



MAYVILLE STATE
UNIVERSITY

Faculty Handbook

Updated Fall 2014

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Introduction

This is a handbook for MSU Faculty. The aim has been to gather information not always included in other publications of the University which the faculty member should have in written form available for reference.

This edition of the Mayville State University Faculty Handbook contains the present general policies of the University relating to the faculty and administration. Its purpose is to bring about consistency and clarity in the relations of the faculty with the administration and students. It is our hope that this handbook will be of value both to instructors in service and to those joining the faculty for the first time; that they will find satisfaction and success in their teaching careers at Mayville State University.

The Faculty Handbook is issued by the Offices of the President and the Vice President for Academic Affairs. However, the critical evaluation by faculty and staff has been invited and used as it was received. As the result, the Handbook is the product of the entire faculty and staff. We welcome suggestions regarding size, content, organization, illustrations, and other component factors of this Handbook.

Faculty Handbook updated Fall 2014.



I. GENERAL INFORMATION

The University

Mayville State University is one of North Dakota's original colleges, since its establishment was provided for in the state constitution of 1889. Teachers colleges (then called "normal schools") had grown rapidly since their introduction into the field of American higher education soon after the Civil War. Three times the Legislature of the Dakota Territory had moved toward the establishment of colleges for teacher education, but none of these efforts bore fruit for the people of the area which became North Dakota.

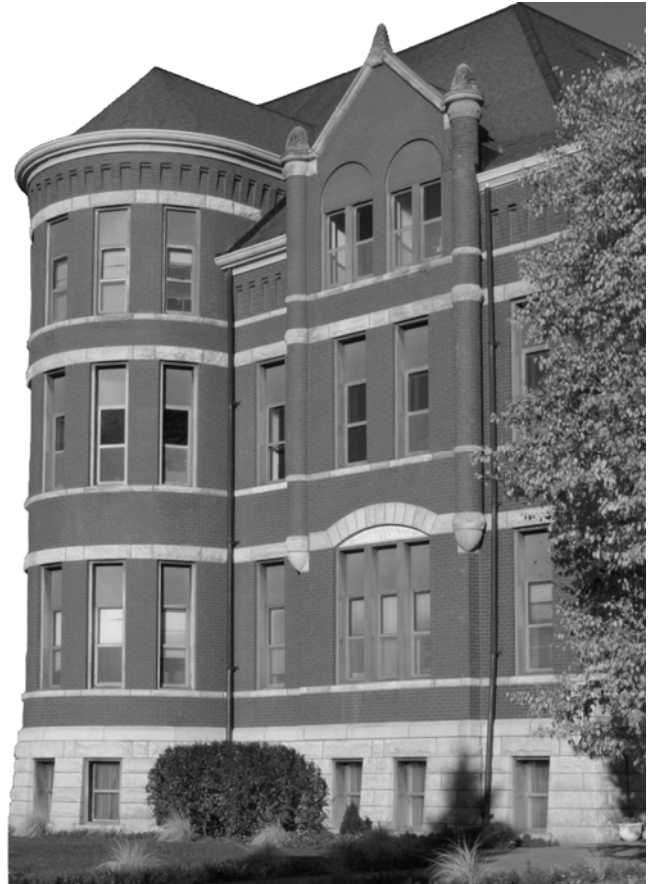
The constitutional convention of 1889 located the nine original state institutions, although the actual process of organization had to be left to the first Legislature. A land grant of 30,000 acres provided the basis for the establishment of Mayville State.

Classes began in 1890, and the following spring the second state Legislature provided funds for a building. The first classes were held in "Old Main" in 1893. From those beginnings, the college story is one of growth and progress. The year 1925 was a particularly significant year with the State Board of Higher Education giving the authority to grant a Bachelor of Arts in Education degree. The Normal School thus automatically became a "teachers college," establishing a junior college division providing general education and offering a four-year degree. From time to time additions have been made to the curriculum, and as enrollment has grown, new buildings have come to dot the campus.

In 1948, the B.A. degree in Education became a B.S. degree in Education with the first non-teaching Bachelor of Arts degree being offered in 1961. In the 1970s, the University established programs in business and computer information systems. In the early 1980s the degrees of Bachelor of Science and Bachelor of General Studies were approved. The present name, Mayville State University, was approved by the Legislature in 1987.

In recent years Associate of Arts degree programs have gained wide acceptance by students desiring less than the traditional four-year degree. In addition to the regular degree programs, one- and two-year pre-professional programs are available to students who wish to complete the first years of university programs.

Mayville State University has recently added majors in Medical Laboratory Science and Early Childhood Education, Communication, Studies in Education and a Music Minor. Mayville State also has creative Bachelor of Applied Science degrees in Computer Information Systems and Business Administration. These programs allow seamless articulation for students who have earned an Associate of Arts (A.A.), Associate of Applied Science (A.A.S.), an Associate of Science (A.S.), or other Applied Associate degrees. The Bachelor



of Applied Science degree in Business Administration, Bachelor of Arts degree in Early Childhood, Bachelor of Education degrees in Elementary Education and Early Childhood Education, Bachelor of Science in Business Administration, Bachelor of Science in Mathematics, Bachelor of Education in Mathematics Education, and Bachelor of University Studies are offered at a distance.

National Leadership in Technology

Mayville State became the nation's first TabletPC University in 2004. When students come to Mayville State University, they receive their own TabletPC computer. Forget about waiting to use an old-fashioned computer lab, every classroom at Mayville State University has wireless network and/or Internet connectivity, as well as the library, dorm rooms and other campus locations. Students will have online access on campus 24/7, wherever and whenever they prefer to study.

By the time you graduate, students will have the skills and knowledge to work with computers on the job and in their personal life. Every four-year student at Mayville State University earns an innovative "information technology certificate" which consists of a series of information technology competencies that are built into each student's program of study.

Location

Mayville is located in Traill County, in east central North Dakota, in the heart of the Red River Valley. Highway 200 connects the University to the western counties, while I-29 puts MSU students within a 45 minute drive of Grand Forks and Fargo, where major bus, rail, and air transportation are available. Winnipeg, Canada, and Minneapolis, Minn., both afternoon drives, offer social and cultural experiences to students on weekends.

Campus Facilities

The Mayville State campus is designed to foster a small, intimate atmosphere, while offering all the facilities needed to develop a comprehensive program including a wide variety of extracurricular activities.

The campus covers 55 acres with the majority of academic buildings joined by connecting corridors to make traveling between classes a pleasure in cold weather. Adjoining the campus is a large recreational area. A football stadium, practice fields, tennis courts, swimming pool, handball/racquetball courts, and one of North Dakota's finest outdoor baseball diamonds complete the comprehensive recreational facilities. In 2004, a Wellness Center was added to the recreational complex for use by MSU students as well as community members.

In 2011, the renovation of Agassiz Hall, MSU's largest residence hall was transformed to provide suite- and apartment-style living accommodations for students. Also, the science and library buildings had significant renovations completed. An addition was completed to the buildings which is the new home for the Division of Education and Psychology.

Program Offerings

BACCALAUREATE DEGREES

The four-year degrees available from Mayville State University include the Bachelor of Science in Education, Bachelor of Arts, Bachelor of Science, Bachelor of Applied Science, and Bachelor of University Studies. Each requires satisfactory completion of a minimum of 120 semester hours of college courses. Most degrees require a major and a minor field of study. Specific requirements for the various majors and minors are listed in the Departments and Curricula section of this catalog.

TEACHING MAJORS *

- Early Childhood Education (B.S.Ed.) †
- Elementary Education (B.S.Ed.) †
- Secondary Education Majors:
 - Composite in Biology Education (B.S.Ed.)
 - Composite in Chemistry Education (B.S.Ed.)
 - Composite in Social Science Education (B.S.Ed.)
 - English Education (B.S.Ed.)
 - Geography Education (B.S.Ed.)
 - Health Education (B.S.Ed.)
 - History Education (B.S.Ed.)
 - Mathematics Education (B.S.Ed.) †
 - Physical Education (B.S.Ed.)

* Certification for teacher education available for all teaching majors.

† Coursework in this major is also available at a distance.

NON-TEACHING MAJORS

- Applied Psychology (B.A.)
- Biology (B.S.)
- Business Administration (B.S.) †
- Business Administration (B.A.S.) †
- Chemistry (B.S.)
- Communication (B.A.)
- Computer Information Systems (B.S.)
- Computer Information Systems (B.A.S.)
- Early Childhood (B.A.) †
- English (B.A.)
- Fitness and Wellness (B.S.)
- Health (B.S.)
- Mathematics (B.S.) †
- Medical Laboratory Science (B.S.)
- Social Science (B.A.)
- Sports Management (B.S.)
- Studies in Education (B.A.) †
- University Studies (B.U.S.) †

† Coursework in this major is also available at a distance.

GRADUATE CREDIT

Mayville State University offers graduate credit in the area of teacher education and library media and information science.

MINORS

- Accounting
- Biology/Biology Education
- Business Administration †
- Chemistry/Chemistry Education
- Coaching
- Communication
- Computer Information Systems
- Developmental Adapted Physical Education
- Early Childhood Education †
- English/English Education
- Fitness and Wellness
- General Science †
- Geography/Geography Education
- Health/Health Education
- History/History Education
- Library Media and Information Science †
- Mathematics/Mathematics Education
- Music Education
- Physical Education
- Physical Science/Physical Science Education
- Psychology/Psychology Education
- Science for the Elementary Teacher †
- Social Science/Social Science Education
- Sociology
- Special Needs Generalist †
- Sports Management

† Coursework in this major is also available at a distance.

Two-Year Associate of Arts Degree (minimum of 64 S.H.)

- Business Management (A.A.) †
- Early Childhood Associate (A.A.) †

† Coursework in this major is also available at a distance.

Certificates

- Emergency Response Certificate of Completion
- Information Technology Program Certificate (not a stand-alone certificate)
- Plasmod Science Certificate
- Title I Certificate of Completion

Professional Program Information

Not all students complete their degrees at Mayville State University, but some find it convenient to complete the first few years of college here before transferring to other institutions for advanced specializations. Information and Web sites for these programs are printed in the “Degree Programs” section of this catalog.

- Chiropractic
- Criminal Justice
- Dentistry
- Engineering
- Law
- Medical
- Medical Laboratory Science
- Mortuary Science
- Nursing
- Optometry
- Pharmacy
- Physical Therapy
- Veterinary Science

DAKOTA NURSING PROGRAM

Licensed Practical Nursing and Associate Degree Nursing programs are available on the Mayville State campus in collaboration with the Dakota Nursing Program and Lake Region State College. MSU provides the pre-requisites for the nursing program.

II. MISSION, VISION, AND PURPOSE

M100.7

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.

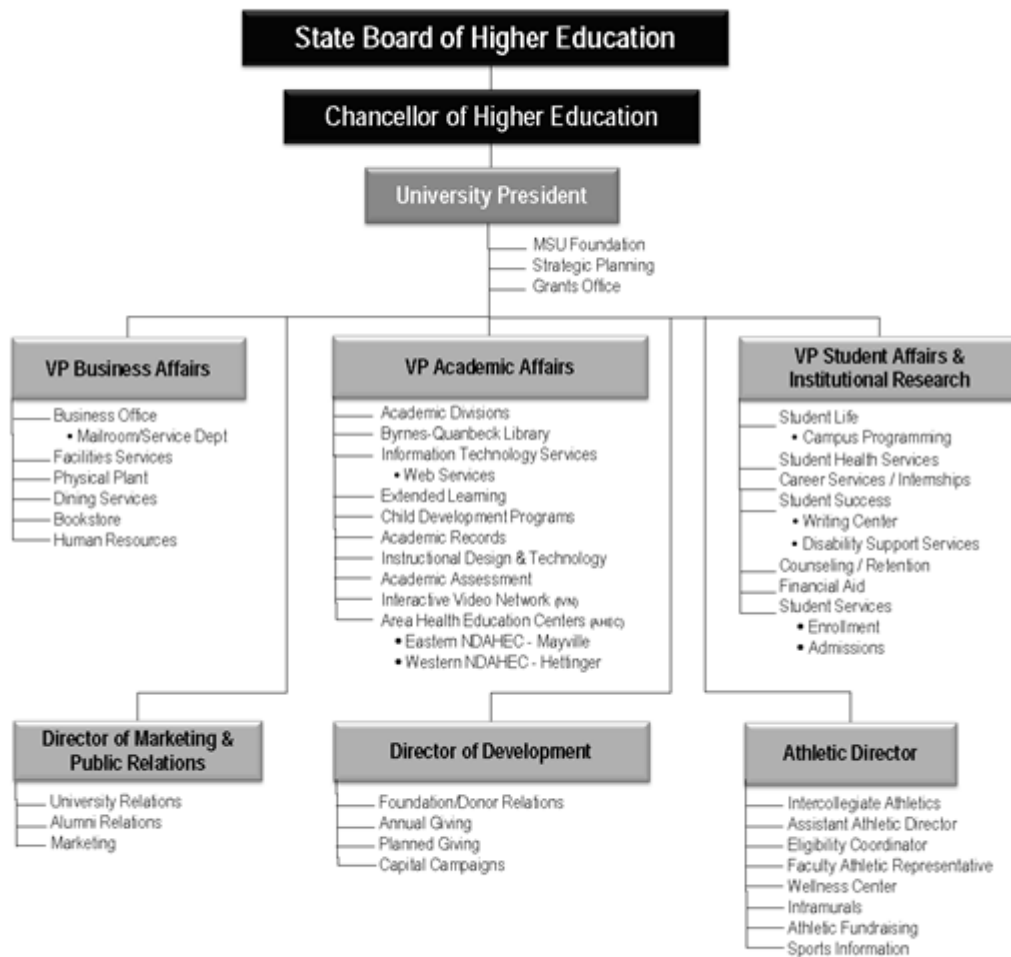
The State Board of Higher Education is a policy-making body. The Board appoints a Chancellor who serves as its executive officer in the administration of the eleven state-supported campuses.

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 represents the views and interests of the staff in accordance with a constitution approved by the President.

Reviewed: Fall, 2008

Sponsor: President

MAYVILLE STATE UNIVERSITY ORGANIZATIONAL CHART



Approved: August 15, 2013

UNIVERSITY COMMITTEES

Mayville State has several committees which help govern standards and policies on campus. These policies can be found through these sources:

- University Policy Manual, section M370
- Faculty Association and Senate Constitution
- Staff Association Constitution
- Student Association and Senate Constitution

III. INSTRUCTIONAL PROGRAM

M490

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, and Science.

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 the course description, purpose of the course, program student learning outcomes, course improvements based on most recent assessment findings, course objectives (including references to INTASC standards applicable to your course), , list of required materials, instructional strategies/learning experiences, method of evaluation/grading/grade distribution for the course, and reference section (if applicable). 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. This includes IT objectives for courses that are part of the IT certificate. 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 college year is divided into two semesters with approximately 80 instructional days each semester and a summer session of five or six weeks. The unit of credit is known as the semester hour credit.

D. Teaching Load

Instructional assignments are determined by the Vice President for Academic Affairs in consultation with the Division Chairs. Instructional assignments may include off-campus (with faculty agreement) as well as on-campus classes, research or writing, consultative services, or administrative duties. The normal class load is 12 semester hours. 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.

H. Textbooks

Choice of the textbook and related teaching materials for any course rests with the individual instructor. 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. Faculty will be asked to assist with such programs. The Student Handbook is distributed to all faculty at the beginning of each academic year.

2. Guidance and Counseling Activities

Academic: University advisers are assigned by the Vice President for Student Services to students who have not been formally accepted as majors in one of the programs of the University. Major advisers are assigned students by the Division chair working with the discipline faculty as students are accepted into the major programs, 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 his or her courses in the way, which he or she believes to be most effective; he or she is free to use the materials of instruction, which he or she believes 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 his or her 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 Registrar.
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 schedule of work -- beginning of each semester -- posted on office door;
2. Student Academic Assessment Report (SAAR) -- can be used anytime during the semester;
3. Grade sheet -- end of semester;
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 in the Student Services Office lists the dates of scheduled university activities. 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, decides.
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.
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 until the faculty member reached age 70* 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.

* Effective December 31, 1993, federal law eliminated age as a factor in considerations concerning the continuation of faculty employment contracts.

Reviewed: Spring, 2013

Revised: March 11, 2013

Sponsor: 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

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

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

Academic Catalog

Current information is printed in the Mayville State University Catalog on each of the following subjects:

- Annual calendar,
- Graduation requirements,
- Academic programs and procedures,
- Departmental objectives, requirements for fields of concentration and teaching certification, and specific courses,
- Educational resources,
- Listing of the faculty, administration, and State Board of Higher Education Board Members, and
- Student admission, expenses and financial aid, campus life, and scholarship and recognition awards.

This catalog is produced annually with limited printing for internal purposes. The MSU Web site version of the MSU catalog will be considered the “official” catalog of the campus. Therefore, changes/corrections/additions may be implemented prior to the next edition.

Members of the faculty are expected to read the Mayville State University Catalog and become familiar with the information in it.

Interactive Video Network (IVN) Courses

Division Chairs will be notified electronically each semester of the IVN scheduled deadlines by the Interactive Video Network Coordinator, and course requests will be submitted electronically. To offer an IVN course, the course must first be approved by the Vice President of Academic Affairs on the Distance Education Approval Form.

For each IVN course request, please complete as much information as possible on the Higher Ed Credit Scheduling Form. Some items to note on the form are:

- Event numbers and billing information should be omitted.
- Under priority level, the courses that come under the category of IVN-approved programs are Early Childhood Education and Business Administration. All other courses fall into the "other credit course" category.
- Requests for late afternoon and evening courses should fall within the 4-7 or 7-10 p.m. time slots.
- If your request is for room #103 in Main Building between the hours of 7:00 a.m. and 3:00 p.m., you will need approval by the Registrar.

The Higher Ed Credit Scheduling Form and Distance Education Approval Form are available on the MSU Portal. See list of forms in Section VII.

The IVN Coordinator office is located in the lower level of the Byrnes-Quanbeck Library.

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

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

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

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 | \$ 7.00 | No |
| 2 | Noon to 6 p.m. | \$ 10.50 | No |
| 3 | 6 p.m. to midnight | \$ 17.50 | 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

Academic Computing

Faculty Computer Acquisition

Full-time faculty are eligible to receive a notebook/tablet computer on a two-year refresh cycle. New faculty members are required to attend a campus computer resources orientation upon receiving their computer.

Part-time faculty must consult with the Chairperson of the respective Division to determine the need for full- or part-time use of a notebook/tablet computer. The Division Chairperson will contact the Chief Information Officer once a determination has been made. All requests will be honored based on availability of notebook/tablet computers.

Return of Computer Equipment

Notebook/tablet computers are property of the University and must be returned to the University if the faculty member subsequently leaves the university. Failure to return equipment upon separation from the University, or as requested, will incur liability not limited to a payroll deduction for the cost of the replacement.

Computer Network Policy

The University computer network is used daily by MSU faculty, staff and students. The network contains resources for all of its users. Any attempt by an individual to tamper with the MSU network or MSU network resources will result in the loss of computer privileges and the individual will be subject to disciplinary action. Furthermore, improper usage may result in legal action. Refer to the North Dakota State Board of Higher Education Policy Section: [1901.2 Computer Facilities](#) for further North Dakota University System computer policies.

Computer Network Resources

The MSU computer network is designed to provide faculty, staff and students with academic and administrative computer resources. A few of the main resources are as follows:

1. MyMSU portal: a web based campus portal that provides common technology resources to all faculty, staff and students. These resources are available when connected to the campus network or from a distance.
2. Learning Management System: MSU currently uses Moodle for course supplemental materials and on-line courses. The LMS is assessable through the Mayville State University homepage or MyMSU portal: A course shell (presence) is created for all MSU courses each semester within the LMS. Also, course syllabi are placed in the course shell, all other materials to be placed in the LMS are the responsibility of the faculty member.
3. E-mail: Policy M1901.3 on the University's e-mail system (approved by the Presidents' Cabinet, March 2004)
 - a. 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.
 - b. 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.

- c. 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.
 - d. The University is not responsible for delivery problems to non-official e-mail accounts.
4. Networked printer resources: MSU provides networked printers throughout the campus for faculty, staff and students. The printers are strategically located to provide convenient printer resources. Only networked printers are supported by ITS. All non-networked printers are the responsibility of the respective faculty member or Division.

Help Desk

Information Technology Services will assist the MSU faculty, staff and students with standardized computer software and hardware. ITS will provide prompt and courteous service to MSU faculty, staff and students. The ITS Help Desk reserves the right to prioritize job requests in the following manner:

- 1. A request will take priority if the request will have an immediate impact on the life of the University.
- 2. A request will take priority if the request will have an immediate impact on the education of University students.

Information Technology Services will repair equipment with good intent. The ITS Help Desk is not responsible for further damage or loss of data in attempting to restore a computer to good working order. Comments regarding Help Desk services should be submitted to the Director of Information Technology.

The Library

1. Hours

During the regular term:

| | |
|-------------------------|-------------------|
| 8:00 a.m. to 10:00 p.m. | Monday - Thursday |
| 8:00 a.m. to 5:00 p.m. | Friday |
| 6:00 p.m. to 10:00 p.m. | Sunday |

When classes are not in session:

| | |
|-------------------------|-----------------|
| 8:00 a.m. to 12:00 noon | Monday - Friday |
| 1:00 p.m. to 5:00 p.m. | Monday - Friday |

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.

The Mayville State University identification card has a 14-digit barcode on the back which allows anyone in the Mayville State family to borrow library materials. Local patrons are issued a library card with the same kind of barcode

3. Loan of materials

When borrowing any material, present your card with the 14-digit barcode to the person working at the check-out desk.

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 eight weeks. One due date is near midterm and one near the end of the semester.

The check-out period for audio-visual equipment is one week. Faculty, staff, and students may borrow the a-v equipment. Reserving equipment in advance ensures that it will be available.

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.

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

B. Reference and Periodicals

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

The Library has an extensive print collection of magazines, journals, and newspapers. Additional periodicals are available electronically.

Faculty may request the purchase of a periodical title. If that title is covered in an index that the Library owns or has a license for and if the budget allows, the Library makes every effort to honor the request.

C. Reserve Materials

Each faculty member receives a Reserve Materials Form before the semester begins. Additional copies are at the check-out desk. The faculty member completes the form and sends it to the Library with the materials to be placed on Reserve. You should expect a two-day delay between the time the Library receives the materials and the time they appear on Reserve.

The normal check-out period for a Reserve item is two hours. However, the faculty member may designate a longer borrowing period or may stipulate in-house use only.

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. The service is free.

5. Computer policy

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 Library can provide order cards to any faculty member who wants them. 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 webpage at <http://www.mayvillestate.edu/library/library.cfm>

On its website, the Library also provides links to information on the Web and basic library instruction.

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 print or digital indexes
- searching techniques for the Web

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. The faculty is encouraged to recommend whether material should be withdrawn or retained.

10. Notices

The Library web site lists the Library's serial holdings. Upon request, the Library will provide faculty with a print list of the serial holdings.

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

Sponsor: Director of Library Services

The Bookstore

The Mayville State University Bookstore mission and goal is to support the academic mission of the university by providing all necessary course materials, supplies, services and other related products to the university community.

It may appear that the bookstore asks for your course adoptions much too soon. In our effort to have as many used books as possible on the shelf, your course adoption is the most important link. Your text adoption form is the beginning of the process. The bookstore would prefer to receive the form you are sent, but will accept an email adoption as well. Until the bookstore has your order in hand, buying decisions cannot be made. This includes the student buybacks at the end of each term.

Research within the college bookstore industry and the publishing world shows that students are increasingly resistant to purchasing adopted course material. This is especially true for upper level courses. So what can you do to better prepare and engage our students?

Plain and simple, USE THE BOOK. Textbooks are expensive. As their faculty member, you play the pivotal role in our students' education and also influence their perception of the materials you have chosen. Please only request items that you fully intent to use in your class and distinguish if they are "required", "recommended" or "optional" materials. When we tell a student the text is required, we are saying you will be using this text and they will be tested on the content. If you plan to use the book sparingly and don't mind if students share a book, please let me know when you order the text.

When considering bundles and publishers' packages, please contact the bookstore; especially if you don't think you will be using all the materials suggested. Students question the claims for "free" products that appear in the packages. Depending on the components included, we may be able to purchase them separately as used texts.

It takes working together to ensure that the right course materials arrive in time for classes. The bookstore staff appreciates all the additional information from you. With the addition of IVN courses, on-line courses, and other distance learning issues early communication is vital. Please notify us know when changes occur in your classes, for example; dropped sections, section added, or enrollment limits are raised. The earlier the bookstore knows of these changes, the better prepared we can be. Please use the bookstore website to view the materials for your classes. The website can be found at www.mayvillestatebookstore.com. This is the site our distance learning student use to order their texts. If you have any questions, please contact the bookstore and we will gladly help you.

Academic regalia can be rented or purchased through the Bookstore. Delivery is typically in five to six weeks, so should be ordered by March 31.

Full-time faculty are required to march in the commencement procession. Part-time faculty may march if they so choose. Emeritus faculty are also invited to march. The procession order is platform party, Emeritus faculty, full-time faculty and part-time faculty.

IV. FACULTY APPOINTMENTS

M605.1.1

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. 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 Division Chair, and are approved by the President.

B. 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. The initial appointment also indicates whether or not the position is tenure eligible and 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.

C. 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.

D. Eligibility

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 at the rank of Instructor or above. Faculty members are to apply for tenure in their sixth year 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.

E. Procedures

The respective 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.

F. Criteria

Decisions on the awarding of tenure shall be made on the basis of criteria which shall be relevant to measuring or determining a candidate's qualifications and shall include appropriate consideration of:

- Critical peer appraisal from within and outside the candidate's specific discipline;
- Critical appraisal of the candidate's performance by the Division Chair;
- Evidence of outstanding teaching including evaluations by students; In addition to these criteria, consideration will be given to involvement since time of first appointment to as many of the following possible:
 - Grants, and fellowships;
 - Evidence of research, publications, and creative endeavors;
 - Advanced study, participation in institutes or other professional development;
 - Services to the academic community;
 - Services to the area, state, region, and nation;
 - Community activities;
 - Leadership roles in any of the above.

G. Additional Tenure Notes

- 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.

H. Definition of Regular Faculty Ranks

There are four basic regular academic ranks: Instructor, Assistant Professor, Associate Professor, and Professor and an individual may apply for promotion and tenure at the same time. Minimal requirements are as follows:

1. **Instructor**

Although master's degree is ordinarily required, in situations where other educational experiences and/or professional experiences are as appropriate as formal academic work, this rank may be granted. The discipline faculty and the Division Chair must describe the other educational experiences that are appropriate.

2. **Assistant Professor**

Although the Ph.D. or terminal degree in the field is ordinarily required, in situations where other educational experiences and/or professional experiences are as appropriate as formal academic work, this rank may be granted. The discipline faculty and the Division Chair must describe the other educational experiences that are appropriate.

3. **Associate Professor**

Five years in rank as an Assistant Professor is expected for promotion to Associate Professor. Faculty in their sixth year as an assistant professor, are encouraged to apply for promotion that, if awarded, would be effective in the following academic year. Although an earned doctoral degree or the terminal degree in the field and demonstrated excellence in college teaching are ordinarily required, in situations where other professional experiences are as appropriate as a terminal degree this rank may be granted. The discipline faculty and the Division Chair must describe the other educational experiences that are appropriate.

4. **Professor**

Five years in rank as an Associate Professor is expected for promotion to 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 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 Professor may be granted. The discipline faculty and the Division Chair must describe the other educational experiences that are appropriate.

I. Procedures and Guidelines 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. Such applications must be fully documented and submitted through the Vice President for Academic Affairs for consideration by the Tenure, Promotion and Awards Committee. 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.

3. In evaluating faculty for promotion in rank, all concerned will consider at least the following:
- Evidence of outstanding teaching including evaluations by students;
 - Critical peer appraisal from within and outside the candidate's specific discipline;
 - Critical appraisal of the candidate's performance by the Division Chair;
 - In addition to the above essential criteria, consideration of as many of the following possible will be given:
 - Lists of grants and fellowships;
 - Evidence of research, publications, and creative endeavors;
 - Advanced study, participation in institutes, or other professional development;
 - Services to the academic community;
 - Services to the area, state, region, and nation;
 - Community activities;
 - Leadership roles in any of the above.

Reviewed: Fall, 2008

Sponsors: Vice President for Academic Affairs and Faculty Senate

Guidelines for Promotion/Tenure Applications

Persons applying for promotion/tenure are advised to review the relevant section of the University Policy Manual. Documentation should be addressed to the Tenure, Promotion & Awards Committee prior to December 1st and is to be submitted through the Office of the Vice President for Academic Affairs. Faculty applicants should work with the VPAA to identify the materials that are to be submitted in support of the application. When applications are complete, the VPAA will inform the Chairman of the Tenure, Promotion & Awards Committee that the materials are ready for review by the Committee.

Applications for promotion/tenure shall include the following:

1. A letter of application which should include a rationale supporting the request and any extenuating circumstances which support the application;
2. A current vita which shall include documentation relevant to items listed in MSU policy M605.1.1 of the University Policy Manual;
3. At least three recent letters of recommendation including at least one from:
 - a. The Chairman of the Division wherein the primary appointment of the application resides;
 - b. A peer (faculty member) within the discipline or a member of the Division where there is no other discipline faculty member;
 - c. A peer (faculty member) from outside the applicant's discipline.
4. Other documentation shall include:
 - a. The student evaluations of the applicant contained in the confidential dossier in the Business Affairs Office for the last five years and any reaction of the applicant to these evaluations.
5. Current transcripts; and,
6. In the event any applicant for promotion does not hold the earned required degree for any rank, the applicant and the Division Chairman must make a specific attempt to identify other educational experiences and/or professional experiences that are as appropriate as formal academic work.

Those persons applying for tenure will provide the information requested above plus the additional information requested below. Those persons applying for promotion need only to complete items 1-6.

7. Tenure applicants also provide:
 - a. An additional letter of recommendation from a peer within Mayville State University; and
 - b. Any additional documentation supportive of the application.

Reviewed: Fall, 2008

Sponsors: Vice President for Academic Affairs and Tenure, Promotion & Awards Committee

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

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

V. CONDITIONS OF FACULTY EMPLOYMENT

Contracts/Letters of Appointment

Annual letters of appointment stating whether the appointment is probationary, tenured, or special are prepared and normally sent to the faculty as soon as state budgets have been approved. Faculty letters of appointment must be signed and returned to the Office of the President within two weeks. Failure to return the signed document within the specified period renders the letter of appointment null and void and is deemed a notice of resignation by the faculty member, unless a specific extension is granted by the President in writing or, in his/her absence, the Vice President for Academic Affairs. The University may require new faculty to return a signed letter of appointment within a shorter period of time.

A faculty member may terminate an appointment effective at the end of the academic year, providing that he or she give notice in writing at the earliest possible opportunity, but not later than May 15, or one month after receiving notification of the terms of an appointment for the coming academic year, whichever date occurs later. The faculty member may properly request a waiver of this requirement of notice in cases of hardship or in a situation where an adequate replacement can be employed and he or she would otherwise be denied substantial professional advancement or other opportunity.

M702.4

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

Paydays

All institutional salaries are paid on the last day of the month for the period from the first day of the month to the fifteenth day of the month and the fifteenth day of the following month for the period from the sixteenth day of the month to the end of the month; however, if a pay day is a Saturday, Sunday, or holiday, the preceding work day shall be pay day. Electronic deposit is required for all MSU employees.

Payroll Deductions

The State Board of Higher Education Procedure 703.2 authorized the payroll departments at each of the colleges, universities, and other agencies of the Board to deduct various payments from the paychecks of its employees, and on behalf of the employees.

The deductions allowed are as follows:

1. Deductions for applicable federal, state, and local taxes.
2. Deductions of participation in group retirement plans.
3. Deductions for participation in group health insurance programs.
4. Deductions for assignments, levies and garnishment proceedings mandated by legal judgment.
5. Other miscellaneous deductions as approved by the Higher Education Computer Network Staff.

Fringe Benefits

Social Security

All employees are under Federal Social Security. Deductions are made each pay period in accordance with the percentage prescribed by the Federal Government.

Educational Policy

The North Dakota State Board of Higher Education encourages its employees to pursue a program of continuing education. All permanent employees will be allowed release time from regular duties for the purpose of enrolling in one academic class per semester. The institution shall waive tuition for no more than three academic classes per calendar year per employee. This program is subject to the following procedures:

- The employee must obtain initial approval from his/her supervisor and final approval from the President.
- Release time is granted only for the amount of time required to attend the regular class session. (Field trips and outside class activities are not included).
- The waiver shall not be limited to the institution of employment.
- The employee tuition waiver shall not be applicable to self-supporting and/or continuing education activities.

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:

| <u>Employment Classification</u> | <u>Years of Service</u> | <u>Your Contribution</u> | <u>Institution's Contribution</u> | <u>Total</u> |
|----------------------------------|-------------------------|--------------------------|-----------------------------------|---------------|
| 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

M704.1

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

Errors and Omissions Insurance Policy

Errors and Omissions Insurance Policy covers all employees, full and part-time; permanent and temporary, for any liability that results from a “wrongful act”.

Description of Coverage:

Insuring Clause

With the employees, that if claims are made against them, individually or collectively, for a Wrongful Act, the insurer will pay on behalf of the employee, for all loss which any of them shall become legally obligated to pay;

With the University, that if any claim or claims are made against the employees, individually or collectively, for a Wrongful Act, the insurer will pay on behalf of the University all loss for which the University may be required.

Extensions

This policy shall cover loss arising from any claim made against the estates, heirs, legal representatives of deceased persons, who were employees at the time of the Wrongful Act.

Coverage

Broad Form – all persons who were, now are, or shall be employed by the University and shall also include student teachers and all elected or appointment members of the State Board of Higher Education.

Notice of Claim

If the University or any employee shall receive written or oral notice from any party that it is the intention of such party to hold the employer responsible for a Wrongful Act, they shall give written notice within one year to the insurer of the receipt of such written or oral notice.

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 5 meal 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 (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

Sponsor: Vice President for Business Affairs

Workforce Safety and Insurance

All employees of the University are covered by the State Workforce Safety and Insurance which covers hospital and medical expenses incurred as a result of job-related injury.

Faculty and Staff Housing

Eight family units for faculty and staff members are located in two four-plex buildings on the campus. Each unit consists of four rooms, hallway, and bath. Heat is furnished in the price of the rental. Laundry facilities are located in each building. Units are available on a first-come, first-served basis and are reserved through the Vice President for Business Affairs Office. Full-time faculty have priority in reserving units until July 1st.

Faculty Recruitment Process

Full-Time Faculty Hiring Process

1. Division Chair files Request to Recruit form with VPAA for *approval*
2. Division Chair appoints Search Committee
3. Search Committee develops screening materials, positions requirements, guidelines and forwards to VPAA for *approval*
4. Approved materials are forwarded to HR for advertisement
5. HR Office reviews candidate materials and forwards files to Search Committee
6. Search Committee follows screening process and interviews candidates
7. Search Committee provides Request to Offer to VPAA for approval
8. HR Office notifies Search Committee Chair once signatures are obtained
9. Search Chair discusses considerations with VPAA
10. Search Chair extends offer to selected candidate
11. Search Chair receives acceptance or decline
 - A. If candidate declines, Search Committee will reconsider the candidate pool
12. VPAA is notified of candidate's acceptance
13. Search Chair submits instructor and course information to Academic Records
14. Letter of acceptance or contract is sent to candidate by Academic Affairs Office or President's Office, respectively
15. HR office sends letters to other candidates
16. VPAA or HR Office sends email to all faculty/staff regarding new faculty appointment
17. Criminal history background check is performed, if applicable
18. Human Resource Officer and department will prepare orientation/training schedule prior to new employee's start date

19. Early Employee ID Request form can be used to obtain email, Moodle account, and ConnectND access prior to start date.

Adjunct Faculty Hiring Process

1. Division Chair requests VPAA *approval* to recruit
2. Division Chair requests adjunct applications from HR (optional)
3. Division Chair contacts HR Office if advertisement of position is needed
4. Division Chair obtains the following application materials from candidates:
 - a. MSU Application
 - b. Resume
 - c. Transcripts
5. Division Chair reviews applications and contacts candidates
6. Division Chair, or appointee, conducts informal interview **or** follows process through HR Office.
7. Division Chair performs reference checks as appropriate
8. Division Chair contracts VPAA to review/approve request to offer
9. Division Chair makes offer to candidate
10. HR sends out letter to other candidates, if applicable
11. Division Chair completes Appointment Request Form and submits to Academic Affairs
12. Division Chair submits instructor and course information to Academic Records
13. Appointment letter is sent to new employee by Academic Affairs office.
14. Human Resource Officer and department will prepare orientation/training schedule prior to new employee's start date
15. Early Employee ID Request form can be used to obtain email, Moodle account, and ConnectND access prior to start date.

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 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.² 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).³ 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

² The Faculty Sick Leave Policy applies to coaches classified in the 2000 broadband as defined by NDUS Broadband Policy 14 and NDUS Broadband Classifications.

³ Coaches who have teaching responsibilities shall inform their Division Chair and VPAA. Coaches who do not have teaching responsibilities shall inform the Athletic Director.

workload. The documentation provided must verify a serious health condition and include the date of illness / disability onset and probable duration.

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.

M701.3

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

M701.6

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

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

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

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

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

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

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

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

VI. GRIEVANCES

Nonrenewal, Termination or Dismissal of Faculty

SBHE 605.3

1. A probationary appointment may be terminated, without cause, with notice to the faculty member that the appointment will not be renewed.
 - a. Notice shall be given:
 - i. At least 90 days prior to termination during the first year of probationary employment at the institution.
 - ii. At least 180 days prior to termination during the second year of probationary employment at the institution.
 - iii. At least one year prior to termination after two or more years of probationary employment at the institution.
 - b. A department chair, dean or other person authorized under institution policies to give such notice shall provide written notice of the decision, including a reference to the policy section pursuant to which the action is taken. The faculty member may within ten calendar days after receipt of the notice request a reconsideration by the deciding body or individual. The faculty member may incorporate a request for mediation in the request for reconsideration. The institution shall respond in writing to the faculty member within ten calendar days after receipt of the request.
2. An institution may terminate a probationary appointment effective at the end of any contract term, with no less than 90 days notice of nonrenewal based upon a determination by the Board that a financial exigency exists which requires such action at an institution or institutions, or upon determination by the institution that such action is necessary because of loss of legislative appropriations, loss of institutional or program enrollment, consolidation of organizational units or program areas or elimination of courses. The notice of nonrenewal shall include a reference to the policy section pursuant to which the action is taken. When a probationary appointment is terminated pursuant to this subsection, the provisions of subsection 1 do not apply.
3. A special appointment terminates at the end of the term stated on the contract and may be renewed at the discretion of the institution.
4. A faculty member on probationary or special appointment may, within twenty calendar days after receipt of notice of nonrenewal of a probationary appointment or termination of a special appointment or, if the faculty member requests reconsideration or the parties agree to mediation under paragraph b of subsection 1, within twenty calendar days of receipt of the results of the reconsideration or conclusion of mediation, request review of the decision and a hearing by the Standing Committee on Faculty Rights by filing written notice with the deciding body or individual and the chair or the senior member of the Standing Committee on Faculty Rights. The request for review may be based on allegations that the institution failed to comply with applicable policies or gave the decision inadequate consideration, or that the nonrenewal decision violated (a) academic freedom, (b) rights guaranteed by the United States Constitution, or (c) terms of the employment contract or other written agreement. The allegation must be supported by a specification of the reasons why the decision violated these rights and a summary of the evidence supporting the allegation(s). The institution shall, within twenty calendar days of receipt of the written notice and

specifications, provide a written response to the faculty member and the chair of the Standing Committee on Faculty Rights.

5. A faculty member may terminate an appointment by giving notice in writing. Faculty are encouraged to give notice well in advance of the date of termination of employment at the end of a contract term. For the purpose of determining eligibility for participation in the state uniform group insurance program during summer months only, the effective date of termination of a faculty member with a nine- or ten-month contract covering the regular academic year (generally, August to May) who gives notice of resignation prior to the end of the contract term but completes the contract term, or who completes the contract term and then gives notice of resignation before the beginning of the next regular contract term or does not return to work for the next regular term, is July 2. This provision does not apply if a faculty member's spouse is employed by the state and eligible for participation in the state uniform group insurance program during the summer months. Also, this provision does not apply if employment is terminated and a faculty member does not complete the contract term or if a faculty member provides notice of other health plan coverage during the summer months. If a faculty member with a nine- or ten-month contract also has a contract for the summer term and resigns but completes the term, the effective date of termination is July 2 or the ending date of the summer term contract, whichever is later.
6. An institution may terminate an appointment of a tenured faculty member following a determination by the Board that a financial exigency exists which requires such action at an institution or institutions, or upon determination by the institution that such action is necessary because of loss of legislative appropriations, loss of institutional or program enrollment, consolidation of academic units or program areas, or elimination of courses. In such cases, significant consideration shall be given to length of service and tenure status in the retention of faculty members within the affected academic unit or program area, curriculum requirements, professional achievements, breadth of competence, and equal employment opportunity. A tenured faculty member terminated pursuant to this subsection shall be given written notice of termination, including the reason(s) for the action, at least twelve months prior to the date of termination. Each institution shall establish procedures for implementing this policy.
 - a. A tenured faculty member given notice of termination under this section may request that the institution circulate his or her vita to other academic units or program areas within the institution. In addition, the institution shall ensure that fair consideration is given to the faculty member, during the period of the terminal appointment, for vacant academic positions in the employing institution for which the faculty member is qualified. The faculty within any academic unit or program area shall have the major responsibility in determining qualifications for appointment therein. If a tenured faculty member accepts an appointment in a different academic unit or program area, the faculty member shall retain his or her tenure status, subject to approval of the Board.
 - b. A position terminated under this section shall not be filled by a replacement within two years, unless the released faculty member has been offered appointment with tenure and a reasonable time within which to accept or decline it.
 - c. The provisions of section 605.4 do not apply when a tenured faculty member is terminated under this subsection. The faculty member may, however, within twenty calendar days of receipt of notice of termination, file a request for review under processes established at the institution for that purpose.
7. In accordance with section 305.1 of these policies, the faculty governance structure at each institution shall adopt procedures by which faculty participation is solicited before notice of

termination is given any tenured faculty member pursuant to subsection 6. Faculty participation shall be solicited concerning:

- a. The extent to which there are grounds for termination of tenured appointments;
 - b. Judgments determining where within the overall academic program termination of appointments may occur; and
 - c. The procedure and criteria for identifying the individuals whose appointments are to be terminated.
8. A faculty member may be dismissed at any time for adequate cause. Adequate cause means: (a) demonstrated incompetence or dishonesty in teaching, research, or other professional activity related to institutional responsibilities, (b) continued or repeated unsatisfactory performance evaluations and failure to respond in a satisfactory manner to a recommended plan for improvement; (c) substantial and manifest neglect of duty, (d) conduct which substantially impairs the individual's fulfillment of his or her institutional responsibilities or the institutional responsibilities of others, (e) a physical or mental inability to perform assigned duties, provided that such action is consistent with laws prohibiting discrimination based upon disability, or (f) significant or continued violations of Board policy or institutional policy, provided that for violations of institutional policy the institution must notify the faculty member in advance in writing that violation would constitute grounds for dismissal, or the institutional policy must provide specifically for dismissal as a sanction.
 - a. An authorized institution officer shall give written notice of intent to dismiss and specify the reasons for the action. The officer may, in the officer's discretion, also schedule a meeting with the faculty member to discuss the action. The notice shall state that the officer will forward to the institution president a recommendation to dismiss unless the faculty member, within twenty calendar days of receipt of the notice, requests a hearing before the Standing Committee on Faculty Rights. If the faculty member does not make a timely request for a hearing, the president, upon receipt of a recommendation to dismiss, shall make a decision and provide written notice and reasons for the action to the faculty member within ten business days of receipt of the recommendation.
 - b. A faculty member may, within twenty calendar days of receipt of notice of intent to forward to the institution president a recommendation to dismiss, request a formal hearing before the Standing Committee on Faculty Rights, pursuant to section 605.4.
 - c. Pending a final decision on dismissal for adequate cause, the faculty member may be suspended by the institution's president or assigned to other duties in lieu of suspension, if it is reasonably determined that it is in the best interests of the faculty member or the institution to do so. The faculty member's salary and fringe benefits shall continue during a period of suspension. Salary and benefits shall be terminated upon a final decision by the institution president to dismiss the faculty member following conclusion of proceedings at the institution.
9. If the administration determines that the conduct of a faculty member, although not constituting ground for termination or dismissal, provides reasonable cause for imposition of a sanction, the administration shall inform the faculty member in writing of the sanction and the reasons for the sanction. A sanction means demotion, suspension (but not including suspension pending a dismissal or termination decision), salary reduction or loss of salary, or restriction or loss of privileges imposed as a formal disciplinary measure. A sanction does not include implementation of an improvement plan or performance action plan or negative comments in a performance review, letter of reprimand or other document placed in a personnel file; rights to respond to a performance review or to a letter

of reprimand or other document placed in a personnel file are set forth in N.D.C.C. § 54-06-21 and institution grievance procedures adopted under SBHE Policy 612. If the sanction is imposed following a hearing by the Standing Committee on Faculty Rights and based on the hearing record, there is no further review. If the sanction is imposed without a hearing, the faculty member may request review upon filing with the institution's president and chair or senior member of the Standing Committee on Faculty Rights a request for review and specifications of reasons within twenty calendar days of receipt of notice of imposition of a sanction. The institution shall have twenty calendar days following receipt of the request for review to file a response. The Standing Committee on Faculty Rights shall review the matter according to procedures established at the institution for that purpose and issue a written report within twenty calendar days of receipt of the institution's response and may make a recommendation to resolve the dispute, stating its reasons. The institution shall make its final decision upon reconsideration and provide written notice of that decision to the faculty member within ten days of receipt of the report and recommendation of the Standing Committee on Faculty Rights. Upon filing of a request for review pursuant to this subsection, imposition of the sanction shall be suspended pending a final decision of the institution's president following conclusion of those proceedings.

History:

Replaces portions of Policy 605, SBHE Minutes April 25, 1995, page 6554.

Amendment SBHE Minutes, September 19, 1996, page 6681.

Amendment SBHE Minutes, February 17-18, 2000.

Amendment SBHE Minutes, November 16, 2001.

Amendment SBHE Minutes, June 17, 2004.

Amendment SBHE Minutes, March 10, 2005.

Amendment SBHE Minutes, March 19, 2009.

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 of 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

VII. FORMS & POLICIES

Electronic Faculty Forms

Forms that are used by faculty have been placed electronically for ease of completing the information and submitting them as required. Please use these current forms when submitting information.

Some of these forms require several signatures. Please obtain these signatures before submitting the forms.

Access

How to access from SharePoint

1. Go to MSU Web site
2. Click on **Faculty/Staff** in upper right corner
3. Select **Faculty/Staff Forms** from sidebar at left
4. Select appropriate office and/or form

How to access from “J” Drive

1. Go to **My Computer** (on your desktop)
2. Open **Shared on (J:)**
3. Open **Staff** folder
4. Select **Forms and Policies** folder
5. Select appropriate office and obtain form

FORMS AND POLICIES...Academic Affairs

APPOINTMENT FORMS - on-campus

- Academic Oath
- Adjunct_Overload Appointment Form

CATALOG CHANGE FORMS

- Request for a New Course
- Request for a Course Change

EVALUATION FORMS

- Division Chair Self-Assessment Form
- Evaluation by Division Chair
- Evaluation of Division Chair by Faculty
- Evaluation Questions for Evaluation of Faculty by Students
- Supplementary Data Report Template

FINAL EXAM CHANGE FORMS

- Request to Change the Test Schedule
- Dispense with Final Examination

LEAVE FORMS

- Leave of Absence Policy and Form
- Faculty Checkout Procedure Form

MaSU COMMITTEES

- MaSU Committee Memberships

MISCELLANEOUS FORMS

- Instructor's Schedule
- MSU Standard Syllabus template

RECRUITMENT FORMS

- Go to Human Resources

TENURE & PROMOTION FORMS

- Checklist for Tenure and Promotion

TRAVEL FORMS

- Can be found under “Business Office/Travel”
- Application for Travel
- Travel Voucher

VISITING SCHOLARS

- Application Request for Visiting Scholar
- Payment for Visiting Scholar
- Report of a Visiting Scholar

EXTENDED LEARNING

- MaSU Agreement to Develop Online Courses

FORMS AND POLICIES...Academic Records

- Final Exam Schedules
- Add Drop Dates
- Major Minor Requirements (Checksheets)
- Room Schedules
- Academic Records FORMS
 - Academic Fresh Start
 - Application for adding major or minor
 - Application for Graduation
 - Application for Life Experience Credit
 - Catalog Change Forms
 - Confidentiality Oath
 - Course Addition Form
 - Course Overload Excess Appeal Request
 - Duplicate ID Form
 - Early Commencement Participation Request
 - Early Final Grade Request
 - Enrollment Verification
 - FERPA Athletes consent to Disclose
 - FERPA Release Form
 - Grade Change Form
 - Incomplete Grade Request
 - Major Declaration
 - Name Change Forms
 - Notebook Fee Waiver Form
 - Out Folder
 - Petition for Arranged Course
 - Petition for Advance Standing Exam or Independent Study
 - Red Slips
 - Request for Substitution or Waiver of Academic Requirements
 - SAAR Forms
 - Service Learning Registration
 - Special Application – Continuing Education
 - Transcript Request Form
 - Verification of Baccalaureate Degree
 - Verification of Baccalaureate Degree – Grad Credit
 - Withdrawal Form

FORMS AND POLICIES...Business Office

- Documentation to Support a Request for Reasonable Accommodation on the Basis of a Disability
- Employee Request for Reasonable Accommodation on the Basis of a Disability
- Employee Tuition Waiver Request
- Employee Information Form
- Employment application Form
- New Equipment Worksheet and Equipment Deletion Worksheet
- MN ND Reciprocity Application
- Dependent Tuition Waiver Request Form
- TRAVEL
 - Application for Travel
 - Motor Pool Rates
 - Travel Voucher
- CREDIT CARD information

FORMS AND POLICIES...Human Resources

- Job Data – Hire/Change Form
- New Employee Data Form
- Self Assessment Form
- MSU Employee Performance Review **M 603.2.1**

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

University Policy Manual

The MSU Policy manual has been placed electronically on the MyMSU Portal and the “J” Drive. A numbering system was used to match the SBHE policy manual. All MSU policies begin with the letter “M”, such as M603.3. (The M designates MSU policy.)

Mayville State University policies include information that faculty and staff members need to understand and participate effectively in university administration and governance. 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 University President for final approval and incorporation into the policy manual.

NDUS Policy Manual and NDUS Procedure manual (PR) contain all policies/procedures of the State Board of Higher Education. NDUS policies/procedures apply to Mayville State University. The NDUS policy/procedure manuals are located at www.ndus.edu. Some of these policies follow in this section.

For other matters related to State Board of Higher Education policies/procedures or MSU policies/procedures, please consult with the relevant Vice President or with the President.

MAYVILLE STATE UNIVERSITY FACULTY ASSOCIATION AND SENATE CONSTITUTION

ADOPTED NOVEMBER 22, 1993

Amendments approved: November 16, 2012

(Previously Revised: February 19, 2009)

Last Approved by North Dakota State Board of Higher Education: April 29, 1999

Preamble

The Faculty of Mayville State University, with the cooperation of the administration and the North Dakota State Board of Higher Education, have created this Constitution for the purpose of establishing an orderly process whereby academic-related groups and individuals may share in the determination of educational policy to the end that the purposes of North Dakota Higher Education System, Mayville State University, students, and faculty may be fully realized.

Organization for the furtherance of faculty positions on relevant educational and other issues should not be confused with administrative organization, the purpose of the latter being to designate clearly the responsibility and authority for performing certain institutional tasks that are dictated by policy established by the North Dakota State Board of Higher Education, the Mayville State Faculty Association, and the Mayville State Faculty Senate.

Article I. Name

The name of this organization established to exercise the responsibilities, above and below, shall be the Mayville State University Faculty Association. Its subsidiary body shall be deemed the Mayville State University Faculty Senate.

Article II. Purpose

The purpose of the Association shall be to consider educational affairs which apply to the role of the faculty as herein outlined.

1. The purpose of the Faculty Association and Faculty Senate shall be to serve as the agency for the formulation of educational policy at Mayville State University and to serve as the forum for the determination of official opinion of the Faculty of the University.

2. The President of the University shall be the official agent for transmitting minutes, decisions, and policy recommendations from the Faculty Association and Senate to the State Board of Higher Education and the Chancellor's Office, unless the Council of College Faculties be the appropriate pathway for such actions or the Chancellor or State Board of Higher Education shall direct particular communications be directed elsewhere. As Chief Executive Officer, the President of the University guides and leads the institution by observing the policies of the Board of Higher Education and by considering the needs and recommendation of the faculty, the various committees of the Faculty Association and Senate, and the other executive officers of the University.
3. The Faculty Association and Faculty Senate are empowered by the Board of Higher Education to make decisions on the following matters of educational policy subject to review by the President of the University and ultimate acceptance or rejection by the Board of Higher Education:
 - A. Standards for admission, selection, and retention applicable to all students of the University;
 - B. Requirements for the granting of degrees that are applicable to all students of the University;
 - C. Curricula requirements within Board-approved programs that are applicable to all students;
 - D. Instructional standards throughout the University;
 - E. Procedures for faculty participation in the selection and evaluation of colleagues;
 - F. Standards of academic freedom throughout the University; and
 - G. Other items as they exist. The above list should not be taken so as to prevent the Faculty from exercising power in areas not identified at this time.
4. The Faculty Association and Faculty Senate are empowered by the Board of Higher Education to advise the President of the University, Dean/Vice President for Academic Affairs, and Board of Higher Education on the following matters:
 - A. Appointment, promotion, tenure, dismissal of faculty members;
 - B. Issues affecting current or projected budget decisions, including salaries and other budgetary items for the University as a whole;
 - C. Issues of faculty welfare such as salaries and fringe benefits; and
 - D. Other items as they exist. The above list should not be taken so as to prevent the Faculty from exercising its advisory function in areas not identified at this time.

5. The Board of Higher Education, having delegated policy-making power to the Faculty Association/Senate, may disapprove acts of the Association/Senate. Within ten days following the delivery of the minutes of the Faculty Association or Senate meeting, the President, representing the Board's authority on campus, may veto an act. He/she shall notify the Faculty Association or Senate, as appropriate, of such veto. If the Association or Senate wishes to appeal the veto, notice of the veto shall accompany a copy of the act and be delivered to the Chancellor of the North Dakota University System. The Chancellor shall review the act and the veto. She/he shall make a final determination as to the disposition of the act, in keeping with SBHE policy 305.1(6).

Article III. Membership

The Faculty Association of Mayville State University will consist of all faculty employed full-time and who give a minimum of half-time academic service, defined as six hours of teaching per semester, or professional service in lieu thereof, Fall and Spring, to the University. Each member has one vote and must be present to vote. Ex- officio members, as outlined in the By-laws, may serve as non-voting members.

Part-time faculty who teach at least 6 credit hours/semester for an academic year may chose to become a voting member of the Mayville State University Faculty Association by expressing their willingness to join as voting members at the Mayville State University Faculty Association meeting initiating each academic semester. Only those who exercise this opportunity will be voting members and therefore included along with the number of full-time faculty in determining the existence of a quorum at subsequent Faculty Association meetings.

Article IV. Meetings

Section A. Regular Meetings

The Faculty Association shall meet in regular session during the week preceding the beginning of regular classes in the fall semester and thereafter during November, February, and April. Special meetings may be called by the President of the Association/Senate, by a majority vote of the Faculty Senate, or by petition containing signatures of ten (10) members. Notice of Association meetings will be distributed two (2) weeks prior to the meeting date. Agenda items will be distributed one (1) week prior to the meeting date. Items to be included in the agenda must be submitted to the Association/Senate President twenty-four (24) hours prior to distribution of the agenda.

Agenda items may be submitted by committee chair, committee members, individual faculty members, or individual administration members.

Meetings shall be conducted according to Robert's Rules of Order, latest edition. A quorum shall consist of fifty percent plus one (1) of the official voting membership of the Association.

Section B. Special Sessions

1. Special sessions are special meetings of the voting membership of the Faculty Association. Discussion on any Faculty Association agenda item may be moved to a special session by motion, second, and majority vote of the Faculty Association. Assembly of the required special session may be immediate (by motion, second, and majority vote of the Faculty Association), or delayed--but must convene within 7 calendar days of the Faculty Association meeting in which discussion was moved. The date, time, and location of delayed special sessions will be set by the Association/Senate President.
2. The Association/Senate President may call a special session of the Faculty Association at his/her discretion.
3. A minimum of ten (10) voting members of the Faculty Association may file a written request for a special session with the Association/Senate President. The request must include the special session agenda, the latest acceptable special session meeting date, and the signatures of all requesting faculty. The Association/Senate President must make every effort to convene a special session of the Faculty Association prior to the deadline date stated in the written request.
4. Notice and agenda shall be provided to the voting membership of the Faculty Association at least 24 hours prior to a special session whenever possible. Other voting members of the Faculty Association may append items to a special session agenda by notifying the Association/Senate President at least 48 hours prior to a special session.

Article V. Organization of Officers

The elected officers of the organization shall consist of a president, a vice president, and a Secretary. Terms of office will be one (1) year. Election of officers will occur at the April meeting. Term of office begins June 1. An individual's term of office is limited to two one-year terms. Said individual must step down from that office for one year when this term limit is reached.

A parliamentarian or archivist can be appointed by the President. Unless the parliamentarian or archivist positions are held by a Faculty Association officer or senator, these are non-voting positions within Faculty Senate.

Section A. President

The President of the Association/Senate shall preside at Faculty Association meetings and otherwise act as the chief executive officer of the Association.

Section B. Vice President

The Vice President shall preside at meetings in the absence of the President. The Vice President shall serve as assistant to the President of the Association/Senate and carry out the duties the President may deem necessary.

Section C. Secretary

The Secretary shall:

1. Record and file minutes of each meeting of the Association and of the Faculty Senate and distribute copies of said minutes to members of the Association within one (1) week after each meeting.
2. Keep a record of membership and activities of the Association including the most current Constitution.
3. Make provisions for balloting at any and all Association meetings.

Section D. Vacancies

Vacancies among the elective offices of the Association shall be filled in the same manner and with the same timing as that of the original election, with the election to fill the vacancy scheduled for the next meeting following the development of the vacancy.

Article VI. Qualifications, Nominations, and Election of Officers

Section A. Qualifications

1. Members of the Association who have held membership two (2) full academic years prior to election and are tenured are eligible to hold the office of President or Vice President.
2. Members of the Association who have held memberships one (1) academic year prior to election are eligible to hold the office of Secretary.
3. Members having served two (2) terms in an office of the Association, partial terms not counted, shall be ineligible for re-election.

Section B. Nomination

1. A nominating committee, consisting of the divisional representatives on the Senate, shall nominate at least two (2) candidates for each of the three (3) elective offices on the Faculty Senate. The report of the nominating committee shall be distributed to the membership of the Association two weeks and one day prior to the election day.
2. Nomination for elective offices also may be by petition, with signatures of five (5) voting members of the Association and an affidavit of the member's agreement to serve attached. The Secretary will prepare and have available nomination petitions. Completed petitions shall be filed with the Secretary one week and one day prior to the election day.

A list of all nominees will be circulated to the Faculty Association by the Secretary one (1) week prior to the election. The Secretary will prepare ballots for the election of officers to be held at a meeting of the Association during April.

3. Ballots shall include a designated "write-in" space for each office. Nominations from the floor shall be received at the time of the elections.

Section C. Election

The election of the President and Vice President of the Association/Senate shall be by majority vote of the members voting. If one candidate does not receive a majority of the votes cast, a run-off election between the two (2) candidates receiving the largest and second-largest number of votes shall be held at the same meeting. Election of the Secretary shall be by plurality.

Article VII. Faculty Senate

Section A. Membership

The voting membership of the Faculty Senate is composed of the elected officers of the Faculty Association, and five (5) elected senators--one from each academic division.

The representative to the Council of College Faculties serves in an ex officio status.

The term of office for elected senators is two (2) years. Terms are staggered. Members from the Divisions of Teacher Education and Learning Resources; Science and Mathematics; and Business and Computer Information Systems are elected in even-numbered years. Members from the Divisions of Health, Physical Education, and Recreation; and Liberal Arts are elected in odd-numbered years. During the initial formation of the Faculty Senate, those senators elected in their division's non-election year shall serve a term of one (1) year. No senator may serve two continuous terms.

To serve as an elected senator, a faculty member A) must be a full-time faculty member for the duration of his/her term; B) must have one (1) academic year of membership in the Faculty Association prior to the semester in which they are elected; and C) must not be a divisional chairperson.

The senators representing the five (5) academic divisions shall be elected by their respective divisions at a division meeting to take place prior to the August Faculty Association meetings. Each division shall announce its elected senator at the August Faculty Association meeting.

Vacancies among the elected senators shall be filled following the same procedure. Divisions must elect a replacement to serve the remainder of the vacated term. The newly-elected senator inherits all the rights, responsibilities, and privileges of the office of senator upon divisional election. The division shall immediately notify the President of the Faculty Senate of the newly- elected senator's identity and announce the newly-elected senator at the next meeting of the Faculty Association.

The President, Vice President, and Secretary of the Faculty Association shall respectively serve as President, Vice President, and Secretary of the Faculty Senate.

The President and/or Dean/Vice President for Academic Affairs of the University may attend Senate meetings upon the invitation of the President of the Faculty Senate.

Section B. Meetings

Regular meetings of the Faculty Senate shall be held monthly during the nine-month academic year. Special meetings may be called by the President of the Association/Senate by giving written notice to the members twenty-four (24) hours in advance of such a meeting.

Section C. Duties and Responsibilities

Activities shall include, but not be limited to, the following:

1. To receive and act upon proposals, suggestions, and information from committees, students, individuals.

When such proposals and suggestions are supported by a unanimous vote, they will be reported to the Association as action taken. When such proposals and suggestions are not supported by a unanimous vote, they will be referred to their source with a recommendation, or they will be placed on the agenda for action by the Association.

2. To prepare the agenda for the Association meetings that shall include a review of action taken.
3. To appoint members to committees as called for in this constitution or establish temporary committees as deemed necessary.
4. To receive reports from the administration on the proceedings of the Board of Higher Education or legislative bodies concerning the University and to keep the Association informed regarding pertinent actions by these groups.
5. To express and convey to the Association opinions and resolutions on any questions relating to Mayville State University. and joint programs with other higher education institutions.
6. To function as an advisory committee to the President of the University in the preparation of the biennial budget and payroll. When acting in such an advisory capacity, the Senate shall meet in session with the President and/or Dean/Vice President for Academic Affairs and the State Salary Committee Representative.
7. To research, recommend, and report to the Faculty Association on any budgetary and salary matters as directed by the President of the University, the Faculty Association, or the Faculty Senate, itself.
8. To act in an advisory capacity to any persons representing Mayville State University on an inter- institutional budgetary and salary matter.
9. To make recommendations in the following financial and buildings related areas: long-range building and equipment policies, including the internal structure and use of facilities; priority of building projects; policies on purchasing equipment; location of new buildings; campus maintenance and beautification; and, policies on matters of finance in operation.

10. To act as a forum for the exploration of faculty-related issues, including problems related to teaching and working at Mayville State University.

Article VIII. Curriculum Committee

Section A. Purpose

The Curriculum Committee will study and recommend in the areas of curricular structure, general education requirements, requirements of the majors and minors in the various disciplines, program additions, program revisions and deletions, grading, academic calendar, graduation requirements, and other curricular and instructional issues.

Section B. Membership

The voting membership on the Curriculum Committee shall consist of the Dean/Vice-President for Academic Affairs and the chair of each of the divisions. The Student Body will be represented by two (2) students, nominated and elected by the Student Senate. The two students will share one (1) vote. The Registrar, the Director of the Library, the Chair of the General Education Subcommittee, and the Director of Extended Learning shall serve as non-voting members.

If the chair cannot be present, she/he may appoint a substitute.

No member of the Tenure, Promotion, and Awards Committee also may be a member of the Curriculum Committee, with the exception of the Dean/Vice President for Academic Affairs.

Section C. Officers

The Committee shall organize and elect its own officers.

Section D. Duties and Responsibilities

The Committee shall be accountable to the Faculty Senate, hence to the Faculty Association, and shall submit copies of its minutes to the Faculty Association. All policy and operational recommendations shall be reported to the Faculty Senate for approval.

It shall make a continuous evaluation of academic requirements of the University and keep the faculty informed of current trends.

It shall receive requests for curriculum changes from divisions and make recommendations concerning them to the Faculty Senate.

It shall advise the Vice President for Academic Affairs regarding policies and priorities for all extended learning personnel.

The Curriculum Committee shall advise the library director concerning the operations, budget, and policies of the Library.

Section E. Meetings.

Meeting of this Committee shall be held monthly, more frequently if necessary.

Article IX. Tenure, Promotion, and Awards Committee

Section A. Purpose

The Tenure, Promotion, and Awards Committee advises the administration concerning tenure, promotion, and awards. It also shall consider and recommend in the manner of developmental leaves. The Committee is responsible for establishing criteria and procedures, soliciting and reviewing nominations, and selecting the recipient of the "Burlington Northern Faculty Achievement Award," or its equivalent, or other awards as created, each year.

Section B. Membership

The Dean/Vice President for Academic Affairs and five tenured faculty members of the Faculty Association, one from each division. Each division shall elect their respective member. If a 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. The Dean/Vice President for Academic Affairs shall be a non-voting member. There shall be no student members of the Committee. No member of the Tenure, Promotion, and Awards Committee also may be a member of the Curriculum Committee, with the exception of the Dean/Vice President for Academic Affairs.

Section C. Procedures

1. The Chair of the Tenure, Promotion, and Awards Committee shall be elected from among and by the Committee members. The Dean/Vice President for Academic Affairs shall not be eligible for election to the position as chair.
2. The advice of the committee concerning tenure and promotion shall be conveyed to the President of Mayville State University. Committee policy shall be subject to Faculty Association/Senate support and approval.
3. In actions regarding policy and procedure concerning the recommendations for promotion and tenure, the following policy applies: While committee discussion concerning a faculty member's fitness must be kept confidential, the results of such deliberations and the reasoning behind them shall be made known in writing to the faculty member concerned, if the faculty member requests such action in writing. The President of Mayville State University shall normally receive the recommendation of the Committee within five days of its formulation. The President is not bound by the advice of the Committee and she/he may make a decision in these matters that is contrary to the advice of the Committee for compelling reasons possibly known only to him/her and/or for reasons of program and staffing balance relating to future enrollment projections and student demand. The President will make such reasons known to the Committee upon request unless to do so would, in her/his opinion, seriously injure the University or the faculty member involved.

Section D. Meetings

Following an organizational meeting in August or September, the Committee shall meet in October to finalize plans for the tenure-promotion process and December to evaluate the candidates for tenure and/or promotion. The Committee shall meet as necessary to carry out its award function(s).

Article X. Admissions and Academic Standards Committee

Section A. Purpose

The Admissions and Academic Standards Committee monitors and recommends policy to the Faculty Senate in the areas of admissions and academic standards.

When dealing with academic standards the committee monitors student progress in meeting the academic standards of the University. Responsibilities include developing standards for academic probation and retention, rendering decisions involving academic suspensions, appeals from academic suspensions, setting conditions of re-admission for students successfully appealing an academic suspension, and determining policy relative to academic dishonesty. The Committee also hears allegations of unfair grading practices and recommends academic policy and practice in areas that are more general in nature, e.g., the last date to withdraw from a class without penalty, transfer credit practices, the residency requirement, etc.

Also, when dealing with admissions, the committee considers and recommends policy in the matter of admissions. Admissions criteria based on State Board of Higher Education policy are monitored by the Committee and this responsibility includes establishing criteria for automatic acceptance of transfer and returning students, hearing appeals from students who fail to meet these criteria, and establishing special conditions of acceptance for transfer and returning student who are successful in their appeal. The Director of Admissions and Records may refer special cases of transfer and returning students directly to the Committee for consideration of admission and, if admitted, the establishment of special conditions

Section B. Membership

The voting membership of this committee shall consist of the Dean/Vice President for Academic Affairs, who chairs the committee, and five full-time, faculty members of the Faculty Association, one from each division. The Director of Admissions and Records shall be present at meetings as resource, hence non-voting, persons. The divisions shall elect their respective member.

Members shall serve two-year terms. Terms will be staggered. Members from the Divisions of Teacher Education and Learning Resources; Science and Mathematics; and Business and Computer Information Systems will be elected in even-numbered years, and members from the Divisions of Health, Physical Education, and Recreation; and Liberal Arts will be elected in odd-numbered years. The group originally elected in their non-election year shall serve an initial term of one (1) year.

Section C. Procedures

The Committee shall report all recommendations for policy to the Faculty Senate.

Section D. Meetings

The Committee shall meet each semester as needed

Article XI. Standing Committee on Faculty Rights

Section A. 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.

Section B. 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.

Section C. Procedures

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

Section D. Meetings

As necessary.

Article XII. Teacher Education Committee

Section A. Purpose

The Teacher Education Committee conducts a continuous study for the purpose of harmonizing the standards of the liberal arts curricula with the requirements of teacher certification, facilitates the development and improvement of all teacher education programs, and determines the criteria for admission to the teacher education program. Appropriate subcommittees discharge each of these responsibilities.

Section B. Membership Appointments

Faculty membership on the Committee, and subcommittees, will be limited to persons with professional preparation and experience in teacher education. Subject to the objection of the Faculty Senate, the membership shall be appointed by the chair of the Division of Teacher Education and Learning Resources in consultation with the Dean/Vice President for Academic Affairs. Said appointments are effective with notification that they have been made to the President of the Faculty Association/Senate, no later than September 15. The Faculty Senate shall have one (1) month to note in writing to the Chair of the Division of Teacher Education and Learning Resources its disapproval of any appointed member. The appointment process outlined above should be repeated in such instance for the appointment of a more suitable member. If the Faculty Senate does not act within one (1) month, the appointments shall be considered finalized.

Section C. Subcommittee on Curriculum Development

1. This subcommittee formulates goals and objective for teacher education curricula, reviews and recommends to the Curriculum Committee relative to new courses and programs, and establishes policies regarding practicum and student-teaching procedures and practices.
2. The voting membership of this committee shall consist of the Dean/Vice President for Academic Affairs, a representative of each discipline offering a major in teacher education, four faculty from the Division of Teacher Education and Learning Resources, two student representatives appointed by the Student Education Association, and two practicing teachers to be appointed by the local education association of the Mayville-Portland Public School system.
3. The chair of the Division of Teacher Education and Learning Resources serves as chair of this subcommittee.
4. This subcommittee shall meet at least twice per semester.

Section D. Subcommittee on Admission and Retention

1. This subcommittee screens and admits student applicants to the teacher-education program and to student teaching.
2. The voting membership of this committee shall consist of two faculty from the Division of Teacher Education and Learning Resources and a representative from each discipline offering a methods class and a major in teacher education.
3. The chair of the Division of Teacher Education and Learning Resource serves as chair of this subcommittee.
4. This subcommittee shall meet at least twice per semester.

Section E. Procedures

This Committee shall report all recommendations for policy involving faculty to the Faculty Senate.

Article XIII. Committee on Student Affairs

Section A. 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.

Section B. 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) members of the Faculty Association, four (4) staff members appointed by the Staff Senate, and six (6) students appointed by the Student Senate.

Section C. Meetings

Each semester and as needed.

Section D. Procedures

The Committee reports all recommendations for policy to the Faculty Senate.

Section E. Conduct Hearing Subcommittee

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.

Section F. Membership

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

Section G. Meetings

Each semester and as needed.

Section H. Subcommittee on Residence Life

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.

Section I. 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.

Article XIV. Athletic Committee

Section A. Purpose

The Athletic Committee counsels the Athletic Department in its operation, programs, and budgets. It also counsels the Athletic Department in the promotion of high academic standards and class attendance rates for athletes.

The Athletic Committee shall report to the Faculty Association on any plans or actions.

Section B. Membership

The members of this Committee shall consist of the Vice President for Business Affairs, three (3) faculty/staff members appointed by the Vice President for Business Affairs with the advice and consent of the Faculty Senate and providing equitable gender representation, the Athletic Director, the University Representative to the DAC, and two (2) students appointed by the Student Senate, one male and one female.

The faculty/staff members shall serve a two (2) year term on the Committee. Nominations for the appointments of new faculty/staff members to this committee need to be submitted by the Vice President of Business Affairs to Faculty Association President before the August Faculty Association meeting.

A faculty member on this committee must chair this committee.

Section C. Meetings.

The Committee shall meet each semester.

Article XV. Council of College Faculties

The Council of College Faculties is a structure of the North Dakota University System with faculty representation from each campus, representatives serving three (3) year terms. Association members who have held membership two (2) full academic years prior to taking office are eligible to serve. The Mayville State University representative shall be nominated and elected in the same manner and timing as the officers of the Association and will become a member of the Faculty Senate. Term of membership begins June 1.

The representative shall attend Council of College Faculties meetings or send a Senate-approved alternate to be named at the beginning of each year. The representative shall report the actions and concerns of the Senate/Association to the Council and shall report the actions and concerns of the Council to the Senate/Association.

Article XVI. Financial Aids Committee

Section A. Purpose

The Student Financial Aids Committee advises the Director of Student Financial Aid by developing guidelines pertaining to qualifications for Institutional Scholarships and approval of all scholarship recipients, reviewing academic standards of students receiving financial aid, enforcing the "Good Standing Policy for Financial Aid" and evaluating the students who do not meet the academic standards set forth in this policy.

Section B. Membership

The Vice President for Business Affairs, the Vice President for Student Services, the Directors of Student Financial Aids and Admissions, and four faculty members of the Faculty Association. The Director of Student Financial Aids chairs the Committee.

Section C. Meetings

The Committee shall meet each semester and as needed.

Article XVII. Amendments

Amendments to or revisions of the Constitution must be proposed in writing at a regular meeting of the Faculty Association one (1) month prior to voting on the above. Amendments may be adopted and submitted to the president upon a two-thirds vote of the membership at any Faculty Association meeting.

By-Laws

1. Amendments to or revisions of the By-laws of this Constitution are subject to the same procedures as listed in Article XXII except that only a simple majority is required.
2. Ex-Officio Membership. Ex-officio (non-voting) membership shall consist of the University President, Dean/Vice President for Academic Affairs, Vice President for Student Affairs, and the Vice President for Business Affairs.