

NORTH DAKOTA STATE UNIVERSITY
STAFF SENATE MEETING MINUTES

April 9, 2008

Visit the Staff Senate website at
www.ndsu.nodak.edu/staff_senate

Full Staff Senate meetings are held the second Wednesday of each month from 9:30-10:30a.m.
The Executive Committee meets on the fourth Wednesday of each month from 9:30-11:00a.m.

Upcoming Staff Senate Meetings:

May 14, 2008	9:30 -10:30 am	Memorial Union Great Plains Room
June 11, 2008	9:30 -10:30 am	Memorial Union Great Plains Room
July 9, 2008	9:30 -10:30 am	Memorial Union Great Plains Room

Upcoming Executive Committee Meetings:

April 23, 2008	10:00-11:00 am	Memorial Union Crest Room
May 28, 2008	10:00-11:00 am	Memorial Union Crest Room
June 25, 2008	10:00-11:00 am	Memorial Union Crest Room

All broadbanded staff members are encouraged to attend.

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, marital status, or public assistance status. Direct inquiries to the Executive Director and Chief Diversity Officer, 202 Old Main, (701)231-7708.

Before the meeting, the TRIO Office set up a table to collect items for the YWCA Emergency Shelter. A list of needed items was attached to the meeting agenda.

I. Meeting was called to order by President Barb Geeslin at 9:35 am.

II. Attendance and Substitutions – Heather Heger.

For today's meeting, there was a quorum with 56 senators present and 12 absent.

Substitutions:

Lada J. Burgard for Margaret Schmidt
Barb Pederson for Chris Winjum

Senators absent without substitutions: Joy Anderson, Robert Barclay, Jody Bohn, Luther Fragodt, Pierre Freeman, Steve Harris, William Law, Scott Minot, Karen Roesch, Kevin Schindlbeck, Tim Singelman, Tonya Stokka

Guests: none

III. Consent Agenda

MOTION (Miller/ Dallmann): to approve the consent agenda, which included these items:

From Policy Coordination Committee – **For Information Only** - See Attachment 1

A. Policy 103 - Equal Opportunity/Affirmative Action

B. Policy 352 - Promotion, Tenure, and Evaluation

MOTION CARRIED.

IV. Approval of Agenda.

MOTION (Mattern/Mickelson): to approve the meeting agenda. MOTION CARRIED.

V. Program.

Geeslin pointed out the donation table in the back of the room sponsored by TRIO and thanked all who brought items for the YWCA Emergency Shelter.

Guest Speaker – Pat Simmers, Sr. Associate Athletic Director / Team Makers Executive Director .

Vance Olson introduced Pat Simmers, who spoke about the success and the momentum of NDSU Athletics. Brochures were distributed. He emphasized that it is people who make the program such as success. NDSU has maintained its integrity through the transition to Division I athletics. Student athletes remain strong students. He spoke of Team Makers and its strength at NDSU, with membership starting at \$100 per year. The *Bison Illustrated* newsletter has been a good forum for communicating. Funding goes to scholarships and travel expenses for athletes. Season ticket sales remain very strong and tickets are sold out by game day. There is great community support. Outside of the premium seats, faculty and staff receive a 40% discount on their Team Makers dues. Team Makers has a table set up at each game event.

Geeslin thanked Pat Simmers for his presentation.

VI. Approval of the March 12, 2008, meeting minutes.

MOTION (Bromley/Miller): to approve the minutes as presented. MOTION CARRIED.
Staff Senate minutes are available at
http://www.ndsu.nodak.edu/staff_senate/meetings.shtml.

VII. Treasurer's Report.

Laura Dallmann presented the Treasurer's Report. There are fund balances of \$9,945.87 in local funds and a zero balance in appropriated funds.

VIII. Committee Reports.

A. Election – Steve Bergeson.

With elections in progress online, Bergeson encouraged all senators to vote from the Staff Senate Web site and to encourage fellow staff to vote as well. We are short some candidates yet. There are spots for write-in candidates, but nominees should be informed beforehand.

B. Public Relations – Gretchen Bromley.

Bromley reported that Staff Senate brochures and stationery notes have been created for future use. Two thousand brochures and 250 notecards will be ordered.

C. Scholarship – No report.

D. Staff Recognition – Laura Dallmann.

Dallmann reported that the Staff Recognition Committee's processes need to be reviewed. She will head an ad hoc committee to do this and asked for volunteers. Senators should email her if interested.

IX. Old Business.

Sustainability Task Force (STF) – Gretchen Bromley

Bromley reported that the STF is working with the ND State Data Center to implement a survey as part of a grant proposal. The STF includes members of staff, faculty and students, who are now breaking into small groups to begin working on a report to submit to the President. Focus areas include Reduction, Reuse and Recycling, Water, Energy, Food Procurement and Food Waste, Transportation, and Green Construction (buildings). Interested senators should let Bromley know if you are interested in being part of one of these groups.

X. New Business.

None

XI. Advisor Comments.

None

XII. Announcements.

Geeslin reported that she had the honor of announcing awardees at the recent campus-wide Staff Recognition Luncheon. She then asked Viet Doan, Lorna Olsen, and Susan Finneseth to stand and be recognized for their awards.

Geeslin emailed Bruce Frantz and Vice President Adams to inquire about bus rates for staff who will be moving to off-campus facilities soon. Facilities Management is working with MAT to come up with a methodology to have no cost rides anywhere on MAT.

Chairs and co-chairs are asked to submit a final report of their committee activities. Please submit before the May 14 meeting.

Senator Kris Mickelson announced that gift cards from Walmart and other stores are accepted for the YWCA shelter in addition to items. There are donation boxes located in several locations on campus.

Geeslin announced that the Health Fair is open today. Please consider attending.

Finally, Geeslin encouraged all staff to participate in election of staff senators by voting online. She also said to be thinking about offices senators may be interested in holding. Those elections will be conducted at the May meeting.

The Program Committee will meet after Staff Senate today.

XIII. Adjournment.

MOTION (Cooper/Dallmann): to adjourn the meeting. MOTION CARRIED UNANIMOUSLY. The meeting was adjourned at 10:15 am.

NOTE: Senators who must be absent from a Staff Senate meeting are to send a substitute. Any regular broadbanded employee who is not a senator may be a substitute and will have all the rights and privileges as a Staff Senator at that meeting. Substitutes, please sign in on the attendance sheet listing by the Staff Senator's name for whom you are substituting. Please notify Membership/Attendance Officer Heather Heger prior to the meeting (231-8293 or heather.heger@ndsu.edu).

Respectfully submitted,
Kay Sizer
Staff Senate Secretary

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section 103: Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings

Number 4.8 of this policy is where the only change is. NDUS decided to do away with job families 2421 and 2422 in the whole university system. We changed this policy language to reflect that change and still allow for a search exemption for the positions that this was originally intended for. See below for the language.

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

Policy Committee: 3/18/08

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

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

Chris Winjum, Equity and Diversity Office (3/11/08)

**Draft #1
(3/11/08)**

**SECTION 103: EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY
ON THE ANNOUNCEMENT OF POSITION OPENINGS**

SOURCE: NDSU President

The following policy has been developed after consultation with the University General Counsel, the Director of Human Resources/Payroll, the Executive Director, Chief Diversity Officer in the Office for Equity and Diversity, and the President's Council. These position announcement requirements must be followed in making any appointment to a payroll position for which the individual will receive fringe benefits.

1. If the appointment is to be .50 FTE or more and the expectation is that the appointee will serve for more than four months, the position shall be announced throughout the appropriate recruiting area as defined in Sections 200 and 303 of this Manual. Generally speaking, the recruiting area for faculty and professional administrative positions is considered to be on a national level, and the recruiting area for broadbanded technical,

office, craft and trades, and service positions to be the Fargo-Moorhead area and the ten-county region surrounding the institution.

1.1

When a position vacancy occurs and there is a pool of regular employees appropriately qualified for transfer or promotion (including former employees covered by Reduction in Force policy, Section 223), a unit supervisor may choose to advertise a vacant position internally for a minimum of one week prior to initiating an external search. The procedures for these internal searches will be the same as those external searches (see Section 202 or Section 304). The Office for Equity and Diversity (for non-banded positions) or the Human Resources/Payroll Office (for broadbanded positions), in consultation with the unit supervisor, will be responsible to determine whether a pool of appropriately qualified employees exists.

2. If the appointment is either less than .50 FTE or clearly stipulated to be for a total duration of less than twenty weeks, then there is no formal position announcement required. Unit supervisors are, however, encouraged to announce the position on an internal or local basis. That means that an announcement might be distributed only within the University or to the eligible faculty or staff of the particular academic or administrative unit involved. However, affirmative action efforts should still be undertaken within this possible limitation to ensure that qualified minority individuals, females and individuals with disabilities are included in the applicant pool. Distributing the position announcement to the other Tri-College University institutions or within the Fargo-Moorhead community is also encouraged.
3. Recruitment for all full-time, regular administrative, academic and professional broadbanded staff positions (all those in the 1000, 2000 or 3000 job categories) shall include the use of a search committee of at least three people to be appointed by the unit administrator at the time the unit requests authorization to fill a position opening. Unit administrators are urged to consider the importance of diversity when making appointments to search committees.

The search committee shall be involved in recruiting, screening and interviewing applicants, with particular responsibility for affirmative action efforts to solicit and include applicants from under represented and protected groups. Selection from the group of finalists of the individual to fill the position is the responsibility of the unit administrator. The Executive Director, Chief Diversity Officer in the Office for Equity and Diversity or the Director of Human Resources/Payroll, depending on the type of position, shall be considered an ex officio member of each search committee and will be available to assist the committee in fulfilling its responsibilities.

4. Although department heads are encouraged to post throughout the University any position that offers an important promotional opportunity to employees in other departments, the formal procedures for filling positions (see Sections 202 for broadbanded positions and 304 for non-banded) shall be optional in the following cases. Whenever an appointment is based on one of the following options, the specific option

should be noted in the remarks section of the NDSU Hiring Form (100) or on the NDSU Change Form (101) and relevant documentation attached:

4.1

Timeslip employment which is not identified as a payroll budget appointment.

4.2

The transfer or promotion of an employee within a department or office, provided that the employee is fully qualified for the new position and was originally hired through a competitive search. This exception excludes faculty positions.

4.3

The transfer of a faculty member from special appointment status to a probationary appointment, provided that he or she had secured the special appointment on a nationally competitive basis.

4.4

A reassignment of duties on a part-time basis, including any appropriate change in title, which does not result in more than a 10% salary increase, a change of more than 50% of the original duties, or the creation of a position vacancy.

4.5

The appointment of an employee to fill a vacant administrative position on an acting basis, normally for a period not to exceed one year, while a search is being conducted for a regular appointee.

4.6

When there is concurrence by the hiring department, reassignment due to
a) an injury resulting in worker's compensation award and subsequent retraining
b) a reduction-in-force.

4.7

With prior approval, the temporary appointment of a person to a grant-funded position when the individual has been instrumental in the development of the project or is identified by name in the proposal as having unique expertise necessary to the project. This temporary appointment may not be continued beyond the period of the grant project, and the individual may not be transferred to any other University appointment without an appropriate search.

Note: To use this option, proposal writers should indicate their intention on the transmittal form and provide a letter of explanation when the proposal is submitted to the Office of Sponsored Programs Administration. Those submitting proposals for internal funding that are not reviewed in Sponsored Programs Administration should contact the Office for Equity and Diversity prior to submitting the proposal.

4.8

An externally funded appointment as a postdoctoral fellow, research scientist or broadbanded research professional, in a department where the individual has just completed an NDSU graduate degree and the assignment involves continuation of the research used for the individual's thesis/dissertation. This appointment is limited to the period for which funding has been given and normally may not exceed two years.

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4.9

At the time a new employee is hired or within the first year of employment, the appointment of the employee's spouse/partner to a position for which the spouse/partner is fully qualified.

If a new employee indicates that s/he has a spouse/partner who is also interested in employment at NDSU, the department/unit administrator is responsible to:

- contact Human Resources/Payroll Office and/or the relevant academic department(s) as soon as possible (depending on the spouse's/partner's education and experience); and
- encourage the spouse/partner to make an appointment with a staff member in Human Resources/Payroll Office and/or with the head/chair of the appropriate unit to review the spouse's/partner's education and experience.

4.10

At the request of the appropriate supervisor, the reinstatement of a former NDSU employee who has left his/her employment within the previous nine (9) months, provided that:

- 1) the employee had a satisfactory performance record; and
- 2) the employee is returning to a position requiring similar qualifications and having similar responsibilities; and
- 3) the position is within the department where he/she worked at the time of resignation.

4.11

The appointment of a post doctoral fellow (postdoc) who comes to NDSU with a newly appointed faculty member on whose research project the postdoc is currently working. The postdoc may not transfer to other NDSU employment without being hired through the usual recruitment/selection process.

5. Regardless of the position announcement procedures that are followed, all employment decisions within the University are subject to equal opportunity laws and regulations that prohibit discrimination on the basis of race, color, religion, national origin, sex, disability, age or Vietnam Era veteran status or sexual orientation. In addition, all appointments to payroll budget positions and equivalent positions supported by non-appropriated funds are subject to the equal opportunity monitoring system defined in Sections 202 and 304 of this manual.
6. Exceptions to this policy may be authorized by the President in unique circumstances.

A request for the Presidential exception is initiated by the hiring department and forwarded through the appropriate supervisory line to the unit's dean or director. If there is support from the dean or director, the request is forwarded to the

appropriate vice president. If the request is supported by the vice president *after* consultation with the University's Executive Director, Chief Diversity Officer in the Office for Equity and Diversity and the unit's dean and director, it is forwarded by the vice president to the President for consideration.

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (important changes in the policy or effect of this policy):
Section 352: Promotion, Tenure and Evaluation
Policy was rewritten by University Senate.
2. This policy has been reviewed/passed by the following (include dates of official action):
Policy Committee: 10/19/07; 11/21/07; 12/19/07; 1/18/08; 2/19/08; 3/18/08
University Senate: 3/10/08; Staff Senate: 3/12/08; President's Council: 2/22/08
3. This policy was originated by (individual, office or committee/organization):
University Senate (9/11/07)

Draft 7 (3/18/08)

SECTION 352: PROMOTION, TENURE, and EVALUATION

SOURCE: NDSU President & NDSU University Senate

I. INTRODUCTION

A. 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.

B. 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

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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.

C. 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.

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

A. 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.

B. 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.

1. TEACHING

a. 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:

- i. The effective delivery of instruction to and the stimulation of learning by students and/or clients;
- ii. the continuous improvement of courses or instructional programs;
- iii. the effective advising and mentoring of undergraduate and/or graduate students.

b. EVIDENCE

A candidate demonstrates quality of teaching (encompassing both instruction and advising) by providing evidence and information from multiple sources such as:

- i. the receipt of awards or special recognition including certification or licensing for teaching;
- ii. student, peer, and client evaluation of course materials, expertise, and ability to communicate knowledge;
- iii. 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;

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- iv. the dissemination of best practices in teaching;
- v. evaluation by advisees of the quality of graduate and undergraduate advising.

2. RESEARCH

a. CRITERIA

In the areas of research and creative activities (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure, and post-tenure review:

- i. contributions to knowledge, either by discovery or application, resulting from the candidate's research, and/or
- ii. creative activities and productions that are related to the candidate's discipline.

b. EVIDENCE

A candidate demonstrates quality of research by providing evidence of completed original work (i.e., published/in press, exhibited, or funded) from multiple sources such as:

- i. presentation of scholarly or professional papers, and publication of books or articles;
- ii. juried or invited presentations or productions in the theater, music, or visual arts, design, and architecture;
- iii. the development and public release of new products or varieties, research techniques, copyrights, and patents or other intellectual property;
- iv. peer evaluation of research by colleagues from an individual's discipline or area of expertise;
- v. the receipt of awards or special recognition for research;
- vi. the receipt of grants or other competitive awards.

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3. SERVICE

a. 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:

- i. contributions to the welfare of the department, college, university, or profession, and/or
- ii. contributions to the public that make use of the faculty member's academic or professional expertise.

b. EVIDENCE

A candidate demonstrates quality of service by providing evidence and information from multiple sources such as:

- i. the receipt of awards or special recognition for service;
- ii. evaluation of an individual's service contributions by peers, administrators, and constituents;

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- iii. [active participation in and leadership of societies which have as their primary objective the furtherance of scholarly or professional interests or achievements;](#)
- iv. [active participation and leadership in University governance and programs at the department, college, university, and system levels;](#)
- v. [effective management or improvement of administrative procedures or programs.](#)
- vi. [contributions to knowledge as editors of scholarly publications, or service on editorial boards, juries, or panels;](#)
- vii. [contributions to the operation of state or federal agencies.](#)

C. 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.

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

A. 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.

B. 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.

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<#>2.3.1 the receipt of awards or special recognition including certification or licensing, whether for teaching, research, professional activity, or service; ¶
<#>2.3.2 presentation of scholarly or professional papers, and publication of books or articles; ¶
<#>2.3.3 juried or invited presentations of shows, music or fine art; ¶
<#>2.3.4 the development and public release of new products, research techniques, copyrights, and patents or other intellectual property; ¶
<#>2.3.5 peer, student, and client evaluation of course materials, of expertise and ability to communicate knowledge, and of respect for students and receptivity to their questions and concerns in all instructional settings; ¶
<#>2.3.6 peer evaluation of course content and design, of teaching methods, and 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; ¶
<#>2.3.7 peer evaluation of the development or implementation of innovative courseware tools that support technology-enhanced learning; ¶
<#>2.3.8 evaluation by advisees of the quality of graduate and undergraduate advising; ¶
<#>2.3.9 peer evaluation of research by colleagues from an individual's discipline or area of expertise; ¶

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C. 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.

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D. 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.

E. 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:

- 1) 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.
- 2) 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 E. must be approved by the President.

2. F. 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, Dean, and Provost/VPAA to the President who will approve or deny the request. Denial of an extension may be appealed under NDSU Policy 350.4.

I. 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 III.F, above. Extensions due to childbirth or adoption may not exceed three years.

(Granting extensions does not increase expectations for performance.)

G. 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.

IV. PERIODIC REVIEW

A. 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.

B. 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.

C. 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

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decisions and notifications can be made in accord with the deadlines listed in Section 350.3.

D. 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.

E. 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.

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F. 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. 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.

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G. The faculty member being reviewed shall have 14 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.

V. COMPOSITION OF PTE COMMITTEES

A. 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

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B. 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.

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C. The PTE committee is part of a process of peer review. Thus, faculty holding administrative appointments, including those with interim status, are not eligible. ("Administrative appointment" includes appointments as President, Vice President, Dean, Associate or Assistant Dean, or Department Chair or Head, or Director of an academic unit.)

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VI. PTE PROCEDURES

A. The candidate shall ensure that the 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 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.

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B. 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.

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 in order for additional material to be added.
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.

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

D. 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 included in the portfolio for review at the next level.

E. 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.

F. 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.

G. The college PTE Committee and the college Dean shall separately and independently review and evaluate the candidate's portfolio.

H. The college PTE Committee shall prepare a written report, including recommendations and an explanation of the basis for them, that shall be added to the candidate's portfolio by January 15. A copy shall be sent to the Dean, the chair or head of the academic unit, and the candidate.

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

J. 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, nonadministrative faculty representing each college.

K. 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.

L. 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.

M. 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.

VII. APPEALS

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A. 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.

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

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VIII. 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.

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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.

2.3 The evaluation of a candidates performance shall be based on the individual's assigned responsibilities in teaching, research, and service, on- or off-campus, in regional, national, or international areas. Judgments will be based on evidence of both the quality and significance of the candidate's work. In evaluating the candidate's performance, evidence and information from multiple sources shall be considered such as:

2.3.1 the receipt of awards or special recognition including certification or licensing, whether for teaching, research, professional activity, or service;

2.3.2 presentation of scholarly or professional papers, and publication of books or articles;

2.3.3 juried or invited presentations of shows, music or fine art;

2.3.4 the development and public release of new products, research techniques, copyrights, and patents or other intellectual property;

2.3.5 peer, student, and client evaluation of course materials, of expertise and ability to communicate knowledge, and of respect for students and receptivity to their questions and concerns in all instructional settings;

2.3.6 peer evaluation of course content and design, of teaching methods, and 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;

2.3.7 peer evaluation of the development or implementation of innovative courseware tools that support technology-enhanced learning;

2.3.8 evaluation by advisees of the quality of graduate and undergraduate advising.

2.3.9 peer evaluation of research by colleagues from an individual's discipline or area of expertise;

2.3.10 evaluation of an individual's service contributions by peers, administrators, and constituents;

2.3.11 active participation in and leadership of societies which have as their primary objective the furtherance of scholarly or professional interests or achievements;

2.3.12 active participation and leadership in University governance and programs at the department, college, university, and system levels;

2.3.13 effective management or improvement of administrative procedures or programs.

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Candidates are required to complete the full probationary period before being considered for tenure. Evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently.

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.

Faculty Hired Without Previous, Relevant Experience

For a faculty member without previous academic-relevant experience (first academic position), eligibility for tenure requires a probationary period of six years. 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.

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Faculty may be given one to three years (maximum allowed) of credit. For example, give one year of credit, promotion and tenure application would be due in the fifth year of service; given three years, the application would

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prior to February 1 (see deadlines for non-renewal, SBHE Policy 350.3). For tenured faculty, the annual review shall be conducted prior to April 1 of the academic year in which the review is to be conducted. Formal mid-probationary reviews are to be optional within each unit.		
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When requested by any party to the tenure process, formal feedback shall be provided to the individual by the department chair, dean, college committee, and the academic vice president.		
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and Vice President for Academic Affairs

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and Vice President for Academic Affairs

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who shall then either make the final recommendation to the SBHE for tenure

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promotion or nonselection for promotion.

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6.6 In the case of faculty holding joint appointments the PTE Committees of each college concerned shall review and recommend only for those activities and responsibilities of the candidate which are defined within their college. Prior to the PTE review, the deans of the respective colleges will consult and determine, with the approval of the Provost and Vice President for Academic Affairs, which PTE Committee shall have primary responsibility for the review.

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6.7 Evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently.