

NDSU College of Health and Human Sciences

Policy Manual

Standards for Promotion, Tenure, and Evaluation

Policy forthcoming: policy being drafted by College PTE Committee to be added to this document and voted on by faculty at a later date.

Faculty Recognition Awards

Policy forthcoming: policy being drafted by College PTE Committee to be added to this document and voted on by faculty at a later date.

Status Documentation

Upon acceptance to a professional program housed in the College of Health and Human Sciences, students will need to comply with the health and status documentation requirements of their unit(s) including vaccinations where indicated. The expense of the physical examination, drug screening, and/or any needed immunizations is the student's responsibility.

Criminal Background Checks

The College supports the Units in the requirement for criminal background checks if outlined in Unit policies. If background checks require FBI involvement, this must be coordinated centrally with the Dean's office.

Timeline and Student Impact Policy

Prior to any formal vote to adopt or change a policy that impacts students and academic affairs in any program in the College, students shall be granted a three (3) week period to review the proposed policy. Policy proposals shall be forwarded to the Dean's Advisory Committee, who shall solicit student feedback. Students within the affected College or program(s) shall be able to submit comments on a proposed policy during this period to the Dean's Advisory Committee, who will forward input to the committee from which the policy originated. Once feedback from the Dean's Advisory Committee has been received and considered by the committee, the policy proposal proceeds through the normal approval process.

After the approval of a policy, there will be a mandatory wait period between the vote and implementation of the policy of 30 days or the following semester, whichever is longer. In unique situations, the Dean of the College may authorize exceptions to this policy.

Student Academic and Conduct Standards

This policy applies to students enrolled in the College, including those in the pre-professional, professional, and graduate programs.

Academic Standards

Students within the College of Health and Human Sciences are expected to remain in good academic standing per the University's undergraduate or graduate policies. Any student who fails to meet or exceed these standards may be placed on academic alert, continued alert, academic suspension, or termination. The College strictly upholds NDSU Policy 335 related to academic misconduct. Procedures will follow the three-phase process as outlined in NDSU Policy 335.

Program-Specific Academic Standards: Individual programs within the College may have academic standards that are more stringent than those of the University. Students should refer to their specific program policy manuals for academic standards such as minimum grade requirements, GPA requirements, and course re-take limits to remain in good standing in their program. Students failing to meet academic standards may lead to termination from the College.

Students Enrolled in College Affiliated Educational Training Programs: To be in good academic standing within the College, all students enrolled in College affiliated internships, clinical, or experiential training programs are required to uphold the academic standards of that affiliate and will be subject to the terms of probation, suspension, and termination of the affiliated program. Students failing to meet affiliated program academic standards may lead to termination from the College.

Student's Right to Appeal: Students sanctioned for academic violations of the University and/or College Student Academic Standards Policy have the right to appeal. Student appeals must follow the procedure outlined in NDSU policy 335.

Conduct Standards

The College of Health and Human Sciences Director of Student Affairs serves the needs of the College and students related to student professional conduct. The Director of Student Affairs serves as a liaison for the College between faculty, Unit leaders, and students.

High standards of professional conduct are expected from all students, both to learning and to promote professional values. Students participating in clinical experiences, rotations, and/or internships must uphold these policies and those of their affiliate site. All students are held responsible for exhibiting honesty, integrity, accountability, confidentiality, and professional demeanor.

Examples of professional misconduct may vary by Unit or program. Examples of misconduct should be included in the program level's student handbook or other guiding document/policy.

When a student professional conduct issue arises, programs will notify their Unit leader and the Director of Student Affairs within 7 days with a brief description of the incident and sanctions imposed. This reporting will aid in documentation and tracking purposes.

Sanctions and Procedure

The Director of Student Affairs will support the Unit leader and, where appropriate, faculty/program director, to resolve misconduct issues. Reporting procedures will follow NDSU Policy 601. In general, sanctions may include, but are not limited to:

1. Probation
2. Supervised probation
3. Suspension from the College
4. Termination from the College

**Termination from the College does not prohibit the student from registering elsewhere in the University.*

In cases of particularly egregious or multiple instances of academic/professional misconduct, the Dean of the College may also recommend expulsion from the university.

Student's Right to Appeal

Students sanctioned for professional conduct violations have the right to appeal. Student conduct appeals must follow the appeal procedure:

1. Appeals will be reviewed by the Director of Student Affairs and the College Academic Affairs Committee.
2. The College Academic Affairs Committee will review the written letter of appeal from the student/organization and the materials from the original adjudication process. After reviewing these materials, the committee may decide to do one of the following:
 - a. Issue a decision based solely on the written materials
 - b. Issue a decision based on a review of written materials and discussion with those involved
 - c. Recall one or more witness
 - d. Return the case for reconsideration of the decision and/or sanctions
3. The College Academic Affairs Committee may uphold or lessen the original decision/sanction but not increase the sanctions/actions imposed.
3. The decision of the committee will generally be issued within 15 working days of the receipt of the appeal letter, but may take longer during University recesses, or in the event of complex cases.
4. The Registrar will be advised of the results of the appeal.

Unresolved Appeals

After the College appeals process has been completed, if the student/organization is not satisfied with the appeal decision, the student/organization has the right to appeal the decision to the Provost. The Provost will make the final decision on any appeals.

Incomplete Disciplinary Process

Students with pending disciplinary or legal actions, with sanctions for which an appeal has been submitted but not resolved, or whose sanctions have not been successfully fulfilled, will not be allowed to graduate from NDSU with a degree, major, or program of study offered by the College of Health and Human Sciences. In such cases, the College reserves the right to place a hold on a student's graduation until the case has been successfully resolved and the sanctions have been successfully fulfilled.

Right to Terminate Enrollment

The College of Health and Human Sciences, in collaboration with the Unit, reserves the right to terminate the enrollment of any student at any time, if the student demonstrated they are unsuited for a professional career and its inherent responsibilities and obligations. Circumstances that may lead to student termination include, but are not limited to, violation of state or federal statutes or regulations.

Selection of Scholarship Recipients

Students may apply annually to receive a scholarship. Applicants must be enrolled (as defined by NDSU guidelines) in a College of Health and Human Sciences program for the academic year in which the scholarship is received (unless otherwise stated in specific scholarship criteria). Applicants must meet the criteria outlined by the donor of the scholarship/award and other criteria established by the College. Students currently in violation student academic and/or conduct policies or under investigation are not eligible for scholarships. Students will be notified by email each year when applications are available. The due date will be listed on the application form and also posted on the College website. Under the leadership of the College Scholarship Committee, Unit scholarship/awards committees will be formed to select their respective recipients by evaluating scholarship applications; implementing the criteria established by donors; and making decisions on the selection of student scholarship recipients.

Requirements for accepting/receiving a scholarship include attending the College Scholarship Recognition Program and sending a thank you letter to the donor. Students who are engaged in a practical experience or online education where distance prohibits their attendance, or other unusual circumstances, may receive an excused absence from the Dean of the College. If these requirements are not met, the College reserves the right to render the scholarship null and void. All applicants will be notified by email of award decisions.

Instructional Faculty Qualifications

NDSU Policy 309 states that “The academic units are responsible for reviewing and verifying the teaching qualifications for instructors of record, including graduate assistants who serve as instructor of record, adjuncts, visiting professors, and part-time academics, at the time of hire. Verification and validation must be conducted for each separate course taught. This process will occur prior to any instructor’s initial appointment with the University, regardless of the mode of course delivery. .” This policy clarifies that process for the College of Health and Human Sciences.

Purpose

1. Articulate the minimum qualifications of faculty teaching within the College of Health and Human Sciences (CHHS) to ensure students benefit from faculty who are experts in the subject matter they teach and are able to communicate that content knowledge effectively to students.
2. Ensure faculty teaching within CHHS meet minimum qualifications as established by the disciplines represented in the College.
3. Outline a system for documenting faculty qualifications for teaching courses in the College to ensure consistency and transparency.

Minimum Qualifications

Faculty are deemed qualified to teach a specific course primarily upon their academic credentials (earned degrees or completed coursework). In some cases, other criteria such as tested experience or a

combination of academic credentials and tested experience as determined by the individual units may be used to determine if instructional faculty meet minimum qualifications for a particular course.

Academic Credentials

1. The College considers academic credentials as the primary criteria when determining faculty qualifications to teach a given course.
2. Qualification to teach a given course is based upon the faculty member's highest earned degree from an accredited institution in the United States.
3. If an institution outside the United States awarded the relevant academic degree, the hiring department is responsible for verifying the foreign credentials.
4. For undergraduate courses, faculty may be deemed qualified if they have earned
 - a. A master's degree or higher in the discipline in which they teach;
 - b. A master's degree or higher in another field plus a minimum of 18 graduate credit hours in the discipline in which they teach;
 - c. A master's degree or higher in a closely related field, as defined by the academic discipline/program or accrediting body.
5. For professional courses and graduate courses, faculty may be deemed qualified if they have earned:
 - a. A terminal degree (MD, PhD, PharmD, DNP, EdD etc.) in the discipline/program in which they teach;
 - b. A terminal degree in another field plus a minimum of 18 graduate credit hours in the discipline/program in which they teach;
 - c. A terminal degree in a closely related field, as defined by the academic discipline/program or accrediting body.

Other Qualifications

In the absence of an earned degree or graduate coursework in the discipline, faculty may also be deemed qualified if they possess a combination of several of the following criteria (depending upon the discipline):

1. Tested experience includes relevant experience gained while working outside the classroom providing a breadth and depth of content knowledge;
2. Professional licensure and certifications relevant to the discipline of the course;
3. Documented scholarly activity and publications relevant to the discipline in top-tier refereed journals;
4. Recognized achievements, honors, or awards in the discipline;
5. Other qualifications or competencies required by discipline-specific accrediting agencies and/or licensing boards.

Documentation

1. Faculty who teach in CHHS are responsible for providing to the unit leader / program director the documentation necessary to verify their qualifications.
2. The unit leader / program director is responsible for ensuring that all academic credentials are verified and provides the following documentation to the dean (or designee):
 - a. Official transcripts (or letter from the university) for graduate degree(s) and relevant graduate coursework; [exception, part-time adjunct instructors]
 - b. Current Curriculum Vita;
 - c. Course(s) assigned to faculty member to teach.

3. The unit leader / program director is also responsible to provide to the dean (or designee) the following documentation for instructors lacking appropriate academic credentials:
 - a. Objective evidence verifying the qualifying experience(s), professional licenses, certifications, publications, achievements, honors, awards, and other competencies supporting faculty qualification to teach;
 - b. Unit leader / program director justification clearly describing the relevancy between items outlined above with course content and level of instruction within the discipline.

Approval of Qualifications

1. Faculty within the teaching unit review documentation of instructor credentials and justification of other qualifications and provides program-level approval.
2. The Dean of the College (or designee) is responsible for ensuring that all instructor credentials are verified and other qualifications are justified and provides college-level approval.
3. The College shall maintain physical or electronic copies of documentation supporting faculty qualifications in the faculty member's official file.

Source: Higher Learning Commission. "Institutional Policies and Procedures for Determining Faculty Qualifications: HLC's Criteria for Accreditation and Assumed Practices." (https://download.hlcommission.org/FacultyGuidelines_OPB.pdf). Accessed on 2/21/2024

External and Internal Fundraising

The NDSU Foundation has established a well-defined fundraising and friend-raising structure and process for seeking donations from external constituents including alumni, corporations, foundations, businesses, and NDSU friends for the purposes of supporting University and College priorities. This process includes a requirement that all fundraising activities being conducted with external constituents on behalf of the College involving its employees, students, student organizations, staff and faculty must be centrally coordinated through the College Director of Development and approved by the Dean of the College. Students, student organizations, staff, and faculty must also obtain approval from their Unit head and Dean of the College before actively fundraising or seeking donations from any internal University entity including but not limited to Central Administration (e.g. President, Provost, Vice President for Research, or other administrators, departments or divisions on campus). Students and student organizations must also have any fundraising efforts reviewed and approved by their organizational advisor. Employees, students, student organizations, staff, and faculty of the College who are applying for funding support through an open public competitive application process (e.g. grant or other) are to follow the University Research Administration guidelines for submitting and approving grants or obtain approval from the Dean of the College.

Representation on University Senate

College representation on University Senate shall be in alignment with University policy and consist of faculty from across Units to maintain equitable distribution across disciplines.

Work-Life Satisfaction

The College and Units are committed to work-life balance, integration, and satisfaction. The College supports and facilitates NDSU policies, benefits, and support mechanisms for individuals and families.

Such an environment provides all employees with flexibility in balancing work and personal commitments. There is a shared responsibility to achieve this balance in an environment of honesty, integrity, and respect for both the employee and the institution. To facilitate employees in establishing work-life balance, department and college meetings (including departmental or college committees) will not begin before 8:30 a.m. and will end by 4:30 p.m.

Workload

Faculty perform a wide variety of tasks determined by the requirements of their discipline and by the mission of the University. Academic units within the College will adhere to NDSU policy related to workload and will develop and maintain a unit-level workload assignment plan that is tailored to their unit for faculty teaching, research/creative activity, service and administrative assignments. The development and maintenance of the unit workload assignment plan will be a collaborative effort between all unit faculty and unit administration. All academic unit workload assignment plans must be approved by its faculty and Dean. Unit workload assignment plans and practices shall assure that faculty have rank-appropriate, transparent, and comparable workloads.

The College supports modified duties as defined in NDSU policy 320 for academic appointees (as defined by NDSU policy 350.1) who 1) becomes a parent or legal guardian of a child (as defined by the Family Medical Leave Act (FMLA)); 2) has a health condition that makes them unable to perform their regular duties but does not necessitate a reduction in workload; 3) must temporarily care for a child, spouse/partner or parent who has a serious health condition (as defined by FMLA); or 4) experiences exceptional circumstances in their personal lives, including, but not limited to, a death in the immediate family (spouse/partner or child) or divorce. Modified duties, goals, and duration will be negotiated by the individual requesting modified duties with the department chair/head and approved by the dean.

Faculty Governance

Changes to policy can be proposed by any member of the college faculty, including administrators, who hold a half-time or greater appointment at the rank of professor, associate professor, assistant professor, professor of practice, associate professor of practice, assistant professor of practice, research faculty, senior lecturer, lecturer, or instructor within the CHHS. To take effect, such changes must follow the voting guidelines outlined in the College bylaws.