

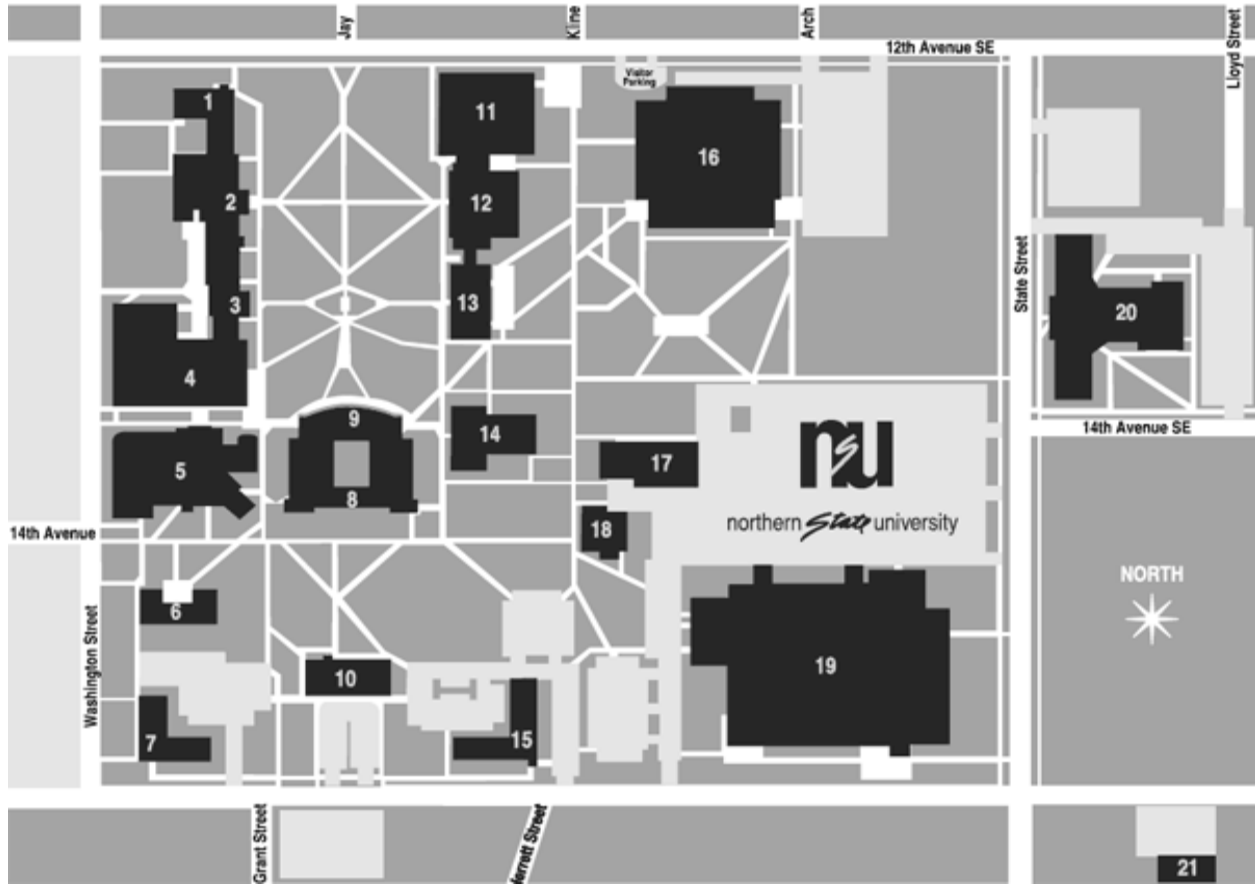


northern *State* university

**FACULTY HANDBOOK**  
**NORTHERN STATE UNIVERSITY**  
**October 2015**

# NORTHERN STATE UNIVERSITY

1200 S. Jay St., Aberdeen, SD 57401, Telephone: 605.626.2544, Toll Free: 800.NSLL5330, Fax: 605.626.2587, E-mail: admissions@northern.edu, Web address: www.northern.edu



## MAP LEGEND

- Gray boxes represent NSU parking lots.
- 1. Briscoe Hall (BH)
- 2. Lincoln Hall (LN) - offices & classrooms
- 3. Graham Hall (GH) - offices
- 4. Student Center (SC)
- 5. Beulah Williams Library (LB)
- 6. Lindberg Hall (LH) - residence
- 7. Steele Hall (ST) - residence
- 8. Mewaldt-Jensen Building (MJ) - offices & classrooms
- 9. Technology Center (TC) - offices & classrooms
- 10. McArthur-Welsh Hall (MW) - residence
- 11. Dacotah Hall (DH) - offices & classrooms
- 12. Spafford Hall (SP) - offices & classrooms
- 13. Krikac Administration Building (AB) - offices & classrooms
- 14. H.P. Gerber Building (GB) - classrooms
- 15. Kramer Hall (KH) - residence
- 16. Johnson Fine Arts Center (JC) - offices & classrooms
- 17. Physical Plant (PP)
- 18. Heating Plant (HP)
- 19. Barnett Physical Education & Convocation Center (BC)
- 20. Jerde Hall (JH) - residence
- 21. Beckman Building (BB) - offices

**From Highway 281 South** - Turn east onto Melgaard Road. Turn north onto Lincoln Street. Turn east onto 12th Avenue SE. The Admissions Office is in Dacotah Hall 101, located at 12th Avenue and Kline Street.

**From Highway 281 North** - Turn east onto 6th Avenue SE (or Highway 12). Turn south onto Main Street. Turn east onto 12th Avenue SE. The Admissions Office is in Dacotah Hall 101, located at 12th Avenue and Kline Street.

**From Highway 12 East** - Turn south onto State Street. Turn west onto 12th Avenue SE. The Admissions Office is in Dacotah Hall 101, located at 12th Avenue and Kline Street.

**From Highway 12 West** - Turn south onto Main Street. Turn east onto 12th Avenue SE. The Admissions Office is in Dacotah Hall 101, located at 12th Avenue and Kline Street.

**Guest parking** is available in the circular lot between the Johnson Fine Arts Center and Dacotah Hall along 12th Avenue.

## DIRECTIONS TO CAMPUS

NORTHERN STATE UNIVERSITY IS AN EQUAL OPPORTUNITY INSTITUTION.

# MISSION STATEMENT

The legislature established Northern State University to meet the needs of the State, the region, and nation by providing undergraduate and graduate programs in education and other courses or programs as the Board of Regents may determine. (SDCL 13-59-1)

The Board implemented SDCL 13-59-1 by authorizing graduate and undergraduate programs in education to promote excellence in teaching and learning, to support research, scholarly and creative activities, and to provide service to the State of South Dakota, the region, and the nation. The Board approved a special emphasis on E-learning in the university curriculum and service.

## **Curriculum**

Degrees are authorized at the associate, baccalaureate, and master's levels.

The following curriculum is approved for the university:

### **A. Undergraduate Programs**

Associate degree programs in arts and sciences, business, and fine arts.

Baccalaureate degree programs in arts and sciences, business, education and fine arts.

### **B. Graduate Programs**

Master degrees in banking and financial services, counseling, E-learning, and music education.

## Purpose

NSU is a University dedicated to the pursuit of excellence in the liberal arts and in graduate and professional education. Its distinctiveness in its pursuit of mission derives from its coeducational and residential character; its size and location; and its role as a public, state-sponsored University.

## Vision

Northern State University will be a nationally-recognized, student-centered institution committed to academic and extracurricular excellence, providing high quality programs, cutting-edge technology, and global learning opportunities in a beautiful Midwestern setting.

## Values

NSU's students, faculty, and staff are drawn together by the following institutional core values:

**Connect:** The highest ethical integrity in what we do. A commitment to responsible stewardship. Development of human, intellectual, cultural, financial, and environmental resources.

**Enable:** Teamwork, cooperation and mutual respect in an environment that is diverse in knowledge, culture, and world view. Striving to deliver seamless, student-centered, and experience-rich educational opportunities.

**Educate:** Expanding research and teaching to issues of importance to our community, state and region. Assuring academic rigor and the highest standards of excellence in all intellectual inquiry.

## Principles

### Highest Standards

Academic Rigor  
Intellectual Inquiry  
Experience-Rich

### Engaged Learning

Evidence-Based  
High Integrity  
Global Experience

### Stewardship

Responsible  
Efficient  
Beneficial Partnerships

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# UNIVERSITY ORGANIZATION AND ADMINISTRATION

## GOVERNING BOARD

### South Dakota Board of Regents

The South Dakota Board of Regents, the governing body of Northern State University, is composed of nine members. The members of the board are appointed by the governor of the state and confirmed by the senate. The board exercises broad jurisdiction over all state supported educational institutions and delegates many responsibilities to presidents and faculties, but must give specific approval for appointments, the conferring of degrees, certain purchases, and sales of state property.

The Board of Regents meets regularly. At least fourteen days prior to a meeting of the board, the President of the University will file a memorandum with the Executive Director and the President of the Board of any matters that will be brought up at that meeting. To comply with this deadline all routine matters calling for board action must be submitted to the President's Office at least nineteen days prior to the meeting.

## UNIVERSITY ADMINISTRATION

### President of the University

The Board of Regents appoints and designates the President of the University as the chief executive and academic officer of the university and as the presiding officer of the faculty. Operating within state statutes and carrying out policies of the board and state government, the President is responsible for the administration of the university in all respects.

Four senior administrative officers assist the President: the Provost and Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Student Affairs, and campus University Counsel. These administrators exercise presidential delegated responsibility for their respective administrative units and, as members of the President's Senior Cabinet, meet regularly with the President to provide advice and share information concerning university affairs.

In the absence of the President, the senior officers are in charge, the Provost and Vice President for Academic Affairs presiding. The Vice President for Finance and Administration presides in the absence of the Provost and Vice President for Academic Affairs. If both of these officers are absent, the Vice President for Student Affairs presides. The senior dean presides in the absence of the Vice President for Student Affairs.

## **Provost and Vice President for Academic Affairs**

The Provost and Vice President for Academic Affairs is directly responsible to the President for all matters pertaining to academic affairs: he/she makes recommendations concerning the faculty (including hiring, retention, tenure, and promotion), the curriculum, the library, online and continuing education, and the office of assessment and institutional research. The Provost and Vice President for Academic Affairs directs the recruitment, employment, and evaluation of faculty members; assesses the curricular offerings of the college and the schools; coordinates faculty research; improves techniques of teaching; and stimulates professional growth. Other duties include the preparation of the Undergraduate and Graduate Catalog and the Fall, Spring and Summer Schedules; the assignment of academic office and classroom space; the approval of class schedules and examination schedules; the collection of data on class loads and academic matters; the direction of summer school, the coordination of commencements, and the general supervision of other academic matters. The Provost and Vice President for Academic Affairs is the chair of the Deans Council, which is composed of the Deans and the Associate Vice President for Academic Affairs. The Extended Deans Council composed of Deans Council and the following: the Director of Graduate Studies, the Director of Online and Continuing Education, the Director for the Library, the Registrar, the Director of Financial Aid, the Director of University College, Director of Grants and Sponsored Research, Director of Institutional Research and University-wide Assessment, Director of Special Initiatives, Principal of the E-learning High School, Vice President for Student Affairs (or designee), and Chief Information Officer is chaired by the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs also chairs the Academic Affairs Committee.

## **Vice President for Finance and Administration**

The Vice President for Finance and Administration, directly responsible to the President of the university, manages all university finances, budgeting and accounting, personnel services, purchasing, dining services contract, the NSU Wolf Shoppe, facilities management, inventory, and print shop. The Vice President works closely with administrators in the area of housing. The Controller, Director for the Bookstore, Director for Human Resources, and Director for Facilities Management report to the Vice President for Finance and Administration.

## **Vice President for Student Affairs**

The Vice President for Student Affairs supports our students by creating a co-curriculum that will enhance their personal and academic development. This is done by providing quality programs, services and facilities. The Vice President for Student Affairs reports directly to the President.

The following areas report directly to the Vice President for Students Affairs: Admissions, Financial Aid, Veterans and Military Services, Housing and Residence Life, Student Judicial Affairs, Counseling Center, Student Center, Career Services, Orientation, Dining Services, Multicultural Affairs, Student Activities, Wellness and Intramurals, Student Association, Student Organizations, Safety and Security, Emergency Management, and Disability Services.



### **Chief Information Technology Officer**

The Chief Information Technology Officer is directly responsible to the President of the university, manages all information and instructional technology issues on campus, oversees Technology Services personnel, and represents the university on the system-wide Technology Affairs Council. The Chief Information Technology Officer also oversees the technology operations of the Center for Statewide E- learning. The divisions of technical services, administrative systems, instructional design, instructional and communications technology, networking and security, and web development all report to the Chief Information Technology Officer.

### **University Counsel**

The University Counsel provides legal advice and representation to Northern State University. Faculty members in opposition to the university must obtain their own counsel.

### **Associate Vice President for Academic Affairs**

The Associate Vice President for Academic Affairs assists the Provost and Vice President for Academic Affairs in supervision of all aspects of the University's academic programs, institutional research/assessment, and retention initiatives; oversees and ensures compliance with regional accreditation processes and procedures; works closely with the academic deans on graduate program and policy development and covers the academic and admission standards; and assists the Provost and Vice President in supervision of the University curriculum planning and processes. The Associate Vice President for Academic Affairs also oversees the strategic planning/performance measures/reporting processes. In addition, the Associate Vice President for Academic Affairs serves as the Director of Graduate Studies. The following report to the Associate Vice President for Academic Affairs: Director of Institutional Research and Assessment, Director of Grants and Sponsored Research, and Director of Library.

### **Associate Vice President for Student Affairs**

The Associate Vice President of Student Affairs will assist the Vice President for Student Affairs in managing the Student Affairs department. Direct reports will include; Disability Services, Multicultural Affairs, Counseling Center and Career Development.

### **College/School Dean**

The university is comprised of four academic units: the College of Arts and Sciences, the School of Business, the School of Education, and the School of Fine Arts. Deans provide academic leadership and direction to their schools, coordinate the academic programs, and serve the faculty, the Provost and Vice President for Academic Affairs, and the President. Deans are appointed by the President on the recommendation of the Provost and Vice President for Academic Affairs and the appropriate faculty. Deans are evaluated annually by the Provost and Vice President for Academic Affairs.

The college/school Dean is responsible to the Provost and Vice President for Academic Affairs for all matters pertaining to the college or school. The Dean provides leadership and direction for the faculty by: encouraging and supporting excellence and innovation in the classroom; developing school responses to current and future trends, such as identifying new curricular needs; stimulating scholarship, research, professional development, and grant activities; and promoting service to the institution, the state and the broader public.

The college/school Dean is expected to articulate the mission and goals of the university to the college or school and lead the effort to be responsive to these goals and missions. The Dean is expected to articulate the needs of the college/school to other segments of the campus community and to promote a general awareness of the college or school to non-campus publics, i.e., alumni and the community. The Dean will direct student recruitment, retention, and placement by the college/school; and will promote faculty fund raising under the direction of the Foundation Office.

After consultation with Departmental Chairs and with the faculty, the Dean will: arrange all class schedules and teaching assignments; prepare and administer all budgets; make recommendations on staffing needs; coordinate the assessment of academic offerings; oversee all college/school operations as they pertain to the library, media center, counseling center, etc.; be responsible for the dismissal and readmission of students; and coordinate all other administrative responsibilities.

The college/school Dean will make recommendations on all personnel matters (such as promotion, retention, tenure, sabbatical leaves, and annual performance evaluations); investigate all grievances, including those arising under the collective bargaining agreement between the Board of Regents and Council on Higher Education (COHE).

### **Department Chair**

The Department Chair is responsible for the following:

- Prepare all department class schedules
- Review and summarize all department SOI's.
- Review and provide comments on all department professional staff evaluation (PSE's), including initial faculty ratings on teaching, research, and service criteria
- Review and submit initial recommendations on all department professional development plans (PDP's)
- Write the annual evaluation(s) of the department secretary(ies) and other department professional staff (if any)
- Schedule and preside over regular department meetings
- Approve all department travel requests
- Submit initial reviews and recommendations on all department applications for promotion, tenure, and sabbatical
- Prepare annual assessment reports
- Promote and carry out department, college, and/or institutional initiatives
- Initiate and/or review all department curricular proposals
- Exercise oversight of all academic programs in the department

- Conduct the day to day operations of the department (i.e., dealing with student complaints, faculty issues, online course proposals, and appointing department committees to deal with curricular proposals, program review, searches, scholarship awards, etc.).
- Meet other responsibilities as assigned by the Dean.

### **Departments**

The following departments compose the college/schools.

#### The College of Arts and Sciences

Languages, Literature, and Speech Communication  
 Biology, Chemistry and Physics, and Mathematics  
 History, Sociology, Political Science and Geography

#### The School of Business

Economics, Finance, Accounting, Banking and Business Law  
 Management, Marketing, and Management Information Systems

#### The School of Education

Elementary, Secondary, and Special Education  
 Health and Physical Education  
 Psychology and Counselor Education  
 E-learning

#### The School of Fine Arts

Art and Theatre  
 Music

### **Director of Graduate Studies**

The Associate Vice President for Academic Affairs serves as the Director of Graduate Studies. The Director of Graduate Studies monitors admission, candidacy, and completion of graduate program requirements for all graduate programs. The Director also provides leadership and advocacy for the graduate programs at NSU with the community, graduate faculty, graduate students, and administration. The Director of Graduate Studies chairs the Graduate Council and supervises Graduate Office staff.

### **Director of Online and Continuing Education**

The Director oversees all online courses and programs; workshops; and off-campus centers (or sites).

### **Director of Instructional Services**

The Office of Instructional Services (OIS) is a teaching and learning resource available to all faculty members. The OIS offers a variety of programs and funding opportunities in the areas of pedagogy or andragogy and assessment. OIS resources include an OIS Home Page,

with annotated lists of teaching and learning materials and instructional guides, a lending library with books and articles on a wide variety of teaching, learning and assessment issues, and semi-annual newsletters distributed to all faculty. The OIS Director works with three advisory committees. The OIS Advisory Committee oversees the Small Grants Program, the OIS Luncheon Series, and new OIS program and grant development initiatives. The Faculty Travel and Sabbatical Leave Committee works with the OIS Director to administer the Faculty Travel Funds and the Sabbatical Leave Program. The Deans Council and the OIS Director assign release time in the Academy for College Teaching for faculty to accomplish significant curriculum revision and professional development projects. The OIS Director also works closely with the Office of Instructional Technology (ITC) to provide instructional technology training for faculty.

### **Principal of the NSU Center for Statewide E-learning**

The Principal of the NSU Center for Statewide E-learning reports directly to the Provost and Vice President for Academic Affairs. The E-learning Principal oversees all of the academic operations of the e-learning high school including, the high school course offerings and K-12 outreach activities. The master teachers who deliver the high school curriculum report to the e-learning high school principal.

### **Director for the Honors Program**

Responsible to the Dean of the College of Arts and Sciences, the Director for the Honors Program develops recommendations concerning program policy and personnel. The Director proposes criteria for entrance into the honors program, for retention in the program, and for graduation in honors. The Director suggests which courses should be designated as honors courses and which faculty members should be designated as members of the honors faculty. The Director makes further recommendations concerning personnel decisions--retention, transfer, promotion, reward, discipline--to the extent that the person's participation in the honors program bears on such matters. Where a grievance arises out of the honors program, the Director and the applicable Department Chair/Dean share the responsibility to investigate. The Director must make independent recommendations based on their factual findings.

### **Director of University College**

The Director of the University College reports to the Provost and Vice President for Academic Affairs. The Director of University College establishes appropriate academic support services and oversees developmental courses in writing, mathematics and reading. The Director also provides programs that offer academic advising services for all freshman students and those who have yet to declare a major.

### **Director of Grants and Sponsored Research**

The Director of Grants and Sponsored Research, reporting to the Associate Vice President for Academic Affairs, is responsible for institutionally approved sponsored research. The Director collects and disseminates to the faculty and staff information about grant opportunities; assists in developing grant proposals; and reviews for approval all grant/contract applications that are to be submitted for outside funding. The Director will promote and help to facilitate interdisciplinary research proposals both from within the institution and between the university

and other academic institutions and local and governmental groups. The Director monitors all grant/contract activities to ensure all applicable institutional, regental, federal, and other external policies are followed.

Within the approval process, the Director interacts with faculty and professional support staff to prepare proposals. Prior to submission, all proposals are approved by the Provost and Vice President for Academic Affairs, and the Vice President for Finance and Administration for budgetary approval and then to the President for institutional approval.

### **Institutional Research Officer and University-Wide Assessment Director**

The mission of Northern State University's Office of Institutional Research is to meet the information needs of the decision and policy makers of the Institution as they fulfill the mission of NSU by meeting the educational and social needs of the students. The Institutional Research Officer and University-Wide Assessment Director reports to the Associate Vice President for Academic Affairs.

The University-Wide Assessment Office functions as a support service to NSU departments/schools/colleges. The office provides guidance in assessing learning outcomes as they relate to the university and department/program mission statements, and in using the results of assessment to enhance curriculum and instruction.

### **Library Director**

The Library Director is responsible for overall leadership and policy guidance for the library. The director reports to the Associate Vice President for Academic Affairs. The Director, with the advice of the library committee, recommends policies governing library use. Guided by these policies, the Director suggests the purchase of books, magazines, and other materials, as well as the purchases requested by the faculty and others through the library committee.

### **Registrar**

The Registrar, reporting to the Provost and Vice President for Academic Affairs, maintains a record of student academic information and progress toward degrees. The Office of the Registrar also applies and enforces the admissions, retention, and graduation standards recommended by the faculty, chairs, deans, and the Provost and Vice President for Academic Affairs, as approved by the President.

The Registrar is responsible for registration, grade transmittal, the evaluation of current student progress toward degree requirements, the production and release of transcripts, the provision of student and faculty advisor data, certifying veterans' educational benefits. The office houses, maintains, and secures all cumulative student program records.

### **Director of Special Initiatives**

The Director of Special Initiatives, reporting to the Provost and Vice President for Academic Affairs, is responsible for providing assistance to the provost on special initiatives, including faculty development, international program planning and oversight, academic advising, student

retention, and other areas deemed appropriate by the provost. The director is responsible for developing a responsive faculty development agenda which includes working closely with NET Services, Office of Assessment and other related departments and program areas to identify topics of need and interest that will enhance teaching strategies. The director also assists in providing special programs to retain targeted groups of students, including, but not limited to, minority, international, dual enrollments and transfer students. This person serves as a liaison between Academic and Student Affairs and provides leadership that bridges the gap between student success strategies and unique teaching techniques and/or platforms that bring forth instruction that is exciting, relevant, and coherent.

### **Director of Financial Aid**

The Director of Financial Aid, reporting to the Vice President of Student Affairs, is responsible for maintaining compliance with federal, state, and institutional financial aid regulations and processing guidelines for students. The Director works with all facets of financial aid processing including determining eligibility for and awarding federal, state, and institutional financial aid, verification, loan origination, scholarships, default management and financial literacy, reporting, and utilizing a comprehensive student information system. The Financial Aid Office is also responsible for coordinating the work-study program, and working with the compliance officer on NCAA reporting requirements.

## **UNIVERSITY COUNCILS**

### **President's Senior Cabinet**

The President's Senior Cabinet consists of the following staff members: the Provost and Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Student Affairs, the Chief Information Officer, the University Counsel, Executive Director of the Foundation, Athletic Director and Director of University Relations.

### **Extended Cabinet**

Extended Cabinet consists of the President's Senior Cabinet and the following staff members: Associate Vice President for Academic Affairs, Dean of the College of Arts and Sciences, Dean of the School of Business, Dean of the School of Education, Dean of the School of Fine Arts, Director of Graduate Studies, Director of Online and Continuing Education, Athletic Director, Director of Admissions, Director of Financial Aid, Director of Residence Life, Director of Human Resources, Director of Facilities Management, Director of the Library, Director of Institutional Research and University-wide Assessment, Director of University College, Director of the Bookstore, Director of Counseling Center, Register, the President of Faculty Senate, Principal of the E-learning High School Program, and a representative from the Career Service Committee.

### **Deans Council**

Deans Council is chaired by the Provost and Vice President for Academic Affairs and consists of the following members: Associate Vice President for Academic Affairs, Dean of the College of Arts and Sciences, Dean of the School of Business, Dean of the School of Education, and

Dean of the School of Fine Arts. Deans Council is responsible for all policies pertaining to academic affairs.

### **Extended Deans Council**

Extended Deans Council consists of Deans Council and the following staff members: Chief Information Technology Officer, Vice President for Student Affairs (or designee), the Registrar, the Director of Graduate Studies, the Director of the Library, the Director of Online and Continuing Education, the Director of University College, the Director of Financial Aid, the Director of Special Initiatives, the Director of Grants and Sponsored Research, the Director of Institutional Research and University-wide Assessment, and the Principal of the E-learning High School.

### **Student Affairs Council**

Student Affairs Council is chaired by the Vice President for Student Affairs and consists of the following members: Director of Admissions, Director of Counseling Center, Director of Career Planning and Placement, Director of Student Development and Residence Life, Director of Student Activities, Director of Multicultural Affairs, and Director of Financial Aid. Student Affairs Council is responsible for all policies pertaining to student affairs.

### **Faculty Senate**

The Faculty Senate is elected by the faculty and makes recommendations to the President of the University.

### **Graduate Council**

The Graduate Council is responsible for the development of policy and general administration of graduate studies procedures and programs. The Council has jurisdiction over academic matters and makes policy recommendations to the Director of Graduate Studies in areas such as program objectives, admissions, curriculum, and degree requirements. Each academic unit offering a master's degree will have one representative on Graduate Council. These representatives are to be appointed to the position by the Dean of their respective school/college. One faculty representative from schools/college that does not offer Master's programs will be appointed by their Dean to the Graduate Council. Membership will include the following voting and non-voting members:

#### **Voting Members:**

Director of Graduate Studies  
Business, Banking & Financial Services  
Education, Counseling  
Education, E-learning  
Education, Leadership & Administration

Education, Sport Performance & Leadership  
Education, Teaching and Learning  
Fine Arts, Music Education  
Arts & Sciences  
Graduate Student Representative



### **Non-Voting Members**

Provost/VP for Academic Affairs  
Dean, College of Arts and Sciences  
Dean, School of Business

Dean, School of Education  
Dean, School of Fine Arts  
Registrar

Recommendations of the Graduate Council are made to the Provost and Vice President for Academic Affairs.

### **Institutional Review Board**

The Institutional Review Board of Northern State University (IRB) must review and approve all research involving human subjects **before** experimentation begins. All human research projects (including surveys, professional tests, questionnaires, and studies in which the researcher is the subject of his/her own research) are subject to a complete review. This rule applies to faculty, staff, and graduate and undergraduate student research. NSU's policy follows federal regulations, which exist to safeguard the rights and welfare of individuals who participate as research subjects and to protect the researcher, whether faculty, staff, undergraduate or graduate student.

The Institutional Review Board consists of a minimum of five members and a maximum of seven members:

- One member from each college/school.
- A scientist.
- A member with experience working with vulnerable populations.
- A community member unaffiliated with the university.
- Mix of men and women and of disciplines.

A member may fulfill more than one role.

### **Teacher Education Council**

The Teacher Education Council (TEC), chaired by the dean of education, functions at the council level with regard to matters related to teacher education. The TEC consists of representatives from each college or school who have experience in P-12 settings and are currently involved in teacher education through their own discipline. From within the School of Education there are eight representatives, each from a School of Education department or program. From outside the School of Education there are two representatives from Fine Arts and three from Arts and Sciences and one from Business. Four student representatives shall sit on the TEC. One student from elementary, one from secondary, one from a K-12 program and one from a special education double major will be selected by the Student Senate. Each representative is responsible for information flow between the TEC and their constituents.

The TEC is a decision making body on university-wide elementary, secondary and K-12 issues. It is responsible for the integrity of the admission to teacher education process. It makes recommendations with regard to curriculum considerations as it affects all education programs specifically, and other university programs generally. Fully aware of teacher certification and program accreditation requirements, the council works to recommend curriculum changes that will best meet and/or exceed these requirements.



## **Standing and Ad Hoc Committees and Task Forces**

The general guidelines for committee operation are as follows.

All listed standing and ad hoc committees and task forces will provide minutes to the following: President's Senior Cabinet, Extended Cabinet, Council of Deans and Directors, Faculty Senate, Student Senate, the Career Service Association, and the Library. Matters that concern personnel actions or collective bargaining will not be included in the distribution of minutes listed above. The purpose of distributing minutes of all standing and ad hoc committees and task forces is to enhance internal communications. Sufficient opportunity will be afforded for the various segments that make up the university community to respond to issues and policies being considered.

Faculty members serving on committees shall follow regents' policy and, where appropriate, the collective bargaining agreement between the South Dakota Board of Regents and the Council of Higher Education. Faculty appointments to Faculty Senate committees, except as specified by contract, are recommended by the faculty senate. The career service association recommends staff assignments to committees. The student senate recommends student appointments to committees. The President makes all appointments.

A periodic review of the committee structure will be conducted in an effort to improve communication among students, faculty, and staff.

There are three types of standing committees: university, faculty senate, and contract. University committees report to the President. Faculty senate committees report to the Faculty Senate. Contract committees are mandated by the collective bargaining agreement.

## **UNIVERSITY COMMITTEES**

### **American with Disabilities Act (ADA) Accommodations Advisory Committee**

There shall be an ADA Accommodations Review Committee. The Director of Disability Services will serve as the committee chair. Members will consist of the Disability Services Graduate Assistant, the Vice President for Student Affairs, a University College representative, a Facilities Management representative, four faculty (one representative from each of the undergraduate college/schools), one academic administrator, and the Director of Human Resources.

The Committee shall be responsible for ensuring that the institution is in compliance with all ADA regulations. As part of this responsibility, the committee shall regularly review campus policies guided by these regulations and recommend changes as needed. The committee will develop a plan, which will bring the university in compliance with ADA regulations and submit it to the Cabinet as a recommendation for implementation. The committee shall review all requests for accommodations submitted by those the campus serves and develop recommendations for implementation.

### **Affirmative Action Grievance Committee**

There shall be an Affirmative Action Grievance Committee to consist of three faculty members, two administrators, two career service personnel, two upper-class students, and the director for affirmative action. The committee shall include representatives of minority groups and women.

The committee shall serve as an advisory group to the affirmative action director, shall make recommendations to the President concerning affirmative action program policies, and hear cases assigned by the Affirmative Action Director.

### **American Indian Advisory Committee**

NSU's American Indian Advisory Committee (AIAC) is chaired by the Director of Multicultural Student Affairs (MSA). It is a subcommittee of the university-wide Diversity Multiculturalism Committee which is chaired by the Provost/Vice President for Academic Affairs. The committee is tasked with reviewing and making recommendations regarding policy, practices, and programming to support NSU's American Indian students, recruit new American Indian students, and connect the university to the American Indian community at large.

### **Assessment Committee**

The Assessment Committee has been established to facilitate the academic assessment process, with the following responsibilities:

- to ensure that assessment in the academic programs becomes an integral and ongoing component;
- to monitor the reporting function of the assessment process;
- to monitor and/or facilitate General Education assessment; and
- to coordinate assessment activities among programs.

### **Diversity and Multiculturalism Committee**

There shall be a Diversity and Multiculturalism Committee, chaired by the Provost and Vice President for Academic Affairs (or designee), and consisting of members from administration, faculty, staff and the student body. This Committee shall serve as an advisory group and make recommendations to the Provost and Vice President for Academic Affairs on issues associated with diversity and multiculturalism on the campus. The committee is responsible for the development and updating of the university-wide Diversity and Multiculturalism Plan, and annual reports on the implementation of this plan.

### **Employee Achievement and Recognition Committee**

The Employee Achievement and Recognition Committee is composed of three faculty (recommended by the Faculty Senate), three career service members (recommended by the Career Service Association), and three members of the university selected by the President. Funding for this committee is through employee donations only. The ability to send money for memorials and purchasing desk clocks for retirees is dependent on available funds. Staff must also contact a committee member in the event of a death, marriage, birth, or adoption so the committee can send cards or memorials as appropriate. The responsibilities of the committee are:

1. to send a \$10 memorial to Northern State University employee if a parent, spouse or child;
2. to send cards for marriages, births, adoptions;
3. to recognize retiring employees by presenting them with a "Golden Pass" and desk clock inscribed with their name and years of service; and
4. to plan the annual Northern State University Employee Awards and Recognition night in conjunction with the Human Resource Office.

### **International and Minority Student Affairs Committee**

The International and Minority Student Affairs Committee will consist of the Vice President for Student Affairs as chair of the committee, the Director of ESL, the Director of Admissions, the Academic Coordinator for International Business, five faculty, two international students and two minority students.

The committee will serve as an advisory group to the Vice President for Student Affairs. Recommendations will be made to the Vice President for Student Affairs and Cabinet concerning policies related to international and minority students, recruiting, retaining, and support programs. In addition, the committee will review applications and make selections for Native American students applying for the Crazy Horse Scholarship.

### **Loss Control Committee**

Chaired by the Director of Facilities Management the Loss Control Committee meets on a quarterly basis to discuss various safety issues on campus and to perform safety inspections on different areas.

### **Parking Appeals**

The Parking Appeals Committee shall consist of the director for facilities management, the Vice President for Finance and Administration, a representative of facilities management, a career service member (recommended by the Career Service Association), two parking office personnel, a faculty member (recommended by the Faculty Senate), and two students (recommended by the Student Association).

The committee meets at the end of the fall and spring semesters to evaluate parking violation appeals that are submitted by faculty, staff, and students throughout that semester.

### **Proficiency Appeals Committee**

This committee reviews student appeals for alternative assessment equivalencies for the proficiency tests. Appeals generally are made after the student has been unsuccessful on all allowed retest trials.

### **Scholarship Committee**

The Northern State University Scholarship Committee shall consist of the four academic deans, the director for admissions, and the director for financial aid who serves as chair. The committee makes recommendations regarding all scholarships issued or administered through Northern State University. The committee consists of the Provost and Vice President for Academic Affairs, Vice President for Finance and Administration, Chief Information Officer, Director – Grants & Sponsored Research (chair), Undergraduate Research Coordinator (will serve as faculty representative for his/her school/college), faculty representative (1 from Fine Arts, Business, and Education; 2 from Arts & Sciences – 1 Humanities, 1 Science).

### **Student Research Review Committee**

The Student Research Review Committee is responsible for reviewing applications and selecting awardees for the NSU Undergraduate Competitive Research Grant according to the posted Request for Proposal and Terms & Conditions. The committee also will review and select awardees for the Student Research Travel Program according to posted guidelines.

### **Student Retention Committee**

This committee consists of the Provost and Vice President for Academic Affairs or designee, director for academic advisement, two career service employees, two administrators, three faculty members, four representatives from student affairs, one representative from admissions, one representative from the technology center, one representative from the library, and two students.

## FACULTY SENATE COMMITTEES

The Faculty Senate requests the following from each of its committees and committee members.

- Acceptance of committee membership implies attendance at committee meetings. Each committee should arrange for meeting times that will allow all members to attend.
- Faculty Senate committees are asked to meet at least once each semester. It is recommended that prepared agendas be sent to committee members at least three days prior to each meeting.
- Committees shall report their accomplishments to the Faculty Senate at least once during each academic year.
- Committees shall post their minutes in an NSU shared folder or on the University's extranet. When minutes have been posted, all faculty should be notified by email (NSU All Instruction).

### **Academic Affairs Committee**

There shall be an Academic Affairs Committee which consists of eight members of the faculty, two administrators, two students, and the Provost and Vice President for Academic Affairs who shall chair the committee. The Registrar shall serve as ex-officio.

There shall be two faculty members from the College of Arts and Sciences, two from the School of Business, two from the School of Education, and two from the School of Fine Arts. These representatives shall be elected for three-year terms by the faculty holding appointments within the college/school.

The committee shall be responsible for recommending rules and regulations and academic policies on the following:

- Requirements for graduation
- Requests for minor changes and new courses
- Changes in programs and new program requests
- Academic probation and suspension
- Standards and requirements for granting degrees, diplomas, or certificates to students graduating
- Granting of academic honors
- All other matters that directly affect the academic programs of the university

### **Athletic Committee**

The Athletic Committee, a standing committee of the Faculty Senate, shall be comprised of eleven (11) voting members: the director for athletics; the senior woman administrator; the director of student activities; the registrar; five faculty members, one of whom must be the faculty athletic representative; and two students, one of whom must be an active member of Student-Athlete Advisory Committee (SAAC). The Faculty Athletic Representative shall serve as the Chair of the Athletic Committee. Membership is gained by virtue of position or appointment/election.

The committee shall serve as an advisory group on policies concerning the governance of intercollegiate and intramural athletics, and as an advocate for student athlete well-being by reviewing conference and national actions, Title IX compliance, eligibility of athletes, including institutional standards, scheduling, space utilization, ticket pricing, and other areas brought to its attention by the President, the Faculty Senate, the University Community, and the membership.

### **Campus Preservation Committee**

The Campus Preservation Committee shall have 9 members, all chosen by the faculty senate from those who indicate an interest in serving on the committee. The allocation will be 3 members of the faculty, 3 career service employees, 1 student, 1 exempt employee and 1 representative of the alumni. Terms of office are for 3 years. The chairperson of the committee will be a faculty member and the vice-chairperson will be a career service employee. A temporary (convening) chairperson will be selected by the faculty senate, with election of officers to follow at the initial meeting of the committee. The committee will also choose a secretary from among its members who will keep minutes of the meetings. The committee will select its officers for each academic year in September.

The committee is responsible for documenting the current structures and natural environment of the NSU campus and other NSU property. It is also charged with the responsibility of preparing a pictorial and descriptive inventory of campus structures and landscaping that no longer exist. Additionally, the committee serves as an advisory body when permanent changes to the campus are being considered. Examples of such changes are the removal of healthy trees, changes to buildings that would destroy architectural features, or the removal of decorative features such as planters and monuments. Decisions on routine maintenance, such as removal and trimming of diseased or weakened trees, or the choice of paint colors, will not be subject to review by the committee, nor will the committee be involved in issues of space utilization.

The committee may be convened on the call of any member of the committee, and a quorum will consist of any 5 members. If no officers are present, any quorum of 5 members may choose a temporary chairperson.

### **Faculty Travel and Sabbatical Committee**

The Faculty Travel and Sabbatical Committee shall consist of eleven faculty members (three from arts and sciences, two from education, two from business, two from fine arts, and two at large) appointed by the President on the recommendation of the Faculty Senate and the Provost and Vice President for Academic Affairs. The OIS Director shall chair the Faculty Travel Committee and report to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs shall chair faculty sabbatical meetings/issues.

The Faculty Travel and Sabbatical Committee shall be responsible for the development of policy and general administration of faculty travel. The committee will encourage faculty members to work with the Office of Grants and Sponsored Research to secure funding from external sources in pursuit of professional and scholastic endeavors. This committee will act as an advisory body to preserve and enhance the supportive services to carry out the institution's educational mission.

The committee shall review and make recommendations pertaining to faculty travel, including sabbatical leaves, and funds support for those faculty-making presentations at professional meetings.

Faculty selected for a sabbatical leave will not be allowed to retain any administrative duties for the duration of the sabbatical. This includes but is not limited to: department chair, department coordinator, or committee chair position. Faculty overload contracts will be reviewed on a case-by-case basis.

### **Honorary Degree Committee**

There shall be an Honorary Degree Committee to consist of the Provost and Vice President for Academic Affairs, the President of the NSU Alumni Association, the Executive Director of the NSU Foundation, one member of the Deans Council elected by said Council, four members of the faculty, one from each division selected by the Faculty Senate, and two students from the Student Association.

The committee shall recommend rules and regulations for the granting of honorary degrees by the university and shall be responsible for recommending candidates to receive the honorary degree.

### **Honorary Degrees at Northern State University**

Approved by Faculty Senate February 4, 2002

Policy Statement: The honorary degree at Northern State University is understood to be an award recognizing merit and excellence. It should not necessarily be interpreted to represent academic achievement or its equivalent. It is bestowed upon persons who, in the opinion of the selection committee, deserve the honor and recognition of Northern State University. Among those individuals considered deserving of such an honor would be:

- 1) Persons who have made a distinct contribution to society on a substantially broad basis over an extended period of time and/or
- 2) Persons who have added significantly to the stature of Northern State University, either directly through its immediate functions or indirectly as an alumnus of the institution and consequently as a representative of the ideal of the best that Northern State University can produce.

Invitation for Nomination: During the fall semester, the President's Office shall publicize the policy for awarding honorary degrees at Northern State University and shall invite interested people to make nominations.

Nominations: Nominations and supporting data should be submitted to the President's Office prior to December 31 of each year. Each nomination must include identification and biographical data and a statement of the justification of the nominee.

Selection Committee: Nominations will be reviewed by a Selection Committee. The Selection Committee will be composed of the Provost and Vice President for Academic Affairs, the President of the Northern State University Alumni Association, the Executive Director of the NSU



Foundation, one member of the Council of Deans elected by said Council, and four faculty members (one from each division) elected by the Faculty Senate and two representatives from the Student Association.

The decision of whether or not to award an honorary degree shall be made as soon as possible after December 31 each year. If the Selection Committee elects to award an honorary degree to a nominee, that nominee shall be contacted and his/her acceptance of the honorary degree assured contingent upon approval by the Board of Regents. After such assurance from the nominee has been obtained, the President shall request the Board of Regents to authorize the granting of such a degree. After approval by the Board of Regents, the person selected to receive the honorary degree shall be notified and invited to attend the Northern State University Spring Commencement, at which time the honorary degree will be awarded.

Guidelines for the Selection Committee:

1. The award shall be limited and shall be used only for important and significant contributions. No more than three honorary degrees may be awarded each year.
2. Honorary degrees may be awarded to persons in the following categories:
  - a. Alumni and/or persons who have made outstanding contributions to Northern State University or to South Dakota and/or
  - b. Persons who have attained achievements of extraordinary and lasting distinction on the national or international scene.
3. The honorary degree reflects the principles and ideals of Northern State University. Candidates for the degree shall have demonstrated in their life and in their work high standards of excellence as evidenced by scholarship or creative activity; by professional development and achievement; and by public service to the world, the nation or the state. These scholarly, creative, professional, service or occupational achievements should be placed in the framework of high personal integrity and concern for the public good.
4. The Selection Committee shall give full consideration to alumni who qualify under the general conditions previously stated. First consideration will usually be given to candidates who have been out of college for twenty or more years.
5. Honorary degrees are normally not awarded to candidates for political office or to elected officials currently in office.
6. Faculty, administrative personnel, and other employees shall not be considered for the award while they are employed at Northern State University.
7. Honorary degrees shall normally not be awarded in absentia. If the nominee cannot be present at the commencement for which the degree was offered, the awards shall be made at the next commencement following.



8. Nominees will be considered for a period of three years. Thereafter, they must be re-nominated for further consideration.
9. Prior to an announcement by the President of Northern State University, all matters relating to Honorary Degrees shall be confidential.

### **Library Committee**

There shall be a Library Committee to consist of the Library Director (ex-officio), five members of the faculty, two administrators, and three students.

This committee shall make recommendations on library policies, serve as a communications link with the faculty through the academic divisions, and receive reports from the Director for the Library.

### **OIS Advisory Committee**

There shall be an OIS Advisory Committee of ten members consisting of the Director of the Office of Instructional Services, one student, and eight faculty members, two representatives from each of the four academic schools on campus.

Because the Office of Instructional Services is responsible for providing development support to faculty and other university personnel, the committee works to respond to the immediate and evolving needs of instructional staff in being prepared to provide outstanding instruction and effective teaching and learning methods. The committee shall have the responsibility to recommend and to promote faculty development activities that will enhance teaching, learning, and scholarship on campus. The committee will make funding decisions for the Nora Staael Evert Research Award. The committee will work with the OIS Director to develop long range plans for faculty development and serve as advisors to the Office of Instructional Services to promote opportunities for in-service programs, summer study, seminars and forums, professional research and publications, community dialogue, and other projects or activities that may be conducive to the better recruitment, retraining, renewal, and redirection of Northern State University faculty personnel. To those ends, the committee shall submit an annual budget request to the university, seek other supporting funds, and otherwise promote a climate favorable to faculty development.

## **CONTRACT COMMITTEES**

### **Institutional Agreement Management Committee**

Description can be found in the collective bargaining agreement.

### **Promotion and Tenure Committee**

Description can be found in the collective bargaining agreement.

# INSTRUCTIONAL PROGRAM AND ACADEMIC POLICIES

## REGISTRATION

General information relative to the registration of students is described in the Undergraduate and Graduate Catalog. Detailed information is available for students and faculty members under the heading of "General instructions for all students" in each semester's class schedule.

During the advising and registration periods, faculty members should assist advisees in the selection of courses. Faculty advisors should end the CADV (advising) hold to signify the student has discussed a schedule with them. Faculty should encourage advisees to select alternate courses in the event the first choice schedule is no longer available.

During the fall and spring semesters students are required to confirm attendance for the semester by completing the attendance confirmation process.

### **Registration Changes**

Course adds. Adds to registration may be made by a student at any time until the end of the last day of refunds (10% of term) for the semester (census date). Extra class activities, individual studies, and second-half semester classes should be added by the semester's census date.

Course drops. Full refund of tuition and fees will be given for withdrawal from a standard length class or classes through the first 10% of the semester (census date). After the census date, withdrawals from school will be processed according to the policy in the University catalog. There will be no refund of individual course drops after the census date of the semester.

From the beginning of the semester until 70% of the semester has passed, a student will receive a "W" grade for a course withdrawal. The instructor's permission is not required, but the "W" will be reflected in the electronic class list for instructor information. The "W" grade does not affect the student's grade point average.

No class withdrawals will be processed after 70% of the term has passed.

## ASSESSMENTS

A variety of surveys, tests, and other tools are used by Northern State University to assess academic programs and student competencies. The following list contains the surveys and tools that are administered on a regular and systematic basis:

- **ACT scores**  
Collected prior to acceptance at NSU.
- **College Assessment of Academic Programs (CAAP) Test**  
A mandatory test that measures basic general education skills; administered on Assessment Day.
  - Required of students pursuing a bachelor's degree who have completed at least 48 credits.

- Required of students pursuing an associate's degree who have completed at least 32 credits.
- **Individual Development and Educational Assessment (IDEA) Student Opinion Surveys**  
A survey that provides information on student perceptions of classes, course content, instructors, etc. Administered in every class, every semester, during the three weeks prior to final exams.
- **Exit Exam (one or more of the following required):**
  - **Major Field Test (MFT) from Educational Testing Service (ETS)**  
A content exam administered to seniors on Assessment Day.
  - **“Local” Senior Exit Exam**  
A locally-developed content exam administered to seniors on Assessment Day.
- **Praxis® Series Tests:**
  - **Core Academic Skill for Educators**  
Tests that measures academic skills in reading, writing, and mathematics for candidates entering a teacher preparation program. It is required prior to admission to a teacher education program.
  - **Praxis® Subject Assessments**  
A test that measures subject-specific content knowledge, as well as general and subject-specific teaching skills, that are needed for beginning teaching. It is required of teacher candidates before they student teach.
  - **Praxis® Principles of Learning and Teaching (PLT)**  
Test that measures teaching skills needed for beginning teaching. It is required of teacher candidates prior to graduation.
- **Alumni Survey**  
A locally-developed survey that evaluates the impact of programs, services, and experiences on students. It is administered to alumni two years after graduation.
- **Senior Exit Survey**  
A locally-developed survey that evaluates the impact of the general education program. It is administered to seniors when they apply for graduation.
- **National Survey of Student Engagement (NSSE)**  
A national survey used to inform programs and practices that foster empirically-proven student engagement activities. It is administered to freshman and senior cohorts every two years.
- **Placement Survey**  
Locally-developed employment and educational pursuits survey used to evaluate programs. It is administered to graduates one year after degree completion.

- **Standardized Assessment of Information Literacy Skills (SAILS)**  
Assessment of information literacy skills used to evaluate the general education program. Students in their first and final years of enrollment may be asked to participate.

### Assessment Cycle

Action	Timeline	Responsible Party
Data Collection	Ongoing throughout each academic year	Collaborative effort by:  Program/Unit Assessment Coordinator; Program/Unit Administration, Faculty & Staff; IR/Assessment Office
Evaluation of Program/Unit:  1. Objectives/Outcomes 2. Continuous Improvement Plans	October: First draft assessment report completed  November: First draft discussed on or prior to fall Assessment Day  Final draft submitted by end of November	Collaborative effort by:  Program/Unit Assessment Coordinator; Program/Unit Administration, Faculty & Staff
Review and response by the Program/Unit:  Chair/Dean/Vice President	January	Program/Unit: Chair/Dean/Vice President
Assessment Plan Modifications	March: Review Assessment Plan on or prior to spring Assessment Day  April: Modifications made to the Assessment Plan	Program/Unit Assessment Coordinator; Program/Unit Administration, Faculty & Staff

## EXAMINATIONS

The university encourages each faculty member to give frequent examinations during the semester. A final examination or appropriate culminating activity during the final exam period is required. Final examinations are to be retained for a minimum of six weeks into the next regular term or returned to the student.

### **Semester Examination Policy**

1. The term "examination" is understood to mean any of various kinds of meaningful culminating activities as well as written tests.
2. The first and last periods of each final examination day have been reserved for testing multiple sections of the same course. Professors who so desire shall reserve these time periods by making arrangements with the Provost and Vice President for Academic Affairs the previous semester prior to the printing of each semester's class booklet. Multiple sections of three or more shall have priority.
3. Face-to-face evening class (5-10 p.m.) examinations shall be given at the regular class meeting time during semester examination week.
4. Online class examinations must be scheduled sometime during final exam week, beginning with the Sunday prior to final exam week and culminating at 5:00 pm CT on Friday of final exam week. Faculty members have the option to make the online final exam or culminating experience available to students over the course of several days within the final exam week, to accommodate the schedules of online learners.
5. Students may request exception to the examination schedule only if they are scheduled for more than three examinations in any one-day or if there are personal emergencies. Students must provide written approval from the professor to the appropriate college/school dean, who will then notify the professor of his/her final approval. Arrangements for taking an examination other than at the regularly scheduled time must be made by the student and the professor at least one week in advance.
6. Because face-to-face classes meet several times each week, the schedule refers to the first meeting of the class. Classes scheduled over two or more class periods will be tested according to the first period scheduled (i.e., classes meeting 9:30 to 10:45 TT will be tested during the block assigned to 9:00 classes meeting regularly on Tuesday).
7. If other than the regularly assigned room is to be used, space must be cleared through the Office of the Provost and Vice President for Academic Affairs.
8. During the week preceding the examination schedule, each professor shall indicate the day, hour and place of the examination. Faculty teaching online courses must provide specific details regarding online exams, including proctoring information, if applicable.
9. Each semester the examination schedule will be rotated one day ahead.

## GRADING

See the current university catalog.

### **Procedure for Submitting Grades and Verifying Class Enrollment**

Class lists. Class lists are available by accessing the RSTR screen in Colleague or on WebAdvisor. Class enrollment information is updated as changes are made. After registration is closed, faculty are responsible for checking electronic class lists against class attendance. Discrepancies must be reported to the Registrar's Office. Faculty are also responsible for notifying the Registrar's Office when a student discontinues attendance but is still listed as enrolled in the Colleague or WebAdvisor roster. Desire2Learn is automatically updated when changes are made in Colleague (the official student record system).

Early alert grades. Done after first three (3) weeks of class. Reports of deficiencies will be emailed to each student. The Registrar will provide summary reports of deficiencies to advisors, academic deans, Retention Office, Provost and Vice President for Academic Affairs and the Vice President for Student Affairs.

Midterm grades. Reports of deficiencies will be emailed to each student. The Registrar will provide summary reports of deficiencies to advisors, academic deans, Retention Office, Provost and Vice President for Academic Affairs and the Vice President for Student Affairs.

Final grades. At the conclusion of each term, faculty must record a grade for each student within three working days after the last final examination. Grades are entered by the instructor using WebAdvisor. If an incomplete "I" grade is assigned, an electronic report of the specifics surrounding the "I" must be filed with the Registrar, and an expiration date must be entered (for undergraduate classes up to one (1) semester is allowed -- date the "I" will convert to an "F" (undergraduate only). If an "F" is assigned, the final date of attendance must be recorded.

### **Grade Changes**

Where a grade change is necessary, the faculty member makes a written request with an explanation for the change. Special forms for grade changes are available from the Registrar and on the extranet. Grade changes may be submitted via encrypted email, but must include the student's name, the course name, number and term, and the explanation for the change. (Form is preferred by Registrar's Office.)

### **Last Day of Attendance**

NSU must record the last date of academic activity whenever reporting a final grade of F, U, or RU. Academically related activities include but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the school;

- participating in an online discussion about academic matters; or
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

### **Student Academic Grievance Procedure**

Students who feel that they have been aggrieved by a decision or action of a NSU faculty member relating to class absences, grades, alleged academic dishonesty, plagiarism and classroom behavior disorders, shall follow the procedure outlined below if they wish to bring their grievances to a resolution. The NSU administration, faculty and students believe a grievance procedure is necessary to avoid unresolved differences. Consequently, these procedures have been adopted:

- A. After an attempt at informal resolution between the student and faculty member, any student with an academic grievance shall first file a written complaint with the faculty member involved and during a scheduled conference shall request relief from that person. This filing must occur within ten school days after the alleged grievance. If the alleged grievance occurs during the last two weeks of the fall or spring semester, a written decision by the faculty member must be made and sent to the student by registered mail within ten (10) school days after the written grievance has been filed.
  
- B. If the faculty member's decision does not satisfactorily resolve the grievance, within five (5) school days of receipt of the decision the student shall file the written grievance with the appropriate department chairperson and division dean to request relief. Within two (2) days of receipt of the written grievance, the chairperson shall send a copy of the grievance to the faculty member. At this point the faculty member, the department chairperson, the division dean, or the student may request that the discussion of the grievance include all four parties. The request of any one of the individuals shall be honored. Joint or separate recommendations by the dean/chairperson shall be sent to the faculty member and the student within ten (10) school days after the written grievance has been filed with them.

If a chairperson's action or decision, in the role as a faculty member, is being grieved, and if resolution satisfactory to the student is not reached as outlined in step A, a written grievance shall be filed with the appropriate faculty chair and procedures similar to those outlined in step B shall be followed.

If a faculty chair's action or decision, in the role of faculty member, is being grieved, and if resolution satisfactory to the student is not reached as outlined in step A, a written appeal may be filed with the Academic Grievance Committee as outlined in step C.

- C. Within five (5) days of receipt of any recommendation(s) from the faculty chair/unit head, the faculty member shall notify the student of acceptance or rejection of the recommendation(s). If the grievance is still unresolved, the student may forward a written appeal to the Academic Grievance Committee within ten (10) school days after receiving the faculty chair's/unit head's recommendation. The proper form on which an appeal is filed can be obtained in any faculty chair's office or in the Office of the Provost and Vice President for Academic Affairs. A meeting of the Grievance Committee must be convened within ten (10) and no less than five (5) school days after the appeal has been filed in the Provost and Vice President for

Academic Affairs Office. The committee must reach a decision within ten (10) days after its first meeting.

The Academic Grievance Committee shall be a committee of the President and shall consist of:

- The Provost and Vice President for Academic Affairs, who shall act as chairperson;
- One faculty member and alternate from each undergraduate division chosen by each division faculty; and
- Three students and three alternates chosen by the student government in existence at that time.

The committee shall follow the procedures below:

- A. Hearings are closed unless an open hearing is requested by both parties.
- B. Hearings are informal, but a taped transcript shall be made and filed in the Office of the Provost and Vice President for Academic Affairs. The tape is to remain confidential, but shall be made available to the student and to the faculty member.
- C. The faculty member and the student shall each have access to each other's written statements prior to the hearing and have the right to offer rebuttal to each other's comments at the hearing.
- D. The faculty member and the student may present appropriate testimony and may be advised by a person of their choice.
- E. During the hearing and in the presence of the faculty member and the student, the committee may request testimony from at least one consultant from the faculty member's academic discipline.
- F. The committee or its advisor may ask relevant questions of the faculty member and the student. The faculty member and advisor and the student and advisor may ask relevant questions of the committee. The committee members, the faculty member, the student and advisors may ask questions relevant to all participants' testimony.
- G. Any records of the faculty member or the student deemed pertinent to the appeal shall be made available to the committee upon its request. The confidentiality of these records shall be protected.
- H. A resolution of the committee must be supported by six of the present and voting members of the committee. Quorum shall consist of eight voting members of the committee. The recommendation of the committee and the reasons for it shall be reported in writing to the faculty member and the student. The report is to be received within at least ten (10) school days following the hearing. The report shall become part of the faculty member's official file. If an action or decision of the Provost and Vice President for Academic Affairs, in the role of faculty member, is being grieved, the Vice President for Student Affairs shall act as chairperson of the committee.



- I. If the recommendation of the Academic Grievance Committee or the decision of the faculty member is not satisfactory to the student, a written appeal may be filed with the President of the university. The President shall meet jointly with the faculty member, the student and advisors, if desired, and shall have access to all statements, records and tapes involved. All other procedures of the committee shall be applicable to the hearing with the President. The President shall report all recommendations in writing to the faculty member, the student, and the Academic Grievance Committee within ten (10) school days following the hearing.
- J. If the resolution of the President or the decision of the faculty member is not satisfactory to the student, a written appeal may be filed with the South Dakota Board of Regents.
- K. In the event an action or a decision by the President, in the role of faculty member, is grieved, all procedures remain applicable except item I.

### **Academic Integrity Policy**

#### 1. Conduct – Rules and Regulations

Cheating and other forms of academic dishonesty and misconduct run contrary to the purposes of higher education and will not be tolerated. Academic dishonesty includes, but is not limited to, plagiarism, copying answers or work done by another student (either on an exam or an assignment), allowing another student to copy from you, and using unauthorized materials during an exam. When an academic integrity violation occurs, faculty members are asked to complete an NSU Academic Integrity Form and to inform the student(s) involved. Faculty are to attempt informal resolution, and if informal resolution occurs, the instructor will forward the signed form to the Office of the Vice President for Academic Affairs (VPAA). If informal resolution is not possible, the instructor will forward the signed form to the VPAA as chair of the Academic Affairs Committee (AAC) or his/her designee as a member of that committee, for formal disposition. The goal of these policies and procedures is to ensure that due process is followed for all parties. These policies and procedures also serve to ensure faculty members and the University follow established protocols, policies, and procedures.

These rules and regulations are designed to supplement SD Board of Regents Policy 3:4, Student Conduct Code, and to provide due process to any student or group of students accused of academic dishonesty. In accordance with South Dakota Board of Regents policies and the belief that faculty are the foundation for teaching and reinforcing the highest levels of academic integrity, the following procedures will be used when academic dishonesty is suspected.

- A. Acts of dishonesty include, but are not limited to, the following:
  - 1) Cheating, which is defined as, but not limited to, the following:
    - a. use or giving of any unauthorized assistance in taking quizzes, tests, or examinations;
    - b. undisclosed and inappropriate use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
    - c. acquisition, without permission, of tests or other academic material belonging to a member of the institutional faculty or staff.
  - 2) Plagiarism, which is defined as, but is not limited to, the following:

- a. the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement consistent with accepted practices of the discipline;
- b. the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- 3) Other forms of dishonesty relating to academic achievement, research results or academically related public service.
- 4) Furnishing information known or believed to be false to any institutional official, faculty member, or office.
- 5) Forgery, fabrication, alteration, misrepresentation, or misuse of any document, record, or instrument of identification, including misrepresentations of degrees awarded or honors received.

## B. Disruptive Behavior

Note that disruptive classroom behavior by students is considered to be primarily an issue of student conduct as defined by SD Board of Regents Policy 3:4, Student Conduct, as administered by the Office of Student Affairs and outlined in the NSU Student Handbook.

## 2. Judicial Policies

### A. Allegations and Informal Disposition

- 1) In cases in which a faculty member raises allegations of academic dishonesty and/or misconduct, the faculty member is asked to complete the NSU Academic Integrity form (see attached). The written description/narrative of the allegation shall contain specific details of the alleged violation, evidence for those allegations, and applicable academic sanctions as defined by the faculty member in the course syllabus. A copy of the course syllabus identifying those policies and sanctions should be included with the form.
- 2) Informal Disposition: The instructor should then review the Academic Integrity form with the student(s) within ten (10) working days of the initial allegation of academic dishonesty. If the student(s) admit(s) misconduct and accepts the consequences as provided by the instructor and stated in the course syllabus, the signed and completed Academic Integrity form will end the matter and the student(s) will thereby waive and forfeit all formal disposition(s) as provided below. After meeting, the instructor and student have five (5) working days to agree on informal disposition. The faculty member will then submit a signed copy of the completed form to the office of the Vice-President for Academic Affairs. The office of the VPAA is the only body that maintains university-wide records on issues of academic integrity.
  - a. If the student does not admit responsibility or a mutual agreement is not reached within 5 working days of the initial communication between instructor and student, the instructor will forward the matter to the office of the VPAA for formal disposition.
  - b. Students failing to meet with the instructor for informal disposition may be contacted by the Office of the VPAA. A second failure to meet will be considered an admission of guilt and sanctions applied.
  - c. Either the instructor or student may request the presence of a third party, preferably either another faculty member, the appropriate Department Chair or Dean, or the Student Affairs Campus Judicial Officer at the initial meeting.

## B. Formal Disposition

If the instructor or the student do not agree on informal disposition, the instructor will forward the Academic Integrity form along with any supporting materials to the VPAA as chair of the Academic Affairs Committee or his/her designee from the committee within five (5) working days of the end of informal disposition. The VPAA or his/her designee shall review the materials and present in written form to the student and instructor all allegations, the evidence to support those allegations, and those persons whose testimony shall be used to establish the allegations. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) working days after informal disposition ends. The minimum time limits may be waived by the party charged. Maximum time limits for scheduling hearings may be extended at the discretion of the VPAA as chair of the Academic Affairs Committee or his/her designee.

- 1) The student will have their case heard by an Academic Affairs Conduct Committee, consisting of three faculty from the Academic Affairs Committee.
  - a. At the beginning of each academic year, the Academic Affairs Committee shall choose three faculty and two faculty alternates to serve on the Conduct Committee for that academic year.
  - b. One of the three faculty members shall chair the committee as Conduct Officer.
- 2) Hearings shall be conducted according to the following guidelines:
  - a. Hearings shall be conducted in private.
  - b. Informal disposition may still occur prior to the formal hearing.
  - c. The Conduct Officer and the VPAA or their designee shall have the power to exclude from the hearing any person whose conduct interferes with the hearing.
  - d. In hearings involving more than one accused student, the Academic Affairs Conduct Officer and the VPAA or their designee may permit the hearings concerning each student to be conducted separately or jointly.
  - e. The complainant and the respondent have the right to be assisted by an advisor of their choice, at their own expense. Ordinarily, no more than one advisor for each student shall be permitted. The advisor may be a faculty member, staff member, student, attorney, or family member. The complainant and the respondent are responsible for presenting their own cases, and, therefore, advisors are not permitted to speak or to participate directly in any hearing, except that the Vice President for Student Affairs shall assume that responsibility under Board Policy 1:18 for the presentation of evidence in matters involving discrimination complaints against students.
  - f. The complainant, the respondent, and the Academic Affairs Conduct Officer shall have the privilege of presenting witnesses, subject to the right of cross-examination. Witnesses may only be present during the hearing while testifying.
  - g. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Academic Affairs Conduct Committee at the discretion of the Academic Affairs Conduct Officer, or the VPAA or their designee.
  - h. All procedural questions are subject to the final decision of the Academic Affairs Conduct Committee or the VPAA or their designee.
  - i. At the hearing, the Academic Affairs Conduct Committee shall determine, by majority vote, whether the student has violated each count of alleged academic dishonesty.

- j. The Academic Affairs Conduct Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Conduct.
- k. The fact that a student acted while under the influence of alcohol, marijuana or an illegal controlled substance shall not be considered a mitigating factor.
- l. Evidence of previous academic integrity violations will be considered.
- m. The Academic Affairs Conduct Officer shall prepare written findings to support the determination. These shall include:
  - i. Concise statements of each factual finding.
  - ii. Brief explanations of whether the factual findings justify a conclusion that the conduct did or did not violate the code.
  - iii. Recommendations concerning the sanctions recommended by the professor and established in the course syllabus.
  - iv. The Academic Affairs Conduct Officer shall determine the effective date of any sanctions imposed.
- n. There shall be a single verbatim record of all formal evidentiary hearings before an Academic Affairs Conduct Committee. The record shall be the property of the institution.
  - i. The record and its contents shall be held in confidence and may be used solely for purposes of appeal. Any person who unnecessarily discloses the contents of the record to parties not involved in the appeal shall be subject to conduct sanction.
  - ii. In the event of an appeal, the respondent shall be given access to the record for purposes of preparing the appeal.

### C. Sanctions

Defining the sanctions for academic dishonesty are the purview of the faculty member as provided for in the course syllabus. Sanctions may include failing the assignment, receiving no or reduced credit for the assignment, and failing the course for reasons of academic dishonesty. Students may also fail a course after receiving failing or reduced grades for affected assignments.

- 1) Faculty are reminded of their responsibility to define academic dishonesty and sanctions in their course syllabus.
- 2) If a student is found guilty of academic dishonesty, sanctions are not limited to those identified in the course syllabus or the recommendations of the Academic Affairs Conduct Committee. Additional sanctions may be levied based on a student's cumulative record of offences.
- 3) Following the hearing, the Academic Affairs Conduct Officer shall provide both the faculty member and the accused, in writing, the findings of fact, conclusions and recommendations, if any, reached by the Academic Affairs Conduct Committee and the sanction(s) imposed, if any.
- 4) The office of the VPAA will keep records of all students found guilty of academic dishonesty. These records will be considered evidence in future allegations of academic dishonesty. Students convicted of multiple incidents of academic dishonesty may have additional sanctions imposed up to and including expulsion from the university.

- a. The VPAA, at the recommendation of the professor and the Conduct Officer, may choose to not put a student on this list if the student chooses informal disposition.
- 5) An instructor's failing grade for reasons of academic dishonesty will override a withdrawal grade.

#### D. Appeals

Students may appeal the decision of the Academic Affairs Conduct Committee in writing within five (5) working days of the decision. Appeals will be heard by the Student Conduct Appeals Board.

- 1) The Student Conduct Appeals Board, administered through the Office of the Vice-President for Student Affairs, shall consist of two faculty and one staff member.
- 2) Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the allegations and evidence presented, and in conformity with prescribed procedures;
  - b. To determine whether the facts in the case were sufficient to establish that academic dishonesty occurred.
- 3) An appeal may request consideration of new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, where such evidence or facts were not known to the person appealing at the time of the original hearing.
- 4) After reviewing the case, the Student Appeals Conduct Board will determine:
  - a. if the original Academic Affairs hearing or decision was conducted fairly and in conformity with prescribed procedures;
  - b. if there is sufficient evidence that academic dishonesty occurred;
  - c. whether or not evidence indicates student misconduct; and
  - d. whether or not the sanctions imposed are consistent with the severity of the occurrence and the sanctions specified in the course syllabus.
- 5) The Student Appeals Conduct Board will then determine:
  - a. that the decision of the original Academic Affairs Conduct Committee hearing stands or
  - b. is overturned and the case returned to the original Academic Affairs Conduct Committee .

#### E. Administrative Review

- 1) As provided in SD Board of Regents Policy No. 1:6(4), the Board of Regents or the President may review a finding or a sanction of an official or body exercising the powers delegated through this policy.

## SEMESTER CLASS SCHEDULE

Class schedules are prepared by the coordinators/department chairs/academic deans and submitted to the Provost and Vice President for Academic Affairs. After approval by the Vice President, the official class schedule is announced. The official schedule must be followed in all classes unless written approval for the change has been obtained in advance from the Provost and Vice President for Academic Affairs.

## STUDENT ATTENDANCE/CLASS ABSENCE POLICIES

Northern State University faculty members have the academic freedom to develop their own policies on class attendance. Copies of the instructor's attendance policy must be distributed to students within the first week of each course. The policy should be stated in terms of the objectives of the course and should address student absences due to family or individual emergencies, student illness, weather conditions, college related activities, unexcused absences, and any other conditions. The instructor should also include policies regarding make-up work and how attendance (and/or absence) will affect grades. If a student believes an attendance policy is unfair, he or she may follow the Student Academic Grievance Procedure outlined in the Student Handbook.

Faculty are also responsible for notifying the Registrar's Office when a student discontinues attendance but is still listed as enrolled in the Colleague or WebAdvisor roster. To ensure that financial aid is properly returned the following will be used:

### **Academic attendance and attendance at an academically related activity**

A school that is not required to take attendance may always use as a withdrawal date a student's last date of attendance at an academically related activity.

### **The school (not the student) must document –**

- that the activity is academic or academically related, and
- the student's attendance at the activity.

### **Academically related activities include but are not limited to —**

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters; and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

### **Academically related activities do not include activities where a student may be present but not academically engaged, such as —**

- living in institutional housing;

- participating in the school's meal plan;
- logging into an online class without active participation; or
- participating in academic counseling or advisement.

**Participation in academic counseling and advising are no longer considered to be academic attendance or attendance at an academically related activity.**

### **Documenting attendance when students are enrolled in distance education courses**

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

The Office of the Vice President for Student Affairs will notify professors only when students must be absent from class due to a death in the family, hospitalization or other illness expected to exceed three class days. The purpose of the notification is to provide information and not to validate the reason given for the absence. When a student is absent from class because of a Northern State University activity, the Provost and Vice President for Academic Affairs will, at the request of the sponsoring faculty, notify the student's instructors that he or she is permitted to make up the work.

## **ACADEMIC PROBATION AND SUSPENSION POLICY**

### **Probation**

An undergraduate student is placed on academic probation at the end of a term (summer is a term) if he/she fails to have a cumulative grade point average of 2.00. Any transfer student who has less than an overall "C" average or who has been on probation at or suspended from the transferring institution will enter Northern State University on probation. Re-entry transfers who left Northern on academic probation and return at a later time bringing with them a good academic record (a cumulative grade point average of 2.00) from another accredited institution will no longer be on probation.

Students who, because of illness, accident, or serious family difficulty, receive grades of "I" (incomplete) shall not be placed on probation because of such grades.

### **Suspension**

Any undergraduate student, on probation who earns a grade point average below 2.0 their next semester, will be academically suspended from the university. Academic suspension is for two terms (summer is a term) contingent upon student appeals process outcomes and administrative action by the university. The suspended student may apply to the dean of his/her major, or in the case of the undeclared student, to the Director of University College for reinstatement. If the suspended student wishes to appeal the suspension, he/she may do so in the same manner as if he/she were applying for reinstatement. If the student's suspension is lifted, the dean may require summer school to upgrade status.



### **Notification of Probation and Suspension**

Student notification of PROBATION, CONTINUED PROBATION, and SUSPENSION will be made in a letter from the dean of the student's major area of study or by the Registrar.

### **Progress Reports**

Faculty are responsible for providing notice of deficiencies on all freshman and sophomore students at mid-term. The DEF (Deficient) grade notation may be entered using WebAdvisor, along with a last date of attendance (or academic activity) if the student stopped attending or never attended if appropriate. Progress reports will be emailed to any student receiving a DEF grade and summary lists will be provided to their advisor and Retention Office. First year students who are identified as at risk will be contacted by the University College freshmen advisors. Academic advisors are encouraged to contact their advisees who have had deficiencies reported.

### **Early Alert**

To improve retention, beginning fall 2006 an Early Alert grading system was put into place. Much like the mid-term deficiencies already done, this gives students, advisors, etc. an earlier notification of problems. The Early Alert system is required for all 000, 100- and 200- level courses, and its purpose is to provide students with notification of deficiency after only three weeks of class. The challenge of determining that a student is having serious difficulty after such a short time is recognized. This determination might be based on attendance, homework, quizzes, class participation, or an examination. Faculty members should also use this to report non-attendance. Enter DEF and the last date of attendance. If the student never attended, click never attended.

### **Transfer Students**

All transfer students are required to submit evidence of eligibility to return to their former school. Any transfer student whose total academic record is less than a "C" will either be admitted on academic probation or denied admission.

Students who are not eligible to return to the school from which they are transferring will not be admitted to Northern State University. Students suspended by another college for academic reasons may be admitted to Northern State University after the lapse of two semesters.

## **ONLINE & CONTINUING EDUCATION**

Members of the regular faculty or adjunct faculty staff may offer continuing education classes on the NSU campus, at off-campus sites, and through online delivery.

The Office of Online and Continuing Education and an academic dean should be consulted before a faculty member develops, announces or teaches any continuing education, online, or non-traditional course. The Office of Online and Continuing Education is responsible for collecting and processing registrations and payments for continuing education, online, and non-traditional courses, but will also provide logistical and marketing support if requested by the faculty member. These courses may be assigned to the faculty in addition to their regular course load with additional remuneration possible according to Board of Regents' policy.



## **CONFERENCES, CLINICS, WORKSHOPS, SEMINARS, AND SPECIAL EVENTS**

When a staff member, committee, or organization wishes to sponsor a special event at the university, all arrangements must be coordinated with the applicable facility coordinator. When planning such events, effort should be made to schedule them on days or hours, which will not interfere with classes at the university. Contact the facilities management office for temporary parking permits and parking arrangements.

## **SCHEDULING OF CLASSROOMS AND OFFICES**

The Office of the Provost and Vice President for Academic Affairs, in cooperation with the academic deans, makes academic assignments for classrooms for regularly scheduled instruction and for workshops, and assigns faculty offices. Scheduling for computer labs and distance delivery studios is coordinated through NET Services.

## **OFFICE HOURS**

During the academic year, administrative office hours are maintained from 8:00 a.m. to 5:00 p.m., Monday through Friday, except the bookstore, which closes at 4:55 p.m. Summer office hours are 7:30 a.m. to 4:30 p.m., Monday through Friday, except the bookstore, which closes at 4:25 p.m.

Each faculty member is expected to post and maintain regular office hours and should announce to students during the first week of the instructional period the office hours schedule and location of the office. The schedule should be posted so as to be easily observed by students.

Faculty members are expected to maintain a minimum of six office hours extended over at least four days of the week. (Effective January 11, 2012)

## **FACULTY WORKLOAD**

See the collective bargaining agreement.

## **MEETING CLASSES**

It is the responsibility of the faculty member to meet all classes promptly and to present a full period of significant instruction. When there is an illness, the department chair/academic dean must be notified so that arrangements for covering the class can be made. The department chair/academic dean reports the arrangements to the Provost and Vice President for Academic Affairs. All absences for either personal or professional reasons must be cleared in advance with the department chair/academic dean so that the instructional program can be continued.

## **FACULTY GRIEVANCE PROCEDURES**

See the collective bargaining agreement.

## **CANCELLATION OF CLASSES DUE TO SEVERE WEATHER**

The President establishes the reporting procedure with the media, which include KSDN, KSFY, and KELO-TV. In addition, the Campus Alert system (<http://www.northern.edu/about/Pages/campusalert.aspx>) will also be used to notify registered staff and students, by telephone, email or text message.

## **PROCEDURE TO FOLLOW IN THE EVENT OF A BOMB THREAT**

The person receiving a threat is to record the exact wording of the threat and the time it was received; to attempt to get as much information about the location, time, and other details as possible; immediately call 9-911 to notify the Aberdeen City Police. Follow the guidelines located on the extranet [https://share.northern.edu/Student\\_Affairs/Pages/emergencymanagement.aspx](https://share.northern.edu/Student_Affairs/Pages/emergencymanagement.aspx).

The Aberdeen Police Department, the Aberdeen Fire Department, and others will complete the search of the building in an official capacity. After preliminary action is taken, the person receiving the call is requested to provide details of the call and the caller to the director of facilities management.

### **Policy When Evacuating a Building Due to Sounding of Fire Alarm**

The fire alarm bells are the only means available to signal evacuation of a building for a fire, fire drill, bomb threat, or any other reason.

The faculty member must assume responsibility for an orderly and rapid evacuation of the area being occupied. This includes advising the students to leave immediately, to close windows, and then to close the door when the room is empty. Specific instructions for evacuation are provided for each building; however, the following general policy will provide direction in most instances.

When the fire alarm sounds, occupants of the building are to walk (not run) down the halls and stairs in single file. They will leave the building through the closest exit to their respective areas. Sufficient room must be provided at all times on stairways and in the halls for fire fighters in case of a fire. Occupants will not stand close to the building during a fire drill. Space must be provided to allow fire-fighting equipment to enter the building.

Because faculty members do not know why a building is being evacuated they should advise students to take books, coats, purses, etc. with them.

## **SCHEDULING NON-STAFF SPEAKERS FOR CLASS LECTURES**

When persons who are not regular faculty members are invited to lecture to regularly scheduled classes during hours when credit is being earned, the college/school dean is to be notified in advance of the speaker. Information to be provided includes the name of the person, date and time of the scheduled appearance. Academic units should maintain a list of guest speakers for each academic year and submit it to the Office of the Provost and Vice President for Academic Affairs.

## **COURSE SYLLABI**

Each department or program must have on file with the college/school dean a current course syllabus for each course listed in the catalog under that department or school.

**Format for Course Syllabus (As Recommended by BOR AAC Guidelines)**

Course Prefix, Number, Title, Credit Hours

University Name

Academic Term, Year

Course Meeting Time and Location

Instructor's Contact Information

Name

Office location

Office hours

Office phone number

Email address

Course Description

Catalog description

Additional course description (optional)

Course Prerequisites

Previous courses/experience

Technology skills

Description of Instructional Methods

Course Requirements

Required textbook(s) and other materials

Supplementary materials

Class attendance policy

Cheating and plagiarism policy

Make-up policy

Course Goals

Include specific reference to System General Education Goals if applicable.

Student Learning Outcomes

Evaluation Procedures

Assessments

Tests, projects, assignments, etc.

Performance standards/grading policy

ADA Statement

Tentative Course Outline/Schedule

Freedom in Learning Statement

The following statements are required for inclusion in NSU syllabi:

- **AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT:** Northern State University is committed to providing reasonable accommodation for students with physical, learning, mental health and/or other types of disabilities. Accommodations for students with disabilities are made only in consultation with the Director of Disability Services. If you believe you have a disability, either temporary or permanent, requiring accommodation, contact NSU Office of Disability Services (626-2371, Student Center 240). NSU can show

you how to secure proper documentation and help you arrange appropriate accommodations as mandated by the American with Disabilities Act.

- **NORTHERN STATE UNIVERSITY DIVERSITY STATEMENT:** Northern State University strives to build an academic community of people from diverse backgrounds and experiences who are committed to sharing diverse ideas in a mutually respectful environment. We value open discourse and consideration of multiple perspectives on issues of regional, national, and international importance, in which individuals are free to express their points of view. Our goal is a diverse learning community with equal opportunity for all.
- **ACADEMIC FREEDOM STATEMENT: FREEDOM IN LEARNING.** Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college which offers the class to initiate a review of the evaluation.
- **ATTENDANCE CONFIRMATION:** All students are required to complete the online “Attendance Confirmation” at the start of the fall and spring semester. **No Financial Aid refunds** will be processed and **registration could be cancelled** if students do not complete the confirmation online through WebAdvisor by the following deadlines:

Dates will be provided to faculty via email from Provost/Vice President for Academic Affairs.

Tuition and fees must be paid in full by (date will be provided in above mentioned email.)

Please contact the Finance Office in the Krikac Administration Building, (605) 626-2566 or email [nsustudentaccounts@northern.edu](mailto:nsustudentaccounts@northern.edu) if you have any questions.

It is also recommended that faculty include important dates in the syllabi (i.e., withdrawal dates, refund dates, last day to drop, etc.).

## CURRICULUM REVISION

The following comments are taken from the Board of Regents' Curriculum Report, June 1, 1975:

The initiation of curriculum, revision and addition is primarily a faculty function in South Dakota higher education institutions. Changes in programs and new program requests are generated with supporting data at the departmental level. The proposals are initially screened through a divisional, school, or university curriculum committee. A second level of screening occurs in the institution wide curriculum committee (normally chaired by the Provost and Vice President for Academic Affairs). Finally, the President (acting again as a screen) submits the proposed programs to the

regents' office. The regents' staff refers the programs to the academic advisory council for its input. The academic advisory council is comprised of representatives from each of the six institutions, chaired by the director for academic affairs, and acts strictly in an advisory capacity.

For further information please visit the following website:

<https://www.sdbor.edu/services/academics/AAC/guidelines.htm>

Common course numbering information is available at the following website:

<http://apps.sdbor.edu/RIS-reporting/Index.cfm>

All curricular proposals must be submitted to the Provost and Vice President for Academic Affairs two weeks prior to on-campus Academic Affairs Committee meeting.

Curriculum proposals should be discussed at the department level and forwarded to the college/school curriculum committee then to the chair and finally the dean before submission to the Academic Affairs Office.

It is the department's responsibility to check that any course number is not already in use by another institution. This may be done by checking the Course Inventory Report on the following website: <http://apps.sdbor.edu/RIS-reporting/Index.cfm>.

The following categories of curriculum change are possible. All forms are located in the file folder labeled Curriculum on drive H:\Faculty-Staff Data\OC\Curriculum or on the Board of Regents website.

### **Minor Course Modification Requests**

#### **Guidelines Effective Spring 2004**

1. The university VPAA has authority to approve all minor course modifications and will provide an annual summary to the BOR Senior Administrator. The annual summaries will be placed on the August BOR agenda as an information item.
2. The System Undergraduate Common Course Guide will be adhered to for all minor course modifications. If questions arise, the VPAA will request discussion by AAC.
3. Experimental courses will be included in the annual summary to the BOR Senior Administrator.
4. The approved course prefix list will be used. This list will include the established prefix for each discipline and the institutions approved to use each prefix.
5. Changes to courses in the System General Education Requirements must be reviewed by AAC, COPS and the BOR. Changes to the Institutional Graduation Requirements and Information Technology Literacy Requirements are reviewed by the institutions.

**Minor course modifications of existing unique courses will include the following:**

1. Change in course numbering (**You may only change a unique course number to another unique course number not currently being used as a unique course number with an “active” status at another university.**)
2. Title
3. Course prerequisite or corequisite
4. Course description (when it does not change course content)
5. Change in hours of credit
6. Cross listing
7. Dual listing at the 400/500 level
8. Enrollment limitation
9. University Department Code
10. Repeatable for additional credit
11. Change in prefix
12. Change in grading option (S/U or A, B, C, D, F)
13. Add x9x series

**Minor course modifications of existing common courses will include the following:**

1. Change in credit hours within the approved variable credit guidelines
2. Course co-requisites
3. Cross listing
4. Dual listing at the 400/500 level

**Deletion of Courses**

**Guidelines Effective Spring 2006**

1. The decision to delete a unique course rests with the university Vice President of Academic Affairs. All deleted courses are reported on the annual curriculum report to the System Vice President of Academic Affairs.
2. All deletions of unique courses must be processed on a minor course modification request form.
3. Common courses are deleted only through the AAC process. Refer to the common course guidelines.
4. Submission of a Course Deletion Request is not necessary for the deletion of an experimental course. Experimental courses are deleted automatically no later than 2 academic years after the initial term offered.

**New Course Requests**

Northern State University’s Academic Affairs Committee requires a syllabus to be included in the New Course Request.

## **Guidelines Effective Spring 2004**

1. The Common Course Guidelines will be used. If a new course requires the addition of faculty FTE, the VPAA will explain how that is being handled.
2. The VPAA will place all requests on her/his university web site for three weeks for review and comment by other AAC members and the Senior Administrator. The VPAA will notify (email and fax) the Senior Administrator and AAC members when the material is available for review. AAC comments will be sent to the VPAA and Senior Administrator.
3. The Senior Administrator will place the requests on the AAC agenda. Following AAC discussion, the Senior Administrator will make a recommendation to the Executive Director. The Executive Director will inform the BOR of his decisions as part of the Executive Director's Interim Actions report.
4. Total process time for AAC comment and BOR office action—5 weeks. Actions will be reported to the BOR at their first meeting subsequent to the decision.

### **Revised Course Requests: Unique Courses**

Northern State University's Academic Affairs Committee requires a syllabus to be included in request to change a course from unique to common. The committee also requires that correspondence from the other institution (comments, approval, etc) be included.

## **Guidelines Effective Spring 2004**

1. The VPAA will place all requests on her/his university web site for three weeks for review and comment by other AAC members and the Senior Administrator. The VPAA will notify (email and fax) the Senior Administrator and AAC members when the material is available for review. AAC comments will be sent to the VPAA and Senior Administrator.
2. The Senior Administrator will place the requests on the AAC agenda. Following AAC discussion, the Senior Administrator will make a recommendation to the Executive Director. The Executive Director will inform the BOR of his decisions as part of the Executive Director's Interim Actions report.
3. Total process time for AAC comment and BOR office action—5 weeks. Actions will be reported to the BOR at their first meeting subsequent to the decision.
4. Revisions of existing courses will include the following:
  - a. Substantive change in the subject matter content of an approved course
  - b. Change in CIP code
  - c. Assignment of or change of instructional method
  - d. Move from unique course to common course
  - e. Move from common course to unique course
  - f. Course number change to a number that is the same as a unique course number (with an active status) at another university

### **Common Course Requests**

Northern State University's Academic Affairs Committee requires that correspondence between campuses be included (comments, approval, etc.) in the request.

## **Guidelines Effective Spring 2004**

The department chair/dean notifies his/her VPAA of the request to revise a common course and forwards a draft version of the request on the request form.

The VPAA will notify the Senior Administrator and other AAC members of the request. The VPAA forwards the completed draft version of the request form.

The Senior Administrator will request from each of the involved universities' VPAA, the name of a university representative to serve on the common course review team.

The Senior Administrator will inform the convener of the timeline established for the review. The convener will be the representative from the university requesting the change.

The convener will submit the completed request form and a summary of the team's discussions to the Senior Administrator who will place the request on the AAC agenda for consideration.

Following AAC discussion, the Senior Administrator will make a recommendation to the Executive Director. The Executive Director will inform the BOR of his decisions as part of the Executive Director's Interim Actions report.

Actions will be reported to the BOR at their first meeting subsequent to the decision. Revisions of existing common courses will include changes in one or more of the following:

- Prefix
- Course number
- Course title
- Credit hours
- Course content/description
- Prerequisites
- Corequisites
- CIP code
- Instructional Method
- Equate codes
- Registration Restriction

### **Experimental Course Requests**

Northern State University's Academic Affairs Committee requires a syllabus to be included in the Experimental Course Request.

## **Guidelines Effective Spring 2004**

1. Experimental courses shall be reported on the Experimental Course Notification Form.
2. An experimental course can be offered no more than twice within 2 academic years before it must be submitted as a New Course Request. An academic year is a Fall and Spring Semester.
3. A prefix for which your university has approval must be used.



4. Experimental courses may be offered as 199, 299, 399, 499, 599, or 699.
5. If the experimental course is offered via distance, the distance delivery quality assurance process must be completed and the course must be listed on EUC.
  - a. The experimental courses will be included in the annual summary to the BOR Senior Administrator.

### **Existing Common Course Request**

Northern State University's Academic Affairs Committee requires a syllabus to be included in request to offer common course. The committee also requires that correspondence from the other institutions (comments, approval, etc) be included.

#### **Guidelines for Authority to Offer Existing Common Course Effective Spring 2004**

1. The VPAA will review all requests with the Senior Administrator.
2. If needed, an AAC discussion will be scheduled.
3. The Senior Administrator will make a recommendation to the Executive Director. The Executive Director will inform the BOR of his decision as part of the Executive Director's Interim Actions report.

### **Program Modifications**

#### **Minor Program Request**

##### **Guidelines effective Spring 2004**

1. The university VPAA has authority to approve certain minor program modifications and will provide an annual summary to the BOR Senior Administrator. The annual summaries will be placed on the BOR agenda as an information item.
2. All changes to courses in the System General Education Requirements must be reviewed by AAC, COPS and the BOR. Changes to the Institutional Graduation Requirements and Information Technology Literacy Requirements are reviewed by the institutions.
3. Minor program modifications to be approved by the VPAA include:
  - a. Course deletions that do not change the nature of the program, or distribution of courses in the program, or change of total credit hours required
  - b. Course additions that do not change the nature of the program, or distribution of courses in the program, or change of total credit hours required
  - c. Revised courses in the program

#### **Substantive Program Request**

##### **Guidelines effective Spring 2004**

1. The VPAA reviews proposed modifications with the Senior Administrator and then places proposals on her/his university web site for three weeks for review and comment by other AAC members. The VPAA will notify (email and fax) the Senior Administrator and AAC members when the material is available for review. AAC comments will be sent to the VPAA and Senior Administrator.

2. If needed, an AAC discussion will be scheduled. Otherwise, the Senior Administrator will consult with the VPAA and then make a recommendation to the Executive Director. The Executive Director will inform the BOR of his decisions as part of the Executive Director's Interim Actions report.
3. Total process time for AAC comment and BOR office action—5 weeks. Actions will be reported to the BOR at their first meeting subsequent to the decision.

## **Program Placement on Inactive Status or Termination**

### **PLACEMENT OF PROGRAM ON INACTIVE STATUS**

Programs placed on inactive status should be reported to the BOR office on a standard form. These programs shall be reviewed periodically and can only remain inactive for five years. If the university does not request activation of an inactive program within five years of being placed on inactive status, the program is automatically terminated. Students cannot be admitted to a program on inactive status. If determined after review that a program should be reactivated, the institution will submit a letter of notification to the BOR Office.

### **TERMINATION OF PROGRAMS**

Campuses may propose termination of a program to the BOR Office on a standard form at any time. Campuses proposing the termination of a program with actively enrolled students need to provide a detailed phase-out plan including the academic year and term the termination is effective.

## **New Undergraduate Degree Program Request**

### **New Undergraduate Major Requests**

An academic major or primary area of study within a degree program enables students to make an in-depth inquiry into a discipline or a professional field of study. It is organized around a specific set of goals and objectives that are accomplished through an ordered series of courses, whose connections define an internal structure and whose sequence advances levels of knowledge and understanding. A major introduces students to a discipline or field of study and related area through a foundation of theory and method. A major that focuses on a specific discipline draws its courses predominantly from one department. A major that encompasses a professional field of study or is interdisciplinary usually obtains its courses from more than one department.

The number of credit hours required for a major and its organizational structure will vary, depending on whether it aims at disciplinary or professional preparation. Variations are due to the demands of accrediting agencies, certification requirements, professional competence and expectations. Undergraduate majors require both discipline specific and support courses. In the Regental system majors typically consist of 47-89 semester credit hours with the mean at 68.5 hours. Credits required for the major are supported by the general education core and electives and together meet the total degree requirement. Majors are established by Board of Regents action.

## **New Undergraduate Degree Requests**

### **Bachelor's Degree**

The bachelor's degree is awarded to a student by a university for satisfactory completion of a prescribed course of study (South Dakota Regental System minimum of 128 semester credits). It is verified by a diploma and transcript signifying a measure of achievement. The bachelor's degree enables a student to acquire a certain amount of general learning and to also become proficient in a particular field of study or a profession. The curricular structure of a bachelor's degree program includes a system general education core curriculum, institutional graduation requirements, support courses, major courses, and electives.

### **Associate Degrees**

#### *Associate of Arts Degree*

An Associate of Arts (AA) degree is typically a two-year transfer degree, which indicates the completion of a student's lower division general education requirements and forms the foundation for baccalaureate degree programs. Up to 16 credit hours at the 300 and 400 level may be required. More than 16 credit hours at the 300 and 400 level may be required if specified by an accrediting agency.

#### *Associate of Science Degree*

An Associate of Science (AS) degree is a terminal degree. However, it is transferable when a specific degree articulation agreement exists between a given AS degree and a specific baccalaureate degree. (BOR Policy 2:25:4B.) Up to 16 credit hours at the 300 and 400 level may be required. More than 16 credit hours at the 300 and 400 level may be required if specified by an accrediting agency.

## **Guidelines for Certificate Programs**

### **Definition**

A certificate program is a sequence, pattern, or group of academic credit courses that focus upon an area of specialized knowledge or information and have specifically defined outcomes.

### **Content**

1. Typically includes only previously approved courses. Any exceptions must be justified.
2. Consists of 9-12 credit hours including prerequisites. Any exceptions must be justified.
3. May include undergraduate and/or graduate courses.
4. May include courses offered through a collaborative arrangement with another Regental university.

### **Process for Approval**

1. The VPAA will review the proposed certificate program with the Senior Administrator.
2. The VPAA will place the proposal on her/his university web site for three weeks for review and comment by other AAC members. The VPAA will notify (email and fax) the

- Senior Administrator and AAC members when the material is available for review. AAC comments will be sent to the VPAA and Senior Administrator.
3. The proposed certificate program will be placed on the AAC agenda for recommendation and will be discussed as needed.
  4. Programs recommended for approval will be forwarded to the Executive Director for consideration.
  5. The Executive Director's action will be included in the Interim Report to the Board of Regents.

### **Emphasis in an Existing Major**

#### **Guidelines effective Spring 2004**

1. The university VPAA has authority to approve an Emphasis.
2. An emphasis is a concentration within a major and is accomplished by individual student choices within a plan of study. For example, within a major on adult health the student may focus on the older adult.
3. An emphasis is not regarded as a separate program. It may be described in the catalog, but not detailed as a specific plan of study.
4. An emphasis is not specified on a transcript.

### **Established Program - New Site**

This form is used to offer an existing program at a new or different geographic location.

## **TEXTBOOKS**

The NSU Wolf Shoppe (bookstore) is maintained as a service to the campus community and is operated within accepted business practices. The policies governing textbook orders and new adoptions follow.

### **Textbook Adoptions**

The Higher Education Opportunity Act of 2009 requires institutions of higher education who receive federal financial assistance to provide students with accurate course material information at the time of registration begins for the upcoming semester. Textbook information provided by the faculty to the bookstore will be posted on the bookstore web site the first day students are able to register for classes.

The quantity of books purchased for each course by the bookstore will depend on 1) number of students enrolled, 2) past selling history of the book, 3) number of past book returns for that particular course and/or instructor.

### **Pricing Structures**

The retail price of a textbook will be based on the publisher's list price. The normal discount given to bookstores off the list price of a textbook is 20%.

Each year fifty percent (50%) of the net profit of the NSU Wolf Shoppe is given to the Student Association. The remainder is designated for a maintenance and repair fund (25%) and for store operation (25%). The NSU Wolf Shoppe is institutionally owned and operated and is a self-supporting entity within the university.

### **Textbook Rentals**

The NSU Wolf Shoppe offers textbook rentals. Students can save anywhere from 30 – 50% off the list price of a book. The rental program does not require a time commitment from faculty for use of a particular textbook. Not every title will be available for rental. Rental availability will depend on title demand in the national market. Students must provide a credit or debit card to guarantee the rental. They may highlight in the rental titles and make notes in margins as usual. However, if the rental title has torn pages, is water damaged, or is not returned by the due date, students will be assessed a non-return fee as well as a charge for replacement of the book.

### **Pearson MyLabsPlus**

All MyLabsPlus products from Pearson are delivered through an integrated system, established through a contract with the SDBOR. Through this agreement, students are directly billed for the product and obtain access through the learning management system (Desire2Learn).

### **Textbook Buyback**

Buyback for the NSU Wolf Shoppe is held the last week of fall and spring semesters. A book will appear on the bookstore buyback list if: 1) the title has been adopted for the upcoming semester and it is a book that can be purchased and sold as used and 2) the inventory on hand will not meet the expected quantity needed.

At buyback, the bookstore pays students 50% of the new price of the textbook, whether or not the book was originally purchased new or used. If students are receiving less than 50% of the new price on a textbook in the buyback line they are selling their copy to the textbook wholesaler. Textbook wholesalers generally pay 20% or less of the new price.

Textbooks will be bought back at any other time than finals week at wholesale price.

### **Textbook Refunds**

During fall, spring, and summer sessions, students are allowed to return any book (purchased or rented) with a sales receipt until census date for a refund. A time limit is imposed on book refunds because of publisher and wholesaler requirements to return overstock within a certain time period; also, the bookstore may be charged restocking fees and/or refused permission to return if a sufficient number of books purchased have not been sold.

## **SCHEDULING OF UNIVERSITY EVENTS**

The following steps should be followed when an individual or group wishes to schedule an event or meeting using university facilities.

1. Reservations and rentals for all Northern State University facilities (excluding residence hall or dining services facilities) must be made through the online event scheduler, Resource 25.
2. Space is not considered reserved until it has been cleared by the Provost and Vice President for Academic Affairs and the online event has been approved by the facility coordinator.

The responsibility for student meetings and activities rests in large measure with the faculty advisor of the group or organization sponsoring the meeting or activity. The faculty advisor shall be present when a student group is using a university facility. The Facilities Management Office is responsible for temporary parking permits and special parking arrangements.

### **Use of State Property for Private Purposes**

State law prohibits the use of university or state properties, buildings, or grounds for the production of private income or the removal of state property from buildings or grounds for personal gain or private benefits.

### **University Affiliated Use**

Regularly contracted staff members, faculty or administrative groups, full-time students, student groups, or university affiliated groups may use university facilities on campus without charge for events that are a part of the university program or are sponsored by the university when these are scheduled according to university procedures.

Outside organizations that co-sponsor an on-campus event may do so without charge for facility use providing:

1. the event is scheduled according to established procedures.
2. the event is of benefit to the campus organization or students in general.
3. students may attend the event free of charge or at a reduced rate.
4. the event is not in conflict with current programs on campus.

Where extra service (hauling, custodial, etc.) is required, the organization or person sponsoring the event will be required to pay for such service at a rate to be determined by the director for facilities management.

### **Non-University Affiliated Use**

Facilities may be rented only when the events do not interfere with university events, activities, or interests. A completed Facilities Use Agreement must be completed and approved at least two weeks prior to the event. All outside organizations must schedule the use of facilities according to the established procedure. No approval shall be granted unless the outside organization provides proof of liability coverage and agrees to hold the university harmless for any injuries arising from the use. Requests by private, profit-making organizations are not encouraged and will be screened to be certain the user is legitimate and that the use is not in conflict with Northern State University approved programs.

The university reserves the right to refuse to rent its facilities to any individual, group, or organization when such refusal is deemed to be in the best interest of the university.

When Johnson Fine Arts Center is used, a stage manager, a house manager, or both may be required depending on the use being made of the facility. The individuals will serve as representatives of the university and be in charge of the area. They will report rental usage and labor hours to the facilities coordinator for all billings for that facility. Charges for personnel will be billed based on the rates stated in the approved Facilities Use Agreement.

### **Rental Rates for Off-Campus Organizations/Individuals**

The facilities coordinator will notify the Finance and Administration Office in writing regarding all charges for use of university facilities. All rental payments must be made to the Office of Finance and Administration.

### **Policy Regarding Use of the University Dining Services**

Special Resolution 44-1974, as passed by the South Dakota Board of Regents, limits the organizations that may use the facilities of Aramark and Northern State University. This policy applies particularly to dinners, banquets, and catering services. Since there is a public relations factor involved for Northern State University and a business factor involved for Aramark, the following policy has been set:

1. Campus organizations are permitted to use the dining service facilities at all times. A campus organization is considered to be any of the following: university initiated and sponsored; faculty meetings; student organizations and/or student activity funded groups whose constitutions have been approved by the student senate; NSU Women; the foundation; and other campus organizations.
2. Any group of employees of any other state agency is permitted to use the university dining services when advance arrangements have been made with Aramark.
3. Any non-campus organization that is meeting on the campus may make arrangements for meals to be served by the dining services during the time the workshop or performance is being held.
4. Other special events involving large numbers of people may be served when the public sector is unable to accommodate the group.
5. Individuals, students from other universities and colleges, and groups having special and compelling reasons for being fed on campus may be accommodated.

All campus organizations must have a purchase order issued to Aramark prior to the event. Arrangements are then made directly with Aramark.



Non-campus (outside) groups will contact Aramark directly. If the manager does not believe the group can be served within the above guidelines, he/she will contact the Vice President for Student Affairs for a decision.

## **COMMENCEMENTS**

During the academic year, all full-time administrative and faculty personnel holding academic rank will participate in both the winter and spring commencement ceremonies. Faculty not able to participate for personal or professional reasons must seek written approval from the Dean or designee prior to commencement. Proper academic regalia is required and if not owned may be purchased through the NSU Wolf Shoppe.

## **OUTSTANDING FACULTY MEMBER**

The Northern State University Foundation encourages excellence and stimulates superior teaching, research, and service providing annual recognition to a full-time faculty member. An announcement will be sent from the Provost and Vice President for Academic Affairs to all faculty and staff March 1<sup>st</sup>. Nominations for the award are submitted to the dean. Each dean may submit to the Provost and Vice President for Academic Affairs the name of **ONE** faculty member along with the faculty member's application packet. The application packet should include current Professional Staff Evaluation, a maximum of three letters of support from faculty colleagues, and a maximum of three letters of support from students. No additional information will be included in the application packet. All materials will be submitted hard copy and unbound. If the dean chooses to forward to the Provost and Vice President for Academic Affairs the nomination of a faculty member for the award, the dean will include a letter of support with the application materials. Completed packets must be submitted to the Provost and Vice President for Academic Affairs Office no later than April 15. The names of all faculty members nominated will be kept on file in the Provost and Vice President for Academic Affairs Office.

After April 15 the four academic deans will review the nomination packets for the candidates outside of their college/school and rank them on a scale of 1 through 3, with 3 being the highest. The President and vice president for the student association will review the nomination packets of all candidates and rank order the top three on a scale of 1-3, with three being the highest. The Provost and Vice President for Academic Affairs will review the cumulative rankings and select the recipient of the award. The award will be presented at spring commencement. Recipients of the award are not eligible to be considered again for five years.

## **FACULTY SERVICES**

### **Williams Library**

Building on the university's vision and values, the Library is an active, integral partner in efforts to connect, enable, and educate the NSU community. The Williams Library staff is committed to supporting excellence in student and faculty, developing and providing highest quality collection and library facility, and collaboration with entities on campus and in the community.

Williams Library staff comprises an FTE of 11, including three faculty librarians and one career service librarian. The library also employs 6.25 FTE students who assist with circulation and



interlibrary loan duties. The staff is committed to providing a variety of services to enable faculty and students to identify, locate, and use the appropriate information resources. More specifically,

- Librarians will hold instruction or orientation sessions as requested in various undergraduate and graduate courses to enhance students' abilities to use library and other information resources.
- Librarians are available to collaborate with department faculty to create and revise online or in-person assignments for students.
- Librarians will create pamphlets and provide periodic workshops for department faculty to promote library resources specific to their needs.
- Librarians are eager to receive input from faculty regarding the selection of library materials.

Please contact a librarian to schedule any of these services.

**Hours.** When classes are in session: Monday - Thursday from 7:30 am to 11:00 p.m.; Friday from 7:30 a.m. to 5:00 p.m.; Saturday from 10:00 a.m. to 5:00 p.m.; and Sunday from 1:00 p.m. to 11:00 p.m. During summer sessions, Monday, Tuesday, and Thursday from 7:30 a.m. to 6:00 p.m.; Wednesday and Friday from 7:30 a.m. to 4:30 p.m.; closed Saturday and Sunday. When classes are not in session, hours are Monday – Friday from 8:00 am to 5:00 p.m.

### **University Relations**

The University Relations Office releases news of academic, cultural, and extra-curricular activities of the university to the various news media.

Faculty and staff should keep this office informed of speaking engagements, publications, honors received, and other events, which may be of general interest. Publicity about any official university student organization for which a faculty member serves as sponsor may also be submitted.

To ensure accurate news releases, those submitting items for release should submit the information in written form. Such material need not be edited for publication but should include the necessary facts (who, what, when, where, why, and how).

News releases are emailed to regional media. Although publication of items submitted cannot be guaranteed, all newsworthy stories will be released to the appropriate media.

Faculty members who receive calls directly from the press about issues they believe to be sensitive to the university as a whole are encouraged to call the director for assistance or feedback on how to respond. Faculty who work directly with the media as a matter of course in their discipline do not need to inform University Relations before they act as a source, but should let the office know that they will appear in the news media so that University Relations staff can track and promote the story.

University Relations staff can also provide assistance and services in graphic arts and layout of brochures as well as publicity for upcoming events.

### **Alumni and Development Office**

The Alumni and Development Office maintains records of all known alumni and former students and provides leadership, organization and planning for effective alumni relations and provides information about current happenings on campus. This office also provides assistance to the NSU Alumni Association Board of Directors to promote and encourage support of the University through alumni advice, advocacy, student recruitment and financial resources.

### **Northern State University Foundation**

The NSU Foundation is the primary fund raising organization serving Northern State University. Created in 1969, the Northern State University Foundation is a 501©3, not-for-profit corporation under applicable provisions of the Internal Revenue code. Contributions to the NSU Foundation are deductible under applicable sections of federal and state law.

The NSU Foundation is governed by a volunteer Board of Directors made up of representatives of the alumni, the community, and the NSU faculty. The President of Northern State University, the President of the NSU Alumni Association and the President of the NSU Wolves Club also serve as directors.

The NSU Foundation is dedicated to securing the future of Northern State University. In alliance with individuals, businesses and foundations, the NSU Foundation provides support for scholarships, faculty and program development and special projects. In addition to responding to campus needs, the Foundation provides coordination and assistance to other related organizations including the NSU Alumni Association and the NSU Wolves Club.

### **Information About Students**

The Registrar's Office is responsible for maintaining the students' academic records in a safe and confidential manner. Faculty members desiring this information may request it for legitimate academic reasons; however, they must respect confidentiality in accordance with the Family Educational Rights and Privacy Act (FERPA).

### **NET Services (Northern Educational Technology Services)**

Technology service and support are provided to faculty, staff and students by the NET Services (Northern Educational Technology Services) division, which is administered by the Chief Information Technology Officer (CITO). The centers within NET Services include: 1) Enterprise Systems & Development, 2) Instructional Design Center, 3) Media Services, 4) Security and Network Services, and 5) Technical Support Services. All centers of operation for NET Services are located in the lower level, first floor and second floor of the Technology Center. Personnel for each department can be reached through NET Services at **(605) 626-2283**.

- **Enterprise Systems & Development:** Technology Center, Room 268/274

Enterprise Systems provide support for the statewide administrative systems for finance, purchasing, human resources and student information systems. Report programs are written to meet federal, state, local and other outside reporting requirements. Other systems are also developed to meet administrative and reporting requirements. Assistance is available for student and faculty researchers, as well. The Development area promotes quality and excellence throughout the University's various web communication systems. The department administers, maintains, and supports the software used in the NSU web and portal environments as well as the NSU mobile application. In addition, development manages permissions and templates and provides web programming and development for institutional needs.

- **Instructional Design Center:** Technology Center, Room 159

The Instructional Design Center coordinates and delivers training and assistance for faculty, staff and students in the areas of learning management systems, Web 2.0 resources, electronic portfolio development, standard software applications, pedagogical design and more. In addition, the center oversees the development of online course development and the quality assurance process and administers the learning management system. The staff welcomes everyone to drop in the lab for assistance, one-on-one support or guidance with new or emerging technologies. In addition, the IDC oversees the NSU Technology Fellowship Program.

- **Media Services:** Technology Center, Room 148

The Media Services department provides the NSU campus with traditional audio-visual equipment and media production as well as the latest in digital technologies and teleconferencing equipment. Media Services houses two state-of-the-art video production studios and produces content for and administers NSUtv and NSU's digital signage systems. Media Services personnel design, build, maintain and provide live support for NSU's smart classrooms and video conferencing rooms. Video conferencing support includes the designing, building, maintaining and scheduling of NSU's Digital Dakota Network (DDN) rooms, including scheduling and support for the Center for Statewide E-learning and the support and management of NSU's web-based video conferencing initiatives. Additional services include coordinating the scheduling and delivery of multimedia instructional equipment (smart carts, cameras, slide projectors, TVs etc.), laminating, scanning, color printing, digital duplication and same-day checkout of digital cameras, camcorders and laptops for school-related projects.

- **Security and Network Services:** Technology Center, Room 271

Network Services provides telecommunications services in support of the instructional, research and outreach missions of NSU. Network Services' responsibilities include the management of the local NSU network (both wired and wireless), a range of wide area connections, and Internet/Internet2 connectivity. In addition, the group manages various servers and security devices including email, Active Directory, web, firewalls, VPN (Virtual Private Network) access devices, IPS (Intrusion Prevention Systems), and Internet Telephony.

- **Technical Support Services:** Technology Center, Room 148

Technical Support Services provides technology services to the students, faculty and staff of NSU including maintenance and support of the institutionally owned computers and peripherals, aiding students in proper upkeep of their personally owned computing equipment, consulting with campus personnel with specialized computing issues and approving purchases of computer equipment and software to ensure compatibility with the campus-computing environment. Technical Services also maintains all general use and discipline specific computer labs across campus.

## **ACADEMIC ADVISING**

The overall objective of academic advising is to help students realize the maximum educational benefits available to them at Northern State University. Academic advising may include all aspects of academic program planning, including deciding on course adds, drops, or substitutions; the use of midterm grade information; career decisions; decisions about extra-class activities; etc.

### **Advisor Assignments**

After the first registration, advisors will be assigned at the department for students enrolled in Associate degree programs. All other freshmen are assigned advisors in the University College. Freshmen advisors concentrate on general education courses required for the proficiency exam and first courses in a student's major as well as making sure students enroll in developmental classes within their first 24 credits attempted at NSU. Advisors are assigned at the departmental level for students with a declared major after their first year. If either the student or advisor feels the relationship does not benefit the student, a new advisor assignment may be requested and will be assigned either by the University College for new freshmen, or at the department level for all other students. When a student declares a major, changes a major, or wants to request an advisor change, a new advisor will be assigned, taking into account, if possible, any preference stated by the student. Contact the appropriate department office in the intended academic area or the University College's Academic Advisement Center for the method of advisor assignment.

Academic advisors should:

- guide students to better understand their educational needs and aspirations as well as the resources available at Northern to help them achieve their goals.
- maintain a schedule that ensures accessibility to students.

### **General Information on Advising/Registration Procedures**

- Students who want to change advisors should contact the department office to inquire about the appropriate method for the change.
- Contact the appropriate offices when unsure about policies and procedures.

- New students who don't know who their advisor is should contact the department office in their academic area or the University College Academic Advisement Center.
- When preparing for registration, students should choose classes *before* meeting with their advisors. Students should select alternate classes in case of class cancellations, closings or prerequisite requirements. Students should schedule an appointment with their advisors prior to their registration date.
- Students who preregister and later decide to cancel their registration should notify the Registrar's Office and their advisor of their decision to cancel.
- Students who do not plan to return the following semester should inform the Registrar's Office.

## **STUDENT PRIVACY RIGHTS**

Student records maintained by Northern State University include directory information and educational records. As custodians of student records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), NSU assumes the obligation to ensure full protection of student records, including maintaining the confidentiality of educational records. Student records are identified and accessed by student ID number.

### **Directory Information**

Directory information may be released publicly and includes the student's name, major field of study, and current enrollment status. A student may request that directory information not be made public by completing a form in Enrollment Services asking that directory information be treated the same as educational records. While such a signed form is in effect, Northern State University will not release any directory information without the student's written permission. This request will remain in effect until the student requests its removal in writing, or until such time as the student graduates or otherwise discontinues attendance at the institution.

### **Educational Records**

Educational records are those records, files, documents, and other materials which contain information directly related to a student's academic progress, financial status, medical condition, etc. Educational records may not be released without the written consent of the student to any individual, agency, or organization other than the following authorized personnel:

1. University personnel who have legitimate educational interests;
2. Officials of other institutions in which the student intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer;
3. Parents of a dependent student as defined by Section 152 of the Internal Revenue Code of 1954 (this Section sets forth the rules for claiming deductions on the 1040 Form);
4. Authorized representatives of the comptroller general, secretary of education, administrative head of an educational agency, or state education authorities;
5. Officials responsible for acting in conjunction with the student's application for, or receipt of, financial aid;
6. Authorized individuals or organizations conducting studies for NSU for the purpose of developing, validating, or administering predictive tests; administering student aid

programs; and improving instruction. These studies must be conducted so as to not permit personal identification of students and their parents by persons other than representatives of NSU, and the information is to be destroyed when it is no longer needed for the purpose for which it was collected. Authorization for such activities will come from the registrar.

7. As of Jan. 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which your education records and personally identifiable information (PII) contained in such records – including your Social Security number, grades, or other private information – may be accessed without your consent. First, the U.S. comptroller general, U.S. attorney general, U.S. secretary of education or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, federal and state authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, state authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

The disclosure of educational records to family members and in response to subpoenas will be carried out as follows:

1. NSU officials are expected to comply with judicial orders and subpoenas. Students affected by such action shall be notified of the Universities intention to comply with court orders, unless the subpoena specifies that the student should not be notified.
2. Spouses or other family members of students may receive student record information when a written consent form is submitted by the student. This consent remains in effect until a written request revoking the permission is submitted to the Registrar's Office, or until the student graduates or otherwise discontinues attendance.
3. Records of former students, including deceased students, are confidential except that records of deceased former students may be released or disclosed at the request of a parent, personal representative, or other qualified representative of the student's estate(with appropriate documentation including proof of death and relationship to the deceased), or pursuant to a court order to subpoena.

Upon written request, NSU shall provide student access to a student's own educational records with the exception of:

1. Financial aid records of the student's parents or guardian;
2. Confidential letters of recommendation where the student has signed a waiver of right-of-access, or letters of recommendation written prior to January 1, 1975.



NSU personnel must produce records for inspection in a timely manner (within 45 days of the receipt of a written request), with the exception of those previously noted. The following procedures should be followed when students are seeking access to records:

1. Student must provide proper identification;
2. Designated staff should review and interpret the contents of the record with the student;
3. Students should be free to examine the content of the record and receive a copy if requested. No materials should be removed from the record.

When a student has challenged specific data and has requested amendment of the record:

1. The designated department or staff member may agree to amend selected information; or,
2. The student may request an administrative hearing before the Educational Records Appeals Committee.
3. If the hearing results in a record being amended, the student shall be so advised. If the record is not amended, the student will be notified and informed of his/her right to place a statement with the record commenting on the contested information.

Each NSU office which releases student records must maintain with the student file a written form indicating the date of release for records (except when released to entities for which written consent is not required or for which written consent has been received) and the legitimate educational or other interest of the person seeking the information.

Each student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Northern State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901. The FERPA Act may be accessed at the Family Policy Compliance Office website at: [www.ed.gov/policy/gen/guid/fpc/index.html](http://www.ed.gov/policy/gen/guid/fpc/index.html).

### **Medical and Counseling Services Records**

A student's medical record is confidential and any portion of the record is available to the student through the Health Services Office. Medical information will only be released to a third party with the written consent of the student. Medical records are subject to subpoena. In situations where a student's life is in danger or in which his/her condition results in a danger to others, the facts pertaining to this danger may be communicated to the student's nearest responsible relative, without the student's consent, if judged necessary by the vice president for student affairs. Information in a student's Health Service record may be released by the president of Northern State University or the vice president of student affairs in response to a health or safety emergency.

All counseling records are confidential, and any portion of the student's counseling record used in connection with treatment is available to the student for review. Counseling records are released to a third party only with written consent from the student. The counseling staff may discuss pertinent information about the student for the purposes of treatment planning and feedback.

### **Disciplinary and Hearing Records**

Disciplinary and hearing records are confidential in accordance with Board of Regents' policy. These records are available for student inspection, and are maintained in accordance with policies

outlined in the section **Educational Records** above. Copies of records created by the Aberdeen Police Department while on duty on the NSU campus may be part of disciplinary files and as such are accessible and maintained in accordance with policies outlined in the section Educational Records above.

### **Official Transcripts of Academic Records**

The registrar compiles, maintains, and administers official transcripts of record. Each student's official transcript of record contains the following information:

1. Name and address of student
2. Transcript level, e.g., graduate or undergraduate
3. Degrees awarded
4. Date of graduation from NSU
5. Majors and minors
6. Transfer credits accepted, if any, and
7. Courses taken, hours completed, grades received, grading system, and NSU, transfer and cumulative grade point averages

The Office of the Registrar shall send, issue or release an official transcript only at the student's written request, or in accordance with procedures outlined in the section **Educational Records** above. A transcript shall contain only the information listed above, and shall not be furnished with information omitted or deleted. The registrar shall maintain a register of requests for official transcripts; this register is part of the student record. A student who fails to pay a debt owed to NSU may have his/her official transcript withheld until the debt is paid.

### **Annual Notice**

The registrar is responsible for ensuring that Northern State University gives students annual notice of rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). This is done via email to active students each semester.

If students wish to give permission to a third party to have access to their grades and/or billing information, they may sign and submit [this form](#) to the Registrar's Office in DH 103.



# PERSONNEL POLICIES AND REGULATIONS

## FACULTY APPOINTMENT

The appointment contract is normally for the academic year; separate appointments are made for the summer terms. The recommendation for appointment generally originates with the coordinator/department chair through the dean and is subject to the approval of the Provost and Vice President for Academic Affairs, the President of the university, and the Board of Regents. A more complete description of recruitment and employment procedures can be found in the Recruitment and Selection Guidelines for faculty and exempt employees, the collective bargaining agreement, the affirmative action plan and the Board of Regents' policy manual.

### **Required Employment Forms**

Employees Withholding Allowance Certificate (Form W-4). All persons on the payroll of Northern State University are required to complete this form for federal income tax purposes, as prescribed by federal law.

Employment Eligibility Verification (Form I-9). Required by the U.S. Department of Justice, Immigration and Naturalization Service.

Personal History Statement. This form is required to establish Personnel records.

Transcripts and Credentials. Northern State University requires that each faculty member file with the President a complete, official transcript of all college work prior to employment, a current curriculum vita, and three letters of reference. Transcripts of work after employment should also be filed promptly with the President.

### **Affirmative Action Statement**

Northern State University's policy is to take affirmative action to implement and assure employment opportunities for qualified employees and all applicants for employment without regard to race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age or disability. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

	<u>Affirmative Action Officer</u>	<u>ADA Coordinator</u>
Name:	Susan Bostian	Susan Bostian
Office:	Human Resource Office	Human Resource Office
Phone:	(605) 626-2520	(605) 626-2520

## **SEXUAL HARASSMENT**

Northern State University strictly enforces the Board of Regents' policy prohibiting sexual harassment:

It is the policy of the state of South Dakota that all employees are responsible for ensuring that the workplace is free from sexual harassment. Because of the state's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment.

Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when (1) submission to the harassment is made either explicitly or implicitly as term or condition of employment; (2) submission to or rejection of the harassment is used as the basis for employment decisions affecting an individual; or (3) the harassment has the purpose or effect of creating an intimidating, hostile or demeaning environment. An employee who has a complaint of sexual harassment in the workplace should first clearly inform the harasser that his or her behavior is offensive or unwelcome and request that the behavior stop. If the behavior continues, the complainant should immediately bring the matter to the attention of the supervisor of the person involved in the harassing activity; however, the complaint may be reported to the supervisor's immediate supervisor or the affirmative action officer.

If a supervisor or affirmative action officer knows of an incident of alleged sexual harassment, they shall immediately take appropriate procedural actions. If the alleged harassment involves any type of threat of physical harm to the victim, the alleged harasser may be suspended with pay. During the suspension, an investigation will be conducted by the affirmative action officer. If the investigation supports charges of sexual harassment, disciplinary action against the alleged harasser will take place and may include termination. If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, including expulsion or termination. (BOR Policy 1:17)

## **DRUGS AND ALCOHOL**

Northern State University, in keeping with its institutional commitment to provide a quality educational experience for its students, discourages high-risk behavior with regard to the use of alcohol and other drugs.

Northern State University prohibits the possession of alcohol on University property or at student sponsored events. Furthermore, Northern State University cannot and will not tolerate the use, possession, manufacture, or distribution of illegal drugs on University property or as part of any University activities.

The Alcohol and Drug Policy of Northern State University and the BOR Drug Free Workplace Policy (Number 4:27) are established to help ensure the health and safety of all members of the University community, and should be applied in such manner and spirit. It is not the intention of Northern State University to use this or any other policy to regulate the personal affairs of any individual or group of individuals.

Northern State University encourages any employee with alcohol and other drug problems or concerns with family members to seek professional help. Confidential assistance from certified chemical dependency counselors can be obtained from the following:

Latitude Employee Assistance Program (LEAP) [apshelplink.com](http://apshelplink.com) or 1-800-713-6288

NSU Counseling Center at 626-2371

NADRIC at 225-6131

Worthmore Alcohol and Drug Center at 622-5800

Lutheran Social Services at 229-1500

If there are any further questions regarding this policy, please contact the Human Resource Office at 626-2520.

## **ACADEMIC RANK**

Members of the regular academic faculty are eligible to be ranked at the time of appointment. Academic rank at the time of appointment is determined by preparation and experience in higher education. The minimum criteria for determining rank are set forth in the collective bargaining agreement.

### **Adjunct/Part-time Faculty**

In addition to regular appointments, adjunct/part-time appointments are made occasionally to meet specific needs. Appointees enjoy the privilege and are subject to the responsibilities set forth in the collective bargaining agreement.

### **Promotion and Tenure**

The major purpose of academic promotion and tenure at Northern State University is to acknowledge and reward members of the faculty for their professional competence and service to this institution. Those who have achieved the higher ranks, therefore, are those who are accorded the highest respect from their colleagues for their contributions to higher education and to the university. Promise of even further development as a scholar-teacher is always an expectation when any academic promotion is made. For more information, refer to the collective bargaining agreement.

### **Promotion and Tenure Procedures**

The collective bargaining agreement contains the procedures for submitting and evaluating petitions for promotion and tenure.

### **Emeritus Status**

Please see Board of Regents Policy 4:43.

## **ACADEMIC FREEDOM**

The academic freedom policy may be found in the collective bargaining agreement.

## **FACULTY EVALUATION PROCEDURES**

Procedures for faculty performance evaluation are contained in the collective bargaining agreement.

## **PAYROLL**

Salary payroll periods are monthly and paid on the last working day in the month. Direct Deposit is mandatory to automatically deposit salary earning into checking or savings accounts. The payroll period runs from the 22<sup>nd</sup> to the 21<sup>st</sup> of the month. All payroll changes must be given to the Payroll Office by the 15<sup>th</sup> of the month.

## **PAY PERIODS**

All faculty, while on 9-month contracts, must be paid over 12 months.

## **TERMINATION POLICY**

Any faculty member who voluntarily terminates employment with Northern State University must provide the human resources department with a letter of resignation stating the last day of employment. The remainder of the contract will be paid through August with insurance coverage through September unless otherwise requested from the faculty member. Please see the human resources department prior to the final date of employment to complete necessary paperwork.

## **REDUCED TUITION**

Any full-time employee of the state who has been continuously employed by the state for a period of one year may attend and pursue any state-support undergraduate or graduate course in any state educational institution under the control and management of the Board of Regents upon the payment of fifty percent of tuition and one hundred percent of required fees. The Board of Regents shall maintain an annual record of the number of participants and the tuition dollar value of such participation.

An eligible employee of the state may take a maximum of six credit hours per semester.

Participation in the reduced tuition program is limited to space available, as determined by the instructor; in any course after all of the full-time or full tuition paying students have registered.

Reduced tuition forms should be obtained from the Human Resource Office and returned to the Finance Office.

## **EMPLOYEE REQUEST FOR ADVANCED STUDY**

### **Educational Benefits Policy**

All employees of Northern State University may take up to three clock hours per week of class work without being required to make up this time. It must be recommended by the immediate supervisor, school dean and the president. A maximum of five clock hours per week released time each semester, including the aforementioned, is allowed. If time off is allowed to attend classes, the supervisor must assure that the job requirements are met. The Educational Policy applies to all full-time employees with one or more years of service.

## **WORKER'S COMPENSATION**

Work related injuries or occupational disease must be reported immediately. Report the circumstances of the injury, exposure, or disease to your immediate supervisor and the injured worker must complete a first report of injury form online at <https://apps.sd.gov/EB05FROI/eb05froi/default.aspx> no later than three (3) working days after the occurrence. If you fail to report your claim on time, it may be denied. Keep in touch with the Human Resources Department to assure the claim is properly filed and monitored. All claims will be thoroughly investigated by the Bureau of Resources. Failure by a supervisor to report a claim may result in a Class II misdemeanor to the supervisor. For additional information contact the Human Resources Department or the SD Bureau of Human Resources. Please contact the Human Resource Office for assistance with the filing process should a worker's compensation situation occur. When traveling, it is necessary that a Travel Request Form be completed and approved before making the trip. This approval is required to insure coverage under the Workers' Compensation Act.

## **ACCEPTANCE OF HONORARIA**

Northern State University does not prohibit acceptance of a nominal honorarium, in addition to actual expenses when an administrator or faculty member from one state supported university who serves another state supported university as speaker, consultant, or in any other professional capacity. Payment will be made through the university payroll system.

## **ONLINE & CONTINUING EDUCATION TEACHING**

Northern State University offers a variety of graduate and undergraduate courses delivered online, on-campus and off-campus.

Faculty may elect, or be assigned, to develop and/or teach an online course or face-to-face workshop (with the dean's approval) through the Office of Online and Continuing Education and may receive additional compensation according to the collective bargaining agreement.

The Office of Online and Continuing Education is located in the Krikac Administration Building. It is the responsibility of the Director of Online and Continuing Education to coordinate and promote online and continuing education courses offerings.

## LOCALLY AUTHORED TEXTBOOKS

Faculty members who have authored textbooks or educational materials cannot receive royalties for themselves for those texts or materials, which are used on their own campus.

## INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

All Information Technology Policies, including the NSU Acceptable Use Policy, may be found under Policies on the NSU Employee Extranet. In addition to attending a mandatory technology session for new faculty, all faculty must review the technology. By logging on to NSU systems, users are confirming that they are authorized to use the systems and they have received appropriate training or explanation, have the required knowledge, and agree to comply with applicable regulations, laws and policies of the Board and its institutions.

## HUMAN SUBJECT RESEARCH AND INSTITUTIONAL REVIEW BOARD POLICIES

The Institutional Review Board of Northern State University (IRB) must review and approve all research involving human subjects **before** experimentation begins. All researchers conducting projects involving human subjects (including surveys, professional tests, questionnaires, and studies in which the researcher is the subject of his/her own research) are required to apply for IRB review and approval and to abide by IRB decisions and oversight. This rule applies to **all** faculty, staff, graduate, and undergraduate student research, both on and off campus, including projects conducted abroad. NSU's policy complies with federal regulations (45 CFR 46), which exist to ensure that all research associated with the University is ethical and to safeguard the rights and welfare of individuals who participate as research subjects.

CITI certification is required for all individuals who conduct human subjects or animal research at or through NSU. CITI certification can be acquired at: [www.citiprogram.org](http://www.citiprogram.org).

NSU researchers should sign up and complete the basic course using NSU as their affiliate institution. Certification credentials will be provided to you by CITI upon completion of the training course.

### What is CITI?

The Collaborative Institutional Training Initiative (CITI) was founded in March 2000 as a collaboration between the University of Miami and the Fred Hutchinson Cancer Research Center to develop a web-based training program in human research protections. The collaboration has since expanded to encompass more than 1130 member institutions worldwide.

### **Principles for the Ethical Conduct of Human Subjects Research**

- i. When planning research, the researcher must consider its ethical acceptability. The researcher is directly responsible for protecting the rights and welfare of the participating subjects and is obligated to take reasonable steps to protect the rights and welfare of human subjects and other persons affected or represented by the research.

- ii. Researchers are responsible for the manner in which their research is conducted, whether conducted by themselves or by others under their supervision or control. Researchers should use only those methodologies for which they are trained to administer competently. If special populations are to be used, the researcher is obligated to consult with experts concerning the needs of the special population.
- iii. Researchers must obtain institutional approval prior to conducting research with human subjects (process described below). In doing so, accurate information about research methods must be provided. The researcher is obligated to conduct the research using the approved methodology.
- iv. Prior to conducting research, the researcher must obtain written, informed consent from the research subjects (see the section on Informed Consent below for details). Informed consent must be written in a manner that is understandable to the subjects.
- v. Researchers must not offer excessive or inappropriate financial, course credit, or other inducements to obtain research subjects, particularly when the inducements might tend to coerce participation.
- vi. Deception should not be used unless the researcher has determined that it is justified by the study's scientific, educational, or applied value, and that alternative methodologies are not available. Whenever deception is used, the researcher is obligated to explain the true purpose of the study at the earliest possible time. Deception is never used in regard to information that might affect a subject's willingness to give informed consent.
- vii. The data collected during research are confidential unless otherwise agreed upon in advance by the researcher and subjects. If confidentiality cannot be assured, this must be noted as part of the informed consent agreement.
- viii. Researchers should provide an opportunity for subjects to obtain information about the nature, results, and conclusions of the research.
- ix. If the research results in undesirable consequences for individual subjects, the researcher has the responsibility to detect and remove or correct these consequences.
- x. The researcher has the responsibility to explain to the subjects that they have the right to withdraw from the project at any time.

### **Designing the Study and Determining Risks**

**Designing the Study:** The researcher should develop a well-articulated problem and then select a population and procedures for obtaining data appropriate to the project. When choosing a population, the researcher should clearly define the criteria for the group. All data collection, analysis and reporting procedures must be thoroughly explained in the research plan.

**Determining Risk:** Although the researcher must assess any potential risks to the subjects when developing the research plan, NSU's IRB will make the final assessment of risk in the use of human subjects for research and determine the level and classification of risk. The IRB may judge



certain tests, questionnaires, or procedures to involve more than minimal risks; such research projects will require IRB oversight. In evaluating risk, researchers and the IRB will use the following federal definition of minimal risk as a guide:

*“No more than minimal risk exists when the probability and magnitude of harm or discomfort anticipated in the research are not greater (in and of themselves) than those ordinarily encountered in daily life or during performance of routine physical or psychological examinations or tests.” (45 CFR 46.102)*

The researcher and the IRB must also bear in mind that what qualifies as minimal risk may vary, depending on context and variables including the subject’s age, gender, legal status, etc.; harm may be physical, psychological, social, or economic.

*The following are examples of activities that may involve more than minimal risks:*

- Exercise.
- Emotional stress resulting from experimental conditions or invasion of privacy. Questions on sexual activities or preferences, AIDS testing and results, suicide attitudes, divorce and its effects on psychological well-being may be judged as overtly invasive. Researchers should always carefully evaluate controversial questions for compliance with federal regulations.
- Ingestion of any substance or physical contact with any potentially hazardous materials or organisms. This rule applies to the researcher as well as to the human subject(s).
- Offensive or invasive procedures, including collecting biological specimens such as blood or videotaping, photographing or recording subjects.

*Groups with Special Considerations for Risk*

- Any member of a group that is naturally at-risk (e.g., pregnant women, individuals with diseases such as cancer, asthma, diabetes, cardiac disorders, psychiatric disorders, dyslexia, AIDS, etc.).
- Special vulnerable groups covered by federal regulations (e.g., children, prisoners, women who are pregnant, persons with disabilities, and persons who are economically or educationally disadvantaged). Additional safeguards are applied to these subjects because they have been judged as vulnerable to coercion or undue influence.

Research projects involving greater than minimal risk require a full IRB review (see below) and continued IRB oversight.

Faculty researchers should avoid using their students as subjects.

### **Informed Consent**

Informed consent is one of the fundamental ethical considerations of research with human subjects. Legally effective informed consent is required for all projects involving human subjects unless the research project is deemed exempt from IRB oversight or unless the IRB waives the requirement.

Researchers must attach a sample consent form to their applications to the IRB. The IRB may modify researchers’ proposed informed consent forms and/or processes.



If the subjects are legally incapable of giving informed consent, consent must be obtained from a legally authorized person. **Parents have the right to deny participation of their minor children in any study, including those involving tests or questionnaires.**

In the case of a school district that asks parents for inclusive parental consent for the anonymous use of test scores or other data, individual parental consent is not required. However, school district personnel must be fully informed about the research and give consent for the use of such data.

To the degree possible without compromising research results, informed consent should include the following information:

1. Introduction of the researcher and statement of the nature of the research.
2. Statement of the risks, discomfort, adverse effects, or limits on confidentiality.
3. Statement that informs the participants that they are free to decline or withdraw from the study at any time without negative consequences.

The IRB may waive the requirement for written consent under limited circumstances.

### **Applying for Approval**

**NOTE:** Where human subjects research is concerned, it is the principal investigator's responsibility to ensure that all key personnel complete training in the responsible conduct of research with human subjects, and provide all key personnel CITI certification documentation to the ORIB in order to receive IRB approval. Use the following link to access URI's training program, the CIT Program: <https://www.citiprogram.org/default.asp>.

### **NSU Human Subjects Research Approval Form**

A completed and signed *Human Subjects Research Approval Form* accompanied by a comprehensive research plan ("protocol") must be approved by the NSU Institutional Review Board (IRB) before research can begin.

In addition to the form, researchers must:

- 1) Provide a brief statement of the research objectives.
- 2) Describe the anticipated subject pool.
- 3) Describe the research methodology to be used and the type of data to be collected (copies of any surveys or questionnaires that will be used must be attached).
- 4) Describe and assess any potential risk to the subjects (physical, psychological, social, legal, or other).
- 5) Describe procedures to minimize risk.
- 6) Describe how informed consent will be obtained.
- 7) Explain the safeguards to assure anonymity of subjects.
- 8) Explain how post-experiment debriefing will be conducted.
- 9) Provide all CITI certificates for all key personnel along with the electronic submission of materials.

Researchers applying for external funding in support of their projects must also submit an approval form to the IRB prior to applying to a funding agency.  
(Details of the review process and procedure are below.)

Classifications of research that may be determined by the IRB to be exempt from IRB oversight:

- Certain research methodologies, such as anonymous questionnaires, naturalistic observations, archival research, and oral history.
- Research involving normal educational practices, such as curriculum development and analysis of instruction.
- Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, or research involving public officials or candidates for public office.
- Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available.

Upon IRB review of the application and assessment of risks, a meeting with the IRB or changes in the research plan may be required. If the IRB requires any changes to be made in the research plan, the researcher must incorporate and document those changes before the IRB approves the research.

*Qualified Professional Form:* The IRB may determine that the researcher may use procedures involving the potential for more than minimal risk only under the direct supervision of a qualified professional. In such situations, a signed *Qualified Professional Form* must be attached to the approval form.

Researchers are prohibited from administering medications to human subjects. The IRB will ascertain that the researcher is not violating the South Dakota's authorized practice of medicine statute SDCL 36:4-8.

After the IRB has approved the research plan, the researcher may begin experimentation according to the procedures approved by the IRB.

IRB approval is valid for one year. Projects lasting longer than one year must apply for approval annually. Project extension requests must be submitted 30 days prior to expiration of the initial application approval date or the most recent extension approval date.

Any proposed changes to the research plan by the researcher after initial IRB approval **must have subsequent IRB approval before such changes are made and before experimentation begins or resumes.**

Copies of all consent forms, research data, and other relevant documentation involving human subjects research must be retained by the researcher for 5 years.

IRB records will be maintained in the Office of the Provost and Vice President for Academic Affairs for 5 years.

**Summary of the Responsibilities of an Institutional Review Board (as established by federal regulation 45 CFR 46 – “The Common Rule”)**

- Review and approve all proposed research, require modifications, or disapprove research
- Determine and document for each proposed research project that:

- risks are minimized
- risk/benefit ratio is reasonable
- subject selection is equitable
- informed consent is adequate
- data are monitored and maintained properly
- privacy and confidentiality are ensured appropriately
- Notify investigators and institution in writing of decisions
- Conduct continuing review (at least once a year)
- Ensure adequate informed consent
- Maintain knowledge of local research context, and of federal, state, and local laws
- Retain detailed IRB records

### **Composition of the IRB at NSU**

The IRB will consist of a maximum of seven members:

- One member from each school/college
- One scientist (i.e., researcher using the scientific method)
- One member experienced in work with vulnerable populations
- One community member who is completely unaffiliated with the University
- The IRB must consist of both men and women, and its members must have adequate experience and diversity to make an informed decision on whether the research is ethical, informed consent sufficient, and appropriate safeguards have been put in place.

IRB members will serve staggered four-year terms.

New IRB members will participate in online training at the beginning of their terms; all members will take a training refresher course after two years of service and will update themselves on changing regulations as needed.

The IRB will select a chair and a vice-chair at the beginning of each academic year.

### **IRB Review Process and Procedures at NSU**

- IRB applications should be submitted no later than noon on Tuesday of each week to the IRB chair (unless an alternate member is designated at that time).
- The IRB review process will be completed within 10 working days unless a full review is required or consultation with an external expert is necessary.
- The IRB chair or designated member initially reviews the proposed research and application.
- The IRB member will first determine if the proposed research meets the federal definition of research with human subjects.
- The IRB member will then determine if the proposed research is exempt from IRB oversight or non-exempt.
- Only the IRB may determine if a research project is exempt from oversight.
- If exempt, IRB member documents which exemption category [45 CFR 46.101(b)] is met and approves the proposed research, then notifies the researcher.
- The IRB may still recommend changes to exempt research.

- If the proposed research qualifies as non-exempt, the IRB chair or designated member determines if the research proposal qualifies for either expedited or full review.
- If the proposed research requires expedited review, up to three members of the IRB will review the research proposal and informed consent form, then determine the expedited category. [45 CFR 46.110 and 21 CFR 56.110]
- The IRB will approve the research application or request changes to the methodology or the informed consent form to be reviewed by the full board, then notify the researcher of the application's outcome and, if approved, IRB plans for oversight of the research project, as appropriate.
- If the proposed research requires a full review, at least a quorum of IRB members must review the informed consent form and the research project; a majority of the IRB members present is required for approval. Members of the IRB will then meet with the researcher to discuss the outcome and the IRB's plans for oversight of the research project.
- A designated IRB member will provide to each researcher a protocol review sheet with details of the review and decision for each research application.
- Unless modifications to the research plan are made and require additional review, IRB decisions are valid for one year. A written record of all reviews will be maintained.
- In the event that the IRB does not approve a research application, the IRB will provide a written explanation of the decision and changes that will be necessary for a re- application.
- Administrators at the University may not overrule an IRB disapproval.
- The Office of Grants and Sponsored Research is responsible for registering the IRB with the Office of Human Research Protection and maintaining its Federal-Wide Assurance.

## **STAFF ABSENCES**

The administration is required by law to maintain a record of staff absences from work for any reason. Staff absences are to be recorded on the electronic timesheet.

## **PERSONAL/FAMILY LEAVE**

Forty (40) hours (per calendar year) of accumulated sick leave may be used for a death or illness of an immediate family member (which is defined as your father, mother, spouse, children, mother-in-law, father-in-law, brothers, sisters, grandparents, grandchildren, stepchildren or stepparents, daughter-in-law, son-in-law), temporary care of an immediate family member, Volunteer Police or reserve work and call to active military duty.

## **SICK LEAVE**

General policies concerning sick leave may be found in the collective bargaining agreement. Faculty members must notify their departmental chair/coordinator prior to missing scheduled activities.

## **FACULTY ABSENCES**

In case a faculty member finds it necessary to be absent from assigned duties, the college/school dean, upon receiving this information from the department chair/coordinator, notifies the Provost

and Vice President for Academic Affairs. Faculty absences for reasons other than sick leave, FMLA, worker's compensation, or personal leave must take a leave of absence without pay as noted on the electronic timesheet. In case of any unusual or extended absence, the Vice President advises the President of the circumstances. The Vice President will make arrangements to carry on the work with a minimum loss to the students. Unexcused absence will result in a loss of pay. The fact that the professor's classes are taught does not necessarily mean that the absence will be excused. Approval other than for sickness should be approved one week in advance by the dean or designee. The faculty absence form must be filled out whenever an employee is absent for any reason. A copy of the faculty absence form is located in the appendix.

## **FACULTY DEVELOPMENT**

### **Statement of Philosophy**

The Office of Instructional Services believes that a high priority, well-integrated effort should be made to provide professional development throughout the university. This belief is based on two assumptions:

1. Professionals have a concern for and a right to opportunities for career development and growth up to and past their terminal degrees.
2. The university has the responsibility to provide opportunities for faculty development to meet the highest possible standards of teaching and scholarship.

Three significant trends in higher education compel faculty to take advantage of development programs:

1. As a result of decreasing faculty mobility, a deliberate faculty development effort is required to assist faculty in refreshing and upgrading their command of their disciplines.
2. As public confidence and support of higher education declines and federal financial aid erodes, faculty may be required to develop skills with the direct support of the home institution rather than from external sources.
3. In today's society, faculty must assume responsibility for conducting and managing their own change and renewal processes. Planning for the future of education in an era of shifting enrollment patterns and changing curricular preferences is essential.

The implementation of faculty development should include the following:

1. The focus of the program should be on the development and maintenance of professional roles and activities of individual faculty members as well as on program or institutional needs.
2. The program should be campus wide and not directed from the department level.
3. The program must be faculty oriented with administrative input and support.

4. The program should address current educational trends and should maintain a strong focus on high-quality classroom instruction and research.

A successful faculty development program will have a broad impact on a campus. A development program enhances faculty satisfaction and reinforces the professional image of the faculty. Changes toward a more dynamic faculty justify an expanded effort to improve professional development at this university.

### **Sabbatical, Faculty Member Improvement, and Career Redirection**

Leave policies are presented in the collective bargaining agreement.

### **General Procedures for Handling Sabbatical Leave Requests at Northern State University**

Sabbatical leave policies are found in the collective bargaining agreement.

Application forms for sabbatical leaves may be found on the Instructional Services page on the NSU Extranet ([https://share.northern.edu/academics/Instructional\\_Services/Pages/default.aspx](https://share.northern.edu/academics/Instructional_Services/Pages/default.aspx)). The completed form in quadruplicate, plus the written statement describing the proposed sabbatical in detail and the way in which the sabbatical will benefit the applicant and the university, shall be submitted by October 1 of the calendar year prior to the proposed leave. The time schedule below must be followed.

<b>By October 1</b>	Applicant sends material to Department Chair
<b>By October 15</b>	Department Chair sends material to College/School Dean
<b>By October 30</b>	College/School Dean sends material to Faculty Travel and Sabbatical Committee
<b>By December 1</b>	Provost/Vice President for Academic Affairs meets with Faculty Travel and Sabbatical Committee to review applications and make recommendations and forwards recommendations to the President
<b>By December 15</b>	President meets with Faculty Travel and Sabbatical Committee to discuss applications (optional)
<b>By December 30</b>	President notifies applicants and Faculty Travel and Sabbatical Committee of decision

A successful faculty development program will have a broad impact on a campus. A development program enhances faculty satisfaction and reinforces the professional image of the faculty. Changes toward a more dynamic faculty justify an expanded effort to improve professional development at this university.

Applicants may request appearances before the Faculty Travel and Sabbatical Committee in support of their applications. Such requests should accompany the application.

By September 15, the President will inform the Faculty Travel and Sabbatical Committee of the faculty complement. Up to a 5% maximum of this complement may be granted sabbatical leave in any one year, as funds permit. The faculty complement includes administrators, faculty, and exempt personnel.

The College/School Dean will verify the years of experience at Northern State University for applicants applying in their college/school in order to ascertain the applicants' eligibility for sabbatical leave. The College/School Dean will further ensure that required pertinent information has been included in the applications and in support documentation.

The College/School Dean will indicate to what extent the departure of applicants will impact the operation of the departments, i.e., hiring of temporary full-time replacement, hiring of part-time replacements, reduction of course offerings, curtailment of co-curricular activities, etc.

The Faculty Travel and Sabbatical Committee will meet with appropriate administrative officers prior to October 1 in order to reach common understandings in their interpretation and application of all guidelines and criteria relevant to Northern State University's sabbatical leave policy and the collective bargaining agreement. The committee will prioritize all applications in order of the merits of the submitted applications and accompanying support materials. At the President's request, the committee will submit further details and a rationale for its recommendations, so that the President will know the basis upon which the committee's decision was reached.

If candidates are unable to fulfill their commitment for a sabbatical leave and alternates are needed, the prioritized list of applicants will be used to determine the names of alternates. The President may appoint an alternate after conferring with the Faculty Travel and Sabbatical Committee. Review will be based solely on the criteria set forth in this document and the collective bargaining agreement.

The applicant's official personnel file will contain all recommendations pertaining to the sabbatical applications and will be available for review in the President's office after December 30.

Upon the return from sabbatical leave, the applicant will submit a written report to the President of the extent to which the proposed objectives of the leave were achieved with copies to the Provost/Vice President for Academic Affairs, the College/School Dean, the Department Chair, and the Faculty Travel and Sabbatical Committee. The report must be submitted by September 30 after the sabbatical has been completed. The faculty member will also make a public presentation during fall faculty in-service.

### **Committee Procedures for Processing Applications**

Each member of the committee will read, evaluate, and rate each proposal. The committee will discuss the merits of each proposal using the criteria outlined in the collective bargaining agreement.

The proposals will then be ranked and the names of the applicants will be submitted to the President. The materials submitted will be returned to the applicant after December 30.

### **Instructions to the Applicant for Writing the Proposal**

Sabbatical leave proposals must be complete and revealing, detailing the supportive information, the plan, the procedures, and the anticipated benefits of the leave. In the proposal, applicants will want to provide reasons which support the need for total released time afforded by a sabbatical leave; reasons, if any, why the project must be carried out at this particular time; a statement explaining whether the project will be completed during the sabbatical leave or, if not, whether



definite plans have been made for follow-up work after the leave has expired; and proposed arrangements for publications, performances, exhibitions, or applications of the results of the project. While applicants have the latitude to determine the extensiveness of the proposal, they will also want to include information in the following non-prioritized areas where applicable.

1. For improvement or career redirection leave to do advanced graduate study, which is part of a degree program, applicants are to:
  - a. include an official transcript of pertinent graduate work completed to date;
  - b. provide details concerning the courses and educational activities that one plans to pursue during the leave;
  - c. enclose a letter from the Graduate Advisor in which he/she indicates his/her appraisal of the work to be completed for the degree requirements and the length of time that he/she thinks will be needed to obtain the degree; and
  - d. indicate the degree pursued, pointing out the major and cognate areas of the advanced graduate program.
2. If the purpose of the improvement or career redirection leave is to do advanced study that does not lead to a degree, applicants should provide the following information:
  - a. the nature, significance and benefits of the advanced study;
  - b. evidence that university/organization officials are interested in offering their facilities for the study/research project.
3. If the purpose of the sabbatical leave is for research or publication, applicants should provide the following information:
  - a. an outline of proposed research study or publication;
  - b. copies, if any, of the communications with publishers concerning any major publications under consideration such as textbooks, critical works, and novels;
  - c. previous contributions made in the area of planned research and/or publication; and
  - d. amount of time anticipated beyond the requested leave time to complete the research and/or publication. Any extension beyond the requested leave time must be approved by the institution.
4. If purpose of the leave is for travel, applicants should:
  - a. submit a tentative outline of itinerary with approximate dates;
  - b. show any relationships between this travel and (1) research, (2) publications, and (3) professional (especially teaching) responsibilities at the university.
5. If purpose of the leave is for any other appropriate reason, applicants should submit sufficient detail.

Faculty selected for a sabbatical leave will not be allowed to retain any administrative duties for the duration of the sabbatical. This includes but is not limited to: department chair, department coordinator, or committee chair position. Faculty overload contracts will be reviewed on a case-by-case basis.



## RETIREMENT

Refer to the current Board of Regents policy or visit South Dakota Retirement System's website: [www.state.sd.us/sdrs](http://www.state.sd.us/sdrs). SDRS requests a minimum of three (3) months notification of retirement to ensure benefits start in a timely manner.

## FINANCES AND BUDGETING

Financial accounting for the university is kept jointly at the university under the direction of the Vice President for Finance and Administration and in the accounting offices of the state. Collection of student tuition and fees is made by the Office of Finance and Administration and deposited with the Board of Regents. All funds, which are collected locally, have been approved by the Board of Regents for a definite purpose. These can be expended only for this purpose.

Legislative appropriations for university operations are made on the basis of annual budgets submitted by the university, subject to later revision by the Board of Regents. Appropriations are made to the Board of Regents by the legislature annually. From these appropriations operational funds are made available to the university.

### **Policy Regarding Budget Changes**

Regents' policy gives the President of the university the power to recommend budget allocations and apportion funds within these allocations. The responsibility, authority, and procedures for budget revisions should be a matter of written policy as follows.

1. Where the department needs or seeks an increase in the approved operational budget, permission to exceed the established budget must be approved by the President. The dean must be prepared to explain the source of the additional funds.
2. The President may delegate the authority to the Vice President for Finance and Administration, working with deans and administrative heads, to make changes within the approved budget of their respective areas.
3. This policy covers both the current general funds (appropriated funds) and current unrestricted funds (local funds).
5. Effective March 1 of each year, funds not needed for the routine and necessary operation of each department for the rest of the fiscal year will revert back to a reserve fund for the use of the university. These funds will be allocated by the President, or he/she may delegate this to a responsible representative committee. The Vice President for Finance and Administration will work closely with deans during this process.
6. If for any reason an administrator is not satisfied with a budget decision, an appeal may be made to the President.

## **STATE, UNIVERSITY, AND ACTIVITY FUNDS**

All state, university, activity, student organization, or other funds collected at or for the university or other authorized personnel must be receipted at the Office of Finance and Administration immediately.

## **GRANTS FROM FEDERAL AND PRIVATE SOURCES**

Individuals or departments making applications for any type of grant or contract should make their intentions known to the director of grants and sponsored research well in advance of the external deadline. Prior approval by the President of the university is required before submitting an application and also before accepting funds from any source. Before submitting proposals, the budget should also be approved by the Finance Office and matters pertaining to curriculum and personnel should be cleared with the Provost and Vice President for Academic Affairs. Matters pertaining to technology should be cleared with the Chief Information Officer. Any funds obtained from these sources are administered by the Office of Finance and Administration in the same way as state appropriated funds.

NSU's external grant policy is intended to ensure that NSU can support the proposed project adequately and fulfill the requirements of the ensuing grant or contract. It also improves communication across campus, better coordinates NSU's efforts in securing limited external grants, and helps keep the university in compliance with increasingly complex funding regulations.

- All proposals, grant applications, and contracts submitted by NSU to an external funding agency must secure the appropriate internal approvals. This requires completion of the Grant Proposal Review and Approval Form.
- Both the internal review and approval form and the proposal or grant application must be completed and submitted to the Office of Grants and Sponsored Research at least three (3) days before the proposal can be submitted to the funding agency.
- Faculty and staff making applications for any type of grant or contract should make their intentions known to the Grants Office well in advance of the external deadline.
- Faculty and staff planning to submit grant proposals need to discuss the application with their chair/coordinator/dean/ or supervisor.
- Before submission of a proposal, the budget must be approved by the Finance Office. Any funds obtained from these sources are administered by the Office of Finance and Administration in the same way as state appropriated funds and therefore must be reviewed and approved.
- Proposals to private foundations and corporate funders typically need to be submitted through NSU Foundation (NSUF) as the applicant and fiscal agent. The Grants Office can assist in coordinating this process. All activities involving fundraising from donors need to be conducted through NSUF; for further information please contact the Foundation Office at x2550.
- Proposals including changes to the curriculum and/or that include academic personnel other than the PI/PD should be cleared with the Provost and Vice President for Academic Affairs.
- Any grant application that proposes the purchase of new technology equipment and/or software or that may affect existing technical resources must have approval from the CIO.

- Proposals including changes to university property require clearance from the director of facilities management.
- Any grant application for a project that includes research with human subjects must apply to the Institutional Review Board for approval of the project prior to submission. (IRB approval is not required before submission, but the request for approval must be filed before submission.)
- Faculty or staff applying for government funds (federal or state) must complete a financial disclosure form and discuss other compliance requirements with the Grants Office before the approval form can be completed.
- The Grants Office will obtain the President's signature for the application once the approval form is completed and the application is ready for submission.

## **PURCHASES**

No purchases may be made from state, university, residence hall, student activity, or student organization funds without first securing a purchase order from the Purchasing Office. All requisitions must be placed through the on-line purchasing system, SDezBuy, this includes student activity accounts.

Requisitions for the purchase of products and/or services of any nature originate with the requesting individual/department. Requisitions entered into the SDezBuy system will be routed to the appropriate Buyer for the SD Board of Regents system. The purchase order will be issued by the Buyer. Requisitions are to be used for all service, equipment and supplies purchased. If you experience any problems with your order, contact the Purchasing Office.

A copy of the Purchase Order will be sent to the end-user that creates the requisition in SDezBuy. Upon receipt of goods or service, the requestor must receive the goods or services in Banner, the SD Board of Regents accounting system.

More detailed information may be found in the Procedures for Purchasing brochure which may be obtained in the Purchasing Office, in the Purchasing Public Folder on email (outlook) or at <http://www.northern.edu/administration/pages/purchasing.aspx>.

All accounts and transactions of the Office of Finance and Administration are subject to audit by the Department of Legislative Audit. Complete reports of such examinations, including financial summaries as well as recommended changes in operational procedures, are made to the university and to the Board of Regents.

Faculty members are not permitted to collect money from students for classroom supplies.

## **RECEIVING DEPARTMENT**

University orders for the various campus units are delivered to each unit for unpacking. Since it is difficult for receiving personnel to inspect technical equipment thoroughly, the faculty member should report promptly to the Vice President for Finance and Administration the receipt of imperfect, damaged, or otherwise unsatisfactory merchandise.

## **STATE PROPERTIES**

The State of South Dakota, Department of Legislative Audit requires that Northern State University maintain complete and accurate inventory records.

All furniture, equipment and materials are state property. Items with a cost greater than \$5,000 will be assigned a State Property Inventory Number. If property with inventory numbers is transferred from one room/building to another, the Purchasing/Property Management Office must be notified by the Dean. Notification to the Purchasing/Property Management Office should include the inventory number, complete description, name of item/items, room number and/or building from which the item/items and to which room number and/or building the item/items is being transferred to. The responsibility for this inventory and all furnishing has been delegated to the Deans. It is their responsibility to know where these items are at all times. The Surplus Property/Inventory Policy and Procedures is available on the Purchasing Public Folder located on email or the Purchasing Web Page at <http://www.northern.edu/purchasing/index.asp> or you may contact the Purchasing/Property Management Office at 626-2529 for assistance.

### **Educational and Office Supplies**

Educational and office supplies for official business are available through the Purchasing Office and NSU Wolf Shoppe. Supplies requested should be for immediate use only. Large inventories of office or classroom supplies are discouraged.

### **Care of University Property**

Assistance in care of university property may be given in the following ways.

1. Report serious damage to any university property, from known or unknown causes, to the Facilities Management Office.
2. Turn off lights and close windows when leaving a classroom or office unless another instructor is taking over immediately.
3. Turn in any articles left in classrooms and laboratories to lost and found at the Student Affairs Office.
4. Erase blackboards at close of each class so that the next teacher may have cleared boards.
5. Report to the Student Affairs Office persons who deliberately deface university property.
6. Do not tape items on doors or painted surfaces.

The safety of the contents of a room becomes the responsibility of the one to whom the key for that room is issued. When not in use, rooms and offices should be kept locked so as to avoid damage or losses. Care should be taken when going in and out of the buildings at irregular hours when there is not custodial service to turn out lights, close windows, and lock doors.

### **Use of State Property for Private Purposes**

It is strictly contrary to both state law and university regulations to use university or state properties, buildings, or grounds for the production of private income or to remove state property from buildings or grounds for personal gain or private benefit.

### **Risk Management**

As part of the Bureau of Administration, the Office of Risk Management focuses on protecting the state's assets and resources by identifying exposures to loss and providing alternative methods to finance, transfer, reduce, or eliminate those losses. The office provides the following services: developing safety and loss control programs, conducting loss control audits, educating through seminars and assistance information, and negotiating insurance coverage.

Managed by the state risk manager, the Public Entity Pool for Liability (PEPL) Fund is a funded self-insurance program, which provides coverage for general liability, law enforcement liability, public official's errors and omissions liability, automobile liability, and some medical malpractice liability. The coverage extends to all current and former employees and elected and appointed officers of the state and applies to any accident, act, error, omission, or event during the coverage period, which results in damages and arises within the scope of the employee's duties for the state.

There are, however, limits to the state's coverage. For example, the state does not pay for injuries covered by other insurance; does not pay when agencies or employees are not legally responsible to prevent accidents; does not cover liability arising out of the employee's willful and wanton misconduct including but not limited to reckless disregard for the safety of others and intentional disregard of a duty under laws, rules, policies, or regulations the employee is governed by; and maintains a limit of \$1,000,000 per occurrence.

When state employees are driving state vehicles on state business, they are covered by workers' compensation. Non-state employees who are on official business for the state are covered by automobile liability through the PEPL fund. Belongings in the vehicle are not insured by the state. When employees use their personal vehicles, their automobile insurance policy provides coverage for physical damage, loss, or liability. Both the workers' compensation and personal property coverage are the same as when operating a state vehicle. In situations where the loss exceeds personal policy limits, the state will cover the excess liability under certain terms of the PEPL agreement.

State employees are expected to promptly and properly report accidents, incidents, unsafe conditions, as well as claims made against the State of South Dakota. All accidents involving a fatality, serious bodily injury, or serious property damage should immediately be reported to Claims Associates, Inc., the state's claims adjusting service, at their 24-hour emergency number, 1-888-430-2249. All accident reporting information is located in the glove compartment or other convenient place in every state vehicle

## FACULTY TRAVEL

- 1) Request permission to travel:
  - a) A Travel Request Form must be completed prior to travel
    - i) The Travel Request Form must be signed by the person requesting to travel as well as approved and signed by the requesting party's Department Head or Supervisor.
      - (1) Signature(s) must be originals, not stamped or printed/typed.
      - (2) When traveling to a conference, the departure and return dates must be listed in addition to the actual dates of the conference
  - b) If the requesting party is traveling out of state, permission must be received from the Provost/Vice President for Academic Affairs prior to completing the Travel Request Form.
    - i) The requesting party should e-mail the Provost/Vice President for Academic Affairs requesting permission to travel out-of-state.
    - ii) If approved, the Provost/Vice President for Academic Affairs will forward an Out-of-State Permission Memo to the Program Assistant in the office of the Vice President for Finance and Administration.
  - c) The Travel Request Form (and Out-of-State Permission Memo, if applicable) must be filed with the Program Assistant at least five days prior to travel in Krikac Administration Building 205.
- 2) Requesting a travel advance:
  - a) A Travel Advance is optional and must be filed with the Program Assistant in Krikac Administration Building 205 at least ten *working* days prior to travel.
  - b) If the requesting party files a Travel Advance and it is approved by the Finance Office, the traveler may pick-up their advance check in the Finance Office prior to leaving town.
- 3) Requirements upon returning from trip:
  1. **In accordance with policy established by the Office of the State Auditor, all travel reimbursement requests must be submitted within 60 days of return from the trip.**
    - a. If the travel reimbursement request is not submitted within sixty days, an additional form, signed by the supervisor, must accompany the request.
      - i. **Voucher submission timing.** A completed claim for travel expenses must be received in the office of the Vice President of Finance and Administration within 60 days after the last day of travel. If this timeline is not met, written documentation on a form provided by the state auditor must be submitted by the claimant stating the reason for the delay in submitting the claim prior to determination by state auditor on allowance of the claim. The form must be signed by the President of the university. (ARSD 3:05:03:03.1.)  
**General Authority:** SDCL 4-9-1.1.  
**Law Implemented:** SDCL 3-9-8, 4-9-1.1.
      - ii. The President of the University should not delegate this signature authority.
    - b. The Office of the State Auditor (OSA) has developed the form and it is posted on OSA's website (<http://www.sdauditor.gov>) and on SNAP.
    - c. A 60-Day Rule Time Chart is posted on SNAP.

2. A Travel Payment Detail Form must be filed with the Program Assistant in Krikac Administration Building 205.
  - i. The departure date and time and return date and time must be listed for each trip included on the form.
  - ii. All necessary documentation must be attached to the Travel Payment Detail Form, which may include, but is not limited to:
    1. Daily itemized receipts for transportation, lodging, meals, incidentals; when lodging arrangements are made through an on-line service such as Priceline.com a receipt from the hotel showing arrival and departure dates must be submitted with the Travel Payment Detail. Expenses must be broken out on a daily basis and not a lump sum. Please make sure that in the description column you list where you are going.
    2. Brochure(s) from conference or presentation attended
    3. Air fare tickets
    4. Registration fee – list meals included in the fee if there are any.
3. Receiving reimbursement:
  - a. If a travel advance was not issued: Finance Office staff will process the travel reimbursement after receiving all necessary documentation from the Program Assistant. The funds will be paid via direct deposit to the employee's bank account.
  - b. If a travel advance was issued:
    - i. Advance > Actual Expenses: Program Assistant will send traveler an email indicating how much is owed to the NSU Finance Office.Advance < Actual Expenses: Finance Office staff will process the reimbursement after receiving all necessary documentation from the Program Assistant. The excess funds will be paid via direct deposit to the employee's bank account.

Meal and Lodging Allowances:

In-state leave before/return after amounts:

- Breakfast 5:31 AM / 7:59 AM --- \$6.00
- Lunch 11:31 AM / 12:59 PM --- \$11.00
- Dinner 5:31 PM / 7:59 PM --- \$15.00

In-state lodging rates are \$55.00 plus tax. (\$70.00 June 1 – September 1)

Out-of-state leave before/return after amounts:

- Breakfast 5:31 AM / 7:59 AM --- \$10.00
- Lunch 11:31 AM / 12:59 PM --- \$14.00
- Dinner 5:31 PM / 7:59 PM --- \$21.00



Out-of-state lodging rates are \$175.00 plus tax. *Not to exceed actual cost, but additional \$100.00 with letter of authorization from the office of the Vice President of Finance and Administration.*

Out-of-country leave before/return after amounts:

- Breakfast 5:31 AM / 7:59 AM --- \$10.00
- Lunch 11:31 AM / 12:59 PM --- \$21.00
- Dinner 5:31 PM / 7:59 PM --- \$29.00

Out-of-country lodging rate are \$175.00 plus tax. *Not to exceed actual cost, but additional \$100.00 with letter of authorization from the office of the Vice President for Finance and Administration.*

#### Mileage Rates:

High Mileage: \$0.42/mile

Applies if you request a state vehicle and one is not available – a document from the Physical Plant stating that a vehicle was not available must be attached to your payment detail.

Low Mileage: \$0.23/mile

Applies if you choose to use your personal vehicle in place of a state vehicle even though a state vehicle is available.

## **Guidelines for Faculty Development Travel Funds**

### CRITERIA FOR SUBMITTING A FACULTY TRAVEL APPLICATION:

1. All tenured, tenure track, or full time term contract faculty are eligible for funding.
2. The purpose of the travel funds is to support presentation of the applicant's original research or creative effort. The research must be presented at a recognized, organized conference or professional meeting. The presentation will typically be in the form of an oral or poster presentation but can vary by field (example: performance of a new musical work or art exhibit). Attending a meeting, chairing a session, presenting a seminar or hosting a colloquium does not qualify for funding support. Travel support is available for:
  - a. presenting the results of scholarship
  - b. conducting poster displays
  - c. artistic performance or exhibition
  - d. other activity that clearly demonstrates an individual's scholarship or creativity.
3. Higher priority will be given for travel awards to present work at conferences that have a national or international, rather than local or regional, audience.
4. Applications will be considered on a first-come, first-served basis within each travel period and corresponding application deadline.
5. Applications will be considered for a maximum of **one (1) travel award per fiscal year**. Applications must be received by the appropriate deadline (see deadlines listed below). Applications submitted after the deadline will not be funded. Once an application has been



submitted and approved for funding, no additional requests or changes in the travel will be considered, unless extenuating circumstances are documented.

6. For any given year, there are three (3) travel periods and three (3) corresponding application deadlines. Travel funds will be divided among the travel periods. Applications will be considered for approval only during the appropriate travel period. (deadlines subject to change)

**Travel Period**

October 1 to January 31

February 1 May 31

June 1 to September 30

**Application Deadline**

September 1

February 1

May 1

7. Pending available funds, reimbursement for approved applications is to be awarded at the following rates, not to exceed:
  - a. \$300 for in-state travel
  - b. \$700 for out-of-state travel

**FOR ALL TRAVEL, PLEASE NOTE:**

- \* Faculty members are encouraged to also use available departmental travel funds.
- \* Funding will be at the committee's discretion and dependent upon the merits of the proposal.
- \* Applicants must comply with all institutional travel procedures and policy requirements to be eligible.

**A COMPLETE APPLICATION CONSISTS OF:**

1. Completed Application Form with all required signatures. (See below)
2. Abstract of paper or presentation; the abstract should conform to the following format:
  - a. name, rank, and academic discipline;
  - b. title of the presentation;
  - c. documentation of meeting (organization, place and dates);
  - d. description of conference (local, regional, state, national or international) and likely audience for presentation;
  - e. length: 150-250 words; and,
  - f. accessibility: reader-friendly; comprehensible to professionals in other disciplines.
3. Travel Request form must be submitted with completed Faculty Development Travel Application form.
4. Letter of Acceptance from conference or organization (not required upon submission of application but required for dispersal of funds).

## UPON COMPLETION OF TRAVEL:

- \* Travel paperwork must be submitted to the Office of Finance and Administration.
- \* A copy of the travel payment detail must also be submitted to OIS with relevant program or agenda pages included.

**RETURN COMPLETED FORMS TO: Office of Instructional Services.**  
**Applications that do not meet the requirements of these guidelines will not be funded.**

### **Tax Exemption Certificates for Travel**

All air fares include an 8% federal tax. This is considered an airport use tax and everyone must pay this, including government offices. Air travel is subject to these rates and no tax exempt travel is permitted.

### **Use of State Vehicles**

When state vehicles are properly requested and are available through the motor pool, they should be used. Mileage is charged against the department budget or student activity account of the staff member using the vehicle based on mileage rate established by State Fleet and Travel Management.

Personnel eligible to use state vehicles are faculty members, administrative staff, certain employees, and students. Vehicles are checked out to the driver. Faculty not accompanying a student(s) should not check out the vehicle for them. The order of priority for the use of state vehicles is as follows.

The first priority for use of state vehicles is assigned to those who supervise student teachers. The second priority is assigned to those engaged in important administrative assignments. The third priority is assigned to those staff members who serve as advisor to recognized campus organizations engaged in intercollegiate activities.

Maintenance vehicles such as the van and trucks are used by maintenance personnel to transport tools and materials between the hours of 8:00 a.m. and 5:00 p.m., others are permitted to drive maintenance vehicles if necessary, but this must be cleared through the Facilities Management Office at least four hours beforehand unless it is an emergency. If something needs to be hauled, this can be scheduled through the Facilities Management Office, but advance notice must be given.

Those who use state vehicles should anticipate their needs and reserve vehicles several days in advance. Vehicles should be requested and used only when the trip is important and in the interests of Northern State University. When the staff member is being paid for services rendered, a state vehicle should never be used. A state vehicle should not be taken an entire day unless it is to be in use during the entire period. If an emergency should arise, the person needing a state vehicle may request one; however, if no vehicle is available, it will be necessary to use a private automobile or cancel the trip.

NSU students not employed by the University are not covered by the Public Entity Pool for Liability and their personal insurance is primary. Students must complete the appropriate paperwork with Facilities Management in order to check out a state vehicle.

### **GUIDE FOR DRIVERS ON STATE BUSINESS WHAT'S COVERED WHAT'S NOT ...**

**What damages are covered when I use a state vehicle? Who insures me when I use my own car on state business? Will my own insurance cover me on state business?**

#### **State Vehicle**

When you are driving a state vehicle on state business, these are the coverages that apply:

- Your liability to other persons due to your negligence in operating the state vehicle on state business is covered through the Public Entity Pool for Liability (PEPL). Refer to the Memorandum of Liability Coverage to the Employees of the State of South Dakota for the terms and conditions of PEPL coverage.
- In state vehicles, auto liability coverage through PEPL applies to non-state employees who are on official business for the state.
- Your belongings in the vehicle are not insured by the state. They may be covered by your own homeowner, renter or private auto insurance. That depends largely on how they are lost or damaged. Read your policy and check with your insurance agent.
- All state employees are covered for workers' compensation while in the course of their employment.
- \* State-owned vehicles are exempt from "proof of insurance" laws (SDCL 32-35-124). Therefore, even though liability coverage exists, state-owned vehicles carry no "proof of insurance" cards.

#### **Personal Vehicle**

When you are authorized by your agency to use your own car on state business, these are the coverages that apply:

- You are responsible for providing liability coverage when driving your personal vehicle. Read your policy and talk to your agent to be sure that your policy will cover your driving risks. If the loss exceeds your policy limits, the state will cover your excess liability under the terms of the state's agreement with the Public Entity Pool for Liability.
- Physical damage or loss to your private vehicle is not covered by the state.
- Your personal property is treated the same as when it is in a state vehicle.
- Workers' compensation is provided the same as when you are in a state vehicle on state business.

### **Key Limits On State Coverage**

Some of the limits of PEPL Fund coverage include:

- The PEPL Fund does not pay for injuries covered by other insurance.
- The PEPL Fund does not pay for losses which its agencies, employees and agents did not cause or were not legally responsible to prevent.
- The PEPL Fund does not cover you for damages arising out of your willful and wanton misconduct or conduct not related to your work.
- There is a \$1,000,000 per occurrence limit.

### **Rented Or Leased Vehicles**

The PEPL Fund provides liability coverage when your employment necessitates renting or leasing a vehicle. Therefore, it is not necessary to purchase the additional coverages rental car agencies offer.

### **It's In The Mileage**

The state, as nearly all employers, pays a mileage rate to employees when you use your own car on the job. The state does not relieve you of the responsibility to insure, safely operate, maintain and protect your own vehicle.

For more information about the use of vehicles for state business, read Administrative Rules, Article 5:01 and the Fleet and Travel Driver Handbook.

### **Accident Reporting Procedures**

A driver involved in an accident with a state vehicle should report the accident to the nearest law enforcement official (as required by state law) and inform the driver's agency risk management contact person who is responsible for filing the State Vehicle Accident Report. The driver is required to obtain two damage repair estimates.

Obtain the name, address and phone number of the other driver, and any other person involved, including any witnesses.

Obtain insurance information from the driver of any other vehicle involved.

In the event of an accident involving a fatality, serious bodily injury, or serious property damage immediately report the accident to Claims Associates, Inc., in Sioux Falls at their 24-hour emergency number, 1-888-430-2249. Then report to your risk management contact.

For all other accidents, report to your agency contact as soon as possible.

Request a copy of the completed report be returned to you in order to check it for accuracy and for future reference, if needed.

Accident reporting information should be located in the glove compartment or other convenient place in every state vehicle.

If the information is missing, accident reporting information cards can be ordered through Central Supply at 701 East Sioux Avenue, Pierre, SD 57501-3321. (Order stock number 05-0118.)

Do not discuss the accident with anyone other than law enforcement authorities, adjusters hired by the state, attorneys representing the state, and the Office of Risk Management.

### **Safety Belts**

In accordance with state law (SDCL 32-38-1 to 32-38-5), safety belts shall be worn at all times.

### **Procedures for Obtaining State Cars for Travel**

Those who use state vehicles should anticipate their needs and reserve a vehicle at least a week in advance. State Fleet and Travel in Pierre governs the vehicles. To reserve a vehicle a Travel Request form must be filled out and submitted to the Office of Facilities Management. After the form is filled out the State Journey system is checked for availability of a vehicle. A Journey number is then issued for your trip. This number is important as a vehicle is not reserved until that number is issued. This number is also used to cancel the vehicle. If a vehicle is not cancelled a small fee may be charged. This is because if the vehicle had been cancelled someone else could have used the vehicle.

All vehicles leaving when the Office of Facilities Management is closed will pick up their keys and mileage sheet at the Heating Plant. All of the vehicles leaving during office hours pick their keys and mileage sheets up from the Office of Facilities Management.

Beginning and ending mileage must be documented on the mileage form.

When returning a vehicle it must be cleaned out, filled with gas, and washed if it is dirty. The car should be returned in the same or better condition than when the driver picked it up.

Return keys to Office of Facilities Management or if it is closed, the Heating Plant.

If a vehicle is not available on campus, the Office of Facilities Management will then try to reserve a vehicle through the remote motor pool in Aberdeen. Basically all of the information is the same for them except the vehicles will be picked up at the pool instead of Northern. If the vehicle is going out before 8 a.m. or on the weekend the keys for the vehicle will have to be picked up either the night before or the Friday night before the weekend trip.

If there isn't a vehicle available from either pool and a person has to use their own vehicle they will get a slip stating there was no vehicle available. This is the only way a person can drive his/her own vehicle and be reimbursed the high mileage rate.

The form with the mileage should be returned with the keys. If a driver finds any issues with the vehicle an explanation of the problem is to be noted on the mileage form.

## **MAIL**

Incoming mail is delivered from the United States Postal Service (USPS) to the campus post office by 10 a.m. Monday – Friday. First class mail is sorted first, followed by third class and bulk mail. Package notification cards are completed as mail is being sorted. Typically sorting and distribution of mail for faculty, staff and students is completed by noon each day.

Mail being sent to an entity off campus must be accompanied by a postal expenditure card designating the department and index number to be charged for the postage. Accrued postage charges are billed to individual index codes the 20<sup>th</sup> of each month. Mail being sent off campus Monday – Friday is picked up at the campus post office at 2 p.m. for further processing and delivery to the USPS. Mail received after 2 p.m. will not be processed until the next working day. Mail is not processed on the weekend.

Campus mail between departments may be dropped off at the post office at any time. It will be placed in the appropriate box as soon as possible, Monday – Friday.

Faculty mail boxes are available at the campus post office in the Student Center at no charge. Faculty may choose to have an individual box, or if preferred, mail will be placed in the departmental box to be picked up the department secretary.

Many of the conveniences offered by the USPS are available at the campus post office. You may buy stamps or have packages and letters weighed and posted. You may send foreign mail, or request items to be certified or receive delivery confirmation. The post office accepts cash or credit/debit cards for personal mail expenditures. Hours are 8 a.m. – 5:00 p.m. Monday – Friday during the fall and spring semesters, and 7:30 a.m. – 4:30 p.m. in the summer.

## **KEYS**

All requests for keys should be made to the college/school dean or department chair/coordinator who in turn will relay the request to the Facilities Management Office where keys will be issued. All requests must include building name, room number, and inventory number if for desks, files, and other items of furniture. Please request your keys 24 hours in advance. A \$1.00 deposit will be required for each individual room key issued. Master keys require a \$5.00 deposit. Keys should never be loaned as this adds to the possibility of duplication. Keys are not transferable and when no longer needed are to be returned to the Facilities Management Office for a full refund.

## **TELEPHONE SERVICE**

There is a state telephone network (STN) available for official use only that connects Northern State University with other state agencies. To use STN dial 9, 1, area code and the seven-digit number assigned to the station called. Telephones are to be used for university business purposes. Calls on private business are to be placed on toll phones or charged to home telephone number.

Collect calls should not be accepted. Any changes in service or billing or problems related to telephone services need to be reported to Facilities Management Office.

## **FACULTY VEHICLE PARKING**

Established university parking areas are open to permit holders. Permits are available at the Facilities Management Office. A charge of \$70.00 per year is made for each parking permit. The charge for vehicle registration beginning with the spring semester is \$35.00.

## **SMOKING REGULATIONS**

In compliance with Executive Order 92-10, dated August 28, 1992, the South Dakota Board of Regents adopted the following policy on smoking:

Effective November 19, 1992, smoking is prohibited in all buildings or portions thereof owned, leased or occupied by the Board of Regents except for portions of facilities, which are occupied as residences. Smoking is not permitted in the common areas of dormitories or other multi-unit residences. For the purposes of this section, common areas include, without restriction: elevators, restrooms, stairways, laundry rooms, recreation rooms, lobbies, corridors, stairways and building entrances and exits. Signs shall be posted at all entrance and exit ways of facilities stating the facility is smoke free and that smoking is prohibited. Institutions are permitted to designate outdoor smoking areas.

In response to this policy, all residence halls are smoke-free.

"Violation of this policy may result in corrective and/or disciplinary action." Executive Order: 92-10, August 28, 1992.

## **SOLICITATION ON CAMPUS**

### **General Guidelines**

- A. Organizations wishing to sell or solicit on campus must secure permission from the director of student activities.
- B. Sales by individuals solely for their personal gain will not be approved, except for NSU students selling in the privacy of their own residence hall room.
- C. Items may not be sold or solicited in classrooms, Johnson Center, or the library, nor may items be sold or solicited door-to-door in any campus building.
- D. No sale or solicitation may impede vehicular traffic on any roadway, nor impede pedestrian traffic on any walkway or access to/from any building.
- E. It is the responsibility of the organization authorized under this policy to clean the area surrounding the point of sale or solicitation. This must be done with sufficient frequency to avoid the accumulation of litter.

- F. An area within the main lobby of a residence hall may be designed for use by an organization wishing to sell or solicit. The organization must secure approval as described below and notify the hall director or residence assistant upon entering the residence hall.
- G. Lotteries and raffles must follow South Dakota State Statutes which can be found at <http://legis.state.sd.us/statutes/DisplayStatute.aspx?Statute=22-25&Type=Statute>. The Aberdeen City Commission must approve raffles and bingo games. The city forms are available in the Student Center Room 222.
- H. Failure to comply with any regulation contained within this policy shall constitute grounds for Northern State University to withdraw its permission to the organization for any further sale or solicitation on campus. NSU also reserves the right to refuse permission when such sale or solicitation is, in its view, inappropriate or not in its best interest.

### **Approval for On-Campus Organizations & Departments**

#### On-Campus:

- A. Any officially recognized Northern State University student organization may sell or solicit items which pertain to the activities of the group at any authorized distribution center within the restrictions of this policy and with approval from the director of student activities.
- B. All sale and solicitation efforts must be approved in advance. Solicitation Request forms are available in the Student Center Room 222. The completed form must be returned at least two (2) weeks in advance of the sale or solicitation. The organization advisor and the director of student activities must approve.
- C. If the solicitation or distribution occurs in the residence halls, the director of residence life must also approve.
- D. If the sale involves food items, the dining services director must also approve.
- E. If the sale involves clothing or other general merchandise items, the bookstore director must also approve.

#### Off-Campus

- A. All fund-raising and solicitation efforts by student organizations that occur off-campus must be approved by the organization advisor, the director of student activities and the executive director of the NSU Foundation or his/her designee.
- B. All fund-raising and solicitation efforts by university departments that occur off campus must be approved by the department head and the executive director for the NSU Foundation or his/her designee at least two weeks in advance of the solicitation.
- C. Organizations that solicit items from the local business community must provide the executive director of the NSU Foundation or his/her designee with a list of items received,



stating value, where, and from who solicited. Organizations may not solicit the business community for cash gifts.

Information and assistance in soliciting off-campus organizations and business is available. Contact the Northern State University Foundation, Beckman Building, 626-2550.

### **Approval for Off-Campus Organizations**

- A. Commercial products may be sold on campus only when those products meet a need not presently being filled by university services.
- B. Vendors wishing to sell on campus must be approved by the director of student activities the NSU Wolf Shoppe manager and the Vice President for Finance and Administration. Prevailing facility rental rates will apply for any space desired, unless sponsored by a campus department or recognized student organization.
- C. Organizations may not bring food on campus without the approval of the dining services director.

## **POLITICAL ACTIVITY**

Faculty and other Regental employees may seek and hold elective political office subject to the following conditions:

- A. A faculty member or other Regental employee, both during any election campaign and during the term of any part-time office to which the employee may be elected, is required to make specific arrangements, satisfactory to the President, to assure that his/her regular duties are performed without additional cost to the institution.
- B. Following election to any full-time public office, a Regental employee must arrange for leave without pay according to the provisions and limitations of Board of Regents Resolution No. 1-1975.

Employees of the Board of Regents enjoy all rights of free expression accorded them under state and federal law. Nevertheless, employees, especially faculty and professional staff members, should remember that the public may judge their institution or the Board by their public statements. Accordingly, unless they have been authorized to make an official statement on behalf of their institution or the Board, employees should make every effort to indicate that they are not speaking or writing as institutional or Board representatives. At a minimum, employees who identify their institution affiliation should advise the public that the views that they express represent their own private or professional opinions, not those of their institution or of the Board, and that these opinions are given in their individual capacities or as private consultants.

An employee shall not be obliged, by reason of that employment, to contribute to any political fund or collections or render such service. Any employee so refusing to contribute such funds or to render such political service may not be removed or otherwise disciplined or prejudiced for such refusal.

### **Prohibited Use of Authority**

An employee shall not use official authority or influence to coerce the political action of a person or group.

### **Employee Participation**

An employee may: (1) take an active part in political management or in political campaigns except during working hours; and (2) hold a political office which does not interfere with the normal performance of the employee's job responsibilities, except as prohibited by law.

## **LEGISLATIVE RELATIONS**

All relationships and negotiations between the state legislature including its committees and the institutions of higher learning shall be carried on through the Board of Regents. No subordinate official representing any of the several institutions shall appear before the legislature or any committee except upon the authority of the board or when requested by the state legislature itself.

## **INFORMATION FOR NEW STAFF**

1. Out-of-state car license plates must be replaced immediately upon entering employment in South Dakota. Persons present in the state more than ninety days are considered residents subject to South Dakota vehicle regulations and requirements.
2. Upon establishing domicile of choice, accepting employment in South Dakota, or both, the individual has 90 days to transfer to a South Dakota driver's license. If the individual has a valid out-of-state license, he/she must take a vision and written test to obtain a South Dakota License. A fee and individual's social security card is required. For more information please contact the state driver's license office at 1-800-952-3696.
3. A new faculty member who is from out-of-state is not eligible for resident hunting and fishing licenses until he/she has been a resident for 90 days.
4. Apply for utilities at: electricity: Northwestern Energy, 113 South Centennial Street; water and garbage: Municipal Building, City of Aberdeen, 123 South Lincoln Street.
5. In order to vote, the following residence requirements must be met: in state, one year; in county, 90 days, in precinct, 30 days.
6. Employee benefit programs.

Life Insurance. Full-time faculty are provided term life insurance of \$25,000. The policy includes an accidental death and dismemberment provision that provides for a benefit of double the amount of the individual benefit in the case of an accidental death. Coverage begins one month and one day from the date of hire. The total cost for this benefit is paid by the university.

Additional term and whole life insurance for faculty and dependents is available at the faculty member's expense. Premiums are paid by salary deduction.

Health Insurance. Full-time faculty are covered by the state's group health insurance plan. Dependent health insurance premiums are paid by the faculty member by payroll deduction. Coverage begins one month and one day from the date of hire. Refer to the insurance booklets included in your benefits packet.

The following benefit options are available to employees and their dependents: Dental and Vision Care, Major Injury Protection, Disability Income Protection, Medical Expense Spending Account, Dependent Day Care Spending Account, and Supplemental Cancer Care/Intensive Care Insurance. Information on flexible benefits is included in the in-service booklets.

Long Term Care. Active employees in the State's Group Supplement Life Plan will automatically receive a Basic benefit at no additional cost. Immediate and extended family members of active employees may also apply for LTC coverage through an underwriting process. You will also have an opportunity to buy up to a higher LTC Plan at group rates. Additional information is included in your orientation packet.

Retirement System. All faculty members who are employed 50% time and at least six months during the fiscal year are members of the South Dakota Retirement System and contribute 6% of total compensation to the system. The university makes an equal contribution. For more information regarding the South Dakota Retirement System, please refer to the SDRS brochure or contact the Human Resource Office.

Social Security. Faculty members are members of the Federal Social Security system. The university will deduct currently appropriate contributions to the system from faculty member's compensation. The university contributes an equal amount.

Worker's Compensation. Faculty members who suffer a work related injury are eligible for benefits described in the state of South Dakota Worker's Compensation Act. Benefits included in the act are medical cost reimbursement and compensation for total disability, permanent partial disability, permanent total disability, and death benefits. Instructions on filing a claim are included in the benefits packet.

Tax Sheltered Annuities. Faculty members are eligible to contribute to their own retirement tax sheltered annuity program. The benefit of a tax sheltered program is that salary deductions made toward this type of investment are not included in current taxable income, but are taxable upon withdrawal after retirement. Faculty members may choose to purchase a tax sheltered plan from any insurance company, financial institution or agency licensed to provide this type of program in the state of South Dakota.

Supplemental Retirement. All new hires will be automatically enrolled in the supplemental retirement plan with a \$25 monthly deduction. Employees may elect to opt out of the supplemental retirement after one (1) month.

More detailed information concerning benefit plans may be obtained from the Human Resource Office.

## Faculty Absence Form

This form must be completed any time a faculty member is absent from his/her teaching assignment. Please provide the information requested below and leave the completed form with the academic dean/department chair.

Faculty Member's Name \_\_\_\_\_

Date(s)/Time(s) Absent \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Missed Class(es) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Alternate Activity/Substitute(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** In accordance with University policy, it is the responsibility of the faculty member to meet all classes promptly and to present a full period of significant instruction. When there is an illness, the academic dean/department chair must be notified so that arrangements for covering the class can be made. The academic dean reports the arrangements to the Provost and Vice President for Academic Affairs. All absences for either personal or professional reasons must be cleared in advance with the academic dean so that the instructional program can be continued. Approval, other than for sickness, should be obtained one week in advance by the dean.



northern *State* university

## Academic Integrity Form

This form is used to identify allegations of academic dishonesty and to attempt to resolve them through informal disposition. Informal disposition requires the student to admit misconduct and accept the consequences. Informal disposition is final and there is no appeal or formal hearing. The faculty member should meet with the student(s) to attempt to resolve the matter below through informal disposition. If the instructor and/or the student(s) do not agree on informal disposition, a formal hearing through the Office of the Vice-President for Academic Affairs will be scheduled. A copy of this form should go to the student, faculty member, and Office of the VPAA.

---

Student Name

---

Student ID Number

---

Date

---

Instructor of Record

---

Course Number and Title

### Description of Academic Dishonesty Incident

Please include specific details of the alleged violation and ensuing contact with student. Attach any supporting documentation or materials.

### Academic Consequences

Impact on assigned grade, course grade, additional course work, etc. Please attach a copy of the syllabus identifying course policies and consequences.

**Informal Disposition Meeting**

Date: \_\_\_\_\_

Details of contacting and meeting with student(s) for informal disposition.

**Select one of the following; both parties must sign.**

     **Informal Disposition**

Student accepts responsibility and the incident was resolved to the faculty member’s satisfaction through informal disposition.

     **Formal Disposition**

Student or faculty member does not agree with informal disposition. Formal disposition will be initiated through the Office of the VPAA.

Both parties have five (5) working days to sign this form. If the form is not signed within five (5) days by the student, the student thereby waives his/her right to the process and sanctions as provided by the faculty member will be applied.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Member Signature

\_\_\_\_\_  
Date

**CONSTITUTION OF NORTHERN STATE UNIVERSITY FACULTY SENATE**  
(As amended 3/16/2015)

**Article I**

**Name of Organization**

Section 1. The name of this organization shall be the Northern State University Faculty Senate, hereafter referred to in this constitution and by-laws as the Senate.

**Article II**

**Purposes, Functions, and Powers of the Faculty Senate**

Section 1. The Senate shall be a permanent body elected by the faculty.

Section 2. The faculty shall be defined as those full-time employees of Northern State University or those on leave from Northern State University who hold academic rank and whose primary responsibility is teaching, or who are members of the coaching and/or library staff and also hold academic rank. Employees whose administrative responsibilities are half-time or greater shall not be classified as faculty for purposes of senate membership.

Section 3. The Senate shall have the following purposes:

- 3a. To provide each faculty member an opportunity to participate in decision-making processes that involve the university.
- 3b. To provide the necessary processes so that optimum understanding and cooperation can exist between the faculty and students, administration, other institutions of higher education, and the South Dakota Board of Regents.

Section 4. The Senate shall have the following functions:

- 4a. The function of the Senate shall be to make recommendations to the President of the university. If the President denies said recommendations, the Senate, if supported by a three-fourths vote of the faculty, may appeal to the Board of Regents.
- 4b. The Senate shall act on matters which arise concerning individual faculty members, faculty of any school or department, and committees of the Senate, unless otherwise prohibited by Board of Regents' policies or law.
- 4c. Nothing in this article shall be construed as prohibiting consultation at any or all levels of faculty organization; but in problems extending across two or more academic areas, the Senate shall be considered the regular consultative body.

- Section 5. The Senate shall have the following powers:
- 5a. The Senate may make recommendations to establish faculty committees and to regulate membership on these committees.
  - 5b. The Senate may make recommendations to the President of the university regarding any action taken by a committee, council, school, department, or administrative office of the university, which modifies and/or suggests modifications of policies or regulations of the university academic program.
  - 5c. The Senate may make recommendations on matters relating to curriculum and instruction.
  - 5d. The Senate may recommend rules and regulations for the organization, operation, and control of student organization and group activities.
  - 5e. The Senate may recommend (1) entrance requirements for all students entering the institution, (2) policies for their possible advanced standing, (3) the standards of performance required to keep them in good standing, and (4) policies of dismissal and reinstatement.
  - 5f. The Senate may recommend (1) standards and requirements for granting degrees, diplomas or certificates, (2) rules and regulations for the awarding of academic honors, and (3) candidates for all degrees, diplomas, and certificates.
  - 5g. The Senate may recommend rules and regulations for the government and discipline of the students.
  - 5h. The Senate may recommend rules and regulations to govern the conduct of all intercollegiate activities, including athletics.
  - 5i. The Senate may recommend rules and regulations for the granting of honorary degrees by Northern State University.
  - 5j. The Senate may participate in organizations, which consist of representatives from the Senates of the state institutions under the control of the South Dakota Board of Regents.
  - 5k. The Senate shall have power to make all recommendations which shall be necessary and proper for carrying into execution the foregoing powers.



## **Article III**

### **Faculty Senate Membership**

- Section 1. The Senate membership shall include the following:
- 1a. The Senate shall be limited to twelve (12) elected members.
  - 1b. Two Senators shall be elected from each of the Colleges/Schools. The remaining Senators shall be elected at large.
  - 1c. The term of office of each Senator shall be three (3) years beginning June 1 and ending May 31.
  - 1d. Senate vacancies between elections shall be filled by Senate appointment.
    1. Any Senator no longer meeting the criteria for Senate membership, as outlined in Article II, Section 2, shall be replaced by appointment until the end of the term of office or the next election, whichever shall come first. Should an election occur prior to the conclusion of the term of office, such vacancy shall be filled by the procedure indicated in Article IV.
    2. Any Senator on a leave of absence and unable to serve during that leave may be replaced by the Senate on a temporary basis, until such leave is completed or the Senator is able to serve.
    3. Appointments made by the Senate shall come from the candidates not elected in the latest final balloting.

## **Article IV**

### **Election of Senators**

- Section 1. Election of Senators shall be conducted as follows:
- 1a. Electors shall consist of all faculty members.
  - 1b. The election officials shall be the officers of the Faculty Senate.
  - 1c. The annual election shall be held between March 15 and April 15 and shall be announced by the election officials at least two weeks prior to the date it is to be held.
  - 1d. Elections shall be by secret ballot.
  - 1e. Senators shall be elected in the following manner.

1. An initial balloting will be conducted. All faculty will be nominated by having their names listed on an official ballot. Faculty who do not wish to have their names placed in nomination must notify the Senate President of such by March 1. Voters will vote for the number of candidates indicated on the ballot which will be equal to the number of vacancies on the Senate. The nominees receiving the highest number of votes will be the candidates for the Faculty Senate. The number of candidates shall be twice the number of vacancies on the Senate. If any school has or will have fewer than two representatives on the senate, one or two additional candidates from the under-represented school will be added to the ballot if necessary to ensure proper representation.
  2. A final balloting will be conducted. The candidates' names, as determined above, will appear on a final ballot, with voters voting for the number of candidates equal to the number of vacancies to be filled.
  3. Those candidates receiving the highest number of votes, related to the number of vacancies, shall be considered elected with the exception that, if any school has or will have fewer than two representatives on the senate, the top one or two candidates from those schools will be added to the senate in preference to candidates from other schools. Tie votes shall be resolved by lot. Should any of the vacancies be for less than a three year term of office, the candidate(s) elected, but with the least number(s) of votes, shall be considered to have been elected to fill the remaining term(s) of office for any Senator(s) unable to fulfill any term(s) of office according to Article II, Section 2.
- 1f. The officers of the Senate shall be the judges of the election of all Senate members and shall appoint two tellers to assist with the balloting and the tabulation of votes.
  - 1g. The officers of the Senate shall announce the results of the election within one week following the election.

## **Article V**

### **Officers of the Senate**

- Section 1. The officers of the Northern State University Faculty Senate shall be as follows:
- 1a. President, who shall preside at all Senate meetings.
  - 1b. President-elect, who shall preside at Senate meetings in the absence of the President shall succeed the President.
  - 1c. Secretary, who shall record the minutes of the Senate meetings and prepare the unapproved copies for distribution to all the faculty within ten days following the meeting to which the minutes pertain.

- 1d. Parliamentarian, who shall advise the presiding officer on matters regarding questions of parliamentary procedure when consulted.
- Section 2. The term of office for all Senate officers shall be one year and shall terminate on May 31.
- Section 3. Election of Senate officers shall be held at the regularly scheduled May meeting of the incumbent Senate, at which time new Senate members shall be in attendance and shall participate in place of the outgoing senators in the election of officers for the ensuing year. Office vacancies shall be filled by Senate election as they develop during the year.
  - 3a. All officers of the Senate shall be senators. There shall be at least two nominees for each office. Election shall be by plurality and by secret ballot.
  - 3b. For regular and special meetings a quorum of the Senate shall be two-thirds of its membership.

**Article VI**  
**Senate Meetings**

- Section 1. Senate meetings shall be regular or special.
  - 1a. The Senate shall hold regular meetings at least once each month, September through May.
  - 1b. Special meetings of the Senate may be held on any date.
    - 1. Special meetings may be called by the President of the university, the vice President and the academic dean, upon written request of any academic division by majority vote within the division, by petition of twenty members of the faculty, or by petition of four senators.
    - 2. Written notice of special meetings shall be given by the President of the Senate to all faculty.
  - 1c. Senate meetings, except for executive sessions, shall be open to all visitors.
    - 1. Visitors to the Senate Meetings shall not be entitled to vote or make motions.
    - 2. Visitors to the Senate shall, with permission of the Senate, be given the privilege to speak of matters under consideration in which they have an interest.
    - 3. The Senate may hold an executive session through a majority vote of its membership.

- 1d. Any faculty member may submit agenda items in writing to the President or President-elect at least one week prior to the scheduled meeting. In case of agenda items submitted less than one week before a regularly scheduled meeting, the Senate may upon approval of two-thirds of the Senate members present, accept such items for inclusion in the current agenda.

**Article VII**  
**Restrictions**

- Section 1. This constitution shall become effective immediately upon adoption by the faculty and approval by the President of the university, but all faculty action taken prior to the adoption of this constitution and not in conflict with it is hereby confirmed until changed by formal action taken under the provisions of this constitution.