



Policy and Procedure Manual

2017-2018

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### **Welcome to the Department of Public Health!**

This procedure manual has been written to assist in acclimation to the department and does not take the place of any NDSU policies or procedures. The NDSU Policy Manual is:

<http://www.ndsu.edu/policy/>

### **Mission Statement**

The Mission of the NDSU Public Health is to promote health and well-being in diverse populations with an emphasis on American Indian and other underserved populations by providing educational, practical, and research opportunities for public health professionals. The program's goals address instruction, research, service, and leadership:

- Goal 1 - Instruction: The MPH program will prepare public health graduates with a sound knowledge and skills base in public health.
- Goal 2 - Research: The MPH program will engage in high-quality research that leads to advances in public health.
- Goal 3 - Service: The MPH program will provide service through community engagement and collaboration to meet the public health needs of North Dakota and the Northern Plains.
- Goal 4 - Leadership: The MPH program will build capacity of the existing public health workforce and act as a catalyst for leadership development, continuing education, diversity, and innovation among the public health workforce.

**Website:**

<http://www.ndsu.edu/publichealth/>

**Physical Address:**

1805 Research Park Drive  
Fargo, ND 58102

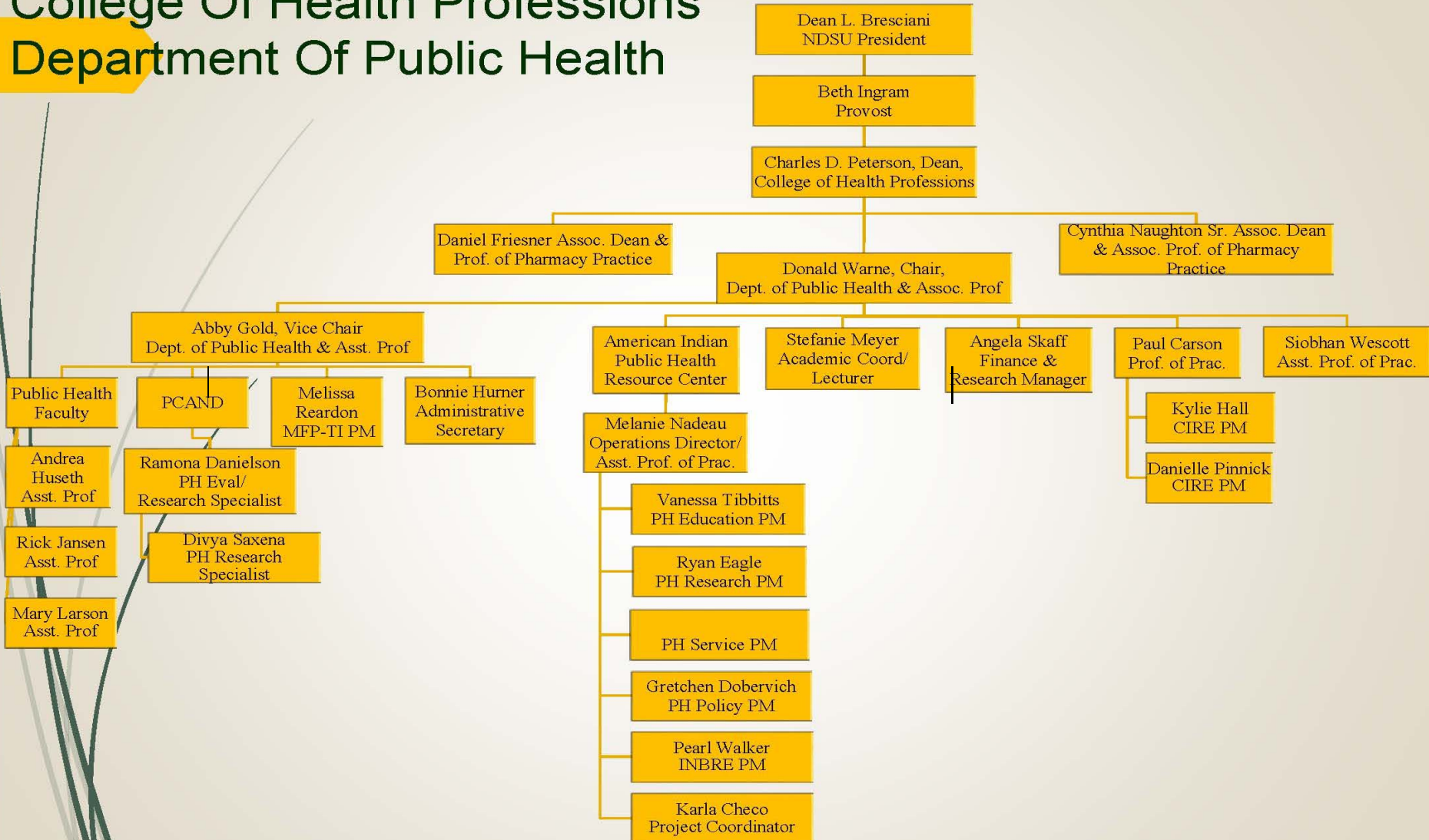
**Mailing Address:**

P.O. Box 6050  
Fargo, ND 58108

**Research 2 Building:**

The R2 building is a secure building and visitors need to be admitted into the departmental wing. Visitors can call from the entry using the telephone and phone list. Please ensure that anyone coming to meet with you has your name or phone number. Each wing is locked and once outside the double doors, a pass is needed.

# NDSU College Of Health Professions Department Of Public Health



## DPH Faculty &amp; Staff Directory

## MPH Faculty &amp; Staff: Research 2

<u>Name</u>	<u>Title</u>	<u>Phone Number</u>	<u>Email</u>	<u>Office</u>
Abby Gold	Vice Chair, Associate Professor	231-7478	<a href="mailto:abby.gold@ndsu.edu">abby.gold@ndsu.edu</a>	202C1
Andrea Huseth-Zosel	Assistant Professor	231-8681	<a href="mailto:andrea.huseth-zosel@ndsu.edu">andrea.huseth-zosel@ndsu.edu</a>	206C
Angela Skaff	Finance & Research Manager	231-7238	<a href="mailto:angela.skaff@ndsu.edu">angela.skaff@ndsu.edu</a>	206A
Bonnie Hurner	Administrative Secretary	231-6269	<a href="mailto:bonnie.hurner@ndsu.edu">bonnie.hurner@ndsu.edu</a>	202
Danielle Pinnick	CIRE AFIX Project Manager	231-6175	<a href="mailto:danielle.pinnick@ndsu.edu">danielle.pinnick@ndsu.edu</a>	214A
Donald Warne	Chair, Professor	231-6323	<a href="mailto:donald.warne@ndsu.edu">donald.warne@ndsu.edu</a>	206B
Donna Grandbois	Associate Professor	231-9793	<a href="mailto:donna.grandbois@ndsu.edu">donna.grandbois@ndsu.edu</a>	206G
Divya Saxena	Public Health Research Specialist	231-6287	<a href="mailto:divya.saxena@ndsu.edu">divya.saxena@ndsu.edu</a>	214C
Gretchen Dobervich	AIPHRC Policy Project Manager	231-6248	<a href="mailto:gretchen.dobervich@ndsu.edu">gretchen.dobervich@ndsu.edu</a>	238
Karla Checo	AIPHRC Project Coordinator	231-6239	<a href="mailto:karla.checo@ndsu.edu">karla.checo@ndsu.edu</a>	238
Kylie Hall	CIRE Project Coordinator	231-6262	<a href="mailto:kylie.hall@ndsu.edu">kylie.hall@ndsu.edu</a>	214A
Mary Larson	Assistant Professor	231-8603	<a href="mailto:mary.larson2@ndsu.edu">mary.larson2@ndsu.edu</a>	206B
Melanie Nadeau	AIPHRC Operational Director/Assistant Professor of Practice	231-6193	<a href="mailto:melanie.nadeau@ndsu.edu">melanie.nadeau@ndsu.edu</a>	238
Melissa Reardon	MFP Tribal Initiative Project Manager	231-6108	<a href="mailto:melissa.reardon@ndsu.edu">melissa.reardon@ndsu.edu</a>	214B
Paul Carson	Professor of Practice	231-8903	<a href="mailto:paul.carson@ndsu.edu">paul.carson@ndsu.edu</a>	206F
Pearl Walker-Swaney	INBRE Project Manager	231-6111	<a href="mailto:pearl.walker@ndsu.edu">pearl.walker@ndsu.edu</a>	238

Ramona Danielson	PH Program Evaluator/Research Specialist	231-8916	<a href="mailto:ramona.danielson@ndsu.edu">ramona.danielson@ndsu.edu</a>	214C
Rick Jansen	Assistant Professor	231-6487	<a href="mailto:rick.jansen@ndsu.edu">rick.jansen@ndsu.edu</a>	206E
Ryan Eagle	AIPHRC Research Project Manager	231-6358	<a href="mailto:ryan.eagle@ndsu.edu">ryan.eagle@ndsu.edu</a>	238
Siobhan Wescott	Assistant Professor of Practice	231-6708	<a href="mailto:siobhan.wescott@ndsu.edu">siobhan.wescott@ndsu.edu</a>	206H
Stefanie Meyer	MPH Program Coordinator/Lecturer	231-6549	<a href="mailto:stefanie.meyer@ndsu.edu">stefanie.meyer@ndsu.edu</a>	206D
Vanessa Tibbitts	AIPHRC Education Project Manager	231-6279	<a href="mailto:vanessa.tibbitts@ndsu.edu">vanessa.tibbitts@ndsu.edu</a>	238

**Hours of Operation**

Regular hours of operation are 8 a.m. to 5 p.m. with an hour for lunch. The summer schedule is 7:30am to 4pm with a 30 minute lunch. Your supervisor must approve a different schedule than the above. Once approval is given, please email your schedule to the administrative staff for coordination of students or visitors who may come when you are not available. All personnel are expected to hold regular office hours. Any deviation from standards hours require supervisor approval.



### **Parking Permit**

A parking permit is required for the R2 lot and can be purchased at Facilities Management located at 1801 15th Avenue North. This permit is lot-specific and cannot be used at other lots. If you have any questions about parking passes, please call the Parking and Transportation Services at (701) 231-5771. Their hours are 8:00-4:30 during the academic year and 7:30-4:00 during the summer and during academic breaks.

If a pass is needed for another lot on campus, the two permits are located on the filing cabinet near the copy machine and can be used for work related parking. A check out system is used to track these parking passes. If going on campus for other activities not related to work, there are public lots which will take credit cards or dollar bills. Additionally, the metro buses are free access to the main campus and there is a bus stop directly across the Street on Research Park Drive. The bus schedule is located by the main office on the first floor.

**Conference Room**

The conference room, 204, can be reserved by emailing [shanna.nelson@ndsu.edu](mailto:shanna.nelson@ndsu.edu) or calling 1-7380. To view the conference room schedule through Outlook, go to your calendar, and under the room tab, search for NDSU R2 Room 204 (10) and then add so that you can view this calendar. The direct line to the conference room is (701) 231-5679

The IP for the conference room in R2 is 134.129.98.31

IVN help desk number: 701-566-0487

**Signature Needs**

A red folder is placed in the Administrative Secretary's mailbox. If items need to be reviewed or signatures are needed from Dr. Warne, Dr. Gold or Dean Peterson, please place this in the red folder. Signature items can include leave slips, travel forms, and grant proposal transmission forms, etc.

**Supplies**

Supplies are ordered on the first Friday of each month through the department. The Administrative Secretary will send out a supply request email prior to placing the order. Please respond back through an email with your office needs, including the project and fund number which will be paying for the supplies. After the supplies are ordered, a confirmation email will be sent.

All office supplies will be ordered through the department. Prior approval is necessary to purchase supplies.

## **Phone System Information**

### **Voice Mail Access:**

Voicemail is accessible by dialing 19100 and your password.

### **Long Distance Calling:**

Long distance calls through NDSU phones are allowed only for work related concerns. The format is 9 -1- area code, and phone number. Once this number is dialed, a long distance code is needed to call out of area. It is entered after the long distance number is dialed.

### **Conference calls:**

If you plan to use the conference line, please reserve the line on the DPH calendar by inviting it to your meeting at [ndsu.dph@ndsu.edu](mailto:ndsu.dph@ndsu.edu). When reserving it make sure your grant name (if applicable) is in it so the call can be charged appropriately.

Dial in number for host and participants: 1(888) 721-8686

Passcode for participants: 5274693

Host pin: 4100

### **Copier/Fax/Scanner/Printer**

Each faculty and staff is assigned a copier code. This code applies to the copier applications- fax, scan, copy and print, and it is necessary to enter this code in your computer. Under the startup menu, open printer and devices, the copy machine is labeled, Research Park 2 – Lanier LD 620 PCL 5c properties. Click on Adjust Printer Options and go to the Valid Access tab. Type in your 5 digit code and click OK. This access code will be needed when you make copies, fax or scan while at the machine.

### **Fax**

The fax number is (701) 231-5586. To fax off campus, dial 9 and then the number. If dialing long distance 1- area code, and then number. If on campus, dial 1 and the last four.

### **Copier**

Load Tray 3 only with paper to avoid jams. Please set your computer to print black and white copies to save costs, and make only **work essential** copies. Your printer code tracks all copies made.

### **Shredder**

A shredder is located in the copier corridor for shredding of sensitive information.

## NDSU Google Apps

Your NDSU Google Apps account provides access to Google Sites and Google Drive. To get started using Google Apps at NDSU, see the information below or visit our [Google Apps at NDSU FAQ page](#).

Log in to your NDSU Google Apps account for the first time

1. Go to the [Google Apps at NDSU login page](#) (right click to open in a new tab or window)
2. Type your NDSU email address (typically *firstname.lastname@ndsu.edu*) in the **Email** field
3. Type your default password in an **Xxx##YYYY** format:  
Xxx are the first 3 letters of your birth month, with the first letter capitalized  
## are the last two numbers of your Student ID / Emplid  
YYYY is the year you were born
4. Click **Sign in**
5. When prompted, enter a new password, and then enter your new password again to verify you have entered it correctly
6. Click **Let's Get Started** to close the initial welcome message

For more information on the options and availability of the app see:

[https://www.ndsu.edu/its/help\\_desk/collaboration\\_and\\_storage/google\\_drive/](https://www.ndsu.edu/its/help_desk/collaboration_and_storage/google_drive/)

**This will be the form of communication for you to submit your motorpool request, travel voucher, accounts payable voucher and event application requests.**

## DPH Google Forms

The links below are where you can fill out the google form for the related travel need:

- Motorpool request: <http://goo.gl/forms/rljptds2jE>
- Travel Reimbursement request: <http://goo.gl/forms/nTIRlo9eL3>
- Accounts Payable (Employee Reimbursement) request: <http://goo.gl/forms/d8rLS7Lynn>
- DPH Event Application: <https://goo.gl/forms/X4kWsbdWuJ9ICA4i1>

**Work Related Leave**

All travel requires prior approval from your supervisor. The form for In-state or Out-of-state and International (International requires Provost Approval) is located at:

<https://apps.ndsu.edu/busforms/>

At the bottom of each form is an option for Email Carbon Copy please add:

[bonnie.hurner@ndsu.edu](mailto:bonnie.hurner@ndsu.edu)



## **Travel & Employee Reimbursement**

Please review the below link when you are preparing to travel.

DPH personnel will be assisted by the Administrative Secretary for completing their Travel Expense Vouchers. DPH personnel are responsible for assuring that all necessary documentation, invoices, and receipts are made available to the administrative secretary for completing the voucher. The travel form and accounts payable on google drive (**Sect. 1.12**) must be submitted within 30 days of travel or expenditure for proper assurance in reimbursement in addition to all **original** receipts and needed documentation (i.e. banquet & meeting).

The links below are where you can fill out the google form for the related travel need:

Motorpool request: <http://goo.gl/forms/rljptds2jE>

Travel Reimbursement request: <http://goo.gl/forms/nTIRlo9eL3>

Employee Reimbursement request: <http://goo.gl/forms/d8rLS7Lyyn>

### New PeopleSoft Expense Report procedures

Once the google doc is submitted, your information in the PeopleSoft and your scanned receipts are attached. To expedite the process, it would be beneficial for the person requesting reimbursement to SCAN in their original receipts and email them to me [bonnie.hurner@ndsu.edu](mailto:bonnie.hurner@ndsu.edu) notating on the subject line their LAST NAME and DATES. Scanned receipts are attached to the Expense Reimbursement.

The employee will notified via email when information is in PeopleSoft and is ready to be REVIEWED and APPROVED.

Employee reviews the report in PeopleSoft and if there are no changes clicks on **Submit Expense Report**

Employee's HR supervisor is automatically notified by an email of pending expense reports to approve

HR supervisor can **Approve, Send Back, Hold or Deny**

If approved, notification is emailed to the Department approver. If the Supervisor and Department approver are the same, then the expense report moves to the next level of approval

Approval for local, appropriated or differential tuition funding is routed to Accounting, grant funding is routed to Grant and Contract Accounting

Once fully approved, reimbursement will happen within a few days

If there are corrections to be made, notification is sent back to the employee for correction. You will need to visit with your assistant/staff member who does the input of the expense receipts as to the additional documents or corrections that are needed.

Original receipts should be placed in the bright, flowered file folder in Administrative Secretary's mailbox. Original receipts will be kept in the department.

The link below will assist you in aligning your travel with NDSU's policies and ensure your reimbursement.

The Quick Reference Guide for Employee Travel link is:

[http://www.ndsu.edu/fileadmin/accounting/docs/ACCT-QRG\\_Travel.pdf](http://www.ndsu.edu/fileadmin/accounting/docs/ACCT-QRG_Travel.pdf)

### Other Travel links

Overall Travel - <http://www.ndsu.edu/accounting/travel/>

Travel Reimbursement Process - [http://www.ndsu.edu/fileadmin/accounting/docs/ACCT\\_-\\_Expediting\\_the\\_travel\\_reimbursement\\_process.pdf](http://www.ndsu.edu/fileadmin/accounting/docs/ACCT_-_Expediting_the_travel_reimbursement_process.pdf)

Payment of meals for staff and guests - <http://www.ndsu.edu/fileadmin/policy/170.pdf>

Travel – Employee NDSU Policy - <http://www.ndsu.edu/fileadmin/policy/515.pdf>

Authorization for Out-of-State Travel -

<https://apps.ndsu.edu/cas/login?service=https%3A%2F%2Fapps.ndsu.edu%2Fbusforms%2Findex.php>

This form is to be completed by the person who will be traveling. The purpose of the form is for the traveler to obtain *pre-trip* authorization, per [NDSU Policy Section 515.3](#)

Scan in pre-trip authorization approval email along with your receipts that will be attached to your Expense Report.

Purchasing of airline tickets and conference registration is allowable on the department purchase card. All other costs are to be incurred by the employee and will be reimbursed following travel completion via a travel reimbursement. Please contact the Administrative Secretary for permission to use the department purchase card or for questions related to your travel reimbursement.

If you feel that your travel reimbursement is delayed, please contact the Administrative Secretary.

### State Fleet

Employees are **strongly encouraged** to use the state fleet for travel in lieu of his/her personal car.

All Faculty and Staff will submit a Motor Pool request form via the google drive process (sect. 1.12). All requests for Motor Pool will follow this form to ensure you have a proper reservation submission by the Administrative Secretary.

[Motor Pool Request Form](#)

**NDSU DEPARTMENT OF PUBLIC HEALTH TRAVEL FUND REQUEST**

The Department of Public Health will make every effort to support faculty and staff travel to professional conferences and public health activities. To be eligible for travel funds, the individual must:

- Have an accepted conference paper, poster, professional presentation, or performance/exhibit related to public health
- Be employed or affiliated with the Department of Public Health
- Follow all NDSU travel rules and regulations. It is the responsibility of the individual to ensure they are familiar with these rules and regulations. Failure to follow NDSU rules and regulations may result in lack of travel reimbursement: (<http://www.ndsu.edu/fileadmin/policy/516.pdf>).

The Department will provide funds for faculty and staff to travel to and attend professional conferences or public health activities if the individual meets the above requirements.

The Department award will be made after considering department/school and college contributions, as well as available Department funds. Effort should be made to procure additional travel funding. Travel requests will be approved based on availability of Department funds.

Preference will be given to oral presentations over poster presentations, paper presentations, or exhibits. Department funding will only cover, lodging, meal, or transportation costs for the dates of the conference/event. Meal and lodging expenses will be limited to the days needed to complete the conference trip. Meal and lodging expenses for additional travel necessary to get a discounted or reduced airline rate are reimbursable, if a cost savings can be documented (NDSU Policy Section 515, 5.2). Individuals must choose the most prudent and economical means of travel, considering factors such as: travel expenses, time away from the office, and the needs of the University. Any policy-related travel questions should be directed to Ricki Martin in Accounting (701-231-7433, [ricki.martin@ndsu.edu](mailto:ricki.martin@ndsu.edu)).

If out-of-state travel is involved, please complete the appropriate [out-of-state travel authorization form](#) , you will need to login with your NDSU login to access the form.

\*\*Documentation of each of the following **MUST** be provided by the individual, in addition to this travel reimbursement request:

1. Acceptance to present/exhibit at specified conference
2. Copy of hotel costs – including any fees/taxes
3. Copy of airline costs – including any fees/taxes
4. Estimated cost of mileage if driving
5. Estimate of ground transportation costs – including transportation to/from airport (if appropriate)
6. Proof of attempts to locate additional funding (e.g. copy of completed travel fund scholarship application for conference)
7. Conference/event agenda, including dates and times of events

Upon notification of funding amount, individuals need to be aware **they will have to pay for all associated costs out of pocket initially and will be reimbursed by the Department for their approved amount following submission of appropriate documentation to the Department.**

The MPH program cannot pay for any expenses prior to the conference/event. The individual is also responsible for costs should they be unable to attend the conference/event for any reason.

Immediately following the conference /event, original receipts (scanned copies will not be accepted) for all expenses for which the individual budgeted and appropriate paperwork must be mailed or submitted in person to the Department assistant. An NDSU travel reimbursement form needs to be completed by the individual and signed by the individual and the Department Vice-Chair prior to reimbursement of specified preapproved amount.

Every attempt should be made to provide documentation to the department in a reasonable amount of time prior to the event. Please email completed forms to [angela.skaff@ndsu.edu](mailto:angela.skaff@ndsu.edu), or

mail a hard copy via campus mail to Research Park 2, 206A, attention Finance and Research Manager.

Individuals will be notified by email within two weeks of submitting their travel reimbursement form if they have received an award for travel reimbursement and the amount awarded. If individuals are provided travel reimbursement funds, they have one week following the receipt of the award email from the Department assistant to either accept or decline the travel funds. Failure to respond to the award email within one week will constitute the individual declining receipt of travel reimbursement funds. Please note that email is the official form of communication for NDSU.

If funding is approved for conference/event travel and the individual chooses to accept the amount provided, they must agree to provide pictures of their experience (e.g. a picture of them presenting, a picture in front of their poster) with captions about what they are doing and who they are with. Individuals should be aware that the pictures and provided descriptions may be used in promotional materials for the MPH program. By signing here, I (print name) \_\_\_\_\_ acknowledge that I have read the information provided regarding the NDSU Department of Public Health travel reimbursement and agree to the conditions of acceptance outlined within.

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Faculty/Staff Signature and Date

Approved: October 20, 2015

Source: Primary Faculty meeting

Section 3.01

## **STUDENT COMPLAINT PROCEDURES**

The Council on Education for Public Health (CEPH), requires all accredited public health programs to establish, implement and assess a formal complaint policy for students. More specifically, all accredited programs or schools of public health must establish a comprehensive policy with a simple set of procedures whereby all students enrolled in the College (and the public health program in particular) can submit and resolve a complaint about the educational process. While such procedures do not always produce an outcome that meets the student's preferences, they do ensure that students have access to an equitable and efficient means to remediate their complaints.

The NDSU College of Health Professions takes student complaints very seriously. Our goal is to ensure that students have access to transparent, due process in a manner that leads to an

appropriate resolution of the complaint. A discussion of this policy shall take place annually during the orientation process for incoming public health students.

Each student complaint will be appropriately documented and investigated. A chronological record of each complaint, including the nature of the complaint, written records of the complaint procedure and the final outcomes of the resolution process shall be maintained in the Office of the Dean, and shall be available for review by CEPH or its representatives upon written request or in the process of an on-site evaluation visit.

Student complaints generally fall within two major categories: complaints about unfair grading and all other, non-grade-related complaints. Student complaints about grades are generally handled at the level of the University, since grades are usually administered through the NDSU Office of Registration and Records. Other student complaints remain under the purview of the individual colleges within NDSU.

### ***Student Complaints Regarding Grades***

#### ***University Grade Appeal Policy***

NDSU has an established policy regarding complaints about grading, otherwise known as “grade appeals”. The full grade appeal policy (section 337), which includes hearing procedures, is available at [www.ndsu.edu/fileadmin/policy/337.pdf](http://www.ndsu.edu/fileadmin/policy/337.pdf). While students actively considering a grade appeal are referred to the aforementioned website for the specific details of the policy, a summary of the policy is outlined below.

With the exception of incomplete grades, a course grade is considered final unless an appropriate appeal is filed by the student. Grade changes are also considered only for those students who have not yet earned a degree for which the course in question was applied.

For a student who has reason to believe that they have been issued an incorrect or inappropriate grade, he/she must initiate a request for a change of a grade with the instructor within fifteen (15) instructional days of the first day of the semester immediately following the semester in which the grade was awarded. For Spring Semester courses, the request may be made within fifteen (15) instructional days of the start of Fall Semester, if the student is not enrolled for a Summer term in the same academic year.

A grade appeal is formally initiated when the student presents the Grade Appeal Form to the instructor. If there is an unsatisfactory decision, the student must consult the Department Head, and the Dean or a designated college committee, proceeding from one level to the next only after an unsatisfactory decision of the conflict at that level. In the event that the instructor is also the Department Head or Dean, he or she need only be consulted in the capacity of instructor. In the event of an unsatisfactory decision within the college, the student may submit a formal written appeal to the Grade Appeals Board Chair. Such an appeal shall be made within fifteen (15) instructional days after conclusion of the college proceedings as stated above.

#### ***Non-Grade Student Complaints***

Public health students who have a non-grade-related complaint can seek resolution of that complaint through the following procedures. It is important to note that these procedures represent the sole avenue for student complaints regarding non-grade-related issues, including (but not limited to) CEPH standards, policies and procedures. Additionally, because the public health program spans multiple departments, the non-grade complaints are handled through the Dean’s Office, rather than by the departments themselves.

1. The student(s) or, in cases where student anonymity is required, their advocate (also known as the “plaintiff(s)”) will file a formal written complaint (delivered through the postal service or NDSU email) to the Dean’s Office in the NDSU College of Health Professions.
2. The written complaint must include a description of the issue, policy, or procedure in question. It must also summarize the argument of the plaintiff (including the grounds for the appeal or complaint) and provide a reasonable amount of evidence supporting the claim.
3. Upon receipt of the written complaint, the complaint will be assigned to either the Senior Associate Dean (as the Chair of the College Academic Affairs Committee) if the complaint is primarily academic in nature, or the Associate Dean for Student Affairs and Faculty Development (as the Chair of the College Student Affairs Committee) if the complaint is primarily non-academic. The plaintiff(s) will receive email notification (via NDSU email) within forty-eight hours of the receipt of the complaint concerning the identity of the Associate Dean handling the complaint.
4. The Senior Associate Dean or Associate Dean for Student Affairs and Faculty Development or, if a non-academic issue, Student Affairs, shall convene a meeting of College Academic Affairs or, if a non-academic, Student Affairs Committee to review the complaint. Because the procedures for both Associate Deans and Committees are similar in procedure, they will henceforth be referred to generically as “Associate Dean” and “Committee”, respectively. The Committee meeting shall occur within thirty days from the time that the Associate Dean receives the written complaint.
5. Once the Committee has met, the Associate Dean shall prepare and submit a formal, written reply to the student(s) based on the recommendation of Committee. The reply shall include an evaluation of the complaint, a description of any violations, and a proposal for any necessary corrective action. The reply will be sent through official NDSU delivery methods (i.e., the postal service, campus mail and/or the NDSU email system) within fifteen business days from the time that the Committee makes a decision.
6. Decisions of the Committee that demonstrate arbitrary and capricious treatment, or that are fundamentally inappropriate in the eyes of the plaintiff(s) may be appealed to the Dean of NDSU College of Health Professions. In such cases, the student(s) file an appeal using steps one through three outlined above, except the written complaint would be addressed directly to the Dean. The written complaint would also identify and provide evidence indicating that the Associate Dean and/or the Committee acted in an arbitrary, capricious or otherwise inappropriate manner.
7. If unsatisfactory resolution occurs after the appeal to the Dean, a final appeal may be made to the Provost. Once again, the student(s) must file an appeal using steps one through three outlined above, except the written complaint would be addressed directly to the Provost, rather than the Dean, and would provide evidence substantiating the claim of unfair treatment at prior procedural levels.

Approved: July 22, 2015

Source: Primary Faculty email



**Public Health Class Critical Mass Policy**

Required courses have no minimum for student enrollment and will always be taught as scheduled, once per academic year.

Elective courses have a five student minimum. This minimum may be appealed to the department chair at the instructor's discretion. No class may be canceled without prior knowledge of the department chair.

It is possible that a course will reach its maximum enrollment. Every effort should be made to assure student access to classes that are needed for students to graduate on-time. As the program and instructors anticipate classes reaching their maximum, instructional supports will be explored to help support instructors.

Approved: July 22, 2015

Source: Primary Faculty meeting

## **Requirements and Expectations for Distance Education Students**

### Definition of Distance Education

Distance education is an effective and flexible alternative for students who are prevented from attending on-campus classes due to personal or work commitments and/or distance from campus. The MPH program requires synchronous distance education, in which students videoconference into the live course in real time.

Distance learning is not easier than on-campus learning; students should be prepared to spend as much or possibly more time on a distance learning course. While the difficulty level of courses taken on-line or on-campus is the same, the benefit of distance education is the possibility of receiving high quality education while attending classes from a remote location. The distance learning experience will be different than the classroom experience, but the learning experience should be equivalent for all students. While many students thrive in and may even prefer distance learning, others will find it unsuitable. Students likely to succeed are those who are strongly motivated and organized, and -may even have the experience of other distance learning courses.

Distance learning classes carry the same course numbers and credits as their traditional counterparts and appear on the student's transcript just like any other course; there is no designator identifying class attendance through distance education. Credits earned through distance learning are transferable and are applicable to graduation requirements in the same manner as traditional classes.

### Prerequisites and Readiness

The ability of a student to succeed in a distance education class depends on his or her ability to understand both the course structure and the associated technology. Informing students of what skills and technology are needed for distance education allows them the opportunity to self-evaluate their capability to succeed in the course.

At the time of admission to the program, students are required to ensure that their computers meet the minimum hardware and software requirements described below. Registration for the course constitutes the student's understanding and acceptance of the requirements necessary to participate in the course.

#### *Minimum Hardware requirements:*

- Working webcam & headset
- 4GB RAM
- 1 GB available storage space
- Broadband connection of  $\geq 1$  Mbps download and 512 Kbps upload
  - Connection speed can be tested at <http://www.dakotacarrier.com/speedTest/index2.asp>

*Minimum Software requirements:*

- Windows 7 Basic (and higher) OR Macintosh OSX 10.7.4 (and higher)
- Microsoft Office
  - Available at a discounted rate via UND's software site:  
<https://und.edu/academics/cilt/software/secure/onthehub.cfm>
- Adobe Flash Player (newest version)
  - Available at <http://get.adobe.com/flashplayer/>
- Mozilla Firefox (newest version)
  - Available at <https://www.mozilla.org/en-US/firefox/new/>
  - Additional course-specific software

How to Enroll as a Distance Student

1. Obtain approval from the MPH program to matriculate as a distance student.
2. Register for appropriate interactive video network (IVN) section so the program has the information necessary to create a distance account for you.
3. Download the appropriate software and secure hardware requirements to connect via distance
4. Practice the connection with Information Technology Services (ITS) staff  
[Daniel.erichsen@ndsu.edu](mailto:Daniel.erichsen@ndsu.edu)

Changing from an in-class student to a distance student should be worked out between the student and the program administration and should occur during a between-semester break.

The MPH program uses IVN, a videoconferencing system which simultaneously transmits computer screen content, webcam video, and audio. Distance students are required to videoconference in "live", and participate via video and audio in every class.

Additionally, the MPH program has access to Tegrity, a fully automated lecture capture solution used in traditional, hybrid and online courses to record lectures and supplementary course content. Tegrity records computer screen content, audio and webcam video simultaneously, and then automatically generates a feature-rich recording available for viewing within minutes of recording.

It is up to the discretion of the instructor whether to use Tegrity lecture capture. It is also up to the instructor when to allow access to a Tegrity class recording. In the event that a course absence is necessary, students are responsible for contacting and informing their instructors in advance of missing the class.

Policy regarding IVN connections (recommended to be included on course syllabus)

MPH courses are made available via the IVN system. Use of this technology requires students to take certain positive steps to ensure reliable connectivity. Failure to do so is not only unprofessional, it is distracting to your instructor and to your fellow students.

1. You must download, install, and setup all required hardware and software in accordance with all IVN documents and helpdesk suggestions prior to the first class. You must also TEST IT with a member of the IVN staff. You will need to set up an appointment for this by contacting the IVN helpdesk. This is NOT the instructor's responsibility. Do not ask.
2. IVN sessions open 10 minutes prior to the start of each class. It is your responsibility to test your connection before each of our scheduled start times, leaving sufficient time to troubleshoot the connection with helpdesk personnel, if needed. Again, your instructor cannot assist you in making the connection. Contact the helpdesk directly if problems are encountered.
3. IVN connection "issues" are NOT considered justified reasons for tardiness or absenteeism. In cases of a late connection or failed connection, the student is considered tardy or absent, respectively. As such, penalties described in the syllabus will be imposed. The only exception to this policy is when the IVN staff notifies me of a problem on 'our end.' Note: this rarely happens. The vast majority of IVN connection problems originate with the student's system.
4. Drops during the class are very disruptive and, similarly, nearly always result from students failing to follow the IVN guidelines. (By using Wi-Fi instead of wired connections, for example). After 3 drops or a prolonged absence of 15 minutes or more, you are asked to NOT reconnect. You will be considered absent unless the drop(s) occurred in the last 30 minutes of class (for a 3 hour session), in which case you'll be counted as tardy for administrative purposes

Approved: 1/27/15

Source: Primary Faculty Meeting

## **Graduate Assistantship Contract**

The Graduate School requires that a contract be completed for all graduate students being offered a graduate assistantship. A contract is required for any new GA and for any GA that has a change in compensation, duties, hours, or other significant aspect of his or her assistantship. It is the responsibility of the supervisor to complete the contract and to communicate with the appropriate assistant to start the hire process *a minimum of two weeks* prior to the start date.

Contract templates are available on the Graduate School website at: [https://www.ndsu.edu/gradschool/faculty\\_and\\_staff/graduate\\_school\\_forms/#c314427](https://www.ndsu.edu/gradschool/faculty_and_staff/graduate_school_forms/#c314427) (contract links are at the bottom of the page). There are separate templates for research, service, and teaching assistants, the template utilized must correspond with the job code specified on the student's hiring form. The contract should accompany the hiring form as it is routed to the Graduate School. If there is a change in the terms of the contract during the specified length of the contract, an addendum to the contract should accompany the 101 form as it is routed to the Graduate School. Changes that require an addendum include a change in hours, a change in compensation, or a change in duties.

If there are questions about how to complete the contract or the procedures for processing the contract, direct questions to the Finance and Research Manager.

### **Advisor Expectations**

Advisers are expected to mentor students in their academic and professional endeavors. This includes, at a minimum:

- Meet with advisees once per semester
- Promptly respond to student inquiries
- Assure students enroll in the appropriate courses each semester
- Assure a Plan of Study is on file with the Graduate School before the student's last semester
- Discuss and assist in planning the practicum experience
- Assure proper proposal form for culminating experience is completed by the student
- Serve as the lead grader for the culminating experience
- Discuss future career aspirations

### **Instructional Resources**

Primary faculty within the Public Health program, have access to Department of Public Health funds for instructional resources. Resources may be used for guest lecturer travel expenses, multi-media, field experiences, or classroom events. Funds will be distributed upon availability and as requested. Instructors must complete the Instructional Resource Request Form and receive approval before finalizing any plans. Completion of a request does not guarantee funds. The Finance and Research Manager will notify instructors of the final decision and will work with each instructor to follow NDSU purchasing procedures.

The Instructional Resource Request Form is posted on the MPH Blackboard site.

Approved: October 20, 2015

Source: Primary Faculty meeting

### **Affiliated Faculty Request and Approvals**

Requests to add affiliated faculty (adjunct) to the Department of Public Health will follow the Graduate School affiliated faculty process, found at:

<https://bulletin.ndsu.edu/graduate/faculty/#associategraduatefacultytext>

Faculty will work with the Academic Coordinator to complete the nomination form and secure all appropriate documents. The nomination request will then be presented at the next regular Department meeting for discussion and a vote from primary faculty. If approved, the nomination will move forward through the Graduate School process.

Approved: February 16, 2016

Source: Primary Faculty meeting



## BYLAWS OF DEPARTMENT OF PUBLIC HEALTH

### Article I.

#### Name and Purpose

Section 1. **Name.** The name of the group is the Faculty of the Department of Public Health (DPH), College of Health Professions, North Dakota State University (hereinafter “Department of Public Health”).

Section 2. **Purpose.** The purpose of the DPH is:

Section 2.1. To further the mission of the College of Health Professions (hereinafter “College”) and of North Dakota State University (hereinafter “NDSU” or “University”);

Section 2.2. To actualize public health education at the University;

Section 2.3. To plan, execute, and evaluate programs of study offered.

Section 2.4. To formulate and carry out policies to facilitate the planning, implementing, and evaluating of the educational programs of the DPH; and

Section 2.5. To evaluate the effectiveness of the programs, policies, and procedures of the DPH.

### Article II.

#### Organization and Administration

Section 1. **Organization.** These Bylaws shall govern the functioning of the DPH and are used in conjunction with the Bylaws of the College of Health Professions, NDSU, and the NDUS System.

Section 2. **Authority.** The Faculty has the power to organize itself and to make all Bylaws and regulations necessary for its own proceedings. This includes, but is not restricted to, the power to elect officers, establish and organize Faculty committees, and to establish meeting times.

Section 3. **Responsibilities and Function.** The responsibilities and functions of the DPH are:

Section 3.1. To establish, evaluate, and revise educational policy, curriculum, and procedures for the DPH.

Section 3.2. To recommend policies affecting the organization of the DPH and of the College.

Section 3.3. To conduct the affairs of the DPH in such a way as to support the goals of the Department, the College, and the University.

Section 3.4. To foster development of Faculty as individuals as well as a group.

Section 3.5. To participate in the recruitment, selection, retention, and promotion of Faculty.

Section 3.6. To participate in research and other scholarly activities.

Section 3.7. To participate in the recruitment, selection, and advising of public health students.

Section 4. **DPH Bylaws**. If any DPH Bylaw, policy, or procedure is in conflict with the College of Health Professions' Bylaws, policies, or procedures or the NDSU Faculty Handbook, the higher level shall prevail.

### Article III. Membership and Voting

#### Section 1. **Membership**.

Section 1.1. The Faculty consists of the Chair, Vice Chair, full-time, and part-time teaching and research Faculty, and Primary Faculty from other departments who dedicate 50% of their time to a Master of Public Health (MPH) specialization.

Section 1.2. Part-time faculty and other academic or outside appointees will be associate members. They are entitled to attend the meetings of the Faculty and to have speaking privileges, but are not voting members.

Section 1.3. Public health students may have representation on committees. The students are representatives without voting privileges.

Section 2. **Voting**. Voting privileges are granted to all DPH full-time Faculty. Primary Faculty within the specializations are voting members for only MPH program related issues. Issues that exclusively effect the Department will not be voted on by Primary Faculty who are outside of the Department.

### Article IV. Meetings and Parliamentary Procedure

#### Section 1. **Meetings**.

Section 1.1. Attendance at all DPH Faculty meetings is expected of all Faculty designated in Article III, Section 1.1.

Section 1.2. Regular meetings shall be held monthly during the academic year.

Section 1.3. Special meetings may be called by the DPH Chair, Vice Chair, or by two members of the Faculty, at least one of whom is full-time.

Section 1.4. A simple majority of the full-time membership shall constitute a quorum, one of whom shall be the Chair, Vice Chair, or a Chair's designee. Faculty on developmental leave shall not be counted related to quorum but shall retain attendance and voting rights during the leave.

Section 1.5. Meetings may be canceled or rescheduled at the discretion of the Chair or Vice Chair.

Section 2. **Parliamentary Procedure.**

Section 2.1. Decisions shall usually be made by consensus.

Section 2.2. Faculty may call for a vote on an issue where consensus is unclear.

Section 2.3. *Robert's Rules of Order* shall govern the proceedings of the meeting in instances where necessary for orderly function.

Article V.  
Committees

Section 1. **Membership.**

Section 1.1. Organizational work of the DPH is done by Committees.

Section 1.2. All members of the Faculty (full-time and part-time) and primary are eligible for committee membership.

Section 1.3. Faculty shall serve on a minimum of one DPH committee, at the discretion of the Chair and Vice Chair.

Section 1.4. Committees may include members from outside the DPH.

Section 1.5. Student representation shall be appointed by the specific committee.

Section 1.6. Committee vacancies will be filled as they occur.

Section 1.7. Faculty volunteer for committee membership in the spring of each year. If needed, the Chair or Vice Chair may appoint a Faculty member to a committee if specialized expertise is needed.

Section 1.8. New committee members shall assume office at the beginning of the academic year. Committee members filling vacancies shall begin serving immediately.

Section 1.9. A quorum for conducting committee business shall consist of a majority of the Faculty.

Section 1.10. The Chair and Vice Chair are ex-officio members of all committees.

Section 1.11. Committees may make recommendations to the Faculty body.

Section 2. **Chairperson.** Each committee shall have a chairperson.

Section 2.1. A committee chairperson is appointed by the members of the committee.

Section 2.2. The chairperson of a committee is responsible for setting the agenda, calling the meetings of the committee, and filing of minutes for the committee. Any of these responsibilities may be delegated.

Section 3. **Standing Committees/Council:**

Section 3.1. **MPH Curriculum Committee**

Section 3.1.1. **Membership.** The Admissions Committee shall consist of at least one faculty representative from each specialization and one current student.

Section 3.1.2. **Responsibilities.** The Curriculum Committee shall provide curriculum guideline and revision recommendations to the entire MPH Faculty.

Section 3.2. **MPH Admissions Committee**

Section 3.2.1. **Membership.** The MPH Admissions Committee shall consist of the DPH Chair, Academic Coordinator, and at least one Faculty representative from each specialization.

Section 3.2.2. **Responsibilities.** The Admissions Committee is responsible for admissions standards and providing recommendations to the Faculty students for admission to the MPH program.

Section 3.3. **MPH Program Advisory Committee**

Section 3.3.1. **Membership.** The MPH Advisory Committee shall consist of five community members who represent various public health core sectors, the Chair, the Vice Chair, and one alumnus. Potential members are nominated by Faculty and invited to participate.

Section 3.3.2. **Responsibilities.** The responsibilities of the MPH Program Advisory Committee shall be to:

Section 3.3.2.1. Provide information about the State of North Dakota's public health workforce.

Section 3.3.2.2. Promote NDSU's public health program(s) among various constituencies within the community and throughout the state and region.

Section 3.3.2.3. Provide input to NDSU's DPH about curriculum and policies.

Section 3.3.2.4. Update the DPH program on practice issues and standards of practice.

Section 3.3.2.5. Provide feedback to the DPH regarding the graduate and alumni performance.

#### Section 3.4. Accreditation Committee

Section 3.4.1. Membership. The MPH Accreditation Committee shall consist of the DPH Vice Chair, Academic Coordinator, at least one Faculty representative from each specialization, and one alumnus.

Section 3.4.2. Responsibilities. The Accreditation Committee is charged with gathering DPH and MPH program data and composing the self-study document.

#### Section 3.5. **Promotion and Tenure Committee.**

##### Section 3.5.1. Membership.

Section 3.5.1.1. The Promotion and Tenure Committee shall consist of at least three tenured members of the DPH who do not hold administrative roles in the DPH.

Section 3.5.1.2. If there are an insufficient number of tenured Faculty in the DPH to meet the minimum membership requirements of the Committee, tenured Faculty from other Departments within the College of Health Professions will be solicited to ensure a Committee membership of at least three.

Section 3.5.1.3. After consultation with the DPH Faculty and with the Chair from which the non-DPH Committee members are sought, the Chair shall appoint such members to the Committee.

##### Section 3.5.2. Responsibilities.

Section 3.5.2.1. The Promotion and Tenure Committee shall evaluate and make recommendations for DPH Faculty for promotion and/or tenure in accordance with the guidelines and standards established by the DPH.

Section 3.5.2.2. Work of the Committee will follow the timelines and guidelines of College and University policies and procedures regarding promotion and tenure.

#### Section 3.6. **Scholarship Committee.**

Section 3.6.1. Membership. The Scholarship Committee shall consist of the Chair, Vice Chair, one Faculty member, and the Academic Coordinator.

Section 3.6.2. Responsibilities. The Scholarship Committee shall review applications for College-funded public health scholarships and provide scholarship award recipient recommendations to the College.

Section 3.7. **Travel Committee.**

Section 3.7.1. Membership. The DPH Travel Committee shall consist of the Vice Chair, one Faculty member, and the Finance and Research Manager.

Section 3.7.2. Responsibilities. The DPH Travel Committee shall review travel fund request applications for Department funding for students, faculty, and staff to present or display public health research or service.

Section 4. **Ad Hoc Committees.**

Section 4.1. Ad hoc committees may be established.

Section 4.2. Ad hoc committees are formed as needed to meet a particular need or perform a specific task.

Section 4.3. Members are assigned as needed to accomplish the purpose of the committee.

Section 4.4. An ad hoc committee ceases to exist when its task is completed or the need for which it was instituted is met.

Section 4.5. After two years if the ad hoc committee has not disbanded, the committee will be reviewed for Standing Committee status.

Article VI.  
Amendments

Section 1. **Review of the Bylaws.** These Bylaws shall be reviewed by the Faculty annually.

Section 2. **Amendments with Notice.**

Section 2.1. Amendments will be submitted in writing and will be distributed to Faculty at least one week prior to the meeting at which the adoption of such amendments will be voted upon.

Section 2.2. A simple majority vote of Faculty present is sufficient to except amendments to these Bylaws.

Section 3. **Amendments without Notice.** These Bylaws may be amended by a majority vote of Faculty present and voting at any scheduled Faculty meeting if no previous notice has been given.

Section 4. **Suspension of the Bylaws.** These Bylaws may be suspended by the majority vote of Faculty.

Approved: February 16, 2016  
Source: Primary Faculty meeting

**Department of Public Health  
Promotion, Tenure and Evaluation Criteria and Operating Procedures**

**The mission of the Department of Public Health and the Master of Public Health Program is to promote health and well-being in diverse populations with an emphasis on American Indian and other underserved populations by providing educational, practical, and research opportunities for public health professionals.**

**PREFACE**

This document sets forth the criteria to be used by the Department of Public Health (DPH) in the appointment of new faculty and in the recommendation of faculty for promotion, continued appointment, and tenure, in accordance with the policies of the College of Health Professions, North Dakota State University, and the State Board of Higher Education related to promotion, tenure, and evaluation of faculty. These criteria will be used to evaluate probationary (tenure track), special appointment (non-tenure track), and tenured faculty. The following two paragraphs are excerpted from the NDSU Policy Manual, section 352 and 350.1.

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 high quality of a faculty member's contributions in the areas of teaching, scholarship (research and discovery), 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, the College, and its programs.

From the University's mission flows the expectation that each faculty member will make contributions of high quality in the areas of teaching, scholarship, and service. "Teaching" includes instruction both on- and off-campus. "Scholarship" refers to research and other creative endeavors that lead to significant advances in the acquisition or synthesis of new information and knowledge. These endeavors may be in the research laboratory, the classroom, or in the patient care setting. "Service" includes public service, service to the University, College and Department, and service to the profession.

Because of the University and the College missions, the quality and quantity of contributions in all three areas will be considered at the times of promotion and tenure. Faculty members are expected to demonstrate significant and sustained contributions, competence, and independence in all three areas; however, because of variations among faculty in strengths and/or responsibilities, faculty members are not expected to demonstrate equal levels of accomplishment in all areas. Collaboration with others in all



three areas is recognized and encouraged; however, faculty members must demonstrate independence and leadership in their contributing area of expertise. As a result of collaboration with others, faculty members are expected to become a lead investigator or author and generate publications, grants, and presentations of their scholarship/new discoveries in their respective discipline. Expectations in the areas of teaching, scholarship, and service will be based on the individual's position description. Faculty members on special appointments (non-tenure track) are expected to demonstrate a minimum of 10% commitment toward scholarship activities. Faculty members on probationary appointments (tenure track) are expected to demonstrate a minimum of 25% or more commitment toward scholarship. Faculty members are expected to provide sustained contributions to the overall mission of the Department, College, and University and maintain high standards of professional and ethical behavior in their work. A commitment to the College core values is expected, where honesty, integrity, and collegiality guide all interactions with students, faculty, staff, administration, and the public. Failure to meet these expectations may be sufficient grounds for denial of tenure or promotion regardless of meeting expectations for teaching, scholarship, and service. For probationary faculty, the basis for review of the candidate's portfolio and any recommendations on promotion and/or tenure shall be the promotion and tenure guidelines and criteria of the academic unit which were provided to the candidate at the time of the candidate's appointment to the position. The dean or director of the college or equivalent unit has the responsibility to provide to the appointee these documents, as well as a position description, contract, or other document that constitutes a tenure or work plan. Tenured candidates for promotion to professor shall be evaluated by the criteria in effect at the time of application. The format of portfolio materials must follow the NDSU Guidelines for Promotion and Tenure Portfolio Preparation. These guidelines are updated annually and are available on the Provost web site.

## **PUBLIC HEALTH (PH) PROMOTION, TENURE, AND EVALUATION COMMITTEE**

### *Purpose of the PTE Committee*

The Department of Public Health Promotion, Tenure, and Evaluation (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 Department, the College, and the Promotion, Tenure and Evaluation Guidelines and Policies of North Dakota State University. The PH PTE Committee shall also review and make recommendations to the PH Faculty concerning the guidelines and standards for promotion and tenure within the Department. Faculty members who are candidates for promotion and/or tenure shall not serve on the Department PTE Committee during the period of time in which their candidacy is under consideration.

In addition, the PH PTE committee provides evaluation and assessment of PH professor of practice and tenure-track faculty to help them succeed in accomplishing promotion and tenure. The committee also evaluates documentation from tenured faculty on an as needed basis or if requested by the chair, dean, or faculty member. It is the responsibility of the committee to make recommendations regarding promotion and tenure based on review and assessment of documented achievements from the candidate's PTE portfolio. Furthermore, the committee will evaluate the credentials of new faculty who are to be hired and provide

recommendation to the Department Chair, Vice Chair, and Dean regarding the rank into which the applicant should be hired.

#### *Membership of the PTE Committee*

The DPH PTE Committee shall consist of 3 full-time, elected tenured faculty in the department. Faculty with administrative appointments in academic units are not eligible for membership on the Department PTE Committee. Faculty members who are candidates for promotion and/or tenure shall not serve on the Department PTE Committee during the period of time in which their candidacy is under consideration. The Committee will elect a chair from among the tenured faculty in the PH department who will call the meetings, coordinate Departmental evaluation of candidate(s), and ensure the evaluation process and timeline are followed. Whenever possible, the same individual should not serve on both the department and College PTE committees.

If there are not 3 full-time, tenured faculty available to meet the Department PTE membership requirements, external tenured faculty will be solicited in the following manner. The Department Chair and Vice Chair will solicit 3 volunteers from within the tenured PH affiliated faculty and the College of Health Professions. The department Chair and Vice Chair will advise the faculty and the Dean of the names of the people who volunteer to fill the vacancy(ies) and have them approved by the department.

#### **GENERAL EVALUATION PROCEDURES**

A. Annual performance and mid-tenure reviews: The following procedures have been established and will be followed to provide faculty PTE candidates and administrators the opportunity to monitor and evaluate the candidate's progress in meeting the expectations of employment and the criteria for promotion and tenure. These procedures are intended to provide faculty constructive feedback to assist them in attaining their goals for promotion and tenure.

1. Each faculty member of the department [tenured, probationary (tenure track,) and special appointment (non-tenure track)] will be reviewed by February 1 of every year by the chair or vice chair according to the College policy on Annual Performance Review of Faculty. When requested by any party to the tenure or promotion process, including the candidate, formal feedback shall be provided to the individual by the Department PTE Committee, Department Chair, Dean, College PTE Committee, and the Provost. The department PTE Committee shall conduct a mid-tenure review according to the College policy on Mid-Tenure Track Review for each tenure track candidate to provide feedback on the candidate's progress toward achieving promotion and tenure within the department and college.

2. The Department Chair will be responsible for conducting annual performance reviews of faculty and communicating their results to the individual faculty member.

During the annual performance review, the Department Chair will provide each faculty member with both verbal and written feedback regarding the individual faculty member's performance and where appropriate, progress toward achieving promotion and tenure including strengths and recommendations for improvement related to the areas of teaching, scholarship (research and discovery), and service. The annual performance review shall also state expectations and goals for the coming year review period. Should the annual performance reviews indicate that a faculty member is not making satisfactory progress toward tenure and/or promotion; the report may include a recommendation for non-renewal. Nonrenewal of probationary faculty prior to the sixth year shall be done in accordance with the College and University policies for nonrenewal of probationary faculty. In making a judgment on satisfactory progress, due consideration shall be given to the candidate's academic record, performance of assigned responsibilities as defined in his/her position description, and future potential to meet the criteria for promotion and/or tenure.

3. The faculty member being reviewed shall have 14 days to respond in writing to the written assessment of performance. The written report of the annual performance by the chair, and any written response from the faculty member, shall become part of the faculty member's official personnel file.

4. For probationary faculty (tenure track), at the completion of the sixth year of service, the faculty member shall be notified in writing that he or she will either be awarded tenure or a one-year terminal contract for the seventh year of service.

5. A new faculty member with previous tenure relevant experience will normally undergo a review with respect to tenure in the final year prior to the end of his or her probationary period at the University. At the completion of the probationary period, the faculty member will be notified in writing that he or she will either be awarded tenure or a one-year terminal contract at the conclusion of the probationary period.

6. Promotion and tenure are two separate considerations. For example, a person may be eligible and acceptable for promotion and eligible but not acceptable for tenure. Circumstances may be such that a recommendation for postponing the granting of tenure may be in order. In such a case, the faculty member will be recommended for a special appointment position according to the guidelines of the State Board of Higher Education and NDSU. The Department Chair and Dean should meet with the candidate to discuss the basis of such a decision. This decision must be made before the process is initiated to evaluate the candidate's credentials for promotion and tenure.

Faculty members may request a change in appointment (i.e., changing from non-tenure track to tenure track appointment and vice versa). The request must be made by the faculty member in writing and forwarded and reviewed sequentially with recommendation by the Chair/head, Dean, and Provost who will make the final decision on approval or denial of the request. Non-tenure track faculty can request a change in appointment at any time; however, tenure track faculty must request a change in appointment no later than the completion of their third probationary year of employment.

B. Submission of portfolio

Candidates for promotion and/or tenure must submit a portfolio (following the current "NDSU Guidelines for Promotion and Tenure Portfolio Preparation") distributed by the Provost to their Department Chair for review by no later than August 15. Candidates are encouraged to include the section called "Statement of Accomplishment" as part of their portfolio. The Department Chair will forward the candidate's portfolio to the Department's Promotion and Tenure Committee by September 1. The Department PTE Committee will conduct a review and submit a written letter of evaluation of the candidate and recommendation to the department chair by no later than October 1, according to Department's PTE guidelines and university promotion and tenure guidelines distributed by the Provost.

Upon receipt of this information, the Department Chair will review and submit a written letter of evaluation of the candidate and recommendation to the College PTE Committee. The letters of evaluation from the Department PTE Committee and the Department Chair will be inserted in the candidate's PTE portfolio by the Department Chair. The Department Chair shall forward the candidate's PTE portfolio and all supporting documentation to the College Promotion and Tenure Committee and to the Dean by no later than October 20. If necessary, the College PTE Committee may request additional information from the candidate, Department PTE Committee, Department Chair, and/or Dean. The College PTE Committee will inform all parties (candidate, Department Chair and Dean) what additional information is being requested prior to the information being collected. Additionally, the faculty member's Department Chair may be invited to attend the initial meeting of the College PTE Committee to discuss the candidate's eligibility for promotion and/or tenure.

Recommendations and any other materials collected as part of the evaluation process at the Department, College, and University levels must be added to the candidate's portfolio before being sent forward to the next level of review. At the time that any written materials are added to the candidate's portfolio, copies of the added material must be sent to the candidate for review. The candidate shall have 14 calendar days to respond in writing to the additional materials. Any response from the candidate to such materials must be in writing and included in the portfolio for review at the next level. The College PTE Committee and the Dean will independently evaluate the candidate based on the submitted portfolio in accordance with the University guidelines for promotion and tenure distributed by

the Provost's office. Each will prepare a separate written letter of evaluation of the candidate, including recommendations regarding the candidate's promotion and tenure and an explanation of the basis for the recommendations that will be included in the candidate's portfolio.

The College PTE Committee and Dean shall share their respective letters of evaluation with each other only after each has completed their independent evaluation of the candidate. The letters of evaluation from the College PTE Committee and Dean shall be sent to the Chair of the academic unit and the candidate. The Dean will forward these letters of evaluation, recommendations, and the candidate's portfolio to the Provost by December 17.

All recommendations for tenure must be recommended by the President to the State Board of Higher Education for final approval by the Board (NDSU policy 350). Termination of a probationary or tenured appointment may occur only in accordance with the policies of North Dakota State University and the State Board of Higher Education (State Board Policy 605). Departmental supplemental information may be added to this document.

#### C. Letters of Evaluation from Outside Reviewers

Letters of evaluation from outside North Dakota State University are not required but may be considered. The purpose of seeking such letters is to accumulate credible documented evidence of a faculty member's qualifications and contributions to the profession related to their position responsibilities. Such letters should be objective evaluations from well qualified individuals. Solicited outside letters should provide specific evidence of achievement or competence by the candidate in a specific area, but should not include a recommendation for or against promotion and/or tenure. Solicited outside letters should be limited to evaluation from leaders in the field and from scholars at comparable research universities (no more than three letters). Letters should not be solicited from co-authors, coprincipal investigators, former professors/advisors, co-workers, or former students. Letters should generally be from tenured professors or individuals of equivalent stature outside of academia who are widely recognized in the field. The following process must be followed for soliciting letters of evaluation from outside reviewers:

1. The faculty member will submit a list of names of potential outside reviewers who meet the above criteria to the Department Chair. The Department Chair will select individuals from this list or request additional names that are mutually agreed upon by the Chair and the candidate. The Department Chair will notify the candidate of the outside reviewers that have been selected.
2. Letters of evaluation from outside reviewers will be solicited by the Dean or Department Chair. The Dean or Department Chair will send letters to each outside reviewer soliciting a formal letter of evaluation of the faculty member. The letters sent to outside reviewers soliciting an evaluation must contain statements pertaining to the following: (a) under North Dakota law the

candidate has a right to review all material in the promotion and tenure file. A copy of each letter is sent to the candidate; and (b) no recommendation is to be made for or against promotion and/or tenure. A representative form letter (see sample letter Appendix A in NDSU Guidelines for Promotion and Tenure Portfolio Preparation) should be used by the Dean or Chair as a guideline. The letter sent by the Dean or Department Chair to the outside reviewers should also contain the following information about the faculty member: a copy of the faculty member's current position description, vita, and where appropriate copies of publications.

3. Letters of evaluation from outside reviewers are not to be solicited by the faculty member, but will be added to the portfolio by the Dean or Department Chair. To receive consideration in the PTE process, letters of evaluation from outside reviewers must be solicited, inserted, and part of the completed faculty member's portfolio which is submitted by the Department Chair to the College PTE Committee. No letters of evaluation from outside reviewers will be accepted or considered once the College PTE Committee review process has been started.

### **POLICY AND PROCEDURES FOR POST-TENURE REVIEW (PTR)**

The granting of tenure does not relieve the faculty member of his or her obligations to fulfill all assigned job duties. Annual job performance reviews of faculty rest with the Department Chair and the process by which faculty are reviewed on an annual basis. Additionally, Section 350.3 of the NDSU Policy Manual details the circumstances, policies and procedures under which a faculty (tenured or otherwise) member may be terminated.

Upon request of the faculty member, Dean or Chair, a faculty member with tenure can be requested to be evaluated by post-tenure review. Unless requested by the faculty member, this review cannot be done more frequently than every 3 years. This review should address the quality of the faculty member's performance in the areas of teaching, research/scholarship, and service, consistent with the faculty member's job description. Ideally, the review shall result in recommendations for enhancing performance and provide a plan for future development. The department chair initiates the process by notifying the faculty member that materials for the review are due by August 15. Materials will include an abbreviated promotion portfolio and this includes: updated CV, current job description, annual performance review, and a statement of accomplishment in the three areas (see Section F in Policy 352). The materials will be reviewed by the Departmental PTE committee and the College PTE committee. A letter summarizing the outcome of each committee will be sent to the faculty member with a copy to the Chair, Dean and Provost.

Faculty members may use the currently established grievance process to resolve any improper use of PTR documents. Concomitantly, participation in PTR is viewed as a necessary component of successfully completing one's job duties. Faculty members who fail to participate in the post-tenure review process in a timely and professional fashion are subject to sanction via the annual review process and NDSU Policy 350.3. The review does

not change the university's commitment to academic freedom, or the circumstances under which tenured faculty can be dismissed from the university

### **STANDARD DEPARTMENTAL WORKLOAD**

All evaluations of PH faculty will be based on their assigned workload. See **College of Health Professions Workload** document. In the Department of Public Health, the standard workload for tenure-track and tenured faculty is:

- 40% teaching and advising (9 credits), 40% research, creative & professional activities, and 20% service.

The standard workload for administrative faculty is:

- 40% administration, 30% teaching and advising (6 credits), 25% research, creative & professional activities, 5% service.

The standard workload for instructional faculty who are professors of practice is:

- 60% teaching, 10% advising, 10% research, creative & professional activities, and 20% service

*Adjustments to this may be based on grant buy-outs, administrative duties, and specific job description duties are possible, and must be negotiated annually with the Chair(s) and Dean. All areas with a percentage greater than zero must be included in workload.*

### **DEPARTMENT SPECIFIC REVIEW PROCEDURES FOR TENURE AND/OR PROMOTION**

#### *Department of Public Health Materials*

The departmental PTE committee, as a group, will evaluate the candidate's record while in a tenure track position at NDSU in the areas of teaching, research, and service. Credit for any prior service, both at NDSU or elsewhere, must be negotiated at the time of hire and noted in the letter of offer. The candidate's cumulative record will be considered, with overall progress and achievement expected.

The committee will attempt to reach an overall evaluation that is acceptable to all committee members. In the event that this is not possible, where an individual or individuals disagree(s) with the overall evaluation, this disagreement must be expressed and explained within the committee's letter of evaluation. After the letter is written, the members of the committee will take a written, confidential vote to recommend or not recommend the candidate. This vote will be made a part of the committee's letter and the letter, after being signed by all members of the committee, will then be forwarded to the department Chair.

The Chair will also prepare a recommendation for the candidate, independent of the recommendation prepared by the departmental committee. The Chair will not be a party to the committee's deliberations, and his/her evaluation and recommendation must be prepared without consulting the committee's recommendation. Both recommendations will be added to the candidate's portfolio and forwarded to the candidate, the Dean, and the College PTE committee. The candidate will have 14 calendar days to respond in

writing to these materials; his/her response will then be included in his/her materials for review at the college level.

### **PROMOTION TO ASSOCIATE OR FULL PROFESSOR AND TENURE**

The basis for determining promotion to any of the ranks listed below must include regular reviews of faculty performance by the department chair (annually for probationary and special appointment faculty and at least every three years for tenured faculty). For successively higher levels of faculty rank, higher levels of achievement are expected. A candidate being considered for initial employment by the College will be evaluated on accomplishments in the role priorities of his/her current and previous positions. Lack of congruence of the prior position(s) expectations with the job description of the position offered will not prejudice the candidate's evaluation.

In general, the following guidelines will apply.

1. Assistant Professor – Probationary (Tenure Track) Appointment. For promotion or appointment to the rank of Assistant Professor, the faculty member must possess a terminal or other appropriate degree in his or her discipline and show promise in the areas of teaching, scholarship (research and discovery), and service. The requirement of a terminal degree can be waived for a faculty member able to document significant professional accomplishments in the three academic endeavors, i.e., teaching, scholarship, and service.

2. Associate Professor – Probationary (Tenure Track) Appointment. For promotion or appointment to the rank of Associate Professor, the faculty member must meet the criteria for the rank of Assistant Professor and display a sustained and significant record of accomplishment in teaching, scholarship (research and discovery), and service in proportion to assigned responsibilities outlined in the individual's position description. There must be clear and demonstrable evidence that the candidate has, by independent effort, developed a program of teaching, scholarship, and service that is recognized by peers as high quality. The candidate must show independent, sustained, and high quality scholarship (research and discovery) recognized by peers as significant contributions to the field. The record of accomplishments must document an emerging reputation of regional and/or national scope in the candidate's academic discipline

3. Professor – Probationary (Tenure Track) Appointment. The rank of Professor is among the highest honors that the University can bestow on a faculty member. Therefore, it should be granted only to faculty who have distinguished themselves in their respective disciplines. Promotion or appointment to Professor requires academic maturity and evidence that the candidate has achieved national recognition as an authority in his or her discipline. The faculty member must demonstrate a significant and sustained record of outstanding achievements in teaching, scholarship (research and discovery), and service, in proportion to the assigned responsibilities in the individual's position description. The candidate must show independent, sustained, and high quality scholarship (research and discovery) recognized by peers as significant contributions to the field. The candidate must have fully achieved national and/or international recognition in his or her discipline.



## Tenure

Tenure assures academic freedom and enhances economic security for faculty by providing the expectation of continued employment. Tenure represents the most significant commitment that the University can make to a faculty member. Therefore, it is imperative that the review process for tenure be extremely rigorous. In general, the candidate for tenure shall have achieved regional/ national recognition among peers in his or her discipline and shall have demonstrated competence, independence, leadership, and a significant and sustained record of accomplishments in teaching, scholarship, and service. Even though there is an expectation of continued employment, tenured faculty are expected to continue their commitment to high quality and excellence by a) fulfilling their role and responsibilities as an active/productive member of the faculty; b) striving toward continued development of their knowledge, skills, and application of their respective discipline; and c) making ongoing efforts toward significant, sustained contributions in the areas of teaching, scholarship (research and discovery), and service. Tenure and promotion are separate issues but evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently. In cases where promotion is offered to a faculty member before his or her probationary period has been completed, no promise of eventual tenure is implied by the promotion.

## **PROMOTION TO ASSOCIATE OR FULL PROFESSOR OF PRACTICE**

### Professor of Practice (non-tenure track)

The designation, Professor of Practice, shall be for faculty members whose primary function is to teach in their academic discipline (including, but not limited to classroom instruction, clinical instruction and significant student preceptorship) 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 Instructor, Assistant, Associate, and Full Professor of Practice are based on academic qualifications, as describe below.

1) Instructor. Appointment as Instructor should be used for the faculty member who does not possess the terminal degree in his or her discipline but who is contributing in the areas of teaching, scholarship (research and discovery), and service. This rank may also be used for the faculty member possessing a terminal degree in his/her field with limited post graduate experience.

2) 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 requirement of a terminal degree can be waived for a faculty member able to document significant professional accomplishments in any of the three academic endeavors, i.e., teaching, scholarship, and service. 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. Candidates may be reappointed for a second term as an Assistant Professor of Practice based on satisfactory performance of assigned responsibilities.

3) 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. Candidates may be reappointed for a second term as an Associate Professor of Practice based on satisfactory performance of assigned responsibilities.

Promotion or appointment to Associate Professor will be based on clear and demonstrable evidence that the candidate has, by independent effort, developed a program of teaching, service/clinical practice, or scholarship that is recognized by local/regional peers as high quality. In general, faculty with professor of practice appointments will be evaluated according to the same standards and timelines as tenure-track faculty, with the caveat that the evaluation criteria will be adjusted for the difference in teaching, research and service responsibilities between tenure-track and practice faculty. If teaching is the primary criterion for promotion, the candidate should have a demonstrated understanding of pedagogy and show evidence for assessment and achievement of high quality student outcomes. Evidence for meaningful mentoring of junior faculty and students/residents will also be considered. If clinical practice is the primary criterion for promotion, the candidate must have developed unique clinical services that have achieved local/regional recognition for contributions to patient care. In addition, the candidate must be recognized by peers, students, and members of the health care team for the high quality of his or her clinical practice skills. When evaluating scholarship (research and discovery), the candidate must show independent, sustained, high quality scholarship (research and discovery) recognized by peers as significant contributions to the field.

4) 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. Candidates may be reappointed for a second term as a Professor of Practice based on satisfactory performance of assigned responsibilities.

Promotion or appointment to Professor requires academic maturity and evidence that the candidate has achieved national recognition as an authority in his or her area of excellence. If teaching is the primary criterion for promotion, the candidate should have a superior understanding of pedagogy and demonstrate evidence for assessment and achievement of superior student outcomes. Evidence for meaningful mentoring of junior faculty and students/residents will also be considered. If clinical practice is the primary criterion for promotion, the candidate must have developed unique clinical services that have achieved national recognition for contributions to patient care. In addition, the candidate must be recognized by peers, students, and members of the health care team for outstanding clinical

practice skills. If scholarship is the primary criterion, the candidate must show independent, sustained, high quality scholarship recognized nationally by peers as significant contributions to the field. In general, faculty with professor of practice appointments will be evaluated according to the same standards and timelines as tenure-track faculty, with the caveat that the evaluation criteria will be adjusted for the difference in teaching, research and service responsibilities between tenure-track and practice faculty. 5)

General Considerations. For promotion of faculty on special (clinical) appointment, the candidate must demonstrate significant and sustained contributions, competence, and independence in teaching, service, and scholarship (proportional to their job description), and demonstrate excellence in at least one of these areas. Faculty members on special appointments (non-tenure track) are expected to demonstrate a minimum of 10% commitment toward scholarship activities. The area(s) of excellence must be specified in the promotion application. To be considered for promotion, the candidate will normally have served at least six years at the previous rank.

6) Conversion to (or from) Probationary (Tenure-Track) Status. Faculty on Assistant/Associate/Full Professor of Practice appointments, and who have completed at least one successful appointment at the rank of Associate Professor of Practice may, pending budgetary approval and with the approval of the Provost, the Dean and the faculty's department chair, choose to convert to a probationary (tenure-track) appointment. Faculty may keep the rank they currently hold on their practice-based appointment, and will be placed on a traditional six year probationary period. Up to three years of credit may be used for time served on the professor of practice track. Assistant Professors of Practice and Associate Professors of Practice in their first appointment are ineligible for conversion. Faculty who hold the rank of Professor of Practice may convert to probationary (tenure-track) appointments so long as they have not previously held a probationary appointment of any kind at NDSU. Faculty who hold a probationary appointment of any kind are ineligible to convert (or convert back to) to a professor of practice appointment at any rank. Faculty applying for tenure will be held to the same standards, and adhere to the same processes used to evaluate all other probationary appointments for tenure.

## **DEPARTMENT SPECIFIC CRITERIA FOR EVALUATION (TENURE AND/OR PROMOTION):**

The following expectations are based on the standard departmental workload. In the event that workloads have been adjusted, these expectations will vary accordingly.

Meeting minimal criteria for each area does not by itself assure recommendation for promotion to the next rank.

### **Teaching, Advising and Curriculum Development**

The Public Health department values effective interaction with students to create professionalism and higher level thinking. A faculty member who excels in teaching is a person who engages students to learn; guides students to think purposefully, independently, and critically; keeps informed about new developments in his or her specialty and related fields; strives continuously to broaden and deepen his or her knowledge and understanding; and continually contributes to improving the methods of teaching his or her subject matter. Both classroom and experiential instruction are valued. Peer evaluations of classroom teaching content and methods are required.

Principal criteria for the assessment of teaching quality are:

- a. Evidence of positive impact on student learning, including effective mentoring and advising of students, as revealed by annual supervisor evaluations, Student Ratings of Instruction (SROI) and peer evaluations. Positive impact may be documented through evidence for:
  1. Mastery of the subject matter
  2. Innovation and creation of new pedagogical approaches
  3. Evidence of continued quality improvement
  4. Responsiveness to student needs
  5. All courses are to be evaluated by the students using the Student Rating of Instruction instrument. Course evaluations of the candidate, as conducted by students, should reveal continuous effectiveness in teaching on the Student Rating of Instruction instrument meets expectations with an average score of 3.75. However, the average score is not as important as the improvement shown over the years for instructor ratings and quality of the course ratings and what the candidate has done to improve and evaluate their teaching skills.
    - a. Faculty may include formative and summative evaluations for courses provided that **all** written evaluations for the class are included.
  6. Peer teaching evaluations show competence and mastery (good or excellent).
  7. Advising evaluation show competence and mastery (good or excellent).
- b. Degree of responsibility; scope of teaching, importance of teaching duties with regard to the mission of the College; exceptional responsibilities undertaken, assigned or voluntary; size and level of teaching load; participation in continuing education and/or distance education programs of the College.

**PH Department requirements for supporting evidence will include:**

*Courses taught and student ratings*

### ***Quality of teaching (administration and peer evaluation)***

- A peer review of teaching statement by the Department Chair or Vice Chair or tenured faculty member on campus must be completed at least twice (one evaluation completed in the first three years; the second one prior to submitting portfolio) prior to tenure or promotion.

### ***Curriculum development***

- List of contributions in curriculum development.

### ***Advising***

- The candidate must be evaluated twice (one evaluation completed in the first three years; the second one prior to submitting portfolio) by their advisees, using the department Advising Evaluation instrument during the probationary period.

### ***Graduate students - Description of work with graduate students***

- List of student names, degree, date of graduation, thesis/paper/dissertation titles.

### ***Personal/professional development to improve teaching effectiveness***

- List of seminar(s), pedagogical workshop(s), etc. attended.

### **Research, Creative, and Professional Activities**

Our department values the scholarship of discovery, teaching, application, and integration equally. Scholarship that improves the practice of public health has equal value with discovery. Excellence in scholarship is shown by continuity, focus, and quality of work.

### **PH Department requirements for supporting evidence will include:**

#### ***Publications***

- Research and creative activities are expected to be of high quality, as commonly accepted in the professional fields represented in PH. Quality is represented by publications in peer reviewed sources, especially with the candidate being a major contributing author. These may include journals, books or book chapters, continuing education modules, technical reports, web publications, community-based publications, and other work that have undergone peer review. It is expected that the candidate on tenure track will establish a publication record with an average of at least 1 professional peer-reviewed/refereed journal article per year.
- While first-authored works are encouraged (or in some cases, last author depending on the journal's designated position of "corresponding author"), standard and common practice in the discipline of PH also includes creative activity with collaborators (e.g., graduate students and colleagues). It is expected that candidates will make significant and substantive contributions to collaborative works. Candidates will be asked to indicate their role(s) in the creative activities when they have worked primarily in a collaborative fashion and are not listed as first author.

### ***Presentations at professional meetings***

- The candidate must establish a presentation record with an average of at least 1 professional peer reviewed/refereed presentation (oral or poster) per year at either state/regional and/or national/international conferences with greater weight placed on national or international presentations.

### ***Grants, contracts, and awards***

- The tenure-track candidate must submit 3 external grant proposal as principal or co-principal investigator during the probationary period.
  - While principal investigator (PI) status is favorable, standard and common practice in the discipline of PH also includes creative activity with collaborators (e.g., graduate students, professional colleagues). It is expected that candidates will make significant and substantive contributions to collaborative works. Candidates will be asked to indicate their role(s) in the creative activities when they have worked primarily in a collaborative fashion and are not the PI of the grant.

### ***Other research PH department requirements:***

- Other forms of creative activity will be considered which support the candidate's overall productivity in this area. Examples include but are not limited to a new research method/procedure; community campus partnerships that leverage service for scholarship and lead to white papers or review papers that are widely disseminated and used in the public health profession, books, book chapters, and other publications that require a peer-review process; and, adoption of faculty-driven local, state, federal public health policy and demonstrated impact on public health policy development.

### **Service**

The candidate's service activities will also be considered. Service consists of three parts: to the profession; to the department, college and university; and to the community. Evidence of professional, university, and community service may include lists of contributions to:

1. Leadership positions in professional or University organizations and committees. The candidate will serve on at least one department and one college or university committee.
2. Significant participation in professional organizations or University committees
3. **For promotion to full professor**, the candidate will serve in some capacity (office holder, committee member, task forces, review panel, planning group) in state, regional, national, or international associations.
4. Demonstrated quality in advising student organizations
5. Active participation in distance and continuing education programs of the College
6. Consulting in a professional capacity, including reviewing for journals and reviewing grant proposals
7. Election to Fellow status in professional societies
8. Appointments to regional, national and/or international advisory boards/committees
9. Invited editorial-ships or presentations, particularly at the national and international levels

10. Community-based organization board or advisory committee membership
11. Consulting about policy development, providing testimony to local, state, and federal governing bodies, providing comment to regulatory agencies, and impacting public health policy
12. Contributions to the public that make use of the faculty member's academic or professional expertise.

**PH Department requirements for supporting evidence will include:**

*Committee/University involvement*

*Other committees or organization involvement*

*Service to the public*

*Awards and honors*

**DEPARTMENT SPECIFIC EXPECTATIONS FOR PROMOTION AND EVALUATION OF PROFESSORS OF PRACTICE**

The following expectations are based on the standard departmental workload. In the event that workloads have been adjusted, these expectations will vary accordingly.

*Meeting minimal criteria for each area does not by itself assure recommendation for promotion to the next rank.*

Assistant professors of practice are eligible to apply for promotion to associate professor of practice during their sixth year of continued academic service at NDSU. The position of Associate Professor of Practice is one of increasing productivity in academic areas and growth in leadership skills. An Associate Professor of Practice begins to assume a more active leadership role in the various areas of the department, college, university, and the profession than an Assistant Professor of Practice. The position of Professor of Practice is one of ongoing productivity in academic areas and participation in leadership. A Professor of Practice assumes an active leadership role in various areas of the department, college, university, and the profession.

**Teaching, Advising, and Curriculum Development**

Criteria is similar to tenure track and tenured positions.

**Research, Creative, and Professional Activity**

Assistant professors of practice meeting the norm of promotion to associate or full will produce a minimum of one peer-reviewed publication every year during the six-year period before seeking promotion.

While first- and single-authored works are encouraged, standard and common practice in the discipline of PH also includes creative activity with collaborators (e.g., graduate students, professional colleagues). It is expected that candidates will make significant and substantive contributions to collaborative works. Candidates may be asked to indicate their role(s) in the creative activities when they have worked primarily in a collaborative fashion.

Research and creative activities are expected to be of high quality, as commonly accepted in the PH professional field. Criteria for assessing quality might include, but are not limited to: nationally recognized or widely-used works, chapters in books that are edited by recognized leaders in the field, and books that are published by recognized professional publishing houses.

### **Service**

The candidate's service activities will also be considered. Service consists of three parts: to the profession; to the department, college and university; and to the community.

Evidence of professional, university, and community service may include lists of contributions to:

1. Leadership positions in professional or University organizations and committees
2. Significant participation in professional organizations or University committees
3. Demonstrated quality in advising student organizations
4. Active participation in distance and continuing education programs of the College
5. Consulting in a professional capacity, including reviewing for journals and reviewing grant proposals.
6. Election to Fellow status in professional societies
7. Appointments to regional, national and/or international advisory boards/committees.
8. Invited editorial-ships or presentations, particularly at the national and international levels.
9. Community-based organization board or advisory committee membership
10. Consulting about policy development, providing testimony to local, state, and federal governing bodies, providing comment to regulatory agencies, and impacting public health policy
11. Contributions to the public that make use of the faculty member's academic or professional expertise.

The candidate will serve on at least one department and college or university committee. The candidate will serve in some capacity (office holder, committee member, task forces, review panel, planning group) in state and/or regional association. And, the candidate provide service to the community as noted above.

### **PH Department requirements for supporting evidence will include:**

#### ***Committee/University involvement***

#### ***Other committees or organization involvement***

#### ***Service to the public***

- It is expected that the candidate will serve on at least one department and college or university committee.
- It is expected that the candidate will serve in some capacity (office holder, committee member, task forces, review panel, planning group) in state and/or regional associations.
- It is expected that the candidate provide service to the community as noted above.



*Awards and honors*

- List of awards, honors, or other special recognitions including certification.

**The PH PTE Committee will review the PH PTE Operating Procedures periodically.**

Approved by DPH faculty 12/16/15

Approved by Ad Hoc PH PTE Committee 12/16/15

Approved by Charles Peterson, Dean (cdp 12/29/15)

Approved by College of Health Professions PTE Committee (03/02/16)

Approved by Beth Ingram, Provost (04/03/16)

Appointing Members to Faculty Search Committee Procedures

Department Chair appoints committee members based on the following criteria and in consultation with the DPH faculty.

1. Committee will have 3-5 members and will include:
  - a. At least two tenure or tenure-track faculty
  - b. One outside department member
  - c. One student
  - d. Committee chair can be outside member
  - e. Committee chair can be a professor of practice.
2. If possible, committee members will attend FORWARD Faculty Search Committee Training
3. Chair must attend the FORWARD Faculty Search Committee Training

### DPH Event Funding Request

Primary faculty and staff within the Public Health program have access to Department of Public Health funds for public health focused events. Resources may be used for guest lecturer travel expenses and honoraria, film events, speaker panels, research showcases, and other relevant events. Funds will be distributed upon availability and as approved by both the DPH Chair and Vice Chair. The Department of Public Health Event Application must be received and approved before finalizing any plans. Completion of a request does not guarantee funds. Applicants are highly encouraged to seek matching funds. Faculty and staff must consider including students in the planning and promoting of the proposed event. The DPH Finance and Research Manager will work with individuals to assure all NDSU purchasing procedures are followed.

The Public Health Event Application is posted on the MPH Blackboard site.



### DPH Indirect and Local Fund Policy

Mission: Promote the research enterprise of the DPH while encouraging equitable collegiality and collaboration among departmental faculty.

This policy is effective as of July 1, 2017 (Fiscal Year 18). Indirect funds generated in one fiscal year are received by the Department the following fiscal year. Thus any indirect funds accumulated in Fiscal Year 17 will be established into new local funds by faculty or program (when PI's are staff members, not faculty).

The Department of Public Health will disperse indirect funds received from grants and contracts to faculty in their personal local fund as they are received by the Department in a 60/40 split. The Department will retain 40% for operational expenses. Sixty percent of indirect funds received by the Department will be divided among the personnel listed on the NDSU Proposal Transmittal Form (PTF) otherwise known as "departmental investigators." Funds will be allocated between departmental investigators based on percent of effort (FTE) outlined in the budget proposal for the grant or contract. Only those personnel listed on the PTF as investigators will receive an allocation to their local fund. Funds for center staff listed as departmental investigators on the PTF will go into the center's local fund (e.g., American Indian Public Health Resource Center).

Local accumulated faculty funds may be used at the discretion of the faculty and in accordance with University policy and procedures for travel, hiring costs, or purchases of equipment and must be used to assist the faculty member's research, teaching, or professional development needs.

Local accumulated center funds may be used at the discretion of the program director and approved by the Chair or Vice Chair. Funds must be used in accordance with University policy and procedures to travel, hiring costs, or purchases of equipment and must be used to benefit the center or DPH.

This policy is at the discretion of the DPH chair and is based on budget allowances.

Update September 22, 2017