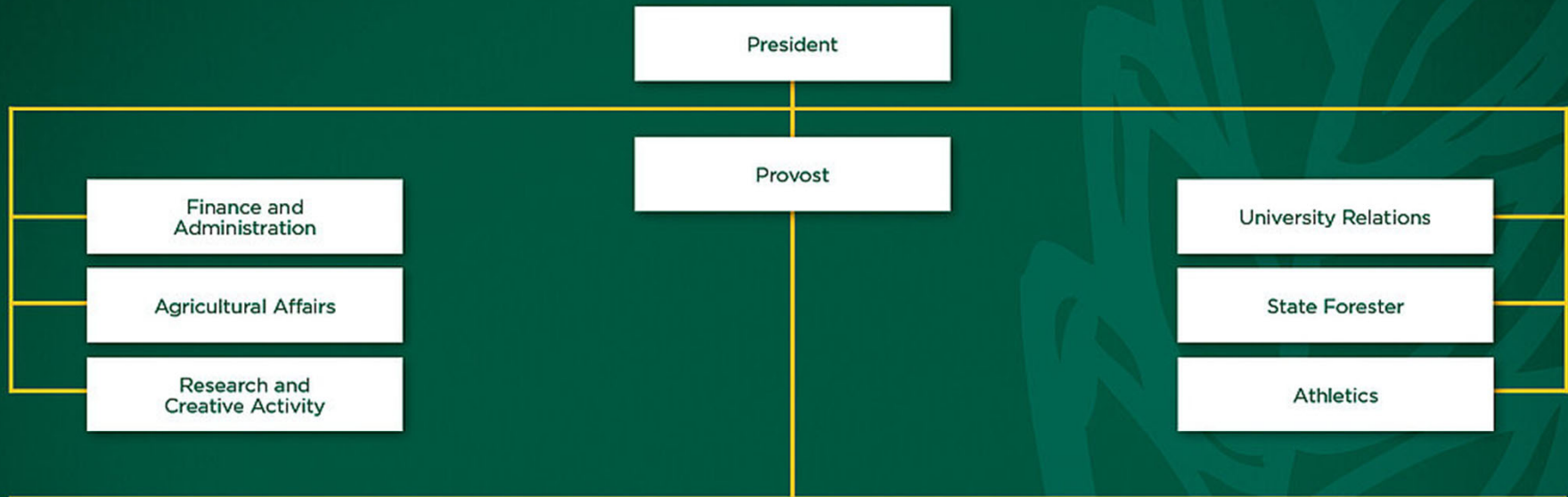


Faculty Rights and Academic Policies and Resources for Teaching, advising, and Research

NDSU



College of Agriculture, Food Systems, and Natural Resources
 Agribusiness and Applied Economics
 Agricultural and Biosystems Engineering
 Agricultural Education
 Animal Sciences
 Center for 4-H
 Microbiological Sciences
 Plant Pathology
 Plant Sciences
 School of Natural Resource Sciences

College of Arts and Sciences
 Biological Sciences
 Chemistry and Biochemistry
 Coatings and Polymeric Materials
 Earth, Environmental and Geospatial Sciences
 Communication
 Criminal Justice
 Division of Performing Arts
 Emergency Management
 English
 Mathematics
 Political Science and Public Policy
 Physics
 Psychology
 School of Design, Architecture and Art
 School of Education
 School of Humanities
 Sociology and Anthropology
 Statistics
 University Studies
 Women and Gender Studies

College of Business
 Accounting and Information Systems
 Hospitality and Event Management
 Management and Marketing
 Transportation, Logistics and Finance

College of Engineering
 Aerospace Studies
 Agricultural and Biosystems Engineering
 Civil, Construction and Environmental Engineering
 Computer Science
 Electrical and Computer Engineering
 Industrial and Manufacturing Engineering
 Mechanical Engineering
 Military Science

College of Health and Human Sciences
 Allied Sciences
 Counseling Education
 Health, Nutrition and Exercise Sciences
 Human Development and Family Science
 Nursing
 Pharmaceutical Sciences
 Pharmacy Practice
 Public Health

College of Graduate and Interdisciplinary Studies

Libraries

Information Technology

Administrative Departments
 Accreditation and Assessment
 Group Decision Center
 Northern Crops Institute
 Office of Institutional Research and Analysis
 Office of Teaching and Learning
 Registration and Records
 Summer School
 Upper Great Plains
 Transportation Institute

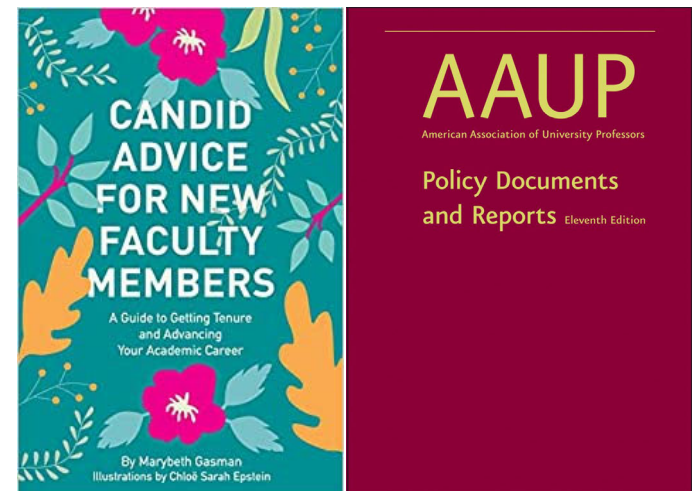
Student Affairs and Enrollment Management
 Admission
 Administrative Systems
 Counseling Center
 Dean of Students
 Financial Aid and Scholarships
 One Stop
 Student Activities
 Student Health Service
 Student Success Programs

NDSU Organization

- **Office of the Provost**
 - Faculty Affairs
- **Academic Colleges**
 - Academic Departments
- **Faculty Senate**
- **University Curriculum Committee**
- **Graduate Council**

Academic Policies and Resources

- **NDSU Policy Manual** (www.ndsu.edu/policy)
 - *Orientation pdf document*
- **New Faculty Website and Resources Page**
(https://www.ndsu.edu/facultyaffairs/faculty_development/new_faculty/)
- **New Faculty Workshops and Mentoring**
- **Faculty Luncheons**
- **Promotion to Professor Sessions**
- **Books/Conferences:**
 - **Candid Advice for New Faculty Members**
 - **AAUP**



Select NDSU Policies, Procedures

- **320: Faculty Obligations and Time Requirements**
 - Office hours
 - Sick leave, child bearing leave
 - Modified duties
 - Out-of-state travel authorization
- **Contact HR for**
 - Payroll, Benefits
 - **Disability Accommodation** (Policy 168)
 - Family Medical Leave Act (FMLA)
- **325: Academic Freedom**
 - Teaching, research
 - Course, curriculum approval

Policies, Procedures, continued

- **352: Promotion, Tenure, and Evaluation (PTE)**
 - Annual review, third year review
 - Tenure credit, advanced rank – PTE committees
 - Tenure clock extension –
 - Requests/notification directly to Office of the Provost/Faculty Affairs
 - Childbirth, adoption, illness, disability, institutional
 - Appeal of decision: Policy 350.3
 - Required training
- **Official Faculty File**
 - Maintained in Dean's Office
 - Right to review contents and who accessed the file

Policies, Procedures, continued

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

Policies, Procedures, continued

- **326: Academic Misconduct**
 - NDSU is committed to upholding the highest standards of integrity in all academic activities
 - Inquiry and Investigation (by faculty committees)
 - *Authorship, Data Ownership, and Working w/students*
- **353: Grievances**
 - Decisions affecting terms and conditions of employment, such as salary adjustments, development leave, assignments/duties, periodic reviews and working environment
 - *If resolution through 1) chair and 2) dean fails, contact Faculty Senate President who will form a Special Review Committee*

Policies, Procedures, continued

- **151: Code of Conduct/Anti-bullying.** All are required to:
 - Act professionally
 - Follow training and job specific requirements
 - Respect the value, creativity, and diversity of all persons
 - Contribute to an environment of respectful and productive working relationships
 - Make good faith efforts to resolve differences constructively
- **331.2: Instructors and Students as Family/Household Members** – *Avoid if possible; may not assign grades*
- **323: Selection of Textbooks and Other Curricular Materials** – *Faculty may not profit from course materials*

Teaching and Advising at NDSU

- **FERPA Guidelines** – Protect privacy of student records
- Required template for **Course Syllabus** – Policy 331.1
- **Campus Connection** – Official student information system (view class list, submit grades)
- **Blackboard** – Online class resources for students
- **Academic Calendar and Final Exam Schedule**
 - Dead week
 - Commencement (December 16)
 - Grades due (December 20, 12:00pm)
- **Student Disability Accommodations** – Policy 606
- **Class Attendance Policy** – Policy 333
- **Navigate** – Tool for Advising
- **Academic Honesty and Integrity** – Policy 335
- **Grade Appeals** – Policy 337

Research and Grants at NDSU

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

Discrimination, Harassment, and Retaliation (156, 156.1, 100, 162, 162.1)

- NDSU is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of our university community.
- Report any discrimination, harassment, or retaliation involving a student of which you are aware of. *Supervisors have further reporting responsibilities.*
- Recognize that harassment can occur:
 - On campus or off campus
- Intent does not matter; the impact of the behavior matters. “*I didn’t mean anything by it*” is not a valid defense for harassing behavior.
- Consensual relationships, where there is a definite power differential, are discouraged.