

**NORTH DAKOTA STATE UNIVERSITY**  
*New Faculty Orientation*



**August 16-17, 2018**

# A message from President Bresciani



Welcome to North Dakota State University, a truly special place. You will find it is a friendly, caring community of dedicated, talented and resilient faculty and staff.

NDSU is widely known as a student-focused, land-grant, research university – a title we have gained through dedication, compassion and hard work.

This institution has a long history of achievement, and NDSU provides exceptional opportunities for students and the citizens we serve. Few, if any, other land-grant universities conduct research of our caliber, breadth and impact, and still remain focused on students. Our student-to-faculty ratio was 18 to 1 for the 2017-2018 academic year.

NDSU's total expenditures for research and development exceeded \$156 million in fiscal 2016, as reported for the National Science Foundation's Higher Education Research and Development survey. NDSU is listed among the top 100 universities, currently 84th in the most recent NSF survey.

In addition, our successful Research and Technology Park continues to expand in both size and productivity as our leading research helps create new technologies, businesses and jobs.

We have a strong national and international presence – students come from around the globe to receive a quality education at an affordable price. In fall 2017, NDSU had 14,358 students enrolled in its undergraduate, professional and graduate programs. Of that number, 3,306 are first time or transfer undergraduate students. A total of 792 international students from 82 countries are enrolled at NDSU, and we have 2,037 graduate students.

NDSU has more than 100 buildings on campus, eight major research and extension centers throughout the state, and Extension programs in every county of North Dakota. Our outstanding facilities include the A. Glenn Hill Center, a state-of-the-art building with classrooms and laboratories focused on science, technology, engineering and mathematics. Construction of the new Catherine Cater residence hall is underway, as is a \$28 million addition to Sudro Hall.

NDSU has a major presence in Fargo's historic and vibrant downtown. Our architecture and landscape architecture programs are taught in Renaissance Hall and Klai Hall; Renaissance Hall also is home to the visual arts department; and Richard H. Barry Hall is home to the College of Business and Department of Agribusiness and Applied Economics.

The North Dakota Agricultural Experiment Station and NDSU Extension Service are vital parts of the university, and the university is firmly committed to its land-grant traditions. In addition, NDSU participates in the Tri-College University consortium with neighboring Minnesota State University Moorhead, Concordia College, Minnesota State Community and Technical College, and North Dakota State College of Science.

NDSU has earned a reputation for excellence in education, research and service. Our 89,500 alumni will attest that NDSU has a profound, lasting impact on the lives of students and the economic prosperity of our state, region and nation.

Thank you for joining our university. By becoming one us, you make NDSU even stronger.

Sincerely,

A handwritten signature in black ink, appearing to read "Dean L. Bresciani". The signature is fluid and cursive, written over a light gray horizontal line.

Dean L. Bresciani  
NDSU President

## A message from Provost Ingram



I'm delighted to welcome the newest members of our academic community to North Dakota State University. The stellar academic qualifications of our faculty in research, teaching and outreach exemplify the mission of NDSU as a student-focused, land-grant, research university.

In research, our faculty are addressing some of the most difficult questions we face in North Dakota, the nation and the world. In teaching, our faculty are committed to student success and to using research to inform the curriculum and teaching practice. As part of the North Dakota University

System, we work with our sister institutions to ensure we work efficiently and effectively to meet the educational needs of the state. We serve our citizens through outreach and public service. Faculty take our land-grant mission seriously, and collaborate with communities on projects that improve the lives of people in North Dakota and across the upper Midwest.

Again, I welcome you to campus and look forward to an opportunity to meet each of you during the coming year.

A handwritten signature in black ink that reads "Beth Ingram".

Provost Beth Ingram

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# New Faculty Orientation

August 16, 17, 20, 28, 29, 2018

Office of the Provost/  
Faculty Affairs



# Orientation Overview

## Thursday August 16, 8:30 – 3:30pm

- Introduction to NDSU
- Academic Policies and Resources
- Positive and Inclusive Campus Climate
- Benefits Session
- Faculty Luncheon Panel (*AGHILL 334*)
- Blackboard (*for teaching faculty, AGHILL 240*) OR Research and Grants (*for research faculty, AGHILL 330*)
- Mandatory EO/Title IX Training (for all)



# Orientation Overview, *continued*

## Friday August 17, 8:30-2:00pm

- Sessions for new and returning faculty
  - Teaching and Advising at NDSU
  - Research and Grants at NDSU
- Breakfast and Luncheon session (*MU Plains*)
- Concurrent sessions MU and AGHILL STEM Center



# Orientation Overview, *continued*

## Monday August 20

- 12:00-1:00pm: **Campus Resource Fair** (*MU Plains*)  
**New Faculty Photos** (*MU Legacy Lounge*)
- 2:00-3:00pm  
**Campus Bus Tour w/President**  
(*MU South Entrance*)

## August 28 or 29, 8:30-9:30am

- **Coffee w/Provost**



## NDSU Organization

- **Office of the Provost**
  - [Organization chart](#)
- **Academic Colleges**
  - Academic Departments
- **Faculty Senate**
- **University Curriculum Committee**
- **Graduate Council**

## Academic Policies and Resources

- **NDSU Policy Manual** ([www.ndsu.edu/policy](http://www.ndsu.edu/policy))
  - *Orientation folder*
- **New Faculty Website and Resources Page**  
([www.ndsu.edu/provost](http://www.ndsu.edu/provost))
- **New Faculty Workshops and Mentoring Program**
  - *Promotion, Tenure, and Evaluation Workshop, 11/7 & 8*
- **Faculty Luncheons**
- **Promotion to Professor Sessions**

## Select NDSU Policies

- **320: Faculty Obligations and Time Requirements**
  - Office hours
  - Sick leave, child bearing leave
  - Modified duties
  - Out-of-state travel authorization
- **325: Academic Freedom**
  - Teaching, research
  - Course, curriculum approval
- **352: Promotion, Tenure, and Evaluation (PTE)**
  - Annual review, third year review
  - Tenure clock extension
  - Appeal of decision: 350.3

## Select NDSU Policies, continued

- **156: Discrimination, Harassment, and Retaliation Complaint Procedures**
  - NDSU is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of our university community. NDSU is committed to taking action to:
    - 1) Stop discrimination;
    - 2) Remedy the effects of discrimination;
    - 3) Prevent the recurrence of discrimination; and
    - 4) Educate the university community about their rights and responsibilities.

## Policy 156, continued

- Do not participate in discrimination, harassment, or retaliation.
- Report any discrimination, harassment, or retaliation against a student of which you are aware of. *Supervisors have further reporting responsibilities.*
- Recognize that harassment can occur:
  - On campus or off campus
- Intent does not matter; the impact of the behavior matters. “I didn’t mean anything by it” is not a valid defense for harassing behavior.
- Consensual relationships, where there is a definite power differential, are discouraged.

## Select Policies, continued

- **326: Academic Misconduct**
  - NDSU is committed to upholding the highest standards of integrity of its endeavors in the pursuit of academic activities
  - Inquiry and Investigation (by faculty committees)
  - Authorship, Data ownership, and Working w/students
- **353: Grievances**
  - Decisions affecting terms and conditions of employment, such as salary adjustments, development leave, assignments/duties, periodic reviews and working environment
  - Conflicts

## Select Policies, continued

- **718: Public/Open/Confidential Records**
  - All NDSU records are public records, open and accessible for inspection by anyone
  - Email, text messages, notes, etc.
- **152: External Professional Activities** and **151.1: External Activities and Conflicts of Interest**
  - Time commitment, conflict of commitment
  - Obtain prior approval (Consulting Authorization Request form)
- **103: EO/AA Policy on Announcement of Position Openings**
  - Required training
  - Dual career hiring

## Select Policies, continued

- **151: Code of Conduct**
  - NDSU requires all employees to
    - Act professionally in their interactions with others;
    - Follow training and job specific requirements as stated in the job description or appointment letter, or as assigned by respective department or unit;
    - Respect the value, creativity, and diversity of all persons, which includes diversity of opinions and professional approaches to doing things;
    - Contribute to an environment of respectful and productive working relationships with those with whom the person interacts; and
    - Make good faith efforts to resolve differences constructively.

## Teaching and Advising at NDSU

- **FERPA Guidelines**
  - Federal law to protect the privacy of student records
- **Policy 331.1: Course Syllabus**
  - Required content
- **Campus Connection** – official student information system (view class list, submit grades)
- **Student Success Collaborative**
- **Blackboard** – resources for students to access online
- **Academic Calendar and Final Exam Schedule**
  - Dead week
  - Commencement (December 14 and May 11)

## Research and Grants at NDSU

- **NDSU Proposal Submission**
  - Department and College approvals
  - Sponsored Programs Administration approval
- **External Grants**
  - New Investigator Programs
- **Internal Grants**
  - ND EPSCoR, ND NASA
  - Research and Creative Activity
  - NDSU Development Foundation
  - Graduate School Fellowships and Awards
  - Technology Fee Advisory Committee Awards

## Cohort Mentoring Program

- Mentoring groups composed of:
  - 4-10 new faculty and 2-3 senior faculty
- Training on roles, opportunities, goal setting
- Groups meet monthly from first-year through third-year review process
- Planned activities offered about once a month
  - Evaluation, promotion, tenure
  - Scholarly writing
  - External funding
  - Time management
  - Teaching and assessment of learning

## Positive, Supportive, Equitable, and Inclusive Campus Culture

- Angela Bachman (Equity, Faculty Affairs, FORWARD)
- Warren Christensen (Physics, FORWARD Advocate)
- Kristine Paranica (Ombuds)
- Chris Ray (Education, FORWARD Advocate)
- Deirdre Voldseth (School of Natural Resource Sciences, FORWARD)

## Overview of NDSU Benefits

- Rachel Knudson, Benefits Coordinator, Human Resources.

## Faculty Luncheon Panel

### Things I Wish I Had Known My First Year:

- Kelly Buettner-Schmidt (Nursing)
- Adam Gladen (Mechanical Engineering)
- Jia Kim (Biological Sciences)
- Ryan Limb (Natural Resource Sciences)
- Ravi Kiran Yellavajjala (Civil and Environmental Engineering)
- David Westerman (Communication)

## Contact Information

Canan Bilen-Green, Vice Provost

- Email: [canan.bilen.green@ndsu.edu](mailto:canan.bilen.green@ndsu.edu)
- Website:  
<http://www.ndsu.edu/provost>

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## UNIVERSITY GOVERNMENT

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1. **Constitution.** The University's Constitution provides a framework within which the faculty functions to determine, subject to presidential and Board acceptance, University-wide policies and regulations in the areas of resident instruction, research, and extension. The Constitution is found on the Faculty Senate's webpage.
2. **Faculty Senate.** The Constitution provides for a Senate as the legislative body of the University with an elected member as its president. The Senate meets on the second Monday of each month of the academic year. The By-laws provide for establishing standing University committees and subcommittees and standing committees within each college.
4. **Staff Senate.** The Staff Senate is an elected body of classified employees proportionally representing all the employee classification groups. Members are elected each May and serve specific terms ranging from one to two years. Senate meetings are held the second Wednesday of every month.
5. **Student Government.** Student Government works to represent and advocate for the diverse student body of NDSU. Activities include allocating Student Activity Fee, providing programs for students, engaging with state officials, and passing legislation that students deem necessary.

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## ACADEMIC ORGANIZATION

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1. **Resident Instruction.** North Dakota State University consists of eight academic units with the following departments:
  - a. **The College of Agriculture, Food Systems, and Natural Resources (AFSNR):** Agribusiness and Applied Economics; Agricultural and Biosystems Engineering; Animal Sciences; School of Natural Resource Sciences; Plant Pathology; Plant Sciences; and Microbiological Sciences.
  - b. **The College of Business:** Accounting and Information Systems; Management and Marketing; Transportation, Logistics, and Finance.
  - c. **The College of Engineering:** Air Force ROTC; Agricultural and Biosystems Engineering; Army ROTC; Civil and Environmental Engineering; Construction Management and Engineering; Electrical and Computer Engineering; Industrial and Manufacturing Engineering; and Mechanical Engineering.
  - d. **The College of Human Development and Education:** Apparel, Design, and Hospitality Management; Human Development and Family Science; School of Education; and Health, Nutrition, and Exercise Sciences.
  - e. **The College of Arts, Humanities and Social Sciences:** Architecture and Landscape Architecture; Communication; Criminal Justice and Political Science; Emergency Management; English; History, Philosophy, and Religious Studies; Modern Languages; School of Music; Sociology and Anthropology; Theatre Arts; Visual Arts; and Women and Gender Studies.
  - f. **The College of Health Professionals:** Allied Sciences; Public Health; School of Nursing; and School of Pharmacy.
  - g. **The College of Science and Mathematics:** Biological Sciences; Chemistry and Biochemistry; Coatings and Polymeric Materials; Computer Science; Geosciences; Mathematics; Physics; Psychology; and Statistics.
  - h. **The College of Graduate and Interdisciplinary Studies** administers the advanced degree offerings of all departments of the participating colleges. The graduate faculty of NDSU consists of those individuals holding the rank of assistant, associate, or full professor. Graduate faculty teach graduate courses; advise graduate students; serve on and chair advisory, supervisory, and examination committees; direct graduate disquisitions; and participate in graduate governance through voting in assembly and representing their departments or programs on the Graduate Council. The Graduate Council is composed of 12 graduate faculty members (six elected, six appointed), two graduate students, the assistant/associate deans, and the Dean of the Graduate School, who serves as the chair.
2. **Agricultural Experiment Station.** The Agricultural Experiment Station was established under provisions of the Hatch Act of 1887 and authorized in 1890 by the first state legislature. Administrative and research costs are state and federal appropriations, grants, gifts, fees, and sales. In addition to the Main Station in Fargo, research centers are maintained in Carrington, Dickinson, Hettinger, Langdon, Mandan, Minot, Streeter, and Williston. An agronomy seed farm is located in Casselton. Many staff members have joint College of AFSNR and Experiment Station appointments.
3. **Extension Service.** The North Dakota State University Extension Service assists in delivery of information to the citizens of North Dakota and surrounding region. The NDSU Extension Service is the public service arm of North Dakota's Land Grant University. It is charged with fulfilling the lifelong learning needs of the state's citizens. This is accomplished by delivering information through its research-supported and knowledge-based educational efforts. These programs are delivered via a network of county, area, and state staff dedicated to servicing targeted issues and concerns identified by its grassroots advisors. NDSU's Extension Service operates under the provisions of the Smith-Lever Act of 1914 and supplementary state legislation.
4. **Institutes and Centers.** The various institutes and centers act to facilitate specialized missions and projects by taking advantage of the unique setting of the University. A list of centers and institutes is available at [https://www.ndsu.edu/research/research\\_related\\_units/centers\\_and\\_institutes/](https://www.ndsu.edu/research/research_related_units/centers_and_institutes/).

## Faculty Senate Constitution

### Article I: Preamble

#### Section 1.

The administration and faculty of North Dakota State University share responsibility for governance and effective management of the academic affairs of the University. In addition, shared governance mandates involving stakeholders in all aspects of the University mission. As such, faculty, staff, and students exercise this responsibility in their respective domains. To this end, the faculty accepts the responsibility of crafting, reviewing, and approving policies concerning the Academic and Extension missions of NDSU.

### Article II: Responsibilities

#### Section 1.

The Faculty Senate is the University's legislative body responsible for the review and approval 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

#### Section 2.

The Faculty Senate will also review, recommend, and participate in the formulation and exercise of policy with regard to:

- a. Institutional priorities
- b. The allocation of institutional resources
- c. Academic organization
- d. Administrative procedures and organizational structure
- e. Appointment and promotion of administrators
- f. Issues related to intellectual property
- g. Honorary degrees
- h. Other matters of interest to the faculty

## Article III: Membership

### Section 1.

Membership in the Faculty Senate consists of elected representatives from non-administrative, half-time or greater appointments from the following groups: faculty who hold the academic rank of professor, associate professor, assistant professor, professor of practice, senior lecturer, instructor, or research faculty.

### Section 2.

The following, whether full or part time or interim, are considered administrative positions: Chair/Head/or equivalent, Assistant/Associate Dean, Dean, Vice President, Assistant/Associate Vice President, Provost, and President.

## Article IV: Amendments

### Section 1.

Amendments to the Constitution may be proposed by the Senate or by a petition signed by twenty-five percent of the faculty. The Secretary of the Senate will distribute the proposed amendment to all faculty no later than nine days after the amendment is submitted for approval.

### Section 2.

No later than thirty days nor earlier than seven days after the amendment is distributed, the faculty shall vote by secure electronic ballot on the proposed changes. If approved by two-thirds of the ballots cast, the change will be submitted to the University President for concurrence and then forwarded to the North Dakota State Board of Higher Education for consideration.

### Section 3.

When approved by the North Dakota State Board of Higher Education, the changes shall become effective immediately.

NORTH DAKOTA STATE UNIVERSITY  
**FACULTY POLICIES REFERENCE GUIDE**

The policies listed below are available electronically at <http://www.ndsu.edu/policy>. Alternative formats are available upon request (see website for more information).

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**PROFESSIONAL RESPONSIBILITIES POLICIES**

<b><u>Policy #</u></b>	<b><u>Policy Name</u></b>
335	Code of Academic Responsibility and Conduct
151	Code of Conduct (includes Conflict of Interest)
162.1	Consensual Relationships
100	Equal Opportunity and Non-Discrimination Policy
152	External Professional Activities
320	Faculty Obligations and Time Requirements
159	Injury Claims Against NDSU and State Risk Financing
152.2	Membership in Professional and Service Organizations
100.1	Nondiscrimination on the Basis of Disabilities and Reasonable Accommodation
160	Political Activities and Voting Rights of University Employees
158	Acceptable Use of Electronic Communication Devices
180	Separation Procedure
321	Service
700	Service and Facilities Usage
162	Sexual Harassment Policy
153	Smoke-Free Facilities
155	Alcohol and Other Drugs: Unlawful and Unauthorized Use by Students and Employees
700.2	Taking Equipment Off-Campus

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**ACADEMIC FREEDOM, PROMOTION, AND TENURE POLICIES**

<b><u>Policy #</u></b>	<b><u>Policy Name</u></b>
325	Academic Freedom
350.1	Board Regulations on Academic Freedom and Tenure; Academic Appointments
350.4	Board Regulations on Hearings and Appeals
350.3	Board Regulations on Nonrenewal, Termination or Dismissal of Faculty
350.2	Board Regulations on Standing Committee on Faculty Rights
353	Grievances – Faculty
156	Grievances – Equal Opportunity
352	Promotion, Tenure, and Evaluation

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**POLICIES RELATED TO INSTRUCTION**

<b><u>Policy #</u></b>	<b><u>Policy Name</u></b>
332	Assessment of Courses and Instruction
333	Class Attendance Policy and Procedure
331	Classroom Assignments, Class Lists, and Instructor Initiated Drop Policy
336	Examinations and Grading
334	Field Trips
337	Grade Appeals Board
331.2	Instructors and Students as Family/Household Members
339	NDSU Policy on Communication Proficiency
338	Scheduling of Classrooms
323	Selection of Textbooks and Other Curricular Materials
330	Student Advising and Counseling

NORTH DAKOTA STATE UNIVERSITY  
**FACULTY POLICIES REFERENCE GUIDE**

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**POLICIES RELATED TO RESEARCH**

**Policy #   Policy Name**

326	Academic Misconduct
805	Allowable Cost Policies – Compensation for Personal Services
807	Allowable Cost Policies – Overtime Payments Sponsored Agreements
346	Animal Welfare
344	Classified Research
343	Confidential Proprietary Information
823	Financial Conflict of Interest – Public Health Services Sponsored Research
166	University Health and Safety Policy
345	Research Involving Human Participants

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**POLICIES RELATED TO BENEFITS**

**~ COMPENSATION-RELATED POLICIES**

**Policy #   Policy Name**

310	Base Salary
360	Early Retirement
361	Emeritus Titles
165	Employee Suggestion Incentive Program
134	Faculty/Staff Assistance
137	Holidays
138	Insurance Benefits
170	Payment of Meals for Staff and Guests
311	Summer Session Teaching Salary
515	Travel – Employees

**~ LEAVE OPTIONS**

**Policy #   Policy Name**

313	Annual Leave and Sick Leave
132	Developmental Leave
135	Family Medical Leave
147	Leave Sharing Program
139	Leave with Pay
149	Leave Without Pay
146	Military Leave
141	Retirement Services
182	Severance Pay Policy (Reduction in Force)
143	Sick/Dependent Leave
145	Unemployment Coverage
144	Worker's Compensation

# FERPA: What faculty and staff need to know

## *It's Your Responsibility*

As a faculty or staff member, you have a legal responsibility under FERPA to protect the confidentiality of student educational records in your possession. You have access to student information only for legitimate use in the completion of your responsibilities as a university employee. **Need to know is the basic principle.**

Your access to student information, including directory information, is based on your faculty or staff role within the university. You may **not** release lists or files with student information to any third party outside your college or department.

Student educational records (other than directory information) are considered confidential and may not be released without written consent of the student. Student information stored in electronic format must be secure and available only to those entitled to access that information.

If you're in doubt about a request for student information, contact the Office of Registration and Records at 701-231-7981.

## It's the Law

FERPA (Family Educational Rights and Privacy Act), also known as the Buckley Amendment, was passed by Congress in 1974. It grants four specific rights to a postsecondary student:

- to see the information that the institution is keeping on the student.
- to seek amendment to those records and in certain cases append a statement to the record.
- to consent to disclosure of his/her records.
- to file a complaint with the FERPA Office in Washington.

FERPA applies to all educational agencies or institutions, including North Dakota State University, that receive funds under any program administered by the Secretary of Education. FERPA governs what may be released but does not require that any information be released.

## Student Information Types

### Directory/Public Information and NDSU Directory Information

"Directory information is . . . information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." (FERPA Regulations, 34CFR, Par 99.3.)

#### Directory information at NDSU

Directory Information is considered public and can be released without the student's written permission. *However, the student may opt to keep this information confidential.*

- Name (all names on record)
- Address (all addresses on record)
- E-mail address (all electronic addresses on record)
- Phone number (all phone numbers on record)
- Height, weight and photos of athletic team members
- Major field of study (all declared majors)
- Minor field of study (all declared minors)
- Class level
- Dates of attendance
- Enrollment status

- Names of previous institutions attended
- Participation in officially recognized activities and sports
- Honors/awards received
- Degree earned (all degrees earned)
- Date degree earned (dates of all degrees earned)
- Photographic, video or electronic images of students taken and maintained by the institution (excluding Student ID photos)

Information not included in the list above is defined as confidential student information and may not be released. Student schedules, university ID numbers, and ID pictures are confidential information and therefore may not be released.

Directory Information can never include:

- Social security number
- Student identification number
- Race
- Ethnicity
- Nationality
- Gender

**Student education records** include information directly related to the student

and maintained by North Dakota State University such as the following:

- Personal information (name, etc)
- Enrollment records
- Student's exam or paper
- Grades
- Class schedules
- Disciplinary files
- Financial aid information
- Student employment records

**Storage media** for an educational record may vary and can include one or more of the following:

- Document in the registrar's office
- Electronic document or e-mail
- Computer printout in your office
- Class list on your desktop
- Computer display screen
- Notes from an advising session

Can student directory or public information always be released?	<b>NO!</b> Before releasing any information about a student, check for a suppression in Campus Connection (blue window shade icon). If the student has requested that directory information be withheld, no information can be released. If the student does not have a restriction on the release of directory information, directory/public information may be released. Note that FERPA does not require that directory information be released. University faculty and staff who have a need to know may obtain directory information for a student with a suppression, but must not release this information to anyone.
I like to post course updates on various forms of social media – is this permitted?	It depends. Be sure to not post any course related information about grades, course enrollment, or the class schedule. In addition, asking students to “check in” on social media can raise safety and privacy concerns. Avoid taking or sharing any photos of students in any course activities, unless signed permission is obtained from each student. FERPA doesn’t have specific social media provisions, but there are considerations to be cautious of. Additional helpful information can be found in the <a href="#">Navigating Privacy Laws in Higher Education Social Media</a> article.
How can a student withhold release of directory information?	Students can request to suppress directory/public information by contacting the Office of Registration and Records. A blue window shade icon will appear on all Campus Connection screens for students who elect to withhold information.
What are parental rights under FERPA?	FERPA allows parental access to student’s educational records if the student requests that academic and/or financial information be released to the parent(s) <b>or</b> if the parent claims the student as a dependent for Federal income tax purposes. A red star icon is indicated in Campus Connection if a student has authorized third party discussion. Verify names and security question and answer.
What must I do if I receive a subpoena concerning student educational records?	A copy of any incoming subpoena should be sent immediately to the Office of Registration and Records for review. It can be faxed to 701-231-8959. The original subpoena should be retained in the office that received it unless the Registrar requests it be sent to them. You should also send the Registrar a short description of how and when the subpoena was received. The Office of Registration and Records and NDUS General Counsel will determine whether and how to comply with the subpoena, and will also determine whether student notification of compliance with the subpoena is required.
For more information . . .	Contact the Office of Registration and Records, 701-231-7981, or <a href="https://www.ndsu.edu/registrar">ndsu.edu/registrar</a> .

**DO NOT!**

- Use the Student ID number of a student in public posting of grades or any other information.
- Link the name of a student with that student’s ID number in any public manner.
- Leave graded tests, papers, or other student materials for students to pick up in a stack that requires sorting through the papers of all students.
- Circulate a printed class list with student name and Student ID number, photo, or grades as an attendance roster.
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
- Provide anyone with lists or files of students enrolled in your classes for any commercial purpose.
- Provide anyone with student schedules or assist anyone other than university employees in finding a student on campus.
- Access the records of **any** student for personal reasons.
- Store confidential student information on any computer unless that information is required and secure from intrusion.

## **Constructing an effective syllabus: Getting the semester off to a good start**

### **General Advice**

There are 4 critical components to an effective syllabus:

1. Clearly articulate Learning Goals and Learning Objectives:
  - a. Goals are broad statements identifying general educational outcomes for your course. When designing your course start here. Your goals should answer this question: What do you want students to be able to do or know when they leave your class at the end of the semester?
  - b. Objectives are concrete measures of how goals will be attained. Be sure your objectives are measurable....it is really hard to measure "appreciation or understanding".
  - c. Word bank to help construct objectives: analyze, compare, demonstrate, discuss, identify, justify, outline, state, appreciate, compute, direct, display, infer, list report, synthesize, classify, contrast, derive, evaluate, integrate, name, respond, define, collaborate, designate, explain, interpret, organize, solicit.
2. Content and sequencing:
  - a. Establish direct relationships between the objectives and the course content
  - b. Think of your course like a flowchart and decide what information and skills students need to meet the aims and objectives by the end of the course. Let this be your guide for the semester.
  - c. You don't have to cover everything; a course is not a textbook.
3. Assessment and evaluation:
  - a. The purpose of assessment is to establish to what extent have students achieved course objectives.
  - b. Set firm deadlines, provide feedback in a timely manner, carefully consider class size when determining frequency and depth of assignments.
4. Administration and presentation:
  - a. See practical advice below
  - b. Try to keep syllabi to about one page in length.

### **Practical Advice**

The Academic Affairs committee of Faculty Senate has a set of guidelines for the minimum information that must be included in syllabi for courses taught at NDSU (<http://www.ndsu.edu/facultysenate/acadaffairs/syllabi/>). If your course is a General Education course there are additional requirements for the syllabus (and course content), which are detailed here (<http://www.ndsu.edu/facultysenate/gened/syllabi/>). Some additional practical information to keep in mind as you develop your syllabus:

- We have a 17-week semester (16 with classes and a final exam week). Many faculty schedule tests either every 4<sup>th</sup> week or every 5<sup>th</sup> week of the semester for either 4 or 3 tests plus a final exam. These are busy weeks in the semester for the students.
- If you have an attendance policy, you will need to include that in your syllabus, as well as a policy for missed assignments (also a policy for make-up tests).
- We do have a dead week policy: only one exam can be scheduled in the last two weeks of the semester (including exam week). This means that if you schedule an exam finals week, you may not schedule a test for the last week of classes. All classes are required to meet during the exam week, regardless of what you have planned for your final assessment.

- Most classes start Tuesday, the 21 of August (the exception are evening classes that start on Monday the 20)
- NDSU Holidays (no classes scheduled) for the 2018-19 academic year include:
  - Labor Day, September 3
  - Veteran's Day, November 12
  - Thanksgiving, November 22 and 23
  - Dead Week: December 3-7 (we do have a dead week policy: <http://www.ndsu.edu/fileadmin/policy/336.pdf>)
  - Final Exams: December 10-14 (exam schedule: <https://www.ndsu.edu/registrar/dates/finals/>)
  - See this link for the academic calendar: (<https://www.ndsu.edu/registrar/dates/2019/>)
- Talk with your colleagues about teaching and syllabus development.

#### References:

- M. J. V. Woolcock. Constructing a Syllabus: A handbook for faculty teaching assistants and teaching fellows. The Harriet W. Sheridan Center for Teaching and Learning, Brown University: [http://brown.edu/Administration/Sheridan\\_Center/](http://brown.edu/Administration/Sheridan_Center/). This handbook is helpful and includes workbook-style exercises to help you as you think about a syllabus. Much of the general advice presented here was gleaned from this handbook.
- This website has all sorts of gems and tips for effective teaching (including developing a syllabus): <http://www.honolulu.hawaii.edu/facdev/guidebk/teachtip/teachtip.htm>
- Carnegie Mellon's site has practical advice: <http://www.cmu.edu/teaching/designteach/design/syllabus/index.html>
- Washington State University in St. Louis has:
  - Tips for Faculty Teaching for the First Time: <https://teachingcenter.wustl.edu/resources/course-design/tips-for-faculty-teaching-for-the-first-time/>
  - Tips for Teaching on the First Day of Class: <https://teachingcenter.wustl.edu/resources/course-design/tips-for-teaching-on-the-first-day-of-class/>
- Ten Tips for Dealing with Nervousness on the First Day of Class from Faculty Focus: <https://www.facultyfocus.com/articles/effective-teaching-strategies/ten-tips-for-dealing-with-nervousness-the-first-day-of-class/>
- First Day of Class Activities that Create a Climate for Learning from Faculty Focus: <https://www.facultyfocus.com/articles/teaching-professor-blog/first-day-of-class-activities-that-create-a-climate-for-learning/>

## Campus Connection

- **Official Student Information System**
- **Students use Campus Connection self-service to:**
  - Register for classes; View official grades; Order transcripts; Monitor degree progress; Check account balance and financial aid awards; Update contact info; Check holds; Obtain enrollment verifications; See ‘to-do’ lists, etc.
- **Faculty use Campus Connection self-service to:**
  - View class rosters; Enter mid-term and final grades; Access advisee info (contact, transcripts, academic requirement reports, photos, etc.)
  - Maintain personal contact information
- **Blackboard Online Learning Management System**
  - A web-based classroom management tool that allows faculty to provide materials and resources for students to access
  - Not official system for grade entry or roster updates

### Obtaining Campus Connection Security Access

<https://www.ndsu.edu/registrar/facstaff/access/>

1. Obtain User ID & Password by Claiming ConnectND Account:
  - [View Help Page](#)
  - [Go to Claim Page](#)
2. [Complete NDUS Data Privacy Training](#)
  - This **\*MUST\*** be completed prior to submitting forms below
3. Complete & Submit Campus Connection Security Access Form:
  - [Faculty, Adjunct Faculty and Teaching Assistants](#)
  - [Professional Advisors](#)
4. **Log-in Assistance / NDUS Help Desk** 1-866-457-6387 / [ndus.helpdesk@ndus.edu](mailto:ndus.helpdesk@ndus.edu)

### Campus Connection Help

See **Registration & Records website:** <https://www.ndsu.edu/registrar/facstaff/cchelp/>

...**FACULTY & ADVISERS:**

- [Introduction to Campus Connection version 9.0](#) (YouTube video)
- [Academic Advisement Report \(for Faculty\)](#)
- [Academic Advisement Report \(for Professional Advisors\)](#)
- [Advisee Information](#)
- [Class Schedule, Class Rosters, and Grade Rosters](#)
- [Departmental Course Evaluations Using TES](#)
- [Grade Loading: Mid-term & End-of-term](#)
- [Holds & Service Indicators \(Placing/Releasing\)](#)
- [Sending Student Notifications](#)
- [Setting System Defaults](#)
- [Transfer Credit Reports \(for Faculty Advisers\)](#)
- [Transfer Credit Reports \(for Professional Advisors\)](#)
- [View/Update Personal Contact Information](#)

## Academic Calendar 2018-2019

Select dates. Full calendar at <https://www.ndsu.edu/registrar/dates/2019/>

### Fall 2018

Date	Day	Description
Aug 20	Mon	Classes begin at 4:00 p.m.
Aug 21	Tue	First full day of classes
Aug 28	Tue	Last day for Campus Connection <a href="#">Wait Lists</a> to run
Sep 3	Mon	HOLIDAY — Labor Day (no classes, offices closed)
Nov 12	Mon	HOLIDAY — Veterans Day (no classes, offices closed)
Nov 22-23	Thu-Fri	HOLIDAY — Thanksgiving (no classes, offices closed Thursday, offices open Friday)
Nov 26	Mon	Fall Commencement Participation deadline
Dec 3-7	Mon-Fri	<a href="#">Dead Week</a>
Dec 7	Fri	Last day of Fall classes
Dec 10-14	Mon-Fri	<a href="#">Final Examinations</a>
Dec 14	Fri	<a href="#">Commencement</a> ceremony (2:00 p.m. in Sanford Health Athletic Complex)

### Spring 2019

Date	Day	Description
Jan 7	Mon	Classes begin at 4:00 p.m.
Jan 8	Tue	First full day of classes
Jan 21	Mon	HOLIDAY — Martin Luther King, Jr. Day ( <i>no classes, offices closed</i> )
Feb 18	Mon	HOLIDAY — Presidents' Day ( <i>no classes, offices closed</i> )
Mar 11-15	Mon-Fri	Spring Break Week ( <i>no classes, offices open</i> )
Apr 19-22	Fri-Mon	HOLIDAY -- Spring Recess ( <i>no classes, offices closed Friday, offices open Monday</i> )
Apr 29- May 3	Mon-Fri	<a href="#">Dead Week</a>
May 3	Fri	Last day of Spring classes
May 6-10	Mon-Fri	<a href="#">Final Examinations</a>
May 11	Sat	<a href="#">Commencement</a> ceremonies (10:00 & 2:00 in Fargodome)
May 14	Tue	Grades due (12:00 p.m.)

# NDSU FINAL EXAMINATION SCHEDULE

<https://www.ndsu.edu/registrar/dates/finals/#c306449>

1. **Dead Week** allows for only one exam or quiz to be given, per course, during the last two weeks of the semester (prorated accordingly for variable length courses), which includes finals week. Exceptions include summer classes, self-paced/correspondence courses, make-up exams, courses in which a laboratory is incorporated with a lecture, one-credit courses, block-taught courses, approval of students enrolled in a course, and quizzes that account for less than 5% of the students' overall grade. If a professor gives an exam during the last week of classes, he/she is expected to make some instructional use of the final examination time. The Dead Week policy is available at [www.ndsu.edu/registrar/dates/deadweek/](http://www.ndsu.edu/registrar/dates/deadweek/).
2. No student shall be obligated to take more than three (3) final examinations on the same calendar day. In the event that a student has four (4) or more final examinations on the same calendar day, the student shall notify the instructor(s) from the highest numbered course(s) no later than two weeks before the last day of class to schedule a make-up examination to be administered at a mutually acceptable time.
3. Final exam times for downtown classes beginning on the half hour will be the same as main campus classes beginning at the previous full hour (e.g. 8:30 a.m. downtown = 8:00 a.m. on main campus).
4. **NOTE:** Classes scheduled MW, MTuWF, MWThF, MF, or WF are to follow the MWF exam times.
5. Classes offered at non-standard class meeting times do not have designated final examination periods. Instructors are to make arrangements to administer examinations at times that are not disruptive to students' existing schedule of final exams. Classes scheduled during summer terms typically have final examinations scheduled on the last regular meeting day/time.

## Fall 2018

Determine the day and time of the final exam by finding the regular class meeting time in the table below.

Exam Time	Monday Dec. 10	Tuesday Dec. 11	Wednesday Dec. 12	Thursday Dec. 13	Friday Dec. 14
<b>8:00 a.m.</b>	MWF 02:00 PM	T TH 11:00 AM	MWF 10:00 AM	MWF 09:00 AM	MWF 11:00 AM
<b>10:30 a.m.</b>	MWF 03:00 PM	T TH 03:30 PM	MWF 08:00 AM	MWF 04:00 PM	T TH 08:00 AM
<b>1:00 p.m.</b>	MWF 12:00 PM	T TH 09:30 AM	MWF 01:00 PM	T TH 12:30 PM	
<b>3:30 p.m.</b>	<i>All sections of:</i> MATH 98 MATH 103 MATH 105 ME 212	<i>All sections of:</i> MATH 104 MATH 107 MATH 144 MATH 146 MATH 147 ME 223	<i>All sections of:</i> ME 221 ME 222	T TH 02:00 PM	

### Evening Classes

<b>5:30 p.m.</b>	M 5:00 p.m. MW 5:00 p.m. MW 5:30 p.m.	T 5:00 p.m. T Th 5:00 p.m. T Th 5:30 p.m.	W 5:00 p.m. MW 6:00 p.m. MW 6:30 p.m.	Th 5:00 p.m. T Th 6:00 p.m. T Th 6:30 p.m.	
Classes that meet <b>5:30 p.m. or later one day per week</b> will have their final exams during the regular class time.					
<b>8:00 p.m.</b>	MW 7:00 p.m. MW 7:30 p.m.	T Th 7:00 p.m. T Th 7:30 p.m.			

**NOTE:** Classes scheduled MW, MTuWF, MWThF, MF, or WF are to follow the MWF exam times.