NDSU | FACULTY SENATE

Meeting Agenda
February 26, 2024

I.   Call to Order.
II.   Adoption of the Agenda.
III.   Approval of Meeting Minutes from January 22, 2024.
IV.   Announcements.
1. David Cook, President
2. David Bertolini, Provost
3. Warren Christensen, Faculty Senate President
4. Erin Gillam, Faculty Senate Past-President
5. Jeremy Jackson, Faculty Senate President-Elect
6. Kristi Steinmann, President of Staff Senate
7. Kaylee Weigel, President of Student Government
V.   Committee and Other Reports.
VI.   Consent Agenda.
1. UCC Report
2. Policy 132 - Developmental Leave
3. Policy 149 - Leave Without Pay
VII.   General Order.
1. Modification of Faculty Senate By-laws related to committee structure and membership*
VIII.   New Business
1. Policy 352 - Promotion, Tenure and Evaluation
2. Policy 331.1 - Course Syllabus
3. Policy 350.1 - Board Regulations on Academic Freedom and Tenure; Academic Appointments
4. Revision of the Faculty Senate By-laws
5. Policy 335 - Academic Integrity in Instructional Contexts
IX.   Adjournment.

*Notice of intent: there will be a motion to rescind the previously adopted amendment of changing membership of the General Education Committee from 3 to 5 representatives from the College of Arts and Sciences."

Meeting Minutes
January 22, 2024

I. Call to Order
    - Meeting called to order at 3:00 pm

II. Attendance and Substitutions
    1. No substitutions noted
    2. See Appendix 1 for Attendance record

III. Adoption of the Agenda
    - MOTION to adopt the agenda (Secor/Hearne)
    - MOTION passed unanimously

IV. Approval of Meeting Minutes from December 11, 2023
    - No changes or objections noted – minutes passed by unanimous consent

V. Announcements.
    1. David Cook, President
        - Response to Search for an Immediate Search for a New Provost
            - Talked with all Deans and all direct reports to the Provost, as well as the leadership of the governing bodies at NDSU
            - Going forth with original plan that was approved by Deans and discussed with Senates on campus ⇒ 3 year term for Provost Bertolini for 3 years
                - Will begin a search for a new Provost in Fall 2025
        - Firm support for shared governance at NDSU
        - Formal response to both resolutions from President Cook attached as Appendix 3
        - Has received extensive feedback about how upper admin needs to communicate better
        - This month's Leadership Assembly focusing on strategic enrollment management plan and Bison Advise
        - Preparation for next legislative session
            - Connected with Chancellor on graduate student health insurance
    2. David Bertolini, Provost
        - No announcements
    3. Warren Christensen, Faculty Senate President
        - Thanks to President Cook and Provost Bertolini on due diligence related to the Resolutions passed in December by the Faculty Senate
        - Policy change related to when syllabi are posted by faculty

- coming for the next meeting (initiated by Student Government)
  - McWood: Asked for revised syllabus policy to be available to faculty in advance of Senate so that feedback can be gathered from other faculty
- FSEC checking in on standing committees and what they are working on
  - Goal to update information on website regarding the standing committees, including membership and term limits
- Maggie Laterall: Recruitment season
  - Internship positions (on Handshake)
  - Looking for orientation crew to welcome students
    - Asking for Senate members to tell students about
  - Welcome Week team also needs volunteers
  - Overall, please nominate students for these recruitment roles who would be good fits for these positions
  - Details included in Appendix 4
- Mark Wallman
  - Plan for classroom deinstrumentation
  - 7 rooms to be deinstrumented when they reach end of life
  - Process in place that has been vetted by multiple groups
  - Details included in Appendix 5
  - Will be looking for help from Faculty Senate to get a diverse group of faculty to advise on additional nuanced changes to what technology is available in specific classrooms

4. Erin Gillam, Faculty Senate Past-President
   - No announcements
5. Jeremy Jackson, Faculty Senate President-Elect
   - No announcements
6. Kristi Steinmann, President of Staff Senate
   - Staff Senate Day of Honor Events
     - Honor current or past faculty, staff or students that have passed away in the last year – will occur on February 13 @ 2pm in the Oceti Sakowin Ballroom in the Memorial Union
   - Response to Faculty Senate Resolution for an Immediate National Search for a Provost (see official response by Staff Senate President in Appendix 6)
     - Referred to staff but was not reviewed or approved by Staff Senate
     - Need to revisit shared governance and define a shared understanding of what shared governance is and should be at NDSU
7. Kaylee Weigel, President of Student Government
   - Echoing of the comments from Staff Senate regarding shared governance at NDSU and issue with the resolution passed in December by the Faculty Senate

- Open forum occurring later this week regarding student fees

VI. Committee and Other Reports
   1. Ad Hoc Committee on Policy 352 (Tom Ambrosio)
      - Zoom recording of Open Forum about post-Tenure review was sent via email, as well as a survey to gather feedback from faculty.
      - Survey responses due by Wednesday
      - Plan to have a draft policy on the agenda for the Feb 26 Faculty Senate meeting

VII. Consent Agenda
   1. UCC Report
   2. 152.2 Membership in Professional and Service Organizations
      - MOTION to Approve (Magel/Secor)
      - MOTION passes unanimously

VIII. General Order
   1. Modification of Faculty Senate By-laws to Include Gender Neutral Language
      - MOTION to Approve (Gillam/Smith)
      - Each item requires a 2/3rds majority to pass and must pass at two separate meetings
      - MOTION Passes (38 AYE; 0 NAY; 0 ABSTAIN)
         - See Q1 in Appendix 2 for voting record
   2. Modification of Faculty Senate By-laws Related to Committee Structure and Membership
      - MOTION to Approve (Smith/Hearne)
      - Gao: Bylaw changes would remove the Research Committee
         - Gao: Committee has recently met and has been tasked with work in consultation with VP Fitzgerald that will take up much of the committee's time and serve as a full charge for the near future
      - Smith: What portion of the bylaw changes are being considered for this section of the bylaws?
         - Would like to include a CCF member as a voting non-member on the FSEC
         - Requesting multiple members of Faculty senate leadership attend Staff and Student Senate meetings
      - Hearne: College of Arts and Sciences gets 3 votes on General Education committee
         - Benton: College of Arts and Sciences teaches 80% of the general education courses at NDSU
            - Concern that past members of the General Education

committee did not understand how General Education classes are taught - need greater membership from people who actually teach these classes

- MOTION to Postpone Modification of Faculty Senate By-laws Related to Committee Structure and Membership (Gao/-)
  - No second, Motion dies
- MOTION to Amend By-Laws such that the Research and Consulting Committee remains in place (removal of elimination of the Committee) and that the membership of the Committee be one representative from each college (Hearne/Huseynov)
  - Mila – how are the duties of the Research and Consulting Committee different from the President's Research Council?
    - Faculty sets the agenda and priorities for the standing committee compared to the President's Research Council
  - Mathew: Their needs to be a better-defined role if this committee is going to remain
  - Hearne: Should not be uncomfortable with two committees where one answers to the president and one answers to the Faculty Senate
  - Tangen: Noted that we have a committee on DEI and there is also a President's Committee focused on DEI issues
  - Gao: Read description and membership of President's Research Council for more information
  - Jackson: Research and Consulting is the only committee in which consulting is mentioned, which makes it distinct from other standing committees
  - Christensen: Reminder that Senate can charge committees at any time
  - Benton: Faculty Affairs committee also reviews policy, could include consulting
    - Huseynov: the charge in the bylaws for Faculty Affairs does not include research and consulting
    - Hearne: Faculty Affairs has enough policies that fall to them, they can't be charged with all policy changes that impact faculty
- MOTION to Amend
  - MOTION Passes (37 AYE; 1 NAY; 0 ABSTAIN)
  - See Q2 in Appendix 2 for voting record

- MOTION to Amend to add a member of the NDSU CCF Committee as a non-voting member to the Faculty Senate Executive Committee (Smith/Hearne)
  - Smith: CCF spends time interacting with the state board and the other 10 institutions in the state. Adding this person to the committee would keep us better informed about what is happening at a broader scale within the NDUS system
  - McWood: Asked about clarification on how people are added to the CCF
  - Christensen: Explained that any faculty-at-large can serve on the committee and nomination and voting process occurs through Faculty Senate
    - Haug: Section 4 under Standing Committees outlines membership of CCF
- MOTION Passes (34 AYE; 2 NAY; 2 ABSTAIN)
  - See Q3 in Appendix 2 for voting record
- Benton: MOTION to Amend: Add five members from CAS to General Education Committee (Benton/Kirkpatrick)
  - Huseynov: asked if total voting membership would change from 7 to 9 members
    - Christensen: Confirmed that this would increase membership to 9 committee members
  - Tangen: Agrees based on past issues with general education courses
  - Haug: Needs to be clarification on where those 5 members are coming from within CAS (such that there is good representation from across college)
  - Jackson: Does not agree that only those who teach general education classes should be on the committee, as we are all affected by general education
  - Benton: Clarification that motion does not propose elimination of any college on the committee
  - McWood: Note that CAS would have full voting power (5 CAS members vs 4 members from all the other colleges)
  - Hearne: Concern that Faculty Senate will have less confidence in the committee because it is driven by one college only
  - Ross: CAS should have representation that aligns with the % of the gen ed courses taught by that college
  - Smith: Supports motion – academic freedom can be an issue because of extra layer of requirements that accompany general education courses
  - Boonstoppel: Supports motion – have colleagues that felt their

voices were not heard by the General Education committee
- Li: Opposes motion – Most of the students taking General Education courses are not from CAS
- MOTION to Amend Passes (19 AYE; 14 NAY; 5 ABSTAIN)
  - See Q4 in Appendix 2 for voting record
- MOTION to Amend – Article 2 Section 6-8: Add "Represent the Senate to the Staff Senate and the Student Government" to the duties of both the President-Elect and Past President (Smith/Haug)
  - Hearne: Makes job of chair more difficult – Opposes
  - Jackson: Any of us can be called upon to stand in for Warren if needed, hence that flexibility already exists in this structure
  - **Note**: there was confusion about what the motion was stating during discussion (i.e. whether this would mandate that all members of Senate Leadership must attend Staff Senate and Student Government meetings or whether this would allow them to do so in place of or in addition to FS President). Clarification needed when this Motion is discussed at the next Faculty Senate meeting.

IX.   Adjournment
- MOTION to Adjourn (Wood/McWood)
- Motion PASSES unanimously
- Meeting adjourned at 4:30 pm

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Appendix 1: 2023-2024 Faculty Senate Attendance Record

Last Name	First Name	Sept 11	Oct 9	Nov 13	Dec 11	Jan 22
Akhmedov	Azer	X	X	X	X	X
Ambrosio*	Tom					
Amiri	Ali	X	X	X	X	X
Andrianova	Anastassiya	X	X			
Barabanov*	Nikita					
Benna	Justin	X	x	X	X	X
Benton	Brad	X	X	x	X	X
Boonstoppel	Sarah	X	X	X	X	X
Choi	Bong-jin	X	X	P	X	X
Choi	Juwon					
Christensen	Warren	X	X	X	X	X
Gao	Jerry	X	X	X	X	X
Gillam	Erin	X	X	X	X	X
Haug	Karla	P	X	X	X	X
Hearne	Robert	X	X	X	X	X
Hershberger	John	X				
Hong	David	X	X	X	X	
Huseth-Zosel	Andrea	X	X	X	X	X
Huseynov	Fariz	X	X	X	X	X
Jackson	Jeremy	X	X	X	X	X
Jeong	Inbae	X	X	X		
Kilina	Svetlana	X	X	X	X	X
Kirkpatrick	Sarah	X	X	X	X	X
Kryjevskaia	Mila	X	X	X	X	X
Larson	Jamee	X	X	X	X	X
Law	Quincy	P	X	X	P	
Li	Jin	X	X	X	X	
Magel	Ken	X	X	X	X	X
Mathew	Febina	X	X	X	X	X
Mataic	Dane	X	X		X	
Matthew	Sijo	X	X	X	X	X
McGrath	Ryan	P	P	X	X	X
McWood	Leanna	X	X	X	X	X
Nelson	Kjersten	X	X	X	X	X
Peltier	Allison			X		
Philbrick	Candace	X	P	X	X	X
Rahman	Mukhlesur	X	X	X	X	X
Rao	Jiajia	X	X		X	X
Roberts	David	X	X	X	X	
Ross	Darrell	X	X	X	P	X

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Last Name	First Name	Sept 11	Oct 9	Nov 13	Dec 11	Jan 22
Secor	Gary	X	X	X	X	X
Smith	Matthew	X	X	x	X	X
Steig	Jayme	X	X	X	X	X
Sun	Rex	X	X	X		X
Tangen	Jodi	X	X	X	x	X
Travers	Steve	X	X	X		X
Vold	Jessica	X	X	X	X	X
Wood	Scott	P	X	X	X	X
Wu	Xiangfa	X	X	X	X	X

Appendix 2: January 22 2024 Faculty Senate Voting Record

Participant	Q1	Q2	Q3	Q4
Azer Akhmedov	AYE	AYE	AYE	AYE
Justin Benna	AYE	AYE	AYE	AYE
Bradley Benton	AYE	AYE	AYE	AYE
Sarah Boonstoppel	AYE	AYE	AYE	AYE
Bong-Jin Choi	AYE	AYE	AYE	ABSTAIN
Jerry Gao	AYE	AYE	AYE	NAY
Erin Gillam	AYE	AYE	AYE	AYE
Karla Haug	AYE	AYE	AYE	NAY
Robert Hearne	AYE	AYE	AYE	NAY
Yongtao Hong	AYE	AYE	NAY	NAY
Andrea Huseth-Zosel	AYE	AYE	AYE	NAY
Fariz Huseynov	AYE	AYE	ABSTAIN	ABSTAIN
Jeremy Jackson	AYE	AYE	ABSTAIN	NAY
Inbae Jeong	AYE	AYE	AYE	AYE
Svetlana Kilina	AYE	NAY	AYE	AYE
Sarah Kirkpatrick	AYE	AYE	AYE	AYE
Mila Kryjevskaia	AYE	AYE	AYE	AYE
Jamee Larson	AYE	AYE	AYE	AYE
Jin Li	AYE	AYE	AYE	NAY
Ken Magel	AYE	AYE	AYE	NAY
Febina Mathew	AYE	AYE	AYE	AYE
Sijo Mathew	AYE	AYE	AYE	NAY
Ryan McGrath	AYE	AYE	AYE	NAY
Leanna McWood	AYE	AYE	AYE	ABSTAIN
Kjersten Nelson	AYE	AYE	AYE	AYE
Md Mukhlesur Rahman	AYE	AYE	AYE	NAY
Jiajia Rao	AYE	AYE	AYE	ABSTAIN
Darrell Ross	AYE	AYE	AYE	AYE
Gary Secor	AYE	AYE	NAY	AYE
Matthew Smith	AYE	AYE	AYE	AYE
Jayme Steig	AYE	AYE	AYE	NAY
XIN Sun	AYE	AYE	AYE	AYE
Jodi Tangen	AYE	AYE	AYE	NAY
Steven travers	AYE	AYE	AYE	AYE
Candace Vansickle	AYE	AYE	AYE	ABSTAIN
Jessica Vold	AYE	AYE	AYE	NAY
Scott Wood	AYE	AYE	AYE	AYE
Xiangfa Wu	AYE	AYE	AYE	AYE

NDSU NORTH DAKOTA
STATE UNIVERSITY

January 22, 2024

Faculty Senate,

I'm writing today in response to the two resolutions passed by Faculty Senate on December 11, 2023. The first resolution calls for an immediate national search for a provost and a pause in the reorganization of the Office of the Provost (22AYE; 18NAY; 0 abstentions). The second resolution calls for continued work with student, staff, and faculty leadership to ensure shared governance at NDSU (37AYE; 3 abstentions). Both resolutions are important for our work together and deserve my full attention.

Active Consultation as a Result of Resolutions
The results of the resolutions were brought to my attention at the close of the fall semester. I immediately met with faculty, staff and student leadership, and every dean and direct report of the Provost to gain more perspective on these concerns.

Conversations addressed the Provost's leadership, reorganization and progress toward addressing our challenges, the timeline and plan for conducting a national search, and shared governance. I'm thankful for everyone's thoughtful engagement, and I've included some themes and key observations listed below:

- There is an understanding that much of the work ahead of us is difficult and long overdue.
- Colleagues shared the opinion that the Provost is navigating a variety of challenges and difficult decisions. They expressed their support for the Provost to continue with the work we have begun to address enrollment, retention, and the future success of NDSU.
- Conversations revealed a strong desire to move forward with the reorganization of the Office of the Provost. This came through very clearly as colleagues shared their frustrations with recent delays.
- Conversations continue to show a deep interest in shared governance by *all* stakeholder groups. In particular, staff and students are seeking opportunities for more involvement and consideration in governance discussions.
- Colleagues shared critiques of the communications of the Provost and President. I received a number of great ideas on how to better share our vision, key information, and the rationale for decision making.

The resolutions, consultation with campus colleagues and students, and further reflection are informing my approach for moving NDSU forward.

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NDSU is an EO/AA university.

Provost Search and Office Re-Organization

I agree with the need for a national search for a provost. In February 2023, faculty, staff, and student leadership were consulted on the rationale for appointing the Interim Provost to a permanent position and the timeline for a national search. No objections were raised to the plan. The details were then outlined in a campus communication (February 28 – [linked here](#)).

The extended appointment allowed us to move forward with much-needed dean searches, and provided time to plan strategically for a national search for a provost in Fall 2025. NDSU would be best served with a national search from a position of strength -- increasing the likelihood of attracting an excellent pool of candidates for this important leadership role.

My recent conversations reaffirmed to me that Provost Bertolini's leadership is moving us in the right direction. He accepted this position under very difficult circumstances and has made tough decisions. While I understand there may be different perspectives with this appointment, I received strong support for Provost Bertolini's performance in this leadership role. I'm grateful for the hard work he has done so far.

I remain committed to our plan to conduct a national search for a provost in Fall 2025. Additionally, I received considerable feedback and support to move forward with the reorganization of the Office of the Provost.

Shared Governance

I am a firm believer in shared governance. NDSU is at its strongest when all governance groups are working towards common goals. I am in the process of reaching out to faculty, staff and student leadership to hold a "Shared Governance Summit" to bring together stakeholder groups across all governing bodies. This summit can be a building block for improved shared governance at NDSU. I commend Kristi Steinmann, Staff Senate President, for her persistence and enthusiasm for carrying this idea forward. I'm looking forward to participating along with other NDSU administrators, including the Provost.

Final Thoughts

In the spirit of transparency, I have shared this email with Faculty Senate Leadership, Staff Senate Leadership and Student Government Leadership to provide my rationale for determining the steps needed to move forward. I appreciate all of your perspectives, and while we may not always agree on every detail or decision, it is clear to me that we are focused on meeting the challenges facing our institution. I very much look forward to working with Faculty Senate and colleagues across campus to ensure NDSU's success.

My best,

David Cook
President

Paid Positions – https://www.ndsu.edu/orientation/employment/

ORIENTATION CONNECTION CREW SUMMER 2024

Job	Application Info	Work Dates	Compensation
New Student Programs Intern	Open now Closes Feb 1	Starts March 11 Ends September 6	$16/hour, meals on training and ORI days, free on-campus housing
Special Populations Experience Intern	Opens Feb 1 Closes March 15	Starts May 28 Ends September 6	$16/hour, meals on training and ORI days, free on-campus housing
Event Planning Interns (3)	Opens Feb 1 Closes March 15	Starts May 28 Ends September 6	$16/hour, meals on training and ORI days, free on-campus housing
Connection Crew	Opens Feb 1 Closes March 15	Starts May 28 Ends June 28 Optional July and August dates	$16/hour, meals on training and ORI days, free on-campus housing (for duration of summer work)

Welcome Week Volunteer Positions - https://www.ndsu.edu/welcomeweek/team/

Job	Basic Info	Time Commitments	App Info
Group Leads	Facilitating connections, leading meetings	8/22 – training 8/24-26 – WW group events	Open 1/22 Close 3/28
Guides	Hospitality team, help with move in and WW events	8/23 – training 8/24 – Move-In 8/26 – WW events One or two additional events throughout WW	Open 1/22 Close 3/28
Move-In Crew	Friendly faces and helping hands during move-in	8/21 – training (Zoom) 8/24 – Move-In	Open 1/22

Classroom De-instrumentation Plan

Room List (Retirement Date)

Barry 20	(June 2024)	ENGR 102	(June 2025)
BB Fieldhouse 110A	(June 2025)	Morrill 111	(June 2025)
Dolve 10	(June 2024)	Morrill 101	(June 2027)
EML 326	(June 2025)		

Note: Detailed room information is in a table at the end of this document.

Overview

Why are we doing this?

To reduce the amount of money we need to ask the University to provide so we can keep our classrooms functioning.

The Information Technology Division currently funds classroom technology for approximately 176 general purpose classrooms. The total replacement value of these spaces is estimated to be $10M. The technology fee is intended to fund replacement technology for these spaces, but current operating funds represent less than 5% of what is needed annually to keep up. This proposal is expected to save $67,000 annually.

What process did we follow?

Initial Proposal

An initial list of classrooms was compiled based on rooms that were scheduled the least often by the registrar during the 21-22 academic year. During fall semester of 2022, this list was circulated.

Initial Proposal Circulation

The initial list of classrooms to de-instrument (31 in total) was reviewed with the following groups:

1. Registrar
2. Technology Fee Advisory Committee
3. Information Technology Council
4. Academic Department Heads and Chairs (multiple times)
5. Learning Spaces Executive Committee
6. Faculty Senate

In addition to discussion in meetings, many people provided feedback via email. This feedback was compiled and used to refine the list.

Bentson Bunker Fieldhouse 111A was added to the list because there is no wheelchair access.

Revised List

Based on feedback from the campus community, a revised list was produced. This revised list is the seven rooms identified at the beginning of this document and listed with additional data in the table at the end of this document.

These seven rooms represent about a 4% reduction in the number of classrooms.

Revised List Circulation

The revised list was circulated in the spring of 2023. It was provided to the following:

1. Registrar
2. Information Technology Council
3. Academic Department Heads and Chairs (multiple times)
4. Learning Spaces Executive Committee
5. Faculty Senate

Additionally it was provided during IT Division spring department meetings to the following:

1. Accounting & Information Systems
2. Agricultural & Biosystems Engineering
3. Agriculture Communication
4. Animal Sciences
5. Apparel, Merchandising, Interior Design and Hospitality Mgmt
6. Arts, Humanities & Social Sciences Exec. Council
7. Athletics
8. Biological Sciences
9. Chairs Council
10. Graduate School / Center for Writers
11. Human Development and Family Science
12. Industrial & Manufacturing Engineering
13. Memorial Union Operations
14. NDSU Libraries
15. Office of Teaching & Learning
16. Pharmacy Practice
17. Provost's Office Staff
18. Research and Creative Activity
19. School of Natural Resource Sciences
20. Staff Senate
21. Student Activities
22. University Relations
23. Wellness Center

Solicitations to meet are provided every spring semester to all departments on campus. Meetings are only scheduled with interested parties.

Circulation of this Document

We will follow the same process for circulation this document that we did with previous versions.

Login Statistics

Date range for the data is 8/20/2023 to 9/30/2023.

Rooms to Deinstrument: Instructor Station Logins

Updated 10/3/23			August '23		September '23		Total	
Room	Type	Seats	Logins	Unique Users	Logins	Unique Users	Logins	Unique Users
BARRY 20	TCH	50	12	6	22	5	34	6
BB FLDHSE 110A	TCH	28	12	6	29	7	41	8
DOLVE HALL 10	MD	48	1	1	2	2	3	2
E M LEBDFF 326	Lab	18	6	3	2	2	8	5
ENGR 102	Lab	18	3	3	6	4	9	6
MORRILL 111	Lab	14	5	2	6	4	11	5
MORRILL 101	TCH	12	12	6	22	5	34	8

Top 5 Most Used Instructor Stations by Unique Users

Updated 10/3/23	August '23		September '23		Total	
Room	Logins	Unique Users	Logins	Unique Users	Logins	Unique Users
AGHC 0122	49	21	106	29	155	38
AGHC 0234	44	18	103	27	147	33
AGHC 0334	35	15	67	24	102	27
SUDR 0021	39	14	95	24	134	27
AGHC 0126	33	12	73	21	106	26

Labs to Deinstrument: Lab Computer Logins

Updated 10/3/23			August '23		September '23		Total	
Room	**Type**	**Seats**	**Logins**	**Unique Users**	**Logins**	**Unique Users**	**Logins**	**Unique Users**
E M LEBDFF 326	Lab	18	21	11	26	6	47	13
ENGR 102	Lab	18	82	34	128	29	210	43
MORRILL 111	Lab	14	15	8	31	10	46	14

Top 5 Busiest "Labs"

Most of these spaces are not actually labs. They are open spaces with computers that have all the lab software installed on them and are used by students in a non-classroom setting. There are 5 classrooms on this list. They are denoted in bold and have a value of *Lab* in the *Type* column. There are 15 total spaces on this list.

Updated 10/3/23			August '23		September '23		Total	
Room	**Type**	**Seats**	**Logins**	**Unique Users**	**Logins**	**Unique Users**	**Logins**	**Unique Users**
MEMU 0176	Hallway	7	613	409	1116	590	1729	832
WDCR 0004	**Lab**	**33**	**463**	**348**	**2047**	**726**	**2510**	**806**
LIBR 0118	Open space	44	546	302	1535	518	2081	664
AGHC 0188	Hallway	12	266	198	762	403	1028	505
LIBR 0014	**Lab**	**60**	**854**	**312**	**1009**	**243**	**1863**	**386**
MEMU 188F	Coffee Shop	4	202	154	380	227	582	326
QUBB 0150	Open space	28	281	149	671	215	952	307
QUBB 0116	**Lab**	**46**	**843**	**276**	**975**	**178**	**1818**	**296**
MEMU 188C	Hallway	7	165	118	368	221	533	284
AGHC 0240	**Lab**	**48**	**785**	**196**	**1327**	**211**	**2112**	**230**
MINA 288G	Hallway	5	68	55	230	141	298	169
MEMU 0058	eSports	17	208	77	382	110	590	151
ALDV 0152	Open space	6	106	71	239	103	345	144
QUBB 150A	Help Desk	2	229	86	217	80	446	144
QUBB 0132	**Lab**	**24**	**182**	**92**	**388**	**105**	**570**	**115**

Classroom Photos

Engineering 102

Dolve 10
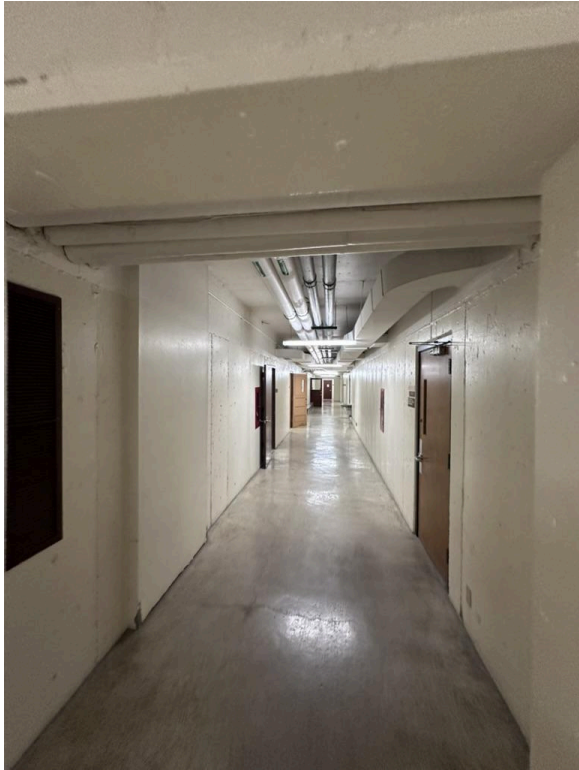
BBF 110A
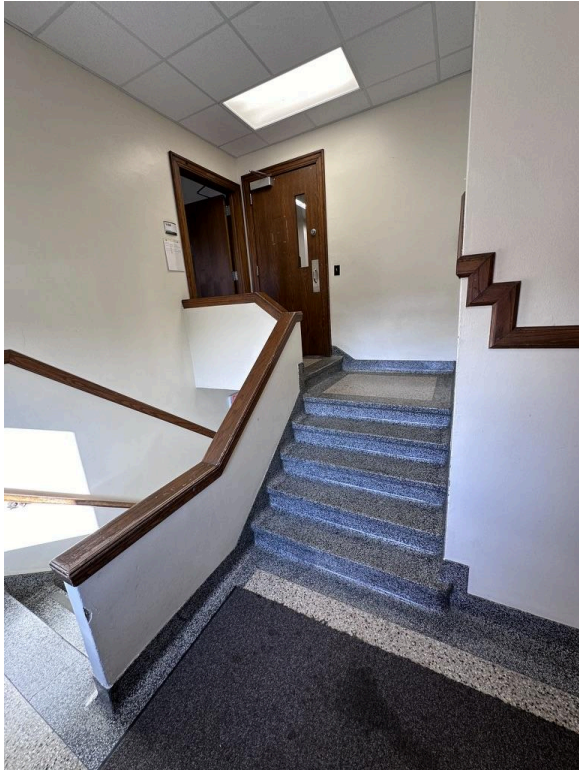
EML 326

Morrill 111

Morrill 101

Barry Hall 20

Rooms to De-Instrument (Tabular with Detail)

Updated 10/3/23.					Courses by Term				Courses by Term				
Room	Type	Seats	Cost	Amortized Cost	2210	2230	2240	Total	2310	2330	2340	Total	Retire
BARRY 20	TCH	50	$48,000	$8,000	2	1	0	3	2	6	0	8	June 2024
BB FLDHSE 110A	TCH	48	$48,000	$8,000	10	7		17	-	-	-	-	June 2025
DOLVE HALL 10	MD	48	$48,000	$8,000	1	3	0	4	5	4	0	9	June 2024
E M LEBDFF 326	Lab	18	$70,500	$11,750	1	2	0	3	2	0	0	2	June 2025
ENGR 102	Lab	18	$70,500	$11,750	2		0	2	2	1	0	3	June 2025
MORRILL 111	Lab	14	$65,500	$12,200	4	1	0	5	4	1	0	5	June 2025
MORRILL 101	TCH	12	$48,000	$8,000	1	3	0	4	1	8	0	9	June 2027
Total			$398,500	$67,700									

Type legend:
- Lab - Computer Lab (with instructor station)
- MD - Movable Desks
- TCH - Table and Chairs

I have two items today. First, Staff Senate is planning our annual Day of Honor event on Tuesday, February 13 at 2:00 here in this room. This is a time to honor any current or past faculty or staff and current students who have passed away in the last year. It's always such a meaningful event and we invite you to join us to remember our colleagues and students.

Next, as the elected leader of the Staff Senate, and after discussions with the Staff Senate Executive Committee and members of the Senate, I would like to respond to the resolutions that passed this body at the December meeting, specifically the first one, which requested an immediate national search for a new provost. While Staff Senate has made no official resolution or statement on this issue, this is **my** response as the Staff Senate President for the record.

Given our understanding of shared governance at NDSU, I recognize that such a resolution is within the rights of Faculty Senate to consider, vote on, and advance. However, the statement referenced staff, stating that President Cook should "act to repair the trust and support of staff and faculty" and resulted in a resolution that spoke on our behalf and was made without representation of Staff Senate's concerns or sentiments. To be clear: no part of this resolution was reviewed by or approved by anyone on Staff Senate.

I can't know for sure if including staff in the resolution was even considered in the discussion, as both the student government representative and I were asked to leave the room when Faculty Senate went into executive session. The irony is not lost on me that we were invited back into the room in time for a unanimous vote to pass a resolution committing to shared governance.

I won't speak for our student representatives, but I can say that as the elected Staff Senate leader, being excluded from hearing the discussion felt contradictory to the principle of transparency. This contradiction followed by an affirmative commitment to shared governance is inconsistent.

It is because of the inconsistent actions of the Faculty Senate that I feel so strongly about the need for a broad conversation to revisit our Shared Governance definitions and principles, as it feels that we still do not have a common understanding of what Shared Governance means and looks like in practice at NDSU. I have proposed a Shared Governance Summit to President Cook, President Christensen, and President Weigel, and all are on board and we are actively working to get it scheduled. We plan to include about four people from each of our four groups.

I deeply appreciate President Christensen's willingness to partner with me and our Student Government leaders, and I look forward to our summit.

Thank you for allowing me to share this update and feedback today. I stand for any questions if there is time.

University Curriculum Committee Report
For Faculty Senate Meeting on February 26, 2024

Program Update
B.S. Biotechnology – Adding Ethics course requirement; Genetic Elective options; Biotechnology Elective option; adding accelerated option.
B.S. Management Information Systems – Adding courses to core requirements and electives, requirement of a grade of C or better for major courses.
B.S. Microbiology – Removing 2.5 GPA requirement for graduation and adding additional electives.
B.S. Software Engineering – Replacing CSCI 489 with ENGR 327. The application track will then have the same number of credits required.
B.S./B.A. History Education – Request to inactivate this program. Last term to admit students is Spring 2024. Last term to graduate current students is Spring 2027.
B.S./B.A. Social Studies Education – Program name change. Old title= B.S./B.A. Social Science Education
M.A. Community Development – Adding online as a delivery method.
M.S. Community Development – Adding online as a delivery method.
M.Acc. Accountancy – Curriculum revamp.
M.S. Criminal Justice – Adding online as a delivery method and modifying the classes required for the program.
Minor Biotechnology – Adding new elective courses to the curriculum.
Minor Equine Assisted Services – Program name change. Old title= Minor Equine Assisted Activities and Therapies. Modifying courses required for the program.
Minor Management Information Systems – Modifying courses required for the program.
Minor Public Health – Adding PH 475 as a requirement and updating electives.

New Program
GR Certificate Intercollegiate Athletics Administration
M.S. Data Science
Master of Sport Management

New Courses			
Subject	**No.**	**Title**	**Effective Term**
BIOL/COMM	401	Science Communication	Fall 2024
BIOL/COMM	601	Science Communication	Fall 2024
CNED	750	Research and Program Evaluation in Clinical Practice	Fall 2024
CSCI	177	Introduction to Information Technology	Fall 2024
DATA	720	Programming for Data Science	Fall 2024
DATA	787	Data Science Ethics	Fall 2024
H&CE	480L	STEM Teaching Methods in Agricultural Education Lab	Fall 2024
HNES	401	Principles of Intercollegiate Athletics	Fall 2024
HNES	417	Foundations in European Sport	Fall 2024
HNES	625	Strategic Sport Marketing	Fall 2024
MIS	650	Enterprise Systems	Fall 2024

Course Inactivations			
Subject	**No.**	**Title**	**Effective Term**
CSCI	605	Principles of Cybersecurity	Fall 2024
PLSC	444	Applied Plant Breeding and Research Methods	Fall 2024
CHP	325	Clinical Applications of Genetics	Fall 2024
HNES	715	Teaching Concepts-Based Fitness	Fall 2024

HNES	716	Financial Management in Sport	Fall 2024
HNES	767	Strategic Sport Marketing	Fall 2024
ANSC	233	Junior Competitive Livestock Evaluation	Fall 2024
ANSC	314	Animal Biotechnology	Fall 2024
ANSC	350	Graduate Experience Program	Fall 2024
ANSC	358	Equine Genetics	Fall 2024
ANSC	375	Methods of Horsemanship Instruction	Fall 2024
ANSC	426	Feed Technology	Fall 2024
ANSC	440	Hazard Analysis Critical Control Point (HACCP) and Food Safety-Systems	Fall 2024
ANSC	457	Genetic Improvement of Livestock	Fall 2024
ANSC	485	Poultry Industry and Production Systems	Fall 2024
ANSC	657	Genetic Improvement of Livestock	Fall 2024

Changes in Course Descriptions and/or Requisites				
Subject	**No.**	**Title**	**Title/Prerequisite/Co-requisite/Description Change**	**Effective Term**
ABEN/CFS	263	Biological Materials Processing	Adding cross-listing of CFS. Updating requisites to remove ABEN 255 as a prerequisite and ME 221 as corequisite. New perquisite is MATH 146 or higher.	Fall 2024
ACCT	411	**Old title:** Advanced Fraud Examination **New title:** Advanced Fraud Examination via Data Analytics	No other changes to this course.	Fall 2024
ACCT	611	**Old title:** Advanced Fraud Examination **New title:** Advanced Fraud Examination via Data Analytics	No other changes to this course.	Fall 2024
ACCT	418	Tax Accounting I	Updating prerequisite to be ACCT 311 or FIN 410.	Fall 2024
ACCT	420	Accounting Information Systems	Removing ACCT 311 and adding ACCT 200 and ACCT 201 with a grade of B or better and MIS 320 as prerequisites.	Fall 2024
CE	410	Water and Wastewater Engineering	Update to perquisites. Prerequisite of CE 370 OR Corequisite of ENVE 412.	Fall 2024
CSCI	**Old #** 405 **New #** 305	Principles of Cybersecurity	No other changes to this course.	Fall 2024
CSCI/DATA	650	Cloud Computing	Adding cross-listing of DATA. **Old course description:** The course discusses various topics and technologies related to Cloud Computing. Topics include distributed system models and enabling technologies, computer cluster, virtual machines, design of cloud computing platforms, cloud programming and software environments. **New course description:** This course will acquaint students with various topics and technologies on cloud computing and provide them with a working knowledge for working and building these systems.	Fall 2024
ENVD	172	Environmental Design Fundamentals Studio	Removing corequisite of ENVD 104.	Fall 2024

FIN	450	Advanced Bank Management	Removing prerequisite of FIN 430. **Old course description:** This course provides an in-depth examination of the financial services industry, with a focus on depository institutions. Topics will include profitability, bank regulation and examination, lending, enterprise risk management, deposit operations, and several others. This course includes a bank profitability simulation and examines several topics from Finance 430 at a deeper level, along with a number of new topics. **New course description:** This course provides an in-depth examination of the financial services industry, with a focus on depository institutions. Topics will include profitability, bank regulation and examination, lending, enterprise risk management, deposit operations, and several others. This course includes a bank profitability simulation.	Fall 2024
HNES	303	Sport Communication and New Media	Adding Sport Management major or permission from the instructor as a requisite.	Fall 2024
HNES	361	Foodservice Systems Management I	Prerequisites removed.	Fall 2024
HNES	361L	Foodservice Systems Management I Laboratory	Corequisite removed.	Fall 2024
HNES	425	**Old title:** Practical Sport Marketing Research **New title:** Strategic Sport Marketing	**Old course description:** This course introduces students to research topics unique to sport and leisure marketing. This course will examine research relating to sport motivation for participants and spectators, connection to sport objects, sport consumer behavior, sport team identification, sport event attendance, sport analytics, sport finance, daily fantasy sport, eSports, sport economics, and the sociology of sport, among other topics. Students will be introduced to multiple ways of understanding research in sport and learning how to apply learned concepts and findings efficiently within the industry. **New course description:** This course provides a strategic framework to understand market dynamics, trends, consumer behavior, products, delivery systems, and marketing and promotional strategies that shape and drive the sports marketing industry. **Updating prereq:** removing HNES 224 and adding HNES 304.	Fall 2024
HNES	431	Sport Law	Prerequisite update.	Fall 2024
HNES	436	Sport Facility and Event Management	Prerequisite update.	Fall 2024
HNES	458	Advanced Medical Nutrition Therapy	Prerequisite update.	Fall 2024
HNES	485	Sport Management Internship	Prerequisite update.	Fall 2024
		Continued next page		

HNES	426	**Old title:** Sport Administration **New title:** Foundations of Sport Management	**Old course description:** This course is intended to familiarize sport management majors with common administrative practices in sport. **New course description:** The course is an in-depth analysis of the relationship of sport and management. The study of sport includes sporting goods manufacturers; fitness centers; recreation departments; broadcasting; Little League teams; and high school, NCAA, and professional leagues. The study of management follows the four functions of management: planning, organizing, leading, and controlling.	Fall 2024
HNES	468	**Old title:** Leadership and Communication in Dietetics **New title:** Foodservice Systems Management II	**Old course description:** This course focuses on leadership, team-building, and professional communication in Dietetics. Leadership and communication theories will be applied to everyday practices to prepare participants to be successful leaders in the workforce. **New course description:** This course focuses on leadership, team-building, and professional communication in Nutrition Science & Dietetics. Leadership and communication theories will be applied to everyday practices to prepare participants to be successful leaders in the workforce.	Fall 2024
HNES	**Old #** 460L **New #** 468L	Foodservice Systems Management II Laboratory	**Old course description:** Supervised practice for CP students in foodservice to accompany HNES 460. 1 four-hour laboratory. **New course description:** Supervised practice for CPD students in foodservice to accompany HNES 468/668.	Fall 2024
HNES	668	**Old title:** Leadership and Communication in Dietetics **New title:** Foodservice Systems Management II	**Old course description:** This course focuses on leadership, team-building, and professional communication in Dietetics. Leadership and communication theories will be applied to everyday practices to prepare participants to be successful leaders in the workforce. **New course description:** This course focuses on leadership, team-building, and professional communication in Nutrition Science & Dietetics. Leadership and communication theories will be applied to everyday practices to prepare participants to be successful leaders in the workforce.	Fall 2024
Old prefix: HNES **New prefix:** HPER	701	**Old title:** Leadership and Supervision **New title:** Leadership and Supervision in Physical Education and Sport Coaching	**Old prerequisite:** Must be accepted into the MS option of Leadership in Physical Education and Sports. **New Prerequisite:** Must be enrolled in the LPESC program or have instructor permission.	Fall 2024
		Continued next page		

Old prefix: HNES **New prefix:** HPER	705	**Old title:** Analysis of Sport Skill Instruction and Acquisition **New title:** Content Development and Instructional Practices in Physical Education and Coaching	**Old course description:** This course is designed to discuss theories of instruction in physical education and sport and the principles of motor learning. It includes the analysis of the learning process in relation to motor development and the role of the teacher and/or coach. **New course description:** Content development and appropriate instructional practices within physical education and coaching settings with an emphasis on skill and strategy analysis.	Fall 2024
Old prefix: HNES **New prefix:** HPER	708	**Old title:** Positive Youth Development through Sport **New title:** Positive Youth Development in Physical Activity and Sport	**Old course description:** This course is intended to increase student awareness and understanding of important issues and concerns in contemporary youth sport. **New course description:** This course explores the numerous ways in which participating in sport and physical activity can be beneficial for children and young people. Historical and theoretical contexts of positive youth development will be discussed, in addition to the potential of positive youth development in sport across different ages and abilities.	Fall 2024
Old prefix: HNES **New prefix:** HPER	709	**Old title:** Leadership Influence in Physical Education and Sport **New title:** Laws of Leadership in Physical Education and Sport Coaching	**Old course description:** This course is intended to increase student awareness and understanding of contemporary issues related to leadership in physical education sport. **New course description:** This course explores the numerous ways in which participating in sport and physical activity can be beneficial for children and young people. Historical and theoretical contexts of positive youth development will be discussed, in addition to the potential of positive youth development in sport across different ages and abilities.	Fall 2024
Old prefix: HNES **New prefix:** HPER	711	Physical Education Curriculum	**Old course description:** To provide an understanding of the role and importance of physical education in today's society, steps involved in curriculum planning, trends and issues in physical education curriculum and to orient students to various ideas in physical education curriculum design. **New course description:** This course aims to develop an understanding of the role and importance of physical education in today's society, steps involved in curriculum planning, trends and issues in physical education curriculum and familiarizes students with various ideas in physical education curriculum design.	Fall 2024
		Continued next page		

Old prefix: HNES **New prefix:** HPER	712	**Old title:** Principles of Management **New title:** Principles of Management in Physical Education and Coaching Settings	**Old course description:** This course is designed to study the principles of management for the improvement of various phases of the learning process of teaching, coaching, and leadership. Students will develop a comprehensive foundation on the fundamentals of management. **New course description:** This course is designed to study the principles of management within teaching, coaching, and associated professional organizations. Students will develop a comprehensive foundation of management skills and apply these skills across these settings.	Fall 2024
IME	311	Work/Station Design and Measurement	Removing IME 111 as prerequisite.	Fall 2024
IME	430	Process Engineering	Removing MATH 266 as prerequisite.	Fall 2024
IME	450	Systems Engineering and Management	**Old course description:** Integration of technical disciplines through the stages of systems life cycle: needs and requirements determination, operating and support concepts, design and prototyping, test and evaluation, facilitation, manuals, training, and supportability. **New course description:** Systems thinking as a framework for better understanding the complex processes. Foundational concepts and approaches for systems thinking to generate analytical model tools and systems-based models to support the decision-making processes.	Fall 2024
IME	650	Systems Engineering and Management	**Old course description:** Integration of technical disciplines through the stages of systems life cycle: needs and requirements determination, operating and support concepts, design and prototyping, test and evaluation, facilitation, manuals, training, and supportability. **New course description:** Systems thinking as a framework for better understanding the complex processes. Foundational concepts and approaches for systems thinking to generate analytical model tools and systems-based models to support the decision-making processes.	Fall 2024
MICR	352L	Critical Skills in Microbiology Laboratory Research	Removing corequisite of MICR 352.	Fall 2024
MICR	485	**Old title:** Capstone Experience in Microbiology I: Reflecting and Planning **New title:** Capstone Experience I: Reflecting and Planning	**Old course description:** The capstone experience is the reflection of earlier coursework that will allow students to integrate their knowledge of microbiology. Students will spend time reflecting on their degree progress, plan and prepare for the transition from undergraduate to their next step, and create a prospectus that outlines their capstone experience. **New course description:** The capstone experience is the reflection of earlier	Fall 2024

			coursework that will allow students to integrate their knowledge. Students will spend time reflecting on their degree progress, plan and prepare for the transition from undergraduate to their next step, and create a prospectus that outlines their capstone experience.	
MICR	486	**Old title:** Capstone Experience in Microbiology II: Reflection and Dissemination **New title:** Capstone Experience II: Reflection and Dissemination	**Old course description:** Students will support each other through peer mentoring activities and reflect on their capstone experience in relation to the outlined goals. The course culminates in the dissemination of the knowledge gained from their experience at a designated event open to the department. **New course description:** Students will support each other through peer mentoring activities and reflect on their capstone experience in relation to the outlined goals. The course culminates in the dissemination of the knowledge gained from their experience at a designated event open to the department.	Fall 2024
MIS	**Old #** 350 **New #** 450	Enterprise Systems	Course number update.	Fall 2024
MIS	770	**Old title:** Information Resources Management **New title:** Information Technology Audit and Risk Management	**Old course description:** Role of information resources in supporting organizational functions by providing a managerial perspective on use, design, and evaluation of information systems; use of information technologies for making and communicating decisions, and interacting with business functions. **New course description:** Role of information resources in supporting organizational functions by providing an accounting perspective on use, design, and evaluation of information systems; use of information technologies for making and communicating decisions, and interacting with business functions.	Fall 2024
NURS	420	Evidence-Based Practice and Research in Nursing	Removing prerequisites of NURS 289 or NURS 356 and corequisites of NURS 326 and MURS 356 for RN to BSN.	Fall 2024
NURS	446	Population Focused Nursing Care	Removing corequisites of NURS 426, NURS 446L and NURS 436,	Fall 2024
Old prefix: CHP **New prefix:** PH	489	Health Services Capstone	Course prefix change only.	Fall 2024
		Continued next page		

Old prefix: CHP New prefix: PHRM	Old # 460 New # 454	Scientific Writing for Health Professionals	Old course description: Students will develop skills and engage with concepts that will help them communicate with scientific, patient, and public audiences. This course is designed to be useful for students in any department in the College of Health Professions but is especially recommended for pharmacy students interested in pursuing a residency. New course description: Explores skills and concepts for communicating with scientific, patient, and public audiences with an emphasis on audience and context analysis. Students will choose projects that advance their professional goals.	Fall 2024
Old prefix: CHP New prefix: PHRM	Old # 660 New # 654	Scientific Writing for Health Professionals	Old course description: Students will develop skills and engage with concepts that will help them communicate with scientific, patient, and public audiences. This course is designed to be useful for students in any department in the College of Health Professions but is especially recommended for pharmacy students interested in pursuing a residency. New course description: Explores skills and concepts for communicating with scientific, patient, and public audiences with an emphasis on audience and context analysis. Students will choose projects that advance their professional goals.	Fall 2024
PHYS	681	Old title: Condensed Matter Physics New title: Materials Physics	Course title change only.	Fall 2024
SCM	450	Supplier & Customer Relations	Removing SCM 320 as a prerequisite.	Fall 2024
SCM	455	Supply Chain Technology Enablers	Removing SCM 320 as a prerequisite.	Fall 2024
STAT/DATA	711	Basic Computational Statistics using R	Adding cross listing of DATA to CSCI.	Fall 2024
STAT/DATA	713	Introduction to Data Science	Adding cross listing of DATA to CSCI.	Fall 2024
STAT/DATA	726	Applied Regression and Analysis of Variance	Adding cross listing of DATA to CSCI.	Fall 2024

General Education Changes/Revalidations				
Subject	No.	Title	Action	Category

Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in red including the header must be filled in or it will be sent back to you for completion. Gender-inclusive language should be used in revised and new policies submitted to SCC.

*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to ndsu.scc@ndsu.edu.

Refer to the NDSU Senate Coordinating Council process for more information about housekeeping changes.

Policy Number and Name:
Section 132 Developmental Leave

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):
Clarifying length of leave and who to contact.
Updated link to developmental leave form.
Formatting errors were fixed.

Is this a federal or state mandate: ☐ Yes   ☒ No
This policy applies to (check all that apply): ☐ Students ☒ Staff ☒ Faculty ☐ Other (please describe):

Individual/Department/Committee or Organization submitting the policy change:
Provost/Faculty Affairs

Date Submitted to SCC Secretary:
9/19/2023

Email address of the person who should be contacted if revisions are requested:
Julie.nash@ndsu.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal Checklist*. Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach. Sub-Goal: Design and implement additional programming, curriculum, outreach opportunities, and **policies** that uphold inclusivity, diversity, respect, and connection. **Please address each item in the checklist below:**

Checklist items	Yes	No	N/A	Comments
The *social* impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging).	X			
The *economic* impact on students, staff, faculty, others was considered.	X			
The *physical health* impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment).	X			
The *mental health* impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking).	X			
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).	X			
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	X			
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.			X	Changes suggested are to help clarify the policy.
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	X			
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.		X		
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	X			

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.

* The President's Council for Campus Wellbeing is committed to integrating a "Health in All Policies" approach when current policies are revised and new policies are developed. Why a "Health in All Policies" approach? Policies have health effects—positive and negative—on the communities and the people they affect. In fact, the World Health Organization estimates that the social, economic and environmental factors of a community influence up to 55% of a person's wellbeing. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making.

North Dakota State University
Policy Manual

SECTION 132
DEVELOPMENTAL LEAVE

SOURCE: SBHE Policy Manual, Section 701.2

1. Developmental leave for retraining and/or professional development is permitted for NDSU employees *after a minimum of three years of service at NDSU and every five5 years thereafter* providing:

    1.1   institutional resources are available.

    1.2   workload is absorbed within the existing staff resource allocations.

    1.3   a written proposal describing the planned use of the leave and its anticipated benefits to the institution, to the State, and to the employee is presented and approved. The proposal shall also include the detail of the source of funds for the total stipend, *which would be negotiated with the appropriate supervisor, subject to final approval.*

    1.4   except as provided in Subsection 1.5, the employee presents a signed agreement to return to the system upon completion of the leave for a period of time at least equal to the leave time or refund the institution's stipend payment.

    1.5   to assist in retrenchment efforts, developmental leave may be granted without a signed agreement to return. The employee must execute a resignation effective at the termination of the developmental leave.

    1.5.1   NDSU Guidelines: If the employee finds other employment during the developmental leave, then, unless such employment is approved as part of the developmental leave program, the university's obligation under the developmental leave agreement is terminated and the employee's resignation becomes effective immediately upon such employment during the development leave.

    Developmental leave may not exceed 12 months and *the base stipend shall not normally be less than 25%. For developmental leave that is more than 6 months in duration, the base stipend for the leave period may be up to 75% of the salary scheduled; developmental leave up to 6 months or less may provide a base stipend up to 100%-.*

2. Developmental leave for the Chancellor or an institution president shall be approved by the Board; developmental leave for system office staff shall be approved by the Chancellor; and developmental leave for institution employees shall be approved by the institution president or designee.

3. *NDSU Guidelines for faculty and other employees applying for developmental leaves.*

    3.1   Prepare a proposal (2-5 pages) that includes the following:

3.1.1   An overview identifying goals, objectives, and activities planned for the leave including site(s) for the experience, collaborators, and the areas of work or research.

3.1.2   Resulting outputs from the leave (e.g. software, book, other publications, exhibitions).

3.1.3   Relationship of leave request to current skills and anticipated skill development.

3.1.4   Outline of benefits to individual, students, department, college/unit, university and/or state.

3.1.5   Requested period of leave (up to 12 months).

3.1.6   Anticipated/requested income during the leave

--University

--Other

An institutionally funded developmental leave stipend may be supplemented with non-appropriated funds which may bring the total stipend to an amount equal to but normally not to exceed the budgeted salary for the leave period. Funds providing for extensive travel expenses, relocation expenses, and/or educational cost incurred during the leave shall not be considered as part of the base stipend.

No annual or sick leave will accrue during the developmental leave period.

3.2   Route this proposal and ~~a copy of~~ the "Developmental Leave Agreement" to: (1) Departmental Chair or head (for analysis and recommendation) and the Dean (for analysis and recommendation); the request will be forwarded to the Office of the Provost~~/Faculty Affairs, Retention, and Teaching~~ ~~Vice President for Academic Affairs~~ by the Dean; or (2) to the appropriate supervisor(s) and Vice President for analysis and recommendation.

~~Note:~~ The analysis should focus on the proposed project as it benefits the individual, students, department, college/unit, university and/or state and, if leave is recommended, provide an indication of coverage for the individual's responsibilities when on leave.

3.3   When considering a request for developmental leave, inform the department chair or supervisor at least six months prior to the anticipated leave and submit the request for administrative approval at least three months prior to the leave. The appropriate Vice President/Provost can waive the timelines.

~~Note: Individuals other than academic staff who are interested in developmental leave should consult their vice president.~~

Amended   June 11, 2020

Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in red including the header must be filled in or it will be sent back to you for completion. Gender-inclusive language should be used in revised and new policies submitted to SCC.

*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to ndsu.scc@ndsu.edu.

Refer to the NDSU Senate Coordinating Council process for more information about housekeeping changes.

Policy Number and Name:
Section 149 Leave without Pay

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):
Changes are to more broadly apply to illness instead of just sickness, to clarify who can request/receive the information, a spelling error, better direct to appropriate websites, and to align 149 with 132 in allowing the appropriate Vice President/Provost to waive the timelines.

Is this a federal or state mandate: ☐ Yes   ☒ No
This policy applies to (check all that apply): ☐ Students ☒ Staff ☒ Faculty ☐ Other (please describe):

Individual/Department/Committee or Organization submitting the policy change:
Provost/Faculty Affairs

Date Submitted to SCC Secretary:
9/18/2023

Email address of the person who should be contacted if revisions are requested:
Julie.nash@ndsu.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal Checklist*. Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach. Sub-Goal: Design and implement additional programming, curriculum, outreach opportunities, and **policies** that uphold inclusivity, diversity, respect, and connection. **Please address each item in the checklist below:**

Checklist items	Yes	No	N/A	Comments
The *social* impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging).	X			
The *economic* impact on students, staff, faculty, others was considered.	X			
The *physical health* impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment).	X			
The *mental health* impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking).	X			
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).	X			
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	X			
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.			X	Changes provide clarification and alignment with 132 in regards to a waiver to the timeline.
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	X			
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.			X	
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	X			

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.

* The President's Council for Campus Wellbeing is committed to integrating a "Health in All Policies" approach when current policies are revised and new policies are developed. Why a "Health in All Policies" approach? Policies have health effects—positive and negative—on the communities and the people they affect. In fact, the World Health Organization estimates that the social, economic and environmental factors of a community influence up to 55% of a person's wellbeing. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making.

North Dakota State University
Policy Manual

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SECTION 149
LEAVE WITHOUT PAY

SOURCE: SBHE Policy Manual, Section 701.1

1. Leave without pay may be authorized for benefited employees, who have maintained a record of good performance, for purposes such as education, research, temporary employment with another university, governmental, or private agency when such employment will contribute to the employee's expertise in his or her field and make the employee more effective upon return to employment, literary pursuits, or any other purpose that will improve the employee professionally and will directly or indirectly benefit the institution or system. In addition, a leave without pay may be granted for necessary absences due to illness (when family medical leave is not available or has expired) or other important matters.

2. Requests for leave without pay for the President shall be approved by the Board. Requests for leave without pay for institution employees shall be approved by the institution president or designee.

   All Employees

   In cases where a leave without pay is requested due to ~~sickness~~illness, the employee may be requested to provide medical certification to the human resources office to verify the existence of a health condition including date of commencement and probable~~y~~ duration of the illness.

   Broadbanded Employees

   Leave without pay for a period of less than 21 working days may be authorized by the department head. Leave without pay for 21 or more working days requires advance approval of the appropriate vice president and should be requested through the Office of Human Resources/Payroll.

   Leave may not be granted for a period in excess of one calendar year, except for military service. Failure of an employee to report for duty or reinstatement on expiration of leave granted is cause for automatic termination.

   Externally Funded Research Faculty

   Research faculty (so designated by their titles) who are funded totally on externally generated funds may, when their project and funding are completed, request a leave without pay while they submit proposals for additional funding. Such a leave must be approved as other leaves without pay but allows the research faculty member to retain their research faculty title and use it when submitting funding proposals. Research faculty applying for a leave without pay under these circumstances should follow the NDSU Guidelines below but use the *Leave Without Pay form*, located on the Office of the Provost/Faculty Affairs~~Provost's~~ web page.

3. An employee who is on an approved leave of absence without pay may continue to be covered by employer benefits (health, basic life and employee assistant program) and/or voluntary benefits (optional life, dental, etc.) provided:

a) the employee remits the appropriate premium(s) to the Human Resources/Payroll Office,
b) such coverage is not inconsistent or contrary to insurance contracts, and
c) such coverage would not be contrary to State law.

4. Leave of absence shall be granted with assurance of reinstatement to the same position or to other employment in the department recommending the leave unless circumstances make it clearly impractical.

5. Employees on leave without pay shall retain their year's service rights and accumulated benefits but shall earn no additional benefits.

6. *NDSU Guidelines Proposals for leave of absence without pay shall be in writing and submitted on the University's Leave Without Pay form (located on the Office of the Provost's/Faculty Affairs web page) for approval through appropriate channels. An individual requesting a leave without pay for a reason other than illness should inform the department chair or unit administrator at least six months prior to the anticipated leave and submit the request for administrative approval at least three months prior to the leave. The appropriate Vice President/Provost can waive the timelines.*

   No proposal for leave without pay shall be approved unless the employee agrees, in writing, to provide notification to the University by a specific date of the employee's resignation or of the employee's intent to return to NDSU. The date is to be negotiated prior to approval of the proposal. Failure by the employee after a specific request by the responsible supervisor to either provide the notification of the intent to return or to submit a resignation by the required date shall be deemed to be a resignation.

7. Employees exercising FMLA rights are allowed to take leave without pay while preserving leave balances as allowed in Section 143 Sick leave and Section 130 Annual Leave in the Policy Manual.

> **Commented [NJ3]:** Aligns with waiver option in policy 132 (3)(3.3) in regards to developmental leave.

NDSU Faculty Senate Bylaws

Article I: Faculty Senate Membership

Section 1.

Each representation unit shall have one elected Faculty Senator (hereto within referred to as "Senator") for every fifteen eligible faculty members (see Constitution Article 3, Section 1), or major fraction thereof, assigned to the representation unit as of October 1 of the previous academic year. Faculty members, regardless of their location (*e.g.*, Agriculture Experimental Station and the NDSU Extension Service), shall be counted in and vote with their assigned representation unit.

Section 2.

Members of representation units, including senior lecturers, assistant/associate/full professors of practice, assistant/associate/full professors of research, assistant/associate/full professors, chairs/heads or their equivalents, assistant/associate deans, and deans shall be eligible to vote for representatives.

Section 3.

The following are considered representation units for the purposes of determining Senate (hereto within referred to as "Senate") seats:

1. College of Agriculture, Food Systems, and Natural Resources
2. Arts and Sciences
3. College of Business
4. College of Engineering
5. Health and Human Sciences

Section 4.

The Senate President (hereto within referred to as "President") with the assistance of the Senate Secretary (hereto within referred to as "Secretary") will stagger Senate terms so that approximately one-third of the Senators from each representation unit are elected each year. Each unit shall hold a meeting to elect the necessary Senators by April 15 of each year for the term to begin in May of that year.

Section 5.

Terms of office shall begin on the Tuesday following Spring Commencement. The term of office of an elected Senator shall be three years. Senators cannot be reelected for consecutive terms.

Section 6.

If a Senator must vacate their seat, the vacancy shall be filled by a special election within the unit from which they were elected. The term of a member under these circumstances shall commence immediately and shall be for the duration of the absence or unexpired term of the regularly elected member.

Section 7.

A Senator may be removed from office by way of a two-thirds majority vote at a regular Senate meeting,

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Deleted: <#>College of Health Professions→

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followed by a two-third majority vote at the next meeting. This action may never be part of a consent agenda. In the event a Senator is removed, the President will inform the relevant academic unit to elect another Senator before the Senate meets in its next regular meeting.

Section 8.

All Senators are expected to:

1. Attend all Senate meetings. If unable to attend the meeting, the Senator must find a competent substitute (who is not already a Senator) to act as their proxy at the meeting. Said proxy will have all rights and privileges accorded a regular Senator. The Senator must provide signed notification of the substitution to the Secretary prior to the start of the meeting.

2. Prepare for Senate meetings, including reading the agenda and all attachments prior to the meeting.

3. Participate in meetings, as long as doing so advances the business of the Senate.

4. Disseminate Senate information to their individual representation units.

5. Gather opinions and other information from their representation units concerning Senate activity.

6. Show proper decorum during meetings.

Article II: Organization and Faculty Senate Operation

Section 1.

Administrative officers of the Senate consist of the President, the President-Elect, and the Immediate Past President.

Section 2.

The President-Elect shall be elected for a one-year term by the Senate at the last meeting of the academic year. The President-Elect will be elected from the roster of current or former Faculty/University Senators.

Section 3.

At the end of the term, the President will assume the role of the Immediate Past President, and the President-Elect will succeed the President for a one-year term of office. In the event the outgoing President is unable or unwilling to serve as the Immediate Past President, the President will appoint another past Faculty/University Senate President as a replacement for the position of Immediate Past President.

Section 4.

During their respective terms the President-Elect, the President, and the Immediate Past President will not represent their representation units in the Senate.

Section 5.

The authority of the President-Elect, the President, and the Immediate Past President will be terminated before the end of its term if they lose their eligibility, voluntarily resign with eligibility, or are removed from office by the Senate with/without eligibility.

1. Voluntary resignations shall be tendered before the Senate at its regular meetings.
2. Removal of the President, President-Elect or Immediate Past President by the Senate requires a two-thirds majority vote at a regular Senate meeting, followed by a two-thirds majority vote at a special meeting of the Senate convened in not more than two weeks after the first meeting. The second meeting will be convened and presided over by a Special Returning Officer who will be appointed by the Senate immediately after the first vote. The removed officer shall not complete their term as a Senator.
3. In the event that the authority of the President is terminated, but the President-Elect is still in good standing, the President-Elect will assume the role of President to finish the term left by the removed President and then they will start their originally elected term.
   a. The removed President will not serve as Immediate Past President.
4. The assumed President may wish to appoint one of the Senators to assist in the duties of the President-Elect. ==The appointment as acting President-Elect shall terminate at the end of the academic year. The acting President-Elect may choose to run for the full position of President-Elect.== In the event that the authority of the President-Elect is terminated, the Senate will vote to replace the President-Elect at the next regular meeting of the Senate. These actions may never be part of a consent agenda.
5. In the event the authority of the Immediate Past President is terminated, the President will appoint the most recent eligible Past President to serve in that capacity.
6. In the event that the authority of both the President and the President-Elect is terminated at the

Deleted: ==This appointment does not necessarily imply automatic elevation to the full position of President-Elect at the end of the term.==

same time:

    a. If the authority of the Immediate Past President is still in good standing, then they will convene and preside over the Senate meeting to elect a new President and the President-Elect in not more than two weeks.

    b. If the authority of the Immediate Past President is also terminated, then a Special Returning Officer appointed by the Senate will convene and preside over the election of the President and the President-Elect in not more than two weeks. Article II, Section 5.5 will then be used to fill the position of the Immediate Past President.

Section 6.

Duties of the President shall include the following:

1. Preside at all meetings of the Senate.
2. Set the agenda of the Senate in consultation with the Senate Executive Committee.
3. Serve on the Senate Coordinating Council.
4. Chair the Senate Executive Committee.
5. Introduce the President at the State of the University Address.
6. Appoint committee members, as outlined in Articles IV and V.
7. Coordinate the dissemination of information relating to Senate activities.
8. Represent the Senate on administrative councils.
9. Represent the Senate to the Staff Senate and the Student Government.
10. Lead the stage party during winter and spring Commencements.
11. Provide the Secretary and the incoming President with an annual report summarizing the Senate activities for the preceding year.
12. Moderate the official mandatory and voluntary faculty listserv.

> **Commented [HK2]:** Proposed changed by bylaw sub committee

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Section 7.

Duties of the President-Elect shall include the following:

1. Assist the President in executing the duties of the office.
2. Serve as President during any absence by the President.
3. Serve on the Executive Committee.
4. Serve on the Senate Coordinating Council.
5. Assist the president in moderating the official mandatory and voluntary faculty listserv.
6. Represent the Senate to the Staff Senate and the Student Government.

Section 8.

Duties of the Immediate Past President shall include the following:

1. Advise the President and the President-Elect regarding past practices and other matters for the maintenance of continuity from one administration to the next.
2. Preside over regular Senate meetings in the absence of both the President and the President-Elect.
3. Serve on the Executive Committee.
4. Represent the Senate to the Staff Senate and the Student Government.
5. Undertake duties outlined in Article II, Section 9.2-9.4 in the absence of the Secretary at a Faculty Senate meeting.

> **Commented [HK3]:** Proposed change from bylaws subcommittee to remove – Senator Smith propose amendment to keep

> **Deleted:** ¶

> **Commented [HK4]:** Senator Smith propose amendment to add

Section 9.

The Senate will confirm the appointment of a person not on the Senate to serve as Secretary; the Secretary is not a voting member of the Senate. The duties of the Secretary shall include:

1. Acquire the agenda and related attachments, if any, from the President, then prepare and disseminate the agenda in accordance with Article II, Section 13.
2. Maintain a current roster of Senators and record attendance to confirm a quorum.
3. Collect and read the member substitution authorizations at the meeting.
4. Record and prepare meeting minutes.
5. Disseminate meeting minutes according to Article II, Section 16.
6. Schedule a room for all Senate meetings.
7. Maintain a permanent record of Senate minutes.
8. Maintain a permanent record of annual reports submitted by the President and Chairs of Senate committees.
9. Maintain records of standing committee membership.
10. Prepare updated versions of the Constitution for distribution.
11. Archive all past versions of Constitutions and Bylaws.
12. Verify the eligibility of Senators and committee members.

Deleted: Assist the Faculty Senate President with moderating the official faculty listserv.

Section 10.

Regular meetings of the Senate shall be held at 3:00 pm on the second Monday of each month of the academic year. The meetings will be held the third Monday of the month if the second Monday is a University or State holiday or if University classes are not yet in session at least one week prior to the second Monday of the month.

Section 11.

Special meetings may be called by the President or on petition of one-third of the membership of the Senate.

Section 12.

Meetings of the Senate shall be open to the public; however, debate on some of the agenda items may be deemed closed at the discretion of the Senate. For closure to occur, a motion to enter executive session must be made and seconded, and a majority vote must be achieved. If the motion is approved, all non-Senators will be asked to leave except the Secretary and Parliamentarian; the Senate can also exempt some invited guests to stay in the executive session. At each Senate meeting the University President, Provost, Student Body President, and Staff Senate President will be invited to make announcements. The President may allow other non-Senators to speak and/or provide reports. However, only Senators may make motions and only Senators may vote on motions before the Senate.

Section 13.

Senate meetings shall be conducted under Robert's Rules of Order, Newly Revised. The Senate will confirm the appointment of a person not on the Senate to serve as Parliamentarian. Whenever doubt arises on questions of procedure the President may make a ruling with the advice from the Parliamentarian. There is no term limit for the Parliamentarian.

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Section 14.

The primary business of the Senate is to review, propose, and approve of policy with respect to the following matters:

1. Academic freedom, including rights and responsibilities.
2. All curricular matters, including establishment, dissolution, and substantial changes to degree programs.
3. Research and scholarship.
4. Admissions standards and prerequisites.
5. Requirements for regular certificates and degrees.
6. Regulations regarding attendance, examinations, grading, scholastic standing, and honors.
7. Teaching quality.
8. Professional standards and criteria for positions accorded academic rank.
9. Policies and procedures for promotion, tenure, and evaluation.
10. And other academic matters.

The agenda for each regular meeting shall be posted to the Senate website at least one week before each meeting. Any member of the Senate may request of the President that an item be placed on the agenda. The order of business for Senate meetings shall be as follows:

1. Adoption of the agenda.
2. Approval of the previous meeting minutes.
3. Announcements.
4. Committees and other reports.
5. Consent agenda.
6. Unfinished business.
7. New business.
8. Adjournment.

In consultation with the Senate Executive Committee, general and special-order items can be added to the agenda as necessary.

At the October meeting, the primary order of business will be planning and prioritizing Senate goals for the academic year. The order of business for this meeting will be as follows:

1. Adoption of the agenda.
2. Approval of the previous meeting minutes.
3. Announcements.
4. Consent agenda.
5. Special order: Planning and prioritizing Senate action for the year.
6. Adjournment.

The President, in consultation with the Executive Committee, may add an urgent piece of new or committee business to this meeting if the timing is critical.

Section 15.

A quorum of at least 55 percent of the total voting membership of the Senate shall be present in order to conduct Senate business.

Section 16.

The minutes of the meeting shall be posted to the Senate website by the Provost Office within one week after the meeting.

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Article III: Faculty Senate Committees

Section 1.

Duties of standing committees include:

1. Selecting a chair who will serve as a liaison to the Senate.
2. Initiating and reviewing policy and policy changes in their areas of responsibility.
3. Providing their recommendations to the Senate for action.
4. Consulting with and providing advice to the Administration, students, and staff when requested to do so.
5. Promptly and responsively discharging their duties.

Section 2.

The Senate shall confirm the membership of all standing committees, except the Standing Committee on Faculty Rights.

Section 3.

Committees shall determine their own procedural rules. However, no committee shall conduct business without a majority of members present. Each committee will keep such records as necessary to conduct business. In addition, every Senate Committee (except Academic Integrity, Conflict of Interest Advisory, Executive, Faculty Rights, and Grade Appeals) will make an oral report of progress to the Senate at the President's request. Committees will also submit a written report at the end of the academic year.

Section 4.

Individual representation units will determine their own methods for selecting members of standing committees consistent with Articles IV and V. Unit representatives shall be faculty members as defined by the Senate's Constitution, unless otherwise specified under the committee description. Such membership shall be presented to the Senate at the first meeting of each academic year. Committee members will serve two-year terms for at most four consecutive years, unless otherwise specified under the committee description. Committee service begins and ends on the Tuesday following Spring Commencement, unless otherwise specified.

Section 5.

After the Senate has approved membership in the standing committees, each committee will meet and elect a chair, who will communicate all committee business to the Senate. The Senate Executive Committee has the right to remove the chair of a standing committee and seek a replacement from the standing committee membership if the chair is not effectively performing their duties. Faculty members with part time or interim appointment as chair/head or equivalent may be eligible to serve on Faculty Senate Standing Committees. In special circumstances faculty with greater than 50% appointments as chair/head or equivalent may serve on Faculty Senate Standing committees with the approval of Faculty Senate.

Section 6.

All Senate committee action is subject to review and approval by the Senate.

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Section 7.

The Senate may create special committees as it deems necessary. Special committees shall be commissioned by a majority vote of the full Senate. The Faculty Senate President shall appoint members of special committees. However, Senate approval by a majority vote is required for appointment of special committee members who are not members of the Faculty Senate. The duties of a special committee should not duplicate work being done by or usurp the responsibility of a standing committee without approval by said standing committee. Such committees shall be discharged, by the President upon the completion of their assigned duties.

Article IV: Faculty Senate Standing Committees

Section 1. Academic Integrity
1. Voting membership (five members):
   a. One tenured faculty member from each representation unit.
      i. Full professor is preferred.
      ii. An associate professor may be appointed.
2. Non-voting membership:
   a. There are no non-voting members for this committee.
3. Terms and limits:
   a. Two-year term.
   b. Limit of four consecutive years (two terms).
   c. No designation about non-consecutive terms.
4. Committee responsibilities:
   a. Provide investigative assistance on cases involving academic misconduct as described in Policy 326.
   b. Select panels composed of three persons competent to investigate allegations. Such panels may include members from outside the University.
   c. Review and recommend policies pertaining to academic integrity.

Section 2. Budget
1. Voting membership (five members):
   a. One faculty member from each representation unit.
2. Non-voting membership (two members):
   a. Non-voting members shall consist of the Provost (or designee) and Vice President for Finance and Administration (or designee).
3. Terms and limits:
   a. Three-year term
   b. Limit of two consecutive terms (six years).
   c. Terms shall be staggered, so that new members have at least one year to become familiar with the committee and its work.
   d. Unless by necessity, no more than two committee members may be in their first year of service to the committee.
   e. To maintain continuity within ongoing budgetary discussions, the outgoing Chair of the committee will continue to serve for at least the year following their term.
      i. If the outgoing Chair is no longer the representative of an academic unit, they will serve in a non-voting, advisory capacity.
      ii. If the outgoing Chair is reappointed/reelected to represent their academic unit, then they will return to normal regular committee membership.
4. Committee responsibilities:
   a. Become familiar with the University budget process.

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    b. Develop a set of guiding principles which align with strategic priorities, with the intent of informing University budget decisions from a faculty perspective.

    c. Solicit input regarding the budget process from a wide range of faculty and on an ongoing basis.

    d. Serve as a resource for the Provost in budget matters.

    e. Act as a conduit of information between faculty and Administration for budget discussions and decisions.

Section 3. Conflict of Interest Advisory

1. Voting membership (five members):
   a. Five tenured faculty members, one representing each academic unit.
   b. These faculty members are recommended by the Executive Committee and appointed by the President.
   c.
   d. In the event that a member of the committee recuses themselves from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement, first considering those who have previously served on the committee.
2. Non-voting membership:
   a. There are no non-voting members for this committee.
3. Terms and limits:
   a. Two-year term.
   b. Limit of four consecutive years (two terms).
4. Committee responsibilities:
   a. Serve as an advisory body to the Administration on the issue of conflict of interest.
   b. Initiate and review policies concerning conflict of interest and make recommendations regarding such policy to the Senate.
   c. Hear and rule on appeals of decisions in conflict of interest cases.
   d. Act in accordance with procedures approved by the Senate, specifically Policy 151.1.

Section 4. Council of College Faculties

1. Voting membership (three members):
   a. Three faculty members elected to staggered three-year terms.
   b. The faculty shall elect each spring by secure electronic ballot a faculty member to serve.
2. Non-voting membership:
   a. There are no non-voting members for this committee.
3. Terms and limits:
   a. Three-year term.
   b. No restriction on consecutive terms.
4. Responsibilities:
   a. All responsibilities and procedures are determined by the Constitution and Bylaws of the Council of College Faculties.

Section 5. Diversity, Equity and Inclusion

1. Voting membership (eight members):

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    a. Five faculty members; one from each representation unit.

    b. One faculty representative from the Commission on the Status of Women Faculty

       i. Recommended by the Executive Committee. The Executive Committee shall strive for representation from diverse groups.

       ii. Appointed by the President.

2. Non-voting membership (one member):

    a. Vice Provost for Faculty Affairs and Equity.

3. Terms and limits:

    a. Two-year term.

    b. Limit of four consecutive terms.

4. Committee responsibilities:

    a. Review, revise, and propose policies to ensure that rights and considerations of diverse groups or faculty are included in NDSU policy, practices, and procedures.

    b. In particular, the committee will explore and identify ways that NDSU can be more inclusive for diverse faculty including women, people of color, LGBTQ (lesbian, gay, bisexual, transgender, and/or queer) people.

Section 6. Executive Committee

1. Voting membership (eight members):

    a. One Senator from each representation unit.

    b. Faculty Senate President.

    c. Faculty Senate Immediate Past President.

    d. Faculty Senate President-Elect.

2. Non-voting membership (six members):

    a. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.

    b. One faculty representative of the Provost's Office, designated by the Provost.

    c. One faculty representative from the Commission on the Status of Women Faculty.

    d. One faculty representative from the Council of College Faculties

    e. The Secretary.

    f. The Parliamentarian.

3. Terms and limits:

    a. One-year term.

    b. Limit of two consecutive terms.

4. Committee responsibilities:

    a. Meet and organize for the academic year during the first week of the fall semester.

    b. Delegate tasks to Senate committees.

    c. Review the progress of Senate committees.

    d. Set the agenda for upcoming Senate meetings.

    e. Interpret, when necessary, provisions of the Constitution and the Bylaws.

Section 7. Faculty Affairs

1. Voting membership (five members):

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      a. One faculty member from each representation unit.
2. Non-voting membership (one member):
      a. One faculty representative from the Commission on the Status of Women Faculty.
3. Terms and limits:
      a. Two-year term.
      b. Limit of four consecutive years (two terms).
      c. No designation about consecutive terms.
4. Committee responsibilities include:
      a. Review policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching, and service.
      b. Review and recommend revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.
      c. Review the Ombudsperson's annual report and perform an annual interview and written evaluation of the Ombudsperson and office (to be submitted to the Ombudsperson and Provost at the end of each fall semester). The review and evaluation shall be conducted by a subcommittee comprised of at least three faculty members with broad college representation who do not possess any actual or perceived conflict of interest with the Ombudsperson's Office.

Section 8. Faculty Rights
1. Voting membership (five members):
      a. One faculty member from each representation unit.
         i. Restricted to tenured full professors who do not hold an administrative appointment in an academic or non-academic unit.
         ii. Elected by the faculty each spring by secure electronic ballot.
      b. In the event that a member of the committee is on leave, unavailable, or recuses her/himself themselves from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement to serve for that case.
         i. The replacement will preferably be a faculty member who has previously served on the committee.
         ii. Broad representation, while a worthwhile goal, is not always achievable. However, the replacement member should be from a different representation unit than the other six members, if reasonably possible.
         iii. Members sitting on an appeal shall complete that appeal even if the member's term expires while the appeal is pending.
2. Non-voting membership:
      a. There are no non-voting members for this committee.
3. Terms and limits:
      a. Five-year term.
      b. Begins and ends on August 15.
      c. No consecutive term limit has been set.
4. Committee responsibilities:
      a. Responsibilities and procedures are determined by directives of the North Dakota State Board of Higher Education.

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Section 9. General Education Committee

1. Voting membership (10 members):
   a. One faculty member from each of the following Colleges: Agriculture, Food Systems, and Natural Resources; Business; Engineering; Health and Human Sciences;
   b. Five faculty members from the College of Arts and Sciences.
   c. One undergraduate student, appointed by the Student Government.
   d. Only a voting faculty member will be elected as Chair, and the Chair shall have served at least one year on the committee.
3. Non-voting membership (three members):
   a. Vice Provost for Assessment and Strategic Initiatives
   b. One representative of the Registrar's Office, designated by the Registrar.
   c.
   d. One representative from Career and Advising Center/Professional Advisors, designated by Career and Advising Center Director
   e.
3. Terms and limits:
   a. Three-year terms
   b. No consecutive terms for voting members. No restriction for non-voting members.
   c. Terms shall be staggered so that no more than one-third of the members are new.
4. Committee responsibilities:
   d. Review new general education courses to ensure and validate that the general education outcomes are being met.
   e. Complete the revalidation of courses and experiences on a periodic, five-year timeline to ensure that general education outcomes are being met. The course revalidation should be staggered to review approximately 20% of the general education courses each year.
   f. Review General Education Appeal petitions.
   g. Develop and maintain a plan for assessment of General Education Program-level learning outcomes.
   h. Conduct assessment of students' attainment of general education learning outcomes.
   i. Develop a university policy governing the policy and procedures for general education revalidation
   j. Perform other appropriate duties as assigned by the Senate.
   k. Selecting two representatives and one alternate for the North Dakota General Education Council.

Section 10. Grade Appeals Board

1. Committee purpose:
   a. To provide an avenue for students to challenge any grade they believe to have been unfairly assigned.
2. Voting membership (nine members; eight alternates):
   a. One faculty member and one alternate from each representation unit.
      i. These faculty are elected by their representation unit.

b. Three students and three student alternates selected by the Student Government.
     i. Students should be full-time students.
     ii. Students should have a minimum 2.00 cumulative grade point average.
     iii. Students should be of junior standing.
  c. One representative from the Provost's Office, who will also serve as Board Chair.
3. Non-voting membership:
4. Terms and limits:
   a. Three-year term.
   b. No consecutive term-limit has been designated.
5. Committee responsibilities:
   a. Hear charges of inequitable or prejudiced academic evaluations and provide redress for improper evaluation.
   b. Act in accordance with procedures approved by the Senate, specifically Policy 337.

Section 11. Program Review
1. Voting membership (eight members):

   a. One tenured faculty member from each representation unit.
      i. Each representation unit shall also select an alternate faculty member to serve in case of recusal.
   b. One faculty representative of the Provost's Office, designated by the Provost.
   c. Two students selected by the Student Government.
2. Non-voting membership:
   a. There are no non-voting members for this committee.
3. Terms and limits:
   a. Four-year term.
   b. Limit of two consecutive terms.
4. Committee responsibilities:
   a. Develop criteria and procedures for review of academic programs.
   b. Perform a continuing review of graduate and undergraduate academic programs with regard to such factors as mission, need, quality, cost, and contribution to other programs.
   c. Address concerns and make recommendations to the Senate regarding duplication of programs and courses.
   d. Recommend policies for University support to individual programs.
   e. Coordinate the time of and use of external program reviews by accrediting agencies and/or other expert evaluators in its review of specific academic programs.

Section 12. Research and Consulting
1. Voting membership (five members):

   a. One faculty member from each representation unit.
2. Non-voting membership (one member):
   a. One representative of the Vice President for Research and Creative Activities, designated by the Vice President for Research and Creative Activities.

3. Terms and limits:
    a. Two-year term.
    b. Limit of four consecutive terms.
4. Committee responsibilities:
    a. Initiate and review policies related to University research and consulting issues and make recommendations for consideration of said policy to the Faculty Senate.
    b. Review research development programs and provide technical and funding reviews for faculty proposals submitted to the development programs.

Section 13. Technology and Instructional Services
1. Voting membership (five members):
    a. One faculty member from each representation unit.
2. Non-voting membership (one member):
    a. Three representatives from the Information Technology (IT) Division.
    b. One student representative appointed by Student government
3. Terms and limits:
    a. Two-year term.
    b. Limit of four consecutive terms.
4. Committee responsibilities:
    a. An annual review of IT support services to the NDSU teaching and research communities.
    b. Make recommendations for Senate approval of any changes proposed by the IT Division regarding policy, implementation procedures, or classroom and instructional technologies.
    c. Formulate recommendations regarding needs of the faculty that are unmet by the IT Division.
    d. Serve as the liaison between the Senate and the IT Division's administration.

Section 14. University Curriculum
1. Voting membership (eight members):
    a. One tenured faculty member from each representation unit, except for Arts and Sciences, which will have two.
        i. Each representation unit shall also select an alternate faculty member to serve in case of recusal or absence.
    b. Two students, one graduate and one undergraduate, appointed by the Student Government.
    c. Only a voting faculty member will be elected as Chair, and the Chair shall have served at least one year on the committee.
2. Non-voting membership (two members):
    a. One representative of the Provost's Office, designated by the Provost.
    b. One representative of the Registrar's Office, designated by the Registrar.
3. Terms and limits:
    a. Four-year term.

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b. No consecutive terms for voting members. No restriction for non-voting members.

c. Terms shall be staggered, so that no more than one-third of the members are new.

4. Committee responsibilities:

   a. Develop criteria and procedures for submitting, evaluating, and approving courses, experiences, and program proposals for curriculum and course changes.

   b. Coordinate and recommend actions on proposals for curriculum and course changes that have been received from the colleges.

   c. Request the formation of a special (*ad hoc)* Senate committee to recommend policies for the evaluation of transfer credit, policies for graduation, and make other recommendations as needed.

   d. Perform other appropriate duties as assigned by the Senate.

Article V: Joint Standing Committees

Section 1. Senate Coordinating Council
1. Voting membership (six members):
    a. One representative of the Faculty Senate as appointed by the Faculty Senate President.
    b. One representative of the Staff Senate as appointed by the Staff Senate President.
    c. One representative of Student Government appointed in accordance with the Student Government Code.
    d. Faculty Senate President.
    e. Staff Senate President.
    f. Student Body President.
2. Non-voting membership (three members):
    a. Vice President for Finance and Administration (or designee).
    b. Two representatives from Office of the Provost to facilitate meetings and maintain Records.
        i. The council may decide to invite policy initiators to the meetings as non-voting members to explain policy changes.
3. Terms and limits:
    a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
    a. Review policy to determine first whether it is ready to bring to any of the Senates or whether it should be returned to the policy makers for clarification and revision.
    b. Coordinate the distribution of policies to the appropriate Senate body consistent with the Faculty Senate, Staff Senate, and Student Government constitutions.
    c. Send policies that have been voted on to appropriate channels at NDSU for final approval.
    d. Serve in a liaison capacity regarding the Faculty Senate, Staff Senate, Student Government, and Administration.

Section 2. Campus Space & Facilities
1. Voting membership (fourteen members):
    a. One faculty member from each representation unit.
    b. Three staff members, appointed by the Staff Senate.
    c. Three student members (graduate, undergraduate, and on-campus), appointed by the Student Government.
    d. Provost (or designee).
    e. Registrar.
    f. Vice President for Finance and Administration (or designee).
2. Non-voting membership (four members):
    a. Director of Facilities Management.
    b. Chair of the Department of Architecture and Landscape Architecture.
    c. Assistant to the Director of the North Dakota Agricultural Experiment Station.

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d. <mark>One representative of the Libraries, designated by the Dean of Libraries.</mark>
3. Terms and limits:
    a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
    a. Provide for the systematic development and review of the "Campus Master Plan" and Guidelines for Campus Development.
    b. Recommend policies and procedures to meet the current and future needs for all physical facilities and review changes in University space allocation, including classrooms and laboratories.
    c. Review proposed building projects and major building renovations prior to presentation to the State Board of Higher Education and the Legislature.
    d. Recommend policies for site location for new buildings and for overall landscaping.
    e. Recommend traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.
    f. Recommend plans for sidewalks, streets, and parking lots.

Section 3. Library
1. Voting membership (ten members):
    a. One faculty member from each representation unit.
    b. Two students (one undergraduate and one graduate), appointed by the Student Government.
    c. One staff member, appointed by the Staff Senate.
    d. One representative from Information Technology Services.
    e. Dean of Libraries.
2. Non-voting membership:
    a. There are no non-voting members for this committee.
3. Terms and limits:
    a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
    a. Formulate policy recommendations for the NDSU Libraries.

Section 4. University Athletics
1. Committee purpose:
    a. The University Athletics Committee serves as the NDSU Athletics Advisory Board, as described in the constitution of the National Collegiate Athletics Association (NCAA).
2. Voting membership (sixteen fourteen members):
    a. One faculty member from each representation unit.
    b. Two students.
    c. Student Body Vice President.
    d. President of the Student-Athletes Advisory Council.
    e. Two representatives of the Staff Senate.
    f. Director of Intercollegiate Athletics.

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      g.   Senior Women's Administrator.

      h.   Faculty Athletics Representative.

3. Non-voting membership:
      a.   There are no non-voting members for this committee.

4. Terms and limits:

5. Committee responsibilities:
      a.   Promote compliance with principles of conduct as defined by the NCAA.
      b.   Act as the Board of Appeals for athletic grievances.
      c.   Initiate and review policies concerning University athletics and make recommendations for consideration of said policy to the Senate. Such areas of concern include guidelines for athletic schedules, guidelines for participation in postseason activities, awards for excellence in athletics, and eligibility of athletes.
      d.   Review upcoming issues at intercollegiate conference meetings and recommend institutional positions.
      e.   Review the budget of the athletic programs prior to its approval by the University President.
      f.   Stimulate interest in athletic events throughout the University community.

Section 5. University Assessment and Accreditation

1. Voting membership (, twelve members):

      a.   One faculty member from each representation unit.
      b.   One faculty member appointed by the Provost (or Provost).
      c.   Two graduate students, appointed by Student Government based on student preparation through assessment-related education, training, and/or experience.
      d.   One representative from the Office of Institutional, Research and Analysis.
      e.   One representative from the Office of Teaching and Learning.
      f.   Associate Dean of Libraries for Research and Learning.
      g.   Director of the Office of Accreditation and Assessment.

2. Non-voting membership:
      a.   There are no non-voting members for this committee.

3. Terms and limits:
      a.   No term or limit on consecutive terms has been designated.

4. Committee responsibilities:
      a.   Periodic review of the assessment of student learning in undergraduate and graduate academic programs.
      b.   Develop procedures for annual reporting of assessment activities by departments and other academic units.
      c.   Provide feedback and guidance to departments and other academic units on their assessment activities, working in conjunction with the Director of Assessment and Accreditation.
      d.   Provide a yearly summary of assessment activities to the Faculty Senate and the Provost.
      e.   Develop an action plan for the upcoming academic year based on review of unit feedback about the assessment process and patterns of strengths and weaknesses in reports.

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Develop and maintain a University Assessment Plan in collaboration with the Director of Assessment.

5. Member responsibilities:
    a. All members:
        i. Complete NDSU's baseline training regarding NDSU assessment processes prior to beginning service on UAC.
        ii. Undertake ongoing professional development related to program assessment and related topics based on guidance from the Director of Assessment and Accreditation.
        iii. Participate in providing assessment support to campus based on availability and comfort with form of support (e.g., referrals, workshop, webinar, coaching).
    b. Academic unit representatives:
        i. Participate in annual review of program assessment reports.
        ii. Pursue opportunities to provide updates on assessment activities, timelines, and results at College meetings.

Article VI: Amending the Bylaws

Section 1.

Amendments to the bylaws may be proposed by the Senate in a regular meeting or by a petition signed by twenty-five percent of the Faculty. At a meeting of the Senate where the amendment is proposed, a vote will be cast to determine whether to consider the amendment at the next regular Senate meeting. If two-thirds of the votes cast are in favor of the bylaws change, it will be added to the agenda for the next regular meeting of the Senate under General Order.

Section 2.

The Secretary of the Senate, or in the absence of a Secretary the President, will distribute the proposed amendment to all members of the faculty no later than nine days after the Senate votes to consider the amendment at their next regular meeting.

Section 3.

At the next regular meeting of the Senate, if approved by a two-thirds vote, the change will be submitted to the University President.

Section 4.

When approved by the University President, the changes shall become effective immediately.

Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in red including the header must be filled in or it will be sent back to you for completion.

*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to ndsu.scc@ndsu.edu.

Refer to the NDSU Senate Coordinating Council process for more information about housekeeping changes.

Policy Number and Name: 352: Promotion, Tenure and Evaluation

Is this a federal or state mandate: ☐ Yes   ☒ No
This policy impacts (check all that apply): ☐ Students ☐ Staff ☒ Faculty ☐ Other (please describe):

*The President's Council for Campus Wellbeing is committed to integrating a "Health in All Policies" approach when current policies are revised and new policies are developed. Why a "Health in All Policies" approach? Policies have health effects—positive or negative--on the communities and the people who live and work within the community where the policy is implemented. In fact, the World Health Organization estimates that the social, financial, and environmental factors of a community influence up to 55% of a person's wellbeing. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making. For more information, see HiAP at NDSU 2023 Report.

Individual/Department/Committee or Organization submitting the policy change:

Thomas Ambrosio, Chair, Ad Hoc Committee on Policy 352

Date Submitted to SCC Secretary:

2 February 2024

Email address of the person who should be contacted if revisions are requested:

thomas.ambrosio@ndsu.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal: Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach.

Sub-Goal: Design and implement additional programming, curriculum, outreach opportunities, and **policies** that uphold inclusivity, diversity, respect, and connection. **Please address each item in the checklist below:**

Checklist items	Yes	No	N/A	Comments
The *social* impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging).	X			
The *financial* impact on students, staff, faculty, others was considered.	X			
The *physical health* impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment).	X			
The *mental health* impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking).	X			
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).	X			
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	X			Public meeting; update to the Faculty Senate; anonymous survey sent to faculty.
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.	X			Anonymous survey sent to faculty.
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	X			
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.	X			This policy establishes a university-wide post-tenure review.
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	X			

Effect of policy addition or change: Utilize the completed checklist to provide an explanation of 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 Faculty Senate provided the following charge to the Ad Hoc Committee on Policy 352: "The Faculty Senate hereby charges the Ad Hoc Committee on Policy 352 to draft changes for Policy 352 as they pertain to post tenure review. After a recent evaluation, we understand that the language across units (departments/schools/colleges/etc) pertaining to post tenure review could use some clarification and specificity. We ask that you develop policy changes that are commensurate with our peer institutions as identified on the OIRA NDSU Website. We request that the policy changes provide a framework for colleges and units to follow that could include timing, procedural steps to consider,

examples of causes for post-tenure review and possible actions. As we work to more equitable practices across campuses, we want to ensure that faculty are treated fairly and equitably across units."

The Ad Hoc Committee on Policy 352 met several times to draft and revise this policy proposal. We also held an open faculty forum and sought feedback via a Qualtrics survey from stakeholders. The Ad Hoc Committee on Policy 352 Chair also provided an update to the Faculty Senate and was available or questions.

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.
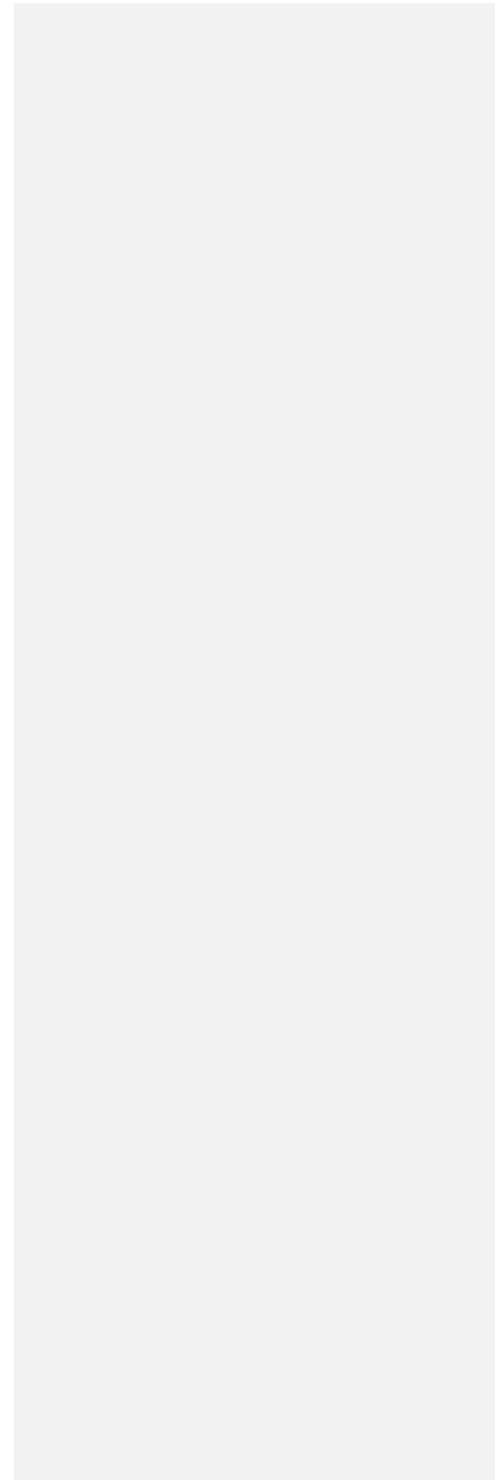
North Dakota State University
Policy Manual

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SECTION 352
PROMOTION, TENURE AND EVALUATION

SOURCE: NDSU President
            NDSU Faculty Senate

1. 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. Failure to meet this responsibility should be noted in
           periodic reviews of teaching, research, and service and may be addressed through the
           enforcement of other NDSU policies, such as Policy 151 Code of Conduct and Policy 326
           Academic Misconduct. 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   Colleges and units are responsible for ensuring that promotion and tenure evaluation
           criteria be aligned with official position descriptions.

   1.4   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.

2. 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. Expectations for faculty in Professor of Practice and Research Professor positions may differ from those for tenure-line faculty.

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 Consistent with NDSU Policy 332 Assessment of Teaching, 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 (note that student ratings of instruction, by themselves, are insufficient evidence of teaching effectiveness);

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; and/or

    2.2.2.1.3   documented evidence of community-engaged scholarship, collaboration, or multi-disciplinary work, and demonstrated beneficial impact on the department/unit, university, local community, and discipline.

2.2.2.2   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:

    2.2.2.2.1   dissemination of scholarly or professional papers, and publication of books, book chapters 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   contributions to fostering a campus climate that supports and respects faculty, staff, and students who have diverse cultures, backgrounds, and points of view;

2.2.3.2.6   contributions to the management or improvement of administrative procedures or programs;

2.2.3.2.7   contributions to knowledge as editors of scholarly publications, or service on editorial boards, juries, or panels;

2.2.3.2.8   contributions to the operation of public or private organizations, boards, and agencies;

2.2.3.2.9   contributions to NDSU's Land Grant mission.

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.

3. 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. Expectations for faculty in Professor of Practice and Research Professor positions may differ from those for tenure-line faculty.

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 assure consistency with University and State Board of Higher Education (SBHE) policies.

3.3. For probationary faculty, and for non-tenure-line faculty at the assistant rank, 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 that were provided to the candidate at the time of the candidate's appointment to the position. In the event that a unit or college revises its guidelines and criteria, a candidate may choose to be evaluated based on the criteria in effect at the time of application. 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 and non-tenure-line candidates for promotion to the rank of full professor may choose to be evaluated by the criteria in effect at the time of the previous promotion, if the application is made within eight years of the previous promotion. Thereafter, candidates shall be evaluated by the criteria in effect at the time of application. Candidates applying for promotion to the rank of full professor more than eight years after the previous promotion may choose to be evaluated based on work completed in the eight years immediately prior to applying rather than on their entire post-promotion record.

3.4. When evaluating candidates for promotion and tenure, PTE committees shall align their applications of the criteria with the candidate's position description.

3.5. 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

3.5.1 Individuals hired into a tenure-eligible position at a negotiable faculty rank may be hired with tenure and at a rank of Associate Professor or Professor when this is negotiated as a provision of the original contract. Decisions regarding tenure and advanced rank are made using the same process and standards as in the customary promotion and tenure process, although the timeline may be altered. The recommendation proceeds through the regular channels, including the respective Department and College PTE Committees, the Department Chair/Head, College Dean, Provost and President, prior to hire. The process of review is initiated by the Chair/Head of the unit in which the tenure line is housed.

3.5.2 A probationary 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 contract. The Department PTE Committee recommends to the Department Chair/Head the maximum number of years of tenure credit offered.

There are two options:

3.5.2.1 Faculty may be hired with one to three years of tenure credit. For each year of tenure credit awarded, one year shall be subtracted from the tenure application deadline. 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. Faculty accomplishments during the tenure credited years are included as accomplishments in the faculty member's promotion and tenure portfolio. Requirements for promotion and tenure shall be adjusted according to the years at NDSU to maintain productivity at the same rate as that expected for promotion and tenure without tenure credit; for example, if six quality publications are required in the six-year probationary period for promotion and tenure, then one quality publication shall be required for each year the faculty member is at NDSU.

3.5.2.2 Faculty may be allowed 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. How prior work is considered must be specified in the appointment letter.

3.5.2.3 For either option, failure to achieve tenure will lead to a terminal year contract. 3.6 Extensions to Probationary Period, apply in all other cases.

3.5.3 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 a total of three years based on institutional, personal or family (pertaining to a child, spouse/partner or parent, as described in NDSU Policy 320) circumstances, personal illness or disability, which, according to reasonable expectations, impede satisfactory progress towards promotion and tenure. Faculty given promotion and tenure credit are also eligible for this extension. Faculty members are encouraged to request probationary period extension as soon as they recognize the need for extension. Written notification to the Provost must be submitted within one year of the beginning of the event for which the extension is requested and approved prior to July 1 of the year in which the tenure/promotion portfolio is due. A faculty member who submits an extension request during the academic year in which they are to undergo third year review must successfully undergo third-year review and renewal before any extension can take effect. The request must be in writing and will be submitted to the Provost who will review the request and will approve or deny the request. Denial of an extension may be appealed under NDSU Policy 350.4, however, appeals will not be granted for requests that are submitted outside the required timeline for extension.

3.6.1 Extension of Probationary Period for Childbirth or Adoption

A probationary faculty member who becomes the parent of a child (or children in case of twins, triplets, etc.) 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 upon written notification to the Provost. 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 (per birth/adoption occurrence, not to exceed three years total extension) must be requested under the provisions of 3.6 above.

3.6.2 Extension of Probationary Period for Personal Illness or Disability

A probationary faculty member who experiences a personal illness or disability may request an extension of his/her probationary appointment. Medical documentation of the personal illness or disability is required. Such documentation shall be collected and housed by the Office of Human Resources/Payroll following guidelines provided in NDSU Policy 168. However, the Office of Human Resources/Payroll shall not make recommendations to the Provost pertaining to probationary period extension requests. The faculty member will grant the Provost access to Human Resources records relevant to the request. The Provost shall maintain strict confidentiality of such documentation. Written notification of the request for an extension, along with supporting documentation, must be provided to the Provost.

3.6.3 Extension of Probationary Period for Institutional Circumstances

A probationary faculty member may be granted an extension of probationary period due to institutional circumstances, such as major disruption of work or faculty's ability to perform their duties beyond the reasonable control (e.g., natural or human-caused disaster, or lab-space unavailability) of the faculty member. Written notification of the request, along with supporting documentation, for an extension must be provided to the Provost.

3.6.4   Procedures for Initiating, Reviewing, and Approving Notifications/Requests for Extension of the Probationary Period

   3.6.4.1   Notification of extension of the probationary period due to childbirth or adoption may be initiated by the faculty member, the Department Chair/Head, or the Dean of the college.

   3.6.4.2   Request for extension of the probationary period due to personal or family circumstances, personal illness or disability shall be initiated by the faculty member. In the case of requests involving disability or illness, it is the responsibility of the faculty member to provide appropriate documentation to adequately demonstrate why the request should be granted.

   3.6.4.3   Request for extension of the probationary period due to institutional circumstances may be initiated by the faculty member, the Department Chair/Head, or the Dean of the college.

   3.6.4.4   Faculty members may inform their Department Chair/Head and/or Dean of the college of their request if they wish to do so, but they are not required to do so.

3.6.4.5   Extension of the probationary period requests shall be submitted to the Provost using the Request for Probationary Period Extension form.

3.6.4.6   Once an extension of the probationary period request is approved, the faculty member, Department Chair/Head, and the Dean of the college will be notified in writing by the Provost. If the request is denied, the faculty member will be notified in writing by the Provost.

3.6.5 Confidentiality

Individuals involved in the extension of the probationary period process (which may include the supervisor, the Department Chair/Head, the Dean of the college, the Provost, and/or the Office of Human Resources/Payroll) have the responsibility of keeping information pertaining to the request confidential and not sharing such information with individuals not involved in the process. Medical documentation provided by a faculty member requesting extension of the probationary period shall be maintained in a confidential file separate from the employee's official personnel file in the Office of Human Resources/Payroll. Other written documentation and forms pertaining to the request/notification of extension of the probationary period shall be maintained in a confidential file separate from the employee's official personnel file in the Office of the Provost. It is understood that some information provided pursuant to this policy may be subject to disclosure pursuant to North Dakota open records laws.

3.6.6   Notwithstanding other extensions, in extraordinary circumstances (e.g., pandemic, building collapse), the Provost may grant a one-year automatic extension of the probationary period to impacted probationary faculty (consistent with Section 3.6) and of the time in rank to impacted associate professors (consistent with Section 3.3). While NDSU supports the use of this extension, faculty have the option at any time to return to the original schedule of review. Extensions granted under this provision are not subject to the three-year cumulative cap on extensions.

3.6.7   Granting of an extension does not increase expectations for performance. For instance if the department requires at least five refereed journal articles in the standard six year probationary period, and a faculty member receives an extension of the probationary period, then the department will still only require at least five refereed journal articles for that faculty member's probationary period.

Related Policies and Procedures:
Policy 156. Discrimination, harassment, and retaliation complaint procedures (http://www.ndsu.edu/fileadmin/policy/156.pdf)

Policy 168. Reasonable accommodation on the basis of disability - guidelines for employee requests   (http://www.ndsu.edu/fileadmin/policy/168.pdf)

Policy 320. Faculty obligations and time requirements (http://www.ndsu.edu/fileadmin/policy/320.pdf).

3.7   As part of its statement on promotion, tenure, post-tenure review, and evaluation, each academic unit shall establish the criteria for promotion and tenure, including early

promotion, and shall establish the minimum timeline for promotion from Associate Professor to Professor.

4. 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   While faculty in Professor of Practice and Research Professor positions are not eligible for tenure, promotion through ranks is encouraged and is based on time in rank and satisfactory evaluations of assigned responsibilities. An application for promotion is initiated via a departmental recommendation and follows the same procedure and submission deadlines as for tenure-line faculty. Faculty in such positions are eligible to apply for promotion from assistant to associate after the completion of five years in rank.

4.6   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.

4.7   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. The faculty member being reviewed shall have 14 days to respond in writing to the written report if the faculty member

Deleted: Colleges and departments shall develop specific post-tenure review policies appropriate to their faculty.

Deleted: 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.

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.

4.8   Post-Tenure Review Policy

The post-tenure review process begins with the award of tenure and is distinct from annual evaluation. Participation in post-tenure review is a necessary component of successfully completing one's job duties. Post-tenure review does not change the university's commitment to academic freedom, or the circumstances under which tenured faculty can be dismissed from the university. Colleges and departments shall develop specific post-tenure review policies appropriate to their faculty.

4.8.1 Post-tenure review of each tenured faculty will occur under one of the following circumstances: no later than five years after the faculty member is tenured (with the post-tenure review conducted in the sixth year), no later than five years after the faculty member had their last post-tenure review (with the post-tenure review conducted in the sixth year), or during the year following two unsatisfactory annual reviews in the five years since their last post-tenure review. (Faculty eligible for post-tenure review when this policy is adopted shall have their first post-tenure review completed within three years.)

4.8.1.1 A promotion or a completed post-tenure review will re-start the post-tenure review clock.

4.8.1.2 Extensions to the post-tenure review period for childbirth or adoption, personal illness or disability, institutional circumstances, and extraordinary circumstances (e.g., pandemic, building collapse) are described in NDSU Policy 352, Sec. 3.6. At any time during the post-tenure review period, but prior to the year in which the review would be conducted, a faculty member may request an extension based on personal or family circumstances, which, according to reasonable expectations, impede satisfactory post-tenure performance. The request must be in writing and will be reviewed and forwarded sequentially with recommendation by the Chair/Head, Dean, and Provost to the President who will approve or deny the request. Denial of an extension request may be appealed under NDSU Policy 350.4.

4.8.1.3 Faculty covered by Policy 327, are not subject to post-tenure review. Reappointment as a full-time faculty member re-starts the post-tenure review clock.

4.8.2 The post-tenure review portfolio shall be prepared by the faculty member and shall consist of the following documents for the period under review: annual reviews, faculty activity reports, position descriptions, current curriculum vitae, up to a 3-page statement of context and accomplishments covering the period under review, and any other documents required by their academic unit.

4.8.3 Department-/Unit-Level Evaluation

The Department/unit PTE Committee and the Department/Unit Chair/Head shall separately and independently review and evaluate the candidate's portfolio, preparing a written report and an evaluation of the faculty member's performance in the areas of teaching, research and creative activities, and service since their last post-tenure review.

The evaluation of the faculty member's performance during the period under review shall be based upon the current criteria of the faculty member's college and department/unit, and shall include either a "satisfactory" or "unsatisfactory" evaluation.

4.8.3.1 Satisfactory Result

If either the Department/Unit PTE Committee or the Department/Unit Chair/Head provides a "satisfactory" review, the post-tenure review is concluded. A copy of the post-tenure reviews are retained by the chair and the faculty member. A copy shall also be sent to the Dean.

4.8.3.2 Unsatisfactory Result

If both the Department/Unit PTE Committee and the Department/Unit Chair/Head provides an "unsatisfactory" evaluation, the faculty member shall sign the review to acknowledge that the document has been reviewed. The faculty member has 14 calendar days to submit a formal written response to the post-tenure review and the response will be included in the post-tenure review document for subsequent evaluation. The response should be addressed to the Dean. The post-tenure review document is then forwarded to the Dean for evaluation by the College.

4.8.4 College-Level Evaluation

4.8.4.1 The Dean will distribute the post-tenure review document with any associated faculty member responses to the College PTE Committee. The College PTE Committee and the Dean will each make an independent review. If either the College PTE Committee or the Dean disagrees with the unsatisfactory evaluation at the department/unit level and provides a satisfactory evaluation, the review is concluded.

4.8.4.2 If both the College PTE Committee and Dean agree with the unsatisfactory evaluation from the Department/Unit, a letter is written detailing the reasons and the amended post-tenure review, with the Dean and College PTE Committee evaluations, is forwarded to the Provost. The post-tenure review, with the Dean and College PTE Committee evaluations, is signed by the faculty member to acknowledge that the document has been reviewed. The faculty member has 14 calendar days to submit a formal written response to the post-tenure review and the response will be included in the post-tenure review document for subsequent evaluation.

4.8.4.3 If the Provost determines that the faculty member's performance is satisfactory, the post-tenure review is concluded and the Department/Unit Chair/Head, the faculty member, and the Dean receive a copy of the final post-tenure review with the Provost's comments. If the Provost agrees that the performance of the faculty member is unsatisfactory, a letter with the review comments is distributed to the Department/Unit PTE committee chair, the Department/Unit Chair/Head, the faculty member, and Dean. This triggers the formation of a Post-Tenure Performance Committee. The faculty member has 14 calendar days to submit a formal written response to the post-tenure review and the response will be included in the post-tenure review document for subsequent evaluation.

4.8.5 Post-Tenure Performance Committee

4.8.5.1 The Post-Tenure Performance Committee shall consist of the Department/Unit Chair/Head, the Department/Unit PTE committee chair, and 3

tenured, full professors from the faculty member's College selected by the Dean in consultation with the College PTE Committee. The Dean is responsible for assembling a portfolio to include all documents of the faculty member's post-tenure review to this point and shall distribute it to the Post-Tenure Performance Committee.

4.8.5.2 In consultation with the faculty member, the Post-Tenure Performance Committee constructs a 24-month plan to bring the faculty member back to satisfactory performance.

4.8.5.3 At the end of 12 months, the faculty member shall provide a report to the Post-Tenure Performance Committee demonstrating accomplishments in fulfilling the plan. This report shall be reviewed by the Post-Tenure Performance Committee and adjustments in the schedule of the plan may be made at that time. The faculty member has 14 calendar days to submit a formal written response to the Post-Tenure Performance Committee's review and the response will be included in the post-tenure review document for subsequent evaluation.

At the end of 24 months, the faculty member shall provide a report to the Post-Tenure Performance Committee demonstrating accomplishments in fulfilling the plan that will be reviewed by the Post-Tenure Performance Committee. The faculty member has 14 calendar days to submit a formal written response to the Post-Tenure Performance Committee's review and the response will be included in the post-tenure review document for subsequent evaluation.

4.8.5.4 If no improvements have been made or the plan for the faculty member has not been followed, a letter detailing the continued unsatisfactory performance is written by the Post-Tenure Performance Committee and forwarded to the Dean and the Provost. The faculty member has 14 calendar days to submit a formal written response to the Post-Tenure Performance Committee's review and the response will be included in the post-tenure review document for subsequent evaluation. Any further action by the Dean or the Provost should be in consultation with the Post-Tenure Performance Committee and consistent with Policy 350.3.

4.8.5.5 If progress has been made by the faculty member, but satisfactory performance has not yet been fully achieved, the Post-Tenure Performance Committee may determine to extend the plan for a third year. If, at the end of the third year the Post-Tenure Performance Committee still determines that the performance is unsatisfactory, the Post-Tenure Performance Committee will provide the Dean and the Provost with a letter detailing their evaluation of the unsatisfactory performance. The faculty member has 14 calendar days to submit a formal written response to the Post-Tenure Performance Committee's review and the response will be included in the post-tenure review document for subsequent evaluation. Any further action by the Dean or the Provost shall be in consultation with the Post-Tenure Performance Committee and consistent with Policy 350.3.

4.8.5.6 If the Post-Tenure Performance Committee determines that the faculty member has returned to satisfactory performance at any time, the post-tenure review is concluded.

4.8.6 Faculty members, including administrators, who participate in the post-tenure review process shall be recused from deliberations and decisions regarding a candidate if there is a past or current relationship that compromises, or could have the appearance of

compromising, a faculty member's judgement with regard to the candidate. The following list, while not exhaustive, illustrates the types of relationships that constitute a conflict of interest:

- A family relationship
- A marital, life partner or dating/romantic/intimate relationship
- An advising relationship (e.g., the faculty member having served as the candidate's PhD or postdoctoral advisor)
- A direct financial interest and/or relationship
- Any other relationship that would prevent a sound, unbiased decision

Recusal due to a conflict of interest with one candidate does not prevent a faculty member from participating in deliberations and decisions regarding other candidates. Conflicts of interest must be identified and resolved as soon as they are recognized, but no later than the start of the post-tenure review process for a faculty member being reviewed. Conflicts of interest may be identified by the faculty member being reviewed or anyone participating in the post-tenure review process for that faculty member. Any individuals evaluating a faculty member may voluntarily recuse themselves from the post-tenure review process. A conflict of interest that would lead to involuntary recusal will be resolved by the Standing Committee on Faculty Rights (SCOFR). In such a case, the post-tenure review process will be suspended until the conflict of interest is resolved. Every effort will be made to complete the review in the same academic year that the portfolio was submitted. If a delay exceeds 60 days, the candidate may request an altered timeline for consideration and approval by the Provost.

4.8.7 Appeals of post-tenure 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.

5. 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 service with full voting rights on a college or department PTE Committee. When reviewing applications for promotion of Professors of Practice or Research Professors, PTE committees are encouraged to solicit advisory input from Associate/Full Professors of Practice or Research Professors. If allowed by department and college policies, PTE committees may include representation from Associate/Full Professors of Practice or Research Professors holding terminal degrees. Voting rights for Professors of Practice or Research Professors on applications for promotion shall be determined by the respective colleges or departments. Only in cases where unit policy allows can Professors of Practice or Research Professors who hold positions in the evaluating unit have voting rights on applications for promotion of Professors of Practice or Research Professors, respectively.

In the absence of otherwise qualified individuals within the academic unit, individuals external to their unit, but internal to the institution, including emerita/emeritus faculty, may

serve as members of a unit PTE committee, if allowed by unit policy. In such cases, the voting rights of emerita/emeritus faculty on PTE committees shall be the same as their rights consistent with the final title they held prior to retirement.

5.3   Prior to commencement of deliberations, the chair of any PTE committee must have received PTE committee training within the last three years, provided through the Office of the Provost. Nonadministrative faculty members who have applied for promotion and/or tenure may not be involved in the review and recommendation process of any candidate. Administrators who have applied for promotion may not be involved in the review and recommendation process of any candidate where there may be an actual or apparent conflict of interest. A candidate may provide input concerning selection of external reviewers if allowed by department and college policies.

5.4   The department and college PTE committees' reviews and recommendations are part of a process of peer review. Thus, faculty holding academic administrative appointments, including those with interim status, are not eligible to serve. ("Academic administrative appointment" includes appointments as President, Provost, Vice President or Provost, Associate or Assistant Vice President or Provost, Dean, Associate or Assistant Dean, Department Chair or Head, Associate, Assistant or Vice Chair or Head, and any other administrators who supervise and/or evaluate other faculty.) Center or Program Directors who do not supervise and/or evaluate other faculty are eligible to serve.

5.5   A college PTE committee member who has voted on the promotion/tenure of a candidate in the department PTE committee shall be recused from the vote by the college PTE committee. In such a case, college policy shall determine whether the committee member may or may not deliberate with the committee on the candidate.

5.6   Faculty members, including administrators, who participate in the PTE process shall be recused from deliberations and decisions regarding a candidate if there is a past or current relationship that compromises, or could have the appearance of compromising, a faculty member's judgment with regard to the candidate. The following list, while not exhaustive, illustrates the types of relationships that constitute a conflict of interest:
- A family relationship
- A marital, life partner or dating/romantic/intimate relationship
- An advising relationship (e.g., the faculty member having served as the candidate's PhD or postdoctoral advisor)
- A direct financial interest and/or relationship
- Any other relationship that would prevent a sound, unbiased decision

Recusal due to a conflict of interest with one candidate does not prevent a faculty member from participating in deliberations and decisions regarding other candidates.

Conflicts of interest must be identified and resolved as soon as they are recognized, but no later than the start of the departmental PTE committee's review of a candidate's portfolio. Conflicts of interest may be identified by the candidate or anyone participating in the PTE review process for that candidate. Any individuals evaluating that candidate may voluntarily recuse themselves from the PTE process. A conflict of interest that would lead to involuntary recusal will be resolved by the Standing Committee on Faculty Rights (SCOFR). In such a case, the PTE process will be suspended until the conflict of interest is resolved. Every effort will be made to complete the review in the same academic year that the portfolio was submitted. If a delay exceeds 60 days, the candidate may request an altered timeline for consideration and approval by the Provost.

6. 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 must 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 according to the PTE Timeline published by the Office of the Provost: https://www.ndsu.edu/facultyaffairs/pte/

6.2 In the absence of an approved extension, faculty who do not submit a tenure portfolio during their final probationary year, or who withdraw a submitted tenure portfolio, shall receive a one-year terminal contract for the following year. Only the candidate may withdraw a submitted tenure or promotion portfolio.

    6.2.1 After the deadline for submission of the portfolio to the Dean's office, as stated on the PTE timeline, 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.

    6.2.2 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.

    6.2.3 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 the deadline for submission of the portfolio to the Dean's Office 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 by the Provost (or designee). Once the allegations are resolved, the PTE process will resume, using the version of the candidate's portfolio under consideration immediately prior to the allegations. The Provost (or designee) will apprise the PTE committee of any outcomes of a misconduct inquiry or investigation that may impact the evaluation of the portfolio. Any delays in resolving misconduct allegations will not adversely affect the candidate's evaluation. If a delay exceeds 60 days, the candidate may request an altered timeline, consistent with NDSU Policy 352, Section 3.6, for consideration and approval by the Provost (or designee). 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 according to the PTE Timeline. 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 according to the PTE Timeline. 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 shall review the candidate's materials and the recommendations of the Department, College PTE Committee, and College Dean, and shall solicit input from a nonvoting advisory committee consisting of a faculty representative from each College PTE Committee, selected by the Provost with attention to diversity. The Provost shall submit a recommendation to the President in writing, including an explanation of the basis for it, by the deadline established in the PTE guidelines. Copies of the Provost's written recommendation shall be sent to the candidate, the Department Chair/Head, the College Dean, and the Department and College PTE Committees.

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.

7. 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.

8. 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:

Amended	May 13, 1974
Amended	February 10, 1975
Amended	December 12, 1988
Amended	May 14, 1990
Amended	April 1992
Amended	December 12, 1994 (Effective date July 1, 1995)
Amended	June 1997
Amended	November 2000
Amended	October 2001
Amended	October 2007
Amended	July 2008
Housekeeping	February 14, 2011
Amended	October 11, 2011
Amended	June 19, 2014
Amended	October 19, 2015
Amended	January 27, 2016
Amended	April 11, 2016
Amended	September 8, 2016
Amended	April 12, 2017
Housekeeping	April 19, 2017
Amended	March 29, 2018
Amended	February 27, 2019
Amended	June 18, 2019
Amended	September 23, 2020
Housekeeping	December 23, 2021
Amended	November 22, 2022

Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in red including the header must be filled in or it will be sent back to you for completion. Gender-inclusive language should be used in revised and new policies submitted to SCC.

*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to ndsu.scc@ndsu.edu.

Refer to the NDSU Senate Coordinating Council process for more information about housekeeping changes.

Policy Number and Name: **331.1 Course Syllabus**
Effect of policy addition or change: Explain the important changes in the policy or effect of this policy.

Three of the changes are minor to add clarity and new office information; the proposed request for syllabi distribution is meant to help retention and is in response to Student Government.

Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s):
Added a reasonable request for faculty to provide syllabi 1-3 days ahead of class when possible; removed phone number since NDSU email is official communication method; changed name of Disability Services to new office name; changed holder of academic misconduct tracking forms to Office of the Provost to be consistent with Policy 335.
Update 5/8/2023: The Faculty Senate approved an amendment to Policy 331.1. Adding " /session" to the sentence about providing syllabi at the start. Since Staff Senate also wanted "faculty" to be changed to "instructors," I am making that housekeeping change now, as well, to be consistent with the rest of the language.

Update 9/19/2023: Student government approved with the following amendment: The Amendment moves to strike 'endeavor to" and replace '1 to 3 days' with '3 business days' in the first paragraph.

Is this a federal or state mandate: ☐ Yes   ☒ No

This policy applies to (check all that apply): ☒ Students ☐ Staff ☒ Faculty ☐ Other (please describe):

Individual/Department/Committee or Organization submitting the policy change:

- **Melissa Lamp, Office of the Provost (oversees Academic Misconduct tracking process)**
- **Anastassiya Andrianova, Associate Professor of English and Faculty Senate President**

Date Submitted to SCC Secretary: 9/19/2023
Email address of the person who should be contacted if revisions are requested:
melissa.lamp@ndsu.edu

anastassiya.andriano@ndsu.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal Checklist*. Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach. Sub-Goal: Design and implement additional programming, curriculum, outreach opportunities, and **policies** that uphold inclusivity, diversity, respect, and connection. **Please address each item in the checklist below:**

Checklist items	Yes	No	N/A	Comments
The *social* impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging).	Y			The request for syllabi distribution would alleviate some stress for students.
The *economic* impact on students, staff, faculty, others was considered.			NA	
The *physical health* impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment).			NA	
The *mental health* impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking).	Y			The request for syllabi distribution would alleviate some stress for students.
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).	Y			
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	Y			University Curriculum Committee, some faculty and staff input was sought
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.			NA	
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	Y			The policy contributes to this, but not the specific changes.
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.	Y			
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	Y			

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.

* The President's Council for Campus Wellbeing is committed to integrating a "Health in All Policies" approach when current policies are revised and new policies are developed. Why a "Health in All Policies" approach? Policies have health effects—positive and negative—on the communities and the people they affect. In fact, the World Health Organization estimates that the social, economic and environmental factors of a community influence up to 55% of a person's wellbeing. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making.

North Dakota State University

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SECTION 331.1
COURSE SYLLABUS

SOURCE: NDSU Faculty Senate

Each course taught at NDSU shall have a syllabus to provide specific class information for students and to fulfill federal and other legal requirements. Instructors will distribute/post syllabi to enrolled students three business days prior to the start of the semester/session.

The following categories of information shall be included on all syllabi:

- Course prefix, catalog number, credits, and title
- Instructor and contact information
    - Include campus address, email address, office hours
- Bulletin description
    - Description on syllabus must be consistent with the description listed in the current course catalog. Additional information may be included after the bulletin description in a syllabus.
- Course objectives
    - List objectives, goals, aims and/or outcomes for the course.
    - All General Education course syllabi and course web sites must identify the course as having been approved for General Education and include the General Education category and outcomes. See General Education Course Syllabi Requirement.
    - For courses offered for both undergraduate and graduate credit, course objectives should be written to clearly define the increased expectations for graduate students in these courses.
- Evaluation procedures and criteria
    - Indicate how students are evaluated, including tests, quizzes, papers, assignments, weight of the assignments, etc.
    - Clearly identify how course grades are determined.
    - If a course is offered for both undergraduate and graduate credit, the additional requirements for graduate students must be clearly described on the syllabus. These courses require a significant, identifiable higher level of expectations for the performance of the graduate students.
- Attendance
    - If class attendance is a component of the course grade, the course instructor must clearly communicate this in the syllabus. See NDSU Policy, Section 333 for instructor and student responsibilities related to attendance, including for university-sponsored activities.
    - Instructors are encouraged to provide the following statement on syllabi: "Veterans and student servicemembers with special circumstances or who are activated are encouraged to notify the instructor as soon as possible and are encouraged to provide Activation Orders."
- Course schedule/outline/calendar of events
    - Provide students with a tentative projected outline of significant events that occur throughout the semester, including assignments, projects, examinations, field trips, guest speakers, etc.

- - - Note the NDSU Dead Week policy, which limits the amount and type of exams/quizzes that may be given during the last two weeks of the semester and identifies exceptions. See NDSU Policy Section 336: Examination and Grading.
- Student resources
  - List books, lab manuals, technology, supplies, calculators, and any other materials required or recommended for the student to complete the course requirements.
- American with Disabilities Act statement
  - The following statement must appear on all syllabi:
    Any students with disabilities who need accommodations in this course are invited to share these concerns or requests with the instructor and contact the Center for Accessibility and Disability Resources as soon as possible.
- Family Educational Rights and Privacy Act (FERPA) statement
  - The following statement must appear on all syllabi:
    Your personally identifiable information and educational records as they relate to this course are subject to FERPA.
- Approved academic honesty statement.
  - The following statement must appear on all syllabi:
    The academic community is operated on the basis of honesty, integrity, and fair play. NDSU Policy 335: Code of Academic Responsibility and Conduct applies to cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Student academic misconduct records are maintained by the Office of the Provost. Informational resources about academic honesty for students and instructional staff members can be found at www.ndsu.edu/academichonesty.

    In addition to the above, a statement of a college honor code, if applicable, should be included.

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Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in red including the header must be filled in or it will be sent back to you for completion. Gender-inclusive language should be used in revised and new policies submitted to SCC.

*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to ndsu.scc@ndsu.edu.

Refer to the NDSU Senate Coordinating Council process for more information about housekeeping changes.

Policy Number and Name: **Section 350.1 Board Regulations on Academic Freedom and Tenure; Academic Appointments**

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 proposed changes to this policy, under consideration since Fall 2021, would clarify the procedures for advancement of research/practice faculty and create transparent, consistent, and equitable pathways for conversion of faculty positions, providing flexibility for faculty to change their role, with unit approval, without having to await a position opening.

The proposed changes to Sec. 4 c) 12 and 13 would allow faculty in Research Professor or Professor of Practice positions to negotiate promotion credit at the time of hire. Changes to these sections would also make clear that an application for promotion follows the process and timeline specified in the PTE Guidelines.

The proposed new Sec. 4 d) would allow for possible conversion between faculty positions without a search. After at least three years of service as a research professor or professor of practice at any rank, a faculty member, with recommendation of the unit (according to unit policy), could apply to have their position considered for conversion to a probationary tenure-track position. Conversely, after at least three years of service in a probationary tenure-track position, a faculty member could apply to have their position considered for conversion to a research/practice professor position. Similarly, after at least three years of service as a senior lecturer, a faculty member, with recommendation of the unit, could apply to have their position considered for conversion to a professor of practice position.

Is this a federal or state mandate: ☐ Yes ☒ No
This policy applies to (check all that apply): ☐ Students ☐ Staff ☒ Faculty ☐ Other (please describe):

Individual/Department/Committee or Organization submitting the policy change:
Commission on the Status of Women Faculty, Office of the Vice Provost for Faculty and Equity

Date Submitted to SCC Secretary: 5/12/23
Email address of the person who should be contacted if revisions are requested: alan.denton@ndsu.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal Checklist*. Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach. Sub-Goal: Design and implement additional programming, curriculum, outreach opportunities, and **policies** that uphold inclusivity, diversity, respect, and connection. **Please address each item in the checklist below:**

Checklist items	Yes	No	N/A	Comments
The *social* impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging).	X			This policy ensures equity and transparency across campus, which supports physical, mental, social, and economic well-being of all faculty, staff, students.
The *economic* impact on students, staff, faculty, others was considered.	X			
The *physical health* impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment).	X			
The *mental health* impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking).	X			
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).	X			
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	X			The request to review this policy came from the Office of the Provost/Faculty Affairs and Equity. Input came from the Commission on the Status of Women Faculty, which has faculty members from all colleges.
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.	X			
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	X			
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.	X			
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	X			

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.

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SECTION 350.1
BOARD REGULATIONS ON ACADEMIC FREEDOM AND TENURE; ACADEMIC APPOINTMENTS

SOURCE: SBHE Policy Manual
            Section 605.1, 605.2, 605.3, 605.4
            NDSU President

1. General Principles

    a) A college or university is a forum for ideas, and it cannot fulfill its purpose of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method. Academic freedom and tenure are both important in guaranteeing the existence of such a forum. This policy is intended to enable institutions under the authority of the Board to protect academic freedom.

    b) The purpose of tenure is to assure academic freedom. Academic freedom applies to all scholarly pursuits. Freedom in scholarship is fundamental to the advancement of knowledge and for the protection of the rights of the faculty members and students. It carries with it duties and responsibilities correlative with rights. These duties and rights are set forth in policy 401.1, relating to Academic Freedom, and the **1940 Statement of Principles on Academic Freedom and Tenure** (Rev. 1990), adopted by the American Association of University Professors and the Association of American Colleges. These policies apply to all institution faculty unless otherwise indicated.

    c) Tenure is awarded by the Board upon recommendation of the Chancellor, following review and recommendations made pursuant to the procedures established at the institution and a recommendation by the institution's president to the Chancellor. A favorable recommendation means that the applicant meets all of the prerequisites and criteria and the award of tenure is consistent with the sound fiscal management and academic priorities of the institution and the system of education under the control of the Board. Tenure recommendations submitted to the Board shall include a brief summary of the candidate's qualifications and reasons for the recommendation. Tenure is not an entitlement, and the granting of tenure requires an affirmative act by the Board. Tenure is limited to the academic unit or program area in the institution in which tenure is granted and shall not extend to an administrative or coaching position.

2. Definitions of terms used in sections 605.1, 605.2, 605.3 and 605.4 of Board Policy (350.1, 350.2, 350.3, 350.4 NDSU Policy Manual):

    a) "Academic Year" means the period, approximately nine months in duration, starting with the beginning of the Fall semester and ending following completion of the Spring semester.

    b) "Board" means the North Dakota State Board of Higher Education.

c) "Faculty" means all members of the academic staff, excluding only coaches and administrators in their capacities as coaches or administrators.

d) "Receipt" means either actual or constructive receipt. Constructive receipt means the sending party has taken all reasonable steps to ensure that the receiving party has received actual notice.

   "Academic unit or program area" shall be defined as the department or comparable unit. Comparable unit shall be determined by the President after consultation with relevant department, college, and university faculty and representatives.

   "Head of an academic unit" shall be defined as the department chair or equivalent administrative appointment. Equivalent administrative appointment includes faculty coordinating a program area who have administrative responsibility for evaluating probationary and tenured faculty and making recommendations for tenure, promotion, renewal or nonrenewal, dismissal, or termination.

3. General Procedures

   a) Because of the variety of scope and organizational structure of the institutions under the control of the Board, the faculty governance structure at each institution, in accordance with section 305.1 of these policies, shall recommend procedural regulations to the president to implement policies 605.1, 605.2, 605.3 and 605.4, including:

   ~~*The faculty governance structure at North Dakota State University is the University Senate.*~~ *At North Dakota State University, faculty governance is the responsibility of the Faculty Senate.*

   1. Procedures for continuing evaluation of both probationary and tenured faculty members; and

   2. Criteria and procedures by which faculty members are evaluated and recommended for tenure.

      Procedures for the continuing evaluation of both probationary and tenured faculty members, and criteria and procedures by which faculty members are evaluated and recommended for tenure are published in the NDSU Policy Manual, Section 352.

   b) The criteria for tenure evaluation and continuing evaluation of probationary and tenured faculty shall include scholarship in teaching, contribution to a discipline or profession through research, other scholarly or professional activities, and service to the institution and society. Institutions may adopt additional criteria. The regulations defining these criteria shall be consistent with the nature and mission of the institution.

   1. Institutions shall establish various tenure "plans" appropriate to the diverse missions of individual institutions, designed to encourage emphasis on research, scholarship in teaching (including, for example, utilization of technology in teaching and innovative teaching methods), service (including, for example, technology

transfer and economic development) and other areas of emphasis. Institution regulations shall include guidelines for determining weight to be given each of the criteria for tenure evaluation and continuing evaluation. The guidelines shall provide for varying emphasis on the enumerated criteria based upon the faculty member's plan, the needs of the institution and the background, abilities and interests of the faculty member.

2. Tenured and probationary faculty contracts shall identify the faculty member's tenure plan and describe the faculty member's duties and goals. The contracts shall specify the weight to be given the criteria for evaluating performance. The contract provisions shall be reviewed and, when appropriate, revised as a part of the faculty member's periodic evaluations.

c) Eligibility for tenure requires a probationary period of six years of continuous academic service to the institution, during which the faculty member is evaluated at least annually according to an evaluation process designed to foster continuous improvement. The term may be extended beyond six years or the continuous service requirement may be waived in exceptional circumstances. Institutions shall establish procedures for granting extensions or waivers of the continuous service requirement in exceptional circumstances, which must include maternity or parental leave and appropriate accommodations for faculty members with disabilities. Institution procedures may define additional exceptional circumstances including, for example, family emergencies or extended illness.

A faculty member desiring an extension of the six-year probationary period or a waiver of the continuous service requirement based on exceptional personal or family circumstances shall make a written request for an extension or waiver to the department chair or head of the academic unit. The written request shall be made within 90 days from the time of the exceptional circumstances justifying the extension or waiver request. The chair or head of the academic unit shall forward a recommendation on the request to the Dean who shall also review the matter and forward a recommendation on the request to the Provost. Approval of the extension or waiver request rests with the Provost and the President of the University. Denial of an extension or waiver request is a matter related to promotion and tenure appealable pursuant to Policy 350.

d) An institution may, subject to procedural requirements stated in this policy and sections 605.2, 605.3, and 605.4, decline to renew the contract of probationary faculty without cause at any time during the probationary period.

4. Faculty appointments shall be probationary, tenured or special.

a) PROBATIONARY APPOINTMENTS are renewable annually and yield credit toward tenure. The probationary term is limited to six years of continuous academic service, excluding extensions to the term or exceptions to the continuous service requirement granted in exceptional circumstances.

1. An individual with previous professional experience may, at the discretion of the institution, be given tenure credit not to exceed three years for this experience, with such credit to be regarded as academic service to the institution for the purpose of these regulations. The faculty member shall be informed in writing of

this policy and the institution's decision prior to or at the time of appointment.

Acceptability of tenure credit shall be evaluated by the department chair and the dean or director of the college or equivalent unit. Approval of credit toward tenure rests with the Provost and the President of the University.

2. Time spent on leave of absence or developmental leave may be counted, up to a maximum of two years, as academic service for the purposes of these regulations. The amount shall be determined, and the faculty member informed in writing, including any applicable conditions, prior to authorization of the leave.

   *Approval **for leave credit** is required by the department chair, dean, and Provost.*

b) TENURED APPOINTMENTS recognize a right, subject to Board policy, to continuous academic year employment in an academic unit or program area as defined by an institution and stated on the contract. A faculty member shall qualify to be recommended for a tenured appointment by satisfying the criteria for tenure developed in accordance with subsection 3 of this policy.

   1. The following persons are not eligible for tenured appointment:

      i.   Faculty members with a part-time or temporary appointment. However, faculty members who have been awarded part-time tenure as established by previous Board policy and those who accept a part-time appointment after being awarded tenure in a full-time position shall continue to have such tenure recognized.

      ii. An institution's president:

           The President's Office maintains the list of faculty members who have been awarded part-time tenure under previous Board policy.

   2. The Board may, following review and recommendations made pursuant to the procedures established at an institution award tenure in exceptional circumstances, defined by the institution's procedures, to an institution's chief academic officer or to any other person appointed to the faculty who has not met the eligibility requirement of subdivision 3 (c) of this policy, provided that the person, at the time tenure is granted has:

      i.   Held a tenured appointment at another institution, or

      ii. Been a faculty member at the institution for at least one prior academic year.

   3. The Board may, following review and recommendation made pursuant to the procedures established at an institution award tenure in exceptional circumstances, defined by the institution's procedures, to any person appointed to the faculty who has not met the eligibility requirements of subdivisions 3(b) and 3(c) of this policy, provided that the person has a documented record of outstanding achievement and consistent excellence in a discipline or profession gained through research, scholarly or professional activities, or service.

Materials in support of a candidate for tenure under exceptional circumstances shall be submitted to the department or academic unit in which tenure is sought. The materials shall be reviewed at the department or unit level and the chair or head of the academic unit shall forward the unit's recommendation to the Dean and the college PTE committee, who will review the materials and unit recommendation and make independent recommendations to the Provost. The Provost will review the materials and recommendations and provide a recommendation to the President who will make a final recommendation to the State Board of Higher Education.

c) SPECIAL APPOINTMENTS do not involve either tenure credit or status. Special appointments are all appointments except tenured or probationary appointments, including:

1. Courtesy adjunct appointments awarded in accordance with Board policy to professional people who contribute to the academic or research program of the institution;

2. Visiting appointments for people holding academic rank at another institution of higher education;

3. Appointments of retired faculty members on special conditions;

4. Initial appointments supported wholly or partially by other than state appropriated funds;

5. Appointments clearly limited to a brief association with the institution, as defined by the institution;
   A brief association, as defined at NDSU, will be a maximum duration of six consecutive years. Exceptions to this policy must be approved by the chair, dean and Provost.

6. Terminal appointments given with notice of non-renewal to faculty members who were previously on probationary appointment. A terminal appointment with notice of nonrenewal must be given to a faculty member no later than the end of the sixth year of probationary appointment if the decision is made to deny tenure;

7. Part-time faculty;

8. Lectureship appointments, which shall be for performance of specifically assigned academic duties only, without general faculty responsibilities;

   *Lecturers provide the services defined in the letter of appointment, which are generally limited to teaching specific courses or advising a certain number of students; participation in faculty governance is not provided for. These appointments are compensated and may be for one **or two semesters** at a time. Full-time lectureship appointments are considered temporary. Service beyond a total of six **consecutive** years **requires a written justification by the department and approval by the dean and the Provost.***

A Senior Lecturer appointment is also available for academic staff of distinguished merit and ability when a probationary faculty appointment is either inappropriate or unavailable.

Factors to be considered in awarding a Senior Lecturer appointment include the academic degree and years of experience of the candidate, as was well as the level of courses taught and the quality of instruction. Senior lecturers may be expected to participate in college activities and committees.

Senior Lecturers shall be appointed annually (or for a longer period with the approval of the Provost) at a salary appropriate for their qualifications, responsibilities and department.

Notice of termination of a Senior Lecturer appointment must be given by March 1 of the first full year of academic service, or by December 15 of the second or subsequent year of service, in order for the termination to be effective as of the end of that fiscal year of service.

9. Graduate teaching assistant appointments.

10. Postdoctoral fellowships and clinical appointments; and

11. Other faculty appointments, not probationary or tenured, that are designed to help fulfill the institution's mission or meet long-term needs. The appointments shall be subject to an agreement describing the faculty member's duties and goals, criteria and weight assigned each criteria for evaluation. The term of an appointment and agreement, or renewal thereof, may not exceed three years. The faculty member's performance and achievement of goals shall be evaluated during the final year of an appointment. An appointment may be renewed only if the evaluation demonstrated satisfactory performance.

12. Research Professorships

    i. **Research Professorships** shall be for faculty members whose primary function is research in a position that is supported entirely by extramural funding; provided however, funding for faculty members located at branch stations of the North Dakota Agricultural Experiment Station is not limited to extramural funds. Research Professorships are offered to individuals with experience and scholarly qualifications comparable to regular faculty members at the same rank. Thus, the appointments may be made at the levels of a) Research Assistant Professor, b) Research Associate Professor, or c) Research Professor. Research Professorships shall be hired using existing university policies and guidelines, and the appointment must be associated with an academic department and/or a research unit within an academic department. It may, however, be made in one or more departments. If the appointment is a joint appointment between two units, the appointment must exceed 50% in one of the units, and the Chair/Head in the majority unit would take primary responsibility for annual evaluations.

ii. To the extent applicable, the duration of the appointment is based upon extramural funding. Research Professorships neither carry tenure nor are eligible for tenure.

iii. The position is typically 100% research. No teaching or university service is expected, but professional service (e.g., reviewing submissions; presenting at conferences) is an inherent responsibility of the position. Departments may have different expectations concerning the role that the appointee plays in departmental service activities (e.g., attending the departmental meetings, voting on departmental issues). Research Professorships will not typically involve formal classroom teaching. In rare cases in which a Research Faculty is considered for a teaching assignment, a separate part-time teaching appointment is required, and the Research Faculty should reduce their research effort accordingly. All non-research activities are, of course, subject to constraints imposed by the funding agencies providing support for the primary appointment.

iv. Research Professorships are not counted for the purposes of determining unit representation for University Governance. The appointee's role in graduate education shall be governed by the department and by existing policies of the Graduate School.

v. An annual written evaluation will be completed by the department Chair/Head. If the Research Faculty is working within a research group, then the Chair/Head shall consult with the Research Director of the Principal Investigator for input on the appointee's evaluation. It is essential that the evaluation be based upon a current position description. One component of the annual review will be the assessment of past and upcoming funding for the position.

vi. Faculty in Research Professor positions are not eligible for tenure, though promotion through ranks is possible, based on time in rank and satisfactory evaluation of assigned responsibilities. Assistant or Associate Research Professors are eligible for promotion after a minimum of five years in rank, or earlier if promotion credit was negotiated at the time of hire. An application for promotion follows the process and timeline specified in the PTE Guidelines (see Policy 352). Promotion shall be based primarily on demonstrated success in research and knowledge dissemination, evidenced by publications, extramural funding, and supervision of graduate students.

vi. ~~Promotion is initiated via a departmental recommendation. The recommendation is signed by the College's Promotion, Tenure and Evaluation Committee, by the Dean, and by the Provost. Typically promotion cannot be achieved until the candidate has spent a minimum of five years in rank. Promotion shall be based primarily on demonstrated success in research, publications and extramural funding (i.e.; demonstration of knowledge dissemination in his/her field, supervision of graduate researchers, and/or continued funding support.~~

vii. A Research Faculty member is eligible to apply for a tenure-track position. Upon recommendation by the chair, dean, and the Provost, up to 3 years prior experience in a Research Professorship can be counted toward tenure.

13. Professor of Practice

    i.   The designation, Professor of Practice, shall be for faculty members whose primary function is to teach in their academic discipline and carry out other responsibilities assigned at the discretion of the department or college, including apportionment of their time to service and/or other professional responsibilities. Appointments at the Assistant, Associate, and Full Professor of Practice are based on academic qualifications, as describe below.

    a) **Assistant Professor of Practice.** For appointment as Assistant Professor of Practice, candidates must have a terminal degree or equivalent professional experience, and demonstrated professional or industrial/business experience. The length of appointment may be 1-3 year, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be instructional activities and practice.

    b) **Associate Professor of Practice.** For appointment as Associate Professor of Practice, candidates must have a terminal degree or equivalent professional experience, evidence of leadership in instructional activity in academic or professional instruction that has had a significant impact on the department, college, university, or profession. The length of appointment may be 1-4 years, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be in instructional activities and practice.

    c) **Professor of Practice.** For appointment as Professor of Practice, candidates must have a terminal degree or equivalent professional experience, evidence of contributions to advancing learning in the field (i.e. national visibility in dissemination of instructional methods and/or materials, successful grant funding for instructional activities/innovations, leadership in professional organizations.) The length of appointment may be 1-5 years, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be in instructional activities and practice.

    ii.   Departments may have different expectations concerning the role that the appointee plays in departmental service activities (e.g., attending departmental meetings, voting on departmental issues). The appointee's role in graduate education shall be governed by the department and by the existing policies of the Graduate School. An annual written evaluation will be completed by the department Chair/Head.

    iii.   Faculty in Professor of Practice positions are not eligible for tenure, though promotion through ranks is possible, based on time in rank and satisfactory evaluation of assigned responsibilities. Assistant or Associate Professors of Practice are eligible for promotion after a minimum of five years in rank, or earlier if promotion credit was negotiated at the time of hire. An application for promotion follows the process and timeline specified in the PTE Guidelines (see Policy 352). Promotion shall be based primarily on demonstrated success in instructional activities and other assigned responsibilities.

    iii.   The position of Assistant, Associate, or Professor of Practice neither carries tenure nor eligibility for tenure, though promotion is possible through ranks,

based on time in rank and satisfactory evaluation of assigned responsibilities. Promotion is initiated via a departmental recommendation. The recommendation is signed by the College's Promotion, Tenure and Evaluation Committee, by the Dean, and by the Provost. Typically, the promotion cannot be achieved until the candidate has spent a minimum of five years in rank. Promotion shall be based primarily on demonstrated success in instructional activities and other assigned responsibilities.

  iv. A faculty of practice member is eligible to apply for a tenure-track position. Upon recommendation by the chair, dean and Provost, up to 3 years prior experience in a Professorship of Practice can be counted toward tenure probation.

(d) CONVERSION OF FACULTY APPOINTMENTS is possible under the following conditions and according to the following procedures.

1. After at least three years of service as a research professor or professor of practice at any rank, a faculty member, with recommendation of the unit (according to unit policy), may apply to have their position considered for conversion to a probationary tenure-track position. The application follows the same process as for Promotion, Tenure, and Evaluation (PTE) review of tenure-line faculty. Following the PTE Guidelines (see Policy 352), the applicant prepares and submits a portfolio for evaluation by the PTE committees of the department and the college and by the chair and the dean, to be completed no later than the end of the following semester. In the case of a positive recommendation, the evaluations must advise the applicant on progress toward tenure and promotion (as would a third-year review). Based upon recommendations of the committees and administrators, the Provost may convert the research/practice professor position to a probationary tenure-track position at the same or lower rank, with up to three years of prior faculty experience credited toward tenure probation. The tenure-track position begins at the start of the next academic year. If conversion of the position is approved, the faculty member may not subsequently apply to convert the position back to a research/practice professor position.

2. After at least three years of service in a probationary tenure-track position, but no later than one year before the deadline for submitting their tenure portfolio, a faculty member may apply to have their position considered for conversion to a research/practice professor position. Following the PTE Guidelines (see Policy 352), the applicant prepares and submits a portfolio for evaluation by the departmental PTE committee and the chair, to be completed no later than the end of the following semester. Based upon recommendations of the departmental PTE committee and the chair, the dean may convert the tenure-track position to a research/practice professor position at the same rank, with up to three years of prior faculty experience credited toward time in position for promotion. The research/practice faculty position begins at the start of the next academic year. If conversion of the position is approved, the faculty member may not subsequently apply to convert the position back to a tenure-track position.

1.3. After at least three years of service as a senior lecturer, a faculty member, with recommendation of the unit, may apply to have their position considered for

conversion to a professor of practice position. Following the PTE Guidelines (see Policy 352), the applicant prepares and submits a portfolio for evaluation by the departmental PTE committee and the chair, to be completed no later than the end of the following semester. Based upon recommendations of the departmental PTE committee and the chair, the dean may convert the senior lecturer position to a practice professor position at assistant rank. The practice faculty position begins at the start of the next academic year.

5. The general terms and conditions of appointment shall be provided the appointee in a written contract. The contract shall state whether the appointment is probationary, tenured or special. The term of a contract, except contracts made pursuant to paragraph 4(c)(11), shall generally not exceed one year. A multiple-year contract must be subject to termination upon discontinuance of the program in which the faculty member is employed, non-appropriation or loss of funds, or other financial exigency.

For faculty on nine- or ten-month contracts covering the traditional academic year (generally, August to May), institutions shall not later than June 30 each year, provide notice of renewal terms with a contract, agreement or appointment letter to be signed by both parties. Absent good cause or agreement extending or establishing a different deadline, faculty must sign and return a contract or other document indicating acceptance of contract terms not later than July 20. Institutions shall establish procedures providing that failure to return a signed contract or other document indicating acceptance of contract terms by July 20 constitutes a resignation resulting in termination of employment, effective July 20, except for good cause shown by the faculty member or unless the institution has granted an extension. Prior to the end of the spring semester each year, institutions shall provide notice to faculty summarizing the process and deadlines for contract renewal, including information on extending deadlines to accommodate faculty who may be traveling or not able to readily receive and respond to communications during summer months.

For a faculty appointment, the contract consists of the letter offering the position, the annual notice of renewal terms, the current job description of the individual faculty member, and the current policies and procedures of NDSU and the State Board of Higher Education. The department chair or head of an academic unit will ensure that all faculty have job descriptions that are periodically reviewed and updated. Each job description will be signed by the Dean, the Chair or head of the academic unit, and the faculty member and filed in the faculty member's official personnel file. Each job description shall specify how a faculty member's assigned responsibilities will be allocated among teaching, research, and service which will determine the weight to be given to each area of responsibility for tenure, promotion, and continuing evaluations.

6. The institutional process for evaluation of faculty, the criteria and minimum expectations for promotion and for tenure, and provisions concerning required notices, shall be made known to the appointee at the time of appointment. This disclosure may be accomplished by a published description of the process, criteria, and expectations in a faculty handbook or similar document. Such provisions are subject to change according to processes established for adoption or amendment of Board and institutional policies. Institution procedures shall provide for annual evaluation of all full-time faculty. The procedures shall include provisions requiring that evaluations are completed in a timely and appropriate fashion and that the institution takes appropriate remedial action in response to unsatisfactory evaluations. Evaluation criteria shall relate to a faculty member's duties and goals and be appropriately

weighted in accordance with the terms of the faculty member's contract. Evaluations of all teaching faculty must include significant student input.

At the time of appointment, the appointee shall be provided with information, which contains the institutional process for evaluation of faculty, as well as minimum expectations for promotion and tenure. In addition, specific departmental and college guidelines for promotion, evaluation and tenure, if applicable, will be made available to the appointee.

The dean or director of the college or equivalent unit will be responsible for providing these documents to the appointee.

Note: Since this Policy repeats Board Policy, the section numbers in the Board Policy refer to Board Policy numbers. The italicized portions of Policies 350.1-350.4 are NDSU Policy which implement or supplement Board Policy.

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Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in red including the header must be filled in or it will be sent back to you for completion. Gender-inclusive language should be used in revised and new policies submitted to SCC.

*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to ndsu.scc@ndsu.edu.

Refer to the NDSU Senate Coordinating Council process for more information about housekeeping changes.

Policy Number and Name: **335 Academic Integrity in Instructional Contexts**

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):

Enhancing the language, especially around appeals, so that students understand the process more easily. I work with students on a regular basis who do not understand how to make an appeal, so I am addressing their questions and issues with these changes. I have made comments on the changes, as to what they are specifically addressing.

Is this a federal or state mandate: ☐ Yes ☒ No
This policy applies to (check all that apply): ☒ Students ☐ Staff ☒ Faculty ☒ Other (please describe):
Other: The policy applies to administrators, faculty, students, and former students.

Individual/Department/Committee or Organization submitting the policy change:
Melissa Lamp, Office of the Provost – maintains academic misconduct database and works with students and faculty to assist with understanding the policy and process

Date Submitted to SCC Secretary: 1/11/2024

Email address of the person who should be contacted if revisions are requested:
melissa.lamp@ndsu.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal Checklist*. Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach. Sub-Goal: Design and implement additional programming, curriculum, outreach opportunities, and **policies** that uphold inclusivity, diversity, respect, and connection. **Please address each item in the checklist below:**

Checklist items	Yes	No	N/A	Comments
The *social* impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging).	Y			Compassion for students in helping them understand processes
The *economic* impact on students, staff, faculty, others was considered.			NA	
The *physical health* impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment).			NA	
The *mental health* impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking).	Y			Students are overwhelmed by this policy and clarity may alleviate some of that frustration
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).	Y			
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	Y			Changes are made based on conversations with students and faculty over many years. Input was received from Vice Provost for Assessment/Strategic Initiatives.
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.			NA	
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	Y			Helps uphold the integrity of the institution
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.			NA	
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	Y			

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.

* The President's Council for Campus Wellbeing is committed to integrating a "Health in All Policies" approach when current policies are revised and new policies are developed. Why a "Health in All Policies" approach? Policies have health effects—positive and negative—on the communities and the people they affect. In fact, the World Health Organization estimates that the social, economic and environmental factors of a community influence up to 55% of a person's wellbeing. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making.

North Dakota State University
Policy Manual

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SECTION 335
ACADEMIC INTEGRITY IN INSTRUCTIONAL CONTEXTS

SOURCE: NDSU Faculty Senate Policy

The academic community operates on the basis of honesty, integrity, and fair play. This trust is violated when students engage in academic misconduct, either inadvertently or deliberately. This policy serves as the guideline for cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context (e.g., coursework, exams for degree requirements, practical experience, or fieldwork experience). Depending on the nature of the alleged offense, academic misconduct involving graduate or undergraduate research (e.g., thesis, dissertation, honors thesis), may be handled by either this policy or policy 326, ACADEMIC MISCONDUCT. This policy also serves as the guideline for cases in which there is evidence of student academic misconduct in more than one instance.

The policy identifies the process for addressing academic misconduct in instructional contexts and the instances where the University may impose penalties beyond the instructional context.

1. Definitions. In this policy, an "instructional staff member" is defined as anyone who has primary responsibility for a course, experiential learning site/experience, or other applicable instructional contexts. Examples of instructional staff members include tenured and tenure-track faculty members, professors of practice, teaching assistants who have primary responsibility for a course, teaching fellows, instructors, lecturers, and hosts or supervisors of internship or practicum experiences.

   In this policy, a "student" is defined as anyone enrolled in undergraduate, professional, or graduate coursework at NDSU. These students include individuals in a non-degree status, such as those taking NDSU courses through a collaborative, consortium, exchange, or early admission program, or in a conditional admit status (e.g., Tri-College, NDUS Collaborative Registration, and Early Entry/Dual Credit Program).

2. Academic or research misconduct (intentional or otherwise) includes but is not limited to the following:

   a) Plagiarizing, i.e., submitting work that is, in part or in whole, not entirely one's own, without attributing such portions to their correct sources;

      i.   Cases of apparently unintentional plagiarism or source misuse must be handled on a case-by-case basis and in the context of the instructor's policies. Unintentional plagiarism may constitute academic misconduct.

      ii. Improper attribution of sources may be a symptom of bad writing and not plagiarism. Instructors are encouraged to recognize that citation skills are developed over time and are contextual.

      iii.

   b) Receiving, possessing, distributing or using any material or assistance not authorized by the instructional staff member in the preparation of papers, reports, examinations or any class

assignments to be submitted for credit as part of a course or to fulfill other academic requirements;

c) Unauthorized collaborating on individual assignments or representing work from unauthorized collaboration as independent work;

d) Having others take examinations or complete assignments (e.g., papers, reports, laboratory data, or products) for oneself;

e) Stealing or otherwise improperly obtaining copies of an examination or assignment before or after its administration, and/or passing it onto other students;

f) Unauthorized copying, in part or in whole, of exams or assignments kept by the instructional staff member, including those handed out in class for review purposes;

g) Altering or correcting a paper, report, presentation, examination, or any class assignment, in part or in whole, without the instructional staff member's permission, and submitting it for re-evaluation or re-grading;

h) Misrepresenting one's attendance or the attendance of others in a course or practical experience where credit is given and/or a mandatory attendance policy is in effect;

i) Fabricating or falsifying information in research, papers, assignments, projects, or reports;

j) Violating IRB protocol;

k) Aiding or abetting academic misconduct, i.e., knowingly giving assistance not authorized by the instructional staff member to another in the preparation of papers, reports, presentations, examinations, or laboratory data and products;

l) Unauthorized copying of another student's work (e.g., data, results in a lab report, or exam);

m) Tampering with or destroying materials, (e.g., in order to impair another student's performance);

n) Utilizing false or misleading information (e.g., illness or family emergency) to gain extension or exemption on an assignment or test.

3. Academic integrity is a paramount tenet of the university culture. The primary responsibility of students, instructional staff members, staff members and administrators is to create an atmosphere in which academic honesty, integrity, and fair play are the norm and academic misconduct is not tolerated.

a) Instructional staff members are responsible for providing guidelines concerning academic misconduct at the beginning of each course, and should use precautionary measures and security to discourage academic misconduct. It is required that the approved academic honesty statement be contained in each class syllabus. For internships, practicums, experiential learning sites, or other courses that may not have a class syllabus, it is recommended that instructional staff members communicate these guidelines at the start of the practicum or experiential learning.

Deleted: others (e.g., by PRS or attendance sheet)

Commented [LM2]: Rewritten for clarity.

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b) Students participating in academic misconduct are subject to disciplinary action even when not enrolled in the course where the academic misconduct occurred.

4. Fairness. Instructional staff members and administrators are responsible for procedural fairness to any student accused of academic misconduct. An instructional staff member who suspects that academic misconduct has occurred in his/her class or other instructional context has an initial responsibility to:

   a) inform the student involved of his/her suspicion and the suspicion's grounds;

   b) allow a fair opportunity for the student to respond;

   c) make a fair and reasonable judgment as to whether any academic misconduct occurred; and

   d) inform the student of the judgment, penalty (if any), and the student's right to appeal any decision resulting in a penalty.

   In instances where a penalty is imposed by the instructional staff member, the instructional staff member must contemporaneously complete the Student Academic Misconduct Tracking Form (the "Tracking Form") and submit it to the Provost's Office. The Provost's Office shall submit copies of the Tracking Form to the student, the Dean of the student's primary major, the Registrar's Office and, if applicable, the Dean of the College of Graduate and Interdisciplinary Studies.

   The Office of the Provost shall maintain a database of all Tracking Forms it receives. This database may be shared with relevant personnel in order to address trends in academic misconduct, address multiple instances of academic misconduct, or as otherwise allowed under FERPA.

   Once a student has been informed that academic misconduct is suspected in a class or other instructional context, that student cannot drop the class.

5. Penalties imposed by the instructional staff member. Instructional staff members have the prerogative of determining the penalty for academic misconduct in their classes and other instructional contexts.

   a) Penalties may be varied with the gravity of the offense and the circumstances of the particular case. Penalties may include, but are not limited to, failure for a particular assignment, test, or course. Instructors can recommend penalties outside of the scope of the class in which the misconduct took place; the recommendations can be written into the Student Academic Misconduct Tracking form, which would then be evaluated by the Dean of the instructor's college to decide if additional penalties are warranted.

   b) If an instructional staff member imposes a penalty, the student may not drop the course in question without the permission of the instructional staff member.

6. Penalties imposed by the University. If a student involved in a case of academic misconduct is not enrolled in the course in which the academic misconduct occurred, the instructional staff member teaching that course may recommend a penalty to the Dean of the student's primary college. In the situation where a student has engaged in multiple instances of academic misconduct, the Dean of the student's primary major may impose additional penalties in accordance with this policy or as otherwise allowed under established College policy. Absent mitigating circumstances, the Dean's decision on additional penalties shall be communicated to the student and instructional staff

Commented [LM3]: Addresses what happens when an instructor recommends or imposes a penalty that the instructor does not have jurisdiction over, such as expulsion. It is up to the Dean to decide if the penalty for anything outside of the instructor's classroom jurisdiction would be imposed.

member within five business days of the Dean's receipt of the Student Academic Misconduct Tracking Form.

The University may also impose additional penalties according to procedures established by an academic program or college (including the College of Graduate and Interdisciplinary Studies). In the absence of any such procedures, penalties related to academic misconduct, including the ability to repeat a course, shall be controlled by this policy and other applicable NDSU policies. Additional penalties imposed by the university and colleges should be communicated across units that have imposed the previous penalties.

7. Student Appeals. A student who has received a penalty for academic misconduct may appeal the penalty imposed by the instructional staff member and, if applicable, the Dean of their primary major. Any such appeal must be initiated within 15 business days of the student's receipt of the notification identifying the penalty being imposed. In instances where the University is imposing additional penalties beyond those imposed by the instructional staff member, the 15-day period begins upon the notification from the Dean identified in Section 6. If a student chooses to appeal a penalty, the imposition of the penalty remains until the appeal process is resolved. A student who receives an academic misconduct notification within the last 15 business days of the spring term may submit an appeal up to 15 business days into the fall term.

All appeals must be in writing and will be reviewed in the following situations:

a) The instructional staff member's decision was made in an arbitrary or unnecessarily harsh manner;

b) The instructional staff member's decision was not substantiated by adequate evidence;

c) The student's rights were violated.

Review of academic misconduct decision-making:

In all instances, student appeals are first considered by the instructional staff member. The student can initiate the appeal by sending written communication to the instructor who imposed the penalty. If the instructional staff member upholds the penalty, the student shall be notified of the decision and can submit the written appeal to the Chair of the instructor's department. If the Chair upholds the penalty, the student shall be notified of the decision and can submit the appeal to the Dean of the instructional staff member's college in which the academic misconduct occurred. For penalties limited to the instructional context, the decision of the Dean is final.

In instances where the Dean has imposed additional penalties, the student's appeal shall be forwarded to the Office of the Provost for a final decision.

NDSU respondents will endeavor to complete the appeal process within 30 business days of the initiation of the appeal.

In the event that a penalty is overturned, the individual responsible for overturning the penalty shall notify the Office of the Provost so that the misconduct information may be removed from the database identified in Section 4.

8. Rights of the instructional staff member for cases in which an appeal has been overturned. In cases where the academic misconduct penalty has been overturned, a faculty member may request a review by the Academic Integrity Committee or by a sub-committee appointed by the

Academic Integrity Committee ("Committee"). The Committee may not overturn the decision of the Chair/Head, Dean, or Provost, but it may review the process to ensure that the policy was properly followed, while also addressing any negative consequences for the faculty members. The Committee shall provide its written findings, including its rationale, to all parties involved. The goal of this process shall be to improve policy implementation.

9. Procedures for cases involving individuals who are not NDSU students. If a person who is not an NDSU student (according to the definition in Section 1 of this policy) is involved in academic misconduct, the instructional staff member shall send a written statement describing the academic misconduct to the Office of the Provost, for appropriate action. Appropriate action may include, but is not limited to, holds being placed on admission or readmission to the university, and notification being sent to the individual's home institution.

10. Rescission of degrees or other academic credential(s). A degree or other academic credential(s) previously awarded may be rescinded if it is determined that the individual's actions taken to obtain the degree involved academic misconduct. The degree conferring college reserves the right to recommend to the Provost the rescission of any wrongfully obtained academic credential(s) using their own process or policies.

    a) Written notice of the concerns and recommendation to rescind the individual's academic credential(s) shall be sent via certified mail and email with return receipt to the individual, with a hold placed on the individual's record. The individual will have 30 business days after the notice is received to respond in writing or request a hearing with the conferring college's Student Progress Committee for the undergraduate credential holder or the Graduate Council for graduate level credential holder. A recommendation by the Committee or Council to the Provost whether to rescind the academic credential(s) shall be made within 30 business days after a response is received or hearing is completed. In the absence of response, the recommendation is finalized.

    b) A decision by the Provost shall be made within 30 business days after receiving the recommendation. The graduate has 30 business days after receiving the Committee or Council recommendation to respond, in writing, to the Provost. Notice of the decision whether to rescind the academic credential(s) shall be sent to the respondent via certified mail with return receipt. The respondent may file an appeal of this decision with the President of the University within 30 business days of receiving the notice of the decision. The President's decision will normally be made within 30 business days after receiving the appeal. In the absence of response, the action is finalized.

    c) The Office of Registration and Records will be notified by the Office of the Provost of the results of the final decision on rescinding the academic credential(s).

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HISTORY:
New   December 10, 1973
Amended   May 12, 1975
Amended   April 1992
Amended   December 2006
Amended   March 2007
Amended   January 27, 2011
Housekeeping   March 04, 2011hk

Amended   January 28, 2014
Housekeeping   June 15, 2018
Housekeeping   January 16, 2019
Housekeeping   March 24, 2021
Amended   May 13, 2022
Housekeeping   June 10, 2022
Amended   January 4, 2023
Amended   November 13, 2023