Agenda
Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, September 12, 2011
Memorial Union, Plains Room

I. Substitutions - K. Wold-McCormick
II. Approval of May 2, 2011, University Senate Minutes
III. Consent Agenda
    a. Academic Affairs (Attachment 1)
    b. Senate Coordinating Council (SCC)
       For Information Only
       1. Policy 143 - Sick/Dependent Sick Leave (Attachment 2)
       2. Policy 609 - E-mail as Official Communication Method to Students (Attachment 3)
    c. Confirmation of May 2011 graduates (Attachment 4)

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

IV. General Announcements
    a. President D. Bresciani
    b. Provost J. B. Rafert
    c. G. Totten, President of Faculty Senate
    d. T. Carlson, President Elect of Faculty Senate
    e. L. Dallman, President of Staff Senate
    f. C. Knutson, President of Student Body

V. Committee Reports
    a. Academic Affairs - A. Brunt
    b. General Education - L. Peterson
       1. HLC Accreditation Model (Attachment 5)
    c. Council of College Faculties - L. Peterson
    d. Senate Coordinating Council (SCC) - G. Totten & T. Carlson
       For Discussion Only:
       1. Policy 352 - Promotion, Tenure and Evaluation (Attachment 6)

       For Discussion and Vote:
       1. Policy 320 - Faculty Obligations and Time Requirements (Attachment 7)
       2. Policy 714 - Senate Coordinating Council (Attachment 8)
    e. Other Committee Reports

VI. Unfinished Business

VII. New Business
    a. Bylaws Revisions - G. Totten (Attachment 9)
    b. Data Management Plan Presentation (IT) - M. Wallman & K. Owen

VIII. Adjournment

# Academic Affairs Committee Report
Faculty Senate – September 12, 2011

Curricular Recommendations

New Program Option			
Pre-Veterinary Medicine Track in Animal Science, Equine Science, or Veterinary Technology, B.S. Degree			

New Courses			
Subject	**No.**	**Title**	**Crs.**
CPM	483/683	Polymer Practicum	2
CSCI	428/628	Computational Techniques for Environmental Sustainability	3

Course Deletion			
HUM	256	Questions of Philosophy	3
HUM	257	Traditional Logic	3
HUM	304	Humanities Tutorial	R-6
HUM	356	Ancient Philosophy	3
HUM	357	Medieval Philosophy	3
HUM	366	Metaphysics	3
HUM	367	The Acting Person	3
HUM	369	Philosophy of Religion	3
HUM	371	The Law and the Prophets	3
HUM	372	Wisdom and the New Testament	3
HUM	405	Topics in Philosophy	3
HUM	476	History of Philosophy: Modern Period	3
HUM	477	Contemporary Philosophy	3
HUM	486	Philosophy and Literature	3

Course Changes							
From:				*To:*			
Subject	**No.**	**Title**	**Crs.**	**Dept**	**No.**	**Title**	**Crs.**
HUM	488	Epistemology	3	*PHIL*	*451*	Epistemology	3
PHIL	321	Greco-Roman Philosophy	3	PHIL	321	*Ancient Philosophy*	3
PHIL	366	Metaphysics	3	PHIL	*450*	Metaphysics	3
PHIL	477	Contemporary Philosophy	3	PHIL	*324*	Contemporary Philosophy	3
TL	731	Logistics Research Methods	3	TL	731	*Logistics Decision Analysis*	3

Change in Prerequisites/Corequisites and Change in Bulletin Descriptions – for information only			
Subject	**No.**	**Title**	**Prerequisite/Corequisite Change**
ADHM/ MRKT	372	Global Retailing	Prereq: MRKT 320 or ADHM 171 2.5 Cumulative GPA Junior Standing
ADHM	385	Global Fashion Economics	Prereq: ADHM 171, ECON 105, ECON 201 or ECON 202 Junior Standing
ADHM	401	Convention and Meeting Planning	Prereq: ADHM 140 or ADHM 141; ADHM 381 Junior Standing
ADHM	481	Apparel and Textiles Capstone Experience	Prereq: ENGL 320, COMM 216, COMM 271 or COMM 308; ADHM 385 Junior Standing
PHIL	486	Philosophy and Literature	Prereq: Phil 101
PLSC	320	Principles of Forage Production	Change in Bulletin Description

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed, if not it will be sent back to you for completion.
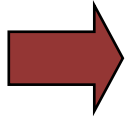
If the changes you are requesting include housekeeping, please submit those changes to Kim Matzke-Ternes first so that a clean policy can be presented to the committees.

SECTION: *Policy 143: Sick/Dependent Sick Leave*

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**

   This change reflects the change in dependent sick leave hours allowed per calendar year. The SBHE sick/dependent sick leave was updated in July to reflect these changes.

2. **This policy was originated by (individual, office or committee/organization):**
   - *Office of Human Resources/Payroll – July 12, 2011*
   - *Brittnee.steckler@ndsu.edu*

3. **This policy has been reviewed/passed by the following (include dates of official action):**
   This portion will be complete by Kim Matzke-Ternes

   Policy Committee: 08/16/2011 Presented to PCC

   University Senate: 08/17/2011 routed for information

   Staff Senate: 08/17/2011 routed for information

   President's Council: 08/17/2011 routed for information

   If you have any questions regarding this cover sheet, please contact Kim Matzke-Ternes at 1-7080 or kim.matzke-ternes@ndsu.edu

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

SECTION 143: SICK/DEPENDENT LEAVE

SOURCE: SBHE Human Resource Policy Manual
NDSU President

1. Sick leave is a benefit granted by the University to eligible employees and is not a benefit considered to be earned by the employee such as annual leave. It is an insurance benefit allowing employees to build a reserve of days they can use for their extended illnesses. *Abuse of this benefit may be grounds for disciplinary action or termination.* Employees are responsible for informing their supervisors prior to the start of their work schedule of their sickness.

   1.1
   The employing department may require satisfactory medical verification as deemed necessary by the department head prior to the payment of sick leave.
   1.2
   The employee is responsible for furnishing their supervisor or department head with a completed "Notification of Employee Leave" card upon returning to work.

2. Sick leave is granted on the basis of continuous service from date of employment for benefited staff employees, *and benefited 12-month academic staff and other non-banded staff.*
3. Sick leave for full-time eligible employees accrues based on rate per hour at a rate equivalent to 12 days per year. Sick leave for eligible part-time employees working 20 hours or more per week is granted on a prorated basis. Sick leave accumulation is unlimited.
4. Sick leave may be granted to employees who become ill while on vacation provided satisfactory medical proof of such illness is submitted.
5. When a holiday occurs during a paid sick leave, the holiday is not considered a day of sick leave.
6. Upon termination, employees with ten years of continuous state service will receive a payment equivalent to 10% of the dollar value of their accrued sick leave. The amount is computed on the basis of the employee's salary at the time of termination and shall be in the form of a lump-sum payment.
7. At the discretion of the department head and the concurrence of the Director of Human Resources/Payroll, an employee may be granted sick leave in advance of the accumulation thereof. Any sick leave taken in advance of accumulation may be deducted from the employee's last paycheck provided the employee has signed an agreement authorizing the deduction. *This agreement must be submitted to and approved by the Office of Human Resources/Payroll prior to the employee obtaining a negative accrual balance.*
8. *Unless an approved leave of absence has been granted, an employee who is off the payroll for one year shall lose unused sick leave.*

9. Accrued sick leave is transferable from any state agency to the employing institution if employment with the institution occurs within one calendar year of separation of service with the state agency. In the event of a Reduction in Force, sick leave is transferable if reemployment occurs within two calendar years.

10. Sick leave may be used by the employee when:

    10.1
    The employee is ill or injured and is unable to work.
    10.2
    The employee has an appointment for the diagnosis or treatment of a medically related condition.
    10.3
    The employee wishes to attend to the needs of an eligible family member who is ill or to assist them in obtaining other services related to their health or well-being. Eligible family members include the employee's spouse, parent (natural, adoptive, foster, and step-parent); child (natural, adoptive, foster, and step-child); or any other family member who is financially or legally dependent upon the employee or who resides with the employee for the purpose of the employee providing care to the family member.
    10.4
    Sick leave used for the purposes described in 10.3 shall not exceed ~~forty (40)~~ eighty (80) hours per calendar year, except that with the concurrence of the employing department and the Office of Human Resources/Payroll, an employee may take up to an additional ten percent of the employee's accrued sick leave to care for an eligible family member who has a serious health condition provided medical certification is obtained. The calculation of this additional amount which is available to be taken by an employee is based upon the sick leave balance of the employee at the time of approval. Once these ~~forty (40)~~ hours have been exhausted, the employee must then use annual leave for situations outlined in 10.3.

11. *The accrual of sick leave shall be prorated for the pay period in which employment begins or ends.*

12. *Sick leave is not accrued during developmental leaves or leaves of absence without pay.*

13. *Accumulated sick leave may be used for any period(s) of actual disability caused or contributed to by pregnancy. Beyond the period of disability, an employee may request use of annual leave, family leave, and/or leave without pay to provide for an extended post-delivery period away from work.*

14. *"Notification of Employee Leave" cards are processed on an on-going basis. Each department is responsible for verifying the Departmental Leave Report. Late leave cards and errors must be submitted to the Office of Human Resources/Payroll for entry and/or corrections.*

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SECTION: *Section 609: E-MAIL AS AN OFFICIAL COMMUNICATION METHOD TO STUDENTS*

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
    Due to migration of student e-mail to Microsoft Live, student e-mail can no longer be forwarded or redirected to personal or other accounts. In addition housekeeping changes were made to reflect other changes within NDSU.

2. This policy was originated by (individual, office or committee/organization):
    Registration and Records – Kristi Wold-McCormick and ~~Division of Information Technology~~Information Technology Division – Theresa Semmens

3. This policy has been reviewed/passed by the following
    (include dates of official action):
    This portion will be complete by Kim Matzke-Ternes

    Policy Committee: 08/16/2011 presented to the PCC; Changes suggested by the PCC (document edited by Kim Matzke-Ternes for Kate Haugen)

Faculty Senate:
    08/17/2011 – routed for information

Staff Senate: 08/17/2011 – routed for information

President's Council: 08/17/2011 – routed for information

If you have any questions regarding this cover sheet, please contact Kim Matzke-Ternes at 1-7080 or kim.matzke-ternes@ndsu.edu

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Thank you for your understanding!

SECTION 609: E-MAIL AS AN OFFICIAL COMMUNICATION METHOD TO STUDENTS

SOURCE: NDSU President

1. POLICY STATEMENT: Electronic mail (e-mail), like postal and campus mail, is an official means by which the University may communicate with students. NDSU exercises the right to send e-mail communication to students and expects that e-mail communication is received and read by students in a timely manner.

2. RATIONALE: ~~Students often have several addresses registered with NDSU. Determining where to send official communication can be challenging, especially when school is not in session.~~ As e-mail is readily available from any Internet connection, ~~in the work,~~ it has been designated as an official communication medium by the University. ~~Expanding reliance on electronic communication among students, faculty, staff and administration,~~ Reliability, coupled with the convenience, speed, cost-effectiveness and environmental advantages of using electronic communication, make e-mail an effective and efficient means by which to communicate with students enrolled at NDSU. ~~As e-mail is readily available from any Internet connection in the world, it has been designated as an official communication medium by the University.~~

3. DEFINITIONS:

   3.1 Official e-mail address:
   An e-mail address assigned to an individual by ~~NDSU Information Technology Services~~ the NDSU Information Technology Division.

   3.2 Official e-mail communication:
   An e-mail message regarding official University business sent from an NDSU faculty, staff, or departmental representative to a student or group of students.

   3.3 Official student mailing list:
   A mailing list populated with official e-mail addresses used by administration and University offices for official mass communication to the student body. Students are expected to read all messages, and act appropriately on, all messages sent to this list.

   3.4 Redirected e-mail:
   E-mail redirected from an official e-mail address to an address not issued by NDSU Information Technology ~~Services~~ Division (e.g., jane@yahoo.com, john@english.ndsu.edu).

4. SCOPE: This policy applies to all admitted and enrolled students at North Dakota State University.
5. STUDENT USE & RESPONSIBILITIES:

   Security: ~~As with any other online service,~~ ~~students~~ Students are required to comply with all institutional and University System policies and procedures, especially North Dakota University System Policy 1901.2 Computing Facilities and North Dakota University System~~NDUS~~ procedure 1901.2 Computer and Network Usage, and NDSU Section 158: Acceptable Use of Electronic Communications Devices, and relevant local, state, and federal law. It is a violation of policy to share usernames and passwords as potentially sensitive information may be transmitted via e-mail.

   5.1 Account Monitoring:

Students are responsible for frequently monitoring their e-mail for official campus communication. Students have the responsibility to recognize that certain communication is time sensitive.

5.2 Special Accommodation:
Students with a disability who are unable to use e-mail as an official University communication may request an exemption to this policy in the form of an alternate format accommodation. To request the accommodation, students should contact NDSU Disability Services. Students will be required to submit documentation from a licensed professional that states the disability and the functional limitations.

5.3 E-mail problems:
So as to not interfere with the receipt of official University communication, students must report any technical problems in accessing or using their official e-mail addresses to the NDSU ‑Information Technology Division Services (ITS) Help Desk. (www.ndsu.edu /helpdesk or 701-231-8685)

5.4 Additional Requirements:
Additional requirements may be imposed by other departments. Faculty and staff may assume that students are accessing their e-mail on a frequent basis as specified in this policy.

6. UNIVERSITY USE OF E-MAIL:

6.1 Campus Wide Announcements:
The University works to minimize the number of messages sent to the entire student body. Messages sent to the entire student body are sent through the official student mailing list. This list is moderated by NDSU officials, and is reserved for official University communication that impacts all or most students. Students may not unsubscribe from the official list. Other (non-official) notifications may be sent via the Student Announce listsev managed by Student Government. . Guidelines for distributing messages via the official student mailing list are available on the NDSU web site.

6.2 Mail Formatting:
The message body of official campus communications shall be sent as plain text messages. Contact information for the originating department must be clearly denoted in the message signature.

6.3 Attachments:
In order to facilitate the timely operation of NDSU's e-mail system and to minimize the amount of storage required to deliver this service, attachments may not be used in e-mail announcements sent to large groups such as the entire student body or all students in a given college.

6.4 Instructional Use of E-mail:
Instructors may determine how e-mail or other forms of electronic communication (i.e., Blackboard) shall be used to facilitate teaching and learning, but must specify the requirements in the course syllabi. Instructors may establish e-mail lists to communicate with students (e.g., regarding class assignments) and may expect that students are accessing their e-mail on a regular basis as specified in this policy.

6.5 E-mail Sent by Students:
In efforts to protect student privacy and better ensure student authenticity, University personnel may require that e-mails received from students, which request a response, be sent via their official e-mail address.

7. E-MAIL SERVICE REQUIREMENTS

7.1 Initial E-Mail Assignment and Service Setup:
E-mail accounts, which create electronic identities and assign e-mail addresses, are automatically setup for new and returning students by Information Technology Services upon admission or readmission to the University. E-mail addresses are free of charge and remain active ~~as long as a student is enrolled at the University~~ up to eighteen months after the student's last enrolled semester.

7.2 Activating E-mail:

After initial e-mail account setup by Information Technology Services, students activate their e-mail addresses and accounts. Instructions are available online (www.ndsu.edu/its/ndsu_live/).

7.3 Redirecting of NDSU E-mail:
Official University electronic communication is sent to students' ~~@ndsu.edu~~official NDSU e-mail address.~~., and the redirecting of @ndsu.edu email is discouraged. However, if students choose to have their e-mail redirected from their official e-mail address to another provider (e.g., Yahoo, Hotmail, AOL), they do so at their own risk. NDSU is not responsible for the handling of e-mail by outside providers or from non-ITS servers.~~ The Information Technology Division does not provide a mechanism to set an e-mail address redirect. NDSU is not responsible for the handling of e-mail by outside providers or from non -IT servers. Failure to receive official University messages when using a non-official e-mail address does not absolve students from the responsibilities associated with official communication sent to their ~~@ndsu.edu~~official NDSU e-mail addresses.

7.4 Privacy and Confidentiality:
Communication via e-mail is subject to all of the same public information, privacy, and records retention laws as other forms of communication. While NDSU e-mail affords some measure of privacy, the redirecting of e-mail by students to outside accounts and the sharing of messages with third parties ~~may~~ can negate the privacy protection rights afforded by students to the University.

7.5 University Spam Policy:
In an effort to reduce the amount of spam the NDSU e-mail system must process, some messages considered to be spam or sent from known spammers are blocked. Use of additional spam fighting tools that delete official e-mail before it is read does not exempt individuals from the policy outlined in this document.

For more information on the e-mail assignment process ~~and how to change your default e-mail address~~, visit http://www.ndsu.edu/its.

HISTORY: May 2007.
REVISED: July 2011

College of Agriculture, Food Systems, and Natural Resources

Bachelor of Arts
Angela S. Rymsza

Bachelor of Science
Charles Bennitt Aarestad
Carl Aaron Abrahamson
Shawn Dean Affolter
Ashley A. Anderson
Allyssa Marie Armson
Deepika Arora
Laiken Kae Aune
Renae Kathryn Aune
Christina Marie Bailey
Melissa Rae Ben
Nolan Roy Berg
Amy Gail Berman
Shrutika Bhatia
Bradley Raymond Bisek
Adam Jon Braaten
Allen John Braun
Melody Kay Brown
Jason Lee Brunell
Nathan S. Bumgardner
Ryan Erick Campbell
Laura Irene Carson
Alex Joseph Chaput
John Anthony Chevalier
Krista Marie Cosert
Eric Neil Dahl
Alexander Thomas Dawson
Nicholas R. DeHaan
Cassandra Ding
Brandon Joseph Dingmann
Jeri Lynn Dohrmann
Ashley Marie Doll
Alex Jerome Dowdle
Carlee Ann Elke

Kristi J. Falk
Justin S. Feist
Andrew Nathan Fillmore
Adam Richard Gajeski
Amrita Ganatra
Amanda Jo Gasmann
Janell Marie Gietzen
Shannon L. Goldsack
Andrew J. Grundstad
David Scott Hagberg
Jason Harlan Hanson
Whitney Ann Harchenko
Ashley Roni Harthun
Jayme Lynn Helmer
Trevor Jay Hokana
Andrew Philip Hokanson
Aaron Robert Hoppe
Emily Virginia Hunt
Sachin Jain
Eric William Januszewski
Lindsey Beth Jobin
Ruchi Joshi
Jamie Arnold Kiecker
Dalyce Ann Klain
Anthony Kraling
Jenny Lynn Kuchynski
Abhishek Kumar
Joshua Daniel Land
Samuel Charles Landman
Kathryn Marie Larson
Quynn P. Larson
Eric Michael Lenneman
Chase Jud Loeks
Josiah Jeff Loeks
Alan James Maier
Daniel Kevin Margarit
Tyler A. Marthaler
Thomas George McCann
Shaun Patrick McMahon
Alex Daniel Miller

Tessa Jane Miller
Timothy Robert Miller
Gregory Scott Morel
Travis Lowell Moser
Alfred John Mudra
Kalayvani Narainasamy
Leah Marie Nicholas
Joseph Paul Odermann
Andrea Marie Olson
Stephanie Mila Olson
Samuel Timothy Partlow
Kyle Daniel Pietruszewski
Douglas Laurence Reimers
Elizabeth Marie Rezac
Steve Douglas Rotenberger
Spencer T. Roth
Quin Courtney Ryan
Steven Joseph Salfer
Benjamin Wallace Schlieman
Michael Victor Schmaltz
Amanda S. Schoch
Garrett Will Schultz
Chulaka Bandara Senanayake
Akshat Sharma
Meenakshi Sharma
Justin James Sherlock
Clayton Dale Shockman
Nicole Rae Sinclair
Kristopher Douglas Skadberg
Michael A. Slotten
Nicholas R. Smith
Skye Angelle Smith
Philip Lee Steichen
Amanda Rae Stenstrom
Ryan Michael Stepan
Angela M. Suda
Korey Richard Sundby
Samantha Nicole Swanberg
Aaron Jacob Tait
Eric Michael Thesing

Jennifer Lynn Thesing
Bradley Andrew Thoreson
Michael Allan Tofsrud
Michael J. Tufte
Ryan Scott Tupa
Tyler Van De Velde
Mark Raymond Vetter
Manpreet Virk
Jennifer Lyn Wadeson
Bethany Ann Wagner
Nickolas Stephen Walton
Travis Lloyd Weinreis
Elliott Weston Welker
Erin Wenzel
Jared Mark Wiegandt
Andrew B. Wirt
Preston Wise
Jianteng Xu
Luke Alan Ziegelman
Katie Marie Zirbes
Jason Daniel Zurn

Master of Science
Valentina Nikolaevna Belousova
Yang Gao
Abhay Gupta
Haiyan Lu
Marc Thomas Murdoff
Kimberly Korthauer Zitnick

Doctor of Philosophy
Junyun Yang

College of Arts, Humanities and Social Sciences

Bachelor of Arts
Allison Katie Aakre
Joshua Tyler Anderson
Amy Jean Bouthilet

Emma Lee Doerner
Dustin John Eckroth
Emily Marie Henrikson
Jaylani Mohammed Hussein
Anique Terri John-Carter
Gina Lynn Kruschek
Samantha Marie Laine
Matthew Ryan McFarland
Amit Mehra
Jayson Timothy Miller
Matt D. Motley
Danielle Candice Pepper
Emily R. Smith
Sam S. Sussenguth
Briana Rose Wilhelmi
Steven James Wirth

Bachelor of Fine Arts
Christian James Gion
Bethany Lynn Lee
Adam Roeder
Maren E. Shallman
Brooke Ann Stewart
Richard Shawn Thomasson

Bachelor of Music
Andrew Joseph Baumann
Allyse Lenore Hoge
Joshua David Peterson

Bachelor of Science
Alexandra Rose Anderson
Schaan Pius Barth
Trevor Bergerson
Tyler Jon Bouma
Anthony Duane Bruhn
Logan Kenneth Buhr
Leah Rose Carlson
Thomas Robert Casler
Marie Anne Champagne
Laural Jackelen Dahl
Jessica Jo Deckert
Brandie Lynn Dixon
Elizabeth Ann Durben
Carl Eberle
Dustin Lynn Elken

Patrick Wade Reed Ellstrom
Emily C. Erickson
Kyle A. Ernst
Natasha Nichole Ertelt
Daniel T. Faulkner
Melissa Joy Marie Fischer
Alexander P. Ford
LeeAllen William Fortin
Kira Kay Gilbraith
Myka Rose Gonzales
Natalee Hannah Green
Charity Ann Grueneich
Daniel Elliot Gunderson
Anthony Eugene Gust
Lynlee Ann Halvorson
Emily Marie Hanson
Joseph Michael Hanson
Justin Allen Harken
Reid Allen Hartl
Christina Marie Hawley
Kevin Del Helland
Kalli M. Hutchison
Joshua Wade Iverson
Amanda Marie Jacob
Morgan Beth Johnson
Rachel Elyce Jones
Christa Ann Kiedrowski
Caitlin Elizabeth Killoran
Randy Jon Kirkevold
Nicholas Joseph Klenow
Brian Knutson
Jackson Kriel
Baily Christine Kruger
Karl Erik Larson
Peter Andrew Larson
Lance Anthony Lauinger
Ryne Lane Lindquist
Michael Curtis Lundberg
Adam Melvin Malafa
Erin Leigh Markestad
Sadie Marie Martin
Sarah DeWitz Martinsen
Trevor James Martinson
Donald Joseph McGregor
Amber McGuire
Whitney Shae Medenwald

Erik Josef Meyers
Lori Lee Neer
Kelsey Elizabeth Nelson
Rory Paul Nies
Kallista Marie Nilson
Neceda Rae Nohrenberg
Charu Pahuja
Catlin Lee Piatz
Sarah Ann Piche
Allison Kathleen Piper
Kyle D. Pollack
Jeremy Jeffrey Poseley-Kopp
Jamie Robert Pullen
Audrey June Putz
Andrew Wilfred Quintus
Ashley Marie Ramstad
Dustin Schaefer
Lilie Ann Schoenack
Ryan Richard Scoville
Patrick Thomas Shannon
Megan Kathleen Shea
Joshua Robert Smith
Thaddeus Earl Swanson
Garrett Andrew Thompson
Chelsey Lauren Thronson
David Tibbals
Rachel Ilene Tripp
Michael Tveidt
Dana Lynn Veidel
Ryan R. Veitch
Joshua A. Vonbank
Sadie Kathleen Wardner
Alicia Jo Wicklund
Bonnie Lynn Willenbring
Brayden Randall Witt
Anne Kathryn Witteman
Timothy Jon Wolf
Steven Gregory Wooden
Stephanie Husna Zimmerman

Master of Arts
Abigail Rose Bakke
Joseph Lawrence Chianakas
Erik Kermeth Kornkven
Craig J. Rood
Carissa Noel Wolf

Master of Music
Susan Ann Nagel

Master of Science
Samantha June Larson
Karen Amaka Okigbo
Seth James Quintus

Doctor of Philosophy
Kathryn Corwin Hasbargen
Daniel William Martin
Amy Nicole Miller
Katie Ann Richardson
Shelly Stowman
Nadene Vevea

College of Business

Bachelor of Accountancy
Travis Michael Aho
Ryan Paul Grindeland
Erika Michelle Haataja
Cody Morris Ingeman
Joshua William Issertell
Christopher John Kadrmas
Brandon Robert Petrich
Sara L. Shimota
Steven Allen Wood

Bachelor of Science
Jacob William Aalderks
Brittany Marie Anhorn
Armin Arnautovic
Jordan Kang Ash
Jack Richard Baartman
Matthew Alan Bagley
Shivanthy Balaretnaraja
Elliott James Beaty
Jackson Allen Beaudoin
Kelsey Amelia Berg
Jared W. Blanchet
Mae Elizabeth Blommel
Megan M. Booth
Caitlin Annette Braun
Paul Robert Brown

Nicholas Ryan Bruggeman
Jason Lee Buhr
Mitch Austin Burdick
Brianna Lynn Burwick
Eric Allan Carlson
Thomas John Cassady
Thaddeus Glenn Collier
David Crannick
Lauren Crumby
Derek John Delaney
Abraham Maduk Deng
Nicole Lynn Drake
Christy Ann Eickhoff
Whitney Lee Eisel
Kathryn Kimberly Engebretson
Jake Alan Erickson
Seth Martin Erickson
Dillon Justin Evenson
John Thomas Farris
Brett T. Fason
Brandon Russell Friedrich
Lance G. Fulton
Brady J. Gabel
Scot Thomas Gallagher
Linsey Marie Ganssle
Marci Kae Gilstad
Brianne Christine Goplen
Alexa K. Grenz
Marina A. Grossman
Kyle Michael Grotluschen
Navjot Guraya
Randi Beth Hartman
Lee Van Haugrud
Kayla Jean House
Theekshana Kasun Jayakody
Christie Jean Johannsen
Braden Johnson
Kara Ann Johnson
Jennifer Carol Katke
Randa Lynn Keller
Jonathon Paul Kelsch
Michael Kerns
Dustin James Kleppe
Tyler Owen Knutson
Vidur Kushwaha
Kristin Lynn Lafontain

Grant Daniel Lang
Chelsi A. Langehaug
Cassidy Erin Langerud
Adam John Laskey
Ryan Andrew Lee
Nicholas John Levang
Bradley H. Lindblad
Ankit Malhotra
Jeremiah Ellis Mattson
Adam Lee Meidinger
Stephen John Mondry
Reed Scott Montgomery
Almira Mujic
Lisa Rene Nostdahl
Tyler James Novotny
Mitchell James Olson
Emily Jean Oppegard
Sean Lee Otis
Leisha Marie Ouren
Lori Marie Overman
Alyssa Michelle Peterson
Amanda Lee Pilgrim
Jerome Allan Pullen Jr.
Kevin Ryan Rasmussen
Christopher Rice
Laura Lucille Rindy
Hunter Mark Ristvedt
Vanessa Marie Rolewitz
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Justin Todd Wren
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Runjie Zhou
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Ashley Nicole Zirbes

Master of Accountancy
Melinda Sue Fangman
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Randall Murphy
Victoria J. Nagel
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Zhehui Yang

Master of Business Administration
Kateryna Oleksandrivna
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Jenna Jo Boerger
Dawn Michelle Brenamen
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Diana Delishini de Soysa
Brent Charles Dekrey
Sarang Deva
Mohamed Fahmy Diab
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Madeline M. Steffenson
Shawn Michael Stumphf
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Adam Lamont Torbert
Laura Ann Wegner

College of Engineering and Architecture

Bachelor of Landscape Architecture
Patrick Warner Benson
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Patrick Ryan Corrigan
Brett Palmer Eidem
Mark S. Flicker
Ashley Ann Hudson
Adam Robert Jones
James Louis Kramvik
Ashley Marie Mellgren
Brad J. Nordling
Kevin Pham
Trevor James Quick
Maegin Allane Rude
Kylie Lynn Satterman
Erik Thomas Twistol

Bachelor of Science
Luis Angel Acevedo
Peter Edward Atwood
Dusty Austin
Patrick Warner Benson
Jacob Bradley Berg
Andrew Scott Berggren
Heather Jewel Bredeson
Andrew Wayne Budke
Olivier Busagara
Matthew Colianni
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Nicholas Lawrence Lippert
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Bachelor of Science in Agricultural and Biosystems Engineering
Calvin Deters
Francis Anthony Dierickx
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Paul Thomas Readel
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Clayton Michael Weisbeck
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Bachelor of Science in Civil Engineering
Thomas Bartness
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Bachelor of Science in Computer Engineering
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Bachelor of Science in Construction Engineering
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Tyler Hansmeyer
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Vincent Salminen
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Jason John Walter
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Bachelor of Science in Electrical Engineering
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Filipe Silva Betzel
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Dustin John Eckroth
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Felicity Olivia Lunden
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Jeff Miller
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Amanda Nelson
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Alodar Reece Bunnell
Baird Matthew Cuppy
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Suchitrareddy Yerramaddu

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Chao Wen

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Katelyn Starner Cunningham
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Mitchell Drake Grunig
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Meghan Emily Hamson
Young Jin Han
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Labreena Danielle Jerger
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Jaclyn Rudoni
Amber Amelia Hartmann Salzl
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Gabriel David Strube
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Stacy Wendt
Alison Marie Willers

Ariel Leigh Willeson
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Marissa Yvonne Wolfgram
Katherine Marie Wurtz
Carlie Rae Ziegler
Dylan Blair Zubke

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Terra Billiet
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Abby Elizabeth Milton
Kan Sugiyama

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Krystal A. Goodyear
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Wade Alan Sherwin
Jaclyn Beth Shultis
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Jenna Rae Wagendorf
Jingyan Xu

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Doctor of Philosophy
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Laura Kristine Hagen
Kelly J. Horvey
HaiHua Jin
Brady Kent Larson
Tina Jean Larson
Alyson Jean Maine
Kendra Kaye Schmalz
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Bachelor of Science in Nursing
Kayla Marie Ackerman
Kayla Anderson
Alissa Lorraine Beckstrand
Savannah Marie Berry
Laurel Beukhof
Amanda Lynn Booke
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Leann Marie Colby
Troy R. Cushman
Shawna Jean Dahnke
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Jordan Michael Flage
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Keshia Ryan Kotula
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Ashley Ann Nelson
Natasha Nenow
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Jena Lyn Penberthy
Alicia Elizabeth Peterson
Callen Elizabeth Peterson
Michelle Piekarski
Beth Janelle Rasmussen
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Andrea Jo Trzynka
Emily Lois Twedt
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Erin Marie Wilmes
Chelsea Carol Witt
Christe Young

Master of Science
Ayat Mustafa Aljawawdeh

Doctor of Nursing Practice
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Doctor of Pharmacy
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Amber Lynne Olek
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Rebecca Lynn Rasmussen
Mary Anne Raven
Suzette Rose Reisenauer
Paul Charles Rummel
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Tabitha Elizabeth Slind
Casey William Stittsworth
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Ying Zhang
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Certificate
Gom Ale
Daniel Alan Creswell
Arundhati Ghosh
Anna Glazyrina
Nikhil Koganti

Bachelor of Arts
Megan L. Byzewski
Matthew Justin Charging
Alexander Dayn Larson
Damir Mehinagic
Kong Kit Wong

Bachelor of Science
Naomi Abigail Aasheim
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Veenu Agarwal
Ruhi Agrawal
Edin Alic
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Rosalynne Wilk

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Kelsey Lynn Dunkle
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Reese A. Whitley
Michael J. Willson

Date: August 28, 2011

To: Members of the Faculty Senate Executive Committee

From: Bob Harrold and Larry Peterson

RE: Potential participation by NDSU in the Higher Learning Commission's New Accreditation Model

Background: NDSU was invited by the HLC to become one of twenty institutions in Cohort Three of the Pioneer Institutions of the Pathways Demonstration Project as HLC transitions to a new accreditation model. This new accreditation model requires a Quality Initiative or Improvement Process. These pioneer institutions will be testing one area of the [competency based framework] of the *Degree Qualifications Profile* (*DP*) on an institutional subset as their Quality Initiative. HLC expects the Quality Initiative to have meaning for the institution and the faculty as well as being linked to gains in student learning. The campus will be encouraged to recognize that the current draft of the *DP* is a work in progress and to adapt it by exploring ways to make it meaningful beyond the gates of our institution.

Why participate?   HLC is eliminating the accreditation process under which NDSU was previously accredited and, unless we elect to participate in the Pathways project, we will automatically be placed into year seven of the revised ten-year cycle. Participation is attractive because of potentially reduced cost and a "hold harmless" clause in the agreement that essentially assures reaccreditation with reasonable effort that is "marked by significance, scope, and substance."

Proposed initiative: NDSU would compare student learning outcomes in our **capstone courses** in each major with *Degree Qualifications Profile* benchmarks for **applied learning**. Examining what "graduates can *do* with what they know," fits the land-grant culture of NDSU.

Rationale: Completing this initiative would:
  ● Involve a general education course currently required for each major,
  ● Build upon activities of a committee currently studying potential revision of general education learning outcomes (Core Undergraduate Learning Experiences) as well as standing Committees of the Faculty Senate (General Education [GE] and University Assessment Committees),
  ● Analyze an existing GE component we will almost certainly retain in any revision,
  ● Promote a model of incremental GE change,
  ● Stimulate campus conversations about student learning,
  ● Focus on a project where significant progress could be demonstrated in two years,
  ● Encourage faculty to distill best local practices in capstones to share across the campus, and
  ● Develop faculty expertise in general education and in the assessment of student learning.

Proposed Action Steps: Bob Harrold and Larry Peterson could serve as co-leaders, with CULE members implementing the initiative. We need to identify additional tenured, mid-career faculty to participate in the project and to develop expertise to serve in key leadership roles for general education and for accreditation and assessment.

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed, if not it will be sent back to you for completion.
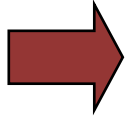
 If the changes you are requesting include housekeeping, please submit those changes to Kim Matzke-Ternes first so that a clean policy can be presented to the committees.

SECTION: *SECTION 352: PROMOTION, TENURE, and EVALUATION*

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
    These changes reflect current PTE practices in policy: they note the need for electronic submission, they clarify who is eligible to serve on PTE committees, and they more clearly state that a candidate's research production toward promotion and tenure must result from activity at NDSU. The changes also try to incorporate more consistent capitalization practices. The changes are small, and are therefore noted in red, using the track changes function of Word.

2. This policy was originated by (individual, office or committee/organization):
    Faculty Personnel Committee (A Standing Committee of the University Senate) Chaired by Elizabeth Birmingham
    Passed by committee: April 29, 2011
    Submitted to Faculty Senate President Gary Totten: July 14, 2011

3. This policy has been reviewed/passed by the following
    (include dates of official action):
    This portion will be complete by Kim Matzke-Ternes

Policy Committee:	08/16/2011 – presented to the PCC; Changes were suggested by PCC, Gary Totten
Faculty Senate:	08/17/2011 – Routed V2 for Information
Staff Senate:	08/17/2011 – Routed V2 for Information
President's Council:	08/17/2011 – Routed V2 for Information

    If you have any questions regarding this cover sheet, please contact Kim Matzke-Ternes at 1-7080 or kim.matzke-ternes@ndsu.edu

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to kim.matzke-ternes@ndsu.edu.
All suggestions will be considered; however, due to policy format guidelines, they may not be possible.
Thank you for your understanding!

SECTION 352: PROMOTION, TENURE, and EVALUATION

SOURCE: NDSU President & NDSU Faculty Senate

~~0.~~
~~0.~~ INTRODUCTION

1.1 The promoting of faculty and awarding of tenure, and the prerequisite processes of evaluation and review, are of fundamental importance to the long-term ability of the University to carry out its mission. Promotion recognizes the quality of a faculty member's scholarship and contributions in the areas of teaching, research, and service. Promotion acknowledges that the faculty member's contribution to the university is of increasing value. Tenure assures academic freedom and enhances economic security for faculty members who show promise of sustained contributions in those three areas. Tenure aims to both recognize a candidate's potential long-term value to the institution as evidenced by professional performance and growth and to provide the expectation of continued employment. The decision to award tenure rests on criteria that reflect the potential long-term contribution of the faculty member to the purposes, priorities, and resources of the institution, unit, and program. With the individual autonomy derived from academic freedom and tenure comes the responsibility to create and/or maintain an ethical, respectful, and professional work climate for oneself, one's colleagues, one's students, and others with whom one relates professionally. Due to the emphasis on institutional purposes and priorities, tenure recommendations should be reviewed at department, college, and university levels.

1.2 From the University's mission flows the expectation that each faculty member will make contributions of high quality to the

areas of teaching, research, and service. "Teaching" includes all forms of instruction both on- and off-campus. "Research" includes basic and applied research and other creative activities. "Service" includes public service, service to the University, college, and department, and service to the profession. Because of the University's mission, the quality and quantity of contributions in all three areas will be considered at the times of promotion and tenure. But, because of variations among faculty in strengths and/or responsibilities, faculty members are not expected to exhibit equal levels of accomplishment in all areas. Moreover, disciplines will vary with respect to the kinds of evidence produced in support of quality of contributions.

1.3 The policies and standards of each college should be congruent with the University's mission and its policies on promotion and tenure, and also should reflect the college's unique expectations of its faculty members. The policies and standards of academic units within each college should be consistent with the missions of the University and college and their policies on promotion and tenure, and also should designate evidence of how faculty in the academic unit meet the expectations of the college and University.

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

2.1 Promotion and granting tenure are not automatic. In addition to contributions in the areas of teaching, research, and service, consideration may be given to factors such as professional background and experience.

2.2 The evaluation of a candidate's performance shall be based on the individual's contributions to teaching, research, and

service, on- and off- campus, in regional, national, or international activities. Judgments will be based on evidence of both the quality and significance of the candidate's work.

2.2.1 TEACHING

2.2.1.1 CRITERIA In the areas of teaching (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure, and post-tenure review: 2.2.1.1.1The effective delivery of instruction to and the stimulation of learning by students and/or clients; 2.2.1.1.2 the continuous improvement of courses or instructional programs; 2.2.1.1.3 the effective advising and mentoring of undergraduate and/or graduate students.

2.2.1.2 EVIDENCE A candidate demonstrates quality of teaching (encompassing both instruction and advising) by providing evidence and information from multiple sources such as: 2.2.1.2.1the receipt of awards or special recognition including certification or licensing for teaching; 2.2.1.2.2 student, peer, and client evaluation of course materials, expertise, and ability to communicate knowledge;2.2.1.2.3 peer evaluation of an individual's contribution to the improvement of instructional programs through the development and/or implementation of new courses, curricula or innovative teaching methods; 2.2.1.2.4 the dissemination of best practices in teaching; 2.2.1.2.5 evaluation by advisees of the quality of graduate and undergraduate advising.

2.2.2 RESEARCH

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

post-tenure review: 2.2.2.1.1 contributions to knowledge, either by discovery or application, resulting from the candidate's research, and/or 2.2.2.1.2 creative activities and productions that are related to the candidate's discipline.

2.2.2.2 EVIDENCE A candidate demonstrates quality and independence or leadership of research from activity at NDSU by providing evidence of completed original work (i.e. published/in press, exhibited, or funded) from multiple sources such as: 2.2.2.2.1 presentation of scholarly or professional papers, and publication of books or articles; 2.2.2.2.2 juried or invited presentations or productions in the theater, music, or visual arts, design, and architecture; 2.2.2.2.3 the development and public release of new products or varieties, research techniques, copyrights, and patents or other intellectual property ; 2.2.2.2.4 peer evaluation of research by colleagues from an individual's discipline or area of expertise; 2.2.2.2.5 the receipt of awards or special recognition for research ; 2.2.2.2.6 the receipt of grants or other competitive awards.

2.2.3 SERVICE

2.2.3.1 CRITERIA In the areas of service (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure and post-tenure review: 2.2.3.1.1 contributions to the welfare of the department, college, university, or profession, and/or 2.2.3.1.2 contributions to the public that make use of the faculty member's academic or professional expertise.

2.2.3.2 EVIDENCE A candidate demonstrates quality of service by providing evidence and information from multiple sources such as: 2.2.3.2.1 the receipt of awards or special recognition for service; 2.2.3.2.2 evaluation of an individual's service

contributions by peers, administrators, and constituents;
2.2.3.2.3 active participation in and leadership of societies
which have as their primary objective the furtherance of
scholarly or professional interests or achievements;
2.2.3.2.4. active participation and leadership in University
governance and programs at the department, college,
university and system levels; 2.2.3.2.5. effective management
or improvement of administrative procedures or programs.
2.2.3.2.6 contributions to knowledge as editors of scholarly
publications, or service on editorial boards, juries, or panels;
2.2.3.2.7 contributions to the operation of state or federal
agencies.

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

0. COLLEGE AND DEPARTMENTAL PROMOTION,
TENURE, POST-TENURE, AND EVALUATION
CRITERIA

3.1. Each academic unit is responsible for refining the University
promotion, tenure, post-tenure, and evaluation criteria and
applying those criteria within the special context of the unit.
Thus, each academic unit will develop specific promotion,
tenure, post-tenure, and evaluation criteria and designate the
types of evidence to be used for evaluation of progress
toward tenure, for renewal, promotion, and tenure decisions,
and for post-tenure review. Within the framework of the
University's promotion and tenure criteria, each academic

unit shall specify the relative emphasis on teaching, research, and service, and the extent to which a faculty member's assigned responsibilities can be allocated among teaching, research, and service.

3.2 A statement of promotion, tenure, post-tenure, and evaluation criteria specific to each college shall be developed by the Promotion, Tenure, and Evaluation (PTE) committee of the college in consultation with the Dean and approved by the faculty of the college. The faculty of each department shall also develop a statement of criteria for promotion, tenure, post-tenure, and evaluation that shall be reviewed and approved by the college PTE committee and the Dean to assure consistency with the college promotion, tenure, post-tenure, and evaluation criteria. The college and departmental statements, and any subsequent changes, shall be reviewed and approved by the Provost/Vice President for Academic Affairs (Provost/VPAA) to assure consistency with University and State Board of Higher Education (SBHE) policies.

3.3 For probationary faculty, the basis for review of the candidate's portfolio and any recommendations on promotion and/or tenure shall be the promotion and tenure guidelines and criteria of the academic unit which were provided to the candidate at the time of the candidate's appointment to the position. The dean or director of the college or equivalent unit has the responsibility to provide to the appointee these documents, as well as a position description, contract, or other document that constitutes a tenure or work plan. Tenured candidates for promotion to professor shall be evaluated by the criteria in effect at the time of application.

3.4 Faculty Hired Without Previous, Relevant Experience

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

3.5 Faculty Hired with Previous Relevant Experience

A faculty member with relevant professional/academic experience may be given credit toward tenure and promotion when this is negotiated as a provision in the original hiring contract. Tenure recommendations and recommendations for appointment at the rank of Associate Professor or Professor for new hires (administrators or faculty with prior experience) are made by the respective Department and the College PTE Committee. The process of review is initiated by the Chair/Head. There are two options: 3.5.1 Faculty may be given one to three years (maximum allowed) of credit. For example, given one year of credit, promotion and tenure application would be due in the fifth year of service; given three years, the application would be due in the third year of service. 3.5.2 Faculty may be given the full six-year probationary period with the option of applying for promotion and/or tenure at any time following three years of academic service.

0. For either option, failure to achieve tenure will lead to a terminal year contract. Any exceptions to Section 3.5. must be approved by the President.
3.6 Extension of Probationary Period

At any time during the probationary period but prior to the sixth year (or prior to the year in which the portfolio is due), a faculty member may request an extension of the probationary period not to exceed three years based on personal or family circumstances, which, according to reasonable expectations, impede satisfactory progress towards promotion and tenure. Faculty given promotion and tenure credit are eligible for this extension. The request must be in writing and will be reviewed and forwarded sequentially with recommendation by the Chair/Head~~,~~ to the Dean~~, and~~ to the Provost~~/VPAA to the President~~ who will approve or deny the request. Denial of an extension may be appealed to the President under NDSU Policy 350.4. The President's decision is final.

3.6.1. Extension of Probationary Period for Childbirth or Adoption

A probationary faculty member who becomes the parent of a child or children by birth or adoption, prior to the year in which the portfolio is due, will automatically be granted a one-year extension of the probationary period. Written notification to the Provost/VPAA must be provided by the Department Chair/Head and the Dean of the college within one year of the event and prior to the year in which the portfolio is due. While NDSU supports the use of the extension, the probationary faculty member has the option at any time after the birth or adoption to return to the original schedule of review. Any additional extensions beyond the one year must be requested under the provisions of 3.6 above. Extensions due to childbirth or adoption may not exceed three years.

~~0.~~ (Granting extensions does not increase expectations for

performance.)

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

0. PERIODIC REVIEW

4.1 Periodic reviews of faculty serve multiple functions. The reviews assist faculty members in assessing their professional performance, assist the administration in delineating areas to which particular effort should be directed to aid in improving the professional achievement of the faculty members, and contribute to the cumulative base upon which decisions about renewal, promotion, and tenure are made. In addition, periodic reviews may result in changes in responsibilities, modified expectations, and/or altered goals for performance.

4.2 The procedures for periodic review that are developed by each academic unit shall be reviewed and approved by the college PTE committee and the Dean.

4.3 All full-time faculty will be reviewed annually. Unless college or department procedures provide otherwise, annual reviews of non-tenured faculty shall be conducted so that decisions and notifications can be made in accord with the deadlines listed in Section 350.3.

4.4 Probationary faculty hired into tenure-track positions must receive special review during their third year of service to the institution. This third-year review shall recognize and reinforce areas of strength as well as point out areas of weakness that could jeopardize the case for promotion and tenure. Specific formative evaluations shall be provided to

help candidates prepare their strongest case for promotion and tenure. Any extension granted prior to the third year review will delay the review by an equal period.

4.5 Unless college or department procedures provide otherwise, the department chair or head of the academic unit will be responsible for the conduct of the reviews and the communication of their results. Periodic reviews shall result in a written report to the faculty member being reviewed. The report shall state expectations and goals for the coming review period. For probationary faculty, the report shall include an assessment of the faculty member's progress toward tenure and recommendations for improvement. Should the periodic reviews indicate that a faculty member is not making satisfactory progress toward tenure, the report may include a recommendation for nonrenewal. In making a judgment on satisfactory progress toward tenure, due consideration shall be given to the candidate's academic record, performance of assigned responsibilities, and potential to meet the criteria for promotion and tenure at the end of the probationary period.

4.6 Colleges and departments shall develop specific post-tenure review policies appropriate to their faculty. Annual reviews of tenured faculty shall include an evaluation of the faculty member's performance relative to the current position description. For Associate Professors, annual reviews must include specific recommendations to strengthen the case for promotion to Professor. Annual reviews of Professors must recognize and reinforce areas of strength, as well as discuss areas of weakness and recommend improvements. Should the annual reviews indicate that performance of a faculty member is unsatisfactory under the standards for post-tenure review, the report shall include a recommendation for appropriate remedial action.

4.7 The faculty member being reviewed shall have 14 calendar days to respond in writing to the written report if the faculty member wishes to do so. The written report, and any written response from the faculty member, shall become part of the faculty member's official personnel file.

~~0.~~ COMPOSITION OF PTE COMMITTEES

5.1. Each college shall have a PTE Committee consisting of at least three faculty members elected by the faculty of the college. The college PTE committee shall be as reflective as possible of the college's breadth of disciplines and fields of expertise. Ordinarily, at least three departments or sub-units of a college will be represented on the committee, and usually no more than one member of the same department may serve on the committee at one time.

5.2 Only tenured faculty members who have completed three years of full-time appointment with the University and who have attained the rank of associate professor or above are eligible for election to a college or department PTE Committee. Faculty members being considered for promotion may not serve while under consideration.

5.3 The department and college PTE committees' reviews and recommendations ~~is~~ are part of a process of peer review. Thus, faculty holding administrative appointments, including those with interim status, are not eligible to serve. ("Administrative appointment" includes appointments as President, Vice President, Associate or Assistant Vice President, Dean, Associate or Assistant Dean, ~~or~~ Department Chair or Head, Associate, Assistant or Vice Chair or Head, or Director of an academic unit.)

0. PTE PROCEDURES

6.1 The candidate shall ensure that the <u>electronically submitted</u> portfolio is current, accurate and complete for review at the department level using procedures consistent with department and college policies. The chair or head shall forward the <u>electronic</u> portfolio together with the department's recommendations, and an explanation of the basis for them, to the College Dean and the ~~college's~~ <u>College's</u> PTE Committee no later than November 1.

6.2 After November 1, the information that may be added to the portfolio is limited to a) Recommendations by the evaluating units considering the portfolio at that time; b) the candidate's response to those recommendations; c) any materials requested by the evaluators.

6.2.1 Candidates may petition the college Dean and PTE committee to add additional materials after the deadline. The Dean and PTE committee must both agree <u>to the addition</u> in order for additional material to be added.

6.2.2 Any additional materials added to the portfolio must pertain to information or material already in the portfolio, such as pending publications or grant proposals.

6.3 Unsolicited individual faculty input is limited to the department level of review.

6.4 Recommendations and any other materials collected as part of the evaluation process at the department, college, and university levels must be added to the candidate's portfolio before being sent forward to the next level of review. At the

time that any written materials are added to the candidate's portfolio, copies of the added material must be sent to the candidate for review. The candidate shall have 14 calendar days to respond in writing to the additional materials. Any response from the candidate to such materials must be in writing and must be included in the portfolio for review at the next level.

6.5 Allegations of misconduct discovered after November 1 that could be detrimental to a candidate's case (e.g., academic misconduct) shall be handled through the appropriate University policy and mechanisms. In such cases, the PTE process will be suspended until the allegations are resolved. Once the PTE process resumes, the candidate may update the portfolio.

6.6 Colleges and departments shall document that they have followed all procedures; e.g., by a comprehensive checklist of the steps in the PTE process. The documentation must be included in the portfolio.

6.7 The college College PTE Committee and the college College Dean shall separately and independently review and evaluate the candidate's portfolio without discussion or communication.

6.8 The college PTE Committee shall prepare a written report, including recommendations and an explanation of the basis for them, that shall be included in the candidate's portfolio. The report and recommendations shall be submitted to the Provost/VPAA by January 155. A copy shall be sent to the Dean, the chair or head of the academic unit, and the candidate.

6.9 The College Dean shall also prepare a separate written report,

including recommendations and an explanation of the basis for them, that shall be included in the candidate's portfolio. The Dean shall forward the report and recommendations, and the portfolio of the candidate, to the Provost/VPAA by January ~~15~~5. A copy of the Dean's report shall be sent to the College PTE committee, the chair or head of the academic unit, and the candidate.

6.10. The Provost/VPAA shall review the candidate's materials and the recommendations of the department, C~~e~~ollege PTE Committee, and College Dean. The Provost/VPAA shall make a recommendation in writing, including an explanation of the basis for it, by March 31, to the President. Copies of the Provost/VPAA's written recommendation shall be sent to the candidate, the department chair/head, the College Dean, and the ~~college~~ College PTE Committee. The Provost/VPAA may solicit input from a nonvoting advisory committee consisting of tenured, non-administrative faculty representing each college.

6.11 When appropriate, the President shall then make the final recommendation to the SBHE for tenure. When appropriate, the President shall notify the candidate of promotion or denial of promotion.

6.12 In the case of joint appointments, the primary responsibility for the review rests with the department and the college that hold the majority or plurality of the appointments. Such department or college shall solicit input from the other units holding the remainder of the appointment as appropriate to the allocation of effort. This input from other units, ~~-~~which shall be included in the portfolio.

6.13 When evaluating faculty participating in interdisciplinary programs, the primary department may solicit input from the

director of the interdisciplinary program as appropriate to the allocation of effort.

~~0.~~ APPEALS

7.1. Appeals of periodic reviews are made by requesting a reconsideration by the evaluating party. If not satisfied, the faculty member may initiate the grievance process pursuant to Section 353.

7.2. Appeals of nonrenewal and nonpromotion decisions shall be pursuant to Policy 350.3.

~~0.~~ DOCUMENT RETENTION Electronic copies of portfolios shall be maintained by the appropriate college for the length of time specified by the university records management policy. Disposal of these documents, as well as filing of archival copies, will also conform to the university records management policy.

HISTORY: May 13, 1974; Amended February 10, 1975; December 12, 1988; May 14, 1990,; April 1992; December 12, 1994 (Effective date July 1, 1995); June 1997; November 2000, October 2001, October 2007, July 2008, February 14, 2011hk

Policy Change Cover Sheet

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SECTION: **SECTION 320: FACULTY OBLIGATIONS AND TIME REQUIREMENTS**

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
    The changes to this policy add a provision for childbearing leave that is above and beyond the sick leave policy as well as a section on modified duties.

2. **This policy was originated by (individual, office or committee/organization): Office of Equity, Diversity, and Global Outreach. Christina Weber, Commission for the Status of Women Faculty (CSWF); 1/25/11**

3. **This policy has been reviewed/passed by the following (include dates of official action):**
    This portion will be complete by Kim Matzke-Ternes

Policy Committee:	05/11/2011 presented to PCC;
University Senate:	08/23/2011 Routed for input;
Staff Senate:	08/26/2011 Routed for information
President's Council:	08/26/2011 Routed for information

If you have any questions regarding this cover sheet, please contact Kim Matzke-Ternes at 1-7080 or kim.matzke-ternes@ndsu.edu

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SECTION 320: FACULTY OBLIGATIONS AND TIME REQUIREMENTS

SOURCE: NDSU President

1. **Basic Obligations**

   Regular faculty appointments carry those responsibilities and privileges traditionally identified with academic positions. While a minimum of specific restrictions are imposed on the activities of a faculty member, they are under obligation to render to the University the most effective service of which they are capable. Moreover, they are expected to increase their depth and range of competency with increased length of service. All members of the faculty have a responsibility to develop their professional proficiency.

   Faculty member obligations fall into these four broad areas: (1) academic instruction, (2) research and other scholarly activities, (3) administrative and related duties, and (4) professional service to communities. Primary responsibilities for most appointees include the functions of teaching and research.

   These broad statements of faculty responsibility mean that faculty members are accountable to the University during the term of their appointment (including summer school appointments) for all necessary or appropriate teaching, research, administrative, and service obligations. More specifically, this means that faculty members are obligated to meet all their scheduled classes, to schedule and be available for a reasonable amount of consultation hours in their office, and to attend scheduled meetings that are related to their professional obligations.

2. **Office Hours**

   Faculty members are considered professional personnel responsible for accomplishing the tasks for which they are employed. Faculty members are responsible for making time available for student conferences and are expected to post a listing of office hours.

3. **Annual Leave**

   While nine-month faculty members thus have considerable flexibility in scheduling and fulfilling these professional obligations, they should not regard as automatic vacations all those periods when University classes are in recess. It should be clearly understood that there is no formal **annual leave** policy established for faculty whose regular term of employment is less than 12 months either by the State Board of Higher Education or by the University, other than the obvious fact that all faculty members are entitled to take the holidays defined by the State of North Dakota for state institutions. This should not be interpreted to mean that nine-month faculty members are obligated to work from 8:00 AM to 5:00 PM on all other days of the academic year, just as it would be inappropriate to assume that faculty members are excused from all academic responsibilities during the breaks provided for students. Instead, the guiding principle should be the more flexible requirement of professional obligation and accountability referred to above.

4. **Sick Leave**

This same philosophy prevails at NDSU with regard to sick leave for faculty whose regular term of appointment is less than 12 months. Although there is no formal sick leave policy or provision for such faculty, the understanding is that they have the opportunity to reschedule their commitments or make appropriate voluntary arrangements with their colleagues during times when sickness makes it impossible or unwise for them to meet their professional obligations. This does not guarantee any certain amount of paid sick leave hours or days to faculty members whose regular term of appointment is less than 12 months, but the flexibility it provides seems to meet the needs of most faculty members. Where extended illness or disability is involved, however, the amount of such informal sick leave shall be limited to a maximum of two weeks for each year of academic service to NDSU, unless an exception is authorized by the Provost and Vice President for Academic Affairs. In any event, the University's TIAA-CREF disability insurance provides salary benefits after six months of disability.

5. **Childbearing Leave**

Academic appointees (tenured and tenure-track faculty, professors of practice, and senior lecturers) with less than twelve-month appointments who give birth are eligible for childbearing leave during the period of medical disability. This is a temporary leave from all duties without reduction in pay during the time the faculty member is temporarily disabled because of pregnancy and childbirth. Childbearing leave begins on the actual delivery date and ends six weeks after (including university breaks), although individual circumstances may require extending this period. Any extension beyond six weeks may require medical recertification from the attending physician or midwife and is governed by Section 4 of this policy.

6. **Modified Duties**

6.1.   Who is eligible: An academic appointee (tenured and tenure-track faculty, professors of practice, and senior lecturers) who 1) becomes a parent through childbirth, adoption, and foster placement of a child (as defined by ~~the Family Medical Leave Act~~NDCC § 54-52.4-01), 2) has a health condition that makes them unable to perform their regular duties but does not necessitate a reduction in workload, or 3) who will be caring for a ~~family member~~child, spouse/partner or parent who has a serious health condition (as defined by NDCC § 54-52.4-01).

6.2.   Benefit: Modified duties and goals without reduction of salary. A person taking modified duties will still be at a 100% workload and 100% salary; however the nature of the responsibilities for this time period will be adjusted. Modified duties and goals will be negotiated with the department chair/head and approved by the dean. Modified duties may include, but are not limited to, a revision of workload for up to the equivalent of a semester (e.g, release from or reassignment of teaching courses, committee assignments, advising, or alteration of research duties).

6.3.   Limits: The individual requesting modified duties, the department chair/head and the dean must agree upon the duration. Modified duties must conclude within 12 months of the birth or adoption. A period of modified duties is not a necessary condition for an extension of the tenure probationary period.

A period of modified duties also does not require that the individual extend the tenure probationary period.

6.4.   **Note for those individuals utilizing both Childbearing Leave and Modified Duties**

6.4.1.   When a period of modified duties immediately follows childbearing leave, that period may be extended to the end of a semester to accommodate teaching schedules as necessary.

6.5.   **Annual Evaluation of Academic Appointees using the Modified Duties Policy**

6.5.1.   Faculty members who utilize the mechanism for modification of duties and goals must still submit an annual report when it is due in their department. The time period in which duties were modified, as well as the specific modifications in place, must be included in the annual report. The report must also include the agreed upon goals and a statement about how those goals were accomplished. Those reviewing and evaluating the document should take this into account and adjust expectations accordingly. Acceptance of Modified duties does not change the candidate's responsibility for meeting the department's PTE standards by the end of the probationary period, whether that period has been extended or not.

HISTORY: November 28, 1989; Amended January 1998, December 2002, October 2007

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SECTION: *714: ~~Policy Coordination Committee~~ Senate Coordinating Council*

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**

    Purpose of change is to streamline the procedures for policy changes and approval ~~PCC. Would reduce m~~Membership ~~to~~ would include ~~6 persons~~9 voting members and 5 non-voting members ~~from current 14 and return the PCC closer to what it was when it originally started. If a new Faculty Senate is created, then the President of Faculty Senate would be added. One of the original purposes of the PCC was to provide for notice and input to the various constituencies on campus of proposed policies. The streamlined PCC could speed up the consideration of policies and get them to the Senates for that input.~~Due to the creation of the Faculty Senate and the restructuring of the University Senate, a new procedure for routing policies is necessary in order to insure that policies are routed to the appropriate constituency. ~~The PCC would also, as it does now, initially get input from affected VP's or areas before a policy is sent out to the Senates. Such draft policies would be sent out to the VP's and perhaps the President's Council, depending on the policy, for initial input, revised and then vetted through the Senates.~~

2. **This policy was originated by (individual, office or committee/organization):**
    ~~General Counsel 1/28/10~~
    ~~Rick.johnson@ndsu.edu~~
    PCC Special Senate Committee (Meister, Comez, Berry, Terbizan, Council)
    Mark.Meister@ndsu.edu

3. **This policy has been reviewed/passed by the following (include dates of official action):**
    This portion will be complete by Kim Matzke-Ternes

Policy Committee:	2/11/10 presented; Held over per General Counsel Request; 08/16/2011 Faculty Senate presented version 2 to the PCC. 08/16/2011 changes suggested by PCC, updates made by Gary Totten.
University Senate:	08/17/2011 Routed V3 for Input
Staff Senate:	08/17/2011 Routed V3 for Input
President's Council:	08/17/2011 Routed V3 for Input

If you have any questions regarding this cover sheet, please contact Kim Matzke-Ternes
at 1-7080 or kim.matzke-ternes@ndsu.edu

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

NDSU
NORTH DAKOTA STATE UNIVERSITY
FARGO, N.D.

POLICY MANUAL

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

SECTION 714: ~~POLICY COORDINATION COMMITTEE~~SENATE COORDINATING COUNCIL

SOURCE:

NDSU President, SBHE Policy 305.1, Faculty Senate Bylaws

1. ~~A Policy Coordination Committee~~The Senate Coordinating Council ~~is established as a permanent, advisory committee to the President to~~ coordinates the routing and adoption of policies and policy changes for their placement into the NDSU Policy Manual. All policies of a permanent nature affecting the University as a whole should be published in the electronic NDSU Policy Manual. Before approval by the President and placement into the policy manual, such policies, except for interim policies adopted pursuant to subsection 6, must be presented to the Senate Coordinating Council who will direct each policy for review by the appropriate Senates consistent with the Faculty Senate Constitution and purview of each Senate. Failure to present a policy to the Senate Coordinating Council will not invalidate a policy, but may result in unnecessary delay in its implementation or having a policy resubmitted to the proposing body or department for potential revisions. The Senate Coordinating Council does not approve or disapprove policies but facilitates the policy review process by the various Senates. Finally, the Senate Coordinating Council advises the President on their placement in the manual.

1.

2.   The membership of the ~~Policy Coordination Committee~~Senate Coordinating Council is made up of the following individuals or their designees:

    Voting Members:

    1. Faculty Senate President

    2. Staff Senate President

    3. Student Body President

    4. Two representatives of the Faculty Senate as appointed by the Faculty Senate President.

    5. Two representatives of the Staff Senate as appointed by the Staff Senate President.

    6. Two representatives of the Student Senate as appointed by the Student Body President.

~~2.~~   Non-Voting Members:

    1. ~~Controller~~ Provost (or designee)
    2. Vice President for Student Affairs (or designee)
    3. ~~Assistant,~~ Vice President for Finance & Administration (or designee)
    ~~1.~~4.   Two representatives from one of these Vice President's or Provost's offices to facilitate meetings and maintain records. Every three to five years, these offices will rotate responsibility for selecting representatives to facilitate meetings and maintain records.
    ~~2. Executive Director, Chief Diversity Officer, Office for Equity & Diversity~~
    ~~3. Director, Human Resources/Payroll~~
    ~~4.   General Counsel~~
    5. ~~President Elect, Staff Senate~~
    ~~a.~~4.   ~~President (or designee), Staff Senate~~
    ~~b.   President Elect, University Senate~~
    ~~   Provost/Vice President for Academic Affairs~~ (President (or designee), ~~Faculty~~University Senate)
    ~~c.~~5. ~~President (or designee), Student Senate~~
    ~~d. Vice President for Finance and Administration~~
    ~~e. Vice President for Student Affairs~~
    ~~f. Vice President for Agriculture and University Extension~~
    ~~g. Vice President for Research, Creative Activities and Technology Transfer~~
    ~~h. Vice President for University Relations~~
    ~~i. Vice President for Information Technology~~

Policy initiators and stakeholders are welcome and encouraged to attend the meetings as non-voting members.

~~The Vice President for Finance and Administration shall appoint the committee chair. The Assistant, Vice President for Finance & Administration will serve as the committee chair.~~

3. Committee Responsibilities

~~All policies of a permanent nature affecting the University as a whole should be published in the electronic NDSU Policy Manual. Before approval by the President and placement into the policy manual, such policies must be presented to the Policy Coordination Committee for review who will direct each policy for review by the appropriate Senates. (For detailed information on the process, please see the Policy Coordination Committee Process link on the NDSU Policy Manual website.) Failure to present a policy to the Policy Coordination Committee will not invalidate a policy, but may result in unnecessary delay in its implementation or having a policy resubmitted to the proposing body or department for potential revisions. The Policy Coordination Committee does not approve or disapprove policies but facilitates the policy review process by the various Senates. Finally, the Policy Coordination Committee advises the President on their placement in the manual and, in conjunction with General Counsel, makes the President aware of any potential conflicts or problems created by the proposed policy, if any.~~

1. The Senate Coordinating Council encourages the development of clear, thorough, and consistent policies by stimulating collegial discussion and analysis of policy proposals having campus-wide effects.

2. The Senate Coordinating Council coordinates the distribution of policies to the appropriate senate body consistent with the Faculty Senate Constitution and purview of each Senate.

3. After approval by the appropriate senate bodies, the Senate Coordinating Council sends policies to appropriate channels at NDSU for final approval.

4. ~~4.~~ The Senate Coordinating Council serves in a liaison capacity regarding the Faculty Senate, Staff Senate, Student Government, and administration.

5. ~~4. 3.1.~~ The ~~Policy Coordination Committee~~Senate Coordinating Council ~~follows the~~ follows the NDSU Policy Manual —Process ~~process~~ for coordinating policy review and revisions prior to publication in the —NDSU Policy Manual. (For detailed information on the process, please see the ~~Policy   Coordination Committee~~Senate Coordinating Council

Process link on the NDSU Policy Manual website.)

6.   5. After a policy is reviewed by the Policy Coordination CommitteeSenate Coordinating Council and placed in policy manual format, and routed to the various senates, Provost, Vice Presidents, councils, committees or other parties for approval or reportinput as needed, it will be submitted to the President for approval. Following such approval the policy will be returned to the Office of the Vice President for Finance and Administration office currently responsible for maintaining records for distribution and publication in the manual (available on the NDSU web site at www.ndsu.edu/policy).

7.   6. The President has the authority to adopt interim policies and procedures concerning matters for which legislative authority is delegated by the State Board of Higher Education to campus legislative bodies. Any adoption of an interim policy or procedure must include notice to all the University Senates prior to or at the time the policy or procedure takes effect. Not later than six months of its effective date, the President shall present the interim policy or procedure to the University various Senates for review and its their decision, subject to the President's approval or veto, concerning whether the policy or procedure should be continued, revised or discontinued.

HISTORY: November 1992; Amended May 1996; January 1998; March 2002; February 2003, October 2004, May 2005, September 2007, January 2008, December 2009hk

Bylaws

Article I: Faculty Senate Membership

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

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

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

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

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

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

Section 7.
A senator may be removed from office by way of a two-thirds majority vote at a regular Faculty Senate meeting, followed by a 2/3 vote at the next meeting. This action may never be part of a consent agenda.

Section 8.
All senators are expected to:
1. Attend all Faculty Senate meetings. If unable to attend the meeting the senator must find a competent substitute (who is not already a senator) to act as her or his proxy at the meeting. Said proxy will have all rights and privileges accorded a regular senator. The senator must provide signed notification of the substitution to the Secretary of the Faculty Senate prior to start of the meeting.
2. Prepare for Faculty Senate meetings including reading the agenda and all attachments prior to the meeting.
3. Participate in meetings as long as doing so advances the business of the Faculty Senate.
4. Disseminate Faculty Senate information to their individual representation units.
5. Gather opinions and other information from their representation units concerning Faculty Senate activity.
6. Show proper decorum during meetings.

Article II: Organization and Faculty Senate Operation

Section 1.
Administrative officers of the Faculty Senate consist of the President and the President-Elect.

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

Section 3.
At the end of the term, the President-Elect will succeed the President for a one-year term of office.

Section 4.
During their respective terms the President-Elect and the President will not represent her or his representation unit.

Section 5.
Removal of the President or President-Elect requires a 2/3 vote at a regular Senate meeting, followed by a 2/3 vote at a special meeting of the Senate not more than 2 weeks after the first meeting. In the event that the President is removed, the President-Elect will assume the role of President and will continue as President until the President-Elect's original term is concluded. In the event that the President-Elect is removed, the Senate will vote to replace the President-Elect at the next regular meeting of the Senate. These actions may never be part of a consent agenda. The removed officer shall not complete her or his term as a Senator.

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

Section 7.
Duties of the President-Elect shall include the following:
1. Assist the President in executing the duties of the office.
2. Serve as President during any absence by the President.
3. Serve on the Senate Executive Committee.
4. Serve on the Coordinating Council.
5. Represent the Faculty Senate to the Staff Senate and the Student Government.

Section 8.
The University Registrar shall be the Secretary of the Senate; the Secretary of the Senate is not a voting member of the Senate. The duties of the Secretary shall include:
1. Acquire the agenda and related attachments, if any, from the President, then prepare and disseminate the agenda in accordance with Section 13.
2. Maintain a current roster of senators and record attendance to confirm a quorum.
3. Collect and read the member substitution authorizations at the meeting.
4. Record, prepare and disseminate meeting minutes according to Section 15.
5. Schedule a room for all Faculty Senate meetings.
6. Maintain a permanent record of Faculty Senate minutes.
7. Maintain a permanent record of annual reports submitted by the President and chairs of Faculty Senate committees.
8. Maintain records of standing committee membership.
9. Prepare updated versions of the Constitution for distribution.
10. Archive all past versions of Constitutions and Bylaws.
11. Verify the eligibility of senators and committee members.

Section 9.
Regular meetings of the Senate shall be held at 3:30 pm on the second Monday of each month of

the academic year. The meetings will be held the third Monday of the month if the second Monday is a University or state holiday, or if University classes are not yet in session at least one week prior to the second Monday of the month.

Section 10.
Special meetings may be called by the President or on petition of one-third of the membership of the Senate.

Section 11.
Meetings of the Faculty Senate shall be open to the public. At each Senate meeting the President of the University, the Provost/Vice President for Academic Affairs, the Student Body President, and the Staff Senate President will be invited to make announcements. The Faculty Senate President may allow other non-senators to speak and/or provide reports. However, only senators may make motions and only senators may vote on motions before the Senate.

Section 12.
Faculty Senate meetings shall be conducted under Robert's Rules of Order, Newly Revised. The Faculty Senate will confirm the appointment of a person not on the Senate to serve as Parliamentarian. Whenever doubt arises on questions of procedure the President or a senator may ask the Parliamentarian for a ruling. There is no term limit for Parliamentarian.

Section 13.
The primary business of the Faculty Senate is to review, propose, and approve of policy with respect to the following matters:
   a. Academic freedom, including rights and responsibilities
   b. All curricular matters, including establishment, dissolution, and substantial changes to degree programs
   c. Research and scholarship
   d. Admissions standards and prerequisites
   e. Requirements for regular certificates and degrees
   f. Regulations regarding attendance, examinations, grading, scholastic standing, and honors
   g. Teaching quality
   h. Professional standards and criteria for positions accorded academic rank
   i. Policies and procedures for promotion, tenure, and evaluation
   j. And other academic matters

The agenda for each regular meeting shall be posted to the Faculty Senate website at least one week before each meeting. Any member of the Faculty Senate may request of the President of the Faculty Senate that an item be placed on the agenda. The order of business for Faculty Senate meetings shall be as follows:
   1. Approval of the minutes of the previous meeting
   2. Announcements
   3. Consent agenda
   4. Committee and other reports
   5. Unfinished business
   6. New business

7. Adjournment

At the October meeting, the primary order of business will be planning and prioritizing Faculty Senate goals for the academic year. The order of business for this meeting will be as follows:
1. Approval of the minutes of the previous meeting.
2. Announcements.
3. Consent agenda.
4. Planning and prioritizing Faculty Senate action for the year.
5. Adjournment.
The President, in consultation with the Executive Committee, may add an urgent piece of new or committee business to this meeting if the timing is critical.

Section 14.
A quorum of at least 55 percent of the total voting membership of the Senate shall be present in order to conduct Senate business.

Section 15.
The minutes of the meeting shall be posted to the Senate website by the Secretary within one week after the meeting.

Article III: Senate Committees

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

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

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

Section 4.
Individual representation units will determine their own methods for selecting members of

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

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

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

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

Article IV: Faculty Senate Standing Committees

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

Section 2. Academic Integrity
1. Membership shall consist of one tenured faculty member with the rank of professor from each representation unit. If a full professor is not available, an associate professor may be appointed.
2. Committee responsibilities include:
    a. Providing investigative assistance on cases involving academic misconduct as described in Policy 326.

    b.   Selecting panels of three persons competent to investigate allegations; such panels may include members from outside the University.

    c.   Reviewing and recommending policies on academic integrity.

Section 3. Conflict of Interest Advisory

1. Committee membership shall consist of five tenured faculty recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President.
2. No two committee members may have primary appointments in the same representation unit.
3. Committee responsibilities include:
   a. Serving as an advisory body to the administration on the issue of Conflict of Interest.
   b. Initiating and reviewing policies concerning Conflict of Interest and making recommendations regarding such policy at the Faculty Senate.
   c. Hearing and ruling on appeals of decisions in conflict of interest cases.
   d. Acting in accordance with procedures approved by the Faculty Senate, specifically Policy 151.1.
4. In the event that a member of the committee recuses himself/herself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement, first considering those who have previously served on the committee.

Section 4. Council of College Faculties

1. Membership shall consist of three faculty members elected to staggered three-year terms.
2. Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Council of College Faculties.
3. Responsibilities and procedures of the Council of College Faculties are determined by the Constitution and Bylaws of the Council.

Section 5. Equity and Diversity

1. Voting membership shall consist of five faculty members recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President and a representative from the Commission on the Status of Women Faculty. The Executive Committee shall strive for representation from diverse groups.
2. Non-voting membership shall consist of a representative from the office of the Vice President for Equity, Diversity, and Global Outreach.
3. Committee responsibilities include:
   a. Reviewing, revising and proposing policies to ensure that rights and considerations of diverse groups of faculty are included in NDSU policy, practices, and procedures.
   b. In particular, the committee will explore and identify ways that NDSU can be more inclusive for diverse faculty including women, people of color, and sexual minorities (e.g., lesbian, gay, bisexual, or transgendered).

Section 6: Executive Committee of the Faculty Senate

1. Voting membership shall consist of one senator from each representation unit, the President, the immediate Past President, and the President-Elect. In the event the immediate Past President is unable or unwilling to serve, the President will appoint another past President as

a replacement for the immediate Past President on the committee. The term of office shall be for one year following the regular May meeting.

2. Non-voting membership shall consist of the Dean of Graduate and Interdisciplinary Studies, the Provost/Vice President for Academic Affairs, the Faculty Senate Secretary, and the parliamentarian. The term of office of all members of Executive Committee shall be for one year following the regular May meeting.
3. During the first week of the fall semester, the Executive Committee shall meet and organize for the academic year.
4. Committee responsibilities are the following:
   a. Delegating tasks to Faculty Senate committees.
   b. Reviewing the progress of Faculty Senate committees.
   c. Setting the agenda for upcoming Faculty Senate meetings.
   d. Interpreting, when necessary, provisions of the Faculty Senate Constitution and Bylaws.

Section 7. Faculty Affairs

1. Membership shall consist of one faculty member from each representation unit and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Committee responsibilities include:
   a. Reviewing policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching and service.
   b. Reviewing and recommending revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.

Section 8. Faculty Rights

1. Membership, responsibilities, and procedures are determined by directives of the North Dakota State Board of Higher Education.
2. Membership consists of five members, from different representation units, elected for five-year terms by the faculty. Membership is restricted to tenured full professors.
3. Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Standing Committee on Faculty Rights. Committee members' terms will begin and end on August 15.
4. In the event that a member of the committee recuses himself/herself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement to serve the remainder of the term after considering those who have previously served on the committee.

Section 9. General Education

1. Voting membership shall consist of one tenured faculty member from each representation unit, a representative from the Assessment Committee, and two students selected by the Student Government.
2. Non-voting members shall consist of one representative from each of the following: the NDSU Library, Registration and Records, and the Provost/Vice President for Academic Affairs.
3. Committee responsibilities include:
   a. Ensuring that existing courses and experiences meet general education requirements.

b. Developing criteria and procedures for submitting, evaluating, and approving courses and experiences that meet general education requirements of NDSU and the Higher Learning Commission of the North Central Association of Colleges and Schools.

c. Developing criteria and procedures for submitting, evaluating, and approving courses or experiences that meet the general education requirements for integration into students' curricula.

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

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

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

Section 10. Grade Appeals Board

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

1. Faculty shall be elected for three-year terms by their representation unit.
2. Students should be full-time students with a minimum 2.00 cumulative grade point average and junior standing.
3. Committee responsibilities include:
   a. Hearing charges of inequitable or prejudiced academic evaluations and to provide redress for improper evaluation.
   b. Acting in accordance with procedures approved by the Faculty Senate, specifically Policy 337.

Section 11. Program Review

1. Membership shall consist of one tenured faculty member from each representation unit, the immediate past president of the Faculty Senate, the Dean of the College of Graduate and Interdisciplinary Studies, the Provost/Vice President for Academic Affairs, and two students selected by the Student Government. Each representation unit shall also select an alternate faculty member to serve in case of recusal.
2. Committee responsibilities include:
   a. Developing criteria and procedures for review of academic programs.
   b. Performing a continuing review of graduate and undergraduate academic programs with regard to such factors as mission, need, quality, cost, and contribution to other programs.
   c. Addressing concerns and making recommendation to the Faculty Senate regarding duplication of programs and courses.
   d. Recommending policies for University support to individual programs.
   e. Coordinating the time of and use of external program reviews by accrediting agencies and/or other expert evaluators in its review of specific academic programs.

Section 12. Research & Consulting
1. Voting membership shall consist of one faculty member from each representation unit and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Non-voting membership consists of a representative of the Vice President for Research, Creative Activities, and Technology Transfer.
3. Committee responsibilities include:
    a. Initiating and reviewing policies related to University research and consulting issues and make recommendation for consideration of said policy to the Faculty Senate.
    b. Reviewing research development programs and providing technical and funding reviews for faculty proposals submitted to the development programs.

Section 13. Technology and Instructional Services Committee

1. Voting membership shall include one faculty member from each of the representation units and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Non-voting membership shall include one representative from Information Technology Services (ITS).
3. Committee responsibilities shall include:
    a. an annual review of ITS support services to the NDSU teaching and research communities.
    b. making recommendations for Faculty Senate approval of any changes proposed by ITS regarding policy, implementation procedures, or classroom and instructional technologies.
    c. formulating recommendations regarding needs of the faculty that are unmet by ITS.
    d. serving as the liaison between the Faculty Senate and ITS administration.

Article V: Joint Standing Committees

Section 1. Senate Coordinating Council
1. Voting membership shall consist of the two representatives each from the Faculty, Student, and Staff Senates, the Faculty Senate President, the Staff Senate President, and the Student Body President.
2. Non-voting membership shall consist of the Provost/Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Finance and Administration, and representatives of one of these Vice President's offices, one of whom will facilitate meetings and one of whom will maintain records. The Vice President's offices will rotate responsibility for calling meetings and maintaining records every three to five years. The coordinating council may decide to invite policy initiators to the meetings as nonvoting members to explain policy changes.
3. Committee responsibilities include:
    a. Encouraging the development of clear, thorough, and consistent policies by stimulating collegial discussion and analysis of policy proposals having campus-wide effects.
    b. Coordinating the distribution of policies to the appropriate senate body consistent with the Faculty Senate Constitution.

   c. Sending policies that have been voted on to appropriate channels at NDSU for final approval.
   d. Serving in a liaison capacity regarding the Faculty Senate, administration, Staff Senate, and Student Government.

Section 2. Campus Space & Facilities

1. Voting members shall consist of one faculty member from each representation unit, three staff members appointed by the Staff Senate, three student members (graduate, undergraduate, and on-campus) appointed by the Student Government, a representative of the College of Graduate and Interdisciplinary Studies, the Provost/Vice President of Academic Affairs, the Registrar, and the Vice President for Finance and Administration.
2. Non-voting members shall consist of the Director of Facilities Management, the Chair of the Department of Architecture and Landscape Architecture, the Assistant to the Director of the North Dakota Agricultural Experiment Station, and a representative of the Dean of Libraries.
3. Committee responsibilities include:
   a. Provide for the systematic development and review of the "Campus Master Plan" and Guidelines for Campus Development.
   b. Recommending policies and procedures to meet the current and future needs for all physical facilities and reviewing changes in University space allocation including classrooms and laboratories.
   c. Reviewing proposed building projects and major building renovations prior to presentation to the State Board of Higher Education and the Legislature.
   d. Recommending policies for site location for new buildings and for overall landscaping.
   e. Recommending traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.
   f. Recommending plans for sidewalks, streets, and parking lots.

Section 3. Library

1. Membership shall consist of one faculty member from each representation unit, one undergraduate and one graduate student appointed by the Student Government, a staff member appointed by the Staff Senate, a representative from Information Technology Services, a representative of the Dean of Graduate and Interdisciplinary Studies and the Dean of Libraries.
2. Committee responsibilities include:
   a. Formulating policy recommendations for the NDSU Libraries.

Section 4. University Athletics

1. Membership consists of one faculty member from each representation unit, two students, the Student Body Vice President, the President of the Student-Athletes Advisory Council, two representatives of the Staff Senate, the Director of Intercollegiate Athletics, the Director of Intercollegiate Women's Athletics, the Vice President for Equity, Diversity, and Global Outreach, and the Faculty Athletic Representative.
2. The University Athletics Committee serves as the NDSU Athletics Advisory Board as described in the constitution of the National Collegiate Athletics Association (NCAA).
3. Committee responsibilities include:

a. Promoting compliance with principles of conduct as defined by the NCAA.
b. Acting as the Board of Appeals for athletic grievances.
c. Initiating and reviewing policies concerning University Athletics and making recommendations for consideration of said policy to the Faculty Senate. Such areas of concern include Guidelines for athletic schedules, guidelines for participation in postseason activities, awards for excellence in athletics, eligibility of athletes.
d. Reviewing upcoming issues at intercollegiate conference meetings and recommending institutional positions.
e. Reviewing the budget of the athletic programs prior to its approval by the University President.
f. Stimulating interest in athletic events throughout the University community.

Section 5. Equal Opportunity Hearing Panel
1. Membership shall consist of six faculty members appointed by the Faculty Senate President in consultation with the Senate Executive Committee, six students appointed by the Student Government President, and six Staff members appointed by the Staff Senate President.
2. Each President shall strive for diverse representation (gender, ethnicity, etc) in her/his group of appointees.
3. Committee responsibilities include:
   a. Acting in accordance with procedures and policy approved by the Senate, specifically Policy 156.

Section 6. University Assessment
1. Membership shall consist of one faculty member from each representation unit, a representative from the General Education Committee, a representative of the Dean of Graduate and Interdisciplinary Studies, the Provost/Vice President for Academic Affairs, one undergraduate student, and one graduate student appointed by the Student Government, a representative from the Division of Student Affairs, a representative from the NDSU Extension Service, a representative from the Office of Institutional, Research and Analysis, a representative from Distance and Continuing Education, and the Director of the Office of Accreditation and Assessment.
2. Committee responsibilities include:
   a. Periodically reviewing the assessment of student learning in undergraduate and graduate academic programs, within the units in the Division of Student Affairs and in the NDSU Extension Service.
   b. Developing procedures for annual reporting of assessment activities by departments and other academic units, units in the Division of Student Affairs, and the NDSU Extension Service on their assessment activities.
   c. Providing feedback and assistance to departments and other academic units on their assessment activities.
   d. Providing a yearly summary of assessment activities to the Faculty Senate, The Provost/Vice President for Academic Affairs, the Vice President for Agriculture and University Extension, and the Director of the NDSU Extension Service.

Article VI: Amending the Bylaws

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

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

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

Section 4.
When approved by the University President the changes shall become effective immediately.

Agenda
Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, October 10, 2011
Memorial Union, Prairie Rose Room

I.   Substitutions - K. Wold-McCormick
II. Approval of September 12, 2011, Faculty Senate Minutes
III. Consent Agenda
   a. Academic Affairs (Attachment 1)
   b. Senate Coordinating Council (SCC)
      For Information Only
      1) Policy 158.1: (New): E-Mail as an Official Communication Method for Employees
         (Attachment 2)
      2) Policy 714: Senate Coordinating Council (Attachment 3)
   c. Faculty Senate Standing Committees
   d. Confirmation of August 5, 2011, graduates (Attachment 4)

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

IV. General Announcements
   a. President D. Bresciani
   b. Provost J. B. Rafert
   c. G. Totten, President of Faculty Senate
   d. T. Stone Carlson, President Elect of Faculty Senate
   e. L. Dallmann, President of Staff Senate
   f. C. Knutson, President of Student Body

V.   Unfinished Business

VI. New Business
   a. Budget Presentation: President D. Bresciani and B. Bollinger
   b. Presentation: Research Data Working Group, Division of IT
   c. Faculty Senate Priorities for the Year:
      1) SROI Revision
      2) Student Retention and Graduation
      3) Admission Standards
      4) Academic Freedom
      5) "Faculty Success"
      6) Faculty Benefits Committee; Budget Committee
   d. Bylaws Revisions - G. Totten (Attachment 5)

VII. Adjournment
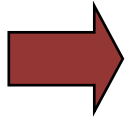
Academic Affairs Committee Report

Curricular Recommendations

New Courses			
Subject	**No.**	**Title**	**Crs.**
COMM	230	Basic Photography for the Mass Media	3
ENGL	766	Teaching Literature	3
ENT	431	Principles of Insect Pest Management	3
Course Deletion			
ADHM	670	Retail Financial Management and Control	4
HDFS	650	Adolescent Development	3

Course Changes							
From:				*To:*			
Subject	**No.**	**Title**	**Crs.**	**Dept**	**No.**	**Title**	**Crs.**
ENGL	758	Topics in Rhetoric and Writing	3	ENGL	758	*Topics in Rhetoric, Writing, and Culture*	3
ENT	731	Principles of Integrated Pest Management	3	ENT	*631*	*Principles of Insect Pest Management*	3
HDFS	450	Adolescent Development	3	HDFS	*340*	Adolescent Development	3
HNES	361	Food Production Management	3	HNES	361	*Foodservice Systems Management I*	3
HNES	460	Foodservice Systems	3	HNES	460	*Foodservice Systems Management II*	3
TL	733	Military Logistics Case Studies	3	TL	733	*Case Studies in Logistics*	3

Change in Prerequisites/Corequisites and Change in Bulletin Descriptions – for information only			
ADHM	366	Textiles	Coreq: ADHM 367; Delete Coreq: ADHM 171
ADHM	367	Textiles Laboratory	Coreq: ADHM 366; Delete Coreq: ADHM 171
ADHM	484	Developmentally Appropriate Practices Across the Adult Lifespan	Prereq: HDFS 360
CSCI	371	Web Scripting Languages	Prereq: CSCI 160, CSCI 227, and ECE 173
HDFS	341	Parent-Child Relations	Prereq: HDFS 135 and HDFS 230 or HDFS 320 or HDFS 330 or HDFS 450 or PSYC 250
HDFS	353	Children, Families and Public Policy	HDFS 135 and Junior/Senior Standing
MUSC	352	Choral Conducting and Literature	Prereq: MUSC 103; MUSC 250
TL	723	Advanced Supply-Chain Planning	Change in Bulletin Description

Policy Change Cover Sheet

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

> *If the changes you are requesting include housekeeping, please submit those changes to Kim Matzke-Ternes first so that a clean policy can be presented to the committees.*

SECTION: *158.1 (New): E-Mail as an Official Communication Method for Employees*

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
    This is a new policy that is similar to Section 609: E-mail as an Official Communication Method to Students. There is an e-mail list called NDSU-EMPLOYEE-OFFICIAL for all employees maintained by University Relations and other lists for segments (e.g. for Benefitted Employees for HR/Payroll).
    Suggested numbers might be 158.1, 154.2, or 191 (it applies to all employees).

2. This policy was originated by (individual, office or committee/organization):
    Information Technology Division, Bonnie Neas, VP for IT, 09/01/2011

3. This policy has been reviewed/passed by the following (include dates of official action):
    This portion will be complete by Kim Matzke-Ternes

    Policy Committee: 09/20/2011 presented to the PCC;

    Faculty Senate: 09/22/2011 – routed for input

    Staff Senate: 09/22/2011 – routed for input

    President's Council: 09/22/2011 – routed for input

If you have any questions regarding this cover sheet, please contact Kim Matzke-Ternes at 1-7080 or kim.matzke-ternes@ndsu.edu

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

SECTION 158.1: E-MAIL AS AN OFFICIAL COMMUNICATION METHOD FOR EMPLOYEES

SOURCE: NDSU President

1. POLICY STATEMENT: Electronic mail (e-mail) sent to and received from @ndsu.edu, like postal and campus mail, is an official means by which the University communicates with employees. NDSU exercises the right to send e-mail communication to employees and expects that e-mail communication is received and read by employees in a timely manner.

2. RATIONALE: Employees may have several addresses. Determining where to send official communication can be challenging, especially when there may be an emergency. Electronic communication is convenient, fast, cost-effective, environmentally advantageous and readily available. E-mail has been designated as an official communication medium by the University.

3. DEFINITIONS:

    3.1 Employee(s):
    See definition of employee as described in NDSU Policy, Section 101, Personnel Definitions.

    3.1 Official E-mail Address:
    An e-mail address assigned to an individual by the NDSU Information Technology Division (NDSU IT).

    3.2 Official E-mail Communication:
    An e-mail message regarding official University business sent from an NDSU employee or departmental representative.

    3.3 Employee Official Electronic Mailing List:
    A mailing list populated with official e-mail addresses of all employees for official communication. Employees are expected to read and act appropriately on all messages sent to this list.

    3.4 Redirected E-mail:
    E-mail redirected from an official e-mail address to an address not issued by NDSU IT (e.g., jane@gmail.com, john.smith@cs.ndsu.edu).

4. SCOPE: This policy applies to all NDSU employees.

5. EMPLOYEES USE & RESPONSIBILITIES:

Security and Appropriate Usage: Employees are required to comply with all institutional and University System policies and procedures, especially North Dakota University System Policy 1901.2, Computer Facilities; North Dakota University System Procedure 1901.2 Computer Network Usage; and NDSU Policy Section 158, Acceptable Use of Electronic Communications Devices, and relevant local, state, and federal law.

5.1 Account Monitoring:
Employees are responsible for monitoring their e-mail for official campus communication, and have the responsibility to recognize that certain communication is time sensitive. Supervisors are responsible for notifying employees with limited access to e-mail of time-sensitive communications.

NDSU reserves the right to monitor an e-mail account for suspected inappropriate usage.

5.2 Special Accommodation:
Employees with a disability who are unable to use e-mail as an official University communication may request an exemption to this policy in the form of an alternate format accommodation. To request accommodation refer to NDSU Policy Section 168.

5.3 E-mail Problems:
So as to not interfere with the receipt of official University communication, employees can report any technical problems in accessing or using their official e-mail addresses and accounts to the NDSU IT Help Desk. The Help Desk may be reached through e-mail, NDSU.helpdesk@ndsu.edu, by calling 701-231-8685.

5.4 Additional Requirements:
Additional requirements may be imposed by administration, colleges, divisions, and other entities within the University. Employees are responsible for accessing, reading, and responding to their e-mail in a timely manner.

6. UNIVERSITY USE OF E-MAIL:

6.1 Campus Wide Announcements:
The University works to minimize the number of messages sent to employees. Official messages sent to employees are to be sent through the official mailing lists. These lists are moderated by NDSU officials.

6.2 Mail Formatting:
Contact information for the originating employee and department must be clearly denoted in the message signature. To maintain consistent branding standards across all forms of communication at NDSU, it is recommended that employees use one of the standard NDSU e-mail signature options.

6.3 <u>Attachments:</u>
In order to facilitate the timely operation of NDSU's e-mail system and to minimize the amount of storage required to deliver this service, it is recommended that attachments not be included in e-mail announcements sent to large groups such as the NDSU employee official e-mail lists.

6.4 <u>Business Use of E-mail:</u>
Individuals' NDSU official e-mail addresses are to be used in accordance with the business of the University and for purposes directly related to their position and/or job functions. Official e-mail addresses may not be used for conducting personal business. Incidental personal use is allowed and is to be determined by the respective dean, vice president, director, and/or chair person. Personal use must follow all applicable NDSU policies and laws.

6.5 <u>E-mail Sent by Employees:</u>
In efforts to protect privacy and better ensure authenticity, University administration, colleges, divisions, and other entities within the University require that e-mails which request a response or are in direct relation to duties and job functions, be sent via official e-mail addresses.

7. E-MAIL SERVICE REQUIREMENTS

7.1 <u>Initial E-Mail Assignment and Service Setup:</u>
E-mail accounts, which create electronic identities and assign e-mail addresses, are automatically set up for new employees by the NDSU Information Technology Division upon acceptance of employment to the University. E-mail addresses are free of charge and remain active as long as the person is employed by the University, or as approved by the respective Dean or Vice President.

7.2 <u>Activating E-mail:</u>
After initial e-mail account setup, employees must activate their e-mail addresses and accounts. Instructions are available on the [NDSU Help Desk Web site](#).

7.3 <u>Redirecting of NDSU E-mail:</u>
Official University electronic communication is sent to the @ndsu.edu address. The redirecting of @ndsu.edu email is strongly discouraged. If employees choose to have their e-mail redirected from their official e-mail address to another provider (e.g., Yahoo, Hotmail, Gmail), they do so at their own risk. NDSU is not responsible for the redirection, management, and handling of e-mail by outside providers or from NDSU IT servers that are not centrally supported. Failure to receive official University messages when using a non-official e-mail address does not absolve employees from the responsibilities associated with official communication sent to their @ndsu.edu addresses.

If employees choose to re-direct e-mail sent to their official NDSU e-mail address:

- That e-mail is still subject to the North Dakota Public Records law, NDCC 44-04, and individuals must comply with any public record requests and any requests made by NDSU.

- Employees wishing to redirect e-mail sent to their official NDSU e-mail address must formally request and receive permission from their respective vice president or dean to redirect their NDSU e-mail to a different e-mail address.

7.4 Privacy and Confidentiality:
Communication via e-mail is subject to all of the same public information, privacy, and records retention laws as other forms of communication. While NDSU e-mail affords some measure of privacy, the redirecting of e-mail by employees to outside accounts and the sharing of messages with third parties may negate the privacy protection rights afforded to employees by the University.

7.5 University Spam Policy:
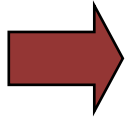In an effort to reduce the amount of spam the NDSU e-mail system must process, some messages considered to be spam or sent from known spammers are blocked. Use of additional spam fighting tools that delete official e-mail before it is read does not exempt individuals from the policy outlined in this document.

For more information on e-mail services, see www.ndsu.edu/helpdesk or www.ndsu.edu/its.

HISTORY:

Policy Change Cover Sheet

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

If the changes you are requesting include housekeeping, please submit those changes to Kim Matzke-Ternes first so that a clean policy can be presented to the committees.

SECTION: *714: ~~Policy Coordination Committee~~ Senate Coordinating Council*

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
    Purpose of change is to streamline the procedures for policy changes and approval ~~PCC. Would reduce m~~Membership ~~to~~ would include ~~6 persons~~9 voting members and 5 non-voting members ~~from current 14 and return the PCC closer to what it was when it originally started. If a new Faculty Senate is created, then the President of Faculty Senate would be added. One of the original purposes of the PCC was to provide for notice and input to the various constituencies on campus of proposed policies. The streamlined PCC could speed up the consideration of policies and get them to the Senates for that input.~~Due to the creation of the Faculty Senate and the restructuring of the University Senate, a new procedure for routing policies is necessary in order to insure that policies are routed to the appropriate constituency. ~~The PCC would also, as it does now, initially get input from affected VP's or areas before a policy is sent out to the Senates. Such draft policies would be sent out to the VP's and perhaps the President's Council, depending on the policy, for initial input, revised and then vetted through the Senates.~~

2. This policy was originated by (individual, office or committee/organization):
    ~~General Counsel 1/28/10~~
    ~~Rick.johnson@ndsu.edu~~
    PCC Special Senate Committee (Meister, Comez, Berry, Terbizan, Council)
    Mark.Meister@ndsu.edu

3. This policy has been reviewed/passed by the following (include dates of official action):
    This portion will be complete by Kim Matzke-Ternes

    Policy Committee: 2/11/10 presented; Held over per General Counsel Request; 08/16/2011 Faculty Senate presented version 2 to the PCC. 08/16/2011 changes suggested by PCC, updates made by Gary Totten.

    University Senate: 08/17/2011 Routed V3 for Input; 09/12/2011 approved with the following changes. Section 3.1: delete all language in section 3.1 and replace with this language: "The Senate Coordinating Council reviews policy to determine first whether it is ready to bring to any of the senates or whether it should be returned to the policy makers for clarification

and revisions."

Section 3.3: add "or review" following "After approval"; 09/28/2011
additional changes were provided to Gary Totten from Student
Government. Kim will add these in and route the policy (V5).

Staff Senate: 08/17/2011 Routed V3 for Input; 09/07/2011 approved; 09/27/2011 routed v4 for
input

**President's
Council:**   08/17/2011 Routed V3 for Input

*If you have any questions regarding this cover sheet, please contact Kim Matzke-Ternes
at 1-7080 or kim.matzke-ternes@ndsu.edu*

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

NDSU

NORTH DAKOTA STATE UNIVERSITY
FARGO, N.D.

POLICY MANUAL

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

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SECTION 714: POLICY COORDINATION COMMITTEESENATE COORDINATING COUNCIL

SOURCE:
   NDSU President, SBHE Policy 305.1, Faculty Senate Bylaws
1.   A Policy Coordination CommitteeThe Senate Coordinating Council is established as a permanent, advisory committee to the President to coordinates the routing and adoption of policies and policy changes for their placement into the NDSU Policy Manual. "All policies of a permanent nature affecting the University as a whole should be published in the electronic NDSU Policy Manual. Before approval by the President and placement into the policy manual, such policies, except for interim policies adopted pursuant to subsection 6, must be presented to the Senate Coordinating Council who will direct each policy for review by the appropriate Senates consistent with the Faculty Senate, Staff Senate and Student Body Constitutions and purview of each Senate. Failure to present a policy to the Senate Coordinating Council will not invalidate a policy, but may result in unnecessary delay in its implementation or having a policy resubmitted to the proposing body or department for potential revisions. The Senate Coordinating Council does not approve or disapprove policies but facilitates the policy review process by the various Senates. Finally, the Senate Coordinating Council advises the President on their placement in the manual."

   1.

2.   The membership of the Policy Coordination CommitteeSenate Coordinating Council is made up of the following individuals or their designees:

      Voting Members:

1. Faculty Senate President

2. Staff Senate President

3. Student Body President

4. Two representatives of the Faculty Senate as appointed by the Faculty Senate President.

5. Two representatives of the Staff Senate as appointed by the Staff Senate President.

6. Two representatives of ~~the~~ Student ~~Senate~~Government ~~as~~ appointed in accordance with the Student Government Code.~~by the Student Body President.~~

~~2.~~   Non-Voting Members:

1.   ~~Controller~~ Provost (or designee)
2.   Vice President for Student Affairs (or designee)
3.   ~~Assistant,~~ Vice President for Finance & Administration (or designee)
~~1.~~4.   Two representatives from one of these Vice President's or Provost's offices to facilitate meetings and maintain records. Every three to five years, these offices will rotate responsibility for selecting representatives to facilitate meetings and maintain records.
~~2. Executive Director, Chief Diversity Officer, Office for Equity & Diversity~~
~~3. Director, Human Resources/Payroll~~
~~4.   General Counsel~~
5. ~~President Elect, Staff Senate~~
~~a.~~4.   ~~President (or designee), Staff Senate~~
~~b.   President Elect, University Senate~~
~~— Provost/Vice President for Academic Affairs (President (or designee),~~ ~~Faculty~~University Senate)
~~c.~~5. ~~President (or designee), Student Senate~~
~~d. Vice President for Finance and Administration~~
~~e. Vice President for Student Affairs~~
~~f. Vice President for Agriculture and University Extension~~
~~g. Vice President for Research, Creative Activities and Technology Transfer~~
~~h. Vice President for University Relations~~
~~i. Vice President for Information Technology~~

Policy initiators and stakeholders are welcome and encouraged to attend the meetings as non-voting members.

~~The Vice President for Finance and Administration shall appoint the committee chair.~~
~~The Assistant, Vice President for Finance & Administration will serve as the committee~~
~~chair.~~

3. Committee Responsibilities

All policies of a permanent nature affecting the University as a whole should be published in the electronic NDSU Policy Manual. Before approval by the President and placement into the policy manual, such policies must be presented to the Policy Coordination Committee for review who will direct each policy for review by the appropriate Senates. (For detailed information on the process, please see the Policy Coordination Committee Process link on the NDSU Policy Manual website.) Failure to present a policy to the Policy Coordination Committee will not invalidate a policy, but may result in unnecessary delay in its implementation or having a policy resubmitted to the proposing body or department for potential revisions. The Policy Coordination Committee does not approve or disapprove policies but facilitates the policy review process by the various Senates. Finally, the Policy Coordination Committee advises the President on their placement in the manual and, in conjunction with General Counsel, makes the President aware of any potential conflicts or problems created by the proposed policy, if any.

1. The Senate Coordinating Council encourages the development of clear, thorough, and consistent policies by stimulating collegial discussion and analysis of policy proposals having campus-wide effects. The Senate Coordinating Council reviews policy to determine first whether it is ready to bring to any of the senates or whether it should be returned to the policy makers for clarification and revisions.

2. The Senate Coordinating Council coordinates the distribution of policies to the appropriate senate body consistent with the Faculty Senate, Staff Senate, and Student Body Constitutions and purview of each Senate.

3. After approval or review by the appropriate senate bodies, the Senate Coordinating Council sends policies to appropriate channels at NDSU for final approval.

4.   4. The Senate Coordinating Council serves in a liaison capacity regarding the Faculty Senate, Staff Senate, Student Government, and administration.

5.   4. 3.1. The Policy Coordination Committee Senate Coordinating Council follows the follows the NDSU Policy Manual Process process for coordinating policy review and revisions prior to publication in the NDSU Policy Manual. (For detailed information on the process, please see the Policy   Coordination Committee Senate Coordinating Council Process link on the NDSU Policy Manual website.)

6.   5. After a policy is reviewed by the Policy Coordination Committee Senate Coordinating Council and placed in policy manual format, and routed to the various senates, Provost, Vice

Presidents, councils, committees or other parties for approval or ~~report~~input as needed, it will be submitted to the President for approval. Following such approval the policy will be returned to the ~~Office of the Vice President for Finance and Administration~~ office currently responsible for maintaining records for distribution and publication in the manual (available on the NDSU web site at www.ndsu.edu/policy).

~~7.~~   6. The President has the authority to adopt interim policies and procedures concerning matters for which legislative authority is delegated by the State Board of Higher Education to campus legislative bodies. Any adoption of an interim policy or procedure must include notice to all ~~the University~~ Senates prior to or at the time the policy or procedure takes effect. Not later than six months of its effective date, the President shall present the interim policy or procedure to the ~~University~~ various Senates for review and ~~its~~ their decision, subject to the President's approval or veto, concerning whether the policy or procedure should be continued, revised or discontinued.

HISTORY: November 1992; Amended May 1996; January 1998; March 2002; February 2003, October 2004, May 2005, September 2007, January 2008, December 2009hk

College of Agriculture, Food Systems, and Natural Resources

Bachelor of Science
Brittany Rae Aanerud
Matthew Scott Eckhoff
Cory Michael Engle
Kody A. Fandrich
Katherine Mary Joyce Flock
Dustin Wynn Froelich
Benjamin Kerry Haugrud
Teresa Francis Huck
Hope Yukiko Keysor
Lisa Ann Kowalski
Derek Lefort
Kaylee Ann Myrum
Kelly Lynn O'Connell
Courtney A. Person
Melissa LeeAnn Quam
Darin Andrew Rogness
Rachael Christine Runck
Peggy Anne Sauvageau
Erin Elizabeth Schill
Eve Josephine Suchy
Lee Thomas Trautman
Sarah Lanae Volk
Heather Mary Warmbold
Lexine Lee Wolfswinkle

Master of Science
Steven Ray Eckerman
Kiran Ghising
Anna Glazyrina
Yangbo He
Yan Heng
Xia Shang
Sheng Wang

Doctor of Philosophy
Kyongshin Cho
Suraj Gurung
Allison Marie Meyer
Fabio Pedraza-Garcia
Harkanwal Preet Singh Sandhu

College of Arts, Humanities and Social Sciences

Bachelor of Arts
Brittany Christine Babel
Kimberly Michelle Kemppanion
Grace Ann Lucia
Ryan Scott Novak

Bachelor of Music
Alexander Matthew Chubaty

Bachelor of Science
Alexander Richard Anderson
Freddie Banks
Jason Dean Bengtson
Elizabeth Cramer
Sonia Kaur Dhaliwal
Brianna Megan Ehley
Bryce Eugene Forsberg
Denise Nicole Hagen
Jennifer J. Holand
Mary C. Hoogenakker
Brandon J. Johnson
Gregory Kitzman
Abby Maria Kremin
Kelsi Jolene Langlie
Emily Ann Larson
Danielle Louise Manthei
Stephanie M. Mitchell
Samantha Ann Muzzy
Aaron James Paul
Calista Carine Penney
Alexander Scott Schilke
Adam David Silewski
Aaron Philipp Tetzlaff
Jordan Michael Wobbema

Master of Arts
Seth Andrew Archer
Erienne L. Fawcett
Niles Andrew Haich
Rebecca R. Oster
Amber J. Rasche

CeCe Rohwedder
Sarah Rude
Danielle Ann Teigen

Master of Music
Anne Carissa Gassmann
Geoffrey William Mercer
Neil Aaron Tafelmeyer

Master of Science
Dennis O. Frohlich
Marc A. Khatchadourian
Meghan Marie Mitchell
Andrea Jane Weber

Doctor of Musical Arts
Nicki Lynn Toliver

Doctor of Philosophy
Cloy Douglas Tobola

College of Business

Bachelor of Accountancy
Anthony Paul Iverson

Bachelor of Science
Sara Ann Baker
David Ross Butterfield
Scott Robert Dunnwald
Andrew Charles Erickson
John Skoog Erickson
Bill Kaler Fortier
Tyler John Halter
Brice Robert Hanson
Addie Henschel
Jeremy M. Jedlicka
Andrew Jay Knutson
Lucas Alan Kracht
David Pierce Laugtug
Justin J. Leeper
Jennifer A. McCracken
Aaron T. Miller
Jacob Matthew Narloch

Ginger Lynn Neumann
Aaron Michael Redenius
John Jamie Reese
Charles A. Rostad
Timothy Robert Rude
Thomas D. Schwanke
Snnahill Tripathi
Gary Anthony Williams
Ridge Monroe Zielke

Master of Accountancy
Kyle Cruickshank
Jordan Rodgers
Ying Sun
Jared A. Zeiszler

Master of Business Administration
Kenneth Jay Gratz
Jeremy Jon Groce
Keith Glenn Mattson
Cynthia R. Rott

College of Engineering and Architecture

Bachelor of Landscape Architecture
Bryan Leininger

Bachelor of Science
Tyler John Brandriet
Aaron John Brown
Melissa Rose Brown
Paul Harrison Devitt
John Huebsch
Kristopher Loren Kuster
Bryan Leininger
Sean Murphy
Christopher Thomas Nelson
Stephen Luke Nienaber
Danielle Marie Pauley
Polly Allen Prins
Erica Elaine Schierholz
Thomas Francis Schneider
Lyle K. Witham

Richard LeRoy Wright

Bachelor of Science in Computer Engineering
Jon Seefeldt

Bachelor of Science in Construction Management
Katherine JoAnne Gongoll
Nikolaus Hempel
Nasuru Riji Sebi
Trevor Dean Thompson

Bachelor of Science in Electrical Engineering
David Alstadt
Casey Joseph Brossart
Sharan Ghimire
Joshua J. Guck
Kerry Alan Lockrem
John David Lovaasen
Ryan C. Ring
Pratik Vij
Vidura Manu Wijayasekara

Bachelor of Science in Industrial Engineering and Management
Simon Deng
Andrew Edward Lembcke
Christopher W. Nilson

Master of Architecture
Dustin Marlin Leidholm
Laura Ann Lutterman
Bradley J. Wehrman

Master of Science
Nazanin Aslani
Brian Thomas Austin
Masud Al Aziz
Arun Billa
Geas Bulbul
Herman Durazno
Michael Eugene Gullickson
Md. Mehedi Hasan
Robert Allen Jenson
Ross Miller
Xiao Pang
Ishara Rijal

Cody Satterlee
Zhou Tan

Doctor of Philosophy
Rasool Aghatehrani

College of Graduate and Interdisciplinary Studies

Master of Science
Shireen Chikara
Tracy Anne Solseng
Zhen Wu

Doctor of Philosophy
Qigang Chang
EunSu Lee
Marc Angus Scott
Dimuthu Nilmini W.M. Wijeyaratne

College of Human Development and Education

Certificate
Daniel Aceituna

Bachelor of Science
Danielle Renee Andersen
Preston Scott Bauer
Michela Marie Baumgartner
Danita Marie Becker
Andrew Kil Bloomquist
Brooke Michelle Blotsky
Amy Lynn Botker
Sydney Dawn Buchholz
Kaitlin Ann Cannon
Jordan Lee Clementson
Derrius Mervyn Colvin, Jr.
Devin Jon DeBoer
Sara Jean DeVries
Jessica Lynn Edwards
Lacey Marie Finnell
Brittany Gapinski
Jennifer Lynne Gardner
Tessa Bernice Giles
Chad Lawrence Greff
Alyssa Jilene Gress
Nanda N. Gross
DeNae Marion Haagenson

Daniel Sterling Halcrow
Shea Hamre
Zachary Robert Heidmann
Diane Marie Kalsnes
Allison Taylor Kearns
Karena B. King
Amy Caroline Loos
Brody Michael Lothspeich
Austin James Martin
Jason Derrold Mattila
Brian A. McCann
Kayla Louise Mediger
Cheryl Marie Melbye
Ashley Brittanny Michelson
Kelsey Elizabeth Miller
Sean David Miller
Anna Marie Schleisman
Ashly Marie Schmaltz
Racine Marie Schuring
Derek Scott
Nicole Christine Sheridan
Molly E. Smith
Alaina Carol Steele
Luke Russell Stenson
Gwendolyn Hana Szempruch
Raulie B. Thompson
Theresa Marie Thunder
Qianqian Wang
Brandi Marie Weed
Amber Jean Wunderlich

Master of Athletic Training
Marissa Jae Lindback

Master of Education
Audra K. Oster
Lori Quintus

Master of Science
Paul Arthur Christianson
Allyson R. Hanten
Rebecca Caryn Johnson
Jesse Bryce Jurgenson
Karisa Jo Meyhuber
Amanda Lyn Middaugh
Nicole Marie Salvesen
Rollin Blaine Swedberg
Lindsay Marie Youd

College of Pharmacy, Nursing, and Allied Sciences

Bachelor of Science
Laurel K. Aaberg
Jory L. Aman
Tekla Jay Anderson
Cari Jean Auen
Kendra Kaylynn Beckley
Jerad Dale Binstock
Erik Keith Bommersbach
Megan Born
Julie Ann Boyer
Kayla Jean Braaten
Jillian Teresa Brummer
Tegan Jo Buckley
Alexandra Jae Burnside
Toni Rachael Clarys
Alexandra Lynn Daly
Andrew Stewart Deichert
Ashley Rebecca Denne
Lisa Dertinger
Susan Kay Dynneson
Ashley Medora Ekerholm
Carter Ellenson
Brian A. Erickson
Valerie Marie Fankhanel
Jordan Ross Ferguson
Nicholas Craig Finnesgard
Adrienne Leigh Fisher
Bailey Ann Flach
Aimee Marie Ford
Jennifer Mary Fradet
Derek L. Gaffney
Ashley Anne Gellner
Holli Jo Grade
Meghan Marissa Gronbeck
Brandon Michael Hallquist
Abby Haugrud
Franklin Dean Heisler
Stacy Lynn Hersrud
Kelsey Nicole Hesch
Jennifer Ann Hildahl
David Matthew Hoffman
Rebecca Jean Hoistad
Sarah Rose Holm
Jennifer Lynn Jenkins
Adam Lee Johnson
Allan Michael Johnson

Justin Michael Jones
John Henry Kastner
Chadrick Donovan Keller
Anna Jeanette Kinneberg
Mathew Robert Klier
Brent John Klinkhammer
Kaitlyn Alice Krause
Evan Lawrence Krebs
Tucker Lee Kreft
Emily Rose Krueger
Rachelle Marie Kunde
Grant A. Lannoye
Trisha Lee Laub
Jenna Anne Lien
Abigail Joy Malone
Sadie Jean Mathson
Noah David McBroom
Janessa Eve Meyer
Cindy Cae Moe
Katherine Grace Montag
Kristina Maria Thanh Nguyen
Kyle J. Odermann
Brendan Patrick O'Gorman
Benjamin Olson
Nicholas O'Rourke
Clint Oliver Parisien
Ankit Patel
Rupa Bharat Patel
Brady Michael Paul
Shawn Michael Pearson
Tasha Nicole Peltier
Caylee Powers
Ashlee Rose Randklev
David Roy Rau
Courtney Redwing
Lindsay Rezac
Ashley Marie Rheault
Sierra Lynn Roecker
Steve Daniel Rosenfeldt
Kristin Marie Rowe
Daniel Steven Sandgren
Breanna Rae Schmidt
Mckaya Raquel Schmit
Allison Elizabeth Schmitz
Tyler John Schultz
Whitney Louise Schultz
Nicole Anne Schwarz
Sarah Noelle Sonnenfeld
Max Whitney Stork

Sarah Taylor
Emily Rae Thielges
Shana Marie Tollerud
Jenna Marie Wahlstrom
Denice L. Warne
Jasmine Rae Wieser
Cavan An Wilhelm
Kelly Lynn Wilkinson
April Marie Wulff
Alan Yan

Doctor of Nursing Practice
Chantee Seung

*College of
Science and Mathematics*

Bachelor of Arts
MiYoung Cho

Bachelor of Science
Ayodeji Agbetola
Deq Ahmed
Sydney Leigh Anderson Otto
Amy Christine Austin
Hanna Elizabeth Bigham
Brooke Nicole Dettler
Matthew James Fellows
Nathan Josef Gubbins
Urvashi Gupta
Jamie Lyn Kara
Casey L. Klovstad
Shubh Sharma
Whitney Kaylin Trecker
Jenna Rae Unterseher
Sarah Thavy Zumwalde

Master of Science
Shi Bai
Krishna Chaithanya Chinthakayala
Charith Devinda Chitraranjan
Kishor Devkota
Ran Fu
Samuel Sudhakar Kondamarri
Peter John Myxter
Naresh Pillarikuppam
Jyothsnadevi Pothana
Xiaojun Xia
Yanchun Zhao

Doctor of Philosophy
Omar Aref El Ariss
Lexi Rae Kvasnicka
Sara Kimberly Moeller
Scott Byrum Ode
Digamber Sadanand Rane
Stacy Ann Sommer

College of University Studies

Bachelor of University Studies
Shawn Michael Bibeau
Christopher Thomas Haroldson
Jenny Beth Humphrey
Ron Raymond Lawler
McHale Jon Maristuen
Bree Nicolle O'Donnell
Stephanie Lynnette Tyler
Lee J. Vandal

Bylaws

Article I: Faculty Senate Membership

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

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

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

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

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

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

Section 7.
A senator may be removed from office by way of a two-thirds majority vote at a regular Faculty Senate meeting, followed by a 2/3 vote at the next meeting. This action may never be part of a consent agenda.

Section 8.
All senators are expected to:
1. Attend all Faculty Senate meetings. If unable to attend the meeting the senator must find a competent substitute (who is not already a senator) to act as her or his proxy at the meeting. Said proxy will have all rights and privileges accorded a regular senator. The senator must provide signed notification of the substitution to the Secretary of the Faculty Senate prior to start of the meeting.
2. Prepare for Faculty Senate meetings including reading the agenda and all attachments prior to the meeting.
3. Participate in meetings as long as doing so advances the business of the Faculty Senate.
4. Disseminate Faculty Senate information to their individual representation units.
5. Gather opinions and other information from their representation units concerning Faculty Senate activity.
6. Show proper decorum during meetings.

Article II: Organization and Faculty Senate Operation

Section 1.
Administrative officers of the Faculty Senate consist of the President and the President-Elect.

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

Section 3.
At the end of the term, the President-Elect will succeed the President for a one-year term of office.

Section 4.
During their respective terms the President-Elect and the President will not represent her or his representation unit.

Section 5.
Removal of the President or President-Elect requires a 2/3 vote at a regular Senate meeting, followed by a 2/3 vote at a special meeting of the Senate not more than 2 weeks after the first meeting. In the event that the President is removed, the President-Elect will assume the role of President and will continue as President until the President-Elect's original term is concluded. In the event that the President-Elect is removed, the Senate will vote to replace the President-Elect at the next regular meeting of the Senate. These actions may never be part of a consent agenda. The removed officer shall not complete her or his term as a Senator.

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

Section 7.
Duties of the President-Elect shall include the following:
1. Assist the President in executing the duties of the office.
2. Serve as President during any absence by the President.
3. Serve on the Senate Executive Committee.
4. Serve on the Coordinating Council.
5. Represent the Faculty Senate to the Staff Senate and the Student Government.

Section 8.
The University Registrar shall be the Secretary of the Senate; the Secretary of the Senate is not a voting member of the Senate. The duties of the Secretary shall include:
1. Acquire the agenda and related attachments, if any, from the President, then prepare and disseminate the agenda in accordance with Section 13.
2. Maintain a current roster of senators and record attendance to confirm a quorum.
3. Collect and read the member substitution authorizations at the meeting.
4. Record, prepare and disseminate meeting minutes according to Section 15.
5. Schedule a room for all Faculty Senate meetings.
6. Maintain a permanent record of Faculty Senate minutes.
7. Maintain a permanent record of annual reports submitted by the President and chairs of Faculty Senate committees.
8. Maintain records of standing committee membership.
9. Prepare updated versions of the Constitution for distribution.
10. Archive all past versions of Constitutions and Bylaws.
11. Verify the eligibility of senators and committee members.

Section 9.
Regular meetings of the Senate shall be held at 3:30 pm on the second Monday of each month of

the academic year. The meetings will be held the third Monday of the month if the second Monday is a University or state holiday, or if University classes are not yet in session at least one week prior to the second Monday of the month.

Section 10.
Special meetings may be called by the President or on petition of one-third of the membership of the Senate.

Section 11.
Meetings of the Faculty Senate shall be open to the public. At each Senate meeting the President of the University, the Provost/Vice President for Academic Affairs, the Student Body President, and the Staff Senate President will be invited to make announcements. The Faculty Senate President may allow other non-senators to speak and/or provide reports. However, only senators may make motions and only senators may vote on motions before the Senate.

Section 12.
Faculty Senate meetings shall be conducted under Robert's Rules of Order, Newly Revised. The Faculty Senate will confirm the appointment of a person not on the Senate to serve as Parliamentarian. Whenever doubt arises on questions of procedure the President or a senator may ask the Parliamentarian for a ruling. There is no term limit for Parliamentarian.

Section 13.
The primary business of the Faculty Senate is to review, propose, and approve of policy with respect to the following matters:
   a. Academic freedom, including rights and responsibilities
   b. All curricular matters, including establishment, dissolution, and substantial changes to degree programs
   c. Research and scholarship
   d. Admissions standards and prerequisites
   e. Requirements for regular certificates and degrees
   f. Regulations regarding attendance, examinations, grading, scholastic standing, and honors
   g. Teaching quality
   h. Professional standards and criteria for positions accorded academic rank
   i. Policies and procedures for promotion, tenure, and evaluation
   j. And other academic matters

The agenda for each regular meeting shall be posted to the Faculty Senate website at least one week before each meeting. Any member of the Faculty Senate may request of the President of the Faculty Senate that an item be placed on the agenda. The order of business for Faculty Senate meetings shall be as follows:
   1. Approval of the minutes of the previous meeting
   2. Announcements
   3. Consent agenda
   4. Committee and other reports
   5. Unfinished business
   6. New business

7. Adjournment

At the October meeting, the primary order of business will be planning and prioritizing Faculty Senate goals for the academic year. The order of business for this meeting will be as follows:
1. Approval of the minutes of the previous meeting.
2. Announcements.
3. Consent agenda.
4. Planning and prioritizing Faculty Senate action for the year.
5. Adjournment.

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

Section 14.
A quorum of at least 55 percent of the total voting membership of the Senate shall be present in order to conduct Senate business.

Section 15.
The minutes of the meeting shall be posted to the Senate website by the Secretary within one week after the meeting.

Article III: Senate Committees

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

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

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

Section 4.
Individual representation units will determine their own methods for selecting members of

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

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

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

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

Article IV: Faculty Senate Standing Committees

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

Section 2. Academic Integrity
1. Membership shall consist of one tenured faculty member with the rank of professor from each representation unit. If a full professor is not available, an associate professor may be appointed.
2. Committee responsibilities include:
    a. Providing investigative assistance on cases involving academic misconduct as described in Policy 326.

b. Selecting panels of three persons competent to investigate allegations; such panels may include members from outside the University.

c. Reviewing and recommending policies on academic integrity.

Section 3. Conflict of Interest Advisory

1. Committee membership shall consist of five tenured faculty recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President.
2. No two committee members may have primary appointments in the same representation unit.
3. Committee responsibilities include:
    a. Serving as an advisory body to the administration on the issue of Conflict of Interest.
    b. Initiating and reviewing policies concerning Conflict of Interest and making recommendations regarding such policy at the Faculty Senate.
    c. Hearing and ruling on appeals of decisions in conflict of interest cases.
    d. Acting in accordance with procedures approved by the Faculty Senate, specifically Policy 151.1.
4. In the event that a member of the committee recuses himself/herself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement, first considering those who have previously served on the committee.

Section 4. Council of College Faculties

1. Membership shall consist of three faculty members elected to staggered three-year terms.
2. Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Council of College Faculties.
3. Responsibilities and procedures of the Council of College Faculties are determined by the Constitution and Bylaws of the Council.

Section 5. Equity and Diversity

1. Voting membership shall consist of five faculty members recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President and a representative from the Commission on the Status of Women Faculty. The Executive Committee shall strive for representation from diverse groups.
2. Non-voting membership shall consist of a representative from the office of the Vice President for Equity, Diversity, and Global Outreach.
3. Committee responsibilities include:
    a. Reviewing, revising and proposing policies to ensure that rights and considerations of diverse groups of faculty are included in NDSU policy, practices, and procedures.
    b. In particular, the committee will explore and identify ways that NDSU can be more inclusive for diverse faculty including women, people of color, and sexual minorities (e.g., lesbian, gay, bisexual, or transgendered).

Section 6: Executive Committee of the Faculty Senate

1. Voting membership shall consist of one senator from each representation unit, the President, the immediate Past President, and the President-Elect. In the event the immediate Past President is unable or unwilling to serve, the President will appoint another past President as

a replacement for the immediate Past President on the committee. The term of office shall be for one year following the regular May meeting.

2. Non-voting membership shall consist of the Dean of Graduate and Interdisciplinary Studies, the Provost (or designee)/~~Vice President for Academic Affairs,~~ the Faculty Senate Secretary, and the parliamentarian. The term of office of all members of Executive Committee shall be for one year following the regular May meeting.
3. During the first week of the fall semester, the Executive Committee shall meet and organize for the academic year.
4. Committee responsibilities are the following:
    a. Delegating tasks to Faculty Senate committees.
    b. Reviewing the progress of Faculty Senate committees.
    c. Setting the agenda for upcoming Faculty Senate meetings.
    d. Interpreting, when necessary, provisions of the Faculty Senate Constitution and Bylaws.

Section 7. Faculty Affairs

1. Membership shall consist of one faculty member from each representation unit and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Committee responsibilities include:
    a. Reviewing policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching and service.
    b. Reviewing and recommending revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.

Section 8. Faculty Rights

1. Membership, responsibilities, and procedures are determined by directives of the North Dakota State Board of Higher Education.
2. Membership consists of five members, from different representation units, elected for five-year terms by the faculty. Membership is restricted to tenured full professors.
3. Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Standing Committee on Faculty Rights. Committee members' terms will begin and end on August 15.
4. In the event that a member of the committee recuses himself/herself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement to serve the remainder of the term after considering those who have previously served on the committee.

Section 9. General Education

1. Voting membership shall consist of one tenured faculty member from each representation unit, a representative from the Assessment Committee, and two students selected by the Student Government.
2. Non-voting members shall consist of one representative from each of the following: the NDSU Library, Registration and Records, and the Provost (or designee)/~~Vice President for Academic Affairs~~.
3. Committee responsibilities include:
    a. Ensuring that existing courses and experiences meet general education requirements.

b. Developing criteria and procedures for submitting, evaluating, and approving courses and experiences that meet general education requirements of NDSU and the Higher Learning Commission of the North Central Association of Colleges and Schools.

c. Developing criteria and procedures for submitting, evaluating, and approving courses or experiences that meet the general education requirements for integration into students' curricula.

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

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

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

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

Section 10. Grade Appeals Board

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

1. Faculty shall be elected for three-year terms by their representation unit.
2. Students should be full-time students with a minimum 2.00 cumulative grade point average and junior standing.
3. Committee responsibilities include:
   a. Hearing charges of inequitable or prejudiced academic evaluations and to provide redress for improper evaluation.
   b. Acting in accordance with procedures approved by the Faculty Senate, specifically Policy 337.

Section 11. Program Review

1. Membership shall consist of one tenured faculty member from each representation unit, the immediate past president of the Faculty Senate, the Dean of the College of Graduate and Interdisciplinary Studies, the Provost (or designee)/Vice President for Academic Affairs, and two students selected by the Student Government. Each representation unit shall also select an alternate faculty member to serve in case of recusal.
2. Committee responsibilities include:
   a. Developing criteria and procedures for review of academic programs.
   b. Performing a continuing review of graduate and undergraduate academic programs with regard to such factors as mission, need, quality, cost, and contribution to other programs.
   c. Addressing concerns and making recommendation to the Faculty Senate regarding duplication of programs and courses.
   d. Recommending policies for University support to individual programs.

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

Section 12. Research & Consulting

1. Voting membership shall consist of one faculty member from each representation unit and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Non-voting membership consists of a representative of the Vice President for Research, Creative Activities, and Technology Transfer.
3. Committee responsibilities include:
   a. Initiating and reviewing policies related to University research and consulting issues and make recommendation for consideration of said policy to the Faculty Senate.
   b. Reviewing research development programs and providing technical and funding reviews for faculty proposals submitted to the development programs.

Section 13. Technology and Instructional Services Committee

1. Voting membership shall include one faculty member from each of the representation units and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Non-voting membership shall include one representative from Information Technology Services (ITS).
3. Committee responsibilities shall include:
   a. an annual review of ITS support services to the NDSU teaching and research communities.
   b. making recommendations for Faculty Senate approval of any changes proposed by ITS regarding policy, implementation procedures, or classroom and instructional technologies.
   c. formulating recommendations regarding needs of the faculty that are unmet by ITS.
   d. serving as the liaison between the Faculty Senate and ITS administration.

Article V: Joint Standing Committees

Section 1. Senate Coordinating Council

1. Voting membership shall consist of the two representatives each from the Faculty, Student, and Staff Senates, the Faculty Senate President, the Staff Senate President, and the Student Body President.
2. Non-voting membership shall consist of the Provost (or designee)/Vice President for Academic Affairs, the Vice President for Student Affairs (or designee), the Vice President for Finance and Administration (or designee), and representatives of one of these Vice President's offices, one of whom will facilitate meetings and one of whom will maintain records. The Vice President's offices will rotate responsibility for calling meetings and maintaining records every three to five years. The coordinating council may decide to invite policy initiators to the meetings as nonvoting members to explain policy changes.
3. Committee responsibilities include:
   a. Reviewing policy to determine first whether it is ready to bring to any of the Senates or whether it should be returned to the policy makers for clarification and revision. Encouraging the development of clear, thorough, and consistent policies by

~~stimulating collegial discussion and analysis of policy proposals having campus-wide effects.~~

~~b.~~a.Coordinating the distribution of policies to the appropriate senate body consistent with the Faculty Senate, Staff Senate, and Student Government Constitutions.

~~c.~~b.Sending policies that have been voted on to appropriate channels at NDSU for final approval.

~~d.~~c.Serving in a liaison capacity regarding the Faculty Senate, administration, Staff Senate, and Student Government.

Section 2. Campus Space & Facilities

1. Voting members shall consist of one faculty member from each representation unit, three staff members appointed by the Staff Senate, three student members (graduate, undergraduate, and on-campus) appointed by the Student Government, a representative of the College of Graduate and Interdisciplinary Studies, the Provost (or designee)~~Vice President of Academic Affairs~~, the Registrar, and the Vice President for Finance and Administration (or designee).

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

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

Section 3. Library

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

2. Committee responsibilities include:
   a. Formulating policy recommendations for the NDSU Libraries.

Section 4. University Athletics

1. Membership consists of one faculty member from each representation unit, two students, the Student Body Vice President, the President of the Student-Athletes Advisory Council, two representatives of the Staff Senate, the Director of Intercollegiate Athletics, the Director of

Intercollegiate Women's Athletics, the Vice President for Equity, Diversity, and Global Outreach (or designee), and the Faculty Athletic Representative.

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

3. Committee responsibilities include:
    a. Promoting compliance with principles of conduct as defined by the NCAA.
    b. Acting as the Board of Appeals for athletic grievances.
    c. Initiating and reviewing policies concerning University Athletics and making recommendations for consideration of said policy to the Faculty Senate. Such areas of concern include Guidelines for athletic schedules, guidelines for participation in postseason activities, awards for excellence in athletics, eligibility of athletes.
    d. Reviewing upcoming issues at intercollegiate conference meetings and recommending institutional positions.
    e. Reviewing the budget of the athletic programs prior to its approval by the University President.
    f. Stimulating interest in athletic events throughout the University community.

Section 5. Equal Opportunity Hearing Panel

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

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

3. Committee responsibilities include:
    a. Acting in accordance with procedures and policy approved by the Senate, specifically Policy 156.

Section 6. University Assessment

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

2. Committee responsibilities include:
    a. Periodically reviewing the assessment of student learning in undergraduate and graduate academic programs, within the units in the Division of Student Affairs and in the NDSU Extension Service.
    b. Developing procedures for annual reporting of assessment activities by departments and other academic units, units in the Division of Student Affairs, and the NDSU Extension Service on their assessment activities.
    c. Providing feedback and assistance to departments and other academic units on their assessment activities.

d. Providing a yearly summary of assessment activities to the Faculty Senate, The Provost/Vice President for Academic Affairs, the Vice President for Agriculture and University Extension, and the Director of the NDSU Extension Service.

Article VI: Amending the Bylaws

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

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

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

Section 4.
When approved by the University President the changes shall become effective immediately.

Agenda
Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, November 14, 2011
Memorial Union, Prairie Rose Room

I. Substitutions - K. Wold-McCormick
II. Approval of October 10, 2011, Faculty Senate Minutes
III. Consent Agenda
    a. Academic Affairs (Attachment 1)
    b. Senate Coordinating Council (SCC)
       For Information Only
         • Policy 134: Faculty/Staff Assistance (Attachment 2)

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

IV. General Announcements
    a. President D. Bresciani
    b. Provost J. B. Rafert
    c. G. Totten, President of Faculty Senate
    d. T. Stone Carlson, President Elect of Faculty Senate
    e. L. Dallmann, President of Staff Senate
    f. C. Knutson, President of Student Body

V. Senate Committee Reports
    a. Academic Affairs, A. Brunt
    b. General Education, L. Peterson
    c. Council of College Faculties, L. Peterson
    d. University Assessment Committee Strategic Plan Draft (Attachment 3)
    e. Senate Coordinating Council, T. Stone Carlson
       For Discussion and Vote:
         1. Bylaws Revisions (Attachment 4)
       For Discussion Only:
         2. Policy 161: Fitness for Duty (Attachment 5)

VI. Unfinished Business
    a. Follow-up from Faculty Senate Discussion of Priorities (10/10/11)
       1. SROI revisions (Attachment 6)
       2. Academic/Admission Standards
       3. Budget Committee, Faculty Benefits Committee
       4. Academic Freedom Policy

VII. New Business

VIII. Adjournment

Academic Affairs Committee Report

Curricular Recommendations

Title Change Option in Health, Nutrition and Exercise Sciences, M.S.			
From: Sport Pedagogy and Leadership		To: Leadership in Physical Education and Sport	
New Prefix			
LEAD (Leadership)			
New Courses			
Subject	**No.**	**Title**	**Crs.**
CE	447/647	Stability of Structures	3
ECE	472/672	Design Automation of VLSI Circuits	3
ECE	488/688	Cardiovascular Engineering II	3
ENGL	231	The Bible as Literature	3
ENGL	435/635	Young Adult Literature in a Multicultural World	3
ENGL	765	Upper Division Writing: Pedagogy, Practice, and Technology	3
HDFS	723	Perspectives in Gerontology	3
HDFS	729	Professional Seminar in Gerontology	3
HNES	700	Research in Physical Education and Sport	3
HNES	705	Analysis of Sport Skill Instruction and Acquisition	3
HNES	733	Food Writing for Professionals	3
HNES	734	Foodservice Systems within Healthcare	3
HNES	744	Dietary and Herbal Supplements	3
HNES	757	Nutritional Aspects of Oncology	3
LEAD	125	Level I Leadership	3
LEAD	205	Peer Leader Development	2
LEAD	206	Peer Leader Practicum	1
LEAD	225	Level II Leadership	3
LEAD	325	Level III Leadership	3
LEAD	425	Level IV Leadership	3
MIS	340	Applied Business Intelligence	3
NURS	407L	Adult Health: Complex Problems Clinical	2
PHIL	425/625	Environmental Ethics	3
PHRM	560	Specialty Care Topics	2
PSCI	400	Vaccinology Research Experience	1
SOC	425/625	Sociology of Culture	3
THEA	276	Lighting and Sound Design for the Theatre	3
UNIV	151	Science and Society	3
Course Deletion			
ANTH	446/646	Current Problems in Paleoanthropology	3
ANTH	465/665	Web-based Media in Anthropology	3
ANTH	705	Forensic Anthropology	3
BIOL	310	Methods in Cell and Molecular Biology	3
BIOL	785	Photobiology	3
BOT	452/652	Plant Structure	3
BOT	471/671	Phycology	3
BOT	472/672	Lichenology	3
BOT	780	Plant Metabolism and Plant Stress Physiology	3
BOT	782	Regulation of Plant Growth	4

CJ	757	Community Policing	3
EMGT	210	Emergencies and Disasters: A Visual Approach	3
EMGT	415	Rural Society and Emergency Management	3
EMGT	451	Floods, Blizzards and Tornadoes	3
EMGT	453	Emergency Management Law and Regulation	3
EMGT	714	Hazardous Materials Regulation	3
HDFS	660	Adult Development and Aging	3
MRKT	630	Sales and Sales Management	3
PHRM	565	Pharmacy-Based Immunization Delivery	1
PHRM	578	Non-Prescription Medications	2
ZOO	440/640	Microbial Ecology	3

Course Changes

From:				*To:*			
Subject	**No.**	**Title**	**Crs.**	**Dept**	**No.**	**Title**	**Crs.**
AGEC	499/ 696	Export Management	2	AGEC	499/ 696	Export Management	*3*
BIOC	461/ 661	Foundations in Biochemistry and Molecular Biology II	4	BIOC	461/ 661	Foundations in Biochemistry and Molecular Biology II	*3*
HDFS	460	Adult Development and Aging	3	HDFS	*360*	Adult Development and Aging	3
HNES	701	Administrative Leadership in HNES	3	HNES	701	*Leadership and Entrepreneurship*	3
HNES	712	Supervision and Analysis in HNES	3	HNES	712	*Supervision and Management*	3
MIS	370	Management Information Systems	3	MIS	*320*	Management Information Systems	3
MUSC	701	Psychology of Music	2	MUSC	701	Psychology of Music	*3*
NURS	407	Adult Health Complex Problems	5	NURS	407	Adult Health Complex Problems	*3*
NURS	612	Advanced Health Assessment	3	NURS	*712*	Advanced Health Assessment	3
NURS	631	Advanced Pharmacology I	2	NURS	*731*	Advanced Pharmacology I	2
NURS	632	Advanced Pharmacology II	2	NURS	*732*	Advanced Pharmacology II	2
NURS	633	Family Primary Care I: Assessment and Management	3	NURS	*733*	Family Primary Care I: Assessment and Management	3
NURS	634	Family Primary Care II: Assessment and Management	3	NURS	*734*	Family Primary Care II: Assessment and Management	3
PHRM	452	Pharmaceutical Care IV	2	PHRM	452	*Pharmaceutical Care II*	*1*
PHRM	520/ 620	PTDI: Pediatrics-Geriatrics	2	PHRM	520/ 620	*Special Populations*	*3*
PHRM	551	Pharmaceutical Care V	1	PHRM	551	*Pharmaceutical Care III*	1
PHRM	552	Pharmaceutical Care VI	1	PHRM	552	*Pharmaceutical Care IV*	1

New Special Topics

CE	499/ 696	Infrastructure Sustainability and Recycling	2

Change in Prerequisites/Corequisites and Change in Bulletin Descriptions – for information only

| **Subject**	**No.**	**Title**	**Prerequisite/Corequisite Change**
ABEN	263	Biological Materials Processing	Change in Bulletin Description Prereq: ABEN 255 or CSCI 114, MATH 146 or MATH 165, and PHYS 211 or ME 221

ADHM	470	Retail Financial Management and Control	Prereq: ADHM 171, CSCI 114 or CSCI 116, MATH 104 or MATH 107, MRKT 362
ENGL	222	Introduction to Poetry	Prereq: ENGL 120 or Consent of Instructor
ENGL	225	Introduction to Film	Prereq: ENGL 120 or Consent of Instructor
ENGL	240	World Literature Masterpieces	Prereq: ENGL 120 or Consent of Instructor
ENGL	251	British Literature I	Prereq: ENGL 120 or Consent of Instructor
ENGL	252	British Literature II	Prereq: ENGL 120 or Consent of Instructor
ENGL	261	American Literature I	Prereq: ENGL 120 or Consent of Instructor
ENGL	262	American Literature II	Prereq: ENGL 120 or Consent of Instructor
ENGL	271	Literary Analysis	Prereq: ENGL 120 or Consent of Instructor
ENGL	275	Introduction to Writing Studies	Prereq: ENGL 120 or Consent of Instructor
ENGL	301	Peer Tutoring and Writing in the Disciplines	Prereq: ENGL 120 or Consent of Instructor
ENGL	330	British and American Women's Literature	Prereq: ENGL 120 or Consent of Instructor
ENGL	331	Contemporary Women Writers	Prereq: ENGL 120 or Consent of Instructor
ENGL	333	Fantasy and Science Fiction	Prereq: ENGL 120 or Consent of Instructor
ENGL	335	Multicultural Literature	Prereq: ENGL 120 or Consent of Instructor
ENGL	340	Nineteenth Century Fiction	Prereq: ENGL 120 or Consent of Instructor
ENGL	341	20th Century American Fiction	Prereq: ENGL 120 or Consent of Instructor
ENGL	345	Themes in American Culture	Prereq: ENGL 120 or Consent of Instructor
ENGL	377	Modern Poetry	Prereq: ENGL 120 or Consent of Instructor
ENGL	380	Shakespeare	Prereq: ENGL 120 or Consent of Instructor
ENGL	381	The American Road Book	Prereq: ENGL 120 or Consent of Instructor
ENGL	385	British Fiction	Prereq: ENGL 120 or Consent of Instructor
ENGL	389	Non-Fiction Prose	Prereq: ENGL 120 or Consent of Instructor
ENGL	452	History of the English Language	Prereq: ENGL 120; ENGL 209 recommended
ENGL	453	Social & Regional Varieties of English	Prereq: ENGL 120; ENGL 209 recommended
ENGL	454	Language Bias	Prereq: ENGL 120 or Consent of Instructor
ENGL	456	Literacy, Culture, and Identity	Prereq: ENGL 271, ENGL 275 or Consent of Instructor
ENGL	471	American Realism	Prereq: ENGL 271 or Consent of Instructor
ENGL	472	Twentieth Century American Writers	Prereq: ENGL 271 or Consent of Instructor
ENGL	474	Native American Literature	Prereq: ENGL 271 or Consent of Instructor
ENGL	476	Topics in American Literature	Prereq: ENGL 271 or Consent of Instructor
ENGL	480	Medieval Literature	Prereq: ENGL 271 or Consent of Instructor
ENGL	482	Renaissance Literature	Prereq: ENGL 271 or Consent of Instructor
ENGL	483	Topics in British Literature	Prereq: ENGL 271 or Consent of Instructor
ENGL	485	18th Century Literature	Prereq: ENGL 271 or Consent of Instructor
ENGL	486	Romantic Literature	Prereq: ENGL 271 or Consent of Instructor
HDFS	425	Risk, Resilience and Competence in Children and Adolescents	Prereq: HDFS 250 or Equivalent and Jr/Sr Standing; Recommended: HDFS 320 or HDFS 330 or HDFS 340
HDFS	430	Topics in Cognitive Development	Prereq: HDFS 250 or Eqivalent and Jr/Sr Standing
HDFS	435	Topics in Socioemotional Development	Prereq: HDFS 250 or Equivalent and Jr/Sr Standing
HDFS	448	Issues in Sexuality	Prereq: Jr/Sr Standing
HDFS	477	Financial Counseling	Prereq: HDFS 357
HDFS	481	Gender and Aging	Change in Bulletin Description Prereq: HDFS 230 or HDFS 360 or PSYC 250 or PSYC 471

HDFS	482	Family Dynamics of Aging	Change in Bulletin Description Prereq: HDFS 135 or HDFS 230 or HDFS 360 or PSYC 250 or PSYC 471
MUSC	174	Pronunciation for Singers I	Change in Bulletin Description
MUSC	411	Form and Analysis	Prereq: MUSC 231
MUSC	642	Opera Literature	Consent of Instructor
PHRM	351L	Pharmaceutical Care Laboratory I	Change in Bulletin Description Coreq: PHRM 350
PHRM	452L	Pharmaceutical Care Laboratory II	Change in Bulletin Description Prereq: PHRM 351, PHRM 351L Coreq: PHRM 452
PHRM	551L	Pharmaceutical Care Laboratory III	Change in Bulletin Description Prereq: PHRM 452, PHRM 452L Coreq: PHRM 551
PHYS	370	Introduction to Computational Physics	Change in Bulletin Description Prereq: PHYS 251, MATH 166, CSCI 160, ECE 173 Coreq: PHYS 252
PHYS	455	Classical Mechanics	Change in Bulletin Description Prereq: PHYS 251 and MATH 265 Coreq/Prereq: MATH 266
ZOO	370	Cell Biology	Prereq: BIOL 150, BIOL 150L
ZOO	380	Vertebrate Histology	Prereq: BIOL 150, BIOL 150L
ZOO	477/ 677	Wildlife & Fisheries Management Techniques	Change in Bulletin Description Delete all Existing Course Prerequisites

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed, if not it will be sent back to you for completion.
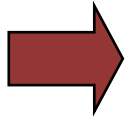
If the changes you are requesting include housekeeping, please submit those changes to Kim Matzke-Ternes first so that a clean policy can be presented to the committees.

SECTION: *Policy 134: Faculty/Staff Assistance*

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**

   This change reflects NDSU's new EAP provider, Deer Oaks. It updates the contact information as well as the number of visits available for employees each fiscal year.

2. **This policy was originated by (individual, office or committee/organization):**
   - *Office of Human Resources/Payroll – June 15, 2011*
   - *Brittnee.steckler@ndsu.edu*

3. **This policy has been reviewed/passed by the following (include dates of official action):**
   This portion will be complete by Kim Matzke-Ternes

Policy Committee:	Presented to the PCC 06/29/2011
University Senate:	Routed 07/2011 for information
Staff Senate:	Routed 07/2011 for information
President's Council:	Routed 07/2011 for information

   If you have any questions regarding this cover sheet, please contact Kim Matzke-Ternes at 1-7080 or kim.matzke-ternes@ndsu.edu

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

SECTION 134: FACULTY/STAFF ASSISTANCE

SOURCE: NDSU President

North Dakota State University recognizes that a wide range of personal problems may affect employees' work performance. Such problems typically relate to family, finances, marriage, legal matters, career decisions, personal concerns, and alcohol/drug abuse. In many instances the individual handles such personal problems independently and the effect on job performance is negligible. In other cases, normal supervisory assistance serves as either motivation or guidance in resolving the problem so that the employee's performance on the job will return to an acceptable level. However, normal supervisory efforts are not always sufficient to correct unsatisfactory job performance.

The Faculty/Staff Assistance Program (FSAP) of North Dakota State University is designed to assist faculty, staff, and their families with personal problems that impair job performance. This program provides problem assessment and short-term counseling (~~four~~ eight sessions per family member, per issue, per fiscal year) and referral to community resources when deemed appropriate.

The Faculty/Staff Assistance Program of NDSU is provided by ~~The Village Family Service Center. The Village~~ Deer Oaks Employee Assistance Program. Deer Oaks EAP is accessible at numerous locations throughout Fargo, and surrounding areas. ~~has offices throughout North Dakota and Minnesota, and affiliate providers across the nation.~~

1. **Confidentiality**

    1.1
    All help will be provided in complete confidence between the FSAP professional and the faculty, staff, or family member receiving assistance. All records are maintained by the FSAP provider. They will not be released without the expressed, written consent of the employee. Any record released to NDSU by the employee will not become part of the faculty or staff member's official personnel file.

2. **Eligibility**

    2.1
    Regular, benefited faculty and staff and their immediate family members are eligible to use the program. Immediate family is defined for this policy to be the spouse and/or children living in the same household as the employee. Dependent children living outside the home (i.e. college students) will be given consideration for program services. Children under age 18 will be provided an initial assessment by phone, however, will be required to have parental permission to receive program services beyond the initial phone contact.

3. **Referral Procedures**

   3.1
   Supervisory Referrals
   3.1.1
   The supervisor is in the best position to observe the employee's job performance. It is the supervisor who observes behavioral changes through such objective measures as poor attendance, reduced productivity, and increased errors or accidents on the job. Often these problems can be handled by the supervisor working directly with the employee. However, if the resolution of the problem is beyond the resources of the supervisor, the supervisor may inform the employee that his/her work performance had declined and suggest that he/she take advantage of the assistance offered through the FSAP. Since diagnosis of the problem is not the responsibility of the supervisor, the supervisor is encouraged to make the appropriate referral after observing work performance. After the referral is made and the employee does not participate in FSAP or the work performance does not improve, the supervisor may take normal corrective or disciplinary action and bring the matter to the attention of the next supervisory level.
   3.1.2
   A comprehensive orientation program will be available to supervisors to enable them to better recognize behavior changes and to initiate referral.
   3.2
   Self Referrals
   3.2.1
   The faculty or staff member may decide to ask the immediate supervisor for help in efforts to seek assistance. In this case the supervisor is expected to help the employee find assistance.
   3.2.2
   The faculty or staff member may seek help on his/her own directly from a FSAP professional. No contact with NDSU will be made by the FSAP professional.
   3.2.3
   When appropriate, sick leave may be granted for treatment or rehabilitation on the same basis as for all other health problems. Annual leave or leave without pay may also be considered for use when necessary.

4. **Services**

   Any NDSU faculty, staff, or family member may arrange service.
   4.1
   Appointments may be made by calling the FSAP provider office at 1-800-627-8220 1-866-327-2400. Arrangements will be made for the faculty, staff or family member to see a counselor in Fargo or other available locations in North Dakota.
   4.2
   A counselor is available 24 hours a day, seven days a week, to address any emergency or crisis situation by calling 1-800-627-8220 1-866-327-2400.

5. **Cost**

    5.1
    The cost for assessment, short-term counseling and referral is covered by NDSU. If costs are incurred for other services not covered by this problem or other benefits, those costs will be the responsibility of the faculty or staff member.

University Assessment Committee Strategic Plan –revised 4-19-11

Contents:

I. Introduction

II. Responsibilities of the University Assessment Committee (UAC)

III. Goals for a Campus-wide Assessment Plan at NDSU

IV. Assessment Process – Assessment of student learning

V. Plans for the future

VI. Appendices

    A. Web-based Resources and References
    B. Perspectives and Definitions

I. Introduction

North Dakota State University (NDSU) developed an initial campus-wide assessment plan in 1995 and updated that plan in the same year. That document served as a framework for assessment plans that were developed by academic departments and programs. Several academic departments have updated their assessment plans since their initial submissions in 1992 but NDSU has not updated the campus-wide assessment plan since 1995. Units in the Division of Student Affairs have reformulated their focus on assessment activities and reports that will become a part of their annual reporting process. In addition, NDSU Extension Service staff submit annual reports that describe how learning activities are evaluated and the results of those evaluations. Impact reports are prepared to document program and learner outcomes. As a result, this is an opportune time to redefine the University's plans for assessment (evaluation) of student learning, including both traditional and nontraditional concepts of student learning.

NDSU has experienced exceptional growth in the number of learners to whom educational services are provided. Student enrollment for the fall semester of 1995 was 9,765; student enrollment for the fall semester of 2010 is 14,407, and this growth is anticipated to continue. One of our campus themes, "student focused" directly addresses our commitment to those we serve in traditional and non-traditional learning environments. Assessment of student learning is, but one facet in identifying how well we, as a campus, are fulfilling our mission.

Thus, this campus-wide assessment plan serves as a framework within which faculty and staff from Academic Affairs, Student Affairs, and the NDSU Extension Service may identify student learning. That information may be used to demonstrate to multiple audiences our willingness to fulfill the obligations of accountability that forms a major part of both our campus mission and those of the individual units within Academic Affairs, Student Affairs, and the NDSU Extension Service.

II. Responsibilities of the University Assessment Committee (UAC)

The purpose of the University Assessment Committee (UAC) is to apply a continuous quality improvement process to the assessment of student learning in both undergraduate and graduate programs at NDSU, to the array of extracurricular activities conducted in Student Affairs, and learning opportunities presented by the NDSU Extension Service to diverse clientele. The Constitution and Bylaws of the University Senate of NDSU define the UAC membership (http://www.ndsu.edu/univsenate/constitution.pdf) and describe committee responsibilities. Those are:

1. Periodically review the assessment of student learning in the university's undergraduate and graduate programs.

2. Develop procedures for the annual reporting of assessment activities by departments and other academic units.

3. Provide feedback and assistance to departments and other academic units on their assessment activities.

4. Provide a yearly summary of assessment activities to the Provost and Vice President for Academic Affairs, the Office of Institutional Research and Analysis, and the Senate.

In addition to Academic Affairs, the UAC also reviews the assessment and impact reports submitted by units within the Division of Student Affairs and the NDSU Extension Service.

III. Goals for a Campus-wide Assessment Plan at NDSU

A. Academic Affairs

The Office of Provost and Vice President for Academic Affairs provides administrative leadership for all academic activities, by promoting, supporting, and sustaining excellence in teaching, research, creative activity, and service in all institutional academic units. One of the responsibilities is to guide the University's instructional curriculum, which includes undergraduate, graduate, and distance education. The UAC reports to the Faculty Senate and the Provost and Vice President for Academic Affairs. Goals of the University Assessment Committee include:

1. Enhancing what our students know and can do,

2. Enhancing student satisfaction with their individual courses and with the academic curriculum of their choice,

3. Enhancing faculty opportunities to increase the depth and extent of their individual courses, and

4. Providing assessment data that can be used to document the value of an education at NDSU.

B. Student Affairs

The Division of Student Affairs embraces the mission of the university by providing services, programs, and resources to students in support of academic, professional, and personal growth (http://www.ndsu.edu/ndsu/vpsa/statements.shtml). The division anchors this support of student learning and personal growth in the use of human development concepts developed by Chickering, Astin, Holland, Gilligan, and Kohlberg. The use of these concepts provides an opportunity to identify and assess desired student outcomes. Included in the philosophical foundation central to the division mission is the commitment to student engagement and a transformative learning environment. The division embraces a learning agenda framework for its work with students. Goals of the learning agenda include:

1. Educate student to lead,

2. Educate students to serve,

3. Educate student to negotiate and resolve conflict,

4. Educate students to execute tasks to completion,

5. Educate students to function collaboratively, and

6. Educate students to participate as committed citizens of the community.

C. Extension Service

Established in 1914, the Extension Service exists to serve the people of North Dakota and addresses through education the critical needs of the public in the areas of agriculture, family, and youth (http://www.ext.nodak.edu/aboutus/index.html), and its goals are:

1. Enhancing animal and cropping systems, horticulture, and natural resource management systems,

2. Enhancing community, economic development, and leadership,

3. Enhancing farm and family economics,

4. Family science and youth development, including 4-H programming,

5. Enhancing nutrition, food safety, health, and environmental management, and

6. Enhancing what North Dakotans know and can do.

IV. Assessment Process

A. Assessment of Student Learning in the Academic Environment

Who: Faculty, with the assistance and leadership from their department chair or head, or their academic program coordinator or director, identify student learning outcomes for individual classes. Student learning outcomes for individual courses should be reasonable, measurable, and follow the goals established by the program, the college, and NDSU. After student learning outcomes have been identified, faculty may implement or adapt an existing classroom assessment technique or develop a technique capable of identifying student learning (e.g., what students know or can do) in their course. Assessment techniques that can be embedded in current classroom activities and yield useful information with a minimum investment of faculty and student time are encouraged. Members of the UAC, the NDSU assessment Web-site (http://www.ndsu.edu/ndsu/accreditation/assessment/index.shtml) may be consulted for more information.

What: Information to be collected by faculty should be useful in enhancing student learning when the course is offered again and reflect a direct measure of student learning. Multiple measures are encouraged and indirect measures of student learning may be used to supplement information from direct assessment techniques. Programmatic measures used to assess student learning include: professional licensure examinations where scores for component areas are available, student portfolios, milestone examinations, and juried exhibitions incorporating external jurors. Capstone experiences that effectively draw upon what students have learned can become effective direct measures at the level of the program or discipline. Short seminar presentations lack the depth to permit a comprehensive evaluation of what students know or can do. Alumni and employer surveys are typically indirect measures of student learning because they reflect opinions, not what graduates know or can do. Employment rates and graduation rates are non-measures of student learning.

When: The department or program's assessment plan should identify when each course offered would be scheduled to conduct and report activities to assess student learning. The length of an assessment plan will vary with the number of courses and the schedule for when courses will be offered. Typical assessment plans will provide a schedule of two, three, or four years and may be repeated until the faculty in the department or program develops a new assessment plan. Care should be exercised when assessing student learning in classes having a small number of students to assure anonymity. Section 332.1 of the NDSU Policy Manual addresses formative assessment as: *During each academic year, the instructor will assess instruction in at least one class by soliciting information from students, peers, or both, for the purpose of improving instruction. Assistance in selecting appropriate assessment techniques is available from the University Assessment Committee. Completion of formative assessments will be noted in annual reports.*

Where: Assessments of student learning should be conducted in all classes having meaningful enrollment, including laboratories and on-line classes.

How: Each department maintains a current assessment plan. Just as faculty responsibility for the curriculum is a keystone at NDSU, the assessment of student learning resides in the domain of

the faculty. The application of direct measures of student learning represents a fundamental approach to identifying what our students know and discovering where we may take steps to improve student learning.

Why: Faculty have an innate drive to provide students with the best learning environment possible in our classrooms, in laboratories, and in other learning environments. Assessment of what students know and can do simply provides us with an understanding of where our students are learning what we are teaching while also identifying areas where we can enhance our activities. The results of effective application of assessment techniques impact student learning, student satisfaction, and faculty satisfaction.

Whom: Students are the primary beneficiary of faculty efforts to improve instruction. Faculty and employers become additional beneficiaries of graduates having increased knowledge and capabilities.

B. Assessment of Student Learning in the Division of Student Affairs

Who: Student Affairs staff, in collaboration with their director will identify learning outcomes for their individual department. These outcomes will support the Student Affairs division outcomes and the University's goals. The established short and long-term outcomes will be measurable, achievable, and applicable to the departments' needs. Assessment efforts may be coordinated with other units seeking common outcomes. Members of the UAC, the NDSU assessment website, (http://www.ndsu.edu/accredidation/assessment/index.shtml) and StudentVoice (http://www.studentvoice.com) serve as resources for more information.

When: Section 332.1 of the NDSU Policy Manual addresses Formative Assessment as: *During each academic year, the instructor will assess instruction in at least one class by soliciting information from students, peers, or both for the purpose of improving instruction.* To ensure consistency and contribute to the NDSU assessment efforts, each Student Affairs department will assess a minimum of one student learning outcome per academic year. Assistance in selecting appropriate assessment techniques is available through the division's membership in StudentVoice or the UAC.

What: Information collected by Student Affairs staff will be used to support the Student Affairs Learning Agenda. The six principles of the Student Learning Agenda, as noted in the Goals for a Campus-wide Assessment Plan at NDSU, include: Educate students to lead; Educate students to serve; Educate students to negotiate and resolve conflict; Educate students to execute tasks to completion; Educate students to function collaboratively; and Educate students to participate as committed citizens of the community.

Student Affairs departments will establish a unit assessment plan that identifies learning outcomes, timelines for measuring outcomes, and methods of assessment. Student learning may be measured in partnership with faculty, service learning opportunities, compensatory educational programs, student-staff interactions, advocacy interactions, and leadership skill

development. Departments are encouraged to use direct and indirect measures of student learning in their assessments.

How: The departmental assessment plan will contain information on the targeted learning outcomes and a time-line for implementation. Departmental staff will identify 1. What does the department need to know about student learning, 2. How will that be measured? and, 3. What will be done with the information to improve student learning.

Why: Student Affairs professionals acknowledge learning is not the same for today's student. Today's learning needs to address the student as a whole being, which includes learning for the mind, body, emotion and spirit. Division personnel strive to create a transformative learning environment where the whole learner is engaged and staff members serve as learning facilitators. The role of the Division of Student Affairs is to help students address these areas in a practical and theoretical manner. Through the commitment to assessment of student learning, the Division of Student Affairs will be able to demonstrate the development of life and learning skills by students.

C. Assessment in the NDSU Extension Service

Who: Extension agents and specialists, in collaboration with their County Chair, District Director, Program Leader, Department Chair, or Program Planning Team Leader, identify learning goals and outcomes for their audiences. Outcomes will be measurable, reasonable, and related to program objectives and needs.

When: Section 332.1 of the NDSU Policy Manual addresses Formative Assessment as: "During each academic year, the instructor will assess instruction in at least one class by soliciting information from students, peers, or both for the purpose of improving instruction. To provide consistency in assessment efforts at NDSU, each Extension agent and specialist will assess a minimum of one educational program each year and complete (or participate in completion of) a minimum of one impact report per calendar year.

What: NDSU Extension uses the logic model in planning, implementation, evaluation, and communication.

Where: Assessment of learning outcomes are ideally conducted for each major programming effort by extension agents and specialists.

How: Agents and specialists will participate in assessment by using evaluation resources, including a template for impact reports.

Why: Program development and assessment is an ongoing systematic process that NDSU extension professionals follow as they plan, implement, and evaluate their educational programs. The process can be applied on a small scale to an individual workshop, on a larger scale to a comprehensive community initiative or to a county or statewide program of action. The scope may be different, but the principles of program development and assessment remain the same.

The program development process is captured in our program development model that includes situational analysis, priority setting, program action, and evaluation.

Current assessment and evaluation of learner needs and outcomes are conducted within the existing program planning and evaluation model used by NDSU Extension (http://www.ag.ndsu.edu/ext-emp/evaluation/). Annual reports are prepared for state (http://www.ag.ndsu.edu/pplan/statepow/statepow.html) and federal (http://www.ag.ndsu.edu/pplan/fedpow/fedpow.html) levels. The Assistant Director of Ag & Natural Resources prepares and submits the federal report (every April) which summarizes Extension-wide learner outcomes.

V. Plans for the future – Goals and objectives

A. Via the Goals for the Campus-wide Assessment Plan at NDSU

1. Enhance what our students know and can do

2. Enhance student satisfaction with their individual courses and the academic curriculum of their choice

3. Enhance faculty opportunities to increase the depth and extent of individual courses

a. Encourage faculty and staff development in assessment activities

b. Promote the scholarship of teaching

4. Provide data that can be used to document the value of an education at NDSU

B. Via the Responsibilities of the University Assessment Committee (UAC)

1. Periodically review the assessment of student learning in the university's undergraduate and graduate programs

a. Work cooperatively with the Office for Institutional Research and Assessment (OIRA) on related assessment projects (e.g. – improve SROI)

2. Develop procedures for the annual reporting of assessment activities by departments and other academic units

3. Provide feedback and assistance to departments and other academic units on their assessment activities

a. Enhance communications between UAC and departments on assessment activities

b. Institute transparency by listing each department's assessment plan on the UAC website for reference

4. Develop opportunities for communication with the Academic Affairs and Program Review committees comparable to that previously established with the General Education Committee. Purposes of communication would include information on proposed actions and activities that might influence educational opportunities or practices for undergraduate or graduate students.

 5. Provide a yearly summary of assessment activities to the Provost and Vice President for Academic Affairs, the Vice President for Student Affairs, the Director of the NDSU Extension Service, the Office of Institutional Research and Analysis (OIRA), the Faculty Senate, and the University Archives.

Appendix A
Web-based Resources and References

Approximately 50 university and college assessment plans that are available on the Internet and many of those were lengthy and appeared to have been in response to mandates from the regional accrediting agency. Other campus assessment plans did not approximate the levels of achievement that have been attained by several NDSU academic units. Some elements resemble those from other campus assessment plans. This resource list has been developed to match the current status and goals for student learning at NDSU.

Academic Affairs:

Electronic Resources: North Carolina State University maintains an extensive assessment source (http://www2.acs.ncsu.edu/UPA/assmt/resource.htm).

The National Postsecondary Education Cooperative 2006 Conference featured a commissioned paper by John Braxton ("Faculty Professional Choices in Teaching that Foster Student Success") and a draft response paper by Piedad Robertson ("Student Success and Faculty Investment") that are excellent resources for faculty (http://nces.ed.gov/npec/symposium.asp).

Print Resources: Thomas Angelo and K. Patricia Cross. Classroom Assessment Techniques: A Handbook for College Teachers. 2nd Ed. Jossey-Bass, 1993. is the standard reference for Classroom Assessment Techniques and is recommended. The UAC sent a copy of the handbook to each departmental office and copies also are available in the Main Library, the Architecture Library, and the Health Sciences Library (call number: LB 2822.75)

Student Affairs:

Electronic resources: StudentVoice: http://www.studentvoice.com

Print Resources: Marilee Bresciani, Carrie Zelna, and James Anderson. Assessing Student Learning and Development: A Handbook for Practitioners. NASPA, 2004. (Not listed in NDSU Library Catalog)

Richard Keeling, Andrew Wall, Ric Underhile, and Gwen Dungy. Assessment Reconsidered: Institutional Effectiveness for Student Success. ICSGIA, 2008. (Not listed in NDSU Library Catalog)

Extension Assessment Links:

NDSU Extension Evaluation Toolkit: http://www.ag.ndsu.edu/ext-emp/evaluation/

University of Wisconsin-Extension: http://www.uwex.edu/ces/pdande/

North Carolina: http://www.ces.ncsu.edu/resources/education/sd7/

Kentucky State: http://www.ca.uky.edu/agpsd/plan1.pdf

Penn State: http://extension.psu.edu/evaluation/

Appendix B

Perspectives and Definitions

Perspectives:

Because of the diversity of scenarios encompassed in this assessment plan, the terms <u>students</u> and <u>learners</u> have similar implications in terms of provision educational opportunities to a variety of audiences in any of several situations. The interchangeable terms can be applied to one-on-one interactions and to large audiences. The majority of the terminology that follows is focused within the academic environment.

- Common <u>learning domains</u> include <u>cognitive</u> learning, <u>psychomotor</u> development of skills and abilities, and <u>affective</u> influences upon attitudes and opinions.
- <u>Assessment of student learning</u> is the use of various published, purchased, or locally-generated techniques to identify what students know or can do.
- The <u>purpose of assessment</u> is the improvement of student learning through the application of what was identified about student learning by the use of various assessment techniques
- <u>Feedback</u> or <u>closing the loop</u> involves timely sharing of what was learned through assessment with the students (learners) involved.
- <u>Assessment plans</u> of academic units describe when individual courses are scheduled to report results of measures of student learning. Assessment plans in Student Affairs describe learning outcomes, timelines, and methods of assessment. Assessment plans in the NDSU Extension Service are identified in Specialist Action Plans and other plans and reports required for state and federal purposes.
- The <u>number of student learning outcomes to be assessed</u> during any academic grading period should be limited to between two and four.
- <u>Annual assessment reports</u> are used to share accomplishments in evaluating student learning.
- <u>Program educational objectives</u> are statements of broad educational goals that describe the career and professional skills or accomplishments that the academic program is preparing graduates to achieve upon completion of the major. (Modified from ABET.)
- <u>Student learning outcomes</u> in the academic environment describe what students are expected to know and be able to do at the completion of a course. Learning outcomes involve active verbs and include answers to many of the 'who, what, when, where, how, why, and for whom' questions as needed to clearly describe the level of learning achievement sought. (Modified from ABET.)
- The use of <u>multiple measures</u> means the application of two or more assessment techniques to identify what students know or can do.
- <u>Direct measures</u> of student learning are those techniques that provide direct evidence of what students know or can do.
- <u>Indirect inferences</u> and <u>non-measures of student learning</u> rely upon opinion rather than evidence of student learning. Examples of non-measures include most surveys of

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students, alumni, and employers. These surveys are critical to the growth of programs and have value in annual reports submitted to colleges or to NDSU

- <u>Formative assessment</u> involves assessing student learning during an event, consultation, or grading period. Completion of the assessment involves timely feedback to the student or students involved. Formative assessments are usually conducted to assess what students have learned during recent interactions. Minute papers, muddiest points, and pre-tests are examples of formative assessment

- <u>Summative assessment</u> is conducted at the end of a learning experience. Post-tests and professional licensure examinations are academic examples of summative assessments. Licensure examinations are tools for increasing student learning only when results are available for key content areas.

- <u>Course, exam and quiz grades</u> are <u>non-indicators</u> of student learning because they are summative and mask identification of areas where student learning might be improved.

- <u>Meta-analyses of responses to individual exam or quiz questions</u> can be powerful formative assessment techniques because they provide opportunities to examine where student learning could be improved.

- <u>Levels of critical thinking</u> references what is commonly referenced as Bloom's Taxonomy. Several variations exist and most are effective in the use of active verbs. Students should be asked to increasingly engage in higher levels of critical thinking as they advance during their academic careers.

Bylaws

Article I: Faculty Senate Membership

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

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

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

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

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

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

Section 7.
A senator may be removed from office by way of a two-thirds majority vote at a regular Faculty Senate meeting, followed by a 2/3 vote at the next meeting. This action may never be part of a consent agenda.

Section 8.
All senators are expected to:
1. Attend all Faculty Senate meetings. If unable to attend the meeting the senator must find a competent substitute (who is not already a senator) to act as her or his proxy at the meeting. Said proxy will have all rights and privileges accorded a regular senator. The senator must provide signed notification of the substitution to the Secretary of the Faculty Senate prior to start of the meeting.
2. Prepare for Faculty Senate meetings including reading the agenda and all attachments prior to the meeting.
3. Participate in meetings as long as doing so advances the business of the Faculty Senate.
4. Disseminate Faculty Senate information to their individual representation units.
5. Gather opinions and other information from their representation units concerning Faculty Senate activity.
6. Show proper decorum during meetings.

Article II: Organization and Faculty Senate Operation

Section 1.
Administrative officers of the Faculty Senate consist of the President and the President-Elect.

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

Section 3.
At the end of the term, the President-Elect will succeed the President for a one-year term of office.

Section 4.
During their respective terms the President-Elect and the President will not represent her or his representation unit.

Section 5.
Removal of the President or President-Elect requires a 2/3 vote at a regular Senate meeting, followed by a 2/3 vote at a special meeting of the Senate not more than 2 weeks after the first meeting. In the event that the President is removed, the President-Elect will assume the role of President and will continue as President until the President-Elect's original term is concluded. In the event that the President-Elect is removed, the Senate will vote to replace the President-Elect at the next regular meeting of the Senate. These actions may never be part of a consent agenda. The removed officer shall not complete her or his term as a Senator.

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

Section 7.
Duties of the President-Elect shall include the following:
1. Assist the President in executing the duties of the office.
2. Serve as President during any absence by the President.
3. Serve on the Senate Executive Committee.
4. Serve on the Coordinating Council.
5. Represent the Faculty Senate to the Staff Senate and the Student Government.

Section 8.
The University Registrar shall be the Secretary of the Senate; the Secretary of the Senate is not a voting member of the Senate. The duties of the Secretary shall include:
1. Acquire the agenda and related attachments, if any, from the President, then prepare and disseminate the agenda in accordance with Section 13.
2. Maintain a current roster of senators and record attendance to confirm a quorum.
3. Collect and read the member substitution authorizations at the meeting.
4. Record, prepare and disseminate meeting minutes according to Section 15.
5. Schedule a room for all Faculty Senate meetings.
6. Maintain a permanent record of Faculty Senate minutes.
7. Maintain a permanent record of annual reports submitted by the President and chairs of Faculty Senate committees.
8. Maintain records of standing committee membership.
9. Prepare updated versions of the Constitution for distribution.
10. Archive all past versions of Constitutions and Bylaws.
11. Verify the eligibility of senators and committee members.

Section 9.
Regular meetings of the Senate shall be held at 3:30 pm on the second Monday of each month of the academic year. The meetings will be held the third Monday of the month if the second Monday is a University or state holiday, or if University classes are not yet in session at least one week prior to the second Monday of the month.

Section 10.
Special meetings may be called by the President or on petition of one-third of the membership of the Senate.

Section 11.
Meetings of the Faculty Senate shall be open to the public. At each Senate meeting the President of the University, the Provost/Vice President for Academic Affairs, the Student Body President, and the Staff Senate President will be invited to make announcements. The Faculty Senate President may allow other non-senators to speak and/or provide reports. However, only senators may make motions and only senators may vote on motions before the Senate.

Section 12.
Faculty Senate meetings shall be conducted under Robert's Rules of Order, Newly Revised. The Faculty Senate will confirm the appointment of a person not on the Senate to serve as Parliamentarian. Whenever doubt arises on questions of procedure the President or a senator may ask the Parliamentarian for a ruling. There is no term limit for Parliamentarian.

Section 13.
The primary business of the Faculty Senate is to review, propose, and approve of policy with respect to the following matters:
   a. Academic freedom, including rights and responsibilities
   b. All curricular matters, including establishment, dissolution, and substantial changes to degree programs
   c. Research and scholarship
   d. Admissions standards and prerequisites
   e. Requirements for regular certificates and degrees
   f. Regulations regarding attendance, examinations, grading, scholastic standing, and honors
   g. Teaching quality
   h. Professional standards and criteria for positions accorded academic rank
   i. Policies and procedures for promotion, tenure, and evaluation
   j. And other academic matters

The agenda for each regular meeting shall be posted to the Faculty Senate website at least one week before each meeting. Any member of the Faculty Senate may request of the President of the Faculty Senate that an item be placed on the agenda. The order of business for Faculty Senate meetings shall be as follows:
   1. Approval of the minutes of the previous meeting
   2. Announcements
   3. Consent agenda
   4. Committee and other reports

5. Unfinished business
6. New business
7. Adjournment

At the October meeting, the primary order of business will be planning and prioritizing Faculty Senate goals for the academic year. The order of business for this meeting will be as follows:
1. Approval of the minutes of the previous meeting.
2. Announcements.
3. Consent agenda.
4. Planning and prioritizing Faculty Senate action for the year.
5. Adjournment.
The President, in consultation with the Executive Committee, may add an urgent piece of new or committee business to this meeting if the timing is critical.

Section 14.
A quorum of at least 55 percent of the total voting membership of the Senate shall be present in order to conduct Senate business.

Section 15.
The minutes of the meeting shall be posted to the Senate website by the Secretary within one week after the meeting.

Article III: Senate Committees

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

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

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

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

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

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

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

Article IV: Faculty Senate Standing Committees

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

Section 2. Academic Integrity
1. Membership shall consist of one tenured faculty member with the rank of professor from each representation unit. If a full professor is not available, an associate professor may be appointed.

2. Committee responsibilities include:
   a. Providing investigative assistance on cases involving academic misconduct as described in Policy 326.
   b. Selecting panels of three persons competent to investigate allegations; such panels may include members from outside the University.
   c. Reviewing and recommending policies on academic integrity.

Section 3. Conflict of Interest Advisory

1. Committee membership shall consist of five tenured faculty recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President.
2. No two committee members may have primary appointments in the same representation unit.
3. Committee responsibilities include:
   a. Serving as an advisory body to the administration on the issue of Conflict of Interest.
   b. Initiating and reviewing policies concerning Conflict of Interest and making recommendations regarding such policy at the Faculty Senate.
   c. Hearing and ruling on appeals of decisions in conflict of interest cases.
   d. Acting in accordance with procedures approved by the Faculty Senate, specifically Policy 151.1.
4. In the event that a member of the committee recuses himself/herself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement, first considering those who have previously served on the committee.

Section 4. Council of College Faculties

1. Membership shall consist of three faculty members elected to staggered three-year terms.
2. Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Council of College Faculties.
3. Responsibilities and procedures of the Council of College Faculties are determined by the Constitution and Bylaws of the Council.

Section 5. Equity and Diversity

1. Voting membership shall consist of five faculty members recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President and a representative from the Commission on the Status of Women Faculty. The Executive Committee shall strive for representation from diverse groups.
2. Non-voting membership shall consist of a representative from the office of the Vice President for Equity, Diversity, and Global Outreach.
3. Committee responsibilities include:
   a. Reviewing, revising and proposing policies to ensure that rights and considerations of diverse groups of faculty are included in NDSU policy, practices, and procedures.
   b. In particular, the committee will explore and identify ways that NDSU can be more inclusive for diverse faculty including women, people of color, and sexual minorities (e.g., lesbian, gay, bisexual, or transgendered).

Section 6: Executive Committee of the Faculty Senate
1. Voting membership shall consist of one senator from each representation unit, the President, the immediate Past President, and the President-Elect. In the event the immediate Past President is unable or unwilling to serve, the President will appoint another past President as a replacement for the immediate Past President on the committee. The term of office shall be for one year following the regular May meeting.
2. Non-voting membership shall consist of the Dean of Graduate and Interdisciplinary Studies, the Provost (or designee)/Vice President for Academic Affairs, the Faculty Senate Secretary, and the parliamentarian. The term of office of all members of Executive Committee shall be for one year following the regular May meeting.
3. During the first week of the fall semester, the Executive Committee shall meet and organize for the academic year.
4. Committee responsibilities are the following:
   a. Delegating tasks to Faculty Senate committees.
   b. Reviewing the progress of Faculty Senate committees.
   c. Setting the agenda for upcoming Faculty Senate meetings.
   d. Interpreting, when necessary, provisions of the Faculty Senate Constitution and Bylaws.

Section 7. Faculty Affairs
1. Membership shall consist of one faculty member from each representation unit and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Committee responsibilities include:
   a. Reviewing policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching and service.
   b. Reviewing and recommending revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.

Section 8. Faculty Rights
1. Membership, responsibilities, and procedures are determined by directives of the North Dakota State Board of Higher Education.
2. Membership consists of five members, from different representation units, elected for five-year terms by the faculty. Membership is restricted to tenured full professors.
3. Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Standing Committee on Faculty Rights. Committee members' terms will begin and end on August 15.
4. In the event that a member of the committee recuses himself/herself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement to serve the remainder of the term after considering those who have previously served on the committee.

Section 9. General Education
1. Voting membership shall consist of one tenured faculty member from each representation unit, a representative from the Assessment Committee, and two students selected by the Student Government.

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

3. Committee responsibilities include:
    a. Ensuring that existing courses and experiences meet general education requirements.
    b. Developing criteria and procedures for submitting, evaluating, and approving courses and experiences that meet general education requirements of NDSU and the Higher Learning Commission of the North Central Association of Colleges and Schools.
    c. Developing criteria and procedures for submitting, evaluating, and approving courses or experiences that meet the general education requirements for integration into students' curricula.
    d. Coordinating and recommending actions to the Faculty Senate on proposals for approving general education courses.
    e. Providing periodic assessment of students' attainment of intended student outcomes in general education.
    f. Studying, coordinating, and recommending to the Faculty Senate policies and procedures for continuing improvement in general education.
    f.g. Selecting two representatives and one alternate for the North Dakota General Education Council.

Section 10. Grade Appeals Board
The purpose of this Board is to provide an avenue for students to challenge any grade they believe to have been unfairly assigned. Membership shall consist of one faculty member and one alternate from each representation unit, the Associate Vice-President of Academic Affairs, a representative of the Dean of Graduate and Interdisciplinary Studies, three students and three student alternates selected by the Student Government. The Associate Vice-President of Academic Affairs will serve as Board Chair, and Policy 337 governs who will chair the committee, as well as process.

1. Faculty shall be elected for three-year terms by their representation unit.
2. Students should be full-time students with a minimum 2.00 cumulative grade point average and junior standing.
3. Committee responsibilities include:
    a. Hearing charges of inequitable or prejudiced academic evaluations and to provide redress for improper evaluation.
    b. Acting in accordance with procedures approved by the Faculty Senate, specifically Policy 337.

Section 11. Program Review
1. Membership shall consist of one tenured faculty member from each representation unit, the immediate past president of the Faculty Senate, the Dean of the College of Graduate and Interdisciplinary Studies, the Provost (or designee)/Vice President for Academic Affairs, and two students selected by the Student Government. Each representation unit shall also select an alternate faculty member to serve in case of recusal.

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

Section 12. Research & Consulting

1. Voting membership shall consist of one faculty member from each representation unit and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Non-voting membership consists of a representative of the Vice President for Research, Creative Activities, and Technology Transfer.
3. Committee responsibilities include:
    a. Initiating and reviewing policies related to University research and consulting issues and make recommendation for consideration of said policy to the Faculty Senate.
    b. Reviewing research development programs and providing technical and funding reviews for faculty proposals submitted to the development programs.

Section 13. Technology and Instructional Services Committee

1. Voting membership shall include one faculty member from each of the representation units and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Non-voting membership shall include one representative from Information Technology Services (ITS).
3. Committee responsibilities shall include:
    a. an annual review of ITS support services to the NDSU teaching and research communities.
    b. making recommendations for Faculty Senate approval of any changes proposed by ITS regarding policy, implementation procedures, or classroom and instructional technologies.
    c. formulating recommendations regarding needs of the faculty that are unmet by ITS.
    d. serving as the liaison between the Faculty Senate and ITS administration.

Article V: Joint Standing Committees

Section 1. Senate Coordinating Council

1. Voting membership shall consist of ~~the~~ two representatives each from the Faculty, Student, and Staff Senates, the Faculty Senate President, the Staff Senate President, and the Student Body President.
2. Non-voting membership shall consist of the Provost (or designee)/~~Vice President for Academic Affairs~~, the Vice President for Student Affairs (or designee), the Vice President for Finance and Administration (or designee), and representatives of one of these Vice President's offices, one of whom will facilitate meetings and one of whom will maintain

records. The Vice President's offices will rotate responsibility for calling meetings and maintaining records every three to five years. The coordinating council may decide to invite policy initiators to the meetings as nonvoting members to explain policy changes.

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

Section 2. Campus Space & Facilities

1. Voting members shall consist of one faculty member from each representation unit, three staff members appointed by the Staff Senate, three student members (graduate, undergraduate, and on-campus) appointed by the Student Government, a representative of the College of Graduate and Interdisciplinary Studies, the Provost (or designee)/~~Vice President of Academic Affairs~~, the Registrar, and the Vice President for Finance and Administration (or designee).

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

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

Section 3. Library

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

2. Committee responsibilities include:
    a. Formulating policy recommendations for the NDSU Libraries.

Section 4. University Athletics

1. Membership consists of one faculty member from each representation unit, two students, the Student Body Vice President, the President of the Student-Athletes Advisory Council, two representatives of the Staff Senate, the Director of Intercollegiate Athletics, the Director of Intercollegiate Women's Athletics, the Vice President for Equity, Diversity, and Global Outreach (or designee), and the Faculty Athletic Representative.
2. The University Athletics Committee serves as the NDSU Athletics Advisory Board as described in the constitution of the National Collegiate Athletics Association (NCAA).
3. Committee responsibilities include:
    a. Promoting compliance with principles of conduct as defined by the NCAA.
    b. Acting as the Board of Appeals for athletic grievances.
    c. Initiating and reviewing policies concerning University Athletics and making recommendations for consideration of said policy to the Faculty Senate. Such areas of concern include Guidelines for athletic schedules, guidelines for participation in postseason activities, awards for excellence in athletics, eligibility of athletes.
    d. Reviewing upcoming issues at intercollegiate conference meetings and recommending institutional positions.
    e. Reviewing the budget of the athletic programs prior to its approval by the University President.
    f. Stimulating interest in athletic events throughout the University community.

Section 5. Equal Opportunity Hearing Panel

1. Membership shall consist of six faculty members appointed by the Faculty Senate President in consultation with the Senate Executive Committee, six students appointed by the Student Government President, and six Staff members appointed by the Staff Senate President.
2. Each President shall strive for diverse representation (gender, ethnicity, etc) in her/his group of appointees.
3. Committee responsibilities include:
    a. Acting in accordance with procedures and policy approved by the Senate, specifically Policy 156.

Section 6. University Assessment

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

2. Committee responsibilities include:
    a. Periodically reviewing the assessment of student learning in undergraduate and graduate academic programs, within the units in the Division of Student Affairs and in the NDSU Extension Service.
    b. Developing procedures for annual reporting of assessment activities by departments and other academic units, units in the Division of Student Affairs, and the NDSU Extension Service on their assessment activities.
    c. Providing feedback and assistance to departments and other academic units on their assessment activities.
    d. Providing a yearly summary of assessment activities to the Faculty Senate, The Provost/Vice President for Academic Affairs, the Vice President for Agriculture and University Extension, and the Director of the NDSU Extension Service.

Article VI: Amending the Bylaws

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

Section 2.
The Secretary of the Faculty Senate will distribute the proposed amendment to all members of the faculty no later than nine days after the Faculty Senate votes to consider the amendment at their next regular meeting.
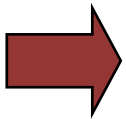
Section 3.
At the next regular meeting of the Faculty Senate, if approved by two-thirds of the ballots cast, the change will be submitted to the University President.

Section 4.
When approved by the University President the changes shall become effective immediately.

Policy Change Cover Sheet

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

> *If the changes you are requesting include housekeeping, please submit those changes to Kim Matzke-Ternes first so that a clean policy can be presented to the committees.*

SECTION: *161 Fitness for Duty*

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

The change reflects the mechanism for identifying and intervening when an individual is having difficulty performing his/her job duties in a manner that is safe for the employee and/or for his/her co-workers, or is posing an imminent and serious safety threat to self and others. It also more clearly identifies a process for identifying physical, medical, mental and alcohol related health and safety issues.

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

Human Resources/Payroll
University Police and Safety

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

Policy Committee: 09/20/2011 presented to PCC; minor typos corrected and v2 created.

Faculty Senate: 09/27/2011 Route for input

Staff Senate: 09/27/2011 Route for input

President's Council: 09/27/2011 Route for input

If you have any questions regarding this cover sheet, please contact Kim Matzke-Ternes at 1-7080 or kim.matzke-ternes@ndsu.edu

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

North Dakota State University
Policy Manual

SECTION 161
FITNESS FOR DUTY

SOURCE: NDSU President

1. **Overview**

    NDSU is committed to providing a safe working environment and to protect the health and safety of students, faculty and staff, visitors and University property. This policy provides a mechanism for identifying and intervening when an individuals who could pose a threat to the safety of others and property. is having difficulty performing his/her job duties in a manner that is safe for the employee and/or for his/her co-workers, or is posing an imminent and serious safety threat to self and others. All employees must be free of illegal drugs or alcohol and not be impaired or unable to perform job duties because of medical/physical or emotional problems. This policy addresses the circumstances under which the University may require a fitness for duty examination and the applicable process pertaining to such examinations.

    This evaluation process is not intended to be a substitute for sick or medical leave requests, workers' compensation claims, allegations of violence in the work place, situations where there is an immediate threat of harm, performance management or disciplinary processes. Supervisors should continue to address performance problems through the responsibility review process and implement corrective or disciplinary action as appropriate.

2. Purpose
    a. To rRequired drug and alcohol screening of employees in designated positions is as addressed in NDSU policy 161.1.
    b. To offer pPost-offer/pre-hire screening of job candidates for positions related to dining services that must comply with Fargo Public Health Codes.
    c. To help assure the safety and health of individual's in the University Community or others with whom they have contact.
    d. To establish procedures by which the University can evalutateevaluate an employee's physical or mental ability to safely and competently perform his/her duties when a health and safety problem arises.
2.3.   **Definitions**

    a. Fitness for duty: physical and mental health status that facilitates the performance of essential job duties in an effective manner and protects the health and safety of oneself, others and property.

    b. Reliable report: self-disclosure or third-party opinion about an employee's possible lack of fitness for duty which is assessed as reasonable by the manager/supervisor. The supervisor/manager will considering suchconsider the following factors: as the relationship of the reporter to the employee, the seriousness of the employee's condition, the possible motivation of the reporter and how the reporter learned the information.

c. Working hours: beginning with an employee's starting time and ending with the employee's quitting time as well as any time an employee is ~~on-call~~performing call back work. All work activities are included whether they occur on or outside University properties.

d. Medical evaluation: An examination performed by a university-designated health professional, including but not limited to a health history, physical and/or psychological examination/evaluation and any medically indicated diagnostic studies. The cost is paid by the employee's department.

e. Medical certification: a document from a medically appropriate, licensed provider attesting to an employee's fitness to perform the essential functions of their job.~~for duty following an extended medical absence.~~ Allowable costs to obtain the certification are paid by Workers Compensation for work-related absences, ~~and by~~ the employee and the employee's health insurance for absences which are not work-related, and the employee's department when initiating the fitness for duty evaluation~~.~~

~~3.~~4.   Employee responsibilities

a. ~~Reporting~~ Employees must come to work fit for duty and must perform their job responsibilities in a safe, secure, productive and effective manner during the entire time they are working.

b. Employees are responsible for ~~Notifying~~ notifying their ~~the~~ manager/supervisor when not fit for duty.

c. Employees are responsible for ~~Notifying~~ notifying the manager/supervisor when observing a co-worker who may not be fit for duty (in cases where the possibly impaired individual is the employee's manager, the employee should make the notification to the next higher level manager or the Director of Human Resources/Payroll).

d. Employees must ~~Cooperating~~ cooperate with a manager/supervisor's directive and/or referral for a medical evaluation.

e. Employees must comply with all treatment recommendations resulting from a fitness for duty evaluation in order to be released to return to work. Participation in a treatment or rehabilitation program does not guarantee continued employment and will not necessarily prevent disciplinary action for violation of University policy.

f. Employees are responsible to voluntarily seek assistance for emotional and/or personal problems, physical and/or mental health conditions, including controlled substance, drug and alcohol abuse/addictions, before their work performance is adversely affected.

~~d.~~g.

~~4.~~5.   Manager/supervisor responsibilities

    a. Managers/supervisors are responsible for ~~Observing~~ observing the attendance, performance and behavior of employees they supervise. This would include conduct that creates a reasonable belief that a threat to the health or safety of the employee or others, or to University property exists, or there is objective evidence that the employee cannot perform the essential job functions.

    b. Managers/supervisors are responsible for ~~Interviewing~~ interviewing an employee who appears to the manager/supervisor (or third-party report**er**) unfit for duty and referring an employee for a ~~medical~~ fitness for duty evaluation when appropriate.

    c. Managers/supervisors are responsible for ~~Recording~~ recording the reasons/observations that triggered a fitness for duty medical evaluation referral.

    d. Managers/supervisors are responsible for ~~Utilizing~~ utilizing this policy in a fair and consistent manner, respecting the employee's privacy and the confidentiality of medical information.

    ~~d.~~e.   Managers/supervisors are responsible for consulting with the Human Resources/Payroll Office prior to making a referral for a fitness for duty evaluation.

6. Procedures

    To initiate a fitness for duty examination, the supervisor should first confer with the Human Resources/Payroll Office and send in writing a request for a fitness for duty examination setting forth in detail the reasons for the request. The request should specify any incidents or information relating to the employee's performance of workplace duties and an official position description describing the essential functions. The request should also include copies of any other relevant employee medical documentation and leave records.

~~5.~~

    a. Employee plans to return ~~from~~ to work after an extended medical absence.

        1. Manager/supervisor must receive~~s~~ medical certification from a medical provider with return to work status and/or suggested accommodations from the employee prior to his/her return to work, ~~with suggested accommodations,~~ if applicable.

        2. Based on the medical certification, the ~~Manager~~manager/supervisor determines whether or not employee can perform essential functions of the job with or without accommodation, accepting suggested accommodations or developing alternative**s.** ~~accommodations~~

        3. Manager/supervisor provides and employee utilizes accommodations
        ~~3.~~4.   Contact Human Resources/Payroll office to implement the Fitness for Duty procedures if~~f~~ applicable.

b. A triggering event occurs when a manager/supervisor observes or receives a reliable report of an employee's possible lack of fitness for duty. Observations may include, but are not limited to an employee's self-reports, manual dexterity, coordination, alertness, speech, vision acuity, concentration, response to criticism, interactions with co-workers and supervisors, suicidal or threatening statements, change in personal hygiene, presence of condition likely to lead to food borne disease transmission, memory and/or odor of alcohol or marijuana.

1. Manager/supervisor interviews employee, when possible. Maintain confidentiality at all times and validate information or observations.~~,~~

2. Manager/supervisor assesses magnitude of safety-~~ and health ~~risk and is. ~~Managers/supervisors are ~~encouraged to contact Human Resources/Payroll Office for assistance if considering the fitness for duty process.

   A.   No risk identified: keep notes of event

   B.   Minor risk identified: encourage employee to use Employee Assistance Program (see NDSU policy 134) or seek medical treatment; document event

   C.   Significant risk identified:
   I.   Contact University Police in situations where there is a basis to believe that a crime may have been committed and/or the employee is making threats to harm him or herself or others, or is acting in a manner that is immediately dangerous to him or herself or others,~~if appropriate~~

   II.   Place employee on paid leave of absence (sick leave or paid administrative leave, depending on situation)

   III. Arrange for employee's safe transportation home if situation warrants or to a medical facility if necessary

   IV.   ~~Refer employee to~~Encourage employee to use Employee Assistance Program (see NDSU policy 134) or seek medical treatment; document event ~~or for medical evaluation~~

   V.   Contact Human Resouce/Payroll Office to implement the Fitness for Duty procedures
   ~~V.~~VI.   Implement ~~discipline~~disciplinary action according to University policy if applicable~~, if appropriate~~

   D. Severe risk:

   I.   Contact University Police if appropriate or call 911 in situations where there is a basis to believe that a crime may have been committed and/or the employee is making threats to harm him or herself or others, or is acting in a manner that is immediately dangerous to him or herself or others

II. Place employee on paid leave of absence (sick leave or paid administrative leave, depending on situation)

III. Arrange for employee's safe transportation home or to a medical facility if necessary

IV. Contact Human Resources/Payroll Office to implement the Fitness for Duty procedures

IV.V. Implement appropriate discipline disciplinary action according to University policy if applicable

6.7. **Outcomes**

a. Employees voluntarily seeking assistance for physical (including controlled substance, drug and alcohol abuse/addictions), mental, and/or emotional problems before their work performance or attendance is adversely affected will not have their employment status jeopardized for seeking assistance.

b. Employees cooperating in a medical evaluation and in compliance with recommendations for medical, psychological and/or chemical dependence treatment may be returned to the job provided appropriate discipline, if warranted, has taken place.

c. If the fitness for duty medical evaluation by a health care provider concludes that the employee is not able to perform the essential functions of his or her position, Human Resources/Payroll Office and the supervisor will work with the employee to determine if there is a reasonable accommodation that will allow the employee to continue working. If an appropriate accommodation cannot be made, other options may be considered (for example, medical leave, termination of employment, etc.)

d. Employees posing a severe safety and security risk may be subject to discipline up to and including termination of employment.

c. For questions regarding this policy, please contact the Human Resources/Payroll Office @ 231-8961

HISTORY:
New   May 15, 1972
Amended   May 12, 1986
Amended   April 1992
Amended   April 2000
Amended   April 2001
Amended   March 2002
Amended   October 2007

Student Ratings of Instruction: A call for campus reform

Student ratings of instruction (SROI) are used as the primary metric of course quality and instructor effectiveness on the NDSU campus. This summative evaluation of instruction is incorporated into merit awards, promotion, tenure, and evaluation procedures. Although we value summative and formative evaluation data from students the metric we currently use is subject to bias (i.e., gender, race, ethnic), and therefore leads to biased evaluations of faculty and instructors by students. This report is a summary of recent activities toward a revised method for evaluating instruction that is less susceptible to bias.

Recent History:
NDSU Advance FORWARD and the office of the Provost and VPAA hosted Dr. Joey Sprague from the University of Kansas to share her research on the gender biases students have of their instructors (Sprague and Massoni 2005; Laube et al. 2007) with the campus community (Pedagogical luncheon: March 11, 2010, *Gender and the evaluation of teaching: What we can't count can hurt us*). The feedback from Dr. Sprague's visit indicates a clear call from campus members for revision of our current SROI system (see Appendix A).

Based on her empirical research, Dr. Sprague presented several recommendations (see Appendix B) for reducing the potential for bias on evaluations of instruction. Some of these recommendations, such as providing sufficient time for evaluation, are within the control of the individual instructor. Other recommendations, however, require systematic changes in how student feedback is solicited. For example, Dr Sprague recommends asking students to evaluate instructors only on the criteria for which they are qualified to evaluate (i.e., course organization, communication of course objectives and expectations, responsiveness of the instructor to student questions). In response to Dr Sprague's visit FORWARD and the Provost/VPAA initiated an effort to revise the current SROI questions. Since the call for revision, NDSU faculty have collaborated to (1) characterize the criteria currently employed by students when completing the end of the semester SROI, (2) propose revised SROI questions and (3) pilot-test the new SROI questions to characterize the criteria applied by students when evaluating faculty.

In spring 2010, the current SROI questions were administered to an upper division course (33 students) via Blackboard. For each question, students were first asked to rank the instructor based on the traditional 5-point Likert scale and then to describe the criteria they used in determining their rank. Student responses were inductively analyzed to characterize the range of criteria employed by students (Table 1).

Suggestions for revision of the current SROI questions were solicited from participants in the campus-mentoring program (83 junior faculty and 32 senior faculty), and from a small committee of eight faculty. Five revised SROI questions (Table 2) were constructed and subsequently field-tested during Fall 2010 in three classes (~500 students ranging from introductory courses to upper division courses, and class sizes ranging from 40-300 students). Again, students were asked to first evaluate the course with the revised SROI using a traditional 5-point Likert scale and then to describe the criteria used in determining their rank. Student responses were inductively analyzed to identify emergent themes in the criteria employed in their evaluation. In Tables 1 and 2 criteria that are most susceptible to students' unconscious biases as documented in the literature are highlighted in yellow.

Table 1: Current SROI questions and evaluation criteria used by students. Highlighted text indicates criteria that are subject to unconscious bias (Sprague and Massoni 2005; Laube et al. 2007).

Current SROI Question	Evaluation criteria used by students
Q1. Your satisfaction with the instruction in this course	• Pace of the course / amount of information covered • Whether or not the instructor provides clear explanations and well-organized lectures • Difficulty of the course • Resources made available to the students (i.e., practice problems, study guides, office hours, lecture notes) • Personality of the instructor (i.e. approachable, high expectations)
Q2. The instructor as a teacher	• Pace of the course / amount of information covered • Clarity of instructor explanations • Preparation or organization of the instructor • Personality of the instructor • Clearly articulated expectations (i.e., instructor follows the syllabus assessments align with those articulated on the syllabus) • Engagement or entertainment value of the instructor • Perceived knowledge of the instructor
Q3. The ability of the instructor to communicate effectively	• Pace of the course / amount of information covered • Clarity and range of instructor explanations • Responsiveness to students (i.e. in office hours, via email). • Degree to which students are informed about course logistics (via Blackboard or in-class announcements) • Clarity of speech • Difficulty level of the content presented
Q4. The quality of this course	• Entertainment value of the course • Utility of course content in future courses or chosen career • Difficulty level of the course • Degree of alignment between course description and content actually covered • Degree of learning perceived by student
Q5. The fairness of procedures for grading this course	• Degree to which all students are given the same opportunities to demonstrate their understanding/abilities • Clearly articulated procedure for how course grade will be assigned • Transparency in marking of assignments, quizzes, and exams
Q6. Your understanding of the course content	• Student's current grade in the course (high grade means they have a high understanding of the course content) • Student's level of effort in the course (time studying, class exercises)

Table 2: Piloted SROI Questions and Evaluation Criteria Used by Students. Highlighted text indicates criteria that are subject to unconscious bias (Sprague and Massoni 2005; Laube et al. 2007).

Piloted SROI Questions	Evaluation Criteria Used by Students
Q1. This instructor provided an environment that is conducive to learning	• <mark>Instructor attitude (shows enthusiasm, is receptive to student concerns</mark>) • Encourages student questions • Modes of instruction (lecture versus lecture with activities and group discussion) • Maintains order in the classroom • Physical classroom environment (class size, quality of the classroom and technology, time of day class is offered)
Q2. This instructor provided well-defined course objectives	• Student understanding course expectations • Presence or clarity of course objectives in the syllabus • Presence or clarity of learning objectives for each instructional unit • Pace of the course / amount of information covered • The structure of the course relative to activities (assigned readings, study guides, regular quizzes, homework assignments)
Q3. This instructor provided content and materials that were clear and well organized	• Organization or completion of lecture notes • Student access to lecture notes online, availability of study guides and practice assignments • Clarity or usefulness of textbook • Ease of access to materials on Blackboard
Q4. I understood how my grades were assigned in this course	• Degree of alignment between grading scheme articulated on syllabus and how grades were assigned • Degree of transparency in marking assignments, quizzes and exams (rubrics and answer keys) • Perceived alignment between amount of student time dedicated to the course and grade achieved
Q5. I met or exceeded the course objectives given for this course	• Student's current grade in the course (high grade means meeting or exceeding expectations) • Perceived level of understanding of course material • Amount of time studying or engaging in course-related activities

Summary:
As shown in Tables 1 and 2, the criteria students use to answer both the current and piloted SROI questions are variable. However despite this variability, the piloted SROI questions are evaluated with fewer criteria susceptible to the biases indentified by Sprague and colleagues. Criteria related to the personality of the instructor are mentioned frequently in evaluating the current SROI questions. Because of biases and stereotypes associated with gender, race and ethnicity, these trends suggest that our current SROI questions are measuring traits that are unrelated to quality of instruction. For example, students expect female instructors to be more caring than male counterparts and when female instructors are not caring enough, they are penalized. Questions 2 and 4 in the current SROI questions are incorporated into PTE documents and annual reviews and the criteria students use to evaluate these questions are known to be subject to bias (i.e., student perception of knowledge, engaging style, and entertainment value of the course).

In comparison to the current SROI questions, the piloted SROI questions do not limit the degree of variability in the criteria used by students when evaluating instructors and courses. In response to the piloted SROI questions, students are more frequently basing their ratings on unbiased criteria. For example, course content was evaluated on clarity of notes, access to supplemental material and organization of course material in the piloted SROI questions rather than personality or entertainment value of the instructor as in the current SROI questions. Likewise, the piloted SROI questions are more closely aligned with the intentions of the questions as written by the faculty committee. Alignment between students' perceptions of the questions and the intent of the question will translate to more meaningful interpretations of these scores as they relate to quality and effectiveness of teaching, which is critical if these rankings are used in the PTE process.

Recommendations:
Based on the literature, suggestions from Dr Sprague's visit, and data collected from NDSU students we envision SROI revisions based on the following considerations:
- o Students should not be asked to evaluate instructors based on criteria they are unqualified to assess (e.g., instructors are the experts in the field and students are unqualified to assess the appropriateness of course content).
- o Standards and criteria that students use to evaluate instruction should be made explicit. Using adjectives to describe criteria can be particularly difficult because of students' implicit biases about male and female instructors.
- o If data from SROIs are used in evaluations of teaching efficacy they should be reported as medians, which are less subject to distortion by outliers than means, the variance should be reported and the data should be presented in context of student and class demography (i.e. class size, gender, race, general education, core/required courses).
- o We recommend a change of University policy (see box below, with yellow-highlighted text indicating the recommended change), which currently mandates SROI evaluations that are subject to student bias.
- o The SBHE policy manual (http://www.ndus.edu/policies/) does not mandate student rating of instruction. In light of this, we recommend more emphasis on peer review of teaching for evaluation rather than the SROI. We do recommend SROI methods as a means of formative assessment of instruction by which instructors may adjust teaching methods based on valuable feedback from students.

University Policy (332.2) regarding summative evaluation of instruction states:

Summative Evaluation
2.1 Every section of every class offered at North Dakota State University will be evaluated each term by the students using, as a minimum, the university-wide set of rating items. These items will evaluate student perception of fairness within the course, course quality, student understanding of the principles in the subject, and instructor's ability to communicate effectively. In addition, each instructor, unit or college may develop additional items to include as a part of the evaluation.

2.2 The course evaluation should occur during the final fourth of the term, but not concurrent with examination periods. Someone other than the instructor (including GTA's or individuals under the supervision of the instructor) will administer the instrument. A student in the class shall collect the evaluations and forward them directly to the appropriate department/unit head for analysis. The instructor will not be present while the student rating is being completed. All instructors will receive a copy of the analysis for their courses after final grades are submitted. The departmental/unit office will retain a copy of the analysis for use during the annual faculty appraisals and for other administrative purposes. Departments are encouraged to utilize an electronic evaluation process as an alternative to paper evaluations. Departments must contact the Group Decision Center (GDC) to have a Student Rating of Instruction set up electronically The department/unit head will forward data, on only the university-wide items, aggregated by course level (lower division, upper division, graduate) without reference to specific courses, to the Office of Institutional Research and Analysis.

This report was created from data and suggestions from the following faculty:
Peggy Biga, Canan Bilen-Green, Julia Bowsher, Sarah Browning, Erin Gillam, Kendra Greenlee, Angela Hodgson, Ineke Justiz, Jennifer Momsen, Erika Offerdahl, Wendy Reed, Sanghita Sinha, Erxi Wu

Literature

Laube, H., K. Massoni, J. Sprague, and A. Ferber. 2007. The impact of gender on the evaluation of teaching: What we know and what we can do. National Women's Studies Association Journal 19: 87-104.

Sprague, J., and K. Massoni. 2005. Student evaluations and gendered expectations: What we can't count can hurt us. Sex roles: A journal of research. 53:779-793.

Agenda
Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, December 12, 2011
Memorial Union, Prairie Rose Room

I.   Substitutions - K. Wold-McCormick
II.   Approval of November 14, 2011, Faculty Senate Minutes
III. Consent Agenda
  a.   Academic Affairs (Attachment 1)
  b.   Senate Coordinating Council (SCC)
       For Information Only
       1) Policy 112: Pre-Employment and Current Employee Criminal Record Disclosure
          (Attachment 2)
       2) Policy 158.1: (New): E-Mail as an Official Communication Method for Employees
          (Attachment 3)

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

IV. General Announcements
  a.   President D. Bresciani
  b.   Provost J. B. Rafert
  c.   G. Totten, President of Faculty Senate
  d.   T. Stone Carlson, President Elect of Faculty Senate
  e.   L. Dallmann, President of Staff Senate
  f.   C. Knutson, President of Student Body

V.   Student Healthcare Presentation (C. Knutson)

VI. Senate Committee Reports
  a.   Academic Affairs, A. Brunt
  b.   General Education, L. Peterson
  c.   Council of College Faculties, L. Peterson
       • Maximizing Efficiencies - SBHE document (Attachment 4)
  d.   Senate Coordinating Council, T. Stone Carlson
       For Discussion and Vote:
       1. Policy 320 Faculty Obligations and Time Requirements (Attachment 5)
       For Discussion Only:
       2. Policy 350.1 Board Regulations On Academic Freedom and Tenure; Academic
           Appointments (Attachment 6)

VII. Unfinished Business
      Academic Freedom Policy at the University of Delaware (Attachment 7)

VIII. New Business

IX. Adjournment

Academic Affairs Committee Report
December 12, 2011

Curricular Recommendations

New Courses			
Subject	**No.**	**Title**	**Crs.**
CJ	754	Police and Society	3
EDUC	708	Philosophical Foundations of Education	3
EDUC	756	Strategic Planning for Institutional Improvement	3
EDUC	764	Instructional Methods for Adult Learners	3
EDUC	774	Advanced Qualitative Research	3
HNES	375	Research Methods and Design in Exercise Science	3
HNES	476	Exercise Testing Laboratory	2
HNES	780	Athletic Training Techniques	3
MRKT	434/634	Sales Management	3
Course Deletion			
HNES	487	Athletic Training Organization and Administration	3
MRKT	630	Sales & Sales Force Management	3

Course Changes							
From:				***To:***			
Subject	**No.**	**Title**	**Crs.**	**Dept**	**No.**	**Title**	**Crs.**
ANSC	486	Beef Industry/Production Systems	2	ANSC	486	Beef Industry/Production Systems	***3***
CFS	764	Cereal Carbohydrates	2	CFS	764	***Carbohydrate Chemistry***	2
EDUC	717	Adult Learning	2	EDUC	717	Adult Learning	***3***
EDUC	771	Structural and Equation Modeling Fundamentals	3	EDUC	771	***Structural Equation Modeling Fundamentals***	3
EDUC	776	Qualitative Research Methods and Program Evaluation	3	EDUC	***773***	***Qualitative Research Methods***	3
EDUC	781	Science Teaching and Curriculum	3	EDUC	781	***Teaching and Curriculum***	3
HNES	361L	Food Production Management Laboratory	3	HNES	361L	***Foodservice Systems Management I Laboratory***	3
HNES	370	Activity Benefits and Exercise Prescription in Disease	3	HNES	370	***Exercise and Disease***	3
HNES	371	Fitness Programming and Management	2	HNES	371	***Worksite Health Promotion***	***3***
HNES	460L	Foodservice Systems Laboratory	3	HNES	460L	***Foodservice Systems Management II Laboratory***	3
HNES	467	EKG Monitoring	2	HNES	467	EKG Monitoring	***3***
HNES	472	Aerobic Fitness Assessment and Techniques	3	HNES	472	***Exercise Assessment and Prescription***	3
HNES	474	Methods in Resistance Training and Cardiovascular Conditioning	3	HNES	***374***	Methods in Resistance Training and Cardiovascular Conditioning	3
HNES	687	Athletic Training Organization and Administration	3	HNES	***778***	Athletic Training Organization and Administration	3
MRKT	430	Sales & Sales Force Management	3	MRKT	430	***Sales and Personal Selling***	3

New Special Topics		
THEA	499	Japanese Kyogen Performance Style	1

Change in Prerequisites/Corequisites and Change in Bulletin Descriptions – for information only			
Subject	**No.**	**Title**	**Prerequisite/Corequisite Change**
BIOL	459/659	Evolution	Prereq: BIOL 150, BIOL 151, and BIOL 315
BIOL	478/678	Methods in Animal Physiology	Prereq: BIOL 150, BIOL 151, and ZOO 460 or ZOO 462

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed, if not it will be sent back to you for completion.
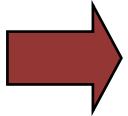
If the changes you are requesting include housekeeping, please submit those changes to Kim Matzke-Ternes first so that a clean policy can be presented to the committees.

ECTION: *2: PRE-EMPLOYMENT AND CURRENT EMPLOYEE CRIMINALRECORD DISCLOSURE*

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
Changes paragraph 2.3 to reflect NDUS procedure.

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

3. **This policy has been reviewed/passed by the following (include dates of official action):**
This portion will be complete by Kim Matzke-Ternes

University Senate:	11/21/11 routed for information
Staff Senate:	11/21/11 routed for information
Student Government:	11/21/11 routed for information
President's Council:	11/21/11 routed for information

If you have any questions regarding this cover sheet, please contact Kim Matzke-Ternes at 1-7080 or kim.matzke-ternes@ndsu.edu

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North Dakota State University
Policy Manual

_____

SECTION 112
PRE-EMPLOYMENT AND CURRENT EMPLOYEE CRIMINAL RECORD DISCLOSURE

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

1. Job Applicants - Criminal Record Disclosure.

    1.1 NDSU uses two forms (paper and online) for capturing applicants' criminal record disclosure information. All applicants for employment at NDSU, whether full-time or part-time, including student employment, must answer the criminal record disclosure questions prior to being hired. The nature of the position (full-time or part-time) will determine if the paper form is used or if this information is captured through the online PeopleAdmin system. Any offer is contingent on return and review of the signed form and verification. The hiring unit is responsible for obtaining the signed form prior to the final offer.

    1.2 A positive response (that is, the potential offeree answers that they have a criminal record) does not preclude employment. A determination will be made based on the type of conviction, how recent the conviction is, and the relevance of any conviction to the position for which the person has applied. An offer may be withdrawn as a result of these considerations. Disclosure by an applicant for employment under this policy does not prevent the University from enforcing any other policy or requirement with regards to pre-employment criminal record disclosure.

    1.3 The information shall be kept in the employee's official personnel file (http://www.ndsu.edu/policy/718.pdf) (or, for individuals not hired, with the applicant's file).

    1.4 Supervisors who have a situation under this policy should consult, prior to making a final hiring determination, with appropriate personnel, for example, Vice President in the Office of Equity, Diversity, and Global Outreach (for non broadbanded positions), Director of Human Resources/Payroll (for broadbanded positions), University General Counsel, or their Department Chair or Dean.

2. Criminal History Background Checks.

    2.1 A nationwide FBI criminal history background check is authorized for the following positions:

        a. All benefited positions; and

        b. The following positions, whether benefited or non-benefited:

            1. Chancellor, institution president and vice presidents;

            2. Police officer and security guard;

3. Resident hall and apartment manager or director and assistants;

4. Information technology staff;

5. Employees responsible for or with unsupervised access to cash, credit, debit or other financial transactions or numbers, or confidential or other protected information, including medical records, social security numbers, tax, retirement, or vendor or contractor proprietary or other confidential information;

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

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

8. Part-time instructional staff;

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

10. Counselors and coaches.

2.2 As stated in SBHE Policy 602.3, a nationwide FBI criminal history background check is required before beginning employment in the following positions:
a. Police officer; and
b. Security guard.

2.3 A criminal history records check~~North Dakota State University will conduct a criminal history check~~, which may be a North Dakota BCI check, a FBI nationwide check or check of another state or multiple jurisdictions, is required before beginning employment in the following positions:~~on all new benefited hires, before beginning employment. The level of check will be determined by the hiring department upon consultation with the central administrative office conducting the search.~~

a.   *All new benefitted hires*;

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

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

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

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

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

g.   Counselors and Coaches.

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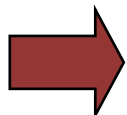
3. Current Employees

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

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

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

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

HISTORY:

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

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SECTION: *158.1 (New): E-Mail as an Official Communication Method for Employees*

1.   Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
     This is a new policy that is similar to Section 609: E-mail as an Official Communication Method to Students. There is an e-mail list called NDSU-EMPLOYEE-OFFICIAL for all employees maintained by University Relations and other lists for segments (e.g. for Benefitted Employees for HR/Payroll).
     Suggested numbers might be 158.1, 154.2, or 191 (it applies to all employees).
     V2/V3: A 3rd bullet was added to 7.3; in several places the list of "approvers" was broadened to explicitly include the Provost and President, and some grammatical changes were made.

2.   This policy was originated by (individual, office or committee/organization):
     Information Technology Division, Bonnie Neas, VP for IT, 09/01/2011

3.   This policy has been reviewed/passed by the following
     (include dates of official action):
     This portion will be complete by Kim Matzke-Ternes

Policy
Committee: 09/20/2011 presented to the PCC; 11/21/11 routed for input.

Faculty Senate: 09/22/2011 – routed for input; 11/21/11 routed for input.

Staff Senate: 09/22/2011 – routed for input; 11/08/2011 Theresa Semmens met with Staff senate and after the meeting it was suggested a third bullet be added. It was not voted on by SS yet; 11/21/11 routed for input.

Student
Government: 11/21/11 routed for input.

President's
Council: 09/22/2011 – routed for input; 11/21/11 routed for input.

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Thank you for your understanding!

SECTION 158.1: E-MAIL AS AN OFFICIAL COMMUNICATION METHOD FOR EMPLOYEES

SOURCE: NDSU President

1. POLICY STATEMENT: Electronic mail (e-mail) sent to and received from @ndsu.edu, like postal and campus mail, is an official means by which the University communicates with employees. NDSU exercises the right to send e-mail communication to employees and expects that e-mail communication is received and read by employees in a timely manner.

2. RATIONALE: Employees may have several addresses. Determining where to send official communication can be challenging, especially when there may be an emergency. Electronic communication is convenient, fast, cost-effective, environmentally advantageous and readily available. E-mail has been designated as an official communication medium by the University.

3. DEFINITIONS:

   3.1 Employee(s):
   See definition of employee as described in NDSU Policy, Section 101, Personnel Definitions.

   3.1 Official E-mail Address:
   An e-mail address assigned to an individual by the NDSU Information Technology Division (NDSU IT).

   3.2 Official E-mail Communication:
   An e-mail message regarding official University business sent from an NDSU employee or departmental representative.

   3.3 Employee Official Electronic Mailing List:
   A mailing list populated with official e-mail addresses of all employees for official communication. Employees are expected to read and act appropriately on all messages sent to this list.

   3.4 Redirected E-mail:
   E-mail redirected from an official e-mail address to an address not issued by NDSU IT (e.g., jane@gmail.com, john.smith@cs.ndsu.edu).

4. SCOPE: This policy applies to all NDSU employees.

5. EMPLOYEES USE & RESPONSIBILITIES:

   Security and Appropriate Usage: Employees are required to comply with all institutional and University System policies and procedures, especially North Dakota University

System Policy 1901.2, Computer Facilities; North Dakota University System Procedure 1901.2 Computer Network Usage; and NDSU Policy Section 158, Acceptable Use of Electronic Communications Devices, and relevant local, state, and federal law.

5.1 Account Monitoring:
Employees are responsible for monitoring their e-mail for official campus communication, and have the responsibility to recognize that certain communication is time sensitive. Supervisors are responsible for notifying employees with limited access to e-mail of time-sensitive communications.

NDSU reserves the right to monitor an e-mail account for suspected inappropriate usage.

5.2 Special Accommodation:
Employees with a disability who are unable to use e-mail as an official University communication may request an exemption to this policy in the form of an alternate format accommodation. To request accommodation refer to NDSU Policy Section 168.

5.3 E-mail Problems:
So as to not interfere with the receipt of official University communication, employees can report any technical problems in accessing or using their official e-mail addresses and accounts to the NDSU IT Help Desk. The Help Desk may be reached through e-mail, NDSU.helpdesk@ndsu.edu, and by calling 701-231-8685.

5.4 Additional Requirements:
Additional requirements may be imposed by administration, colleges, divisions, and other entities within the University. Employees are responsible for accessing, reading, and responding to their e-mail in a timely manner.

6. UNIVERSITY USE OF E-MAIL:

6.1 Campus Wide Announcements:
The University works to minimize the number of messages sent to employees. Official messages sent to employees are to be sent through the official mailing lists. These lists are moderated by NDSU officials.

6.2 Mail Formatting:
Contact information for the originating employee and department must be clearly denoted in the message signature. To maintain consistent branding standards across all forms of communication at NDSU, it is recommended that employees use one of the standard NDSU e-mail signature options.

6.3 Attachments:
In order to facilitate the timely operation of NDSU's e-mail system and to minimize the amount of storage required to deliver this service, it is recommended that attachments not be included in e-mail announcements sent to large groups such as the NDSU employee official e-mail lists.

6.4 Business Use of E-mail:
Individuals' NDSU official e-mail addresses are to be used in accordance with the

business of the University and for purposes directly related to their position and/or job functions. Official e-mail addresses may not be used for conducting personal business. Incidental personal use is allowed and is to be determined by the respective dean, provost, vice president, president, director, and/or department chair-person, or department head. Personal use must follow all applicable NDSU policies and laws.

6.5 E-mail Sent by Employees:
In efforts to protect privacy and better ensure authenticity, University administration, colleges, divisions, and other entities within the University require that e-mails which request a response or are in direct relation to duties and job functions, be sent via official e-mail addresses.

7. E-MAIL SERVICE REQUIREMENTS

7.1 Initial E-Mail Assignment and Service Setup:
E-mail accounts, which create electronic identities and assign e-mail addresses, are automatically set up for new employees by the NDSU Information Technology Division upon acceptance of employment to the University. E-mail addresses are free of charge and remain active as long as the person is employed by the University, or as approved by the respective dDean or, provost, vVice pPresident or president.

7.2 Activating E-mail:
After initial e-mail account setup, employees must activate their e-mail addresses and accounts. Instructions are available on the NDSU Help Desk Web site.

7.3 Redirecting of NDSU E-mail:
Official University electronic communication is sent to the @ndsu.edu address. The redirecting of @ndsu.edu email is strongly discouraged. If employees choose to have their e-mail redirected from their official e-mail address to another provider (e.g., Yahoo, Hotmail, Gmail), they do so at their own risk. NDSU is not responsible for the redirection, management, and handling of e-mail by outside providers or from NDSU IT servers that are not centrally supported. Failure to receive official University messages when using a non-official e-mail address does not absolve employees from the responsibilities associated with official communication sent to their @ndsu.edu addresses.

If employees choose to re-direct e-mail sent to their official NDSU e-mail address:

- That e-mail is still subject to the North Dakota Public Records law, NDCC 44-04, and individuals must comply with any public record requests and any requests made by NDSU.
- Employees wishing to redirect e-mail sent to their official NDSU e-mail address must formally request and receive permission from their respective dean, provost, vice president or dean president to redirect their NDSU e-mail to a different e-mail address.
- If the request is approved, the employee's dean, provost, vice president, president or dean or designee must request the change for the employee's em-mail redirect by contacting the NDSU Help Desk.

7.4 <u>Privacy and Confidentiality</u>:
Communication via e-mail is subject to all of the same public information, privacy, and records retention laws as other forms of communication. While NDSU e-mail affords some measure of privacy, the redirecting of e-mail by employees to outside accounts and the sharing of messages with third parties may negate the privacy protection rights afforded to employees by the University.

7.5 <u>University Spam Policy</u>:
In an effort to reduce the amount of spam the NDSU e-mail system must process, some messages considered to be spam or sent from known spammers are blocked. Use of additional spam fighting tools that delete official e-mail before it is read does not exempt individuals from the policy outlined in this document.

For more information on e-mail services, see www.ndsu.edu/helpdesk or www.ndsu.edu/its.

HISTORY:

Maximizing Results through Efficiencies

Grant Shaft,

November 7, 2011

SBHE President

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A critical role of the State Board of Higher Education is to promote and encourage North Dakota University System institutions, individually and collectively, to maximize their capacity to meet the needs of students and the state while improving quality, access and affordability. A great deal has been accomplished to date, but many more opportunities to maximize efficiencies lie ahead.

During my year as SBHE president, my goal is to accelerate the pace of change to meet the SBHE's strategic plan objective: North Dakota will rank #1 in the nation in the education of our population. This objective will require state support – both policy-driven and financial – but there is a limit to the financial support the NDUS can expect from the state and from students. As higher education leaders, we must find innovative, creative and meaningful ways to prioritize and leverage existing resources to maximize results and fund continuing operations. New funding requests, beyond funding to maintain faculty and staff compensation, must be strategically linked to state priorities and needs.

We must protect the unique mission of each campus. At the same time, we must explore opportunities to maximize our individual and collective campus resources and talents without jeopardizing mission-critical activities.

As a result, I will recommend to the SBHE a multi-step plan to be developed by a Maximizing Results through Efficiencies Committee. This group will provide the board regular reports on progress and completion. Their work will be guided by a student-centered philosophy, including the following objectives:

- *Improving student retention and success*
- *Improving student access to programs and services*
- *Improving quality of student experience*
- *Controlling student costs*
- *Reducing complexity across the system and within individual campuses*
- *Providing effective and efficient delivery of instructional and administrative services*
- *Reinvesting savings into the system to enhance student success, strengthen programs tied to state needs, and retain high-quality faculty and staff*

The plan encompasses three initiatives; two of the descriptions below include recent accomplishments that lay the groundwork for creating additional efficiencies. The Maximizing Results through Efficiencies Committee will develop a description of the finance, academic and/or student services strategies included in each initiative; a specific process and timeline for implementation; funding requirements, if any; required policy, procedure and/or practice changes; and an established mechanism to measure and track savings and improvements.

Building a Cost-Effective IT System

Completed or Underway

- Implemented a shared administrative software system for student, finance and human resources (ConnectND)
- Implemented shared auxiliary services software for parking, housing, facilities and secure payment transactions
- Implemented a shared library system (ODIN)
- Implemented shared interactive videoconferencing network (IVN) and shared audio/telephone conferencing network (IVN)
- Implemented academic collaboration software for classroom and academic use (Blackboard Collaborate-Wimba)
- Implemented the Moodle open-source learning management system used by four institutions and for systemwide employee development
- Licensed Microsoft software for all institutions and implemented Microsoft cloud-based Exchange email, calendar, communicator and Live Meeting for eight institutions
- Implemented Microsoft Active Directory Services for access to system-wide applications
- Collaborated on system-level shared software licensing purchases (SAS, GIS, Mathematica, antivirus, anti-spam and digital security certificates)

- Implemented mandatory employee payroll direct deposit
- Implemented employee self-service for human resources
- Expanded Help Desk Services to 24x7x365 coverage, cutting the average peak-period hold and response time from 21 minutes to less than four minutes
- Implemented Phase I of some human resources electronic workflow

Several of the items above were accomplished without additional funding by enacting efficiencies; eliminating services with low value; leveraging systemwide buying power, rather than purchasing as individual institutions; and leveraging the strategic technology architecture in the NDUS Information Technology Strategic Plan.

*Proposed *	Completion Date
Working in consultation with the campuses, the chancellor will pursue a strategy to implement systemwide services that are cost-effective, easily integrated and constantly improving. A review and plan for each item below shall be completed by the date noted.	
• A learning management system, including common software, shared curriculum content, a content repository and consistent mobile device interfaces *Today's differing programs often force students to use various online learning systems with individual interfaces and multiple login-passwords. Most students also pay premium prices to take online courses. With fewer systems to purchase, implement and maintain and increased system purchasing power, the need for extra fees should be reduced and online classes will become part of the regular academic service. Further efficiencies will be gained by sharing on line curriculum content across institutions, thereby avoiding duplication of effort and enhancing consistency of curriculum for student use.*	March 31, 2012
• Lecture capture systems, including common software, hosting and content delivery *Students should be able to watch recorded lectures at any time on almost any PC or mobile device and search by word, rather than viewing an entire lecture to find a particular point of information. Students who miss classes should have easy access to missed materials, thereby improving retention and academic achievement. Faculty productivity and student learning will be improved as time used to deliver repeated lectures can, in some cases, be used instead to work directly with students and address other institutional priorities.*	Jan. 31, 2012
• Document image scanning systems, including common software and hosting *Most institutions use document-scanning software for some current business functions, such as invoice processing, contract management, electronic personnel files and student records. Most of these departmental-based and departmental-housed systems do not provide operational efficiencies or sound security practices and are not scalable as needs grow and opportunities arise. Recommendations to improve efficiencies and provide a common administrative approach are needed as well as consistent software and hardware, thereby leveraging the overall NDUS buying power.*	March 31, 2012
• Expand and enhance human resources electronic workflow, including centralized payroll processing from one or more sites *Institutions will adopt standard business processes to reduce the need for individual campus modifications. Workflow analysis will reduce the need for paper to flow from one office to another and provide for electronic approval where practicable. Centralized payroll will create a hub of expertise and economies of scale that need not be replicated at each institution.*	May 31, 2012
• A unified communication system to deliver a consistent set of services and integrate voice mail, email, instant messaging, phone, mobile devices and personal computers *A unified communication infrastructure with appropriate links to the state ITD infrastructure is needed. This would benefit employees and provide students better access to integrated services for academic use. It would also reduce the overall cost of equipment and reduce some operational costs such as long-distance charges.*	April 30, 2012

• Combined approach to delivering IT services *The NDUS needs a more coordinated approach to information technology planning and service delivery, including discontinuation of locally-developed software and hosting services and implementation of broadly accepted and supported applications and services. Planning, contracting and oversight of systemwide services delivered to some or all of the institutions should be governed at the system level and should not be under the purview of any one institution.*	December 31, 2012

Review/Reengineer the Academic Production Function

Completed or Underway

• Implemented a systemwide, multi-campus collaborative-student registration model, making registration on multiple campuses as seamless as possible from the student's perspective
• Implemented a systemwide credit-by-exam matrix to recognize prior-learning experiences and minimize time to degree completion
• Coordinated/implemented a 50-state approval process to meet new federal authorization expectations
• Provided campus-specific data and focused strategy sessions, enabling all 11 campuses to better serve "ready adults"
• Provided statewide access to national resources (AAC&U LEAP) as part of the statewide review of general education
• Implemented systemwide admissions module (Hobson's) and now preparing an updated module
• Implemented statewide articulation agreements in 13 discipline areas to minimize student time and completion costs
• Providing leadership for a regional articulation and transfer model to ease student transfer between states
• Partnered with state tribal colleges to minimize transfer obstacles and to improve student time and cost to completion
• Implemented a systemwide approach to alcohol and drug abuse prevention, resulting in volume discounts and cost-effective strategies to meet student needs, resulting in improved personal and academic success.

Proposed

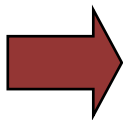|	Completion Date
Joint System and Campus Responsibility	
• Reengineer the general education curriculum to support collaborative implementation of practices that contribute to student learning; use SBHE Policy 403.7, shared technologies and course content, and the statewide LEAP initiative to do so	Pilot course completed by May 15, 2012
• Expand the availability of credit by exam to include more prior-learning experiences, such as the portfolio review process	October 31, 2012 and ongoing
• Work on innovative ways to recognize learning in the workplace and to award credit based on portfolio documentation	Plan due June 30, 2012
Campus Responsibility	
• Review and report on completion rates in all courses and develop campus-wide plans to improve completion rates in courses with the highest volume or percentage of non-completers	June 30, 2012
• Review and report on the total number of credit hours required for all degrees awarded by the campus and report on campus efforts to reduce credit hours to those required for graduates' success	June 30, 2012
• Consistent with SBHE-established criteria, complete a review of low-enrollment programs to be considered for elimination for SBHE action	November 30, 2012
SBHE Responsibility	
• Continue to communicate college readiness (course placement) standards	Ongoing
• Continue to align high school graduation with preparation for college	Ongoing
• Review and reconsider policies that serve as barriers to re-engaging adult learners	June 30, 2012
• Partner with Joint Boards to implement additional incentives for students who take rigorous high school courses	Ongoing

• Establish criteria for the review and possible elimination of low-enrollment programs	March 15, 2012
• Identify barriers to timely degree completion	December 31, 2012
• Work with other state policymakers to phase-in the alignment of North Dakota high school graduation requirements with adequate preparation for college and work. This would be defined by national ACT benchmarks, which would be replaced over time with the common core assessments currently under development. (Note: Adequate preparation for work after high school has been described as being at least as rigorous as adequate preparation for college.)	Plan completed by September 30, 2012
• Improve graduation rates by establishing differentiated admission requirements for regional and research universities; better communicate expectations by reducing the number of admission exemptions and exceptions; continue to provide an entry point for all state high school graduates through the community colleges	June 30, 2012

Improved Capital Project Process

Beginning with the 2013-15 biennial budget process, the SBHE directs the NDUS Office to independently engage architectural/engineering services to evaluate cost estimates for the identified, prioritized projects the board intends to submit to the Legislature for state funding consideration. Funding for these services will be provided by the respective campuses. This review and evaluation process is intended to ensure state investment in capital projects is aligned with state needs and maximized, to the greatest extent possible, while still meeting the academic and service needs of the institutions.

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SECTION: **SECTION 320: FACULTY OBLIGATIONS AND TIME REQUIREMENTS**

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
   The changes to this policy add a provision for childbearing leave that is above and beyond the sick leave policy as well as a section on modified duties.

   In the new revision, eligibility has been further clarified, ADA policy referenced.

2. **This policy was originated by (individual, office or committee/organization): Office of Equity, Diversity, and Global Outreach. Christina Weber, Commission for the Status of Women Faculty (CSWF); 1/25/11**

3. **This policy has been reviewed/passed by the following (include dates of official action):**
   This portion will be complete by Kim Matzke-Ternes

Policy Committee:	05/11/2011 presented to PCC, 10-10-11 presented to PCC; 11/15/11 updated version presented to PCC
University Senate:	11/21/11 routed for input
Staff Senate:	11/21/11 routed for input
Student Government:	11/21/11 routed for input
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SECTION 320: FACULTY OBLIGATIONS AND TIME REQUIREMENTS

SOURCE: NDSU President

1. **Basic Obligations**

   Regular faculty appointments carry those responsibilities and privileges traditionally identified with academic positions. While a minimum of specific restrictions are imposed on the activities of a faculty member, they are under obligation to render to the University the most effective service of which they are capable. Moreover, they are expected to increase their depth and range of competency with increased length of service. All members of the faculty have a responsibility to develop their professional proficiency.

   Faculty member obligations fall into these four broad areas: (1) academic instruction, (2) research and other scholarly activities, (3) administrative and related duties, and (4) professional service to communities. Primary responsibilities for most appointees include the functions of teaching and research.

   These broad statements of faculty responsibility mean that faculty members are accountable to the University during the term of their appointment (including summer school appointments) for all necessary or appropriate teaching, research, administrative, and service obligations. More specifically, this means that faculty members are obligated to meet all their scheduled classes, to schedule and be available for a reasonable amount of consultation hours in their office, and to attend scheduled meetings that are related to their professional obligations.

2. **Office Hours**

   Faculty members are considered professional personnel responsible for accomplishing the tasks for which they are employed. Faculty members are responsible for making time available for student conferences and are expected to post a listing of office hours.

3. **Annual Leave**

   While nine-month faculty members thus have considerable flexibility in scheduling and fulfilling these professional obligations, they should not regard as automatic vacations all those periods when University classes are in recess. It should be clearly understood that there is no formal **annual leave** policy established for faculty whose regular term of employment is less than 12 months either by the State Board of Higher Education or by the University, other than the obvious fact that all faculty members are entitled to take the holidays defined by the State of North Dakota for state institutions. This should not be interpreted to mean that nine-month faculty members are obligated to work from 8:00 AM to 5:00 PM on all other days of the academic year, just as it would be inappropriate to assume that faculty members are excused from all academic responsibilities during the breaks provided for students. Instead, the guiding principle should be the more flexible requirement of professional obligation and accountability referred to above.

4. **Sick Leave**

This same philosophy prevails at NDSU with regard to sick leave for faculty whose regular term of appointment is less than 12 months. Although there is no formal sick leave policy or provision for such faculty, the understanding is that they have the opportunity to reschedule their commitments or make appropriate voluntary arrangements with their colleagues during times when sickness makes it impossible or unwise for them to meet their professional obligations. This does not guarantee any certain amount of paid sick leave hours or days to faculty members whose regular term of appointment is less than 12 months, but the flexibility it provides seems to meet the needs of most faculty members. Where extended illness or disability is involved, however, the amount of such informal sick leave shall be limited to a maximum of two weeks for each year of academic service to NDSU, unless an exception is ~~authorized~~ approved by the Provost ~~and Vice President for Academic Affairs~~. In any event, the University's TIAA-CREF disability insurance provides salary benefits after six months of disability.

5. **Childbearing Leave**

In lieu of sick leave, ~~A~~academic appointees (tenured and tenure-track faculty, professors of practice, and senior lecturers) with less than twelve-month appointments who give birth are eligible for childbearing leave during the period of medical disability. This is a temporary leave from all duties without reduction in pay during the time the faculty member is temporarily disabled because of pregnancy and childbirth. Childbearing leave begins on the actual delivery date and ends six weeks after (including university breaks), although individual circumstances may require extending this period. Any extension beyond six weeks (before and after delivery) ~~may~~ shall require medical certification from the attending physician or midwife and is ~~authorized~~ approved by the Provost ~~and Vice President for Academic Affairs~~. Unpaid leave that extends beyond the period of medical disability is available through FMLA. Eligibility for childbearing leave begins upon hiring.

6. **Modified Duties**

6.1.   Who is eligible: An academic appointee (tenured and tenure-track faculty, professors of practice, and senior lecturers) who 1) becomes a parent through childbirth, adoption, and foster placement of a child (as defined by Federal Medical Leave Act (FMLA) 2) has a health condition that makes them unable to perform their regular duties but does not necessitate a reduction in workload, or 3) who will be caring for a child, spouse/partner or parent who has a serious health condition (as defined by FMLA). Additional modifications for longer-term conditions may be made in accordance with the Americans with Disabilities Act and NDSU Policy 100.1.

6.2.   Definition: Modified duties and goals without reduction of salary for a limited period of time. A person taking modified duties will still be at a 100% workload and 100% salary; however the nature of the responsibilities for this time period will be adjusted. Modified duties will include a revision of workload for up to the equivalent of a semester (e.g., release from or reassignment of teaching courses, committee assignments, advising, or alteration of research duties). When a period of modified duties immediately follows childbearing leave, that period may be extended to the end of a semester to

accommodate teaching schedules as necessary. Modified duties must conclude within 12 months of a birth or adoption.
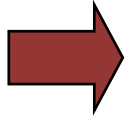
6.3.   Process: Modified duties, goals, and duration will be negotiated by the individual requesting modified duties with the department chair/head and approved by the dean. If agreement cannot be reached between the faculty member, the department chair/head, and the dean, the negotiation will advance to the Provost.

6.4.   Performance evaluation: Faculty members who use the modification of duties and goals must still submit an annual report when it is due in their department. The time period in which duties were modified, as well as the specific modifications in place, must be included in the annual report. The report must also include the agreed upon goals and a statement about how those goals were accomplished. Those reviewing and evaluating the document should take this into account and adjust expectations accordingly. Acceptance of ~~Modified~~ modified duties does not change the candidate's responsibility for meeting the department's PTE standards by the end of the probationary period, whether that period has been extended or not. A period of modified duties is not a necessary condition for an extension of the tenure probationary period. A period of modified duties also does not require that the individual extend the tenure probationary period.

HISTORY: November 28, 1989; Amended January 1998, December 2002, October 2007

Policy Change Cover Sheet

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

If the changes you are requesting include housekeeping, please submit those changes to Kim Matzke-Ternes first so that a clean policy can be presented to the committees.

SECTION: **350.1: BOARD REGULATIONS ON ACADEMIC FREEDOM AND TENURE; ACADEMIC APPOINTMENTS**

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
   - *Additional language added to Section 5, based on recent Board policy change. Provides guidelines for faculty renewal contracts and establishes dates when notifications and signatures must be received.*

2. **This policy was originated by (individual, office or committee/organization):**
   - *Office of Human Resources/Payroll*
   - *Colette.erickson@ndsu.edu*

3. **This policy has been reviewed/passed by the following (include dates of official action):**
   This portion will be complete by Kim Matzke-Ternes

Policy Committee:	6/29/11 presented to PCC.; 07/12/2011 version 2 routed to PCC with correct dates.;11/15/11 V3 presented to PCC;
University Senate:	11/21/11 routed for information
Staff Senate:	11/21/11 routed for information
Student Government:	11/21/11 routed for information
President's Council:	11/21/11 routed for information

If you have any questions regarding this cover sheet, please contact Kim Matzke-Ternes at 1-7080 or kim.matzke-ternes@ndsu.edu

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

SECTION 350.1: BOARD REGULATIONS ON ACADEMIC FREEDOM AND TENURE; ACADEMIC APPOINTMENTS

SOURCE: SBHE Policy Manual, Section 605.1, 605.2, 605.3, 605.4, NDSU President

1. General Principles

   a.
   A college or university is a forum for ideas, and it cannot fulfill its purpose of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method. Academic freedom and tenure are both important in guaranteeing the existence of such a forum. This policy is intended to enable institutions under the authority of the Board to protect academic freedom.
   b.
   The purpose of tenure is to assure academic freedom. Academic freedom applies to all scholarly pursuits. Freedom in scholarship is fundamental to the advancement of knowledge and for the protection of the rights of the faculty members and students. It carries with it duties and responsibilities correlative with rights. These duties and rights are set forth in policy 401.1, relating to Academic Freedom, and the **1940 Statement of Principles on Academic Freedom and Tenure** (Rev. 1990), adopted by the American Association of University Professors and the Association of American Colleges. These policies apply to all institution faculty unless otherwise indicated.
   c.
   Tenure is awarded by the Board upon recommendation of the Chancellor, following review and recommendations made pursuant to the procedures established at the institution and a recommendation by the institution's president to the Chancellor. A favorable recommendation means that the applicant meets all of the prerequisites and criteria and the award of tenure is consistent with the sound fiscal management and academic priorities of the institution and the system of education under the control of the Board. Tenure recommendations submitted to the Board shall include a brief summary of the candidate's qualifications and reasons for the recommendation. Tenure is not an entitlement, and the granting of tenure requires an affirmative act by the Board. Tenure is limited to the academic unit or program area in the institution in which tenure is granted and shall not extend to an administrative or coaching position.

2. Definitions of terms used in sections 605.1, 605.2, 605.3 and 605.4 of Board Policy (350.1, 350.2, 350.3, 350.4 NDSU Policy Manual):

   a.
   "Academic Year" means the period, approximately nine months in duration, starting with the beginning of the Fall semester and ending following completion of the Spring semester.
   b.
   "Board" means the North Dakota State Board of Higher Education.
   c.
   "Faculty" means all members of the academic staff, excluding only coaches and administrators in their capacities as coaches or administrators.

d.

"Receipt" means either actual or constructive receipt. Constructive receipt means the sending party has taken all reasonable steps to ensure that the receiving party has received actual notice.

"Academic unit or program area" shall be defined as the department or comparable unit. Comparable unit shall be determined by the President after consultation with relevant department, college, and university faculty and representatives.

"Head of an academic unit" shall be defined as the department chair or equivalent administrative appointment. Equivalent administrative appointment includes faculty coordinating a program area who have administrative responsibility for evaluating probationary and tenured faculty and making recommendations for tenure, promotion, renewal or nonrenewal, dismissal, or termination.

3. General Procedures

a.

Because of the variety of scope and organizational structure of the institutions under the control of the Board, the faculty governance structure at each institution, in accordance with section 305.1 of these policies, shall recommend procedural regulations to the president to implement policies 605.1, 605.2, 605.3 and 605.4, including:
The faculty governance structure at North Dakota State University is the University Senate.

1)

procedures for continuing evaluation of both probationary and tenured faculty members; and

2)

criteria and procedures by which faculty members are evaluated and recommended for tenure.
Procedures for the continuing evaluation of both probationary and tenured faculty members, and criteria and procedures by which faculty members are evaluated and recommended for tenure are published in the NDSU Policy Manual, Section 352.

b.

The criteria for tenure evaluation and continuing evaluation of probationary and tenured faculty shall include scholarship in teaching, contribution to a discipline or profession through research, other scholarly or professional activities, and service to the institution and society. Institutions may adopt additional criteria. The regulations defining these criteria shall be consistent with the nature and mission of the institution.

1)

Institutions shall establish various tenure "plans" appropriate to the diverse missions of individual institutions, designed to encourage emphasis on research, scholarship in teaching (including, for example, utilization of technology in teaching and innovative teaching methods), service (including, for example, technology transfer and economic development) and other areas of emphasis. Institution regulations shall include guidelines for determining weight to be given each of the criteria for tenure evaluation and continuing evaluation. The guidelines shall provide for varying emphasis on the

enumerated criteria based upon the faculty member's plan, the needs of the institution and the background, abilities and interests of the faculty member.
2)
Tenured and probationary faculty contracts shall identify the faculty member's tenure plan and describe the faculty member's duties and goals. The contracts shall specify the weight to be given the criteria for evaluating performance. The contract provisions shall be reviewed and, when appropriate, revised as a part of the faculty member's periodic evaluations.
c.
Eligibility for tenure requires a probationary period of six years of continuous academic service to the institution, during which the faculty member is evaluated at least annually according to an evaluation process designed to foster continuous improvement. The term may be extended beyond six years or the continuous service requirement may be waived in exceptional circumstances. Institutions shall establish procedures for granting extensions or waivers of the continuous service requirement in exceptional circumstances, which must include maternity or parental leave and appropriate accommodations for faculty members with disabilities. Institution procedures may define additional exceptional circumstances including, for example, family emergencies or extended illness.

A faculty member desiring an extension of the six-year probationary period or a waiver of the continuous service requirement based on exceptional personal or family circumstances shall make a written request for an extension or waiver to the department chair or head of the academic unit. The written request shall be made within 90 days from the time of the exceptional circumstances justifying the extension or waiver request. The chair or head of the academic unit shall forward a recommendation on the request to the Dean who shall also review the matter and forward a recommendation on the request to the Provost and Vice President for Academic Affairs. Approval of the extension or waiver request rests with the Provost and Vice President for Academic Affairs and the President of the University. Denial of an extension or waiver request is a matter related to promotion and tenure appealable pursuant to Policy 350.

d.
An institution may, subject to procedural requirements stated in this policy and sections 605.2, 605.3, and 605.4, decline to renew the contract of probationary faculty without cause at any time during the probationary period.

4. Faculty appointments shall be probationary, tenured or special.

a.
PROBATIONARY APPOINTMENTS are renewable annually and yield credit toward tenure. The probationary term is limited to six years of continuous academic service, excluding extensions to the term or exceptions to the continuous service requirement granted in exceptional circumstances.
1)
An individual with previous professional experience may, at the discretion of the institution, be given tenure credit not to exceed three years for this experience, with such

credit to be regarded as academic service to the institution for the purpose of these regulations. The faculty member shall be informed in writing of this policy and the institution's decision prior to or at the time of appointment.

Acceptability of tenure credit shall be evaluated by the department chair and the dean or director of the college or equivalent unit. Approval of credit toward tenure rests with the Provost and Vice President for Academic Affairs and the President of the University.

2)

Time spent on leave of absence or developmental leave may be counted, up to a maximum of two years, as academic service for the purposes of these regulations. The amount shall be determined, and the faculty member informed in writing, including any applicable conditions, prior to authorization of the leave.

*Approval **for leave credit** is required by the department chair, dean, and the Provost/VPAA.*

b.

TENURED APPOINTMENTS recognize a right, subject to Board policy, to continuous academic year employment in an academic unit or program area as defined by an institution and stated on the contract. A faculty member shall qualify to be recommended for a tenured appointment by satisfying the criteria for tenure developed in accordance with subsection 3 of this policy.

1)

The following persons are not eligible for tenured appointment:

i.

Faculty members with a part-time or temporary appointment. However, faculty members who have been awarded part-time tenure as established by previous Board policy and those who accept a part-time appointment after being awarded tenure in a full-time position shall continue to have such tenure recognized.

ii.

An institution's president:

The President's Office maintains the list of faculty members who have been awarded part-time tenure under previous Board policy.

2)

The Board may, following review and recommendations made pursuant to the procedures established at an institution award tenure in exceptional circumstances, defined by the institution's procedures, to an institution's chief academic officer or to any other person appointed to the faculty who has not met the eligibility requirement of subdivision 3 (c) of this policy, provided that the person, at the time tenure is granted has:

i.

held a tenured appointment at another institution, or

ii.

been a faculty member at the institution for at least one prior academic year.

3)

The Board may, following review and recommendation made pursuant to the procedures established at an institution award tenure in exceptional circumstances, defined by the institution's procedures, to any person appointed to the faculty who has not met the eligibility requirements of subdivisions 3(b) and 3(c) of this policy, provided that the person has a documented record of outstanding achievement and consistent excellence in

a discipline or profession gained through research, scholarly or professional activities, or service.

Materials in support of a candidate for tenure under exceptional circumstances shall be submitted to the department or academic unit in which tenure is sought. The materials shall be reviewed at the department or unit level and the chair or head of the academic unit shall forward the unit's recommendation to the Dean and the college PTE committee, who will review the materials and unit recommendation and make independent recommendations to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs will review the materials and recommendations and provide a recommendation to the President who will make a final recommendation to the State Board of Higher Education.

c.
SPECIAL APPOINTMENTS do not involve either tenure credit or status. Special appointments are all appointments except tenured or probationary appointments, including:
1)
Courtesy adjunct appointments awarded in accordance with Board policy to professional people who contribute to the academic or research program of the institution;
2)
Visiting appointments for people holding academic rank at another institution of higher education;
3)
Appointments of retired faculty members on special conditions;
4)
Initial appointments supported wholly or partially by other than state appropriated funds;
5)
Appointments clearly limited to a brief association with the institution, as defined by the institution;
A brief association, as defined at NDSU, will be a maximum duration of six consecutive years. Exceptions to this policy must be approved by the chair, dean and the Provost/VPAA.
6)
Terminal appointments given with notice of non-renewal to faculty members who were previously on probationary appointment. A terminal appointment with notice of nonrenewal must be given to a faculty member no later than the end of the sixth year of probationary appointment if the decision is made to deny tenure;
7)
Part-time faculty;
8)
Lectureship appointments, which shall be for performance of specifically assigned academic duties only, without general faculty responsibilities;
*Lecturers provide the services defined in the letter of appointment, which are generally limited to teaching specific courses or advising a certain number of students; participation in faculty governance is not provided for. These appointments are compensated and may be for one **or two semesters** at a time. Full-time lectureship*

*appointments are considered temporary. Service beyond a total of six **consecutive** years* ***requires a written justification by the department and approval by the dean and the Provost/VPAA.***
A Senior Lecturer appointment is also available for academic staff of distinguished merit and ability when a probationary faculty appointment is either inappropriate or unavailable. Factors to be considered in awarding a Senior Lecturer appointment include the academic degree and years of experience of the candidate, as was well as the level of courses taught and the quality of instruction. Although senior lecturers may be expected to participate in college activities and committees, they are not eligible for governance activities or committee assignments provided for the University's faculty by its Constitution or Bylaws.
Senior Lecturers shall be appointed annually (or for a longer period with the approval of the Provost and Vice President for Academic Affairs) at a salary appropriate for their qualifications, responsibilities and department.
Notice of termination of a Senior Lecturer appointment must be given by March 1 of the first full year of academic service, or by December 15 of the second or subsequent year of service, in order for the termination to be effective as of the end of that fiscal year of service.

9)
Graduate teaching assistant appointments.
10)
Postdoctoral fellowships and clinical appointments; and
11)
Other faculty appointments, not probationary or tenured, that are designed to help fulfill the institution's mission or meet long-term needs. The appointments shall be subject to an agreement describing the faculty member's duties and goals, criteria and weight assigned each criteria for evaluation. The term of an appointment and agreement, or renewal thereof, may not exceed three years. The faculty member's performance and achievement of goals shall be evaluated during the final year of an appointment. An appointment may be renewed only if the evaluation demonstrated satisfactory performance.
12)
Research Professorships
i.
Research Professorships shall be for faculty members whose primary function is research in a position that is supported entirely by extramural funding. Research Professorships are offered to individuals with experience and scholarly qualifications comparable to regular faculty members at the same rank. Thus, the appointments may be made at the levels of a) Research Assistant Professor, b) Research Associate Professor, or c) Research Professor. Research Professorships shall be hired using existing university policies and guidelines, and the appointment must be associated with an academic department and/or a research unit within an academic department. It may, however, be made in one or more departments. If the appointment is a joint appointment between two units, the appointment must exceed 50% in one of the units, and the Chair/Head in the majority unit would take primary responsibility for annual evaluations.
ii.
The duration of the appointment is based upon extramural funding. Research Professorships neither carry tenure nor are eligible for tenure.

iii.

The position is typically 100% research. No teaching or university service is expected, but professional service (e.g., reviewing submissions; presenting at conferences) is an inherent responsibility of the position. Departments may have different expectations concerning the role that the appointee plays in departmental service activities (e.g., attending the departmental meetings, voting on departmental issues). Research Professorships will not typically involve formal classroom teaching. In rare cases in which a Research Faculty is considered for a teaching assignment, a separate part-time teaching appointment is required, and the Research Faculty should reduce their research effort accordingly. All non-research activities are, of course, subject to constraints imposed by the funding agencies providing support for the primary appointment.

iv.

Research Professorships are not counted for the purposes of determining unit representation for University Governance. The appointee's role in graduate education shall be governed by the department and by existing policies of the Graduate School.

v.

An annual written evaluation will be completed by the department Chair/Head. If the Research Faculty is working within a research group, then the Chair/Head shall consult with the Research Director of the Principal Investigator for input on the appointee's evaluation. It is essential that the evaluation be based upon a current position description. One component of the annual review will be the assessment of past and upcoming funding for the position.

vi.

Promotion is initiated via a departmental recommendation. The recommendation is signed by the College's Promotion, Tenure and Evaluation Committee, by the Dean, and by the Provost and Vice President for Academic Affairs. Typically promotion cannot be achieved until the candidate has spent a minimum of five years in rank. Promotion shall be based primarily on demonstrated success in research, publications and extramural funding (i.e.; demonstration of knowledge dissemination in his/her field, supervision of graduate researchers, and/or continued funding support.

vii.

A Research Faculty member is eligible to apply for a tenure-track position. Upon recommendation by the chair, dean, and the Provost and Vice President for Academic Affairs, up to 3 years prior experience in a Research Professorship can be counted toward tenure.

13)

Professor of Practice

i

The designation, Professor of Practice, shall be for faculty members whose primary function is to teach in their academic discipline and carry out other responsibilities assigned at the discretion of the department or college, including apportionment of their time to service and/or other professional responsibilities. Appointments at the Assistant, Associate, and Full Professor of Practice are based on academic qualifications, as describe below.

a)

Assistant Professor of Practice. For appointment as Assistant Professor of Practice, candidates must have a terminal degree or equivalent professional experience, and

demonstrated professional or industrial/business experience. The length of appointment may be 1-3 year, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be instructional activities and practice.
b)
Associate Professor of Practice. For appointment as Associate Professor of Practice, candidates must have a terminal degree or equivalent professional experience, evidence of leadership in instructional activity in academic or professional instruction that has had a significant impact on the department, college, university, or profession. The length of appointment may be 1-4 years, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be in instructional activities and practice.
c)
Professor of Practice. For appointment as Professor of Practice, candidates must have a terminal degree or equivalent professional experience, evidence of contributions to advancing learning in the field (i.e. national visibility in dissemination of instructional methods and/or materials, successful grant funding for instructional activities/innovations, leadership in professional organizations.) The length of appointment may be 1-5 years, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be in instructional activities and practice.
ii
Departments may have different expectations concerning the role that the appointee plays in departmental service activities (e.g., attending departmental meetings, voting on departmental issues). Professorships of Practice are not counted for the purposes of determining unit representation for University Governance. The appointee's role in graduate education shall be governed by the department and by the existing policies of the Graduate School. An annual written evaluation will be completed by the department Chair/Head.
iii
The position of Assistant, Associate, or Professor of Practice neither carries tenure nor eligibility for tenure, though promotion is possible through ranks, based on time in rank and satisfactory evaluation of assigned responsibilities. Promotion is initiated via a departmental recommendation. The recommendation is signed by the College's Promotion, Tenure and Evaluation Committee, by the Dean, and by the Provost and Vice President for Academic Affairs. Typically, the promotion cannot be achieved until the candidate has spent a minimum of five years in rank. Promotion shall be based primarily on demonstrated success in instructional activities and other assigned responsibilities.
iv
A faculty of practice member is eligible to apply for a tenure-track position. Upon recommendation by the chair, dean and the Provost and Vice President for Academic Affairs, up to 3 years prior experience in a Professorship of Practice can be counted toward tenure probation.

5. The general terms and conditions of appointment shall be provided the appointee in a written contract. The contract shall state whether the appointment is probationary, tenured or special. The term of a contract, except contracts made pursuant to paragraph 4(c)(11), shall generally not exceed one year. A multiple-year contract must be subject to

termination upon discontinuance of the program in which the faculty member is employed, non-appropriation or loss of funds, or other financial exigency. For faculty on nine- or ten-month contracts covering the traditional academic year (generally, August to May), institutions shall not later than June 30 each year, provide notice of renewal terms with a contract, agreement or appointment letter to be signed by both parties. Absent good cause or agreement extending or establishing a different deadline, faculty must sign and return a contract or other document indicating acceptance of contract terms not later than July 20. Institutions shall establish procedures providing that failure to return a signed contract or other document indicating acceptance of contract terms by July 20 constitutes a resignation resulting in termination of employment, effective July 20, except for good cause shown by the faculty member or unless the institution has granted an extension. Prior to the end of the spring semester each year, institutions shall provide notice to faculty summarizing the process and deadlines for contract renewal, including information on extending deadlines to accommodate faculty who may be traveling or not able to readily receive and respond to communications during summer months.

For a faculty appointment, the contract consists of the letter offering the position, the annual notice of renewal terms, the current job description of the individual faculty member, and the current policies and procedures of NDSU and the State Board of Higher Education. The department chair or head of an academic unit will ensure that all faculty have job descriptions that are periodically reviewed and updated. Each job description will be signed by the Dean, the Chair or head of the academic unit, and the faculty member and filed in the faculty member's official personnel file. Each job description shall specify how a faculty member's assigned responsibilities will be allocated among teaching, research, and service which will determine the weight to be given to each area of responsibility for tenure, promotion, and continuing evaluations.

6. The institutional process for evaluation of faculty, the criteria and minimum expectations for promotion and for tenure, and provisions concerning required notices, shall be made known to the appointee at the time of appointment. This disclosure may be accomplished by a published description of the process, criteria, and expectations in a faculty handbook or similar document. Such provisions are subject to change according to processes established for adoption or amendment of Board and institutional policies. Institution procedures shall provide for annual evaluation of all full-time faculty. The procedures shall include provisions requiring that evaluations are completed in a timely and appropriate fashion and that the institution takes appropriate remedial action in response to unsatisfactory evaluations. Evaluation criteria shall relate to a faculty member's duties and goals and be appropriately weighted in accordance with the terms of the faculty member's contract. Evaluations of all teaching faculty must include significant student input.

At the time of appointment, the appointee shall be provided with information, which contains the institutional process for evaluation of faculty, as well as minimum expectations for promotion and tenure. In addition, specific departmental and college guidelines for promotion, evaluation and tenure, if applicable, will be made available to the appointee.

The dean or director of the college or equivalent unit will be responsible for providing these documents to the appointee.

Note: Since this Policy repeats Board Policy, the section numbers in the Board Policy refer to Board Policy numbers. The italicized portions of Policies 350.1-350.4 are NDSU Policy which implement or supplement Board Policy.

HISTORY: Replaces portions of Policy 605, SBHE Minutes April 25,1995, pg 6554. Amended April 25, 1995; July 1, 1996; January 1997; June 1997; February 2001, October 2001, August 2003, October 2005, October 2007, December 2008.

- **POLICY MANUAL HOME PAGE :**
  - **SEARCH POLICY :**
  - **NDSU HOME PAGE**

NDSU Policy Manual
Last Updated: Tuesday, January 06, 2009
Published by North Dakota State University

Academic Freedom Policy at the University of Delaware (effective July 1, 2010)

Academic freedom is the freedom to teach, both in and outside the classroom, to conduct research and other scholarly or creative activities, and to publish or otherwise disseminate the results. Academic freedom also encompasses the freedom to address any matter of institutional policy or action whether or not as a member of any agency of institutional governance. Faculty have the freedom to address the larger community with regard to any social, political, economic, or other interest. The freedoms enumerated in this policy apply without institutional discipline or restraint save for statements or actions that demonstrate disciplinary incompetence or that violate the University's Professional Ethics Statement (as edited on 2/12/99) or the University's standards pertaining to disruptive behavior (as adopted on 6/1/70). Alterations to these statements made subsequent to the signing of this Agreement do not affect the freedoms enumerated in this Article unless ratified by the UD-AAUP. Academic responsibility implies the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that, when one is speaking as a citizen on matters of public interest, one is not speaking for the institution.

See also:

Academic Freedom Policies Passed in Response to *Garcetti v. Ceballos.*
http://www.aaup.org/NR/rdonlyres/1211228E-39C3-4CD1-B90A-
BE99A4F02B6F/0/ChartpostGarcettipolicies0810.pdf

American Association of University Professors, "Protecting an Independent Faculty Voice: Academic Freedom after *Garcetti v. Ceballos.*"
http://www.aaup.org/AAUP/comm/rep/A/postgarcettireport.htm

American Association of University Professors, "Speak Up, Speak Out."
http://www.aaup.org/AAUP/protectvoice/

By this speaker:

Knowledge in the Making: Academic Freedom and Free Speech in America's Schools and Universities (Yale University Press, 2010)

"To Protect Academic Freedom, Look Beyond the First Amendment," *Chronicle of Higher Education*, November 3, 2010 http://chronicle.com/article/To-Protect-Academic-Freedom/125178/

"Defending Academic Freedom in the Age of *Garcetti*," *Academe*, January/February 2011
http://www.aaup.org/AAUP/pubsres/academe/2011/JF/Feat/delf.htm

Agenda
Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, January 23, 2012
Memorial Union, Prairie Rose Room

I.   Substitutions - K. Wold-McCormick
II. Approval of December 12, 2011, Faculty Senate Minutes
III. Consent Agenda
      a. Academic Affairs (Attachment 1)

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

IV. General Announcements
      a. President D. Bresciani
      b. Provost J. B. Rafert
      c. G. Totten, President of Faculty Senate
      d. T. Stone Carlson, President Elect of Faculty Senate
      e. L. Dallmann, President of Staff Senate
      f. C. Knutson, President of Student Body

V.   Senate Committee Reports
      a. Academic Affairs, A. Brunt
      b. General Education, L. Peterson
      c. Council of College Faculties, L. Peterson
          1. Maximizing Results through Efficiencies - SBHE document (Attachment 2)
          2. SBHE Compensation Memo (Attachment 3)
      d. Senate Coordinating Council, T. Stone Carlson

VI. Health Benefits Presentation (B. Steckler)

VII. NDPEA Presentation

VIII. Unfinished Business
      • SROI Presentation (FORWARD committee on SROI revision)

IX. New Business

X.   Adjournment

Academic Affairs Committee Report

Curricular Recommendations

New Courses			
Subject	**No.**	**Title**	**Crs.**
EDUC	754	Foundations of Occupational & Adult Education	3
Course Deletion			
HDE	220	Individual and Family Wellness	2
Course Changes			

From:				*To:*			
Subject	**No.**	**Title**	**Crs.**	**Dept**	**No.**	**Title**	**Crs.**
ANSC	482	Sheep Industry and Production Systems	2	ANSC	482	Sheep Industry and Production Systems	**3**
CHEM	476/676	Introduction to Computational Quantum Chemistry	1	CHEM	476/676	Introduction to Computational Quantum Chemistry	***3***
ENGL	251	British Literature I	3	ENGL	*315*	British Literature I	3
ENGL	252	British Literature II	3	ENGL	*316*	British Literature II	3
ENGL	261	American Literature I	3	ENGL	*317*	American Literature I	3
ENGL	262	American Literature II	3	ENGL	*318*	American Literature II	3
HNES	630	Socio-Cultural Dimensions of Sport	3	HNES	*707*	***Sport in American Society***	3

New Special Topics			
CJ	399	Women and Policing	3
EDUC	499/696	Turkish History, Culture, and Education Study Tour	2
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions – for information only			

Subject	No.	Title	Prerequisite/Corequisite Change
BIOL	480	Ecotoxicology	Prereq: BIOL 151 and BIOL 151L
BIOL	481	Wetland Science	Prereq: BIOL 151 and BIOL 151L
ZOO	460	Animal Physiology	Prereq: BIOL 150, BIOL 151; CHEM 121, CHEM 122
ZOO	462/662	Physiological Ecology	Change in Bulletin Description
ZOO	476/676	Wildlife Ecology and Management	Change in Bulletin Description
ZOO	482	Developmental Biology	Prereq: BIOL 150, BIOL 150L, BIOL 151, BIOL 151L
ZOO	750	Advanced Conservation Biology	Delete Prereq: Zoo 364, Zoo 675

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UNIVERSITY SYSTEM
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Grant H. Shaft
President
State Board of Higher Education
2007-2015

TO: Members, State Board of Higher Education
                Chancellor's Cabinet

FROM: Grant Shaft, SBHE President

DATE: January 5, 2012   Memo #M-12-1

RE: Revised "Maximizing Results Through Efficiencies" Document

As reported at the last SBHE meeting, I met with the Chancellor's Cabinet on November 30 to discuss an initial draft of the "Maximizing Results Through Efficiencies" proposal. I have also received feedback on the draft documents from others, including some faculty. I appreciate their candid comments, and as a result, have modified the initial draft document.

Attached is an updated draft. I will be placing this on the January 19 SBHE agenda for final action. In the meantime, if you have further suggestions for change, please feel free to share those with either me or Chancellor Goetz.

Once the document is finalized by the SBHE, a SBHE committee will be appointed for project oversight, and assistant with issue resolution. In addition, appropriate system-wide broad-based workgroups will be formed to develop action plans around each of the noted initiatives, including: a description of the finance, academic and/or student services strategies included in each initiative; a specific process and timeline for implementation; funding requirements, if any; required policy, procedure and/or practice changes; an established mechanism to measure and track savings and improvements; and, any major issues or challenges that may require further SBHE consideration. These work groups will provide periodic status reports to the SBHE Committee.

Attachment
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The North Dakota University System is governed by the State Board of Higher Education and includes:
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North Dakota State College of Science • North Dakota State University • University of North Dakota • Valley City State University • Williston State College

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A critical role of the State Board of Higher Education is to promote and encourage North Dakota University System institutions, individually and collectively, to maximize their capacity to meet the needs of students and the state while improving quality, access and affordability. A great deal has been accomplished to date, as is demonstrated by the In July 2009 Delta Cost Project white paper titled "The Dreaded P Word: An Examination of Productivity in Public Postsecondary Education": **The market-based productivity estimates show that the costs per credential are lowest in Florida, Colorado, Washington, Utah and North Dakota; these states convert resources into credentials that have value in their marketplaces.** *While we should be proud of our progress, we must continue to demonstrate to the public and political leaders that the NDUS is a good steward of taxpayer and student dollars. Therefore, I am asking that we pursue other opportunities to maximize results through efficiencies, especially as we think and behave more strategically as a System, with a primary student focus.*

During my year as SBHE president, my goal is to accelerate the pace of change to meet the SBHE's strategic plan objective: North Dakota will rank #1 in the nation in the education of our population. This objective will require state support – both policy-driven and financial – but there is a limit to the financial support the NDUS can expect from the state and from students. As higher education leaders, we must find innovative, creative and meaningful ways to prioritize and leverage existing resources to maximize results and fund new and continuing operations. To be clear, ***this plan is not about cutting budgets; instead it is about being responsive to state needs and demonstrating our commitment to partner with the state in achieving those needs. In the end, it is intended to create more targeted resources.***

We must protect the unique mission of each campus. At the same time, we must explore opportunities to maximize our individual and collective campus resources and talents without jeopardizing mission-critical activities.

As a result, I will recommend to the SBHE a multi-step plan to be developed by a Maximizing Results through Efficiencies Committee. This will be a SBHE based committee charged with providing the board regular reports on progress and completion. Their work will be guided by a student-centered philosophy, including the following objectives:

- *Improving student retention and success*
- *Improving student access to programs and services*
- *Improving quality of student experience*
- *Controlling student costs*
- *Reducing complexity across the system and within individual campuses*
- *Providing effective and efficient delivery of instructional and administrative services*
- *Reinvesting savings into the system to enhance student success, strengthen programs tied to state needs, and retain high-quality faculty and staff*

The plan encompasses three initiatives; two of the descriptions below include recent accomplishments that lay the groundwork for creating additional efficiencies. The Maximizing Results through Efficiencies Committee will develop, in full conversation with faculty, staff, administrator and student input, an implementation plan for each item outlined below including: a description of the finance, academic and/or student services strategies included in each initiative; a specific process and timeline for implementation; funding requirements, if any; required policy, procedure and/or practice changes; an established mechanism to measure and track savings and improvements; ***and, any major issues or challenges that may require further SBHE consideration.***

Building a Cost-Effective IT System

Completed or Underway

- Implemented a shared administrative software system for student, finance and human resources (ConnectND)
- Implemented shared auxiliary services software for parking, housing, facilities and secure payment transactions
- Implemented a shared library system (ODIN)
- Implemented shared interactive videoconferencing network (IVN) and shared audio/telephone conferencing network (IVN)
- Implemented academic collaboration software for classroom and academic use (Blackboard Collaborate-Wimba)
- Implemented the Moodle open-source learning management system used by four institutions and for systemwide employee development
- Licensed Microsoft software for all institutions and implemented Microsoft cloud-based Exchange email, calendar, communicator and Live Meeting for eight institutions

- Implemented Microsoft Active Directory Services for access to system-wide applications
- Collaborated on system-level shared software licensing purchases (SAS, GIS, Mathematica, antivirus, anti-spam and digital security certificates)
- Implemented mandatory employee payroll direct deposit
- Implemented employee self-service for human resources
- Expanded Help Desk Services to 24x7x365 coverage, cutting the average peak-period hold and response time from 21 minutes to less than four minutes
- Implemented Phase I of some human resources electronic workflow

Several of the items above were accomplished without additional funding by enacting efficiencies; eliminating services with low value; leveraging systemwide buying power, rather than purchasing as individual institutions; and leveraging the strategic technology architecture in the NDUS Information Technology Strategic Plan.

Proposed *	Completion Date
Working in consultation with the campuses, the chancellor will pursue a strategy to implement systemwide services that are cost-effective, easily integrated and constantly improving. A review and plan for each item below shall be completed by the date noted.	
• A learning management system, including a: consistent software approach; shared curriculum content, **when appropriate**; content repository; and, consistent mobile device interfaces *Today's environment often forces students to use various online learning systems with individual interfaces and multiple login-passwords. Systems are not consistent in supporting System-level authentication, integration with ConnectND or other third party supported applications. Most students, whether in-state or out-of-state, also pay premium prices to take online courses. With fewer systems to purchase, implement, interface and maintain and with increased system purchasing power, the need for extra fees should be reduced and put directly into the support of instruction rather than going to the software vendors. This will enhance the ability for online classes to become a more strategic part of the regular academic service. This effort will also build the foundation for further efficiencies. The shared environment will provide institutions with new opportunities to mutually develop and share common components of online curriculum.*	5/31/12
• Lecture capture system, including common software; hosting; and, content delivery, **when appropriate** *Online technology that can readily and easily record video, audio, and content will provide a vast new opportunity for teaching and learning across the System. Faculty, as desired and course appropriate, could incorporate recorded tutorials or lab assignments into their curriculum or they could choose to record their daily classroom lecture. In turn, students would have the ability to watch the recordings at any time on almost any PC or mobile device while being afforded the opportunity to review critical content from a classroom lecture, presentation, or lab experience, greatly increasing overall retention and academic achievement.*	3/31/12
• Document image scanning system, including common software and hosting *Most institutions use document-scanning software for some current business functions, such as invoice processing, contract management, electronic personnel files and student records. Most of these departmental-based and departmental-housed systems do not provide operational efficiencies or sound security practices and are not scalable as needs grow and opportunities arise. Recommendations to improve efficiencies and provide a common administrative approach are needed as well as consistent software and hardware, thereby leveraging the overall NDUS buying power.*	5/31/12
• Expand and enhance human resources electronic workflow, including centralized payroll processing from one or more sites *Institutions will adopt standard business processes to reduce the need for individual campus modifications. Workflow analysis will reduce the need for paper to flow from one office to another and provide for electronic approval where practicable. Centralized payroll will create a*	7/31/12

hub of expertise and economies of scale that need not be replicated at each institution.	
• A unified communication system to deliver a consistent set of services and integrate voice mail, email, instant messaging, phone, mobile devices and personal computers *A unified communication infrastructure with appropriate links to the state ITD infrastructure is needed. This would benefit employees and provide students better access to integrated services for academic use. It would also reduce the overall cost of equipment and reduce some operational costs such as long-distance charges.*	6/30/12
• Integrated approach to delivering IT services *The NDUS has had its share of success with both academic and administrative technologies as noted earlier in this section. The NDUS needs a more integrated approach to information technology planning and service delivery, including minimizing locally-developed software and hosting services and moving to implement broadly accepted and supported applications and services. Planning, contracting and oversight of systemwide services delivered to some or all of the institutions should be governed at the system level and should not be under the purview of any one institution.*	12/31/12
• The SBHE, in cooperation with the Chancellor, will review NDUS Office functions.	12/31/12

Review/Reengineer the Academic Process Function

Completed or Underway

- Implemented a systemwide, multi-campus collaborative-student registration model, making registration on multiple campuses as seamless as possible from the student's perspective
- Implemented a systemwide credit-by-exam matrix to recognize prior-learning experiences and minimize time to degree completion
- Coordinated/implemented a 50-state approval process to meet new federal authorization expectations
- Provided campus-specific data and focused strategy sessions, enabling all 11 campuses to better serve "ready adults"
- Provided statewide access to national resources (AAC&U LEAP) as part of the statewide review of general education
- Implemented systemwide admissions module (Hobson's) and now preparing an updated module
- Implemented statewide articulation agreements in 13 discipline areas to minimize student time and completion costs
- Providing leadership for a regional articulation and transfer model to ease student transfer between states
- Partnered with state tribal colleges to minimize transfer obstacles and to improve student time and cost to completion
- Implemented a systemwide approach to alcohol and drug abuse prevention, resulting in volume discounts and cost-effective strategies to meet student needs, resulting in improved personal and academic success.

Proposed

	Completion Date
Joint System and Campus Responsibility	
• Reengineer the general education curriculum to support collaborative implementation of practices that contribute to student learning; use SBHE Policy 403.7, shared technologies and course content, and the statewide LEAP initiative to do so	Pilot course completed by 5/15/12
• Expand the availability of credit by exam to include more prior-learning experiences, such as the portfolio review process	10/31/12 and ongoing
• Work on innovative ways to recognize learning in the workplace and to award credit based on portfolio documentation	Plan due 6/30/12
Campus Responsibility	
• Review and report on completion rates in all courses and develop campus-wide plans to improve completion rates in courses with the highest volume or percentage of non-completers	6/30/12
• Review and report on the total number of credit hours required for all degrees awarded by the campus and report on campus efforts to reduce credit hours to those required for graduates' success	6/3012
• Consistent with SBHE-established criteria, complete a review of low-enrollment programs to be considered for elimination for SBHE action	11/30/12
SBHE Responsibility	
• Continue to communicate college readiness (course placement) standards	Ongoing
• Continue to align high school graduation with preparation for college	Ongoing

• Review and reconsider policies that serve as barriers to re-engaging adult learners	6/30/12
• Partner with Joint Boards to implement additional incentives for students who take rigorous high school courses	Ongoing
• Establish criteria for the review and possible elimination of low-enrollment programs	3/15/12
• Identify barriers to timely degree completion	12/31/12
• Work with other state policymakers to phase-in the alignment of North Dakota high school graduation requirements with adequate preparation for college and work. This would be defined by national ACT benchmarks, which would be replaced over time with the common core assessments currently under development. (Note: Adequate preparation for work after high school has been described as being at least as rigorous as adequate preparation for college.)	Plan completed by 9/30/12
• Improve graduation rates by establishing differentiated admission requirements for regional and research universities; better communicate expectations by reducing the number of admission exemptions and exceptions; continue to provide an entry point for all state high school graduates through the community colleges	6/30/12

Review/Reengineer Legal Services

Proposed *	Completion Date
• Consolidate legal contract drafting and review in one office to the extent such consolidation may create efficiencies or improve services. *The Larson Allen (LA) Risk Assessment recommended a cost benefit analysis to determine if it makes sense to develop a centralized electronic repository to house and manage contracts. In addition, LA recommended a cost benefit analysis to determine the need to expand the number of general counsel resources at the system office.*	3/31/12

Improved Capital Project Process

Beginning with the 2013-15 biennial budget process, the SBHE directs the NDUS Office to independently engage architectural/engineering services to evaluate state funded project requests. This review and evaluation process is intended to ensure state investment in capital projects is aligned with state needs and maximized, to the greatest extent possible, while still meeting the academic and service needs of the institutions.

Process and Timeline

	Completion Date
• SBHE President releases draft document to SBHE and Chancellor's Cabinet	11/5/11
• SBHE President and Vice President meet with Chancellor's Cabinet to review draft	11/7/11
• SBHE President releases revised draft document	11/23/11
• SBHE President meets with Chancellor's Cabinet to review draft and seek input	11/30/11
• Additional campus feedback provided through Chancellor	1/6/12
• Draft proposal revised, based on feedback	1/12/12
• Final proposal presented to and approved by the SBHE	1/19/12
• SBHE project oversight committee appointed	1/25/12
• Work groups appointed, including faculty, staff, administrators and students, as appropriate	Ongoing
• Implementation plans developed and presented to the SBHE Oversight Committee, consistent with completion dates noted above	Various
• SBHE Oversight Committee evaluates and refines proposals and addresses any major issues, in consultation with full SBHE	Ongoing
• SBHE Oversight Committee provides periodic status reports to the SBHE	Ongoing

NORTH DAKOTA UNIVERSITY SYSTEM
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Grant H. Shaft
President
State Board of Higher Education
2007-2015

TO: Ann Smith, president, Council of College Faculties
        Anthony Willer, president, NDUS Staff Senate

FROM: Grant Shaft, president, State Board of Higher Education

DATE: December 13, 2011

RE: Biennial Compensation Report

As you know, the SBHE is in the process of developing a new state funding approach for the upcoming 2013-15 biennial budget process. I plan to lay out more details on this budget plan at the upcoming December 15 SBHE meeting. The plan will focus on ways the NDUS can:

- further demonstrate its willingness to be good stewards of taxpayer and student dollars;
- partner with the state on new or expanded initiatives that support statewide needs and priorities; and,
- strategically present a budget that is seen as reasonable to political leaders and the public.

This will require a different approach to the budget – in methodology, presentation and communication. This 13-15 budget process will be used until a new overall funding model is in place, through cooperative efforts with the Governor's Office.

While the SBHE continues to place a high priority on faculty and staff compensation, I do not anticipate the SBHE will make a separate recommendation and include specific funding for faculty and staff compensation increases in the initial 13-15 budget request, as has been done in the past. Instead, I will recommend to the SBHE they suggest to the Governor that the NDUS stands ready to accept the same level of compensation increases as is recommended by the Governor for all other state employees. I do this for a couple of reasons: 1.) In the past, the NDUS was the only state agency that built compensation increases into the biennial budget request on the front-end. This unnecessarily inflated the overall total NDUS budget request, which has, at times, drawn negative political and public reaction. 2.) I anticipate the SBHE will continue to request reasonable employee compensation increases, but will do so in another forum as the SBHE engages the Governor and other political leaders in budget discussions.

Assuming the SBHE endorses the overall proposed budget methodology, I do not foresee the need for the preparation of the biennial compensation report and recommendations. I will ask staff to update the appropriate regional and national salary comparisons so this information is available for use during meetings with various executive leaders, but this does not require work of a committee. The results will be shared with you when complete. I do not believe the NDUS position relative to its regional and national counterparts will have changed that significantly in the past two years, so the investment of time in the preparation of the complete report is probably unnecessary. Lastly, as indicated, the SBHE will not be including a compensation component in its formal budget request.

Thank you for your support and understanding of this new budget approach, which is intended to result in more overall dollars for the NDUS through the use of a new funding approach that responds to state policy maker concerns and needs. If you would like to visit more about this, please feel free to contact me. Also, if it would be helpful for me to meet with your respective groups to provide additional insight I would be happy to do so, at your request.

xc: Dr. John Girard, faculty advisor, SBHE
      Ms. Janice Hoffarth, staff advisor, SBHE
      William Goetz, chancellor, NDUS
      Cathy McDonald, director of finance, NDUS
      Laura Glatt, vice chancellor for administrative affairs, NDUS

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The North Dakota University System is governed by the State Board of Higher Education and includes:
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North Dakota State College of Science • North Dakota State University • University of North Dakota • Valley City State University • Williston State College

Agenda
Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, February 13, 2012
Memorial Union, Prairie Rose Room

   I. Substitutions - K. Wold-McCormick

  II. Approval of January 23, 2012, Faculty Senate Minutes

 III. Consent Agenda
         a.   Academic Affairs
                1)   Academic Affairs Report (Attachment 1)
                2)   Confirmation of December 16, 2011, graduates (Attachment 2)
         b.   General Education Recommendation (Attachment 3)
         c.   Senate Coordinating Council (SCC)
                For Information Only:
                1)   Policy 139: Leave with Pay (Attachment 4)

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

  IV. General Announcements
         a.   President D. Bresciani
         b.   Provost J. B. Rafert
         c.   G. Totten, President of Faculty Senate
         d.   T. Stone Carlson, President Elect of Faculty Senate
         e.   L. Dallmann, President of Staff Senate
         f.   C. Knutson, President of Student Body

   V. Senate Committee Reports
         a.   Academic Affairs, A. Brunt
         b.   General Education, L. Peterson
         c.   Senate Coordinating Council, T. Stone Carlson
                For Discussion and Vote:
                1)   Policy 350.3: Board Regulations on Nonrenewal, Termination or Dismissal of
                       Faculty (Attachment 5)
         d.   Other Committee Reports

  VI. Library Presentation – M. Reid

 VII. NDPEA Presentation – E. Borlaug

VIII. Unfinished Business
         a.   Ad Hoc Committee to explore models for an NDSU Faculty Senate Budget Committee
         b.   Ad Hoc Committee to revise Policy 332: Assessment of Courses and Instruction
                (Attachment 6)

  IX. New Business
        For discussion only:
         a.   Plus/Minus Grading System

   X. Adjournment

Academic Affairs Committee Report

Curricular Recommendations

New Courses			
Subject	**No.**	**Title**	**Crs.**
CSCI	736	Advanced Intelligent Systems	3
Course Deletion			
PHRM	369	Pharmaceutics II	2
Course Changes			

From:				*To:*			
Subject	**No.**	**Title**	**Crs.**	**Dept**	**No.**	**Title**	**Crs.**
ASM/ NRM	264	Natural Resources Management Systems	3	ASM/ NRM/ *SOILS*	264	Natural Resources Management Systems	3
EDUC	729	Organization and Administration of Telecommunications Technologies	3	EDUC	729	*Multimodal Education Delivery Systems*	3

College of Agriculture, Food Systems, and Natural Resources

Bachelor of Arts
Shamsudin Mustafa Mohamed

Bachelor of Science
Chiti Agarwal
Archana Archana
Pushkar Asija
Alexander Andreev Atanasov
Gregory R. Axt
Aaron Michael Badillo
Saumya Bajaj
Emily Ann Barondeau
Hilary Jayne Bata
Christopher Ronald Beneda
Gregory Paul Benz
Keshav Birla
Michael John Bjertness
Mathew Jerald Bosse
Ross Charles Braun
Craig Henry Carlson
Natasha Lal Chandani
Matthew James Chaput
Yu-Hsi Chen
Brandon Wayne Christ
Scott Dirk Churchill
Samuel Leonard Demarais
Bruce David Erdmann
Tyrel Ethan Franklund
Timothy Andrew Friskop
Teah Cherice Frye
Andrew John Galegher
Aja Maker Galuak
Amanda Garvin
Andrew C. Giese
Samantha Marie Giese
Patricia Goosen-Alix
Amanda M. Grev
Rajat Gupta
Michael L. Harden
Amanda Rose Hillier
Rebecca Anne Hillman
Caitlin Marie Howard
Andrew Charles Jasken
Emily Sue Johnson

Suanne Louise Kallis
James Michael Kapp
Kasey Joel Karlstad
Brandon Alan Kottke
Jared Lee Kuhn
Lisa Marie Lacey
Julius Lorz
Jestin Lee Lutes
Taylor Verdell Mattson
Matthew Steven McLaen
Jessica Meissner
Brian John Mikkelson
Samantha Rose Miller
Shawn Patrick Murphy
Jesse James Noel
Justin Edwin Pavek
Timothy Michael Pazdernik
Christopher Lee Pearson
Jessika Drew Peterson
Melanie M. Pietrzak
Adam Alexander Pilgrim
Rachael Leigh Preusse
Fredice Odette Quenum Zangbede
Paul Anthony Renner
Renu Renu
Phillip Daniel Robins
Cole Lee Roemmich
Johnny Lee Russell
Amber Christine Schaffer
Sarah Jo Schaible
Mark Blaine Schatz
Bhawana Sehrawat
Monika Sharma
Suchin Sharma
Marit Simonson-Paschke
Jessica Ann Skow
Courtney Elizabeth Sletten
Aaron James Smith
Tiffany Dawn Stoppler
Amanda Rose Tauer
Garrett Scott Thompson
Takashi Tsuda
Jordan William Van de Voort
Kirty Wadhawan
Michael Ward
Austin Levi Williams
Jared Cole Winters

Master of Science
Jack Brodshaug
David James Carruth
Yen Wei Chang
Mizuki Funada
Adam C. Guy
Breanne Rose Ilse
Collin McKinley Lamkey
Eder Eduardo Mantovani
Shanna Andrea Mazurek
Rachel Susan Mottet
Daniel V. Oberholtzer
Frances Ann Podrebarac
Priyankar Samanta
John Edward Stenger
Evan J. Twedt
Andrea Van Winkle

Doctor of Philosophy
Amanda Lynn Gearhart
Jaimin Sukhadevbhai Patel
Preeti Sule

*College of Arts,
Humanities and Social Sciences*

Certificate
Reba Gaye Gilliand

Bachelor of Arts
Erik Alan Braaten
Aaron M. Breen
Sarah Anne Daignault
Megan Lynn Even
Dokia M. Haich
Caitlin Elizabeth Marty
David E. Muhonen
Ellen Rose Odland
Christopher Paul Olson
Joseph P. Pecoraro
Courtney Michaela Schur
Antti Mikael Wuollet

Bachelor of Fine Arts
Travis Daniel Beauchene
Andrea Elizabeth Dobbs

Bachelor of Music
Chase Daniel Burkhart
Samantha Rose Steffan
Amanda Marie Vogel

Bachelor of Science
Jessica B. Aasen
Kendra Jane Aasheim
Deanna Jean Anderson
Gillian FrancesAnn Arntson
Daniel Bagley
Jodi Lynn Barth
Chad M. Bjornson
Natasha Joan Bodnar
Richel Rebecca Briones
Samantha Ann Brouillard
Kendra Nichole Carlstrom
Daniel Philip Carpenter
David S. Catlette
Charles William Cunningham
Jenna Lee Currie
Shannon Marie Dignan
Nicole Ann Ecklund
Ruth Mae Ehlke
Kayla Rosina Eisenbarth
Eric Ryan Erickson
Chelsea Christine Fey
Camille Joyce Fjeld
Amber Rose Frie
Erica N. Gilbertson
Megan Ann Groth
Brittney Justine Gutierrez
Tony Robert Gutormson
Rachelle Katherine Hadland
Jessica Lynn Happ
Lauren Ruth Hedman
Mandy Jo Herrmann
Steve Neil Hoff, Jr.
Nyland Jerome Huck
Mara Susanne Jacobsen
MacKenzie Ann Johnson
Andrew Curtis Kirking
Andrea Rose Kopischke
Mitch Kostelecky
Matthew Allen Kurtz
Adam David Lake
Margaret Skahan Latterell

Amy Lewis
Matthew David Liese
Adam Michael Momtaz Mandour
Devan Emily McCarthy
Jeffrey Alan McCormack
James Henry Menke
Andrew W. Mesich
Kylie Lynn Mitchell
Laura Marie Muz
Ben Wayne Nechiporenko
Devin Nelson
Joanna May Olson
Ilhan Abdullahi Omar
Jessie Ann Sandmann
Ariel Katherine Sangster
Levi Landon Satterlee
Stephanie DelRae Schafer
Nicholas Day Stenerson
Scott Stoczynski
Dain R. Sullivan
Alisa Teevens
Brianna Nicole Then
Emily Tiedemann
Courtney Topp
Justin Amadeus Valenti
Ciara Ashley Warren
Maureen Carol Wentworth

Master of Arts
Jude Justin Geiger
Gladys NABAGGALA Namuganga
Alicia E. Phillips

Master of Music
Kohei Kameda
Lisa Suzanne Kornkven

Master of Science
Lindsay Alair Bergenheier
Jason Douglas Isaacson
Angella Napakol
Michael B. Sanden
Anne Nicole Zmyslinski

Doctor of Philosophy
Misti Rae Kill

College of Business

Bachelor of Accountancy
Lukas John Zahradka

Bachelor of Science
William Michael Adam
Caleb Jonathan Albert
Kayla Allard
Justin Paul Anderson
Eric David Andres
Amanda Marie Barclay
Adam Michael Bergman
Zachariah Rodney Boldt
Ipshita Borgohain
Ipshita Borgohain
Christian Howard Butler
Nicholas Alan Chaput
Ziyuan Chen
James E. Clysdale
Darren Conway
James Crump
Robert Le Darrah
Thomas Michael Day
Stefan Justus DeSerisy
Ashish Dhawan
Megan A. Dikken
Caitlin Teirrah Dunn
Colin Frank Dusek
Mitchell Clark Enderson
Laura Lynn Engelhart
Amy Jo Erbes
Lisa Ann Evans
Scott Darrel Fossum
Courtney Jayne French
Daniel John Frohlich
Christopher James Garner
Lucas E. Geyer
Preston James Ghizoni
Vaibhav Goyal
Jennifer Rose Gritzmacher
Emily Ann Gross
Jatin Guliani
Tobin James Gunvalson
James Grover Hand
Lindsey Kay Haverland
Jordon Michael Heimbuch
Katherine Heinen
Audrey Meredith Heiser
Thomas James Hennen
Minami Horiuchi
Matthew Bryon Itterman
Ryan Neil Jastram
Meagan Marie Johnson
Rebekah Eve Johnson
Erica Ann Kelash

Shannon Nicholas Kempenich
Shawn William King
Michael Duane Knudsen
Johnathan Duane Knutson
Sushant Rai Kohli
Alyssa Frances Krebs
Michelle L. Kunrath
Chunhui Li
Ming Li
Sean Michael Mattson
Puneet Mehta
Nichole Arlene Mellick
Rebecca Joy Menking
Derek Dean Miller
Stacey Nicole Minion
Jesse Ray Moore
Oniel Wayne Pakala
Eric Dean Parvey
Daniel Ryan Peterson
Zachary T. Pfingsten
Ryan DeWayne Raguse
Michael Robert Rasmussen
Nicole Catherine Reis
Erik Andrew Ritland
Robert John Roney
Harman Singh Saini
Landon Allan Schmidt
Eric David Schneeberger
Joshua Brian Scholz
Kevin Daniel Schroeder
Jeffrey John Silvers
Abigail Sims
Pranav Singh
Emily Lynn Skauge
Travis Walter Stiles
Justin Bruce Swank
Casey John Thielges
Alex J. Thompson
Kevin Richard Trana
Nicholas Adam Vandal
Mark Soren Wallace
Tyler Robert Wells
Regina Ann Wollin
Joseph Stephen Wood
Chia-Ling Wu
Shauna Leigh Yellowbird
Reed Michael Ystaas
Joshua Joseph Zajicek
Shuai Zhang

Master of Accountancy
Noah B. Carlson
Qi Dang
Mathew Hermanson
Gavin Dale Hetletved
Miles J. Krebs
Gwendolyn Dorothy McCartney
Gwen David Githanga Njoki
Christopher Rice
Pan Shao

Master of Business Administration
Vladislav Chumilo
Jordan C. Frank
Chris Ryan Garty
Anuradha Kapur
Evgeny Ravilievich Korotkin
FNU Kulbir Singh
Dakshita Kumari
Austin D. McLaen
Erin E. Miller
Joseph Alan Miller
Devin Trent Mosbrucker
Sam B. Soholt

College of Engineering and Architecture

Bachelor of Science
Michael Stephen Dawson
Brittany Rae Greenwood

Bachelor of Science in Agricultural and Biosystems Engineering
Alec Robert Bussman
Daniel E. Gingrey
Vipin Gupta
Michael Thomas Meschke
Ben B. Reisenweber
Justin Roland Stoe

Bachelor of Science in Civil Engineering
Andrew J. Albrecht
Michael K. Amborn
Sam Earl Buttweiler
Michael Daniel Campion
Scott A. Clausen
Kyle Jon Cross
Nicolas Reid Cullen
Alex Fredendall
Justin James Froseth
Chad Douglas Gillespie

Joshua Paul Hilsgen
Catherine Carol Hovey
Jonathan Elmer Keranen
Anthony John Lafontain
Aaron Dean Lehman
Alan Koch Maxwell
Drew M. Messmer
Abdul Rahman Namrou
Steeg Miles Nelson
Peter Ovbiebo
Matthew Michael Perpich
Brandon James Reber
Korby Seward
Gregory James Voigt
Jerrold Wallace

Bachelor of Science in Computer Engineering
David Harris
Pranay Kumar
Kamal Sanghi
Ravi Tripathi

Bachelor of Science in Construction Engineering
Taylor Belk
Michael Sylvester Hager
Todd Jacob Hummel
Corey James Johnson
Ryan Gregory Larson
Anthony Duane Peterson
Jacob John Voigt
Jordan Mark Woroniecki

Bachelor of Science in Construction Management
YunJae Baek
Brice D. Boos
Dylan Richard Hempel
Brandon Hickcox
Nicole Jean Hogenson
Tyler J. Kaczmarek
Adam James Lambert
Justin William Lorenz
Andrew Allen Melis
Jason Robert Novacek
Stuart T. Ostendorf
Nicholas Wayne Paquin
Blane Allen Peterson
Jacob Scott Samuelson
Joshua Alexander Smook
Lee Steinbacher

Jeremy D. Wohlfiel

Bachelor of Science in Electrical Engineering
Ridhima Agarwal
Zachary Thomas Bullinger
Yu Chen
Brandon Hacker
Eric Michael Hagen
Cory Floyd Kiemele
James Thomas Kirk
Kyle Richard Kraning
Bhaskar Kumar
Yuting Lin
Divyanshu Narendra
Mindy Marie Pierson
Chetan Singh Rajawat
Prateek Sharma
FNU Tapan
Andrew Donald Traiser
Xing John Xu

Bachelor of Science in Industrial Engineering and Management
Cooper Olen Anderson
Kayla Jean Bergee
Ashit Datta
Conor M. Herron
Prabesh Raj Joshi
Cuiyuan Lu
Andrew Thomas Ryan
Thomas Robert Foster Swenson
Laura Helen Vaske
Yaquan Wang
Yuan Wei
Christopher Richard Winning

Bachelor of Science in Manufacturing Engineering
Kyle Conrad Rolfsrud
Yachao Wang
Jianchao Xiao

Bachelor of Science in Mechanical Engineering
Douglas Neil Ackley
Joel Robert Anderson
Ashan Bogollagama
Katrina J. Budke
Tharaka Samudra Chandanayaka
Marc Anthony Crepeau
Brooks Andrew Dagen

Jason Daugs
Brian Faulkner
Ryan Kristopher Foley
Krystal Jo Gatz
Nathan Louis Gilbertson
Eric Steven Hall
Theodore Marvin Hoepfner
Ryan Joseph Kalvoda
Jacob LeRoy Limke
Aaron Collins Madsen
Scott Thomas Mazour
Marshall W. McNea
Nicole Ruth McNea
Brent Alan Nerenz
Jay Calvin Olsen
Jason T. Peyton
Shashika Vishvajith Suresh
Casey Robert Ressler
Daniel Paul Ruzynski
Steven James Schmidt
Michael Joseph Szafranski
Justin John Vignes
Siyuan Wei
Alyssa Deanne Zimmermann

Master of Architecture
Nickolaus S. Corniea

Master of Science
Kirk Jonathan Bottelberghe
Pavan Kumar Chevuri
Nimish Laxmikant Dharmadhikari
Alexander Keith Gore
Kyle William Johnson
Kianoosh Karami
Mohammad Feroz Ahmed Kayser
Md. Fuad Hassan Khan
Ewumbua Menyoli Monono
Mohammed Mizanur Rahman
Leif Andrew Sande
Ganesh Thambidorai
Syed Shihab Ullah
Ronghua Yu

Doctor of Philosophy
Suman Lal Shrestha

College of Graduate and Interdisciplinary Studies

Master of Managerial Logistics
Luke Frank Holt

Joshua Joe Smith

Master of Natural Resources Management
Nicholas Nathan Dressler
Mark Gregory Hennek
Reed Baran Lally

Master of Science
Krittanut Chaithawiwat
Andrew James Lee DiAllesandro
Samuel George Jenkins
Rabiya Y. Shabnam
Alexander Ryan Smith

Doctor of Philosophy
Ieelong Chen
Pan Lu
Gayatri Yellajosula
Wei Zheng

College of Human Development and Education

Bachelor of Arts
Adam Douglas Ching

Bachelor of Science
Amber Elizabeth Aarestad
Bridgette Elizabeth Adams
Janna M. Ahrendt
Elisa Danielle Ailie
Michael Lee Bashford
Mitchell Thomas Becker
Andrea Fay Berge
Leah Elna Beyer
Ben Patrick Bigaouette
Catherine Marie Binde
Sarah Kay Boesen
Chad Anthony Boger
Dennis Bolda
Ryan Nicholas Boyer
Virginia Helen Boyle
Danielle Faith Bursey
Rachel Irene Carlson
Amanda Jo Cash
Tara Jo Chizek
Emily Nicole Christenson
Jenna Elizabeth Cronen
Brittany Alan DeWall
Hannah Marie Dissmore
Adorissa G. Dizon

Michelle Louise Drinka
Marc Dennis Dusek
Alexandra Rose Dvorak
Nicholas Edwards
Rachel M. Egeberg
Randy Albert Elenberger
Nicole C. Fideldy
Jelsa Ann Flatland
Trisha Mae Foshaug
Micah Jon Fraase
Kayla Marie Garrett
Alyssa Gilbery
Heather Anne Goble
Renee Ann Godke
Ian C. Grande
Amy Celestine Grove
Elizabeth Jane Gustafson
Nancy Marie Hart
Kelsey Marie Hartsel
Starla Lynn Helmer
Jason Himmelspach
Mitchell T. Hoffman
John Honl
Karissa Joy Houser
Amy Marie Hutchinson
Abby Leigh Johnson
Charissa Kylene Johnson
Courtney Ann Johnson
Kelsey Marie Johnson
Nichole Marie Jorgenson
Kelsey Mary Catherine Joyce
Gina Rose Kapaun
Amanda Lee Kneisl
Alexis R. Krier
Ashley Krogen
Jennifer Nicole Laney
Lora Beth Larson
Kari Anne Libert
Kristin Jeanne Libert
John Michael Lubitz
Kathryn Rae Mertens
Mary Frances Morth
Kimberly Rose Nelson
Cassandra Denise Nichols
Sifa Olive Ntivu-Bisimwa
Amy Lynn Page
Abbey Perez
Justin Thomas Pieterick
Lindsey Kay Pietron
Brittany Kay Plum
Jenna Lyn Poppenhagen

Chen Qiu
Breanna Leigh Rachac
Jessinda J. Remmick
Kristine Elizabeth Rick
Luke Anthony Sabin
Ayush Satyal
Sarah Marlene Schlicht
Kara Marie Schmidt
Falon L. Scott
Amanda Leigh Semanko
Elizabeth Mary Shepersky
Beau Geoffrey Snyder
Zachary Scott Stenerson
Tabitha Breanne Strommen
Kyle Sundmark
Megan Emily Torkildson
Blair Emily Truebenbach
Sarah Jane Uhlenbrauck
Remington John Utgaard
Andrew Raymond Van Horn
Alex Ann Veeder
Amanda Jo-Lynn Volmer
Tyler James Walsh
Lindsey Lee Walton
Emily Martina Westrom
Aimee Lynn White
Ryan L. Williams
Matthew Elton Yeager

Master of Education
Elizabeth A. Crowston
Andrew Jack DelaBarre
Heidi Mae Eckart
Adam Manroy Gehlhar
Katie Karleen Hajicek
Amanda Mae Henry
William Thomas Hodous
Moga Dafala Kareem
Chad Wade Lueck
Richard Gene Wilson
Pat Arlen Windish

Master of Science
Jessica Marie Almlie
John R. Bohnsack
Richard James Bowman, II.
Barbara A. Erlandson
Sarah Elizabeth Hunter
Amanda Lynn Kaldor
Bethany Ann Peterson
Mallary Kay Schaefer
Megan Rae Theisen

Doctor of Education
Kenneth Adam Masungu

Doctor of Philosophy
Kevin Kalin Anderson
Katherine A. Bertolini
Rachel Rose Reis Daigle
Carrie Stark

College of Pharmacy, Nursing, and Allied Sciences

Bachelor of Science
Jessalyn Joy Buchanan
Anthony Russell Busse
Rheanda Lynn Jangula
Andrea Elizabeth Rader
Brianna Lynn Strube
Emily Louise Tappainer
Hibiki Yamanaka

Bachelor of Science in Nursing
Dezerae Paige Elsen
Jasmin Jean Lang
Emily Rebecca Mangin
Destiny Joy Merck
Shereen Marie Meyer
Kimberly Kay Poeckes
Jessica Marie Van Dam

Master of Science
Melissa Lynn Brodsho
Kari Lyn Matthys

Doctor of Nursing Practice
Brooke Savannah Brekke
Camille Anne Brown
Lisa Ann Gerhart
Sara Beth Hansen
Linda Angyie Kibot
Hope Marie Mathern
Jill Marie McMullen
Bethany Joy Mello
Sharon E. Simon
Jana Lynn Suder
Julie Mae Ternes

Doctor of Philosophy
Senthil Kumar Natesan

College of Science and Mathematics

Bachelor of Arts
Jeremy Ruben Nelson
Nicholas A. Van Dyke

Bachelor of Science
Alyssa Danielle Artz
Ashley Ann Berens
Alysia Ann Bock
Natalie Marie Brehmer
Adla Anne Britton
Nathaniel Elton Cross
Jessica Lynn Dunbar
Nathan Daniel Ehresmann
Arko Ghosh
Samantha Jo Glatt
Nathan Anthony Gurule
Scott Jacob Haider
Mitchell Alan Havig
Camilla M. Hawley
Lexi Jo Heitkamp
Eric Jonathan Herman
Nico Salum Ibwe
Julianne Alexis Iwen
Kelsey Marie Jager
Andrew Michael Jahner
Nicole Marie Joachim
Catherine Helen Jones
Jake Clifford Jorgensen
Joshua Deane Kahler
Michael Thomas Kalinoski
Sunghee Kim
Jennifer Lee Krause
Huheun Lee
Samantha A. Magnus
Adam Lee McMahon
Kyle A. Meier
Josiah James Nelson
Ryan James O'Neil
Adlina Ambeg Paramarta
Dante Lorenzo Perez
Nicholas David Peterschick
Jared Kenneth Peterson
Jonathan Kertz Richards
Jeffrey Allen Rother
Brittany Lee Santjer
Nathan Matthew Schlagel
Rebecca Marie Schluter
Devon Andrienne Schmit
Harshvir Sharma

Dongshi Shen
Tara Nicole Slominski
Christina May Swenson
Joseph V. Trottier
John A. Utke
Trevor J. Varilek
Kevin R. Westland
Prayas Kumar Yadav

Master of Science
Deepti Annam
Min Chen
Debajyoti Dash
Shanaka Chathuranga de Soysa
Kareemullah Khan Fazal
Nazeer Fazal
Arjun Ganesan
Akanksha Jaidev
Subramanyam Venkata Kasi
Harvinder Kaur
Megan Elise Klosterman
Nikhil Koganti
Dinesh Kondoor
Daniel Joseph Kranda
Ramesh Lanke
Yang Liu
Karthiksivaram Murugesan
Srikar Pachva
Sandeep Reddy Poreddy
Yunli Wang

Doctor of Philosophy
Loai Medhat Al-Nimer
Keith Benton
B. Malcolm Dilhan Fernando
Xiao Pan
Marcia Ann Paulsen
Jianfei Wu
Hong Xu

College of University Studies

Bachelor of University Studies
Boen Daniel Andersen
Brett Lloyd Andvik
Jessie R. Azure
Leanne Kaye Bjur
Sarah Ann Champa
Wei-Szu Chen
Harvis G. Cofield
Courtney Rae Collette

Carrie Lynn Cooper
Shantae Marie Dienert
Jane Mariah Eisenbeis
Amanda Patricia Garner
Amanda Kay Henderson
Timothy Allen Jacobson
Mitchell Edwin Johnson
Will Keith Johnson
JoLene R. Kjonaas
Heidi Leigh Klein
Donna Elizabeth Knutson
Brandon T. Koch
Darren K. McNorton
Harry Britton Moe
Zachary Jay Papke
Stephen J. Rolczynski
Jessica Ellen Ruch
Spencer Truman Salmon
Moses Mohammad-Lamin Samura
Todd Michael Schmidt
Mark Lawrence Schroeder
Chelaine Danielle Spenst
Abby Leigh Stauss
Maria L. Stenger
Wade Anthony Edward Wessling

For Faculty Senate:
General Education Recommendations

Outcomes Key:			
1.	Communicate effectively in a variety of contexts and formats.		
2.	Locate and use information for making appropriate personal and professional decisions.		
3.	Comprehend the concepts and perspectives needed to function in national and international societies.		
4.	Comprehend intrapersonal and interpersonal dynamics.		
5.	Comprehend concepts and methods of inquiry in science and technology, and their applications for society.		
6.	Integrate knowledge and ideas in a coherent and meaningful manner.		
7.	Comprehend the need for lifelong learning.		
Courses Approved for General Education (New)			
Course No.	**Course Title**	**Recommended Categories**	**Recommended Outcomes**
EMGT 101	Emergencies, Disasters, and Catastrophes	B	3, 6

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed, if not it will be sent back to you for completion.
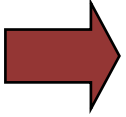
If the changes you are requesting include housekeeping, please submit those changes to Melissa Lamp first so that a clean policy can be presented to the committees.

SECTION: *Policy 139 Leave with Pay*

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
    - *North Dakota University System Policy 20 has changed to be consistent with North Dakota state employee policy regarding closure pay.*
    - *Institutional Closure section of policy has been changed to:* "Employees not scheduled to work during the closure because of a previous arrangement, including annual or sick leave, will not be charged leave for that closure."

2. **This policy was originated by (individual, office or committee/organization):**
    - *Colette Erickson, Office of Human Resources/Payroll*
    - *Colette.erickson@ndsu.edu*

3. **This policy has been reviewed/passed by the following (include dates of official action):**
    This portion will be completed by Melissa Lamp

    Senate Coordinating Committee:

    Faculty Senate:

    Staff Senate:

    Student Government:

    President's Council:

If you have any questions regarding this cover sheet, please contact Melissa Lamp at 1-6133 or Melissa.lamp@ndsu.edu.

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

North Dakota State University
Policy Manual

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SECTION 139
LEAVE WITH PAY

SOURCE: NDUS Human Resource Policy Manual, Section 20
            NDSU President

1. **Funeral Leave** - An approved absence from work, with pay, of up to twenty-four working hours, may be provided to an employee to attend or make arrangements for a funeral, as a result of a death in the employee's family, or in the family of an employee's spouse.

   1.1   Family means husband, wife, son, daughter, father, mother, stepparents, brother, sister, grandparents, grandchildren, stepchildren, foster parents, foster children, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.

   1.2   Funeral leave for employees working less than 40 hours per week will be prorated.

2. **Jury or Other Legal Duty** - An employee shall be allowed leave with pay for jury or other legal duty when subpoenaed for such service. Any compensation received for such duty may be retained by the employee.

   2.1   When an employee is called as a witness on behalf of the state, and the University reimburses the employee for mileage, sustenance and room (which it may do), no witness fee or mileage may be claimed by said employee and no time shall be deducted from the absence of such employee and such employee shall be deemed to be performing duties or services for the State.

   2.2   When an employee is called as a witness when the University is not a party to the action and the University does not reimburse such employee for mileage, sustenance and room, the employee may collect witness fees and mileage from the proper party if the employee is on authorized leave.

   2.3   An employee who is personally interested in or a party to a criminal or civil action or who voluntarily appears as a witness must charge his/her absence against earned annual leave or request leave without pay.

3. **Conference or Convention Leave** - Two days per year may be allowed for employee organization conference/convention leave. Attendance is limited to three institutional officers, any state officers on campus, one delegate at large, and one delegate for each 50 members. If the conference/convention is held on a working day, the delegates will be paid as usual. If it is not a working day there will be no reimbursement. Leave may be denied if the employee's absence would unduly disrupt the operations or services of the institution.

4. **Institutional Closures** - An institution or part of an institution may be closed due to severe weather or other reason justifying closure. The action shall be communicated to employees, students and other interested persons through local media or other reasonable means. Only employees designated by the department head may be required to work during the period when the institution is officially closed. All other regular employees shall be granted leave with pay for hours which they would normally work during an institutional closure. ~~If an employee is not scheduled to work because of a previous arrangement, including annual or sick leave, the employee is not entitled to closure pay *(in other words, the employee must use the annual or sick leave).*~~ Employees not scheduled to work during the closure because of a previous arrangement, including annual or sick leave, will not be charged leave for that closure. All non-exempt employees properly authorized to work (see Section 164 - Emergency Procedures) shall receive additional pay *at straight time rates* for hours worked during the official closing, unless employee exceeds 40 hours in the given work week. *(see Section 212-Overtime for explanation of overtime).*

   4.1 When the institution remains open during inclement weather, employees unable to report to work shall notify their supervisor and take annual leave or leave without pay.

HISTORY:

New	July 1990
Amended	April 1996
Amended	August 1997
Amended	September 2001
Amended	February 2008
Amended	March 9, 2010

Policy Change Cover Sheet

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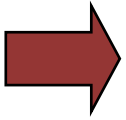
If the changes you are requesting include housekeeping, please submit those changes to Melissa Lamp first so that a clean policy can be presented to the committees.

SECTION: *350.3: Board Regulations on Nonrenewal; Termination or Dismissal of Faculty*

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
   - *Changes clarify the definition of a termination of a special appointment, as recommended by a recent SCOFR decision.*

2. **This policy was originated by (individual, office or committee/organization):**
   - *General Counsel*
   - *matthew.g.hammer@ndsu.edu*

3. **This policy has been reviewed/passed by the following (include dates of official action):**
   This portion will be completed by Melissa Lamp

   Senate Coordinating Committee:

   Faculty Senate:

   Staff Senate:

   Student Government:

   President's Council:

If you have any questions regarding this cover sheet, please contact Melissa Lamp at 1-6133 or Melissa.lamp@ndsu.edu.

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Thank you for your understanding!

North Dakota State University

Policy Manual

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SECTION 350.3
BOARD REGULATIONS ON NONRENEWAL; TERMINATION OR DISMISSAL OF FACULTY

SOURCE: SBHE Policy Manual, Section 605.1, 605.2, 605.3, 605.4

1. A probationary appointment may be terminated, without cause, with notice to the faculty member that the appointment will not be renewed.

   a. Notice shall be given:

      1) At least 90 days prior to termination during the first year of probationary employment at the institution.

      2) At least 180 days prior to termination during the second year of probationary employment at the institution.

      3) At least one year prior to termination after two or more years of probationary employment at the institution.

         If a faculty member is appointed during the academic year, then the initial contract shall indicate when the first academic year of service at the institution begins. For the purpose of this section, "academic year of service" means on a probationary appointment. The twelve months notice may be given at any point during the calendar year and the appointment terminates twelve months thereafter. (This NDSU language clarifies the interpretation that has been applied to this NDUS language throughout the University System.)

   b. A department chair, dean or other person authorized under institution policies to give such notice shall provide written notice of the decision, including a reference to the policy section pursuant to which the action is taken. The faculty member may within ten calendar days after receipt of the notice request a reconsideration by the deciding body or individual. The faculty member may incorporate a request for mediation in the request for reconsideration. The institution shall respond in writing to the faculty member within ten calendar days after receipt of the request.
   Nonrenewal decisions shall be made in every instance by the University President. Recommendations for nonrenewal shall be initiated within the academic unit in accordance with Policy 352. Colleges shall have specific procedures for nonrenewal recommendations prior to the sixth year in accordance with Policy 352 and 350.3.2 (See below.). A department chair may initiate a review for nonrenewal at any time.

2. An institution may terminate a probationary appointment, effective at the end of any contract term, with no less than 90 days notice of nonrenewal, based upon a determination by the Board that a financial exigency exists which requires such action at an institution or institutions, or upon

determination by the institution that such action is necessary because of loss of legislative appropriations, loss of institutional or program enrollment, consolidation of organizational units or program areas or elimination of courses. The notice of nonrenewal shall include a reference to the policy section pursuant to which the action is taken. When a probationary appointment is terminated pursuant to this subsection, the provisions of subsection 1 do not apply.

3. A special appointment ~~terminates~~ expires at the end of the term stated on the contract and may be renewed at the discretion of the institution. The decision to renew or not renew a special appointment is not reviewable under subsection 4 of this policy; it is, however, reviewable under Policy 353: Grievances - Faculty. Additionally, a special appointment may be terminated prior to the term stated on the contract. A decision to terminate a special appointment prior to the term stated on the contract is reviewable pursuant to subsection 4 of this policy.

4. A faculty member on probationary or special appointment may, within twenty calendar days after receipt of notice of nonrenewal of a probationary appointment or termination of a special appointment or, if the faculty member requests reconsideration or the parties agree to mediation under paragraph b of subsection 1, within twenty calendar days of receipt of the results of the reconsideration or conclusion of mediation, request review of the decision and hearing by Standing Committee on Faculty Rights by filing written notice with the deciding body or individual and the chair or senior member of the Standing Committee on Faculty Rights. The request for review may be based on allegations that the institution failed to comply with applicable policies or gave the decision inadequate consideration, or that the nonrenewal decision violated (a) academic freedom, (b) rights guaranteed by the United States Constitution, or (c) terms of the employment contract or other written agreement. The allegation must be supported by a specification of the reasons why the decision violated these rights and a summary of the evidence supporting the allegation(s). The institution shall, within twenty calendar days of receipt of the written notice and specifications, provide a written response to the faculty member and the chair of the Standing Committee on Faculty Rights.

5. A faculty member may terminate an appointment effective at the end of the term of the appointment by giving notice in writing at the earliest possible opportunity, but not later than May 15, or one month after receiving notification by the institution of the terms of an appointment for the coming academic year, whichever date occurs later. The faculty governance structure at an institution may recommend procedures permitting a faculty member to request a waiver of this deadline in case of hardship or for other good cause defined by those procedures. An institution may provide that failure without reasonable cause by a faculty member to return a contract by the time set forth in the contract shall constitute a resignation. Any return time so established by the contract shall be reasonable.

Resignation or Retirement
Generally accepted standards of professional ethics (see AAUP Statement on Recruitment and Resignation of Faculty Members) require faculty members who plan to resign or retire to give prompt notice in writing to their chair or supervisor. This includes prompt notice when employment is accepted elsewhere. Only in personal emergencies or for other compelling reasons, should faculty members leave during the academic year, except when this coincides with the expiration of their contractual obligations.

6. An institution may terminate an appointment of a tenured faculty member following a determination by the Board that a financial exigency exists which requires such action at an institution or institutions, or upon determination by the institution that such action is necessary

because of loss of legislative appropriations, loss of institutional or program enrollment, consolidation of academic units or program areas, or elimination of courses. In such cases, significant consideration shall be given to length of service and tenure status in the retention of faculty members within the affected academic unit or program area, curriculum requirements, professional achievements, breadth of competence, and equal employment opportunity. A tenured faculty member terminated pursuant to this subsection shall be given written notice of termination, including the reason(s) for the action, at least twelve months prior to the date of termination. Each institution shall establish procedures for implementing this policy.

a. A tenured faculty member given notice of termination under this section may request that the institution circulate his or her vita to other academic units or program areas within the institution. In addition, the institution shall ensure that fair consideration is given to the faculty member, during the period of the terminal appointment, for vacant academic positions in the employing institution for which the faculty member is qualified. The faculty within any academic unit or program area shall have the major responsibility in determining qualifications for appointment therein. If a tenured faculty member accepts an appointment in a different academic unit or program area, the faculty member shall retain his or her tenure status, subject to approval of the Board.

b. A position terminated under this section shall not be filled by a replacement within two years, unless the released faculty member has been offered appointment with tenure and a reasonable time within which to accept or decline it.

c. The provisions of section 605.4 *(NDSU 350.4)* do not apply when a tenured faculty member is terminated under this subsection. The faculty member may, however, within twenty calendar days of receipt of notice of termination, file a request for review under processes established at the institution for that purpose.

1) *An administrative decision to terminate a tenured faculty member within the university shall be preceded by the following steps:*

   a) *Consultation with the dean of the college or equivalent unit involved regarding the justification for terminating tenured appointments.*

   b) *Consultation with the faculty and the relevant PTE committee in an academic unit or program regarding the termination of tenured appointments.*

2) *Once the administration decision is finalized following these consultations, the identification of faculty members for termination shall be made by the University president following recommendations by the dean.*

7. In accordance with section 305.1 of these policies, the faculty governance structure at each institution shall adopt procedures by which faculty participation is solicited before notice of

termination is given any tenured faculty member pursuant to subsection 6. Faculty participation shall be solicited concerning:

a. The extent to which there are grounds for termination of tenured appointments;

b. Judgments determining where within the overall academic program termination of appointments may occur; and

c. The procedure and criteria for identifying the individuals whose appointments are to be terminated.

   1) *An administrative decision to terminate a tenured faculty member within the university shall be preceded by the following steps:*

      a) *Consultation with the Executive Committee of the Faculty Senate regarding the extent to which there are grounds for termination of tenured appointments.*

      b) *Consultation with the Academic Affairs committee of the University Senate regarding the justification for terminating tenured appointments, if that is a consequence of the decisions; and*

      c) *Consultation with the Academic Affairs committee, or the equivalent, of the college or equivalent unit involved regarding the justification for terminating tenured appointments.*

      d) *Consultation with the faculty in an academic unit or program regarding the consequences of the decision.*

   2) *Once the administration decision is finalized following these consultations, the identification of faculty members for termination shall be made by the University president following recommendations by the dean.*

8. A faculty member may be dismissed at any time for adequate cause. Adequate cause means: (a) demonstrated incompetence or dishonesty in teaching, research, or other professional activity related to institutional responsibilities, (b) continued or repeated unsatisfactory performance evaluations and failure to respond in a satisfactory manner to a recommended plan for improvement; (c) substantial and manifest neglect of duty, (d) conduct which substantially impairs the individual's fulfillment of his or her institutional responsibilities or the institutional responsibilities of others, (e) a physical or mental inability to perform assigned duties, provided that such action is consistent with laws prohibiting discrimination based upon disability, or (f) significant or continued violations of Board policy or institutional policy, provided that for violations of institutional policy the institution must notify the faculty member in advance in writing that violation would constitute grounds for dismissal, or the institutional policy must provide specifically for dismissal as a sanction.

   a) An authorized institution officer shall give written notice of intent to dismiss and specify the reasons for the action. The officer may, in the officer's discretion, also schedule a meeting with the faculty member to discuss the action. The notice shall state that the officer will forward to the institution president a recommendation to dismiss unless the faculty

member, within twenty calendar days of receipt of the notice, requests a hearing before the Standing Committee on Faculty Rights. If the faculty member does not make a timely request for a hearing, the president, upon receipt of a recommendation to dismiss, shall make a decision and provide written notice and reasons for the action to the faculty member within ten business days of receipt of the recommendation.

1) *Written notice of the intent to terminate or dismiss shall be given to the faculty member.*

2) *Appropriate administrative officers include the academic unit or program chair and the dean of the college or equivalent unit.*

   The written notice of termination or dismissal from the President must in any event be given within 60 days of the initial written notice of intent to terminate or dismiss.

b) A faculty member may, within twenty calendar days of receipt of notice of intent to forward to the institution president a recommendation to dismiss, request for a formal hearing before the Standing Committee on Faculty Rights, pursuant to section 605.4. *(NDSU 350.4)*

c) Pending a final decision on dismissal for adequate cause, the faculty member may be suspended by the institution's president, or assigned to other duties in lieu of suspension, if it is reasonably determined that it is in the best interests of the faculty member or the institution to do so. The faculty member's salary and fringe benefits shall continue during a period of suspension. Salary and benefits shall be terminated upon a final decision by the institution president to dismiss the faculty member following conclusion of proceedings at the institution.

9. If the administration determines that the conduct of a faculty member, although not constituting ground for termination or dismissal, provides reasonable cause for imposition of a sanction, the administration shall inform the faculty member in writing of the sanction and the reasons for the sanction. A sanction means demotion, suspension (but not including suspension pending a dismissal or termination decision), salary reduction or loss of salary, or restriction or loss of privileges imposed as a formal disciplinary measure. A sanction does not include implementation of an improvement plan or performance action plan or negative comments in a performance review, letter of reprimand or other document placed in a personnel file; rights to respond to a performance review or a letter of reprimand or other document placed in a personnel file are set forth in N.D.C.C. , 54-06-21 and institution grievance procedures adopted under SBHE Policy 612. If the sanction is imposed following a hearing by the Standing Committee on Faculty Rights and based on the hearing record, there is no further review. If the sanction is imposed without a hearing, the faculty member may request review upon filing with the institution's president and chair or senior member of the Standing Committee on Faculty Rights a request for review and specifications of reasons within twenty calendar days of receipt of notice of imposition of a sanction. The institution shall have twenty calendar days following receipt of the request for review to file a response. The Standing Committee on Faculty Rights shall review the matter according to procedures established at the institution for that purpose and issue a written report within twenty calendar days of receipt of the institution's response and may make a recommendation to resolve the dispute, stating its reasons. The institution shall make its final decision upon reconsideration and provide written notice of that decision to the faculty member within ten days of receipt of the report and recommendation of the Standing Committee on Faculty Rights. Upon filing of a request for review pursuant to this subsection, imposition of the sanction shall be suspended pending a final decision of the institution's president following conclusion of those proceedings.

HISTORY:

Replaces portions of Policy 605, SBHE Minutes April 25, 1995, pg 6554.

Amended   April 25, 1995
Amended   July 1, 1996
Amended   January 1997
Amended   October 1998
Amended   February 2001
Amended   June 2003
Amended   August 2003
Amended   March 2004
Amended   February 2005
Amended   November 2005
Amended   March 2010
Housekeeping   February 14, 2011

MOTION (Rupiper Taggart/Berg): to send policy 332 to an ad hoc committee of the Faculty Senate, including members of the Commission on the Status of Women Faculty, to review and propose changes to the policy, including but not limited to the use of multiple measures of assessment of teaching effectiveness.

Agenda
Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, March 19, 2012
Memorial Union, Prairie Rose Room

   I. Substitutions - K. Wold-McCormick

  II. Approval of February 13, 2012, Faculty Senate Minutes

  III. Consent Agenda
        a. Academic Affairs
            1) Academic Affairs Report (Attachment 1)
            2) BA Language Requirement (Attachment 2)

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

  IV. General Announcements
        a. President D. Bresciani
        b. Provost J. B. Rafert
        c. G. Totten, President of Faculty Senate
        d. T. Stone Carlson, President Elect of Faculty Senate
        e. L. Dallmann, President of Staff Senate
        f. C. Knutson, President of Student Body

  V. Senate Committee Reports
        a. Academic Affairs, A. Brunt
        b. General Education/CULE, L. Peterson
            • LEAP Essential Learning Outcomes (Attachment 3)
        c. Council of College Faculties, L. Peterson
        d. Senate Coordinating Council, T. Stone Carlson
            For Discussion and Vote:
            • Policy 320: Faculty Obligations and Time Requirements (Attachment 4)
        e. Other Committee Reports

  VI.   Unfinished Business
        a. Ad Hoc Committee to Review and Propose Changes to Policy 332: Assessment of
            Courses and Instruction (Attachment 5)
        b. Ad Hoc Committee to Explore Models for an NDSU Faculty Senate Budget Committee
            (Attachment 6)

  VII.   New Business
        a. Budget Priorities and SBHE Action
            1) Letter from President D. Bresciani (Attachment 7)
            2) Draft of "Principles to Guide Academic Budget Cuts" (Attachment 8)

  VIII.   Adjournment

Academic Affairs Committee Report

Curricular Recommendations

New Programs			
Gerontology (2nd Major – Doctoral Level)			
Exercise Science and Nutrition – Ph.D.			
Counselor Education and Supervision – Ph.D.			

New Courses			
Subject	**No.**	**Title**	**Crs.**
EDUC	706	Foundations of Doctoral Scholarship	3
HNES	706	Injury Prevention, Care and Management	3
IME	437/ 637	Methods for Precision Manufacturing	3
MPH	700	Public Health as a Team Endeavor	1
STAT	469/ 669	Introduction to Biostatistics	3
STAT	471/ 671	Introduction to R	3

Course Changes						
From:				*To:*		
Subject	**No.**	**Title**	**Crs.**	**Dept**	**No.**	**Title**	**Crs.**
EDUC	770	Empowerment and Advocacy in Human Development and Education	3	EDUC	770	*Empowerment and Transformative Education*	3
EDUC	779	Quantitative and Survey Research	3	EDUC	779	*Survey Research*	3
H&CE	468	Family Life and Adult Education Programs	3	H&CE	468/ *668*	*Methods of Teaching Family and Consumer Sciences I: Techniques*	3
H&CE	482/ 682	Methods of Teaching Family and Consumer Sciences	3	H&CE	482/ 682	*Methods of Teaching Family and Consumer Sciences II: Professional Practices*	3
PHRM	581	Clinical Clerkship I	10	PHRM	581	*Advanced Pharmacy Practice Experience I*	10
PHRM	582	Clinical Clerkship II	15	PHRM	582	*Advanced Pharmacy Practice Experience II*	15
PHRM	583	Clinical Clerkship III	15	PHRM	583	*Advanced Pharmacy Practice Experience III*	15

New Special Topics			
PSCI	796	Therapeutic Monoclonal Antibodies	2

For Information
Reactivation of Dietetics, MS Degree

Satisfying the NDSU B.A. Requirement using a Second Language

The Bachelor of Arts degree is conferred upon students who graduate from North Dakota State University with a major in their chosen field and have, in addition, functional proficiency in at least one language other than English. The B.A. degree recognizes these students as having acquired the foundation for enhancing their ability to communicate, work, and study in an internationalized world. The B.A. signifies that these students have chosen to develop, through the equivalent of at least four semesters of coursework, both practical language skills and a comparative perspective on their own language and culture. The B.A. second language requirement fosters an awareness of the culturally conditioned nature of the students' assumptions about the world, and it better equips them with the mental agility needed to understand ways of thinking different from their own as they encounter the diversity of professional and personal relationships, as well as the intellectual and practical challenges of their future careers.

As an alternative to the minor required by the Bachelor of Science degree, the second language requirement of the B.A. asks students to demonstrate their functional language proficiency over a sustained period of time, typically 14 credits of coursework. Given the sequential nature of language courses, the assessment of their abilities across the range of skills in speaking, reading, writing and listening comprehension is continuous and demanding. For this reason, NDSU requires that those students who have prior language-learning experience or who present language examination scores (CLEP, etc.) take, at minimum, the exit-level (202) course in order to verify their broad functional ability and basic cultural competence.

It is important to note that the language requirement is not defined in credits but in terms of proficiency or communicative competence in all four skills of speaking, reading, writing and listening comprehension. To fulfill the B.A. language requirement a student must demonstrate competence equivalent to that normally attained after four semesters of college study (NDSU level 202). Competency may be demonstrated in the following ways:

1. Completion in any second language of coursework at the NDSU 202 level or its equivalent with a grade of C or better. Note that this requirement cannot be fulfilled by coursework taken pass/fail.

2. Successful completion of any second language course with a grade of C or better that has the equivalent of NDSU 202 or higher as a prerequisite.

3. For students having previously passed the CLEP Examination in French, German or Spanish with a CLEP score high enough for second-year college credit (59 in French, 60 in German and 63 in Spanish) or the AP exam with a minimum score of 4 in French, German or Spanish, taking one additional college-level language class at the 202 level or higher in order to demonstrate competency in all four skill levels. Students must complete this course with a C or better.

4. English satisfies the B.A. language requirement for students whose official, certified transcripts demonstrate that their secondary or higher education was completed in a language other than English. It is the responsibility of the student to provide all necessary untranslated, official documentation to the Department of Modern Languages for verification. No credit will be awarded.

5. Students who are unable to provide the above mentioned certified documentation but who are native speakers of languages other than English may fulfill the second language requirement through proficiency in English by successful completion of the three-semester General Education English composition sequence and by passing an additional English (ENGL) course with a C or better. Students having completed this sequence may apply to the Department of Modern Languages for a waiver of the Second Language requirement.

6. Requests for determination of proficiency in languages not taught at NDSU are considered by the Department of Modern Languages. If a student would like to demonstrate proficiency through testing in a language that is not taught at NDSU, it is his/her responsibility to arrange for such testing. The proficiency test must be completed by a faculty or staff member at a college or university; the evaluator must hold at least a master's degree (in any discipline). The test must evaluate reading, writing, listening and speaking through the fourth semester (intermediate NDSU 202) college level. The student must provide documentation from the evaluator which includes a copy of the test, a letter from the evaluator assessing the level of proficiency, and a statement of the evaluator's credentials, including an explanation of his/her expertise in the language being tested, if the evaluator does not teach that language at the college level. No credit is awarded but proficiency requirement is fulfilled.

What options are available to meet the B.A. language requirement?

	Native speakers of English	Native speakers of languages other than English
Completion of coursework in any second language at the NDSU 202 level or its equivalent with a grade of C or better.	**Yes**	**Yes**
Successful completion of any second language course with a grade of C or better that has the equivalent of NDSU 202 or higher as a prerequisite.	**Yes**	**Yes**
English satisfies the B.A. language requirement if official, certified transcripts demonstrate that secondary or higher education was completed in a language other than English.	**No**	**Yes**
Successful completion of the three-semester General Education English composition sequence and completion of an additional English (ENGL) course with a C or better.	**No**	**Yes**
A language not offered at NDSU may meet the B.A. language requirement if a student can demonstrate proficiency through testing in the language. The testing must meet the requirements as stated in the B.A. Language Proficiency Requirement.	**Yes**	**Yes**

North Dakota General Education Council
IDENTIFYING CAMPUS AFFINITY FOR THE LEAP ESSENTIAL LEARNING OUTCOMES
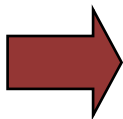
NAME _____ CAMPUS _____ DATE _____

As someone who represents your institution on matters of general education, please indicate your campus' interest in and commitment to the LEAP Essential Learning Outcomes (ELOs) for inclusion in the general education program for your students.

Essential Learning Outcomes (LEAP)	Easily Accept (Strong commitment)	Might Accept (Possible commitment)	Problematic Acceptance (Doubtful Commitment)	Comments
Category I **Knowledge of Human Cultures and the Physical and Natural World**				
* Through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts				
Category II **Intellectual and Practical Skills**				
* Inquiry and analysis				
* Critical and creative thinking				
* Written and oral communication				
* Quantitative literacy				
* Information literacy				
* Teamwork and problem solving				
Category III **Personal and Social Responsibility**				
* Civic knowledge and engagement --local and global				
* Intercultural knowledge and competence				
* Ethical reasoning and action				
* Foundations and skills for lifelong learning				
Category IV **Integrative Learning**				
* Synthesis and advanced accomplishment across general and specialized studies				

The LEAP campaign is organized around a robust set of "Essential Learning Outcomes" -- all of which are best developed by means of a contemporary liberal education. Described in *College Learning for the New Global Century* (PDF), these essential learning outcomes, and a set of "Principles of Excellence" (PDF), provide a new framework to guide students' cumulative progress through college. Beginning in school, and continuing at successively higher levels across their college studies, students should prepare for twenty-first-century challenges by gaining each of the ELOs in column one.

Policy Change Cover Sheet

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

If the changes you are requesting include housekeeping, please submit those changes to Kim Matzke-Ternes first so that a clean policy can be presented to the committees.

SECTION: **SECTION 320: FACULTY OBLIGATIONS AND
                TIME REQUIREMENTS**

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
   The changes to this policy add a provision for childbearing leave that is above and beyond the sick leave policy as well as a section on modified duties.

   Provides up to 6 weeks of childbearing leave for certain academic appointees who don't accrue sick leave, and provides for modified duties for academic appointees who become parents, have significant health issues, or have to care for family members with significant health issues.

2. **This policy was originated by (individual, office or committee/organization): Office of Equity, Diversity, and Global Outreach. Christina Weber, Commission for the Status of Women Faculty (CSWF); 1/25/11**

3. **This policy has been reviewed/passed by the following
   (include dates of official action):**
   This portion will be complete by Kim Matzke-Ternes

Policy Committee:	05/11/2011 presented to PCC, 10-10-11 presented to PCC; 11/15/11 updated version presented to PCC
University Senate:	11/21/11 routed for input
Staff Senate:	11/21/11 routed for input
Student Government:	11/21/11 routed for input
President's Council:	11/21/11 routed for input

   *If you have any questions regarding this cover sheet, please contact Kim Matzke-Ternes
   at 1-7080 or kim.matzke-ternes@ndsu.edu*

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

SECTION 320: FACULTY OBLIGATIONS AND TIME REQUIREMENTS

SOURCE: NDSU President

1. **Basic Obligations**

   Regular faculty appointments carry those responsibilities and privileges traditionally identified with academic positions. While a minimum of specific restrictions are imposed on the activities of a faculty member, they are under obligation to render to the University the most effective service of which they are capable. Moreover, they are expected to increase their depth and range of competency with increased length of service. All members of the faculty have a responsibility to develop their professional proficiency.

   Faculty member obligations fall into these four broad areas: (1) academic instruction, (2) research and other scholarly activities, (3) administrative and related duties, and (4) professional service to communities. Primary responsibilities for most appointees include the functions of teaching and research.

   These broad statements of faculty responsibility mean that faculty members are accountable to the University during the term of their appointment (including summer school appointments) for all necessary or appropriate teaching, research, administrative, and service obligations. More specifically, this means that faculty members are obligated to meet all their scheduled classes, to schedule and be available for a reasonable amount of consultation hours in their office, and to attend scheduled meetings that are related to their professional obligations.

2. **Office Hours**

   Faculty members are considered professional personnel responsible for accomplishing the tasks for which they are employed. Faculty members are responsible for making time available for student conferences and are expected to post a listing of office hours.

3. **Annual Leave**

   While nine-month faculty members thus have considerable flexibility in scheduling and fulfilling these professional obligations, they should not regard as automatic vacations all those periods when University classes are in recess. It should be clearly understood that there is no formal **annual leave** policy established for faculty whose regular term of employment is less than 12 months either by the State Board of Higher Education or by the University, other than the obvious fact that all faculty members are entitled to take the holidays defined by the State of North Dakota for state institutions. This should not be interpreted to mean that nine-month faculty members are obligated to work from 8:00 AM to 5:00 PM on all other days of the academic year, just as it would be inappropriate to assume that faculty members are excused from all academic responsibilities during the breaks provided for students. Instead, the guiding principle should be the more flexible requirement of professional obligation and accountability referred to above.

4. **Sick Leave**

This same philosophy prevails at NDSU with regard to sick leave for faculty whose regular term of appointment is less than 12 months. Although there is no formal sick leave policy or provision for such faculty, the understanding is that they have the opportunity to reschedule their commitments or make appropriate voluntary arrangements with their colleagues during times when sickness makes it impossible or unwise for them to meet their professional obligations. This does not guarantee any certain amount of paid sick leave hours or days to faculty members whose regular term of appointment is less than 12 months, but the flexibility it provides seems to meet the needs of most faculty members. Where extended illness or disability is involved, however, the amount of such informal sick leave shall be limited to a maximum of two weeks for each year of academic service to NDSU, unless an exception is authorized approved by the Provost and Vice President for Academic Affairs. In any event, the University's TIAA-CREF disability insurance provides salary benefits after six months of disability.

5. **Childbearing Leave**

AAcademic appointees (tenured and tenure-track faculty, professors of practice, and senior lecturers) with less than twelve-month appointments who give birth are eligible for childbearing leave during the period of medical disability. This is a temporary leave from all duties without reduction in pay during the time the faculty member is temporarily disabled because of pregnancy and childbirth. Childbearing leave begins on the actual delivery date and ends six weeks after (including university breaks), although individual circumstances may require extending this period. Any extension beyond six weeks (before and after delivery) may shall require medical certification from the attending physician or midwife and is authorized approved by the Provost and Vice President for Academic Affairs. Unpaid leave that extends beyond the period of medical disability is available through FMLA. Eligibility for childbearing leave begins upon hiring.

6. **Modified Duties**

6.1.   Who is eligible: An academic appointee (tenured and tenure-track faculty, professors of practice, and senior lecturers) who 1) becomes a parent through childbirth, adoption, orand foster placement of a child (as defined by the Familyederal Medical Leave Act (FMLA) 2) has a health condition that makes them unable to perform their regular duties but does not necessitate a reduction in workload, or 3) who will be caring for a child, spouse/partner or parent who has a serious health condition (as defined by FMLA). Additional modifications for longer-term conditions may be made in accordance with the Americans with Disabilities Act and NDSU Policy 100.1.

6.2.   Definition: "Modified duties" means a change to duties and goals without reduction of salary for a limited period of time. A person taking "modified duties" will still be at a 100% workload and 100% salary; however the nature of the responsibilities for this time period will be adjusted. Modified duties will include a revision of workload for up to the equivalent of a semester (e.g., release from or reassignment of teaching courses, committee assignments, advising, or alteration of research duties). When a period of modified duties immediately follows childbearing leave, that period may be extended

the modified duties may be extended to the end of a semester to accommodate teaching schedules as necessary. Modified duties must conclude within 12 months of a birth or adoption.

6.3.   Process: Modified duties, goals, and duration will be negotiated by the individual requesting modified duties with the department chair/head and approved by the dean. If agreement cannot be reached between the faculty member, the department chair/head, and the dean, the negotiation will advance to the Provost.

6.4.   Performance evaluation: Faculty members who use the modification of duties and goals must still submit an annual report when it is due in their department. The time period in which duties were modified, as well as the specific modifications in place, must be included in the annual report. The report must also include the agreed upon goals and a statement about how those goals were accomplished, but must not disclose confidential medical information. Those reviewing and evaluating the document should take this into account and adjust expectations accordingly. Acceptance of ~~Modified~~ modified duties does not change the candidate's responsibility for meeting the department's PTE standards by the end of the probationary period, whether that period has been extended or not. A period of modified duties is not a necessary condition for an extension of the tenure probationary period. A period of modified duties also does not require that the individual extend the tenure probationary period.

HISTORY: November 28, 1989; Amended January 1998, December 2002, October 2007

Ad Hoc Committee to Review Policy 332 (Course Assessment and Instruction)

Canan Bilen-Green (EA & CSWF)
Ed Deckard (AFSNR & CSWF)
Katie Gordon (SM)
Donald Miller (PNAS)
Chris Ray (HDE)
Chanchai Tangpong (CoB)
Verena Theile (AHSS)

Ad Hoc Committee to Study and Recommend Budget Committee Models

Peggy Andersen (CoB)
Mark Engler (AHSS)
Gerry Macintosh (CoB)
Jane Schuh (AFSNR)

As you know, the SBHE did not vote affirmatively for our .5% tuition increase. As shared with them prior to the vote, the roughly $400,000-$450,000 which that .5% represents would have to be taken from core academic programs and services if not funded. In light of their vote, we face the unfortunate situation of needing to identify those resources from current operating budgets.

As discussed with you at Cabinet, I would appreciate the recommendations of your respective senates regarding what I'll refer to as the "principles" for identifying the resources. My hope is that you will by rank order recommend the principles by which University administration should identify subsequent specific resource rescissions. In other words, I am not asking you to take responsibility for identifying specific things to cut but rather simply recommend the best approach to doing so. As you will note below, there are several categories with options within. I'd appreciate your ranking your recommendations for the rescission options from "most appropriate" to "lease appropriate," (1-9; 1 representing most appropriate). Due to involved timelines and related requirements, please respond within the following two weeks (by Friday, March 16, 2012).

I. Human Resources
   a. Eliminate (currently filled) personnel/positions
   b. Eliminate (do not fill) vacant positions
II. Budgets
   a. Reduce academic program and service operating budgets on an even pan-university basis
   b. Reduce academic program and service operating budgets on a targeted/selective basis
III. Services/Charges
   a. Create University "charge-back" rates to academic programs and services (e.g. maintenance, accounting, etc.)
   b. Decrease university services provided to academic programs and services
IV. Organization
   a. Selectively eliminate or reduce academic programs and/or services (e.g. majors/departments, library hours/services, etc.)
   b. Selectively consolidate academic programs and/or services (e.g. combine majors, departments, etc.)
   c. Selectively consolidate academic program and/or service administration (e.g. combine major or department head positions)

Should you have any questions or need consultation on doing so, please work with Provost Rafert. Thank you for your time and consideration with the above.

Dean Bresciani

Principles to Guide Academic Budget Cuts
NDSU Faculty Senate Executive Committee
March 5, 2012

The faculty senate executive committee believes that funding for academic programs and services should not be cut; such cuts should come from areas of the university that do not directly impact NDSU's academic mission.

If cuts to core academic programs and services must be made, they should

- have the lowest impact possible on students, faculty, and staff
- strengthen rather than weaken the academic mission of the university
- be data-driven
- maintain core academic programs across the university (e.g. General Education)
- coincide with NDSU's mission as a student-focused, land grant, research university
- address the immediate problem rather than setting a precedent we cannot sustain in the future
- not affect professional accreditation

Process: The faculty senate executive committee requests that faculty have further input and participation in the development and application of the guiding principles above.

Agenda
Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, April 16, 2012
Memorial Union, Prairie Rose Room

   I. Substitutions - K. Wold-McCormick

  II. Approval of March 19, 2012, Faculty Senate Minutes

 III. Consent Agenda
     a.   Academic Affairs Report (Attachment 1)
     b.   Senate Coordinating Council (SCC)
          For Information Only:
             1) Policy 350.1: Board Regulations On Academic Freedom and Tenure; Academic
                 Appointments (Attachment 2)
             2) Policy 811: Allowable Cost Policies – Subcontracts (Attachment 3)

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

 IV. General Announcements
     a.   President D. Bresciani
     b.   Provost J. B. Rafert
     c.   G. Totten, President of Faculty Senate
     d.   T. Stone Carlson, President Elect of Faculty Senate
     e.   L. Dallmann, President of Staff Senate
     f.   C. Knutson, President of Student Body

  V. Senate Committee Reports
     • College of Council Faculties – L. Peterson

 VI. Library Presentation – M. Reid

VII. Lactation Support Group Presentation – D. Kovanvig-Bohnsack

VIII. Unfinished Business
     • Maximizing Results Through Efficiencies Oversight Committee Schedule (Attachment 4)

 IX. New Business

  X. Adjournment

Academic Affairs Committee Report

Curricular Recommendations

New Courses			
Subject	**No.**	**Title**	**Crs.**
BIOC/BIOL/ PHYS	303	The Science of Learning	1
CE	464/ 664	Advanced Soil Mechanics	2
EMGT	435	Issues in Homeland Security and Emergency Management	3
HIST	630	Prairie Earth, Prairie Homes: A Field School	3
MIS	413	MIS Service Internship	3
MPH	704	Leading and Managing Public Health Systems	3
MPH	710	Health Care Systems	3
MPH	720	Environmental Health	3
MPH	743	Ethics in Public Health	1
MPH	751	Essentials in Epidemiology	3
MUSC	481	Instrumental Music Methods	2
MUSC	482	Choral Music Methods	2
MUSC	483	Elementary Music Methods	2
STAT	469/ 669	Introduction to Biostatistics	3
STAT	471/ 671	Introduction to R Language	3
STEM	709	Designing Technology-infused Learning Environments in Higher Education	3
Uniform	799S	Clinical Dissertation	1-15

Course Changes							
From:				*To:*			
Subject	**No.**	**Title**	**Crs.**	**Dept**	**No.**	**Title**	**Crs.**
ABEN	458/ 658	Food Process Engineering	3	ABEN	458/ 658	***Process Engineering for Food, Biofuels and Bioproducts***	3
CE	489	Senior Design	2	CE	489	Senior Design	***3***
COMM	242	Advanced News Photography	3	COMM	*330*	Advanced News Photography	3
MUSC	181	Applied Upper Strings	1	MUSC	*170*	Applied Upper Strings	1
MUSC	182	Applied Lower Strings	1	MUSC	*171*	Applied Lower Strings	1
MUSC	183	Applied Guitar	1	MUSC	*172*	Applied Guitar	1
MUSC	281	Applied Upper Strings	1	MUSC	*270*	Applied Upper Strings	1
MUSC	282	Applied Lower Strings	1	MUSC	*271*	Applied Lower Strings	1
MUSC	283	Applied Guitar	1	MUSC	*272*	Applied Guitar	1
MUSC	381	Applied Upper Strings	1	MUSC	*370*	Applied Upper Strings	1
MUSC	382	Applied Lower Strings	1	MUSC	*371*	Applied Lower Strings	1
MUSC	383	Applied Guitar	1	MUSC	*372*	Applied Guitar	1
MUSC	481	Applied Upper Strings	1	MUSC	*470*	Applied Upper Strings	1
MUSC	482	Applied Lower Strings	1	MUSC	*471*	Applied Lower Strings	1
MUSC	483	Applied Guitar	1	MUSC	*472*	Applied Guitar	1
RNG/ NRM	454/ 654	Wetland Resources Management	3	RNG/ NRM/ *SOIL*	454/ 654	Wetland Resources Management	3

New Special Topics			
PHRM	499	Interprofessional Health Care Practice	3

For information only:			
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions			
Subject	**No.**	**Title**	**Prerequisite/Corequisite Change**
ABEN	110	Introduction to Agricultural and Biosystems Engineering	Prereq: MATH 103 or MATH 107
ABEN	484	Drainage and Wetland Engineering	Prereq: CE 309 or SOIL 433
CJ/POLS	325	Applied Research Methods	Coreq/Prereq: STAT 330
CM&E	212	Construction Graphic Communications	Req: CM&E Major
CM&E	260	Soils and Foundations	Req: Construction Management Major, accepted into Professional Program
EMGT	463/ 663	Voluntary Agency Disaster Services	Change in Bulletin Description Prereq: EMGT 101
EMGT	763	Response Theory and Practice	Change in Bulletin Description
HDFS	705	Quantitative Methods in Developmental Science	Req: Graduate Standing in HDFS or Developmental Science
MATH	103	College Algebra	Change in Bulletin Description
MATH	147	Applied Calculus II	Change in Bulletin Description
MUSC	175	Pronunciation for Singers II	Change in Bulletin Description
BA/BS degrees in Criminal Justice and Political Science -selective admission criteria for professional program standing			

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.
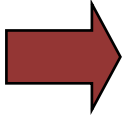
If the changes you are requesting include housekeeping, please submit those changes to Melissa Lamp first so that a clean policy can be presented to the committees.

SECTION: *Policy 350.1:* **BOARD REGULATIONS ON ACADEMIC FREEDOM AND TENURE; ACADEMIC APPOINTMENTS**

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
   - *Revised section 1.13.iii to reflect changes in Faculty Senate Constitution*

2. **This policy was originated by (individual, office or committee/organization):**
   - *Gary Totten, Faculty Senate, 3/21/2012*
   - *gary.totten@ndsu.edu*
3. **This policy has been reviewed/passed by the following (include dates of official action):**
   This portion will be completed by Melissa Lamp

   Senate Coordinating Committee:

   Faculty Senate:

   Staff Senate:

   Student Government:

   President's Council:

If you have any questions regarding this cover sheet, please contact Melissa Lamp at 1-6133 or Melissa.lamp@ndsu.edu.

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

North Dakota State University
Policy Manual

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SECTION 350.1
BOARD REGULATIONS ON ACADEMIC FREEDOM AND TENURE; ACADEMIC APPOINTMENTS

SOURCE: SBHE Policy Manual
Section 605.1, 605.2, 605.3, 605.4
NDSU President

1. General Principles

   a) A college or university is a forum for ideas, and it cannot fulfill its purpose of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method. Academic freedom and tenure are both important in guaranteeing the existence of such a forum. This policy is intended to enable institutions under the authority of the Board to protect academic freedom.

   b) The purpose of tenure is to assure academic freedom. Academic freedom applies to all scholarly pursuits. Freedom in scholarship is fundamental to the advancement of knowledge and for the protection of the rights of the faculty members and students. It carries with it duties and responsibilities correlative with rights. These duties and rights are set forth in policy 401.1, relating to Academic Freedom, and the **1940 Statement of Principles on Academic Freedom and Tenure** (Rev. 1990), adopted by the American Association of University Professors and the Association of American Colleges. These policies apply to all institution faculty unless otherwise indicated.

   c) Tenure is awarded by the Board upon recommendation of the Chancellor, following review and recommendations made pursuant to the procedures established at the institution and a recommendation by the institution's president to the Chancellor. A favorable recommendation means that the applicant meets all of the prerequisites and criteria and the award of tenure is consistent with the sound fiscal management and academic priorities of the institution and the system of education under the control of the Board. Tenure recommendations submitted to the Board shall include a brief summary of the candidate's qualifications and reasons for the recommendation. Tenure is not an entitlement, and the granting of tenure requires an affirmative act by the Board. Tenure is limited to the academic unit or program area in the institution in which tenure is granted and shall not extend to an administrative or coaching position.

2. Definitions of terms used in sections 605.1, 605.2, 605.3 and 605.4 of Board Policy (350.1, 350.2, 350.3, 350.4 NDSU Policy Manual):

   a) "Academic Year" means the period, approximately nine months in duration, starting with the beginning of the Fall semester and ending following completion of the Spring semester.

   b) "Board" means the North Dakota State Board of Higher Education.

   c) "Faculty" means all members of the academic staff, excluding only coaches and administrators in their capacities as coaches or administrators.

d) "Receipt" means either actual or constructive receipt. Constructive receipt means the sending party has taken all reasonable steps to ensure that the receiving party has received actual notice.

"Academic unit or program area" shall be defined as the department or comparable unit. Comparable unit shall be determined by the President after consultation with relevant department, college, and university faculty and representatives.

"Head of an academic unit" shall be defined as the department chair or equivalent administrative appointment. Equivalent administrative appointment includes faculty coordinating a program area who have administrative responsibility for evaluating probationary and tenured faculty and making recommendations for tenure, promotion, renewal or nonrenewal, dismissal, or termination.

3. General Procedures

a) Because of the variety of scope and organizational structure of the institutions under the control of the Board, the faculty governance structure at each institution, in accordance with section 305.1 of these policies, shall recommend procedural regulations to the president to implement policies 605.1, 605.2, 605.3 and 605.4, including:

The faculty governance structure at North Dakota State University is the University Senate.

1. procedures for continuing evaluation of both probationary and tenured faculty members; and

2. criteria and procedures by which faculty members are evaluated and recommended for tenure.

Procedures for the continuing evaluation of both probationary and tenured faculty members, and criteria and procedures by which faculty members are evaluated and recommended for tenure are published in the NDSU Policy Manual, Section 352.

b) The criteria for tenure evaluation and continuing evaluation of probationary and tenured faculty shall include scholarship in teaching, contribution to a discipline or profession through research, other scholarly or professional activities, and service to the institution and society. Institutions may adopt additional criteria. The regulations defining these criteria shall be consistent with the nature and mission of the institution.

1. Institutions shall establish various tenure "plans" appropriate to the diverse missions of individual institutions, designed to encourage emphasis on research, scholarship in teaching (including, for example, utilization of technology in teaching and innovative teaching methods), service (including, for example, technology transfer and economic development) and other areas of emphasis. Institution regulations shall include guidelines for determining weight to be given each of the criteria for tenure evaluation and continuing evaluation. The guidelines shall provide for varying emphasis on the enumerated criteria based upon the faculty member's plan, the needs of the institution and the background, abilities and interests of the faculty member.

2. Tenured and probationary faculty contracts shall identify the faculty member's tenure plan and describe the faculty member's duties and goals. The contracts shall specify the

weight to be given the criteria for evaluating performance. The contract provisions shall be reviewed and, when appropriate, revised as a part of the faculty member's periodic evaluations.

c) Eligibility for tenure requires a probationary period of six years of continuous academic service to the institution, during which the faculty member is evaluated at least annually according to an evaluation process designed to foster continuous improvement. The term may be extended beyond six years or the continuous service requirement may be waived in exceptional circumstances. Institutions shall establish procedures for granting extensions or waivers of the continuous service requirement in exceptional circumstances, which must include maternity or parental leave and appropriate accommodations for faculty members with disabilities. Institution procedures may define additional exceptional circumstances including, for example, family emergencies or extended illness.

A faculty member desiring an extension of the six-year probationary period or a waiver of the continuous service requirement based on exceptional personal or family circumstances shall make a written request for an extension or waiver to the department chair or head of the academic unit. The written request shall be made within 90 days from the time of the exceptional circumstances justifying the extension or waiver request. The chair or head of the academic unit shall forward a recommendation on the request to the Dean who shall also review the matter and forward a recommendation on the request to the Provost and Vice President for Academic Affairs. Approval of the extension or waiver request rests with the Provost and Vice President for Academic Affairs and the President of the University. Denial of an extension or waiver request is a matter related to promotion and tenure appealable pursuant to Policy 350.

d) An institution may, subject to procedural requirements stated in this policy and sections 605.2, 605.3, and 605.4, decline to renew the contract of probationary faculty without cause at any time during the probationary period.

4. Faculty appointments shall be probationary, tenured or special.

   a) PROBATIONARY APPOINTMENTS are renewable annually and yield credit toward tenure. The probationary term is limited to six years of continuous academic service, excluding extensions to the term or exceptions to the continuous service requirement granted in exceptional circumstances.

      1. An individual with previous professional experience may, at the discretion of the institution, be given tenure credit not to exceed three years for this experience, with such credit to be regarded as academic service to the institution for the purpose of these regulations. The faculty member shall be informed in writing of this policy and the institution's decision prior to or at the time of appointment.

         Acceptability of tenure credit shall be evaluated by the department chair and the dean or director of the college or equivalent unit. Approval of credit toward tenure rests with the Provost and Vice President for Academic Affairs and the President of the University.

      2. Time spent on leave of absence or developmental leave may be counted, up to a maximum of two years, as academic service for the purposes of these regulations. The amount shall be determined, and the faculty member informed in writing, including any applicable conditions, prior to authorization of the leave.

*Approval **for leave credit** is required by the department chair, dean, and the Provost/VPAA.*

b) TENURED APPOINTMENTS recognize a right, subject to Board policy, to continuous academic year employment in an academic unit or program area as defined by an institution and stated on the contract. A faculty member shall qualify to be recommended for a tenured appointment by satisfying the criteria for tenure developed in accordance with subsection 3 of this policy.

1. The following persons are not eligible for tenured appointment:

   i. Faculty members with a part-time or temporary appointment. However, faculty members who have been awarded part-time tenure as established by previous Board policy and those who accept a part-time appointment after being awarded tenure in a full-time position shall continue to have such tenure recognized.

   ii. An institution's president:

   The President's Office maintains the list of faculty members who have been awarded part-time tenure under previous Board policy.

2. The Board may, following review and recommendations made pursuant to the procedures established at an institution award tenure in exceptional circumstances, defined by the institution's procedures, to an institution's chief academic officer or to any other person appointed to the faculty who has not met the eligibility requirement of subdivision 3 (c) of this policy, provided that the person, at the time tenure is granted has:

   i. held a tenured appointment at another institution, or

   ii. been a faculty member at the institution for at least one prior academic year.

3. The Board may, following review and recommendation made pursuant to the procedures established at an institution award tenure in exceptional circumstances, defined by the institution's procedures, to any person appointed to the faculty who has not met the eligibility requirements of subdivisions 3(b) and 3(c) of this policy, provided that the person has a documented record of outstanding achievement and consistent excellence in a discipline or profession gained through research, scholarly or professional activities, or service.

   Materials in support of a candidate for tenure under exceptional circumstances shall be submitted to the department or academic unit in which tenure is sought. The materials shall be reviewed at the department or unit level and the chair or head of the academic unit shall forward the unit's recommendation to the Dean and the college PTE committee, who will review the materials and unit recommendation and make independent recommendations to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs will review the materials and recommendations and provide a recommendation to the President who will make a final recommendation to the State Board of Higher Education.

c) SPECIAL APPOINTMENTS do not involve either tenure credit or status. Special appointments are all appointments except tenured or probationary appointments, including:

1) Courtesy adjunct appointments awarded in accordance with Board policy to professional people who contribute to the academic or research program of the institution;

2) Visiting appointments for people holding academic rank at another institution of higher education;

3) Appointments of retired faculty members on special conditions;

4) Initial appointments supported wholly or partially by other than state appropriated funds;

5) Appointments clearly limited to a brief association with the institution, as defined by the institution;
   A brief association, as defined at NDSU, will be a maximum duration of six consecutive years. Exceptions to this policy must be approved by the chair, dean and the Provost/VPAA.

6) Terminal appointments given with notice of non-renewal to faculty members who were previously on probationary appointment. A terminal appointment with notice of nonrenewal must be given to a faculty member no later than the end of the sixth year of probationary appointment if the decision is made to deny tenure;

7) Part-time faculty;

8) Lectureship appointments, which shall be for performance of specifically assigned academic duties only, without general faculty responsibilities;
   *Lecturers provide the services defined in the letter of appointment, which are generally limited to teaching specific courses or advising a certain number of students; participation in faculty governance is not provided for. These appointments are compensated and may be for one **or two semesters** at a time. Full-time lectureship appointments are considered temporary. Service beyond a total of six **consecutive** years **requires a written justification by the department and approval by the dean and the Provost/VPAA.***
   A Senior Lecturer appointment is also available for academic staff of distinguished merit and ability when a probationary faculty appointment is either inappropriate or unavailable. Factors to be considered in awarding a Senior Lecturer appointment include the academic degree and years of experience of the candidate, as was well as the level of courses taught and the quality of instruction. Although senior lecturers may be expected to participate in college activities and committees, they are not eligible for governance activities or committee assignments provided for the University's faculty by its Constitution or Bylaws. Senior Lecturers shall be appointed annually (or for a longer period with the approval of the Provost and Vice President for Academic Affairs) at a salary appropriate for their qualifications, responsibilities and department.
   Notice of termination of a Senior Lecturer appointment must be given by March 1 of the first full year of academic service, or by December 15 of the second or subsequent year of service, in order for the termination to be effective as of the end of that fiscal year of service.

9) Graduate teaching assistant appointments.

10)Postdoctoral fellowships and clinical appointments; and

11)Other faculty appointments, not probationary or tenured, that are designed to help fulfill the institution's mission or meet long-term needs. The appointments shall be subject to an agreement describing the faculty member's duties and goals, criteria and weight assigned each criteria for evaluation. The term of an appointment and agreement, or renewal thereof, may not exceed three years. The faculty member's performance and achievement of goals shall be evaluated during the final year of an appointment. An appointment may be renewed only if the evaluation demonstrated satisfactory performance.

12)Research Professorships

   i.   **Research Professorships** shall be for faculty members whose primary function is research in a position that is supported entirely by extramural funding. Research Professorships are offered to individuals with experience and scholarly qualifications comparable to regular faculty members at the same rank. Thus, the appointments may be made at the levels of a) Research Assistant Professor, b) Research Associate Professor, or c) Research Professor. Research Professorships shall be hired using existing university policies and guidelines, and the appointment must be associated with an academic department and/or a research unit within an academic department. It may, however, be made in one or more departments. If the appointment is a joint appointment between two units, the appointment must exceed 50% in one of the units, and the Chair/Head in the majority unit would take primary responsibility for annual evaluations.

   ii.   The duration of the appointment is based upon extramural funding. Research Professorships neither carry tenure nor are eligible for tenure.

   iii.   The position is typically 100% research. No teaching or university service is expected, but professional service (e.g., reviewing submissions; presenting at conferences) is an inherent responsibility of the position. Departments may have different expectations concerning the role that the appointee plays in departmental service activities (e.g., attending the departmental meetings, voting on departmental issues). Research Professorships will not typically involve formal classroom teaching. In rare cases in which a Research Faculty is considered for a teaching assignment, a separate part-time teaching appointment is required, and the Research Faculty should reduce their research effort accordingly. All non-research activities are, of course, subject to constraints imposed by the funding agencies providing support for the primary appointment.

   iv.   Research Professorships are not counted for the purposes of determining unit representation for University Governance. The appointee's role in graduate education shall be governed by the department and by existing policies of the Graduate School.

   v.   An annual written evaluation will be completed by the department Chair/Head. If the Research Faculty is working within a research group, then the Chair/Head shall consult with the Research Director of the Principal Investigator for input on the appointee's evaluation. It is essential that the evaluation be based upon a current position description. One component of the annual review will be the assessment of past and upcoming funding for the position.

vi.   Promotion is initiated via a departmental recommendation. The recommendation is signed by the College's Promotion, Tenure and Evaluation Committee, by the Dean, and by the Provost and Vice President for Academic Affairs. Typically promotion cannot be achieved until the candidate has spent a minimum of five years in rank. Promotion shall be based primarily on demonstrated success in research, publications and extramural funding (i.e.; demonstration of knowledge dissemination in his/her field, supervision of graduate researchers, and/or continued funding support.

vii.   A Research Faculty member is eligible to apply for a tenure-track position. Upon recommendation by the chair, dean, and the Provost and Vice President for Academic Affairs, up to 3 years prior experience in a Research Professorship can be counted toward tenure.

13) Professor of Practice

i.   The designation, Professor of Practice, shall be for faculty members whose primary function is to teach in their academic discipline and carry out other responsibilities assigned at the discretion of the department or college, including apportionment of their time to service and/or other professional responsibilities. Appointments at the Assistant, Associate, and Full Professor of Practice are based on academic qualifications, as describe below.

    a) **Assistant Professor of Practice.** For appointment as Assistant Professor of Practice, candidates must have a terminal degree or equivalent professional experience, and demonstrated professional or industrial/business experience. The length of appointment may be 1-3 year, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be instructional activities and practice.

    b) **Associate Professor of Practice.** For appointment as Associate Professor of Practice, candidates must have a terminal degree or equivalent professional experience, evidence of leadership in instructional activity in academic or professional instruction that has had a significant impact on the department, college, university, or profession. The length of appointment may be 1-4 years, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be in instructional activities and practice.

    c) **Professor of Practice.** For appointment as Professor of Practice, candidates must have a terminal degree or equivalent professional experience, evidence of contributions to advancing learning in the field (i.e. national visibility in dissemination of instructional methods and/or materials, successful grant funding for instructional activities/innovations, leadership in professional organizations.) The length of appointment may be 1-5 years, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be in instructional activities and practice.

ii.   Departments may have different expectations concerning the role that the appointee plays in departmental service activities (e.g., attending departmental meetings, voting on departmental issues). ~~Professorships of Practice are not counted for the purposes of determining unit representation for University Governance~~. The appointee's role in

graduate education shall be governed by the department and by the existing policies of the Graduate School. An annual written evaluation will be completed by the department Chair/Head.

    iii.   The position of Assistant, Associate, or Professor of Practice neither carries tenure nor eligibility for tenure, though promotion is possible through ranks, based on time in rank and satisfactory evaluation of assigned responsibilities. Promotion is initiated via a departmental recommendation. The recommendation is signed by the College's Promotion, Tenure and Evaluation Committee, by the Dean, and by the Provost and Vice President for Academic Affairs. Typically, the promotion cannot be achieved until the candidate has spent a minimum of five years in rank. Promotion shall be based primarily on demonstrated success in instructional activities and other assigned responsibilities.

    iv.   A faculty of practice member is eligible to apply for a tenure-track position. Upon recommendation by the chair, dean and the Provost and Vice President for Academic Affairs, up to 3 years prior experience in a Professorship of Practice can be counted toward tenure probation.

5.   The general terms and conditions of appointment shall be provided the appointee in a written contract. The contract shall state whether the appointment is probationary, tenured or special. The term of a contract, except contracts made pursuant to paragraph 4(c)(11), shall generally not exceed one year. A multiple-year contract must be subject to termination upon discontinuance of the program in which the faculty member is employed, non-appropriation or loss of funds, or other financial exigency.

For faculty on nine- or ten-month contracts covering the traditional academic year (generally, August to May), institutions shall not later than June 30 each year, provide notice of renewal terms with a contract, agreement or appointment letter to be signed by both parties. Absent good cause or agreement extending or establishing a different deadline, faculty must sign and return a contract or other document indicating acceptance of contract terms not later than July 20. Institutions shall establish procedures providing that failure to return a signed contract or other document indicating acceptance of contract terms by July 20 constitutes a resignation resulting in termination of employment, effective July 20, except for good cause shown by the faculty member or unless the institution has granted an extension. Prior to the end of the spring semester each year, institutions shall provide notice to faculty summarizing the process and deadlines for contract renewal, including information on extending deadlines to accommodate faculty who may be traveling or not able to readily receive and respond to communications during summer months.

For a faculty appointment, the contract consists of the letter offering the position, the annual notice of renewal terms, the current job description of the individual faculty member, and the current policies and procedures of NDSU and the State Board of Higher Education. The department chair or head of an academic unit will ensure that all faculty have job descriptions that are periodically reviewed and updated. Each job description will be signed by the Dean, the Chair or head of the academic unit, and the faculty member and filed in the faculty member's official personnel file. Each job description shall specify how a faculty member's assigned responsibilities will be allocated among teaching, research, and service which will determine the weight to be given to each area of responsibility for tenure, promotion, and continuing evaluations.

6.   The institutional process for evaluation of faculty, the criteria and minimum expectations for promotion and for tenure, and provisions concerning required notices, shall be made known to the appointee at the time of appointment. This disclosure may be accomplished by a published description of the process, criteria, and expectations in a faculty handbook or similar document.

Such provisions are subject to change according to processes established for adoption or amendment of Board and institutional policies. Institution procedures shall provide for annual evaluation of all full-time faculty. The procedures shall include provisions requiring that evaluations are completed in a timely and appropriate fashion and that the institution takes appropriate remedial action in response to unsatisfactory evaluations. Evaluation criteria shall relate to a faculty member's duties and goals and be appropriately weighted in accordance with the terms of the faculty member's contract. Evaluations of all teaching faculty must include significant student input.

At the time of appointment, the appointee shall be provided with information, which contains the institutional process for evaluation of faculty, as well as minimum expectations for promotion and tenure. In addition, specific departmental and college guidelines for promotion, evaluation and tenure, if applicable, will be made available to the appointee.

The dean or director of the college or equivalent unit will be responsible for providing these documents to the appointee.

Note: Since this Policy repeats Board Policy, the section numbers in the Board Policy refer to Board Policy numbers. The italicized portions of Policies 350.1-350.4 are NDSU Policy which implement or supplement Board Policy.

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HISTORY:
Replaces portions of Policy 605 SBHE Minutes April 25, 1995 pg 6554
Amended   April 25, 1995
Amended   July 1, 1996
Amended   January 1997
Amended   June 1997
Amended   February 2001
Amended   October 2001
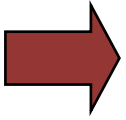Amended   August 2003
Amended   October 2005
Amended   October 2007
Amended   December 2008
Amended   December 19, 2011

Policy Change Cover Sheet

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

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

ION: *811 – Allowable Cost Policies - Subcontracts*

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**

   - *Provides additional detail in the process of proposing and awarding subcontracts to sponsored programs. Removes statements that such contracts need approval by University General Counsel.*

2. **This policy was originated by (individual, office or committee/organization):**
   - *Sponsored Programs Administration and Office of Grant and Contract Accounting*
   - *Karen Hendrickson, Director, Grant and Contract Accounting*
   - *Karen.hendrickson@ndsu.edu*
   -
3. **This policy has been reviewed/passed by the following (include dates of official action):**

   This portion will be completed by Melissa Lamp

   Senate Coordinating Committee:

   Faculty Senate:

   Staff Senate:

   Student Government:

   President's Council:

If you have any questions regarding this cover sheet, please contact Melissa Lamp at 1-6133 or Melissa.lamp@ndsu.edu.

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

North Dakota State University
Policy Manual

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SECTION 811
ALLOWABLE COST POLICIES – SUBCONTRACTS

SOURCE: NDSU President

1. A Subcontract~~UBCONTRACT~~ is a formal written agreement issued by NDSU for the performance of a portion of an NDSU sponsored project which will be performed by the subcontractor's personnel utilizing its own resources and facilities. A subcontract is only issued for the performance of Substantive Programmatic Work. A Subcontract can be issued to another educational institution, a laboratory or a private entity, either for-profit or non-profit. ~~the establishment of a written agreement whereby a sponsored project is carried out by the grantee and one or more cooperating institutions that are separate legal entities independent of the grantee.~~

2. Substantive ~~UBSTANTIVE~~ Programmatic~~ROGRAMMATIC~~ Work~~ORK~~ ~~are~~is a portion of the sponsored project's ~~activities~~ in which the subcontractor has responsibility for decision making and contributes to the scholarly/scientific conduct of the sponsored project.~~are a primary part of the agreement and/or a significant portion of the activities to be conducted under the agreement.~~ NDSU will not issue a Subcontract for routine service work or for goods or services which are commonly provided in the course of the third-party organization's operations.

3. Under federal guidelines, none of the S~~s~~ubstantive P~~p~~rogrammatic W~~w~~ork under a grant, contract or cooperative~~other~~ agreement may be subcontracted to a third-party ~~or transferred~~ without prior approval of the Federal sponsoring agency.

4. Under nonfederal sponsored projects~~programs~~, NDSU's prime award and the sponsor's~~prime agency's~~ guidelines must be reviewed to determine whether a Subcontract can be issued for any Substantive Programmatic Work. ~~for any restrictions regarding subcontracts before a subcontract is executed.~~

5. All arrangements for the conduct of activities that are subcontracted shall be formalized in a written contract between NDSU and the third-party. The agreement must state the activities to be performed (Statement of Work), the time schedule, the prime ~~agreement~~award's terms and conditions ~~policies and requirements~~ that are applicable to the subcontractor, ~~other policies and procedures to be followed,~~ the maximum amount of money for which NDSU may become liable to the third-party under the agreement, ~~and~~ the cost principles which will~~to~~ be used in determining allowable costs (for~~in the case of~~ cost reimbursable ~~type~~ contracts), and any other applicable terms and conditions.

    ~~Any such contracts must be reviewed by the University's General Counsel.~~

6. No NDSU employee, officer or agent shall participate in the selection, award or administration of a Subcontract in which there is any potential or actual conflict of interest unless such conflict is disclosed and managed pursuant to NDSU Policy Section 151.1.~~in which University funds are used whether such funds are federal, state, or private, where to the individual's knowledge, the individual or the individual's immediate family or partners, have a financial interest in or with the contracting party with whom the individual is negotiating or has any arrangement concerning prospective~~

~~employment. "Immediate family" includes the individual's spouse, lineal descendants (children, etc.) parents and grandparents, sibling and their lineal descendants.~~

7. Subc~~C~~ontracts shall be made only with responsible third-parties~~contractors~~ who possess the potential ability to perform successfully under the terms and conditions of a proposed pro~~ject~~~~curement~~. Consideration shall be given to such matters as ~~contractor~~ integrity, record of past performance, financial and technical resources, and/~~or~~ accessibility to other necessary resources.

8. The Office of Sponsored Programs Administration ~~Office of Grant and Contract Accounting~~ will assist the investigator in preparing the documentation necessary for any subcontracting arrangement~~greement~~, negotiate and execute all Subcontracts.

9. ~~All agreements must be reviewed and approved by the Office of Grant and Contract Accounting and the Office of Sponsored Programs Administration before execution.~~

~~10.~~9.   When budgeting for a S~~s~~ubcontract in a proposal, the investigator shall include the S~~s~~ubcontract value ~~should be shown~~ as a single line item of direct cost. A~~The~~ S~~s~~ubcontract budget should be attached to the total proposal budget along with a budget justification, a Statement of Work, and a letter documenting the third-party's commitment to the project.

~~11.~~10.   All invoices for payments under~~submitted under executed~~ S~~s~~ubcontracts should be submitted to the Office of Grant and Contract Accounting ~~for payment~~. The Office of Grant and Contract Accounting will review the invoice for compliance with the terms of the Subcontract ~~agreement~~ and prepare an Accounts Payable Voucher. The Accounts Payable Voucher will then be sent to the Principal Investigator for certification of the work performed as set forth below. The Accounts Payable Voucher should then be returned to the Office of Grant and Contract Accounting for processing.

~~12.~~11.   All Accounts Payable Vouchers for~~to~~ S~~s~~ubcontract payments~~ors~~ will include a certification statement to be signed by the ~~i~~~~Principal I~~nvestigator verifying as follows:

> "I HAVE REVIEWED AND APPROVED THE WORK PERFORMED BY (name). I FOUND THE WORK TO BE SATISFACTORY AND IN ACCORDANCE WITH THE ESTABLISHED TERMS AND CONDITIONS~~POLICIES~~ OF THE CONTRACT AGREEMENT."

~~13.~~12.   The initial $25,000 of payments ~~each fiscal year~~ under a subcontract agreement should be coded Account 624010. Accumulated payments in excess of $25,000 ~~each fiscal year~~ should be coded Account 624005.

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HISTORY:

New	July 1990
Amended	April 1992
Amended	August 2007
Amended	October 2007

No NDSU employee, officer or agent

shall participate in the selection, award or administration

of a contract in which University funds are used, whether such funds are federal, state, or private,

where to the individual's knowledge, the individual or the individual's immediate family or partners,

have 1 a financial interest in or with the contracting party with whom the individual is negotiating or has 2 any arrangement concerning prospective employment.

"Immediate family" includes the individual's spouse; lineal descendants (children, etc.); parents and grandparents; and siblings and their lineal descendants.

No Subcontact shall issue without a prior conflict review determination, to any third-party wherein a potential beneficiary of such Subcontract would be an investigator, co-investigator, other project personnel or any any of their Immediate Family.

No Subcontract shall issue in violation of any other NDSU policy, including Policy 151 External…

Efficiencies Oversight Committee
As of March 20, 2012
(Oversight Committee dates subject to change based on committee members availability)

DATE	MEETING	ACTION	STAFF	STATUS
11/5/11		SBHE President releases draft document to SBHE and Chancellor's Cabinet		
11/7/11	Chancellor's Cabinet meeting	SBHE President and Vice President meet with Chancellor's Cabinet to review draft		
11/23/		SBHE President releases revised draft document		
11/30/11	Chancellor's Cabinet meeting	SBHE President meets with Chancellor's Cabinet to review draft and seek input		
1/6/12		Additional campus feedback provided through chancellor		
1/12/12		Draft proposal revised, based on feedback		
1/19/12	SBHE Meeting	Final proposal presented to and approved by the SBHE		
1/25/12		SBHE project oversight committee appointed (Shaft, Diederich and Hjelmstad)		
2/22/12	Oversight Committee meeting	1. Receive status report from staff on project(s) status; 2. Discuss process; 3. Review and/recommend for approval low-enrollment review criteria 4. Background information on purpose/uses of lecture capture system 5. Background information on legal contract drafting	1. ? 2. Shaft 3. MH 4. RT/MH 5. PS	
2/23/12	SBHE meeting-Wahpeton	SBHE approve criteria for low-enrollment program review	MH	
3/15/12	Efficiency document-SBHE establish criteria	Establish criteria for the review and possible elimination of low-enrollment programs (SBHE responsibility)		
3/28/12	Chancellor's Cabinet meeting	Lecture capture system plan presented	RT	
3/31/ 12	Efficiency document-SBHE approve plan	Lecture capture system, including common software; hosting; and, content delivery, when appropriate	RT/MH	

Efficiencies Oversight Committee
As of March 20, 2012
(Oversight Committee dates subject to change based on committee members availability)

3/31/12	Efficiency document-SBHE approve plan	Consolidate legal contract drafting and review in one office to the extent such consolidation may create efficiencies or improve services	PS	
3/26/12	Oversight Committee Meeting	1. Receive status report from staff on project(s) status; 2. Review and/recommend for approval lecture capture system plan 3. Background information on reengineer general ed curriculum 4. Review and/recommend for approval low-enrollment review criteria (postponed from Feb. 2012 meeting)	1. ? 2. RT/MH 3. MH 4. MH	
4/12/12	SBHE meeting-Williston	1. Approve lecture capture system plan	1. RT/MH	
4/30/12	Oversight Committee Meeting	1. Receive status report from staff on project(s) status; 2. Review and/recommend for approval general ed curriculum plan 3. Background information on LMS 4. Background information on document image scanning 5. Review and/recommend for approval for legal contracting plan	1. ? 2. MH 3. RT/MH 4. RT/LG 5. PS	
5/2/12	Chancellor's Cabinet			
5/15/12 (Pilot course to be completed)	Efficiency document - Pilot course plan approved by SBHE	Reengineer the general education curriculum to support collaborative implementation of practices that contribute to student learning; use SBHE Policy 403.7, shared technologies and course content, and the statewide LEAP initiative to do so (joint system and campus responsibility)	MH	
5/16-17/12	SBHE retreat	1. Approve general ed curriculum plan 2. Approve legal contracting plan	1. MH 2. PS	

Efficiencies Oversight Committee
As of March 20, 2012
(Oversight Committee dates subject to change based on committee members availability)

5/30/12	Chancellor's Cabinet meeting	1. LMS plan presented 2. Document imaging plan presented	1. RT/MH 2. RT/LG	
5/31/12	Efficiency document-SBHE approve plan	A learning management system, including a: consistent software approach; shared curriculum content, when appropriate; content repository; and, consistent mobile device interfaces	RT/MH	
5/31/12	Efficiency document-SBHE approve plan	Document image scanning system, including common software and hosting	RT	
5/31/12	Oversight Committee Meeting	1. Receive status report from staff on project(s) status; 2. Review and/recommend for approval LMS plan 3. Review and/recommend for approval document image scanning plan 4. Background on unified communications system 5. Background on workplace learning 6. Background on completion rates 7. Background on degree credit hour requirements 8. Background on adult learners 9. Background on improved graduation rates	1. 2. RT/MH 2. RT/LG 3. RT 4. MH 5. MH 6. MH 7. MH 8. MH	
6/14/12	SBHE meeting-Fargo	1. Approve LMS plan 2. Approve document image scanning plan	1. RT/MH 2. RT/LG	

Efficiencies Oversight Committee
As of March 20, 2012
(Oversight Committee dates subject to change based on committee members availability)

6/29/12	Oversight Committee Meeting	1. Receive status report from staff on project(s) status; 2. Review and/recommend for approval the unified communications system plan 3. Review and/recommend for approval the workplace learning plan 4. Review and/recommend for approval the completion rates plan 5. Review and/recommend for approval the degree credit hour requirements plan 6. Review and/recommend for approval the adult learners plan 7. Review and/recommend for approval the graduation rates plan 8. Background on HR electronic workflow	1. ? 2. RT 3. MH 4. MH 5. MH 6. MH 7. MH 8. RT/LG	
6/30/12	Efficiency document-SBHE approve plan	Unified communication system to deliver a consistent set of services and integrate voice mail, email, instant messaging, phone, mobile devices and personal computers	RT	
6/30/12	Efficiency document-SBHE approve plan	Work on innovative ways to recognize learning in the workplace and to award credit based on portfolio documentation (joint system and campus responsibilities)	MH	
6/30/12	Efficiency document-SBHE approve plan	Review and report on completion rates in all courses and develop campus-wide plans to improve completion rates in courses with the highest volume or percentage of non-completers (campus responsibility)	Campuses/MH	
6/30/12	Efficiency document-SBHE approve plan	Review and report on the total number of credit hours required for all degrees awarded by the campus and report on campus efforts to reduce credit hours to those required for graduates' success (campus responsibility)	Campuses/MH	
6/30/12	Efficiency document-SBHE approve plan	Review and reconsider policies that serve as barriers to re-engaging adult learners (SBHE responsibility)	MH	

Efficiencies Oversight Committee
As of March 20, 2012
(Oversight Committee dates subject to change based on committee members availability)

6/30/12	Efficiency document-SBHE approve plan	Improve graduation rates by establishing differentiated admission requirements for regional and research universities; better communicate expectations by reducing the number of admission exemptions and exceptions; continue to provide an entry point for all state high school graduates through the community colleges (SBHE responsibility)	MH	
7/19/12	SBHE meeting	1. Approve unified communications system plan 2. Approve workplace learning plan 3. Approve completion rates plan 4. Approve degree credit hour requirements plan 5. Approve adult learners plan 6. Approve improved graduation rates plan	1. RT/LG 2. RT 3. MH 4. MH 5. MH 6. MH	
7/31/12	Efficiency document-SBHE approve plan	Expand and enhance human resources electronic workflow, including centralized payroll processing from one or more sites	RT/LG	
7/31/12	Oversight Committee meeting	1. Receive status report from staff on project(s) status; 2. Review and/recommend for approval the HR electronic workflow plan 3. Background on alignment of HS graduation requirements 4. Background on joint boards incentives for rigorous curriculum	1. ? 2. RT/LG 3. MH 4. MH	
9/24/12	Oversight Committee meeting	1. Receive status report from staff on project(s) status; 2. Background on credit by exam 3. Review and/recommend for approval the alignment of HS graduation requirements plan	1. ? 2. MH 3. MH	
9/25/12	SBHE Joint Boards Meeting	Partner with Joint Boards to implement additional incentives for students who take rigorous high school courses (SBHE responsibility)	MH	
9/26/12	SBHE meeting	1. Approve HR electronic workflow plan 2. Approve alignment of HS graduation requirements plan	1. RT/LG 2. MH	

Efficiencies Oversight Committee
As of March 20, 2012
(Oversight Committee dates subject to change based on committee members availability)

9/30/12	Efficiency document-SBHE approve plan	Work with other state policymakers to phase-in the alignment of North Dakota high school graduation requirements with adequate preparation for college and work. This would be defined by national ACT benchmarks, which would be replaced over time with the common core assessments currently under development. (Note: Adequate preparation for work after high school has been described as being at least as rigorous as adequate preparation for college.) (SBHE responsibility)	MH	
10/31/12	Efficiency document-SBHE approve plan	Expand the availability of credit by exam to include more prior-learning experiences, such as the portfolio review process (joint system and campus responsibilities)	Campuses/MH	
10/31/12	Oversight Committee Meeting	1. Receive status report from staff on project(s) status; 2. Review and/recommend for approval the credit by exam plan	1. ? 2. MH	
11/15/12	SBHE meeting	Approve credit by exam plan	MH	
11/30/12	Efficiency document-SBHE approve plan	Consistent with SBHE-established criteria, complete a review of low-enrollment programs to be considered for elimination for SBHE action (campus responsibility)	Campuses/MH	
11/30/12	Oversight Committee Meeting	1. Receive status report from staff on project(s) status; 2. Review and/recommend for approval the low enrollment program plan 3. Background on integrated IT services 4. Background on review of NDUS Office functions 5. Background on barriers to degree completion 6. Background on college readiness standards 7. Background on alignment of HS grad requirements	1. ? 2. MH 3. RT 4. Chancellor 5. MH 6. MH 7. MH	
12/20/12	SBHE meeting	Approve low enrollment program plan	MH	

Efficiencies Oversight Committee
As of March 20, 2012
(Oversight Committee dates subject to change based on committee members availability)

12/31/12	Efficiency document-SBHE approve plan	Integrated approach to delivering IT services	RT	
12/31/12	Efficiency document-SBHE approve plan	The SBHE, in cooperation with the Chancellor, will review NDUS Office functions	Chancellor	
12/31/12	Efficiency document-SBHE approve plan	Identify barriers to timely degree completion (SBHE responsibility)	MH	
1/3/13	Oversight Committee Meeting	1. Receive status report from staff on project(s) status; 2. Review and/ recommend for approval integrated IT services plan 3. Review and/ recommend approval of the NDUS Office functions plan 4. Review and/recommend approval of the barriers to degree completion plan 5. Review and/recommend approval for college readiness standards plan 6. Review and/ recommend approval for alignment of HS grad requirements plan	1. ? 2. RT 3. Chancellor 4. MH 5. MH 6. MH	
1/?/13	SBHE meeting	1. Approve integrated IT services plan 2. Approve the NDUS Office functions plan 3. Approve barriers to degree completion plan 4. Approve college readiness standards plan 5. Approve alignment of HS grad requirements plan	1. RT 2. Chancellor 3. MH 4. MH 5. MH	
Ongoing	Efficiency document-SBHE approve plan	Continue to communicate college readiness (course placement) standards (SBHE responsibility)	MH	
Ongoing	Efficiency document-SBHE approve plan	Continue to align high school graduation with preparation for college (SBHE responsibility)	MH	
Ongoing	Efficiency document-SBHE approve plan	Partner with Joint Boards to implement additional incentives for students who take rigorous high school courses (SBHE responsibility)	MH	

Efficiencies Oversight Committee
As of March 20, 2012
(Oversight Committee dates subject to change based on committee members availability)

13-15 budget process	Efficiency document-SBHE approve plan	Independent review of capital projects	LG	completed

Committee duties:

- Receive regular status reports from appropriate individuals regarding the status of each initiative and the related deadlines;
- Gain a good working knowledge of the initiative and related issues
- Resolve any major issues or challenges impeding progress, and if necessary, forward to the SBHE for further consideration
- Consider any options identified in the planning process
- Receive initial plan and any related recommendations, before forwarding to SBHE for final consideration
- Consider and direct any new ideas/initiatives that may emerge from internal discussions around identified initiatives
- Receive input from constituent groups, as appropriate

g:\laura\docswp\board\oversight committee meeting schedule as of march 13, 2012.docx

Agenda
Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, May 7, 2012
Memorial Union, Prairie Rose Room

I. Substitutions - K. Wold-McCormick

II. Approval of April 16, 2012, Faculty Senate Minutes

III. Consent Agenda
   a. Academic Affairs Report (Attachment 1)
   b. Senate Coordinating Council (SCC)
      For Information Only:
         1) Policy 171: Staff and Faculty Recruitment and Moving Expenses (Attachment 2)
   c. Faculty Senate Standing and Joint Committee Year-End Reports (those committees not listed either did not have a meeting this academic year or are not required per the Bylaws to report):
         1) Academic Affairs
         2) Core Undergraduate Learning Experiences (CULE)
         3) Council of College Faculties
         4) Equity and Diversity
         5) Faculty Affairs
         6) General Education
         7) Program Review
         8) Research & Consulting
         9) Senate Coordinating Council
         10) University Assessment
         11) University Athletics

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

IV. General Announcements
   a. President D. Bresciani
   b. Provost J. B. Rafert
   c. G. Totten, President of Faculty Senate
   d. T. Stone Carlson, President Elect of Faculty Senate
   e. L. DeGeldere, President of Staff Senate
   f. L. Brodeur, President of Student Body

V. Senate Committee Reports
   a. General Education – L. Peterson
   b. College of Council Faculties – L. Peterson
   c. Senate Coordinating Council – T. Stone Carlson
      For Dicussion and Vote:
         1) Policy 103: Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings (Attachment 3)
   d. Ad Hoc Committee on Policy 332: Assessment of Courses and Instruction – C. Ray

VI. Unfinished Business

VII. New Business
   a. NDSU Laboratory and Chemical Safety Committee Presentation – K. Rodgers
   b. President-Elect and Parliamentarian:
         1) President-Elect – Kenneth Magel (Att. 4), Harlene Hatterman-Valenti (Att. 5)
         2) Parliamentarian: Majura Selekwa (Attachment 6)
   c. Passing of the Gavel to Incoming Faculty Senate President Tom Stone Carlson – G. Totten

VIII. Adjournment

# Academic Affairs Committee Report

Curricular Recommendations

New Transcriptable Option in B.S. Economics			
Quantitative Economics			
New Options in College Teaching Graduate Certificate			
Humanities & Social Sciences Teaching Track			
STEM (Science, Technology, Engineering, & Mathematics) Teaching Track			
Program Title Change			
From: Coordinate Program in Dietetics (B.A., B.S.)	**To:** *Dietitian Education Program*		

New Courses			
Subject	**No.**	**Title**	**Crs.**
EMGT	435/635	Issues in Homeland Security and Emergency Management	3
HIST	484	Cultures and Civilizations of the Pre-modern World	3

Course Changes							
From:				*To:*			
Subject	**No.**	**Title**	**Crs.**	**Dept**	**No.**	**Title**	**Crs.**
ENGL	112	ESL College Composition I	4	ENGL	112	ESL College Composition I	*3*

New Special Topics			
HIST	499	Digital History	3

For information only:

Change in Prerequisites/Corequisites and Change in Bulletin Descriptions

Subject	No.	Title	Prerequisite/Corequisite Change
ACCT	312	Intermediate Accounting II	Prereq: ACCT 311 with a grade of C or better Req: Restricted to College of Business professional major or minor, Jr. or Sr. classification, and a 2.50 minimum NDSU grade point average
ACCT	415	Advanced Accounting	Prereq: ACCT 312 with a grade of C or better Req: Restricted to College of Business professional major or minor, Jr. or Sr. classification, and a 2.50 minimum NDSU grade point average
ACCT	420	Accounting Information Systems	Change in Bulletin Description Prereq: ACCT 311 with a grade of C or better and MIS 320 Req: Restricted to College of Business professional major or minor, Jr. or Sr. classification, and a 2.50 minimum NDSU grade point average
ACCT	421	Auditing I	Prereq: ACCT 311 with a grade of C or better Req: Restricted to College of Business professional major or minor, Jr. or Sr. classification, and a 2.50 minimum NDSU grade point average
ACCT	425	Government and Not-For-Profit Accounting	Prereq: ACCT 311 with a grade of C or better Req: Restricted to College of Business professional major or minor, Jr. or Sr. classification, and a 2.50 minimum NDSU grade point average
MGMT	360	Foundations of Operations Management	Prereq: MATH 146
MKTG	450	Marketing Research	Prereq: MATH 146

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.
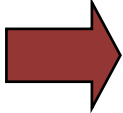
If the changes you are requesting include housekeeping, please submit those changes to Melissa Lamp first so that a clean policy can be presented to the committees.

SECTION: *171 Staff and Faculty Recruitment and Moving Expenses*

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
   - *Policy 171, part 1. Revise expense account codes to avoid coding accounts payable vouchers with a salaries code.*
   - *Part 2. Revise as President indicates this authority is delegated to departments. SBHE Policy allows for this delegation.*
   - *Part 6 & 7. Remove detailed guidelines from Policy and refer to NDSU Accounting Office website for up-to-date guidelines.*
   - *Part 2 & 3. Add "Recruitment" before "travel expenses" for clarification.*
   - *Part 4.4. Correct NDCC cross-reference.*

2. **This policy was originated by (individual, office or committee/organization):**
   - *Gary Wawers, Controller, NDSU Accounting Office, 3/12/2012*
   - *Gary.wawers@ndsu.edu*

3. **This policy has been reviewed/passed by the following (include dates of official action):**
   This portion will be completed by Melissa Lamp

   Senate Coordinating Committee:

   Faculty Senate:

   Staff Senate:

   Student Government:

   President's Council:

If you have any questions regarding this cover sheet, please contact Melissa Lamp at 1-6133 or Melissa.lamp@ndsu.edu.

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

North Dakota State University Policy Manual

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SECTION 171 STAFF AND FACULTY RECRUITMENT AND MOVING EXPENSES
SOURCE: SBHE Policy Manual, Sections 806.2 and 806.3 NDSU Policy Manual

1. Stipends or consultant fees may be issued to potential candidates for positions when such persons give on-campus lectures, colloquies, seminars, demonstrations or formal consultations in a manner not significantly different from that of visitors who are not candidates for positions. Such stipends or consultant fees may be authorized from a lecturers' budget or from a consultant budget. *(NDSU Guidelines: Reimbursement is made by an Accounts Payable voucher, using account ~~515005, 511002, or~~ 623025.)*

2. Recruitment t~~T~~ravel expenses for a prospective candidate for faculty or staff positions may be reimbursed upon approval of department head/chair.

 ~~When approved by the President, the prospective candidate's travel expense may be authorized, not to exceed the receipted amount for transportation, room and board.~~ *~~(NDSU Guidelines: This authority may be delegated at North Dakota State University in certain instances. Such delegation will be in writing.)~~*

3. For senior administrative and faculty positions, upon authorization of the President, recruitment travel expenses for the spouse may be authorized for a prospective candidate.

4. Upon approval of the president or designee, moving expenses may be reimbursed when staff are initially hired from outside the University system, and when regular staff employed for one year are transferred to a new work location within the system at the direction of the employer. Personal travel as described below in 4.1 and 4.2 are part of moving expenses and included in the allowable reimbursement for moving expenses.

> 4.1 Personal travel for the employee and immediate family while in transit, and while in temporary living quarters (both not to exceed 10 days total) may be reimbursed at the actual per diem rates and mileage rates applicable under the employee travel reimbursement policies.
> 4.2 Personal travel may also be reimbursed for one round trip to the new work location for the employee and spouse for up to three days to arrange for living accommodations. [Note: "spouse" used here as required by NDUS Policy 806.3]
> 4.3 Transportation expenses for personal items and household goods may be reimbursed at the actual expenses incurred.
> 4.4 The total reimbursement for transporting personal items, household goods, and personal travel shall be limited to the invoice costs plus the current per diem and mileage limits. In addition, the total reimbursement limit for regular employees transferred within the system is limited to $5,000. NDCC Section ~~44 08 04 3~~ 44-08-04.3

5. No other staff moving expense may be paid without approval of the Board.

*The following items are NDSU Guidelines:*

6. *The NDSU Accounting Office website provides information on the detailed procedures for processing moving expense transactions under this policy.*

Moving expenses are reimbursed to the employee by an Accounts Payable voucher coded either account 521055 or 521050. The use of these codes depends on whether Internal Revenue Service regulations indicate whether the expenses are taxable or nontaxable to the employee. Moving expenses coded taxable (account 521055) will be transferred to the payroll system and included in the employee's taxable income for purposes of calculating employment taxes and W-2 reporting. Moving expenses coded nontaxable (account 521050) will be transferred to the payroll system for inclusion as a memo on the employee's W-2 form. A Moving Expense Documentation form must be used to document which expenses are taxable and nontaxable. The Request to Reimburse Moving Expense form, Moving Expense Documentation form, and appropriate receipts must be attached to the Accounts Payable voucher.

7. If moving expenses are to be paid from salary savings, a notation should be made on the Accounts Payable voucher to request a journal entry transfer of the expense from account 521055 and/or account 521050 to account 515005. Expenditures may be made for reimbursement of moving expenses only if the department concerned has sufficient funding available. No central budget is maintained for these expenditures.

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed, if not it will be sent back to you for completion.
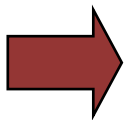
If the changes you are requesting include housekeeping, please submit those changes to Kim Matzke-Ternes first so that a clean policy can be presented to the committees.

SECTION: *Policy 103 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY ON THE ANNOUNCEMENT OF POSITION OPENINGS*

1.   Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
Changes are being made to allow for staff transfer/promotion process as outlined in NDSU Policy 240 and clarify EO/AA announcements processes.

2.   This policy was originated by (individual, office or committee/organization):
Equity, Diversity and Global Outreach
Commission on the Status of Women Faculty (Karen.froelich@ndsu.edu; christina.d.weber@ndsu.edu)

3.   This policy has been reviewed/passed by the following (include dates of official action):
This portion will be complete by Kim Matzke-Ternes
          Policy
        Committee:
Faculty Senate:

     Staff Senate:

      President's
      Council:
If you have any questions regarding this cover sheet, please contact Kim Matzke-Ternes at 1-7080 or kim.matzke-ternes@ndsu.edu

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

North Dakota State University
Policy Manual

SECTION 103 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY ON THE ANNOUNCEMENT OF POSITION OPENINGS

SOURCE: NDSU President

This policy addresses requirements and procedures for position openings. ~~The following policy has been developed after consultation with the University General Counsel, the Director of Human Resources/Payroll, the Vice President for Equity, Diversity and Global Outreach, and the President's Council.~~ ~~These position announcement requirements must be followed in making any appointment to a payroll position for which the individual will receive fringe benefits~~ unless otherwise noted within this policy. Regardless of the position announcement procedures that are followed, all employment decisions within the University are subject to equal opportunity laws and regulations and NDSU's Equal Opportunity and Non-Discrimination Policy 100. ~~In addition~~For equal opportunity purposes, all appointments to payroll budget positions and equivalent positions supported by non-appropriated funds are subject to the ~~equal opportunity monitoring system defined in~~search, recruiting, and hiring processes in Sections 202 and 304 of this manual.

Section 1 pertains to staff positions. Section 2 pertains to faculty and executive/administrative positions. Section 3 pertains to all positions.

STAFF

1) Staff (as defined in NDSU Policy 101.1.1 generally referred to as "broadbanded employees" include those positions in the following job band: 1000, 3000, 4000, 5000, 6000, and 7000)

1.1~~1~~. If the appointment is to be .50 FTE or more and the expectation is that the appointee will serve for more than four months, the position shall be announced throughout the appropriate recruiting area as defined in Section~~s~~ 200 ~~and~~ ~~103.1~~ of this Manual.

1.2 Generally speaking, the recruiting area~~s~~ are as follows for staff positions:

1.2.1 ~~for~~ Administrative/managerial positions in the 1000 band: national.

1.2.2 Professional positions in the 3000 band: regional.

1.2.3 Technical/Paraprofessional (4000); Office Support (5000) Crafts/Trades (6000); and Services (7000): local (Fargo-Moorhead community and/or surrounding counties as applicable).

~~faculty and professional administrative positions is considered to be on a national level, and the recruiting area for broadbanded technical, office, craft and trades, and service positions to be the Fargo-Moorhead area and the ten county region surrounding the institution.~~

1.3~~1~~ When a <u>benefitted staff </u>position vacancy occurs and there is a pool of regular employees appropriately qualified for transfer or promotion (including former employees covered by Reduction in Force policy, <u>Section 223</u>), a unit supervisor may choose to advertise a vacant position internally for a minimum of ~~one week~~ <u>five working days </u>prior to initiating an external search. The procedures <u>which involve utilizing the online application system </u>for these internal searches will be the same as those external searches <u>as mentioned in subsection 1.</u> (see Section <u>202</u> ~~or Section~~ <u>304</u>). ~~The Office for Equity, Diversity and Global Outreach (for non-banded positions) or the~~ <u>The </u>Human Resources/Payroll Office ~~(for broadbanded positions)~~, in consultation with the unit supervisor, will be responsible to determine whether a pool of appropriately qualified employees exists.

1.4~~2~~. If the appointment is either less than .50 FTE or clearly stipulated to be for a total duration of less than twenty weeks <u>(non-benefitted)</u>, ~~then there is~~ no formal position announcement <u>posting to the online employment application system is </u>required. <u>Unit supervisors are, however, encouraged to announce benefitted positions. The announcement may be distributed within the University to the eligible staff of the particular administrative unit involved.</u> ~~For any titled or compensated appointment, a position announcement is required. Unit supervisors are required to announce the position on an internal or local basis. That means that an announcement must be distributed within the University and to the faculty or staff of the particular academic or administrative unit involved.~~ Affirmative action efforts must <u>still </u>be undertaken to ensure that qualified minority individuals, females and individuals with disabilities are included in the applicant pool. <u>Proof of affirmative action efforts will be required, such as documentation reflecting an open announcement to all eligible staff of an appropriate unit or adequate written documentation on why the candidate is being selected for the opportunity without an announcement to the appropriate unit.</u> Distributing the position announcement to the other Tri-College University institutions or within the Fargo-Moorhead community is also encouraged.

<u>1.5 Recruitment for all benefitted staff positions in the 1000 and 3000 bands shall include the use of a search committee of at least three people to be appointed by the unit administrator at the time the unit requests authorization to fill a position opening. Unit administrators are urged to consider the importance of diversity when making appointments to search committees.</u>

<u>1.5.1.The search committee shall be involved in recruiting, screening and interviewing applicants, with particular responsibility for affirmative action efforts to solicit and include applicants from underrepresented and protected groups. Selection from the group of finalists of the individual to fill the position is the responsibility of the unit administrator. A member of the Human Resources shall be considered an ex officio member of each search committee and will be available to assist the committee in fulfilling its responsibilities.</u>

<u>1.6. Although unit leaders are </u>~~encouraged to post throughout the University any staff position that offers an~~ <u>important promotional opportunity to employees in other departments, the formal procedures for filling positions which involve utilizing the online application system </u>~~(PeopleAdmin)~~<u>for job announcements (see Sections 202 for broadbanded positions and 304 for non-banded) shall be optional in the following cases. (Whenever an appointment is based on one of the following options, the request to recruit must be completed online for benefitted positions and the specific option should be noted in the appropriate section of the online request to offer or on the NDSU Change Form (101) with relevant documentation attached)</u>:

<u>1.6.1 Timeslip employment which is not identified as a payroll budget appointment.</u>

<u>1.6.2 The transfer or promotion of an employee within a department or office, provided that the employee is fully qualified for the new position and was originally hired through a competitive search. This exception excludes faculty positions. This option is governed by NDSU Policy 240 which provides procedures and the requirement of the hiring department to obtain permission from the Director of Human Resources/Payroll who will review for appropriateness of the promotion including equitable issues.</u>

<u>1.6.3 When there is concurrence by the hiring department, reassignment due to:</u>

<u>1.6.3.1) an injury resulting in worker's compensation award and subsequent retraining; or</u>

1.6.3.2) a reduction-in-force.

1.6.4 When an employee, at time of hire or within 2 years of employment, has a spouse or partner who is fully qualified and interested in a university position. (Please note the responsibilities lies with the employed spouse/partner's unit supervisor to encourage the spouse/partner to locate positions that they feel they are fully qualified for and make an appointment with a staff member in Human Resources/Payroll Office and/or with the head/chair of the appropriate unit to review the spouse's/partner's education and experience. The hiring department will make the final hiring decision.

1.6.5 At the request of the appropriate supervisor, the reinstatement of a former NDSU employee who has left his/her employment within the previous nine (9) months, provided that:

1.6.5.1) the employee had a satisfactory performance record; and

1.6.5.2) the employee is returning to a position requiring similar qualifications and having similar responsibilities; and

1.6.5.3) the position is within the department where he/she worked at the time of resignation.

Faculty and Executive/Administrative Staff

2~~3~~. Executive/Administrative (primarily in 0000 job bands) and benefitted Academic Staff (in 2000 band – bands are ~~as~~ defined in NDSU Policy 101.1.2), generally referred to as "non-banded employees," include ~~those~~such positions ~~, such~~ as tenured and tenure~~d~~-tracked faculty and deans. Recruitment falls under two primary categories: half time or less or interim (2.1) and more than half time (2.2).~~.~~
~~in job bands: 0000 and 2000 respectively.y).~~

2.1~~:~~ Titled and/or Compensated Positions (.50 FTE or less or interim)
If the appointment is either .50 FTE or less or stipulated to be for less than 4 months, the titled or compensated position shall be announced internally within the unit (and to other relevant internal units as appropriate to the position). The unit supervisor must ensure transparency and equal opportunities for individuals to learn about and apply for the positions. This means the unit supervisor must announce the position to appropriate unit(s) internally and accept applications for at least ten working days. Documentation of the announcement and review of applications must be provided to the Office of Equity, Diversity, and Global Outreach before the position is offered so Equity, Diversity and Global Outreach can ensure compliance with this policy. Even when using internal searching, for any positions that come with fringe benefits, the formal search process detailed in policy 304 must be followed.

2.~~1~~2: Greater than .50 FTE ~~or Greater~~, Non-Interim Positions.~~.~~
If the appointment is to be .50 FTE or more and the expectation is that the appointee will serve for more than four months, the position shall be announced throughout the appropriate recruiting area as defined in Section 103.1 of this Manual.

2.2.1~~2~~ Generally speaking, the recruiting areas are:
*
~~2.2.1~~ Executive/Administrative positions in the 0000 band: national.
*
~~2.2.2~~ Benefitted Academic staff such as tenure/tenure track faculty ~~or lecturers~~ in the 2000 band: national.
* 2000 level: lecturer, assistant coach, assistant experiment station specialist, Extension district directors, Extension area specialists, and Extension field staff: regional.

Exceptions to these national recruiting requirements are covered in NDSU Policy 103.1.

2.2.23 Recruitment for all full-time, regular benefitted executive/administrative, and academic and professional broadbanded staff positions (all those in the 0000 and 1000, 2000 or 3000 job bandscategories) shall include the use of a search committee of at least three people to be appointed by the unit administrator at the time the unit requests authorization to fill a position opening. Unit administrators are urged to consider the importance of diversity when making appointments to search committees. NDSU Policy 339 requires for every faculty recruiting committee to include faculty from the unit and at least one student. A unit may wish to include both an undergraduate and a graduate student on the committee.

2.32.34 The search committee shall be involved in recruiting, screening and interviewing applicants, with particular responsibility for affirmative action efforts to solicit and include applicants from underrepresented and protected groups. Selection from the group of finalists of the individual to fill the position is the responsibility of the unit administrator and is based on the recommendation of the search committee. The Vice President for Equity, Diversity, and Global Outreach or designee the Director of Human Resources/Payroll, depending on the type of position, shall be considered an ex officio member of each search committee and will be available to assist the committee in fulfilling its responsibilities.

4. Although unit leaders are required to post throughout the University any position that offers an important promotional opportunity to employees in other departments, the formal procedures for filling positions (see Sections 202 for broadbanded positions and 304 for non-banded) shall be optional in the following cases. Whenever an appointment is based on one of the following options, the specific option should be noted in the remarks section of the NDSU Hiring Form (100) or on the NDSU Change Form (101) and relevant documentation attached:

4.1 Timeslip employment which is not identified as a payroll budget appointment.

4.2 The transfer or promotion of an employee within a department or office, provided that the employee is fully qualified for the new position and was originally hired through a competitive search. This exception excludes faculty positions.

2.4 2.2.4 Exceptions to these national recruiting requirements are covered in NDSU Policy 103.1.

Exceptions to national searches for benefitted executive/administrative, and academic and professional broadbanded staff positions listed (greater than .50 FTE and longer than 4 months) are limited to the following:

2.2.4.1 2.4.14.3 The transfer of an academic staff member faculty member from a lecturer line special appointment status to a probationary appointment as outlined in the employee's original contract -provided that he or she had secured the special appointment on a nationally competitive basis.

2.2.4.2 4.4 The appointment of an employee to fill a vacant administrative position on an acting basis, normally for a period not to exceed one year, while a search is being conducted for a regular appointee.

4.5 When there is concurrence by the hiring department, reassignment due to

a) an injury resulting in worker's compensation award and subsequent retraining

b) a reduction-in-force.

4.6 With prior approval, the temporary appointment of a person to a grant-funded position when the individual has been instrumental in the development of the project or is identified by name in the proposal as having unique expertise necessary to the project. This temporary appointment may not be continued beyond the period of the grant project, and the individual may not be transferred to any other University appointment without an appropriate search.

Note: To use this option, proposal writers should indicate their intention on the transmittal form and provide a letter of explanation when the proposal is submitted to the Office of Sponsored Programs Administration. Those submitting proposals for internal funding that are not reviewed in Sponsored Programs Administration should contact the Office for Equity, Diversity and Global Outreach prior to submitting the proposal.

4.72.4.2 An externally funded appointment as a postdoctoral fellow, research scientist or broadbanded research professional in a department where the individual has just completed an NDSU graduate degree and the assignment involves continuation of the research used for the individual's thesis/dissertation. This appointment is limited to the period for which funding has been given and normally may not exceed two years.

2.2.4.3 With prior approval, the temporary appointment of a person to a grant-funded position when the individual has been instrumental in the development of the project or is identified by name in the proposal as having unique expertise necessary to the project. This temporary appointment may not be continued beyond the period of the grant project, and the individual may not be transferred to any other University appointment without an appropriate search.

Note: To use this option, proposal writers should indicate their intention on the transmittal form and provide a letter of explanation when the proposal is submitted to the Office of Sponsored Programs Administration. Those submitting proposals for internal funding that are not reviewed in Sponsored Programs Administration should contact the Office for Equity, Diversity, and Global Outreach prior to submitting the proposal.

2.2.4.4 4.82.4.3 When an employee, at time of hire or within 2 years of employment, has a spouse or partner who is fully qualified and interested in a university position., the department or unit administrator is responsible to:

☐ 2.4.3.1 * CContact Human Resources/Payroll Office and/or the relevant academic department(s) as soon as possible (depending on the spouse's/partner's education and experience); and

☐ * 2.4.3.2 eEncourage the spouse/partner to locate positions that they feel they are fully qualified for and make an appointment with a staff member in Human Resources/Payroll Office and/or with the head/chair of the appropriate unit to review the spouse's/partner's education and experience. The hiring department will make the final hiring decision.

22.2.4.5 At the request of the appropriate supervisor and with unit support, the reinstatement of a former NDSU employee who has left his/her employment within the previous nine (9) months, provided that:

a)   the employee had a satisfactory performance record; and
b)   the employee is returning to a position requiring similar qualifications and having similar
responsibilities; and
c)   the position is within the department where he/she worked at the time of resignation.

2.2.4.6 .4.4 When there is concurrence by the hiring department, reassignment due to:

2.4.4.1)2.2.4.6.1- an injury resulting in worker's compensation award and subsequent retraining; or

2.2.4.6.22.4.4.2. a reduction-in-force..

4.9 At the request of the appropriate supervisor, the reinstatement of a former NDSU employee who has left his/her employment within the previous nine (9) months, provided that:

a) the employee had a satisfactory performance record; and

b) the employee is returning to a position requiring similar qualifications and having similar responsibilities; and

c) the position is within the department where he/she worked at the time of resignation.

4.10 The appointment of a post-doctoral fellow (postdoc) who comes to NDSU with a newly appointed faculty member on whose research project the postdoc is currently working. The postdoc may not transfer to other NDSU employment without being hired through the usual recruitment/selection process.

2.5 Promotional opportunitiesTitled and/or Compensated Positions
For those executive/administrative or academic staff opportunities that provide additional administrative experience, a title change and/or additional remuneration to a benefitted employee, the academic unit supervisor must ensure transparency and equal opportunities for all academic staff within the unit to learn about and apply for the position. This means the unit supervisor must announce the position within the unit and accept applications for ten working days. Documentation of the announcement and review of applications must be provided to the Office of Equity, Diversity and Global Outreach before the position is offered so Equity, Diversity and Global Outreach can einsure compliance with this policy.

35.   Regardless of the position announcement procedures that are followed, all employment decisions

within the University are subject to equal opportunity laws and regulations and NDSU's Equal Opportunity and Non-Discrimination Policy 100. In addition, all appointments to payroll budget positions and equivalent positions supported by non-appropriated funds are subject to the equal opportunity monitoring system defined in Sections 202 and 304 of this manual.

All Positions

346.   Exceptions to this policy may be authorized by the President in unique circumstances.

A written request for the Presidential exception is initiated by the hiring department and forwarded through the appropriate supervisory line to the unit's dean or director. If there is support from the dean or director, the request is forwarded to the Provost or the appropriate vice president. If the request is supported by the vice president after consultation with the Vice President for Equity, Diversity, and Global Outreach and the unit's dean and director, it is forwarded by the Provost or Vvice Ppresident to the President for consideration.

Curriculum Vita

For

Kenneth Magel

Present Position: Professor of Computer Science; Coordinator of Software Engineering; Associate Department Head, North Dakota State University

Previous Professional Positions:

Professor of Computer Science, North Dakota State University, August, 1987 – present

Coordinator of Software Engineering, July, 2002 – present

Chair, Department of Computer Science, July, 1988 – July 1996 and July, 2005 – July, 2007

Associate Professor of Computer Science, North Dakota State University, August, 1983 – August, 1987

Associate Professor Computer Science, University of Texas – San Antonio, August, 1982 – July, 1983

Computer Scientist, Lawrence Livermore National Laboratories, May, 1982 – August, 1982

Assistant Professor of Computer Science, University of Missouri – Rolla, August, 1978 – May, 1982

Assistant Professor of Computer Science, Wichita State University, August, 1976 – July, 1978

Teaching Assistant, Division of Applied Mathematics, Brown University, September, 1972 – July, 1976.

Education:

Ph.D., Computer Science, Brown University, May, 1977 (actually completed July, 1976)

Sc.M., Applied Mathematics, Brown University, May, 1974

Sc.B., Applied Mathematics, Brown University, May, 1972.

Selected Recent Refereed Publications (157 since 1973):

Abufardeh, S. and K. Magel, "Impact of Global Software Cultural and Linguistic Aspects on Global Software Development Process (GSD)", Social Networks and Virtual Culture, 2011.

Ranganathan, P. Magel, K. and K. Nygard, "UML design patterns in a Smart Grid", Proceedings of the 26th International Conference on Com putters and Their Applications, New Orleans, March, 2011.

M. Akour, K. Magel, S. Abufardeh, and Q. Al-Radaideh, "QArabPro: A Rule Based Questions Answering System for Reading Comprehension Tests in Arabic" American Journal of Applied Science, 2010.

S. Abufardeh and K. Magel, "Impact of Global Software Cultural and Linguistic Aspects on Global Software Development Process: Issues and Challenges", 4th International Conference on New Trends in Information Science and Service Science, Gyeongju, Korea, May, 2010.

Students:

I have guided 14 Ph.D. and 27 M.S. students to completion of their degrees.

North Dakota State University Service:

Program Development:

Developed successful proposals for Ph.D. in Computer Science (1985), B.S. in Management Information Systems (1988), Ph.D., M.S. and Graduate Certificate in Software Engineering (2002), and Master of Software Engineering (online degree, 2010).

Committees:

University:

Academic Affairs (1985 – 1989 and 1998 – 2002 (Chair in 2002)

University Assessment Committee, July, 2006 – May, 2010

Faculty Personnel Committee, May, 2005 – May, 2009

University Assessment Committee, July, 2006 – May, 2010.

University Senate, August, 1990 – June, 1994

College:

Many including Promotion, Tenure, and Evaluation as well as Awards Committee and Curriculum Committee. I have served as Chair of all of those Committees.

Dean Search Committee member, 1988, and 2005.

Harlene M. Hatterman-Valenti
Department of Plant Sciences
North Dakota State University

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P.O. Box 6050 Dept.7670	Fax (701) 231-8474
Fargo, ND 58108-6050	H.hatterman.valenti@ndsu.edu

Education

Ph. D. 1993. Co-major, Agronomy-Crop Production and Physiology; Horticulture. Iowa State University. Dissertation: Herbicide spray movement during turfgrass postemergence applications.

M.S. 1985. Horticulture. University of Nebraska - Lincoln. Thesis: Production of annual statice (*Limonium sinuatum*) in Nebraska.

B.S. 1981. Biology. University of Nebraska - Kearney.

Professional Experience

2007 - Present Associate Professor, High - Value Crops Specialist, North Dakota State University.

2000 - 2007   Assistant Professor, High - Value Crops Specialist, North Dakota State University.

1997 - 2000   Consultant, Instructor, Southeast Technical Institute, Sioux Falls, SD 57107.

1994 - 1997   Research Biologist, FMC Corporation, Princeton, NJ 08543.

Organizations

American Society for Enology and Viticulture	American Society of Horticulture Science
Potato Association of America	Weed Science Society of America
Minnesota Fruit and Vegetable Growers Association	North Central Weed Science Society
North Dakota Nursery and Greenhouse Association	North Dakota Horticultural Society
North Dakota Grape Growers Association	Eastern Reg. Soc. for Enology & Viticulture
Gamma Sigma Delta - Agricultural Honorary	Pi Alpha Xi - Horticulture Honorary

Awards and Honors

North Central Weed Science Society Fellow, 2011; AAIC Best Medicinal and Nutraceutical Plants Paper Presentation of 2011; Larson/Yaggie Excellence in Research Award, 2010; Alpha Tau Omega Amazing Teacher Award, 2008; Madison's Who's Who and Marquis Who's Who in America, 2008; ECI Who's Who Among America's Teachers and Educators, 2007; Academic Keys Who's Who in Agricultural Higher Education, 2003; FMC Innovation Award, 1997; FMC Extra Mile Award, 1996; Outstanding Paper, 1996 - Weed Technology entitled: Effect of Shade on Velvetleaf (*Abutilon Theophrasti*) Growth, Seed Production, and Dormancy by Illiya A. Bello, M.D.K. Owen and H. M. Hatterman-Valenti; North Central Collegiate Weed Science Contest, 1989 - 1st place, individual graduate, 1st place, weed identification, 1st place tie, problem solving, 1st place graduate team

Selected Publications

Hatterman-Valenti, H. 2012. Managing weeds with reduced herbicide inputs: Developing a novel system for onion. Pages 121-134. *in* R. Alverez-Fernandez ed., Herbicides – Environmental Impact Studies and Management Approaches. Rijeka: InTech.

Hatterman-Valenti, H., A. Pitty, and M. Owen, 2011. Environmental effects on velvetleaf (Abutilon theophrasti) epicuticular wax deposition and herbicide absorption. Weed Sci. 59:14-21.

Paparozzi E.T., K.A. Williams, R. Geneve, H. Hatterman-Valenti, C. Haynes, H. Kraus, C. McKenney, and J. Pitts. 2011. Development of the AG*IDEA alliances's horticulture graduate certificates program and inter-institutional course share. HortTechnology 21:688-691.

Hatterman-Valenti, H. M. 2010. North Dakota State University horticulture and forestry program assessment. HortTechnology 20:678-682.

Loken, J. R. and H. M. Hatterman-Valenti. 2010. Multiple applications of reduced-rate herbicides for weed control in onion. Weed Technology 24:153-159.

Willard, D. M. and H. M. Hatterman-Valenti. 2008. Juneberry growth is affected by weed control methods. HortTechnology 18:75-79.

Thompson, A.L., B.L. Farnsworth, N.C. Gudmestad, G.A. Secor, D. Preston, J.R. Sowokinos, M. Glynn and H. Hatterman-Valenti. 2008. Dakota Diamond: An exceptionally high yielding, cold chipping potato cultivar with long-term storage potential. Amer. J. Potato Res. 85:171-182.

Schumacher, C. E. and H. M. Hatterman-Valenti. 2007. Effect of dose and spray volume on early-season broadleaved weed control in allium using herbicides. Crop Protection 26:1178-1185.

Thompson, A.L., B. L. Farnsworth, G. A. Secor, N.C. Gudmestad, D. Preston, J. R. Sowokinos, M. Glynn, and H. Hatterman-Valenti. 2007. Dakota Crisp: a new high-yielding, cold-chipping potaot cultivar with tablestock potential. Am. J. Potato Res. 84: 477-486.

Hatterman-Valenti, H. M., A. Pitty, and M.D. K. Owen. 2006. Effect of environment on giant foxtail (*Setaria faberi*) leaf wax and fluazifop-P uptake. Weed Sci. 54:607-614.

Hatterman-Valenti, H. M. and P. E. Hendrickson. 2006. Companion crop and planting configuration effect on onion. HortTechnology 16:12-15.

Steele, D. D., R. G. Greenland, and H. M. Hatterman-Valenti. 2006. Furrow vs. hill planting of sprinkler-irrigated russet burbank potatoes on coarse-textured soils. Amer. J. Potato Res. 83:249-258.

Thompson, A.L., B. L. Farnsworth, G. A. Secor, N.C. Gudmestad, D. Preston, J. R. Sowokinos, M. Glynn, and H. Hatterman-Valenti. 2006. Dakota Jewel: an attractive, new, bright red-skinned, fresh market potato cultivar with improved storage characteristics. Am. J. Potato Res. 83: 373-379.

Dai, W. V. Jacques, and H. Hatterman-Valenti. 2006. A rapid micropropagation method of purple raspberry (*Rubus occidentalis* L. x *R. idaeus* L.). J. Environ. Hort. 24:35-38.

Hatterman-Valenti, H. 2005. Lawn care treatments (weeds) (Online). *In* D. Pimentel ed. Encyclopedia of Pest Management. New York, NY: Marcel Dekker Inc. Available at http://www.dekker.com/sdek/ ftinterface?content=t713172972vnxs10000100000132&ftform=3&page=1.

Hatterman-Valenti, H. M. 2005. A screening of weed control options during Juneberry (*Amelanchier alnifolia*) establishment. Weed Tech. 19: 623-628.

Hatterman-Valenti, H. and P. Mayland. 2005. Annual flower injury from sublethal rates of dicamba, 2,4-D, and premixed 2,4-D+mecoprop+dicamba. HortSci. 40:680-684.

Duppong, L. and H. Hatterman-Valenti. 2005. Yield and quality of vegetable soybean cultivars for production in North Dakota. HortTech. 15:896-899.

BIOGRAPHICAL SKETCH

Majura Fortunatus Selekwa,
North Dakota State University, Department of Mechanical Engineering,
NDSU Dept 2490, 105 Dolve Hall, P.0.Box 6050, Fargo, ND 58108-6050
Phone: 701-231-5667; Fax: 701-231-8913
e-mail: `majura.selekwa@ndsu.edu`

Education:
Ph.D. Mechanical Engineering, Florida A&M University, Tallahassee, FL, 2001
M.S. Mechatronics,University of New South Wales, Australia, 1993
B.S. Mechanical Engineering, University of Dar es Salaam, Tanzania, 1989

Professional Experience:

2011- To-date:	Associate Professor, Department of Mechanical Engineering, North Dakota State University, Fargo, ND.
2005-2011	Assistant Professor, Department of Mechanical Engineering, North Dakota State University, Fargo, ND.
2003-2005	Visiting Assistant Research Professor at Florida A&M University, and Adjunct Professor, Florida State University, Tallahassee, FL.
2002-2003	Postdoctoral Research Associate at Florida A&M University and Consulting Engineer at Process Control Solutions, Inc., Tallahassee, FL
2001-2002	Process Control Engineer, Process Control Solutions, Inc. Tallahassee, FL
1997-2001	Graduate Assistant, Department of Mechanical Engineering, Florida A&M University, Tallahassee, FL
1993-1997	Assistant Lecturer, Department of Mechanical Engineering, University of Dar-es-Salaam, Tanzania.
1993-1993	Process Control Engineer, ANZ Distillery Ltd, Christchurch New Zealand
1989-1991	Assistant Development Engineer and Instructor, University of Dar-es-Salaam, Dar-es-Salaam, Tanzania

Professional Affiliations:
1. Professional Member, the American Society of Engineering Education (ASEE).
2. Senior Member, the Instrumentation, Systems, and Automation Society (ISA)
3. Member, the Institute of Electrical and Electronic Engineers (IEEE),
4. Member, the American Society of Mechanical Engineers (ASME)

Publications (More than 60 refereed journal and conference articles)

1. **M. F. Selekwa**; J. R. Nistler; , "Path tracking control of four wheel independently steered ground robotic vehicles," *Decision and Control and European Control Conference (CDC-ECC), 2011 50th IEEE Conference on* , pp.6355-6360, 12-15 Dec. 2011
2. J. R. Nistler, **M. F. Selekwa**, Gravity compensation in accelerometer measurements for robot navigation on inclined surfaces, *Procedia Computer Science*, Volume 6, 2011, Pages 413-418,
3. **M. F. Selekwa "**Stabilization of Dynamical Systems by Direct Minimization of Kinetic Energy", *Control and Intelligent Systems,* Vol 38, No 4, pp 202-209

4. **M. F. Selekwa**, D. D. Dunlap, D. Shi and E. G. Collins Jr., "Robot navigation in very cluttered environments by preference-based fuzzy behaviors" *Robotics and Autonomous Systems,* 56, No. 3, Pp 231-246, 2008 .
5. C. Ordonez, E. G. Collins Jr., **M. F. Selekwa** and D. D. Dunlap, "The virtual wall approach to limit cycle avoidance for unmanned ground vehicles" *Robotics and Autonomous Systems,* 56, No 8, Pp 645-657, 2008.
6. E. G. Collins, Jr., **M. F. Selekwa**, R. B. Walker and S. Palanki, " A Stacked Model Structure for Off-line Parameter Variation Estimation in Multi-equilibria Nonlinear Systems." *European Journal of Control,*12, No. 4, pp. 353-364,2006.
7. **M. F. Selekwa** and E. G. Collins, Jr., "SISO Design of Multiobjective *H1* Loop Shaping Control Systems by Fuzzy Logic," *Int. J. of Cont. and Int. Systems,* Vol. 34, No. 1: 2006, pp 45–56
8. **M. F. Selekwa**, D. D. Damion, and E. G. Collins, Jr. "Practical Implementation of Multi-valued Fuzzy Behavior Control for Robot Navigation." *Proceedings of the 2005 International Conference on Robotics and Automation,* Barcelona Spain, 2005, pp 3700-3706.
9. **M. F. Selekwa**, V. Kwigizile, R. N. Mussa, "Setting Up a Probabilistic Neural Network For Classification of Highway Vehicles," *Int. J. of Comp. Intell. and Appl.,* Vol. 5, No. 4, December 2005, pp. 411–423.
10. **M. F. Selekwa**, E. G. Collins and J. Q. Combey, "On Reactive Fuzzy Behavior Systems for Navigation Control of Mobile Robots." *Proceedings of the 10th Int. Conf. of the American Nuclear Society on Robotics and Remote Systems for Hazardous Environments,* Gainesville, Florida, pp 419-426, March 2004.
11. **M. F. Selekwa** and E. G. Collins, Jr., "*H*2 Optimal Reduced Order Control Design Using a Fuzzy Logic Methodology With Bounds on System Variances", *IEEE Trans. on Control Sys. Tech.,* Vol. 11, No. 1: January 2003, pp 153–156.
12. **M. F. Selekwa**, R. N. Mussa and A. Chiteshe, "Application of LQ Modeling and Optimization in Urban Traffic Control," *Optimal Control Applications and Methods,* Vol. 24, No. 6: November-December 2003, pp 331-345.
13. E. G. Collins, Jr., and **M. F. Selekwa**, "A Fuzzy Logic Approach to LQG Design with Variance Constraints," *IEEE Trans. on Control Sys. Tech.,* Vol. 10, No. 1: Jan 2002, pp 32–42.

Grants:
- National Science Foundation (2011-2015), $120,000; Project Duration
- NASA-ND EPSCOR, (2008-2009), $17,000
- NDSU Foundation (2009), $4,500

Synergistic Activities
1. Grant proposal reviewer for the Canada Foundation for Innovation.
2. Journal publication reviewer for: Automatica, IEEE Transactions on Control Systems Technology, European Journal of Control, ISA Transactions, ACTA International Journal of Control and Intelligent Systems, Journal of the Franklin Institute, International Journal of Systems Science, International Journal of Automation and Computing,
3. Conference manuscript reviewer for various conferences including the American Control Conference, the European Control Conference, the Asian Control Conference, and the IEEE Conference on Decision and Control.

TO: NDSU FACULTY SENATE

FROM: UNIVERSITY ACADEMIC AFFAIRS COMMITTEE

SUBJECT: 2011-2012 ANNUAL REPORT

DATE: 5/2/2012

University Academic Affairs Committee has met almost weekly in the fall and twice monthly in the spring for a total of 20 meetings. In those meeting we have approved changes to course offerings at NDSU.

We approved the following and have sent these items to faculty senate either for approval or for information:

3 new programs: Gerontology 2nd major doctoral level, Exercise Science and Nutrition (PhD), and Counselor Education and Supervision (PhD)

1 new MS degree: Masters in Construction Management

3 new /changes in subplans/options/certificates

1 new prefix: LEAD

61 course deletions

52 new graduate courses (includes the 600 level courses of 400/600 courses)

43 new undergraduate courses (includes the 400 level courses of 400/600 courses)

79 changes to course numbers, credits, titles

109 changes to pre-reqs and course descriptions

6 new special topics

Also acted on and submitted to Faculty Senate "Satisfying the NDSU BA requirement using a Second Language"

Preliminary Brief Annual Report: 2011-2012 Core Undergraduate Learning Experiences (CULE)

Submitted to:
Gary Totten, Presiding Officer, University Senate

Submitted by
Larry Peterson, Co-Chair

1. 2011-2012 Core Undergraduate Learning Experiences Members:
Marion Harris (AFSNR), Robert Harrold (Assessment), RaNelle Ingalls (Student Affairs), Rajesh Kavasseri (E&A), Kevin McCaul (Deans' Liaison), Andrew Mara (AHSS), Charlene Myhre (Libraries), Cynthia Naughton (PNAS), Lisa Nordick (DCE), Larry Peterson (Provost), Seth Rasmussen (S&M), Susan Ray-Degges (HDE), Carolyn Schnell (University Studies), and Herbert Snyder (Business)

2. Meetings:
   CULE met sixteen times during 2011-12: August 29. September 12, September 26, October 10, October 24, November 14, November 28, December 12, January 10, January 23, February 6, February 29, March 7, March 19, April 16, and April 30.

3. Major Activities:
   In October CULE distributed a common electronic survey focusing on 29 student learning outcomes through the GDC for alumni, employers, faculty, staff and students. Because of the relatively few responses from employers, CULE surveyed college advisory board members in February. CULE members analyzed the responses and reported their findings in a Pedagogical Luncheon in April. Writing well and speaking well are high priorities among all respondents. In general, alumni and employers seem more satisfied with how well our present graduates are prepared. Faculty and staff are more critical of present student performance and have higher standards for the future. All groups expect every outcome to be more important in the future.
   CULE agreed to undertake a quality improvement process to implement the Higher Learning Commission's new accreditation model. CULE developed an electronic template asking programs to compare the student learning outcomes in their capstone courses with the Applied Learning benchmarks in the *Degree Qualifications Profile* (*DQP*). In December copies of the *DQP* were sent to all faculty and the electronic template and a cover letter from Provost Rafert were sent to chairs and heads. Departments were also asked to submit syllabi for their capstone courses. In conjunction with this project, one of the *DQP*'s authors, Paul Gaston, visited NDSU in January to give a Pedagogical Luncheon and meet with people. CULE has not yet begun to analyze the information from the templates.
   From November 2010 to January 2012 CULE met with 460 people in 40 academic and non-academic units in listening sessions where people thought broadly about the purpose and goals of general education.
   CULE's homepage (http://www.ndsu.edu/cule/) was created and maintained by Jerry Olson from DCE.
   CULE members began the process of prioritizing and refining common student learning outcomes in order to have a recommendation for the Faculty Senate in Fall 2012.

Preliminary Brief Annual Report: 2011-2012 Council of College Faculties

Submitted to:
Gary Totten, Presiding Officer, University Senate

Submitted by
Larry Peterson and Mark Meister

Mark Meister and Larry Peterson served as NDSU's representatives to the Council of College Faculties in 2011-12. The Council met by WIMBA nine times: September 13, October 11, November 8, December13, January 17, February 14, March 20, April 17, and May 8.

The Council discussed three major issues this year.

1. Staff and faculty especially from the smaller schools want tuition waivers for online or distance education courses. The research campuses worry about what this will mean for self-support courses.

2. SBHE President Shaft informed the CCF that a Compensation Report is not necessary and that the faculty/staff compensation budget line item will be removed from the SBHE budget request. The CCF unanimously voted to oppose that action.

3. There was a great deal of discussion about President Shaft's "Maximizing Results through Efficiencies" proposal and its implementation. Because of NDSU's initiative, members at NDUS campuses gave a great deal of feedback about the Maximizing Results proposal through a survey hosted by NDSU's Group Decision Center. The feedback had no discernible result. There continues to be a great deal of frustration with the Maximizing Efficiencies Process. The timeline is far too rapid and it seems like a very top-down process. Faculty are almost totally in the dark about what is happening. No one seems to know of any faculty involvement in the process, despite the statement in the Maximizing Efficiencies Process Memo of February 3, 2012 from President Shaft: "Faculty, staff and students will either be represented on the work groups or will be engaged as the plans work their way through the appropriate System Councils and committees."

Equity and Diversity Committee Report to Faculty Senate
April 30, 2012

The committee met on 25th October and elected Dr. Benedict Law as the Chair of the Equity and Diversity.

The committee reviewed the Smoking Policy (#153) and came up with an agreement that such policy did not require revision. The policy stated that "smoking prohibition does not apply to specific activities used in connection with the practice of traditional spiritual or cultural ceremonies". The students/faculty were not able to hold specific activities in connection with the practice of traditional spiritual or cultural ceremonies inside the Memorial Union because of the safety issues. However, the committee feels strongly that Facilities Management should provide the appropriate facilities outdoor to accommodate such activities. Therefore, the committee recommended the Vice President for Student Affairs to discuss with the Facilities Management for an alternate solution.

The committee had communicated via email in December 2011 about the lack of lactation facility at the NDSU. This has been an ongoing issue in NDSU because of the lack of space. We had brought up the issue to the Provost.

TO: NDSU Faculty Senate

FROM: Faculty Senate Faculty Affairs Committee

SUBJECT: 2011-2012 Annual Report

Date: 4/24/2012

The Faculty Affairs Committee had an organizational meeting in November of 2011. In addition to electing a chair we discussed the "Enhancing Student Persistence" white sheet that had been circulated. Through e-mail we prepared a recommendation which was submitted to the Faculty Senate Executive Committee in December.

In January, working with Associate VP Krishnan the Faculty Affairs committee met to review and make recommendations concerning Instructional Development Grants. There were 10 proposals, 5 of which were recommended for funding. The 5 funded proposals were funded through the Provost's office in the amount of $14,733.

More recently the committee has been working to draft a proposed Academic Freedom policy.

Preliminary Brief Annual Report: 2011-2012 General Education Committee

Submitted to:
Gary Totten, Presiding Officer, University Senate

Submitted by
Larry Peterson, Chair

1. 2011-2012 General Education Committee Members:
Thomas Barnhart (HDE), Xiwen Cai (AFSNR), Darshi De Saram (AE), Thomas Dowdell, Jr. (BUS), Robert Harrold (Assessment), RaNelle Ingalls (Registration and Records), Linda Langley (SM), Derek Miller (students), Charlene Myhre (Library), Larry Peterson (Provost), Jonathan Roswick (students), Gary Totten (AHSS), Mary Wright (PNAS).

2. Meetings:
The Committee met nine times during 2011-12: September 13, October 11, November 8, December 6, January 30, February 13, March 26, April 16, and May 7.

3. Policy and Procedure Changes:
The Committee agreed to change General Education Administrative Policy 11 ("Students may receive placement credit for ENGL 110 based on composite ACT score and satisfactory performance in ENGL 120 or equivalent") because of State Board Policy 402.1.2 which requires that as of Fall 2012 placement in ENGL 110 will be based on the ACT English subtest scores.

The Committee drafted revisions for the Student Appeal form to note that we expect students to tell us how the course they want to substitute meets the definitions of the appropriate category and to suggest that students include a syllabus.

4. Program Issues:
    The Committee endorsed all of the Essential Learning Outcomes from the American Association of Colleges and Universities as a possible framework for General Education in North Dakota.

5. Student Petitions:
    The Committee received forty-two petitions from students for substitutions, waivers or exemptions. It granted twenty-seven and denied fifteen**.** The Office of Registration and Records granted administrative approval to thirty-one additional appeals.

6. Course Reviews:
    The Committee began the fall semester with four courses still in the process of being reviewed from previous years. The Committee received three submissions for new courses. The Committee completed action on three new courses and two existing courses in 2011-2012. One course proposed in 2010-11 was withdrawn from consideration by the instructor. The Committee ended the year with one course still in the process of being reviewed, because it had been returned to the department for additional information.

Program Review Report to the Senate for 2011-2012

Program Review met weekly, led by Rajesh Kavasseri.

We began the year with 11 reports (a very high number of programs to review because this year there were no extensions granted) and 3 were received after the beginning of the year, for a total of 14.

Completed reports (including site visit, report, meeting with Dean and Chair/Head, meeting with Provost):

- ADHM
- Arch/Landscape Arch
- Plant Sciences
- Psychology
- University Studies
- Polymers and Coatings
- Criminal Justice
- Materials and Nanotech

Partially completed:

- Communications
- Statistics
- Mathematics

Rolling over to 2012-13:

- Geosciences
- HDE
- Ag & Bio Systems Engineering

Not received:

- Fine Arts

Research and Consulting Standing Committee

Report: As Senate Liaison for the Research and Consulting Committee for 2011-2012, I called the first meeting in the Fall of 2011. There were 5 attendees. A chair was not elected at the meeting, however later Amiy Varma said he would serve for the remainder of the year. There was never another meeting called. Below, you will find the minutes from the one meeting that we had.

Minutes from Fall meeting, November 7, 2011
Attendance: Biga, Wittrock, Sanders, Szmerekovsky, Osorno

Discussions:

It was brought up that Greg Sanders might not be eligible to serve on this committee due to his new obligations with his college. After the meeting, Biga spoke with the Faculty Senate Exec Committee, and this is in fact the case. So, HDE needs a new member and Gary Totten (Senate Pres) has been notified.

The RCC needs a chair, as Biga is not officially on the committee, but is ex-officio as a liaison from Senate Exec Committee. Varma was nominated, he accepted (after the meeting).

The RCC reviewed Article III (Senate Committees) Section 12 (Research and Consulting) of the senate by laws to review the role of this committee. The committee discussed historic roles this committee has had, and discussed a potential future agenda:

1. Identify current list and potential developmental programs
   a. Inquire with Boudjouk, Wittrock, and Rafert
   b. Invite Rafert to a meeting to discuss what he might see as this committee's role
2. Committee responsibilities
   a. What else can RCC do?
   b. Consulting?
3. Policies to review?
   a. 190
   b. 340s

Respectfully submitted by Peggy Biga

Senate Coordinating Council Report to Faculty Senate
April 30, 2012

For the 2012-2012 academic year, the Senate Coordinating Council (SCC) was composed of representatives from the Faculty Senate, Staff Senate, Student Senate, Provost's Office, Division of Finance & Administration, and Division of Student Affairs. During this period, the SCC met in November, December, January, February, March, and April. The SCC acted upon eleven polices; they are as follows:

Policy 103 Equal Opportunity/Affirmative Action Policy on the Announcement of Position
    Openings
Policy 112 Pre-Employment and Current Employee Criminal Record Disclosure
Policy 134 Faculty/Staff Assistance
Policy 139 Leave with Pay
Policy 158 E-Mail as an Official Communication Method for Employees
Policy 161 Fitness for Duty
Policy 163 Workplace Bullying
Policy 171 Staff and Faculty Recruitment and Moving Expenses
Policy 220 Administrative Leave
Policy 320 Faculty Obligations and Time Requirements
Policy 350.1 Board Regulations on Academic Freedom and Tenure; Academic Appointments
Policy 700 Services and Facilities Usage
Policy 811 Allowable Cost Policies - Subcontracts

To: NDSU Faculty Senate

From: University Assessment Committee

Subject: 2011-2012 Annual Report

Date: April 27, 2012

The University Assessment Committee (UAC) met monthly from September through December, 2011. However, due to a transition to a new Director of Assessment, the committee did not meet again until April.[1]

A major activity of the UAC was reviewing assessment reports submitted by academic and student affairs units. The committee completed several reviews throughout the academic year, and is continuing to complete reviews over the summer.   A goal of the committee is to complete all outstanding reviews by Fall 2012.

The committee also revised the reporting guidelines for assessment activities that are distributed to academic and student affairs units. With goals of streamlining the process, making it more useful for academic/student affairs units, and facilitating reports that allow multiple-reviewer feedback, we made important changes. These included introducing a page limit on reports of 5 pages, asking units to focus on one learning goal per year, and emphasizing the importance of assessment aimed at achieving programmatic goals.

We plan to make further refinements to the process in future years. In making future refinements, we aim to make the process easier/less cumbersome for academic/student affairs units, to align the process with programmatic accreditation bodies, and to align the process with university learning goals (e.g. Degree Qualifications Profile).

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[1] The previous Director of Assessment, Bob Harrold, retired in December. The new Director of Assessment, Accreditation, and Academic Advising, Larry Peterson, was not hired until March. The committee did not think it would make sense to meet during the interim period, due to a likelihood that the new director would have his or her own vision for assessment.

Summary of University Athletics Committee Meetings, AY 2011-2012
Meetings were held once each in the Fall and Spring semester.
(Submitted by G. Liguori, Faculty Senate Liaison)

Student Athletes:
Donated to Special Olympics, local Food Pantry, hosted a Halloween Party for children

Academics:
-NCAA Academic Cabinet has discussed increasing academic requirements for student-athletes
-NDSU is doing extremely well within the League as well as nationwide in receiving academic awards (An additional graduate assistant has been hired to assist with mentoring student-athletes).
-New Summit League Faculty Athletic Rep Initiatives: 1) monthly recognition of student-athletes (www.thesummitleague.org), 2) 'Start in Summit League-Finish in Summit League' to encourage student-athletes to pursue grad programs within Summit League member schools, and 3) academic recognition of student-athletes at the end of their season of competition rather than on a semester basis.
-The overall student-athlete average GPA for spring semester was 3.03.
-Two NDSU athletes (Whitney Carlson-women's track, and Amy Anderson-women's golf) were included in the NCAA Elite 88 which recognizes outstanding academics. Whitney Carlson was also recognized at the 2011 NCAA Woman of the Year Awards dinner.
-President Bresciani is creating a new team academic award, honoring the highest and most improved GPA.
-The gender equity study is still in process. Various survey tools for obtaining data were discussed.
- Considerable Summit League Joint Council discussion regarding conference alignment and NCAA legislation of awarding $2,000 to full scholarship athletes.
-New indoor track facility is on track to be complete by Fall 2012.
- $21 million of the $32 million campaign has been raised for BSA expansion/renovation.
-The annual budget of $14.9 million for athletics was reviewed; income and expenditures are on track.
-Competitions between NDSU and UND will continue to be scheduled.
-NDSU will be hosting the Summit League Outdoor Track & Field Championship May 10-12, 2012