

NDSU College of Health and Human Sciences

Policy Manual

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Policy 101. BYLAWS of the COLLEGE of HEALTH and HUMAN SCIENCES

GENERAL DESCRIPTION

The College of Health and Human Sciences (CHHS) of North Dakota State University (NDSU) has adopted the following bylaws to assist in the orderly conduct of its affairs and to expedite the performance of its obligations in accordance with administrative policies and the Rules and Regulations of the North Dakota Higher Education System.

Specific purposes of these bylaws are to:

- Establish operational rules for faculty meetings
- Establish the responsibilities and related activities for the standing committees
- Facilitate the election of faculty representatives
- Incorporate the promotion and tenure policy

GOVERNANCE

The faculty of the CHHS shall govern the College in accordance with the laws and regulations of the state of North Dakota, North Dakota State Board of Higher Education, and the policies and directives of the University.

The faculty, including administrators, is defined here as those 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.

COLLEGE COMMITTEES

The immediate governance of the College and its respective disciplines shall be by the faculty. College level business shall be governed by College faculty including but not be limited to the governance of College standing committees. Unit-specific business shall be governed by the faculty of that Unit including but not limited to the governance of standing committees established by the Unit. Such power and authority of the faculty shall be executed in accordance with the rules, regulations, policies, and procedures established by the faculty for the College and its respective Units.

College Committee Structure:

Membership

- Unless otherwise stated, standing committee membership shall consist of one faculty member representing each Units of the College.
- Each standing committee shall determine the length of terms for its members. Terms shall be staggered.

Operation

- Individual standing committees may develop operational rules as needed to conduct their business in an orderly manner.
- With the exception of the PTE Committee, minutes or records shall be kept of all committee meetings, shall be available to each committee member, and an electronic copy shall be filed on the College Blackboard site.
- With the exception of the PTE Committee, all committee meetings shall be open to the faculty.

- Additional standing, ad hoc, or special committees may be created by the College's faculty organization and/or the College administration and shall function under the general rules of this section.

College Standing Committees

Leadership Council:

- The Leadership Council shall consist of the Dean, who shall be chair, the Assistant/Associate Dean(s), Chair/Head or a designee from each of the Units, the CHHS Faculty Senate Executive Committee representative, Business Manager, and Assistant to the Dean.
- Other members of the College faculty and/or staff (i.e. Director of Student Affairs, Director of Development, College Marketing/Communications lead, Extension, etc.) may be invited to attend as deemed necessary.
- The Leadership Council, acting as the leadership team of the College, shall be an advisory committee to the Dean on administrative matters affecting the College.

Scholarship Recognition and Awards:

- The Scholarship Recognition/Awards Committee shall consist of the scholarship review chair of each Unit and the Director of Development and Scholarship Coordinator and shall meet to award college-level scholarships.
- The committee shall elect a chair.
- Under the leadership of the 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.

Academic Affairs:

- The Academic Affairs Committee shall consist of one member from each Unit and will elect a chair annually.
- With the assistance of the Dean's Office, the responsibilities of this committee are to:
 - Recommend to the faculty policies and standards regarding academic integrity, probation, termination, suspension and readmission within the College
 - Based on policies and standards established by the faculty, review and recommend action on academic issues dealing with sanction, suspension, or termination
 - Hear student appeals of academic sanctions. This committee shall serve as the Student Progress Committee (SPC) for the College. The SPC shall hear and decide upon student appeals in accordance with NDSU Policy 335, Code of Academic Responsibility and Conduct

College Awards:

- The College Awards Committee shall consist of at least one faculty member from each Unit, 2 students from the College, one faculty member from outside the College, and 2 staff members from the College. Each Unit will elect their own unit representative.
- The Dean will appoint the student and staff representatives and faculty representative from outside the College.

- The committee will elect a chair annually.
- The College Awards Committee provides ongoing oversight review of awards and makes recommendations for change as needed and serves as a review panel for nominations for College-level awards for faculty and staff.
- Members of the College Awards Committee who are nominated for a college award must recuse themselves from the selection process for that year and an alternate shall be named by their Unit.
- The voting rights of this committee will be extended to all members of the committee.

Promotion, Tenure, and Evaluation (PTE) Committee:

College-level PTE committee requirements

Membership:

- The College PTE Committee shall consist of one elected representative from each eligible Unit in the College. This member must be a tenured faculty of the college, with a minimum rank of associate professor, and shall follow rules set by NDSU Policy 352.
- The College will also elect one professor of practice, with a minimum rank of associate professor of practice, and shall follow rules set by NDSU Policy 352.
- Eligible Units will elect a committee member prior to August 15th of each year with each member serving a term of three consecutive years. Members may be re-elected.
- Faculty with administrative appointments in academic Units are not eligible for membership .
- 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 the College PTE committee.
- The professor of practice on the College PTE Committee holds voting rights on applications for promotion of professors of practice.
- The committee will elect a chair annually, who will also serve on the University PTE Committee.
- In the event of a resignation from the Committee, the Unit will elect a representative to fill the vacancy on the Committee for the remainder of the unexpired term.
- Faculty members who have applied for promotion and/or tenure may not be involved in the review and recommendation process of any candidate for that evaluation period. A replacement shall be elected for that evaluation period by the individual's Unit, and this will not extend the original committee member's term.

Duties:

The College PTE Committee shall:

- Evaluate faculty candidates of the College and make recommendations for their promotion and/or tenure in accordance with the guidelines and standards established by the Unit, the College, and the Promotion, Tenure and Evaluation Guidelines and Policies of North Dakota State University and shall follow rules set by NDSU Policy 352.
- Establish and maintain the College Promotion and Tenure policies that are consistent with University guidelines and NDSU Policy 352 for making recommendations for tenure and evaluation, which will be brought to the full faculty for vote.
- Review faculty and administrator hiring candidates to determine faculty rank and tenure status upon hire.

Unit-level PTE committee requirements

- Each eligible Unit in the College shall have a unit Promotion, Tenure, and Evaluation (PTE) Committee.
- The Unit PTE Committee shall evaluate faculty candidates of the Unit and make recommendations for their promotion and/or tenure in accordance with the guidelines and standards established by the Unit, the College, and the PTE Guidelines and Policies of North Dakota State University.
- Members must be a tenured faculty of the college, with a minimum rank of associate professor, and shall follow rules set by NDSU Policy 352.
- Faculty with administrative appointments in academic Units are not eligible for membership on the Unit PTE Committee.
- In the absence of otherwise qualified individuals within the Unit, individuals external to their unit, but internal to the institution, including emerita/emeritus faculty, may serve as members of a unit PTE committee.
- When Professors of Practice are to be reviewed, the Unit PTE committee will include representation from an Associate/Full Professors of Practice holding a terminal degree from that applicant's Unit and shall follow rules set by NDSU Policy 352. Professors of Practice on the Unit PTE Committee hold voting rights on applications for promotion of professors of practice.

College Curriculum Committee:

- The College Curriculum Committee shall consist of at least one faculty member from each Unit of the College and will elect a chair annually.
- At least 2 members of this committee will be tenured faculty who will serve on the University Curriculum Committee as member and alternate.
- The Curriculum Committee coordinates curriculum across the CHHS. The Curriculum Committee reviews syllabi for new and updated courses, as well as changes in degree requirements.
- The committee is responsible for making sure new curriculum and curriculum updates adhere to the standards of the college and the university at large.

Diversity, Equity, and Inclusivity (DEI)

- The DEI Committee shall consist of at least one faculty or staff member from each Unit and two student members. The student members will be selected by the Dean. The Committee will elect a chair annually.
- The DEI Committee shall serve as a forum for soliciting input and making policy recommendations to promote continuous improvement in all areas relevant to diversity, equity, and inclusivity.
- The Committee is responsible for implementing programming for faculty, staff, and students within the College which promotes an open and welcoming working and learning environment.
- The voting rights of this committee will be extended to all members of the committee.

Interprofessional Education (IPE)

- The purpose of the IPE Committee is to expand, enhance, and sustain interprofessional education opportunities within all of the Units.
- Members of the IPE Committee shall consist of one faculty from each unit with a chair elected annually.
- The responsibilities of the committee are to:

- Facilitate cross-program interaction
- Promote curriculum innovations in interprofessional education across all disciplines
- Assess the impact of interprofessional education
- Support faculty development and training efforts in the delivery of interprofessional education

Dean's Advisory Committee

- Each Unit shall select 1 undergraduate or graduate/professional student and elect 1 faculty member who will advise and provide feedback on important matters of the College .
- Each member will serve a 1-year term and the Dean will act as chair.
- Meetings may include student representatives, faculty representatives, or both.

MEETINGS and PROCEDURES

College-Wide Meetings:

Frequency

- A College meeting will be conducted at least one time per semester.
- The faculty may also meet upon written request of five members of the faculty; the written petition must clearly explain the rationale.
- The faculty may also meet upon the call of the Dean.
- In lieu of additional meetings, business may be conducted via electronic notification and ballot provided a quorum number of electronic votes are cast.

Order of Business

- A written notice stating the place, day, and hour of regular meetings shall be distributed at least 14 days prior to each meeting with request for agenda items.
 - An agenda and associated documents shall be established by the Dean, the Faculty Secretary, or other individual designated by the Dean 7 days prior to the meeting date .
- Any member of the voting faculty may place an item on the agenda by contacting the Faculty Secretary at least 14 days prior to the scheduled meeting.
- Notice of special meetings and their purpose shall be delivered to faculty at least 7 days before the meeting, except in the case of an emergency.

Officers

- Presiding Officer
 - The Dean shall be the presiding officer. In the Dean's absence or inability to preside, this function shall be exercised by a faculty member designated by the Dean.
- The secretary of the faculty shall be elected by the faculty annually and shall:
 - Send notices of the meetings
 - Maintain and distribute the minutes of each faculty meeting
 - Conduct all elections which require a written or electronic ballot
- A parliamentarian shall be elected by the faculty annually and shall rule on all questions of parliamentary procedure.

Rules of Order

- Regular and special meetings shall be conducted in accordance with Robert's Rule of Order, most recently published edition.

Voting

- Fifty percent of the voting members of the faculty shall constitute a quorum.
- A simple majority vote shall carry a motion.
- Voting may be conducted face-to-face or electronically.
- A proxy vote may be cast if a faculty member is unable to attend a meeting but wishes to vote on an item of business at the meeting.
 - To vote by proxy, the faculty member will indicate the way they wish to vote in writing or via ndsu email and give it to the College secretary before the meeting.
 - If a faculty member wishes to give another voting member the power to vote for them, they should state this in writing with a signature and date, and follow the procedure above.
- All faculty as defined in the Governance section of this document are voting members.
- The voting rights of the DEI and College Awards Committees will be extended to all members of those respective committees.

Amendments:

These Bylaws may be amended at any CHHS faculty meeting at which more than two-thirds of all voting members are present either onsite or online. The amendments with an accompanying statement justification shall have been distributed to all faculty at least 10 days prior to the meeting at which the amendment is to be voted.

Suspension of Bylaws:

At any CHHS faculty meeting, the rules of order governing the conduct of the meeting may be suspended for a definite purpose by more than two-thirds of voting members who present either onsite or online.

Approved 12/2023

Policy 102. Standards for Promotion, Tenure, and Evaluation

1. Introduction

This document sets forth the criteria to be used by the College of Health and Human Sciences, hereafter referred to as the “College,” in the recommendation of faculty for promotion and/or tenure in accordance with the policies of North Dakota State University and the State Board of Higher Education. All faculty in the College are expected to engage in scholarly activity, consistent with their position description, which generally includes teaching, research, and/or service. Their activity should contribute to the mission and goals of the Unit, College, and University.

Standards for promotion, tenure, and evaluation in the College of Health and Human Sciences are the means by which the quality of faculty performance is determined. Criteria, which serve as general guidelines, are established at the Unit, College, and University level and represent the minimum expectation for advancement in rank or tenure. Each faculty presented for promotion and/or tenure is expected to meet the standards at a level judged acceptable. Because each Unit is unique, specific standards will be set at the Unit level, and expectations for faculty will be based on their position description and annual work-load agreements.

2. Guidelines

Standards for promotion and/or tenure have been established for advancement to each rank in each of three areas: teaching, research, and service. Professional growth and increasing responsibility for participation at all levels of the University are included. Promotions and/or tenure are based on merit and are earned by achievement as evidenced by the faculty member's total contribution to the overall mission of the Unit, College, and University. In presenting a candidate for promotion and/or tenure, it is the responsibility of the faculty member, working with the Unit head, to present data and information that illustrate each standard has been met.

Faculty members are expected to provide sustained contributions to the overall mission of the Unit, College, and University and maintain high standards of professional and ethical behavior in their work. A commitment to the University core values as stated in the NDSU Strategic Plan is expected. 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 University Policy Section 151: Code of Conduct and University Policy Section 326: Academic Misconduct.

3. CHHS Philosophy

Faculty may have responsibilities in research, teaching, and/or service. While the College as a whole must excel in all of the above areas, individual faculty members may contribute in some areas more than others. Therefore, each Unit, with approval of the Unit Head, and Dean, must define permissible weights to be given to these roles and responsibilities for each Unit member. The candidate for promotion and/or tenure must demonstrate sustained contributions to the Unit, College, and University, demonstrate competence, and provide evidence of quality in teaching, scholarship, and/or service. In evaluating the candidate's qualifications for promotion and/or tenure, the candidate's position description and workload agreement will be used to define priorities for each role, and evaluation must reflect those priorities. Moreover, during the evaluation, the College PTE Committee will rely on the Unit guidelines in addition to the University Policy Section 352.

4. Teaching

Teaching (encompassing curriculum development, instruction, and advising) refers to a broad area of interactions for educational purposes. A faculty member who excels in teaching is a person who engages learners; guides learners to think purposefully, independently, and critically; keeps informed about new developments in their specialty and related fields; strives continuously to broaden and deepen their knowledge and understanding; and continually contributes to improving the methods of teaching their subject matter. Faculty will demonstrate competence in educational activities as defined by their Unit and position description. These guidelines apply to all ranks.

4.1 CRITERIA & EVIDENCE

In the area of teaching, candidates should follow the criteria and evidence described in University Policy Section 352. Specific to the College, additional considerations should be made for the effective preceptorship and/or clinical supervision of learners earning academic credit for these experiences. A candidate should provide evidence of quality teaching through multiple sources. Examples of possible evidence can be found in University Policy Section 352 and Unit specific documentation. Evaluation of teaching should be conducted and interpreted consistent with University Policy Section 332: Assessment of Teaching.

5. Research

Scholarship is defined as any original work that is conducted and sufficiently documented by faculty such that it exemplifies excellence, innovation, and sustained record of scholarship and is recognized by peers to have made an impact on and contributions to new knowledge. Scholarship may be demonstrated and documented in one or more of the following areas: discovery, integration, application and teaching.

- The scholarship of discovery is the practice of research and represents the investigative tradition of academic life. The scholarship of discovery contributes to the realm of human knowledge and to the intellectual climate of the College and University.
- The scholarship of integration is the giving of meaning and perspective to isolated information and fitting information into larger, more meaningful patterns. While it represents the synthesizing research traditions of academic life, it can also be affected through service and clinical practice.
- The scholarship of application is the responsible application of professional knowledge to consequential problems in both preclinical and clinical arenas.
- The scholarship of teaching and learning demonstrates innovation, discovery, or experimentation in the classroom or clinical setting that enhances learning.

5.1 CRITERIA AND EVIDENCE

Examples of possible evidence can be found in University Policy Section 352 (section 2.2.2) and Unit specific documentation. Additional criteria for the assessment of quality of the scholarship of teaching and learning, discovery, integration, and/or application may include but are not limited to the following examples:

- Peer-reviewed publications
- Grantsmanship (including contracts)
- Presentation of papers at professional societal meetings
- Appointments to regional, national, and/or international advisory boards/committees study sections
- Publication of non-peer reviewed sources

Units may have further criteria that indicate prioritization and/or additional requirements for scholarly output.

5.2 STANDARD FOR RESEARCH/SCHOLARSHIP, PROMOTION TO ASSOCIATE PROFESSOR/PROFESSOR OF PRACTICE (AND TENURE IF APPLICABLE)

Faculty will develop original scholarly and/or creative activities to establish a research/scholarly program that is judged satisfactorily evaluated by the Unit guidelines and University Policy Section 352.

Refereed/peer-reviewed original publications and/or works are expected. Definitions and examples of scholarly activity will be provided within Unit PTE guidelines.

5.3 STANDARD FOR RESEARCH/SCHOLARSHIP, PROMOTION TO PROFESSOR/PROFESSOR OF PRACTICE

Promotion to Professor and Professor of Practice requires demonstration of maturity and leadership in scholarly activities. Faculty will show a record of continuous scholarly activity that contributes to their professional field and moves it forward as evidenced in the portfolio submitted. The candidate for Promotion to Professor must clearly articulate their contribution to the literature or knowledge-base in their field.

6. Service

The College of Health and Human Sciences values faculty service at the Unit, College, University, and/or professional levels. Each Unit within the College specifies both the criteria and evidence related to the demonstration of quality service. Examples of possible evidence for evaluation can be found in Unit PTE guidelines and University Policy Section 352 (sub section 2.2.3).

7. Procedural Guidelines for the Recommendation of Promotion and/or Tenure

7.1 SUBMISSION OF PORTFOLIO

Portfolio formatting guidelines and dates are available from the Office of the Provost and should be followed. Consideration of external letters will not be required at the College level but will be considered in evaluation of the portfolio if Unit guidelines require them.

7.2 ANNUAL REVIEW

Annual reviews will be conducted with each faculty member in accordance with University Policy Section 352. Each review will be completed based on Unit level requirements.

7.3 THIRD YEAR REVIEW

It is required that all tenure track faculty (University Policy Section 352.4.4) requesting promotion and/or tenure prepare materials for an intensive mid-term review during their third year towards promotion and/or tenure. It is encouraged, as per University Policy 352.4.5, that professors of practice seeking promotion also prepare materials for an intensive third year review. Review documents will use the portfolio format and procedures outlined by the Office of the Provost.

These materials are to be submitted in the spring semester of the third year and should follow the full tenure portfolio format established for submitting applications for promotion and/or tenure available from the Office of the Provost. A Unit-level mid-tenure review should be conducted and made available at the time of the College-level review. If necessary, the PTE committee may request additional information from the candidate, the Head, and the Dean. The committee will generate a written assessment report regarding progress toward promotion and/or tenure within the college based on the college timeline.

Copies will be distributed to the candidate, the Unit Head, and the Dean of the College. A copy will be retained in the candidate's personnel file. Refer to the University calendar for a detailed timeline for submission and review of materials.

7.4 POST TENURE REVIEW

See University Policy Section 352.4.8. Follow the University Policy Section 352 for formatting guidelines. Refer to the University calendar for timeline details.

7.5 EARLY PROMOTION

Faculty with "exceptional academic accomplishments" may warrant early promotion and/or tenure prior to the completion of the six-year probationary period. Faculty need to have completed a third-year review prior to early promotion and/or tenure. Petitions for early promotions and/or tenure shall be initiated by the Unit Head, and not by the faculty member. Refer to University Policy Section 352, 3.5 for additional clarification.

7.6 JOINT APPOINTMENTS

In accordance with University Policy Section 352.6.12, in the case of joint appointments, the primary responsibility for the review rests with the Unit and the College that holds the majority or plurality of the appointment. If an appointment is equally split between two Units (e.g. 50/50), an MOU should be drafted to communicate the tenure home and the primary evaluator(s). Decisions about promotion and/or tenure criteria for review are decided at the Unit level. Such Unit 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 shall be included in the portfolio.

7.7 REVIEW OF FACULTY AND ADMINISTRATIVE CANDIDATES

Review of faculty and administrative candidates with previous relevant experience to determine faculty rank and tenure status upon hire will follow procedures and guidelines outlined in University Policy Section 352.3.5.1.

Approved: 05/14/2024

Policy 103. College of Health and Human Sciences Recognition Awards

The College has established the following awards to recognize individuals for achieving excellence in the areas of teaching, research, service, and academic advising. The awards will be selected annually according to the following criteria and procedure. The frequency and number of faculty and staff awards distributed on any given year will depend on the availability of funds and the quality of nominations received. All awards will be based on evidence of high quality.

The College Awards Committee will be responsible for facilitating the award selection process including: by February 1, soliciting nominations from faculty, staff, and students to be submitted no later than March 15; and by April 1, recommending the award recipients to the Dean. By April 15, the Dean will make the final decision on the selection of the award recipient.

The College Awards Committee's composition follows the College bylaws requirements. Members may be of any academic rank and serve for a maximum of 3 years before rotating off the committee. Members of the committee who are nominated for awards must recuse themselves from the selection process for the specific award with which they were nominated.

To be eligible for an award, nominees (faculty, lecturers, staff, administrators) must hold at least a 50% appointment in the College. Nominations can be from anyone in the College (faculty, staff, or students). Self-nominations are accepted. Nominations will be submitted electronically through a link provided by the College Awards Committee. The nomination should make a clear case that exceptional work has been done in no more than 500 words. A copy of the nominee's curriculum vitae may also be provided to support the nomination. Nominations should focus on accomplishments over the past year. However, consideration will be given to accomplishments/achievement in the last five years. Nominations must address the award criteria and specific evidence/examples must be provided; only information provided in the nomination will be considered in selecting award recipients. Individuals who received an award in the same category during the past five-year period are not eligible for the same award to increase award representation.

Each award will have two possible awardees, a Senior level awardee (5+ years of experience), and a Junior level awardee (1-5 years of experience). In years where no suitable nominees are identified, the committee may recommend not to issue the award.

The Award Committee will review the nominating materials and make a recommendation for each award to the Dean.

MARY BERG AWARD FOR EXCELLENCE IN TEACHING

The award recognizes a faculty member who is an outstanding teacher as defined by the ability to inspire and engage students in learning, who has demonstrated knowledge of pedagogical principles, and has been creative and innovative in approaches to teaching.

EXCELLENCE IN RESEARCH

The award recognizes a faculty member who has demonstrated outstanding achievements in research and excellence/innovation in scholarly work.

EXCELLENCE IN SERVICE

The award recognizes a faculty member who has a sustained record of service to the department, college, university, profession, and to the public through community-engaged scholarship efforts, professional involvement, and/or civic contributions.

EXCELLENCE IN ADVISING AND/OR MENTORING

The award recognizes an individual (faculty, staff, or administration) within the College who has demonstrated exceptional advising and mentoring skills and who has had a positive impact on students, staff, and/or faculty. By highlighting examples of outstanding academic advising and mentoring, the award identifies qualities and characteristics important to good advising and mentoring, which make significant contributions toward meeting the mission of the College in representing that student academic success is paramount.

OUTSTANDING STAFF EXCELLENCE

This award recognizes a staff member who demonstrates outstanding performance on the job. This includes promoting the image of the department, college, and/or university through continued contacts with those being served; consistent promotion of excellence in themselves and colleagues; initiates or recommends innovative ideas that are implemented and results in better service or efficiency; and exhibits grace under pressure.

SUPPORTIVE COLLEAGUE

This award recognizes an individual (faculty, staff, or administration) who has demonstrated excellence at building community and supporting their colleagues within their department, college, and/or university.

EXCELLENCE IN DIVERSITY, EQUITY, AND INCLUSION

This award recognizes an individual (faculty, staff, student, or administration), committee, or other group with demonstrated excellence to foster diversity, equity, and inclusion within the college and/or university.

Approved: xx/xx/xxxx

Policy 104. 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.

Approved 4/18/2024

Policy 105. 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.

Approved 4/18/2024

Policy 106. 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.

Approved 4/18/2024

Policy 107. 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.

Approved 4/18/2024

Policy 108. 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.

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Policy 109. 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

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Policy 110. 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.

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Policy 111. 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.

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Policy 112. 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.

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Policy 113. 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.

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Policy 114. 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.

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