



Mayville State University Policy and Procedure Manual

Introduction to the Policy Manual

This manual is intended to provide all faculty and staff members at Mayville State University with the information they need to understand and participate effectively in university administration and governance.

Having trouble finding a policy?

All Mayville State University policies are numbered with an “M” prefix such as M123. All policy numbers correspond with NDUS policy manual numbers. If you are searching for a policy that is NOT located in this policy manual, please defer to the NDUS policy manual. The direct link to the NDUS policy manual is located below.

Other valuable resources for these purposes include:

NDUS Policy Manual, which contains all policies of the State Board of Higher Education. NDUS policies apply to Mayville State University. The NDUS policy manual is located at [NDUS policies](#).

NDUS Procedures Manual (PR), which contains a variety of “how to” statements from the Chancellor of the North Dakota University System. These, too, apply to MSU, and the relevant section has a hot link on each of the MSU policy manual index pages. The NDUS Procedures Manual is also located online at [NDUS procedures](#).

Policy Sponsors

Each Mayville State University policy has a sponsor, as indicated at the end of the policy statement. Please discuss with the sponsor any questions or suggestions you may have.

The sponsor is the university’s leader for:

- answering any questions about the policy;
- accepting suggestions for revisions to the policy; and
- accepting suggestions for new policy in a related area.

Each sponsor is responsible for:

- providing fair and consistent answers about the policy;
- deciding whether, when, and how to propose revised or new policies;
- consulting with appropriate officials, committees, or other entities when policy revisions or new policies are under active consideration;
- securing any official approvals necessary for revisions or new policies (this will vary from one change to another, from one policy to another); and
- submitting the final drafts of revisions or new policies (with documentation of any official approvals) to the President’s Cabinet for final review.

When each policy has been through the complete review process, the University President will have final approval on each policy before incorporation into the university policy manual.

For other matters related to University policy, State Board of Higher Education policy, or this policy manual, please consult with the appropriate Vice President or with the President.



University Policy Manual

Introduction

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MISSION STATEMENT

The mission of Mayville State University is to educate and guide students, as individuals, so that they may realize their full career potential and enhance their lives. We do this in an environment that reflects our tradition of personal service, commitment to innovative technology-enriched education, and dynamic learning relationships with community, employers, and society.

As a member of the North Dakota University System, Mayville State University offers undergraduate degrees.

*Approved by the State Board of Higher Education
February 20, 1998*

VISION

The vision of Mayville State University is to be known for continuing academic excellence in a cooperative, enjoyable working and learning environment that anticipates and responds to individual needs.

INSTITUTIONAL PURPOSES

In order to realize its mission, MSU will ensure that the strategic plan, budget, and human resources decisions promote achievement of the following purposes:

- ✓ Collaborative relationships with schools, employers, and communities that contribute to the economic growth and social vitality of North Dakota.
- ✓ Effective support for appropriate applications of information technologies to instruction and administration.
- ✓ Academic programs and services that address career and North Dakota workforce opportunities.
- ✓ Innovative, flexible delivery of instruction that meets the needs of the individual.
- ✓ Enrollment and revenue development through retention, recruiting, and new opportunities.
- ✓ Assessment and improvement of student learning outcomes and institutional effectiveness.
- ✓ Continued fulfillment of the constitutionally mandated mission of teacher education.

THE COLLEGE LEARNING ENVIRONMENT

At Mayville State University, we believe the relationships between faculty, staff, and students to be of primary importance. The other traditional functions of a college take their being and importance from the ways in which they support and augment teaching and learning. Our goal is the development of well-prepared and socially responsible persons who possess discriminating intellectual capability.

Mayville State offers programs of study at the associate and baccalaureate levels. The University serves non-traditional continuing education students as well as traditional resident and commuter students. The University recognizes the right of all students to courses designed to acquaint the individual with the broad areas of knowledge in the scientific, social, and cultural milieu. Likewise, the University recognizes the right of students to curricula and programs specifically designed to meet student needs and interests.

A. Faculty, Administrative Staff, and Students

The dedication of the University to excellence in teaching and learning makes necessary the best efforts of the students, faculty, and administration. Appointment, retention, tenure, and promotion for faculty members is one measure for this concern for the welfare of the student. One of the first considerations in the development of faculty is the consideration of skill in teaching. Skill in teaching is not the only criterion, but it is the first.

Students have the obligation to match faculty involvement in teaching with their own involvement in learning. Motivation is a double responsibility residing with the student as well as with the teacher.

Students have a personal and professional interest in the teaching/learning process. Faculty should develop their courses with this in mind. It is assumed that both students and faculty will exhibit daily a positive concern for the success of the teaching/learning process.

Faculty, staff, and students are partners in the day-to-day operation of this University. Instruction and education extend beyond the classroom, laboratory, and library. Administrative staff employed in student affairs, advising, and in other areas dealing directly with students in curricular or extra-curricular activities are recognized as partners with the faculty and with the students.

Although rewards for faculty, staff, and students shall be based on their contributions to the teaching/learning process, it is emphasized that research activities, especially by members of the teaching faculty, shall be prized and encouraged. Faculty performing research activities deserve support, not only because of their attempt to acquire new knowledge, but also because their efforts demonstrate to students the ways in which new knowledge is developed and evaluated.

B. Policy Determination and Implementation

Mayville State University and all other state-supported higher education institutions in North Dakota are under the general administration and direction of the State Board of Higher Education.

The State Board of Higher Education is a policy-making body. The Board appoints a Chancellor who serves as its executive officer in the administration of the eleven state-supported campuses.

The Board has delegated responsibility for the overall welfare and operations of the university to the university's President. The Faculty Association has a constitution approved by the President and the Board that defines the academic governance responsibilities of the faculty. The Staff Association and Student Senate represents the views and interests of their constituencies in accordance with a constitution approved by the President.

Reviewed: Fall, 2008

Revised: January, 2015

Sponsor: President



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Faculty Senate and Association

The Faculty of Mayville State University, with the cooperation of the institution, shall create a Constitution for the purpose of establishing an orderly process whereby academic-related groups and individuals may share in the determination of educational policy.

Mayville State University adopted a Faculty Association and Senate Constitution on November 22, 1993. The constitution and any future amendments must be approved by the university president and the North Dakota State Board of Higher Education. The constitution is located in the MSU Faculty Handbook on the MSU website.

Revised: January, 2015

Sponsor: Vice President for Academic Affairs

Staff Senate and Association

The Staff Association is established to be a representative body of classified employees, officers of the institution, and all other permanent employees who are not members of the faculty association.

The Mayville State University Staff Association was established with the encouragement and approval of the President of Mayville State University on April 12, 1996. The constitution/bylaws and any future amendments must be approved by the university president. The constitution and bylaws are located on the MSU website.

Revised: January, 2015

Sponsor: Vice President for Business Affairs

Mayville State University Student Senate

The Student Senate is establish for the benefit of all students of this institution with the purpose to act as the governing organization of the student body and as a representative of the student body to the faculty and staff.

Mayville State University Student Senate was established with approval of the President of Mayville State University. The constitution/bylaws and any future amendments must be approved by the university president. The constitution and bylaws are located within the Student Handbook on the MSU website.

Revised: January, 2015

Sponsor: Vice President for Student Affairs and Institutional Research

Code of Student Senate Elections

The Code of Student Senate Elections will be used as a guideline for use in all Student Senate elections. All proposed changes to the Code of Student Senate Elections must be approved by the Student Senate. This Code will comply with the Student Senate Constitution and By-Laws.

The Code of Student Senate Elections was established with approval of the President of Mayville State University. The constitution/bylaws and any future amendments must be approved by the university president. The Code of Student Senate Elections is located within the Student Handbook on the MSU website.

Revised: January, 2015

Sponsor: Vice President for Student Affairs and Institutional Research



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The President

The president is the chief executive officer of the institution and a member of the Chancellor's executive staff. The president is responsible to the Chancellor for all matters concerning the institution and is an advisor to the Chancellor in matters of inter-institutional policy and administration. The President is the chief spokesperson for the university.

The State Board of Higher Education (SBHE) delegates to the president of each institution full authority and responsibility to administer the affairs of the institution in accordance with SBHE policies, plans, budgets, and standards, including the management and expenditure of all institutional funds, within budgetary and other limitations imposed by law or by the board. (See NDUS policy 305.1)

Presidential responsibilities include the following areas:

Planning

The preparation and implementation of both short and long range plans related to institutional goals, academic programs, teaching methodology, research, public service, and the development of the financial, human and physical plant resources to accomplish Board approved goals and objectives for the University.

Policy Making Procedures

The development, use of, and monitoring of administrative organization and policy making structures for the maximum utilization of resources; providing for significant opportunities for involvement of the various University constituencies (faculty, staff, student, alumni, etc.) in these policy making procedures.

Personnel

The recruitment, selection, professional development, promotion, termination, and evaluation of faculty and staff to achieve the goals of the institution.

Business Affairs

The preparation of the biennial and annual salary and general operating budgets and the presentation of these spending plans for approval to various internal and external agencies, including the appropriation hearings of the legislature. The supervision of the allocation process of appropriated funds and local funds in compliance with the policies of the Board and the state of North Dakota.

Plant Facilities

The construction, remodeling/renovation, and maintenance of the physical plant facilities and necessary equipment to support the academic mission of the University.

Specific Responsibilities

The following areas list the State Board approved presidential duties and responsibilities to support the above general areas of responsibility.

General

- Execute directives of the State Board of Higher Education.
- Execute policies formed by the various committees and approved by the Faculty Association.
- Make necessary reports to the State Board of Higher Education and state and federal agencies.

Personnel

- Recruit and select faculty members as needed, following established procedures.
- Define the scope of authority of faculties, councils, committees and administrative officers of the institution.
- Approve all personnel actions, except the award or change in tenure status, involving all faculty members and other institution employees.
- Appoint and determine salaries, consulting with the executive in each of these areas.
- Determine appointment and reappointment salaries of the faculty within the framework of the budget, salary parameters, and tenure policies, consulting with the Vice President for Academic Affairs.
- Insure necessary directives, memos, and bulletins to staff so that all are aware of their duties.
- Be available for conferences with faculty and students on all types of University problems.
- Review administrative assignments.
- Review promotion, tenure, and dismissal actions, and make final recommendations to the State Board.

Business Affairs

- Approve the annual and biennial budgets before they are presented to the State Board and assist in preparation of the same.
- Collaborate with the Vice President for Business Affairs in supervising the operation and maintenance of plant.
- Present budget requests to the Board of Higher Education, Office of Management and Budget, and the North Dakota Legislature.
- Collaborate with the Vice President for Business Affairs in supervising the building program of the University by negotiating with architects, contractors, loan agencies, and the Board on new building projects.

Curriculum

- Collaborate with the Vice President for Academic Affairs to execute curriculum policies approved by faculty.
- Provide leadership in areas of new program development.
- Collaborate with the Vice President for Academic Affairs to provide leadership in the evaluation of ongoing and new programs.

Student Personnel Services

- Collaborate with the Vice President for Student Affairs and Institutional Research to develop and execute policies governing student life.
- Collaborate with the Vice President for Student Affairs and Institutional Research to execute the student personnel service program.

Public Relations/External Affairs/Development

- Maintain good relations and effective communication with the Chancellor, the SBHE and other North Dakota institutions of higher education and cooperate with other NDUS institutions to improve academic offerings, expand access to higher education, promote faculty development, improve support services, reduce unnecessary duplication and enhance efficiency.
- Supervise the total public relations program of the University.
- Attend alumni meetings and report on the state of the University and its needs.
- Provide leadership for legislative relations.
- Represent the University at public meetings or appoint a University representative.
- Supervise and lead in the development of private giving to the University.
- Keep staff and faculty informed on University affairs.
- Serve on the Board of Directors of the MSU Foundation, M-300 Club, and Alumni Board of Directors.

Reviewed: Fall, 2008

Sponsor: President

President's Cabinet

Purpose

In addition to the president of the university, the President's Cabinet is composed of senior university administrators who report directly to the president. The President's Cabinet exists to enhance the ability of the President and cabinet members to lead more effectively in pursuing the mission and vision of Mayville State University. The President's Cabinet serves as the institution's official policy-making body, advisory to the President. They work closely together with the President to develop and implement university-wide initiatives, assure that attention is given to short and long-term opportunities and issues, provide advice, ensure university decision making through the benefits of collective experience and thought processes and oversee the operation of the university.

Membership

The membership of the President's Cabinet shall consist of six members: The President, The Vice President for Academic Affairs, The Vice President for Student Affairs and Institutional Research, the Vice President for Business Affairs, the Athletic Director and the Executive Foundation Director.

Meetings

The President's Cabinet is scheduled to meet weekly.

Adopted: Fall 2014

Sponsors: President

Vice President for Academic Affairs

The Vice President for Academic Affairs is directly responsible under the President for the supervision and execution of the academic activities of the University and all aspects of the University's information technology systems.

Vice President for Academic Affairs Responsibilities:

- Serve as a member of the President's Cabinet.
- Determine faculty schedule and workloads in consultation with the Division Chairs and the President.
- Develop and administer the academic budget in consultation with faculty, the Division Chairs, and the President.
- Encourage innovative approaches to instruction necessary for meeting the needs of our students and the mission of the University.
- Appoint and supervise Division Chairs.
- Preside over the Curriculum Committee and supply the committee with data on curriculum status and problems.
- Provide leadership in new program development in consultation with Division Chairs and the President.
- Ensure that each ongoing and new academic program is reviewed according to Board policy.
- Supervise and lead the campus accreditation activities.
- Develop campus-wide assessment programs and coordinate these efforts with the Office of Academic Assessment.
- Confer and ensure broad-based participation of faculty on curricular and other academic related matters.
- Develop and coordinate the semester class schedule in cooperation with the Division Chairs and the Office of Academic Records.
- Recruit, select, and evaluate faculty, and recommend to the President following established procedures.
- Consult and confer with the President and the Division Chairs in matters involving the promotion, tenure status, and reappointment of faculty.
- Ensure effective academic advisement of students.
- Monitor and coordinate the activities of the Teacher Education Committee and serve as a non-voting member.
- Member of the Admissions and Academic Standards Committee.
- Administer the Student Survey of Instruction.
- Maintain and monitor a file of current syllabi for all courses.
- Maintain and monitor a file of current faculty Supplementary Data Reports.
- Direct the Summer Session.
- Supervise and provide leadership for the Library, Office of Academic Records, Information Technology Services, Office of Extended Learning, Child Development

Programs, Office of Academic Assessment and Office of Instructional Technology.

- Represent the University on the North Dakota University System Academic Affairs Council and assume responsibility for informing the University of new changes, trends, or policies.
- Monitor the activity of the Teacher Education Council with updates from the Mayville State University representative. The Division of Education and Psychology Chair or their designee is the MSU representative.
- Assist with economic initiatives that are vital to our local economy by encouraging the development of appropriate academic programming.
- Collaborate with other universities in joint academic ventures.
- Assume responsibility and provide leadership for University academic grant writing activities.
- Act on behalf of the President in his/her absence or disability and serve as second in command.
- Assume other duties as assigned by the President.
- Serve on the Governing Board of Directors for Head Start.

Information Technology Responsibilities:

- Provide the leadership and vision to move information technology forward in a business and academic setting.
- Establish and maintain budgets for all areas of information technology services.
- Conduct strategic planning for information technology.
- Management of areas and personnel in information technology services.
- Leadership and management of the campus notebook computer initiative.
- Responsible for the day-to-day operations of the University's information technology functions.
- Select a chairperson of the Technology Planning Committee for advancing campus technology.
- Responsible for submitting state technology reports.
- Serve on state level technology related councils or appoint a designee.

Adopted: Fall, 2014

Sponsored by: President and Vice President for Academic Affairs

Vice President for Student Affairs and Institutional Research

The Vice President for Student Affairs and Institutional Research reports directly to the President, and is responsible for all non-academic programming and the coordination of all institutional research and will:

- Serve as a member of the President's Cabinet.
- Supervise and coordinate a student development program which includes reviewing research and current practices and implementing innovative programs.
- Coordinate the academic advising program, to include the continued monitoring of practices and procedures and the improvement of professional development for all advisors.
- Provide oversight for the institution's enrollment management and retention programs, to include services and activities for distance students. Implement Best Practices that have included a developmental academic advising model, a first year experience program for new freshmen, a Student Success model that includes integrated identification, tracking and support for at risk students, and the assessment of the needs of new students and related services to meet those needs.
- Provide oversight and direct involvement to ensure institutional compliance with state, federal and external requirements, to include the compilation, disclosure and distribution of Title IX Compliance Standards, Campus Crime and Security reports, Student Right to Know Completion and Graduation Reports, and Drug Free Schools Programs (to include Biennial Review).
- Provide administrative support for students and their concerns and serve as Advisor to Student Senate.
- Facilitate and support the on-going functions of student organizations on the MSU campus by promoting leadership development opportunities and financial support from student fees. Coordinate two annual activities to recognize student achievement and student leadership (Who's Who and Student Senate Recognition Program).
- Serve as the primary contact for student issues and complaints and final appeal for disciplinary issues.
- Serve as chief administrative officer for the following service areas: Admissions, Counseling, Student Life, Student Activities and Programming, Health Services, Career Services/Internships, Student Success/Disabilities Services, Student Retention, Enrollment Services, New Student Orientation, Veterans Affairs, Financial Aid, Institutional Research, and specific grant programs.
- Actively supervise a professional staff in all Student Affairs Service areas.
- Manage state appropriated and local budgets
- Gather and disseminate data and information related to students and student development programming.
- Assist in the development and preparation of institutional strategic plans, to include the gathering of data and input and the articulation of goals, objectives, strategies, outcomes and measures as they relate to students and Student Affairs service areas.
- Assist in the development and maintenance of the institution's Assessment Plan to include providing information about student learning that takes place outside of the classroom and that is used to assess student growth and development and that utilizes CAS standards and other validated measures.

- Serve as institutional representative to the NDUS Student Affairs Council and to the NDUS Accountability Measures Committee.
- Serve on the Student Affairs Committee, Financial Aid Committee, Student Activity Fee Finance Committee, Title IX Compliance Committee, Cultural Diversity Committee, Behavioral Intervention Team, Enrollment Management and Retention Committee, and the Substance Abuse Prevention Committee. Chair the Student Affairs and Enrollment Management Committees.
- Serve as chief institutional research officer with duties to include responses to external surveys and requests for information, the compilation of data for use in reports, the development of ad hoc research projects, and the preparation of standardized public reports. Conduct institutional surveys, report and analyze results for the Student Satisfaction Survey, the NSSE/FSSE Survey, Alumni Surveys, the Employer Satisfaction Survey, the CORE Alcohol and Drug Use Survey, Campus Quality Surveys and the Campus Diversity Climate Survey.
- Coordinate the planning, writing and administration of specific grants related to student development and student programming.
- Serve on the Governing Board of Directors for Head Start.

Adopted: Fall, 2014

Sponsored by: President and Vice President for Student Affairs and Institutional Research

Vice President for Business Affairs

The Vice President for Business Affairs reports directly to the President and is responsible for planning, coordinating, and directing the business and financial affairs of the institution.

Vice President for Business Affairs Responsibilities:

- Serve as a member of the President's Cabinet.
- Oversee the preparation of biennial and annual operating budgets including interpreting and monitoring legislative and SBHE rules and regulations to ensure compliance.
- Develop and maintain systems of internal controls to safeguard financial assets of the university.
- Oversee the preparation of all financial reports including the Annual Financial Report, and reports to oversight organizations including North Dakota University System, Office of Management and Budget, and North Dakota Legislative Council ensuring compliance with generally accepted accounting principles and other reporting requirements.
- Serve on the Board of Directors of the following MaSU Component Unit organizations, Comet Athletic Club and Mayville Mutual Aid Corporation.
- Oversee new construction and major remodeling projects including approval, contract administration, and budget and expenditure activity in accordance with SBHE Facilities Policies.
- Serve as the institutional representative to the NDUS Administrative Affairs Council and the Student Loan Service Center Steering Committee. Participate in SBHE Budget and Finance Committee meetings upon request.
- Serve on the Athletic Committee, Technology Planning Committee, and Student Financial Aid Committee. Chair the Student Activity Fee Finance Committee.
- Oversee activities to insure institutional adherence to SBHE Financial Affairs policies including: purchasing procedures, equipment and personal property leases, tuition and fees, tuition waivers, room and board charges, and contract review.
- Assist in the development and preparation of institutional strategic plans, to include the articulation of goals, strategies, and outcomes as they relate to Business Affairs areas.
- Serve as chief administrative officer providing oversight for the following service areas: Business Office, Facilities Services, Physical Plant, Dining Services, Bookstore and Human Resources.
- Serve on the Governing Board for the Head Start and Early Head Start Programs.
- Assume other duties and responsibilities as assigned by the President.

Adopted: Fall, 2014

Sponsored by: President and Vice President for Business Affairs

Executive Foundation Director

The Executive Foundation Director of the Mayville State University (MSU) Foundation is directly responsible to the President for the relationship between the University and the Foundation, and in this capacity will:

- Serve as Executive Foundation Director of the MSU Foundation.
- Develop and maintain a computerized alumni and donor information system to include current mailing addresses, maiden names, year of graduation or last year of attendance, type of degree earned, majors and minors, membership in campus organizations, and hometowns.
- Solicit scholarships and gifts from alumni and friends through fund drives and personal contact.
- Account for collections and disbursements of foundation gift income.
- Hire and develop foundation team and oversee all aspects of planned, annual and major giving programs and donor recognition communications.
- Serve on the Governing Board of Directors for Head Start.

Adopted: Fall, 2014

Sponsored by: President and Executive Foundation Director

Employee Code of Conduct

1. Introduction and Application.

This Code of Conduct is adopted in accordance with SBHE Policy 308.1 and applies to all Mayville State University employees. The State Board of Higher Education and Mayville State University are committed to uphold the highest ethical and professional standards. All Mayville State University employees must comply with all laws and regulations as they apply to the activities of the employee related to employment at Mayville State University. Activities that achieve results unlawfully or by unethical behavior - including, but not limited to, payments for illegal acts, indirect contributions, rebates, and bribery - are not tolerated. Employees who have information concerning a possible violation of this Code or are uncertain about application or interpretation of any legal requirement should report the matter to their supervisor or utilize the fraud hotline, when appropriate.

2. General Employee Conduct.

Mayville State University supports an environment that is free of discrimination or harassment as stated in policy M603.1.3 Anti-Harassment/Hostile Work Environment. All employees are expected to conduct themselves in an appropriate manner, including modeling the MSU Strategic Plan Goal, “Enhance a culture of personal service in which the evolving needs of our students and customers are met”. Violation of applicable laws or policies governing possession and use of alcoholic beverages or drugs, including the Drug Free Workplace Act, SBHE Policy 615 or institution policies, is cause for dismissal or other discipline. Likewise, sexual or other harassment (including actions contributing to a hostile work environment) in violation of federal or state law, SBHE Policy 603.1 or Mayville State University policy, is cause for dismissal or other discipline.

3. Conflicts of Interest.

All employees are expected to perform their duties conscientiously, honestly, and in accordance with the best interests of Mayville State University. Employees must comply with applicable federal and state laws, including SBHE Policy 611: Employee Responsibility and Activity policy. Employees may not unlawfully use their position or the knowledge gained as a result of their position for private or personal advantage. Employees are responsible for their own actions. Any individual who has concerns or questions regarding a perceived or potential conflict or regarding application or interpretation of federal or state law or SBHE policy is encouraged to communicate with a supervisor and/or utilize the fraud hotline.

4. Outside Activities and Employment.

Mayville State University employees share responsibility for good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to Mayville State University and is encouraged. However, employees must comply with applicable federal and state laws and SBHE policies. At all times, employees must avoid other services and activities outside of their University System employment that interfere with best efforts in fulfilling their assigned duties.

5. Relationships with Clients and Suppliers; Conflicts of Interest.

Employees must comply with applicable federal and state laws and SBHE Policy 611.4 and are responsible for being familiar with applicable laws and policies governing conflicts of interest. They should avoid investing in or acquiring a financial interest in any business organization that has a

contractual relationship with Mayville State or that provides goods or services to Mayville State University, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties.

6. Gifts, Entertainment and Favors; Kickbacks and Secret Commissions.

Excluding only *de minimus* contributions, such as purchase of a meal at reasonable value as part of a conference or other event with no conditions attached to such purchase and as permitted under applicable federal and state laws, employees may not accept entertainment, gifts, or personal favors that could influence, or appear to influence, decisions in favor of any person or organization with whom or with which Mayville State University has, or is likely to have, business dealings. Similarly, employees may not accept any other preferential treatment under circumstances that because of their position with Mayville State University, the preferential treatment may influence or be perceived as influencing their official conduct. Employees may not receive payment or compensation of any kind from any source for Mayville State University duties and responsibilities, except as authorized under Mayville State University pay policies. Specifically, the acceptance of “kickbacks” or commissions in any form from vendors, suppliers or others is prohibited and any violation of this prohibition shall be cause for dismissal and result in referral for prosecution under the law.

7. Mayville State University Funds and Other Assets.

Mayville State University shall adopt and enforce strict standards to prevent fraud and dishonesty. Employees who have access to Mayville State University funds and other assets in any form must follow the prescribed procedures for recording, handling, and protecting money and other assets as detailed in applicable Mayville State University procedure manuals or other explanatory materials.

Employees responsible for spending or approving expenditure of Mayville State University funds or incurring any reimbursable expenses must comply with all applicable laws and policies and use good judgment on behalf of Mayville State University to ensure that good value is received for every expenditure. Mayville State University funds and all other assets are for Mayville State University purposes only and not for personal use or benefit. Mayville State Employees may not use institutional or system property, equipment, supplies or staff for private or personal use, except as authorized under institutional or system policies, such as noted in Mayville State University policy M802.6.

8. Mayville State University Records and Communications.

Accurate and reliable records of many kinds are necessary to meet Mayville State University legal and financial obligations and to manage the affairs of Mayville State University. Mayville State University books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets and liabilities and exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication, whether internal or external, including, but not limited to, false expense, attendance, enrollment, financial, or similar reports and statements, or false advertising, deceptive marketing practices, or other misleading representations.

9. Dealing with Outside People and Organizations.

Employees must take care to separate their personal roles from their Mayville State University positions when communicating on matters not involving Mayville State University business. They may not use Mayville State University identification, stationery, supplies, and equipment for personal or political matters. When communicating publicly on matters that involve Mayville State University business, employees may not represent that they speak for Mayville State University, unless that is one of their

duties or they are otherwise authorized to do so. When dealing with anyone outside Mayville State University, including public officials, employees must take care not to compromise the integrity or damage the reputation of Mayville State University or the University System.

10. Prompt communications.

In all matters involving communication with Mayville State University, all employees must endeavor to make complete, accurate, and timely communications and respond promptly and courteously to all proper requests for information and complaints.

11. Privacy, Confidentiality and Open Records.

Employees must comply with applicable laws, regulations and SBHE policies concerning privacy, confidential records, access to open records and records retention.

12. Procedure for Reporting and Investigating Suspected Violations; Protection of Employees Reporting Fraud

Employees shall report suspected or known violations according to their choice of one or more of the following:

- Report the suspected or known violation to the employee's supervisor
- Report the suspected or known violation to a member of the President's Cabinet
- Report the suspected or known violation anonymously to the fraud hotline by telephone at 1-866-912-5376
- Report the suspected or known violation anonymously to the fraud hotline online at www.eidebailly.com/hotline.

Alleged violations of this code shall ordinarily be investigated by the Vice President for Business Affairs, and employees shall cooperate in investigations of alleged violations.

Any employee who makes a report of suspected violations of this code in good faith shall be protected against retaliation of any kind; any officer or employee who retaliates or attempts retaliation in response to a good faith report shall be subject to disciplinary action or dismissal. Employees shall report suspected violations of this code according to one or more of the options listed above, and failure to report known or suspected violations is in itself a violation and may lead to disciplinary action or dismissal.

13. Employee Acknowledgement of Policy.

The NDUS office and Mayville State University shall require that each new employee review the Code of Conduct and sign a statement certifying the employee has read and agrees to comply with the Code. Further, all benefitted employees are required to annually certify in writing or electronically that they have read and are in compliance with the Code of Conduct.

Adopted: June 21, 2010

Reviewed: Spring, 2012

Revised: March 19, 2012

Sponsor: Human Resource Director

Mayville State University and MSU Foundation

Mayville State University shall have an agreement between the institution and the Mayville State University Foundation that is established under the constitution and laws of North Dakota and governed by the North Dakota State Board of Higher Education and operates as a separate, independent, non-profit corporation. The Foundations primary purposes and description of services are to be provided in this agreement. The agreement must be approved and signed by the university president and the foundation president and a copy kept in the President's Office and The Foundation Executive Director's Office as well as the NDUS Office.

Adopted: November 26, 2003

Reviewed: Summer, 2012

Revised: July 17, 2012

Revised: January, 2015

Sponsor: MSU President and Foundation President

Academic Assessment Committee

Purpose:

The Academic Assessment Committee (AAC) cooperates with faculty, division chairs and administration to advance academic assessment efforts for the university. The AAC manages the assessment data and processes by designing, implementing and maintaining a software solution that promotes continuous improvement. The committee keeps current with assessment trends and provides for the assessment education of the faculty by conducting local workshops and presentations and by building and maintaining a pool of useful resources helpful in promoting academic quality. It assists its constituents with questions and concerns about assessment assignments and works closely with them to resolve any issues. The AAC leads in the development, deployment and improvement of the annual reporting process and is responsible for disseminating its results to the Cabinet.

Membership:

The Academic Assessment Committee consists of eight voting members: The Director of Academic Assessment, the Assistant Director of Academic Assessment, the Chair of the Essential Studies Subcommittee of the Curriculum Committee and a representative from each of the five academic divisions. The Vice President for Academic Affairs and the Vice President for Student Affairs and Institutional Research are ex-officio members.

Meetings:

Each semester and as needed.

Adopted: Fall, 2014

Sponsor: Vice President for Academic Affairs & Vice President for Student Affairs and Institutional Research

Enrollment Management and Retention Committee

Purpose:

The Enrollment Management and Retention Committee develops and maintains a enrollment development plan that satisfies the expectations of the Strategic Planning Committee; develops and maintains retention strategies that will assist the university in reaching goals set forth in the strategic plan; advises the President's Cabinet regarding academic initiatives that would increase enrollment; identifies strategies for the recruitment of prospective students; and advises the public relations staff regarding key messages and promotions.

Membership:

The Enrollment Management Committee members are the Vice President for Academic Affairs, Vice President for Student Affairs and Institutional Research, Director of Public Relations, Athletic Director, Director of Admissions and Extended Learning, Director of Enrollment Services, Director of Student Retention Services, and one at-large faculty member and one student representative.

In addition, other staff will be active participants in sub-committees and identified task forces that the main committee will decide to convene as needed. Members of these sub-committees and respective task forces will include individuals who have expertise and interest in specific strategies related to recruitment, retention, and marketing and representatives from the following:

1. Student Retention Services
2. Career Services
3. Campus Programming
4. Academic Support Services
5. Enrollment Services
6. Extended Learning
7. Athletics
8. Academic Records

Meetings:

At least once each semester and as needed. Sub-committees and task force groups will meet more frequently and as needed.

Reviewed: Fall, 2010

Revised: Fall, 2010

Sponsor: Vice President for Student Affairs and Institutional Research

Student Affairs Committee

Purpose:

The Committee on Student Affairs recommends policies and monitors procedures in the areas of student development services, student government, the promotion and coordination of co-curricular and social programs, student retention programming, and disciplinary affairs. Appropriate subcommittees to discharge these responsibilities are outlined below.

Membership:

The membership of this Committee shall consist of the Vice President for Student Affairs and Institutional Research, who shall serve as chair; the Director of Housing, two (2) faculty appointed by the Faculty Association, four (4) staff members appointed by the Staff Senate, and six (6) students appointed by the Student Senate.

Meetings:

Each semester and as needed.

Conduct Hearing Subcommittee

Purpose:

This subcommittee serves as a hearing board for those disciplinary matters of a serious nature; i.e. incidents of violence, property damage, and other actions which may be cause for probable suspension from the institution. The Committee reviews information regarding specific incidents which have been referred to it by the University judicial officer. In this regard, the subcommittee considers all pertinent information and makes a recommendation regarding disciplinary action, including suspension or expulsion from the institution to appropriate officials.

Membership:

The committee includes the Vice President for Student Affairs and Institutional Research, who serves as subcommittee chair and votes only in the case of a tie, two student members, and two faculty/staff members.

Meetings :

As needed.

Subcommittee on Residence Life

Purpose:

This subcommittee considers issues and recommends policy regarding housing and the residence hall system. It also serves as an appeals board for those individuals seeking an exemption from the institutional housing policy. In this regard, it considers information from the appealing student.

Membership:

The membership of this Committee shall consist of two student members, and three faculty/staff members, one of whom will be the chair and vote in case of a tie.

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Student Activity Fee Finance Committee

Purpose:

To consider requests for allocations from the Student Government portion of Student Activity fees. Allocations from the Student Government portion of the Student Activity fee are made to recognized student groups and student functions to help sponsor educational, social, and professional activities and for such functions as the student newspaper, yearbook, music programs, drama, debate, intramurals, campus center improvements, student senate, campus programming.

Membership:

The Vice President for Business Affairs, who chairs the committee; the Vice President for Student Affairs and Institutional Research, who serves as Recorder; two faculty members appointed by the Vice President for Academic Affairs; and four members of the Student Senate, including the Treasurer, Vice President and two at large members.

Meetings:

As needed, based upon requests for funding, but at least once each semester. The Student Services Office distributes requests for funding at least once each semester.

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Student Publications Board

Purpose:

The Student Publications Board will establish policy for all student media including editorial prerogatives and obligations and determine management and publication guidelines. Specific guidelines to be developed include: Guidelines for editors and managers to develop editorial practices and news coverage that are within the limits of good journalism; guidelines to protect editors and managers from arbitrary suspension and removal; and procedures to suspend or remove editors who are clearly in violation of state, federal, or local laws, policies or sound journalistic practices. The Student Publications Board shall also serve as a hearing board for student editors or managers who are removed from their position for cause as outlined in Mayville State Policy M507.1.

Membership:

Two students, including editors or managers of student publications or media. If no student publications or media are in operation, the Student Senate shall appoint the student members. Other members shall include a faculty or staff member appointed by the President who is actively involved with student publications or media; one member of the local media, including journalists or someone with relevant experience or expertise; and the Vice President for Student Affairs and Institutional Research who will serve as a liaison from the Publications Board to the university's administration.

Meetings:

Each semester, and as needed.

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Residence Hall Food Service Committee

Purpose:

To advise the Food Services Director concerning matters related to the operation of the Cafeteria and Snack Bar. To serve as a medium of communication between students and those administering the food services operation.

Membership:

The Director of Housing, the Director of Campus Programming/Campus Center (who serves as committee Chair), the Food Services Director and students appointed by the Residence Hall Association.

Meetings:

Each semester and as needed.

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Substance Abuse Prevention Committee

Purpose:

To develop a collaborative effort between faculty, staff and students in addressing the issues associated with substance abuse among the Mayville State University student population and to reduce the negative health and safety consequences associated with drug and alcohol use. The committee will develop subcommittees and work groups to review, refine and update campus wide efforts in the areas of sanctions/policies; community relations; curriculum infusion; prevention programming; and research implications. In addition, the committee will review the university's Drug Free School and Communities policies on a biennial basis and also provide input for changes in the Student Code of Conduct and Residence Life Handbook. Individual members from the committee will also represent the institution on community substance abuse prevention coalitions, on the NDUS Higher Education Substance Abuse Prevention Consortium, and other local and regional groups that address substance abuse issues.

Membership:

Members shall include, but not be limited to: The Vice President for Student Affairs and Institutional Research, the institution's Student Conduct Officer, counseling staff, residence hall staff, at least two faculty members, representation from the Athletic Department, at least three student members and at least one member of the community who represents other substance abuse prevention coalitions. A chair shall be chosen by committee members.

Meetings:

As needed, but at least once each semester.

Adopted: Summer, 2006

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Diversity Committee

Purpose:

The Diversity Committee has the following functions and purposes:

1. Makes revisions to, and implements the institution's Cultural Diversity plan.
 2. Assists with strategies to help the university meet accreditation recommendations for diversity.
 3. Helps plan and develop events and activities that promote the understanding of diverse cultures.
- Advising on procedures and strategies for recruiting and retention of a diverse faculty, staff, and student body
 - Increasing awareness of diversity in the university.
- Assists in developing relationships with foreign universities.

Membership:

Membership shall include: the Diversity Coordinator, Vice President for Student Affairs, one representative from each academic division, an Essential Studies representative, an Enrollment Services representative, Distance Learning representative, a diverse faculty member, a staff representative and two student members. The committee chair is the Diversity Coordinator or designation by senior administration. Ex Officio members shall include the Vice President for Academic Affairs and the Chair of the Diversity Task Force (for the duration of the task force). The Diversity Committee chair will serve as the university's representative to the North Dakota University System Diversity Council. Membership will be approved by the Vice President for Student Affairs, subject to President's Cabinet approval.

Sub Committees:

Sub-committees or working committees shall be established as needed to accomplish the functions and purposes of the Diversity Committee. A sub-committee to provide input and advice regarding the diversity and international student waivers shall include members of the Diversity committee and additional faculty or staff, as needed. Other working committees to plan and develop events or activities shall also be established and may include non committee members.

Meetings:

A minimum of once per semester.

Reviewed: Fall, 2014

Sponsor: Vice President for Student Affairs and Institutional Research

Strategic Planning Committee

Purpose:

The Strategic Planning Committee consists of faculty, staff, students, and administrators appointed by the President. Its purpose is to assist the university in creating and achieving its vision through the development and implementation of a dynamic and responsive strategic plan. More specifically, it will:

1. Help develop a shared vision and direction for the University.
2. Ensure that an updated, annual strategic plan is in place.
3. Review, monitor, and assess progress towards campus-wide strategic goals.

Membership:

The Strategic Planning Committee members are the President's Cabinet, Director of Public Relations, Faculty Senate President and Vice President, Staff Senate President and Vice President, Director of Child Development Programs, two at-large faculty members, and the Student Senate President and Vice President.

Meetings:

Once a semester or as needed.

Established: Spring, 2009

Sponsor: President

Title IX Advisory Committee

Mission: The mission of the Title IX Advisory Committee is to promote respect, education, and awareness of appropriate relationships in an equal opportunity environment at Mayville State University

Objectives:

1. To facilitate institutional awareness of campus needs, to include human resources required to implement prevention and other programs, activities and strategies needed to involve and inform students, and the coordination of efforts with other public safety and community law enforcement entities.
2. Develop, implement and monitor uniform policies addressing all forms of harassment, violence, and stalking.
3. Help define practices that set clear behavioral expectations for all.
4. Help develop and deliver consistent messaging through education and training regarding prevention, bystander engagement, and individual and community responsibility.
5. Integrate and clarify reporting responsibilities and procedures for all campus entities.
6. Regularly monitor and update/upgrade strategies needed to ensure compliance with federal requirements.
7. Review and recommend policies and procedures related to other aspects of Title IX issues, including reporting of suspected violations, resolution of identified violations and intervention with those involved in suspected violations.
8. Assist in the development of academic curriculum related to the prevention of sexual misconduct.
9. Serve as an Appeal Panel for those cases referred to it by the Title IX Coordinator.

Membership:

Members of the Title IX Advisory Committee shall be appointed by the President's Cabinet and shall include representatives of the following entities:

- A senior level administrator. Appointed by President's Cabinet
- A coach or staff member from the Athletic Department. Appointed by Athletic Director.
- The institution's Human Resources Director
- A staff member with background, interest in, and responsibility for educational programming with students. Appointed by President's Cabinet
- A faculty member with background, interest in, and experience in curriculum development. Appointed by President's Cabinet.
- A student with experience and interest in peer leadership and peer education. Appointed by President's Cabinet.
- At least one student appointed by Student Senate
- At least one faculty member appointed by Faculty Association.
- At least one staff member appointed by Staff Senate

The chair of the Title IX Advisory Committee will be the institution's Chief Compliance Officer.

Function:

The Title IX Advisory Committee shall meet at least once each semester and more often as needed. At least once each year the Council shall review current institutional policies and practices that are related to issues associated with sexual misconduct and shall recommend changes in policy and practices, as they are warranted. In addition, the Council shall regularly review educational and other programs that have been developed to address issues associated with Sexual Misconduct and shall recommend changes as needed.

Sub-committee may be established for the following functions:

- a. Development and delivery of educational programs for students.

- b. Development and delivery of training programs for faculty, staff and students.
- c. Development and review of reporting processes and procedures related to incidents of sexual misconduct and resolution of identified violations.
- d. Development of academic curriculum related to prevention of sexual misconduct, to include courses for credit and/or experiences that carry academic credit

Established: August, 2014

Revised: December, 2014

Revised: February, 2015

Sponsor: Vice President for Academic Affairs

Vice President for Student Affairs and Institutional Research

Online Learning Committee

Purpose:

The Online Learning Committee (OLC) develops and continuously examines and improves guiding principles for online education by creating an infrastructure of policies and procedures that support online course quality, student authentication and integrity, course design, instructional technologies, creative pedagogy, intellectual property, accessibility, retention, innovation, strategic growth, academic freedom and faculty training and development.

Membership:

The Online Learning Committee consists of five voting members: The Director of Instructional Design and Technology; the Director of Extended Learning; a current Division Chair appointed by VPAA; a faculty member at large appointed by VPAA; and a student member appointed by Student Senate. The OLC Chair is appointed by the committee voting membership.

Meetings:

The Online Learning Committee shall meet at least four times per semester, except summer.

Adopted: Fall, 2014

Sponsor: Vice President for Academic Affairs



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Legal Interpretation of Political Activities

(Below is the legal interpretation of political activities by State Board of Higher Education attorney, Pat Seaworth.)

State law prohibits use of state facilities, equipment, supplies, or employee work time for partisan political activities. Outside of that restriction, state employees have a constitutional right to participate in political activities and express their opinions about candidates or issues without fear of retribution. In other words, so long as employees are not engaged in political activities during work hours and they do not use state facilities, equipment or supplies to support those activities, they have a right to support or oppose candidates and issues and freely express their opinion.

Employees have a right to wear political buttons wherever they want, including on campus or at work. The only possible exception is that employees required to wear uniforms or comply with a specific dress code may be prohibited from wearing buttons and any other insignia that is not part of the uniform or required dress. Employees have a right to express their opinions in the workplace, although activities that interfere with performance of duties may be prohibited. Employees in positions of authority should take care to not appear to be encouraging, and perhaps coercing, subordinates to support their favored candidate or issue. For example, it would be improper for a supervisor to call subordinates into her office to express support for a candidate or to urge them to support the candidate.

Students have similar rights. You may not prohibit political signs in student residence halls if display of other signs, posters, etc. is permitted. However, reasonable restrictions on size or manner of display are permitted. You may even prohibit posting of signs by students in certain areas altogether. For example, in order to keep repairs and repainting to a minimum, you can ban the display of signs, posters or pictures of any kind, or at least enforce restriction on use of nails, screws or tape to hang the items on dorm room walls or ceilings. However, you cannot impose restrictions based on content - the restrictions must be uniformly applied regardless of message. If display of any poster or sign in dorm windows is not banned, students are free to place political signs in their windows.

Approved: May 28, 1996

Reviewed: Summer, 2012

Revised: June 18, 2012

Sponsor: President

Political Campaigning and Advocacy Activities on Campus

Policies and procedures affecting political campaigning or other forms of advocacy on campus are based on the following assumptions:

1. That the campus of an institution of higher education should be a free and open forum for the expression of ideas and opinions concerning any and all aspects of human thought, and whether or not such ideas and opinions are matters of controversy;
2. That discussion and debate should be conducted courteously, in good taste, and with scrupulous regard for the right of all parties to be heard;
3. That controversial subjects may, and should, be discussed in classes, as appropriate to the subject of that course, but that in all events, the academic objectivity of scholarship and teaching must be preserved;
4. That active participation of students in the political process is encouraged, consistent with the purpose of the University to develop informed and active citizens; and
5. That the political, religious, and ideological neutrality of the University, as a public institution of higher education, be scrupulously preserved.

Accordingly, the following rules and guidelines will be observed:

1. Political posters or other advocacy materials may be placed only on University bulletin boards.
2. Handbills may be distributed on the campus, only in public areas. Persons distributing handbills shall take reasonable care to ensure that campus litter resulting from such distribution is minimized.
3. Posters or handbills shall not be placed on trees or poles or fastened to stakes on campus lawns.
4. Individual residence hall councils may make reasonable rules concerning the time, place, and manner in which political campaigning and advocacy activities shall take place in the particular residence halls, within the general provisions of these rules and guidelines.
5. Political campaigning or advocacy materials shall not be distributed through campus media unless they are the announcement of an activity or event sponsored by a recognized campus organization, or unless they are sent through the U.S. Mail with proper postage attached.
6. In no case will advocacy materials be permitted on the campus, which contain vulgarity, unwarranted or unreasonable attacks upon the character of individuals, or contain statements, which violate the public law.
7. Handbills may be distributed outside the gates at any athletic contest or other public event. They shall not be distributed inside the admission gates. Persons distributing handbills may take shelter in entryways during inclement weather.

Reviewed: Summer, 2012

Revised: June 18, 2012

Sponsor: President's Cabinet

Admission Policies - Standardized Test Scores

The State Board of Higher Education has mandated that state supported institutions require all first time students to take and submit results of the ACT Assessment or the SAT as a condition of admission. The purpose of these requirements is to assist students in understanding how factors such as high school grades, achievement, and types of courses taken affect their college performance. This information will also assist colleges and universities in making appropriate recommendations to students regarding course selection and placement.

The only individuals who are exempt from the ACT requirement are:

- a. Students who are age 25 or older on the first day of class
- b. Students from foreign countries, other than Canada
- c. Transfer students who have earned 36 quarter or 24 or more semester credits
- d. Individuals granted exemptions on a case-by-case basis

First time students who have not taken the ACT, nor been granted an exemption, may be accepted on a conditional basis. If they do not submit the results of the ACT by the completion of their first term of enrollment, no end of term credits and grades will be issued, and the student will not be allowed to register for subsequent terms.

Students may be exempted from the ACT requirement by following the procedure outlined below:

1. Students who do not have an ACT or SAT score on file with the Admissions Office will be informed of that fact prior to acceptance/enrollment and will be considered for an exemption based on information available to the Admissions Office.
2. Special students, not seeking a degree, will be automatically exempt from the ACT requirements.
3. Students may formally request an exemption by completing a special form supplied by the Admission Office.
4. The Admission Office will review the request to determine the validity and individual's eligibility for an exemption based on age, foreign student status, or number of transfer credits. The Director of Admissions will approve these exemptions. Students who request a case-by-case exemption based on extenuating circumstances will need to provide supporting information. The Director of Admission will review these requests and approve or disapprove the same. Exemptions may be granted based on such factors as educational or physical disabilities; length of time since enrollment in a formal education setting; and total number of transfer credits, including developmental or non-college level credit courses. Major criteria, which will be considered, are whether or not the ACT would provide additional relevant data and if completion of the test would cause unnecessary hardship.
5. Students applying for an exemption will be notified, in writing, by the Admissions Office concerning the approval/disapproval of their request. A student whose request has been disapproved will be encouraged to complete the ACT on a national testing date on the Mayville State campus.

Information gathered about students as part of this process, including exemptions granted, will be reported to the Faculty Association and to the State Board of Higher Education, via the Board Office.

6. ACT or SAT subtest scores will also be used for placement into college level courses at the time of enrollment. Students without ACT or SAT results who have been granted an exemption to the above requirement or who have been admitted conditionally without such test results will be required to complete an alternative placement process utilizing the ACT COMPASS or ACT PLAN (for Dual Credit students only) exams. Guidelines have been established by the State Board of Higher Education for placement in college level English and math. Students failing to meet these established placement guidelines will be required to satisfactorily complete courses in Developmental English and Intermediate Algebra with grades of “C” or higher, prior to enrollment in English 110 and Math 103. These placement guidelines are detailed in the Mayville State University Catalog and in NDUS Procedure 402.1.1.

Reviewed: Spring, 2012

Revised: March 16, 2012

**Sponsored by: Vice President for Academic Affairs
Vice President for Student Affairs**

Admission Policies – Beginning Freshman Applicants

The State Board of Higher Education has put into place a system-wide policy, which mandates the completion of certain college preparatory coursework in high school by new freshmen, prior to their admission to a baccalaureate level program. Mayville State University has established this admission policy and accompanying exemption process.

All individuals who graduate from high school, whether in North Dakota or any other state, in 1993 or later and who are under age 25 must have completed the following high school courses in order to be admitted to a baccalaureate level program (see State Board of Higher Education policy 402.2 for details):

- 4 units of English
- 3 units of social studies, excluding consumer education, cooperative marketing, orientation to social science, and marriage/family
- 3 units of laboratory science, including at least 1 unit each in two or more of the following: biology, chemistry, physics or physical science
- 3 units of mathematics; algebra I or above

Each institution may admit students who have not had the required high school courses, subject to guidelines established by the State Board of Higher Education and described in a manual developed by the Board Office. Mayville State University has established the following guidelines to govern exemptions to the college admission standards:

1. All new, freshmen applicants will submit documentation of their high school coursework as it relates to the prescribed curriculum requirements. This documentation and high school transcripts will be reviewed by the Office of Admissions and compared to a master list of approved high school courses as part of the regular admission process.
2. New freshmen (**up to 10% of the previous year's entering freshman class**) who have not completed the prescribed preparatory curriculum in high school **may** be considered for an exemption if they are missing no more than two (2) of the required high school courses. In order to qualify for an exemption, the student must have earned a 2.5 high school grade point average as calculated by the high school or Mayville State's Office of Admissions OR have an ACT assessment report with a composite score of 20 or higher or an SAT score of 940 Combined Critical Reading + Math OR 1390 Combined Critical Reading + Math + Writing or higher on file with the MSU Admissions Office.
3. New freshmen who hold a GED (high school equivalent diploma) with an overall average of 500 and a score of 410 or above on each subpart of the GED may also be exempted from this requirement.

Because of the special mission focus to serve underprepared students, Mayville State University is also authorized to admit those freshmen who are not eligible for an exemption to a provisional baccalaureate program. The following guidelines have been established as part of an alternative admission process to meet the needs of those individuals:

1. New freshmen who are missing three or more of the required high school courses may be admitted into a provisional baccalaureate level program.
2. The baccalaureate level program for these students will be considered a Bachelor of University Studies with a "provisional" plan

3. Those students admitted into a provisional baccalaureate program because of the lack of high school coursework, may declare any other baccalaureate major or plan upon successfully earning 24 semester hours with a cumulative GPA of 2.0 or better.

Students who have completed high school prior to 1993, or who are 25 years or older, are exempt from the high school core curriculum requirement and may be admitted to Mayville State University by submitting documentation showing that they graduated from an accredited high school or hold a GED.

In compliance with the State Board of Higher Education's policy, Mayville State University will gather information concerning the success and persistence of those students admitted with an exemption to a baccalaureate level program, as well as those admitted to a provisional baccalaureate program. Specific information, which will be gathered, includes:

1. Documentation of students who have been granted an exemption to the admission requirements for a baccalaureate program, including the reasons for the exemption and the specific college preparatory courses that the student was lacking.
2. Documentation of students who have been admitted to a provisional baccalaureate degree program because of the lack of higher school courses in excess of the number allowed for an exemption to regular admission. The information will include an indication of the number and type of courses missing.
3. Follow up information regarding the persistence and academic success of those students who have been granted exemptions to the admission requirements.
4. Follow up information regarding the persistence and academic success of those students who have been admitted to a provisional baccalaureate program.
5. Information will be gathered and reported annually to the State Board of Higher Education concerning the number of new freshmen affected by the admission standards, including the number of exemptions granted, the number of exemptions in each category, and the number admitted to a provisional baccalaureate program because of failure to meet the exemption criteria.

Any student denied admission because of the lack of appropriate high school courses shall have the right to appeal that decision to the University's Committee on Admission and Academic Standards. Such an appeal must be made to the Director of Admissions, who will in turn, submit the case to this committee.

Applicants who have been denied admission will also be encouraged to enroll in any of the NDUS two year institutions. Upon successful completion of 24 transferable semester credits at these campuses, the student may be eligible for transfer to Mayville State University.

Reviewed: Spring 2012

Revised: March 16, 2012

**Sponsored by: Vice President for Academic Affairs
Vice President for Student Affairs**

International Student Admission Requirements

Priority admissions are given to those applicants who have submitted application materials by April 1 for enrollment in the fall term and by October 1 for enrollment in the spring term. No admission decisions will be made for applicants who do not provide all documents and information. International students are encouraged to complete application materials available on the Mayville State web site at:

<http://www.mayvillestate.edu/Admissions/InternationalCanadianStudents/Pages/default.aspx>

The following items should be considered by interested international students:

1. Submission of an application for admission, a non-refundable application fee of \$35.00, a \$100 administrative processing fee, and a SEVIS I-20 processing fee. International transfer students who are attending other colleges in the United States may have the \$100 administrative processing fee credited to their tuition and fee charges if there are no costs incurred for overseas documents.
2. An applicant with international coursework is defined as any applicant who has credit from a high school not in the U.S. or a college/university not regionally accredited in the U.S.
3. Only official post-secondary transcripts may be used for admissions purposes or for the evaluation of credit to be transferred. In order to be official, a transcript must meet any of the following criteria:
 - a. The transcript has arrived in an envelope sealed by the issuing institution, or
 - b. The transcript has arrived or been accessed via a secure electronic transcript exchange (not email, not fax) of which Mayville State is already a member; or
 - c. The transcript is a copy attested by the issuing institution as shown by an attestation stamp; or
 - d. The transcript arrives as a photocopy attached to a credential evaluation performed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Evaluation Services or a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE); or
 - e. The transcript has been provided by an official organization administering U.S. State Department sponsored fellowships, or international student exchange programs.
4. All international transcripts and credentials must be evaluated before they are used for admission purposes. Such an evaluation is the sole responsibility of the applicant, and it must be performed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Evaluation Services, a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE). Some evaluations of transcripts and credentials from specific countries may be completed by trained admission staff.

5. An applicant whose native language is not English is required to demonstrate proficiency in the English language. Proficiency for admission purposes is demonstrated by any of the following (or a combination of the following):
 - a. At least two years of study, in good standing, at a U.S. high school or regionally accredited U.S. college/university; or
 - b. At least two years of study, in good standing, at a post-secondary institution with English as the language of instruction; or
 - c. A degree or diploma from an institution in which English was the language of instruction.
 - d. A U.S. General Education Diploma (GED) administered in English; or
 - e. College Composition I and College Composition II, or equivalent courses, with a grade of „A' or „B' from a regionally accredited U.S. postsecondary college and/or university; or
 - f. Any of the placement scores on the ACT, SAT, PLAN, COMPASS and/or ACCUPLACER for English:
 - i. ACT English sub test of 18 or higher
 - ii. PLAN English sub test of 15 or higher
 - iii. SAT Writing of 450 430 or higher
 - iv. COMPASS Writing Skills of 77 or higher
 - v. ACCUPLACER Write Placer of 5 or higher
 - g. The Test of English as a Foreign Language (TOEFL), with a minimum internet-based test (iBT) score of 68 (or paper-based test score of 523); or
 - h. The International English Language Testing System (IELTS), with a minimum score of 6.0; or
 - i. The Pearson Test of Academic English (PTE-A) with a minimum score of 50; or
 - j. The Michigan English Language Assessment Battery (MELAB) with a minimum score of 55; or
 - k. Completion of an official ELS course at levels 112 or above.
6. If English is the official language of the applicant's home country, SAT/ACT scores are required. In the absence of ACT or SAT scores, competency in English for purposes of course placement will be determined by a review of the academic records submitted by the student and completion of the ACT COMPASS or comparable instrument.
7. International students who transfer from another American college are subject to the same admission standards that govern other transfer students. If they have 24 or more credits from another American college, with a minimum 2.00 CGPA, they are only required to submit transcripts of those college courses for evaluation and determination of admission status. If they have less than 24 credits, their admission status is that of an entering freshman and is based on their high school record. In those cases, they must submit high school transcripts, TOEFL or IELTS scores (if from a country in which English is not the official language), and ACT/SAT scores if they are from Canada or a country where English is the official language.

8. A new international student will be required to complete an interview process with the International Student Academic Coordinator once they arrive on campus. The purpose of this interview is to determine the international student's English speaking skills and their advising and academic support needs.
9. International students who are graduates of American high schools and who apply for admission will follow normal procedures for high school applicants; i.e. submit evidence of completion of the College Prep courses, ACT/SAT scores and proof of graduation.
10. Evidence verifying adequate financial resources to provide for all expenses (tuition, room/board, travel, etc.) while in the United States and during the entire period of time you expect to attend Mayville State, including vacation periods, must be provided before admission is granted. To meet this requirement, applicants must complete the International Student Financial Statement (available on the MSU web site) and return it to the Admissions and Extended Learning Office by April 1 for enrollment in the fall term, and by October 1 for enrollment in the spring term. If funding is expected from a sponsor who resides in the United States, the affidavit of support (I-134) will be required in addition to the Financial Statement. Financial statements must be current within six months of the first day of the initial semester and show sufficient funds for each academic year.
11. All international students are required to maintain health insurance coverage from an approved carrier while in attendance at any state university in North Dakota. A health insurance policy selected by the State Board of Higher Education or approved by Chancellor of the university system is required. Requirements for the payment of premiums for International Student Health Insurance are specified in institutional Policy 505 - International Student Health Insurance.
12. Residents of certain foreign countries who enroll at Mayville State University must Provide documentation of TB skin testing. Such TB skin testing must be conducted by a recognized physician or health care official within the United States and should be completed during the first month of enrollment. New international students from all countries, except those classified by U.S. Health Officials as "low risk for tuberculosis" are subject to this requirement for TB skin testing. The Student Affairs Office will maintain a list of countries that are in this "low risk" category.
13. Any international student enrolled in a course offered for credit at Mayville State University must provide documentation of immunity against measles, mumps, and rubella and meningococcal disease in accordance with NDUS policies and procedures. Documentation of immunity for measles, mumps and rubella means:
 - a) Evidence of two doses of measles, mumps, and rubella vaccine no less than one month apart from a licensed physician or authorized representative of a state or local health department;
 - b) Proof of a positive serologic test for measles, mumps and rubella; or

- c) Proof of date of birth prior to 1957.

Newly admitted students ages 21 and younger residing in campus housing must provide documentation of immunity against meningococcal disease by one of the following:

- a) evidence of at least one dose of meningococcal conjugate vaccine in the five years prior to enrollment, or
- b) evidence of two doses of meningococcal conjugate vaccine administered at age 10 or older and at least eight weeks apart.

- 14. After all the above documents and payments have been received and reviewed, the applicant will be notified of their acceptance.

Requirements for Canadian Students:

Applicants from any of the Canadian provinces must provide the following documentation and materials in order to be considered for admission to the university:

- 1. An application for admission, a non-refundable application fee of \$35.00, a \$100 administrative processing fee, and a SEVIS I-20 processing fee.
- 2. An International Student Financial Statement.
- 3. Results from either the SAT or ACT.
- 4. Official academic records or transcripts from the secondary school that awarded the high school diploma and transcripts from any post-secondary institution that you have attended.

It is recommended that all documents and materials for Canadian students be submitted by April 1 for enrollment in the fall term and by October 1 for enrollment in the spring term. While documents may be submitted after these dates, we cannot guarantee that they can be processed and application decisions made in time to guarantee enrollment.

Reviewed: Spring, 2012

Revised: March 26, 2012

Revised: January 7, 2013

**Sponsors: Vice President for Student Affairs and Institutional Research
Director of Academic Records**

International Transfer Policy

College-level coursework taken at an institution recognized by a specific country's Minister of Education or at regionally accredited U.S. institutions is eligible for transfer to Mayville State University. Depending on your chosen major, not all transferred courses are degree applicable. Courses which transfer to the university, but do not apply toward your chosen program, will count toward the required credit totals to earn a degree. If a professional credential evaluation provides an equivalency of a bachelor's or associate's degree, those degrees will be recognized.

Students transferring from a non-English speaking university outside of the United States must submit an official transcript from the institution reflecting all courses attempted and grades received; along with a professional course-by-course evaluation and English translation completed by World Education Services (www.wes.org) or ACCRAO (www.aacrao.org/international). If a student has already completed a course-by-course evaluation from another National Association of Credential Evaluation Services (www.naces.org) member, he or she can have this evaluation sent to the Admissions Office. Students must also provide an English translated copy of the institution's catalog or course descriptions or course syllabi to aid in the evaluation of transfer credit.

Students attending an English speaking university outside the United States must also submit an official transcript from the institution reflecting all courses attempted and grades received. The student will be notified if a professional course-by-course evaluation completed by World Education Services or ACCRAO is required.

Course-by-course evaluations must be sent directly from the professional credential agency to Mayville State University. Student copies will not be accepted. Students are responsible for any costs incurred.

The transfer credit evaluation process is lengthy, so the results of the evaluation may not be available prior to a student's arrival and registration at Mayville State University.

Regardless of the number of credits transferred, students must meet all general and specific graduation requirements of the university.

Adopted: August 22, 2011

Sponsor: Vice President for Academic Affairs

Purpose and Requirements for Academic Program Review

A. Purpose of Program Review

Mayville State University is responsible for examination of all academic programs at least every seven years. The purpose of instructional program evaluation shall include but need not be limited to assessments of the current level of program quality, means to improve program quality, relationship of the program to the mission of the institution, and program productivity.

All reviews should be based on the principles contained in this document, as well as relevant Board policies. The results will be evaluated by the Mayville State University Administration and be available for reporting to the Board. [See NDUS Board Policy 403.1.2]

B. Objectives of Program Review:

Regular review of existing programs is designed to enhance the effectiveness and efficiency of programs offered by MSU. The objectives of the program review are:

1. To determine whether the program is meeting its goals and objectives
 - a. Identify the needs and unique circumstances of the program(s) being reviewed in relation to its goals and objectives;
 - b. Recommend revisions of the program goals and objectives;
 - c. Recommend structural changes in the program;
 - d. Recommend priorities for allocation/reallocation of resources within the program.
 - e. Improve program productivity;
2. To determine how the program develops the University's mission and addresses the needs of the state
 - a. Identify the needs and unique circumstances of the program(s) being reviewed in relation to the University mission and the state;
 - b. Recommend structural changes in program's administrative units;
 - c. Recommend priorities for allocation/reallocation of resources within the University to ensure overall institutional financial equilibrium.

C. Types of Program Review

1. Institutional Program Reviews

The University to meet the purpose outlined above should initiate periodic reviews of each program at least every seven years. Currently, all new programs approved by the Board are to be reviewed five-years after they are initially approved (within one year following the graduation of the first class). The institution shall submit to the Commissioner (now Chancellor) a summary of the findings and the follow-up plans.

2. Specialized Accreditation Reviews

Mayville State is subject to two specialized accreditation reviews. NCATE and NCA are included in this category. In some cases, MSU may conduct institutional program reviews of programs that are also subject to accreditation reviews. In most cases however, the accreditation review will not constitute the program review.

3. *Institutional Review of General Education Program*

The faculty of Mayville State University feels that the general education requirements and the adequacy of the courses offered to meet those requirements should be reviewed every seven years. This review will be one of the responsibilities of the Assessment Committee. The General Education review will document the institutional philosophy of general education, including explanations for institutional requirements; reasons for relative emphases on skills and on content; and discussion of integration and coherence between and among general education requirements and the academic majors. It also addresses institutional assessment as applied to the general education program.

D. Process for Program Review

The Vice President for Academic Affairs will consider each program's review history and decide which programs should be reviewed. The process will include:

1. Specify a program for review. The Vice President for Academic Affairs will maintain a seven-year review cycle (or less when appropriate) for all academic programs.
2. Notify the appropriate Division Chair who will appoint appropriate division members to assist in the review process.
3. The division will consult with faculty, staff, students, and others to develop the review report, with recommendations. The evaluation will also include diverse assessment activities, such as a qualified outside consultant. Besides an outside consultant, other diverse assessment activities may be included: (Board Policy 403.1.2)
 - a. site visit by and review by a qualified consultant from another institution.
 - b. review by one or more faculty members from another program within the institution.
 - c. assessment of student learning.
 - d. survey of program alumni to determine their current positions and opinions of the program.
 - e. survey of current students to determine whether the program is meeting their needs.
 - f. review and advice from the program advisory council or other representatives of the employers of program graduates.
4. The division submits the report to the Vice President for Academic Affairs.
5. The Vice President for Academic Affairs will discuss the report with the division faculty and decide on follow-up actions.
6. The Vice President for Academic Affairs will forward a complete copy of the report to the University President. Upon approval by the President, the VPAA shall submit an Executive Summary and letter of planned follow-up actions to the Vice-Chancellor for Academic Affairs at the State Board office.

E. Outline of Program Review

The following format need not be followed exactly, however the information requested in the sample should be contained in the self-study.

PROGRAM DESCRIPTION

1. Goals and Objectives. Provide a statement of the goals and objectives of the program and describe any changes that have occurred since the program was implemented or last reviewed, including the extent to which the program has successfully dealt with the concerns of the preceding evaluation. In an appendix, attach copies of any printed program information such as catalogue text, brochures, and other pertinent information describing the program.

2. **Context.** Describe the context for the program, including its relationship to the University's mission and its long-range plans, and to other academic programs within the NDUS System if appropriate. Also, compare it to similar types of programs in the region and nation.
3. **Need.** Discuss what needs are being met by this program and whether these needs could be met more effectively through collaboration with other programs. If so, discuss how collaboration might occur.

PERSONNEL

1. **Faculty.** Discuss any changes in the faculty participating directly in the core and elective courses. Indicate to what extent new faculty members have been recruited. Append short vitae for the core faculty along with a list of names and departments of other faculty associated with the program.
2. **Administrative Structure.** Describe the current administrative structure for the program, including the relationship between program faculty and their areas of concentration within the program. Also describe the relationship and interaction among the program faculty who are from different departments or from different schools.

STUDENTS

1. **Enrollment Trends.** Review, verify, and analyze the enrollment trends pertaining to the degree program and degree recipients contained in data provided by the University.
2. **Degree Recipients.** Provide information about the post-baccalaureate employment or graduate training of degree recipients.
3. **Projected Enrollment.** Discuss the potential for future enrollment in the program as related to past enrollment and existing resources. In addition, project enrollments and graduates for the near future.

PROGRAM DESCRIPTIONS AND EVALUATION

1. **Curriculum.** Provide any changes in the initial list of foundation and core courses for the program, and a sample sequence of courses taken by the majority of students in the program. Include additional sequences if there are multiple areas of specialization or application within the program.
2. **Assessment.** Use current assessment data to evaluate the program's success in meeting the stated objectives, including assessment of student learning.
3. **Concerns.** Describe any problems that the program is facing and provide recommendations for resolving them.

ACADEMIC SUPPORT SERVICES

1. **On-going Support.** Describe the physical facilities, capital equipment, library resources and supplies that sustain the program.

2. **Additional Support.** Discuss any special programs, faculty, or outreach activities designed to enhance the program.

FINANCE

1. **Program Cost.** Show program cost information, including cost-per-credit, cost-per-student, and the number of graduates in the last 3 years, and individual faculty student credit-hour load. Provide comparisons with similar programs, if available.
2. **Budget Requirements.** Discuss whether the current operating budget is adequate to assure program quality. If additional support is needed to sustain program quality, indicate the areas affected and the amount and source of future funding for these areas.
3. **Capital Requirements.** Discuss any capital budget expenditures necessary to sustain the program and provide an estimate of costs.

FOLLOW-UP ACTIVITIES

1. Provide an action plan to improve program quality.
2. Provide an action plan to improve program productivity.

SUMMARY

1. **Summary Evaluation.** Summarize the program's overall effectiveness with respect to the review objectives. Indicate any observed obstacles to the fulfillment of the original objectives and the measures taken to overcome those obstacles. Describe the contributions of the program to the teaching, or mission of other departments, the university as a whole, or the community.
2. **Preceding Evaluations.** Address how the program has dealt with the concerns of any preceding evaluations.
3. **Recommendations.** Recommend action for continuation of this program, for revision of the program, or discontinuance of the program.

EXECUTIVE SUMMARY

1. The Executive Summary will be a short (1 to 3 page) summary of the review. Include short, pertinent statements from each of the seven areas of the report.
2. **Vice-President for Academic Affairs letter.** The Academic Vice President will include a letter with the Executive Summary that will explain the action that he/she will take to follow up on the recommendations of the review. This letter will make the entire report available upon demand.

F. Reporting of Program Review

The University will forward elements of the program review to the appropriate state administration. This report should include:

1. An executive summary of the findings of the review (but not the complete review).
2. The Academic Vice President's letter explaining the action that he/she will take to follow up on the recommendations of the review.

This policy allows the complete review, with details of personnel and programmatic issues, to be permanently filed at the school/college level.

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs

Emeritus Status

1. Retired faculty who meet the eligibility requirements cited below may be granted emeritus status upon recommendation of the Tenure, Promotion & Awards Committee, Vice President for Academic Affairs, and the President.

2. **Eligibility Requirements**

Retired faculty who meet the following requirements may be considered for emeritus status:

- a. Fifteen years of service within the state system;
- b. Full-time teaching at Mayville State University and regular faculty rank at the time of retirement;
- c. An obviously distinguished teaching career reflective of the primary dedication of the University to excellence in teaching and learning.

3. **Rights and Privileges**

Members of the Mayville State University faculty who have been accorded the rank of emeritus are entitled to the following:

- a. Participation in academic processions of the faculty; due notice of intent to participate must be given;
- b. Use of the library;
- c. Listing in the emeriti section of the university catalog;
- d. Services similar to or the same as those accorded to the faculty at the university bookstore; and;
- e. On-campus work space (which may include internet access, e-mail and telephone), when available, shall be provided upon request.

Reviewed: Spring, 2012

Revised: January 9, 2012

Sponsor: President's Cabinet

Posthumous Degree

Definition

A deceased student may be considered a candidate for a posthumous degree when nominated by the academic division chair in which the student was enrolled at or prior to his or her death, and when minimum academic degree requirements have been verified. Posthumous degrees may be awarded at any career level.

Requirements for Nomination

1. A student must have been in good academic standing with the institution at the time of death. Good standing is defined as not being academically deficient for their classification (academic probation, continued probation, suspension or expulsion).
2. University requirements for earned credits in residence must have been satisfied.
3. Student must have been enrolled at time of death (summer excluded), or their continuous enrollment was interrupted by their injury, illness, deployment, etc.
4. An undergraduate student must have been within two semesters (30 credits or 75% of degree requirements completed) to be nominated for a posthumous degree.
5. The academic division in which the student was enrolled recommends the awarding of a posthumous degree.

Nomination/Approval Process

1. Anybody may identify a candidate for a posthumous degree, but such a suggestion must be made to the chair of the appropriate academic division for consideration and to begin the formal process.
2. The student's degree audit file shall be obtained from the Office of Academic Records to verify program/plan and progress toward degree completion.
3. The chair of the academic division in which the student was enrolled will recommend the candidate for a posthumous degree in the form of a formal written request to the Vice President for Academic Affairs (VPAA). The request must include the name and ID of the student, the degree/program/plan to be awarded, and the recommended semester for degree conferral. The VPAA may choose to present this to the Curriculum Committee for review/discussion.
4. If supported by the VPAA, the VPAA will submit the recommendation to the University President for formal approval. If approved by the President,
 - a. The VPAA will notify the registrar to begin the process for degree posting and commencement proceedings, if applicable.

- b. The President will inform the immediate family of the university's decision and desire to recognize their student with this honor (this process should be kept confidential until and unless approved at all levels). If the family desires to represent the student and receive the diploma at a commencement ceremony, this must be relayed to the registrar for planning.

Miscellaneous Details/Considerations

1. A posthumous degree will be printed in commencement programs within the appropriate degree section. If the family chooses not to participate, this award will still be printed in the commencement bulletin (unless explicitly requested otherwise by the family).
2. If the student had financial debt to the university, this debt will be waived.
3. Exceptions to the aforementioned minimum requirements may be considered in special cases, with support of the academic division chair and VPAA and approval of the President.
4. The statement "*awarded posthumously*" will be printed on the student's academic record, but not on the diploma.

Adopted: April 16, 2012

Reviewed: April 16, 2012

Revised: April 16, 2012

Sponsor: President's Cabinet

FACULTY RESPONSIBILITIES AND RELATIONSHIPS

Academic Structure of the University

Each person receiving a faculty appointment becomes a member of an academic division. A division is an administrative grouping of disciplines served by a Division Chair. A faculty member may be a member of more than one division simultaneously, but such appointments will designate one division as “Primary”. There are five academic divisions at Mayville State University:

1. Business and Computer Information Systems;
2. Education and Psychology, including Education, Psychology, and Library Science;
3. Health, Physical Education and Recreation;
4. Liberal Arts, including English, Speech, Foreign Language, Political Science, Social Science, Geography, Economics, Sociology, History and Humanities;
5. Science and Mathematics, including Biology, Chemistry, Mathematics, Physics, Science and Nursing.

A. Syllabi

Each faculty member will, at the beginning of each course, provide a course syllabus to all students enrolled. The Vice President of Academic Affairs will provide faculty with a syllabus template to serve as a guide for writing course syllabi. Copies of current syllabi will be filed electronically with the Division Chair and the Vice President for Academic Affairs and posted into the current LMS. The course syllabus must contain all of the elements required by the Syllabus Template. Academic Division Chairs are responsible to ensure that all course syllabi each semester fulfill the minimum standards are stated in Policy M490.

B. Standards of Instruction

Faculty are responsible for stating in writing the objectives of each course they teach at the beginning of each semester. It is expected that each of the faculty will direct his or her instruction toward the fulfillment of these objectives. Faculty are also responsible for orienting the content of the courses they are assigned to the course descriptions approved by the faculty of the University.

It is expected that graded examinations and papers will be provided to the student for inspection and discussion. Final examinations should be retained for three class weeks to provide the opportunity for review, should the student so request. Examinations should be graded and used as a part of the student’s learning experience.

Faculty recognize the need for student feedback to be conducted in a timely manner. The best feedback is specific, constructive, and immediate. Faculty should make this clear on the syllabus and to students on the first day of class and at other appropriate times throughout the semester.

Faculty of all courses--distance, hybrid, and on-campus--will provide students with timelines for feedback on all graded materials (i.e. assignments, projects, quizzes, tests, exercises and activities), and will strive to meet those timelines, communicating with students any reason for not meeting expected timelines.

Faculty are evaluated by students on their timeliness and appropriateness of feedback, and may be evaluated by division chairs using the same standards.

Faculty members are expected to schedule a reasonable number of office hours for student conferences. Office hours should be scheduled and posted at times convenient to both students and faculty, with the additional option of prearranged appointments.

C. The Credit Unit

The academic year is divided into two semester (fall and spring (approximately 16 weeks each, totaling 160 instructional days, and various summer sessions consisting of four-week, six-week, eight-week, ten-week and a mini session. Students may enter the University at the beginning of any term although the academic year begins officially with the fall semester.

The unit of credit is known as the semester hour credit and for face-to-face courses, one semester credit hour represents one 50-minute class period (lecture or structured student/faculty interaction) or 2-3 hours of laboratory session and a minimum of 2 hours of out-of-class student work for each week of the semester. Three-credit classes normally run 50-minutes on Monday, Wednesday and Friday or 75-minutes on Tuesday and Thursday.

For online or distance courses, Mayville State University's academic units of credit are assigned according to the classification of the distance course:

- Type 1: Distance course sections taught synchronously with face-to-face sections with equivalent student learning objectives and expectations for student effort – The distance section is assigned the same credit hours as the face-to-face section.
- Type 2: Distance course sections taught asynchronously with face-to-face sections with equivalent student learning objectives and expectations for student effort – The distance section is assigned the same credit hours as the face-to-face section.
- Type 3: Distance courses not classified as Type 1 or 2 that share equivalent student learning objectives and expectations for student effort as face-to-face sections of the course – The distance section is assigned the same credit hours as the face-to-face section.
- Type 4: Distance courses not classified as Type 1 or 2 that do not have corresponding face-to-face sections for comparison – The academic division providing the course must document the expected level of student effort, expected student/faculty interactions, course assessment plan, and student learning objectives for the course. This information will be reviewed by the appropriate academic division, University curriculum committee and Faculty Senate for assignment of appropriate credit hours.

D. Teaching Load

Instructional assignments are determined by the Vice President for Academic Affairs in consultation with the Division Chairs. Instructional assignments may include on-campus off-campus and online classes, research or writing, consultative services, or administrative duties. The normal class load is 12 semester hours per semester. Adjustments may be made according to the number of contact hours, class size, class preparation, etc. For Division Chairs, the normal teaching load is 9 semester hours.

E. Class Attendance Regulations

The institution expects students to attend each class. Faculty shall determine attendance policies for their classes and present them to students at the start of the semester. It is the ultimate responsibility of the student to satisfactorily complete work missed.

Every student has the right to expect that classes will meet according to the college class schedule unless acceptable alternative arrangements are made by the instructor and class members. Responsibility for this rests with the individual faculty member.

F. Faculty Responsibility for Conducting Classes

Faculty members who are unexpectedly prevented from meeting a class are to notify the Division Chair of that fact as soon as possible. Faculty members who expect to be absent from the campus are to inform the Division Chair of their absence and acquaint them with the arrangements that have been made to provide for making up missed classes prior to or immediately following this absence. A Request for Leave of Absence form is provided for this purpose.

G. Method of Teaching

The University emphasizes effective teaching. It encourages and supports innovative teaching methods and will display toleration toward experimental methods. Faculty are expected to monitor student progress toward course objectives and learning outcomes.

H. Textbooks

Choice of the textbook and related teaching materials for any course rests with the individual instructor. Faculty are encouraged to explore methods to reduce the textbook cost to students, such as; open textbooks, e-textbooks and textbook rental if appropriate for their course(s). Cooperation with the Bookstore in the identification and ordering of textbooks is the responsibility of the individual faculty member.

I. Final Examinations

Final Examinations should be scheduled and faculty should adhere to the following regulations adopted in 1973:

1. No faculty member should move a final examination time on the schedule without administrative approval. Applications for such changes are available in the Office of the Vice President for Academic Affairs;
2. Faculty wishing to dispense with the final examination file a statement to that effect with the Vice President for Academic Affairs. Forms are available in the Office of the Vice President for Academic Affairs;
3. Multi-section class examinations should be planned on a consolidated time schedule;
4. One and two-hour classes, and courses involving individual instruction are not included in the schedule of final examinations;
5. Each faculty member is responsible for deciding on the merits of a request from individual students who represent a serious problem because of the final test schedule. Consultation by the

faculty member with the Division Chair and the Vice President for Academic Affairs is encouraged;

6. All classes for which no final examination is planned will meet on the day the final examination is scheduled.

J. Student Growth and Development

1. Orientation Program

An orientation program for in-coming freshman and transfer students is conducted by the Office of Student Services each term. Faculty will be asked to assist with such programs by providing academic advising. The Student Handbook is available to all faculty on the University Website.

2. Guidance and Counseling Activities

Academic: All degree seeking students are assigned advisers at the time of their initial enrollment by staff within the Student Services Division. Advisors for students who have been accepted into their major are assigned by the Division chair working with the discipline faculty, usually at the conclusion of the sophomore year.

Personal and Career Counseling: Students may consult faculty relative to personal and career problems or questions. A personal and career counselor is available in the Office of Student Services should faculty wish to make referrals.

K. Expectations as a Teacher

Every faculty member has the right to certain basic expectations from the University. While other rights may exist, the following are particularly noteworthy.

1. Conduct their courses in the way which they believe to be most effective; they are free to use the materials of instruction, which they believe most desirable. Freedom of instruction does not mean the freedom to teach in a careless or inefficient manner or to teach, that which is not relevant to their field of teaching.
2. Cordiality and honesty in all dealings with the administration.
3. Best possible accommodations as far as equipment and plant are concerned, within the limitations of the budget. The University must recognize the role of environment in fostering the teaching-learning process.
4. Seek enrollment limits on classes where excessive student numbers would damage the nature of the course and student progress. Seek removal of students who are damaging to course progress.
5. Solve student-faculty academic problems prior to the involvement of the administration. The administration should not involve itself in any problem prior to faculty-student discussion on the issues.
6. Full administrative support concerning student cheating and other unethical problems in classes. Provided that cruel and unusual punishments are not involved, the administration shall support any faculty decision.

L. General Information

1. Each teacher should see that classrooms are left ready for the next class.

2. All orders for equipment and supplies are made through the Academic Affairs Office.
3. MSU is a tobacco-free campus. Smoking or tobacco is not allowed on campus.
4. All changes in classrooms must be approved by the Office of Academic Records.
5. All persons who use a classroom during the last scheduled hour of the day shall cooperate in implementing night energy savings procedures. Specifically:
 - a. All windows and doors shall be closed;
 - b. Draw window shades and/or close curtains;
 - c. Shut off all lights.

M. Reports needed by administrative offices are to be turned in promptly.

Among the reports faculty submit are:

1. Faculty Office Hours -- beginning of each semester -- posted on office door and on the learning management system (LMS);
2. DropGuard, the student early warning system can be used anytime during the semester;
3. Grade(s) due in ConnectND at the end of each respective session;
4. Failures and incompletes -- shortly before or immediately at close of semester;
5. Inventories, as requested;
6. Tax exempt certificates;
7. Application for hospital and group insurance -- new faculty;
8. Application for TIAA and CREF -- new faculty; and
9. Supplementary Data Report by the last Thursday of March, annually to the VPAA.

N. State Vehicle Usage

State vehicles may be used for official business only and not for travel where the individual is reimbursed by an outside agency. Arrangements for their use may be made with the Facilities Services Office. A schedule for commitments for the use of state vehicles is available with the Facilities Services Office.

State vehicles checked out for a specific event should be returned directly to the University, with keys, promptly at the conclusion of travel and not parked at a faculty/staff member's residence.

O. University Activity Calendar

A calendar of major events and activities is maintained on the university website. Faculty and staff may schedule events and meeting rooms by utilizing the online reservation system. Meetings, which appear on the calendar, have priority over unscheduled meetings. In case committee hearings or faculty meetings conflict with regularly scheduled classes, the class shall have the priority.

P. Definition of Full-Time Teaching

1. Twelve semester hours of course instruction or its equivalent, and up to three semester hours of arranged study responsibility if there is the demand, and student advising each semester or,
2. The equivalent of instruction-related activities as determined by the Vice President for Academic

Affairs or,

3. The equivalent of temporary or ad hoc administrative service as may be designated specifically in individual appointment by the President.
4. Full-time teaching duties shall normally include, in addition to the above, service on one or more committees of the University, a regular schedule that includes availability to students and others during the academic year, and attendance at spring Commencement and other academic functions as requested by the President.
5. The average teaching load shall be 12 semester hours equivalent. Occasionally, it may be necessary for faculty to teach more than 12 hours in any given semester. In such cases, a new faculty member will be subsequently be given a proportionally light load. In determining teaching load equivalencies for extra- and co-curricular activities, the Curriculum Committee recommends and the President, in cooperation with the Vice President for Academic Affairs, renders the decision.
6. A faculty member, on his or her own volition, may request permission of the Vice President for Academic Affairs to teach beyond 12 hours without compensation or compensatory load reduction in subsequent semesters. This condition may result from a faculty member's preference to split a larger section into two classes or occur when regular enrollment in the faculty member's other sections are unusually low.
7. Part-time teaching is defined as an academic load less than the full-time load determined by the University. Part-time faculty are required to hold reasonable office hours or published times for students to contact the instructor. Part-time faculty must follow all MSU policies.
8. The academic year, except for the purpose of determining retirement age, is defined as comprising the term of service falling within the inclusive dates stated on the faculty contracts. The Summer Session is defined by the inclusive contract dates offered each individual faculty member.
9. Arranged study, correspondence courses, independent study, and experiential learning credits shall be offered at the option of the faculty member.

Q. Use of Faculty and Staff Status

Faculty and staff are expected to be conscious of their unavoidable role -- as individual citizens and as representatives of Mayville State University -- in their activities both within and outside the University community. Faculty and staff should not use the University name or his or her connection with the University without the approval of the President, in any opinion or certificate concerning the merit or credit of any business undertaking, or of the value of any scientific or practical invention, or in the sponsorship of an organization or the espousal of any cause.

R. Contractual Relationships

Individuals become members of the University on the basis of a contract, which is normally detailed in writing and signed by appropriate University officers, and the faculty or staff member. Such contracts are considered bilateral, i.e., they are interpreted as containing explicit promises on the part of the employee to perform his or her assigned duties satisfactorily in consideration of the University promise to grant faculty or staff status, with all its benefits, and a stated salary, etc. Contracts may not be terminated by either party unilaterally except on grounds of breach going to the essence of the agreement. Termination or dismissal on these grounds, however, must be effected with due process as is set forth in subsequent sections of this handbook.

Contracts between the University and tenure-track faculty are considered permanent or continuing in the sense that they are renewed annually unless (1) the faculty member gives timely notice of termination or fails to return the contract offer within the specified time limit; or (2) the University gives timely notice of non-reappointment of non-tenured faculty or of its intent to terminate tenured positions for cause. Procedures governing termination or dismissal for cause are also set forth in detail in subsequent portions of this document.

Reviewed: Summer, 2014

Revised: March 11, 2013

Fall 2014

Sponsor: Vice President for Academic Affairs

Library Services

1. Hours

The Library follows Mayville State University's hours of operation. During fall and spring semesters, the Library's hours extend into the evening. A complete list of the Library's hours of operation can be found on the Library's website.

The Library also has an extensive online collection of ejournals and ebooks which are always available via the Library's website.

2. Patrons of Byrnes-Quanbeck Library

All Mayville State University students, staff, and faculty are patrons of the Library. Any person from the wider community may be a "local patron" of the Library. Patrons under the age of 16 must be accompanied in the Library by their parent or legal guardian.

Mayville State University's identification card is used as a library card and allows all students, faculty, and staff to borrow library materials.

3. Loan of materials

When borrowing any material, present your ID card to the person working at the circulation desk located near the main entrance of the Library.

a) General Collection

All materials other than periodicals, reference, and reserve are part of the general collection.

Students, staff, and local patrons may borrow most Library materials for two to eight weeks. One due date is near midterm and one near the end of the semester. Renewals are possible if another patron is not waiting for the item.

Faculty members may borrow most Library materials for one semester. They may renew materials at the end of Fall Semester, but they must return all library materials at the end of the academic year.

Faculty and staff are not charged fines but are billed for lost materials.

Students and local patrons are charged a fine that accumulates weekly for each overdue item. An item's overdue fine will not exceed the replacement cost of the item.

When items are lost, the patron who has checked out the material will be charged the replacement cost of the item and a small processing fee.

After any patron has had material checked out for two weeks, the Library may recall the item if it is needed by another Library patron.

b) Reference and Periodicals

Reference materials and periodicals are for in-house use only. However, under special circumstances, a librarian may allow a patron to borrow those items for a very limited time.

As more reference material becomes available online, the Library is limiting the purchase of print reference materials which become out-of-date quickly. The Library's online resources contain encyclopedias and other general reference sources.

The Library's print periodical collection contains general interest magazines, trade publications, academic journals, and newspapers. A much larger collection of periodicals is available through the Library's licensed databases. A complete list of both the print collection and the electronic collection of periodicals are available on the Library's website.

As online access has become the preferred research method for periodicals, the Library has limited the purchase of print periodicals. Faculty may request the purchase of a print or online title. The Library will make every effort to honor the request as the budget allows.

c) Reserve Materials

Faculty may place items they would like their students to access on reserve in the Library. The items can be from the Library's collection or from the faculty member's personal library. To place an item on reserve, please bring it to the circulation desk and fill out a form. The Library will need at least two days after receiving the material to place it on reserve.

Items on reserve in the Library are kept behind the Library's circulation desk and may be checked out by students for a limited amount of time. The normal check-out period for a reserve item is two hours. However, faculty members may designate a longer borrowing period or may stipulate in-house use only.

Library fines for reserve materials accumulate by the hour. If an item from a faculty member's personal library is lost, the Library will bill the patron who has checked out the item the replacement cost and make every effort to find a replacement.

4. Interlibrary Loan of Materials

Interlibrary loan provides access to resources not owned by Byrnes-Quanbeck Library. You may borrow materials from libraries throughout the world. This is a free service but you should expect to wait at least a week after a request to receive your item.

5. Computer policy

The library contains a limited number of public access computers. One of these computers has a scanner. The multimedia computer, located in the Music Room, has a high quality microphone, web camera, and a capture device to convert analog video and audio to digital formats.

Students, faculty, and staff of Mayville State University have priority in using the public access computers at the Library. Any other patron must give way to them.

Any patron forfeits the right to use any computer in the Library if that person violates the computer policies of either the North Dakota University System or Mayville State University or if, in the judgment of the Library staff, that person uses a computer inappropriately.

6. Acquisitions and Selection of Library Materials

All faculty members are invited to recommend or request the purchase of any kind of library material. Complete bibliographic information for requests helps speed a purchase. The A faculty member may wish to place a rating of FIRST, SECOND, or THIRD PRIORITY on requests.

If funds allow and if the Collection Development Policy permits, the Library makes every effort to obtain all requested items.

7. Electronic resources

Encyclopedias, online databases and journals, full-text articles, and e-books are available electronically through the library's website. These resources recognize the campus's IP addresses when accessed on-campus. For off-campus access, patrons should use the same login information they use for Moodle and ConnectND.

8. Tours and Instruction

Library staff will conduct library tours and provide instruction to classes or individuals. Because of potential schedule conflicts, faculty should try to arrange library instruction well in advance. Examples of instruction are the following:

- use of the online catalog
- survey of print or online materials available in any subject area
- use of Library databases

Library staff will also assist faculty members with their bibliographic, reference, and research needs.

9. Weeding of Materials from the Collection

The Library constantly weeds materials from the collection and informs faculty about intended withdrawals from their respective subject areas. For more in-depth weeding, the Library focuses

on one academic division per year to update Library holdings. Faculty will be asked to recommend whether materials should be withdrawn or retained.

11. Other Services

The Library Director is available to visit about specific requests or library needs. Any faculty or staff member needing assistance or a particular library service should contact the Director or any of the other professional staff members.

Reviewed: Fall, 2008

Revised: September, 2014

Sponsor: Director of Library Services

Vice President for Academic Affairs

Final Examination Policy

1. Final examinations are scheduled in two-hour time blocks. The schedule is rotated each semester to permit a rotation of time slots for all final examinations.
2. Two through four credit courses will follow the university announced examination schedule. Any faculty wishing to change their scheduled examination time must complete the Request to Change a Final Examination Time Form and have the request approved by the Division Chair, Registrar and the VPAA at least one week prior to the final examination week. Exceptions to the examination schedule are stated below in items #5 and #6.
3. A faculty member NOT meeting during the scheduled final examination period must complete the Request to Dispense with a Final Examination Form and have the request approved by the Division Chair, Registrar and the VPAA at least one week prior to the final examination week.
4. All multi-section course examinations have a consolidated time on the schedule that is arranged by the Office of Academic Records.
5. One credit classes, interactive video classes, evening classes, (4:00 pm & later) and courses involving individual instruction (music lessons, readings, independent study, etc.) are not included in the schedule of final examinations. The last day of class will be used as the final examination time for these exceptions.
6. All online and non-IVN hybrid course examinations must be completed by the end of the scheduled final examination week.
7. Each faculty member is responsible for deciding on the merits of a request from individual students who have a serious problem because of the final examination schedule. Consultation by the faculty member with the Division Chair and Vice President for Academic Affairs is encouraged.

Adopted: April 6, 1973

Reviewed: Spring, 2010

Revised: Spring, 2010

Sponsors: Vice President of Academic Affairs and Registrar



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

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MAYVILLE STATE UNIVERSITY

POLICY MANUAL

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International Student Health Insurance

In accordance with NDUS policy and procedures, all international students not exempt from the approved group insurance policy offered by the university system must be charged the full premium for such coverage no later than the beginning of the term of the student's initial enrollment. The required premium must be collected from the student and submitted to the insurance provider no later than the end of the sixth week of a regular fall or spring term or equivalent date for a summer term or classes outside a regular term. Lack of documentation of coverage under a comparable plan, will require that the student's enrollment be cancelled after the sixth week of enrollment.

The institution may not pay such premiums or costs using state or institution funds and institutional employees shall not represent that institutions will pay or are responsible for payment of such premiums or costs. Upon receipt of documentation that an international student is already covered under the approved plan or a comparable plan, the institution shall cancel the premium billing for that student.

Waivers may be granted to this requirement for the following reasons:

- a. To students with documentation of comparable insurance coverage;
- b. To students denied coverage under the approved plan with documentation of comparable coverage; or
- c. For other compelling reasons as defined under institution procedures and documentation of comparable coverage.

Adopted: March 26, 2012

Sponsor: Vice President for Student Affairs

Immunization Policy

Measles, Mumps and Rubella

1. Any student enrolled in a course offered for credit at Mayville State University must provide documentation of immunity against measles, mumps, and rubella in accordance with NDUS policies and procedures. Documentation of immunity means:
 - a) evidence of two doses of measles, mumps, and rubella vaccine no less than one month apart from a licensed physician or authorized representative of a state or local health department;
 - b) proof of a positive serologic test for measles, mumps and rubella; or
 - c) proof of date of birth prior to 1957.
2. Effective fall, 2012, newly admitted students ages 21 and younger residing in campus housing must provide documentation of immunity against meningococcal disease in accordance with NDUS policies and procedures. Documentation of immunity means:
 - a) evidence of at least one dose of meningococcal conjugate vaccine in the five years prior to enrollment; or
 - b) evidence of two doses of meningococcal conjugate vaccine administered at age 10 or older and at least eight weeks apart.
3. Exemptions to this policy are allowed for those students enrolled only in distance learning courses, courses taught off campus, continuing education or noncredit courses and students in attendance at campus workshops or programs and classes delivered under contract to a third party. In addition, NDUS employees appointed to a continuing position on at least a half time basis or for 20 or more hours per week are exempt from this policy. Additional exemptions may be granted upon application to and approval by the Vice President for Student Affairs and Institutional Research in consultation with appropriate medical and health officials. Such exemptions may be allowed when:
 - a) Immunization is contraindicated by illness, pregnancy, allergies, or other medical condition certified, in writing, by a licensed physician;
 - b) The student has had one immunization and agrees to have a second one no less than one month later; or
 - c) The student's beliefs preclude participation in an immunization program.
4. Students applying for admission to Mayville State are required to submit proof of immunization, using the form supplied in the admissions packet, or as part of an appropriate medical or health record. Any documentation of immunization must include a signature of an appropriate physician or health official or recognized stamp of a public health unit. Elementary/Secondary school records that include immunization records are acceptable, so long as they are received directly from the school and are part of the student's academic records. All immunization records will be gathered by the Admissions Office and forwarded to the Student Health Office for review if necessary. Students who submit records that do not include complete or appropriate information may be asked to request official immunization records from their family physician, school or public health office. Students who fail to submit immunization records by the start of classes during their first term of enrollment will be allowed to register for that term, but will be informed that they must provide appropriate and complete documentation before they will be allowed to register for any subsequent term. A 'hold' or other administrative 'block' will be placed on their record and they will not be allowed to register for subsequent classes until they provide appropriate documentation. The Student Services Office and the Student Health Office will monitor students' compliance with immunization requirements.

5. Information regarding student immunizations will be recorded in Connect ND in appropriate fields by Admissions Office staff. Immunization information for students that apply to Mayville State that has been previously recorded in Connect ND by another NDUS institution will satisfy these documentation requirements. In those instances, paper or hard copies of immunization records will not be required as indicated in section 4.
6. The Mayville State Student Health Office will provide information to students and parents about this immunization policy and the health and medical issues related to proper immunization. If needed, the Student Health Office may also arrange to have MMR and Meningococcal immunization shots administered to students who are lacking the appropriate doses. These immunization shots may be administered by Public Health officials or through arrangements with the MSU Head Start Health Office. Questions regarding the appropriateness of MMR immunizations may also be directed to the Student Health Office.

Reviewed: Fall, 2008

Revised: Spring, 2013

Sponsor: Vice President for Student Affairs and Institutional Research

TB Testing Policy

1. Residents of certain foreign countries who are enrolled in any courses for credit at Mayville State University must provide documentation of TB skin testing. Such TB skin testing must be conducted by a recognized physician or health care official within the United States and should be completed during the first month of enrollment. New international students from all countries, except those classified by U.S. Health Officials as “low risk for tuberculosis” are subject to this requirement for TB skin testing. The Student Services Office will maintain a list of countries that are in this “low risk” category.
2. The Student Health Office shall be responsible for coordinating procedures to ensure TB Skin testing for those international students who need to comply with this policy. Information regarding enrollment of international students shall be provided to the Student Health Office by the Admissions Office. The Student Health Coordinator will assess documentation and need for TB skin testing of international students. TB skin testing will be coordinated by the Student Health Office. Costs of such testing will be borne by the institution. The Student Health Office will monitor any follow up needed for positive skin test results, including referral to local health care agencies for x-rays or other necessary procedures.

Revised: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Student Publications Policy

Student publications and student media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large. All student publications and student media at Mayville State University will be governed by a Student Publications Board whose responsibility will be to manage all student media. The institution will provide sufficient editorial freedom and financial autonomy for the student publications and media to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications and media, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

A Student Publications Board will be established as an administrative committee to manage the operations of all media. All members shall be voting members in regard to any official actions taken and shall include:

1. Two students, including editors or managers of student publications or media. If there are no student publications, Student Senate shall appoint student members.
2. A faculty or staff member appointed by the President who is involved directly with student publications and other student media.
3. At least one member of the local media, including journalists or other persons with relevant experience or expertise.
4. The Vice President for Student Affairs, who will act as a liaison from the Publications Board to the university's administration.

The purpose of the Student Publication Board shall be to establish policy for all media sources, including editorial prerogatives and obligations and to determine management and publication guidelines. Specific guidelines include, but are not limited to:

1. Editors and managers are free to develop their own editorial policies and news coverage, providing they are within the limits of good journalism.
2. Editors and managers of student publications/media are protected from arbitrary suspension and removal due to student, faculty, administrative, or public disapproval of editorial policy or content. The Board may suspend or remove editors or staff from a position for cause, including for actions that violate good journalistic practices or are clearly in violation of state, federal or local laws or applicable policies. Such action must be based upon a vote of a majority of the Board members and the Board must provide written notice of such action with a statement of reasons and supporting evidence. An editor or other staff who is suspended or removed may request a hearing by the Board by filing a written request for a hearing within 48 hours of notice of the Board's action. Upon filing of a written request for a hearing, the Board shall conduct a hearing within ten days, giving the person suspended or removed an opportunity to respond to the action and present evidence against that action. The Board shall then decide whether to affirm, reverse or modify its action, including imposition of other sanctions.

3. Student publications/media staff will be appointed in compliance with all university, state, and federal employment guidelines that prohibit discrimination on the basis of race, sex, age, or sexual orientation.
4. Student publications/media will not contain libelous or obscene materials or materials meant to incite lawless action.
5. Student publications/media will not contain advertising that is false, misleading or that promotes illegal activities.
6. Student publications/media will include frequent and readily noticeable disclaimers stating that the university is not responsible for the contents of such publications.

No other officials or employees of the institution shall have authority over student publications/media, other than those who are members of the Student Publications Board.

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Rights of Students Called to Active Military Service

Students called to active duty will have their academic progress disrupted. Mayville State will implement procedures and follow existing policies to assist these students in their transition from student to citizen-soldier. Procedures that will assist these students include:

1. A student not on active military service at the beginning of an academic term who is called or ordered to active military service for fourteen consecutive days or longer during the term shall have the right, at the student's option:
 - a. To withdraw from any or all classes in which the student is enrolled, even if after the established deadline for withdrawal (a copy of the student's active duty orders must be provided), and be entitled, subject to applicable laws or regulations governing federal or state financial aid programs and allocation or refund as required under those programs, to a full refund of tuition and mandatory fees. The student shall not receive credit or a grade for classes from which the student withdraws. A student in good standing at the time of exercising this right shall have the right to be readmitted and reenroll, without penalty or re-determination of admission eligibility, within one year following release from active military service;
 - b. To request an incomplete under the institution's incomplete policy; or
 - c. Except for science labs, internships and other classes for which attendance or in-person participation is an essential part continue and complete the course for full credit if, in the opinion of the faculty member teaching the class, the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the award of credit and grade. Upon a student's request and at the discretion of the faculty member, this option may be made available for a science lab or internship.
2. A student called or ordered to active military service during a term shall have the right to a refund of fees other than mandatory fees for that term as follows:
 - a. A refund on a pro rata basis for a housing contract and a traditional term board contract or by which a student purchased a specified number or dollar value of meals;
 - b. A refund on a pro rata basis of parking fees and other optional fees;
 - c. No refund is due for course challenge or similar fees for classes for which the student is awarded full credit;
 - d. No refund is due for flight training or similar fees for specialized training.

Adopted: April 3, 2006

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Student Criminal History Background Checks

In accordance with NDUS policies and procedures, Mayville State University requires the following of all students who apply for admission to the university or who apply for admission to specific programs:

1. All applicants for admission, effective with Fall, 2009 are required to respond to the following questions as part of their formal application to the university:
 - a. Have you ever pled guilty (or no contest) to or been convicted of any felony?
 - b. Within the past 10 years have you pled guilty (or no contest) to or otherwise been convicted of a misdemeanor crime involving violence or the threat of violence in any court? A crime of violence means an offense in which physical force was used, attempted or threatened against the person or property of another or by the nature of the offense it involves substantial risk that physical force may be used against a person or property of another. Examples of crimes of violence include, but are not limited to, abuse, arson, assault (including sexual assault or domestic violence), battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing and unlawful restraint or imprisonment.
 - c. Are you currently required to register as a sex offender in any state?
 - d. Have you been dismissed or suspended from a college or university for disciplinary reasons within the last five years? Being dismissed for disciplinary reasons means a permanent separation from an institution due to conduct or behavior. Being suspended for disciplinary reasons means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not permanently.

An applicant for admission who responses affirmatively to any of these questions will be asked to provide additional information to the institution. An affirmative response does not automatically prevent admission. The information provided will be reviewed by the Director of Admission/Extended Learning, the Director of Housing and Student Conduct, and the Vice President for Student Affairs to determine if the applicant should be admitted, or if stipulations should be placed upon the student as part of their admissions, or if the applicant should be denied admission. This information review will be conducted keeping in mind the need to help ensure the safety and security of the campus community and the applicant's interest in pursuing their educational goals. An applicant who is denied admission based on this process may appeal that decision to the University President. Falsification or omission of information as part of the application process may result in a denial of admission, rescission of admission, dismissal or other appropriate action.

2. Criminal history background checks are required for students who have applied for admission to, or are in enrolled in the following programs. This criminal history background check shall be either a nationwide FBI or North Dakota BCI check as indicated for each program.
 - a. All Early Childhood Education programs – FBI check
 - b. Elementary Education program – FBI check
 - c. All Secondary Education (BSED) program – FBI check
 - d. Early Childhood and Early Elementary Education program – FBI check
 - e. Applied Psychology – FBI check
 - f. Clinical Lab Science – FBI Check

The criminal history background check shall be completed before the student is formally admitted to the program or before they participate in a formal internship, practicum, field placement, or a student teaching experience sponsored and arranged by the university. Students who fail to provide evidence of a criminal history background check will not be allowed to participate in such activities as part of their program of study.

The Vice President for Business Affairs shall serve as the institution's primary contact for programs and faculty who require information regarding processes for FBI and North Dakota BCI criminal history background checks. The Academic Affairs and Student Affairs offices will also assist with student requests for compliance with this policy and for assistance in the completion of criminal history background checks.

Adopted: Fall, 2008

Revised: Spring, 2009

**Sponsors: Vice President for Academic Affairs
Vice President for Student Affairs and Institutional Research**

Student Drivers and Use of State Vehicles by Student Groups

NDCC section 39-01-03 prohibits private use of state vehicles. State vehicles may be used by employees or others acting on behalf of the state, including student employees and students who are acting on behalf of the state as a volunteer or in an unpaid status in performing duties assigned by competent authority. As a general rule, all passengers in the vehicle must also be acting on behalf of the state. Liability coverage for accidents involving state vehicles is provided by NDCC chapter 32-12.2. Chapter 32-12.2 provides coverage for state employees and persons acting on behalf of the state, with or without compensation, who are using a vehicle for state business and who are operating that vehicle within the scope of their employment.

To the extent permitted by state law, student drivers, acting as employees of an institution or otherwise acting on behalf of the institution, may be allowed to operate state vehicles for approved purposes. Mayville State University policy requires:

1. Proof of a valid and current driver's license for the student driver, issued by a state of the United States; a state of Mexico; or a province of Canada. If the student driver has a license issued by a foreign country other than Mexico or Canada, the proposed driver must provide a valid and current driver's license from that individual's country of residency and a valid and current International Driver's Permit. The student driver must be at least 18 years of age.
2. Requests for students to operate state vehicles for an event or activity affiliated with a course or program to be submitted on a *Student Request for State Fleet Vehicle form* to the Physical Plant Office (Old Main 29) by the instructor or staff member responsible for the course, program, event or activity. If the event or activity is not affiliated with a course or program, such as membership in or appointment to student government, NDSA, and NDUS councils and committees, then the student shall submit a request on a *Student Request for State Fleet Vehicle form* to the Physical Plant Office (Old Main 29).
3. All requests for student operation of state vehicles must comply with provisions of the North Dakota State Fleet Services Policy Manual, issued by the North Dakota Department of Transportation.
4. The request to permit a student to operate a state vehicle must show that the student driver is providing a service to the institution by operating a vehicle.

Use of state vehicles by or on behalf of student associations, clubs, groups or organizations ("student groups") may be allowed for approved purposes. Mayville State University policy requires:

1. Identification of the proposed driver or drivers, and proof of a valid and current driver's license for each proposed driver of a vehicle, issued by a state of the United States; a state of Mexico; or a province of Canada. If the proposed driver has a license issued by a foreign country other than Mexico or Canada, the proposed driver must provide a valid and current driver's license from that individual's country of residency and a valid and current International Driver's Permit. Each driver must be properly licensed and have the required training to operate the particular class of vehicle proposed to be used by the student group (for example, Class C license necessary to operate vans which can carry 15 or more passengers). A driver must be at least 18 years of age.
2. Requests for use of state vehicles by or on behalf of a student group for an event or activity affiliated with a course or program to be submitted on a *Student Request for State Fleet Vehicle*

form to the Physical Plant Office (Old Main 29) by the instructor or staff member responsible for the course or program.

3. Requests by or on behalf of a student group to use a state vehicle must show that the student group is acting on behalf of the institution by its members' attendance at or participation in a proposed event or activity. Use of state vehicles by members of student groups for private, personal or recreational purposes is **prohibited**.

Adopted: August 2, 2012

Reviewed: August 2, 2012

Revised: August 2, 2012

Sponsor: Vice President for Business Affairs

Financial Aid Satisfactory Progress Policy

INTRODUCTION

Federal regulations require that all institutions participating in the Title IV Student Financial Aid Programs establish, publish, and apply standards of satisfactory progress for each student enrolled.

To ensure compliance with these regulations, the following policy governing standards of satisfactory progress for all students attending Mayville State University will be in effect. Students who fail to meet these standards of satisfactory progress will be ineligible to receive financial aid until eligibility has been reestablished.

SATISFACTORY PROGRESS POLICY

To be eligible to receive Title IV funds, institutional scholarships and waivers (except for scholarships based on participation in athletics or extracurricular activities such as music), state and federal funds, the student must be in good academic standing and must be making satisfactory progress toward the completion of a degree. The following measures have been established as grade point average and Pace standards indicating satisfactory progress toward a degree. These standards apply to all enrolled students, both aid and non-aid recipients.

All students must maintain a minimum cumulative GPA of 2.00 and attain at least a 2.00 GPA each semester or they will be placed on financial aid warning. Students will be allowed one semester of financial aid warning under this standard. If at the end of the following semester the student is still below a 2.00 cumulative or term GPA, the student will be disqualified from receiving future financial aid.

Students on warning who attain at least a 2.00 term GPA but remain below the required 2.00 cumulative GPA will be on a plan of study (POS) status until the term and cumulative 2.00 GPA has been met.

“All” students must attain a minimum 1.00 term GPA or face automatic academic suspension. If reinstated by the Academic Standards Committee, these students will be placed on a financial aid warning for one semester.

Pace standards requires all students to complete a minimum of 67% of the credit hours attempted cumulatively and per term. A student on financial aid warning, probation, or plan of study **must complete a minimum of 67% of the hours attempted each semester** to avoid financial aid disqualification. However, on a semester basis, **ALL** students must complete a minimum of 25% of the total hours attempted or face immediate financial aid disqualification for future semesters. The minimum 25% requirement includes students that have officially withdrawn during the semester.

Pace standards includes a maximum time frame allowed for financial aid eligibility. The maximum time frame for completion of a student’s degree program must not exceed 150% of the published length of the program. Credits earned at other accredited post-secondary institutions will apply toward the maximum number of credits allowed. Changing majors, degree

programs, or pursuing a second degree will not exclude previous attempted credits when determining maximum credits attempted.

Additional Standards used to Evaluate Satisfactory Progress

- A. All students, including transfer students, enrolling at Mayville State University for the first time will be assumed to be making satisfactory progress.
- B. Cumulative credit hours attempted for each academic year will be a total number of hours a student is registered for on the last day to add a class for each academic semester.
- C. Student must be making satisfactory progress according to the requirements of the policy **PRIOR** to receiving financial Aid.
- D. Credit hours completed with a grade of “D” or better, or “S” if attempted on a Satisfactory/Unsatisfactory basis, will be used to calculate hours earned.
- E. All consortium and collaborative courses will be included in the evaluation of financial aid satisfactory progress. .
- F. Grades of Failed (F, FN, FNN), Unsatisfactory (U, UN, UNN), Incomplete (I), Withdrawn (W) and Not reported (NR) count as credits attempted but not completed and will be applied towards the maximum number of credits attempted.
- G. Courses that are repeated will count in the calculation of hours attempted and completed hours earned. The most current grade received for a repeated course is used in the calculation of term and cumulative GPA.
- H. Noncredit remedial courses will be included in the satisfactory progress Pace standard and GPA evaluation. Incompletes or grade changes will be considered when evaluating satisfactory progress if notified by student that an update has occurred or they are actively pursuing the completion of an incomplete course.
- I. Courses taken for audit only or life experience credit will not be considered for aid.
- J. Any student who withdraws from the University because of extenuating circumstances (such as lengthy and serious illness, family emergencies, legal or emotional reasons) thus fails to make satisfactory progress may appeal to reestablish financial aid eligibility. All students may appeal.

EVALUATION

To determine each student’s eligibility status at the completion of a semester, the GPA standard will be reviewed by the Vice President of Academic Affairs. The Financial Aid Office will perform a quantitative review of academic records at the completion of each semester (fall, spring, and summer). All students who fail to meet the GPA standard or the quantitative standard of satisfactory progress will receive notification regarding financial aid warning or financial aid disqualification. All students who have not previously received financial aid will also receive notification at the time they are placed on financial aid disqualification so that they are aware of their status should they decide to apply for aid at a later date. All students have access to their statuses by accessing their self service information on the Mayville State University website through Campus Connection.

WARNING

A student who is on academic/financial warning due to GPA must bring his/her cumulative grade point average up to the required level during the next semester or he/she may be disqualified from financial aid. A student who is on financial aid warning due to quantitative hours (Pace) must bring his/her cumulative quantitative requirement up to 67% during the next semester or he/she will be disqualified from financial aid. The student is eligible to receive financial aid with a warning status. All students placed on a financial aid warning must visit with the Director of Financial Aid about their status before any federal financial aid funds will be disbursed to the student's account.

PLAN OF STUDY (POS)

A student may be placed on a plan of study status if the Financial Aid Committee approves the student's appeal and determines that it will take the student longer than one semester to meet the cumulative 2.00 GPA and 67% completion requirements. The POS is a plan of study that has been developed by the student and their advisor. In some cases the Financial Aid Committee will require a form of POS by requiring a higher term GPA and/or percentage of completed credits. The student remains eligible to receive financial aid under this status if he/she follows the POS.

PROBATION

A student who has a successful appeal will be placed on financial aid probation for one term only. If the student fails to meet the requirements of the probation status as determined by the Financial Aid Committee, the student will be disqualified from financial aid for the future.

DISQUALIFICATION

Any student failing to meet the standards of this policy will be ineligible to receive financial aid until a successful appeal has been made.

RE-ESTABLISHING ELIGIBILITY

Any student dropped from consideration for financial aid per the provisions of this policy may appeal to the Financial Aid Director and be considered. Students who are determined ineligible to receive financial aid are encouraged to remain in school in order to re-establish their eligibility by attaining the required minimums of 2.00 cumulative GPA and 67% cumulative Pace standards.

APPEAL

A student who has been placed on financial aid disqualification may appeal by submitting a written appeal to the Financial Aid Director. The written appeal must explain in detail and document the circumstances that impacted the student's academic performance. The student must describe what has changed and what he/she is doing to improve their academic performance. Students appealing the maximum timeframe must explain the reason for reaching the maximum number of credits allowed and include a POS of remaining courses and date of anticipated graduation.

If the appeal is denied, the student has the right to appeal in person to the Financial Aid Committee. The action of the Committee will be final.

UNOFFICIAL WITHDRAWAL

Students who receive all failing or incomplete grades in a given semester are considered to have unofficially withdrawn from the university and are immediately placed on **Financial Aid Disqualification** without a warning period first. Federal regulations require that a refund calculation be done for all students receiving federal funds, unless we can document an official last date of attendance beyond the 60% point in one of the student's classes. Faculty are required to report a last date of attendance for all reported F and U grades. The calculation and return of these funds may result in the student owing a balance to the University. Pell recipients whose class activity cannot be verified may have to pay back all or a portion of their grant funds.

COOPERATIVE EDUCATION/INTERNSHIP

Students registered through an Internship 497S course, and employed in a full-time internship position, as documented, are granted full-time equivalent student status by the University, and are eligible for all financial aid for which they qualify.

Reviewed: Fall, 2008

Revised: Fall, 2014

Sponsor: Director of Financial Aid

GRADE APPEAL POLICY

Introduction

The University's commitments to academic quality and integrity, as well as to academic freedom, rest upon honesty and fairness in all aspects of scholarly endeavor. Faculty must evaluate and grade student work fairly and reasonably, and students must maintain scholastic honesty beyond reproach. Disputes that arise about fairness and honesty are best resolved through open and sincere communication among all parties – students, faculty, committees, and administrators. The following section on academic concerns addresses procedures for resolving grade appeals.

Grade Appeal

A. Definition

A grade appeal is an allegation by a student that such student received a semester grade IN A COURSE offered for credit that was not in accordance with the grading criteria described in the course syllabus.

B. Procedure

1. The student will contact the instructor before the fifth week of the following semester to discuss the instructor's and student's reasoning for the grade given or desired.
2. If the student remains dissatisfied, he/she has two weeks to forward a written appeal to the division chair. The division chair shall respond in writing, giving his/her decision within one week of receipt of the student's written appeal.
3. If the student is still dissatisfied, or if the teacher involved were the division chair, the student will appeal in writing to the chair of the Academic Standards Subcommittee within one week of the decision of the division chair. Both the student and the instructor will be given the opportunity to present their cases before the subcommittee. If the instructor involved in the appeal is a member of this subcommittee, he/she is restricted from participating in the deliberations of the subcommittee. This subcommittee will recommend to the Vice President for Academic Affairs a resolution to the conflict, and the VPAA will respond with a recommendation that the grade be changed or retained; the recommendation will be in writing, and given to the faculty member and the aggrieved student.

Reviewed: Fall, 2008

Sponsors: Vice President for Academic Affairs and Faculty Association

Commencement Participation Policy

The Mayville State University Commencement Ceremony is held each year at the end of the spring semester. "Commencement" or "commencement ceremony" are terms deemed acceptable for published materials.

Students attending their commencement ceremony will receive a diploma cover.

Student participation in the commencement ceremony is contingent upon:

1. An Application for Graduation on file with the Office of Academic Records,
2. A completed and approved audit on file with the Office of Academic Records, and
3. Students are invited to participate, if they have no more than 18 credit hours remaining to graduate and are pre-registered for the coursework required.

Apply for early commencement participation through the Office of Academic Records, MB 114 or email records@mayvillestate.edu. Diplomas and degrees will not be awarded until all requirements have been completed.

Adopted: Fall, 2002

Reviewed: Fall, 2009

Revised: Spring, 2010

**Sponsors: Vice President of Academic Affairs
Vice President of Student Affairs and Institutional Research**

Residence Hall Handbook

Mayville State University developed a Residence Hall Handbook to provide students who reside in campus housing with the policies and contractual information. The handbook is reviewed and updated annually and is available on the university website.

Adopted: January, 2015

Sponsor: Vice President for Student Affairs and Institutional Research

Student Handbook

Mayville State University developed a Student Handbook to provide students with an overview of all services that the university provides to students and other important information. The handbook is an important resource for new and continuing students. The handbook is reviewed and updated annually and is available on the university website.

Adopted: January, 2015

Sponsor: Vice President for Student Affairs and Institutional Research



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NDUS Legal News: Recruitment and Hiring

Anyone involved in hiring decisions, including search committee members, department heads or administrators must be aware of restrictions on information that may be solicited from job applicants. There are numerous federal and state laws granting protection against discrimination on the basis of race, sex, age, religion, disability or marital status to job applicants. To minimize exposure to discrimination claims by unsuccessful job applicants, every institution should adopt guidelines that instruct persons involved in hiring decisions concerning permissible and impermissible areas of inquiry during pre-employment screening. Furthermore, persons making hiring decisions must be familiar with veteran preference laws.

It is generally understood that employment application forms may not request information concerning applicants' race, sex, age, religion, disability status or marital status. These restrictions also apply to oral interviews and other pre-employment screening. To avoid inadvertent mistakes when asking questions, and to document strict compliance with guidelines, a prepared list of questions, approved by the institution's legal counsel or personnel officer, should be used whenever applicants are interviewed or questioned. All applicants who are interviewed or questioned should be asked the same questions.

Applicants may not be asked their age or birth date, except that you may ascertain whether the applicant is 18 years of age or older. Do not ask about race, color, national origin or native language. Never ask applicants about their religious beliefs or practices or whether those beliefs prevent them from working certain days or hours. However, you may state the regular working days and hours and ask if the applicant is able to work that schedule. Do not inquire about disabilities or health. You may, however, ask whether the applicant can perform the essential job functions with or without a reasonable accommodation. Do not inquire about marital status or children (although the employer's nepotism policy may be stated on the application form). Do not ask for a maiden name (but you may ask whether the applicant has ever used any other name). You may inquire about criminal convictions, but you may not ask about arrests. When inquiring about an applicant's education, do not ask for high school graduation date or dates of attendance at elementary or high school. Do not inquire about political affiliations or union membership.

State law provides that veterans are entitled to preference in hiring for most government positions. The preference does not apply to faculty positions and certain administrative positions. To invoke the preference, the veteran must be a North Dakota resident, must not have been dishonorably discharged, and must submit documentation of active duty service for at least twenty-four months (or completion of the active duty term of services). If the agency does not have an established personnel system, a veteran who meets minimum job qualifications is entitled to absolute preference over all applicants who are not veterans. If the employer has an established personnel system (the NDUS and its institutions have one), a veteran is entitled to a five-point bonus and a disabled veteran is entitled to a ten-point bonus. Under an established personnel system by which applicants are ranked according to exam scores, interviews, and other factors, the person with the highest score is generally entitled to the position, absent "a justifiable cause" for not appointing that person. An exception is that a qualified disabled veteran is entitled to the position, regardless of ranking, absent justifiable cause for not appointing the disabled veteran.

It is very important for everyone involved in soliciting information from job applicants to understand these guidelines. The best method of avoiding mistakes is to distribute guidelines, with a list of permissible questions to be asked of all applicants, to all search committee members and others involved in the hiring decisions.

Reviewed: Fall, 2008

Sponsors: President and Human Resources Administrator

Faculty Interview Seminar

Applicants for a faculty position at Mayville State University who are invited to interview on campus are required to present a seminar as part of that interview. This seminar is intended as an opportunity for the applicant to demonstrate his or her ability to communicate knowledge in the classroom and to employ the techniques he or she would normally utilize in fulfilling that responsibility as a faculty member at a teaching institution. While Mayville State fully supports the other functions of faculty in higher education, teaching effectiveness is our first priority. The guidelines provided below are intended to assist you in preparing for this seminar.

1. All full-time University faculty and other members of the Faculty Association are invited to attend the seminar. Students enrolled in classes offered by the Division are also invited. You can probably expect 15 to 20 faculty, students, and administrative staff to be in attendance.
2. The seminar lecture is expected to last 20 to 30 minutes, although a full hour is set aside for the experience. Some time is also devoted to a question and answer period covering the seminar topic.
3. The seminar topic is developed and approved by the Division faculty and chair, and is appropriate to the time allotted and to the audience involved.
4. The same care and involvement of time for preparation should be given at this seminar as you would devote to class preparation. The seminar is a very important part of our interview process. It should be evident that our primary interest is in the depth and command of knowledge evidenced in the lecture. We are also interested in communication skills and the use of teaching aids. If you have special equipment needs beyond the blackboard, you should inform the Division Chair prior to the seminar.
5. You should also be aware that all faculty and students in attendance will be completing evaluation forms and recommending in the matter of appointment. Primary consideration is given to the recommendations of the discipline and division faculty.

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs

MAYVILLE STATE UNIVERSITY JOB POSTING OPTIONS

OPENING TYPE	LENGTH OF TIME	PROCESS
Internal Promotion Although the department head has the authority to do internally if the employee meets minimum qualifications, this type of promotion may not be in the best interest of employee relations.	Not Applicable	<ol style="list-style-type: none"> 1. Department head discusses promotion with HR prior to taking action 2. Department completes change form and obtains required signatures. Attaches relevant documentation of rationale for decision.
Internal Posting	5 working days	<ol style="list-style-type: none"> 1. Department head meets with HR to determine whether there is an adequate internal pool of regular employees prior to taking action. 2. Department completes request to recruit with appropriate signatures; sends copy to HR 3. HR posts position internally within the university via e-mail and/or MSU website. 4. Interested candidates submit application to HR. After 5 working days, HR screens applications according to department specifications and sends certified list to department. 5. Department makes selection and completes request to offer. 6. Upon employee acceptance, Department submits change form to HR and Payroll Office with required signatures. Attaches relevant documentation of rationale for decision. 7. If no acceptable internal candidates are found, department may choose to expand search externally.
External Posting	10 working days for all positions.	<ol style="list-style-type: none"> 1. Department head discusses with HR, departmental VP, and VPBA and completes request to recruit with appropriate signatures; sends copy to HR 2. HR posts position on MSU website, and other print/video media as requested by department chair. 3. Interested candidates submit application and criminal history disclosure form to HR. After 10 working days, HR screens applications according to department specifications and sends certified list to department. 4. Department makes selection and completes request to offer. 5. Complete the criminal history recrods check on selected candidates for specified positions. 6. Upon candidate acceptance, department submits change form to HR and payroll office with required signatures. Attaches relevant documentation of rationale for decision.

Reviewed: Fall, 2008

Sponsor: Human Resources Administrator

INTERVIEW PROCEDURES

Broadband 2000 - Faculty

Please read prior to scheduling interviews.

These procedures have been established to assure compliance with the NDUS equal opportunity , policy each time a new or replacement position is filled. If you have questions, please contact the Human Resources Administrator.

1. Enclosed are copies of the applications for your posted position. Interviews should be conducted for candidates meeting minimum requirements. If a referred candidate is not interviewed, specific reasons must be given for non-selection in regard to the advertised minimum qualifications: indicate on #4 on the Recruitment/Employment Checklist, sign and date.
- *2. When inviting candidates to interview, the question, “Do you need any assistance or accommodation during this interview?” must be asked of each candidate.
- *3. If you would like the interview questions reviewed by Human Resources prior to interviewing to ensure compliance with employment laws, please contact the Human Resources Administrator.
4. Complete the Interview Report Form, sign and date, after interviewing each candidate.
5. A criminal history background check must be performed on candidates as set forth in SBHE Policy 602.3 before an offer is made.
6. Meet with the Human Resource Administrator to review the position file. Bring the completed file (applications, Recruitment Employment Checklists, and Interview Reports). After the file has been reviewed and a starting salary confirmed complete the Request to Offer form and have it signed by Dean, Human Resource Administrator, appropriate Vice President, Vice President for Business, and the President.
7. After the signed Request to Offer is submitted to the Business Office contact selected candidate and offer the position.
8. Department notifies all interviewed candidates of the hiring decision. Human Resources notifies candidates who were not selected for an interview.
9. Identification documents are required (drivers license and social security card or birth certificate) for the federal requirement for verification of employment eligibility. Payroll forms will not be processed and checks will not be issued until this verification has been completed.

* To assure compliance with the Americans with Disabilities Act (ADA) and other employment laws.

Reviewed: Fall, 2008

Sponsor: Human Resources Administrator

INTERVIEW PROCEDURES

Broadband - Staff

Please read prior to scheduling interviews

These procedures have been established to comply with the NDUS equal opportunity. *North Dakota State University is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and including appropriate affirmative action efforts, for all individuals without regard to race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status or sexual orientation.* If you have questions, please contact Human Resources.

1. All application materials are enclosed for the search committee (at least 3 people) to screen. Complete the enclosed screening activity sheet. The criteria used to screen each applicant is **the minimum and preferred qualifications advertised.**
2. Points are determined for each advertised qualification.
 - Document reasons for point differences.
 - Point value (for Minimums, Preferreds, ND Vet, Disabled Vet) must total 100.
3. Only candidates meeting the advertised minimum qualifications may be considered for the position.
4. After screening, all candidates must be ranked according to total score.
 - Highest total points = most qualified.
 - Qualified disabled ND wartime veterans are ranked #1 and considered the top candidate, regardless of score.
 - **If a qualified North Dakota wartime veteran is in the applicant pool, contact Human Resources before the individuals are contacted for an interview in order to review the screening process.**
 - Invite the top candidates to interview for the position.
 - Conduct reference checks on top candidates, preferably 2 past employers.
- *5. When inviting candidates to interview, the question, "Do you need any assistance or accommodation during this interview?" must be asked of each candidate.
- *6. If you would like the interview questions reviewed by Human Resources prior to interviewing to ensure compliance with employment laws, please contact Human Resources.
7. Complete the **Interview Report Form** after interviewing each candidate (sign and date).
8. Conduct a criminal history background check on selected candidate(s).
9. Meet with the Human Resources Administrator to review the position file. Bring the complete file (resume, Screening Sheet, and Interview Reports) to the meeting.
10. Return the completed **Request to Offer form** with signatures by appropriate Vice President, Vice President for Business, and the President to Human Resources. Offer cannot be made to selected candidate until a completed Request to Offer form is received by Human Resources.
11. After approval, contact selected candidate and offer the position.
12. Department notifies all interviewed candidates of the hiring decision. Human Resources notifies candidates who were *not* selected for an interview.
13. Identification documents are required of a new employee (drivers license and social security card or birth certificate) for the federal requirement for verification of employment eligibility. Payroll forms will not be processed and checks will not be issued until this verification has been completed.

* To comply with the Americans with Disabilities Act (ADA) and other employment laws.

Reviewed: Fall, 2008

Sponsor: Human Resources Administrator



Position Description Instructions

North Dakota University System

This Position Description should be completed cooperatively by the employee and supervisor unless the position is new or vacant, in which case it should be completed by the supervisor. **Call your institution's Human Resources/Personnel Office representative with questions.** This form is available as a Microsoft Word document.

It is important that the information is accurate since the Position Description is used for the following purposes:

- a). Job description;
- b). Job family/band assignment;
- c). Source document for recruitment;
- d). Source document for performance evaluations and employee development;
- e). Source document for workers compensation or disability accommodation issues.

When the following information is completed, submit to your institution's Human Resources/Personnel Office, to initiate the job family/band assignment process.

_____ Completed detailed position description which accurately reflects the duties/responsibilities of the position.

_____ Cover memo/statement indicating:

*The applicable reason:

_____ New responsibilities have been added to the existing unit's mission/purpose and assigned

to this position;

_____ Significant amount of new responsibilities have been reassigned/changed to this position with no substantial change in the unit's mission/purpose;

_____ Position is in a job family/ band which has been revised by the NDUS Human Resource Council.

_____ Contact person for the process;

_____ Department (up to President) Organizational Chart representing reporting relationship used for the performance evaluations including each employee's:

_____ Name

_____ Functional Title

_____ Position Number

_____ Job Family Name/#

EXAMPLES**Position:** Administrative Secretary II/#0000

Duty/Responsibility No: 1		Statement of duty/responsibility: Perform departmental receptionist responsibilities.
Percent of Time: 40%	For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task): 1. Answer department telephone, relay information or transfer calls to appropriate individuals. 2. Greet visitors, answer questions and/or direct them to appropriate individual(s). 3. Handle daily mail and correspondence for department.		

Duty/Responsibility No: 2		Statement of duty/responsibility: Perform departmental administrative activities.
Percent of Time: 45%	For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task): 1. Compose routine correspondence for department chair. 2. Key instructional materials (tests, syllabi, handouts, class schedules) for department faculty. 3. Make travel arrangements for all departmental faculty.		

Duty/Responsibility No: 3		Statement of duty/responsibility: Assist with department seminars.
Percent of Time: 13%	For ADA compliance, see instruction. Responsibility is: <input type="checkbox"/> Essential <input checked="" type="checkbox"/> Secondary	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task): 1. Work at registration table. 2. Assist in scheduling equipment, rooms, refreshments. 3. Handle participant's correspondence and registration materials as needed.		

Duty/Responsibility No: 4		Statement of duty/responsibility: Work Safely.
Percent of Time: 2%	For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task): 1. Follow safety rules. 2. Help identify unsafe working conditions. 3. Stop co-workers who are working in an unsafe manner.		

Mayville State University Employee Criminal History Background Checks

1. All applications for employment at Mayville State University, full-time or part-time, and including student applications, must include a signed *Criminal History Disclosure Form*. Any offer of employment is contingent upon the return, review, and verification of the signed form.
2. Formal criminal background checks will be conducted on selected candidates as set forth in NDUS procedure 602.3. Specific positions that will require a formal criminal background check prior to employment on our campus include, but are not limited to: security guards, custodians, resident assistants, coaches, child care providers, counselors and lifeguards. In addition, any position where responsibilities include carrying a campus master key and/or direct interactions with children will be subject to a formal criminal background check.
3. A criminal background check may be conducted on a candidate for any position, depending on information reported on the *Criminal History Disclosure Form*.
4. When the department which owns the hiring search receives a *Criminal History Disclosure Form* that reports a conviction, he/she must consult with the Vice President of Business Affairs (for a staff position) or the Vice President of Academic Affairs (for a faculty position) regarding appropriate action.
5. Possessing a criminal history is not an absolute bar to employment. A determination will be made based on the type of conviction, the date the conviction occurred, and the relevance of the conviction to the position the applicant is seeking. An offer may be withdrawn as a result of these considerations.
6. The *Criminal History Disclosure Form* will be kept in the applicant's file.

Adopted: Spring, 2009

Reviewed: April 20, 2011

Revised: May 4, 2011

Sponsor: Vice President for Business Affairs

Faculty Selection and Appointment Procedures

Purpose: These procedures clarify the steps that Mayville State University will take in order to attract, retain, and promote qualified and diverse faculty members.

I - OPENING THE POSITION

1. The division chair must obtain approval to initiate a search from the Vice President for Academic Affairs (VPAA) by filling out a Request to Recruit form and acquire the required signatures.
2. The division chair appoints a search committee and the search committee chair is selected at the first committee meeting.
3. Search committee members develop screening materials, position requirements, guidelines.
4. These materials are then forwarded to the VPAA and Human Resources (HR) for approval.

II - RECRUITMENT METHODS

1. Generally, all full-time academic positions require a national search. Based on the source of funding, salary ranges, and local availability, some positions may require only a regional search at the discretion of the hiring official and in consultation with the VPAA and HR.
2. Recruitment is a critical function for and effective equal opportunity/affirmative action employment program because increased diversity in the applicant pool is essential in order to increase the diversity of people actually employed. With this objective in mind, potential recruitment channels include:
 - a. Fargo Forum (online and/or print)
 - b. Grand Forks Herald (online and or print)
 - c. Traill County Tribune
 - d. ND Job Service
 - e. MaSU website
 - f. Professional journals and job registries and/or in The Chronicle of Higher Education. Publications which solicit advertisements on the basis of direct minority circulation are generally not a required method for recruiting; however, if applicant pools consistently lack diversity, a publication such as Affirmative Action Register should be considered.
3. All position announcements will follow vacancy announcement procedures as identified by NDUS Procedure 601.0.

III - REVIEW OF CANDIDATES

1. Candidate application materials are received and reviewed in the HR office.
 - a. If applicants are missing materials the search chair may request that HR obtain them, or not consider them further in the process.
 - b. The search chair may request to see all original application materials by making an appointment with HR.
2. Pre-screening of candidates is completed by the HR office and the candidate files which meet the minimum requirements are forwarded to the search committee chair.
3. Search committee screening process:
 - a. The search committee applies points to minimum and preferred requirements (preference is 100 pt scale).
 - b. The committee ranks candidates using the established points system.
 - c. Using screening grid, the search committee will narrow the field to a reasonable number of candidates.
 - d. The committee selects up to three (3) top-ranked candidates to be invited for an interview.

- e. Reference check is completed.
4. The search committee will determine candidate travel reimbursement, if applicable, and seek approval from the VPAA.
5. Credentials will be on file for a period of three years; then they will be destroyed.

IV - INTERVIEW PROCESS (on-campus Visit or Phone Call)

1. Candidate(s) are invited for interviews and presentation on campus by search committee chair.
2. The search committee determines questions for candidate interviews.
3. Candidate interview and presentation schedule is set up and distributed by the search committee chair.
4. Search committee chair and members coordinate and participate in the interview process.
5. Search committee keeps detailed documentation of all meetings and prepares recommendations.
6. Search committee chair provides the top ranked candidates to the VPAA.
7. VPAA consults with the President on the candidate choices.
8. Request to offer form is prepared by the VPAA with the following information in consultation with the division chair:
 - a. Pay – Depends on degree and experience.
 - b. Rank – Determined by prior teaching experience, rank held at another institution of higher education, and degree.
 - c. Granting of years toward tenure – Cautious, conservative, based on the individual. Consider prior teaching experience and progress toward a terminal degree.
9. Request to offer form is circulated for required signatures.
10. HR office notifies the search chair when all signatures have been obtained.

V - HIRING PROCESS

1. The VPAA or designee extends offer to selected candidate.
2. If candidate accepts:
 - a. VPAA is notified of the candidate's acceptance and a letter of acceptance is sent to the candidate for their signature.
 - b. President's office initiates a letter of appointment/contract.
 - c. A letter is sent to all other candidates by the HR office.
3. If candidate declines:
 - a. The search committee can reconsider the candidates. Return to the search committee process (step III #3)
 - b. If the appropriate candidate is not found, the search committee returns to advertising the position (step II).

VI – CANDIDATE BACKGROUND CHECK

1. A criminal history background check must be performed on faculty candidates as set forth in SBHE Policy 602.3 before an offer is made.
 - a. Positions which require a master key to the university including dormitory buildings.
 - b. Positions which involve direct contact with children.

VII - CANDIDATE ANNOUNCEMENT

1. An e-mail announcement is sent to all faculty/staff regarding the new faculty appointment.

VIII – CANDIDATE ON-BOARDING PROCESS

1. The HR Office and academic division will prepare orientation/training schedule prior to the new faculty member start date.
2. HR will contact the new faculty member to set up orientation.

3. If desired, the Division Chair will authorize HR to establish early employee ID to gain electronic connectivity and email by filling out the early employee ID request form and forwarding to HR.
 - a. Moodle Account: HR requests a Moodle account (if applicable) from the instructional technology team and arranges a Moodle training session.
 - b. ConnectND: HR assigns ConnectND data privacy training and notifies the Division Chair and ITS upon employee's completion of the training.
 - c. ConnectND Roles: Division chair will work with ITS on requesting permission levels to be assigned to the new faculty member.
4. Division Chair submits instructor and course information to Academic Records.

IX – RETENTION

1. Mayville State University values our employees, their commitment to personal service, and the work they do. Commitment to the retention, training, and development of faculty as required to provide job security, career development and to maintain a skilled, stable, and competent work force is supported primarily through the following policies:
 - a. TIAA-CREFF Retirement (M703.3)
 - b. Health Insurance (M704.1)
 - c. Moving Expense Reimbursement (M806.3)
 - d. Employee Tuition Waiver (M820)
 - e. Employee Dependent Tuition Waiver (M821)
 - f. Faculty Selection (602.4)
 - g. Equal Opportunity/Affirmative Action (M(603.2.2)
 - h. Appointment and Tenure (M605.1.1)
 - i. Standing Committee on Faculty Rights (M605.2)
 - j. Equal Opportunity Grievance (M612)
 - k. Faculty Development Plan (M701.2)
 - l. Sabbatical Leave (M701.7)
 - m. Salary Administration (M702.4)

Adopted: Fall, 1997

Reviewed: Spring, 2012

Revised: Fall, 2014

Sponsor: Vice President for Business Affairs

Employer-Employee Relationship - Payment for Services

POLICY:

According to the Internal Revenue Service, the State of North Dakota is required to withhold payroll taxes on compensation paid where an employer-employee relationship exists.

PROCEDURES:

All payments for services where an employer/employee relationship exists will be processed on a *Mayville State University Adjunct Faculty/Part-Time Faculty/Workshops Appointment Form & NDUS HRMS Change Form*. This will include payments to current staff and faculty members providing services to other university departments where an employer/employee relationship exists. Payments to individuals for services such as guest lecturer, discussion leader, etc., including appropriate travel reimbursements, may be processed on a *Request for Payment* through the Business Office provided:

1. The individual is **not** currently employed by the university.
2. The individual has **not** been employed during the calendar year.
3. The individual is receiving a one-time total payment for these services.

Please use the “IRS 20 Factor Questions” to determine if an employer-employee relationship exists.

Approved: July 19, 2004

Reviewed: Fall, 2008

**Sponsors: Vice President for Academic Affairs
Director of the Traill County Technology Center**

Consensual Relationships

1. CONSENSUAL RELATIONSHIPS that are of concern to Mayville State University are those romantic or sexual relationship in which both parties appear to have consented, but where there is a definite power differential within the University between the two parties. These relationships are of concern for two reasons:
 - a. First, there is a potential conflict of interest when individuals evaluate the work or academic performance of other individuals with whom they have intimate relationships. It is a generally accepted ethical principle in our society that one avoids situations in which one makes official evaluations of relatives, family members, spouses, or other persons with whom one has an intimate relationship. Such a relationship combined with a responsibility for evaluation is considered a conflict of interest. In a university, examples of such evaluations are the assignment of grades, and participation in decisions to hire, retain, promote, discipline or determine salaries.
 - b. Second, any relationship involving a power differential has the potential for serious consequences because the relationship may exist only as a result of the power differential. This may lead to sexual harassment charges at a later time.
2. Consenting romantic and sexual relationships between *instructor* (meaning all who teach at the University--faculty members, other instructional personnel, and graduate or undergraduate students with teaching, advising, or tutorial responsibilities) and *student* (meaning any person studying with or receiving advising from the instructor); between *supervisor* (meaning any person in a position of authority over another--to hire and fire, to grant raises and oversee task performance) and *employee* (meaning any person working for the supervisor); and between *employee and student* (where there is an instructional advisory, or an employment relationship between them) have the potential for extremely serious consequences and ought to be avoided. This list is not all-inclusive, but gives examples of the types of relationships that are covered by this policy.
3. Codes of ethics for most professional associations forbid professional-client sexual relationships; the relationships enumerated above should be viewed in this context. In the case of instructor and student, for example, the respect and trust accorded the instructor by the student, as well as the power exercised by the instructor in giving grades, advice, evaluations, and recommendations for further study and future employment may greatly diminish the student's actual freedom of choice concerning a romantic or sexual relationship.
4. Because of the possible difficulties associated with the power differential and because of potential conflicts of interest, Mayville State University discourages all such consensual relationships. However, if a romantic or sexual relationship exists or develops between individuals having a power differential within the University, the person with greater power shall report it to an appropriate supervisor. For example, an instructor shall report the matter immediately to the department chair; a teaching assistant shall report it to the professor in charge of the course; and an employee shall report it to his/her supervisor.

In each case, the administrative supervisor shall make suitable arrangements for the objective evaluation of the students, employees, or prospective employee's academic or job performance and for the protection of individual and University interest.

5. All instructors, supervisors, and other employees should understand that there are substantial risks in consenting relationships where a power differential exists. Even if the conflict of interest issues are resolved, charges of sexual harassment may develop. An instructor's or supervisor's protection under state law and representation by the Attorney General may not apply because such relationships may be outside the scope of one's employment. Furthermore, in administrative actions or lawsuits resulting from allegations of sexual harassment, consent may be very difficult to prove where a power differential exists. Even relationships in which there is no direct power differential may cause difficulties because faculty or staff engaged in such a relationship may, in the future, be placed in a position of responsibility for the student's or employee's instruction or evaluation.

Revised: Spring, 2009

Sponsor: Vice President for Business Affairs

Sexual Violence Policy

Mayville State University is committed to maintaining a campus free from interpersonal violence including sexual violence. Mayville State University commits its resources to the following:

1. Provide crisis intervention for victims and judicial response for alleged offenders.
2. Educate and promote discussion on interpersonal violence.

I. Definitions and Scope

- A. **Sexual Violence**—any kind of sexual contact that occurs against another person's will. No consent or permission is given. Examples include, but are not limited to: unwanted oral, vaginal, or anal penetration. Acquaintance/ date rape. Stranger rape. Marital rape. Incest. Same sex assault. Legal definitions may include sexual penetration between persons or the insertion of hand, finger, or physical objects into another person's body.
- B. **Relationship violence**—Use of physical harm, bodily assault, or the threat of harm between dating partners. Examples include, but are not limited to: Hitting, grabbing, pushing. Breaking or throwing objects in the presence of a partner. Name calling, swearing, and excessive criticism. Excessive jealousy. Threats of violence. Blaming. Accusations of 'sleeping around.'
- C. **Stalking**—Unwanted, intentional contact, advances, or obsessive behavior toward another person that frightens, intimidates, or harasses that person. Examples include, but are not limited to: Threatening, obscene, and/ or unwanted phone calls or emails. Following a student, staff, faculty, or campus visitors from class to class, work. Giving someone unwanted gifts. Creating a feeling of fear.
- D. **Sexual Harassment**—Any unwelcome attention of a sexual nature that interferes with work or learning. Conduct that creates an intimidating, hostile, or offensive environment. Examples include, but are not limited to: Insults, pressure to have sex for promotion or good grades. Rating another person's body. Unwelcome touching. Sending sexual messages via email, phone, or mail. Spreading rumors about a person's sexuality. Sexually explicit jokes or comments at school or work.
- E. **Scope**—This policy pertains to students, staff, faculty, groups, and persons who frequent the campus grounds and attend University sponsored events.

II. Reporting procedures

- A. A victim of sexual violence can report a crime or incident and/ or file a complaint to the Vice President of Student Affairs and Institutional Research, Vice President of Business Affairs, Vice President of Academic Affairs, Director of Housing, Human Resources Administrator, or Director of Counseling and Career Development. Contacting any of the above individuals does not require filing a complaint or report. The discussion will be kept confidential if this is what the victim wants. Anonymity will be protected as far as possible.
- B. If the victim chooses, administration will notify law enforcement, and if needed, a victim's advocate. The victim will be encouraged to seek medical treatment, preserve evidence, and contact available resources. While victims are encouraged to make a report and file a complaint, it is his/ her choice. The victim may determine whether campus officials shall continue with its own judicial process solely, or along with criminal prosecution. It should be noted that Mayville State University has a lesser standard of proof than legal criminal proceedings.

III. **Disciplinary Action and Hearing Rules Relevant to Students**

- A. Students who commit sexual violence can be disciplined for violating the Student Code of Conduct. The alleged student offender may choose whether to have the complaint heard and acted upon in an Administrative Hearing conducted by the Campus Conduct Officer or in a formal hearing in front of the Conduct Sub-Committee. If the Conduct Officer or the Conduct Sub-Committee finds there is sufficient evidence to support the complaint, sanctions will be imposed, up to and including, suspension and expulsion. See Student Code of Conduct for possible sanctions.
- B. Although college disciplinary proceedings must be conducted in accordance with basic rules of due process, they do not follow the same rigid procedures as criminal cases. Discipline may be imposed upon a finding of probable violation of school rules, rather than under the higher standard of guilt beyond a reasonable doubt. The intention of the Code of Student Conduct is to meet the needs of the victim, and at the same time, lead to changes in the perpetrator's behavior, and to make amends for his/ her behavior.
- C. Victims have the right to prompt response from Mayville State University to assist with the options he/ she chooses. A victim of an assault has the right to request a change in residence and/ or assistance in academics, if the situation and the university faculty deem it necessary.
- D. The victim of an assault has a right not to be prosecuted for lesser offenses that may have occurred near the time of an assault. For example, an underage student is drinking at the time of an assault, he/ she can report the assault without fearing the consequences of underage drinking.
- E. Hearing Rules Specific to Sexual Violence Allegations
 - 1. The accusing student may choose to give testimony in the presence of the accused student and the Conduct Board at the hearing. As an alternative, the accusing student may choose to give testimony before the Conduct Board in private session, which testimony shall be recorded and played to the accused student.
 - 2. The accusing student may be present throughout the hearing, except for private deliberations of the Conduct Board.
 - 3. Information regarding the accusing student's and accused student's past sexual history will not be allowed at the hearing except as it pertained specifically to each other.
 - 4. The Conduct Board may consider the results of any police investigation pertaining specifically to the case.
 - 5. In case of finding guilt, and prior to sanction deliberations, the Conduct Board may consider information pertaining to prior criminal convictions or findings of guilt in other University disciplinary proceedings.
 - 6. The accusing student and the accused student are entitled to have others present during disciplinary proceedings.
 - 7. The accusing student and the accused student shall be informed of the outcome of disciplinary proceedings.

IV. **Information for faculty and staff**

- A. Harassment on the basis of sex is a violation of Sec. 703 of Title VII (Civil Rights Act of 1964). Mayville State University's commitment to equal opportunity includes an assurance to its employees and students that they will not be subjected to sexual harassment.
- B. Students or employees concerned about violations of the Mayville State University sexual harassment policy should request assistance from any of the following:

Steven Bensen, HR Administrator
Affirmative Action Officer
Main Building, Room 110
Ph. 788-4760

Ray Gerszewski
VP for Student Affairs and Institutional Research
Main Building, Room 107
Ph. 788-4770

Contacting any of the above offices does not require filing a formal complaint. You may call any of the offices just to discuss a concern you have. The discussion will be kept confidential. The appropriate office will then work with you to determine what action, if any, you would like to take. Anonymity is protected as far as possible. In addition, Mayville State University's equal opportunity grievance policy is available for any person who wishes to file a complaint alleging a violation of this policy. A copy of this policy is available from the Equal Opportunity/ Affirmative Action Officer.

V. Educational Programs

Mayville State University offers educational programs aimed at raising awareness of sexual violence on campus. A primary focus of these programs is prevention through awareness and education. It is important for men and women to understand what behaviors constitute sexual violence and what the consequences are for his/ her behavior at Mayville State University. Violators will be dealt with according to the Code of Student Conduct. Along with educational programs, the University provides informational handouts to students that are distributed as part of programs or made available in residence halls and other locations on campus. MSU participates in a consortium with other universities to prevent violence against women. A part time staff member assigned to MSU coordinates and presents educational programs and information to students, staff, faculty, and others in the campus community.

AREA RESOURCES

Counseling and Career Development Office	(701) 788-4772
Rape and Abuse Crisis Center	(800) 344-7273
Abuse and Rape Crisis Line	(888) 746-8900
May-Port Police Dept.	(701) 788-2555
Traill Co. Sheriff's Dept.	(701) 636-4510
Union Hospital	(701) 788-3800
Student Health/Wellness Office	(701) 788-4865
Human Resources Administrator	(701) 788-4761
Vice President of Student Affairs & Institutional Research	(701) 788-4770

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Anti-Harassment/Hostile Work Environment

Mayville State University is committed to providing a climate, which fosters respect for students, staff and faculty as well as others who participate in programs and activities at the University. As part of that commitment, MSU prohibits harassment based on gender, race, color, religion, national origin, age, disability, sexual orientation, or protected activity (such as reporting alleged harassment or providing information related to a grievance).

Such harassment may include any activity that creates fear, intimidates, or in some other way over burdens or precludes an employee from reasonably performing his or her work.

Individuals experiencing harassment shall make it clear that such behavior is offensive and unwanted. If this doesn't resolve the problem, the appropriate supervisor must be notified. Supervisors are expected to resolve this situation by: 1) referencing this policy, or 2) more direct disciplinary actions if necessary.

Hostile Work Environment harassment **will not be tolerated** by Mayville State University. Disciplinary action can and will be taken against any employee who engages in such harassment. An individual making a false accusation may also be subject to disciplinary action.

Anyone who feels she/he has been subjected to prohibited harassment is encouraged to report the situation before it becomes severe or pervasive. Individuals may make a report to the Director of Equal Opportunity, the University's VP for Business Affairs, the Office of Human Resources, Counseling Office, or an appropriate administrator.

Reviewed: Fall, 2008

Sponsor: Human Resource Administrator

Workplace Violence

Violence, threats, intimidation, and other disruptive behaviors **will not be tolerated**. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include, but is not limited to, oral or written statements, gestures, expressions that communicate a direct or indirect threat of physical harm or acts of violence against person or property.

If you observe or experience such behavior by anyone on MSU property, or while working off-site, report it immediately to a supervisor. The Office of Human Resources and/or the Office of Counseling are available to provide advice on such issues. Threats or assaults that require immediate action by law enforcement should be reported first to 9-911.

Reviewed: Fall, 2008

Sponsor: Human Resource Administrator

Equal Educational Opportunity Policy Statements

Mayville State University is committed to providing equal education and employment opportunities to all persons, in compliance with all applicable federal and state laws and including appropriate affirmative action efforts. Mayville State does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, physical or mental disability, status due to receipt of public assistance, or any other group or class against which discrimination is prohibited.

Mayville State University does not discriminate in the recruitment, admission, or treatment of students with documented disabilities. Mayville State makes accommodations to the greatest extent possible to ensure that the academic program is accessible to all students with disabilities.

More specifically, Mayville State University abides by the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, as well as the implementing regulations of the Department of Education (34 CFR Parts 100, 106, and 104, respectively).

Inquiries concerning compliance may be directed to Mayville State University's Equal Opportunity Officer, Main Building 110, 330 Third Street NE, Mayville, ND 58257 or to the Office for Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, CO 80294.

NOTE: Mayville State University Faculty, Staff and disabled student should be aware that federal law under Section 504 requires that:

- A. Students with disabilities must be offered equal opportunity to participate in and benefit from all post secondary education programs and activities, including education programs and activities not wholly operated by the institution.
- B. All programs and activities must be offered in the most integrated setting possible.
- C. Academic requirements must be modified, on a case by case basis, to afford qualified students with disabilities and applicants an equal educational opportunity. For example, modifications may include changes in the length of time permitted for completion of degree requirements. However, academic requirements that are essential as demonstrated by the institution will not be regarded as discrimination.
- D. The institution may not impose rules that have the effect of limiting the participation of a student with a disability in an education program or activity (e.g. prohibiting tape recorders in classrooms or guide dogs on campus).
- E. Students with a disabling condition in sensory, manual or speaking skills must be provided with auxiliary aids such as taped tests, interpreters, readers, or adapted classroom equipment.
- F. Students with disabilities must have equal opportunity to benefit from financial assistance. The institution may not, on basis of disability, provide less assistance than provided for non-disabled persons, limit eligibility for assistance, or otherwise discriminate.
- G. Students with disabilities must have equal opportunity to benefit from programs that provide assistance in making outside employment available to students. An institution that employs any of its students may not discriminate against students with disabilities in such employment.

- H. Students with disabilities must be provided counseling and placement services in a nondiscriminatory manner. Specifically, qualified students with disabilities must not be counseled toward more restrictive career objectives than are non-disabled students with similar interests and abilities.

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings

The following policy will be followed in making any appointment to a payroll position for which the individual will receive fringe benefits. Affirmative action efforts are undertaken to ensure that qualified minority, female and candidates with disabilities are included in the applicant pool.

1. If the appointment is more than 17.5 hours per week or more and the expectation is that the appointee will serve for more than one year, the position shall be announced through the appropriate recruiting policy (faculty/staff.).
 - 1.1 When a position vacancy occurs and there is a pool of regular employees appropriately qualified for transfer or promotion (including former employees covered by the Reduction in Force policy) a supervisor, in consultation with the appropriate Vice President, may choose to advertise a vacant position internally for a minimum of one week prior to initiating an external search. Procedures will be the same as for external searches.
2. Recruitment for all full-time, benefited administrative, academic and professional classified staff positions (1000, 2000, and 3000 job categories) shall include the use of a search committee of at least three people to be appointed by the unit administrator at the time the unit requests authorization to fill a position opening. Unit administrators are urged to consider the importance of diversity when making appointments to the search committee. The search committee shall be involved in recruiting, screening and interviewing applicants, with particular responsibility for affirmative action efforts to solicit and include applicants from under represented and protected groups. Selection from the group of finalists of the individual to fill the position is the responsibility of the unit administrator. The Director of Equal Opportunity (faculty) or the Director of Human Resources (classified staff), depending on the type of position, shall be considered an ex-officio member of each search committee and will be available to assist the committee in fulfilling its responsibilities.
3. Although the department heads are encouraged to announce any position throughout the University that offers an important promotional opportunity to employees in other departments, the formal position announcement procedures shall be optional in the following cases:
 - 3.1 Time slip employment, which is not identified as a payroll budget appointment.
 - 3.2 The transfer or promotion of an employee within a department or office provided that the employee is fully qualified for the new position and was originally hired through a competitive search.
 - 3.3 The transfer of a faculty member from special appointment status to a probationary appointment provided that he or she had secured the special appointment on a competitive basis.
 - 3.4 A reassignment of duties on a part-time basis, including any appropriate change in title, which does not result in more than a 10% salary increase, a change of more than 50% of the original duties, or the creation of a position vacancy.
 - 3.5 The appointment of an employee to fill a vacant administrative position on an acting basis, normally for a period not to exceed one year, while a search is being conducted for a permanent appointee.
 - 3.6 When there is a concurrence by the hiring department, reassignment due to:
 - a) an injury resulting in worker's compensation award and subsequent retraining, or
 - b) reduction-in-force.

- 3.7 With prior approval, the *temporary* appointment of a person to a grant-funded position when the individual has been instrumental in the development of the project or is identified by name in the proposal as having unique expertise necessary to the project. This *temporary* appointment may not be continued beyond the period of the grant project, and the individual may not be transferred to any other University appointment without an appropriate search.
- 3.8 At the time a new employee is hired or within the first year of employment, the appointment of the employee's spouse/partner to a position for which the spouse/partner is fully qualified.
- 4. Regardless of the position announcement procedures that are followed, all employment decisions within the University are subject to equal opportunity laws and regulations that prohibit discrimination on the basis of race, color, religion, national origin, sex, disability, age or Vietnam Era veteran status or sexual orientation. In addition all appointments to payroll budget positions and equivalent positions supported by non-appropriated funds are subject to equal opportunity.
- 5. Exceptions to this policy may be authorized by the President. The request for an exception will be made by the appropriated vice president after consultation with the University's Director of Equal Opportunity and the director of the unit involved.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Appointments, Rank and Tenure

Persons joining the faculty for the first time are considered to have attained faculty status when they have concluded relevant contractual arrangements including tenure status with the University.

A. Faculty Appointments

Appointments to the faculty are made by the President of the University upon recommendation of the Vice President for Academic Affairs in consultation with the appropriate Division Chair, discipline and other faculty. Processes and procedures involved in the selection and interviewing of prospective faculty candidates are developed and implemented by the Vice President for Academic Affairs in consultation with the Human Resources Director and the Division Chair, and are approved by the President.

B. Initial Faculty Appointment

Initial appointment to the faculty shall be made at a rank consistent with the level of preparation (earned degrees) and teaching or other related academic experience, recognized and relevant certification, significant life skills. Appointments to the faculty of the University are probationary, tenured, or special, as outlined in SBHE policy 605.1.

Probationary appointments are renewable annually and yield credit toward tenure. Special appointments, whether part-time or full-time, are made for a limited period of time (normally one year) on a yearly basis and based upon scheduling requirements, enrollments, anticipated retirements and other institutional considerations as determined by the President and the Vice President for Academic Affairs. These appointments are non-tenure track positions and do not involve either tenure credit or status. The initial appointment also indicates the number of years (if any) that are credited towards earning tenure. The University may credit up to three years in transfer toward tenure from full-time service at other institutions. A determination with respect to the number of years of experience accepted in transfer from other institutions of higher education will be made at the time of the initial appointment. Any previous service credited towards tenure must have been fulltime service at the rank of instructor or above.

The **Faculty Mentor Program** at Mayville State University is designed to provide new faculty members with a resource for success and to be productive members of the MSU Community. Providing new faculty with a mentor is one of the mechanisms for faculty to gain positive and corrective feedback about their performance, both in and out of the classroom.

All incoming faculty members, including adjunct faculty members, will be assigned a faculty mentor chosen by the Academic Division Chair. Mentor responsibilities are: 1) Mentors should be available for any questions posed by the new faculty member; 2) Mentors are expected to visit at least one class (face-to-face, distance, or online) per semester; they may choose to visit more than one time. After observing the new faculty member's teaching, the mentor is expected to provide the new faculty member with feedback outlining strengths and areas of needed improvement in the new faculty member's teaching and; 3) there is no time limit to the faculty mentor program which may be important to continue with adjunct faculty members.

C. Faculty Qualifications

Mayville State University considers the terminal degree and/or professional experience, professional certification and licensure of the utmost importance when recruiting and hiring faculty. Significant professional credibility is brought by the faculty member with the completed terminal degree and is highly regarded by the university and external entities. The research and study required for this degree contribute to the depth and breadth of knowledge brought to the classroom. Professional experience, certifications and licensure offers depth of knowledge and credibility which in some fields may be considered equivalent value to the terminal degree. The terminal degree and professional experience are beneficial to the student and the university.

- The Terminal Degree as a general principle is required for tenure.
 - Faculty hired without the terminal degree receive a rank of instructor and meet with the division chair to develop an education plan during the first year of service. The education plan is provided to the Office of Academic Affairs.
 - Faculty hired with a terminal degree to be completed is documented on the letter of appointment and/or contract with no tenure or promotion to occur without completion of the terminal degree.
 - Faculty in selected fields at MSU such as Business Administration and Computer Information Systems are encouraged to attain a terminal degree but requires a Master's degree in the field for tenure. Additional certification and/or licensure may be required. The market and the faculty needs of the academic division are a factor and must be documented.
 - Academic Division's will establish Master's degree and/or terminal degree requirements and/or any additional requirements such as certifications or licensure within their academic area for faculty to be eligible for tenure and promotion. These will require approval by the Faculty Senate and President's Cabinet.
 - Faculty with a Master's degree and K-12 teaching experience may be eligible for tenure. While this is a rare occurrence, based on the market and professional experience of the individual consideration may be given for certain positions.
 - Promotion is contingent on tenure with the exception as stated for the rank of Assistant Professor.
 - Academic rank shall include four categories: 1) Instructor; 2) Assistant Professor; 3) Associate Professor and; 4) Full Professor.
 - Adjunct faculty with normally a Master's degree are unranked part-time non-tenure track faculty employed by MSU as temporary faculty. Adjuncts shall perform specifically assigned academic duties. Minimum qualifications are a sound educational background for the specific duty and the attainment of a Bachelor's degree with the following conditions.
 - Less than a Master's degree but enrolled in a Master's program
 - MSU confirms that the adjunct faculty has been admitted into a Master's degree program. Adjunct status may be granted after the Vice-President for Academic Affairs and the Academic Division Chair review the adjunct's resume.
 - Less than a Master's degree + years of teaching experience/professional experience + credits beyond BS degree.
 - Instructors with many years of teaching and/or professional experience and numerous continuing education units/professional development may be granted adjunct status. MSU reviews on a case-by-case basis and an exception may be granted after the Vice-President for Academic Affairs and the Academic Division Chair review the adjunct's resume.
 - Additional criteria for all adjunct with less than a Master's degree.

- MSU assigns a full-time faculty member as a mentor to work closely with the adjunct on curriculum development and other aspects of the course.
- The MSU Mentor assists the adjunct as needed, does on site visits and conducts a formal evaluation at least once a year.
- Adjuncts who teach college courses for dual credit are required to attend an adjunct orientation in the summer. Other adjuncts attend a new faculty orientation before the fall semester. All adjuncts are invited to MSU Faculty Professional Development workshops and events.

D. Tenure or Permanent Appointment

The purpose of tenure as defined by the State Board of Higher Education is to assure both academic freedom (NDUS Policy 605.1) and a degree of economic security (NDUS Policy 605.3) to make the academic profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are extremely important to the success of an institution in fulfilling its obligations to its students and to society. Succession to tenure is not automatic. Tenure eligible faculty will be granted tenure only after demonstrating that they qualify via the process of evaluation of the Division Chair, the Tenure, Promotion and Awards Committee, the Vice President for Academic Affairs, the President of the University, and the Board of Higher Education as shown below.

E. Eligibility for Tenure

Tenure may be granted by the Board of Higher Education, upon appropriate recommendations, to any full-time tenure track faculty member with the rank of Instructor or above. The faculty member must have completed six years of full-time service to Mayville State University in a tenure track position at the rank of Instructor or above. Faculty members are to apply for tenure in their sixth year of their probationary appointment to become effective in their seventh year. For faculty transferring in previous credit towards tenure, the combined years (number of credited years plus the years employed at Mayville State University) must total six.

F. Criteria for Tenure

The respective Academic Division Chair shall inform the eligible faculty member for tenure that his/her application is due, and arrange a meeting between the faculty member and the administrative Assistant to the Vice President of Academic Affairs by October 1st. Completed applications are submitted to the Vice President for Academic Affairs by December 1 for consideration by the Tenure, Promotion and Awards Committee. If tenure is granted, it will become effective the following academic year in the fall.

It is the responsibility of the Vice President for Academic Affairs to assure that all non-tenured faculty members who are eligible for tenure are thoroughly reviewed for tenure at least six months before such faculty person begins his or her seventh year of service to the University, such service to include any transfer credit from other institutions of higher education. In the absence of any determination of transfer years prior to the approval of this document, it will be assumed that no full-time service at other institutions of higher learning was accepted in transfer. Procedures and Guidelines for Tenure and Promotion below.

G. Early Tenure and Exceptional Circumstances

SBHE Policies 605.1.4.b.2&3 allow the State Board of Higher Education to award tenure upon institutional recommendation to a person appointed to the faculty who has not met the eligibility requirements outlined in Board Policies (605.1.3.b&c and 605.1.4b.1&2), provided that the person has 1) held a tenured appointment at another institution, or 2) been a faculty member at the institution

(Mayville State University) for at least one prior academic year. Awarding of tenure under this circumstance must be in accordance with the “exceptional circumstances” as defined by the institution.

“Early tenure” (SBHE Policy 605.1.4.b.2&3) is defined as being awarded tenure before the six-year probationary period of continuous academic service to the institution during which the faculty member is being evaluated annually. The guidelines for determining “exceptional circumstances” for awarding early tenure are the following (without prioritization): a. Prior tenure was granted at another institution or at MSU and; b. If credit for prior service in a tenure-track position was granted at the time of initial employment.

An established record of outstanding achievements as a teacher or scholar within higher education, i.e., receiving fellowships and grants for acknowledged excellence within a discipline, publishing major works, serving an institution of higher education with distinction, establishing a record of outstanding service contributions to a discipline or university. The “outstanding achievements” will be cited in the tenure application and reviewed for merit by internal review entities according to standard tenure application procedures. As in all tenure applications, the University President will have final determination regarding the merits of applications requesting consideration of “outstanding achievements” for the purpose of being eligible for early tenure and will utilize the University review process in formulating his/her opinion.

“Extended probationary period” in accordance with State Board of Higher Education Policy 605.1.4.C, the probationary period “may be extended beyond six years or the continuous service requirement may be waived in exceptional circumstances.” The “exceptional circumstances” defined by Board Policy and adopted by Mayville State University are the following (without prioritization): a. Maternity or Parental Leave; b. Accommodations for Disabilities; c. Family Emergencies; d. Extended Illness and; e. Sabbatical Leave.

The “exceptional circumstances” will be cited and explained in the tenure application and reviewed for merit by internal review entities according to standard tenure application procedures. As in the case of all tenure applications, the President of the University will have final determination regarding the merit of applications requesting extensions or waivers concerning the six years probationary service requirement and will utilize the University review process in formulating his/her opinion.

H. Additional Tenure Notes

- Full-time faculty teaching in the Division of Education and Psychology are required to obtain a doctorate prior to applying for tenure status.
- Permanent initial appointment (with tenure) may be made by the Board of Higher Education when such an action is in the best interests of the University. In all other cases, tenured appointments must be recommended by the Tenure, Promotion and Awards Committee, the Vice President for Academic Affairs, and the President before conferral by the Board of Higher Education.
- If a faculty member was tenured before entering the field of administration within the University, that person shall continue to hold rank and tenure while in administrative duties. If he or she was not previously tenured, the time spent in administrative duties will not be automatically counted toward tenure. Administrative Officers of the University are not eligible for tenure in their administrative roles.
- During the term of probationary service, a faculty member is to enjoy the same academic freedom as that enjoyed by the tenured faculty.

- Under some conditions, e.g., special projects, etc., the University may employ faculty personnel whose appointments are coterminous with the project and, therefore, outside of the University's tenure policy.

I. Definition of Regular Faculty Ranks

The purpose of academic promotion at Mayville State University is to acknowledge and reward members of the faculty for professional competence and service to the institution. Academic rank shall include four categories: 1) Instructor, 2) Assistant Professor, 3) Associate Professor, and 4) Full Professor. An individual may apply for promotion and tenure at the same time. An Adjunct faculty member is a designation for unranked part-time non-tenure track faculty.

1. Instructor

Normally a Master's degree is required, in situations where other educational experiences and/or professional experiences are as appropriate as formal academic work, this rank may be granted prior to attainment of the Master's degree. The discipline faculty and the Academic Division Chair must describe the other educational experiences that are appropriate. The rank of Instructor may include tenure track and non-tenure track positions and be awarded to full-time special contract faculty or staff at MSU.

2. Assistant Professor

Normally, promotion to the rank of Assistant Professor assumes an earned doctorate or terminal degree or highest degree ordinarily attainable in the discipline. A Master's degree with three years of full-time higher education teaching experience or directly related work experience may be granted the rank of Assistant Professor. The discipline faculty and the Academic Division Chair must describe the other educational experiences that are appropriate. Significant course work toward a terminal degree may be considered in lieu of higher education experience. Faculty with the rank of Instructor who complete a terminal degree will be automatically awarded the rank of Assistant Professor.

3. Associate Professor

An earned doctorate, terminal degree or highest degree ordinarily attainable in the discipline and in their fifth year as an Assistant Professor or six years of successful higher education teaching experience is expected for promotion to Associate Professor. Faculty in their fifth year as an assistant professor, are encouraged to apply for promotion that, if awarded, would be effective in the following academic year. Normally, an earned doctoral degree is required, in situations where other professional experiences are as appropriate as a terminal degree, such as, a Master's degree and 30 semester hours of graduate work, this rank may be granted. The discipline faculty and the Academic Division Chair must describe the other educational experiences that are appropriate.

4. Full Professor

An earned doctorate, terminal degree or highest degree ordinarily attainable in the discipline and in their fifth year as an Associate Professor or eleven years of full-time higher education teaching experience is expected for promotion to Full Professor. Faculty in their fifth year as an associate professor, are encouraged to apply for promotion that, if awarded, would be effective in the following academic year. The rank of Full Professor shall be limited to persons with the terminal degree and an outstanding record or demonstrated excellence in teaching and/or research. For faculty without a terminal degree, if other professional experiences are as appropriate as a terminal degree, promotion to Full Professor may be granted. The discipline faculty and the Academic Division Chair must describe the other educational experiences that are appropriate. Only in very exceptional cases involving superior achievement in four categories: 1) teaching effectiveness and fulfillment of job assignments; 2) scholarships activities and self-improvement (Master's degree and 45 semester hours

of graduate work); 3) on-campus contributions to the University and; 4) off-campus contributions to the University; will the rank of Full Professor be awarded to a candidate who has not attained a terminal degree.

J. Criteria for Promotion

1. ***Promotion is awarded in recognition of special achievement, excellent performance, and outstanding service to the campus and community, but is not automatic.*** Decisions concerning promotions within the faculty rest with the President of the University who acts upon the advice of the Vice President for Academic Affairs once he or she has considered the recommendations of the Tenure, Promotion and Awards Committee.
2. Applications for promotion are initiated by the faculty member seeking advancement in rank. The eligible faculty member for promotion should arrange a meeting with the Administrative Assistant to the Vice President of Academic Affairs by October 1st. Completed applications are submitted to the Vice President for Academic Affairs by December 1 for consideration by the Tenure, Promotion and Awards Committee. If promotion is granted, it will become effective the following academic year in the fall. Although the Vice President for Academic Affairs participates in Tenure, Promotion and Awards Committee considerations concerning promotion, he or she does not vote in those decisions and is required to make a separate recommendation to the president relative to each application for promotion. Candidates seeking early promotion must demonstrate why their achievements merit early promotion.

K. Procedures and Guidelines for Tenure and Promotion

3. In evaluating faculty for tenure and/or promotion in rank, all concerned will consider at least the following:
 - Intent and essential criteria (required)
 - Tenure and/or promotion letter of application
 - Written overview of materials in each section or table of contents
 - Critical peer appraisal from within the candidate's specific discipline
 - Critical peer appraisal from outside the candidate's specific discipline
 - Critical appraisal of the candidate's performance by the Academic Division Chair
 - Tenure Only: at least one additional peer appraisal
 - Evidence of outstanding teaching (required)
 - Vitae
 - Course syllabi from last two years
 - Student evaluations of teaching from the last two years
 - Annual self-evaluation of performance and Chair evaluations for last five years
 - Supplemental data reports for the last five years
 - Peer evaluations of teaching (if performed in the department within the last two years)
 - Additional evidence (optional or as requested by the committee)
 - At large peer appraisals – if submitted the candidate is notified and may review
 - Personal teaching philosophy
 - Scholarship (as applies)
 - Advanced study, participation in institutes
 - Grants and fellowships
 - Professional development/conferences/workshops attended
 - Professional contributions: research, publications, and creative endeavors

- Professional recognition and awards
 - Professional organizations and memberships
- On Campus Involvement (as applies)
 - Committee work, departmental and University-wide
 - Student advising
 - Student organization advising
 - Organizing/leading workshops for the University
 - Leadership roles
 - Other on campus contributions
- Off Campus Involvement (as applies)
 - Community organizations, volunteerism, and memberships
 - Service at the state, region and/or national levels
 - Leadership roles
 - Other civic contributions

Reviewed: Fall, 2008

Revised: Spring 2015

Sponsors: Vice President for Academic Affairs and Faculty Senate & Association

Faculty Evaluations - Evaluations by Students

The evaluation of teaching faculty required by current policy encompasses three separate areas:

1. Evaluation by Students,
2. Self-Evaluation (Supplemental Data Report), and
3. Evaluation by Division Chair.

Evaluation by Students

In 1974, the Faculty Association approved the use of the Student Evaluation Guide. A faculty committee with representation from the administration and the student body developed the original instrument. Ad hoc committees periodically revise the instrument in order to improve its effectiveness. While the primary function of this evaluation is teacher improvement and development, results are also considered in making administrative personnel decisions.

1. The evaluation is conducted as follows:
 - a. Probationary, special contract, adjunct, and part-time faculty will have two classes evaluated per semester plus one distance course evaluated if part of the course load.
 - b. Tenured faculty will have one class evaluated per semester with one distance course evaluated per year if part of the course load.
 - c. Faculty at their discretion may evaluate additional classes, but must conform to evaluation policies if they want these materials made part of their permanent file.
 - d. Classes subject to evaluation include those classes taught during the academic year including fall and spring semesters. Classes may be evaluated during the summer sessions as deemed appropriate by the Division Chair. Division Chairs will provide a list of faculty and their courses that will be evaluated by the second Friday of the semester or session.
 - e. Classes to be evaluated will be identified by the faculty member with agreement by the academic division chair.
2. Three weeks prior to the end of the semester, instructors who are to be evaluated will be provided that the evaluation is available for all students.
3. The evaluation will be released by the instructor at a convenient time prior to the end of the semester or course. The faculty member will determine if the evaluation will be administered during a regular class period or at the leisure of the student. The completed evaluations will be delivered electronically to the Office of the Vice President for Academic Affairs.
4. A set of specific directions will accompany the evaluation in the interest of facilitating the procedure and maintaining confidentiality and uniformity of survey administration.
5. A composite summary of student responses for each course evaluated will be reviewed by the Vice President for Academic Affairs and will be available to the Division Chair, and to the faculty member after final grades for the semester or course have been assigned. Written responses by the faculty member may be appended to the course evaluation summary if so desired. The course evaluation composite summary will become a part of the dossier of each faculty member in their HR campus personnel file.

Adopted: 1974

Reviewed: Spring, 2011

Revised: August 22, 2011

Sponsor: Vice President for Academic Affairs

Mayville State University Directions for Student Evaluation of Instruction

According to MSU Policy M605.1.3, student evaluation of instruction will be conducted the last three weeks of the semester or course (April 20 - May 8). If an evaluation needs to be performed for courses shorter than the 16-week period, please send a notification to the Office of Academic Affairs immediately.

Faculty are now able to recommend courses for evaluation through the “Faculty Course Setup” tool found in SharePoint:

<https://my.mayvillestate.edu/ws/departments/academicaffairs/SitePages/Faculty%20Evaluation%20Reports.aspx>

Please select the courses you would like to recommend for evaluation by the end of day on **Tuesday, March 31**.

Faculty Evaluation by Students will be performed per MSU policy 601.1.3 (excerpt below):

- a) **Probationary, special contract, adjunct, and part-time faculty** will have two classes evaluated per semester plus one distance course evaluated if part of the course load.
- b) **Tenured faculty** will have one class evaluated per semester with one distance course evaluated per year if part of the course load.
- c) Faculty at their discretion may evaluate additional classes, but must conform to evaluation policies if they want these materials made part of their permanent file.

Updated: Spring 2015

Self-Evaluation/Supplementary Data Forms

Each member of the faculty makes an annual report which supplements the cumulative record in the faculty dossier and provides data which will be used in making recommendations for salary increases, promotion and tenure decisions, sabbatical leaves and other personnel decisions. Two copies of the report are to be filed electronically: one with the Division Chair and one with the office of the Vice President for Academic Affairs on or before the last Thursday of March each year. These reports include, but are not limited to, any of the following that are possible or appropriate:

1. Improvement of scholarly qualifications;
2. New academic or other professional duties and responsibilities;
3. Teaching and instructional duties;
4. Special responsibilities
5. Research - individual and cooperative;
6. Publications;
7. Honors and recognition received;
8. Academic and professional services and recognition off-campus;
9. Memberships in learned societies, academic organizations, and professional organizations;
10. Community service - state and local.

An Amplified description of the above criteria is available in the Office of the Vice President for Academic Affairs.

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs

ACADEMIC RECORD
2015 Supplementary Data Report
(Academic Year 2014-2015)

ROUTING(Electronic):
COPY to Chair of the Division
COPY to Office of the VPAA
(Filing Deadline: Last Thursday of March)
(MaSU Policy: M605.1.4)

Name:

Rank:

Division:

Please fill in any of the following data that is necessary to keep your academic record up-to-date: 1) Instructional Responsibilities, 2) Student Centered Activities, 3) Service and 4) Professional Development. **Include only activities that have occurred in the last academic year (April-March).** Attach additional sheets as needed.

Evaluation by Division Chair

The division chair's evaluation of faculty is carried out by the close of spring semester each academic year and the chair will have at least one conference each year with each regular faculty member to discuss this evaluation. First year faculty will have two evaluations conducted: one evaluation by the close of the fall semester and one evaluation by the close of the spring semester. Division Chairs may visit classes of discipline faculty for purposes of evaluating for promotion, tenure, and teaching improvement. The evaluation is reviewed by the Faculty member and the Division Chair with the opportunity for the faculty member to comment and sign. These evaluations are sent to the Office of the Vice President for Academic Affairs for inclusion in the dossier. Chair evaluations are expected to deal in as much detail as possible with information included in the following guidelines:

1. Overall contribution to program, planning and development;
2. Time and quality of student advising;
3. Availability to students;
4. Effectiveness in completing assigned division duties;
5. Student response to classroom preparation and performance;
6. Adherence to the faculty approved course description;
7. Record of meeting classes according to published schedule and making arrangements for missed classes;
8. Overall rating of contribution.

Reviewed: Fall, 2009

Revised: Fall, 2009

Sponsors: Vice President for Academic Affairs and Division Chairs

Student Evaluation of Instruction Questions

Num.	Type	Question	Ans. Type
1	Both	Why did you take this course?	<u>Reason</u>
2	Both	What grade do you expect in this course?	<u>Grade</u>
3	Both	The instructor presented clearly the course objectives and requirements in the syllabus, and maintained these objectives and requirements throughout the semester.	<u>Rating</u>
4	Both	The instructor informed the students of the marking system for the semester grades, in the syllabus.	<u>Rating</u>
5	Both	The instructor used examples, cases, or other verbal illustrations in an appropriate and effective manner.	<u>Rating</u>
6	Both	The instructor stated clearly all assignments (excluding tests): the quality of work expected, the format required and the date due.	<u>Rating</u>
7	Both	The instructor provided fair and continuing evaluation of student work throughout the semester.	<u>Rating</u>
8	Both	The instructor was receptive to student and requests for individual consultation.	<u>Rating</u>
9	Both	How would you rate the competency of this instructor in covering the material required for this particular class?	<u>Rating</u>
10	Campus	The instructor attempted to identify problems encountered by students pertaining to the course, and provided spoken or written recommendations for responding to these problems.	<u>Rating</u>
10	Online	The instructor attempted to identify problems encountered by students pertaining to the course, and provided recommendations for responding to these problems.	<u>Rating</u>
11	Online	The instructor provided opportunities for the students to discuss questions and express opinions. (e.g. in-class discussions, email, discussion board, phone calls, etc.)	<u>Rating</u>
11	Campus	The instructor provided opportunities for the students to discuss questions and express opinions.	<u>Rating</u>
12	Campus	The instructor's questions were purposeful, thought provoking, and prompted different students to respond.	<u>Rating</u>
12	Online	Course assignments, experiences, and exams reflected the course content.	<u>Rating</u>
13	Online	The instructor demonstrates knowledge of the continent area.	<u>Rating</u>
13	Campus	When using any of the following -- chalkboard, audio-visual equipment, computers, multimedia and/or visual aids -- the instructor's use was effective.	<u>Rating</u>

14	Campus	Test questions as one form of evaluation, reflected course content.	<u>Rating</u>
15	Campus	The instructor met the class regularly and was generally on time.	<u>Rating</u>
16	Campus	The instructor consistently displayed enthusiasm for the course.	<u>Rating</u>
	Both	Comments:	<u>Comment</u>

Approved: March, 1998 by Faculty Association

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs

Standing Committee on Faculty Rights

Purpose:

The Standing Committee on Faculty Rights is the formal hearing committee for faculty grievances regarding issues of academic freedom, tenure, academic appointments, and dismissal as outlined in SBHE policy 605. The chair is elected annually by the membership from among their own number.

Membership:

The membership of the committee shall consist of five tenured members of the Faculty Association, one from each division, serving five-year terms at staggered intervals. Each division shall elect their respective member. If an academic division does not have an eligible candidate for membership then this division may elect a tenured faculty member from another division to serve as their representative until a member of the unrepresented division is eligible or the five-year term is fulfilled. Division chairs, administrative officers, staff, and students are not eligible to serve on this committee.

Procedures:

The North Dakota State Board of Higher Education Regulations on Academic Freedom, Tenure, and Due Process determines the duties of this committee.

Meetings:

As necessary.

Revised: Spring, 2009

Sponsors: Vice President for Academic Affairs & Faculty Association

Financial Exigency

- A. Upon approval by the Board of Higher Education, an institution may terminate an appointment with tenure at the end of a contract period based on demonstrably bona fide financial exigency. (SBHE policy 605.3, section 6)
 - 1. Faculty participation is required in accordance with the following procedures. (SBHE policy 605.3, section 7)
 - a. The Curriculum Committee will study academic parameters involved in the potential decision of which department(s) will be affected. This Committee forwards its report to the Committee on Finance and Plant, which will study the academic variables in light of the financial data and make a recommendation to the Vice President for Academic Affairs.
 - b. Once the department(s) in which the termination(s) are to occur have been determined, a committee comprised of the Vice President for Academic Affairs, one faculty member from each Division involved elected by the faculty of that Division, a faculty member elected by the Tenure, Promotion and Awards Committee from among its own number, and one faculty member from an unaffected Division which is designated by the other elected faculty and who is elected by the faculty of that Division will determine which faculty are to be separated. The decision of this Committee, along with any supporting data, will be forwarded to the President for final decision and action.

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs

BAND/JOB FAMILY APPEAL INSTRUCTIONS

- Appeal forms are available from the campus Office of Human Resources.
- The North Dakota University System Broadbanding information is available at: www.nodak.edu/broadbanding. The appeal should specifically address how the position's duties/responsibilities match the proposed band/job family specification.
- The completed appeal form must be received in the campus Office of Human Resources no later than 30 days from the date on which the band/job family decision was mailed or e-mailed.
- When the campus Office of Human Resources receives an appeal, they may reconsider their decision based on the additional information received from the appellant and the supervisor.
- If the appeal is unresolved, the campus Office of Human Resources will notify the chair of the HRC, who will facilitate the assignment of an appeal audit team from the HRC members. The campus Office of Human Resources will distribute the appeal documents to the chair of the HRC within 30 days of receiving the appeal form from the supervisor.
- A time is scheduled for the audit team to review the position with the appellant, the immediate supervisor, and the campus Office of Human Resources, including a review of the work site and clarification of the position's duties/responsibilities and tasks.
- The audit team will consider the applicability of all North Dakota University System bands/job families to the position, not only those previously discussed/considered.
- The audit team acts upon the appeal within 45 days of appointment and provides a written decision to the appellant/supervisor and the institution. This is the last step in the band/job family appeal process.

Established: March 2, 2005

Reviewed: Fall, 2008

Sponsor: Human Resources Administrator

Faculty Sick and Dependent Leave: Family Leave

SBHE Policy 607.4 directs campuses to adopt policies governing paid sick or dependent leave for faculty. Mayville State University's policy provides for:

- Short-Term Leave and
- Long-Term Leave which includes:
 - Long-Term Sick Leave
 - Disability Leave
 - Dependent Leave
 - Family Medical Leave.

For the purposes of this policy, "Faculty" refers to benefited employees who are tenured, probationary tenure-track, or on special appointment.¹ A "day" is defined as any business day in which the faculty member has academic obligations, to include class sessions, office hours, or other regularly scheduled university commitments.

Sick leave does not accumulate from appointment period to appointment period and has no cash value upon the employee's separation from the institution.

Short-Term Leave

When a faculty member becomes briefly incapacitated due to a short-term illness or disability he/she must make reasonable efforts to ensure that his/her work responsibilities are covered and must inform his/her supervisor(s).² The supervisor is responsible for informing the Vice President for Academic Affairs (VPAA) office of any absence extending beyond three days; leave extending beyond three days may also require documentation (at the request of the supervisor or VPAA).

Long-Term Leave

Faculty who must be absent for more than ten consecutive work days should discuss their needs for long-term leave with their department/division chair and the VPAA as early as possible, and assist the chair in assuring continuity of instruction, good communication, and coverage of all faculty obligations.²

The four types of long term sick leave are: long-term sick leave, disability leave, dependent leave, and family leave.

Long-Term Sick Leave

The faculty member, who has been an employee for one year or more, shall submit a request for long-term sick leave to the Vice President for Academic Affairs, which shall be accompanied both by medical documentation and by verification from the Division Chair regarding appropriate planning to cover workload. The documentation provided must verify a serious health condition and include the date of illness / disability onset and probable duration.

¹ The Faculty Sick Leave Policy applies to coaches classified in the 2000 broadband as defined by NDUS Broadband Policy 14 and NDUS Broadband Classifications.

² Coaches who have teaching responsibilities shall inform their Division Chair and VPAA. Coaches who do not have teaching responsibilities shall inform the Athletic Director.

If granted, long-term sick leave will be paid at the rate of 75 percent of the applicant's regular base salary for a period of up to six months or until the end of the contract term, whichever comes first. If medical documentation is not sufficient to grant long-term leave, then the faculty member's pay may be reduced commensurate with workload.

Employees utilizing family leave will be provided all benefits at the same level and coverage as if the employee had not taken leave.

Prior to the end date granted for long term sick leave, the faculty member must notify the VPAA and Division Chair of intent to return to work. Faculty granted long term sick leave must provide medical verification that they are fit to return to work; if special appointments have been made to cover work responsibilities, the faculty member may not return to work earlier than the contract designations of the special appointment. Faculty who do not declare an intent to return to work and provide medical verification that they are fit to do so may be terminated.

Coaches requiring long term sick leave should follow the same process with the Athletic Director; those with teaching duties must report to both the Athletic Director and the VPAA.

Appeals of administrative decisions made under this policy should be directed to the Standing Committee on Faculty Rights.

Disability Leave

A faculty member who cannot return to work after taking long-term sick leave may be eligible for disability benefits under the institution's disability insurance. The faculty member should contact the Human Resource Director to determine eligibility. Faculty are encouraged to start the application process for these benefits during the fourth month of long term sick leave, in order to maintain consistent coverage.

Dependent Leave

Paid dependent leave is not offered on a long-term basis. Faculty may use short-term leave (described above) to accommodate dependent care requiring brief absences of a day or two. Absences required for long-term care of a dependent (as defined in Family Leave, below: "...for the birth, adoption, or foster placement of a child; or for the serious health condition of the employee, the employee's parent, child, or spouse") must be negotiated with the department/division chair and the VPAA, and must provide for continuity of instruction without additional cost to the University, for regular communication with supervisors and students, and for coverage for other University commitments. Absences which cannot be managed in this way must be covered using Family Leave.

Family Medical Leave

Faculty members are entitled to family leave in accordance with SBHE Policy 607.4 and the Family and Medical Leave Act of 1993 (FMLA). Family leave is defined in SBHE Policy 607.4 as "an unpaid leave of absence for the birth, adoption, or foster placement of a child; or for the serious health condition of the employee, the employee's parent, child, or spouse." Any additional FMLA requests may be granted on a case-by case basis.

Employees utilizing family leave will be provided health benefits at the same level and coverage as if the employee had not taken leave.

In order to maintain continuity of instruction, faculty may be required to take family leave in combination with leave without pay (M701.1) to allow special appointment faculty to complete semester contracts.

To obtain family medical leave the faculty member shall submit a request for FMLA to the Division Chair and the Vice President for Academic Affairs. FMLA application materials and information are available from the Human Resources Office.

If a faculty member should become disabled while on Family Medical Leave, he/she may apply for long term sick leave.

Adopted: June 18, 2012

Sponsor: Vice President for Business Affairs

This policy was previously listed as M701-Faculty Sick Leave Policy before being revised.

NDUS Employees – Non-renewal and Dismissals

It is recommended that Mayville State University amend SBHE Policy 608.2 – NDUS Employees – Non-renewal and Dismissals, in regard to all coaching positions with the University. The above said Policy will be amended by additional wording as such.

MSU Amendment to SBHE 608.2 – NDUS Employees – Non-renewal and Dismissals

SBHE Policy 608.2 does not apply to coaching or assistant coaching positions at Mayville State University. Positions classified under coaching or special contract will be governed by the terms of their respective individual contract(s). If no contract is available the terms of renewed employment will be based at the discretion of the University President and Cabinet.

For more information please review SBHE Policy 608.2.

Approved: Summer, 2005

Reviewed: Fall, 2008

Sponsor: President's Cabinet

Communications Proficiency

STATUTORY REFERENCE: Section 15-10-13.1, N.D.C.C.

Section 15-10-13.1, N.D.C.C. requires that any person serving in an instructional capacity at a state institution of higher education exhibit English language proficiency.

POLICY SOURCE: Section 609. Communications Proficiency, SBHE

I. Employment Process

A. Full-time Faculty with classroom teaching responsibilities.

1. All candidate searches shall require submission of writing samples (specific items to be determined by the hiring committee as are appropriate to the particular field of inquiry). The committee shall provide a statement to the Vice President for Academic Affairs (VPAA), for inclusion in the hired candidate's file, that the committee does not question the written-English proficiency of the hired person.
2. All candidates for full-time positions involving classroom responsibilities must give an oral presentation to a gathering of faculty, staff, and students. Students with majors and minors in the area of the candidate's field should be encouraged to attend. The reaction form, to be filled out by the attending persons, shall include a question concerning the candidate's oral-English proficiency. Special attention shall be paid to the concerns of students on this question. The committee shall provide a statement to the VPAA, for inclusion in the hired candidate's file, that the committee does not question the oral-English proficiency of the hired person.

B. Part-time Faculty with classroom teaching responsibilities.

1. Part-time faculty often are not hired through an open search process. The department or division responsible for making the decision to hire them shall assess their proficiency in English. A statement attesting to their proficiency shall be filed with the VPAA for inclusion in the person's file.
2. There should be student representation in this hiring process. The opinion of the student(s) involved shall be noted in the above statement.

II. Continuous Improvement in Communication Proficiency

The evaluation by students and chairs of all faculty shall include questions seeking assessment of the verbal and written communication skills displayed by the faculty member. The appropriate division chair shall assess all such data for the division, and the VPAA shall assess all such data for the university. They shall make recommendations to individual faculty if developmental work related to English proficiency is required.

The Library shall provide appropriate video and audio materials for faculty development related to English proficiency.

III. Mechanism for Registration of Concerns

The Faculty Association and Senate are responsible for this policy. All problems of a policy nature should be brought to their attention through the President of the Association/Senate. Non-policy related problems should be brought to the attention of the Equal Opportunity Officer.

IV. Policy Review Process

The Faculty Association shall review this policy whenever relevant issues are raised within the campus community.

V. Section 504, Rehabilitation Act of 1973 and Americans with Disabilities Act Compliance and Procedures

1. The Mayville State University Equal Opportunity Officer shall be responsible for informing all search committees and persons of their responsibilities under these acts.
2. The Mayville State University Equal Opportunity Officer shall monitor all hiring processes to ensure compliance with these acts.

Adopted: April 25, 1994

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs and Faculty Association

Mayville State University

Academic Oath

Every member of the academic staff at university system institutions, before entering upon the discharge of their duties, shall execute the oath or affirmation required by N.D.C.C. section 15-10-13.2. The oath shall be executed in duplicate and one copy shall be filed at the institution and one copy given to the academic staff member.

Mayville State University is in compliance with N.D.C.C. section 15-10-13.2 and SBHE policy. Mayville State University provide each faculty member with the MSU Academic Oath form for their signature during the hiring process. This form is available on the Mayville State University Staff Portal.

Adopted: January, 2015

Sponsor: Vice President for Academic Affairs

Online Course Ownership

Mayville State University considers all coursework developed for online courses that do not generate royalties as Mediated Courseware. Thus the ownership of the developed material falls under the constraints outlined SBHE Policy 611.2 section 5.

A. Definitions

1. "Creator": Either an inventor in the context of an Invention, or an Author in the context of a Copyrightable Work.
2. "Institution": The individual colleges and universities and the North Dakota University System.
3. "Mediated Courseware": Teaching aids created and/or deployed electronically. Mediated Courseware may incorporate text, graphics, video, and audio elements. Examples of such materials include, but are not limited to, hypertext modules, simulation software, web sites, and databases containing numbers, images, or text.

B. Mediated Courseware.

1. Self-initiated Mediated Courseware. When employees develop Mediated Courseware without specific direction by the Institution, unless otherwise agreed, the ownership of the courseware shall remain with the employee. Normally, no royalty, rent or other consideration shall be paid to the employee when that Mediated Courseware is used for instruction at the Institution and such Mediated Courseware shall not be used or modified without the consent of the employee. While the Creator is under Institutional employment, the Mediated Courseware shall not be sold, leased, rented or otherwise used in a manner that competes in a substantial way with the for-credit offering of the employee's own Institution unless that transaction has received the approval of the chief academic officer of the Institution. The Institution shall have a perpetual, non-exclusive royalty-free right to use such courseware for archival research purposes. Should approval be granted to offer the course outside of the Institution, the provisions of section 4b of this policy shall apply.
2. Institution-directed Mediated Courseware. When the Institution directs in an employment contract the creation of a specific Mediated Courseware, the resulting Mediated Courseware belongs to the Institution and the Institution shall have the right to revise it and decide who will utilize the Mediated Courseware in instruction. The Institution may specifically agree to share revenues and control rights with the employee.
3. Institutions shall develop procedures for reporting the development of Institution-directed Mediated Courseware to the appropriate administrator at the Institution.

Adopted: Spring 2008

Sponsors: Vice President for Academic Affairs and Faculty Senate

Conflict of Interest

1. Conflict of Interest: Definition and Penalty
 - a. An employee of the North Dakota State Board of Higher Education who knowingly or intentionally:
 - i. Has pecuniary interest in; or
 - ii. Derives a profit from authorization of a contract or purchase by the institution that the employee services, commits a conflict of interest and is subject to dismissal or disciplinary action.
2. For purposes of grant-related activities, and in accordance with federal guidelines, a conflict of interest exists if a significant financial interest (\$10,000 or more in equity or payment) could directly and significantly affect the design, conduct, or reporting of funded activities. The University will disclose, manage, reduce, or eliminate any identified conflict of interest prior to expenditure of any funds under the grant award.
3. For the National Science Foundation or other requesting entities, Mayville State University subscribes and will attest to the following:
 - a. If the applicant institution employs more than fifty persons, the authorized official of the applicant institution is certifying that the institution has implemented a written and enforced conflict of interest policy that is consistent with the provisions of the Grant Policy Manual Section 510; that to the best of his/her knowledge, all financial disclosures required by the policy have been made; and that all identified conflicts of interest will have been satisfactorily managed, reduced or eliminated prior to the institution's expenditure of funds under the award, in accordance with the institution's conflict of interest policy. Conflicts which cannot be satisfactorily managed, reduced or eliminated must be disclosed to NSF.
 - b. I certify that to the best of my knowledge the statement herein are true and complete. I understand that the willful provision of false information or concealing a material fact in this submission or any other communication submitted to NSF is a criminal offense (U.S. Code, Title 18, Section 1001).

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Consulting and Honoraria

1. The State Board of Higher Education recognizes that teaching, research and public service are the primary responsibilities of faculty and staff members. It is therefore considered reasonable for employees of Mayville State University to engage in consulting activities so long as such activities do not interfere with the employees fulfillment of his/her primary responsibilities.
2. The rules adopted by Mayville State University that govern consulting practices by faculty and staff are as follows:
 - a. No university employee, facilities, or equipment shall be used for other than institutional purposes unless payment is made on the same basis as charged to commercial concerns or other outside groups or persons.
 - b. University employees may engage in consulting activities so long as the work is of a purely professional nature and does not in any way interfere with the duties of the individual concerned.
 - c. The practice of professional consulting is recognized as a desirable activity; however, an individual must obtain approval from the appropriate division chair/supervisor prior to engaging in consulting work if the consulting practice is conducted during traditional work hours of the week. Unless approved by the President, professional personnel shall not undertake any consulting work paid by state appropriated funds.
 - d. Appropriate arrangements are made if university personnel or students are engaged in the consulting activity.
 - e. No university employee shall engage in consulting practices which would constitute a conflict of interest.
3. The primary responsibility of professional personnel is to the University, and such personnel must not engage in any other enterprise for remuneration on a regular basis when the activity is in direct competition with services to the University.
4. Time used for consulting work should not interfere with the regular duties of the individual and may in no case require more than the equivalent of one day per week. Use of University resources for consulting work requires advance approval of the appropriate division chair/supervisor, and the payment of a reasonable fee.
 - a. Consulting that occurs during times an employee is expected to be on campus (ie. normal working hours for staff, scheduled classes or other obligations for faculty) requires advance approval of the division chair/supervisor.
 - b. Classified and professional staff engaging in professional consulting are required to take annual leave for time away from the employee's regular responsibilities. Flexible scheduling may be used to accommodate consulting opportunities during normal working hours with written documentation and supervisor approval.
 - c. Restrictions regarding consulting that occurs outside the employee's normal work week are the conflict of interest provision (2e.) and the use of university resources and personnel (2a.)
5. The University cannot assume, and must not be placed in the position of assuming, any responsibility for private professional or technological services rendered by professional personnel. When an individual does work in a private capacity, he/she must make it clear to the employer that the University is not being represented and that the name and authority of Mayville State University are not in any way, by publicity, advertising or otherwise, to be connected with the service rendered or the results obtained.

Reviewed: Fall, 2009

Revised: Fall, 2009

Sponsor: President

Requests for Employee Information

Only information strictly relevant to the evaluation of an employee's job performance belongs in a reference. Discriminatory statements or information need to be prohibited. Reference of givers, supervisors, administrators, and faculty can be liable individually for defamatory statements.

1. Each employee's personnel file will contain only such information as is needed by the University in conducting business or is required by federal, state, or local law. This information will normally include: employment application/resume/college transcript, payroll information/forms regarding promotions, demotions, transfers, reclassification, etc., job performance appraisals, employee signed disciplinary records, and criminal history disclosure form.
2. In compliance with the North Dakota Open records Law, an employee's personal information will be maintained in a "Confidential" manner. No personal information will be provided that may constitute an unwarranted invasion of personal privacy of an individual as addressed in the N.D. Open Records Law such as retirement account balance, disability applications and benefits, surviving spouse applications and benefits. All questions as to whether certain information might be so classified should be directed to the Human Resources Administrator.
3. As required by the Open Records Law, the following employment information shall be released to members of the public upon request: the individual's name, date of hire, current position title, current rate of pay, organizational unit assignment, and current job descriptions.
4. Employees may review their official personnel file during normal office hours. Prior to leaving University employment, the employee may sign a statement indicating acceptance of the contents of the file for university responses to reference inquiries. No material shall be added to the official personnel file following the addition of this statement without express written permission from the employee.
5. Upon request by departing employee (except retirees), supervisors shall write a letter of reference for the departing employee's official personnel file. The departing employee may remove the letter of reference during the final review of the file.
6. Supervisors shall limit their oral references to information that is included in, or substantially indicated by, the documented contents of the official personnel file (i.e. signed performance appraisals, reference letter, disciplinary documentation). If in question, contact the Human Resource Administrator.
7. Anyone who receives a request for a reference regarding a current or former university employee, who has not been specifically asked to serve as a reference, shall refer such requests to the Human Resource Administrator for the University's response (as addressed in #3.)
8. Criminal history background information obtained during the hiring process will be placed in the employee's personnel file.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Employee Responsibility and Activities: Theft and Fraud

1. As stated in SBHE Policy 611.10, each employee assumes responsibility for safeguarding and preserving the assets and resources of the state and university system, particularly those for which the employee is responsible.
2. An employee with knowledge of theft, fraud or unlawful or improper use of public funds or property (as defined in SBHE Policy 611.10) involving Mayville State University, shall report that information to the Mayville State University employee designated with responsibility for receiving such reports, a supervisor, the vice president for business affairs, or the president.
3. The Mayville State University employee designated with responsibility for receiving reports under this policy is the university controller. The university controller shall take reasonable and appropriate action in response to receipt of a report, which may include an internal investigation, commission of an audit, referral to law enforcement officials, recommended policy or procedure amendments, a report summarizing findings or other steps. The university controller is also responsible for periodical review of NDUS office policies and procedures, making recommendations for appropriate controls and staff training to minimize opportunities for theft or fraud.
4. An employee found to have engaged in theft, fraud or unlawful or improper use of public resources, or an employee with knowledge of such acts by another who unreasonably fails to report such information as required by this policy is subject to discipline, up to and including dismissal.

Adopted: May 23, 2007

Reviewed: Fall, 2008

Sponsor: President's Cabinet

Equal Opportunity Grievance Procedures

*For complaints of discrimination involving employment and educational programs
and activities at Mayville State University*

The purpose of these grievance procedures is to provide a fair and orderly system of review of alleged violations at Mayville State University of equal opportunity laws, regulations, and policies that prohibit discrimination based on race, color, religion, national origin, sex, marital status, sexual orientation, disability, age, or other proscribed category set forth in Federal or State regulations. The grievance procedures provide for complaints of discrimination in the area of employment and in the area of educational programs and activities.

Any person who believes that he or she is the victim of discrimination, either individually or as a member of a class, by Mayville State University in violation of the University's equal opportunity policy may institute grievance procedures as follows.

All notices and actions provided for in this policy shall be initiated and completed in a reasonable and timely manner, with due regard for the legitimate interest of the parties, and subject to the right of any part to have a deadline for any phase of the grievance procedure established by negotiation as provided in Step III. Any individual or group filing a grievance under this procedure is entitled to protection from harassment, reprisals, or retaliation as a result of having filed. Any violation of this protection may, in itself, constitute grounds for a grievance.

Equal Opportunity Grievance Procedure

Step I/II. Administrative Review of Complaint. Any student or employee of Mayville State University or any group of such persons who feel affected by an apparent violation of equal opportunity laws, regulations, or policies shall be initially entitled to an administrative review of the complaint.

The review may be initiated by a written request to: (A) an administrator responsible for the area concerned, or (B) Mayville State University's Equal Opportunity Officer. Unless the Equal Opportunity Officer stipulated otherwise, this request must be made within six months of the alleged violation.

If the process begins with the administrator responsible for the area concerned, this **review** shall include:

- 1) an administrative inquiry into the facts of the case;
- 2) a discussion of the case by the administrator, with the complainant, and the party whose action is the subject of complaint;
- 3) a conclusion by the administrator regarding whether or not the case involves a violation of equal opportunity rights;
- 4) a written communication of that conclusion to the complainant and the party whose action is the subject of the complaint; and
- 5) an attempt to achieve a mutually acceptable resolution of the complaint; if that is unsuccessful.
- 6) Either the party whose action is the subject of the complaint or the complainant may make a written request to Mayville State's Equal Opportunity Officer to review the case.

If the process begins with the complaint contacting the Equal Opportunity Officer, the review shall include items 1-5 below:

- 1) an administrative inquiry into the facts of the case;
- 2) a discussion of the case by the Equal Opportunity Officer, with the complainant, and the party whose action is the subject of complaint;
- 3) a conclusion by the Equal Opportunity Officer regarding whether or not the case involves a violation of equal opportunity rights;
- 4) a written communication of that conclusion to the complainant and the party whose action is the subject of the complaint; and
- 5) an attempt to achieve a mutually acceptable resolution of the complaint.

If the process begins with the complainant contacting an administrator and is forwarded to the Equal Opportunity Officer and not resolved in the above five steps, or within 30 days of contacting the EEO/AA Officer, the complainant may request, in writing, to the EEO/AA the formation of an Appeal Board.

- 6) Either at his/her own discretion or at the written request of the complainant, The Equal Opportunity Officer shall refer the case to the Appeal Board described in Step III or to another duly constituted Mayville State hearing committee such as the Staff Personnel Board, the Standing Committee on Faculty Rights, or the Judicial Hearing Subcommittee.

NOTE: If, at any time, the Vice President for Business Affairs, who is also the EEO/AA Officer at Mayville State, feels there is a conflict of interest because he is in the direct line of command for an employee who has a grievance, he should ask to be removed from his responsibilities as the EEO/AA Officer. (Yet to be determined who shall fill EEO/AA Officer role in this case.)

***Classified employees of Mayville State** should also refer to the Grievances/Appeals Procedures outlined in Section 27 of the North Dakota University System Human Resource Manual located in Section 600 of this University Policy Manual.

***Faculty of Mayville State** should also refer to the Official Board of Higher Education Regulations on Academic Freedom, Tenure, and Due Process found in Section 600 of this University Policy Manual.

***Student of Mayville State** should also refer to the Code of Student Conduct and the section on Student Rights printed in the Student Handbook.

Step III. Appeal Board. Upon referral by the Equal Opportunity Officer, the complaint shall be heard by a three-member Appeals Board. The Board shall be formed as detailed below:

- 1) Such written request for the formation of an Appeal Board shall include the name of the person the complainant designates to serve on the Appeal Board.
- 2) Within ten calendar days of the submission of the written request for the Appeal Board to the Equal Opportunity Officer, the party whose action is the subject of the complaint shall name a second member to the Appeal Board. If that party is unable or unwilling to choose that person, the selection will be made by _____(yet to be determined).
- 3) These two members shall then have ten calendar days in which to jointly name a third member from within the institution, who shall serve as the chairperson of the Appeal Board.

NOTE: All parties serving on the Appeals Board must be from the University community (students, staff, and/or faculty). Part-time students and part-time employees are also eligible to serve on this Board.

The Equal Opportunity Officer shall see that necessary support services are provided to the Appeal Board.

Step IV. Appeal Board Meets. The Appeal Board shall meet within ten calendar days of the selection of its chairperson to review the complainant's written allegations, a written statement from that party whose action is the subject of the complaint, and the Equal Opportunity Officer's report: set a date for a pre-hearing meeting, if any; set a date for the formal hearing to begin, not more than twenty calendar days after the Appeal Board's first meeting unless the complainant and the party whose actions are the subject to the complaint both agree to a later date; and agree upon the format for the formal hearing. These decisions shall be communicated in writing to the complainant and party whose actions are the subject of the complaint within four calendar days.

The Appeal Board may, with the consent of the complainant and a representative of Mayville State named by the party whose action is the subject of the complaint, hold joint pre-hearing meetings with these parties in order to simplify the issues, effect stipulations of facts, provide for the exchange of documentary or other information, and achieve such other appropriate pre-hearing objectives as well make the hearing fair, effective, and expeditious.

During the proceedings the party whose action is the subject of the complaint shall be entitled to have counsel, and the complainant will be entitled to have an advisor or counsel of his or her own choice and at his or her own expense.

A record of the hearing or hearings shall be made, and the party whose action is the subject of the complaint and the complainant shall have access to it and shall be provided a copy upon request, the costs of making the record and any copies to be charged to the institution. The findings of fact and the decision shall be based solely on the hearing record.

The Appeal Board shall not be bound to strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every reasonable effort shall be made to obtain the most reliable evidence available. The Board shall grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

The complainant shall be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The party whose action is the subject of the complaint shall cooperate with the Appeal Board in securing witnesses and making available documentary and other evidence. The complainant and the party whose action is the subject of the complaint shall have the right to confront and cross-examine all witnesses. Where a witness cannot or will not appear, but the Board determines that the interests of justice require admission of his or her statement, the Board shall identify the witness, disclose the statements, and, if possible provide for interrogatories.

The Appeal Board shall conclude their formal hearings within 60 calendar days following the initial meeting of the Appeal Board.

Step V. Written Decision. The President shall within 30 calendar days of receiving the Appeal Board's report issue a written decision either accepting, modifying, or rejecting the Appeal Board report, including reasons for any modification or rejection. If the party whose actions were the subject of this process is found to be in violation of the University's policies, the President will outline the disciplinary action to be undertaken.

Copies of this decision will be sent to the complainant, the party whose action is the subject of the complaint, the Equal Opportunity Officer, and the persons who served on the Appeal Board.

It is the right of the party who has been found in violation to pursue the issue through other channels. The issue may become an employment grievance, etc.

It is the responsibility of the Equal Opportunity Officer to recognize the patterns of discriminatory treatment in the event that it does exist and to initiate programs to eliminate it.

Reviewed: Fall, 2008

Sponsor: Vice President of Business Affairs

Sexual Misconduct and Title IX Compliance

1. **INTRODUCTION:** Mayville State University strives to create a campus community free from interpersonal abuse including sexual misconduct. In working to achieve this intent, Mayville State commits to:
 - a. Taking action to stop sexual misconduct;
 - b. Taking action to remedy its effects by providing advocacy, support and appropriate referral services for recipients of the behavior;
 - c. Taking action to prevent recurrences;
 - d. Educating individuals and promoting discussions on interpersonal abuse and violence; and
 - e. Conducting impartial investigation of all reports/notices of sexual misconduct through fair, equitable and prompt procedures. Investigations will be independent of and separate from law enforcement investigations of criminal activity.

2. **POLICY:** This policy is required by federal law and implementation of this policy is guided by the U.S. Department of Education, Office of Civil Rights.
 - a. In accordance with Title IX, Mayville State University does not discriminate on the basis of sex in Mayville State's educational program and activities.
 - b. Sexual misconduct is prohibited in all forms, regardless of intent to harm. Sexual assault, sexual exploitation, coercion and sexual harassment are examples of sexual misconduct, and all are prohibited.
 - c. Also prohibited under Title IX is any rule violated on the basis of the recipient of the behavior's sex/gender which is severe enough to cause discriminatory effect. (Examples of this may include but are not limited to bullying, cyber-bullying, relationship violence, and stalking.)

3. **DEFINITIONS:** For the purpose of this policy, the following definitions apply:
 - a. Consent is:
 1. Words or actions showing a clear, knowing and voluntary agreement to engage in mutually agreed upon sexual act; or
 2. An affirmative decision given by clear actions or words.
 3. Consent may not be inferred from:
 - i. Silence, passivity, or lack of active resistance alone.
 - ii. A current or previous dating or sexual relationship.

NOTE: It is important to obtain explicit consent from any sexual partner and not to make assumptions. If confusion or ambiguity on the issue of consent arises anytime during the sexual interaction, it is essential that each participant stops and clarifies, verbally, willingness to continue. Consent to one form of sexual act does not imply consent to other forms of sexual act(s).
 - b. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
 - c. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).
 - d. Intimidation is implied threats or acts that cause an unreasonable fear of harm in another.
 - e. Responsible employees:

1. Those with authority to address and remedy sex and gender-based discrimination and harassment;
 2. Those with responsibility to report sexual misconduct to a supervisor, and/or
 3. Those who a student would reasonable believe to have such authority or obligation.
- f. Retaliation: Any adverse action taken against a person because of their participation in a protected activity. Retaliation against an individual for allegation sexual misconduct, supporting a complainant or for assisting in providing information relevant to a claim of sexual misconduct will be treated as another possible instance of harassment or discrimination. Any acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Mayville State University is prepared to take appropriate steps to protect individuals who fear that they may have been subjected to retaliation.
- g. Sexual Acts include, but are not limited to the following actions:
1. Sexual intercourse;
 2. Sodomy (oral and/or anal);
 3. Sexual penetration with any object;
 4. Sexual touching of a person's intimate parts (genitalia, groin, breasts, buttocks, mouth or other bodily orifice or the clothing covering them); or
 5. Compelling a person to touch his or her own or another person's intimate parts.
- h. Sexual Assault: Any sexual act between two or more people to which one person does not or cannot consent. This includes sexual acts or contacts with others that can involve:
1. Compelling a person to submit to sexual acts or contacts by force, threat of force, or intimidation;
 2. Use of intoxicants to substantially impair the person's power to give consent;
 3. Engaging in such acts when the person suffers from a mental state that renders him or her incapable of understanding the nature of the contact. This includes, but is not limited to, situations when an individual is intoxicated, "high", scared, physically or psychologically pressured or forced, passed out, unconscious, intimidated, coerced, mentally or physically impaired, beaten, isolated, or confined; or
 4. A victim under fifteen (15) years of age. (Do note the age of consent may vary depending on the ages of the individuals involved in the act.
- i. Sexual Exploitation: Taking sexual advantage of another person without consent. Examples include but are not limited to:
1. Causing the incapacitation of another in order to take sexual advantage of the person;
 2. Distributing or publishing sexual information;
 3. Engaging in indecent exposure;
 4. Engaging in voyeurism (the viewing of another for sexual gratification);
 5. Invasion of sexual privacy;
 6. Knowingly exposing another to an STD or HIV;
 7. Prostituting another person; or
 8. Recording, photographing, or relaying sexual sounds or images.
- j. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic achievement;
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or

3. Such conduct has the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidation, hostile, or offensive environment.
 - k. Sexual Misconduct: Any non-consensual behavior of a sexual nature that is committed by force, intimidation, or is otherwise unwelcome that is sufficiently severe, persistent, or pervasive so as to limit a student's ability to participate in or benefit from a Mayville State program or activity. Depending on the circumstances, a single incident of sexual misconduct may be sufficient to limit a student's ability to participate in or benefit from a Mayville State program or activity.
 - l. Complainant: The individual who lodges or files a complaint of alleged sexual misconduct.
 - m. Respondent: The individual who has been identified by the complainant as having committed actions of sexual misconduct.
4. REPORTING/CONFIDENTIALITY: Students are encouraged to report incidents or information related to sexual misconduct as soon as possible. If criminal activity is involved, students are encouraged to contact the Traill County Sheriff's Department. Mayville State University employees who became aware of a complaint or violation of this policy and have the authority to take action on the complaint or violation, shall report the complaint or violation to the Title IX Coordinator:

Noah Fischer
Human Resources Officer
Main 110B
701-788-4647
Noah.fischer@mayvillestate.edu

The guiding principle in accepting reports of sexual misconduct is to avoid re-victimizing the recipient of the behavior by forcing them into any plan of action. Mayville State University will make every attempt to safeguard the privacy of the complainant and/or recipient of the behavior; however, it is important that complainants recognize that Mayville State cannot ensure confidentiality in all cases. Mayville State must weigh the request for confidentiality against its obligation to protect the safety and security of the entire campus. Depending on the circumstances of the offense (the severity of the offense, the number of victims involved, etc.), Mayville State may be required to respond to an incident, even if confidentiality has been requested. Therefore, Mayville State University employees cannot guarantee absolute confidentiality. Individuals desiring confidentiality should be encouraged to contact one of the following:

F-M Rape & Abuse Crisis Line: 800-344-7273 (Available 24 hours) www.raccfm.com
F-M Rape & Abuse Crisis Center: 701-283-7273 or e-mail at: info@raccfm.com
Kristi Lentz, Mayville State Counselor: 701-788-4772
Sanford Hospital – Mayville: 701-788-3800

5. FORMAL/INFORMAL RESOLUTION: Mayville State University offers both formal and informal resolution of sexual misconduct complaints involving Mayville State students, faculty or staff. Regardless of the path chosen by the recipient of the behavior, Mayville State will conduct an impartial, fair, and prompt investigation into the allegations, and ensure that actions will be taken to prevent similar actions in the future. Typically, investigation/resolution of the complaint will occur within 60 days. The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. Investigation/resolution of the allegations shall include:
 - a. The complainant and the respondent having equal opportunities to present relevant witnesses and other evidence;

- b. Providing both sides with similar and timely access to any information that will be used during the process;
 - c. Equal opportunity to have a support person or advisor present, and equal restrictions on how a support person or advisor may participate during the process;
 - d. The right of the complainant and the respondent to be informed of the outcome of the investigation/resolution, and the right of either party to appeal; and
 - e. The right of the complainant and the respondent to receive periodic status updates throughout the investigation/resolution process.
6. FORMAL RESOLUTION: Formal resolution of sexual misconduct reports will be resolved as follows:
- a. If the respondent is a student, the University will follow the following procedures:
 - 1. The Title IX Coordinator receives a report of alleged sexual misconduct from a student, faculty or staff member.
 - 2. Based on this report, the Title IX Coordinator, or designee, meets with the complainant to discuss the report of sexual misconduct.
 - 3. Based on this interview with the complainant, the Title IX Coordinator makes a determination if the complainant wants a formal or informal resolution. If the complainant requests a formal resolution, investigators will be assigned to the case by the Title IX Coordinator.
 - 4. The assigned investigators will interview complainants, identified respondents and any other witnesses or individuals with direct information about the case. They will also gather other pertinent information related to the respondent; i.e. previous sexual misconduct cases, previous disciplinary cases, and/or legal or civil actions (if available to the investigators).
 - 5. The investigators may review preliminary report findings with the complainant, the respondent and the Title IX Coordinator to clarify or add details, but may not change or delete any reported content.
 - 6. Upon completion of the formal investigation, the results of the report are presented to the Title IX Coordinator to determine if responsibility for actions lie with the respondent(s) and to determine appropriate adjudication.
 - 7. The Title IX Coordinator may take the following actions:
 - a) Determine that there is insufficient evidence, as verified by the formal investigation, to support a violation of sexual misconduct standards and dismiss the charges against the respondent.
 - b) Determine that there is sufficient evidence, based on the formal investigation, to support a violation of sexual misconduct standards and determine appropriate sanctions. The Title IX Coordinator shall consult with the VPSA to determine appropriate sanctions and to ensure implementation and compliance with those sanctions.
 - 8. If the Title IX Coordinator determines that a violation of sexual misconduct standards has occurred and assigned a corresponding sanction, the respondent or complainant may request an appeal to the Title IX Panel, but only if new evidence that may affect the findings is brought forward. This Panel will consist of members of the Title IX Advisory Committee who do not have an inherent interest or involvement in the specific case. The VPSA will chair this panel as a non-voting member, and convene members for a formal review or appeal by the respondent or complainant. This Title IX Panel will rule on the new or revised findings related to the specific case and/or appropriateness of

the sanctions and may/may not recommend alternative sanctions. The decisions of the Title IX Panel shall be considered final.

The Panel shall follow guidelines for such appeals as are defined in the Student Code of Conduct for other disciplinary violations. These provisions require that within three (3) days of receiving the respondent's or complainant's desire to appeal the decision under question, the VPSA will schedule an appeal of the Title IX Panel and notify all parties of the time and location of such meeting. The decisions of the Title IX Panel are final.

9. The rules relevant to hearings and proceedings involving students who are respondents in actions involving violations of the sexual misconduct policy include:
 - a) The complainant student may choose to give testimony in the presence of the respondent student and the Title IX Coordinator or the complainant student may choose to give testimony in private session, which testimony shall be shared with the respondent student.
 - b) Information regarding the complainant student's and respondent student's past sexual history will not be allowed at the hearing except as it pertained specifically to each other.
 - c) The Title IX Coordinator may consider the results of any police investigation pertaining specifically to the case.
 - d) In case of finding guilt, and prior to sanction deliberations, the Title IX Coordinator may consider information pertaining to prior criminal convictions or findings of guilt in other University conduct proceedings.
 - e) The complainant student and the respondent student are entitled to have advisors or legal counsel present during interviews, investigations and other proceedings.
 - f) The complainant student and the respondent student shall be informed of the outcome of Title IX proceedings.
 - b. If the alleged respondent is a Mayville State University employee, the University will follow the applicable policy for the circumstances; e.g. Policy M612 –Equal Opportunity Grievance Procedures.
 - c. All sexual misconduct cases shall use a “preponderance of the evidence” standard; meaning that in order for the accused to be held responsible, the hearing officer must determine that it is more likely than not that the sexual misconduct occurred.
7. **INFORMAL RESOLUTION:** Except in cases of sexual assault which always require a formal resolution, complainants may choose to pursue informal resolution of their complaint. Informal resolution is entirely voluntary and the complainant may end informal resolution at any time. Complainants should never attempt to resolve the complaint directly with the accused. In cases of informal resolution, the Title IX Coordinator shall assign a school official with the authority to remedy the alleged violation (e.g. Vice President for Student Affairs, the alleged respondent's supervisor, etc.) to oversee the informal resolution process. Informal resolution provides the complainant with a forum to confront the accused; to express how the alleged behavior has impacted them and those close to them; and to communicate to the respondent and to Mayville State University how this behavior needs to be addressed so that they, or anyone else at the institution are not victimized again by the behavior.
 - a. In cases where the respondent acknowledges their involvement in the sexual misconduct, the school official shall impose an appropriate sanction for the misconduct. If the

sanction is agreeable to the parties, the informal resolution is complete, and the sanction is imposed. No appeal is allowed.

- b. In cases where the respondent does not acknowledge responsibility, the school official may impose a sanction warranted by the information gathered during the informal resolution, and any supporting information known to the university. The sanction may be appealed to the Title IX Coordinator, who shall have the final decision on the appropriate sanction.
8. **ANONYMOUS COMPLAINTS:** Anonymous complaints will be accepted by the University. The university's ability to investigate and resolve anonymous complaints will be limited if the information contained in the anonymous complaint cannot be verified by independent facts. Anonymous complaints may be filed by any of the following means:
 - a. Completion of an Anonymous Sexual Misconduct Reporting Form.
 - b. A written document that is e-mailed, delivered in person or sent via campus or US Mail to the Title IX Coordinator and that includes similar information as that requested in the formal report form.
9. **INTERIM MEASURES:** When warranted by the circumstances surrounding a complaint of sexual misconduct, the university may implement interim measures until its investigation concludes. Violation of these interim measures may be considered grounds for additional complaints of sexual misconduct or as retaliation for the ongoing investigation of sexual misconduct. Potential interim remedies include, but are not limited to:
 - a. Providing an escort to the complainant so that he/she may move safely on campus.
 - b. Issuing a no contact order to the parties, prohibiting any contact between them.
 - c. Moving the complainant and/or respondent to different on campus housing.
 - d. Altering the class schedules of the parties so that they do not attend the same classes.
 - e. Providing counseling services.
 - f. Providing academic support services.
10. **PREVENTION:** Mayville State University considers both physical surroundings and educational programming in addressing prevention of sexual misconduct. The university continually reviews and modifies the physical surroundings to foster security and safety, including but not limited to such factors as phones, lighting, and locking procedures. For further safety information, contact Mayville State's Plant Services (701-788-4676) or Facilities Services (701-788-4872) offices. Mayville State offers curricular and co-curricular educational experiences concerning bystander intervention, primary prevention efforts, personal safety, sexual assault, and sexual misconduct. A primary focus of these programs is prevention through awareness and education. It is important for men and women to understand what behaviors constitute sexual violence and what the consequences are for his/her behavior at Mayville State University. Along with educational programs, the University provides informational handouts to students that are distributed as part of programs or made available in residence halls and other locations on campus. For further information on pertinent campus educational opportunities, contact the Student Life Office at 701-788-4697.
11. **INTERVENTION:** The Mayville State University community actively supports individuals who experience sexual misconduct through a coordinated response system that attends to their physical and emotional well-being. Mayville State's disciplinary efforts respect the personal rights of all parties. For further information, see Mayville State Student Handbook: Code of Student Conduct. All reports/notices of sexual assault and sexual misconduct are handled in a manner designed to respect the privacy of the involved individuals, to the extent permitted by law. Incidents are reported to appropriate Departments and agencies in consideration of safety

concerns and investigative needs. In addition, Mayville State University publishes and disseminates annual statistics on incidents of sexual assault in the annual Campus Crime and Security Act report which is available in printed and online form at:
<http://www.mayvillestate.edu/about-msu/reports-policies/>.

12. FALSE COMPLAINTS: Knowingly submitting a false report of sexual misconduct is prohibited. Anyone submitting a false report is subject to disciplinary action.
13. FOR MORE INFORMATION on sexual assault and sexual assault prevention programs, please contact Ray Gerszewski, Vice President for Student Affairs at 701-788-4770 or by e-mail at:
ray.gerszewski@mayvillestate.edu.

Adopted: April 7, 2014

Revised: February, 2015

**Sponsored by: Vice President for Student Affairs
Vice President for Business Affairs**

Drug Free Schools and Community Policy

The abuse of alcohol and drugs represents a major health problem in the United State today and poses a serious threat to the health and welfare of the members of the Mayville State University community. For these reasons the following statement regarding drug and alcohol use by students and employees at Mayville State has been issued:

As a condition of their employment or enrollment at Mayville State University, a student or employee will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance nor engage in the unlawful possession, distribution, or use of alcohol on university property or as part of any university activity during the period of employment or enrollment. Furthermore, any employee or student at Mayville State University agrees to obey federal, state, and local laws relating to the unlawful possession or distribution of illicit drugs and alcohol, and to abide by sanctions which the institution may impose for violations of its standards of conduct, up to and including termination or suspension. If an employee or student is convicted of an alcohol or drug related offense occurring on campus, he/she must notify the institution within five days of such a conviction. In addition, federal law mandates that Mayville State must communicate information regarding the conviction of a student or employee for a drug or alcohol related offense which occurs on-campus to the appropriate federal agency within ten days.

I. Introduction

During 2005-06, and again in 2008-09 and 2010-11, Mayville State University conducted an extensive review of its existing Drug Free School and Community policy and of its programs, sanctions and prevention efforts related to alcohol and other drugs. The institution's Substance Abuse Prevention Committee conducted this biennial review and examined existing policies, practices and programming efforts. This process included a review of the following information, data and institutional practices:

1. Data from recent (2006, 2008 and 2010) Drug and Alcohol Surveys (CORE) with a cross section of all enrolled students suggests that alcohol use (particularly binge drinking) is an ongoing issue. The use of illegal drugs is noted as having increased significantly in the last ten years (since the most recent survey).
2. The Mayville State Athletic Department program of random drug testing with a sample of all student athletes.
3. The campus' ongoing participation in the NDUS Alcohol Consortium which suggests specific campus responses to the issues of alcohol and drug use/misuse.
4. Recent concerns on the part of Mayville city officials to perceived increases in alcohol and drug use on the part of high school and college students and resultant behavioral and criminal problems.
5. The existence of a community task force which has focused on alcohol prevention among school aged children.
6. The presence of improved and increased support for local alcohol and drug prevention programming, including the location of the Coordinator of Tobacco Prevention programs on our campus.
7. The inclusion of alcohol and drug prevention in the institution's strategic plans.

This biennial review included:

1. Descriptions of the Alcohol and Other Drugs Prevention (AOD) program elements which include:
 - a. Alcohol-Free Options
 - b. Normative Environment
 - c. Limits on Alcohol Availability
 - d. Limits on Marketing and Promotion of Alcohol
 - e. Policy Development and Enforcement
2. A statement of AOD program goals and a discussion of goal achievement
3. Summaries of AOD program strengths and weaknesses, opportunities and threats
4. Procedures for distributing AOD policy to students and employees
5. Copies of the policies that have been distributed to students and employees
6. Recommendations for revising AOD programs

As a result of this review process, the following statement of Mayville State's AOD Program Mission, Goals, and Strategies were reviewed, revised and endorsed.

Mission: To reduce substance abuse and related negative health and safety consequences among MSU students through the development and coordination of assessment-based prevention efforts, the promotion of college and community environmental factors that support health and safe norms and collaboration in campus and community partnerships.

Goals:

- To provide an environment with numerous and varied alcohol-free options
- To create a social, academic, and residential environment that supports health-promoting norms.
- To promote an environment where alcohol consumption is restricted
- To promote an environment where alcohol promotion and marketing is restricted

Objectives:

- Increase Student Involvement in Prevention Efforts
- Develop consistency in ATOD Marketing of Information
- Continue/Increase Weekend Activities on Campus
- Create and Implement Training for Staff and Faculty on Alcohol Issues
- Increase Coordination and Communication with Enforcement Agencies

II. Comprehensive Chemical Abuse Prevention – Following are descriptions of some of the strategies that have been implemented in pursuit of these goals and objectives.

- Encouraging more activities @ campus center
- Have recreational equipment available to students.
- Have regular 'Drive In Movie' nights.
- Offer intramural Sports
- Offer Special weekend sports tournaments
- Expand Wellness Center Hours
- Develop and send an informational brochure to the parents of incoming traditional-aged students which explains the risk of alcohol on campus
- Develop social norm messages throughout the year

- Continue to develop programs and prevention activities with SAFE communities and Regional Prevention Coordinators and Community Task Force
- Educate students about appropriate positive social norms in high risk health areas.
- Publicize pro-health messages
- Educate faculty/staff about behavioral indicators, student norms, and cultural attitudes related to high-risk or illegal alcohol and other drugs
- Encourage student leadership to promote positive health norms
- Continue to explore possibilities for Peer Education program implementation.
- Continue to provide substance-free residence halls.
- Continue promotion of “Wellness” halls for students who have adopted healthy choice lifestyles
- Continue to offer courses on Thursdays and Fridays.
- Continue to require class attendance, academic responsibility and high academic standards.
- Encourage faculty to develop and model positive relationships with students.
- Increase fees for community sponsored on campus events where alcohol is served to cover costs of increased security and risk
- Limit alcohol advertising on campus
- Involve students as members of ATOD task force.
- Implement a Social Norms Campaign Utilizing MSU Students
- Provide Information on Alcohol Issues at Freshmen Orientation
- Encourage the Residence Hall Association to plan more weekend activities

A. Alternative Activities

The Office of Campus Programming, in collaboration with Student Senate, the Student Activities Council, the Residence Hall Association, and other student organizations, sponsors a wide variety of alcohol and other drug-free activities on campus. Dances, game night, talent shows, a lip sync contest including students, faculty, and staff, and other special events are just a few examples of some of the activities sponsored. Hypnotists, comedians, and a variety of musicians are brought to campus for engaging entertainment. Other organizations such as the Student Ambassadors and Student Education Association are very involved in the planning of alternate activities as well. The Student Center is a facility that hosts a wide variety of activities and events and serves as a formal and informal meeting place for students.

B. Educational Programming

Each year, Mayville State University hosts presenters from the region to speak on issues related to alcohol and other drug use and misuse. Many faculty infuse alcohol abuse prevention information into their courses. A peer programming group delivers informational programs to students regarding alcohol and other drugs, violence prevention, and wellness.

C. Health Risks Associated with Substance Abuse

All MSU students completing degrees at the institution must complete HPER 100- Concepts of Fitness and Wellness as part of their academic program. This course introduces the student to concepts of overall fitness, and includes information and instruction about the health risks associated with the use of alcohol and other drugs.

III. Sanctions

1. Legal Sanctions Related to Alcohol - The state of North Dakota requires that individuals be at least 21 years of age to buy, possess, and consume alcoholic beverages. Anyone who provides alcoholic beverages to individuals who are less than 21 years of age is in violation of state law and may be cited for contributing to the delinquency of a minor and other local or state statutes.
2. Legal Sanctions Related to Illicit Drugs - Local and state statutes specifically prohibit the use of controlled substances. The possession, use, sale, and/or manufacture of such controlled substances as marijuana, depressants, stimulants, hallucinogenic drugs, or the possession of drug paraphernalia is not permitted on university property and will subject the individual to all related legal sanctions. Any employee or student who is known to, or suspected of using, possessing, selling, or manufacturing any illicit drug on university property will be reported to appropriate law enforcement authorities.
3. Institutional Policy Regarding Alcohol and Other Drugs - Any occurrence of illicit drug use or possession on university property will subject the individual to immediate legal action. In addition, appropriate institutional sanctions will be applied. The university also places restrictions regarding the use and possession of so-called "performance enhancing" drugs, such as various steroids by those students participating in intercollegiate athletics. The institutional restriction concerning steroids is in compliance with the National Association of Intercollegiate Athletics (NAIA) regulations. The university prohibits the use or possession of alcoholic beverages in university buildings, any public campus area, or in university housing units (residence halls and single student apartments), regardless of age. The State Board of Higher Education specifically prohibits the use or possession of alcohol in residence halls and other campus buildings. State laws govern the use of alcoholic beverages in faculty and family housing; i.e., must be 21 or older, as these buildings are not considered state or university property, but are owned by Mayville Mutual Aid.
4. University Regulations Regarding the Use of Chemical Substances, Including Alcohol, by Individual Students, University Student Groups or Student Organizations -
 - a. University student groups and recognized student organizations may not use their funds for purchase of any chemical substance, including alcohol.
 - b. The sale of any chemical substance including alcohol by University student groups or recognized student organizations is strictly forbidden. This is to include any action that may be remotely construed as a sale, such as charging admissions to parties, passing the hat, selling empty cups, selling drink tickets, etc.
 - c. Parties sponsored by University student groups or organization at which alcohol is consumed are prohibited.
 - d. No activity, on or off campus, conducted by a University student group or student organization will encourage rapid consumption of alcoholic beverages or other chemical substances.
 - e. Alcoholic beverages (such as kegs or cases of beer) may not be used as awards or prizes in connection with events or activities sponsored by University student groups or organizations.
 - f. The display, advertising or promotion of the use of chemical substances in University buildings or any campus area is prohibited, to include sponsorship by the alcohol industry of events held on campus.
 - g. Individual students who are found to be in violation of state statute or institutional policies may be subject to penalties as defined in the section below.
5. Formal Disciplinary Consequences for Students - Individual students who are found to be in violation of this university policy on drug and alcohol use may be subject to one or more of the following

disciplinary actions, dependent upon the severity of the offense and previous violations (see Student Handbook). A university official or university disciplinary body will determine an appropriate sanction after proper due process as outlined in the Student Code of Conduct.

- a. Verbal reprimand
- b. Written reprimand
- c. Monetary penalty
- d. Loss of privileges
- e. Loss or denial of academic credit
- f. Probation
- g. Suspension
- h. Expulsion
- i. Mandatory attendance at chemical abuse workshop
- j. Mandatory referral for chemical use evaluation
- k. Community/campus service

Individuals who express a chemical use concern or need for information regarding abuse will not be subject to institutional disciplinary sanctions as long as they voluntarily request assistance, and provided that their behavior does not violate other institutional policies. Students who need assistance should contact the college counseling staff, their advisor, residence hall director or other appropriate staff member. Confidentiality regarding the individual's identity will be respected as much as possible.

Athletes who violate NAIA regulations regarding use of drugs, including "performance enhancing" substances, will not be subject to institutional disciplinary sanction, provided they report such use to their coach or other appropriate official prior to their participation in the respective athletic event. Participants will still be subject to NAIA regulations, which require coaches to report knowledge of all controlled substance abuse. Appropriate referrals will then be made.

Depending upon the circumstance, specific instances of chemical use/abuse may be brought to the attention of several university officials. The following comments suggest possible actions. A faculty or staff member who suspects chemical use by a student may wish to confront a student to encourage the individual to seek counseling services. Such concerns may also be expressed to the college counseling staff. Counseling staff will then attempt to contact the student to assess his or her behavior. Confidentiality regarding the student's behavior will be respected in as much as his or her health, welfare, or safety is not endangered.

Violations of the institutional policies regarding the use of drugs and/or alcohol in residence halls or other campus facilities should be reported to the Director of Housing. Student athletes who are found to use "performance enhancing" drugs such as steroids should be brought to the attention of the appropriate coach and/or Athletic Director.

The staff of the Student Affairs division will be responsible for administering disciplinary procedure and for providing regularly scheduled programs to the general student populations.

Failure on the student's part to abide by the recommendations regarding educational and/or counseling services will subject the individual to possible disciplinary action. Any student who is involved in disciplinary action involving suspension or expulsion is afforded the right of appeal to the Conduct Committee as outlined in the Student Handbook.

The following are typical and general sanctions imposed for students who violate institutional policies regarding the use or possession of alcohol on campus grounds or in campus facilities:

Alcohol Violation- Possession (empty or full containers)

1st offense - \$100.00 and mandatory completion of the electronic e-CHUG (on-line Check-Up to Go) program.

2nd offense - \$200.00 and mandatory completion of the electronic e-CHUG program and BASICS (Brief Alcohol Intervention for College Students) program.

3rd offense - \$300.00; mandatory completion of the e-CHUG program, mandatory completion of an alcohol assessment by a licensed additional counselor and referral to the Director of Student Life.
Special Circumstances involving risk to health or safety of student: Referral to Student Conduct Officer, removal from housing, parental notification and mandatory alcohol or drug assessment by licensed addiction counselor.

Important Note: Students present in rooms where university policies are being violated (whether they are an active participant or not) are also held accountable as an accessory (an accessory is defined as an individual who signifies their intent to participate as implied by their presence).

Party Rooms - \$100.00 per resident of that room. A room with four or more persons found in it with alcohol present will be declared a party room which carries an additional \$100.00 fine for each resident of the room. Residence Hall staff may contact local law enforcement, which could result in the filing of legal charges.

Parental Notification: If a student has been found guilty of multiple alcohol or drug related offenses occurring on campus, or if it is determined that the student's health and safety is endangered because of his/her use of alcohol or other substances, the university reserves the right to notify the student's parents of these facts and concerns. This notification may occur even if the student is 21 or older. The university's Student Conduct Officer or the Vice President for Student Affairs will determine if such parental notification is to be made after consideration of each case and documentation of any such offenses. This process for parental notification is specifically allowed under federal law and is in accordance with the 1998 amendments to the Family Educational Rights and Privacy Act.

The following are typical and general sanctions imposed for students who violate institutional policies regarding the use or possession of marijuana on campus grounds or in campus facilities:

1st Offense – \$100 fine and immediate involvement by law enforcement

2nd and any subsequent offences – mandatory completion of an assessment by a licensed addiction counselor, parental notification, and possible removal from campus housing. Drug testing could be required for any subsequent violation if the student were allowed to remain in campus housing.

6. **Educational/Counseling Actions** - A concerted effort is made by Mayville State University to educate the individual and to provide appropriate types of assistance when needed. As part of this process, educational or counseling approaches may be undertaken as a way of encouraging the student to change his/her behavior. The actions described below may be taken separately or in conjunction with the disciplinary penalties listed previously. Dependent upon the circumstances, previous violations of college policy, and concern for the health, welfare and safety of the individual students involved, any of the following may be recommended.

- a. Referral to the college conduct board for a hearing and any subsequent action they might request.
- b. Mandatory attendance at chemical education programs.

- c. Referral to the college counseling staff for consultation.
- d. Referral to an outside agency or professional staff for possible chemical use evaluation.
- e. The development and presentation by the offender of a chemical education program.
- f. Community or campus service.
- g. The filing of a formal complaint with civil authorities regarding the use, possession and/ or sale of chemicals, including alcohol.
- h. Mandatory testing for those individuals who are involved in intercollegiate athletics and who are suspected of using drugs, including "performance enhancing" substances.

IV. Distribution of Drug Free Schools Policy Information

Mayville State University's Drug Free Schools policies are provided to all enrolled students, and to employed faculty and staff via official university e-mail by September 3 of each year. The MSU Website <http://www.mayvillestate.edu/about-msu/Pages/ConsumerInformation.aspx> also contains a copy of these policies. Prospective students and other interested parties are advised that they can access the policies at the above web address. Enrolled students, employed faculty/staff, prospective students and their parents, or members of the general public may also request a printed copy of the policy from the Student Services Office in Main 107.

Reviewed: Fall, 2012

Revised: August 27, 2012

Sponsor: Vice President for Student Affairs and Institutional Research



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

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Leave Without Pay

The State Board of Higher Education may grant a leave of absence without pay for one or two semesters to faculty and benefited staff of MSU if such leave will directly or indirectly benefit the institution. Such leave is contingent on the availability of a qualified temporary replacement.

During the employee's absence, the employee may continue his or her University funded health, life, or disability insurance by remitting the appropriate premium at the required times to the Business Office. At the conclusion of the leave period, the employee may return to his or her former position.

Employees should provide a written request for leave to their supervisor. If approved by the supervisor, the request will be forwarded for approval by the Human Resource Administrator, the appropriate Vice President, the President, and the State Board of Higher Education.

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs

Faculty/Staff Development Plan

A. Leaves

1. Developmental Leaves

One nine-month developmental leave may be granted each academic year for retraining and/or professional development as provided for in the North Dakota State Board of Higher Education Policy 701.2. This program provides one-half pay and continuation of benefits as existing at the conclusion of the academic year preceding the developmental leave. Procedures and stipulations will follow the provisions of Board of Higher Education Policy 701.2. The Vice President for Academic Affairs will separately rank by the Tenure, Promotions, and Awards Committee and multiple applications for this leave. Preference will normally be given to those faculty who have served at least six years on a full-time basis and who propose to pursue an advanced degree.

IN THE EVENT THERE ARE NO APPLICANTS FOR THE DEVELOPMENTAL LEAVE OR IN THE EVENT NO APPLICANT IS APPROVED FOR A DEVELOPMENTAL LEAVE, ANY FUNDS DESIGNATED TO SUPPORT THE DEVELOPMENTAL LEAVE PROGRAM WILL BE ASSIGNED TO THE SEMESTER LEAVES PROGRAM.

2. Semester Leaves

One leave per semester may be granted each academic year for retraining and professional development. The faculty member will remain on full salary and benefits during this leave period. Part-time faculty who are identified in the application for leave will teach courses scheduled for this leave semester, which must be offered. Preference will normally be given to tenured members of the faculty who hold the terminal degree and who are proposing to engage in retraining activities. This plan may include work in elementary or secondary schools when such activity is directly related to the professional development of the faculty member involved. Procedures and stipulations will follow those presented for a developmental leave. The Vice President for Academic Affairs will separately rank by the Tenure, Promotions, and Awards Committee and multiple applications for this leave. The President of the University is the approving official.

B. Small Grants Program

A small grants program may be available to support faculty in professional growth activities, which are clearly related to the improvement of student learning. \$10,000 per annum with maximum grants of \$2,000 for an individual faculty member and \$3,500 for a group of faculty. Stipends for faculty are generally calculated at the rate of \$400 per week during the summer of \$30 per hour during the academic year. Instructional supplies and equipment are not eligible. Grant awards are determined by the Small Grants Committee, a committee established as needed by the Faculty Association. Proposals for the current academic year or following summer are normally submitted by February 1, to the Chair of the Small Grants Committee. Membership on the Small Grants Committee includes three faculty members from different disciplines who serve for one year, and the Vice President for Academic Affairs. Faculty members serving on the Small Grants Committee are not eligible for small grants during the tenure of their membership. The members elect the Committee Chair from the faculty members on the Committee.

C. Faculty Exchange

One exchange per semester each academic year may be approved for professional development. Each leave shall not exceed one semester and the faculty member will remain on full salary and benefits during this leave period. Institutions of higher education, which have established or would be interested in establishing a faculty exchange program, will be identified. Exchange faculty will continue to teach in their professional areas of expertise. This plan may include work in elementary or secondary schools when such activity is directly related to the professional development of the faculty member involved. This faculty exchange program will provide faculty awareness of current professional developments occurring at other institutions and will afford faculty the opportunity to enhance their cultural background.

Housing accommodations during the exchange will be the financial responsibility of the exchange faculty, but host institutions will assist faculty in their search for appropriate accommodations.

The Tenure, Promotions, and Awards Committee and the Vice President for Academic Affairs will separately rank multiple applications for faculty exchange. The President of the University is the approving official. Preference will be given to tenured members of the faculty who hold the terminal degree and who are proposing to engage in further course development.

D. Developmental/Semester Leaves Procedures

1. Upon recommendation from the President of the University and approval by the Chancellor of the North Dakota University System, a member of the faculty or staff may be granted a developmental leave for retraining and/or professional development; providing the institutional resources are available and the workload is absorbed within existing staff resource allocations.
2. Faculty members requesting developmental leave complete an application in which they (a) establish their eligibility; (b) describe the program which will contribute to their professional development and enhance their service to the University; and (c) agree they will return to the University for a period of time at least equal to the leave time or refund the institution's stipend payment upon completion of the leave. The proposal shall also include the detail of the institutional source of funds for the stipend.
 - a. Applications for developmental leaves are submitted to the Tenure, Promotions, and Awards Committee through the Division Chair and the Vice President for Academic Affairs.
 - b. The application for developmental leave is submitted to the Tenure, Promotions, and Awards Committee as early as possible. The Committee will investigate the merits of the application, consult with affected and appropriate faculty and administrators, and recommend to the President. The Vice President for Academic Affairs will make a separate recommendation to the President.
 - c. Developmental leaves shall not be longer than 12 months and the institutional stipend shall not exceed 50% of the annual salary.
 - d. Developmental leave salary may be supplemented with non-appropriated funds and/or aids, which may bring the total stipend to an amount equal to but normally not to exceed the

budgeted salary for the leave period. Funds providing for extensive travel expenses, relocation expenses, and/or educational costs incurred during the leave shall not be considered as a part of the base stipend.

- e. For summer leaves and programs of three months or less, the University will determine compensation and/or expenses to be provided.
- f. Within two months of completion of any developmental leave, the faculty member must submit a written report on the completed program to the President, Vice President for Academic Affairs, and the Tenure, Promotions, and Awards Committee.

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs

Faculty Personal/Annual Leave Policy

Faculty (non-twelve-month) on academic year contracts may request personal leave, with approval from their respective division chair and the Vice President for Academic Affairs, provided all responsibilities such as deadlines for turning in grades and other contractual responsibilities have been met. A “Leave of Absence” form is filed with the division chair. The request must be approved prior to date(s) of the leave requested.

Twelve-month faculty shall be entitled to annual leave at the rate of 16 hours per month, 24 days per year.

Reviewed: Fall, 2009

Revised: Fall, 2009

Sponsor: President

Permission for Leave of Absence

From time to time, faculty, staff, and students wish to be excused from work or class in order to participate in a special event, participate in extracurricular activities, take a field trip, or other occasional opportunities. It is the philosophy of this administration that many such occasions represent substantial learning opportunities or in other ways can benefit the individual and the university. Nevertheless, these factors must be weighed against the requirements of a job or a class. No one is in a better position to make these judgments than the immediate supervisor, with respect to class time, the faculty member.

Every faculty member (with respect to student) and every supervisor (with respect to those in the supervisor's area) is encouraged to develop reasonable guidelines through which to ensure that s/he responds appropriately and fairly to all such requests. Guidelines should be consistent with university policy on student attendance or faculty absence and with staff personnel policies. Any time away during normal working hours that involves compensation to an employee must be taken as leave time.

To the extent that we have knowledge of it, the administration will certify the legitimacy of the event or other opportunity. Upon request, we will comment on the perceived value of the occasion for participants or for the university. However, the administration will not use blanket requests or authority for released/excused time.

Faculty members must fill out a Leave of Absence Form and submit the form to their respective Division Chairman for signing. The Division Chairman will sign and forward the form to the VPAA for final approval. Leave of Absence forms are available in the "Forms" folder on the MSU website.

Reviewed: Fall, 2008

Sponsors: President and Vice President for Academic Affairs

Faculty Funeral Leave Policy

Faculty members are entitled to funeral leave under the provisions of M701.3-Faculty Personal/Annual Leave policy.

Reviewed: Fall, 2009

Revised: Fall, 2009

Sponsor: President and Vice President of Academic Affairs

Sabbatical Leave Policy

Members of the MSU faculty may be granted a sabbatical leave of absence for either one-half year with full pay, or one full year with half pay, for the purpose of study, research, or other purposes that will increase the faculty member's professional development. MSU provides sabbatical leaves in order to maintain a high level of academic excellence by allowing faculty opportunities for scholarly or professional growth. Typical sabbatical undertakings include, but are not limited to, activities that enhance teaching or research, educational coursework, writing, work related to the visual and performing arts, and travel for the purpose of study or research.

1. All sabbatical leaves are subject to approval of the President upon recommendation from the Tenure, Promotion and Awards Committee and Vice President for Academic Affairs.
2. The faculty member awarded such a leave is required, within six weeks of returning from leave, to submit a report of sabbatical leave activities to the Vice President for Academic Affairs.
3. A full-time faculty member is eligible for a sabbatical leave after he/she has served full-time for six (6) years at the campus.
4. The faculty member shall submit an application for a sabbatical leave that will include the purpose of the sabbatical, a description of the proposed project and a statement of the time requested, which shall be either one-half or one full year.
5. Applications for sabbatical leaves must be received by the Tenure, Promotion and Awards Committee by November 1 of the prior year.
6. The President shall respond in writing to the applicant's request and indicate the reasons for approval or denial. A copy of this response shall be provided to the Vice President for Academic Affairs, the affected division and the Tenure, Promotion and Awards Committee.
7. The campus will grant up to two sabbatical leaves during one academic year.
8. It is expected that the recipient of a sabbatical leaves will return to MSU for a minimum of one academic year. If not, the recipient shall reimburse the University in full for the salary received and fringe benefits paid during the leave.

Approved: August 10, 2004

Reviewed: Fall, 2008

Sponsor: President's Cabinet

Salary Administration Policy

A. Philosophy and Objectives

The primary purpose of the salary administration process at Mayville State University is to further the institution's mission by attracting and retaining qualified employees. Individuals involved in the process will strive to make decisions fairly and communicate them effectively. In an environment of limited resources, salary adjustments are particularly sensitive issues. As a result, Mayville State University is committed to an open and honest dialogue.

B. Methods and Guidelines

The ability to make salary adjustments at the campus level depends on legislative action and State Board of Higher Education (SBHE) guidelines. In some years, the campus may not receive funds or authorization for exercising discretion with salary allocation.

Salary adjustments are divided into two main categories: annual budgeted salary adjustments and other salary adjustments.

- 1) When the campus is authorized to make annual salary adjustments, the decision process is as follows:
 - a) The vice president for business affairs provides the president and vice presidents with relevant information from the ND Legislature and the SBHE, including any guidelines from the Chancellor and the Cabinet.
 - b) The president and the vice presidents determine priority needs of the institution that requires use of salary dollars. The president and vice presidents establish the guidelines for salary distribution, including:
 - i) Amount required to meet the mandates from the legislature or State Board of Higher Education.
 - ii) Amount to be distributed across the board for cost of living (terminology is defined in Section E, below)
 - iii) Amounts (if any) to be distributed for any or all of the following: contribution to mission and purpose, internal equity, market or external equity, faculty promotion in rank, or achievement of degree. Human Resources will make available market, retention, and internal equity data to assist in priority determination.
 - iv) Instructions for supervisors regarding their input on individual salary adjustments
 - c) The president informs the Finance and Plant Committee (F&P) of the guidelines, funds available, and priority needs and provides the F&P Committee with an opportunity to offer relevant advice to the president and vice presidents.
 - d) When funds are available for increases beyond cost of living, the president and vice presidents ask all supervisors to submit recommendations with written documentation regarding salary increases for individuals other than across-the-board.
 - e) The president and vice presidents consider F&P Committee advice; supervisor recommendations; market, retention, and internal equity data; and other input and make recommendations to the president on salary increases for individuals.
 - f) The president and vice presidents provide the F&P Committee with summary information regarding salary increase decisions.
 - g) The president presents the salary budget to the SBHE. A copy of the approved budget is placed in the university library.
- 2) Other salary adjustments may be made during the year, including post-probationary adjustments for banded staff, band change adjustments, changes in position, market, internal equity, workload adjustments, interim appointments, and one-time payments to individuals. Change requests are

initiated by supervisors and require approval from Human Resources and the relevant vice president or president.

C. Process for Impartial Review of Salary Adjustment Decisions

Current grievance policies provide an impartial review of a salary decision. An employee who thinks that the decision concerning his or her salary is inappropriate may request a review, as follows:

1. Banded Employees: Section 28 of the NDUS Human Resource Manual.
2. Faculty: NDUS Policy Manual, Section 612.
3. All Employees: Any person who believes that an inequitable salary decision was made on the basis of race, color, religion, national origin, sex, disability, age, veteran's status, or sexual orientation may wish to refer to MSU Policy Manual, Section M612, Equal Opportunity Grievance Procedures.

D. Distribution and Communication of Policy

The Salary Administration Policy is included in the MSU Policy Manual, Section M702.4. The administration and appropriate committees are to disseminate information regarding this process during deliberations and public forums.

E. Definitions and Guidelines

- 1) Terms that apply to annual salary setting:
 - a) Cost of living adjustment - an across-the-board amount, either a fixed dollar figure or a percentage that is related to changes in the cost of living. Cost of living adjustments become part of an employee's base salary. Cost of living adjustments are usually based on changes in the Consumer Price Index.
 - b) Contribution to Mission and Purposes - Contributions to the achievement of institutional mission and purposes as defined in MSU Policy Manual, M100.7.
 - c) Faculty promotion in rank - tenured or tenure-track faculty receiving a promotion in rank as follows will receive the following salary increases respectively:
 - i) Instructor to assistant professor status - salary increase of \$1,000
 - ii) Assistant professor to associate professor status – salary increase of \$1,500
 - iii) Associate professor to full professor status – salary increase of \$2,000
 This increase becomes a part of the employee's base salary and will take effect in the next budget cycle.
 - d) Faculty tenure approval – tenure-track faculty receiving approval for tenure status by the Tenure, Promotions & Awards Committee and State board of Higher Education will not receive a salary increase.
 - e) Achievement of degrees or industry-recognized certifications - Tenured or tenure-track faculty who complete a terminal degree in their field will receive a base salary increase of \$1,000 as a part of the employee's base salary. Faculty or staff who complete academic degrees or industry-recognized certifications may receive a base salary increase to be determined by the supervisor and vice president according to the circumstances. Any such base increases would take effect in the next budget cycle.
- 2) Terms that apply to adjustments that may be made either during the year or through the annual salary adjustment process:
 - a) Post-probationary adjustments for banded staff - Following successful completion of an initial probationary period, an employee is eligible for a salary increase up to 5%. Percentage is determined at the time of hire. The employee's supervisor (NDUS Human Resource Policy Manual 5.1.2) completes a review form.
 - b) Band adjustments for banded staff may result in a change in salary (NDUS Human Resource Policy Manual 5.1.4).

- c) Adjustments for changes in position - an employee who moves from one position to another with higher pay must be paid at least the minimum of the new pay range. Employees with a current salary in excess of the minimum for the new pay range may still receive a pay increase depending on availability of funds, consideration of internal equity, or other factors. A change in position with the same band is not eligible for an increase without written documentation of increased level of responsibility. A change in position may result in a salary reduction, even though no change in job band or family occurs (NDUS Human Resource Policy Manual 5.1.5). Non-banded staff may receive a salary adjustment consistent with changes in responsibility and subject to considerations of availability of funds, internal equity, and other factors, subject to approval of the appropriate supervisor, vice president, and the president.
- d) Workload adjustments - documented reassignment or changes in duties/responsibilities may be initiated with approval of the appropriate vice president and the president. Such adjustments must be independent of the process of band adjustment and may not be used to justify a band change salary adjustment (NDUS Human Resource Policy Manual 5.1.3). Adjustments for interim appointments and administrative assignments are limited to the period for which the assignments are made and do not become part of the salary base. Salary adjustments for banded interim appointments are subject to NDUS Human Resource Policy Manual 5.1.7.
- e) Internal equity - a comparison of salaries for similar positions at MSU with consideration of previous related experience, sustained changes in workload, education, or responsibilities of the position. Internal equity adjustments become part of an employee's base salary.
- f) Market or external equity - a comparison of MSU salaries with those of other institutions or employers. National and regional data may be used. Market or external equity adjustments become part of an employee's base salary. Typically, market considerations are part of the initial salary offer within the context of the campus salary structure. Market adjustments should be part of a campus-wide salary recommendation rather than a justification for increasing the salary of a single employee.
- g) One-time payments - payment made to an individual when supervisor, Human Resources, and relevant vice president agree that the individual has made a contribution deserving of financial recognition on a one-time basis, not to be included in the individual's base salary.
- 3) Part-time employees -
 - a) Temporary - Temporary employees are not eligible for annual salary increases. They may be eligible for other salary increases.
 - b) Regular - Regular employees are those who receive fringe benefits. They are eligible for both annual and other salary increases in accordance with relevant policies and procedures.

Reviewed: Fall, 2008

Sponsor: President

Overtime, Comp Time, and Flex Hours

1. Time actually worked in excess of 40 hours per week shall be considered overtime and must be compensated at the rate of time-and-one-half, except for approved time-off plans for overtime compensation or employees who are exempt under wage and hour laws.
 - a) In establishing a 40 hour work week, leave with pay and holidays will be counted as hours worked.
2. Overtime provisions are not applicable to exempt employees, as identified by federal wage and hour criteria. In order to be considered exempt from overtime provisions of the Fair Labor Standards Act, an employee must be in a position that can be substantiated to be of an executive, administrative, or professional nature. Whether an employee is exempt depends on duties, responsibilities and salary. Contact the Human Resources Administrator or the Business Office for assistance in determining exempt status.
3. Overtime provisions are not applicable to faculty.
4. For employees exempt from overtime, department heads may arrange time-off for recognition of required, continuous or excessive overtime by the exempt employee.
5. Overtime hours may be approved on the basis of emergency circumstances or when it is impractical to maintain an additional temporary work force adequate to handle peak loads during hours. Overtime hours must be authorized by the nonexempt employees' department head. Overtime work shall be assigned on an equitable basis.
6. An employee called back for emergency service after completing his/her regular day's work shall receive compensation in accordance with the union/institutional agreement in effect or at the rate of time-and-one-half. Guaranteed minimum pay for call back will be two hours at time-and-one-half.
7. Regular employees who are required to work on a holiday because of the nature of their work or because of the nature of their regular shift shall receive additional pay at straight time (double hourly pay) for hours worked on those days, except Sunday.
8. Temporary employees shall be paid time-and-one-half for hours worked in excess of 40 hours per week.
9. Work which is not requested by a supervisor but is permitted must be counted as hours worked.
10. When an employee is given a work assignment in a secondary location requiring travel time, such travel time is counted as time worked.
11. Date and time of overtime hours worked must be documented in writing.
12. In lieu of overtime cash payment, the employee may be given equivalent time-off (comp time) from the job. Time-off (comp time) must be given at one-and-one-half times the overtime hours worked. The time-off (comp time) must be taken within the pay period the overtime was worked.
13. Department heads have discretion to do flex schedules with their staff as long as the department maintains the core hours coverage of 8:00 a.m. - 4:30 p.m. during regular school year and 7:30 a.m. - 4:00 p.m. during summer hours.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Distance and Summer Course Compensation Policy

This policy provides a compensation structure to encourage faculty to be entrepreneurial in their course offering in order to maximize the audience membership. In doing so this policy addresses the compensation involved in three distinct categories:

1) Voluntary Overload Distance Courses and Summer Courses

Description: This category includes all distance courses taught on a voluntary basis by faculty during the fall or spring semesters or any coursework taught during the summer sessions unless required for program rotation (see number 2).

Compensation: If the enrollment in one of these courses is from 1 to 15 students then the faculty member will be paid \$75 per student per credit. If the enrollment is between 16 and 20 students then the faculty member will simply be paid \$75 per student per credit for the first 15 students. If the enrollment exceeds 20 students then a new section of the course will be created and additional compensation will begin again at the same rate as the first section. If creating an additional section of the course is prohibitive then the faculty member will be compensated at the initial rate (\$75 per student per credit) for the next 15 students. The level of compensation will be determined after the last day for a student to add a course.

2) Program Required (or High Priority) Overload Distance Courses

Description: This category includes all distance courses taught on a required basis by faculty or any high priority distance courses taught. Commitments made by the University to offer coursework through distance methods in a timely manner may cause a faculty teaching load to exceed 12 credits or may require the course to be taught in the summer session. High priority distance courses are distance courses that may have low enrollments to begin with but given proper market conditions are expected to grow very quickly. In order for a distance course to be placed in this category instead of the previous category, Chair and Vice President for Academic Affairs approval is necessary.

Compensation: If the enrollment in one of these courses is from 1 to 15 students then the faculty member will be paid the standard overload rate (typically \$750) per credit. If the enrollment is between 16 and 20 students then the faculty member will be paid \$1125 per credit. Like the previous category, if the enrollment exceeds 20 students then a new section of the course will be created and additional compensation will follow the Voluntary Overload guidelines stated above. If creating a section of the course is prohibitive then the faculty member will be compensation at the Voluntary Overload rate of \$75 per student per credit for the next 15 students. . The level of compensation will be determined after the last day for a student to add a course.

3) Hybrid (Mixed) In-load Distance Courses

Description: This category includes all courses taught that included a mixed audience of on-campus students and distance students within the same section. The compensation involved in this category is to encourage faculty to be creative in the use of technology to overcome low enrollment course issues. A hybrid course will only be taught if a faculty member and the appropriate Chair believe that an on-campus course can be taught in a fair and reasonable manner to a mixed audience consisting of both on-campus students and distance students. Since the various technologies used have different limitations, the maximum enrollment in these hybrid courses will need to be pre-determined by the faculty member and their Chair.

Compensation: The faculty member will be paid \$150 per credit.

Adopted: Spring, 2009

Sponsor: Vice President for Academic Affairs

Early Retirement Policy

To implement the early retirement policy of the State Board of Higher Education, Mayville State University has adopted the following policies and procedures:

1. Whether or when an individual will take early retirement is always a matter of mutual agreement between the individual and the university. In the absence of mutual agreement, employment is unchanged.
2. These policies and procedures are intended to provide maximum equity and fairness in the treatment of early retirement candidates. The university does not budget for early retirement. Any funds that may be available for early retirement buy-outs are limited to potential savings from replacement hiring or from reallocation. Tight budgets and legislative uncertainties make it inevitable that the response of the administration will vary over time.
3. Individuals who are considering early retirement should carefully read the State Board Policy 703.1 to verify their eligibility and identify the early retirement options. For a confidential discussion or questions, the individual may wish to consult the university's human resources specialist. Retirement planning assistance is available from TIAA-CREF.
4. To aid in planning, individuals who are seriously considering early retirement are encouraged to notify the Vice President in their area as soon as they are comfortable doing so. At that time, they indicate whether they are seeking an early retirement buy-out and, if so, in what amount.
5. The administration will review all requests for buy-out and assess any strategic considerations that may affect the welfare of the university. Such considerations could include, for example, the student-faculty ratio in the department, potential for hiring an adequate replacement, or the need to change program direction with new expertise. Strategic considerations will affect the priority order for addressing the requests. In the absence of strategic considerations, requests will be addressed in the order in which they were received.
6. The administration will notify the individual as soon as possible whether it appears that funding may be available for an early retirement buy-out. With respect to retirements planned to start in odd-numbered years when the legislature establishes the university's biennial budget, it may be difficult to identify funding options until late spring of that year.

The only buyout option is a payment equal to the family medical insurance cost for the buyout period. The university will calculate the buyout amount based on current premium rates. Individuals can take the buyout amount in a lump sum cash payment, or have the university pay their medical premiums in which case the university will cover any increase in premiums during the buyout period.

All faculty requests for early retirement must be submitted to the VPAA's office. Other eligible individuals must submit their requests to the President's office.

The only exception to this policy is if conditions require the University to make major organizational or program related changes.

Reviewed: Fall, 2008

Sponsor: President

TIAA/CREF

The North Dakota State Board of Higher Education established the TIAA-CREF Retirement Plan for North Dakota State Institutions of Higher Education as of January 1, 1964. Contributions under this defined contribution (money purchase) plan are applied to individual annuities issued to each participant by Teachers Insurance and Annuity Association (TIAA) and/or College Retirement Equities Fund (CREF).

1. Eligibility

Permanent employees in the following categories are required to begin participation immediately upon employment; however, employees with credited years of service with the North Dakota Public Employees Retirement System (NDPERS) may continue participation in PERS in lieu of participation in this retirement plan.

Participation

All eligible Class I and Class II employees are required to begin participation in this retirement plan immediately upon employment. In lieu of participation in this plan, eligible employees, having accrued retirement benefits under the North Dakota Public Employees' Retirement System (PERS), may elect to continue participation in PERS. A PER's participant, transferred or reclassified to a position that qualifies for participation in this plan, may elect to become a participant by making such election within 60 days of being transferred or reclassified. In the absence of such election, the right of participation in this plan is irrevocably waived.

Class I - Teaching and research faculty with ranks of professor or associate professor, research personnel with equivalent rank, and executive and administrative staff.

Class II - Teaching and research faculty with ranks of assistant professor or instructor, research personnel and lecturers with equivalent rank, and professional staff.

Notification

The Institution will notify each eligible employee when participation in the plan begins. Each participant is entitled to the benefits and is bound by all of the terms, provisions, and conditions of this plan, including any and all amendments, which from time to time may be adopted, including the terms, provisions and conditions of any contract and/or certificate under the plan.

2. Plan Contributions

The Institution will plan contributions in accordance with the following schedule:

Employment Classification	Years of Service	Your Contribution	Institution's Contribution	Total
Class I	0 - 10	1.5% of salary	9.5% of salary	11% of salary
	over 10	2.0%	10.0%	12.0%
Class II	0 - 2	0.5%	4.5%	5.0%
	3 - 10	1.5%	9.5%	11.0%
	over 10	2.0%	10.0%	12.0%

Contributions are vested and belong to you the day your institution begins making them.

* Employees shall be given credit for the years of service during which they accrued retirement benefits under the North Dakota Public Employee Retirement System, North Dakota Teachers' Fund for Retirement, and/or TIAA-CREF. Credit for TIAA-CREF years of service shall also include credit earned at other institutions, including out-of-state institutions, provided employee has a current TIAA-CREF contract (i.e., was not repurchased).

During a paid leave of absence, the Institution will continue its plan contributions for a participant on the basis of salary then being paid by the Institution.

Retirement Age and Date

Early retirement under this plan is permitted when employment ceases on or after an attainment of age 55. Normal retirement age is 65. The normal retirement date is the last day of the fiscal year in which age 65 is attained. Beginning January 1, 1994, compulsory retirement of tenured faculty members is prohibited pursuant to the Age Discrimination in Employment Act. The employing institutions will make contributions for participants who have attained retirement age and who continue in employment, provided participants who have attained retirement age and who continue in employment, provided participants also continue at the rates specified.

3. Benefits

Retirement Benefits

Following retirement or earlier termination of employment, a participant may elect to receive benefits under any of the options set forth in the contracts between the Fund Sponsors and participants and/or the Institution.

Cash Withdrawals

A participant who has terminated employment is generally entitled to receive benefits in a single sum on accumulations in CREF and in substantially equal installments over a 10-year period for accumulations in TIAA, as allowed under the TIAA contract under this plan upon the attainment of age 55. A cash withdrawal will be made only with the consent of the participant.

Benefits will thus be payable only as annuity income for at least the participant's lifetime, unless the participant has attained age 55, except to the extent that provisions for Repurchase and the Retirement Transition Benefit may apply.

Repurchase

In the event a participant in this plan terminated employment for reasons other than retirement or disability and requests that TIAA-CREF repurchase his or her annuity, the employing institution will approve such repurchase provided the participant is not employed by or moving to another institution having a TIAA-CREF retirement plan for which he or she will be eligible, and provided the repurchase meets the other conditions under which TIAA-CREF will repurchase annuities. Upon repurchase the entire amount accumulated in the annuities (less any repurchase charge) will be payable to TIAA-CREF to the participant and shall be in full satisfaction of the participant's rights to retirement and/or death benefits.

Retirement Transition Benefit

The Retirement Transition Benefit permits a participant to receive a don-time payment of up to 10% of his or her Accumulation Account(s) in TIAA and/or the CREF Account(s) at the time annuity income begins, provided that the one-sum payment from each TIAA contract and/or CREF Account(s) does not exceed 10% of the respective Accumulation Account(s) then being converted to retirement income. The Retirement Transition Benefit will be put into effect only with the consent of the participant.

Death Benefits

In the event a participant dies prior to commencement of retirement benefit payments, the full current value of the Accumulation Account(s) is then payable to the Beneficiary or Beneficiaries named by the participant, under one of the options offered by the Fund Sponsor(s).

4. Plan Year

The “plan year” is July 1 through June 30 of each year. Records for each participant to whom annuity contracts have been issued are maintained on the calendar year basis. TIAA-CREF sends each annuity owner a report of premiums and benefits summarizing the status of his or her annuity contracts quarterly. Similar reports or benefit illustrations may be obtained by a TIAA-CREF annuity owner upon termination of employment or any other time by writing or calling directly to TIAA-CREF.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Health Insurance

All ¹regular permanent employees of the state institutions under the North Dakota State Board of Higher Education are eligible for group health insurance. Application (including dependent coverage, if desired) should be made upon employment or within 30 days after employment. Coverage will be effective on the first of the month following the employee's eligibility date. If requested effective date is beyond this period, the applicant is required to provide medical information for eligibility. Blue Cross Blue Shield underwrites the state group health and accident plan.

The institution pays the premiums for all eligible employees who wish coverage on either the single or family plan. An explanation of coverage and deductibles can be obtained from the Business Office.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

¹ Regular permanent employees are those who are filling a full-time position by working at least 17 2 hours per week for five months out of a year in a fully funded position.

Life Insurance

All regular employees are also eligible to enroll in the group life insurance program. The state provides each eligible employee with a \$1,300 term life policy; additional term life insurance for the employee, spouse and dependents may be purchased at additional cost.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Travel

Mayville State University employees are required to follow the state travel guidelines as set up by the Office Management and Budget. The complete list of policies regarding travel by state employees may be found in detail under “Fiscal and Administrative Policies” at <http://www.nd.gov/fiscal/>.

In-State Travel

Employees who are required to travel in an official capacity are reimbursed for expenses only. No charge accounts are to be maintained with motels or restaurants for the purpose of allowing employees to charge expenses directly to their institution.

In the event an employee is asked by administration to represent the University at a meeting or activity, the University will pay all of the travel expense except in cases where the expenditures involved do not comply with the requirements of state travel regulations. Reimbursements for food and lodging may not exceed the current approved state rates for travel within the state. Receipts are required for hotel bills. In all cases, staff should request state government rates at motels and hotels and show staff I.D. cards to obtain minimum rates for lodging. Travel expenses to professional meetings within the state are normally paid from departmental funds. If funding is not available in the departmental travel account, the employee may request University assistance. The extent to which the University can assist in paying for such travel is dependent on the availability of funding.

In- State Meal Allowance

NDCC Chapter 44-08-04 provides for reimbursement of employee expenses for meals and lodging while an employee is away from their normal working and living residence.

Chapter 44-08-04 provides that reimbursement is allowed only for overnight travel and other travel while away from the normal place of employment for four hours or more. Employees will not be reimbursed for the first quarter if travel began after 7:00 a.m. In order to claim expenses for the second and third quarters, the employee must have been in travel status one hour before the start of the quarter being claimed, and travel status must extend at least one hour into the quarter being claimed. Effective rates are:

<u>Qtr.</u>	<u>Time</u>	<u>Meal Allowance</u>	<u>Receipt</u>
1	6 a.m. to noon	\$ 6.00	No
2	Noon to 6 p.m.	\$ 9.00	No
3	6 p.m. to midnight	\$ 15.00	No
4	Midnight to 6 a.m.		Yes

In-State Lodging

The 4th quarter covers lodging. Maximum of \$69.30 plus any additional applicable state and local taxes on lodging. If the room is more than \$69.30, the individual may only be reimbursed for the additional taxes based on \$69.30, and the additional taxes must be pro-rated.

The *original lodging receipt* (NOT a credit card receipt) must be attached to the travel voucher and it must show the amount paid by the claimant. State government rates should be requested in making arrangements.

Miscellaneous Claims

Whenever a charge is made under the “Miscellaneous” column on travel vouchers, it requires detailed explanation and a receipt must be attached if the item is greater than \$10. Examples of non-reimbursable expenses are:

1. Alcoholic beverages
2. Entertainment
3. Late check-out charges
4. Parking tickets or other traffic tickets
5. Laundry

Parking fees may be claimed only with a receipt from a hotel/motel or airport.

Use of Personal Vehicle

Employees when required to travel by motor vehicle or truck in the performance of official duty, shall use a state-owned vehicle, whenever possible.

When an employee drives a state fleet vehicle, the State’s liability coverage is primary should an accident occur. If an employee drives a personal vehicle on state business, the employee’s personal insurance is primary. If an employee must drive a personal vehicle because no state fleet vehicles are available, then the State would have primary responsibility.

If an employee is allowed to use a personal vehicle, reimbursement will be made according to the rates below. Reimbursement for mileage for use of personal vehicles within the state is allowed as follows:

- Private vehicle mileage reimbursed at 55.5¢ per mile in-state.
- The per mile reimbursement is construed to include all vehicle costs. No claims will be allowed for tolls, parking, fines, etc., that would be in addition to the per mile reimbursement.

Taxi and Commercial Transportation

- Taxi fees are reimbursed at actual cost. Receipts are required for any single claim of more than \$10.00.
- Employees may be reimbursed for actual airfares paid for travel on official state business. Proper supporting documentation must be attached to the travel voucher as a receipt

Telephone Calls While Traveling

- Reimbursement will be limited to \$5 per day. Allowance for calls not made on one day cannot be carried forward and used on another day. For example, if an employee did not make a call on Monday, the employee cannot claim \$10 for calls made on Tuesday.
- An overnight stay is required to claim this expense. A claim for reimbursement may only be made when an employee can claim the fourth quarter.
- A claim for this expense may not be made for “free minutes” used on a personal cellular phone.
- In order to claim this expense, the charge must appear on the receipt submitted for lodging, or on a separate report.
- Emergency phone calls will be considered on an individual case basis.

Travel Advances

The following allowances are made for travel advances pursuant to NDCC Chapter 44-08-04.2.

"Any state agency shall advance at the request of the agency head for employees of that agency funds to be used for payment of meal and lodging expenses incurred while the official or employee is traveling on official business of this state, provided that such travel must be planned to be **in excess of five days per month**, whether or not consecutive, and provided that the funds advanced do not exceed eighty percent of estimated expenses for the period. Travel advances must be approved by the chief executive officer or a designee of the agency involved. Funds advanced for meals and lodging under this section shall be accounted for as required under section 44-08-04 for travel.

These funds must also be reflected on the travel voucher subsequent to the dates of travel.

Out-of-State Travel (Faculty)

All faculty planning to travel out-of-state must secure prior written approval of the President of the University or Vice President for Academic Affairs. Forms for such approvals are available on the MSU Portal in Faculty/Staff Forms & Policies in the Academic Affairs folder (faculty). Faculty should plan trips so they are absent from classes no longer than four consecutive class days. No travel reimbursement will be paid unless this authorization is attached to the voucher when a claim for reimbursement is made.

Out-of-state travel guidelines for Mayville State University are as follows:

- Early in the academic year, full-time faculty will be requested to submit out-of-state travel forms detailing their anticipated trips for the fiscal year. Requests for travel funds will include information such as anticipated length of absence, travel distance, cost of transportation, meals and lodging, and total travel funds requested. The Application for Out-of-State Travel form for faculty is located on the MSU Portal.
- In distributing travel funds an equal amount will be reserved for each full-time member of the faculty until **November 1**. After that date, funds which have not been encumbered by the submission of a travel request form will be distributed among the faculty on a first come, first served basis. Faculty whose requests for funding exceed the original reserved amount may apply for additional support.

In distributing unreserved travel funds, the following factors are considered:

- No faculty should be given funds to make a second trip during an academic year until all faculty/staff members requesting funding have had an opportunity to make one trip that year;
- There will be an attempt to equalize funds among disciplines;
- Faculty who have not traveled in recent years will be given preference over those who have done so;
- Benefits to the University and the State will be evaluated in determining which faculty or staff secure funding;
- Employees nearing retirement or on one-year appointments have lowest priority.

After the travel is completed, the faculty member must submit a travel voucher with receipts of the travel to the Vice President of Academic Affairs office for reimbursement of travel expenses.

Out-of-State Travel Amount Allowed

Meals

The out-of-state meal allowance rates for cities outside of North Dakota are available on the web at: <http://www.state.nd.us/fiscal>. Any city not included on this schedule will be at the GSA rate of \$46.00 per day.

The expense allowance for each quarter of any 24-hour period is as follows:

1st Quarter	6:00 a.m. to 12:00 Noon	20% of daily rate
2nd Quarter	12:00 Noon to 6:00 p.m.	30% of daily rate
3rd Quarter	6:00 p.m. to 12:00 midnight	50% of daily rate

Lodging: Actual cost, receipt required.

Miscellaneous Claims: Same as in-state.

Taxi and Commercial Transportation: Same as in-state.

Private Vehicle Mileage:

Reimbursement for mileage for use of personal vehicles outside of the State is allowed as follows:

1. When airplane and taxi fares are accepted in lieu of mileage.
2. When reimbursement is at a rate of 55.5¢ per mile to a geographic point 300 miles from the borders of the state, and 18¢ per mile for the remaining distance.

PROVIDED THAT the lesser amount of (1) or (2) above shall be allowed. If more than one state employee travels in the same vehicle, 55.5¢ per mile for the entire trip will be allowed.

The rate for aircraft is 83¢ per mile, subject to provisions of NDCC 54-06-09.

Leased Vehicles: Same as in-state.

Private aircraft use will be reimbursed at 83¢ per mile.

Telephone calls while traveling: Same as in-state.

Reviewed: Summer, 2012

Revised: July 10, 2012

Sponsor: Vice President for Business Affairs



MAYVILLE STATE UNIVERSITY

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Use, Transfer and Disposal of Public Property

This policy is to be used in conjunction with SBHE Policy 611.5 “*Employee Responsibility and Activities: Outside Employment of Consulting Practices; Use of Institution Property*”; SBHE Policy 1910.2 “*Use of State Vehicles*”; and SBHE Policy 1901.2 “*Computing Facilities*”.

Equipment Purchases and Inventory

When an item costing over \$5,000 is purchased, the department purchasing the item will prepare a request for payment form and submit to the business office for processing with supporting documentation and proper approval. If the purchase was made by credit card, the department purchasing the item will submit supporting documentation and approval with the monthly credit card statement. The department purchasing the equipment will complete a new equipment worksheet form located at *J:\Staff\Forms and Policies\Business_Office* and return to the business office. The business office will then enter the asset into the fixed asset system, assign an inventory tag number, and send that inventory tag to the department to attach to the equipment within one month of new equipment worksheet submission.

Each department Chair or Supervisor will be required to attest to their continued custody of each asset on a yearly basis in compliance with North Dakota Century Code (NDCC) Section 44-04-07. The business office will prepare and distribute a listing of equipment items to the campus departments each year prior to April 30th. The departments will verify the continued custody of the property and return the signed listing to the business office by May 31st.

Equipment Disposal

Items that have a cost value of \$5,000 or more are to be approved for disposal by the business office. The disposing department will fill out the disposal of equipment worksheet located at *J:\Staff\Forms and Policies\Business_Office*. The inventory tag should accompany this worksheet. If no inventory tag is present an explanation as to why the inventory tag does not accompany the worksheet should be included.

The business office shall report all equipment costing \$5,000 or more to state surplus property. If state departments or agencies do not express interest in the property at that time, then the university shall dispose of the item. No university employee shall receive any personal benefit from the disposal of the item. Equipment not inventoried (less than \$5,000 cost value) shall also be reported to surplus property if there is a possibility the item could be useful to another state agency or department.

Items to be disposed of that were originally purchased with federal funds need to be processed through the principal investigator of the grant or department Chair or Supervisor, as appropriate, prior to following the protocol listed above. The disposal must proceed in a manner consistent with the federal granting agency rules and regulations.

Use of Public Property

State law prohibits employees from using public property for personal purposes when such use is unauthorized and the employee knows that there is some risk of loss or detriment to the government. It is at the discretion of the responsible supervisor whether to approve or deny a request to use equipment off campus or to take equipment home. Certain personal incidental uses of university property are allowed and within reason, so long as this limited use does not result in any loss of the property.

Employees are allowed unlimited use of campus owned PC equipment off campus for work related activities. There are circumstances when it is necessary for employees to take university equipment home, for a period of time, to facilitate the completion of specific job assignments. Employees may use university equipment at home provided the employee accepts full responsibility for any loss or damage to

the equipment, if the university's insurance does not cover the equipment. The university's insurance will only cover equipment that is temporarily off campus. "Temporarily" normally means no longer than three months.

The equipment must be returned to the university when its use at home is no longer necessary, or authorized, or when the employee terminates employment. Failure to return equipment may constitute theft of property and may result in criminal charges and other appropriate sanctions and actions against the employee.

Employee Reprisal Prohibited

NDCC Section 34-11.1-04 protects an employee from negative job reprisals for, in good faith, reporting violations of law or misuse of public resources. Mayville State University encourages employees to come forward with reports of misuse of property. Employees may report violations of law or misuse of public resources, without fear of reprisal, to the President, Director of Human Resources, or to the employee's supervisor. Employees who make such reports cannot: be dismissed from employment, have salary increase or employment-related benefits withheld, be transferred or reassigned, be denied a promotion which they otherwise would have received, be demoted, or be discriminated against in any other term or condition of employment on the basis that they made such report. However, an employee who intentionally furnishes false information is subject to disciplinary action, up to and including termination.

The university employee who receives a report of violations of law or misuse of public resources must take action on such reports. That person is responsible for referring the issue to the appropriate vice president for follow-up. The determination made by the vice president as to the accuracy of the report of the violation of law or misuse of public property, and any subsequent disciplinary action taken, shall be documented.

Adopted: November 15, 2010

Reviewed: Summer, 2012

Revised: June 18, 2012

Sponsor: Vice President for Business Affairs

MSU Credit Card Processing

Purpose

The purpose of this policy is to define the guidelines for accepting and processing credit cards

Policy

All credit card transactions processed by MSU employees must meet the standards outlined in the policy:

- a. Credit card information should be accepted online, by telephone, mail, or in person. This information should not be accepted via e-mail and departments should not e-mail credit card information.
- b. Cardholder data must be locked in a secure area. Access should be limited to individuals that require the use of the data. Access should also be restricted on a 'need to know' basis.
- c. Only essential information should be stored. Do not store the Card Validation Code (also known as the Security Digits, V Code, or CID). Do not store users PIN's or the full data from a cards magnetic stripe.
- d. Credit card information should only be retained for the time needed to process, or if retained for reconciliation, for as long as one-year maximum.
- e. Credit card information, if it does not need to be retained, should be destroyed. Information should be destroyed by shredding (cross-cut) immediately after processing, or immediately after they no longer need to be retained.
- f. Credit card receipts may only show no more than the last four digits of the credit card number. If receipts show more than the last four digits, the receipts must be shredded or retained in a secure area.

Exceptions to the policy may be granted by the Vice President for Business Affairs

Adopted: May 4, 2009

Sponsor: Vice President for Business Affairs

Recruiting Expenses

The University normally extends an invitation for an interview with the understanding that a candidate will receive reimbursement for appropriate travel-related expenses in the following situations:

- a) the candidate brought to campus for an interview is offered and accepts a position.
- b) the candidate brought to campus is not offered a position.

If, however, a candidate is offered a position and declines, the University will not provide reimbursement of expenses.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Moving Expenses

The University, depending on availability of funds, normally assumes the actual moving expenses up to an amount equal to one half of one month's salary. Reimbursement requires that the employee submit receipts documenting expenses.

Specific provision regarding personal travel is included in SBHE Policy Section 806.3.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Mobile Communication Policy

The purpose of this policy is to detail the procedure for reimbursing employees for the use of personal cell phones while conducting university business.

General Information

If an employee requires a cellular phone in order to perform his/her duties, the employee, with approval of the supervisor, department head and respective Vice President may receive an allowance. The supervisor may select an affordable monthly allowance based on actual business use. Allowances received by the employee will be included in their payroll and will be treated as taxable income.

Because the entire University contribution toward the cell phone plan is wages to the employee and is treated as taxable income, no detailed documentation of personal or business call is required.

The University contribution toward the cell phone plan is not considered an entitlement, is not part of an employee's base salary, and may be changed and/or withdrawn by the University at any time. It will be paid in semi-monthly installments from departmental funds as authorized by the supervisor.

Level of Allowance

Supervisors are responsible for determining and approving the appropriate allowance amount for an employee based on the responsibilities of the employee's position. Factors that should be considered in making the determination should include the appropriate number of plan minutes, long distance calling options, data plans and other plan features that are required for the performance of the employee's job responsibilities. The allowance may be up to \$960 annually over the duration of an employee's contract. If extraordinary business usage results in a billed amount that is significantly more than the allowance amount, reimbursement may be sought through expense reimbursement procedures. Allowances received by the employee will be reported as taxable wages.

Adopted: October 6, 2008

Reviewed: Fall, 2010

Revised: December 13, 2010

Sponsor: President's Cabinet

This policy was previously listed as M706.4-Mobile Communication Policy and was reassigned this new policy number to match the corresponding SBHE policy number.

Employee Tuition Waiver Policy

1. SBHE policy 820 applies to “benefited employees,” who are defined in SBHE Policy 703.2 as employees, including probationary employees, who work at least 20 hours per week and 20 weeks each year.
2. Employees wishing to enroll with a tuition waiver pursuant to SBHE policy 820 or NDUS Human Resources Policy Manual section 33 (see those documents for further guidelines) must complete an “Employee Tuition Waiver Request” form. The supervisor and Vice President for Academic Affairs must approve the request.
3. Upon approval, employees are responsible for registering for classes through regular admission/registration procedures.
4. Classes taken under this policy need not be job-related.
5. Employees may take classes at other NDUS institutions under this policy, subject to the terms imposed at that campus. Employees doing so are responsible for taking a copy of the signed waiver to the proper office on the campus of enrollment.
6. The employee tuition waiver shall not be applicable to self-supporting and/or continuing education activities.

NOTE: Waiver does not apply to special classes or technology fees.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Employee Dependent Tuition Waiver Policy

1. Any dependent of a benefited Mayville State University employee who is enrolled as a full time student would be eligible for the tuition waiver, effective fall, 2009.

- a. A qualified dependent is defined as a child, stepchild, or dependent as defined by IRS rules and regulations.
- b. A dependent who is also a regular, benefited employee is only eligible for the employee tuition waiver outlined in NDUS Policy 820 Section e, and is not eligible to receive the dependent waiver.
- c. The dependent must meet enrollment standards and register for classes through regular registration procedures.
- d. The employee must be employed on the first day of each semester to be eligible for the discount.
- e. A regular, benefited employee is one who qualifies for medical and retirement benefits per NDUS HRMS policy 2.2 or NDCC 54-52.1-01 #4.

2. The tuition discount is either 25% or 50% of the tuition for MSU classes per dependent.

- a. The waiver applies to resident tuition, or an equal amount applied to non-resident tuition.
- b. The waiver is applicable only during the regular fall or spring terms.
- c. In order to receive the 50% reduction in tuition, a qualified dependent child must reside in campus housing and have a board contract. This room and board requirement would be in force for any term that the dependent student receives the tuition waiver, even if the student were qualified to live off campus. A 10 or 14 meal board contract would be required for freshmen dependents and a minimal Comet Café contract would be required for upper class dependents.
- d. In order to receive a 25% reduction in tuition, a qualified dependent child must either reside in campus housing OR maintain a board contract. This option allows for dependent children to live at home and receive the quarter waiver, as long as they have a board contract in force (Comet Café, 5, 10 or 14 meal options) OR if they reside in upper class housing where a board contract is not required.
- e. The maximum discount for the dependent of more than one eligible employee is 50%.
- f. Fees are not discounted or waived.
- g. Early entry students (dual credit) will not be eligible according to the terms of this policy.
- h. Dependents that drop below full time at any point in the semester will be required to repay the amount of the waiver received.

3. Procedures:

- a. A dependent waiver request is to be submitted to the Office of Human Resources prior to the beginning of the semester for which the waiver is requested.
- b. A birth certificate or most recent federal tax return may be requested prior to granting the waiver.
- c. In accordance with federal regulations, the tuition waiver will be used as a financial resource and become part of the student's financial aid package. The Financial Aid Office may need to adjust aid if the amount of the tuition waiver along with other financial aid, exceeds the total cost of attendance.

Adopted: Spring, 2009

Reviewed: Fall, 2012

Revised: September 4, 2012

Sponsor: Vice President for Business Affairs

Cultural Diversity Waiver Policy

Recognizing the educational benefit for the members of our academic communities derived from a culturally diverse student population, Mayville State has adopted a Cultural Diversity Tuition Waiver Program.

This Cultural Diversity Tuition Waiver Program will grant a maximum amount of waivers of tuition each year, as determined by the Cabinet, to facilitate diversity and the needs of disadvantaged students on our campus.

Tuition waivers should not be used exclusively to benefit one population, but should embrace the needs of students from a variety of circumstances.

CULTURAL DIVERSITY TUITION WAIVERS SELECTION CRITERIA AND ADMINISTRATIVE PROCEDURES

A. DEFINITIONS

1. Cultural diversity for this policy is inclusive of all aspects of human differences, including but not limited to: age, background, citizenship or national origin, disability, ethnicity, gender, gender identity/expression, language, political views, race, religion sexual orientation, socioeconomic status, and veteran status. International students are included under a separate waiver program.
2. American Indians are defined as enrolled members of federally recognized American Indian tribes, and Alaska Natives and Villages as defined pursuant to the Alaska Native Claims Settlement Act; and as such constitute a political group officially recognized by the United States government.
3. Members of underrepresented or minority groups include individuals who identify themselves ethnically as African American, Hispanic/Latino, Asian, Native Hawaiian or Pacific Islander, or multi-racial.

B. AMOUNT OF WAIVERS

The amount of a waiver will not exceed the amount of North Dakota tuition. Tuition waivers do not include fees, books, board, room, and other costs of attendance. Cultural Diversity waivers will consider financial need when they are awarded. Cultural Diversity Waivers may be awarded in combination with other academic and athletic scholarships, but not in combination with Comet Athletic Waivers. Generally, awards will be made for an academic year. Awards can be made for a longer or shorter duration.

The total amount of Education Cultural Diversity Waivers to new education students and those admitted to Teacher Education will not exceed the equivalent of 10 full waivers at the North Dakota Tuition rate. An additional 5 full waivers at the ND tuition rate will be available to meet past criteria and practices which have placed priority on Native American students. Any waivers available after meeting past criteria and practices may be available for the Education Cultural Diversity Waivers.

C. ELIGIBILITY REQUIREMENTS:

There will be two groups of students that will receive priority for consideration for Cultural Diversity Waivers.

1. Members of underrepresented groups or minority students applying for, and being considered for Education Cultural Diversity Tuition Waivers. Students wishing to receive priority consideration in this category must have indicated their minority cultural status when applying for admission to Mayville State. This status will be verified with data from Connect ND. Students may indicate more than one ethnic/minority group in Connect – either the primary or secondary group status will be considered when verifying this status.

2. Native Americans who are enrolled members of federally recognized American Indian Tribes, and Alaska Natives and Villages. Particular emphasis will be given to enrolled members of the Spirit Lake Tribe, Three Affiliated Tribes, Turtle Mountain Band of Chippewa, Sisseton Tribe, and Standing Rock Sioux Tribe. Dependents of enrolled members of these tribes will also receive consideration for cultural diversity waivers, as will graduates of North Dakota tribal colleges. Applicants who wish to receive special emphasis based upon enrollment in a federally recognized American Indian tribe and Alaska Native and Village must attach verification of enrollment to the application.

D. ACADEMIC ELIGIBILITY GUIDELINES

1. Minimum qualifications for new freshmen who are Native Americans are a GPA of 2.00 or higher, and an ACT of 18 or a combined SAT of 1270. In order to be eligible for renewal, recipients must maintain at least a 2.0 cumulative GPA.
2. Members of underrepresented groups or minority students being considered for an Education Cultural Diversity Waiver must meet the following academic criteria. New freshmen must have a minimum of a 2.50 CGPA and new transfers must have a 2.75 CGPA. The criteria for the amount of waiver considered under this category will also include a sliding scale of CGPA and ACT/SAT scores for new freshmen and a variable scale of CGPA for new transfers and will determine the initial amount of the waiver. Renewals of Cultural Diversity waivers under this category are dependent upon a minimum CGPA of 2.75 for freshmen and 3.00 for transfers. Current students formally admitted into teacher education programs must maintain a 2.75 CGPA in order to be eligible for a renewal of their waiver.

E. OTHER ELIGIBILITY GUIDELINES

1. Recipients must be enrolled full-time (12 credits) if they are residential students at Mayville State. Residential students who drop below 12 credits at any point in the semester may be required to repay the amount of the waiver.
2. Recipients enrolled in off campus or collaborative programs must be enrolled in at least six Mayville State credits during a term that they receive a diversity waiver. Off campus or collaborative students who drop below 6 credits at any point in the semester may be required to repay the amount of the waiver. Recipients enrolled as collaborative students will not receive a waiver of tuition for any credits taken from another institution.

F. APPLICATION PROCESS

1. New undergraduates must submit a Cultural Diversity Tuition Waiver application form to the Office of Enrollment Services prior to March 15 in order to receive top consideration.
2. Renewals of waivers to continuing students will be based on meeting academic performance criteria and taking into consideration a student's financial needs.
3. Applicants who wish to receive special emphasis based upon enrollment in a federally recognized American Indian tribe and Alaska Native and Village must attach verification of enrollment to the application.

G. SELECTION PROCESS

1. Students who have applied for a diversity tuition waiver and who have completed all application for admission processes will be considered for an award. New freshmen or transfer students must have formally applied for admission and must be eligible for non-provisional admission before an Education Cultural Diversity Waiver can be offered.
2. The institutional Diversity Committee will provide input for the development of selection criteria to be used in administering the Cultural Diversity Tuition Waiver, and will recommend to the Cabinet levels of waivers to be awarded each year. Criteria for Education Cultural Diversity Waivers may include the factors of academic performance, explicit interest in education

- programs, financial need, personal recommendations, and satisfactory completion of entrance requirements for formal admission into teacher education.
3. The letter of notification to the recipient regarding the waiver shall include a statement that acceptance of this award may affect other financial aid awards.

H. AWARD AND SELECTION PROCESS

1. Members of underrepresented groups or minority students formally admitted into teacher education programs may receive Education Cultural Diversity Waivers that are equal to the ND Tuition rate. The combination of this waiver and other Non-Resident or International Student waivers may not exceed the total tuition and fee charges for that student.
2. Student's financial need will be considered when awarding any Cultural Diversity Waivers. Because Cultural Diversity Waivers must be applied to tuition charges; other aid such as Pell Grants, Scholarships and other gift aid may be applied to fees, or room/board charges. The Financial Aid Office will be consulted prior to the final awarding of Cultural Diversity Waivers and the total financial aid amount awarded cannot exceed the total cost of education.
3. The final selection of all Cultural Diversity Waivers will be made by a committee consisting of: The Education Division Diversity Coordinator, a faculty member from the Education Division, a faculty member from another academic division, the Director of Enrollment Services, and the Director of Financial Aid. The Vice President for Student Affairs will serve in an advisory capacity to the committee. Awards will be made on a rolling basis, starting on April 1 of each year. The committee will make awards monthly until the start of the fall term and by December 1 for awards for the spring term. In order to be considered for an Education Cultural Diversity Waiver, a new student must have been unconditionally admitted to Mayville State and must have submitted FAFSA information to the institution. Current students must also have a FAFSA on file with the institution for the award year being considered.

I. OTHER PROCESSES

1. Award selections for new students receiving Cultural Diversity Waivers will be forwarded by the Enrollment Services Office to the Financial Aid Office for inclusion in the student's 'financial aid package.' Award selections for returning students will be forwarded to the Financial Aid Office by the Vice President for Student Affairs after verification that the student has meet academic renewal criteria as defined and determined by the institutional Diversity Committee. Once the Financial Aid Office verifies that a Cultural Diversity Waiver and other aid does not exceed an individual student's financial aid budget, the waiver will be applied to the student's account by the Business Office.
2. Each year, the Director of Enrollment Services, and the Vice President for Student Affairs will meet with the institutional Diversity committee to review the Cultural Diversity Waiver program to verify the proper use and accuracy of previous awards and determine their effectiveness as a recruitment and retention tool. Recommendations for changes in the incremental amounts of awards for the following year will be forwarded to the Cabinet, and changes in advertised eligibility and award criteria will be established.

Revised: August, 2014,

Revised: November, 2014

Revised: February, 2015

Sponsored by: Vice President for Student Affairs and Institutional Research

International Student Tuition Waiver Policy

Recognizing the educational benefit derived from a culturally diverse student population, Mayville State has adopted an International Student Tuition Waiver policy. The International Student Waiver program will grant a maximum amount of waivers of tuition each year, as determined by the Cabinet, to facilitate diversity and the needs of international students on our campus.

A. Definitions

1. International students are those enrolled students from countries other than the United States or Canada.

B. Amount of Waivers:

1. International Student waivers may not exceed an amount that is greater than 50% of the International Student tuition rate. Partial waivers in incremental amounts up to this maximum amount may also be granted. International student waivers may be awarded in combination with Comet Athletic Waivers, Cultural Diversity Waivers, and other academic and athletic scholarships, but not in combination with Non Resident waivers. International student tuition waivers do not include fees, books, room, board and other costs of attendance. Generally, awards will be made for an academic year. Awards can be made for a longer or shorter duration.

C. Eligibility Requirements:

1. Preference given to International students (non-Canadian), both freshmen and transfer students, who demonstrate measures of academic success and ability as measured by a cumulative grade point average, an ACT/SAT score or TOEFL/IELTS scores that place them in the upper half of the population.
2. Proof of financial support which, when added to this award must be equal to or greater than the current financial aid budget for international students.
3. All tuition waiver recipients must reside in campus housing and have a board plan during their freshmen and sophomore years to be eligible for a full tuition waiver. Juniors and seniors may also be eligible for a full waiver if they reside on campus and have a minimum board plan, or may receive a partial waiver if they reside off campus but have at least a minimal board plan.

D. Application Process:

1. An application for admission to Mayville State University should be submitted by April 1 for timely consideration for enrollment in the fall term and by October 1 for enrollment in the spring term. Any new international student wishing to apply for a tuition waiver must complete the MSU International Tuition Waiver Application form, and return it to the Enrollment Services Office.
2. An International Student Financial Statement should be submitted by April 1 for fall term and October 1 for spring term in order to be given full and timely consideration. If funding from a sponsor who resides in the United States is expected, the applicant must also submit an affidavit of support (I-134) by the dates listed above.
3. All other application materials and supporting materials, including immunization forms, TOEFL and other test scores, and transcripts, must be received by the University before an application for a tuition waiver is approved. Preliminary offers of a tuition waiver may be made by the Enrollment Services Office prior to receipt of the necessary materials and forms, however, such an offer is tentative and is not guaranteed until all application processes are completed.

E. Selection Process:

1. All new international students completing application processes by April 1 will receive priority consideration for International Tuition waiver awards. Any applicants completing processes after this date may be considered for an award, based on availability of awards.
2. Priority for waivers will be given to student applicants from countries not represented in the student body of Mayville State, thereby increasing the cultural diversity of the institution.
3. The final selection of new international students who are to receive an International Waiver will be made by a committee consisting of the Director of Enrollment Services, the Director of Admissions and the Education Diversity Coordinator.

F. Award Process:

1. Award selections for new international students will be forwarded by the Enrollment Services Office to the Financial Aid Office for inclusion in the student's 'financial aid package'. Renewals of waivers for current students will be confirmed by the Vice President for Student Affairs after verification of a minimum 2.50 CGPA, on campus housing and/or board arrangements and full time enrollment in on campus courses. Award selections for returning students will be forwarded to the Financial Aid Office by the Vice President for Student Affairs. Once the Financial Aid Office verifies that an International Student Waiver and other aid does not exceed an individual student's financial aid budget, the waiver will be applied to the student's account by the Business Office.
2. Each year, the Director of Enrollment Services, the Director of Admissions, and Vice President for Student Affairs will review the International Student Waiver program to verify the proper use and accuracy of previous awards and determine their effectiveness as a recruitment and retention tool. Recommendations for changes in the incremental amounts of awards for the following year will be forwarded to the Cabinet and changes in advertised eligibility and award criteria will be established.

Revised: May, 2013

Revised: February, 2015

Sponsor: Vice President for Student Affairs and Institutional Research

Non-Resident Merit Waivers

Non-Resident Merit Waiver/Scholarships are reductions of out of state tuition and are targeted for use to recruit and retain students from the Western Undergraduate Exchange states, Midwestern Exchange states, and other non-contiguous states and non-contiguous provinces, and contiguous states and provinces.

A. Definitions:

1. Contiguous states and provinces include residents of South Dakota, Montana, Manitoba and Saskatchewan.
2. Midwestern Exchange states include residents of Kansas, Michigan, Missouri, Nebraska, Wisconsin, Indiana, and Illinois.
3. Western Undergraduate Exchange states include residents of Alaska, Arizona, California, Colorado, Mariana Islands, Hawaii, Idaho, Nevada, New Mexico Oregon, Utah, Washington and Wyoming.
4. Non Contiguous states and Provinces include residents of any other state or Canadian province.

B. Amount of Waivers:

1. Waivers shall not reduce a student's tuition to an amount that is less than the North Dakota rate tuition rate. There are no specific limits to the number of Non-Resident Waivers that can be awarded in any given year. The amounts of the waivers may vary and generally will be awarded in increments , ranging from a minimum amount that is one-half of the differential between the MHEC/Contiguous and North Dakota tuitions rates to a maximum amount that is the full differential between the out of state and North Dakota tuition rates, depending upon the student's residence. These amounts will generally be in increments of \$600.
2. Non-Resident Merit Waiver/Scholarships may be combined with Comet Athletic waivers, Cultural Diversity waivers and with other athletic or academic awards, but may not be combined with International Student waivers.

C. Eligibility Requirements:

1. New students must meet academic eligibility criteria established by the Enrollment Services Office and require minimum ACT/SAT scores and high school and/or college GPA requirements. These academic criteria generally require a minimum ACT Composite score of 18 or SAT of 1270 and a high school or college grade point average of 2.50. A scale utilizing ranges of ACT/SAT scores and GPA's will determine the specific amount of the waiver. In order to be eligible for a non-resident waiver a new student must be enrolled full time. Students who drop below full time at any point in the semester may be required to repay the amount of the waiver.
2. Current students must maintain a minimum GPA of 2.50 to be eligible for a renewal of a non-resident waiver. The amount of the waiver will also vary based on the student's GPA. In order to be eligible for a non-resident waiver a current student must be enrolled full time. Students who drop below full time at any point in the semester may be required to repay the amount of the waiver.
3. Students receiving a non-resident waiver will be monitored each semester and those not meeting minimum academic requirements (2.5 GPA) will be placed on probation for one term. Failure to meet the minimum GPA requirements after the second term will result in termination of the award.

D. Application Process:

1. There is no application process for new students to receive a Non-Resident Waiver. Enrollment Services staff will determine eligibility and make award offers as part of the recruitment process. Students offered a Non-Resident Waiver will have a specified time within which to accept or decline this award.

E. Selection Process:

1. Selections of new students who are to receive a Non-Resident waiver will be made by staff of the Enrollment Services Office based on established academic criteria.
2. Current students who have received a Non-Resident waiver will automatically receive a renewal of their waiver based on meeting established academic performance criteria. Current students who have not received a Non-Resident waiver may be selected for a waiver if their grade point average meets or exceeds the minimum of 2.50. These selections will be made by the Vice President for Student Affairs after a review of grades at the end of each spring term. Adjustments in renewal awards (increase or decrease) will also be made at this time.

F. Award Process:

1. Award selections for new students will be forwarded by the Enrollment Services Office to the Financial Aid Office for inclusion in the student's 'financial aid package.'
2. Award selections for returning students will be forwarded to the Financial Aid Office by the Vice President for Student Affairs after verification that the student has meet academic renewal criteria and that they are enrolled full time.
3. Once the Financial Aid Office verifies that a Non-Resident Waiver and other aid does not exceed an individual student's financial aid budget, the waiver will be applied to the student's account by the Business Office.
4. Each year, the Director of Enrollment Services and Vice President for Student Affairs will review the Non-Resident Waiver/Scholarship program to verify the proper use and accuracy of previous awards and determine their effectiveness as a recruitment and retention tool. Recommendations for changes in the incremental amounts of awards for the following year will be forwarded to the Cabinet and changes in advertised eligibility and award criteria will be established.

Revised: November, 2006

Reviewed: Fall, 2008

Revised: April, 2013

Revised: February, 2015

Sponsored by: Vice President for Student Affairs and Institutional Research

Comet Tuition Waivers

Comet Tuition Waivers are reductions in students' tuition charges and are utilized to help recruit and retain qualified student athletes.

A. Definitions:

1. A qualified student athlete is a student selected by coaching staff as a recipient of a Comet Tuition Waiver.

B. Amount of Waivers:

1. Comet Waivers are targeted for use with student athletes. They provide for a waiver of tuition up to the maximum amount of the individual student's charges based on their residency. Comet Waivers may be used in combination with Non Resident Waivers, International Student Waivers and athletic and academic scholarships but not with Cultural Diversity Waivers. The combination of Comet Waivers, along with other waivers and scholarships should not exceed the amount of the individual student's tuition, fee, room and board charges.
2. A maximum amount of waivers, including renewals of previous waivers, will be determined by the President's Cabinet each year. Because of past success in the recruitment of student athletes through the use of tuition waivers, each sport shall be allowed to utilize a maximum amount of Comet waivers to be determined by the Athletic Director. These waivers may be awarded in incremental amounts as determined by the respective coach, within the maximum limits approved by the Cabinet and Athletic Director. These incremental awards will generally be equal to one-fourth, one-half, three quarters, or the entire value of a full waiver. The value of a full waiver may be adjusted from year to year.

C. Eligibility Requirements:

1. A student who is chosen by a coach to receive an initial Comet Waiver must be enrolled full time during the term(s) that they receive a waiver and must be in good academic standing with a cumulative GPA of 2.00 or higher.
2. Comet Waivers are not automatically renewed. The student must maintain satisfactory academic (2.00 Cum GPA) and athletic progress as determined by the respective coach.

D. Application Process:

1. There is no application process for Comet Waivers and student athletes are selected based on criteria established by each coach.

E. Selection Process:

1. The selection process will take into consideration the student athlete's academic and athletic potential and performance. Selections will be forwarded by each coach to the Athletic Director for verification of athletic eligibility before awards are made.

F. Award Process:

1. Award selections for recipients of Comet Waivers are forwarded by the individual coaches and Athletic Director to the Financial Aid Office for inclusion in the student's 'financial aid package.' Once the Financial Aid Office verifies that a Comet Waiver and other aid does not exceed an individual student's financial aid budget, the waiver will be applied to the student's account by the Business Office.
2. Each year, the Athletic Director and the Vice President for Student Affairs will review the Comet Waiver program to verify the proper use and accuracy of previous awards and determine their effectiveness as a recruitment tool for student athletes. Recommendations for

a maximum number of waivers will be forwarded to the Cabinet for the following year and incremental award amounts to be utilized by each coach will be established.

Revised: November, 2006

Reviewed: Fall, 2008

Revised: April, 2013

Revised: February, 2015

Sponsored by: Vice President for Student Affairs and Institutional Research

Unofficial Withdrawals Policy

Federal Regulations (Section 668.22) require that it is the responsibility of the institution to develop a mechanism for determining whether a student who is a recipient of Title IV grant or loan funds has ceased attendance without notification during a period of enrollment. This regulation requires a school to identify and resolve instances where attendance through the end of the period could not be confirmed for a student.

To comply with these regulations the following steps will be taken to identify such students at Mayville State:

1. A list of students who received all F's or I's for a term (period of enrollment) will be extracted from the Registrar's Office records.
2. A letter/email will be sent to all of the student's class instructors asking them to document the last known date of an academically-related activity for the student, i.e., an exam, daily assignment, attendance in class, etc.
3. If the latest date any instructor can document is after the 60% point in the enrollment period, the student is considered to have earned 100% of their financial aid funds and no further action will be required. If the latest date is before the 60% point in the term, the latest documented date or the 50% point in the term (whichever is later) will be used as the last date of attendance by the student.
4. Based on the last date of attendance, a Return of Title IV funds worksheet will be processed to determine the type(s) and amount(s) of financial aid to be returned.
5. All financial aid funds to be returned will be the responsibility of the student. The institution will not refund any tuition, fee, and room or board charges.
6. A letter, a Return of Title IV Funds Worksheet and MSU's policy on unofficial withdrawals will be mailed to the student notifying them of their obligation at the time the institution returns the financial aid funds.
7. A Business Office hold will be placed on the student's record at MSU. Institutional collection procedures will be followed in accordance with NDUS Policy 513.
8. Students will also be placed on Financial Aid Termination following the term in which they receive all F's or I's.

Reviewed: Fall, 2008

Sponsor: President's Cabinet

CONTRACT REVIEW

1. Any contractual agreement involving Mayville State University must be signed by the President and /or the Vice President for Business Affairs and/or their designated representative or as otherwise stated in Section 2.
2. The following positions have contractual authority in the stated areas:
 - Vice President for Academic Affairs
 - academic agreements including grants;
 - computer software and hardware agreements;
 - Vice President for Student Affairs & Institutional Research
 - student affairs agreements;
 - college fair and recruitment activity agreement;
 - Director of Campus Programming
 - room rental and student senate activity agreements;
 - Athletic Director
 - athletic contest and department agreements;
 - Music Director
 - Fine Arts agreements.
3. All contracts must be approved by NDUS General Counsel pursuant to State Board of Higher Education Policy 840. Delegated authority to sign as a designated representative shall be in writing. Any contract document, lease agreement, etc., not bearing an authorized signature will not be binding to the University.

Reviewed: Fall, 2008

Sponsor: President's Cabinet



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

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MAYVILLE STATE UNIVERSITY

POLICY MANUAL

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Social Media

Definitions

- A. "Social Media Sites" refer to Websites designed to allow and encourage social interaction. Common examples include Facebook, Twitter, LinkedIn, and SharePoint.
- B. "Affiliated Sites" are social media sites which publicly represent the University or a specific group or functional unit within the University.
- C. "Academic Sites" are social media sites developed by faculty members for academic purposes (such as individual classes).
- D. "Non-Affiliated Sites" are all sites that are neither affiliated nor academic.
- E. "Administrators" are faculty or staff advisors.

Authorized Social Media

- A. In order to ensure that MSU's presence on Social Media sites is kept manageable, the University may limit the specific social media services available. Social media services in use must be approved by the Director of Marketing & PR. If faculty, staff, or students wish to employ other Social Media services, they must request approval from the staff responsible for enforcing this policy. (See **Policy Enforcement** below.)

Confidentiality, Proprietary Information, and Network Use Policy

- A. Observing applicable federal, state, and University confidentiality and proprietary information requirements (such as FERPA and HIPAA) is of utmost importance. Social media site users and administrators may not post financial, confidential, sensitive, or proprietary information.
- B. Use of social media sites must be consistent with MSU's Computer Use Policy and NDUS Procedure 1901.2 Computer and Network Use.

Affiliated Sites

- A. Affiliated sites are the intellectual property of the University, are subject to this policy, and must meet the requirements and definitions of this policy.
- B. All University sanctioned student clubs and organizations are required to submit their social media sites for review and approval. For approval, the site must meet all of the conditions identified in this policy.
- C. Administrators of affiliated sites must be employees of the University. Subject to the approval of the employee's supervisor, administration of affiliated sites may be considered to be within the job responsibilities of University employees. As such, University employees may:

1. Perform administrative tasks or assign them to subordinate employees; or in the case of sanctioned University clubs and organizations, members of the clubs or organizations; or assign them to third parties,
2. Use MSU property such as computers and network resources to perform administrative tasks,
3. Include in the site copyrighted MSU property such as logos, photography, or other graphic elements (as approved by the Director of Marketing & PR), or request resources to help promote the site,
4. Use the affiliated site to communicate with internal or external audiences as consistent with the employee's job responsibilities,
5. Perform other tasks and access other resources consistent with the employee's job responsibilities.

C. Requirements: Administrators of Affiliated sites must:

1. Be authorized by the senior executive responsible for the specific group or functional unit within the University,
2. Provide the following to the staff responsible for enforcing this policy (see **Policy Enforcement** below):
 - a. The full URL of the site,
 - b. The specific group or functional unit within MSU the site represents,
 - c. Full "Administrator" privileges for managing the site (including managing content and terminating the site) such as administrator logon ID's and passwords,
 - d. A list of the "Administrator(s)" of the site - individual(s) who have agreed to assume responsibility for ensuring that their site conforms to this policy.
3. Honor the Terms of Service for the social media platform employed. In keeping with SBHE Policy 840 Contract Review, "contracts shall be reviewed by the Board's or institution's legal counsel or other qualified person delegated that responsibility by the institution's president under institution procedures."
4. Maintain the content of the site in ways that:
 - a. Keep the site current and a positive reflection of the University,
 - b. Are consistent with and subject to:
 - i. the employee's job responsibilities,
 - ii. the description of purpose in the request for Social Media Affiliation form,
 - iii. the MSU graphic standards and brand,
 - iv. Copyright, fair use, and intellectual property rights of others and of the University.
 - c. Do not represent personal views as official positions of the University,

- d. Observe applicable federal, state, and University confidentiality and proprietary information requirements (such as FERPA and HIPAA). Obtaining a student's permission to release information is advised.

Academic Sites

- A. Administration: The Vice President for Academic Affairs and the appropriate division chair have the authority to monitor and administer all social media sites within their area of responsibility.

Administrative Sites

- A. Administration: The Vice President for Business Affairs and the appropriate department head have the authority to monitor and administer all social media sites within their area of responsibility.

Sanctioned University Club and Organization Sites

- A. Administration: The Vice President for Student Affairs and the appropriate club or organization advisor have the authority to monitor and administer all social media sites within their area of responsibility.

"Non-Affiliated sites" are outside the scope of this policy. However, Non-Affiliated sites are not entitled to any of the privileges of Affiliated, Academic, or Administrative sites. The University will take any steps it deems appropriate to protect its interests anywhere it is mentioned or represented.

Behavior of all MSU students and employees on any social media site must be consistent with MSU's Mission, Vision, and Values, and will be subject to all other MSU policies, in particular, Section 603 [Non-Discrimination]. The University will not tolerate any form of abuse, profanity, or breach of privacy.

Policy Enforcement:

- A. This policy will be enforced by the Director of Marketing and Public Relations and the Director of Information Technology Services.

Established: August, 2014

**Sponsored by: Director of Marketing and Public Relations
President's Cabinet**

Mayville State University Vendor Selection Guidelines

When selecting vendors for campus projects an effort should be made to utilize local vendors¹ or contractors for services. Priority consideration should be given to those vendors/contractors who demonstrate the following characteristics;

1. They are qualified (licensed and bonded) to perform the required task.
2. They can supply the necessary products or service in a timely manner.
3. Their quality of work/products is acceptable.
4. They do or have made recent contributions or in-kind gifts to the college.

It needs to be understood that on some projects selection of vendors/contractors are not at the discretion of the University due to State Board of Higher Education and Office of Management and Business guidelines.

Additional Guideline(s)

1. When a general contractor is used they are to be directed by the University to utilize local vendors/contractors when possible.

Adopted: September 18, 2008

Sponsor: President's Cabinet

¹ Local vendors are identified as those located in the Mayville-Portland area and surrounding communities.

Crisis Response Protocol

In compliance with NDUS policy 906, Mayville State University shall cooperate with North Dakota Civil Defense and local officials in making facilities available for use in case of national emergency and shall implement the procedures outlined in sections I – II. The Emergency Management Team (EMT), made up of the following administrators shall have the responsibility for coordinating the institutional response: President, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Business Affairs, Director of Public Relations, and Director of Web Services.

- I. Crisis involving a large scale emergency** such as widespread power outages, flooding, tornado, or other natural disasters in which the university may be called upon to serve as relief and disaster coordination center for the Mayville, Portland and surrounding communities: An Emergency Services Contingency Plan has been developed and would include several functional teams, including management, food services, housing, and logistics. In the event that a disaster was declared, the Traill County Sheriff would contact university officials and the contingency plan would be put into operation.

- II. Crisis or response to events at the state or national level:** A state or national crisis would generally be relayed through government officials to the administration of the university, specifying an appropriate response or request for assistance. Such responses might include symbolic gestures on the part of the university to incidents that occur at the state or national level (lowering of flags, public statements, etc), requests for indirect assistance (distribution of information to the public), use of facilities for public meetings, etc. or requests for direct assistance (volunteer help, time and effort from university employees to assist government employees). If no such requests are received, the university administration may respond or offer assistance as appropriate and as consistent with the mission of the institution. Members of the President's Cabinet or the Director of Public Relations should be contacted by university employees who become aware of, or are contacted about a state or national crisis or incident. These members of the MSU administrative team will consult with each other to determine an appropriate university response.

In the event of a crisis that affects individual members of the university community or that warrants a response of an official on behalf of the university, the following processes and protocol (III-IV), should be followed, depending upon the nature of the situation:

- III. Crisis involving a student (death of student, suicide attempt, death of family member, serious illness, serious accident):**
 - a. A faculty or staff member who becomes aware of any such situations involving a student should notify the Vice President for Student Affairs, who will in turn notify the President. The Vice President for Student Affairs will coordinate contacts and efforts with outside agencies, such as clergy, law enforcement personnel, medical personnel, family and friends in efforts to assist the student and family/friends affected by the crisis. Residence hall and other staff should respond immediately to any emergency situations and notify the Vice President for Student Affairs or Director of Housing as soon as possible.
 - b. Students who are hospitalized because of an illness or accident should be encouraged to notify the Student Services office as soon as possible so that arrangements can be made with faculty and staff for missed classes, work

assignments, etc. The Vice President for Student Affairs will notify the following when crisis situations arise that affect the student's attendance in classes and/or future enrollment:

- | | |
|------------------------|---------------------------------|
| - Residence Hall Staff | - Faculty |
| - Business Office | - Advisor |
| - Financial Aid Office | - Admissions and Records Office |

- c. If necessary, the Vice President for Student Affairs will coordinate any contacts with local media concerning the death or serious illness of a currently enrolled student.
- d. In the event of any crisis situation involving a student please contact the Vice President for Student Affairs immediately. If the Vice President for Student Affairs is not available, the Director of Housing should be contacted.

IV. Crisis involving a faculty or staff member (serious illness, death of family member, accident):

- a. Information regarding a faculty or staff member should be relayed to the appropriate Vice President so that arrangements can be made for coverage of classes and work assignments.
- b. Any announcements or public releases of information regarding the death or serious illness of a faculty or staff member will be the responsibility of the respective Vice President.

Revised: Spring, 2009

Sponsors: President's Cabinet

Campus Security Cameras

Students, faculty, staff, parents/guardians, and visitors should be aware that Mayville State University has surveillance cameras monitoring campus buildings and public areas, including residence hall facilities.

Camera recordings are reviewed by MSU officials for safety and potential student conduct purposes, and may be provided to law enforcement, if deemed necessary. Students, faculty, staff, parents/guardians and visitors should understand that their actions in these public areas may be recorded and that they should have no expectation of privacy in these areas.

Specific Policy Provisions

Mayville State may use video surveillance:

1. To monitor and protect campus property;
2. To foster the safety and security of students, faculty, staff and visitors while at work, while attending classes, or while participating in campus functions;
3. To respond to specific inquiries and proceedings from local law enforcement;
4. To provide evidence and/or information that may be used in student conduct proceedings.

Video cameras will be utilized on campus grounds as recommended by MSU administration and as approved by the President. Video recording equipment may be in operation up to 24 hours per day.

MSU shall notify students, faculty, staff and the public that such video surveillance may occur on campus property via signage and/or announcements in student/employee handbooks, or by public e-mail messages.

Equipment shall not monitor areas where students, employees and the public have a reasonable expectation of privacy, such as locker rooms and private/public restrooms. Video monitors shall not be located in areas that enable public viewing. Student, faculty, staff or visitor requests to inspect video surveillance must be made in writing to a Mayville State Cabinet official. All video surveillance equipment shall be used in accordance with local, state and federal laws and regulations.

The use of video surveillance equipment on the MSU campus shall be supervised and controlled by the Cabinet and staff designated by the Cabinet. Specific individuals who shall have access to video surveillance shall include:

- Cabinet Members and designated Administrative Support Personnel
- Director of Physical Plant
- Director of Facilities Services
- Student Conduct Officer

Administrative staff and campus security officials with access to the video surveillance system will be required to review and apply these guidelines in the performance of their duties. In accordance with a standing Memorandum of Understanding, Mayville City Police will be allowed limited access to the video surveillance system to assist with their monitoring of campus property when on patrol, or if they have reason to believe that illegal or suspicious activities have occurred on campus.

Video recordings shall be reviewed only when there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples may include, but are not limited to: incidents of property damage, theft, trespassing, personal injury, or student/faculty/staff/visitor altercations, etc.

Students, faculty, staff, and visitors are prohibited from unauthorized use, tampering with, or otherwise interfering with video recordings and video camera equipment and will be subject to appropriate disciplinary actions should they be found to have done so.

MSU shall provide reasonable safeguards against unauthorized use of the video camera surveillance system, to include password protection, well managed fire walls and controlled physical access.

Adopted: February 5, 2010

Sponsor: President's Cabinet

Campus Crime and Security Act Provisions

I. Campus Crime Reports and Statistics

Mayville State University has a student population of approximately 900, and approximately 150 faculty and staff members. MSU is concerned about the safety and well-being of all students, staff, faculty, and visitors who are on the campus and attempts to ensure a safe and secure environment in which to live, work, and learn.

In accordance with the Campus Security Act of 1990, 1992 and 1998 and the Higher Education Opportunity Act of 2008, Mayville State University provides information relating to crime statistics and security measures to prospective students, active students, and all employees. Crime statistics for the most recent five year period are available through the Student Services Office.

Arson, manslaughter, and Hate/Bias crimes are first reported for the period of 10/1/98 to 12/31/98. All other crimes are reported for the full calendar year. Prior to 1998 only **arrests** for liquor law, drug abuse and weapons violations that occurred on campus were reported. Since 1/1/98 liquor law, drug abuse, and weapons violations include on campus arrests as well as referrals for campus disciplinary action. Since 1/1/98 all reports of crime incidents are identified as occurring in a campus residence, on/about campus property, on/about non-campus property used by the institution, or on/about public property adjacent to the institution. All violations cited above involved students residing in university operated residence halls or occurring on/about campus facilities or on property adjacent to the campus. Since 1/01/2009 reports of hate crimes include larceny-theft, simple assault, intimidation, and destruction or vandalism of property. The definition of Burglary has also been modified to include any forced and unlawful entry into a structure with the intent of committing a felony or theft.

For purposes of this report the following Crimes of Violence are included: Arson, Assault, Burglary, Robbery, Kidnapping/Abduction, Forcible and Nonforcible sex offenses, Criminal homicide (including murder and non negligent manslaughter and manslaughter by negligence), and destruction, damage and vandalism of property. Mayville State University does not employ any campus security personnel who have authority to investigate an incident involving criminal activity. Any suspected incident of a crime or criminal activity should be reported to an appropriate University official and/or to local police officials. The following individuals should be contacted if a suspected crime or criminal activity has occurred on campus, and they in turn will notify appropriate law enforcement personnel:

1. Richard Smith, Director of Student Life – Campus Center 103, 788-4697
2. Ray Gerszewski, Vice President for Student Affairs — Main 107, 788-4770
3. Bob Kozojed, Nightwatch Supervisor and Custodial Services Supervisor –
Campus Center Building, 788-4872.

In addition, students residing on campus should contact their appropriate hall director if a crime has occurred in a residence hall. Any MSU faculty or staff member who has knowledge of an alleged criminal incident must report that information to one of the above named officials as soon as possible. Staff members who are in a professional counseling relationship with a student who reports an alleged criminal incident are exempt from this reporting requirement. However, counselors are encouraged to inform the person making a confidential report of a crime of the appropriate procedures for voluntarily disclosing such information to an appropriate university or police official.

When a report of a suspected crime is received, an appropriate university official will conduct a preliminary investigation and will contact local law enforcement for assistance. Mayville State University has a formal Memorandum of Understanding with local law enforcement that provides for the following joint actions and responses to incidents of criminal behavior that occur on campus:

1. Mayville State University shall report to local law enforcement all serious crimes occurring on the Mayville State University campus of which University officials have received notice.
2. Local law enforcement shall promptly investigate all such reported actions, and Mayville State University shall cooperate fully in such investigation. Local law enforcement shall provide oral and written reports of any such investigations in a timely manner and as permitted by law.
3. Subject to state and federal laws, University officials shall also, upon request, cooperate fully and provide any relevant information in their possession regarding any other criminal investigation being conducted independently by local law enforcement.
4. Prior to coming on the Mayville State University campus to investigate or prevent any actual or possible criminal activity not reported by Student Services Office, local law enforcement shall first notify the University of its planned activity and shall comply with all reasonable measures requested by University officials to avoid student disruption.
5. Mayville State University shall provide limited access to local law enforcement to the campus security camera system.

Students or employees who have knowledge of criminal activity are encouraged to file a written report with university officials and local police, although verbal reports will also be investigated.

Based on a preliminary investigation, university officials will determine appropriate courses of action, including, but not limited to the following:

1. Await results of a formal investigation by police officials before proceeding with institutional actions;
2. Conduct a full and thorough investigation of the reported incident and proceed with appropriate disciplinary actions, if warranted;
3. Determine that there is not enough information to proceed with formal disciplinary action.

Once appropriate action has been determined, all parties involved in the alleged criminal incident will be notified of their rights and responsibilities according to the Student Code of Conduct. Any action taken by university officials will not preclude further legal and/or civil action by the university or any victim(s). If necessary to protect students and employees, a general announcement will be made in a timely matter to the university community about the alleged criminal incidents. In all cases, a report of an alleged crime as detailed above will be recorded and included in subsequent Campus Security Reports. The Student Services Office is responsible for preparing and distributing the annual Campus Security report and does so in coordination with local law enforcement personnel. Periodically, local law enforcement updates the Director of Student Life, the Vice President for Student Affairs and the Chief Security Officer of criminal activity that occurs both on and off campus by individual students and/or groups of students (including any officially recognized student organizations). At least once each year local law enforcement provides data to the institution of any crimes committed on campus, as well as in/on non-campus buildings owned by the institution. This data is included as part of the annual statistical report referenced above. In addition, local law enforcement maintains a list of registered sex offenders who reside in the Mayville and Portland communities. Interested individuals may contact the police at 701-636-4610 for more information. Should a registered sex offender enroll for classes at the university, the institution may decide to disclose the identity of that individual if it is deemed to be necessary to protect the safety and security of other enrolled students. Such disclosure is consistent with recently issued guidelines of the Family Educational Rights and Privacy Act (FERPA).

II. Security and Access to Campus Facilities

A. Campus Security

University Nightwatch staff conduct foot patrols in University buildings and grounds between the hours of 9:00 pm and 5:00 am, seven days a week. They document violations of university regulations and report violations of state and local laws. Two-way radio contact is maintained by nightwatch personnel with local police for incidents where police support is necessary. Mayville State University's Chief Security Officer coordinates the efforts of the University Nightwatch staff (NWP) and works closely with local law enforcement. Mayville State University does not employ law enforcement or security personnel, but relies on local law enforcement staff for professional support when incidents of criminal activity occur.

A building lock-up schedule is maintained by the University and campus nightwatch staff lock and checks each building on the schedule. Nightwatch staff, and university housing directors/managers, together with local law enforcement enforce laws regulating underage drinking, and the use of controlled substances, (Alcoholic beverages and illegal drugs are not permitted on campus) as outlined in policies implemented as part of the Drug Free Schools and Community Act. Information regarding policy provisions is available from the Student Services Office.

Firearms and dangerous weapons of any type are not allowed in residence halls. Possession or use of fire arms or fire works of any type is not permitted anywhere on campus without written permission of the Chief Security Officer. Suspicious activity of any kind can be reported directly by any student, faculty member, or employee to the Chief Security Officer, nightwatch staff, or university housing directors/managers.

Nightwatch staff maintains a schedule of daily patrols throughout campus and note any unusual activity and/or circumstances on written summary sheets. These summary sheets are reviewed by the Chief Security Officer and shared with the Director of Student Life and Vice President for Student Affairs when necessary. Residence hall staff also report regularly to the Director of Student Life about any unusual activities within the residence halls. Certain noted situations require an administrative response along with action by nightwatch staff, housing directors, or police officers. The Vice President for Student Affairs office works closely with the aforementioned entities to handle such incidents.

B. Security in University Housing

MSU has both residence halls and apartment housing units on campus. Each residence hall has their wing doors locked on a 24 hour basis. Student room locks are of quality construction and key security has been improved through the use of check out forms and billing for lost keys. Each residence hall student is issued an outside door key which opens only the outside door locks for their residence hall, and some halls issue wing keys as well. Phones are available in hall entryways or in each of the hall lounges for visitors to use to contact hall residents. All visitors must be escorted by a resident of the hall.

A special student worker is employed in the residence halls and conducts regular 'patrols' in the buildings and communicates regularly with resident assistants and the residence hall director when inappropriate or illegal activities are observed.

One professional is employed to direct/manage each hall. Resident assistants or student building managers are employed in each campus residence building. The ratio of residents to student assistants is approximately 25:1. Residence hall staff makes rounds through each building several times per evening. The residence hall staff are

an immediate link with local law enforcement should the need arise. Staff training includes information on safety and security. Awareness programs for residents are held yearly and information about such topics such as personal safety, acquaintance rape, and campus resources responsible for counseling and alcohol awareness are provided.

The current MSU Residence Hall Handbook, which is made available to every student residing in campus housing, outlines procedures and methods used to ensure the safety of students.

C. Student, Faculty, and Staff Responsibility

The cooperation and involvement of the campus community is absolutely necessary to maintain a secure environment. Students, faculty members, and staff must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although the campus is well lighted, any student—male or female—may feel more comfortable walking with someone they know (rather than alone) when returning to the residence halls late at night. Room doors should be locked at night and whenever the room is unoccupied. Serial numbers of valuable items such as stereos, cameras, and televisions should be recorded and those numbers should be kept in a safe place. Bicycles should be licensed and secured with a sturdy lock. Cars must be parked in the assigned areas and kept locked. Valuable items should be locked in the trunk. Any suspicious incidents or individuals should be reported to a Residence Hall Director, to a university official listed above or directly to law enforcement personnel listed below.

1. Traill County Sheriff 636-4510

Information sessions are held for students, and informational materials are distributed to students and faculty/staff each year to remind the campus community of security procedures and practices and to acquaint them with common crime prevention measures.

D. Alcohol and Drug Abuse Provisions

The abuse of alcohol and drugs represents a major health problem in the United States today and poses a serious threat to the health and welfare of the members of the Mayville State University community. For these reasons the following statement regarding drug and alcohol use by students and employees at Mayville State has been issued:

As a condition of their employment or enrollment at Mayville State University, a student or employee will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance nor engage in the unlawful possession, distribution, or use of alcohol on university property or as part of any university activity during the period of employment or enrollment. Furthermore, any employee or student at Mayville State University agrees to obey federal, state, and local laws relating to the unlawful possession or distribution of illicit drugs and alcohol, and to abide by sanctions which the institution may impose for violations of its standards of conduct, up to and including termination or suspension. If an employee or student is convicted of an alcohol or drug related offense occurring on-campus, he/she must notify the institution within five days of such a conviction. In addition, federal law mandates that Mayville State must communicate information regarding the conviction of a student or employee for a drug or alcohol related offense which occurs on- campus to the appropriate federal agency within ten days.

The University's response to alcohol and other substance abuse is detailed in its Drug Free Schools and Community Policy.

III. Reporting of Campus Security ACT Provisions

A. Annual reporting to campus constituencies

Each year (prior to October 1) every enrolled student and employed faculty/staff member receives a written notice that the Campus Security Act information is available electronically at the MSU Website (<http://www.mayvillestate.edu/about-msu/Pages/ConsumerInformation.aspx>) or in printed format. Students or faculty/staff may request a printed version from the Student Services Office in Main 107. Likewise, printed copies of the policy are available, upon request, to any prospective student, parent or member of the general public from the Student Services Office. These crime statistics are also reported to the US Department of Education as part of the annual Campus Security Report.

B. Notification to campus community of immediate threats or situations

When necessary, reports of alleged crimes that pose a threat to students and employees will be reported to the entire campus community on a timely basis. Electronic notices via campus e-mail will be used as appropriate, along with phone voice mail, mail box notices and other traditional methods of crime prevention. **An immediate threat of violence, such as a report of someone on campus with a weapon, will be shared with the campus community via NOTIFIND, which is a multi notification system using phone, e-mail, and text messages.** All faculty, staff and student employees are required to provide notification information to a central data base maintained by the North Dakota University system. All other students are strongly encouraged to provide phone (including cell) numbers and off campus e-mail addresses to be used in the event of a situation requiring immediate and prompt notice. The university has developed a process and procedure as outlined in Policy M1902 – Emergency Notification System to assess any immediate threats of violence and has developed a protocol for initiating an emergency notification, using the NOTIFIND system. These procedures include:

Students are allowed to leave cell phones on during class to receive emergency notifications unless instructed otherwise by faculty. If a faculty member instructs students to turn off their cell phones, the faculty member must be able to receive emergency notifications by one of the following methods:

1. registered personal cell phone that is turned on
2. registered campus email when a computer or other electronic communication device is active
3. campus classroom intercom or phone
4. nearby office personnel instructed to notify faculty.

The emergency notification system is only for emergencies as defined in SBHE Policy 1902. An “emergency” means a situation that poses an immediate threat to the health or safety of someone in the institution or system community or significantly disrupts institution or system programs and activities. Mayville State University’s Emergency Management Team (EMT) is responsible for defining emergencies that warrant system use. The EMT is made up of the President, VP Academic Affairs, VP Student Affairs, VP Business Affairs, Public Relations Director, and the Webmaster. MSU will conduct ENS tests at least once each semester.

These emergency response, evacuation and notification procedures are publicized to the campus community on annual basis through e-mail distribution and are tested on an annual basis in a manner determined by the Emergency Management Team.

C. Notification to victims of campus crimes

The institution will, upon written request to the Vice President of Student Affairs, disclose to the alleged victim of any crime of violence, or a non forcible sex offense, the report of the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of the victim shall receive the disclosed information. This information shall be disclosed in written form within a reasonable time period after all appeals processes have been exhausted by the alleged perpetrator and after any appropriate criminal investigations have been completed.

IV. Fire Safety In Residence Halls

A. Mayville State University facilities house approximately 225-275 students annually

These residence halls include a newly renovated building – Agassiz Hall – that meets all current fire safety codes, including an integrated fire alarm and sprinkler system. Berg and Birkelo Halls are older facilities that do not have sprinkler systems, but that do have individual room smoke alarms and building fire alarm systems. Because the community of Mayville does not have a full time, professional fire department, any building alarms or other reported fire incidents are not automatically transmitted to local fire department or emergency services. Any fire incident occurring within a residence hall is generally reported to a student or professional staff member within the residence hall, who will in turn, notifies appropriate university and local fire officials. In the event of an emergency fire incident, students are told to immediately activate the pull station and call 911 to report the fire to local officials.

The current MSU Residence Hall Handbook provides detailed information about practices and measures that ensure the safety of students residing in campus housing.

Highlights include:

1. Each residence hall room is equipped with a smoke detector which is periodically checked by hall staff.
2. Each building has a fire alarm system which is activated by ‘pull alarms’ in the event of a fire incident. In accordance with North Dakota state law, when the building alarm sounds, all residents are required to leave the building. Residents cannot re-enter a building until permitted to by hall staff.
3. The State Board of Higher Education mandates that at least one fire drill be held in each residence hall per term. One “announced” fire drill is conducted each semester. The “announced” fire drill is designed to give students an opportunity to evacuate the residence hall in a non-emergency situation. All residents must leave the building when the alarm sounds for the drill.
4. The use of toasters, microwaves, hotpots, or any other cooking appliances is prohibited in rooms. Cooking appliances can only be used in kitchenettes. Candles and other devices with open flames, as well as incense, are prohibited. Students who attach paper wrap to residence hall room doors must leave a 1 ft. border around the door free from paper.
5. There is a reward of \$500 for information leading to the conviction of any person charged with tampering with fire equipment or providing false reports to law or security officials requiring emergency response (North Dakota Century Code 12.2-1103, Subsection 2). Any person who willfully tampers with fire alarm equipment resulting in a false fire alarm is subject to criminal punishment.
6. Educational programs that promote fire safety are held on a regular basis within the residence halls and include presentations by university staff, as well as local fire and police professionals.

B. Fire Safety in Family and Faculty/Staff Housing units

The university has an agreement with an external investment group for the use of a four unit apartment building by registered students with children and/or families. Two additional four bedroom buildings are utilized by faculty and staff employees of the university, an on occasion by registered students. These facilities are not owned by the university, but the university does assign students and faculty/staff to these units and supervises repairs and maintenance. The units are supplied with smoke alarms in each bed room, as well as fire extinguishers. There are no central fire alarms or sprinkler systems, but each resident is supplied with information regarding fire emergencies and contact information. The local fire department conducts an annual inspection of each unit and the university invites residents to fire prevention educational programs.

C. Fire safety statistics reporting

Incidents are reviewed and reported on an annual basis, beginning with the 2009 report, as part of the Campus Crime and Security Survey. This includes data on the numbers and causes of any reported fires within a student housing or related facility, the number of injuries related to any reported fire incident, the number of deaths related to a fire incident, and the value of property damage caused by any reported fires. Information for the annual fire safety report is compiled from 'Fire Logs' that are maintained within each residence hall. Each residence hall director is responsible for gathering data about any fire incident, documenting such incidents in their respective fire log and reporting each incident to the Director of Student Life. That information is forwarded to the Vice President for Student Affairs who prepares the annual report. These 'Fire Logs' include information about any fire incidents that are either unintentional, intentional or of undetermined nature and include fires caused by: Cooking, smoking materials, open flames, electrical causes, heating equipment, hazardous products, machinery or natural causes.

D. Annual reporting to campus constituencies

Each year (prior to October 1) every enrolled student and employed faculty/staff member receives a written notice that the Fire Safety procedures, statistics and documentation is available electronically at the MSU Website (<http://www.mayvillestate.edu/about-msu/Pages/ConsumerInformation.aspx>) or in printed format. Students or faculty/staff may request a printed version from the Student Services Office in Main 107. Likewise, printed copies of the policy are available, upon request, to any prospective student, parent or member of the general public from the Student Services Office.

V. Missing Student Notification Policy

In compliance with the Higher Education Opportunity Act of 2008, Mayville State has established the following processes and procedures to deal with students who reside in campus housing and who may be identified as missing.

A. Procedures

Students residing in campus owned or operated housing are 'checked in' at the beginning of each term or year when they enroll. Residence hall staff gather emergency contact information as part of this check in process and maintain that data for use in the event of an emergency involving the student. In addition, students are encouraged to enter family and emergency contact information into the university's Campus Connection data base. However, providing this emergency contact information is voluntary. Residence hall staff conducts

regular ‘room checks’ for health and welfare purposes and if a student is not present for such a room check, follow up is conducted with roommates or friends of the student. Should a student be reported as missing by another student, by family, by faculty/staff or by residence hall staff, the following procedures will be followed:

1. Residence hall staff, including student staff, who have reason to believe that a student residing in a campus owned facility, has been missing for more than 24 hours should contact either of the following individuals:
 - Richard Smith, Director of Student Life: Campus Center 103, 701-788-4697.
 - Ray Gerszewski, Vice President for Student Affairs: Main 107, 701-788-4770
 - Law enforcement personnel of the Traill County Sheriff’s Department may also be contacted directly at 701-636-4510 if a student is suspected to have gone missing.
2. Upon receiving a report that a student may be missing, either of the above named individuals will attempt to reach family or others who are listed as emergency contacts to determine if there has been any communication with the student. Documentation of last contacts by teachers, staff, and other students with the missing student will also be attempted. A formal missing report will be filed with local law enforcement once it is determined that the student has been missing for at least 24 hours.
3. The Vice President for Student Affairs is designated to be the official liaison between law enforcement, family and other individuals who have an interest in the missing student. Documentation of last class and campus work attendance will be gathered, as will information that might be gleaned from the university’s notebook computer that has been assigned to said student; i.e. e-mail and internet access. This information will be compiled and filed with local law enforcement.

B. Other Policy Provisions

1. Any student residing in campus housing has the option of registering a confidential contact person who is to be notified in the event that the student is reported missing. Only authorized campus officials (Vice President for Student Affairs and Director of Student Life) and law enforcement officers in furtherance of a missing person investigation may have access to that information. This confidential contact may/may not be the same emergency contact individual that the student has identified as part of the “Check In” or Campus Connection processes identified above. A request for this confidential contact should be submitted directly by the student to either the Vice President for Student Affairs or the Director of Student Life.
2. If a student is reported as missing, law enforcement will be notified even if a student has not registered a contact person.
3. Parents and legal guardians of any student younger than 18 who is reported as missing will be notified immediately.

C. Annual reporting to campus constituencies

Each year (prior to October 1) every enrolled student and employed faculty/staff member receives a written notice that the Missing Student Notification Policy and Procedures are available electronically at the MSU Website (<http://www.mayvillestate.edu/about-msu/Pages/ConsumerInformation.aspx>) or in printed format. Students or faculty/staff may request a printed version from the Student Services Office in Main 107. Likewise, printed copies of the policy are available, upon request, to any prospective student, parent or member of the general public from the Student Services Office.

Reviewed: Fall, 2011

Revised: September 26, 2011

Sponsor: Vice President for Student Affairs and Institutional Research

Tobacco Free Campus

Philosophy:

Mayville State University provides an atmosphere conducive to physical and mental well-being. Based on the U.S. Surgeon General's Report, there is no safe level of exposure to secondhand smoke. Inhaling secondhand smoke even for a short time can be harmful and set processes in motion such as cancer, heart disease, or respiratory conditions. Similar research has also supported the negative health risks associated with the use of smokeless or chewing tobacco. To support this atmosphere, MSU is a Tobacco Free Campus. In compliance with State of North Dakota laws, this tobacco free provision also applies to the use of E-Cigarettes or similar devices in all public places on the university campus, to include residence halls. This policy applies to all employees, students, visitors and contractors. The policy also applies to external individuals or companies renting space with MSU and should be reflected in all agreements/contracts with such individuals or companies.

Policy:

Smoking (including the use of E-Cigarettes or similar devices) and use of smokeless or chewing tobacco are prohibited on all university properties, with the exception of personal vehicles. Smoking or use of smokeless or chew tobacco will be allowed in personal vehicles only.

Responsibility/Enforcement:

Employees: Supervisors are responsible for ensuring that employees, and where applicable, contractors, are made aware of this policy and that they comply with its requirements. Non-compliance by employees with this policy may result in disciplinary action being taken through normal disciplinary procedures as determined by the respective supervisor and may include verbal reprimands, written reprimands or other disciplinary action. The reporting of such violations should be made to the employee's immediate supervisor.

Students: Students who violate this policy are subject to formal disciplinary procedures through the Student Services Offices. Such actions may include verbal reprimands, written reprimands and official citations. Students who violate the university's Tobacco Free policy will be subject to the following processes and sanctions:

- a) A university official, faculty member or student who observes a student who is in violation of the Tobacco Free policy (*seen smoking or chewing/disposing of tobacco on campus property*) should report that violation to the Vice President for Student Affairs. The following sequence of sanctions and actions will generally be taken as a result of such a report:
 - 1) A first reported violation of the Tobacco Policy will result in an e-mail from the Vice President for Student Affairs, informing the student of the MSU Tobacco Policy and requesting that the student complete Electronic Check Up to Go (eCHECKUP TO GO) to provide information to the student about the potential dangers of tobacco use. The student will be required to schedule a personal consultation with the Vice President for Student Affairs and to provide documentation of completion of the eCHECKUP TO GO. The personal

consultation may also include a referral to the Traill County Tobacco Prevention Specialist for tobacco cessation counseling and education.

- 2) A second report of violation of the MSU Tobacco Policy by the same student will result in a written reprimand and a fine, not to exceed \$100.
- 3) Any additional reported violations will result in a formal disciplinary process under the provisions of the MSU Code of Student Conduct and may include sanctions ranging from additional fines, conduct probation, and suspension.

Adopted: January, 2009

Revised: December, 2013

Revised: February, 2014

Sponsored by: President's Cabinet

(This policy replaces M917-Smoke-Free Facilities policy that was approved on July 19, 2004.)

Alcohol Policy

1. Definitions:
 - a. "Alcoholic beverages" means any liquid suitable for drinking by human beings, except prescription drugs or over-the-counter medications, which contains one-half of one percent or more of alcohol by volume.
 - b. "Controlled substance" means any drug, substance or immediate precursor listed in 21 U.S.C. Section 812.
2. Possession, sale, dispensation, use or consumption of alcoholic beverages upon land or in buildings owned by Mayville State University is prohibited, except as provided by this subsection.
 - a. This policy does not apply to family housing, married student housing, faculty housing or off-campus guest housing.
 - b. Alcoholic beverages may be permitted, subject to applicable state and local laws and ordinances, at events in facilities or upon land owned by the institution pursuant to a permit signed by the President or his/her designee. The permit must describe the nature of the event and the date(s), time(s) and place where consumption of alcoholic beverages is permitted. The permit may be for a single event or for events occurring periodically at the designated place during a period of not more than one year. Events where alcohol is served and approved by the President also require the following additional stipulations:
 - 1) Events sponsored by the university or the Mayville State University Foundation and which are intended to be fund raisers to directly benefit the institution will be permitted and alcohol may be served or sold as long as a third party with an appropriate liquor license is utilized.
 - 2) Any group that is **not** directly affiliated with the university who wishes to rent or utilize a campus facility must provide proof of liability insurance prior to final approval. **An event at which alcohol will be sold, requires that the renter arrange for a third party with an appropriate liquor license to actually sell the alcohol.** In these cases, the third party with the liquor license must also provide proof of liability insurance for the specific event prior to approval.
 - 3) Events hosted by a renter at which **alcohol will be sold, will also be required to hire adequate security officers to monitor access to alcohol.** These security officers must meet city ordinance and/or state law requirements.
 - 4) The university does not intend to compete with private businesses in the area. The rental of university facilities by an individual or group not affiliated with the institution, and at which alcohol will be served or sold will be approved only after the renter has satisfactorily verified that they have been unable to secure other, adequate facilities in the community.
 - 5) With events such as wedding receptions, dinners, or dances there is an expectation that food will be served and the renter will be required to utilize MSU Food Services for all food items.
3. Alcoholic beverages may not be purchased with public funds.
4. Employees of the institution shall not come to work or be at work, during normal work hours or other times when required to be at work, while under the influence of alcoholic beverages or as a result of the unlawful use of a controlled substance.
5. Any employee violating this policy is subject to discipline up to and including termination.

Reviewed: Fall, 2008

Updated: Summer, 2013

Sponsored by: President's Cabinet

Loitering and Trespassing Policy

NDCC sec. 12.1-22-03 (3) makes a person guilty of a Class B misdemeanor if:

“Knowing that he is not licensed or privileged to do so, he enters or remains in any place as to which notice against trespass is given by actual communication to the actor by the person in charge of the premises or other authorized personnel or by posting in a manner reasonably likely to come to the attention of intruder.”

Visitors to Mayville State University are expected to respect the need for Mayville State University staff members to conduct business in their respective offices in an orderly and timely manner. When individuals have no legitimate business or when they have been given adequate time to complete their business and subsequently proceed to interfere with University activities or operations, immediate compliance with the law may be enforced. Failure to comply with authorized personnel's request to leave the premises may result in the arrest of an individual(s) for criminal trespass or other appropriate charge.

When a complaint is received that an individual has not indicated to building staff what business, if any, he/she intends to transact and the individual refuses to leave, the appropriate personnel in that building (two whenever possible) will:

1. Engage person trespassing or loitering in conversation.
2. Attempt to find out what business he/she may wish to transact and try to help get this done so the individual can go on his/her way.
3. If no reason is forthcoming, and the individual is causing a problem or concern to staff or student, explain that state property is accessible only to persons with official business, that he/she has been given every opportunity to transact theirs and they are now being asked to leave Mayville State University property.
4. If he/she refuses to leave the premises or campus, warn him/her again that if they do not leave immediately, you will have to call for assistance to have him/her removed and that they could be charged with criminal trespass, disorderly conduct, or other appropriate charge.
5. Contact the Department head in that area, Physical Plant office 34640 (Daytime), Power House 34789 (Evenings), or 911 for assistance.
6. Under normal circumstances when the individual leaves Mayville State University property as requested, they will be given one warning before being referred to the police department.
7. When the Trespassing Warning form is complete, send it as soon as possible to the Physical Plant office where all active files will be kept. This information is available to all staff members.
8. The Trespass Warning Form is available in the “Forms” folder on the MSU website or from the Physical Plant office. Written reports should be filed on each episode.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs and Physical Plant Director

Solicitation, Distribution and Posting

Mayville State University prohibits the solicitation, distribution and posting of materials on institutional property by any employee or non-employee, except as permitted by this policy. The exceptions to this policy are solicitations or distribution of materials that are related to charitable or community support activities supported by the university or by its administration.

Materials may be placed only on University bulletin boards where general information materials are normally posted. Courtesy should be observed in connection with the size of posters, the amount of space occupied, and the time that materials are left in place. Persons posting materials are responsible for their removal after they have served their purpose. The Office of the President reserves the right to remove any materials at any given time.

Non-employees may not solicit employees or distribute literature of any kind on the premises of Mayville State University without prior approval. Such approval should be made by the appropriate supervisor of the work area being solicited.

Employees of the university may not solicit other employees during regular work hours, except in connection with a university sponsored or approved event or activity. Employees may not distribute literature or materials during regular work hours except in connection with a university sponsored event or activity. Employees may not conduct for profit business operations on university property, utilizing university property, resources, or materials, unless such operations have been previously approved, or for which the university is being compensated.

Violations of this policy shall be reported to the supervisor of the employee who is in violation.

Adopted: March 8, 2004

Reviewed: Summer, 2012

Revised: June 18, 2012

Sponsor: President

Possession or Use of Weapons on Campus

1. Policy Provisions:

The possession or use of dangerous weapons on University owned or controlled property is prohibited. Dangerous weapons include, but are not limited to items such as ammunition, bombs, explosives, clubs, dirks, martial arts weapons, sling shots, fireworks, firearms, metal-tipped darts, bows and arrows, BB guns, sabers, swords, knives, axes, hatchets, incendiary devices, pellet guns, stun guns, paintball guns, and/or other potentially dangerous items.

Legal hunting weapons that are secured in personal vehicles are permitted. Items not traditionally used as weapons may be considered as weapons when those items are used to inflict bodily injury or to threaten the infliction of bodily injury on others. Examples include, but are not limited to baseball bats and kitchen utensils.

Individuals, other than students or employees, who violate this policy will be notified of the policy provisions and may be referred to appropriate law enforcement authorities for possible violations of city and/or state laws.

2. Sanctions:

A. Students: The Mayville State University Code of Student Conduct and Residence Hall Handbook identify sanctions of violations of this policy. Depending upon circumstances, these sanctions could include but are not limited to the following:

- \$100 fine,
- eviction from a university residence facility, and
- expulsion from the university.

Specific sanctions imposed as a result of a violation of this policy will be determined as a result of normal disciplinary procedures as outlined in the Code of Student Conduct.

B. Employees: Faculty or staff found to be in violation of this policy will be subject to sanctions as determined by their supervisors.

Adopted: August 9, 2010

Reviewed: Fall, 2011

Revised: October 31, 2011

**Sponsors: Vice President for Student Affairs
Vice President for Business Affairs**



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Grants and External Funding

Section: 1800. Index

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1800		
	M 1870	Grant Indirect Cost Distribution
	M 1871	Grant Writing Incentive Distribution Policy
	M 1872	After-the-Fact Reporting Policy

Grant Indirect Cost Distribution

The MSU Grants Office distribution of indirect costs is viewed as a **research investment plan**, providing support and resources to those individuals and University units to encourage further success in securing external funding for research and sponsored programs.

The Mayville State University Indirect Cost Revenue Distribution is as follows:

65% - MSU Grants Office: To support grants and sponsored programed operations, proposal development, IRB activities, technical support pre and post award, award compliance and reporting, professional development, grant acquisition resources, etc.

10% - Incentive Pool: Will be invested in growing research, creative activities and scholarly work; and to increase external funding of these activities. Funding can be used for support and reward for proposal development.

10% - Business Office: To be used for post-award activities including accounts payable, grant records, etc.

5% - Division or Department: To recognize employee efforts in grant acquisition. Funding can be used for faculty development, equipment, etc.

5% Academic Affairs Office: To be used for faculty efforts in grant acquisition, release/stipends, travel to workshops, equipment, etc.

5% - Principal Investigator (PI): To be used for travel, professional development, etc. (not used as/for additional compensation); shared when multiple investigators work in a grant; reverts to Grants Office account when no PI is named.

Indirect cost will be claimed by the institution annually. Distribution will occur at the end of the project fiscal year, and when the grant has a balanced budget.

Adopted: August 25, 2008

Reviewed: May 10, 2010

Revised: September, 2014

Sponsors: President, Vice President for Academic Affairs and Vice President for Business Affairs, Director of Grants Office.

Grant Writing Incentive Distribution Policy

The MSU Grants Office supports faculty and staff initiative in writing grants that support institutional initiatives. A portion of indirect costs have been placed in an Incentive Pool designated as investment in growing research, and supporting creative activities and scholarly work.

To qualify for and receive compensation the employee must:

- 1) Provide written confirmation for proposal submission
- 2) Complete the proper Grant Proposal Incentive Request form
- 3) Completed Pre-Proposal Approval forms

Compensation will be determined on the following factors:

- 1) Amount of proposal
- 2) Entity proposal was submitted to (state, federal, foundation, etc.)
- 3) Effort put forth by employee and by the grants office
- 4) If submission is a continuation grant
- 5) Employee was provided release time

Compensation is not to exceed \$1,500 per Principle Investigator (PI)/Writer. When multiple writers are involved, compensation is not to exceed \$2,000 and will be distributed equally across PI's/writers.

Distribution will occur when proposal confirmation, Incentive Request form and Stipend form is provided to the Grants Office. Incentive is provided only as funds are available.

Adopted: April, 2015

**Sponsors: President, Vice President for Academic Affairs and Vice President for Business Affairs,
and Director of Grants Office**

After-the-Fact Effort Reporting Policy

Mayville State University employees are required to document after-the-fact effort spent on externally sponsored activities when one or more source of funding is used and/or federal funding is the sole source, per Office of Management and Budget Uniform Guidance 2 CFR Part 200, Subpart E-Cost Principles 200.430 Compensation, Standards of Documentation (i) – (x).

Mayville State's established system for the documentation of personnel expenses to federal awards is supported by after-the- fact effort reporting. Failure to complete the reporting requirements puts the University at risk for audit disallowances resulting in significant financial penalties.

Required documentation: Employees funded through Federally Funded/Sponsored Projects (including sub-awards, and other related projects) After-the-Fact-Effort Reporting Form.

Adopted: April, 2015

**Sponsors: President, Vice President for Academic Affairs and Vice President for Business Affairs,
Director of Grants Office**



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Miscellaneous

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Access to University Services

This policy applies to resources and services such as fax machines, print shop, counseling, computers and other equipment, or instruction. It does not apply to the rental of physical facilities and the services associated with such rental.

University services and resources exist to meet the needs of university faculty, staff, and students. These individuals may have limited access to such services and resources for personal purposes at a reasonable cost to be determined by the business office. Abuses of this privilege should be reported to the supervisor or the business office.

Individuals who are not university faculty, staff, or students do not have access to university services or resources. This policy is intended both to ensure that public resources are dedicated to their intended uses and to comply with laws and policies that exist to guard against unfair competition with private-sector businesses. If a resource or service is available in the private sector, the university will not provide it to non-campus personnel. Special university-only resources may be made available to the public by permission of the President, Vice President for Academic Affairs, or Vice President for Business Affairs

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Approval of IT-Related Projects and Acquisitions

Background

- 1) NDUS procedure for Policy Section 1901.3 states:

All institutions must develop institutional guidelines for IT acquisitions and approvals consistent with good business practices to ensure proper stewardship of state resources.

- 2) In order to provide the best possible service to students, faculty, and staff, Information Technology services must ensure any IT-related acquisitions and projects:
 - a. Can be supported
 - b. Are compatible with other IT services or systems
 - c. Are not redundant with any other IT services or systems
 - d. Are consistent with the strategies and vision of Information Technology Services and the University
 - e. Adhere to NDUS Policy Section 1901.3
 - i. <http://www.ndus.edu/makers/procedures/ndus/default.asp?PID=328&SID=62>

Policy Statement

Any administrative, academic, or research projects or acquisitions must be approved by the Director of Information Technology Services if the project or acquisition interfaces with other Information Technology systems hosted by the University or the NDUS, interfaces with, or otherwise impacts, the ITS communications network, or impacts ITS resources (staffing, systems, etc.). A decision of the Director of Information Technology Services to deny the approval request may be appealed to the CIO.

Overview of Policy Content / Impact

This policy will bring the University into compliance with 1901.3 procedural requirements. This policy will also provide a mechanism for review of all software, devices, or projects requiring ITS support, configuration, or staff time prior to acquisition or implementation.

Foreseeable immediate impact on acquisitions include networked photocopiers, scanners, printers, security systems, identity card systems, and third-party software applications. Foreseeable immediate impact on projects include outsourced/third-party development of web and mobile device applications.

Established: Spring, 2014

Reviewed: Fall, 2014

Sponsor: Chief Information Officer

MSU E-Mail System

Mayville State University's policy on the University's e-mail system.

1. Mayville State University considers the university's e-mail system, e.g. employee's or student's username@mayvillestate.edu (the MSU email naming convention) along with the United States Postal Service, an official means of communication.
2. The university will consider employees and students to be duly informed and in receipt of notifications and correspondences sent by an college administrator, staff, or faculty delivered to an employee's or a student's university e-mail account. It is recommended that employees and students frequently access their university assigned e-mail account for official information.
3. Individuals may choose to have their @mayvillestate.edu e-mail account forwarded to an off-campus account. Such individuals, however, are responsible for managing their disk quota such that there is room for new mail to arrive and for forwarding their Mayville State University e-mail account to a functioning alternative e-mail address.
4. The University is not responsible for delivery problems to non-official e-mail accounts.

Reviewed: Fall, 2008
Fall, 2014

Sponsors: Vice President for Academic Affairs
Information Technology Committee

Electronic Mail (E-mail) Retention Policy: Office of Record

Purpose

The purpose of this policy is to establish the procedures and best practices for keeping e-mail records in compliance with the Mayville State University's (MSU) Records Retention Schedule.

Background

E-mail messages are subject to the same records retention rules that apply to other, more traditional, paper documents and must be retained in accordance with applicable retention periods.

While not all e-mail communications are considered records, all e-mail communications are subject to the North Dakota Open Records Act (with certain limited exceptions) and are also subject to discovery requests in the event of litigation. In other words, if it's on your computer or in your e-mail account (including archives), it's subject to review and disclosure.

Distinguishing between a record and non-record¹

E-mail messages fall into two basic categories, record and non-record (transitory).

E-mail messages are considered records when they are created or received in the transaction of official business. They must be retained as evidence of official policies, actions, decisions, or transactions. An example of an e-mail message that is considered to be a record would be the agenda of a meeting sent to the attendees of that meeting. The individual sending that message is considered to be the Office of Record, and must keep that record in accordance with stated retention periods outlined in the Records Retention Schedule. The recipients' copies are not records, except where the sender is external to MSU (see **Retention** section below).

Non-record (or transitory) e-mail messages that have limited business value do not need to be retained and should be regularly deleted. An example of a non-record/transitory message is an e-mail that is received from an external listserv distribution list.

Retention

There is no single retention period for e-mail messages. The value of e-mail messages is based upon their informational content. E-mail messages that are deemed to be an official record need to be retained the same length of time that they would be retained if they were hard copy. Employees should familiarize themselves with the Records Retention Schedule in order to accurately classify their e-mail records and attach the correct retention period.

The responsibility for retaining, classifying, and disposing of an internally created e-mail that documents official business falls on the author of that message – not the recipient(s). Recipients may delete such received messages when their usefulness have been fulfilled.

However, in the case of an employee receiving an e-mail from outside MSU (an external entity) documenting official MSU business, that employee would then be responsible for proper classification, retention, and disposition of those messages.

E-mail that has been requested under an Open Records request, discovery request, or subpoena must be retained until the request or litigation has been resolved, even if the retention period has passed. Check

¹ Refer to Attachment 1: "When is E-mail a Record?" to help you determine which e-mails are considered a record and which are considered non-record.

with the Records Manager or General Counsel if you are unsure whether the information you possess is currently involved in a legal procedure before destroying.

Procedures for the Maintenance of Record Copy E-mail

It is recommended that after an e-mail message has been determined to be a record, the user should immediately (within a week) act on that message by removing it from their Inbox. This can be achieved by two methods:

- 1) Print the e-mail to hard copy (paper), and file that into the appropriate matching paper file. The e-mail may then be deleted.

-Or-

- 2) The user should create and maintain an electronic filing and classification scheme. This can be accomplished by moving the e-mail record from the "Inbox" to a user's disk space separate from the e-mail system.² Generally, the easiest manner to accomplish this is to parallel the structure and naming convention of the electronic system to the one used for the hard copy file system.

For those e-mail messages that have a permanent or long-term (over 10 years) retention, the recommended best practice would be for that record to be printed to paper and maintained with the hard copy file.

Also, at the end of the day, each user should delete all e-mails contained in their "Trash" or "Deleted Items" folder.³

These procedures will facilitate the efficient access, retention, and disposition of e-mail messages.

Backup Copy of E-mail

The various e-mail system administrators routinely create backup copies of e-mails, however those copies are not intended for retention purposes. The backup copies are intended for restoration purposes in the case of system failure, in the event of disaster. The backup copies are kept for only 15 days time.

² Contact your e-mail system administrator if you need instruction on how to move e-mail messages to a local storage device.

³ Some e-mail programs have the ability to automatically delete anything in the "Trash" or "Deleted Items" folder upon shutdown. Ask your e-mail administrator for assistance.

Attachment 1

When is E-mail a Record?

You should determine that e-mail is a record if the e-mail was created in the course of conducting business and needs to be preserved as evidence documenting:

- Decisions
- Policies, guidance, or procedures
- Operations, organization
- Meetings or other activities
- Significant or historic information

To help determine if an e-mail meets the above criteria, ask yourself the following questions regarding the information contained in the message:

- Could this e-mail help make it clear how a business decision was made?
- Could this e-mail help me support or justify my actions?
- Could this e-mail form part of a financial, legal, or business audit trail, claim, or obligation?
- What has transpired or will transpire due to this message?
- Whose authority made a decision?
- What advice was given?
- What was involved?
- When did it happen?
- Is there a chronology of events?

When is an E-mail NOT a Record?

The following are some examples of e-mails that would **not be** classified as records (non-record or transitory messages) and can be immediately deleted:

- E-mails which are for transmittal purpose only and contain no significant information or have any value and do not require action
- E-mails of a personal nature and are not business-related
- E-mails received from an external listserv distribution list.
- Lunch dates
- E-mails announcing social activities
- Retirement parties
- E-mails announcing events
- E-mails that are the interim messages in a "string" of messages. Only the last message in the "string" of messages is necessary to be retained since all the information will be contained in the "final" message in the series.

Adopted: August 26, 2004

Reviewed: Fall, 2008
Fall, 2014

Sponsored by: Vice President for Academic Affairs
Information Technology Committee

Social Media

Definitions

- A. "Social Media Sites" refer to Websites designed to allow and encourage social interaction. Common examples include Facebook, Twitter, LinkedIn, and SharePoint.
- B. "Affiliated Sites" are social media sites which publicly represent the University or a specific group or functional unit within the University.
- C. "Academic Sites" are social media sites developed by faculty members for academic purposes (such as individual classes).
- D. "Non-Affiliated Sites" are all sites that are neither affiliated nor academic.
- E. "Administrators" are faculty or staff advisors.

Authorized Social Media

- A. In order to ensure that MSU's presence on Social Media sites is kept manageable, the University may limit the specific social media services available. Social media services in use must be approved by the Director of Marketing & PR. If faculty, staff, or students wish to employ other Social Media services, they must request approval from the staff responsible for enforcing this policy. (See **Policy Enforcement** below.)

Confidentiality, Proprietary Information, and Network Use Policy

- A. Observing applicable federal, state, and University confidentiality and proprietary information requirements (such as FERPA and HIPAA) is of utmost importance. Social media site users and administrators may not post financial, confidential, sensitive, or proprietary information.
- B. Use of social media sites must be consistent with MSU's Computer Use Policy and NDUS Procedure 1901.2 Computer and Network Use.

Affiliated Sites

- A. Affiliated sites are the intellectual property of the University, are subject to this policy, and must meet the requirements and definitions of this policy.
- B. All University sanctioned student clubs and organizations are required to submit their social media sites for review and approval. For approval, the site must meet all of the conditions identified in this policy.
- C. Administrators of affiliated sites must be employees of the University. Subject to the approval of the employee's supervisor, administration of affiliated sites may be considered to be within the job responsibilities of University employees. As such, University employees may:

1. Perform administrative tasks or assign them to subordinate employees; or in the case of sanctioned University clubs and organizations, members of the clubs or organizations; or assign them to third parties,
2. Use MSU property such as computers and network resources to perform administrative tasks,
3. Include in the site copyrighted MSU property such as logos, photography, or other graphic elements (as approved by the Director of Marketing & PR), or request resources to help promote the site,
4. Use the affiliated site to communicate with internal or external audiences as consistent with the employee's job responsibilities,
5. Perform other tasks and access other resources consistent with the employee's job responsibilities.

C. Requirements: Administrators of Affiliated sites must:

1. Be authorized by the senior executive responsible for the specific group or functional unit within the University,
2. Provide the following to the staff responsible for enforcing this policy (see **Policy Enforcement** below):
 - a. The full URL of the site,
 - b. The specific group or functional unit within MSU the site represents,
 - c. Full "Administrator" privileges for managing the site (including managing content and terminating the site) such as administrator logon ID's and passwords,
 - d. A list of the "Administrator(s)" of the site - individual(s) who have agreed to assume responsibility for ensuring that their site conforms to this policy.
3. Honor the Terms of Service for the social media platform employed. In keeping with SBHE Policy 840 Contract Review, "contracts shall be reviewed by the Board's or institution's legal counsel or other qualified person delegated that responsibility by the institution's president under institution procedures."
4. Maintain the content of the site in ways that:
 - a. Keep the site current and a positive reflection of the University,
 - b. Are consistent with and subject to:
 - i. the employee's job responsibilities,
 - ii. the description of purpose in the request for Social Media Affiliation form,
 - iii. the MSU graphic standards and brand,
 - iv. Copyright, fair use, and intellectual property rights of others and of the University.
 - c. Do not represent personal views as official positions of the University,

- d. Observe applicable federal, state, and University confidentiality and proprietary information requirements (such as FERPA and HIPAA). Obtaining a student's permission to release information is advised.

Academic Sites

- A. Administration: The Vice President for Academic Affairs and the appropriate division chair have the authority to monitor and administer all social media sites within their area of responsibility.

Administrative Sites

- A. Administration: The Vice President for Business Affairs and the appropriate department head have the authority to monitor and administer all social media sites within their area of responsibility.

Sanctioned University Club and Organization Sites

- A. Administration: The Vice President for Student Affairs and the appropriate club or organization advisor have the authority to monitor and administer all social media sites within their area of responsibility.

"Non-Affiliated sites" are outside the scope of this policy. However, Non-Affiliated sites are not entitled to any of the privileges of Affiliated, Academic, or Administrative sites. The University will take any steps it deems appropriate to protect its interests anywhere it is mentioned or represented.

Behavior of all MSU students and employees on any social media site must be consistent with MSU's Mission, Vision, and Values, and will be subject to all other MSU policies, in particular, Section 603 [Non-Discrimination]. The University will not tolerate any form of abuse, profanity, or breach of privacy.

Policy Enforcement:

- A. This policy will be enforced by the Director of Marketing and Public Relations and the Director of Information Technology Services.

Established: August, 2014

**Sponsored by: Director of Marketing and Public Relations
President's Cabinet**

Emergency Notification System

Mayville State University has an emergency notification system (ENS). This system allows the campus to contact students, employees, and designated people rapidly during an emergency. The emergency notification system is populated with contact information from students, employees, and on-campus external entities. The information contained in the ENS will be used by the authorized campus administrators to contact the above population in the event of a qualifying emergency.

1. Mayville State University mandates all employees participate in the emergency notification system. Employees are required to review their emergency notification information annually. In addition, employees will receive reminders twice a year to update their records. Emergency notification contact information includes campus email, campus phone, home phone, personal cellular phone, and work cellular phone. The NotiFind administrator will gather emergency information from non-campus personnel associated with Head Start, Traill County Technology Center, MSU campus/county nurse, ARCH personnel, Traill County Sheriff's Department, Mayville Fire Department, and other 911 groups deemed appropriate.
2. Students will have the ability to add and update their information in the Connect ND portal. The portal will allow students to enter campus phone, cell phone, email, texting information, and home phone. The system will periodically remind students to review their information. In addition, students have the option to receive emergency notifications from other campuses depending on their class location. Students can "opt-out" of the emergency notification system in the Connect ND portal.
3. Students are allowed to leave cell phones on during class to receive emergency notifications unless instructed otherwise by faculty. If a faculty member instructs students to turn off their cell phones, the faculty member must be able to receive emergency notifications by one of the following methods:
 - a. Registered personal cell phone that is turned on
 - b. Registered campus email when a computer or other electronic communication device is active
 - c. Campus classroom intercom or phone
 - d. Nearby office personnel instructed to notify faculty
4. The emergency notification system is only for emergencies as defined in SBHE Policy 1902. An "emergency" means a situation that poses an immediate threat to the health or safety of someone in the institution or system community or significantly disrupts institution or system programs and activities. Mayville State University's Emergency Management Team (EMT) is responsible for defining emergencies that warrant system use. The EMT is made up of the President, VP Academic Affairs, VP Student Affairs, VP Business Affairs, Public Relations Director, and the NotiFind administrator. MSU will conduct ENS tests at least once each semester.
5. The ENS will be refreshed with information from Connect ND a minimum of once per semester. This removes data associated with former employees and students from the emergency notification system.
6. To eliminate misuse of the emergency notification system, access to deploy messages will be granted to the President, VP Academic Affairs, VP Business Affairs, VP Student Affairs, and the NotiFind administrator.
7. Students, employees, and visitors should report all emergency situations to the President, VP Academic Affairs, VP Student Affairs, VP Business Affairs, Athletic Director or the NotiFind administrator. One of those staff will contact the proper authorities.

8. During any emergency, MSU employees and students are asked to refer all media inquiries to MSU's Public Relations Director or the President's Office.
9. Additional emergency notifications not outlined by EMT personnel, can be deployed if necessary by designated personnel. Campus emergency procedures are available online on the MSU website. MSU will use campus email and website for detailed updates, in addition to redeploying of NotiFind.
10. Employee emergency notification telephone numbers or other emergency notification information is exempt from the state's open records laws as provided in SBHE Policy 1912 and may be released only as provided in that policy. Student emergency notification information, such as phone numbers or email addresses submitted for purposes of participation in an ENS, shall be excluded from directory information and is therefore confidential as provided under the Family Educational Rights and Privacy Act (FERPA). However, if a student phone number or email or other address submitted for the purpose of participation in an emergency notification system is also contained in other institutional records used for other purposes and the student has not exercised the student's right to refuse to permit disclosure of directory information, the information contained in the other institutional records is directory information and not confidential.

Established: January, 2009

Reviewed: May 24, 2011

Revised: August 15, 2011

Revised: February 19, 2013

Sponsor: Vice President for Business Affairs and NotiFind Administrator

Access to and Duplicating of University Documents

As a public institution, our university makes most of its documents available for public inspection in accordance with federal law, state law, State Board of Higher Education policy, and university guidelines. Office supervisors should ensure that they and their front-line staff are familiar with the laws and policies that pertain to information maintained in their offices.

Where the law permits, office personnel shall make information available for inspection by campus or non-campus personnel upon request, with reasonable provision for staff time to access the information requested. A log sheet shall be maintained to document any authorized inspection of any personnel file other than by those employed in the office maintaining the file.

When non-campus personnel request copies of university documents that are open to the public, the cost of these copies will be charged at the current rates. Copies will be made available with reasonable time allowed for assembly and duplication.

University personnel through the Service Department will do all copying and fee payment for the public.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Customer Information Safeguarding Program

Introduction

The Gramm-Leach-Bliley (GLB) Act of 2000 requires financial institutions to ensure the security and confidentiality of customer information. Universities and colleges are deemed to comply with the privacy provision of the Act if they are in compliance with Family Educational Rights and Privacy Act (FERPA) of 1974; however, universities and colleges are still subject to the requirements of administrative, technical and physical safeguarding of customer information. The written safeguarding program outlined below will address the administrative, technical and physical safeguarding of customer information. The objectives of the safeguards are as follows:

- Ensure the security and confidentiality of customer information,
- Protect against any anticipated threats or hazards to the security or integrity of such information, and
- Protect against unauthorized access to or use of customer information that could result in substantial harm or inconvenience to any customer.

Definitions

- "Customer information" means any record containing nonpublic personal information as defined in 16 CFR 313.3(n) (Federal Register, Vol. 65, No. 101, Wed., May 24, 2000) about a customer of MSU, whether in paper, electronic or other form (16 CFR 314.2(b)).
- "Nonpublic personal information" is personally identifiable financial information and lists derived there from.
- "Customer" is an individual who obtains or has obtained a financial product or service from MSU that is to be used primarily for personal, family, or household purposes (16 CFR 313.3(e), (h)).

Plan Responsibility, Review, Updates, and Approval

Responsibility for MSU's customer information security program is assigned to a customer information safeguarding team comprised of the following positions:

Area	Position
Business Affairs	Vice President (Chair)
Enrollment Management	Vice President
ITS	CIO

This security plan will be reviewed and updated regularly by this team and approved annually by the President of MSU.

These positions will work together and be responsible for coordinating MSU's information security program, including the following:

- Identification of reasonably foreseeable internal/external risks to the security that could result in unauthorized disclosure, misuse of information;
- Design and implementation of the safeguard program;
- Regularly monitor and test the sufficiency of any safeguards in place to control risks in the following areas:

- Employee Management & Training;
- Information Systems; and
- Managing System Failures.

Identification, Assessment, Management & Control of Risks

MSU recognizes that there are both internal and external risks at three different levels: 1) ND Higher Education Computer Network (HECN), 2) MSU Information Technology Services (ITS) department, 3) other MSU department systems.

1. North Dakota Higher Education Computer Network (HECN)
 - a. The HECN is a cooperative effort among the eleven campuses of the North
 - b. Dakota University System for the provisioning of enterprise-wide IT services. HECN obligations are addressed in North Dakota University System Policy Section 1912: Public Records and NDUS Procedure Section 1912.1: Information Security Procedures.
2. MSU Information Technology Services (ITS) department systems
 - a. MSU ITS is responsible for providing a secure computing environment for the Faculty, Staff and Students of MSU. This environment, for MSU, includes the campus infrastructure; the Local Area Network; file servers for research, academic and administrative functions; and the email system.

Potential risks associated with ITS systems include the following:

- unauthorized access and/or use of personal customer information by means of computer and electronic data by external parties,
- system failure.

Access to the networking equipment is controlled by passwords and access control lists. Access to the application & file servers is controlled by physical key, passwords and access control lists, with only those people needing to maintain the infrastructure itself having access. It should be noted that the responsibility for secure transmissions resides as much with the origin and destination of the transmission as it does with the medium facilitating that transmission.

Access to the administrative file servers is authorized by the individual departments and granted by the system administrator for the servers. The storage area on the servers consists of individual and shared directories. The individual storage is password protected for the specific individual account. Access to the shared area for the department is authorized by the department and implemented by the system administrator.

The email server is a Novell GroupWise system. Each individual account is protected by a login and password assigned to the individual. Login access to the email server is restricted to those system administrators that are responsible for maintaining the usability and integrity of the server. The server is located in a secure area where access is controlled by physical key and granted to only those system administrators responsible for maintaining the integrity of the server.

No passwords granting access to data are maintained in plain text. No passwords are altered for an individual or given to an individual until it has been determined that the individual is the person entitled to access the account.

All incoming email is filtered for Spam and scanned for Viruses. File servers are scanned for Viruses. Anti-Virus software and Spam filters are maintained at a current level. The HECN also makes Anti-Virus software and updates available to all its customers.

The email and files servers are backed up to tape on a regular basis. The tape library will be maintained in a secondary secured facility on campus (scheduled for July 2005).

3. Other MSU department systems

This level consists of MSU administrative departments and employees that have access to administrative information that could include private customer information. Information in this category is obtained by MSU employees from HECN systems, ITS systems, or information systems maintained within the MSU administrative or academic department itself.

Potential risks in this category include the following:

- unauthorized access and/or use of personal customer information by means of computer and electronic data, or paper documents and files,
- lack of employee knowledge about the privacy of customer information,
- system failure.

Management and control responsibilities for MSU departmental information systems and employees actions rest with the department heads and the administrative chain of command shown in the MSU organizational chart. Management and control responsibilities fall under three general categories: A) Employee Management and Training, B) Information Systems, and C) Managing System Failures.

A) Employee Management and Training

The success or failure of any security plan largely depends on its employees. Because certain customer information (such as: social security numbers) is available to a large number of MSU employees via the administrative systems (ConnectND), risk of failure is slightly higher in this area. As a result of this risk, the following steps will be taken:

1. All departments are encouraged to check references prior to hiring employees.
2. Every employee with administrative computer system access to name and address information will be annually notified and reminded of MSU policy 1912.1 and the need to keep customer information confidential and properly safeguarded.
3. HECN administrative computer systems require the use of a strong password (at least eight characters long) and frequent password changes.
4. Employees will be reminded annually to take steps to maintain security & confidentiality of customer information, such as:
 - locking rooms and filing cabinets where records are stored;
 - locking desk drawers;
 - recognizing any fraudulent attempt to obtain customer information;
 - limit access to data in software programs.
5. MSU will limit access to customer information to employees who have a business purpose for access which in part will be accomplished through the administrative system (ConnectND) security access authorization form process. Department heads must sign the form granting access prior to being granted to an

employee. MSU Financial Processing Guidelines require the deletion or change of administrative system access for terminating or transferring employees.

6. Impose disciplinary measures for any employee breaches.

B) Information Systems

Information systems include network and software, information processing, storage, transmission, retrieval and disposal. Department heads will be notified annually of the following standards for information system security:

1. Store records in a secure area with access limited to authorized employees.
 - a. Store paper records in a room or file cabinet that is locked when unattended.
 - b. Ensure that storage areas are protected against potential destruction (fire etc.).
 - c. Store electronic customer information on a secure server in which data is accessed with passwords and the server is in a secure area.
2. Provide secure data transmission.
 - a. Collect sensitive financial data - Use Secure Sockets Layer (SSL) or encryption.
 - b. If collecting information directly from the consumer. Caution the consumer about sending sensitive data via e-mail.
 - c. If transmitting sensitive data via e-mail, use encryption.
3. Dispose of customer information in secure manner.
 - a. Designate a record retention manager to dispose of nonpublic information.
 - b. Shred all outdated customer information.
 - c. When disposing of computers, erase all data on; diskettes, tapes, hard drives, etc.
4. Maintain an inventory of office computers.

C) Managing System Failures

Effective security management includes the prevention, detection and response to attacks, intrusions and system failures. Department heads will annually be notified of the following MSU standards for managing system failures:

1. Maintain up-to-date and appropriate programs.
 - a. Check with software vendors regularly to obtain patches that resolve vulnerabilities.
 - b. Use anti-virus software that updates automatically.
 - c. Maintain up-to-date firewalls particularly if using broadband Internet access, or if employees are allowed to connect from home or off-site.
 - d. Provide central management of security tools for employees and pass along updates about any security risks or breaches.
2. Takes steps to preserve security, confidentiality and integrity of customer information. Backup customer information data regularly.
3. Notify customer promptly if nonpublic information (NPI) is subject to loss, damage or unauthorized access.

4. Maintain systems and procedures to ensure that access is limited to authorized employees.

Oversight of Service Providers and Contracts

GLB requires the University to take reasonable steps to select and retain service providers who maintain appropriate safeguards for covered data and information. MSU's Business Office in cooperation with the NDUS Office of General Counsel will develop and send form letters to all covered contractors requesting assurances of GLB compliance. While contracts entered into prior to June 24, 2002 are grandfathered until May 2004, the MSU Business Office, in consultation with the NDUS Office of General Counsel will take steps to ensure that all relevant future contracts include a privacy clause and that all existing contracts are in compliance with GLB.

Approved: December 6, 2004

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs

Unanticipated University Closings

On occasion, the University closes due to weather-related conditions.

Closure due to winter weather: The most common reason for this is dangerous winter weather. Normally, the University is either open or closed. Only in some extraordinary circumstance might we “call off classes” and expect offices to be open. When the University is closed, so are related functions such as Head Start and Child Care. The President or a Vice President making the decision to close, notifies radio and television stations, sends an email notice to all students, staff, and faculty, and puts the campus announcement on the MSU Portal.

When the University closes, those whose duties must go on (such as food service when school is in session, or custodial and power plant functions) are encouraged to come in and work if it is reasonably safe for them to travel to the campus, whether they would normally be on duty at that time or not. If they are scheduled to be on duty but cannot travel safely, they should so notify their supervisor so that alternative arrangements may be made. Those who do work during a closure will be compensated accordingly, which may vary from one situation to another.

Those whose duties are not essential to campus life and safety or who cannot safely travel to campus will be paid as if it were a normal workday. They need not claim the day on their leave reports.

In the event of a power outage: The University participates in a cost-savings program with Xcel Power. In exchange for a lower rate, the University has agreed that the power company may shut off power to the University when the power is needed elsewhere. Most often, this happens on very hot summer days. Often, the University does not close on these occasions. If there is a closure announcement from the President or a Vice President, then the same guidelines regarding pay and leave apply as for a winter weather closing.

If the University does not close, those who are able to continue work without access to power are expected to continue working, perhaps shifting tasks for the time being to accommodate the loss of power. This might be a good time to offer to help someone else, too, if your own work cannot continue. If you cannot perform any useful service due to the power outage, your supervisor may excuse you under the same guidelines regarding pay and leave time as defined above for winter closures. If the situation is not clear-cut, one way or another; use your own judgment in consultation with your supervisor.

Reviewed: Fall, 2008

Sponsor: President's Cabinet

Continuity of Academic Instruction for a Pandemic or Emergency

Should Mayville State University experience a pandemic or emergency situation that threatens to disrupt our instructional mission, we need to be prepared to respond. The MSU Cabinet would make the determination if a temporary suspension of classes or early ending of the semester is necessary and would notify the campus by the emergency notification system and conventional communication systems.

We can't predict every possible scenario but we can establish basic steps, use common sense and good judgment to deal with the unexpected. This should reduce uncertainty and anxiety among students and faculty.

We need to be prepared for higher than normal student absenteeism. Worst-case pandemic situations, which would be highly unlikely but need to be considered, to order a mid-semester temporary suspension of classes to mitigate the spread of (example) influenza, or an early ending to the semester if social distancing is mandated by the Center for Disease Control and Prevention (CDC) or state/local health authorities.

Absenteeism can be as high as 30-40% during the peak of a pandemic. A question might arise as to the legitimacy of notifications of illness, particularly when health care providers are unlikely to provide written excuses (because people with symptoms of flu-like illness are generally being advised to avoid seeking health-care unless there are complicating factors).

It is important for you to take some specific steps so that you consider what you and your students need to know and do if MSU should be faced with a pandemic or emergency that affects the campus. MSU will need everyone's support if we are to meet our goal of maintaining continuity and quality of academic instruction, as well as student progress towards degree completion during a campus emergency.

The information below provides several strategies that will help you get started on your individual Continuity of Instruction planning. Timely implementation is highly recommended.

- 1. Amend your syllabus and/or post in the learning management system (LMS) by adding a statement, that a university-wide emergency, such as a pandemic, may necessitate changes in the posted course structure. (MSU's LMS is Moodle)**

The addition to your syllabus alerts students to the possibility that their instructor may need to adjust course requirements or grading strategies in response to an emergency.

Statement: "In the event of a major campus emergency resulting in temporary suspension of classes or early ending to the semester; the course requirements, deadlines, and grading percentages on the official syllabus are subject to change. I will notify you of such changes by email and/or by the campus learning management system (LMS) currently Moodle."

Since MSU provides all faculty with Tablet PCs, faculty have the capability to access campus email, the LMS and NDUS Campus Connection while on-campus and off-campus. The official class roster is in Campus Connection and final grades are assigned using this application. MSU's official method of communication is by email. The protocol may need to be clarified with students that they have a responsibility to inform you, the instructor when they become sick. Faculty have access to training if you are not familiar with these applications. It is your obligation to understand and have basic knowledge of these applications and use them as an instructional tool. MSU students have an obligation to use email, the LMS and Campus Connection for correspondence, course participation and student access to their academic record.

2. All MSU courses have a LMS presence, which is ready for all faculty and students to use and may be essential to use during an emergency.

The LMS allows instructors to load materials (readings, lecture notes, slides, assignments, exams) in advance and hold their release until a specific date. Should classes be suspended, the LMS will help you communicate with your students until classes resume. There is an obligation for all MSU faculty to have a basic understanding and use of the LMS as an instructional tool. If you need additional training or just a refresher, MSU Instructional Technologists are available to assist you.

3. Examine your course attendance and “make-up” policies.

In the event of a health emergency, it is in everyone's best interest that sick students not attend class. In addition, if there were a severe pandemic outbreak in which serious illness and mortality rates were higher than normal, individual students may have significant family responsibilities. For these reasons, we advise that you review your attendance and "make-up" policies and consider possible alternatives. Having a backup plan for use in an emergency will increase your flexibility and your ability to help students complete the semester. The LMS will allow you to conduct classes to students who are capable of attending class while providing instruction and materials to sick students. If a campus closure is necessary due to a pandemic or emergency, the LMS and email will allow faculty to continue with instruction to allow a continuity of instruction.

4. Back up critical grading records.

The LMS grade book and Excel spreadsheets may become unavailable under some emergency suspension situations. For peace of mind, instructors may want to have grades backed up somewhere secure and off-line. Consider a flash drive or spreadsheet printout. Keep FERPA requirements in mind, being sure the backup is kept secure so student privacy rights are not violated.

5. Be prepared to work from home.

In some emergency situations, university operations could be disrupted to the point of closing down campus office buildings. In the event that Mayville State or the North Dakota University System responds to a pandemic or emergency with an emergency closure, or if you yourself become sick, you may find it necessary to do more work from home. Consider making preparations that would enable you to work from home through an internet connection. It is also a good practice to have instructional materials ready to take home on short notice. Since all faculty and students have Tablet PCs, these materials can be stored on the Tablet PC and/or a flash drive. The LMS allows you to store your course materials and release them when appropriate. Also, the user features within the LMS and email will facilitate the transfer of course materials and the continuance of instruction.

Adopted: Fall, 2009

Sponsor: President's Cabinet

MSU Employee Athletic Pass Policy

As an employee of Mayville State, your employee ID entitles you, your spouse, and dependent children entrance to regular season athletic events. Employees **MUST** show their ID and family members **MUST** accompany the employee at the time of entrance.

If the employee and spouse are unable to arrive at the same time, an additional pass can be obtained from the athletic office. Dependent children must be accompanied by a parent at all times. Anyone employed by Mayville State is eligible for free admission to regular season athletic events. The athletic office is located in the south hallway of the Lewy Lee Fieldhouse.

Adopted: Fall, 2006

Reviewed: Fall, 2010

Revised: November 15, 2010

Sponsor: President's Cabinet

MSU Football Tailgating Policy

The following standards have been developed so that Mayville State University students, faculty, staff, alumni and fans may enjoy their game day experience to the fullest. We anticipate your cooperation in observing each of these points which are provided in the best interest of health and safety. Thank you.

Tailgating Area

The tailgating area will be open 3 hours prior to kickoff. All spots will be marked for the benefits of patrons. All guests who occupy the tailgating area will have to provide proof of ticket purchase to get into the stadium. Security will be present at all times.

Tailgating Hours

- Lot is open 3 hours prior to kickoff.
- Tailgating is allowed up to game time and at half-time
- No tailgating is to take place during the game.
- Lot closes 1 hour after the game.

Rules & Regulations

1. The University reserves the right to restrict any vehicle or person for reasons of safety or legality.
2. All beverages must be consumed from plastic or paper cups only.
3. Under no circumstances shall persons under 21 years of age have possession or consume alcohol in the tailgating area. Persons under the age of 21 must be accompanied by a parent or guardian.
4. Beer kegs, party balls, open cans and glass bottle are prohibited in the tailgating area.
5. No open containers of alcoholic beverages will be permitted outside the tailgating area.
6. Individuals who interfere with the rights of other people by use of loud, abusive language and behavior that prevent others from enjoying tailgating and the game will be asked to cease the behavior or leave the event.
7. Tailgating participants are responsible for keeping the tailgating and stadium areas clean. Trash cans are located in the area. Trash bags are available. It is the responsibility of tailgating participants to keep their area picked up.
8. Driving under the influence is illegal in the state of North Dakota. State drinking and driving laws will be enforced in and around University property.
9. Open flame fires, including fire pits, are prohibited in the tailgating area. Propane and charcoal grills are permitted.
10. Stadium restroom is available outside the stadium. Please utilize this facility.
11. Drinking games (included but not limited to beer pong) and the use of devices intended to accelerate the consumption of alcohol (including but not limited to funnels or beer bongs) are prohibited.
12. Please be aware that individuals who violate the above rules and regulations will be asked to leave the property and be subject to legal penalties.

Mayville State has graciously granted this tailgating policy to help fans enjoy the game day experience. All participants are asked to act responsibly and adhere to the policy. Thank you for your support!

Adopted: September 11, 2012

Sponsor: Athletic Director