



northern *State* university

FACULTY HANDBOOK
NORTHERN STATE UNIVERSITY
SEPTEMBER 2008

NORTHERN STATE UNIVERSITY IS AN EQUAL OPPORTUNITY INSTITUTION.

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MISSION STATEMENT

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

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

Curriculum

Degrees are authorized at the associate, baccalaureate, and masters levels.

The following curriculum is approved for the university:

A. Undergraduate Programs

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

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

B. Graduate Program

Masters degrees in education and E-learning.

Vision

Northern State University is an historic, public institution of higher education established on an attractive campus in Aberdeen, South Dakota. The NSU community takes pride in the institution and in providing an advanced teaching and learning environment. Integrating technology across the curriculum, NSU offers excellence in liberal and professional education with programs in Arts and Sciences, Business, Education and Fine Arts.

Values

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

Community: With strong ties to our city and region, we are a welcoming community of scholars and learners, with a focus on a student-centered environment.

Scholarship: We engage in research and creative activities in an innovative atmosphere of intellectual rigor, with academic freedom and integrity.

Citizenship: We educate individuals for a lifetime of learning and service to their ever-changing communities, nations, and world.

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I. UNIVERSITY ORGANIZATION AND ADMINISTRATION

GOVERNING BOARD

South Dakota Board of Regents

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

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

UNIVERSITY ADMINISTRATION

President of the University

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

Four senior administrative officers assist the president: the provost and vice president for academic affairs, the vice president for finance and administration, the vice president for student affairs, and campus legal counsel. These administrators exercise presidential delegated responsibility for their respective administrative units and, as members of the President's Senior Cabinet, meet regularly with the president to provide advice and share information concerning university affairs.

In the absence of the president, the senior officers are in charge, the provost and vice president for academic affairs presiding. The vice president for finance and administration presides in the absence of the provost and vice president for academic affairs. If both of these officers are absent, the vice president for student affairs presides. The dean for the college of arts and sciences presides in the absence of the vice president for student affairs.

Provost and Vice President for Academic Affairs

The provost and vice president for academic affairs is directly responsible to the president for all matters pertaining to academic affairs: he/she makes recommendations concerning the faculty (including hiring, retention, tenure, and promotion), the curriculum, the library, graduate studies, continuing education, the enrollment service center, the office of institutional research. The provost and vice president for academic affairs directs the recruitment, employment, and evaluation of faculty members; assesses the curricular offerings of the college and the schools; coordinates faculty research; improves techniques of teaching; and stimulates professional growth. Other duties include the preparation, in cooperation with the Office of University

Relations, of the Undergraduate and Graduate Catalog and the Fall, Spring and Summer Bulletins; the assignment of academic office and classroom space; the approval of class schedules and examination schedules; the collection of data on class loads and academic matters; the direction of summer school, the coordination of commencements, and the general supervision of other academic matters. The provost and vice president for academic affairs is the chair of the Council of Deans, which is composed of the deans, the director of graduate and extended studies, the director for the library, the registrar, the director of financial assistance, the director of admissions, and the director of university college. The provost and vice president for academic affairs also chairs the academic affairs committee.

Vice President for Finance and Administration

The vice president for finance and administration, directly responsible to the president of the university, manages all university finances, budgeting and accounting, personnel services, purchasing, food service, the university bookstore, facilities management, inventory, print shop, and contract research accounting. The vice president works closely with administrators in the area of housing. The controller, director for the bookstore, director for human resources, and director for facilities management report to the vice president for finance and administration.

Vice President for Student Affairs

The vice president for student affairs, directly responsible to the president, is responsible for the quality of student life at Northern State University. The primary mission is to provide a variety of programs and services that directly facilitate the establishment of a high quality academic environment.

The director for counseling, the director of career development and placement, the director for student development and residence life, the director for the children's center, the director of multicultural affairs, the director for student activities, and the director of disability services report to the vice president for student affairs.

Chief Information Officer

The chief information officer is directly responsible to the president of the university, manages all computer technology issues on campus, oversees NET Services personnel, and represents the university on the system-wide Technology Affairs Council. The chief information officer also oversees the technology operations of the Center for Statewide E-learning. The computer center director, media, instructional technology and distance delivery director, coordinator of instructional design and the technology help desk manager all report to the chief information officer.

University Counsel

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

College/School Dean

The university is comprised of four units: the college of arts and sciences, the school of business, the school of education, and the school of fine arts. Deans provide academic leadership and direction to their schools, coordinate the academic programs, and serve the faculty, the provost and vice president for academic affairs, and the president. Deans are appointed by the president on the recommendation of the provost and vice president for academic affairs and the appropriate faculty. Deans are evaluated annually by the provost and vice president for academic affairs and undergo a more formal review every three years.

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

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

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

The college/school dean will make recommendations on all personnel matters (such as promotion, retention, tenure, sabbatical leaves, and annual performance evaluations); investigate all grievances, including those arising under the collective bargaining agreement between the board of regents and Council on Higher Ed [COHE] (In connection with grievances arising under the collective bargaining agreement, academic deans must review the factual record compiled by the departmental coordinator, conduct any additional investigations deemed necessary and state the results of such investigations as addenda to the factual record, and make independent recommendations on the basis of record. Any additional findings of fact and all recommendations will become a permanent part of the university's file concerning the grievance).

Coordinator

The coordinator will serve as a liaison between faculty and the college/school dean. The coordinator is responsible to the academic dean for all matters pertaining to the curriculum and will assist with advisement, assessment, the development of schedules and related activities. The coordinator may assume other responsibilities as assigned by the dean.

The dean following consultation with the faculty appoints the coordinator. The coordinator is evaluated annually.

Departments

The following departments compose the college/schools.

The College of Arts and Sciences

- Biology
- Chemistry and Physics
- History and Geography
- Modern Languages and Communication
- Literature and Linguistics
- Mathematics
- Political Science and Sociology

The School of Business

- Accounting and Business Law
- Economics and Finance
- Management Information Systems and Business Education
- Management and Marketing

The School of Education

- Elementary and Secondary Education
- Health and Physical Education
- Psychology and Counselor Education
- Special Education
- Center for Statewide E-learning

The School of Fine Arts

- Art
- Music and Theatre

University College

Director of Graduate Studies

The director of graduate studies reports to the Dean, School of Education. The director of graduate studies monitors admission, candidacy, and completion of graduate program requirements for all graduate programs. The director also provides leadership and advocacy for the graduate programs at NSU with the community, graduate faculty, graduate students, and administration. The director of graduate studies chairs the Graduate Council and serves as advisor to the graduate student association.

Director of Extended Studies

The director oversees all extended studies programs, faculty in-service, new faculty orientation and the office of instructional services.

Director of Instructional Services

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

Director of the NSU Center for Statewide E-learning

The director of the NSU Center for Statewide E-learning reports directly to the Dean, School of Education. The e-learning director oversees all of the academic operations of the e-learning center including, the high school course offerings and K-12 outreach activities, undergraduate e-learning minor and technology proficiency programs, and the graduate programs in e-learning. The master teachers who deliver the high school curriculum and the e-learning faculty who offer the undergraduate and graduate level courses all report to the e-learning center director.

Director for the Honors Program

Responsible to the provost and vice president for academic affairs, the director for the honors program develops recommendations concerning program policy and personnel. The director proposes criteria for entrance into the honors program, for retention in the program, and for graduation in honors. The director suggests which courses should be designated as honors courses and which faculty members should be designated as members of the honors faculty. The director makes further recommendations concerning personnel decisions--retention, transfer, promotion, reward, discipline--to the extent that the person's participation in the honors program bears on such matters. Where a grievance arises out of the honors program, the director and the relevant department coordinator share the responsibility to investigate. The director must make independent recommendations based on their factual findings.

Director of University College

The director of the university college reports to the provost and vice president for academic affairs. The director of university college establishes appropriate academic support services and oversees developmental courses in writing and mathematics. The director also provides programs that offer academic advising services for at-risk student and provides credit and non-credit programs for northeastern South Dakota.

Director for the Writing Center

The director for the writing center reports to the director of the university college. As chief administrator of the writing center and its programs, the director recommends the hiring and retention of adjunct staff and coordinates scheduling of regular faculty in connection with

writing center activities. Where a grievance arises out of the writing program, the director and the relevant department coordinator share the responsibility to investigate. The director must make independent recommendations based on their factual findings. The director also establishes writing center policies governing entrance into and exit from the program, supervises instructional methods and delivery, and follows the progress of individual students registered in the program. The director proposes and administers the writing center budget and controls the facilities housing the writing center.

Grants Coordinator

The grants coordinator, reporting to the provost and vice president for academic affairs, is responsible for institutionally approved or sponsored research.

The grants coordinator collects and disseminates to the faculty and staff information about grant funds; assists in planning, developing and writing grant proposals; and reviews for approval all grant/contract applications that are to be submitted for outside funding. The coordinator will promote and help to facilitate interdisciplinary research proposals both from within the institution and between the university and other local and governmental groups. The coordinator monitors all grant/contract activities to insure all applicable institutional, regental, and external policies are followed.

Within the approval process, the coordinator interacts with faculty and professional support staff to prepare proposals. Prior to submission, all proposals are forwarded to the provost and vice president for academic affairs, and the vice president for finance and administration for budgetary approval and then to the president for institutional approval.

Library Director

The library director is responsible for overall leadership and policy guidance for the library. The director also manages the school library media certificate program and the library media (LIBM) courses. The director reports to the provost and vice president for academic affairs. The director, with the advice of the library committee, recommends policies governing library use. Guided by these policies, the director suggests the purchase of books, magazines, and other materials, as well as the purchases requested by the faculty and others through the library committee.

Registrar

The registrar 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, coordinators, 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, and the provision of student and faculty advisor data. The office houses, maintains, and secures all cumulative student program records.

UNIVERSITY COUNCILS

President's Senior Cabinet

The President's Senior Cabinet consists of the following staff members: the provost and vice president for academic affairs, the vice president for finance and administration, the vice president for student affairs, the chief information officer, the university counsel, executive director of foundation, and director of university relations.

Extended Cabinet

Extended Cabinet consists of the President's Senior Cabinet and the following staff members: dean of the college of arts and sciences, dean of the school of business, dean of the school of education, dean of the school of fine arts, director of graduate studies, director of extended studies, athletic director, director of admissions, director of financial aid, director of residence life, director of human resources, director of facilities management, director of library, director of assessment, director of university college, director of bookstore, director of counseling center, the president of faculty senate, and a representative from the career service committee.

Deans Council

Deans Council is chaired by the provost/vice-president for academic affairs and consists of the following members: dean of the college of arts and sciences, dean of the school of business, dean of the school of education, dean of the school of fine arts, the registrar, the director of libraries, the director of graduate studies, the director of extended studies, the director of admissions, the director of university college, the director of financial assistance, and the director of assessment. Deans Council is responsible for all policies pertaining to academic affairs.

Student Affairs Council

Student Affairs Council is chaired by the vice president for student affairs and consists of the following members: director of admissions, director of counseling center, director of career planning and placement, director of student development and residence life, director of student activities, director of multicultural affairs, director of child care center. Student Affairs Council is responsible for all policies pertaining to student affairs.

Faculty Senate

The Faculty Senate is elected by the faculty and makes recommendations to the president of the university.

Graduate Council

The Graduate Council is responsible for the development of policy and general administration of graduate studies procedures and programs. This responsibility includes the approval of graduate curricular proposals, the development of policy relating to admission to graduate studies, membership on the graduate faculty, review of graduate programs, evaluation of action recommended by graduate committees, and the acceptance of students as candidates for the master's degree. The recommendations of the Graduate Council are made to the provost/vice president for academic affairs.

The Graduate Council consists of the provost and vice president for academic affairs, the director for graduate studies, the dean of education (ex officio), six members of the graduate

faculty, and one student elected by the graduate student association. The chair of the council shall be the director for graduate studies.

Institutional Review Board

The Institutional Review Board of Northern State University (IRB) must review and approve all research involving human subjects **before** experimentation begins. All human research projects (including surveys, professional tests, questionnaires, and studies in which the researcher is the subject of his/her own research) are subject to a complete review. This rule applies to faculty, staff, 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.

Teacher Education Council

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

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

Standing and Ad Hoc Committees and Task Forces

The general guidelines for committee operation are as follows.

All listed standing and ad hoc committees and task forces will provide minutes to the following: president's senior cabinet, extended cabinet, council of deans, faculty senate, student senate, the career service association, and the library. Matters that concern personnel actions or collective bargaining will not be included in the distribution of minutes listed above. The purpose of distributing minutes of all standing and ad hoc committees and task forces is to enhance internal communications. Sufficient opportunity will be afforded for the various segments that make up the university community to respond to issues and policies being considered.

Faculty members serving on committees shall follow regents' policy and, where appropriate, the collective bargaining agreement between the South Dakota Board of Regents and the Council of Higher Education. Faculty appointments to committees, except as specified by contract, are

recommended by the faculty senate. The career service association recommends staff assignments to committees. The student senate recommends student appointments to committees. The president makes all appointments.

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

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

UNIVERSITY COMMITTEES

American with Disabilities Act (ADA) Accommodations Review Committee

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

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

Affirmative Action Grievance Committee

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

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

Assessment Committee

The Assessment Committee has been established to facilitate the academic assessment process. It will assume the following responsibilities:

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

Diversity and Multiculturalism Committee

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

Information Technology Planning Committee

The Information Technology Planning Committee will formulate policy and oversee long range planning for all information technologies at the university. The Chief Information Officer chairs the committee. Other members of the committee include the library director, vice president for finance and administration, four deans, faculty senate president, the NET Services department coordinators and one student.

International and Minority Student Affairs Committee

There shall be an International and Minority Student Affairs Committee. Members will consist of the Vice President for Student Affairs as chair of the committee, the Director of ESL, the Director of Admissions, the Academic Coordinator for International Business, five faculty, International and Minority student Graduate Assistants, two international students and two minority students.

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

Loss Control Committee

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

Media Board

There shall be a Media Board to consist of a student affairs staff member; a technical advisor (non-voting); an academic advisor (non-voting); editor of the Exponent; one faculty member each from art, business, education and English, appointed by the president; and four student members appointed by the student senate. The committee monitors relations between the institution and its student press to assure that support needs are identified and addressed.

Parking Appeals

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

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

Strategic Planning and Budget

Chaired by the provost and vice president for academic affairs, the strategic planning and budget committee is the vehicle through which all planning and budget allocation requests are analyzed. Recommendations on program funding and/or budget realignment are forwarded by the committee to the president.

PRIDE (Program to Reduce Inefficiencies and Develop Effectiveness)

The function of the PRIDE Committee is to oversee the PRIDE Program, in order to find ways to identify inefficiencies on Northern's campus, as well as to find creative ways to eliminate or reduce the identified inefficiencies. The goal of the PRIDE Program is to provide continuous improvements to processes and procedures in place at NSU, as we reevaluate what we do and how we do it.

Proficiency Appeals Committee

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

Scholarship Committee

The Northern State University Scholarship Committee shall consist of eight faculty members, the provost and vice president for academic affairs, the director for admissions, the director for financial assistance, the director for honors program, and three (3) members of the university selected by the president.

The committee makes recommendations regarding all scholarships issued or administered through Northern State University.

Employee Achievement and Recognition Committee

The Employee Achievement and Recognition Committee is composed of three faculty (recommended by the Faculty Senate), three career service members (recommended by the Career Service Association), and two members of the university selected by the president. The responsibilities of the committee are:

1. to send a balloon bouquet with cards to Northern State University employee if hospitalized or if ill at home for more than three days;
2. to send a \$15 memorial to Northern State University employee if a spouse or child dies and to unmarried employee if a parent dies or if they have a child and the child dies;
3. to send cards for marriages, births, adoptions, and for death of an immediate family member;
4. to recognize retiring employees by presenting them with a "Golden Pass" and plaque inscribed with their name and years of service; and
5. to plan the annual Northern State University employee recognition night in conjunction with the Human Resource Office.

Student Retention Committee

This committee consists of the provost and vice president for academic affairs or designee, director for academic advisement, two career service employees, two administrators, three faculty members, four representatives from student affairs, one representative from admissions, one representative from the computer center, one representative from the library, and two students.

FACULTY SENATE COMMITTEES

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

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

Academic Affairs Committee

There shall be an Academic Affairs Committee to consist of eight members of the faculty, two administrators, two students, and the provost and vice president for academic affairs who shall chair the committee.

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

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

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

Athletic Committee

The Athletic Committee, a standing committee of the Faculty Senate, shall be comprised of twelve (12) voting members: the director for athletics; the senior woman administrator; the director of student activities; the director of Barnett Center; the registrar; five faculty members, one of whom must be the faculty athletic representative; and two students, one of whom must be an active member of Student Athlete Mentors (SAMS). Membership is gained by virtue of position or appointment/election.

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

Campus Preservation Committee

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

secretary from among its members who will keep minutes of the meetings. The committee will select its officer for each academic year in September.

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

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

Faculty Travel and Sabbatical Committee

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

The Faculty Travel and Sabbatical Committee shall be responsible for the development of policy and general administration of faculty research and development. The committee will encourage and aid faculty members 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 full range of supportive services to carry out our institution's research mission.

The committee shall review and coordinate all recommendations pertaining to faculty research and development, including sabbatical leaves, funds support those faculty-making presentations at professional meetings, and in-house funds supporting faculty research activities.

Honorary Degree Committee

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

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

Library Committee

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

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

OIS Advisory Committee

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

Because institutional excellence requires an environment conducive to the habits of inquiry and exploration, the committee shall have the responsibility to recommend and to promote faculty development activities that will enhance teaching, learning, and scholarship on campus. The committee will make funding decisions for the Nora Staael Evert Faculty Development Award and the Small Grants Program in Teaching and Learning. They will work with the OIS Director to develop long range plans for faculty development and serve as advisors to the Office of Instructional Services to promote opportunities for in-service programs, summer study, seminars and forums, professional research and publications, community dialogue, and other projects or activities that may be conducive to the better recruitment, retraining, renewal, and redirection of Northern State University personnel. To those ends, the committee shall submit an annual budget request to the university, seek other supporting funds, and otherwise promote a climate of values favorable to faculty development.

CONTRACT COMMITTEES

Institutional Agreement Management Committee

Description can be found in the collective bargaining agreement.

Promotion and Tenure Committee

Description can be found in the collective bargaining agreement.

II. INSTRUCTIONAL PROGRAM AND ACADEMIC POLICIES

REGISTRATION

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

During registration, faculty members should assist advisees in the selection of courses. Faculty should encourage advisees to select alternate courses in the event the first choice schedule is no longer available.

Registration Changes

Course adds. Adds to registration may be made by a student at any time until the end of the last day of refunds (10% of term) for the semester (census date). Extra class activities and individual studies should be added as soon as possible, but may be added through 70% of the semester. Second-half-semester classes should be added by census date of the semester.

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

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

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

EXAMINATIONS

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

Semester Examination Policy

1. The term "examination" is understood to mean any of various kinds of meaningful culminating activities as well as written tests.
2. The first and last periods of each final examination day have been reserved for testing multiple sections of the same course. Professors who so desire shall reserve these time periods by making arrangements with the provost and vice president for academic affairs the previous semester prior to the printing of each semester's class booklet. Multiple sections of three or more shall have priority.

3. Evening class (5-10 p.m.) examinations shall be given at the regular class meeting time during semester examination week.
4. 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.
5. Because classes meet several times each week, the schedule refers to the first meeting of the class. Classes scheduled over two or more class periods will be tested according to the first period scheduled (i.e., classes meeting 9:30 to 10:45 TT will be tested during the block assigned to 9:00 classes meeting regularly on Tuesday).
6. 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.
7. During the week preceding the examination schedule, each professor shall indicate the day, hour and place of the examination.
8. Each semester the examination schedule will be rotated one day ahead.

GRADING

See the current university catalog.

Procedure for Submitting Grades and Verifying Class Enrollment

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

Midterm grades. Reports of deficiencies will be mailed to each student. The Registrar will provide summary reports of deficiencies to advisors, academic deans, provost and vice president for academic affairs and the vice president for student affairs.

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

Grade Changes

Where a grade change is necessary, the faculty member makes a written request with an explanation for the change. Special forms for grade changes are available from the Registrar. Grade changes may be submitted via e-mail, but must include the student's name, the course name, number and term, and the explanation for the change.

Student Academic Grievance Procedure

Students who believe they have been aggrieved by a decision or action of a faculty member relating to class absences, grade, alleged academic dishonesty, plagiarism, and classroom behavior disorders shall follow the procedure outlined in the student handbook.

SEMESTER CLASS SCHEDULE

Class schedules are prepared by the coordinators/academic deans and submitted to the provost and vice president for academic affairs. After approval by the vice president, the official class schedule is announced. The official schedule must be followed in all classes unless written approval for the change has been obtained in advance from the provost and vice president for academic affairs.

STUDENT ATTENDANCE/CLASS ABSENCE POLICIES

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

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

ACADEMIC PROBATION AND SUSPENSION POLICY

Probation

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

During registration, or during the first two weeks of the succeeding term after the student is placed on academic probation, the student must confer with the appropriate dean for advisement.

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

Suspension

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

Notification of Probation and Suspension

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

Progress Reports

Faculty are responsible for providing notice of deficiencies on all freshman and sophomore students at mid-term. The DEF (Deficient) grade notation may be entered using WebAdvisor, along with a last date of attendance (or academic activity) if the student stopped attending or never attended (use first date of term in this case). Progress reports will be printed for any student receiving a DEF grade and distributed to the student their advisor. First-year students who are identified as at-risk will be contacted by the Academic Advisement Center. Academic advisors are encouraged to contact their advisees who have had deficiencies reported.

Early Alert

To improve retention, beginning Fall 2006 an Early Alert grading system will be put into place. Much like the mid-term deficiencies already done, this just gives students, advisors, etc.

an earlier notification of problems. The Early Alert system is required for all 000, 100- and 200-level courses, and its purpose is to provide students with notification of deficiency after only three weeks of class. The challenge of determining that a student is having serious difficulty after such a short time, is recognized, so the system makes use of any mechanism the faculty member might want to determine that a deficiency is appropriate. This determination might be based on attendance, homework, quizzes, class participation, or an examination. Faculty member may also use this to report non-attendance. Enter DEF and the last date of attendance. If they have never shown, use the first date of the semester.

Transfer Students

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

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

CONTINUING EDUCATION

Members of the regular faculty or adjunct faculty staff may offer continuing education classes. Off campus extension centers function during the fall and spring semester. Workshops on the campus and traveling classrooms are usually handled as extension offerings.

Correspondence study courses are available on a year-round basis for home study. The Correspondence Study Bulletin is available from the Office of Extended Studies.

The Office of Extended Studies collects and deposits with the office of Finance and Administration all fees involved in the continuing education and correspondence courses. Deans are to be consulted before either continuing education or correspondence assignments are announced. Generally, both continuing education and correspondence work is assigned in addition to the regular course load and additional remuneration is granted according to regents' policy.

CONFERENCES, CLINICS, WORKSHOPS, SEMINARS, AND SPECIAL EVENTS

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

SCHEDULING OF CLASSROOMS AND OFFICES

The office of the provost and vice president for academic affairs, in cooperation with the academic deans, makes academic assignments for classrooms for regularly scheduled instruction and for workshops, and assigns faculty offices.

OFFICE HOURS

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

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

Faculty members are expected to maintain a minimum of six office hours extended over at least three days of the week.

FACULTY WORKLOAD

See the collective bargaining agreement.

SUMMER SCHOOL WORKLOAD POLICY

See the collective bargaining agreement.

MEETING CLASSES

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

FACULTY GRIEVANCE PROCEDURES

See the collective bargaining agreement.

CANCELLATION OF CLASSES DUE TO SEVERE WEATHER

The president establishes the reporting procedure with the media, which include KSDN, KKA, KGIM, KABY, and KELO-TV. In addition, beginning Fall 2008, the Campus Alert system will also be used to notify registered staff and students, by telephone, e-mail or text message.

PROCEDURE TO FOLLOW IN THE EVENT OF A BOMB THREAT

The person receiving the 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 9-11 to notify the Aberdeen City Police. Follow the guidelines on the "Emergency Webpage" at www.northern.edu.

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

Policy When Evacuating a Building Due to Sounding of Fire Alarm

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

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

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

Because faculty members do not know why a building is being evacuated they should advise students to take books, coats, purses, etc. with them. A bomb threat results in a search that takes at least one hour. The nature of the threat may make it advisable to remain out of the building for a longer period of time.

SCHEDULING NON-STAFF SPEAKERS FOR CLASS LECTURES

When persons who are not regular faculty members are invited to lecture to regularly scheduled classes during hours when credit is being earned, the college/school dean is to be notified in advance of the speaker. Information to be provided includes the name of the person, date and time of the scheduled appearance.

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.

CURRICULUM REVISION

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

The initiation of curriculum, revision and addition is primarily a faculty function in South Dakota higher education institutions. Changes in programs and new program requests are generated with supporting data at the departmental level. The proposals are initially screened through a divisional, school, or university curriculum committee. A second level of screening occurs in the institution-wide curriculum committee (normally chaired by the Provost and vice president for

academic affairs). Finally, the president (acting again as a screen) submits the proposed programs to the regents' office. The regents' staff refers the programs to the academic advisory council for its input. The academic advisory council is comprised of representatives from each of the six institutions, chaired by the director for academic affairs, and acts strictly in an advisory capacity.

For further information please visit the following website:

<http://www.sdbor.edu/administration/academics/aac/guidelines.htm>

Common course numbering information is available at the following website:

<http://www.sdbor.edu/administration/ris/reporting/CourseInventoryOptions.cfm>

All curricular proposals must be submitted to the provost and vice president for academic affairs by October 1st.

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

Minor Course Modifications

Existing unique courses:

- Change in course numbering (may only be changed to another unique course number not currently being used as a unique course number with an “active” state at another university)
- Title
- Course prerequisite or corequisite
- Course description (when it does not change course content)
- Change in credit hours
- Crosslisting
- Dual listing at the 400/500 level
- Enrollment limitation
- University Department Code
- Repeatable for additional credit
- Change in prefix
- Change in grading option (S/U or A, B, C, D, F)
- Add x9x series

Existing Common Courses: (agreement between all institutions involved)

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

New Course Requests

- New courses
- Originator's responsibility to check if the new course number is common or unique

Revised Course Requests

Unique:

- Substantive change in the subject matter content of an approved course
- Change in CIP code
- Assignment of or change of instructional method
- Move from unique course to common course
- Move from common course to unique course
- Course number change to a number that is the same as a unique course number (with an "active" status) at another university

Common (please check with colleagues at other universities to be sure everyone is in agreement):

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

Experimental Course Requests

An experimental course can be offered no more than twice within 2 academic years before it must be submitted as a New Course Request. An academic year is a Fall and Spring Semester. Prefix must be approved for the university. Numbers are 199, 299, 399, 499, 599, or 699. If experimental course is offered via distance, the distance delivery quality assurance process must be completed and the course must be listed on EUC.

Deletion of Course

Please refer to form for further clarification.

Program Modifications

Minor:

- Course deletions that do not change the nature of the program, or distribution of courses in the program, or change total credit hours required
- Course additions that do not change the nature of the program, or distribution of courses in the program, or change total credit hours required
- Revised courses in the program

Substantive

- Any change not mentioned under Minor Program Modification

Termination of Programs

Campuses proposing the termination of a program with actively enrolled students need to provide a detailed phase-out plan including the academic year and term the termination is effective.

Inactive Status

Programs may only remain on inactive status for five (5) years. If the university does not request activation of an inactive program within five (5) years of being placed on inactive status, the program is automatically terminated. Students cannot be admitted to a program on inactive status. If determined after review that a program should be reactivated, the institution (Academic Affairs Office) will submit a letter of notification to the BOR Office.

New Program An Intent to Plan form should be submitted for each new program. The form, may be found in the file folder labeled Curriculum on the H:\Faculty-Staff Data\OC drive, entitled “Intent2Plan” should address issues relating to mission need and resources. A New Major or Minor Form then follows the Intent to Plan form. Included are new programs, which create new curriculum, the establishment of majors or minors or to propose options within majors or minors as well as request to confer new degrees.

Established Program - New Site This form is used to offer an existing program at a new or different geographic location.

TEXTBOOKS

The University Bookstore is maintained as a service to the campus community and is operated within accepted business practices. The policies governing textbook orders and new adoptions follow.

Textbook Adoptions

Textbook adoptions for spring semester are normally due the end of October. Adoptions for summer and fall books are typically due the end of March. Early placement of textbook orders

helps to assure the availability of USED textbooks vs. NEW. Adoption forms will be sent directly to instructors with the exception of those courses where AStaff≅ is noted as the instructor. In this case the course adoption will be sent to the department coordinator.

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

Pricing Structures

The retail price of a textbook will be based on the publisher's list price. Exceptions may occur if the bookstore has not received a discount, has received a short discount, or has been billed for inflated shipping and/or handling charges. The normal discount given to bookstores from the publishers off the list price of a textbook is 25%..

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

Textbook Buyback

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

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

Textbook Returns

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

SCHEDULING OF UNIVERSITY EVENTS

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

1. Reservations and rentals for the Student Center must be made through the Student Development Center. Forms used to schedule events in the Student Center may be obtained in Student Center Room 201.

2. Reservations and rentals for all other Northern State University facilities (excluding residence hall or food service facilities) may be made through the office of the facilities coordinator.
3. Space is not considered reserved until it has been cleared by the provost and vice president for academic affairs and all forms have been returned and filed.

The responsibility for student meetings and activities rests in large measure with the faculty advisor of the group or organization sponsoring the meeting or activity. The faculty advisor shall be present when a student group is using a university facility. The finance and administration office must be informed well in advance as to arrangements which will be made if there is a charge for the event or program. The facilities management office is responsible for temporary parking permits and special parking arrangements.

Use of State Property for Private Purposes

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

University Affiliated Use

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

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

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

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

Non-University Affiliated Use

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

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

When Johnson Fine Arts Center is used, a stage manager, a house manager, or both may be required depending on the use being made of the facility. The individuals will serve as representatives of the university and be in charge of the area. They will report rental usage and labor hours to the facilities coordinator for all billings for that facility. The university will provide the stage and lighting representative for one dress rehearsal and two performances, or whatever performance numbers are required. Any other time used for these purposes will be charged to the individual(s) or organization renting the facility.

Rental Rates for Off-Campus Organizations/Individuals

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

Policy Regarding Use of the University Food Service

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

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

All campus organizations must have a purchase order, which is presented to Aramark. Arrangements are then made directly with Aramark.

Non-campus (outside) groups will contact Aramark directly. If the manager does not believe the group can be served within the above guidelines, he/she will contact the vice president for finance and administration for a decision.

COMMENCEMENTS

During the academic year, all full-time administrative and faculty personnel holding academic rank may participate in the winter and shall participate in the spring commencement programs. Proper academic regalia is required and if not owned may be purchased through the university bookstore.

OUTSTANDING FACULTY MEMBER

The Northern State University Foundation encourages excellence and stimulates superior teaching, research, and service providing annual recognition to a full-time faculty member. An announcement will be sent from the provost and vice president for academic affairs to all faculty and staff March 1st. Nominations for the award are submitted to the Dean. Each dean may submit to the provost and vice president for academic affairs the name of **ONE** faculty member along with the faculty member's application packet. (current PSE, maximum of three letters of support from faculty colleagues, maximum of three letters of support from students). No additional information will be included in the application packet. All materials will be submitted hard copy and unbound. If the Dean chooses to forward to the provost and vice president for academic affairs the nomination of a faculty member for the award, the dean will include a letter of support with the application materials. Completed packets must be in the provost and vice president for academic affairs office no later than April 15. The names of all faculty members nominated will be kept on file in the provost and vice president for academic affairs office.

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

FACULTY SERVICES

Williams Library [<http://lib.northern.edu/>]

Building on the university's vision and values, the Library is an active, integral partner in these efforts to promote scholarship, community, and citizenship. Our vision is to support student learning and excellence in faculty and student research and to collaborate with organizations within and beyond the university in pursuit of this vision.

The Library has a staff of four professional librarians and 13.5 FTE support staff, including student help. The staff is committed to providing a variety of services to enable faculty and students to identify, locate, and use the appropriate information resources. More specifically,

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

Please contact a librarian to schedule any of these services.

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

University Relations

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

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

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

News releases are mailed daily to South Dakota newspapers, television, radio, and wire services; since news is perishable, every effort should be made to submit information for release as soon as it is available. Although publication of items submitted cannot be guaranteed, all newsworthy stories will be released to the appropriate media.

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

University Relations also publishes "What's Up," a campus bulletin posted each Thursday on the NSU homepage at <http://www.northern.edu/news/whatsup.html> when classes are in session. Persons with information on activities and events of interest to students and faculty should

submit items to the "What's Up" office in Graham Hall by noon Wednesday before they would like the information to be published. The "What's Up" is also posted on the NSU Web site.

University Relations staff can also provide assistance and services in graphic arts and layout of brochures as well as publicity for upcoming events, which can help faculty members "build crowds" for speakers or activities that they advise that are open to the public.

Alumni and Development Office

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

Northern State University Foundation

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

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

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

Information About Students

The registrar's office is responsible for maintaining the students' academic records in a safe and confidential manner. Faculty members desiring this information may request it for academic legitimate academic reasons; however, they must respect confidentiality in accordance with the Buckley Amendment.

NET Services (Northern Educational Technology Services)

NET Services is administered by the chief information officer and includes four centers of operation: the NSU Help Desk, Computer Center, Media, Instructional Technology and Distance Delivery Center, and the Instructional Design Center.

- **NSU Help Desk**

A centralized help desk, located in the Technology Center, Room 148, is the first point of contact for all faculty, staff and students needing technical assistance. The help desk coordinates all services provided by the NET Services personnel, and can be contacted by phone, e-mail (help@northern.edu) or through the NSU website (<http://etech.northern.edu/help/>). **Phone: (605) 626-2283.**

- **Computer Services Center**

The function of computer services center is to provide technology service and assistance to the students, faculty, and administration. Among the services provided are local computer networks, Internet connectivity, repair and maintenance of computers and computer peripherals, computer facilities for instruction, processing of student records, and assistance in the management of business operations. Also, computer services facilities are available for student and faculty research purposes. Consultant and technical assistance services for individuals are available from personnel of computer services. Both Macintosh and PC general use computer labs are open for student use throughout the year. Additional services provided by the computer center include color and black and white printing; checkout of headsets, speakers, microphones and selected specialty software; purchase of CDs, disks and zip; burning of CDs; and scanning.

- **Media, Instructional Technology and Distance Delivery Center**

The Media, Instructional Technology and Distance Delivery Center is located in the Technology Center, Room 148 and serves the NSU campus with traditional AV media equipment and production as well as the latest in digital technologies and teleconferencing equipment. The media center personnel design, maintain and operate NSU's smart classrooms and teleconferencing rooms. The Media Services and Distance Delivery Center houses two state-of-the-art video production studios and produces content for and maintain and operate NSUtv. The center also coordinates the scheduling and delivery of all multimedia instructional equipment (smart carts, cameras, slide projectors, TVs, etc). Other services provided by the media center include laminating, burning CDs and DVDs, dubbing tapes, making transparencies, scanning, color printing and same-day checkout of digital cameras, digital camcorders and laptops for school-related projects. The distance delivery personnel design, maintain and operate the South Dakota Digital Dakota Network (DDN) distance learning rooms, including the Center for Statewide E-learning studios. They schedule distance classroom use and provide DDN technical support for NSU faculty and E-learning instructors. These services allow NSU faculty, students and staff to teleconference throughout South Dakota, supporting NSU's international and e-learning mission.

- **Instructional Design Center**

The instructional design center is located on the second floor of the Technology Center. The instructional design staff provides support for faculty and students in the areas of online course management software and other technologies used to develop instructional materials including, presentation software, Web site design and development programs, and electronic portfolio development. The instructional design staff members coordinate the design and delivery of faculty and staff technology training. The coordinator of the

center reviews all NSU courses delivered online to assure that they meet the established standards of Quality Matters by the Board of Regents. The instructional design center also oversees the Technology Fellowship program.

ACADEMIC ADVISING

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

Advisor Assignments

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

Academic advisors should:

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

General Information on Advising/Registration Procedures

- X Students who want to change advisors should contact the department office to inquire about the appropriate method for the change.
- X Contact the appropriate offices when unsure about policies and procedures.
- X New students who don't know who their advisor is should contact the department office in their academic area or the Academic Advisement Center.
- X When preparing for registration, students should choose classes *before* meeting with their advisors. Students should select alternate classes in case of class cancellations, closings or prerequisite requirements. Students should schedule an appointment with their advisors prior to their registration date.

- X Students who preregister and later decide to cancel their registration should notify the Registrar's Office and their advisor of their decision to cancel.

- X Students who do not plan to return the following semester should inform the Registrar's Office.

III. 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 through the dean and is subject to the approval of the provost and vice president for academic affairs, the president of the university, and the Board of Regents. A more complete description of recruitment and employment procedures can be found in the Recruitment and Selection Guidelines for faculty and exempt employees, the collective bargaining agreement, the affirmative action plan and the regents' policy manual.

Required Employment Forms

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

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

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

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

Affirmative Action Statement

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

	<u>Affirmative Action Officer</u>	<u>ADA Coordinator</u>
Name:	Susan Bostian	Donald Erlenbusch
Office:	Human Resource Office	VP for Finance and Administration
Phone:	(605) 626-2520	(605) 626-2537

SEXUAL HARASSMENT

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

It is the policy of the state of South Dakota that all employees are responsible for ensuring that the workplace is free from sexual harassment. Because of the state's strong disapproval of

offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment.

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

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

DRUG AND ALCOHOL

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

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

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

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

Intercept Employee Assistance Program
Bob Van Winkle at 229-4226 or 1-888-226-1236

NSU Counseling Center
Deb Walker or Becky Kuch at 626-2371

NADRIC at 225-6131

Worthmore Alcohol and Drug Center at 622-5800

Lutheran Social Services at 229-1500

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

ACADEMIC RANK

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

Adjunct/Part-time Faculty

In addition to regular appointments, adjunct/part-time appointments are made occasionally to meet specific needs. Appointees enjoy the privilege and are subject to the responsibilities set forth in section II of this handbook.

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.

Promotion and Tenure Procedures

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

Emeritus Status

(Board of Regents Minutes, 197-1967) The emeritus status is one of distinction not to be given automatically and is conferred by the Board of Regents upon the recommendation of the college or university. The title of "emeritus" is in no way connected with financial consideration, nor does it imply any monetary stipend. To be eligible for emeritus status, the following requirements must be met: (1) the individual must have enjoyed academic rank of assistant professor or higher; (2) the only professional persons entitled to emeritus status who do not have academic rank are university presidents and deans; (3) no person shall be eligible for emeritus

appointment until retirement from the normally assigned duty as president, dean, professor, associate professor, or assistant professor; and (4) to be eligible for emeritus status the professional staff member must have served the institution without interruption for a period of ten years and must be on the staff of the institution at the time the emeritus designation is made.

ACADEMIC FREEDOM

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

FACULTY EVALUATION PROCEDURES

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

PAYROLL

Salary payroll periods are monthly and paid on the last working day in the month. Direct Deposit is mandatory to automatically deposit salary earning into checking or savings accounts.

REQUEST FOR EXTENSION OF PAY PERIODS

Faculty have the option of receiving pay based on actual contract dates or to extend the number of pay periods to twelve months. Please see human resources for the necessary paperwork. Upon resignation, termination of employment or any other cause for termination of contracted services, all earned and unpaid salary compensation will be paid on the next scheduled pay date.

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. Any contractual payments remaining will be paid with the next scheduled pay date (prorated as necessary) whether or not you have elected 12-pay. Please see the human resources department prior to the final date of employment to complete necessary paperwork.

REDUCED TUITION

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

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

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

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

EMPLOYEE REQUEST FOR ADVANCED STUDY

Educational Benefits Policy

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

WORKER'S COMPENSATION

Work related injuries or occupational disease must be reported immediately. Report the circumstances of the injury, exposure, or disease to your immediate supervisor and the injured worker must complete a first report of injury form online at <https://www.bopweb.com> no later than three (3) days after the occurrence. If you fail to report your claim on time, it may be denied. Keep in touch with the Human Resources Department to assure the claim is properly filed and monitored. All claims will be thoroughly investigated by the Bureau of Personnel. Failure by a supervisor to report a claim may result in a Class II misdemeanor to the supervisor. For additional information contact the Human Resources Department or the SD Bureau of Personnel.

Please contact the Human Resource Office for assistance with the filing process should a worker's compensation situation occur. For those traveling within or outside the state of South Dakota, it is necessary that a Travel Request Form be completed and approved before making the trip. This is the approval necessary to insure coverage under the Workers' Compensation Act.

ACCEPTANCE OF HONORARIA

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

EXTENDED STUDIES TEACHING

Northern State University provides an extensive and comprehensive continuing education program of graduate and undergraduate instruction both on and off campus.

An assignment to teach in the continuing education program is in addition to the regular assignment with compensation determined by regents' policies.

The continuing education program is a function of the Continuing Education Office located in Spafford Hall. It is the responsibility of the director for the continuing education program to promote, organize, and coordinate both the graduate and undergraduate offerings. Policies governing the continuing education program follow.

1. Courses to be offered for credit are those listed in the current university catalog and such other courses as may be approved by persons designated on the approval form. Continuing education offerings on campus will be limited to non-catalog courses offered as workshops, seminars, remedial courses, non-credit offerings, and other special activities.
2. Generally, continuing education classes are offered during the evening or on Saturday. Exceptions must have the approval of the provost and vice president for academic affairs.
3. Determination of courses to be offered is dependent upon demand and available personnel. Final approval of an offering and the budget is the responsibility of the director for continuing education.
4. The continuing education program must be self-sustaining, and minimum enrollments are determined by the director for continuing education.
5. Only those persons who have a regular or adjunct faculty appointment are eligible to provide instructional services.
6. Those persons teaching courses must have the approval of the department coordinator of the discipline in which they will teach and the department coordinator of the discipline in which they have their regular teaching assignment.
7. Because the assignment and reimbursement is in addition to the regular assignment and salary, continuing education teaching must be scheduled outside the regular day, and in no way is to interfere with regularly assigned responsibilities.
8. Faculty members with full-time (teaching, administrative, or other) assignments may not teach more than one four-semester-hour course, or the equivalent, during any one semester.
9. Staff members desiring to offer continuing education classes should make this request to the director for continuing education after securing approval from the appropriate faculty coordinator.
10. Specific information concerning class sessions, salaries, enrollment procedures, etc., is available from the director for continuing education.

Minimum enrollments for classes involving travel will be set in each instance based on total mileage and other expenses.

LOCALLY AUTHORED TEXTBOOKS

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

ACCEPTABLE COMPUTER USAGE POLICY

The information, computing, and instructional technology resources provided by NSU are intended to assist members of the NSU community – faculty, students, and staff – in the fulfillment of their educational responsibilities. These resources and their effective use, contingent upon first amendment and academic freedom principles that demand the free flow of information and a free and open atmosphere, are vital to the mission of NSU. Such use is encouraged; however, since these resources are state property, their use is a privilege. For all to benefit, proper and fair use is necessary. This document attempts to outline the rights and responsibilities of both NSU and the users of these resources.

NSU responsibilities:

- NSU has the responsibility to maintain a reasonably stable and secure network environment. Scheduled downtime will be limited and well announced.
- NSU has the responsibility to backup files and data stored on the campus on a regular basis. Users should be aware, however, that no system configuration, backup process or security setup is 100% effective.
- Network and computing equipment (hardware and software) provided by NSU will be legally obtained, up-to-date and sufficient for the needs of users.
- NSU has the responsibility to treat data (including users' files and e-mail) as confidential. However, ownership does reside with the University and data in the system may be subject to discovery during litigation and disclosed in court proceedings.
- NSU will provide training.

User responsibilities:

- Users have a responsibility to treat other users and the staff with consideration and respect. Abuse or harassment of others will not be tolerated. Users should be sensitive to the diverse and public nature of facilities.
- Since users have a right to resources sufficient to their needs, they have a responsibility not to use excessive resources. This would necessarily inhibit chain letters, spam, mass mailings, and excessive printing, game playing, or otherwise unnecessary network traffic.
- Users should obey the law. Under state and federal laws, the following activities are illegal: child pornography, distribution of pornography to minors, obscenity, scams and pyramid schemes, copyright infringement, and unauthorized duplication of software. Users have the responsibility not to use illegally obtained or pirated software. Copyright and intellectual property laws should be obeyed (for additional information on copyright and intellectual

property law, see the library home page). Staff may ask for proof of ownership before installing or helping with software.

- Users have a responsibility not to abuse or mistreat equipment or data or to use networks and accounts or access data for which they do not have authorization. This precludes any form of computer hacking. Users should keep their passwords private. Users are responsible for the safety and integrity of their data and should back-up their work frequently.

Northern State University treats policy violations of computing facilities, equipment, software, information resources, networks or privileges seriously. Problems should be reported to NSU staff. Disciplinary action resulting from such abuse may include the loss of computing privileges and other sanctions including non-renewal, discharge, and dismissal. Alleged violations of the policy shall be processed according to the judicial processes outlined in the SDBOR/COHE Higher Education Contract, the Faculty Handbook, and the Student Handbook. Northern State University may also prosecute abuse under the Computer Fraud and Abuse Act of 1986, or other appropriate laws.

The act of logging on the network indicates your acceptance of the above terms and conditions.

POLICY FOR HUMAN SUBJECT RESEARCH

Principles for the Ethical Conduct of Human Subjects Research

- I. When planning research, the researcher must consider its ethical acceptability. The researcher is directly responsible for protecting the rights and welfare of the participating subjects and is obliged to take reasonable steps to protect the rights and welfare of human subjects and other persons affected or represented by the research.
- II. Researchers are responsible for the manner in which their research is conducted, whether conducted by themselves or by others under their supervision or control. Researchers should use only those methodologies for which they are trained to administer competently. If special populations are to be used, the researcher is obliged to consult with experts concerning the needs of the special population.
- III. Researchers must obtain institutional approval prior to conducting research. In doing so, accurate information about research methods must be provided. The researcher is obligated to conduct the research using the approved methodology.
- IV. Prior to conducting research, the researcher must obtain written, informed consent from the research subjects (see the section on Informed Consent below for details). Informed consent must be written in a manner that is reasonably understandable to the subjects.
- V. Researchers must not offer excessive or inappropriate financial, course credit, or other inducements to obtain research subjects, particularly when the inducements might tend to coerce participation.
- VI. Deception should not be used unless the researcher has determined that it is justified by the study's scientific, educational, or applied value, and that alternative methodologies are not

available. Whenever deception is used, the researcher is obliged to explain the true purpose of the study at the earliest possible time. Deception is never used in regard to information that might affect a subject's willingness to give informed consent.

- VII. The data collected during research are confidential unless otherwise agreed upon in advance by the researcher and subjects. If confidentiality cannot be assured, this must be noted as part of the informed consent agreement.
- VIII. Researchers should provide an opportunity for subjects to obtain information about the nature, results, and conclusions of the research.
- IX. If the research results in undesirable consequences for individual subjects, the researcher has the responsibility to detect and remove or correct these consequences.
- X. The researcher has the responsibility to explain to the subjects that they have the right to withdraw from the project at anytime.

Designing the Study and Determining Risks

- A. **Designing the Study:** The researcher should develop a well-articulated problem and then select a population and procedures for obtaining data appropriate to the project. When choosing a population, the researcher should clearly define the criteria for the group. All data collection, analysis and reporting procedures must be thoroughly explained in the research plan.
- B. **Determining Risk:** Although the researcher must assess any potential risks to the subjects when developing the research plan, NSU's IRB will make the final assessment of risk in the use of human subjects for research. The IRB may judge certain tests, questionnaires, or procedures to involve more than minimal risks and therefore can require Informed Consent for all subjects. In evaluating risk, researchers and the IRB will use the following general definition of minimal risk as a guide:

No more than minimal risk exists when the probability and magnitude of harm or discomfort anticipated in the research are not greater (in and of themselves) than those ordinarily encountered in DAILY LIFE or during performance of routine physical or psychological examinations or tests.

From Guidelines for Science and Engineering Fairs, 1999-2000, P. 12.

The following are examples of activities or groups that contain more than minimal risks:

Possible Risk Activities

- Exercise.
- Emotional stress resulting from invasion of privacy. Questions on sexual activities or preferences, AIDS testing and results, suicide attitudes, divorce and its effects on psychological well-being may be judged as overtly invasive or high-risk. Researchers should always carefully

evaluate controversial questions for compliance with federal regulations. Photographs that physically identify individuals are illegal without informed consent.

- Ingestion of any substance or physical contact with any potentially hazardous materials or organisms. This rule applies to the researcher as well as to the human subject(s).
- Offensive or invasive procedures

Risk Groups

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

Applying for Approval

- *NSU Human Subjects Research Approval Form.* A completed and signed *Human Subjects Research Approval Form* accompanied by a comprehensive research plan must be approved by the NSU Institutional Review Board (IRB) before research can begin.
- *Qualified Professional Form:* The researcher may use procedures involving the potential for significant risk only under the direct supervision of a qualified professional. In such situations, a signed *Qualified Professional Form* must be attached to the approval form. Researchers are prohibited from administering medications to human subjects. The IRB will ascertain that the researcher is not violating the South Dakota's authorized practice of medicine statute SDCL 36-4-8.
- *Informed Consent Form:* Except as noted under exemptions below, informed consent is required for subjects under 18 years of age, for subjects who will be exposed to more than minimal risk as determined by the IRB, and is strongly recommended for all projects involving human subjects. It is illegal to publish or display information in a report that identifies the human subjects directly or through identifiers linked to the subjects, including photographs, without written informed consent. If the subjects are legally incapable of giving informed consent, consent must be obtained from a legally authorized person. **Parents have the right to deny participation of their minor children in any study, including those involving tests or questionnaires.** Projects necessitating the use of *Informed Consent Forms* must attach a sample consent form to the *Approval Form*.
- To the degree possible without compromising research results, informed consent should include the following information:
 1. Statement of the nature of the research.
 2. Statement of the risks, discomfort, adverse effects, or limits on confidentiality.

3. Statement that informs the participants that they are free to decline or withdraw from the study at any time.
- Exemptions to Informed Consent requirement:
 1. Certain research methodologies, such as anonymous questionnaires, naturalistic observations, or archival research, do not require obtaining informed consent. This does not, however, eliminate the need for the researcher to seek institutional approval prior to conducting research.
 2. Research involving students under 18 years of age does not require an *Informed Consent Form* for the following:
 - a) Research involving normal educational practices.
 - b) Research on individual or group behavior or characteristics of individuals, such as studies of perception, cognition, game theory, test development, or anonymous surveys where the investigator does not manipulate subjects' behavior and the research will not involve stress to the subjects.
 - 1) Research involving observation of legal public behavior.
 - 2) Research involving collection or study of existing publicly available data.
 - 3) In the case of a school district that asks parents for inclusive parental consent for the anonymous use of test scores or other data, individual parental consent is not required. However, school district personnel must be fully informed about the research and give consent for the use of such data.
 - Upon review of the approval application and assessment of risks by the IRB, a meeting with the board or changes in the research plan may be required. If the IRB requires any changes to be made in the research plan, the researcher must incorporate those changes into the *Approval Form* before the IRB approves the research.
 - After the IRB has approved the research plan, the researcher may begin experimentation according to the procedures approved by the IRB.
 - Any proposed changes to the research plan by the researcher after initial IRB approval **must have subsequent IRB approval before such changes are made and before experimentation begins or resumes**.
 - **Copies of all consent forms and other relevant documentation involving human subjects research must be retained by the researcher for 5 years.**
 - **IRB records will be maintained in the office of the Provost and vice president for academic affairs for 5 years.**

STAFF ABSENCES

The administration is required by law to keep a record of staff absences from work for any reason. In completing the employee absence form for all absences other than professional leave, staff are reminded to fill in as the inclusive dates only those days absent from work and not to include non-working days.

PERSONAL/FAMILY LEAVE

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

SICK LEAVE

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

FACULTY ABSENCES

In case a faculty member finds it necessary to be absent from assigned duties, the college/school dean, upon receiving this information from the department coordinator, notifies the provost and vice president for academic affairs. In case of any unusual or extended absence, the vice president advises the president of the circumstances. The vice president will make arrangements to carry on the work with a minimum loss to the students. Unexcused absence will result in a loss of pay. The fact that the professor's classes are taught does not necessarily mean that the absence will be excused. Approval other than for sickness should be approved one week in advance by the provost and vice president for academic affairs. The employee absence form must be filled out whenever an employee is absent for any reason.

FACULTY DEVELOPMENT

Statement of Philosophy

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

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

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

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

The implementation of faculty development should include the following:

1. The focus of the program should be on the development and maintenance of professional roles and activities of individual faculty members as well as on program or institutional needs.
2. The program should be campus wide and not directed from the department level.
3. The program must be faculty oriented with administrative input and support.
4. The program should address current educational trends such as multicultural awareness, computer literacy, and should maintain a strong focus on high quality classroom instruction and research.

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

Sabbatical, Faculty Member Improvement, and Career Redirection

Leave policies are presented in the collective bargaining agreement.

General Procedures for Handling Sabbatical Leave Requests at Northern State University

Application forms for sabbatical leaves may be obtained from the president's office. The completed form in quadruplicate, plus the written statement describing the proposed sabbatical in detail and the way in which the sabbatical will benefit the applicant and the university, shall be submitted by October 1 of the calendar year prior to the proposed leave. The time schedule below must be followed.

By October 1	Applicant sends material to department coordinator/supervisor
By October 15	Department coordinator sends material to college/school dean
By October 30	College/school dean sends material to sabbatical leaves committee

By November 15	Sabbatical leaves committee forwards prioritized list of applicants to the provost and vice president for academic affairs
By December 1	Provost and vice president for academic affairs forwards recommendations to the president
By December 15	President meets with sabbatical leaves committee to discuss applications
By December 30	President notifies applicants and sabbatical leaves committee of decisions

Applicants may request appearances before the sabbatical leaves committee in support of their applications. Such requests should accompany the application.

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

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

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

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

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

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

Upon the return from sabbatical leave, the applicant will make a written report of the extent to which the proposed objectives of the leave were achieved to the president with copies to the provost and vice president for academic affairs, the college/school dean, the department coordinator, and the sabbatical leaves committee.

Committee Procedures for Processing Applications

Each member of the committee will read, evaluate, and rate each proposal. The committee will discuss the merits of each proposal using the following as determining factors:

- a. the merit of the objectives, as outlined in the written proposal, and the supportive material, as they relate to improving the instructional program and enhancing the professional growth of the applicant;
- b. years of teaching experience in the regental system;
- c. previous leaves;
- d. reasonable distribution of applicants by academic areas; and
- e. evidence of acceptance of the faculty member's program or project by the institution offering the advanced study or research.

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

Instructions to the Applicant for Writing the Proposal

Sabbatical leave proposals must be complete and revealing, detailing the supportive information, the plan, the procedures, and the anticipated benefits of the leave. In the proposal, applicants will want to give reasons which support the need for total released time afforded by a sabbatical leave; reasons, if any, why the project must be carried out at this particular time; a statement explaining whether the project will be completed during the sabbatical leave or, if not, whether definite plans have been made for follow-up work after the leave has expired; and proposed arrangements for publications, performances, exhibitions, or applications of the results of the project. While applicants have the latitude to determine the extensiveness of the proposal, they will also want to include information in the following non-prioritized areas where applicable.

1. For improvement or career redirection leave to do advanced graduate study, which is part of a degree program, applicants are to:
 - a. include an official transcript of pertinent graduate work completed to date;
 - b. provide details concerning the courses and educational activities that one plans to pursue during the leave;
 - c. enclose a letter from the graduate advisor in which he/she indicates his/her appraisal of the work to be completed for the degree requirements and the length of time that he/she thinks will be needed to obtain the degree; and
 - d. indicate the degree pursued, pointing out the major and cognate areas of the advanced graduate program.

2. If the purpose of the improvement or career redirection leave is to do advanced study that does not lead to a degree, applicants should provide the following information:
 - a. the nature, significance and benefits of the advanced study;
 - b. evidence that university/organization officials are interested in offering their facilities for the study/research project.
3. If the purpose of the sabbatical leave is for research or publication, applicants should provide the following information:
 - a. an outline of proposed research study or publication;
 - b. copies, if any, of the communications with publishers concerning any major publications under consideration such as textbooks, critical works, and novels;
 - c. previous contributions made in the area of planned research and/or publication; and
 - d. amount of time anticipated that would be required beyond the requested leave time to complete the research and/or publication. Any extension beyond the requested leave time must be approved by the institution.
4. If purpose of the leave is for travel, applicants should:
 - a. submit a tentative outline of itinerary with approximate dates;
 - b. show any relationships between this travel and (1) research, (2) publications, and (3) professional (especially teaching) responsibilities at the university.
5. If purpose of the leave is for any other appropriate reason, applicants should submit sufficient detail.

RETIREMENT

Refer to the current Board of Regents policy or visit South Dakota Retirement System's website: www.state.sd.us/sdrs.

FINANCES AND BUDGETING

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

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

Policy Regarding Budget Changes

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

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

STATE, UNIVERSITY, AND ACTIVITY FUNDS

All state, university, activity, student organization, or other funds collected at or for the university or other authorized personnel must be receipted at the office of finance and administration immediately.

GRANTS FROM FEDERAL AND PRIVATE SOURCES

Individuals or departments making applications for any type of grant or contract should make their intentions known to the director for research. Prior approval by the president of the university and the board of regents is required before making application and also before accepting funds from any source. Before submitting proposals, the budget should also be checked in the finance office and matters pertaining to curriculum and personnel should be cleared with the provost and vice president for academic affairs. Any funds obtained from these sources are administered by the office of finance and administration in the same way as state appropriated funds.

PURCHASES

No purchases may be made from state, university, residence hall, student activity, or student organization funds without first securing a purchase order from the purchasing office. All

requisitions must be placed through the on-line purchasing system, SDezBuy, this includes student activity accounts.

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

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

More detailed information may be found in the Procedures for Purchasing brochure which may be obtained in the Purchasing Office, in the Purchasing Public Folder on e-mail or at <http://www.northern.edu/purchasing/index.asp>.

All accounts and transactions of the office of finance and administration are subject to audit by the state auditor general. Complete reports of such examinations, including financial summaries as well as recommended changes in operational procedures, are made to the university and to the Board of Regents.

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

RECEIVING DEPARTMENT

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

STATE PROPERTIES

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

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

Educational and Office Supplies

Educational and office supplies for official business are available through the purchasing office and university bookstore. Supplies requested should be for immediate use only. Large inventories of office or classroom supplies are discouraged.

Care of University Property

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

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

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

Use of State Property for Private Purposes

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

Risk Management

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

Managed by the state risk manager, the Public Entity Pool for Liability (PEPL) Fund is a funded self-insurance program, which provides coverage for general liability, law enforcement liability, public official's errors and omissions liability, automobile liability, and some medical

malpractice liability. The coverage extends to all current and former employees and elected and appointed officers of the state and applies to any accident, act, error, omission, or event during the coverage period, which results in damages and arises within the scope of the employee's duties for the state.

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

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

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

STAFF TRAVEL

All travel expense incurred by faculty members in representing the institution at federal, state agency, or other professional meetings will be reimbursed by the institution in accordance with state travel regulations. The administration will develop uniform procedures by which a faculty member may request travel funds for professional activities. Faculty members may submit concerns regarding travel procedures to the administration.

Regulations of the state of South Dakota governing reimbursement for travel expenses are very specific. Each year the South Dakota State Board of Finance establishes regulations governing both in-state and out-of-state travel. Although these change somewhat each year, some of the most necessary information follows. Further information is provided in the detailed travel regulations published each year.

Travel Approval

All travel must be approved by the proper administrative officer by use of the travel request. Because this approval must be obtained before the trip is made, even if there are no expenses to be reimbursed, it is necessary that such requests be approved at least five (5) days prior to the time the trip is to begin. For those who travel out of the country, permission to travel must be

obtained from the Provost/Vice President for Academic Affairs Office before any travel arrangements are made. After permission is granted, a travel request can be submitted and other arrangements made. State vehicles are available in most cases for both in-state and out-of-state travel. These are scheduled through the facilities management office. Since funds for travel are limited, considerable discretion should be used in deciding what meetings to attend and which trips are most important. All travel expense is charged to the budget of the respective administrative office or division.

Travel by Privately Owned Car

State employees, if authorized by their supervisor, may use personal cars for travel on state business. Payment of expense of transportation by automobile for out-of-state travel business shall be made for distances between points as determined in standard map mileage guides and by speedometer readings for indirect travel. If an employee elects to use a private vehicle when a state car is available, expenses will be reimbursed at 20 cents per mile. If a state car is not available, expenses will be reimbursed at 32 cents per mile. Documentation that a state car was not available must be obtained from the facilities management office and included with the reimbursement request submitted to the Finance Office.

Receipts

An employee who claims reimbursement for expenses incurred in travel must file an expense account on the travel payment detail, including properly executed receipts for railroad, airline, or bus transportation, taxi, hotel or motel accommodations, registration fees, and other items of expense of \$5.00 or more, except meals. All receipts must be issued upon a regular receipt form provided by the state or upon the letterhead of the person or firm furnishing the services to the employee.

Meals

Officers and employees shall be allowed set amounts in lieu of actual subsistence when traveling for official business for the state.

Reimbursement for meals will be made only on the following conditions:

Meal Allowable	When Leaving Before	When Returning After
Breakfast	5:31 a.m.	7:59 a.m.
Lunch	11:31 a.m.	12:59 p.m.
Dinner	5:31 p.m.	7:59 p.m.

Maximum reimbursement for meals within the state shall be \$5.00 for breakfast, \$9.00 for lunch, and \$12.00 for dinner. The maximum reimbursement for meals outside the state shall be \$8.00 for breakfast, \$11.00 for lunch, and \$17.00 for dinner. The maximum reimbursement for meals outside of the country shall be \$7.00 for breakfast, \$18.00 for lunch, and \$25.00 for dinner.

Lodging

Effective July 1, 2006, in-state lodging will be actual up to a maximum of \$46.50 plus tax a day. Out-of-state lodging shall be actual, not to exceed \$150.00 plus tax. Receipt for lodging is required. If proven necessary, \$100 additional per day may be approved for out-of-state lodging. International lodging shall be actual, not to exceed \$150.00 plus tax. If necessary, \$100 additional per day may be approved for international lodging.

Tax Exemption Certificates for Travel

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

Use of State Vehicles

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

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

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

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

Those who use state vehicles should anticipate their needs and reserve vehicles at least 48 hours in advance but no more than twenty-one (21) days in advance. It is wise to request the car several days in advance. Vehicles should be requested and used only when the trip is important and in the interests of Northern State University. When the staff member is being paid for services rendered, a state vehicle should never be used. A state vehicle should not be taken an entire day unless it is to be in use during the entire period. If an emergency should arise, the person needing a state vehicle may request one; however, if no vehicle is available, it will be necessary to use a private automobile or cancel the trip.

NSU students not employed by the University are not covered by the Public Entity Pool for Liability and their personal insurance is primary.

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

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

State Vehicle

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

- Your liability to other persons due to your negligence in operating the state vehicle on state business is covered through the Public Entity Pool for Liability (PEPL). Refer to the Memorandum of Liability Coverage to the Employees of the State of South Dakota for the terms and conditions of PEPL coverage.
- In state vehicles, auto liability coverage through PEPL applies to non-state employees who are on official business for the state.
- Your belongings in the vehicle are not insured by the state. They may be covered by your own homeowner, renter or private auto insurance. That depends largely on how they are lost or damaged. Read your policy and check with your insurance agent.
- All state employees are covered for workers' compensation while in the course of their employment.

State-owned vehicles are exempt from "proof of insurance" laws (SDCL 32-35-124). Therefore, even though liability coverage exists, state-owned vehicles carry no "proof of insurance" cards.

Personal Vehicle

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

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

Key Limits On State Coverage

Some of the limits of PEPL Fund coverage include:

- The PEPL Fund does not pay for injuries covered by other insurance.
- The PEPL Fund does not pay for losses which its agencies, employees and agents did not

cause or were not legally responsible to prevent.

- The PEPL Fund does not cover you for damages arising out of your willful and wanton misconduct or conduct not related to your work.
- There is a \$1,000,000 per occurrence limit.

Rented Or Leased Vehicles

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

It's In The Mileage

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

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

Accident Reporting Procedures

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

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

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

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

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

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

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

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

Safety Belts

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

Procedures for Obtaining State Cars for Travel

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

All vehicles leaving when the Office of Facilities Management is closed will pick up their mileage sheet at the Heating Plant. All of the vehicles leaving between office hours pick their sheets up from the file on the counter under the appropriate number for the vehicle you have reserved. This will be on the Travelers notification slip that you receive after you reserve a vehicle.

Mileage must be filled in on this form.

When returning a vehicle it must be cleaned out, filled with gas, and washed if it needs it.

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

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

If there isn't a vehicle available from either pool and a person has to use their own vehicle they will get a slip stating there was no vehicle available. This is the only way a person can drive their own vehicle and get the full 32 cents.

The form with the mileage can either be returned with the keys or sent to Fleet & Travel Management in Pierre, 500 E. Capitol Ave., Pierre, SD 57501-5070.

MAIL

Incoming mail is delivered from the United States Postal Service (USPS) to the campus post office by 9 a.m. Monday – Friday. First class mail is sorted first, followed by third class and bulk mail. Package notification cards are completed as mail is being sorted. Typically sorting and distribution of mail for faculty, staff and students is completed by noon each day.

Mail being sent to an entity off campus must be accompanied by a postal expenditure card designating the department and index number to be charged for the postage. Accrued postage charges are billed to individual index codes the 20th of each month. Mail being sent off campus Monday – Friday is picked up at the campus post office at 3 p.m. for further processing and

delivery to the USPS. Mail received after 3 p.m. will not be processed until the next working day. Mail is not processed on the weekend.

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

Faculty mail boxes are available at the campus post office in the Student Center at no charge. Faculty may choose to have an individual box, or if preferred, mail will be placed in the departmental box to be picked up the department secretary. Students with more than 7 credit hours have an assigned campus box that they will keep for the entire time they are enrolled in consecutive semesters at NSU.

Many of the conveniences offered by the USPS are available at the campus post office. You may buy stamps or have packages and letters weighed and posted. You may send foreign mail, or request items to be certified or receive delivery confirmation. Campus post office hours are 8 a.m. – 4:55 p.m. Monday – Friday during the fall and spring semesters. Hours are 7:30 a.m. – 4:25 p.m. in the summer.

KEYS

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

TELEPHONE SERVICE

There is a state telephone network (STN) available for official use only that connects Northern State University with other state agencies. To use STN dial 9, 1, area code and the seven-digit number assigned to the station called. Telephones are to be used for university business purposes. Calls on private business are to be placed on toll phones or charged to home telephone number. Collect calls should not be accepted. Any changes in service or billing or problems related to telephone services need to be reported to Facilities Management Office.

FACULTY VEHICLE PARKING

Established university parking areas are open to permit holders. Permits are available at the Facilities Management Office. A charge of \$41.50 per year is made for each parking permit. The charge for vehicle registration beginning with the spring semester is \$20.75.

SMOKING REGULATIONS

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

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

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

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

SOLICITATION ON CAMPUS

General Guidelines

- A. Organizations wishing to sell or solicit on campus must secure permission from the director of student activities.
- B. Sales by individuals solely for their personal gain will not be approved, except for NSU students selling in the privacy of their own residence hall room.
- C. Items may not be sold or solicited in classrooms, Johnson Center, or the library, nor may items be sold or solicited door-to-door in any campus building.
- D. No sale or solicitation may impede vehicular traffic on any roadway, nor impede pedestrian traffic on any walkway or access to/from any building.
- E. It is the responsibility of the organization authorized under this policy to clean the area surrounding the point of sale or solicitation. This must be done with sufficient frequency to avoid the accumulation of litter.
- F. An area within the main lobby of a residence hall may be designed for use by an organization wishing to sell or solicit. The organization must secure approval as described below and notify the hall director or residence assistant upon entering the residence hall.
- G. Lotteries and raffles must follow South Dakota State Statutes 22-25-23 through 22-25-26. Copies of these statutes, and the NSU Lottery & Raffle Policy, are available in the Student Development Center, Student Center Room 201.

- H. Failure to comply with any regulation contained within this policy shall constitute grounds for Northern State University to withdraw its permission to the organization for any further sale or solicitation on campus. NSU also reserves the right to refuse permission when such sale or solicitation is, in its view, inappropriate or not in its best interest.

Approval for On-Campus Organizations & Departments

On-Campus:

- A. Any officially recognized Northern State University student organization may sell or solicit items which pertain to the activities of the group at any authorized distribution center within the restrictions of this policy and with approval from the director of student activities.
- B. All sale and solicitation efforts must be approved in advance. Solicitation Request forms are available in the Student Development Center, Student Center Room 201. The completed form must be returned at least two (2) weeks in advance of the sale or solicitation. The organization advisor and the director of student activities must approve.
- C. If the solicitation or distribution occurs in the residence halls, the director of student development/residence life must also approve.
- D. If the sale involves food items, the food service director must also approve.
- E. If the sale involves clothing or other general merchandise items, the bookstore director must also approve.

Off-Campus

- A. All fund-raising and solicitation efforts by student organizations that occur off-campus must be approved by the organization advisor, the director of student activities and the executive director of the NSU Foundation or his/her designee.
- B. All fund-raising and solicitation efforts by university departments that occur off-campus must be approved by the department head and the executive director for the NSU Foundation or his/her designee at least two weeks in advance of the solicitation.
- C. Organizations that solicit items from the local business community must provide the executive director of the NSU Foundation or his/her designee with a list of items received, stating value, where, and from who solicited. Organizations may not solicit the business community for cash gifts.

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

Approval for Off-Campus Organizations

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

POLITICAL ACTIVITY

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

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

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

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

Prohibited Use of Authority

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

Employee Participation

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

LEGISLATIVE RELATIONS

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

INFORMATION FOR NEW STAFF

1. Out-of-state car license plates must be replaced immediately upon entering employment in South Dakota. Persons present in the state more than ninety days are considered residents subject to South Dakota vehicle regulations and requirements.
2. Upon establishing domicile of choice, accepting employment in South Dakota, or both, the individual has 90 days to transfer to a South Dakota driver's license. If the individual has a valid out-of-state license, he/she must take a vision and written test to obtain a South Dakota License. A fee and individual's social security card is required. For more information please contact the state driver's license office at 1-800-952-3696.
3. A new faculty member who is from out-of-state is not eligible for resident hunting and fishing licenses until he/she has been a resident for 90 days.
4. Apply for utilities at: electricity: Northwestern Public Service Company, 102 Third Avenue S.W.; water and garbage: Municipal Building, City of Aberdeen.
5. In order to vote, the following residence requirements must be met: in state, one year; in county, 90 days, in precinct, 30 days.
6. Employee benefit programs.

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

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

Health Insurance. Full-time faculty are covered by the state's group health insurance plan. Dependent health insurance premiums are paid by the faculty member by payroll deduction.

Coverage begins one month and one day from the date of hire. Refer to the insurance booklets included in your benefits packet.

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

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

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

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

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

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

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

CONSTITUTION OF NORTHERN STATE UNIVERSITY FACULTY SENATE

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 constitutions 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 who 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. All 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.

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. 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 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 schedule meeting, the Senate may upon approval of two-thirds of the Senate members present, accept such items for inclusion 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 take under the provisions of this constitution.

Section 2. The Senate may interpret its jurisdiction within the constitution by majority vote of its membership subject to limitations set forth in Article II, Section 4.

Article VIII

Amendments to the Constitution

Section 1. Proposed amendments to this constitution will be submitted to the faculty when one of the following occurs:

- 1a. The majority of the Senate votes in favor of submitting the proposed amendment.
- 1b. The proposed amendment is presented to the Senate president with the signatures of fifteen faculty members favoring submitting the proposed amendment.

Section 2. Proposed amendments must be published in the Senate minutes at least two weeks prior to the time the amendments are to be voted upon. It shall be the responsibility of the Senate to set the date for the election.

Section 3. The proposed amendment shall become effective upon a two-thirds vote of faculty voting in such an election.

Section 4. The officers of the Senate shall serve as judges for the election.