed annually.

B. Consequences for Failure to Comply

Employees (except faculty, who are addressed below)

Completion of the Training Program is a condition of employment. Those who fail to complete the Training Program by the scheduled due date may be subject to disciplinary action, up to and including termination. In addition, those who do not complete the Training Program may lose access to University systems until compliance is achieved. Failure to comply with the University's Training Program will be considered during annual performance appraisals.

Faculty (except Adjunct Faculty, who are addressed below)

Completion of the Training Program is a condition of employment. Those who fail to complete the Training Program by the scheduled due date will be deemed to have committed a serious violation of the rights and freedoms of fellow faculty members, administrators and students.

Failure to comply with this policy will be noted in the faculty member's personnel file, and the faculty member will be ineligible for any salary increases the University offers for the next fiscal year. Faculty members who fail to comply and therefore render themselves ineligible for any salary increase in a given year can regain their eligibility to earn a salary increase for a subsequent fiscal year by completing the Training Program, but salary increases forfeited for non-compliance will not be retroactively applied. In addition, faculty members who do not

complete the Training Program may lose access to University systems until compliance is achieved.

Adjunct Faculty

Completion of the Training Program is a condition of employment. Adjunct Faculty members who fail to complete the Training Program by the scheduled due date will be ineligible for further employment at Seton Hall University. In addition, adjunct faculty members who do not complete the Training Program may lose access to University systems until compliance is achieved.

Volunteers and Occupants

Completion of the Training Program is a condition of being authorized to undertake certain activities as a Volunteer as set forth in the [University Volunteer Policy](#), reside in University housing or occupy University offices or space. Volunteers who fail to complete the Training Program by the scheduled due date may not serve as volunteers. Occupants who fail to complete the Training Program by the scheduled due date may be subject to expulsion from University offices, space or housing.

Trustees and Regents

Violations of this Policy may result in forfeiture of the member's appointment to the Board of Trustees and/or the Board of Regents.

C. Notification of Training Program Schedule

Committee Members, Employees, Volunteers and Occupants will receive notice of their Training Program schedule and due dates. University administrators for the Board of Regents, Board of Trustees and the Department of Housing and Residence Life are responsible for obtaining the contact information for Committee Members and Occupants immediately upon their election, appointment or occupancy. Division Vice Presidents or their designees are responsible for obtaining the contact information for Volunteers upon their authorization to serve as Volunteers. Contact information shall include full name, phone number and the email address to which notices shall be sent under this policy and shall be promptly provided by the administrators or applicable Vice Presidents to the Associate Vice President for Human Resources.

D. Changes and Additions to the Training Program

The University may add, change or assess elements of the University's Training Program as deemed appropriate and necessary.

[IV Related Policies](#)

[Volunteer Policy](#)

[Housing Policy](#)

[V. Responsible Offices](#)

Human Resources
The Office of EEO Compliance /Title IX
Department of Information Technology

V. [Approved](#)

Approved by Dr. Joseph Nyre, President, on the recommendation of the Executive Cabinet on August 8, 2019.

Ratified by the Board of Regents on August 27, 2019.

Next amended by President Joseph E. Nyre, on the recommendation of the Executive Cabinet, on June 23, 2020.

VI. [Effective Date](#)

Initial: August 8, 2019
Ratified by Board: August 27, 2019
Next amended: June 23, 2020

University of Houston

ONLINE TRAINING

- New Hire and Annual Mandatory Training Policy
- **SAM 2.A.11:**
 - System-mandated training is considered a minimum job expectation of all employees. System employees who do not complete annual mandatory training by the published deadline will not have met their job expectations and will, therefore, not be eligible for merit increases.
- **SAM 2.A.26:**
 - It is the responsibility of each System employee to complete annual mandatory training. System employees who do not complete annual mandatory training by the published deadline will not have met their job expectations and will, therefore, not be eligible for merit increases. Supervisors are responsible for monitoring their employees' training performance.
 - New System employees must complete New Hire Mandatory Training within the first thirty (30) days of employment. Failure to meet this requirement may lead to termination of employment.