

North Dakota State University

Policy Manual

SECTION 300

APPOINTMENT AUTHORITY AND PROCEDURE - NON BANDED EMPLOYEES

The North Dakota State Constitution grants the State Board of Higher Education complete jurisdiction over matters concerning higher education, including the responsibility of employing personnel. The Board has delegated authority to make most appointments to the President. Therefore, while recommendation for employment may originate at different levels, all appointments are subject to approval by the President or the President's designee.

The President is appointed by the Board of Higher Education.

Appointment of other administrative officers (vice presidents, deans, directors, and President's staff) is made by the President.

Appointment of a department chair originates with the appropriate dean or director and is subject to confirmation by the appropriate vice president.

Appointment of a faculty member to one of the colleges originates with a department chair. It must then be approved by the academic dean, the Provost/Vice President for Academic Affairs, and the President.

Appointment of a staff member to the Agricultural Experiment Station also originates with the department chair concerned and requires approval by the Director of the Experiment Station, the Vice President for Agriculture, and the President. Where appointment to the Experiment Station is made in conjunction with appointment to the faculty of a college, approval by the appropriate college dean, and the Vice President for Academic Affairs is also required.

Appointment of all state and county employees of the NDSU Extension Service is made upon recommendation of the department chair, section head or district director, the Director of Extension, the Vice President for Agriculture, to the President of the University for final approval. The appointment of the Director of Extension is subject to approval by the Secretary of the United States Department of Agriculture. County extension agent appointments are subject to approval by the respective boards of county commissioners.

Appointments are generally on an annual basis, subject to regulations. There shall be no changes in salary or professorial rank after the annual payroll has been approved, except in approved cases. Changes in rank must be approved by the Chancellor.

All positions established with federal or grant funds must end with the expiration of those funds. Persons who fill such positions shall be notified in writing of this policy.

HISTORY:

New	July 1990
Amended	May 1996
Amended	October 2007
Housekeeping	February 25, 2019