



FACULTY SENATE
EXECUTIVE COMMITTEE

Meeting Agenda

December 09, 2024

- I. Call to Order.
- II. Land Acknowledgement (a placeholder for me to put on the Senate agenda)
- III. Adoption of the Agenda.
- IV. Approval of Meeting Minutes from 11/18/24.
- V. Announcements.
 - 1. Lisa Montplaisir, Faculty Senate President
 - 2. Warren Christensen, Faculty Senate Past-President
 - 3. Christina Weber, Faculty Senate President-Elect
- VI. Committee and Other Reports.
- VII. Consent Agenda.
 - 1. UCC Report (pending)
 - 2. Policy 100: Equal Opportunity and Consent
 - 3. Policy 134.2: Lactation
 - 4. Policy 156: Discrimination, Harassment, and Retaliation Complaint Procedures
- VIII. Old Business.
 - 1. Approval of bylaw changes
 - 2. Shared Governance Guiding Principles
 - 3. Policy 701: Telecommunications
- IX. New Business
 - 1. Amendment to Faculty Senate Constitution
 - 2. Policy 168: Accommodation on the Basis of Disability
- X. Adjournment.



FACULTY SENATE
EXECUTIVE COMMITTEE

Meeting Agenda

November 18, 2024

- I. Call to Order.
 1. Call to order 3:01 PM
- II. Attendance (See Appendix 1)
 1. Substitutions (See Appendix 2)
 - i. Heidinger for Conwell
- III. Land Acknowledgement
- IV. Adoption of the Agenda.
 1. Motion – Greives, Magel
 2. VOTE: Unanimous approval
- V. Approval of Meeting Minutes from 10/14/24
 1. Approved by consent
- VI. Announcements.
 1. David Cook, President
 - i. Pleased with communication at NDSU so far; faculty, students, and staff. Been helpful. Using Leadership Assemblies to help communicate news and goals to broader audience. Better job communicating agendas across campus.
 - ii. Enrollment and retention will be discussed at next Leadership Assembly and Dual Credit update. Carrie Anne will talk workforce and employee survey.
 - iii. Legislative session takes up lots of his time. Tenure, post-tenure review still a big deal with state board and perhaps legislative session. Looks like we will be able to do dual credit/early entry in Cass County, working on that for over a year.
 - iv. Done 140-150 meetings with legislators since April of this year. Challenge grant funding could significantly increase this session. Which gives us ability to do many things. Funding formula revision may be on the table, get rid of averaging. Two big buckets around workforce and uniquely NDSU (engineering and pharmacy/health sciences), \$20 million for each 'bucket'.
 2. David Bertolini, Provost
 - i. No announcements
 3. Lisa Montplaisir, Faculty Senate President
 - i. Dual credit on agenda for several state meetings/committees. In works for a long time (~ year). This is a big change for NDSU in terms of students and our ability to reach students. Great opportunity.

- ii. PTE and PTR, last policy passed at all levels at NDSU and continues to push that at state level. May break policy in NDSU & UND on one set, and other institutions on another set of criteria.
 - iii. VP Boyer has requested grade submission for Fall 24 semester be moved up to 10 AM on Christmas Eve rather than noon. Allows registrar to get processing started prior to university closing that day.
- 4. Andy Winter, ND United
 - i. NDSU's union, hosting legislators on campus for 2-hour meeting. (Flyer attached to minutes) (Appendix 3)
 - ii. Boonstoppel – encourages everyone to attend or encourage others to attend. Help educate legislators.
- 5. Alicia LaFerriere, Bookstore
 - i. Inclusive access program increased
 - ii. Spring is 58% complete for course material requests/information
 - iii. OER support, Turning Technologies, Art/Supply requests
 - iv. Friday November 22nd is regalia deadlines, Holiday open house on the 4th (December)
 - v. Katti – do students lose access to e-books after the semester is over.
 - a. LaFerriere – depends on publisher, some will others are lifelong or 5-year duration.
 - vi. Templeton – request asks for # of registrations/students. Does bookstore order exact amount of percent over?
 - a. LaFerriere – look at historical records and work with campus entities to get special accommodation items
- 6. Warren Christensen, Faculty Senate Past-President
 - i. Remind folks of Points Solution number
 - ii. Executive committee is assigning liaisons for FS Committees, please work with them to give FS updates and stay operational
- 7. Christina Weber, Faculty Senate President-Elect
 - i. No Announcements
- 8. Kay Hopkins, Staff Senate President
 - i. Thank you to those that attended academic program fair for employees
 - ii. Staff Senate Giving day December 3rd is next big event, have a couple funds they are showcasing
- 9. Garret Kuhn or Christopher Dick, Student Body President or Vice President
 - i. Student government busy with legislative priorities for upcoming session
 - ii. Have Higher Ed Day that met with legislators and other student government groups
- VII. Committee and Other Reports.
 - 1. Christina Weber – Grade Appeals Committee
 - i. Remind that AI checkers and detectors are unreliable tools and can violate FERPA rules and guidelines. Make sure we are working through AI and be aware and thoughtful
 - ii. Brad Benton – Gen Ed committee

- a. Continued to pause re-validation of Gen Ed courses. Looking at revising Gen Ed learning outcomes. Some pressure from system office to make Gen Ed more compatible for transfer students.
- b. New courses can still be pushed through Course Leaf
- c. Assessment – Dr. Boyer stated assessment will be systematically collected for Gen Ed courses (all) soon (sometime this year).

VIII. Consent Agenda.

1. UCC Report

- i. Motion to Approve Ray/Steig
- ii. Approved unanimously

IX. General Order

1. Policy 607 Admission and re-enrollment Safety Risks; Background Checks - Matt Dischier

- i. Applies strictly to students applying or reapplying after a lapse
- ii. Around 5-10 times a year a student will check 1 of 3 boxes that require check before admittance. These require a review.
- iii. Safety and Security Committee, includes Mike Borr, Matt Hammer, Counseling Center personnel, and others
- iv. In almost all situations (last 10 years), only ever said no to a student twice. One of those was a not right now based on suspension at another institution.
- v. Students can appeal and submit a response and do a background check.
- vi. Recently asked to review policy, as current policy allowed appeals to be granted by a separate entity. Matt Hammer requested a review of policy, and now revised policy mirrors what actually happens at NDSU.
- vii. Other housekeeping changes are included in this revision.
- viii. Boonstoppel – Thanks for explanation. Statement of Context is not directly mentioned in policy? Who is on the Safety and Security Committee and where is that stated? Recommends transparency on the process to perhaps increase student's ability to utilize this process.
- ix. Dischier – direct process is not in policy, kept separate deliberately. Membership is a standing committee that pre-dates Matt Dischier, shift from BAT to CARE teams have influenced membership. There is not a location in which membership written down.
- x. Hearne – one advantage of having procedure down is to have document showing procedure is being followed. Is there a reason procedure is not included in this policy?
- xi. Dischier – Not deliberate, trying to align policy with what is actually happening.
- xii. Motion – Christensen moves to approve, Hearne seconds
 - a. Katti – committee is making some very important decisions, appeal should be fundamental. Group of experts doesn't exclude bias or mistakes.
 - b. Three opposed, all others approve

2. Approval of Bylaw Change

- i. Questions and track changes in Word document
- ii. Karla Haug will moderate and track changes
- iii. Article 1, Section 5
 - a. Motion – Emmanuelson, Grieves
 - b. Boonstoppel – says senators cannot be re-elected for consecutive terms, change would allow for one consecutive terms. Wording might make it vaguer.
 - c. Montplaisir – ‘Senators can be elected for two consecutive terms’
 - d. Amiri – “Senators cannot be re-elected for more than two consecutive terms”
 - e. Steig and Ray – amend the amendment to state ‘not more than’
 - f. Approved unanimously
 - g. Vanderburg – use of re-elected would suggest 3 terms
 - h. Hearne – independent of wordage, we need more diversity and turn over. He would vote against.
 - i. Motion – Greives – drop Re from re-elected
 - a. Seconded by McWood
 - j. Approved unanimously
 - k. Back to Motion (friendly amended)
 - a. One NAY (Hearne)
- iv. Article 2, Sections 6 & 9
 - a. Motion by Haug, second McWood
 - a. Montplaisir – learned that we may need to moderate it for legal concerns
 - b. McWood – friendly amendment to not change Section 9
 - i. David seconds
 - c. Approved unanimously
 - b. Approved unanimously
- v. Article 2, Section 10 – meeting schedule
 - a. Motion to approve – Haug, Del Rio Mendoza
 - b. McWood – several concerns about this issue, suggests we may have to meet prior to being on contract. Change wording to ‘week prior to classes starting’, assuming we would be on contract
 - c. Friendly amendment – ‘first senate meeting will be week prior to classes starting as long as it is after August 16th’
 - d. Boonstoppel seconded
 - e. Li – not sure how many will be around
 - f. Templeton – possible to clarify a suggested meeting time/day
 - g. Amiri – current language and modification make it confusing
 - h. Christensen – understands concern, not supporting as procedure needs to be clear
 - i. Weber – can you explain purpose of earlier meeting

- j. Haug – prepare senate for the semester, as often its 1 month in prior to September meeting
- k. Emmanuelson – does this really need to be in policy? If we are on contract, FS can be called into session; so, this may not be needed.
- l. McWood – is there another place in bylaws that states we do not meet in august or January?
- m. VOTE – Point Solutions (Appendix 4)
 - a. Amendment carries, 26 AY, 10 NAYS, 2 Abstain
- n. Haug – Motion to approve first sentence of Section 10, McWood seconds
 - a. Amend approval for Section 10, first part which deals with August meeting
 - b. Greives – is there a need for this when we have Section 11 that allows for special sessions to be called.
 - c. Haug – this would make August meeting a standing meeting, so expected
 - d. Steig – is that meant for first meeting of academic year or each semester?
 - e. Montplaisir – academic year, January will have separate revisions
 - f. VOTE – Point Solutions (Appendix 4)
 - i. Amendment fails to reach 2/3
 - 1. 25 Ay, 16 Nays
- o. Motion to Approve second part of Section 10
 - a. Greives second
 - b. Amiri – clarify if that means meeting could be first day of classes
 - c. Li – why do we need the second part? May want to clear up language to allow more than just Holiday
 - d. Emmanuelson – moves to strict university or state holiday and instead us ‘in event of a conflict’
 - i. David seconds
 - e. Vote, approved unanimously
 - f. Vote on modified amendment
 - i. Vote, approved unanimously
- p. Haug – Article 2, Section 14
 - a. Amiri, original language is from constitution, proposed change would violate.
 - b. Motion to strike – Vold, Del Rio
 - c. McWood – does that include line about unfinished business?
 - d. Haug – No
 - e. VOTE: Approved unanimously

- q. Haug – Section 14, change to October meeting, still talk about senate business after priorities are set
 - a. Moved to approve, Steig seconds
 - b. Hearne – just added possibility of August meeting, why is October reserved for priorities?
 - c. Christensen – agree with Hearne, but FS is only body that does not work during summer so there tends to be a log-jam for FS at the start of the year
 - d. Hearne – motion to strike out “at the October meeting”, and replace it with ‘one of the first three meetings’.
 - i. Magel seconds
 - e. Benton – moves to adjourn, seconded Greives
 - i. Approved unanimously

X. New Business.

- 1. Shared Governance Guiding Principles adoption
- 2. Policy 701 Telecommunications

XI. Adjournment.

2024-2025 Faculty Senate Attendance

Last Name	First Name	9-Sep	14-Oct	18-Nov	9-Dec	21-Jan	10-Feb	17-Mar	14-Apr	12-May
Akhmedov	Azer		X	X						
Amiri	Ali	X	X	X						
Banerjee	Samiran	X	X	X						
Benton	Bradley	X	X	X						
Bhagavathula	Akshaya		X	X						
Boonstoppel	Sarah	X	X	X						
Butcher	Kirsten	X		X						
Chen	Jun (Jeffrey)	X	X	X						
Christensen	Warren	X	X	X						
Conwell	Erin	X	X	X						
David	Shannon	X	X	X						
Del Rio Mendoza	Luis	X	X	X						
Emanuelson	Pamela	X	X	X						
Greives	Timothy	X	X	X						
Haug	Karla	X	X	X						
Hearne	Robert	X	X	X						
Jeong	Inbae	X	X	X						
Katti	Dinesh		X	X						
Keller	Stephanie	X	X	X						
Kirkpatrick	Sarah	X		X						
Kryjevskiaia	Mila	X	X	X						
Li	Jin	X	X	X						
Magel	Ken	X	X	X						
Mataic	Dane	X	X	X						
Mathew	Febina	X	X	X						
Mathew	Sijo	X	X	X						
McWood	Leanna	X	X	X						
Monono	Ewumbua	X		X						
Montplaisir	Lisa	X	X	X						
Nelson	Kjersten	X	X	X						
Parson	Laura	X	X	X						
Peters	Tom	X	X							
Rao	Jiajia	X	X	X						
Ray	Chris	X	X	X						
Secor	Gary	X	X	X						
Smith	Matthew	X	X	X						
Steig	Jayme	X	X	X						
Sun	Xin (Rex)	X	X	X						
Tangen	Jodi	X		X						
Templeton	Karisa	X	X	X						
Travers	Steve	X	X	X						
Uppala	Vishal	X	X	X						
Vanderburg	Kyle	X	X	X						

Vold	Jessica	X	X	X						
Weber	Christina		X	X						
Wu	Xiangfa		X	X						

*indicates Alternate
X = Present

44 voting senators
P = Proxy

Quorum = 26.4 (27 senators must be present)

NDSU

NORTH DAKOTA STATE UNIVERSITY

Faculty Senate Proxy Vote Agreement

If you are unable to attend a Faculty Senate meeting, you are encouraged to send a substitute from your representation unit. A faculty member who is unable to attend a meeting of the Senate may designate **any non-Senate** faculty to take his/her place at that meeting with all the rights and privileges of the senator. The senator's signed notification of the substitution shall be presented to the secretary of the Senate prior to the start of the meeting, and the Senate when assembled shall be notified of the substitution.

I, Erin Conwell, am unable to attend the Faculty Senate meeting
on 11/18/2024.

I, hereby designate Britt Heidinger to be my substitute at said meeting
with all the rights and privileges of the senator.


Senator's Signature

11/14/2024
Date


Proxy's Signature

11/15/2024
Date

NDSU LEGISLATIVE FORUM



Join fellow faculty, staff, and graduate students at NDSU for a forum with Fargo and West Fargo-area legislators before the 2025 Legislative Session.

This is your chance to tell legislators what they should be prioritizing for higher education in the 2025 Legislative Session!



Thursday, December 5th
3:30–5:30 pm



Hidatsa,
Memorial Union



Results Detail

Session Name

November Faculty Senat

Date Created

Monday, November 18, 2024
8:47:35 PM

Active Participants

39

Total Participants

46

Average Score

-

Question Count

2

Participant	Email	Score	Percentage	Q1	Q2
Answer Key					
Azer Akhmedov	azer.akhmedov@nds	-	-	B	A
Samiran Banerjee	samiran.banerjee@n	-	-	-	A
Bradley Benton	bradley.benton@nds	-	-	A	B
Akshaya Bhagavathula	akshaya.bhagavathul	-	-	A	A
Sarah Boonstoppel	sarah.boonstoppel@	-	-	A	A
Shannon David	shannon.david@nds	-	-	-	B
Luis Del Rio Mendoza	luis.delriomendoza@	-	-	B	A
Pamela Emanuelson	pamela.emanuelson@	-	-	B	B
Tim Greives	timothy.greives@nds	-	-	A	B
Karla Haug	karla.haug@nds.edu	-	-	B	A
Robert Hearne	robert.hearne@nds	-	-	A	B
britt heidinger	britt.heidinger@nds	-	-	A	B
Inbae Jeong	inbae.jeong@nds.ec	-	-	A	-
Dinesh Katti	dinesh.katti@nds.edu	-	-	A	A
Stephanie Keller	stephanie.r.keller@n	-	-	A	A
Sarah Kirkpatrick	sarah.kirkpatrick@nd	-	-	A	B
Mila Kryjevskaia	mila.kryjevskaia@nd	-	-	B	B
Jin Li	jin.li@nds.edu	-	-	A	B
Kenneth Magel	kenneth.magel@nds	-	-	B	A
Dane Mataic	dane.mataic@nds.edu	-	-	A	B
Febina Mathew	febina.mathew@nds	-	-	A	A
Sijo Mathew	sijo.mathew@nds.edu	-	-	B	A
Leanna McWood	leanna.mcwood@nd	-	-	A	A
Ewumbua Monono	ewumbua.monono@	-	-	-	A
Kjersten Nelson	kjersten.nelson@nds	-	-	A	B
Laura Parson	laura.parson@nds.edu	-	-	C	B
Thomas Peters	thomas.j.peters@nds	-	-	A	A
Jiajia Rao	jjajia.rao@nds.edu	-	-	A	A
Chris Ray	chris.ray@nds.edu	-	-	A	A
Gary Secor	gary.secor@nds.edu	-	-	A	A
Jayme Steig	jayme.steig@nds.edu	-	-	A	A
XIN Sun	xin.sun@nds.edu	-	-	A	A
Karisa Templeton	karisa.templeton@nd	-	-	A	A
Steven travers	steven.travers@nds	-	-	A	A
Vishal Uppala	vishal.uppala@nds.	-	-	C	B
Kyle Vanderburg	kyle.vanderburg@nd	-	-	A	A
Jessica Vold	jessica.l.vold@nds.edu	-	-	B	B
Christina Weber	christina.d.weber@n	-	-	B	A
Xiangfa Wu	xiangfa.wu@nds.edu	-	-	A	A

**University Curriculum Committee Report
For Faculty Senate Meeting on December 09, 2024**

Program Update			
M.S. Dietetics – Request to inactivate this program-no new students admitted but current students allowed to finish until Spring 2026.			

New Program			

New Courses			
Subject	No.	Title	Effective Term
UNIV	132	Social Navigation and Community Connections	Fall 2025
UNIV	134	Financial Management	Fall 2025
UNIV	135	Healthy Living and Human Sexuality	Fall 2025

Course Inactivations			
Subject	No.	Title	Effective Term
HDFS	424	Observation and Assessment of Children	Fall 2025
ME	313	Commercial Instrument Ground School	Fall 2025

Changes in Course Descriptions and/or Requisites				
Subject	No.	Title	Title/Prerequisite/Co-requisite/Description Change	Effective Term
MATH	105	Trigonometry	Change is course prerequisite from MATH 103 to MATH 98 or placement. Credit awarded only for MATH 105 or MATH 107, not both.	Fall 2025
SCM	455	Supply Chain Technology Enablers	Removing prerequisite restricting the course to College of Business major or minor.	Fall 2025

General Education Changes/Revalidations				
Subject	No.	Title	Action	Category

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.

*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 100: Equal Opportunity and Non-Discrimination

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

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

*The President's Council for Campus Well-being 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 or negative--on the communities and the people who live and work within the community where the policy is implemented. In fact, the World Health Organization estimates that the social, financial, and environmental factors of a community influence up to 55% of a person's well-being. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making. For more information, see [HiAP at NDSU 2023 Report](#).

Individual/Department/Committee or Organization submitting the policy change: Heather Higgins-Dochtermann

Date Submitted to SCC Secretary: August 27, 2024

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

NDSU's Strategic Plan Inclusivity and Diversity Goal: 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>financial</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	Previously reviewed for this.
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	X			Input obtained from Dean of Students, HR, Chief of Staff, Legal Counsel.
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.			X	
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			

Effect of policy addition or change: Utilize the completed checklist to provide an explanation of 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): Two changes are being put forward 1) removing a name and 2) adding retaliation to this policy. Currently, retaliation is cited in Policy 156, which is a procedures policy. Adding retaliation to this policy makes citing allegations of discrimination, harassment, retaliation, and sexual misconduct consistent and all within one policy.

Please review and consider this policy with Policies 156, 156.2, 162, and 333.

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 100

EQUAL OPPORTUNITY AND NON-DISCRIMINATION **POLICY**

SOURCE: NDSU President
SBHE Policy 603.1
SBHE Policy 603.2

North Dakota State University (NDSU) is fully committed to equal opportunity in its employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and regulations and in furtherance of appropriate affirmative action efforts. NDSU prohibits discrimination and harassment against any individual on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, status as a U.S. veteran, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.

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

NDSU prohibits retaliation against any individual in response to filing a complaint, reporting discrimination and/or harassment, or participating in an investigation.

Violations of this policy will be addressed through [Policy 156: Discrimination, Harassment, and Retaliation Complaint Procedures](#) or [Policy 156.1: Title IX Complaint Procedures](#).

The following two statements must be included in all bulletins, announcements, manuals, publications, guidebooks, brochures, pamphlets, catalogs, application forms, or recruitment materials that are made available to NDSU participants, students, applicants, or employees:

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: ~~Dr. Canan Bilen-Green~~, Vice Provost, Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, Fargo, ND, 58108, 701-231-7708, ndsu.eoaa@ndsu.edu.

This publication is available in alternate format upon request. Please contact the owner of the publication (provide owner phone number).

HISTORY:

New	May 1972
Amended	April 2, 1991
Amended	April 1992
Amended	August 1993
Amended	August 1999
Amended	February 2005
Amended	December 2007
Amended	June 12 2009
Amended	July 8, 2009
Housekeeping	September 2009
Amended	June 1, 2011
Housekeeping	June 22, 2011
Housekeeping	July 23, 2014
Amended	October 19, 2015
Housekeeping	October 22, 2015
Amended	April 25, 2016
Housekeeping	December 4, 2018
Amended	November 25, 2019
Housekeeping	December 6, 2019
Amended	November 30, 2021

Policy Change Cover Sheet

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

Policy Number and Name: 134.2: Lactation

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

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

Several federal laws, including the Fair Labor Standards Act (FLSA) and the PUMP Act, require employers to provide reasonable break time for an employee to express breast milk for their nursing child for one year after the child's birth. Although the laws are designed to protect employee rights, lactation rooms are available to anyone on campus.

*The President's Council for Campus Well-being 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 or negative--on the communities and the people who live and work within the community where the policy is implemented. In fact, the World Health Organization estimates that the social, financial, and environmental factors of a community influence up to 55% of a person's well-being. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making. For more information, see [HiAP at NDSU 2023 Report](#).

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

Heather Higgins-Dochtermann, Director, Equal Opportunity and Title IX Compliance

Date Submitted to SCC Secretary:

November 4, 2024

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

heather.higginsdocht@ndsuscc.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal: 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>financial</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			Requested input from Facilities Director. Please also note: although not included in the policy language, all new construction projects with lactation rooms will be private without a toilet. Adding lactation rooms with new construction is easier than adding a sink/plumbing/etc. to an existing space in buildings.
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.	X			Requested input from Facilities Director. Please also note: although not included in the policy language, all new construction projects with lactation rooms will be private without a toilet. Adding lactation rooms with new construction is easier than adding a sink/plumbing/etc. to an existing space in buildings. Also requested input from the Association of Title IX Administrators (ATIXA), the paramount Title IX association.

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			

Effect of policy addition or change: Utilize the completed checklist to provide an explanation of 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):

Section 1.2: Added language that clarifies designated restrooms may not be designated lactation rooms, however lactation rooms may have toilets (if space is not/has not been designated as a restroom).

Last paragraph: Updated office name, added Policy 156 link, and added updated resources link.

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 134.2 LACTATION POLICY

SOURCE: NDSU President

As part of our family-friendly policies and benefits, NDSU supports breastfeeding employees by accommodating the employee who wishes to breastfeed or express breast milk during the workday. NDSU recognizes that supportive breastfeeding policies and practices in the workplace not only benefit the employee but also benefit the child and the employer. Employer benefits include greater workplace productivity, increased organizational loyalty, and increased job satisfaction. Breastfeeding employees experience higher productivity, fewer distractions, lower absenteeism to care for an ill child, and a lower risk of developing breast and ovarian cancer or diabetes. Babies experience immediate and long-term benefits from breastfeeding including better immune system development and tend to have fewer and less severe short-term illnesses and chronic illnesses.

Any employee who wishes to breastfeed or express breast milk in the workplace shall notify the supervisor and discuss any relevant workload or scheduling issues.

Supervisors shall work with their employees and within policy requirements to accommodate an employee who wishes to breastfeed or express breast milk.

1. NDSU shall provide:
 - 1.1 Flexible work scheduling, including scheduling breaks and permitting work patterns that provide time for breastfeeding or expressing breast milk for at least one year after child's birth;
 - 1.1.1.1 After one year of child's birth, continued breaks and work patterns to accommodate breastfeeding or expressing breast milk shall be reviewed and agreed upon with employee's supervisor;
 - 1.2 A convenient, sanitary, safe, and private location, other than a restroom, allowing privacy for breastfeeding or expressing breast milk. Although stand-alone restrooms may not serve as lactation rooms, rooms that are convenient, sanitary, safe, and private that also contain toilets (rooms that are not/were not designated restrooms) may be acceptable. If a designated lactation room is not available within reasonable proximity to the employee's workspace, the supervisor will work with the employee to identify and, if needed, modify, an existing ~~non-restroom~~ space to temporarily serve that purpose;
 - 1.3 A convenient, clean, and safe water source with facilities for washing hands and rinsing breast-pumping equipment located in or near the private location.
2. NDSU shall not be required to compensate an employee receiving reasonable break time for any work spent breastfeeding or expressing breast milk.
 - 2.1 Travel time to a lactation room must be considered and may extend the reasonable break time. Supervisors may permit extensions for reasonable break time with options that may include alternate start/stop times to the workday, rearranging break periods, and flexible

scheduling. For non-exempt employees, supervisors will need to allow flexibility for employees to be able to earn all paid hours.

Employees experiencing workplace issues related to breastfeeding, ~~and~~ lactation ~~rooms, space~~ and breaks may file a complaint with the Equal Opportunity and Title IX Compliance Equity Office, per Policy 156: Discrimination, Harassment, and Retaliation Complaint Procedures ~~Policy 156: Discrimination, Harassment, and Retaliation Complaint Procedures~~. NDSU has the following lactation rooms and support resources available for nursing mothers: https://www.ndsu.edu/equity/pregnancy_lactation/
https://www.ndsu.edu/equity/resources/pregnancy_lactation/

HISTORY:

New	April 23, 2018
Housekeeping	July 25, 2018

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.

*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@ndsuscc.edu.

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

Policy Number and Name: Policy 156.2: Pregnancy and Related Conditions

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

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

*The President's Council for Campus Well-being 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 or negative--on the communities and the people who live and work within the community where the policy is implemented. In fact, the World Health Organization estimates that the social, financial, and environmental factors of a community influence up to 55% of a person's well-being. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making. For more information, see [HiAP at NDSU 2023 Report](#).

Individual/Department/Committee or Organization submitting the policy change: Heather Higgins-Dochtermann

Date Submitted to SCC Secretary: August 27, 2024

Email address of the person who should be contacted if revisions are requested:
heather.higginsdocht@ndsuscc.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal: 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>financial</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	Previously reviewed for this.
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	X			Input obtained from Dean of Students, HR, Chief of Staff, Legal Counsel.
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.	X			This is a best practice recommended by national associations, such as ATIXA (Association for Title IX Administrators).
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			

Effect of policy addition or change: Utilize the completed checklist to provide an explanation of 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 is a new policy. NDSU previously did not have a stand-alone pregnancy policy, although pregnancy is a protected class. The creation of this policy is to demonstrate increased support to pregnant and/or parenting students and employees as well as providing comprehensive information about pregnancy and related conditions in one policy.

Please review and consider this policy with Policies 100, 156, 162, and 333.

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

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SECTION 156.2 PREGNANCY AND RELATED CONDITIONS

SOURCE: NDSU President

1. Pregnancy and related conditions – NDSU will not discriminate in its education programs or activities against any student or employee based on the student's or employee's current, potential, or past pregnancy or related conditions. A student or employee may, based on pregnancy or related conditions, voluntarily participate in a separate portion of NDSU's education program or activity that is comparable to that offered to students or employees who are not pregnant and do not have related conditions.
2. Responsibility to provide Title IX Coordinator contact and other information
 - 2.1 When a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee shall promptly refer that person to the Title IX Coordinator
https://www.ndsu.edu/equity/about/title_ix_sexual_misconduct/.
 - 2.2 The Title IX Coordinator will coordinate the following actions to ensure equal access to NDSU's education program or activity once the student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions:
 - a. The Title IX Coordinator shall inform the student, and if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student, of NDSU's obligations under this policy and provide NDSU's notice of nondiscrimination.
 - 2.3 Reasonable modifications/accommodations
 - a. NDSU will make reasonable modifications/accommodations to policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to NDSU's education program or activity. Each reasonable modification/accommodation shall be based on the student's or employee's individualized needs. In determining what modifications/accommodations are required, NDSU will consult with the student or employee. A modification/accommodation that would fundamentally alter the nature of NDSU's education program or activity is not a reasonable modification/accommodation.
 - b. The student or employee has discretion to accept or decline each reasonable modification/accommodation offered by NDSU.
 - c. Reasonable modifications/accommodations may include but are not limited to breaks during class to express breast milk, breastfeed, or attend to health needs

associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequences; extensions of time for coursework and rescheduling of tests and examinations; allowing a student or employee to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies; elevator access; or other changes to policies, practices, or procedures.

- d. Modifications/accommodations for students will be processed through the Center for Accessibility and Disability Resources
<https://www.ndsu.edu/disabilityservices/>. Modifications/accommodations for employees will be processed through Human Resources
<https://www.ndsu.edu/hr/>.
- e. Applicants for employment requesting modifications/accommodations during the interview and hiring process should contact Human Resources for assistance.
<https://www.ndsu.edu/hr/>.

- 2.4 NDSU will allow a student to voluntarily take a leave of absence to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy that allows a greater period of time than the medically necessary period, the student may take voluntary leave under that policy instead if the student so chooses. When the student returns, they will be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began. Please visit [Policy 162: Sexual and Gender-Based Harassment and Sexual Misconduct](#), Section 12.3, and [Policy 333: Class Attendance](#) for additional information.
- 2.5 NDSU will ensure that the student or employee can access a lactation space, which will be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student or employee for expressing breast milk or breastfeeding as needed. https://www.ndsu.edu/equity/resources/pregnancy_lactation
- 2.6 NDSU will not require supporting documentation unless the documentation is necessary and reasonable to determine the reasonable modifications/accommodations to make or whether to take additional specific actions.
- 2.7 NDSU will not require a student or employee who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student or employee is physically able to participate in a class, program, or extracurricular activity unless:
 - a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
 - b. NDSU requires such certification of all students and employees participating in the class, program, or extracurricular activity; and
 - c. The information obtained is not used as a basis for discrimination.

2.8 For questions regarding this policy, please contact the Equal Opportunity and Title IX Compliance Office at <https://www.ndsu.edu/equity/>, 701-231-7708, or by visiting NDSU Main Campus, Old Main, Room 201.

HISTORY:

New

August 2024



Statement of Shared Governance

Shared governance is the collaborative process through which we develop campus policies, practices, and initiatives that support the common good of our institution. As members of the NDSU community, we are committed to living out our institutional mission and values toward our strategic goals and aspirations, in alignment with the shared governance principles of transparency, responsibility, good faith and respect. In doing so through shared governance, we shall adhere to the framework established by the Constitution of North Dakota and the North Dakota Century Code, while acknowledging the delegated authority granted to each institution and their respective presidents by the State Board of Higher Education.

Guiding Principles for Shared Governance at NDSU

[SBHE 305.1.4.a](#) states that each President shall ensure effective and broad-based participation in the decision-making process from faculty, staff, students, and others in those areas in which their interests are affected.

The purpose of this document is to outline and clarify the collective understanding of shared governance operations at NDSU. Shared governance has long been a hallmark of higher education's internal governance model. It is a collaborative process involving relevant stakeholders creating, implementing, and upholding policies that affect the educational and working conditions here at NDSU. With shared governance, stakeholders share both the benefits and the responsibilities of governing NDSU.

NDSU affirms its commitment to shared governance, and while the exact processes involved with shared governance may change over time, four fundamental aspects will always be critical to effective shared governance:

- (1) transparency: stakeholders will share accurate and relevant information with the other stakeholders about both decisions and the processes that supported those decisions.
- (2) responsibility: stakeholders understand that the institution is obligated to be a good steward of its resources.
- (3) good faith: the stakeholders will enter into the process with good intentions, making an ethical commitment to seeing processes through.
- (4) respect: stakeholders participate in deliberations and dialogue with care and regard for the perspectives of other groups.

Each stakeholder, represented by a governance group, has the right to propose new policies and adjust or amend existing policies, through the appropriate process, as outlined in [Policy 714 – Senate Coordinating Council](#). As stated in the policy, the Senate Coordinating Council “does not approve or disapprove policies but facilitates the policy review process by the various Senates.” Policy 714 covers the responsibilities and procedures for our shared governance model at NDSU.

Additionally, all faculty, staff, and students are encouraged to use their voices and actively participate in the existing governance structures to inform decision-making at the university as it seeks to fulfill its mission. It is the prerogative of the faculty, staff, and student governance representatives to voice the concerns of the respective groups they

represent in good faith and fair dealing with the administration, and vice versa.

Shared governance means each governing body has the responsibility to inform, educate, and share with its constituents how shared governance is defined at NDSU and the mechanisms by which they can participate in the work. This may require different approaches for different groups of stakeholders.

Rights and Responsibilities

The role of faculty, staff, and student body presidents is to lead their constituents by operationalizing and upholding the principles of shared governance. In doing so they shall work with the administration to uphold the mission, values and goals of the institution in collaboration with other campus leaders.

Senators are elected by their constituents for the purposes of representing their perspectives, while also upholding the principles of shared governance. Therefore, we affirm that senators in each of the groups adhere to the following:

- as part of their participation in governance activities, consider their role as a representative of the diverse constituencies whom they represent.
- regularly communicate the activities of the governance group to constituents and administration.
- identify multiple clear and transparent opportunities for represented constituents to share views on upcoming items.

In accordance with SBHE policy, the NDSU President along with others in the administration or other campus leadership positions (e.g. ad hoc groups, committees, councils, and etc.) shall adhere to the principles herein and seek feedback from faculty, students, and staff as appropriate and applicable.

I. Definitions

- A. The stakeholder groups (*administration, faculty, staff, and students*) are those defined in [NDSU Policy Manual Section 101](#), “Personnel Definitions” and [NDSU Policy Manual Section 101.1](#) “Employee Group Definitions.”
- B. *Stakeholder* refers to any person or constituency group who is affected by university decisions.
- C. *Constituency* refers to employee groups defined in 101.1 who are represented by governing bodies such as Faculty Senate, Staff Senate, or Student Government.
- D. *Governance body* refers to any formally constituted body that has oversight and decision-making authority about a specific university function, policy, or process (for example, an academic department, a senate or senate committee).
- E. *Transparency* In the context of governance, transparency means visibility of the rationale, thinking, and information that is considered as part of institutional decision-making to the greatest extent possible within the context of policy.
- F. *Consultation* is defined as the process of engaging the appropriate stakeholders or groups in feedback-gathering activities prior to

the finalizing of a decision. Consultation should be focused on gathering perspectives that meaningfully inform the final outcome. Consultation shall occur whenever reasonably possible and appropriate. In instances where consultation has not taken place due to constraints (e.g., legal or budgetary), administration shall share its rationale with the appropriate governance group.

II. Reference Documents: The following resources provide an overview of scope, duties, and membership eligibility for the following areas of shared governance at NDSU.

A. General

1. [State Constitution Article VIII - Education](#)
2. [North Dakota Century Code - State Board of Higher Education](#)
3. [Higher Learning Commission Accreditation - Criterion 5. Institutional Effectiveness, Resources and Planning](#)

B. Faculty

1. [Constitution and Bylaws | Faculty Senate](#)
2. [ND Century Code: Faculties of Institutions under Supervision of State Board of Higher Education](#)

C. Staff

1. [Constitution and Bylaws | Staff Senate](#)

D. Student Governance

1. [Student Body Constitution](#)
2. [Student Government Code](#)
3. ND Century Code, 15-10-19.1: [Nonresidential and Resident Student for Tuition Purposes Defined](#)

E. Administration

1. SBHE Policy: [305.1 Institution President Authority and Responsibilities; Contract Terms](#)
2. [SBHE Policy 304.1 Chancellor/ Commissioner of Higher Education Authority and Responsibilities](#)

F. Senate Coordinating Council Documents (Procedure)

1. [https:// www.ndsu.edu/ fileadmin/ policy/ Senate Coordinating Council Process rev 5.6.2021.pdf](https://www.ndsu.edu/fileadmin/policy/Senate_Coordinating_Council_Process_rev_5.6.2021.pdf)
2. [https:// www.ndsu.edu/ fileadmin/ policy/ 714.pdf](https://www.ndsu.edu/fileadmin/policy/714.pdf)

G. North Dakota Century Code

1. [Chapter 15.10.01-65: The State Board of Higher Education](#)

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.

*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@ndsu.edu.

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

Policy Number and Name: 701 Telecommunications

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

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

*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 or negative—on the communities and the people who live and work within the community where the policy is implemented. In fact, the World Health Organization estimates that the social, financial, 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. For more information, see [HiAP at NDSU 2023 Report](#).

Individual/Department/Committee or Organization submitting the policy change: Vice President for IT

Date Submitted to SCC Secretary: September 3, 2024

Email address of the person who should be contacted if revisions are requested: marc.wallman@ndsu.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal: 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>financial</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			IT Council review this in the spring of 2024.
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.			X	
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			

Effect of policy addition or change: Utilize the completed checklist to provide an explanation of 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. Modernized policy name (was Telecommunications, is now Unified Communication Services and Infrastructure)
2. Updated language to be consistent with new policy name.
3. Changed responsible department from University Telecommunications to IT Division.
4. Removed a bunch of legacy text (e.g., instructions on calling procedures)
5. Added language on cellular phone reimbursement as required by NDUS policy 807.1.

6. Added a section on text messaging to ensure compliance with FTC regulations stating that the IT Division will provide guidance and rules to govern texting at NDSU. Note: Specifics are not contained in the policy itself.

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.

SECTION 701

TELECOMMUNICATIONS/UNIFIED COMMUNICATION SERVICES AND INFRASTRUCTURE

SOURCE: NDSU President
SBHE Policy 807.1

1. **Overview:** NDSU owns and operates its own Private Branch Exchange (PBX), and is managed by University Telecommunications in the Facilities Management Department. University Telecommunications-The Information Technology Division is responsible for the oversight, planning, procurement, coordination and management of the University's communications transport facilities (pathways, cabling, wireless infrastructure, repeating and switching, etc.), telecommunications switching and voice processing systems, voice processing-unified communications systems, CATV systems, and related software systems, as well as the installation, expansion and 24-hour maintenance of these systems. Telecommunications-The IT Division responsibilities also include the administration, marketing, customer service, and billing of resale systems for departmental unified communications services and student telephone lines, long distance, and other service provided by Telecommunications.
1. University Telecommunications currently contracts to Network Services Division of Information Technology Services on a time and materials basis to engineer, design and maintain the above equipment and systems.
2. **Calling Procedures:** On campus calls are dialed by using the last five digits of the telephone number; local off-campus calls are dialed after first dialing "9." Long distance calls, including international calls, made from a University telephone can be made most cost effectively by dialing direct, with the use of an authorization code. Other calls may be made by personal credit card, calling collect, or through "BISON LINES," NDSU's long distance billing service. The University also provides corporate long distance calling cards for placing calls when traveling on official University business. The use of over the counter long distance calling cards for University business is unauthorized unless approved by the appropriate vice president or provost. (The reasons for this restriction include lack of accountability in auditing of phone calls and the negative effect such cards have on pricing of telecommunications within the University.)
3. **Voice Mail:** Most administrative telephones on campus are equipped to receive and record voice mail messages. Voice mail is also available to students residing in the residence halls on a subscription basis. Follow the directions you hear when you place the call.
4. **TDD/TTY Phones (Telecommunication Device for the Deaf):** The department of Student Financial Services has TDD/TTY equipment to handle incoming and outgoing TDD/TTY calls. To contact other offices at NDSU, dial RELAY NORTH DAKOTA at 1-800-366-6888 (TTY). Requests for hearing devices attached to standard telephones may be made to the Telecommunications department.
- 5-2. Telephone Unified Communications Administrator Program: Designated departmental representatives have been trained to design how the telephone system functions within individual departments, tailoring efficiency potential. It is the telephone administrator's responsibility to represent their respective department and subsequently coordinate its their department's unified communications needs and requirements with the Telecommunications department IT Division. All

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~~communications~~ Departmental communication regarding ~~telecommunications services unified communications services~~ will also be coordinated through these departmental ~~telephone unified communications~~ administrators. ~~A listing of telephone administrators is maintained in the Telecommunications department.~~

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6.3. Services and Equipment: ~~Basic telephone~~ Voice Unified communication (UC) services ~~is are~~ available to all University departments, ~~which includes a campus telephone line equipped with standard features, a standard analog telephone set, and upon request a standard voice mail box. Monthly line charges~~ are assessed to the respective departments based on actual cost, capital expenditures, and recovery of University costs associated with acquisition, provision and maintenance. ~~In addition, each department is charged for directory assistance, inter and intrastate long distance, and specialized equipment; e.g., multi-line digital telephones, speaker phones, paging systems, etc.~~

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7.4. Telephone Adds/Moves/Changes: A department requiring a change or addition in ~~telephone service~~ must request makes the request such service them through the designated departmental ~~telephone UC~~ administrator, who will ~~then work with the IT Division to fulfill the request complete and forward the necessary paperwork to the Telecommunications department.~~ t. A "Request for Telephone Service" form may be obtained at <http://www.ndsu.edu/telecommunications/staff/>.

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8. Telephone Trouble Reporting: ~~Problems or malfunctions in campus telephone service or equipment should be reported to the respective departmental telephone administrator, who will forward the information to the Telecommunications department. In emergency situations after University normal business hours, trouble should be reported to the campus operator (DIAL 0).~~

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9. Long Distance Resale: ~~"BISON LINES," an in-house long distance resale program, offers competitive direct dial long distance calling to students, faculty and staff. An authorization code allows users to bill calls made from any campus telephone to their University account. Each user receives an individualized billing via the web. Student billings are summarized on the University accounts receivable system. Payments for eligible faculty and staff are billed through University payroll deduction.~~

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10. Conference Calls: ~~Standard analog telephones on campus have the capability to conference up to three parties (up to six parties if all calls are to campus telephones), while multi-line digital telephones have the capability of conferencing up to six parties. Departments desiring to make conference calls involving more than six parties should contact the North Dakota Interactive Video Network at <http://ait.ndsu.edu/>. Additional external audio conferencing service vendor names are available from the Telecommunications department.~~

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5. Cellular Telephones Services: All University related ~~cellular mobile phone device and service purchases~~ and usage agreements must be requested and coordinated through ~~University Telecommunications~~ the IT Division in accordance with NDUS Policy 807.1: -

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5.1. Departments determine which of their positions are required to have NDSU-supplied mobile devices and services. are responsible for all costs associated with NDSU-supplied mobile devices and services, and determine guidelines for the types of devices and services employees can request through the IT Division.

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5.2. NDSU does not provide employee reimbursement or stipends for mobile devices or services.

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5.3. Use of a state-owned telephone or mobile device generally must be limited to business use, subject to limited use for essential personal purposes as permitted by N.D.C.C. § 54-06-26. Reasonable and appropriate personal use of a state telephone or mobile device must be limited in time and scope, not interfere with NDUS operations, and not interfere with an employee's job duties and responsibilities. When an employee is traveling away from the employee's residence for official business, reasonable and appropriate personal use of a state-owned mobile device authorized under section 54-06-26 includes use at any time in connection with an emergency requiring immediate communication, incidental or unsolicited communication, and occasional communication with family members or others when use of a personal mobile device is impractical.

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6. **Text Messaging:** The FTC regulates text messaging. To ensure compliance with relevant regulations, all units on campus must coordinate text messages for business purposes with the IT Division. For the most current guidance on rules you will need follow, see the IT Division knowledge base at <https://kb.ndsu.edu/it>.

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HISTORY:

New	July 1990
Amended	December 1995
Amended	October 2003
Amended	February 2006
Amended	June 2007
Housekeeping	February 3, 2012
Housekeeping	April 12, 2012

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: SECTION 168 REASONABLE ACCOMMODATION ON THE BASIS OF DISABILITY - GUIDELINES FOR EMPLOYEE REQUESTS

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):

As the new ADA Coordinator, I worked with the Director of Human Resources, Legal Counsel and the new Director of the Center for Accessibility and Disability Resources to review the work of the adhoc ADA Policy 168 Review Committee* and move forward a revised policy that incorporates their efforts to more effectively support employees with disabilities. As such, the attached draft seeks to do the following.

- Simplify the policy for ease in understanding by all stakeholders;
- Clarify the roles of the ADA Coordinator and Office of Human Resources in addressing all employee accommodation requests;
- Align with ADA regulations and EEOC guidance;
- Replace dispute resolution with request for reconsideration, simplify process and keep decision making with subject matter experts;
- add a section on employee notification to increase employees' awareness of their right to request accommodations.

*Members of the adhoc ADA Policy 168 Review Committee included Dan Friesner, chair, Mark Coppin, Alan Kallmeyer, Kristina Astrup, Cali Anicha, Erika Berg, Sarah Boonstoppel, Kristine Paranica

Is this a federal or state mandate: **Yes** **No**

This policy applies to (check all that apply): Students **Staff** **Faculty** Other (please describe): inclusive of student employees and graduate students on assistantship

Individual/Department/Committee or Organization submitting the policy change: Laura Oster-Aaland, Vice Provost for Student Affairs and Institutional Equity (current ADA Coordinator)

Date Submitted to SCC Secretary:

Email address of the person who should be contacted if revisions are requested: laura.oster-aaland@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			A primary motivation for this policy review is to improve the daily workplace experience for NDSU employees with disabilities
The <i>economic</i> impact on students, staff, faculty, others was considered.	X			These policy improvements are intended to support the retention of NDSU employees with disabilities and to contribute to their opportunities for career advancement
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			These policy changes are intended to support employees with disabilities in requesting and obtaining workplace accommodations that are necessary for their health and wellbeing, inclusive of changes to the physical environment if needed.
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			ADA accommodations include all aspects of disability, inclusive of mental health; moreover, a truly inclusive workplace supports all employees by reducing the frequency of daily stressors experienced by members of marginalized communities
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			The adhoc ADA Policy 168 Review committee collaborated over 3 semesters to review this policy. New ADA Coordinator worked collaboratively with HR Director, Legal Council, and Director of CADR to revise original work to this version.
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.	X			https://www.ada.gov/ada_intro.htm https://www.washington.edu/doit/universal-design-process-principles-and-applications https://askjan.org/publications/consultants-corner/Recertifying-the-Ongoing-Need-for-Accommodation.cfm

This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	X			See comments above
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.				The ADA coordinator will continue to be responsible for following this policy, and will work with HR to provide regular notices to employees (once per year at a minimum).
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.

SECTION 168

REASONABLE ACCOMMODATION ON THE BASIS OF DISABILITY - GUIDELINES FOR EMPLOYEE REQUESTS

SOURCE: NDSU President

1. NDSU is committed to providing equal opportunity to both applicants for employment and employees (including student employees and graduate students) with disabilities providing reasonable accommodations when needed in order to complete the essential functions of their position..

NDSU's ADA Coordinator is responsible for coordinating with Human Resources and University programs to assure compliance with the Americans with Disabilities (ADA) Act, Sections 503 and 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities.

2. APPLICANTS for employment:

- 2.1 Applicants for employment who have a disability may request reasonable accommodation at any time during the application process. Requests for accommodation shall be made to the Office of Human Resources and arrangements for accommodation will be assessed as immediately as possible. If the request is made verbally, applicants will be asked to confirm the request in writing, however, the arrangements for accommodation may be initiated prior to receipt of the written request.

3. EMPLOYEES: (inclusive of student employees and graduate students on paid assistantships):

- 3.1 Request for reasonable accommodation.
An employee whose disability requires a formal accommodation in order to perform the essential functions of their job may request reasonable accommodations through the Human Resources Department at any time during their employment. If the request is made verbally to the Human Resources Department, employees will be asked to confirm the request in writing, however, the arrangements for accommodation may be initiated prior to the receipt of the written request.

The Human Resources Department's assessment of the request for accommodation response will be in writing. Supervisors receiving requests for accommodation from employees shall direct the employee to contact Human Resources in order to address their need for a reasonable accommodation.

- 3.2 Process for addressing requests for accommodation.

Formal accommodation requests shall be made in writing by the employee using the Employee Request for ADA form found on the Human Resources Website. The completed form shall be submitted to the Office of Human Resources. When the office of Human Resources receives an employee request for Accommodations(s), HR will begin the

interactive process described below, which will include the employee, their supervisor, HR, and/or relevant unit or department personnel.

Where appropriate and allowed by the ADA, the Office of Human Resources may request additional medical documentation. Where permitted, the request will be limited to verifying that the employee has an ADA disability and to request information about the functional limitations that create the need for accommodation, assuming this information is not obvious.

NDSU will engage in an interactive process to determine reasonable accommodations. The employee with a disability, the Office of Human Resources, and relevant unit or program personnel will collaborate in an informal problem-solving process to identify the specific work-related limitations resulting from the disability, the nature of the barrier that is generating the request, and the potential reasonable accommodations(s) that may be effective in removing barriers to the employee's performance of essential functions of their positions.

The interactive process involves:

- i. Analysis of the particular job involved to determine its purpose and essential functions.
- ii. Consultation with the employee with a disability to ascertain the specific job-related limitations imposed by the individual's disability and how those limitations could be overcome with a reasonable accommodation.
- iii. In consultation with the employee to be accommodated, identify potential accommodations and assess the effectiveness of each in enabling the employee to perform the essential functions of the position.
- iv. Accommodations should be assessed at regular intervals as requested by the employee, supervisor or the Office of Human Resources and adjustments made as necessary. Documentation for any adjustments will be documented by the Office of Human Resources.

3.3 Documentation of disability and need for accommodation.

Documentation provided by an employee should include all information requested in the Employee Request for Reasonable Accommodation form found on the Human Resources website. In certain cases, alternative documentation (for example, previous accommodations) may be submitted.

While documentation from a medical professional is important, it is not the sole determiner of appropriate accommodations. The documentation is used to support the accommodations determined through the interactive process. NDSU will only ask for documentation that is necessary to determine appropriate accommodations. NDSU may ask the employee to work with their health care provider to generate ideas – in some cases health care professionals are able to suggest effective accommodations. In other cases, they may not be able to suggest ideas, but may be able to say whether ideas under consideration will help remove barriers to the employee's work-related performance. Any medical examination required under these circumstances will be limited to determining the existence of a disability and the functional limitations that require reasonable accommodation.

All written documentation provided by an employee requesting accommodation will be maintained in a confidential file separate from the employee's official personnel file in the Office of Human Resources.

3.4 Student Employees

Occasionally, an employee may also be a student at the University, and accommodations may be requested to accommodate both their employment, as well as for their education. In such cases, the Center for Accessibility and Disability Services will serve as the initial point of contact, and may share relevant information with the Office of Human Resources to streamline both accommodation request processes, and to ensure that the employee/student does not need to submit the same documentation twice.

4. REQUEST FOR RECONSIDERATION

4.1 Once a determination of a reasonable accommodation has been made, an employee may request a review of the accommodation by the ADA Coordinator/designee who will consult with qualified personnel.

4.2 In instances where new information becomes available that would constitute the need for a change in accommodation, the ADA Coordinator/designee will refer the request back to Human Resources to engage in the interactive process.

5. EMPLOYEE NOTIFICATION

5.1 The Office of Human Resources will regularly inform supervisors and employees on the process for requesting formal accommodations.

HISTORY:

New	October 13, 1999
Amended	May 6, 2014
Housekeeping	June 29, 2015
Housekeeping	September 17, 2015
Housekeeping	January 10, 2020
Housekeeping	October 25, 2021
Housekeeping	August 3, 2023

Policy Change Cover Sheet

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- Simplify the policy for ease in understanding by all stakeholders;
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Is this a federal or state mandate: **Yes** **No**

This policy applies to (check all that apply): Students **Staff** **Faculty** Other (please describe): inclusive of student employees and graduate students on assistantship

Individual/Department/Committee or Organization submitting the policy change: Laura Oster-Aaland, Vice Provost for Student Affairs and Institutional Equity (current ADA Coordinator)

Date Submitted to SCC Secretary: 10/4/2024

Email address of the person who should be contacted if revisions are requested: laura.oster-aaland@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).	X			A primary motivation for this policy review is to improve the daily workplace experience for NDSU employees with disabilities
The <i>economic</i> impact on students, staff, faculty, others was considered.	X			These policy improvements are intended to support the retention of NDSU employees with disabilities and to contribute to their opportunities for career advancement
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			These policy changes are intended to support employees with disabilities in requesting and obtaining workplace accommodations that are necessary for their health and wellbeing, inclusive of changes to the physical environment if needed.
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			ADA accommodations include all aspects of disability, inclusive of mental health; moreover, a truly inclusive workplace supports all employees by reducing the frequency of daily stressors experienced by members of marginalized communities
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			The adhoc ADA Policy 168 Review committee collaborated over 3 semesters to review this policy. New ADA Coordinator worked collaboratively with HR Director, Legal Council, and Director of CADR to revise original work to this version.
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.	X			https://www.ada.gov/ada_intro.htm https://www.washington.edu/doit/universal-design-process-principles-and-applications https://askjan.org/publications/consultants-corner/Recertifying-the-Ongoing-Need-for-Accommodation.cfm

This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	X			See comments above
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.	X			The ADA coordinator will continue to be responsible for following this policy, and will work with HR to provide regular notices to employees (once per year at a minimum).
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	X			

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North Dakota State University

Policy Manual

SECTION 168

REASONABLE ACCOMMODATION ON THE BASIS OF DISABILITY - GUIDELINES FOR EMPLOYEE REQUESTS

SOURCE: NDSU President

1. NDSU is committed to providing equal opportunity to both applicants for employment and employees (including student employees and graduate students) with disabilities ~~by~~ providing reasonable accommodations when needed in order to complete the essential functions of their position. ~~To fulfill this commitment, NDSU has established the following guidelines.~~

NDSU's ADA Coordinator is responsible for coordinating with Human Resources and University programs to assure compliance with the Americans with Disabilities (ADA) Act, Sections 503 and 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities.

2. APPLICANTS for employment:

- 2.1 Applicants for employment who have a disability may request reasonable accommodation at any time during the application process. Requests for accommodation shall be made to the Office of Human Resources and arrangements for accommodation will be assessed as immediately as possible. If the request is made verbally, Payroll. ~~a~~Applicants will be asked to confirm the request in writing, ~~provided,~~ however, the arrangements for accommodation may be initiated prior to ~~receipt~~ of the written request.

2.3. EMPLOYEES: (inclusive of student employees and graduate students on paid assistantships):

- 3.1 Request for reasonable accommodation.
An employee whose disability requires a formal reasonable accommodation in order to perform the essential functions of their job may request reasonable accommodations through the Human Resources Department either formally or informally at any time during their employment. If the request is made verbally to the ~~However, in all instances the request for reasonable accommodation shall be processed through the~~ Human Resources Department, employees will be asked to confirm the request. Human Resource's response will be in writing, however, the arrangements for accommodation may be initiated prior to the receipt of the written request.

The Human Resources Department's assessment of the request for accommodation response will be in writing. Supervisors receiving requests for accommodation from employees shall direct the employee to contact Human Resources in order to address their need for a reasonable accommodation.

- 3.2 Process for addressing requests for accommodation.
~~Informal accommodation requests shall be made by the employee either in person or in writing to the Office of Human Resources/Payroll.~~

Formal accommodation requests shall be made in writing by the employee using the Employee Accommodation Request for ADA form found on the Human Resources Website. The completed form shall be submitted to the Office of Human Resources/~~Payroll~~. When the office of Human Resources receives an employee request for Accommodations(s), HR will begin the interactive process described below, which will include the employee, their supervisor, HR, and/or relevant unit or department personnel. In addition, the employee shall provide to the Office of Human Resources/Payroll relevant, written documentation of a disability from an appropriately certified or licensed health care or rehabilitation professional in a relevant field of the disability and explain the need for reasonable accommodation using the Medical Inquiry Form in Response to a Request for an Accommodation . To ensure a written timely response from Human Resources, it is recommended that the employee submit the documentation (form) within ten working days of the employee's written accommodation request. Both forms are available on the NDSU forms page or by request from the Office of Human Resources/Payroll.

Where appropriate and allowed by the ADA, the Office of Human Resources may request additional medical documentation. Where permitted, the request will be limited to verifying that the employee has an ADA disability and to request information about the functional limitations that create the need for accommodation, assuming this information is not obvious.

NDSU will engage in an interactive process to determine reasonable accommodations. The employee with a disability, the Office of Human Resources, and relevant unit or program personnel will collaborate in an informal problem-solving process to identify the specific work-related limitations resulting from the disability, the nature of the barrier that is generating the request, and the potential reasonable accommodations(s) that may be effective in removing barriers to the employee's performance of essential functions of their positions.

The interactive process involves:

- i. Analysis of the particular job involved to determine its purpose and essential functions.
- ii. Consultation with the employee with a disability to ascertain the specific job-related limitations imposed by the individual's disability and how those limitations could be overcome with a reasonable accommodation.
- iii. In consultation with the employee to be accommodated, identify potential accommodations and assess the effectiveness of each in enabling the employee to perform the essential functions of the position.
- iv. Accommodations should be assessed at regular intervals as requested by the employee, supervisor or the Office of Human Resources and adjustments made as necessary. Documentation for any adjustments will be documented by the Office of Human Resources.

3.3 Documentation of disability and need for accommodation.

Documentation provided by an employee should include all information requested in the Employee Request for Reasonable Accommodation form. In certain cases, alternative documentation (for example, previous accommodations) may be submitted. the following:

- ~~a) A statement identifying the disability, the date of the current diagnostic evaluation and the date of the original diagnosis, including diagnostic criteria and/or tests used.~~
- ~~b) A description of the current functional impact of the disability.~~
- ~~c) Treatments, medications, assistive devices/services currently prescribed or in use.~~
- ~~d) A description of the expected progression or stability of the impact of the disability over time.~~
- ~~e) The relevant credentials of the diagnosing professional(s) such as medical specialties or professional licensure.~~

While documentation from a medical professional is important, it is not the sole determiner of appropriate accommodations. The documentation is used to support the accommodations determined through the interactive process. NDSU will only ask for documentation that is necessary to determine appropriate accommodations. NDSU may ask the employee to work with their health care provider to generate ideas – in some cases health care professionals are able to suggest effective accommodations. In other cases, they may not be able to suggest ideas, but may be able to say whether ideas under consideration will help remove barriers to the employee's work-related performance. Any medical examination required under these circumstances will be limited to determining the existence of a disability and the functional limitations that require reasonable accommodation.

~~3.3.2. All written documentation provided by an employee requesting accommodation will be maintained in a confidential file separate from the employee's official personnel file in the Office of Human Resources/Payroll.~~

~~3.3.3. Occasionally, the documentation provided by the employee may not be sufficient to make a determination of the appropriate reasonable accommodation. In such a circumstance, the University may require the employee to go to a health care professional of the University's choice in order to adequately document the need for accommodation and identify appropriate accommodations. Any medical examination required under these circumstances will be limited to determining the existence of a disability and the functional limitations that require reasonable accommodation.~~

~~3.3.4. Any costs related to the University's request for the additional medical documentation described in 3.3.3 above will be the responsibility of the University.~~

3.4 Student Employees

Occasionally, an employee may also be a student at the University, and accommodations may be requested to accommodate both their employment, as well as for their education. In such cases, the Center for Accessibility and Disability Services will serve as the initial point of contact, and may share relevant information with the Office of Human Resources to streamline both accommodation request processes, and to ensure that the employee/student does not need to submit the same documentation twice.

4. REQUEST FOR RECONSIDERATION

4.1 Once a The determination of a reasonable accommodation has been made, an employee may request a review of the accommodation by the ADA Coordinator/designee who will consult with qualified personnel.

4.2 In instances where new information becomes available that would constitute the need for a change in accommodation, the ADA Coordinator/designee will refer the request back to Human Resources to engage in the interactive process. shall be an interactive process involving the employee, Office of Human Resources/Payroll and relevant administrative personnel. The University may provide an alternative to the requested accommodation so long as it is effective in removing the workplace barrier(s) that impede(s) the employee with the disability. The employee may refuse an alternative reasonable accommodation, but such refusal may mean the individual may not be able to perform the essential functions of the job, which may require a fitness for duty evaluation under NDSU Policy 161: Fitness for Duty.

~~4.1 — An applicant or an employee with a disability, as defined by law, who is dissatisfied with the response to their request for reasonable accommodation and wishes to appeal, may do so in writing to the Office of Human Resources/Payroll within ten working days of the response.~~

~~4.2 — An Accommodation Review Board (ARB) will be assembled to review the appeal to the response. Following their review, they will make a recommendation to the NDSU ADA Coordinator. The final decision will be made by the NDSU ADA Coordinator and communicated to the employee and Human Resources in writing within ten working days of the receipt of the ARB's recommendation.~~

~~4.2.1 Members of the ARB shall include:~~
~~Director of Human Resources/Payroll or Designee~~
~~Director of (Student) Disability Services or Designee~~
~~Vice Provost for Faculty and Equity or Designee~~

5. EMPLOYEE NOTIFICATION

5.1 The Office of Human Resources will regularly inform supervisors and employees on the process for requesting formal accommodations.

HISTORY:

New	October 13, 1999
Amended	May 6, 2014
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