FACULTY HANDBOOK

NORTHERN STATE UNIVERSITY

June 2021

Policy

Office/Contact: Provost and Vice President for Academic Affairs.

NORTHERN STATE UNIVERSITY
Policies and Guidelines
SUBJECT: NSU Faculty Handbook
NUMBER: 2.1.1.

Purpose
The Northern State University (NSU) Faculty Handbook contains faculty-related and academic policies specific to NSU and in accordance with South Dakota Board of Regents (SDBOR) policy.

Responsible Administrator
The Provost and Vice President for Academic Affairs is responsible for the annual review of this policy and its procedures.

Source History
This Faculty Handbook is a revision of the 2015 Faculty Handbook. Approved by the Provost and Vice President for Academic Affairs, 06/02/2021.

NSU FACULTY RESOURCES ON THE MYNSU PORTAL

All Academic Policies and Guidelines are available in the Policies section of the MyNSU portal under CAMPUS RESOURCES. Additional academic information and forms are available on the MyNSU portal at MyNSU>Faculty Resources. Faculty development resources are available at MyNSU>Faculty Resources>Faculty Development.

UNIVERSITY MISSION STATEMENT

A. PURPOSE

To comply with provisions of South Dakota Board of Regents Policy 1:10 requiring Northern State University mission to include the legislatively determined purpose of the institution and the programs authorized by the Board to implement that purpose.

B. DEFINITIONS

1. Statutory Mission: The institutional mission defined under South Dakota Codified Law (SDCL).

C. POLICY

1. Statutory Mission

The legislature established the statutory mission of NSU under SDCL 13-59-1 as:

> The primary purpose of Northern State University, at Aberdeen in Brown County…is the preparation of elementary and secondary teachers and a secondary purpose is to offer preprofessional, one-year and two-year terminal and junior college programs. Four-year degrees other than in education and graduate work may be authorized by the Board of Regents.

2. Board of Regents Implementation of Statutory Mission

MISSION
Northern State University will provide diverse academic, civic, social and cultural opportunities that prepare students through the liberal arts and professional education for their future endeavors, while also enriching the local and regional community.

The Board of Regents has approved a special emphasis on E-learning in the university curriculum and service. Northern State University is a member of the South Dakota System of Higher Education.

Northern State University is approved to offer programs and courses online through the Internet.

3. Curriculum

The following curriculum is approved for the university:

3.1 Undergraduate Major Level Curriculum

Business, Education, Entrepreneurship, Exercise Science, Fine and Performing Arts, General Studies, Humanities, Information Systems (in accordance with SDCL 13-59-2.2), Liberal Arts, Mathematics, Physical/Biological/Environmental Sciences, Social Sciences, and Sport Media and Administration.

3.2 Master's Level Curriculum

Accounting Analytics, Banking and Financial Services, Counseling (with Clinical Mental Health and School Counseling Specializations), Educational Studies: Individualized Interdisciplinary Studies, Educational Studies: Secondary Education, Teaching and Learning, Teaching and Learning: Expertise in a Discipline, Leadership and Administration, Music Education, Sport Performance and Leadership, Special Education (with Visual Impairment Specialization), and Instructional Design in E-Learning.

4. Authorized Degrees

4.1 Undergraduate Degrees

Associate of Arts (A.A.), Associate of Science (A.S.), Bachelor of Arts (B.A.), Bachelor of Fine Arts (B.F.A.), Bachelor of General Studies (B.G.S.), Bachelor of Music Education (B.M.E.), Bachelor of Science (B.S.), and Bachelor of Science in Education (B.S.Ed.). Certificates in related fields.

4.2 Graduate Degrees

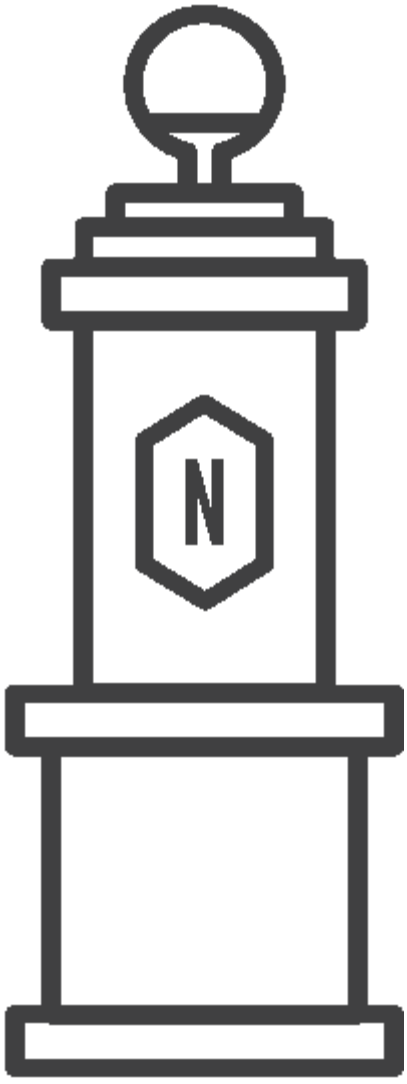
Master of Arts (M.A.), Master of Music Education (M.M.E.), Master of Science (M.S.), and Master of Science in Education (M.S.Ed.). Certificates in related fields.

Campus of Distinction

A framework for Strategic Action

Mission

Northern State University will provide diverse academic, civic, social and cultural opportunities that prepare students through the liberal arts and professional education for their future endeavors, while also enriching the local and regional community.



Vision

Northern State University will be regionally recognized as a student-centered, diverse community dedicated to excellence in teaching and learning, creativity and global awareness

Values

Northern State University's students, faculty, and staff are committed to the following values:

COMMUNITY:

Building a culture of inclusion, belonging and collegiality that respects diversity in knowledge, culture and world view.

DISCOVERY:

Pursuing rigor and excellence in education, inquiry and engagement for the benefit of our students, state and region.

INTEGRITY:

Adhering to the highest standards of honesty, fairness and transparency with a commitment to responsible stewardship of resources.

Pillars of Excellence

DISTINCTIVE LEARNING

Active, innovative, interdisciplinary and relevant

DISTINCTIVE EXPERIENCE

Diverse, engaged, inclusive and welcoming

DISTINCTIVE PARTNERSHIPS

Collaborative, entrepreneurial, supportive and sustainable

DISTINCTIVE LEADERSHIP

Accountable, ethical, responsive and transparent

DISTINCTIVE DIVERSITY

(Proposed Spring 2021)

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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 sale 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.

Six senior administrative officers assist the President: the Provost and Vice President for Academic Affairs; Vice President for Finance and Administration; Vice President for Technology/Chief Information Officer; Vice President for Enrollment, Communications and Marketing; Dean of Students; and Director of Intercollegiate Athletics. These administrators exercise presidential delegated responsibility for their respective administrative units and, as members of the University Leadership Team, 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. In the absence of the Provost, the presiding administrator is determined in sequential order: the Vice President for Finance and Administration; Vice President for Technology/Chief Information Officer; Vice President for Enrollment, Communications and Marketing; Dean of Students; Director of Intercollegiate Athletics; and finally, the Associate Vice President for Academic Affairs. (Approved by Senior Cabinet February 2, 2021).

Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs (Provost) is directly responsible to the President for all matters pertaining to academics at the university and serves on the University Leadership Team. The Provost makes recommendations concerning the faculty (including hiring,

retention, tenure, and promotion), the curriculum, the library, online and continuing education, and the office of institutional research and assessment. The Provost directs the recruitment, employment, and evaluation of faculty members; assesses the curricular offerings of the colleges and schools; coordinates faculty research; improves techniques of teaching; and stimulates professional growth. The Provost coordinates response to the SD Board of Regents (BOR) and Legislature on academic matters. Other duties include the preparation of the Undergraduate and Graduate Catalog; the Fall, Spring and Summer Schedules; the assignment of academic office and classroom space; the approval of class schedules and examination schedules; the analysis of data on faculty and class loads and academic matters; the direction of summer school; the coordination of commencements; and the general supervision of other academic matters. The Provost supervises the Associate Vice President for Academic Affairs, Dean of the College of Arts and Sciences, Dean of the School of Fine Arts, Dean of the College of Professional Studies, Registrar, Director of Institutional Research and Assessment, Executive Director of Student Success, Director of International Programs, Director of Grants and Sponsored Projects, and Director of the First-Year Experience. The Provost is the chair of the Deans Council, which is composed of the Associate Vice President for Academic Affairs, Deans, and Associate Deans. The Provost also leads the Academic Leadership Team, composed of Deans Council, Directors in Academic Affairs, President of Faculty Senate, and a selection of other leaders across the university.

Vice President for Finance and Administration

The Vice President for Finance and Administration is directly responsible to the President for all matters pertaining financial management of the university and serves on the University Leadership Team. The Vice President manages all university finances, budgeting and accounting, personnel services, purchasing, contracts, the NSU Wolf Shoppe, facilities management, inventory, and the NSU Print Shop. The Controller, Assistant Controller, Director of the Wolf Shoppe, Director of Human Resources/Associate Vice President for Finance and Administration, Director of Facilities Management, and Director of the Print Shop report to the Vice President for Finance and Administration.

Vice President for Technology/Chief Information Officer

The Vice President for Technology/Chief Information Officer is directly responsible to the President for all matters pertaining to technology at the university and serves on the University Leadership Team. The Vice President manages all information and instructional technology issues on campus, technology security, oversees Technology Services personnel, and represents the university on the system-wide Technology Affairs Council. The Vice President also oversees the technology operations of the Center for Statewide E-learning. The divisions of enterprise systems, web development, instructional technology services, media services, networking and security, and technical support services all report to the Vice President for Technology/Chief Information Officer. The Vice President for Technology/Chief Information Officer also serves as the campus Export Controls Officer.

Vice President for Enrollment, Communications and Marketing

The Vice President for Enrollment, Communications and Marketing is directly responsible to the President for all matters pertaining to enrollment, communications and marketing at the university and serves on the University Leadership Team. The Vice President proactively leads the

Enrollment, Communications and Marketing division charged with goals that support the university's mission, vision and strategic direction. The position provides strategic leadership in the areas of enrollment, communication, marketing, crisis management and outreach. In addition, the Vice President serves as the university's key spokesperson. The following areas report directly to the Vice President of Enrollment, Communications and Marketing: Admissions, Financial Aid, and Communications and Marketing.

Dean of Students

The Dean of Students is directly responsible to the President for all matters pertaining to Student Affairs at the university and serves on the University Leadership Team. The vision of Student Affairs is to promote student success through engagement, holistic wellness, and providing excellent student-centered services. Student Affairs is comprised of the Avera Student Center, Avera Student Health, Campus Safety, Counseling Center, Dean of Students Office, Homecoming, Multicultural Student Affairs, New Student Programs (HOWL & Wolf Pack Welcome), Office of Student Rights and Responsibilities, Prevention Services, Residence Life and Dining Services, Student Government Association, Student Involvement and Leadership, Student Organizations, Summer Camps and Conferences, and Title IX.

Director of Intercollegiate Athletics

The Director of Athletics is directly responsible to the President for all matters pertaining to athletics at the university and serves on the University Leadership Team. The Director of Athletics leads the 15-sport NCAA Division II intercollegiate athletics program and university intramurals and wellness. The Director of Athletics is responsible for budget management, NCAA and NSIC compliance, personnel, student-athlete experience, and creating and developing resources through fundraising.

ACADEMIC ADMINISTRATION

Associate Vice President for Academic Affairs

The Associate Vice President for Academic Affairs (AVPAA) assists the Provost in supervision of all aspects of the university's academic programs. The AVPAA oversees compliance for institutional accreditation processes and serves as the university Accreditation Liaison Officer with the Higher Learning Commission. The AVPAA assists the Provost in the supervision of University curriculum planning and processes and with the SDBOR Academic Affairs Council, and chairs the university Academic Affairs Committee. The AVPAA serves as the Director of Graduate Studies, works closely with the academic deans on graduate program development, and chairs the Graduate Council. The AVPAA supervises the Director of Online and Continuing Education, Director of the Library, Director (Principal) of the Center for Statewide E-Learning, Director of the Center for Excellence in Teaching and Learning, Director of the Honors Program, and Graduate Studies office staff. The AVPAA reports to the Provost and Vice President for Academic Affairs.

College/School Dean

The university is comprised of three Schools/Colleges: the College of Arts and Sciences, the School of Fine Arts, and the College of Professional Studies. The College of Professional Studies includes the School of Business and the Millicent Atkins School of Education. 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. The college/school Dean is responsible to the Provost and Vice President for Academic Affairs for all matters pertaining to the college or school. Deans are evaluated annually by the Provost and Vice President for Academic Affairs.

Job duties for the Dean position

- Lead strategic planning and leadership development for the School/College
- Management of associate dean(s), if applicable, and department chairs
- Management of administrative staff and professional advisor(s)
- Ultimately responsible for all faculty within the School/College
- Responsible for budget planning, implementation, and management
- Responsible for faculty hiring processes
- Responsible for faculty evaluation processes
- Responsible for curriculum development in the School/College, in collaboration with the associate dean(s) and department chairs
- Make recommendations on all personnel matters (such as promotion, retention, tenure, sabbatical leaves, and annual performance evaluations) and investigate all grievances
- Coordinate with department chairs all class schedules and teaching assignments
- Coordinate academic assessment efforts within the School/College
- Direct student recruitment, retention, and placement efforts in the School/College
- Serve on the Deans Council with the provost, deans, associate deans, and associate VPAA
- Serve on the Academic Leadership Team, comprised of directors within Academic Affairs
- Serve on the Faculty Promotion and Tenure Committee
- Coordinate Higher Learning Commission accreditation processes and compliance within the School/College
- Coordinate specialized program accreditation with external accrediting bodies
- Lead processes for strengthening unique identity and increasing visibility of School/College, and elicit passion for the mission and also implement strategies to fulfill this mission
- Work with the Registrar's and Finance Office for petitions, appeals, and transfers
- Work with the Admissions and Marketing staff to advertise and market programs in the School/College
- Engage with Foundation staff in promoting university, community, and alumni relations; lead development/fundraising efforts for the School/College

Competencies for the Dean position

- Passion for the mission of the School, College, and University
- Effective leadership ability and demonstrated capacity to work well with people
- Strong communication skills
- Knowledge of best practices in assessment (disciplinary and HLC-based)

Associate Dean

Where applicable, the Associate Dean assists the Dean in administration of the School/College. Specific duties vary between units, but responsibilities delegated to Associate Deans are as follows. The Associate Dean reports to the Dean.

Job duties for the Associate Dean position

- Coordinate curriculum development within the School/College
- Coordinate assessment efforts within the School/College
- Primary responsibility for specialized program accreditation, e.g., CAEP, ACBSP
- Assist the Dean in strategic planning and leadership development for the School/College
- Other duties as assigned by the Dean
- Work with the Dean to strengthen the unique identity of the School within the College, if applicable

Competencies for the Associate Dean position

- Passion for the mission of the School, College, and University
- Effective leadership ability and demonstrated capacity to work well with people
- Strong communication skills
- Knowledge of disciplinary accreditation standards
- Knowledge of best practices in assessment (disciplinary and HLC-based)
- Associate Dean position is in addition to a faculty position within the School/College, and possibly a department chair position
- Hold a minimum rank of associate professor with tenure

Compensation/Release time for Associate Deans
Associate Deans receive an $8,000 overload contract per year plus ¼ release time.

Academic Department Chair

In addition to performing the duties assigned to full-time faculty members at Northern State University, an Academic Department Chair is required to carry out the leadership duties expected from an administrator of an academic unit. The Academic Department Chair is responsible for the daily operation of the department and department programs, with appropriate input and approval from the Dean. The Academic Department Chair will promote excellence in department programs within the university. The chair is appointed by and reports to the Dean of the College or School. The length of term for the chair shall be three years. Chairs may be reappointed for additional terms. The Department Chair reports to the Dean.

Job duties for the Department Chair position

- Be present and available on campus for the 10-month period from August 1 to May 31 (excluding Thanksgiving break, Christmas/New Year's break, and Spring break) to address faculty and administrative responsibilities
- Be available to fulfill limited administrative responsibilities during the summer months, June 1 to July 31. Chairs are not expected to be on campus on a regular basis but are expected to maintain periodic availability via email and telephone
- Exercise oversight of all academic programs in the department
- Prepare all department class schedules
- Mentor and supervise all department faculty and staff members according to NSU Standards Document requirements and other applicable documents and policies
- Encourage faculty and staff professional development and publication
- Review and summarize all department Student Opinion of Instruction (SOI) results
- Complete faculty classroom observations and annual evaluations
- Review and submit initial recommendations on all faculty APEs and PDPs
- Submit initial reviews and recommendations on all faculty applications for promotion, tenure, and sabbatical
- Schedule and preside over regular department meetings
- Assist the Dean in annual budget requests, planning, and allocation
- Approve all department travel requests
- Prepare annual assessment reports
- Prepare Program Review on seven-year cycle
- Promote and carry out department, school/college, and/or institution initiatives
- Initiate and/or review all department and institutional AAC curricular proposals
- Conduct the day-to-day operations of the department (i.e., dealing with student complaints, faculty issues, online course proposals, appointment of department committees, program reviews, searches, etc.)
- Review of course equivalency requests from the Registrar's Office
- Facilitate implementation of revisions to NSU's catalog and website
- Promote and maintain civility and respect among faculty, faculty/students, and faculty/university offices
- Carry out other responsibilities as assigned by the Dean

Competencies for the Department Chair position

- Administrative experience or evidence of leadership qualities
- Excellent communication and interpersonal skills
- Hold a terminal degree in a discipline within the respective department
- Hold a minimum rank of Assistant Professor, with rank of Associate Professor with tenure preferred

Compensation/Release time for Department Chairs

Department Chairs receive an $8,000 overload contract per year plus ¼ release time.

Departments

The following departments compose the College/Schools.

The College of Arts and Sciences
- Languages, Literature, and Communication Studies
- Science and Mathematics
- History and Social Sciences

The School of Fine Arts
- Art and Theatre
- Music

The College of Professional Studies

The School of Business
- Economics, Finance, Banking, Accounting, and Business Law
- Marketing, Management, and Management Information Systems (MIS)

The Millicent Atkins School of Education
- Teacher Education
- Sport Sciences
- Psychology and Counselor Education

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, supervises Graduate Office staff, and appoints faculty graduate coordinators.

Faculty Graduate Program Coordinators

The Director of Graduate Studies, working with deans and the provost, appoints Faculty Graduate Coordinators for graduate programs, except those programs where faculty have a primary responsibility for graduate teaching and program supervision, in which case coordinating the graduate program is part of the faculty member's workload. The Faculty Graduate Coordinator is responsible for working with Graduate Studies to administer a specific graduate program or set of graduate programs at Northern State University. The Faculty Graduate Coordinator is both the students' and Graduate Studies' main contact for any and all routine issues in the programs. This includes recruitment, working with the Graduate Studies Coordinator to assign graduate advisors, orienting new graduate students, quickly and thoroughly answering communications with students and Graduate Studies, and monitoring student progress toward program completion. The Faculty Graduate Coordinator is responsible for supporting newly admitted graduate students and facilitating the introduction to their respective graduate advisors. The Faculty Graduate Coordinator will mentor graduate student through to graduation. Faculty Graduate Coordinators receive a stipend that varies depending on the size of the graduate program enrollments.

The Faculty Graduate Coordinator will:

- recruit new graduate students
- attend regional and local recruitment events
- assist with marketing campaigns in collaboration with NSU Marketing Director
- establish and maintain a deliberate and scheduled series of communications with admitted, current, and lapsed graduate students
- mentor graduate students through to graduation
- meet regularly with the Graduate Studies Coordinator and work together to communicate with graduate students
- work with the Graduate Studies Coordinator and the Director of Graduate Studies to communicate and resolve any substantive concerns about graduate students
- work with the Director of Graduate Studies to communicate any substantive concerns expressed by students or administrators over graduate curriculum, courses, or faculty
- review curriculum in coordination with department chair and faculty
- develop and update graduate students' plans of study
- work with the Graduate Studies Coordinator to provide an initial orientation session, assign graduate advisors, assign committee members, and coordinate internships
- assist the Assessment Coordinator in the School of Education with assessment data collection
- establish recruitment opportunities through majors and programs at NSU
- maintain detailed notes about prospective students and communicate names and contact information of prospective graduate students in a timely manner (less than 24 hours when possible) to the Graduate Studies Coordinator, who in turn will ensure the prospective students are entered into the university's communications system (Slate)
- MSEd in Sport Performance and Leadership: update and maintain the program handbook, in coordination with the Graduate Studies Coordinator
- MSEd in Sport Performance and Leadership: coordinate and submit the annual assessment report for the program during Assessment Day each fall, following the process outlined by the School of Education Associate Dean and the Dean of the College of Professional Studies

Executive Director of Student Success

The Executive Director of Student Success (EDSS) oversees the mission, vision, leadership, implementation, and assessment of the Student Success Center (SSC). The EDSS is NSU's primary steward of student academic and career success as measured by enhanced retention, persistence, graduation, and employment rates. The EDSS leads continuous assessment of student success at the institutional level, utilizing institutional data and consultation with the Provost, and Director of Institutional Research and Assessment, and other relevant individuals. The EDSS manages all personnel and fiscal affairs of the SSC, closely communicating with Deans, Department Chairs, Registrar, Financial Aid, Academic Advisors, Student Affairs, Admissions, and other faculty and staff. The EDSS serves as the Academic Affairs liaison with all professional advisors. The EDSS ensures that academic advising, learning support services, career readiness initiatives, and resources for at-risk and first-generation students reflect and embody current innovative, high-impact practices. Working in close cooperation with SSC Directors, the EDSS is responsible for

the hiring, training and professional development of all SCC staff. The EDSS is responsible for evaluation of the Directors within the SSC, and closely monitors and assesses SSC resources and services, with a mind towards efficiency and innovation. The EDSS provides financial oversight of the two TRIO federally-funded programs, Student Support Services and Upward Bound. The EDSS leads the Student Success Data and Systems Group and attends the Academic Leadership Team and Behavioral Intervention Group meetings. The following positions report to the EDSS: Director of the Tutoring Center, Director of Career Services, Director of the American Indian Circle Program, Coordinator of Academic Advising, Director of TRIO Student Support Services, and Director of TRIO Upward Bound. The EDSS reports to the Provost and Vice President for Academic Affairs.

Director of Online and Continuing Education

The Director of Online and Continuing Education (OCE) oversees logistics for all online courses and programs, workshops, and off-campus sites. The Director of OCE is the NSU representative for the BOR Extended University Consortium. The Director of OCE is responsible for compliance with state and federal regulations regarding State Authorization and Professional Licensure Certification. The Director of OCE manages third party and externally funded course offerings. The Director of OCE manages all Non-Degree Seeking applications/registrations. The Director of OCE reports to the Associate Vice President for Academic Affairs.

Director of Institutional Research and Assessment

The Director of Institutional Research and Assessment fulfills the mission of Northern State University's Office of Institutional Research, which 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 Director of Institutional Research and Assessment supports NSU departments, schools, and colleges by providing data and regular reports. The Director of Institutional Research and Assessment chairs the Assessment Committee and 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. The Director of Institutional Research and Assessment reports to the Provost and Vice President for Academic Affairs.

Registrar

The Registrar 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, and certifying veterans' educational benefits. The office houses, maintains, and secures all cumulative student program records. The Registrar reports to the Provost and Vice President for Academic Affairs.

Director of the Library

The Director of the Beulah Williams Library is responsible for overall leadership and policy guidance for the library. 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, digital and other materials as well as the purchases requested by the faculty and others through the library committee. The Director of the Library reports to the Associate Vice President for Academic Affairs.

Director of International Programs

The Director of International Programs leads the Office of International Programs and is responsible for developing and implementing the mission and vision for international student recruitment and support as well as study abroad opportunities for NSU students. The Director is responsible for increasing international student enrollment and retention while ensuring that international students have a high quality on campus experience. The Director travels as necessary to represent the university internationally, supervises the personnel and operations of the program, administers the budget for the program, and serves as a member of the Academic Leadership Team. The Director of International Programs reports to the Provost and Vice President for Academic Affairs. The Assistant Director of International Recruitment and Admissions and the Coordinator of International Student Services and Compliance report to the Director of International Programs.

Director of the Center for Excellence in Teaching and Learning

The Director of the Center for Excellence in Teaching and Learning (CETL) leads faculty professional development efforts involving teaching and learning and administers CETL. The purpose of CETL is to cultivate effective and respectful high-impact teaching practices across NSU. The Center provides faculty with resources and training to improve their pedagogies and better facilitate student learning and success. CETL supports interdisciplinary discussions, innovative programming, and learning communities through campus-wide programming and funding opportunities. The Director of CETL reports to the Associate Vice President for Academic Affairs. NSU's Instructional Designer reports to the Director of CETL.

Director of Grants and Sponsored Projects

The Director of Grants and Sponsored Projects coordinates grant opportunities for Northern faculty and staff. The Director works with faculty and staff to identify grant opportunities, coordinates internal proposal reviews, and submits proposals to funding agencies. The Director reports to the Provost and Vice President for Academic Affairs.

Director of the Honors Program

The Director of the Honors Program leads and administers the Honors Program and develops recommendations concerning program policy and personnel. The Director works with the Registrar to maintain criteria for entrance into the Honors Program, for retention in the program, and for graduation *In Honoribus*. The Director coordinates the offering of Honors courses and works with chairs to assign faculty to Honors courses. 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 to the relevant cabinet member for the area of the grievance, based on their factual findings. The Director of the Honors Program chairs the Common Read Committee and coordinates the annual Larry and Julie Poeppel Family Common read Lecture. The Director of the Honors Program reports to the Associate Vice President for Academic Affairs.

Principal of the Center for Statewide E-learning

The E-learning Principal oversees all of the academic operations of the Center for Statewide E-learning, including the high school course offerings. The master teachers who deliver the high school curriculum report to the E-learning Principal. The Principal of the Center for Statewide E-learning reports to the Associate Vice President for Academic Affairs.

Coordinator of First-Year Seminar

The Coordinator of First-Year Seminar (FYS) provides direction, vision, and identity for the First-Year Seminar, an integral part of the NSU experience. The Coordinator of FYS reports to the Provost and Vice President for Academic Affairs. The Coordinator has the following responsibilities:

- Chair the First-Year Seminar Committee and organize regular meetings
- Sit on the NSU Common Read Committee and convey FYS faculty feedback on the common read selection to the Common Read Committee and the Director of the Honors Program
- Recruit faculty to teach the FYS sections
- Conduct assessment of the FYS student learning outcomes
- Support instructors by offering materials and resources for teaching the course
- Organize training workshops and faculty development opportunities for FYS instructors, and plan meetings for FYS instructors
- Oversee the selection and approval of course proposals
- Remain active in teaching FYS
- Further develop and refine the rubrics, learning objectives, and course requirements as needed
- Lead strategic planning pertaining to FYS
- Coordinate the various aspects of the FYS (integrating the seminar with the college success components, the Common Read, and diverse campus events and activities, including specially-devised FYS outings and events)
- Research into and stay up to date on the literature on first-year seminars
- Communicate regularly with the Faculty Senate and Provost
- Attend the Annual Conference on the First-Year Experience, funded by NSU

Coordinator of Undergraduate Research

The Coordinator of Undergraduate Research chairs the Student Research Review Committee, which is responsible for reviewing applications and selecting awardees for the NSU Undergraduate Competitive Research Grant and Northern Edge awards and coordinating undergraduate research programs on campus. The Coordinator of Undergraduate Research reports to the Provost and Vice

President for Academic Affairs. Guidelines related to undergraduate research are available from the MyNSU portal at MyNSU>NSU Student>Academics>Undergraduate Research.

UNIVERSITY COUNCILS

Representation on University Councils is based upon position at the university. Appointment to University Councils is made by the senior administrator on the Council, except where special processes apply as noted below, e.g., Faculty Senate.

University Leadership Team (Senior Cabinet)

The University Leadership Team consists of the following administrators: President, Provost and Vice President for Academic Affairs, Vice President for Finance and Administration, Vice President for Enrollment, Communications and Marketing, Vice President for Technology/CIO, Dean of Students, and Director of Athletics.

Extended Cabinet

Extended Cabinet consists of Senior Cabinet and the following staff members: Associate Vice President for Finance and Administration, Associate Vice President for Academic Affairs/Director of Graduate Studies, Dean of the College of Arts and Sciences, Dean of the College of Professional Studies, Dean of the School of Fine Arts, Associate Dean of the College of Arts and Sciences, Associate Dean of the School of Business, Associate Dean of the Millicent Atkins School of Education, Food Service Director, Athletics representatives (2), Civil Service Employee representative, Communications and Marketing representative, Faculty Senate President and President-elect, Foundation representative, Finance and Administration representative, International Programs representative, Student Association President and Vice President, and Deputy Chief Information Officer.

Deans Council

Deans Council is chaired by the Provost and Vice President for Academic Affairs and consists of the following members: Provost, Associate Vice President for Academic Affairs, Dean of the College of Arts and Sciences, Dean of the College of Professional Studies, Dean of the School of Fine Arts, Associate Dean of the College of Arts and Sciences, Associate Dean of the School of Business, and Associate Dean of the Millicent Atkins School of Education. Deans Council is responsible for all policies pertaining to academic affairs.

Academic Leadership Team

The Academic Leadership Team consists of Deans Council and the following staff members: Vice President for Technology/CIO, Vice President for Enrollment, Communications and Marketing (or Designee), Registrar, Director of International Programs, Director of the Library, Director of Online and Continuing Education, Director of Honors Program, Executive Director of Student Success Center, Director of Financial Aid, Director of Institutional Research and Assessment, Principal of the Center for Statewide E-learning, and Faculty Senate President.

Faculty Senate

The purpose of the Faculty Senate is to provide the faculty an opportunity to participate in decision-making processes of the university and to promote optimum understanding and cooperation between faculty, students, administration, other institutions of higher education, and the South Dakota Board of Regents. The functions of the Faculty Senate are to make recommendations to the President of the university and to act on matters which arise concerning individual faculty members, the faculty of any school or department, and committees of the Senate. The powers of the Faculty Senate include making recommendations to establish faculty committees and to regulate membership on these committees; to 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; and to make recommendations on matters relating to curriculum and instruction.

More details on the purpose, functions, and powers of the Faculty Senate are available in the Constitution of the Faculty Senate, which is included at the end of the Faculty Handbook.

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. The Director of Graduate Studies chairs the committee.

Each master's degree program 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, Accounting Analytics
Business, Banking & Financial Services
Education, Counseling
Education, Educational Studies, Special Ed.
Education, Instructional Design and E-Learn.
Education, Leadership & Administration
Education, Special Education
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, College of Professional Studies
Dean, School of Fine Arts
Graduate Studies Coordinator
Registrar

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

Institutional Review Board

The Institutional Review Board (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
- A mix of men and women and of disciplines

Appointments to the IRB are recommended by the Provost and appointed by the President. The Chair of the IRB is an NSU faculty member elected by the Committee. A member may fulfill more than one role.

More information on the IRB is available from the IRB page of the MyNSU portal.

Teacher Education Council

The Teacher Education Council (TEC) is a key advisory group that works closely with the Teacher Education Department to review and monitor the quality of the program. The Dean of the College of Professional Studies chairs the TEC, which consists of approximately 20 members including representatives from each college or school who have experience as a former practitioner in P-12 settings and are currently involved in teacher education through their own discipline. From within the Millicent Atkins School of Education there are eight faculty representatives, including representation from Special Education, Elementary Education, Secondary Education, and K-12 Education. From outside the School of Education there are two faculty representatives from the School of Fine Arts and three faculty representatives from the College of Arts and Sciences. These representatives include Music Education, Art Education, Social Sciences Education, Language/Literature/Communication Studies Education, and Math/Science Education. Each representative is responsible for information flow between the TEC and their constituents. Serving in an advisory capacity without voting privileges, are one student, one area P-12 administrator, one P-12 teacher, one representative from the SOE Office of Field Experiences, the SOE Assessment Coordinator, and one SOE professional advisor. 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. A subcommittee of TEC exists to handle student

dispositions concerns, and the subcommittee is chaired by the Teacher Education Department Chair.

UNIVERSITY COMMITTEES

Standing and Ad Hoc Committees and Task Forces

NSU has two types of standing committees: University Committees and Faculty Senate Committees. University Committees report to the President. Faculty Senate Committees report to the Faculty Senate.

Faculty members serving on University and Faculty Senate Committees shall follow BOR policy. Faculty appointments to these Committees are recommended by the Faculty Senate, except where specified by contract or otherwise described below (e.g., Academic Affairs Committee and Promotion and Tenure Committee). Faculty Senate solicits committee preferences from the faculty each fall and then makes recommendations. The Civil Service Association recommends staff assignments to committees. The Student Government Association recommends student appointments to committees. The President makes all appointments.

The general guidelines for committee operation are as follows.

All listed standing and ad hoc committees and task forces will provide minutes to the COMMITTEES AND COUNCILS page of the MyNSU portal. Matters that concern personnel actions 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 with the university and to document the decision-making processes of the university.

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

Academic Technology Advisory Committee

The Academic Technology Advisory Committee is a university standing committee with the responsibility of receiving, developing and submitting recommendations regarding the teaching, learning, and scholarly uses of technology to the Technology Services Coordinator's Council. It serves as an advisory committee and reports to the Vice President for Technology/CIO.

Function:

1. Review academic technologies currently in use and make recommendations to the Coordinator's Council for continuations, enhancements, or eliminations
2. Develop proposals for technology initiatives that provide NSU with a competitive advantage that will aid recruitment, retention, and graduation of students
3. Survey emerging technologies using data driven decisions and make recommendations to the Coordinator's Council for further exploration or application on the campus

4. Collaboratively develop an annually-revised Strategic Plan for Academic Technology embodying a vision for how the university can employ academic technology to support its mission
5. Advise on strategic support needs and any issues that, if unresolved, would jeopardize the academic mission of the university
6. Advise or provide recommendations on the development of policies, procedures, and standards for academic technologies
7. Foster two-way communication to ensure that the NSU community is kept informed about academic technology issues and initiatives, and provide a channel to bring into the university's planning and evaluation processes the concerns and suggestions of faculty, students, and staff
8. Provide an annual report on committee activities

American Indian Advisory Committee

The American Indian Advisory Committee (AIAC) is chaired by the Director of the American Indian Circle Program. The committee is tasked with reviewing and making recommendations regarding policy, practices, academic offerings, and programming to support NSU's American Indian students, recruiting and retaining American Indian students, and connecting 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 and co-curricular programs becomes an integral and ongoing component of the university
- to monitor the reporting function of the assessment process
- to monitor and/or facilitate General Education assessment
- to coordinate assessment activities among programs

The Assessment Committee is composed of eleven standing and appointed members. The standing members are the Director of Assessment, Associate Vice President for Academic Affairs, and Millicent Atkins School of Education Assessment Coordinator. Faculty members of the Assessment Committee include two from the College of Arts and Sciences, one from the School of Fine Arts, one from the School of Business, one from the Millicent Atkins School of Education, and one representing graduate programs. Faculty members are appointed by the Provost at the recommendation of the Director of Assessment. Two members serve as representatives of Student Affairs and are appointed by the Dean of Students. Appointed faculty and Student Affairs members serve three-year terms.

Student Research Review Committee

The Student Research Review Committee is responsible for reviewing applications and selecting awardees for the NSU Undergraduate Competitive Research Grant and Northern Edge awards

according to the posted Request for Proposal and Terms and Conditions. The committee also reviews and selects awardees for the Student Research Travel Program according to posted guidelines as well as helping coordinate other undergraduate research programs on campus. The committee is chaired by the Coordinator of Undergraduate Research. Guidelines related to undergraduate research are available from the MyNSU portal at MyNSU>NSU Student>Academics>Undergraduate Research.

Promotion and Tenure Committee

According to BOR Policy 4:11:

- The institutional Promotion and Tenure Committee will consist of elected members of the faculty and members of the administration. The composition of the committee shall be: fifty percent (50%) faculty members; fifty percent (50%) administrative appointees. Each President shall determine the total number of members for the institutional promotion and tenure committee at each institution and inform the Faculty Senate of the total number of members.
- The faculty representatives on the institutional Promotion and Tenure Committee will be elected by the faculty as soon as practicable after the commencement of school activities in the fall. Membership terms will be for three (3) years.
- Vacancies shall be filled according to procedures established for the original appointment. Only tenured faculty members will be eligible for election to the institutional Promotion and Tenure Committee. Election procedures must provide all eligible faculty members who are still employed at the institution at the time of election, with equal opportunities to nominate candidates for committee membership, be nominated for committee membership, and to elect committee members. Alternates should be selected in the same manner. Faculty members, who themselves are to be considered for promotion or tenure, are not eligible for membership on the Promotion and Tenure Committee during the academic year in which their promotion or tenure is being considered.
- Administrative appointees shall be appointed by the president or the president's designee.
- There shall be, in addition to the institutional promotion and tenure committees at USD and SDSU, college or school promotion and tenure committees as the case may be. At all institutions, departments or other appropriate administrative units may petition the president for the creation of a promotion and tenure committee for the respective department or unit. If approved, the president shall determine the membership consistent with the ratio and constituency heretofore established for the institutional promotion and tenure committee.
- Each promotion and tenure committee shall be given institutional guidelines to be utilized in promotion and tenure recommendations.
- The integrity of the promotion and tenure review process requires not only that it be fair, but also that it be regarded as fair. Therefore, individual committee members will recuse themselves whenever their ability to make a disinterested judgment might reasonably be called into question.
- Faculty members, who themselves are to be considered for promotion or tenure, are not eligible for membership on the promotion and tenure committee during the academic year in which their promotion or tenure is being considered. If such a faculty member is denied promotion or tenure, the individual's term on the committee will be deemed to have expired. Faculty members who have been denied promotion may serve on the promotion and tenure

committee if elected in an election held no sooner than one (1) academic year following the year in which the denial occurred.

- Colleges, school, departments or other appropriate administrative units that have sufficient numbers of tenured faculty to form a committee may petition the president for the creation of a promotion and tenure committee for the respective college, school, department or unit. If approved, the president will determine the membership consistent with the ratio and constituency heretofore established for the institutional promotion and tenure committee. Tenured faculty members will be elected to college or school, department or other appropriate administrative unit promotion and tenure committees using the same procedures used to elect tenured faculty members to the institutional promotion and tenure committee. Faculty members within the appropriate unit will participate in the election procedures.
- The promotion and tenure committees shall make their recommendations to the administrator of the applicable department or appropriate unit. Administrators shall consider the recommendations of their departmental or unit promotion and tenure committee in formulating their recommendations to the next level of the process.

At Northern State University, the President has determined the following composition of eight individuals for the Promotion and Tenure Committee:

- Four faculty members, one each from the College of Arts and Sciences, School of Fine Arts, School of Business, and Millicent Atkins School of Education.
- Four administrators including the three Deans and the Provost and Vice President for Academic Affairs.

Faculty members are elected by their faculty peers within the colleges/schools. Each college/school also elects a faculty alternate. An administrator alternate is chosen by the Provost and Deans. The Committee elects its Chair from among the faculty members.

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 take minutes of all meetings with a quorum and post their minutes in the appropriate folder under COMMITTEES AND COUNCILS on the university's MyNSU portal.

Academic Affairs Committee

The Academic Affairs Committee consists of eight members of the faculty, two administrators, two students, and the Provost and Vice President for Academic Affairs. The Provost or Associate Vice President for Academic Affairs chairs the committee. The Registrar serves 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 Millicent Atkins 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 academic 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

Faculty Development Committee

The Faculty Development Committee shall consist of eleven faculty members (three from the College of Arts and Sciences, two from the Millicent Atkins School of Education, two from the School of Business, two from the School of 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 members will serve three-year terms.

The Faculty Development Committee selects the Chair of the committee from among its members. The chair must have served at least one year on the committee (either during their current term, or a previous appointment) and receive a majority vote of committee members in attendance. The committee will elect its chair at its final meeting of the spring semester such that the chair's term will begin in the fall of the subsequent academic year. The chair reports to the Provost and Vice President for Academic Affairs and serves as chair for two years.

The Faculty Development Committee is 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 Projects 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. The committee allocates funds to faculty making presentations at professional meetings, following the guidelines established by the committee and included in the Faculty Handbook.

Faculty members selected for a sabbatical leave will not be allowed to retain any administrative duties or receive a stipend for the duration of the sabbatical or receive an overload for teaching. This includes but is not limited to: department chair, department coordinator, or committee chair position.

The Faculty Development Committee will make funding decisions for the Nora Staael Evert Research Award and the Sanford Faculty Development Award. Under the leadership of the Chair of the Faculty Development Committee, the committee will develop long-range plans for faculty development and make recommendations to the Provost and Vice President for Academic Affairs. The Faculty Development Committee shall submit an annual budget request to the university, seek other supporting funds, and otherwise promote a climate favorable to faculty development.

Athletic Committee

The Athletic Committee, a standing committee of the Faculty Senate, shall be comprised of twelve (12) voting members: the Director of Athletics; the senior woman administrator; the director of student activities; the Registrar; staff member from any on-campus department; 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 committee membership.

Library Committee

The Library Committee consists 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 of the Library.

Center for Excellence in Teaching and Learning (CETL) Advisory Committee

The CETL Advisory Committee works together to develop collaborative activities, events, and materials that promote best practices in course design, assignment creation, instruction, assessment, feedback, and classroom climate in both online and face-to-face environments. The committee meets regularly to develop both long-term and immediate programming goals including discussions, in-service content, reading groups, and workshops.

The CETL Advisory Committee is composed of seven members consisting of the Director of CETL, the Instructional Designer for CETL, a student representative, and one faculty member from each of the four academic schools on campus.

The Director of CETL is appointed by the Provost and Associate Vice President for Academic Affairs, the Instructional Designer will be a staff position, the student representative will be selected by the Student Government Association with preference given to students interested in teaching and learning, and the faculty members will be appointed by the Faculty Senate.

Campus Preservation Committee

The Campus Preservation Committee shall have nine (9) members, all chosen by the Faculty Senate from those who indicate an interest in serving on the committee. The allocation will be three (3) members of the faculty, three (3) civil service employees, one (1) student, one (1) exempt employee and one (1) representative of the alumni. Terms of office are for three (3) years. The chairperson of the committee will be a faculty member and the vice-chairperson will be a civil 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 five (5) members. If no officers are present, any quorum of five (5) members may choose a temporary chairperson.

Honorary Degree Committee

The Honorary Degree Committee shall 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) elected by the Faculty Senate, and two students from the Student Government 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 shall 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 NSU 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 Government 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 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.

INSTRUCTIONAL PROGRAM AND ACADEMIC POLICIES

ASSESSMENT CYCLE

General Education

The assessment of the general education program is conducted in conjunction with BOR Academic Affairs Guidelines 8.7. The system general education requirements (SGRs) are assessed on a three-year cycle, with two goals being assessed each year. Each year, faculty who teach in the two goals being assessed work with the Director of Institutional Research and Assessment to collect artifacts and assess student learning in the two selected SGRs.

Academic Programs

Annual Assessment Report

Each academic program develops its own student learning outcomes (SLOs) and follows its own internally developed assessment plan to conduct collection and analysis of assessment data throughout each academic year. All academic programs are required to develop program SLOs and each undergraduate program is required to include at least five of the BOR cross-curricular skills in the program SLOs. The results of these efforts, as well as possible program modifications prompted by the analysis, are submitted as an annual assessment report to the Director of Institutional Research and Assessment by January 1 of the following year. The Director and the campus Assessment Committee then use the spring term to review the submitted reports and have follow-up communication between the academic unit and the provost's office as necessary.

Program Review

Academic Program Reviews are conducted on a 7-year cycle and consist of two parts, an external review and an internal review focused on assessment of SLOs. Academic Program Reviews are submitted to the NSU Provost, who forwards them to the SD Board of Regents (BOR). ALL academic programs must submit Academic Program Review Reports to the Provost on the BOR Institutional Program Review Form (Form 4.2).

There are two types of Academic Program Reviews depending on whether a program has an external accrediting body, or not.

Programs not accredited by an external accrediting body. In this case, the external review is conducted by a professionally qualified individual identified by the NSU Department Chair with the assistance of the Dean, if needed. For programs not externally accredited, on the BOR Institutional Program Review Form (Form 4.2), Line 5, choose the response "Institutional Program Review."

Programs accredited by an external accrediting body (e.g., CAEP, NASM, NASAD, ACBSP, CACREP). In this case, the external review is conducted by the accrediting body on their accrediting cycle, and Programs submit their Academic Program Review to the Provost and BOR based on the accrediting body timeframe. This may differ from the normal 7-year cycle, e.g., every 10 years. For externally-accredited programs, on the BOR Institutional Program Review Form (Form 4.2), Line 5, choose the response "Specialized Program Accreditation Review."

INTERNAL REVIEW PART OF THE PROGRAM REVIEW

ALL graduate and undergraduate programs must identify SLOs for their programs. The number of SLOs is recommended to be between 5 and 9. All undergraduate academic programs are required by the BOR to include no less than five of the BOR "cross-curricular skills" in their SLOs. These are described in SDBOR Policy 2:11. BOR "cross-curricular skill" SLOs:

- Inquiry and Analysis
- Critical and Creative Thinking
- Information Literacy
- Teamwork
- Problem Solving
- Civic Knowledge and Engagement
- Intercultural Knowledge
- Ethical Reasoning
- Foundational Lifelong Learning Skills
- Integrative Learning
- Diversity, Inclusion, and Equity

Note that each undergraduate program must include at least 5 of these BOR SLOs. Many academic programs will also want to identify their own program-specific SLOs, so you may develop an additional 1-4 SLOs for your program, giving a total of 5-9 SLOs.

Program Reviews (on BOR Institutional Program Review Form 4.2) are due to the Provost by email by April 1. The Academic Program Review schedule can be obtained from the MyNSU portal at MyNSU>Faculty Resources.

UNIVERSITY CATALOG AND ACADEMIC POLICIES

The NSU Course Catalog is maintained by the Office of Academic Affairs and is available online, including a section with academic information and policies. Academic Calendars and Important Dates are set by the BOR and NSU Registrar and also available online.

Academic Forms

Academic forms are available at MyNSU>Faculty Resources>Registrar. Forms available include:

- Academic Amnesty Form
- Academic Petition Form
- Add Slip
- Application for Credit by Portfolio-exam
- Application for Placement Credit
- Coreq-Prereq Override Form
- Course Substitution Form
- Grade Change Form
- Grading Instructions
- Incomplete Grade Assignment Form

- Incomplete Grade Extension
- Permission for Term Overload
- Permission to Enroll Elsewhere
- Permission to Overlap Classes
- Program Approval Form
- Reinstatement Appeal After Academic Suspension
- Special Project Independent Study Approval

Verifying Class Enrollment

Class lists. Class lists are available by accessing the Faculty Dashboard in Self Service Banner (SSB). 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 SSB roster. Desire2Learn is automatically updated when changes are made in BANNER (the official student record system).

Early alert grades. Done after first three (3) weeks of class via the Student Support Software Platform, which transitions to EAB Navigate in summer 2021. EAB notifications go to the students and their advisors. The Student Success Center 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 deficiencies. Are to be entered in EAB and notice is provided to students and advisor. Reports are generated by the Student Success Center.

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

Academic Probation and Suspension Policy

The Academic Probation and Suspension Policy is available in the **Academic Information** section of the Course Catalog.

Examinations

The university encourages each faculty member to give frequent examinations during the semester. A final examination or appropriate academically rigorous 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 a meaningful and academically rigorous culminating activity or written or oral examination.

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. 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. Online exams scheduled to be taken synchronously must follow the university's official final exam schedule. Faculty members have the option to make the online final exam or culminating activity 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, with the exception of emergency situations.

6. Because face-to-face classes meet several times each week, the university's official final exam 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. Final exams and culminating activities cannot be scheduled during the week preceding the examination schedule (the last week of classes). Each professor must announce in class and post on the Learning Management System (LMS) the day, hour, and location of the final

exam or culminating activity at least one week before the first date of final exams on the University's official final exam schedule. Faculty teaching online courses must include specific details regarding online final exams and culminating activities in the course syllabus and on the Learning Management System (LMS), including proctoring information, if applicable.

9. Each semester the university's official final examination schedule will be rotated one day ahead.

Procedure for Submitting Grades

The NSU Grading Instructions are available at MyNSU>Faculty Resources.

Student Academic Misconduct

BOR Policy 2:33 describes the student academic misconduct policy for students who are suspected of cheating or plagiarism.

The Student Academic Misconduct Process Map provides a flow diagram of the process for reporting student academic misconduct.

Academic Misconduct Informal Resolution Form - Complete and submit online
OR
Academic Misconduct Informal Resolution Form (PDF) - Print, complete and bring or mail to:
Office of Student Rights and Responsibilities
Student Center 222

Student Academic Grievance Procedure

Students who feel that they have been aggrieved by a decision or action of an NSU faculty member relating to class absences, grades, and classroom behavior, 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 (10) 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.

C. 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.

D. 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.

E. 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 dean of the faculty. 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 Vice President for Academic Affairs office. The committee must reach a decision within ten (10) days after its first meeting.

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

- the Vice President for Academic Affairs, who shall act as chairperson
- one faculty member and an 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.

G. The committee shall follow the procedures below:

- Hearings are closed unless an open hearing is requested by both parties.
- Hearings are informal, but a taped transcript shall be made and filed in the office of the Vice President for Academic Affairs. The tape is to remain confidential, but shall be made available to the student and to the faculty member.
- 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.
- The faculty member and the student may present appropriate testimony and may be advised by a person of their choice.
- 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.
- The committee or its advisor may ask relevant questions of the faculty member and the student. The faculty member and advisor as well as 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.

- 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.
- 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 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.

H. 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.

SEMESTER CLASS SCHEDULE

Class schedules are prepared by the coordinators/department chairs/academic deans and entered by the department secretary as specified by the administrative calendar. 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 included in the class syllabus and posted in the Learning Management System (LMS) for all students within the first week of each course. The policy shall be stated in terms of the objectives of the course and shall address student absences due to family or individual emergencies, student illness, weather conditions, official college (or high school for dual credit) related activities, unexcused absences, and any other conditions. The instructor shall 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 SSB 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 <u>not</u> 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.

<u>Progress Reports</u>

Faculty are responsible for providing notice of deficiencies on all freshman and sophomore students at mid-term. While the other BOR schools enter DEF (Deficient) grades as appropriate in Banner, NSU has been given permission to use the EAB system. EAB flags generate an email to the student and to their advisor.

<u>Early Alert</u>

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. and 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 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. NSU has developed a 3-week EAB Survey, which basically allows faculty to indicate if a student is attending/participating or not. Faculty are encouraged to do this for all level of students.

ONLINE AND CONTINUING EDUCATION

Members of the regular faculty or adjunct faculty and staff may offer regular catalog courses through an online modality, or continuing education classes on the NSU campus, at off-campus sites, and through online delivery. The decision to offer an online or continuing education course is made by the appropriate Department Chair and Dean. The Office of Online and Continuing Education and academic Dean shall be consulted before a faculty member develops, announces or teaches any online, continuing education, or non-traditional course. The Office of Online and Continuing Education is responsible for collecting and processing registrations and payments for online, continuing education, and non-traditional courses, but will also provide logistical and marketing support if requested by the faculty member. Chairs may assign faculty members online courses as part of their normal teaching load or in addition to their regular course load with additional remuneration possible according to BOR policy, as determined by the department chair/dean.

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 shall be made to schedule them on days or hours that 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. Building schedulers coordinate all other events for their respective buildings. Scheduling for computer labs and distance delivery studios is coordinated through Technology 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. Summer office hours are 7:30 a.m. to 4:30 p.m., Monday through Friday.

Each faculty member is expected to post and maintain regular on-campus, in person office hours and shall announce to students during the first week of the term the office hours schedule and

location of the office. The schedule shall be posted in the course syllabus, in the LMS, and on, or adjacent to, the faculty member's office door, so as to be easily accessible 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).

Adjunct faculty members are expected to provide a total of two office hours per week. These may be provided face-to-face or via remote means, e.g., Zoom. If an adjunct faculty member does not have a university office and would like a place to meet with students face-to-face, they should contact their department chair to locate a suitable meeting place on campus.

FACULTY WORKLOAD

See the Faculty Policy Manual for details on faculty workload.

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. See Faculty Absences, below.

FACULTY GRIEVANCE PROCEDURES

See BOR Policy 4:7 for the faculty grievance policy.

CANCELLATION OF CLASSES DUE TO SEVERE WEATHER

The President establishes the reporting procedure with the media. In addition, the Campus Alert system will also be used to notify 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.

EVACUATING A BUILDING DUE TO SOUNDING OF FIRE ALARM

The fire alarm bells signal evacuation of a building for a fire, fire drill, bomb threat, or any other reason.

Employees should close all windows and doors to their offices and leave the building immediately. 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. An all-clear announcement will be made before re-entering the building(s).

SCHEDULING NON-STAFF SPEAKERS FOR CLASS LECTURES

When persons who are not regular faculty members at NSU are invited to lecture to regularly scheduled classes during hours when credit is being earned, the college/school dean is to be notified at least one week in advance of the speaker. Information to be provided includes the name of the person, topic of presentation, affiliation of the individual, and date and time of the scheduled appearance. Academic units shall maintain a list of guest speakers for each academic year and submit it to the Office of Academic Affairs monthly.

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.

The NSU Syllabus Guidelines and Template are available at the Academic Policies and Guidelines section of the MyNSU portal.

Format content for Course Syllabi as recommended by BOR AAC Guidelines.

CURRICULUM REVISION

Required forms and Board of Regents Academic Affairs Council process are described at: https://www.sdbor.edu/administrative-offices/academics/academic-affairs-guidelines/Pages/default.aspx

NSU's Academic Affairs Committee has also posted process and procedures on myNSU>Committees and Councils>Academic Affairs Committee.

Northern State University's Academic Affairs Committee and Graduate Council require a syllabus to be included in the New Course Request.

The Associate Vice President for Academic Affairs manages curriculum development at NSU. All undergraduate curricular proposals must be submitted to the Associate Vice President for Academic Affairs and Director of Graduate Studies for posting to the Academic Affairs Committee or Graduate Council following the schedule set and disseminated in August each year. All forms shall be submitted electronically.

Curriculum proposals shall 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 Associate Vice President for Academic Affairs and Director of Graduate Studies. Faculty, chairs, and deans are encouraged to discuss new programs with the Associate Vice President for Academic Affairs early in the program development process. The Associate Vice President for Academic Affairs and Director of Graduate Studies works with the BOR staff to receive feedback on curriculum proposals. Documentation that curriculum proposals have been reviewed by the department faculty, department chair and dean is required before submitting to the Associate Vice President for Academic Affairs and Director of Graduate Studies for posting to the Academic Affairs Committee or Graduate Council.

It is the department's responsibility to check the availability of any new course number to ensure that the number is not already in use by another institution. This may be done by checking the Course Inventory Report. It is the department's responsibility to recommend CIP codes for new programs.

Departments are responsible for contacting other BOR institutions for approval (please copy the appropriate Vice President for Academic Affairs and NSU's Academic Affairs Office) to offer an existing course or make any change to a common course. The emails shall be included in the proposals.

TEXTBOOKS

NSU selected Akademos as its platform provider to manage the university's textbook adoptions and sales beginning Spring 2021. Akademos offers convenient online ordering and substantial cost-savings for students. Their vast online selection includes new, used, eBook, OER, and rental materials at significant savings, with 24x7x365 accessibility. Additionally, the comprehensive Akademos platform provides faculty and administration with advanced and innovative tools for managing all aspects of course materials adoption. Faculty can compare prices while considering past adoption history, current selections and recommendations.

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 at least one week prior to commencement. Proper academic regalia is required and if not owned may be purchased or rented by contacting Artneedle.com.

FACULTY AWARDS

Northern State University is committed to excellence in teaching, learning, and scholarship. To recognize our faculty's commitment to excellence, there are two mechanisms for faculty awards: nomination and application.

Faculty Awards by Nomination

1) **NSU Foundation Faculty Excellence Award (one per year)**
2) **NSU Outstanding Early Career Faculty Award (one per year)**

Nominations are welcome from any member of the Northern State University community, and letters may be written by an individual or a group of individuals. Nominations from students are welcome. All nominations are due by **5:00 pm (CDT) March 30.**

To nominate a Northern State University full-time teaching faculty member for the **NSU Foundation Faculty Excellence Award** or the **NSU Outstanding Early Career Faculty Award**, please send a compelling letter of nomination to the Academic Affairs Office. In the letter, please indicate the specific award for which you are nominating the person and the specific reasons for the nomination.

- Please save the file name in this format: Award[Excellence or EarlyCareer]_FacultlastnameFacultyfirstname_Nominatorlastname For example, a nomination for faculty member Katherine Watson for the NSU Foundation Faculty Excellence award written by nominator John Keating would be: Excellence_WatsonKatherine_Keating
- Email the nomination letter as a file attachment (PDF or Word) to the Academic Affairs administrative assistant.
- Nominations must be received from the Northern State University email address of the nominator. Nominations from email addresses other than the nominator's will not be accepted.

Award Criteria:

The **NSU Foundation Faculty Excellence Award** recognizes faculty for excellence in teaching and learning, a sustained commitment to faculty service, and achievements in research and creativity within their discipline.

- Nominees may be at the rank of professor, associate professor, instructor, or lecturer and must have served a minimum of six years as a member of the Northern State University teaching faculty. Someone who is in their seventh year is eligible; someone who has completed fewer than six years of teaching service at Northern is not.
- Nominees must have a stellar record of teaching and advising, must have been significantly and consistently involved in a variety of service roles through department, college/school, university, and/or community service activities, and need to be meaningfully engaged in research and creativity in their discipline.
- Any full-time faculty member who has not received this award (or the formerly named outstanding faculty member award) previously and who meets the number of years of service requirement is eligible for this award.
- In addition to a monetary award ($1,000), the recipient receives a commemorative award from the NSU Foundation.
- Current NSU faculty who already won the Outstanding Faculty Member award are **not** eligible to win the NSU Foundation Faculty Excellence Award. An updated list of prior awardees is maintained by the Office of Academic Affairs.

The **NSU Outstanding Early Career Faculty Award** is presented to an early career full-time faculty member who demonstrates a strong record and commitment to excellence in teaching, research, and service.

- Nominees must be at the rank of assistant professor, associate professor, instructor, or lecturer who has between two and six years of full-time teaching service at Northern State University. Someone who is in their sixth year is eligible, but someone who has already completed six years of service is not. Please make sure the individual you are nominating for the NSU Outstanding Early Career Faculty Award is eligible.
- Nominees must have a strong record of teaching and advising, begun contributing to the research and creative activity in their discipline, and will have demonstrated a commitment to service in the department, college/school, or university.
- In addition to the monetary award ($1,000), the recipient receives two Wolves Club tickets to NSU athletic events for the next academic year (Wolves Club tickets cannot be resold and are not transferrable).

Selection Process:

A committee of 9, including: four (4) deans (or their designees), the three (3) most recent **NSU Foundation Faculty Excellence Award** winners (or Outstanding Faculty Member award winners) who are still actively teaching at Northern State University, the Vice President for Academic Affairs, and the Associate Vice President for Academic Affairs, will review all nominations and select the recipients of both awards as a committee.

Winners of both awards will be recognized at the Northern State University spring commencement. By tradition, the winner of the **NSU Foundation Faculty Excellence Award** will deliver the commencement address at the Northern State University winter commencement. The winner of the **NSU Outstanding Early Career Faculty Award** will deliver the Wolf Talk during new student orientation in August. If either recipient is not available to deliver said address, the other recipient will be invited to do so.

Faculty Awards by Application

1) Sanford Faculty Development Award

The Sanford Faculty Development Award supports faculty professional development in the two following categories: Publications, Research, and/or Scholarly-Creative Activity; and External Grants, Funding, and/or Resource Procurement. All tenured/tenure-track faculty at Northern are eligible to apply. The maximum award amount is $1,000. Award Guidelines and Application form are available at MyNSU>Faculty Resources>Faculty Development.

2) Nora Staael Research Stipend

One summer stipend of up to $3,000 is available from the Nora Staael Evert Fund to support faculty engaged in scholarly research projects. Eligible projects may include any professional scholarly work requiring substantial effort that will lead to publication and public presentation of the project and results. All tenured/tenure-track faculty at Northern are eligible to apply, except those who have received the award in the past five years. Award Guidelines and Application form are available at MyNSU>Faculty Resources>Faculty Development.

3) Pedagogy Grants
Pedagogy Grants are available for up to $1,000 from the Center for Excellence in Teaching and Learning. These grants are awarded to faculty and staff working on projects that focus on active learning, high-impact teaching practices, and community-oriented pedagogies.

4) OLC Online Teaching Certificate Programs
These $3,000 grants are awarded to faculty who wish to participate in one of two OLC Online Teaching Certificate programs in which faculty create or revise a Northern online course. Faculty can take either the 10-week foundational course or the 12-week advanced online teaching course. Information on these grants is available from the Center for Excellence in Teaching and Learning.

ACADEMIC ADVISING

Academic advising is a critical component in the educational experience of NSU students. The full-time professional advisors guide students in planning their courses and assist with registration and other academic planning. Faculty members play an important role as secondary advisors, for example, providing students with mentoring regarding career planning and considering and preparing for graduate or professional school. NSU also provides a Career Services Center to assist students with career planning.

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.

NSU's student privacy policy can be found at this link: https://www.northern.edu/academics/records-registration/student-privacy-notice but below is a guide.

FERPA Release of Information- faculty and staff guide

NSU follows BOR policy regarding the release of directory information. Directory Information is defined as information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The following has been defined as directory information at NSU and can be released without the student's written permission:

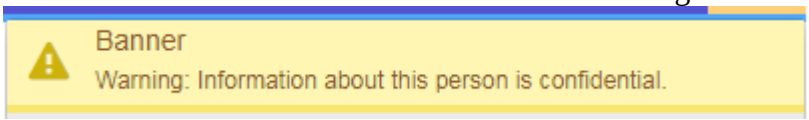
- Student's name
- Grade level (undergraduate or graduate)
- Major field of study
- Graduation date
- Diploma or degree
- Dates of attendance
- Hometown
- Academic honors/achievements

*****THE INFORMATION ABOVE IS ALL YOU CAN GIVE OUT WITHOUT WRITTEN PERMISSION******

E-mail addresses are not considered directory information and are never released off campus. The same is true for phone numbers and mail addresses. NEVER release or post personally identifiable information such as:

- Social Security Number or Student ID (identity theft)
- Gender, race, ethnicity, citizenship, country of origin, religious preference, grades or GPA (discrimination)
- Class Schedule (stalkers)

Students are given the opportunity each semester to "**Withhold Directory Information**". These students are identified in BANNER with the Warning comment:



No information shall be released on students with this coding, not even confirmation that they are a student. The appropriate response is, "I find no record of that person."
Students who wish to permit access to their educational records or with questions should contact the NSU Registrar at 605-626-7767 or Peggy.Hallstrom@northern.edu
FERPA applies to **education records** at all levels of education. Once the student reaches the age of 18 OR attends an institution of higher education, regardless of age, FERPA rights transfer from the parent to the student. Education records are defined as records, files, documents and other materials that contain information directly related to a student and are maintained by NSU or by a person acting for the University, including paper and electronic. Education records include:

- Grades
- Class lists
- Student course schedules
- Disciplinary records
- Student financial records
- Payroll records for employees who are employed as a direct result of their status as students (e.g. work study, assistantships, resident assistants)
- Student-related notes, part of the student file maintained by the university

The following records are excluded from the definition of education records:

- "Sole possession" records made by faculty and staff for their own use as reference or memory aids and not shared with others
- Personal observations
- University law enforcement records
- Medical and counseling records used only for the treatment of the student- not part of the Colleague system (however, if HIPAA policy doesn't apply, FERPA policy does.)
- Alumni records
- Peer graded papers and exams prior to the grade being recorded in the instructor's grade book

Student-related notes recorded in our student record systems or stored in our imaging system are considered educational records and subject to FERPA. Since FERPA gives the student the right to

review any or all of his/her education record, these notes could be included in that review. Therefore, it is important that notes or comments be factual and objective and that University employees who are recording notes or comments avoid making value judgements or using inappropriate language.

If a student signs a release, educational records may be shared with the person(s) specified on that release. To ensure we are in compliance with both information that is shared and to whom it is shared, requests for any information beyond directory information shall be referred to the Registrar's Office, Financial Aid or Finance Office. These offices have access to the release forms and will request confirmation of identity:

1. Photo id
2. Knowledge of student ID number or SS#, student date of birth, and several fields of info in datatel (high school and year of graduation, course taken prior term and instructor name)
3. For third party, confirmation that they are listed on CRI or on a release form in Image Now. Information can be returned to the listed phone, email or mailing address.

Faculty, advisors and staff may visit with parents about general policies, but are not to engage in any specific detail about a student with any third party. Faculty, advisors and staff should politely suggest the parent encourage their student to communicate directly with faculty and advisors about any issues. Parents may also be referred to the Registrar's Office for a check to see if a release is on file and for an explanation of what information may be shared. **Faculty and advisors shall not share personal records on student progress with third parties, even if the student has signed the release.**

FERPA permits non-consensual disclosure of education records under certain conditions:

- To University officials (including third parties under contract) with legitimate educational interests
- To comply with a judicial order or lawfully issued subpoena
- To appropriate parties (including parents of the student) whom NSU determines needs to know to protect the health or safety of the student or other individuals in a health or safety emergency situation. There must be an articulable and significant threat and records must be kept including the threat and the parties to whom information is disclosed therefore, the Dean of Students or designee shall be notified to make the decision.
- To parents in cases of drug or alcohol violation when the student is under the age of 21
- To the provider or creator of a record to verify the validity of the record (e.g.in cases of suspected fraud)
- To organizations conducting research studies on behalf of the University, provided there is a written agreement between the University and the research organization.
- To officials at an institution in which the student seeks or intends to enroll or is currently enrolled.

Since decisions need to be made about whether certain conditions are met or the release is justified and records must be kept of the disclosure, it is best for any such release to be coordinated by the office who maintains the records.

School officials with a legitimate educational interest may access student education records within the scope of performing their job duties (legitimate educational interests).

School officials are NSU employees with general or specific responsibility for promoting the educational objectives of the University and include instructors, academic advisors, admissions

counselors, deans, chairpersons, directors, administrative officials, University Police, health staff, staff in Alumni relations, administrative and faculty sponsors of officially recognized clubs and organizations, official university committee members and staff personnel employed to assist University officials in discharging professional responsibilities.
It is important to understand several points related to "Legitimate educational interest."

- Curiosity is not a legitimate educational interest.
- Simply being a university employee does not constitute legitimate educational interests. Your need to know must be related to your job responsibilities in support of the university's educational mission.
- Your legitimate education interest is limited to what you need to know for your job.

If anyone perceives a health or safety threat, call 911 and notify the Dean of Students or designee/senior administration if the situation is immediate. Contact the Dean of Students or designee/senior administrator if you have concerns of a potential issue.
A FERPA Handout for Staff and Faculty and a FERPA Basics PowerPoint file is available from the MyNSU portal at MyNSU>Faculty Resources.

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/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 NSU Employee Handbook (Recruitment and Selection) and the Board of Regents Policy Manual.

Required Employment Forms

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

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:

	Affirmative Action Officer	ADA Coordinator
Name:	Susan Bostian	Susan Bostian
Office:	Human Resource Office	Human Resource Office
Phone:	(605) 626-2520	(605) 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 BOR Policy 4:10 and 4:11.

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 BOR Policy 4:12.

Prior Service Credit for Tenure and Promotion

Credit toward the tenure and promotion schedule for prior service may be requested using the Prior Service Credit Form available at MyNSU>Faculty Resources. No more than two years of credit will typically be approved for prior service.

Promotion and Tenure

BOR Policy 4:11 contains the procedures for submitting and evaluating petitions for 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 BOR Policy 4:11.

Promotion and Tenure Presentation Guidelines

In 2017-18, the Promotion and Tenure Committee proposed, and Faculty Senate approved, the following guidelines for Promotion and Tenure applications. The guidelines were revised by the Committee in spring 2021, and approved by Faculty Senate on April 19, 2021. These guidelines are also available at the Academic Policies and Guidelines section of the MyNSU portal.

Deans and/or chairs will provide new faculty a copy of these guidelines and meet with new faculty to discuss the promotion and tenure process within the first two months of the fall semester.

For the sake of efficient consideration of materials, consistency in submissions, and setting a standard for format and content of a successful tenure and promotion application, faculty are highly encouraged to follow these guidelines for submission of promotion and/or tenure materials.

For traditional paper submissions:

1. One large three-ring binder is typically sufficient for all materials.
2. Applications should include (in this order)
    a. Table of Contents
    b. Introductory letter addressed to the Promotion and Tenure Committee. This letter should clearly state for what the applicant is applying and that the applicant meets all requirements for promotion/tenure (e.g., years in service), consistent with the BOR Policy Manual.
    c. Most recent curriculum vitae
    d. Letters of support from dean/chair.
    e. All additional letters of support, typically three letters. Letters from faculty, on campus or elsewhere, are preferred. Letters from tenured faculty are preferred.
    f. All annual evaluations for period under review with supervisor comments.
    g. Evidence of teaching excellence. All SOIs for the period under review, including ratings and student comments, will be provided by the NSU Office of Institutional Research. Faculty are highly encouraged to consult the NSU Standards Document for examples of what constitutes teaching excellence. The committee strongly recommends that submissions include:
        i. Sample syllabi and course assignments.
        ii. Other materials demonstrating excellence in teaching.
    h. Evidence of research excellence. Faculty are highly encouraged to consult the NSU Standards Document for examples of what constitutes research excellence. The committee strongly recommends that submissions include:
        i. A representative sample of research activity, such as (but not limited to) conference papers, journal articles, programs from invited or juried exhibitions/performances, auditioned positions in music ensembles, etc.
        ii. A copy of a published book or other material that does not fit into a binder may be submitted as an addition to the binder.
        iii. Where available, acceptance/rejection rates for journals, conferences, juried competitions, etc., should be submitted. The applicant should indicate whether research activity was peer-reviewed or non-peer reviewed. Peer-reviewed material is given greater weight.
    i. Evidence of excellence in service to the university, profession, and community. Faculty are highly encouraged to consult the NSU Standards Document for examples of what constitutes service excellence.
3. Faculty are responsible for keeping records that demonstrate excellence in teaching, research, and service. Failure to produce such records reflects poorly on the candidate. The committee reserves the right to draw a negative inference from the absence of strongly recommended material.
4. The Promotion and Tenure Committee uses the NSU Standards Document to designate faculty activity as teaching, research, and service. It is incumbent on the applicant to put material in the proper category. Material improperly designated by faculty is considered under its proper designation by the committee (e.g., if a faculty member provides material as evidence for research excellence that is properly considered service, the committee will regard the material as evidence of service despite its placement in the research section of

the submission). The same evidence should not be placed in more than one area. Evidence will only be considered under the area where it is rightly applicable.

For electronic/web-based submissions.

1. Web-based submissions MUST be accompanied by a "hard copy" saved on some form of portable storage (disk, thumb drive, etc.). That hard copy should be turned in to the VPAA office.
2. Electronic submissions should be in a format easily accessed by all. For example, file types must be usable on all commonly used operating systems, and websites should be viewable on the commonly used browsers. The committee highly recommends putting files in pdf form.
3. Content should follow the order and content outlined for paper submissions and be presented in a user-friendly manner. For example, it is highly recommended that electronic submissions have separate folders/link for teaching, research, and service, as well as separate sub-folders/links for discrete subjects within each folder (e.g., individual folders for conference papers, articles, and professional presentations within a research folder).
4. File names should follow the subject matter of the file so the content of the file is readily identifiable in the name (e.g., a file name "Fall 2016 SOIs").
5. All web-based submissions should be set so that they may be viewed only by those officially involved in the promotion and tenure process.

Sabbatical Leave Policy

Faculty members may apply for a sabbatical leave per BOR Policy 4:15, section C.11. Faculty members may be granted sabbatical leave after six (6) or more consecutive years of full-time employment in the BOR system. Faculty members considering a sabbatical leave shall submit their application to their Department Chair and Dean and develop a plan on timing and coverage for their courses during the leave. The deadlines for sabbatical leave applications are available on the Faculty Development page of the MyNSU portal at MyNSU>Faculty Resources>Faculty Development. The sabbatical leave application schedule is as follows:

- By Oct. 1 Applicant sends material to department chair/dean
- By Oct. 15 Department chair/dean sends material to college/school dean
- By Oct. 30 College/school dean sends material to sabbatical leave committee
- By Dec. 1 Provost/VP for Academic Affairs forwards recommendation to president
- By Dec. 15 President meets with sabbatical leave committee to discuss applications
- By Dec. 30 President notifies applicants and leave committee of decisions

The Sabbatical Leave Form is available at MyNSU>Faculty Resources. Faculty selected for a sabbatical leave will not be allowed to retain any administrative duties for the duration of the sabbatical or receive an overload for teaching. This includes but is not limited to: associate dean, department chair, department coordinator, or committee chair position.

Faculty Member Improvement and Career Redirection Leave Policy

Faculty members may apply for a Faculty Member Improvement and Career Redirection leave per BOR Policy 4:15, section C.11. The Faculty Member Improvement and Career Redirection Leave

Form is the same as the sabbatical leave form and is available at MyNSU>Faculty Resources. Faculty members will indicate a request for a Faculty member Improvement Leave on the form.

Private Practice, Consultation, and Additional Teaching Outside of the University

Faculty, administrators, and staff are required to submit the Private Practice, Consultation, Additional Teaching, or Research Form, and gain approval, before engaging in such professional work outside of the university. This form is available at MyNSU>Faculty Resources.

Emeritus Faculty Status Policy

The Emeritus Faculty Status Policy was ratified by Senior Cabinet on May 15, 2019.

1. This policy and its procedures provide details for designating the title of Emeritus to a retired faculty member or academic administrator.

2. Policy
    a. The title of Emeritus is a designation of distinction bestowed upon a retired faculty member who has held academic rank while serving in an academic or administrative position.

    b. Emeritus designation is a lifetime title honoring a retired faculty or academic administrative staff member as having demonstrated a distinguished professional career and as having made significant contributions to the University.

    c. Emeritus designation is reserved as one of distinction and is not given automatically.

    d. All Emeritus designations are conferred upon the recommendation of the President.

    e. Eligibility for Emeritus status for a retiring **Full Professor** is dependent on the following criteria:
        i. The individual must be retired or have requested retirement from an academic, administrative, or professional position;
        ii. The individual must possess a minimum of ten (10) years of full-time, uninterrupted employment at the University prior to retirement;
        iii. At the time of retirement, the individual must have held an academic rank of Full Professor or higher; and

    f. Emeritus status typically will be conferred to those faculty who have earned rank at the Full Professor level, met the minimal requirements, and who have further distinguished themselves in one or more of the following areas:
        i. A substantive record of scholarly achievement commensurate with national standards within the specific disciplines;
        ii. A recognized record of outstanding teaching and educational contributions;
        iii. Clear evidence of substantial service to the University.

g. Eligibility for Emeritus status for retiring **Associate Professor** is dependent on the following criteria:
    i. The individual must have held an academic rank of Associate Professor;
    ii. The individual must be retired or have requested retirement from an academic, administrative, or professional position, and
    iii. The individual must possess at least twenty (20) years of full-time, uninterrupted employment at the University prior to retirement.

h. Emeritus status at the **Associate Professor** level typically will be conferred on only those persons who have met the minimal requirements set forth in 2.g. and who have further distinguished themselves in one or more of the following areas:
    i. A substantive record of scholarly achievement commensurate with national standards within the specific disciplines;
    ii. A recognized record of outstanding teaching and educational contributions;
    iii. Clear evidence of substantial service to the University.

i. Faculty and academic administrators entering into retirement as a result of a disability or other extenuating circumstances must meet the eligibility requirement standards listed above, however, they may be exempt from the years of service requirement. Exemptions must be approved by the Provost and President.

j. Emeritus designation may be awarded posthumously at the discretion of the President.

k. Emeritus designations are non-regular appointments without financial benefits or assignment of office space.

3. Procedures
    a. Emeritus faculty
        i. The faculty member makes request to department chair to receive Emeritus status.
        ii. The request must be made in the six months before retirement or within three years after retirement.
        iii. The department chair will provide a recommendation to the Dean to include the results of a vote on the awarding of Emeritus status taken from all department tenure/tenure-track faculty.
        iv. The Dean will provide information in resolution format and a recommendation to the Provost to include the recommendation of the department chair.
        v. The Provost will review the resolution and recommendation and make a recommendation to the President.
        vi. The President's Office will make a final decision and formally notify the prospective Emeritus candidate.

4. Benefits

a. The designation of Emeritus status may be announced and recognized at the appropriate corresponding commencement exercise with a commemorative plaque and official copy of the resolution, at the discretion of the President.
b. The Emeritus recipient may be allowed to retain his/her northern.edu email account, at the discretion of the President.

ACADEMIC FREEDOM

Academic freedom is guaranteed to faculty members subject only to accepted standards of professional responsibility including, but not limited to, those herein set forth:

A. The importance of academic freedom to teaching and learning is recognized and accepted. Academic freedom includes the right to study, discuss, investigate, teach and publish. Academic freedom applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of students to freedom in learning. It includes the freedom to perform one's professional duties and to present differing and sometimes controversial points of view, free from reprisal. The faculty member is entitled to freedom in research and in the publication of the results, subject to the performing of other assigned academic duties.

B. Faculty members are entitled to freedom in the classroom in the discussion of their subject. They have the freedom to include the presentation of various scholarly views.

C. The concept of freedom should be accompanied by an equally demanding concept of responsibility. The faculty members are members of a learned profession. When they speak or write as citizens, they must be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As learned people and as educators, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should indicate that they are not speaking for the institution.

The complete academic freedom policy may be found in Board of Regents Policy 1:11. Board of Regents Policy demonstrates a commitment to freedom of expression, as protected by the First Amendment to the U.S. Constitution. See Board of Regents Policy 1:32.

TEAM TEACHING GUIDELINES

Team teaching is defined as two or more instructors equally sharing responsibility for designing, planning, teaching, and assessing a course. Unlike other forms of co-teaching, team teaching emphasizes collaboration and parity. While there are different ways to organize a team-taught course, instructors should be working with each other throughout both the planning and implementation process so that all instructors are equally central to each and every student's learning experience. The NSU Team Teaching Guidelines and proposal form at available at the Academic Policies and Guidelines section of the MyNSU portal.

NEW FACULTY MENTORING PROGRAM

Information on the New Faculty Mentoring Program is available at MyNSU>Faculty Resources.

FACULTY EVALUATION

Faculty evaluations follow Board of Regents Policy 4:13. The Faculty Annual Performance Evaluation (APE) form and NSU Standards for the Annual Review of Faculty Performance (Standards Document) are available at MyNSU>Faculty Resources.

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.

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.

FACULTY AUTHORED TEXTBOOKS

Per the South Dakota Constitution, Article VIII, faculty may not receive any revenue from materials that they require students (or the institution) to purchase. Thus, any faculty member who is approved to assign a self-authored work that will result in revenue payable to the faculty member must first arrange to assign all revenues to the NSU Foundation or another charitable entity.

Faculty who wish to use self-authored textbooks or course materials (e.g., lab manuals or course notes) must obtain prior authorization from their department chair. Authorization will be granted upon demonstration (i) that, all author royalty interests have been assigned in writing to the NSU Foundation or other charitable entity as unrestricted revenue and (ii) that the materials are consistent with the course description.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

All Information Technology Policies, including the SDBOR Acceptable Use Policy, may be found under Campus Resources on the myNSU portal. By logging on to NSU systems and/or utilizing NSU-owned technology equipment, users are confirming that they are authorized to use the systems and/or equipment and agree to comply with applicable regulations, laws and policies of the SD Board of Regents and its institutions.

HUMAN SUBJECT RESEARCH AND INSTITUTIONAL REVIEW BOARD POLICIES

The NSU Institutional Review Board policies are available at MyNSU>Employee Resources>Institutional Review Board.

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/ 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 Provost/Vice President advises the President of the circumstances. The Provost/Vice President for Academic Affairs 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 shall be approved one week in advance by the dean or designee. The faculty absence form must be filled out whenever a faculty member is absent for any reason. The faculty absence form may be found on the MyNSU portal at MyNSU>Faculty Resources.

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.

FACULTY DEVELOPMENT

Faculty Development opportunities including resources managed by the Faculty Development Committee are explained on the Faculty Development page of the MyNSU Portal.
See MyNSU>Faculty Resources>Faculty Development.

RETIREMENT

Refer to the current Board of Regents policy or visit the South Dakota Retirement System website. SDRS requests a minimum of three (3) months notification of retirement to ensure benefits start in a timely manner.

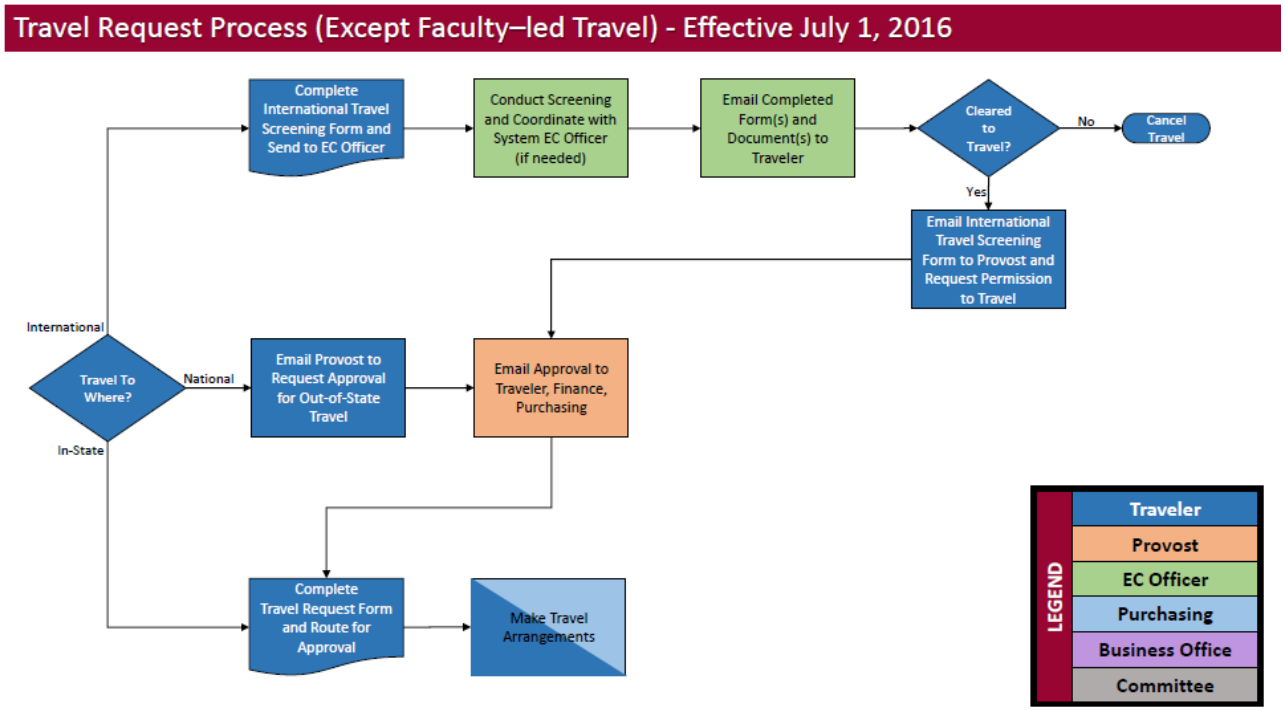
GRANTS FROM FEDERAL AND PRIVATE SOURCES

Individuals or departments making applications for any type of grant or contract shall make their intentions known to the Director of Grants and Sponsored Projects well in advance of the external deadline. Contact the Director of Grants and Sponsored Projects for the grant application and approval process.

FACULTY TRAVEL

There are two university funding mechanisms for faculty travel.
A. Standard amount of funding available to all full-time faculty, available through Deans.
B. Additional faculty travel funds available through the Faculty Development Committee (Faculty Development Travel Funds).

The Travel Request Process



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. (If traveling abroad, see International Travel below before requesting permission to leave the state.)
      i) The requesting party shall e-mail the Provost/Vice President for Academic Affairs requesting permission to travel out-of-state, copying to the Department Chair and Dean.

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 and the Purchasing/Property Management Officer.

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. The description column must list where you are going and/or what you are doing for each day.

iii. Expenses must be listed on a per day basis and not a lump sum.

iv. 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. Program/agenda from conference or presentation attended.
3. Flight itinerary OR boarding passes (if applicable).
4. If requesting mileage reimbursement you must include your license plate number and Google maps route.
5. Brochure(s) from conference or presentation attended
6. Air fare tickets
7. Registration fee – list meals included in the fee if there are any.

3. Receiving reimbursement:
    a. <u>If a travel advance was not issued:</u> 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. <u>If a travel advance was issued:</u>
        i. <u>Advance > Actual Expenses:</u> Program Assistant will send traveler an email indicating how much is owed to the NSU Finance Office.

    <u>Advance < Actual Expenses:</u> 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.

<u>Meal and Lodging Allowances:</u>
In-state leave before/return after amounts:

- Breakfast 5:31 AM / 7:59 AM --- $6.00
- Lunch 11:31 AM / 12:59 PM --- $14.00
- Dinner 5:31 PM / 7:59 PM --- $20.00

In-state lodging rates are $75.00 plus tax.
Out-of-state leave before/return after amounts:

- Breakfast 5:31 AM / 7:59 AM --- $10.00
- Lunch 11:31 AM / 12:59 PM --- $18.00
- Dinner 5:31 PM / 7:59 PM --- $28.00

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.*
<u>Mileage Rates:</u>
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.

International Travel (except faculty-led travel) Effective July 1, 2016

In accordance with BOR Policy 4:48, NSU has established a screening process for all international travel. To begin the process, the primary traveler must complete the International Travel Screening form, print and sign the form, obtain the dean and the chair (faculty traveler) or supervisor (non-faculty traveler) signature(s), and send the paper form, with original signatures to the Institutional Export Controls Officer. After the screening is conducted and any needed licenses are received, a scanned copy of the form, with screening results noted, will be scanned and emailed to the primary traveler. The primary traveler must then include the form, as an email attachment, when requesting the Provost's permission to travel.

The form may be found on myNSU>Employee Resources>Export Controls.

Screening must occur before any travel arrangements are made and before requesting the Provost's permission to travel out of the country.

Faculty-Led Travel

The Faculty-Led Travel Handbook is available at the Academic Policies and Guidelines section of the MyNSU portal.

Faculty Travel Applications to the Faculty Development Travel Funds

The Faculty Development Travel Guidelines and Application Form are available at MyNSU>Faculty Resources>Faculty Development.

Faculty Development Travel Funds timeline:

Travel Period	Application Deadline
# 1 June 1 to September 30	May 1
# 2 October 1 to January 31	September 15
# 3 February 1 to May 31	January 15

Taxes on Travel

All airfares 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 taxes.

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.

FACULTY VEHICLE PARKING

Established university parking areas are open to permit holders. You may purchase a parking permit at the Finance Office.

LACTATION/BREASTFEEDING IN THE WORKPLACE

BOR Policy 4:45 covers lactation/breastfeeding in the workplace. The Jewett Regional Science Center has a designated room for lactation/breastfeeding with refrigeration for breastmilk.

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. See BOR Policy 1:12.

EMPLOYEE HANDBOOK

The NSU Employee Handbook contains policies that apply to all employees, including faculty. The NSU Employee Handbook is available on the MyNSU portal at MyNSU>Employee Resources>Human Resources.

There are many policies in the Employee Handbook, including:

- Affirmative Action/Equal Employment Opportunity Policy
- Americans with Disabilities Act of 1990 Policy
- Civility in working with colleagues, staff members, students and others
- Harassment Policy
- Weapons on Campus
- Accident/Injury on Campus
- Smoking Policy
- Drug-Free Workplace
- Attendance, Absenteeism and Tardiness

- Children at Work
- Acceptable Computer Use Policy
- Intellectual Property
- Use of State Property for Private Purposes
- Parking Permits
- Travel Reimbursement
- Outside Employment
- Political Activity
- Benefits, including
    - South Dakota Retirement System
    - Sick Leave
    - Personal/Family Emergency Leave
    - Maternity Leave
    - Family and Medical Leave Act (FMLA)
    - Employee Assistance Program (EAP)

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.