

## **NDSU STAFF SENATE EXECUTIVE COMMITTEE MEETING MINUTES**

**August 17, 2011, 9:30 – 11:00 a.m.**

**Location: SGC HR/Payroll Conf Room**

### **I. Call Meeting to Order**

Laura Dallmann called meeting to order at 9:32 a.m.

Attendees: Kathy Backen-Andersen, Kelly Bisek, Laura Dallmann, Colette Erickson, Kris Mickelson,

Liz Thompson and Jeri Vaudrin,

Absent: Cole Davidson, LaDonna DeGeldere and Jodi Pierce

### **II. Approval of the Agenda MOTION:** (Bisek/Vaudrin) to approve agenda as amended. **MOTION CARRIED.**

### **III. Approval of the July 20, 2011 Staff Senate Executive Committee minutes**

Liz Thompson to send minutes via e-mail for discussion, will approve via e-mail.

### **IV. Treasurer's Report – Kathy Backen-Andersen**

Agency - \$0

Appropriated - \$1,143.

Local - \$6,408.13

### **V. Membership Report – Jodi Pierce**

No Report

### **VI. Committee Reports**

#### **Standing Committees:**

A. Bylaws – committee has met twice and reviewed proposed changes to the bylaws and sent them to the

Executive Committee.

B. Election – no report

C. Legislative – Attachment 1

D. Program – no report

E. Public Relations – There have been three meetings and the main focus has been the Homecoming

Float, October 1<sup>st</sup> is Homecoming. The Messenger is scheduled to go out in September, 2011.

F. Scholarship – no report

G. Staff Development – no report

H. Staff Recognition – no report

### **VII. Other Committees:**

Policy Coordination Committee

Policies for Information:

Policy 143: Sick/Dependent Leave (v1)

Policy 320: Faculty Obligations and Time Requirements (v3)

Policy 337: Grade Appeals (v1)

Policy 352: Promotion, Tenure and Evaluation (v2)

Policy 609: E-mail as an Official Communication Method to Students (v2)

Policies for Input:

Policy 714: Policy Coordinating Committee (v3)

**VIII. NDUS Staff Senate**

**IX. President's Cabinet**

No Report.

**X. Unfinished Business**

Recap of Ice Cream Social planning.

Policy 103 Committee – policy was put on hold yesterday at the Policy Coordination Committee. It has been recommended to break this policy into three different sections to accommodate the staff, faculty and temporary employees. Kelly Bisek will set up a meeting to discuss this policy with Lois Christianson.

**XI. New Business**

- It has been suggested to have a scholarship fundraiser to augment the money from Valentine's Ball. We will add this topic to Staff Senate Meeting Agenda for September.
- Review of Bylaws Changes. We added Kelly Bisek to the Bylaws Committee as an honorary member.

**XII. Future Discussion**

We have a breakfast meeting scheduled with President Bresciani on September 14, 2011 at 9:30 a.m. at the President's house.

**XIII. Advisor Comments**

Bus Tour may need to be reaffirmed as an important piece of New Employee Orientation.

**XIV. President's Comments**

All comments were covered in the appropriate line items above.

**XV. Announcements**

**XVI. Adjourn**

Laura Dallmann adjourned the meeting at 11:30 a.m.

**Next Meeting:** *Staff Senate – September 7, 2011 at 9:30 am, can be held in the MU Great Room*  
*Staff Sen. Exec – September 21, 2011 at 9:30 a.m., in Ceres Hall, Room 116*

**BYLAWS  
OF THE STAFF SENATE  
OF NORTH DAKOTA STATE UNIVERSITY**

**1. Objectives and Purposes**

North Dakota State University's Staff Senate shall be the representative body of the university's broadbanded employees to serve the following objectives and purposes:

- a) To gain a spirit of unity, pride, and cooperation by being recognized equally with University Senate and Student Senate as participants in advising university administration;
- b) To be an active communication link for meaningful information exchange between staff and administration relative to issues of mutual concern;
- c) To provide open meetings to express, propose, represent, investigate, debate, and recommend action on issues which, upon majority approval, bear the authority of a responsible voice in university affairs;
- d) To provide an opportunity to be advisory in the administration of working and employment conditions and practices, including recognition, compensation, and other pertinent issues; and
- e) To involve democratically chosen staff representatives in the operation of the university and to increase awareness of interrelating problems and opportunities.

**2. Advisory Status of the Senate**

In fulfilling its stated objectives and purposes, Staff Senate shall be advisory to the president of the university.

**3. Composition of the Senate**

- a) Staff Senate will be comprised of up to sixty elected members representing the broadband classifications: 1000 Executive/Administrative/Management and 3000 Professional (combined), 4000 Technical, 5000 Office, and 6000 Crafts/Trades and 7000 Service (combined). Membership is based on fifty members representing broadband classifications and ten at-large members elected from any classification. The fifty broadbanded members are determined by the percentage of each classification as compared to the total number of NDSU broadbanded employees. Representation of each band is to be reviewed annually prior to the annual election.
- b) The ten members at large will be selected from the remaining candidates who did not fill a banded vacancy. The top ten candidates receiving the highest amount of votes during the general election will be selected as the members at large.

- c) Executive officers shall be elected from the membership of Staff Senate.
- d) The Executive Committee will consist of the President, Vice President/President Elect, Past President, Secretary, Treasurer, Membership/Attendance Officer, and three Members-at-Large.
- e) The Director of Human Resources or the director's designated representative shall serve in an ex-officio capacity on the Staff Senate and Executive Committee.

#### **4. Terms of Office and Election of Senate Members**

- a) Any broadbanded staff member who is a regular employee who has satisfactorily completed a probationary period as defined in NDSU Policy 101.2.1, may run and be elected to a Staff Senate position. Senate membership shall be for a two- (2-) year term with approximately one-half (1/2) of the members elected each year.  
After being elected to Vice President/President Elect, this senator will be granted an additional two- (2-) year term on the Staff Senate, if required, to complete the terms of President and Past President. Any staff member elected to a at-large position filling an opening in another broadband classification shall serve a two (2-) year term and be limited to being elected outside of their broadband classification for no more than two (2) consecutive years.
- b) A general election to fill vacant positions shall be held annually during the months of March and April. All broadbanded staff members are eligible to vote in the general election. Terms of elected senators begin in May. The Election Committee Chair shall keep a list of names of unelected candidates, in order of the most votes to the least votes without vote totals associated with any names.
- c) In the event of an opening in a broadband classification following the general election, a secondary election will be held to fill the open position by interested staff members from other broadband classifications, with voting being limited to the elected senators. A position filled in this manner will hold office for the duration of the term of the vacating senator.
- d) Ex-officio officers appointed to the Staff Senate are not eligible to vote.
- e) The Past President shall serve as the Election Committee Chair.
- f) In the event of a tie for a senator position, the candidate with the greatest length of service at NDSU will be deemed the elected senator.
- g) The terms of office for the Secretary, Treasurer, and Membership/Attendance Officer shall be two (2) years. Senators will be granted an additional one- (1) year term on Staff Senate, if required, to complete the terms of Treasurer, Secretary, or Membership/Attendance Officer.

- h) During a regular Staff Senate meeting, a group of five (5) or more senators can introduce a motion for the removal of a senator when that senator improperly performs the duties of a senator as described in the bylaws. The accusing senators shall be required to provide accusation(s) made against the accused senator in question, identify duties that are believed to have been improperly performed, and describe how the duties were improperly performed. A written copy of the accusations shall immediately be given to the senator in question and all members of the Staff Senate. The senator will be given an opportunity to resign on his/her own volition after receiving the accusations brought forth. If there is no voluntary resignation, at the next regular Staff Senate meeting, the senator in question, or his/her designated representative, shall be given an opportunity to provide a rebuttal to the accusations of improper performance to the full Staff Senate in attendance. Following the rebuttal opportunity, a vote must be declared as to the removal from Staff Senate using paper or electronic ballots with a majority of those members present required to carry the motion. Upon the motion carrying, the presiding officer of the Staff Senate shall declare the position vacant.

## **5. Election of Officers**

- a) The Staff Senate will nominate and vote annually for the Vice President/President Elect and three Members-at-Large.
- b) The Staff Senate will nominate and vote biennially for the following officers:
  - 1. Secretary,
  - 2. Treasurer, and
  - 3. Membership/Attendance Officer.
- c) The senator elected as Vice President/President Elect will assume the offices of President and then Past President.
- d) If the office of Past President becomes vacant, the Executive Committee shall appoint one of the current members of the Executive Committee to complete the term. The resulting vacancy on the Executive Committee shall be filled by a special election, as outlined in section 5i).
- e) At the regular May meeting, nominations for Staff Senate executive officers shall be accepted through motions from the Staff Senate. The President shall determine the outcome of the motions.
- f) Voting will take place at the regular May meeting. A Staff Senate Election Committee, as appointed by the President, shall tally the votes.
- g) Winners will be decided by a majority of the votes. The President shall cast the deciding vote in the case of a tie.
- h) During a regular Staff Senate meeting, a group of five (5) or more senators can introduce a motion for the removal of an officer when an officer improperly performs the duties of an office

as described in the bylaws. The senators shall be required to provide accusation(s) made against the officer in question, identify duties that are believed to have been improperly performed, and describe how the duties were improperly performed. A written copy of the accusations shall immediately be given to the officer in question and all members of the Staff Senate. The officer will be given an opportunity to resign on his/her own volition after receiving the accusations brought forth. If there is no voluntary resignation, at the next regular Staff Senate meeting, the officer in question, or his/her designated representative, shall be given an opportunity to provide a rebuttal to the accusations of improper performance to the full Staff Senate in attendance. Following the rebuttal opportunity, a vote must be declared as to the removal from his/her office or to the removal of him/her from the Staff Senate using paper or electronic ballots with a majority of those members present required to carry the motion. Upon the motion carrying, the presiding officer of the Staff Senate shall declare the office vacant.

- i) With the exception of the President and Past President, any vacated office of the Staff Senate Executive Committee shall be filled by a special election at the first regular Staff Senate meeting following the vacancy.
- j) When the President's office is vacant, the Vice President/President Elect completes the remainder of that term, and then serves his/her elected term consecutively. The vacant Vice President/President Elect position shall be filled by a special election, as outlined in section 5i, but shall not automatically become President Elect. A new Vice President/President Elect will be elected during the next general election. The Past President position shall be appointed, as outlined in section 5d).

## **6. Duties of the Officers**

### **a) The President**

1. Presides over all meetings of the Staff Senate and Executive Committee;
2. Ensures that all Staff Senate activities are conducted in a professional manner;
3. Has the authority to appoint such committees as are deemed necessary for the business of the Staff Senate;
4. Ensures that all actions conform to the Staff Senate Constitution and Bylaws;
5. Serves ex-officio on all committees of the Staff Senate;
6. Is the spokesperson for the Staff Senate at meetings and functions;
7. Serves as the direct communication liaison between the President of the University and the Staff Senate;
8. May disburse monies from the Appropriated, Local and Agency funds, with approval from the Executive Committee, in the absence of the Treasurer;
9. Shall serve as a representative on the University Senate with full rights of a senator on senate matters;
10. Gives presentations to promote Staff Senate at the New Employee Orientation;
11. Attends the annual Staff Recognition Luncheon as a Staff Senate representative and presents the award recipients;
12. Writes the year-end report/summary of Staff Senate activities, accomplishments, and recommendations for the next year, presenting the report to the Executive Committee at the May meeting; and

13. Shall cast tie-breaking votes in all Executive Committee sessions.

b) The Past President

1. Serves as an active member of the Executive Committee, providing continuity in the administration of the Staff Senate;
2. Serves as an adviser to current and proposed activities, using previous Executive Committee experience to give a historical perspective;
4. Serves as the Election Committee Chair;
5. Maintains current election results and contacts prospective senators following a vacancy in Staff Senate membership; and
6. Shall be responsible to review and update the committee binders, including collection of binders from the past chairs.

c) The Vice President/President Elect

1. Presides in the absence of the President;
2. Assumes the duties of the President for the unexpired term in the event that the President is unable to complete the term of office;
3. Serves on the Policy Coordination Committee; and
4. Carries out additional duties as assigned by the President.

d) The Secretary

1. Takes and maintains the minutes of each meeting of the Staff Senate and Staff Senate Executive Committee;
2. Publishes and distributes the minutes of each Staff Senate meeting to all Staff Senate members prior to the next meeting;
3. Distributes the agenda to all Staff Senate members prior to each Staff Senate meeting;
4. Maintains an accurate record of all resolutions duly adopted by the Staff Senate and the vote on such resolutions;
5. Receives and keeps all communications and reports to and from the Staff Senate;
6. Submits copies of the Staff Senate minutes, special reports, motions, charges and accomplishments for the Staff Senate web site; and
7. Passes on all Executive Committee files to the succeeding Secretary.

e) The Treasurer

1. Is primarily responsible for the Staff Senate's fiscal affairs;
2. Prepares a financial statement monthly and reports to the Staff Senate and Executive Committee at each of their regular meetings;
3. Assists the Staff Senate President in preparing the budget and submitting it to the Staff Senate and the president of the university for approval;
4. Disburses monies from the Appropriated, Local and Agency funds with approval from the Executive Committee; and
5. Requests an annual financial review by NDSU Audit & Advisory Services following the fiscal year which will be presented for approval by the full Senate no later than the October meeting.

- f) The Communications Officer
1. Acts as campus liaison for Staff Senate.
  2. Chairs the Public Relations Committee.
    - a. Reports issues and actions at each general Staff Senate meeting.
    - b. Posts information on homepage, campus television, *It's Happening at State*, and the *Messenger*.
    - c. Submit press releases to appropriate media off campus.
  3. Sits on the Staff Senate Executive Committee.
    - a. Works closely with standing committees to promote Staff Senate activities.

- f) The Membership/Attendance Officer
1. Schedules meeting locations for the Staff Senate and the Executive Committee for the following year, and notifies the Staff Senate President and the Secretary;
  2. Maintains a roll of current members and their attendance at meetings;
  3. Maintains permanent records of senators and terms served;
  4. Serves on the Election Committee;
  5. Maintains the Staff Senate listserv;
  6. Coordinates the Orientation/Mentor Program for all new senators; and
  7. Orders refreshments for all Staff Senate general meetings.

g) Executive Committee

The Executive Committee of the Staff Senate shall consist of its officers and three Members-At-Large, who collectively shall;

1. Serve as the governing board or steering committee of the Staff Senate;
2. Set the yearly calendar of Staff Senate meetings and activities;
3. Prepare the agenda for each meeting of the Staff Senate;
4. Ensure that the Constitution and Bylaws are followed;
5. Receive proposals from senators, broadbanded staff members, or the President of the University for consideration at Staff Senate meetings;
6. Maintain records of Staff Senate activities and decisions;
7. Provide information regarding Staff Senate activities to the president of the university and broadbanded staff;
8. Approve disbursement of funds when required;
9. Serve as the committee to which staff may bring issues and concerns for consideration/action by Staff Senate. The issues could range from campus concerns to statewide or legislative concerns. The committee may determine if gathering more information is appropriate and whether a proposal for action should be forwarded to the full Staff Senate for consideration;
10. Make provisions to collect and compile Staff Senate documents for archiving, and make arrangements to have these documents stored in the archives;
11. Administer the Orientation/Mentor Program;
12. Select staff employees to serve on temporary university committees, task forces, and advisory boards, as requested;
13. Appoint a pool of nine candidates for potential service on the Staff Personnel Board according to NDSU Policy 231;
14. Review and approve significant content changes to the Staff Senate web site; and



15. Appoint a web site manager.
16. Any officer can approve email notices sent to the NDSU Staff listserv as well as the Staff Senate listserv.

## **7. Committees and Task Forces**

The following is a list of committees and a brief description of their duties.

### **a) Staff Senate Committees**

1. The Staff Senate shall establish such committees (standing or special) as are necessary to conduct Staff Senate business. Such committees shall be responsible to the Staff Senate and shall perform duties determined by the Staff Senate and/or the Executive Committee. All senators are eligible to serve on any Staff Senate committee(s).
2. Standing Committees of the Staff Senate  
Each committee chair shall give an oral report of committee activities at the monthly Staff Senate meeting as well as a written report submitted to the Staff Senate Secretary. A written year-end report should also be submitted to the Secretary in April.
  - a. Bylaws Committee: reviews, suggests, and proposes amendments to the Bylaws as well as maintains current committee descriptions on the Staff Senate web site.
  - b. Election Committee: rules on questions relating to qualifications of electors and members, nominates and receives nominations, presents a slate of nominees, and conducts the elections.
  - c. Legislative Committee: provides Staff Senate with information regarding legislative activity, placing particular emphasis on issues affecting higher education and NDSU staff. The committee depends on feedback from the Staff Senate to propose and initiate a coordinated effort as a result of the given information.
  - d. Program Committee: investigates topics and speakers for Staff Senate meetings and then forwards its recommendations to the Executive Committee for consideration.
  - e. Public Relations Committee: 1) publicizes the activities of the Staff Senate internally and externally; 2) assists the Staff Senate in opening up channels of communication among broadbanded staff, and between broadbanded staff and administration; 3) develops ways to help broadbanded staff become more public relations minded by presenting a more positive and professional image to the university's various constituencies and, conversely, to develop guidelines on how the administration can assist in that effort; 4) raises public awareness about the vital role performed by broadbanded staff in the success of the university; and 5) is chaired by the Communications Officer.
  - f. Scholarship Committee: administers the Broadbanded Staff Scholarship on an annual basis as outlined by the *Classified Staff Scholarship Endowment*

(revised 9/23/93), by determining number and amount of scholarships based on available funds; by designing, updating, and disseminating application forms; and by selecting recipients. The committee also administers discretionary Staff Senate scholarships when additional funds are made available.

- g. Staff Development Committee: identifies programs and activities that will provide personal and professional growth opportunities for university staff. In identifying programs, the committee will assess the needs and wants of staff through questionnaires and surveys.
- h. Staff Recognition Committee: reviews the guidelines for and administers awards, including Campus Kudos. The committee also provides recognition to staff who are recipients of outside awards. This committee shall be represented by seven (7) members: one elected from each band and the remainder appointed by the Staff Senate president from a list of recommended potential appointees, forwarded from the Staff Senate body.
- i. Valentine's Ball Committee: meets with representatives from staff, faculty and Student Government to plan and implement the Valentine's Ball, whose funds will subsequently be used for scholarship purposes.
- j. Gunkelman Awards Committee: meets to select through campus nomination those persons qualified to receive an award.

### 3. Election of Chairs and Vice Chairs to the Standing Committees

All standing committees of the Staff Senate (with the exception of the Election Committee where the Chair is the Past President of the Staff Senate) shall elect their Chairs and Vice Chairs by majority vote from a quorum of their respective members. This vote is to take place at committee meetings held immediately after the June meeting, and the names of the Chairs and Vice Chairs shall be recorded at the next full senate meeting.

#### a) Senate Coordinating Council Committees

##### 1. Senate Coordinating Council Representatives

The Staff Senate shall be represented on Senate Coordinating Council by three (3) Staff Senaterepresentatives: the president and two (2) elected representatives. These Staff Senate representatives shall have the full rights of senators in Senate Coordinating Council matters. The Staff Senate will nominate and vote annually for these representatives.

##### 2. Senate Coordinating Council Committees

The Staff Senate shall elect a senator as a representative to each Senate Coordinating Council committee, as requested. If more than one representative (or an alternate) is requested, the second representative may be any regular, benefited NDSU broadbanded employee appointed by the Staff Senate Executive Committee. The alternate will attend any meetings the primary representative is unable to attend. Each representative will be responsible to attend his/her committee meetings and report to the Staff Senate. Representatives on these committees shall have the right to serve as committee chair. The Staff Senate will nominate and vote annually for representatives for the following committees.

a) Campus Space and Facilities Committee: three (3) Staff Senators will serve and recommend policies for Facilities as part of the committee.

b) Library Committee: two (2) Staff Senators as part of the committee formulates policy recommendations for the NDSU

Libraries relating to areas such as general operations, interlibrary loans, borrowing privileges, periodicals, acquisitions, media, databases, electronic, and other services.

c) University Athletics Committee: two (2) Staff Senators serve to promote compliance with principles of conduct as defined by the NCAA and formulates policy recommendations regarding athletic guidelines. Stimulates interest in athletic events for the entire university community.

d) Equal Opportunity Hearing Panel: the selection of this panel shall be comprised of six (6) Staff Senate members, appointed by the Staff Senate President from a list of senators forwarded to the president or members of the Staff Senate Executive Committee, and in consultation with that same Committee, serving with six (6) appointed faculty members, and six (6) appointment students, acting in accordance with procedures and Policy 156.

c) Other Committees/Advisory Boards/Councils/Ad-Hoc Committees

1. The Staff Senate shall nominate and elect (or recommend when warranted) a senator as a representative to each committee, as requested. If more than one representative (or an alternate) is requested, the second representative may be any regular broadbanded NDSU staff employee with the exception of the NDUS Staff Senate. The alternate will attend any meetings the primary representative is unable to attend. Each representative will be responsible to attend his/her committee meetings and report to the Staff Senate.

A brief description of each committee follows.

a) Arboretum Committee (2-year term): one (1) senator charged with the task of combining and centralizing campus beautification efforts.

b) ND Council of State Employees (COSE) (3-year term: two (2) representative members of Staff Senate and one (1) alternate can be any staff employee): strives to enhance the morale, productivity, and image of state employees and to develop an appreciation of state agencies and programs among the people of the state.

c) North Dakota University System (NDUS) Staff Senate (3-year term: 3 members of the NDSU Staff Senate at the time of election with one representative vote. A 9 member shall become an ex-officio senator of the NDSU Staff Senate with no voting privileges at the end of his/her third elected term or if not re-elected to a new term): serve the staff employees of the NDUS colleges and universities as a forum to consider matters, concepts and developing trends related to staff, promoting communication among the SBHE, the NDUS Chancellor and staff employees of the System's institutions.

i. Representatives and alternates shall rotate positions annually with the representative rotating out and being eligible for re-election as Alternate 2; Alternate 1 will assume the Representative position and Alternate 2 moves into the Alternate 1 position. There will be one member elected each year.

ii. The Alternate 2 position shall be the open position in any official annual election year.

- ii. If multiple openings, special elections shall be held to complete the remainder of the vacant Alternate 1 position, with the new representative completing the remaining term of office, then continuing for the new three (3) year term.
- 2. Task Forces and Temporary University Committees  
The Executive Committee will select staff employees to serve on university task forces and temporary university committees, as requested.

## **8. Transfer of Job Band**

Senate members who transfer from one job band to another within the university will continue to represent their original band for the balance of their term or until the next scheduled general election, whichever occurs first.

## **9. Attendance/Absenteeism**

Senators are required to attend all Staff Senate meetings. Senators who must be absent from a Staff Senate meeting are required to send a proxy. Any regular broadbanded employee who is a non-senator can be designated as the proxy and will have all the rights and privileges of the Senator that is absent. Absent Senators shall notify the Membership/Attendance Officer with the name of their proxy. The proxy will sign in on the attendance sheet listing his/her name and for whom he/she is substituting. A Senator who has two absences will be contacted by the Membership/Attendance Officer. A Senator's position will be considered vacated after three absences where no proxy has been assigned and no committee participation has been reported. In the event that a proxy was assigned but failed to appear for the meeting, that senator's absence shall be waived. Attendance will be taken at each Staff Senate meeting. For extended approved absences (e.g., military leave), the position will be temporarily filled following the procedures under Interim Vacancies.

## **10. Vacancies**

- a) Interim Vacancies  
Interim vacancies will be filled using the following procedures.
  - 1. Vacancies of Staff Senate positions will be filled by the person receiving the next highest number of votes from the previous general election.
  - 2. In the case where more than one candidate has the next highest number of votes, a brief profile sketch of each candidate shall be read and the election will take place.  
Election will be by a plurality of those members present and voting at the Staff Senate meeting.
  - 3. If there are no candidates from the previous general election, the vacancy will be advertised in *It's Happening at State*, in the Staff Senate minutes, and sent to the NDSU Staff listserv prior to the meeting when elections take place. The Election Committee shall accept nominations of interested and eligible staff employees to fill the vacancies. Ratification will be by a plurality of those members present and voting at the regular Staff Senate meeting.
  - 4. The vacancy will be filled until the completion of the unexpired term or the return of the person on extended leave.

5. Staff from the vacant broadband classification shall have the opportunity to fill a vacancy before it is opened to staff from another broadband classification.

b) Unfilled Vacancies

1. In the event a Staff Senate position is not filled due to lack of (a) candidate(s) from a broadband classification, the vacancy will be advertised in *It's Happening at State*, in the Staff Senate minutes, and sent to the NDSU Staff listserv, seeking (a) candidate(s) from that broadband.
2. If no candidates submit their names for nomination following this process, the Election Committee and/or the President of the Staff Senate may seek assistance from supervisors of employees in this band to encourage their support of employees who are interested in serving on the Staff Senate and allowing them to attend Staff Senate meetings and/or committee meetings.
3. The Election Committee shall accept nominations of interested and eligible staff employees to fill the vacancies. Ratification will be by a plurality of those members present and voting at the regular Staff Senate meeting. The vacancy will be filled until the completion of the unexpired term. The staff senator will serve the normal term of that position no matter when the member is elected.
4. In the event of (a) continued opening(s) in a broadband classification following the general election and seeking other candidates within the vacant broadband classification, a secondary election, with voting being limited to the elected senators in attendance, will be held to fill the open position(s) by interested staff members from other broadband classifications.

## 11. Meeting and Actions

Staff Senate shall normally meet in regular sessions monthly or on call of the President. A majority of the Staff Senate members eligible to vote shall constitute a quorum for a meeting. In the conduct of the meetings, Robert's Rules of Order shall prevail, unless superseded by the Bylaws of the North Dakota State University Staff Senate.

- a) Meetings of Staff Senate shall be open.
- b) A record of proceedings shall be kept to include the agenda and minutes, and shall be posted at [www.ndsu.edu/staff\\_senate](http://www.ndsu.edu/staff_senate).
- c) Staff Senate shall establish and maintain reasonable procedures whereby any individual may propose items to be included on the agenda for the next senate meeting.
- d) Staff Senate shall invite the President of North Dakota State University to attend a Staff Senate meeting at least once a year. Staff Senate shall consider any recommendations made at any time by the president of NDSU.

## 12. Amendments

a) Bylaws

1. Amendments to these Bylaws may be proposed by motion at any regular meeting of the Staff Senate. If approved by a majority vote of the senate, a proposed amendment shall be submitted to the President of the University for final approval.
2. A hard copy of final, approved amendments to the Bylaws, as signed by the President of the University, shall be kept permanently by the Staff Senate Secretary.

b) Constitution

1. Proposed amendments must have a minimum of two readings prior to voting on changes.

**13. Dissolution**

Upon dissolution of the organization, all assets remaining, after payment of all costs and expenses of such dissolution, shall be turned over to the president of the university.

HISTORY: Adopted April 14, 1990; Amended April 12, 1995; Amended March 12, 2003; Amended April 14, 2004; Amended May 10, 2006; Amended March 14, 2007; Amended September 24, 2008; Amended April 14, 2010; Amended April 24, 2010; Amended September 7, 2011.

Questions and Comments related to this page can be sent to the Staff Senate Executive Committee at [NDSU-STAFF-SENATE-EXEC@listserv.nodak.edu](mailto:NDSU-STAFF-SENATE-EXEC@listserv.nodak.edu).

## 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 08/16/2011 Presented to PCC

Committee:

University

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](mailto: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](mailto: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 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 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.*

## 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**

4. 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.*
5. 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
6. 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:

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](mailto: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](mailto: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

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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).

Comment [BR1]: We would like to include partner in this language since this is not a leave policy

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Comment [BR2]: I believe we agreed in the meeting where we discussed this to state that goals would also be negotiated.

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.

## Policy Change Cover Sheet

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### SECTION: **Policy 337: Grade Appeals**

7. 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 ad hoc committee recommends that the following changes be made.**

- 1. The university faculty senate bylaws be changed so that the Grade Appeals Board Chair is an Associate Vice-President of Academic Affairs. This would require that membership be altered and a section added stating who the Chair is.**
  - 2. The following language be added to the bylaws for this Board that “The purpose of this Board is to provide an avenue for students to challenge any grade they believe to have been unfairly assigned, and which is not a grade assigned through Policy 335.”**
  - 3. The editorial changes within the policy be adopted.**
8. This policy was originated by (individual, office or committee/organization):  
**Amy Rupiper Taggart, Faculty Senate Presiding Officer spring semester 2011**  
**The committee that reviewed the policy (Jo Ann Miller, Dennis Cooley and James Council) reviewed and recommended changes on April 13, 2011.**
9. 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: 06/29/2011 presented to the PCC  
  
Faculty Senate: Per Gary Totten - Approved 05/02/2011  
Staff Senate: 07/2011 routed for input  
President's Council: 07/2011 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](mailto:kim.matzke-ternes@ndsu.edu)*

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If you have suggestions on formatting, please route them to [kim.matzke-ternes@ndsu.edu](mailto:kim.matzke-ternes@ndsu.edu).



Policy 337 v1 04182011

All suggestions will be considered, however due to policy format guidelines, they may not be possible.  
Thank you for your understanding!

## **SECTION 337: GRADE APPEALS BOARD**

**SOURCE: Faculty Senate  
NDSU President**

The Grade Appeals Board purpose and membership are established in Part XI of the [Faculty Senate Bylaws](#).

### **GRADE APPEALS BOARD PROCEDURES PREREQUISITES FOR APPEAL:**

1. The Board may be utilized only after the student has exhausted possible appeal routes within the college offering the course involved. Each individual college will be expected to specify such appeal routes, but the following guidelines should be adhered to as closely as possible and will apply in the absence of any specialized procedures.

Grades assigned as a result of Policy 335 processes may not be appealed using this policy and its processes.

a.

A student must initiate a request for a change of a grade with the instructor within fifteen (15) instructional days of the first day of the semester immediately following the semester in which the grade was awarded. For Spring Semester courses, the request may be made within fifteen (15) instructional days of the start of Fall Semester, if the student is not enrolled for a Summer term but is enrolled in Fall Semester. An appeal is deemed formally initiated when the student presents the [Grade Appeal Form](#) to the instructor. The instructor must date and initial the form at that point. Within five (5) instructional days, the instructor shall inform the student, via NDSU email, of his/her decision, record the steps taken to resolve the appeal and the decision on the [Grade Appeal Form](#), date and sign the Form, and then return the Form to the student.

b.

If there is an unsatisfactory decision, the student must consult the department head, and the dean or a designated college committee, proceeding from one level to the next only after an unsatisfactory decision of the conflict at that level. In the event that the instructor is also the department head or dean, he or she need only be consulted in the capacity of instructor. The student shall have five (5) instructional days following an unsatisfactory outcome of the appeal to continue with the appeal at the next level. At each stage, the individual considering the appeal shall inform the student of his/her decision, record the steps taken to resolve the appeal and the decision on the [Grade Appeal Form](#), and date and sign the Form.

c.

The instructor must be informed of all proceedings in Section b above by the person in charge at the level.

d.

Both the instructor and the student shall have the right at any time during the proceedings to call a meeting of all persons involved in submitting and considering the appeal and, optionally, to invite the Board to send an observer to that meeting.

e.

In the event that the instructor is no longer employed by North Dakota State University, or is on leave from the University, the instructor may designate another faculty member from within the department to represent his/her interest in the grade appeal. If the instructor is not available to designate a substitute, the department head shall represent the absent faculty. If the department head cannot act impartially, a substitute shall be designated by the dean.

2. In the event of an unsatisfactory decision within the college, the student may submit a formal written appeal to the Board Chair. Such an appeal shall be made within fifteen (15) instructional days after conclusion of the college proceedings as stated above.
3. In extraordinary circumstances (such as avoiding a clear injustice or mistake, e.g., an instructor leaves, refuses to respond to inquiries about the grade, there is a mathematical error or violation of the syllabus), and after the procedures in Subsection 1 above have been completed, a department head, with approval of the dean of the college, can change a grade without the instructor's approval. In such cases, a note of record shall be filed with the Registrar. An instructor can appeal such a grade change to the Grade Appeals Board pursuant to this Policy. Colleges can adopt procedures to implement this subsection. (Note: The purpose of this provision is to avoid compelling the student to go through the formal appeal to the Grade Appeals Board where the outcome is certain and clear in the student's favor.)
4. The Appeals Board Chair will handle appeals.
5. The Board Chair will send a copy of the appeal document to the instructor within ten (10) instructional days. The instructor will have fifteen (15) instructional days to respond to the student's appeal.
6. The Board Chair will then distribute copies of the appeal document and the instructor's response to all Board members and the instructor within five (5) instructional days. If a Board member is unable to participate in the proceedings, his or her alternate will act for the member.
7. Each Board member (or alternate) must inform the Board Chair in writing within five (5) instructional days indicating whether there is a need to hold a meeting to discuss the appeal. If all of the members indicate that the student has not made a case, the appeal is denied and the student is notified, through NDSU email, within five (5) instructional days of the Board's decision. Otherwise, the Chair will call a meeting of the Board within ten (10) instructional days.
8. At this meeting, the Board will raise any questions unanswered by the appeal and instructor's response. The Board will then vote to decide whether to hold a hearing based on the following criteria: the student presented evidence of prejudicial grading or raised questions of the possibility of prejudicial grading. A hearing will be scheduled within fifteen (15) instructional days if a simple majority of members vote to hold a hearing.
9. If the Board decides to hear the appeal, it shall provide the instructor and student with a copy of any written statement provided to the Board by the other party.

## HEARING PROCEDURES

### 1. General Provisions

a.

If the Board decides to hear an appeal, it shall designate from among its total membership a panel of seven members to hear the appeal. Four members of the panel shall be chosen by lot from the faculty membership of the Board, and two additional members of the panel shall be chosen by lot from the student membership of the Board. The seventh member of the panel shall be the Board Chair, who shall serve as a non-voting moderator of the hearing panel. In order to avoid any conflict of interest, a board member who believes that he/she may not be able to hear a case fairly shall recuse him/herself and shall be replaced by his/her alternate. Additionally, the student and the instructor shall each have one peremptory challenge to remove a board member from service on the hearing panel. A challenged board member shall be replaced by his/her alternate. In the event that a challenged board member is an alternate, another member of the board shall be chosen by lot to serve on the hearing panel. The word "Board" shall be used hereafter in these hearing procedures to describe the seven-member hearing panel so elected, or the full Board, in the event it decided to hear an appeal of a hearing panel decision.

b.

All hearings are normally open only to those people who are part of the proceedings, unless otherwise arranged by prior mutual written agreement between the student, instructor, and Board Chair.

c.

The student, the instructor, and the Board, each shall have the right to be assisted during Board procedures by an advisor or other counsel who may observe the proceedings and advise his/her party. Unless allowed by the Board Chair, the advisor/counsel will not be permitted to address the Board or witnesses.

### 2. Evidence. Because this is an educational hearing, formal rules of evidence do not apply. Every effort will be made to allow all reasonable and relevant information to be presented for the Board's consideration.

a.

The Board shall allow an initial presentation by the student and then by the instructor involved, after which it may call on such other witnesses as it deems necessary. In order to be able to accomplish this, the Board shall have the authority to compel the appearance or testimony of essential witnesses from the NDSU academic community.

b.

Hearsay evidence is permitted; the members of the Board may consider such evidence and assign it any weight appropriate by each individual Board member.

c.

An absolute right of cross-examination is not granted under this policy. All questions will be directed through the Board Chair. The Board Chair will allow all relevant and reasonable questions to be placed to either party or their witnesses, but retains the right to exclude questions that are redundant or irrelevant to determining responsibility. Persons

answering questions will be given reasonable latitude by the Board Chair to respond to those questions fully.

d.

Either party or their witnesses before the board will be permitted to elaborate on written documents previously submitted to the board in their oral presentations to the board.

e.

Parties planning to bring exhibits to a hearing must generally provide copies of those exhibits to the other parties and the members of the board three (3) instructional days prior to the hearing to allow for a review of exhibits and the development of any pertinent questions. The Board Chair may permit deviations to this time restriction so long as the other party has sufficient time to prepare an adequate response.

f.

The Board Chair shall have the right to exclude from the hearing and the record any unreliable, biased or redundant evidence.

g.

On questions requiring academic expertise, the Board shall rely heavily on the testimony of other members of the department involved, or throughout the NDSU academic community.

h.

In reaching a decision the board shall consider only information produced at the hearing and will evaluate the information using the "more likely than not" standard of proof. The burden of proof shall be on the student to establish that his/her grade should be changed.

i.

All hearings of the board will be recorded up to the point of the board's deliberations necessary to render a decision. A copy of the recording shall be retained in the Office of the Provost and Vice President of Academic Affairs for a period not less than three (3) years. The board will allow controlled access to the record for review or transcription by either the student or the instructor.

3. Hearing outline.

a.

The Board Chair will call the meeting to order and will introduce the members of the board and their function within the University community.

b.

The Board Chair will describe the general outline of the hearing and read the evidentiary rules to the board. The Board Chair will read the following honesty statement.

"The University expects that all information presented in this hearing will be true and correct to the best of each person's knowledge. If a student willfully provides false information, he/she will be in violation of NDSU's Code of Student Behavior. As a result, he/she may be subject to disciplinary action. Dishonest behavior by any faculty or staff member will be reported to that person's supervisor for any necessary disciplinary action."

All potential witnesses will be advised of this honesty statement in advance.

c.

The Board Chair will excuse witnesses from the room at this point.

d.

The Board Chair will introduce the student who will present the appeal and any evidence.

e.

The Board Chair will introduce the instructor who will respond to the student's appeal and present any additional evidence.

f.

The student will be allowed to present witnesses, who will be allowed to make statements and may be asked questions by the student, instructor, and/or members of the Board.

Questions by both parties must be directed to the Board Chair, who will then determine if the question is relevant to the proceeding, ask if the respondent understands the question, and request a response. At the Board Chair's discretion, questions may be placed directly between parties. Permission to address parties may be withdrawn by the Board Chair at any time.

g.

The instructor will be allowed to present witnesses, who will be allowed to make a statement and may be asked questions by the student, instructor and/or members of the Board. Questions by both parties must be directed to the Board Chair, who will then determine if the question is relevant to the proceeding, ask if the respondent understands the question, and request a response. At the Board Chair's discretion, questions may be placed directly between parties. Permission to address parties may be withdrawn by the Board Chair at any time.

h.

The board may compel the attendance of any essential witnesses from the NDSU academic community to present testimony. Such witnesses will be allowed to make a statement and may be asked questions by the student, instructor, and/or members of the Board. Questions by both parties may be directed to the Board Chair, who will then determine whether the question is relevant to the proceeding, ask whether the respondent understands the question, and request a response. At the Board Chair's discretion, questions may be placed directly between parties. Permission to address parties may be withdrawn by the Board Chair at any time.

i.

Final questions will be permitted by the members of the board, who may question either party and/or their witnesses.

j.

The student shall have an opportunity to make a closing statement.

k.

The instructor shall have an opportunity to make a closing statement.

l.

Both parties and their witnesses will be dismissed for deliberations by the Board and recording will stop at this point. Only board members, the Board Chair, and the Board's counsel/advisor (if designated) may be present during deliberation.

m.

The voting members of the Board will determine, by two-thirds majority vote, if the student's appeal should be granted. If the student's appeal is granted, the Board Chair shall propose a revised grade. A second vote shall then be held to determine by simple majority vote whether the proposed grade be accepted by the Board. The grade determination process shall be repeated until the board approves a grade by a simple majority. All votes shall be conducted by secret ballot.

n.

The Board Chair will send a written notice of the board's findings to the student, instructor, department head, and dean within ten (10) instructional days of the hearing. If the board votes to change the student's grade, notice shall also be sent to the University Registrar regarding the grade change. The written notice shall include an explanation of the board's rationale in making its decision and a signed copy of the [Grade Appeal Form](#) attesting to the board's decision.

4. The Board may not release any information about its investigation to anyone but the parties directly involved. All Grade Appeals information is confidential and may not be disclosed in whole or in part except as provided under the Family Education Rights and Privacy Act (FERPA) or other applicable law or policy.

## **APPEAL**

Either the student or the instructor may request within fifteen (15) instructional days of a hearing panel decision, that the full Board hear an appeal from the decision, citing the material error(s) of process or procedure that affected the outcome by the hearing panel that would justify a new hearing. Appeals of outcome are not permitted. The Board shall meet to consider such a request, but no voting member of the hearing panel shall be eligible to vote on granting a new hearing. Instead, alternate members shall replace those Board members who served on the hearing panel. If a majority of the full Board votes to accept the appeal, it shall proceed to hold a hearing in accordance with the hearing procedures above, again using alternate members in place of those who served on the hearing panel. The Board Chair shall serve as a non-voting moderator at the appeal hearing, and a two-thirds vote by secret ballot of the full Board shall be required to uphold the student's appeal and approve a change in grade. A separate simple majority vote shall determine what the student's new grade shall be.

The decision of the Board is final.

HISTORY: May 15, 1972; Amended May 1986; April 1992; April 2000; April 2001; March 2002; December 2006; October 2007, February 2008; June 2009, August 2009hk, February 14, 2011hk



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

10. 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.*

11. 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*

12. 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](mailto:kim.matzke-ternes@ndsu.edu)*

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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**

### **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.

## 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: 2.2.1.1.1 The 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: 2.2.1.2.1 the 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.

#### 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.

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 to the Provost 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.

(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.

## 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.

## 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 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, Dean, Associate or Assistant Dean, or Department Chair or Head, Associate, Assistant or Vice Chair or Head, or Director of an academic unit.)

## PTE PROCEDURES

6.1 The candidate shall ensure that the electronically submitted 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 electronic portfolio together with the department's recommendations, and an explanation of the basis for them, to the College Dean and the College's 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 to the addition 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 PTE Committee and the 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 5. 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 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, College 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 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.

## 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.

**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 352 Version 1 July 14, 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 Kim Matzke-Ternes first so that a clean policy can be presented to the committees.*

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

13. 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.*

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

*Registration and Records – Kristi Wold-McCormick and Information Technology Division – Theresa Semmens*

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

*This portion will be complete by Kim Matzke-Ternes*

Policy 08/16/2011 presented to the PCC

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](mailto: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](mailto: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!

**(a) 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 an Internet connection in the work, it has been designated as an official communication medium by the University. 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 (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 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 [procedure 1901.2 Computer and Network Usage](#), and [NDSU Section 158:](#)

**Policy 609 Version1 7/11/2011**

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 (IT) Help Desk. ([www.ndsu.edu/helpdesk](http://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/](http://www.ndsu.edu/its/ndsu_live/)).

7.3 Redirecting of NDSU E-mail:

Official University electronic communication is sent to students' @ndsu.edu 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 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 can negate the privacy protection rights afforded by students to the University.

**Policy 609 Version1 7/11/2011**

**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

at 1-7080 or [kim.matzke-ternes@ndsu.edu](mailto: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](mailto: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.

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## POLICY MANUAL

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For any questions please send e-mail to: [NDSU.Policy.Manual@ndsu.edu](mailto:NDSU.Policy.Manual@ndsu.edu)

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### SECTION 714: SENATE COORDINATING COUNCIL

#### SOURCE:

##### **NDSU President, SBHE Policy 305.1, Faculty Senate Bylaws**

1. The Senate Coordinating Council 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.
2. The membership of the 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.

Non-Voting Members:

1. Provost (or designee)
2. Vice President for Student Affairs (or designee)
3. Vice President for Finance & Administration (or designee)
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.
- 5.
- 4.
- 5.

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

3. Committee Responsibilities

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

4. The Senate Coordinating Council follows the NDSU Policy Manual Process for coordinating policy review and revisions prior to publication in the NDSU Policy Manual. (For detailed information on the process, please see the [Senate Coordinating Council Process](#) link on the NDSU Policy Manual website.) 5. After a policy is reviewed by the 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 input as needed, it will be submitted to the President for approval. Following such approval the policy will be returned to the office currently responsible for maintaining records for distribution and publication in the manual (available on the NDSU web site at [www.ndsu.edu/policy](http://www.ndsu.edu/policy)).

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 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 various Senates for review and 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

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