

# Appendix B: Faculty Handbook

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# **BYLAWS OF THE FACULTY SENATE**

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## **Article I—Mission**

Since its inception in 1913, Minot State University has matured from a normal school to a university. Throughout, it has retained guiding principles central to its institutional philosophy. Specifically, it has continued to honor its historical mandate to improve the condition of the citizens of North Dakota by delivering programs and services that provide for an educated populace. To accomplish that end, Minot State University holds to the following:

It is the responsibility of Minot State University to provide an atmosphere conducive to learning. To that end, the continuous improvement of high-quality student-oriented programs is critical, and the primacy of learning is central. Within its capacity to do so, MSU shall offer academic programming at the undergraduate and graduate level to meet the demonstrated educational needs of its clientele.

The University maintains a high caliber educational and residential environment where students are respected as citizens within the campus community and are treated as partners in the learning process.

At Minot State University, a strong emphasis on the liberal arts is fundamental to the development of an educated person.

The University affirms its traditional roles in the areas of Education and Health Sciences, where students prepare for professions aimed at improving the quality of life for all people

Minot State University is an interactive university, committed to forming productive alliances with a vast array of organizations and business enterprises. In this role, public service, research, and curricular efforts focus on the significant challenges facing its varied constituents.

Minot State University serves as an arts and cultural center for western North Dakota.

The University seeks to develop multicultural and international awareness by fostering respect for the diversity found in American society and understanding of other peoples and cultures.

Minot State University is a full partner in the North Dakota University System (NDUS), the lawfully empowered system of higher education for the state. The University continues to actively seek cooperative agreements with other NDUS institutions in order to share programs and increase opportunities for the citizens of the state.

## Article II—Executive Board of the Faculty Senate

### Section 1.

The Executive Board shall consist of Senate officers, the Vice President for Academic Affairs, the Parliamentarian, and two other faculty members appointed by the Senate President with Senate approval. Although some Executive Board members may not be members of the Senate, they shall have voting rights at all Executive Board meetings.

### Section 2.

The Executive Board shall supervise the affairs of the Senate between its business meetings, fix the hour and place of Executive Board meetings, make recommendations to the Senate, and perform other duties as specified in these Bylaws. The Executive Board shall be subject to the order of the Senate, and none of its acts shall conflict with action taken by the Senate.

### Section 3.

Unless otherwise ordered by the Executive Board, regular meetings of the Executive Board shall be held monthly from September to May inclusive. A special meeting of the Executive Board may be called directly by the Senate President or upon the written request of three Executive Board members.

### Section 4.

Faculty and Senate members may attend and speak at the Executive Board meetings but may not vote.

### Section 5.

The Executive Board may assist the Senate President in forming an agenda for Senate meetings.

## Article III—The Faculty Senate

### Section 1. General Rules for the Faculty Senate

The rules outlined in the current edition of “Robert’s Rules of Order Newly Revised” shall govern the Senate in all applicable cases, so long as these rules are consistent with the Constitution and Bylaws, and with any specific rules of order the Senate may adopt.

Faculty Senate officers include the president, vice president, secretary and immediate past president. These officers are elected at the senate meeting following the annual meeting.

#### Term

The term of office is one year.

#### Methods of filling a vacancy

The Methods for filling a vacancy are outlined in the current edition of “Robert’s Rules of Order Newly Revised”.

#### Duties

The duties of the senate officers are as outlined in the current edition of “Robert’s Rules of Order Newly Revised”.

#### Additional Duties

##### *President*

- The Faculty Senate President should contact each committee during fall semester and determine whether a chair has been selected. If one has not been selected at that time, the President may appoint a chair. The Faculty Senate President shall appoint committee members as set forth in Article 3, Section 3 of these bylaws. The Faculty Senate President shall notify the chair of the duties and current membership of the committee.
- In order to fulfill these duties, the Faculty Senate President is eligible to receive 3-4 credit course reassignment per semester during their tenure.

##### *Vice President*

- Administer the annual Faculty Satisfaction Survey, chair the Faculty Satisfaction Survey Committee, and report the result of the Faculty Satisfaction Survey to the Faculty Senate and the University President.
- Ensure the Faculty Senate web page is kept up to date.
- In collaboration with Immediate Past President, provide newly elected Faculty Senate members and committee chairs orientation to their duties and responsibilities.

##### *Secretary*

- Forward an electronic copy of the minutes of Senate and Executive Board meetings to the Information Technology office (IT Central) for posting on the Minot State University web page.

- Forward any approved amendments to the Bylaws to the office of the Vice President for Academic Affairs for updating and dissemination of the Faculty Handbook.
- Include the annual reports of committees that are filed during the last meeting of the Senate in May with the minutes of that meeting.
- Keep the minutes at the Annual Election, including a record of the results of the election and any Bylaws amendments.
- File a set of complete records in the library at the end of the academic year. Records shall include the complete minutes of the Senate and Executive Board meetings and any supporting materials that were presented at each meeting.

### ***Immediate Past President***

- Assist newly elected Faculty Senate officers with the transition to their duties.
- In collaboration with Vice President, provide newly elected Faculty Senate members and committee chairs orientation to their duties and responsibilities.
- Report results of annual elections to the Faculty Senate and the Faculty at large.
- Provide results to Faculty Senate Vice President to ensure that election results are reflected on webpages.
- Work with ITC to update Faculty Senate webpages.
- Confirm Bylaws changes are reflected in the Faculty Handbook.

### **Procedures**

The President of the Senate, with Senate approval, shall appoint the Parliamentarian. The Parliamentarian shall be a nonvoting member of the Senate. Faculty senators shall not be eligible for the position of Parliamentarian.

The Annual Meeting shall be held within the last two weeks of the spring session. In addition to regular Senate business, the purpose of this meeting shall be to elect Senate officers and to receive reports from officers and committees.

At the regular meeting two months prior to the Annual Meeting, the Senate shall establish a Nominating Committee of three Senate members. This committee shall nominate a candidate for each office to be filled at the Annual Meeting. Additional nominations from the floor shall be permitted at the Annual Meeting, before the election of officers takes place. In addition, the committee shall nominate at least one candidate for the available position(s) to the Council of College Faculties. These nominations will be forwarded to the Faculty Election Committee in time to be included in the Annual Election. The election of Nominating Committee members shall be by ballot; if there is only one slate of candidates, the ballot may be omitted.

The Faculty Senate, in accordance with Article VI, Section 4 of the Constitution, shall consist of the President of the University, the Vice President for Academic Affairs, three members elected from the faculty-at-large, one member elected by each of the academic divisions/departments' faculty, and one member elected by the librarians and Honors director.

Elected members shall serve for three years. Elections shall be staggered so that as close to one-

third as possible will be elected each year. Terms of office for Faculty Senate shall be limited to two three-year terms with one year off before being eligible to serve on Faculty Senate again.

In cases of vacancy for a senator-at-large, the Senate President, with approval of the Executive Board, shall appoint a replacement to serve until the next Annual Election.

In cases of vacancy for a senator representing a division/department, the division/department shall select a replacement to complete the unexpired term.

A member may designate an Alternate Delegate to serve in case of absence, provided the Senate gives approval by a majority vote. The Alternate Delegate may not introduce any motions or resolutions.

The Faculty Senate shall include two nonvoting representatives from the Student Government Association to convey student thinking and objectives. These same representatives shall report pertinent Faculty Senate actions and thinking to the Student Government Association. The two student members shall be selected in a manner decided by the Student Government Association.

Similarly, the Faculty Senate shall send two of its members to the Student Government Association to convey faculty thinking and objectives. These same representatives shall report pertinent Student Government Association action and thinking to the Faculty Senate. The two Faculty Senate members shall be appointed by the President of the Senate, with the approval of the Executive Board.

The Faculty Senate shall include one nonvoting representative from the Staff Senate to convey staff thinking and objectives. These same representatives shall report pertinent Faculty Senate actions and thinking to the Staff Senate. The Staff Senate representative shall be selected in a manner decided by the Staff Senate.

Similarly, the faculty Senate shall send a representative to the staff senate to convey faculty thinking and objectives. These same representatives shall report pertinent Staff Senate action and thinking to the Faculty Senate. The Faculty Senate member shall be appointed by the President of the Senate, with approval of the Executive Board.

## **Faculty Elections**

### **General Rules**

The Faculty Election Committee shall be responsible for administering all aspects of faculty elections. There shall be three types of elections: 1) the Annual Election of at-large membership of the Faculty Senate and the elected at-large membership of Senate committees; 2) college elections of college representatives on Senate committees; and 3) special elections. All full-time faculty, as described in Article IV, Section 1 of the Constitution and librarians shall be eligible to vote in faculty elections. Faculty and librarians unable to participate in an election may vote by absentee ballot, in compliance with procedures set forth by the Faculty Election Committee. Absentee ballots shall be made available to the faculty and librarians at least one instructional week prior to the election and must be returned before the start of the election. Six weeks before



the Annual Election, the Faculty Election Committee shall inform the faculty and librarians in writing of all vacancies on the Senate and Senate committees which shall be filled by faculty elections.

### *The Annual Election*

The Annual Election shall take place at an officially designated faculty meeting held within the last four weeks of the spring session and at least one calendar week before the election of Senate officers at the Annual Meeting of the Faculty Senate. The Senate President, with the approval of the Executive Board, shall set the time and place for this election. The faculty shall be notified in writing of the time and place of the meeting, at least eight weeks prior to the election. The Faculty Election Committee shall prepare a slate of candidates for the Annual Election. At least one calendar week prior to the date of the election, this committee shall report in writing to the faculty its slate of candidates and the procedure for absentee ballots. Additional nominations from the floor shall be permitted at the officially designated faculty meeting. The election shall be by ballot; if there is only one slate of candidates, the ballot may be omitted.

### *College Elections*

Six weeks before the Annual Election, the Faculty Election Committee shall notify the faculty of each college, in writing, of all vacancies on the Senate committees which need to be filled from that college. The Faculty Election Committee shall provide a written procedure for how the elections will be conducted and shall also administer the college elections. College elections shall occur at least two weeks prior to the Annual Election. The Faculty Election Committee shall notify each division/department and librarians/Honors director of vacancies on Faculty Senate that need to be filled by that division/department and librarians/Honors director. Division/department faculty members shall elect their senator.

### *Special Elections*

The President of the Faculty Senate may call a special election for voting on amendments to the Constitution or Bylaws, or for other reasons authorized by a majority vote of the Senate. The time, place, and reason for a special election must be submitted in writing to the faculty at least ten instructional days prior to the election. The Faculty Election Committee shall be responsible for all acts relating to such a special election. Special elections may be carried out without a faculty meeting. Voters may cast their ballots anonymously on paper or by electronic submission.

### *Terms of Office*

The term of office for newly elected senators and Senate committee members shall commence at the conclusion of the Annual Meeting.

### *Multiple Candidates with Same Number Votes*

If multiple candidates (at least two) receive the same number of votes for a final available open seat, those candidates' names will be placed in a random drawing for the Faculty Senate President to select during the first upcoming Faculty Senate meeting after the election. This

method of breaking election ties shall apply to at-large elections, college elections, and special elections. Results of such a drawing shall be final and not subject to any appeal.

## Council of College Faculties

The representatives to the Council of College Faculties shall be elected by the Faculty for three-year terms on a staggered basis. Alternate(s) shall be elected annually for a term of one year. The positions shall include representatives and alternate(s) with the number to be determined by CCF guidelines. The Faculty Senate shall determine the type(s) of position(s) to be filled in each election. Nominations for representative and alternate shall be made by the Nominating Committee of the Faculty Senate. Representatives to the CCF shall be responsible for reporting to the Executive Board and to the Faculty Senate.

In case of vacancy in the positions of representative, the alternate shall replace the representative for the remainder of the representative's term.

## North Dakota General Education Advisory Council

The representatives of the North Dakota General Education Advisory Council (NDGEAC) shall be elected by the Faculty for three-year terms on a staggered basis. Alternate(s) shall be elected annually for a term of one year. The positions shall include representatives and alternate(s) with the number to be determined by the NDGEAC guidelines. At least one representative must be a faculty member from the College of Arts and Sciences. Nominations for the representative and alternate shall be made by the Nominating committee of the Faculty Senate. Representatives to the NDGEAC shall be responsible for reporting to the Executive Board and to the Faculty Senate.

In case of vacancy in the positions of the representative, the alternate shall replace the representative for the remainder of the representative's term.

## Emergency Meetings

An emergency meeting of the Faculty Senate or of the entire faculty may be called by the Senate President, subject to approval by the Executive Board.

## Curriculum Changes

Motions regarding curriculum changes shall ordinarily require two readings by the Faculty Senate, each at a separate Senate meeting. Curriculum changes may be voted on a first reading provided: 1) faculty senators receive a written description of proposed curriculum changes ten instructional days prior to the Senate meeting; or 2) the Faculty Senate votes to suspend the two-reading rule.

Editorial changes will be brought to the attention of the Faculty Senate but will not require the Faculty Senate's approval. Editorial changes consist of, but are not limited to, the following: grammar, punctuation, spelling, and inclusion of requirements previously approved. A curriculum change will not be considered an editorial change if it has substantial content, program, or degree related impact.

## Faculty Satisfaction Survey

The annual faculty satisfaction survey shall be governed in accordance with Article III Section 3, of these bylaws.

## Section 2. General Rules for All Senate Committees

All full-time faculty, as described in Article IV, Section 1 of the Constitution, shall be eligible to serve on the Faculty Senate and all Senate committees, with the following exceptions:

- Membership on the Faculty Rights Committee shall be limited to tenured faculty (required by SBHE Section 604).
- Membership on the Promotion Committee shall be limited to tenured faculty.
- Membership on the Tenure Committee shall be limited to tenured faculty.
- Membership on the Sabbatical Committee shall be limited to tenured professors of associate rank or higher.
- Faculty with classified status shall not be eligible for membership on the Senate Budget and Salary Committee.

All elections shall be by plurality vote. Elections shall be by ballot; if there is only one slate of candidates, the ballot may be omitted.

Each committee shall elect a chairperson for the following academic year during the last committee meeting of the current academic year. The chairperson must be a faculty member of the committee.

Each committee shall report its recommendations to the Senate on matters referred to it by the Senate prior to Senate action.

Each committee shall present a written Annual Report for that academic year to the Senate President, before the Annual Meeting of the Senate.

Methods of filling vacancies in committee positions shall be stated in the composition of each particular committee.

Alternate committee delegates (commonly referred to as proxies) may temporarily serve on most Faculty Senate committees by majority approval of committee members present.

The following committees are excluded: Faculty Rights, Promotion, Tenure, and Sabbatical. Alternate delegates are not allowed to serve on these committees.

Committee membership shall be committee limited to two three-year terms with one year off before being eligible to serve on the committee again.

No faculty member shall serve concurrently on more than three Senate standing committees, including the Faculty Senate, or simultaneously chair more than two Senate committees.

Any committee, by a majority vote of its members, may include up to as many non-voting students as there are faculty.

The duties for all committees include at least one meeting annually, at which the committee is to produce its annual report to the Faculty Senate. The annual report will include a review of major actions, a list of names of the committee members, and the name of next year's chair. Reports will be accompanied by a complete set of minutes that include necessary details of the meetings and member attendance.

Should any committee member determine that another committee member is impeding the work of the committee by missing meetings or failing to complete assigned duties, the former shall notify the Faculty Senate Executive Board of the concern and the committee member about whom the complaint is being raised. The committee member about whom the complaint is being raised will have the opportunity to respond to the Executive Board. The Faculty Senate Executive Board will determine whether to authorize the removal of the committee member.

Newly elected Faculty Senators and new committee chairs shall attend orientation provided by the Vice President and Immediate Past President.

## Section 3. Faculty Senate Standing Committees

### Academic Assessment Committee

#### Membership

Two faculty members elected at large, two faculty members from the College of Arts and Sciences, one faculty member from the College of Business, one faculty member from the College of Education and Health Sciences, and one student. The Director of Academic Assessment and the Registrar shall be non-voting members ex officio. One member of the General Education Committee shall serve as a liaison.

#### Method of Selection

The faculty-at-large members shall be elected at the Annual Election. The members representing the three colleges shall be elected by each respective unit. The President of the Student Government Association, in consultation with the Student Government Association, shall appoint the student member.

#### Term

Faculty members shall serve three-year staggered terms. The student member shall serve a one-year term.

#### Methods for filling a vacancy

The President of the Senate, with the approval of the Executive Board, shall appoint the replacement for a faculty member at-large to serve until the next Annual Election. Any other

faculty vacancy shall be filled by an election of the group represented. The Student Government Association President, in consultation with the Student Government Association, shall appoint a replacement to fill the unexpired student term.

#### Duties

- To define and coordinate the university's program of formative and aggregate assessment of broad patterns of learning in all academic programs.
- To coordinate assessment with non-academic institutional assessment committees. To organize the university-wide portion of Assessment Day activities each semester. To establish deadlines for academic assessment reports.
- To review syllabi for consistency of required elements.

## Academic Hall of Fame

#### Membership

One faculty member each from the College of Arts and Sciences, the College of Business, and the College of Education and Health Sciences.

#### Method of selection

The Senate President, with the approval of the executive Board, shall appoint the three faculty members.

#### Term

Faculty members shall serve three-year staggered terms.

#### Method for filling a vacancy

The Senate President, with the approval of the Executive Board, shall appoint a faculty member from the respective college to serve the unexpired term.

#### Duties

- To actively solicit nominations of MSU alumni who have gone on to complete additional study in graduate or professional school and who have subsequently contributed to the advancement of their field of study by scholarly work, innovation, or administration. This award honors meritorious service in a discipline and highlights the accomplishments of our most distinguished alumni.
- To receive nominations and request a letter of evaluation and support for each nominee from the appropriate MSU Department or Division.
- To review all nominees and supporting documentation. A report summarizing the accomplishments of all nominees considered worthy of recognition shall be forwarded to the Faculty Senate. The Faculty Senate shall elect inductees by a two-thirds vote of the members present.
- To ensure that inductees to the Academic Hall of Fame are recognized in an appropriate venue.
- To annually review the process for receiving nominations and applications.

## Academic Policies Committee

### Membership

Three faculty members elected at large, one faculty member each from the College of Arts and Sciences, the College of Business, and the College of Education and Health Sciences, and one student. The Vice President for Academic Affairs, the Registrar, and the Associate Vice President of Graduate, Online, Distance and Continuing Education shall be non-voting members ex officio.

### Method of selection

The faculty-at-large members shall be elected at the Annual Election. The members representing the three colleges shall be elected by each respective unit. The President of the Student Government Association, in consultation with the Student Government Association, shall appoint the student member.

### Term

Faculty members shall serve three-year staggered terms. The student member shall serve a one-year term.

### Method for filling a vacancy

The President of the Senate, with the approval of the Executive Board, shall appoint the replacement for a faculty member at-large to serve until the next Annual Election. Any other faculty vacancy shall be filled by an election of the group represented. The Student Government Association President, in consultation with the Student Government Association, shall appoint a replacement to fill the unexpired student term.

### Duties

- To examine annually specific academic policies, as set forth in the undergraduate and graduate catalogs, or as directed by the Faculty Senate President, and make policy recommendations to the Faculty Senate. The Senate President will determine whether specific issues need full Senate discussion before being sent to the Academic Policies Committee.

## Budget and Salary Committee

### Membership

One faculty member elected at large, and one faculty member each from the College of Arts and Sciences, the College of Business, and the College of Education and Health Sciences, and the Library. The Vice President for Academic Affairs (or designate), the Vice President for Administration and Finance, and the Human Resources Director shall be non-voting members ex officio.

#### Method of selection

The faculty-at-large member shall be elected at the Annual Election. The members representing the three colleges and the library shall be elected by each respective unit.

#### Term

Faculty members shall serve three-year staggered terms.

#### Method for filling a vacancy

The President of the Senate, with the approval of the Executive Board, shall appoint the replacement for a faculty member at-large to serve until the next Annual Election. Any other faculty vacancy shall be filled by an election of the group represented.

#### Duties

- To hold a minimum of one public meeting each semester to receive faculty input and provide information on issues concerning salary and budgetary processes.
- To address faculty concerns related to salary issues and communicate results to the Senate.
- To address faculty concerns related to budgetary processes and communicate results to the Senate.
- To make recommendations for appropriate Senate action.

## Committee on Evaluation of Teaching

#### Membership

Three faculty members from the College of Arts and Sciences, two from the College of Education and Health Sciences, one from the College of Business, one member from the University Chairs' Council, the Vice President for Academic Affairs (or designate) as a voting ex-officio member, and one student.

#### Method of Selection

The members representing the colleges shall be elected by the respective units. The President of the Student Government Association, in consultation with the Student Government Association, shall appoint the student member. The University Chairs' Council representative shall be selected by the University Chairs' Council.

#### Term

Faculty members shall serve three-year staggered terms. The student member shall serve a one-year term. The University Chairs' Council representative shall serve a three-year term.

#### Method for filling a vacancy

Any faculty vacancy shall be filled by an election of the group represented. The Student Government Association President, in consultation with the Student Government Association, shall appoint a replacement to fill the unexpired student term. The University Chairs' Council shall select a representative to fill the unexpired term (revised 12/2017).

#### Duties

- To revise content of the Student Perception of Learning (SPL) form as necessary
- To review the procedures and processes of administering the SPL form and the implementation thereof.
- To ensure academic units have properly defined and filed written procedures in compliance with the process of Evaluation of Teaching as described in the Faculty Senate Bylaws.
- To respond to requests from academic units for advice during the development and review of departmental processes for the Evaluation of Teaching and the administration of the SPL forms
- To support peer review processes (including observations, syllabus review, etc.)
- To assist in the exploration of other evaluation measures for the areas discussed in the Bylaws in relation to teaching, specifically, “instruction in the classroom, clinical, laboratory or field instruction” as well as “academic advising and mentoring.”
- To make recommendations to Faculty Senate relative to the above duties.

### Constitutional Review Committee

#### Membership

Three faculty members appointed by Faculty Senate President at staggered intervals.

#### Method of selection

Three members shall be appointed by the Senate President, with the approval of the Executive Board.

#### Term

Faculty members shall serve three-year staggered terms. The terms shall be staggered so that one member appointed each year.

#### Method for filling a vacancy

The President of the Senate, with the approval of the Executive Board, shall appoint the replacement for a faculty member elected at-large to serve until the next Annual Election. The President of the Senate, with the approval of the Executive Board, shall appoint the replacement for an appointed faculty member to fill the unexpired term.

#### Duties

- To ensure internal consistency of the Constitution and Bylaws whenever changes are under consideration.
- To respond to inquiries regarding the Constitution and Bylaws from appropriate committees and administrative offices.
- To submit recommendations to the Faculty Senate for changes to the Constitution and Bylaws.



## Curriculum Committee

### Membership

Three faculty members elected at large, four faculty members from the College of Arts and Sciences, two faculty members from the College of Business, four faculty members from the College of Education and Health Sciences, and three students. The Chair of the Library shall be a voting member ex officio, and the Registrar shall be a non-voting ex officio. The committee may select any non-voting consultants it wishes, including TEAC, General Education, and Graduate Council, if those committees/council are not already represented among the elected members of the Curriculum Committee.

### Method of selection

The faculty-at-large members shall be elected at the Annual Election. The members representing the three colleges shall be elected by each respective unit. The President of the Student Government Association, in conjunction with the Student Government Association, shall appoint the student members.

### Term

Faculty members shall serve three-year staggered terms. The student member shall serve a one-year term.

### Method for filling a vacancy

The President of the Senate, with the approval of the Executive Board, shall appoint the replacement for a faculty member at-large to serve until the next Annual Election. Any other faculty vacancy shall be filled by an election of the group represented. The Student Government Association President, in consultation with the Student Government Association, shall appoint a replacement to fill the unexpired student term.

### Duties

- To examine the curriculum, as changes are proposed, for possible improvements.
- To coordinate undergraduate and graduate curricula.
- To approve or to disapprove undergraduate and graduate curriculum proposals.
- To submit appropriate recommendations to the Faculty Senate for action.

## Faculty Elections Committee

### Membership

Four members from the College of Arts and Sciences, three members from the College of Education and Health Sciences, two members from the College of Business, and one member from the Library.

### Method of selection

Faculty members shall be elected by their respective units.

#### Term

Faculty members shall serve three-year staggered terms.

#### Method for filling a vacancy

Any vacancy shall be filled by an election of the group represented.

#### Duties

- To prepare a slate of candidates for the position of senator-at-large and for all elected Senate committees.
- To administer all aspects of faculty elections.

#### Procedure for elections

The procedure for elections shall be in accordance with the provisions of Article III, Section 1 of the Bylaws.

## Faculty Handbook Committee

#### Membership

One faculty member each from the College of Arts and Sciences, the College of Business, and the College of Education and Health Sciences, and one non-voting member from the University administration to manage the edits and publication of the revisions and removal of outdated copies of the handbook.

#### Method of selection

The Senate President, with the approval of the Executive Board, shall appoint the three faculty members. The member from the University administration shall be appointed by the Vice President for Academic Affairs.

#### Term

Faculty members shall serve three-year staggered terms.

#### Method for filling a vacancy

The Senate President, with the approval of the Executive Board, shall appoint a faculty member from the respective college to serve the unexpired term. The Vice President for Academic Affairs shall appoint a member from the University Administration.

#### Duties

- To solicit and receive approved changes to the Handbook from appropriate committees and administrative offices.
- To examine the Faculty Handbook annually for completeness and possible improvements.
- To ensure that the electronic version of the Handbook is updated at least annually, correcting any items known to have changed since the last update.

## Faculty Research Grants Committee

### Membership

Three faculty members from the College of Arts and Sciences, two faculty members from the College of Education and Health Sciences, and one faculty member from the College of Business. The Vice President for Academic Affairs (or designate) shall be a voting member ex officio.

### Method of selection

Faculty members shall be elected by each respective unit.

### Term

Faculty members shall serve three-year staggered terms.

### Method for filling a vacancy

Any vacancy shall be filled by an election of the group represented.

### Duties

- To award research grants as outlined in the Faculty Handbook under “Grants Research and Development Opportunities.”
- To prepare, for the Vice President for Academic Affairs, a final report on grants awarded. To assist in formulating policies and programs regarding faculty research.
- To enhance faculty scholarship and research.

## Faculty Rights Committee

### Membership

Five faculty members elected at large. Members of this committee must be tenured. No member of this committee may concurrently serve on the Promotion Committee or the Tenure Committee.

### Method of selection

The members shall be elected at the Annual Elections.

### Term

Faculty members shall serve three-year staggered terms.

### Method for filling a vacancy

The President of the Senate, with the approval of the Executive Board, shall appoint a faculty member to fill the vacancy until the next Annual Election.

### Duties

- The Faculty Rights Committee Chair shall request and receive training from the Human Resource Director regarding protocols for hearings, storage of records, and other

procedures related to faculty grievances and appeals.

- The Faculty Rights Committee is charged with dispute resolution in two areas, referred to in Article VIII of these Bylaws.
- The Faculty Rights Committee holds formal hearings in the case of the imposition of a sanction, as well as non-renewal, termination or dismissal of faculty. The committee is to review allegations that the institution failed to comply with applicable policies or gave the decision inadequate consideration, or that the non-renewal decision violated (a) academic freedom, (b) rights guaranteed by the United States Constitution, or (c) terms of the employment contract or other written agreement. The allegation must be supported by a specification of reasons why the decision violated these rights and a summary of the evidence supporting the allegation(s). (SBHE Sections 605.3 and 605.4)
- The Faculty Rights Committee will investigate cases of allegations of violation of a specific State Board or institutional policy, procedure or practice pertaining to the employment relationship following unsuccessful mandatory mediation (SBHE Section 605.5). This includes allegations of such violations of policy, procedure or practice with regards to the terms of a faculty member's contract, with the exception of discretionary actions, such as salary adjustments and performance evaluations, unless the discretionary action was not made in accordance with relevant State Board or institutional policies, practices, procedures or criteria or the action constituted a clear abuse of discretion. The Faculty Rights Committee makes recommendations to the University President concerning the matter. (SBHE Section 612)
- In the event that the President of the University suspends or overrules an action of the Senate, this committee shall meet with the University President (or designate) in an effort to reach agreement. The committee shall report its recommendation to the Senate.
- The Faculty Rights Committee will address appeals of faculty evaluation following the procedure outlines in Article IV Section 2.
- The Faculty Rights Committee will address appeals of faculty salary administration following the procedures outlined in Article VIII.

#### Additional Duties

- In the event that the President of the University suspends or overrules an action of the Senate, this committee shall meet with the University President (or designate) in an effort to reach agreement. The committee shall report its recommendations to the Senate.
- The Faculty Rights Committee will address appeals of faculty evaluations following the procedures outlined in Article IV Section 2.
- The Faculty Rights Committee will address appeals of faculty salary administration following the procedures outlined in Article VIII.

## Faculty Satisfaction Survey (FSS) Committee

### Membership

The Senate Vice President will chair the committee. Membership will include a representative from the Office of Institutional Research, (non-voting member), and three faculty with either quantitative or qualitative research expertise. No two members may be from the same division/department. No division/department chair may serve as a member.

### Method of Selection

The President of the Senate, with the approval of the Faculty Senate, shall appoint all members of the FSS committee.

### Term

Faulty members shall serve three-year staggered terms.

### Methods of filling a vacancy

The President of the Senate, with the approval of the Executive Board, shall appoint the replacement for any faculty positions to serve the unexpired term.

### Duties

- To update the survey and letter of consent.
- To assure IRB approval is up to date.
- To coordinate the administration of the survey with the Office of Institutional Research.
- To conduct the annual faculty satisfaction survey by April 16 of each year.
- To analyze the survey results.
- To present the summarized report to the faculty-at-large at the annual fall convocation (incoming Faculty Senate President).
- To share the summarized report with the University President and VPAA.
- To meet with the University President and VPAA to discuss Administration and Faculty related issues.
- To post the summarized reports on the Faculty Senate website.
- To meet annually with the MSU Staff Satisfaction Committee (or similar) to discuss campus climate.

## General Education Committee

### Membership

Two faculty members from the College of Arts and Sciences (with no more than one faculty member from a single academic unit), one faculty member each from the College of Education and Health Sciences and the College of Business, two students, and the Director of Academic Assessment.

One faculty member shall serve as a liaison to the Assessment Committee.

#### Method of selection

The Senate President, with the approval of the Faculty Senate Executive Board, shall appoint the faculty members. The Student Government Association President, in consultation with the Student Government Association, shall appoint the student members.

#### Term

Faculty members shall serve three-year staggered terms. The student members shall serve a one-year term.

#### Method for filling a vacancy

The Senate President, with the approval of the Faculty Senate Executive Board, shall appoint a faculty member from the respective college to fill the unexpired faculty term. The Student Government Association President, in consultation with the Student Government Association, shall appoint a replacement to fill the unexpired student term.

#### Duties

- To supervise the structure and delivery of the General Education program.
- To monitor course offerings with respect to regular assessment and re-certification of General Education courses.
- To carry out the assessment of the General Education program.
- To coordinate the General Education assessment with the Academic Assessment Committee.
- To evaluate substitutions for the developmental content portion of the General Education program

## Library Committee

#### Membership

One faculty member each from the College of Arts and Sciences, the College of Business, the College of Education and Health Sciences, and the Library (not the Library Chair).

The Vice President for Academic Affairs (or designate) shall be a voting member ex officio.

#### Method of selection

Faculty members shall be elected by their respective units.

#### Term

Faculty members shall serve three-year staggered terms.

#### Method for filling a vacancy

Any vacancy shall be filled by election from the respective unit.

#### Duties

- To assist in the formulation of library policies on instructional resources.
- To propose library policies to the Faculty Senate for information and action.

## Promotion Committee

### Membership

Three faculty members elected at large, and two faculty members each elected from the College of Arts and Sciences, College of Business, and College of Education and Health Sciences. All faculty members of the committee must be tenured. No member of this committee may concurrently serve on the Committee on Evaluation of Teaching, the Faculty Rights Committee, or the Tenure Committee.

### Method of selection

The faculty-at-large members shall be elected at the Annual Election. The members representing the three colleges shall be elected by each respective unit.

### Term

Faculty members shall serve three-year staggered terms. The terms shall be staggered so that one member representing a college and two members at-large are elected each year.

### Method for filling a vacancy

The President of the Senate, with the approval of the Executive Board, shall appoint the replacement for a faculty member at-large to serve until the next Annual Election. Any other faculty vacancy shall be filled by an election of the group represented.

### Duties

- To develop and administer promotion guidelines.
- To evaluate applications and submit recommendations to the President regarding advancement in rank of any faculty member who requests promotion.
- To notify candidates for promotion in writing, by February 15, as to whether or not the committee has recommended them for promotion.
- To hold at least one informational workshop during spring semester, to assist the faculty in developing appropriate application materials and documentation.

### Procedure

All recommendations of the Promotion Committee to advance rank of faculty shall be presented to the Senate. The standards and procedures used by the Promotion Committee shall be in accordance with the guidelines given in Article VI of the Bylaws.

A member of this committee who becomes a candidate for promotion shall relinquish his/her position on the committee for only the year in which his/her application for promotion is being considered. The Senate President shall appoint a faculty member to fill the temporary one-year vacancy.

## Sabbatical Committee

#### Membership

Two faculty members each from the College of Arts and Sciences, the College of Business, and the College of Education and Health Sciences. All members must be full-time tenured faculty. The Vice President for Academic Affairs shall be an ex-officio non-voting member of this committee.

#### Method of selection

Members representing the three colleges shall be elected by each respective unit at the time of college-wide elections.

#### Term

Faculty members shall serve three-year staggered terms.

#### Method of filling a vacancy

Any faculty vacancy shall be filled by an election of the group represented.

#### Duties

- To evaluate sabbatical applications
- To forward recommendations regarding these applications to the applicant and the President of the University
- To annually review and recommend changes, if warranted, to the process and criteria for sabbaticals.

## Student Learning Assessment Committee (SLAC)

#### Membership

Co-chair: Director of Assessment and one faculty member elected by the members of the Student Learning Assessment Committee in the spring of each year for the upcoming year. One member from each committee (Gen Ed, Academic Assessment, FYE) to serve as a liaison and three faculty members elected at large. In addition, two members of Co-Curricular are selected by the Chairs of Co-Curricular, one of whom must be a staff member involved in the co-curricular assessment process. All members are voting members.

#### Method of Selection

The faculty-at-large members shall be elected at the Annual Election. The Liaisons representing GenEd, Academic Assessment, and FYE shall be elected by each representative Committee. One faculty member and one staff member shall be selected by the Chair of the Co-Curricular Committee.

#### Term

Elected Faculty members of SLAC shall serve 3-year staggered terms. All appointed members serve 1-year terms. The Director of Assessment is a permanent Co-Chair.

#### Method for filling a vacancy

The President of the Senate, with the approval of the Executive Board, shall appoint the



replacement for a faculty member at-large to serve until the next Annual Election. Any other faculty position shall be filled by appointment from the chair of the representative committee.

#### Duties

- Review all four Executive Summaries of the assessment reports submitted by the FYE, General Education, Co-Curricular, and Academic Assessment committees, and extract information relevant to our University Goals and the budget process.
- Review the executive summaries of the NSSE, FSSE, SSI, PSOL surveys and extract information relevant to our University Goals and the budget process.
- Collect institutional data disaggregated by ethnicity, age, gender, first-generation college student status, mode of delivery of program when possible. This data may include other demographic variables at the discretion of the committee, such as employment, place of origin, and student-athlete status.
- Summarize the collected information into a report that reflects on our University Learning Goals and recommend specific actions and initiatives to the Strategic Planning and Budget Council.
- Provide copies of the report to the Strategic Planning and Budget Council, President of MSU, the VPs, the committees producing the original assessment reports (FYE, Co-curricular, General Education, and Academic Assessment), FS, SS and SGA.

## Tenure Committee

#### Membership

Four faculty members elected at large, and one faculty member each from the College of Arts and Sciences, the College of Business, and the College of Education and Health Sciences. All committee members must be tenured. No member of this committee may serve concurrently on the Faculty Rights Committee or the Promotion Committee.

#### Method of selection

The faculty-at-large members shall be elected at the Annual Election. The members representing the three colleges shall be elected by each respective unit.

#### Term

Faculty members shall serve three-year staggered terms. The terms shall be staggered so that one member representing a college and either one or two members at-large are elected each year.

#### Method for filling a vacancy

The President of the Senate, with the approval of the Executive Board, shall appoint the replacement for a faculty member at-large to serve until the next Annual Election. Any other faculty vacancy shall be filled by an election of the group represented.

#### Duties

- To evaluate probationary tenure track faculty during their third year as described in

Article V Section 5 of the Bylaws.

- To evaluate applications and recommend to the President of the University either the granting or denial of tenure for a probationary faculty member.
- To notify candidates for tenure in writing, by February 15, as to whether or not the committee has recommended them for tenure.
- To submit recommendations to the Faculty Senate regarding tenure guidelines.
- To carry out all other duties as stipulated by the Regulations on Academic Freedom, Tenure, and Due Process as adopted by the State Board of Higher Education (SBHE Section 605)
- To hold at least one informational workshop during spring semester, to assist the faculty in developing appropriate application materials and documentation.

#### **Section 4. Other Faculty Senate Committees**

The Senate President shall appoint such other committees, standing or special, as the Executive Board or the Senate deem necessary to accomplish the work of the Senate.

# Article IV—Evaluation of Faculty

## Section 1. Policies

### *General Policy Statement*

The purpose of evaluation at Minot State University shall be to foster continuous improvement. The University holds that two particular responsibilities lie at the heart of any effective faculty evaluation system:

The responsibility of every faculty member to seek continuous self-improvement.

The responsibility of evaluators to methodically accumulate information that permits intelligent and objective judgment concerning a faculty member's performance in the areas of teaching, service, and scholarship, with respect to goals set by the faculty member, the department/division, the college, and the University.

Evaluation is thus conceived, above all, as a constructive, collegial process involving all members of the academic community and shall be treated as a development process.

### *Objectives of the Evaluation Process*

- To provide each faculty member with information for the purpose of continuous professional improvement.
- To provide the University with consistent, relevant, and objective information for the purposes of:
  - 1) assessing continuous improvement; and
  - 2) informing the processes of reappointment, promotion, tenure, and merit recognition.

### Teaching, Scholarship, and Service Defined for Evaluation

“Teaching” is the sharing of professional expertise with students, as illustrated through but not limited to the following:

- Evidence of Satisfactory performance required:
  - in classroom, clinical, laboratory or field instruction.
  - in advising of students, including academic advising and mentoring
- Evidence of Satisfactory performance is desired:
  - in curricular and pedagogical development
  - in co-curricular assignments

“Scholarship” is the sharing of professional expertise with the academic or professional community, as illustrated through but not limited to the following:

- Production of scholarly or creative works including, for example, publication, presentation, exhibition, or recital.
- Conduct of formal research with documented progress.
- Grant activity, in support of scholarly and creative works; including preparation of proposals.
- Formal, consultation or expert testimony undertaken as a part of research.
- Formal certification for the purpose of developing professional expertise.

“Service” is the sharing of professional expertise in each of the following categories, both of which must be evaluated:

- University service (sharing expertise with the campus), as illustrated through but not limited to the following:
  - membership or office on standing or temporary committees
  - non-teaching administrative assignments
  - promoting collegiality, mentoring, and/or networking
  - student organization advisement
- Public service (sharing expertise with the community), as illustrated but not limited to the following:
  - clinical and diagnostic services
  - adjudication
  - public service lectures, workshops, seminars, service
  - consultation
  - leadership in professional organizations

#### Types of Appointments and Assignments

Faculty appointments at Minot State University shall be made at the rank of Instructor, Assistant Professor, Associate Professor or Professor, and shall be classified as probationary, tenured, or special, as defined in State Board of Higher Education Regulations on Academic Freedom, Tenure, and Due Process (SBHE Section 605). Within these categories, individual faculty members may be given specific contract assignments (e.g., 100% research, 100% teaching, or 100% service) which may obviate the need for one or more areas of evaluation under Article IV, section 1 of the Bylaws.

## Section 2. Procedures for Evaluation of Tenure-Track and Special Contract Faculty

### *Origin and Common Structure of Evaluation Instruments*

All faculty, unless specific appointments designate otherwise or adjunct, shall be expected to engage in teaching, service, and scholarship; performance must be evaluated in each of those categories to which an appointment applies.

Annually, each faculty member shall initiate the process of evaluation by generating a self-evaluation, including an outline of goals for self-development in each category of teaching, service, and scholarship to which his/her appointment applies.

Each academic unit shall define its own discipline-specific criteria for performance within the University-wide standards for teaching, scholarship, and service (outlined in Article IV, Section 1. of the Bylaws). Within reason, academic units may weight each of the categories in terms of their relative importance, in order to maximize contribution to the University’s mission. This may be done on a unit-wide basis, or with respect to each individual faculty member in the unit. Each academic unit shall develop forms to assess performance according to these criteria, and

these forms shall provide a precise articulation of the faculty member's and jointly agreed upon supervisor's goals for said faculty member in each category of teaching, service, and scholarship to which an appointment applies.

The faculty of each academic unit shall create and amend the unit's evaluation policies, procedures, and forms. The unit's procedures shall be placed on file in the office of the Vice President for Academic Affairs.

### *Student Perception of Learning Forms*

Student Perception of Learning (SPL) forms will be sent electronically to students for all courses other than single student courses. Other courses that may be omitted from the process may include courses where faculty have limited interaction with students, and/or courses agreed upon by discipline-specific faculty within each academic unit.

In order to keep procedures in line with Faculty Senate Bylaws, all academic units shall develop procedures delineating the selection process for course evaluations that are included in the tenured faculty annual evaluation process. These procedures will include how courses are selected and how many courses are selected. Courses must be selected no later than September 15 for fall courses and February 15 for all spring courses. All SPLs will be distributed to faculty and the Chairs at the conclusion of the full 16-week semester regardless of length of course.

The procedures that govern administration and use of SPL forms for on campus courses will also govern courses at the MAFB, other distance sites, and dual credit courses.

### *Evidence of Teaching Effectiveness*

All academic units must include at least three items related to teaching effectiveness in their annual evaluation process and these items should include at least one measure (qualitative or quantitative) for each of the following areas: Currency, Peer Review, and Student Feedback. These items shall be selected by the appropriate academic unit in accordance with the Faculty Senate Bylaws. Examples of possible items for inclusion under each category at the discretion of the academic unit:

- Currency: evidence of professional development in content; evidence of professional development in pedagogy; syllabi; other course materials
- Peer Review: syllabi; peer course observations/feedback; video with peer analysis/feedback; chair course observations/feedback
- Student Feedback: SPL forms; student interviews; mid-point check ins; student letters of recommendation

All academic units must include the Student Perception of Learning form in this process (required by NDUS system).

Peer Review is formative and developmental in nature not evaluative. Common feedback formats should be developed by the Committee on the Evaluation of Teaching, or at least within departments.

Evidence of the above should be incorporated into faculty self-evaluations.

Evaluations shall be reviewed by the appropriate chairperson. Additional supporting materials for evaluation in each appropriate category (teaching, scholarship, and service) beyond those required in these Bylaws may include:

- student evaluations, peer evaluations (internal and/or external),
- supervisor evaluations, and any other relevant material.

The evaluation of teaching, however, must include the Student Perception of Learning form, one item related to Currency, and one item related to Peer Review.

### *Sequence of Evaluation and Personal Responsibilities*

Each faculty member shall annually initiate the evaluation process by submitting a self-evaluation. The self-evaluation shall include an outline of goals for self-development in each category of teaching, service, and scholarship, as appropriate to the contract.

Department/division chairpersons shall annually oversee the evaluation of all faculty within their respective departments/divisions, according to the guidelines set forth in these Bylaws. The results of such evaluations shall be forwarded to the Vice President for Academic Affairs. The faculty member being evaluated shall receive written notice of the evaluation findings at least ten calendar days before they are forwarded to the Vice President for Academic Affairs. During these ten days, the faculty member may choose to submit additional materials to the chairperson. Such materials may include those listed in Article IV, Section 2 of the Bylaws.

### *Annual Evaluation Schedule for Faculty*

All probationary and tenured faculty shall be evaluated annually by the chairperson of the academic unit to which they are appointed. All special contract faculty shall be evaluated subject to the terms of their respective contracts. All adjunct faculty shall be evaluated at the end of their first semester by the chairperson of the academic unit to which they are appointed and annually thereafter.

### *Procedures Regarding Disagreements and Grievances*

Faculty evaluations may not be appealed. In the event that the faculty member being evaluated does not agree with the evaluation, the faculty member may submit additional materials in response to the evaluation by the chairperson. This response shall accompany the evaluation for the remainder of the evaluation process.

In cases that concern a violation of SBHE or University policy, procedure, or practice or a clear abuse of discretion during performance evaluation, appellants should follow the procedures outlined in Article VIII of these Bylaws.

### *Evaluation Findings*

Results of faculty evaluation, as defined in these Bylaws, shall form the basis for the processes of reappointment, promotion, tenure, and merit recognition.

Faculty seeking to appeal the results of evaluation processes are referred to the Constitution and its Bylaws for procedural guidelines regarding such appeals.

### *Committee on Evaluation of Teaching*

The Committee on Evaluation of Teaching shall provide support to the process (of evaluation of teaching), and yet shall in no way be involved in decisions concerning actual, specific applications of the evaluation process.

### *Relation to Board Policy*

These policies and procedures shall be applied in ways consistent with the State Board of Higher Education Regulations on Academic Freedom, Tenure and Due Process (SBHE Section 605).

## Section 3. Procedures for Evaluation of Adjunct Faculty

New adjunct faculty will be evaluated at the end of their first semester by the academic unit to which they are assigned.

Adjunct faculty will be evaluated at the end of each calendar year by the academic unit chairperson to which they are assigned.

### *Classroom observation*

Adjunct faculty teaching for the **first time** at MiSU will be required to have a full-time faculty member or academic unit chairperson observe their teaching (campus or online synchronous) in an assigned course during their first semester of hire. For an online course, the full-time faculty member or academic unit chairperson will review the course shell, including discussions, assignments, communications, etc.

- Adjunct faculty must be informed of the observation visit at least two weeks prior to the scheduled observation. It is recommended but not required that the scheduling of the classroom observation date be set in consultation with the adjunct faculty member.

The academic unit will maintain documentation of the adjunct faculty's evaluation, including:

- Written evaluation(s)
- SPLs evaluation summary sheet(s).

Academic units will use the evaluations to assist in determining if an adjunct faculty will be issued an adjunct contract in subsequent semesters

## Article V—Tenure and Procedures

### Section 1. Definition of Tenure

Tenure at Minot State University is subject to conditions defined in the Regulations on Academic Freedom, Tenure, and Due Process (SBHE Policy 605). Tenure assures academic freedom and enhances economic security for faculty members who show promise of sustained contributions in teaching, service, and scholarship. Tenure aims to both recognize a candidate's potential long-term value to the institution as evidenced by professional performance and growth and to provide the expectation of continued employment. The decision to award tenure rests on criteria that reflect the potential long-term contribution of the faculty member to the purposes, priorities, and resources of the institution, unit, and program.

SBHE policy 605.3.b states: “The criteria for tenure evaluation and continuing evaluation of probationary and tenured faculty shall include scholarship in teaching, contribution to a discipline or profession through research, other scholarly or professional activities, and service to the institution and society. Institutions may adopt additional criteria. The regulations defining these criteria shall be consistent with the nature and mission of the institution.”

It is the responsibility of the Tenure Committee, then, to develop a faculty assessment and reward system that recognizes the mission of the university, priorities of the department, the strengths of the individual, and the uniqueness of the disciplines, as well as a candidate's likelihood to continue to contribute to Minot State University, meeting challenges, responding to initiatives, and pursuing long-term goals. With that responsibility as a foundation, it has been determined that the work of the faculty at Minot State University encompasses three areas of activity that are separate, but related. These are: (1) teaching, (2) scholarship, and (3) service.

Due to the emphasis on institutional purposes and priorities, tenure recommendations should be reviewed at department, college, and university levels. Tenure shall be recommended by the faculty Tenure Committee. Disputes involving tenure or retention shall be handled by the Faculty Rights Committee as outlined in SBHE Policy 605.

### Section 2. Powers to Grant Tenure, Exceptions and Exemptions

Only the State Board of Higher Education has the power to grant tenure, following recommendation by the President of the University. All applications for tenure status must first be evaluated by the Tenure Committee of the Faculty Senate, which then makes recommendation to the President of the University. Only faculty who are in their sixth year of continuous probationary, tenure track appointment who meet criteria defined here are eligible to be evaluated for tenure beginning with the seventh year of appointment.

To provide tenure track faculty formative feedback from the Tenure Committee on their progress toward tenure, probationary faculty members will submit a pre-tenure portfolio during their third year as described in Section 5.

Tenure track faculty members are not penalized for authorized leaves of absence (as outlined in



SBHE policy 605.1) during the probationary period. Any extensions or exceptions to the continuous service requirement must be authorized in advance by the President of the University in writing. In exceptional circumstances, not more than three years of credit toward tenure may be granted by the President of the University at the time of initial appointment. Under certain circumstances a faculty member may request a one-year extension to the probationary period. Such a request is normally based upon one of the following: 1) responsibilities with respect to childbirth or adoption; 2.) significant elder or dependent care obligations; 3.) disability or chronic illness; 4.) circumstances beyond the control of the faculty member that significantly impede progress toward tenure.

A request for an extension of the probationary period may be submitted at any time but no later than the end of the academic year prior to the year in which the review for tenure is scheduled to occur. When an extension is desired, the faculty member must submit the request to the chair of the department/division who shall recommend approval or disapproval of the request. All requests will then be reviewed by the Vice President for Academic Affairs, who ultimately grants the request.

### Section 3. General Criteria for Tenure

The general criteria articulated in the following represent the values of faculty at this university. In general, a candidate for tenure must demonstrate measurable accomplishment as well as the potential for continued growth and advancement in the three areas: teaching, scholarship, and service (an expanded definition of teaching, scholarship, and service are found in this document in Appendix A: Defining Teaching, Scholarship, and Service):

Teaching is central to the mission of the university. All faculty members must demonstrate a high level of teaching ability and performance as a requirement for tenure.

Scholarship is consistent with the mission and tradition of the university. All faculty members must demonstrate scholarship that is validated by peer review and disseminated according to the standards of the candidate's discipline for consideration for tenure.

Service benefits the university, general society, one's professional field, the community at large, and the individual faculty member. All faculty members must demonstrate service activities that benefit the department, the college, the university, and the community.

It is essential in the evaluation of tenure applicants to weigh carefully the commitments that the faculty member has made and that have been approved by the institution. If, for instance, the faculty member has a heavy teaching and clinical responsibility, the institution cannot expect him or her to have accomplished as much in research and professional development or service as those who teach fewer hours, teach significantly fewer numbers of students, and/or have fewer number of students to advise.

To clearly document that each faculty member has fulfilled the requirements for tenure, each faculty member must prepare a Professional Profile (a.k.a. the Tenure Binder). The Professional Profile is a dossier of relevant material that the faculty member prepares in support of tenure and includes the following components in the order that they are outlined here. All required material should be submitted in a three-inch ring binder, clearly labeled with the candidate's name, and

containing a table of contents, and sections clearly labeled with marked tabbed dividers. Please see Appendix C for an actual checklist that should be followed in compiling and organizing the Professional Portfolio. Please refrain from using plastic sleeves in the Professional Portfolio.

The required evidence is thoroughly explained and exemplified following the list below. Please carefully read the explanations and examples for each of the criteria that follow the list below. The checklist should guide the candidate in meeting the requirements for tenure throughout the probationary period. The checklist should also guide the candidate in compiling the evidence required for the Professional Portfolio (a.k.a. the Tenure Binder).

In general, a candidate for tenure must provide:

1. A complete application form (available in the Vice President for Academic Affairs' office or online at Academic Affairs' website).
2. Initial appointment letter documenting first year of Tenure Track or years of credit granted towards tenure (see section 2).
3. A letter from the applicant's department/division chairperson,
4. Letters from on- off-campus colleagues or peers.
5. A Summary of Responsibilities, including those of teaching, scholarship, and service responsibilities.
6. All formal annual evaluation documents from the initial term of tenure track appointment through the term immediately preceding tenure application.
7. A current Curriculum Vita.
8. A Review of Teaching, including:
  - a. a reflective essay (see Appendix B),
  - b. representative syllabi,
  - c. all official student evaluations (with numeric data and comments) from the initial term of tenure track appointment through the term immediately preceding tenure application,
9. A Review of Scholarship, including:
  - a. a reflective essay,
  - b. proof of publication or presentation.
10. A Review of Service, including:
  - a. a reflective essay,
  - b. formal documentation of service activities.
11. Other supporting evidence is optional at the candidate's discretion.

Again, the candidate should carefully read the explanations and examples below for each of the general criteria for tenure. The criteria should guide the candidate in meeting the requirements for tenure throughout the probationary period. The criteria should also guide the candidate in compiling the evidence required for the Professional Portfolio (a.k.a. the Tenure Binder).

1. Application for Tenure—a complete official application for tenure form must be included in the candidate's binder. The form can be found on the Faculty Senate Tenure Committee webpage.
2. The letter of initial appointment which documents the first year of tenure track or any years of credit toward tenure. Any extensions, authorized leave with credit towards tenure, or authorized leave without credit towards tenure, including any applicable

conditions, such as specific contract assignments (e.g. 100% research, 100% teaching, or 100% service), must be documented.

Letters of Support and Recommendation (items 3 and 4)—This section should demonstrate the overwhelming support for the faculty member’s tenure via the following letters of support or recommendation.

3. A letter from the applicant’s department/division chairperson that evidences substantial knowledge and approval of the faculty member’s responsibilities, goals and achievements, teaching abilities and accomplishments, scholarship activities and goals, and service commitments and contributions.
4. A minimum of four (4) letters of support or recommendation, two (2) each from on-campus and off-campus colleagues. These letters should be from colleagues who know the faculty member well and can speak authoritatively as to his/her contributions to the profession at large, the faculty member’s specific discipline, or the university. The letters should address the widest possible range of the teaching-scholarship-service triumvirate; in other words, the collection of letters should address all three areas—teaching, scholarship, and service—not each individual letter.
5. Summary of Responsibilities—This section of the Professional Profile outlines for the period under review, expectations set personally by the faculty member and by the department, college, and/or university. The summary establishes a basis for judging the faculty member’s work. The summary should demonstrate to the Tenure Committee the candidate’s goals, accomplishments, and objectives in terms of teaching, scholarship, and service. While the candidate may indeed provide this kind of summary every year on his/her annual self-evaluation, the Summary of Responsibilities provides the opportunity for the candidate to make a similar kind of evaluation of his/her entire probationary period at Minot State University, and to outline how s/he perceives his/her continuing contributions to Minot State and to the profession. The summary should conclude with the faculty member’s reflection on the overall pattern of his/her work and future plans—including, but not limited to the following: How do teaching, scholarship, and service fit together and what does the faculty member hope to accomplish within the next three to five years? How does the faculty member’s work help meet institutional and departmental needs?
6. Formal Evaluation Documents—The candidate must include a formal annual evaluation document, signed by both the applicant and the department/division chairperson, from the initial term of tenure track appointment through the term immediately preceding tenure application.
7. The Curriculum Vita—Evidence of accomplishment commensurate with one’s responsibilities come next in the Professional Profile. This section is comprised of a professional, comprehensive curriculum vita, which should detail the faculty member’s accomplishments and contributions in terms of:
  - a. professional appointments,
  - b. education,
  - c. teaching,
  - d. publications,
  - e. academic conference presentations,
  - f. workshops and retreats,

- g. creative presentations (readings, recitals, performances, gallery showings, etc.),
  - h. academic service,
  - i. community service,
  - j. grants and awards,
  - k. professional organization membership,
- thus depicting the scope and productivity of a faculty member's activities in a quantitative sense of the term. The curriculum vita, properly structured, enables the faculty member to present a detailed picture of his/her professional work and how that work has evolved and grown over the professional career.
8. Review of Teaching—Given that Minot State University's mission declares that faculty here are "first and foremost dedicated to the success of all students: their growth and development as educated citizens, their confidence, and their life-long devotion to the common good and the welfare of others," the demonstration of effective teaching and continuing improvement of teaching through curriculum and program development are critical elements for tenure. Teaching effectiveness must be demonstrated through a combination of sources that include but are not limited to the following components:
- a. A short (1–2 page) reflective essay that covers the following:
    - i. A review of teaching responsibilities, including specific courses, and a brief description of the way each course was taught.
    - ii. The faculty member's teaching philosophies and goals
    - iii. A statement of how the faculty member's teaching philosophies and goals relate to the department or program mission and goals and/or the recommendation of professional societies and accreditation agencies
    - iv. Demonstration of steps taken to evaluate and improve one's teaching
    - v. If applicable, description of curricular revisions, including new courses, projects, materials, assignments, or other related activities
    - vi. If applicable, description of the faculty member's involvement in independent studies and the supervision of student research as represented through projects, theses, etc.
    - vii. A statement on advising responsibilities including number of advisees and the way in which the advising responsibilities were carried out
  - b. Representative course syllabi which detail course content and objectives, teaching methods, readings, assignments, student evaluation procedures. It is not necessary to include every syllabus for every class taught; rather, the Tenure Committee wishes to see a representative sample.
  - c. All official summary sheets, including comments, of student evaluations of the applicant's teaching, on institutionally approved evaluation instruments, from the initial term of tenure track appointment through the term immediately preceding tenure application.
9. Review of Scholarship—This section enables the faculty member to present the range of activities that have been defined as scholarship. This should begin with a short (1-2 page) reflective essay that introduces the scholarly activities, goals, preparation, method, and results and how these activities relate to the goals that the faculty member set for the period in review. The faculty member should present some proof of publication or presentation (photocopy of journal or book table of contents; photocopy title page of

book or article, photocopy of conference program, e.g.); it is not necessary, however, to provide actual books, articles, etc., unless requested by the Tenure Committee.

10. Review of Service—This section enables the faculty member to demonstrate, via a short (1- 2 page) reflective essay, the effective contributions that have been made to the department, the college, the university, and the community. The focus should be on effective contributions, not just membership on a list of committees or similar bodies. Additionally, the candidate should provide formal documentation of service activities. Documentation may include but is not limited to: Senate committee lists or rosters, letters of appointment, board lists or rosters, certificates of achievement, official letters of acknowledgement from committees, agencies, boards, or organizations, formal acknowledgement from supervisors (chairs, et al.).

11. Optional: Other supporting evidence is optional at the candidate's discretion.

Any application that fails to meet one or more of these criteria will be considered incomplete, and that incompleteness alone may be grounds for finding against recommendations for tenure. An application that meets all of the above criteria will be considered complete, and the committee's finding will be based upon such evidence and any other evidence the applicant may wish to include in the application package. Any additional evidence shall be included in separate binders. Additional evidence may include, but need not be limited to:

- a. Other testamentary evidence supporting the application for tenure status at Minot State University
- b. Scholarly and/or creative works of the applicant.

The tenure committee may request additional specific documentation from the applicant.

The committee may also request an interview with the applicant.

## Section 4. Dates and Deadlines

The faculty member who is applying for tenure must complete and present an application portfolio to the chairperson of his/her academic unit by November 1st of the sixth year of probationary appointment. Failure to prepare and submit this application will be interpreted as a disinterest in tenure.

Along with the application portfolio, the chairperson of the academic unit must forward a letter of valuation, including a statement whether or not the applicant is being recommended for tenure, to the Vice President for Academic Affairs by November 15th of the sixth year of probationary appointment.

The resulting portfolio must include at minimum the materials listed in Section 3 above. It may also include any other material the applicant believes will enhance the application. After evaluating these materials, the Tenure Committee will reach a decision by secret ballot, all members voting, including the chair. A simple majority of those present at the meeting will determine the decision of the committee.

In the event of a tie or a do not recommend vote, the applicant will be invited to a personal interview, following which a second and deciding ballot vote will be taken. In the event of a do not recommend vote, the committee must provide a rationale for its decision, which shall be

forwarded to the president.

The President of the University will be notified in writing of the decision of the committee by February 15th of the sixth year of probationary appointment, and a copy of the notification will be forwarded to the applicant by the tenure committee on the same date it is conveyed to the president. If there are compelling circumstances that prevent the Tenure Committee from completing its work, the committee may petition the Executive Committee of the Faculty Senate for an extension.

## Section 5. Pre-Tenure Review

### *Review Timeline*

Probationary (tenure track) faculty will submit a pre-tenure portfolio for evaluation by the Tenure Committee. The purpose is to provide faculty with formative feedback regarding teaching, scholarship, and service relative to progress toward tenure. The rubrics that will be used to evaluate portfolios are available from the Vice President for Academic Affairs' office or online at Academic Affairs' website.

The timeline for Pre-Tenure Review is as follows:

December 1—Tenure track faculty in their third year of appointment submit pre-tenure review portfolio to chair of the department/division. Chair will review the portfolio and make recommendations to the faculty member in regards to the contents/organization of the portfolio.

February 1—Chair of the department/division to submit a pre-tenure portfolio to the Tenure Committee in care of the office of the Vice President for Academic Affairs. The materials in the portfolio must include and be organized in the same manner as described in Article V Section 3 of the Bylaws.

April 5—The Tenure Committee completes pre-tenure review and simultaneously distributes the results/finding to the faculty member and the chair of the department/division to which the faculty member is appointed.

April 17—The pre-tenure review completed by the Tenure Committee shall be addressed as part of the third-year faculty member's annual evaluation. At a minimum, the faculty member, in consultation with the chairperson, will address any concerns or deficiencies identified by the pre-tenure review and document a strategy to ameliorate them. The completed evaluation will be forwarded to the Vice President for Academic Affairs.

### *Checklist for the Pre-Tenure Portfolio*

The Pre-Tenure Portfolio (a.k.a., the Pre-Tenure Binder) should be organized following the checklist below with a clearly labeled tabbed section for each item. The list of items is identical to the one required for the Tenure Portfolio. The complete description of each item is included in Section 3.

1. A complete application form (available in the Vice President for Academic Affairs' office or online at Academic Affairs' website).
2. A letter from the applicant's department/division chairperson.
3. When applicable, a letter of initial appointment (see Section 2 re: extensions and

- exceptions).
4. Letters from on-and off-campus colleagues or peers (optional for Pre-Tenure Review).
  5. A Summary of Responsibilities, including those of teaching, scholarship, and service responsibilities.
  6. All formal annual evaluation documents from the initial term of tenure track appointment through the term immediately preceding Pre-Tenure Review. Please separate each year with a clearly labeled tab.
  7. A current Curriculum Vita
  8. A Review of Teaching Section—containing a clearly labeled tabbed section for all of the following:
    - a. a reflective essay
    - b. representative course syllabi
    - c. all official summary sheets, including comments, of student evaluations.
  9. A Review of Scholarship Section—containing a clearly labeled tabbed section for all of the following:
    - a. a reflective essay
    - b. proof of publication or presentation
  10. A Review of Service Section — containing a clearly labeled tabbed section for all of the following:
    - a. reflective essay
    - b. formal documentation of service
  11. Optional: other evidence

## Appendix A: Defining Teaching, Scholarship, and Service

Article IV, Appendix B, of the Faculty Bylaws of Minot State University provides thumbnail definitions of teaching, scholarship, and service. Indeed, each definition assures the reader, in italics, that the examples provided are not exhaustive. This appendix does not aim to supersede Article IV, Appendix B of the Bylaws, but rather to provide more specific, or concrete, or recognizable examples of quality teaching, scholarship, and service. Additionally, the definitions here are, where applicable, in line with those provided in the Promotion Guidelines (Article VI, Appendix B, Faculty Bylaws, Minot State University).

### *Teaching*

Teaching is a scholarly act that involves not only communicating knowledge but transforming and extending it as well. It is a dynamic activity in which both professor and students learn from and instruct one another. At its best, teaching is an intellectual journey engaging the faculty as mentors to their students. Good teaching is scholarly because its foundation is the careful study and research into the body of knowledge that comprises the discipline; the transmittal of that body of knowledge to students and the next generation of scholars; and (3) the assurance that students learn from the teaching activity. Teaching includes, but is not limited to:

- a. Quality instruction
- b. New course development
- c. Significant course revision
- d. Innovative methods and techniques

- e. Interdisciplinary teaching
- f. Student mentoring
- g. Independent study supervision
- h. Supervision of student research (theses, projects, honor's theses, etc.).

### *Scholarship*

Scholarship refers to the broad range of scholarly activities that are reflective of the breath of activities expected of faculty at Minot State University. By definition, scholarship is always validated by peer review and disseminated according to the standards of the candidate's discipline. Examples of scholarship activities include:

- a. Articles published in appropriate professional journals or presses
- b. Books or monographs published by appropriate professional or university or academic presses
- c. Chapters in books published by appropriate professional or university presses
- d. Creative or interpretative work produced, exhibited, or performed in appropriate venues
- e. Creative or interpretative work published in appropriate professional journals, magazines, or presses
- f. Scholarly papers presented at conventions, conferences, or meetings of professional organizations
- g. Software developed by faculty and peer reviewed through dissemination in professional media and/or successful adoption by academic/non-academic organizations and/or businesses.
- h. Other scholarly activity such as reviews of books, computer programs, textbooks published in appropriate professional journals or presses, providing peer review for journals or presses, published case studies, or creating national exams.
- i. Materials adopted for use by professional/business/governmental organizations or agencies
- j. Grant proposals submitted and/or funding secured for support of research, scholarly activity, or creative/interpretative work (goals and objectives of grants completed in a timely manner)
- k. Sabbatical leave granted and/or sabbatical project accomplished (goals and objectives of sabbatical projects completed in a timely manner)
- l. Formal certification for the purpose of developing professional expertise
- m. Consulting, such as editing within the field of specialization, serving as a panelist at a convention, conference, or meeting of a professional organization, sharing disciplinary knowledge with recognized institutions and/or organizations

### *Service*

Service refers to those activities that faculty must perform as members of the campus community, professional community, and public communities. This is meritorious work and work that faculty must perform as members of the academic community. While service and scholarship activities may often occur in the same or similar setting, they are not the same. Service differs from scholarship in that the service is not always tied to one's discipline nor is there the rigor or accountability of traditional scholarship. Service activities are considered in



four areas: (1) Service to the Department, (2) Service to the College, (3) Service to the University, (4) Service to the Community. In each area, the type of service activity, the role of the faculty member, and the effort (time and energy) are considered in the assessment process. Faculty are not expected to make contributions in all four areas, but are expected to make significant and meaningful contributions in more than one area. Service activities include but are not limited to:

1. Service to the Department
  - a. Committee work
  - b. Program development
  - c. Work on program review, accreditation reports, etc.
  - d. Working with student groups, clubs, or organizations
  - e. Student recruitment
2. Service to the College
  - a. Committee work
  - b. Work on college-based initiatives
  - c. Program or department coordinator
  - d. Faculty mentoring
3. Service to the University
  - a. Committee work
  - b. Work on university-wide initiatives
  - c. Assuming formal leadership roles in the governance structure of the university (an officer of the Senate, the chair of a major committee, e.g.)
  - d. Develop and maintain special collections and facilities
  - e. Sitting on or serving as an officer for a professional organization
  - f. Organize and offer workshops for faculty and staff
4. Service to the Community
  - a. Diagnostic or adjudication services to students and the general public
  - b. General presentations (not scholarly) within the scope of one's professional expertise to academic, civic, or other groups (Brown Bag Talks, Rotary Club luncheons, etc.).
  - c. Board member, officer, volunteer, or consultant to a local, state, or national community organization or agency
  - d. Public activity which brings positive recognition to the individual and the university
  - e. Organize and offer workshops to businesses, employers, organizations, or agencies

## Appendix B: Some Notes on the Reflective Essay

Throughout the criteria for tenure, faculty members are asked to provide brief reflective essays. The reflective essay requires not only narration and description, but also evaluation, or interpretation, or defense. To reflect is to engage in an intellectual exercise, whereby the writer reviews in detail what s/ he has accomplished (or failed to accomplish), learned, experienced, and then draw some conclusions about the significance of their work in relation to Minot State University. True reflection occurs as a result of thoroughly considering and understanding the significance of those accomplishments, experiences, plans, rather than merely charting or

labeling them. Appendix C: Checklist for the Professional Portfolio (a.k.a the Tenure Binder)  
Please organize the Professional Portfolio (a.k.a the Tenure Binder) following the checklist below, making sure you have a clearly labeled tabbed section for each box.

1. A complete application form.
2. A letter from the applicant's department/division chairperson.
3. When applicable, a letter of initial appointment (see section 2 re: extensions and exceptions)
4. Letters from on- and off-campus colleagues or peers
5. A Summary of Responsibilities, including those of teaching, scholarship, and service responsibilities.
6. All formal annual evaluation documents from the initial term of tenure track appointment through the term immediately preceding tenure application. Please separate each year with a clearly labeled tab.
7. A current Curriculum Vita
8. A Review of Teaching Section—containing a clearly labeled tabbed section for all of the following:
  - a. a reflective essay
  - b. representative course syllabi
  - c. all official summary sheets, including comments, of student evaluations
9. A Review of Scholarship Section—containing a clearly labeled tabbed section for all of the following:
  - a. a reflective essay
  - b. proof of publication or presentation
10. A Review of Service Section—containing a clearly labeled tabbed section for all of the following:
  - a. a reflective essay
  - b. formal documentation of service
11. Optional: other evidence

# Article VI—Promotion Guidelines

## Section 1. Official Guidelines

Official Promotion Guidelines are maintained in Article VI of Appendix B of the Faculty Handbook. Application deadlines shall be in accordance with the provisions of Article VI of the Bylaws.

The purpose of academic promotion at Minot State University is to acknowledge and reward members of the faculty for their professional competence and service to this institution. Consistent with State Board of Higher Education Policy 605.1, “Evaluation criteria shall relate to a faculty member’s duties and goals and be appropriately weighted in accordance with the terms of the faculty member’s contract.”

Those who are promoted are highly respected by their colleagues for their contributions to higher education and to the University. When any academic promotion is made, the faculty recipient must show continued progress as a teacher and scholar.

Academic rank at Minot State University includes four categories: instructor, assistant professor, associate professor, and professor. The criteria for promotion include education, years of teaching at Minot State University, teaching competence, scholarly activity, and contributions to the University and community. The current contract year may not be used in determining eligibility for promotion consideration.

While education and teaching experience are important factors in promotion, they serve primarily as minimum qualifications. Eligibility for promotion by reason of education and experience does not automatically lead to the granting of promotion. Promotion to all ranks is based more on qualitative judgments than on quantitative data.

Any exception to the promotion criteria must be supported by documentation, which in part must include a letter of support from the Vice President of Academic Affairs as described in Section 5 of these promotion guidelines.

## Section 2. Rationale for Promotion Criteria

**Education:** The University seeks to employ faculty members with terminal degrees; some faculty members are appointed without a terminal degree. The applicant is expected to document the required degree in her/his related field for the rank sought or provide documentation of exceptional consideration.

**Teaching Experience:** Applicable teaching experience consists of college teaching during the regular academic year in a ranked full-time college position. The following shall not apply to the experience requirements: graduate assistantships, full-time research positions, part-time adjunct faculty positions, teaching in summer sessions, teaching extension courses, substitute teaching, and teaching in any program not associated with schools.

**Teaching Competence:** Teaching expectations for faculty members include ongoing excellence,

reflection, and innovation.

Scholarship: Faculty members at Minot State University have a continuing responsibility to do scholarly work in their specialty.

Service: Faculty members have a continuing responsibility to contribute productively to the University and the community.

### Section 3. Education and Years of Experience

The following criteria are required for a faculty member to become a candidate for promotion. Fulfilling these minimal criteria does not guarantee promotion: qualitative judgments shall subsequently be made by the Promotion Committee as it examines the promotion materials and evaluates each candidate's contributions in the areas of teaching, scholarship, and service.

Candidate for Assistant Professor:

Master's degree in the discipline (discipline as determined by the program) plus three years of college teaching in a ranked full-time college position, at least one of which must have been at Minot State University.

OR

Master's degree in the discipline (discipline as determined by the program) plus completion of one year of a doctoral program or completion of one year of a program to obtain the highest degree in the applicant's discipline (discipline as determined by the program) and two years of college teaching in a ranked full-time college position at Minot State University.

OR

Completion of a doctoral program or completion of the highest degree ordinarily attainable in the applicant's discipline (discipline as determined by the program) and one year of college teaching in a ranked full-time college position at Minot State University.

Candidate for Associate Professor:

Doctorate or highest degree ordinarily attainable in the applicant's discipline (discipline as determined by the program) and at least five years of college teaching in a ranked full-time tenure track or tenured college position, at least three of which must have been as assistant professor at Minot State University.

Candidate for Professor:

Doctorate or highest degree ordinarily attainable in the applicant's discipline (discipline as determined by the program) and at least ten years of college teaching in a ranked full-time tenure track or tenured college position, at least three of which must have been as associate professor at Minot State University.

### Section 4. Promotion Committee Guidelines

The Promotion Committee shall use the following guidelines in making its promotion recommendations to the President. In order to be recommended for promotion, the applicant

must, in addition to meeting the minimal criteria for consideration, provide evidence of quality teaching, scholarship, and service to the University and the community. In all cases, this shall apply to activities while employed at Minot State University.

The promotion guidelines of Minot State University are intended to reward and encourage the performance and contributions of individual faculty toward the university mission. The guidelines outline high expectations of achievement while recognizing the uniqueness of individual faculty members, their departments and their disciplines.

Minot State University faculty members are evaluated in three categories: teaching, scholarship, and service. Performance will be reviewed over the period since appointment to the applicant's current rank.

### *Criteria for Evaluation of Teaching: All Ranks*

The Promotion Committee will examine the submitted materials looking for evidence of ongoing excellence, reflection, and innovation.

#### Documentation of Teaching

Narrative: The teaching section of the narrative self-report should include a description of teaching philosophy and ongoing improvement in teaching practice; professional development; and reflection on peer, chair and student course evaluations. The applicant will describe strategies for incorporating feedback for the improvement of teaching and learning.

Chair Evaluations: Formal annual evaluations signed by both the applicant and the department/division chairperson will be included for each completed year at Minot State University since the appointment to the current rank.

Student Course Evaluations: The applicant will provide official summary sheets and comments of course evaluations as required at Minot State University since the appointment to the current rank.

### *Criteria for Evaluation of Scholarship*

Scholarship across the university is evidenced by widely varying activities. These activities contribute to the body of knowledge within the respective disciplines. The Promotion Committee will examine the submitted materials looking for evidence of ongoing excellence, innovation, and appropriate activities commensurate with the rank sought.

Scholarly activities are characterized by intellectual curiosity, artistic expression, creativity, and reflective analysis. Scholarship is validated by peer review and disseminated as reflected in the standards of the respective discipline.

#### Documentation of Scholarship

Narrative: The scholarship section of the narrative self-report should include a description of the applicant's scholarship and scholarly achievements in the areas of publications, talks, artistic work, performances, exhibits, grants, and consulting, as well as a description of future scholarship endeavors. In the narrative, the candidate should explain how his or her scholarship

reflects the expectations of his or her respective discipline. Supporting documentation is placed in the specially designated sections of the application as defined in Section 6 of these Promotion Guidelines.

Chair Evaluations: Formal annual evaluations signed by both the applicant and the department/division chairperson must be included for each completed year at Minot State University since the appointment to the current rank.

Evidence of scholarship should be placed in the appropriate sections of the application file as defined in Section 6 of these Promotion Guidelines.

#### Scholarship Performance Standards

Applicants will demonstrate externally validated scholarship in one or more of the following areas:

Dissemination of scholarship/applied scholarship validated by external peer review:

- a. Publishes articles in appropriate professional journals or presses.
- b. Produces, exhibits, or performs creative or interpretive work (e.g. concerts, recitals, performances, exhibits, recordings, or film).
- c. Presents scholarly papers at conventions or meetings of professional organizations.
- d. Authors books or chapters in books.
- e. Publishes computer programs.
- f. Produces or develops materials adopted for use by professional/business/governmental organizations or agencies.
- g. Grants and contracts:
- h. Submits grant proposals and/or secures funding for support of research, scholarly activity, or creative/interpretive work.
- i. Completes goals and objectives of grant(s) in a timely manner.

Application of academic expertise in the discipline:

- a. Consulting
- b. Edits scholarly materials within the field of specialization.
- c. Serves as a formal panelist, commentator, or discussant for conventions or meetings of professional organizations.
- d. Shares knowledge developed by the individual within one's discipline through recognized institutions and/or organizations.
- e. Adjudicates within one's discipline.
- f. Other recognized scholarly contributions within one's discipline not elsewhere defined in the section.

#### Examples of Rank-Specific Scholarship

Candidates for each rank should achieve recognition in several of the respective areas.

Assistant Professor:

- a. Presents scholarship as described above at the local and state level.
- b. Submits scholarly work for peer-review.

Associate Professor:

- a. Presents scholarship as described above at the regional level.

- b. Publishes peer reviewed scholarly work.
- c. Secures funding
- d. Applies academic expertise in the discipline at the regional level.

Professor

- a. Presents scholarship as described above at the national or international level.
- b. Publishes peer reviewed scholarly work.
- c. Secures external funding.
- d. Applies academic expertise in the discipline at the national or international level.

*Criteria for Evaluation of Service: All Ranks*

The Promotion Committee will examine submitted materials looking for evidence of ongoing service to the university and community in keeping with the goals of the respective department, college, and institution.

Documentation of Service

The candidate's narrative should discuss and document formalized university, professional, and community service indicating, dates of service, kind of service, and level of service. Under university service, the applicant should differentiate among department, college, and institutional service. Under professional and community service, the applicant should differentiate among local, state, national, and international service. Specific types of documentation may include, but are not limited to, Senate committee lists, letters of support, board lists, certificates of service achievement, and acknowledgement letters from an organization. Infrequent, informal activities, often resulting in handwritten thank you notes would not be appropriate for submission.

Examples of service to the University:

- a. Active on university, college, and/or departmental committees
- b. Assumes formal leadership role in the governance structure of the university (e.g. an officer of the Senate, the chair of a major committee)
- c. Serves as coordinator of an academic program and/or mentors other faculty by disseminating materials, program philosophies, or policies and procedures.
- d. Serves as an advisor to a student organization.
- e. Actively pursues student recruitment to the discipline and Minot State University by participation in university or college recruitment activities.

Examples of service to the profession and community:

- a. Provides diagnostic or adjudication services to students or to the general public.
- b. Offers presentations, which are NOT research papers, requiring the use of one's professional expertise before academic, civic, or other groups.
- c. Serves as a member, officer, member of the board of directors, or as a consultant to an organization that serves the community.
- d. Serves as an officer or chair of a committee of a local, regional, or national professional organization.
- e. Volunteers substantial time and energy to a community service organization
- f. Develops and maintains special collections and facilities.
- g. Develops and maintains professional relationships with the extended community.

- h. Engages in public activity which brings positive recognition to the individual and to the university.
- i. Engages in other relevant activity.

## Section 5. Procedures for Promotion

Only the following faculty shall be eligible to be considered for promotion: faculty on probationary or tenure contracts; full-time ranked faculty on a special contract filling a regularly funded and approved position.

The applicant shall submit an application for promotion consideration, including a promotion packet of supporting materials, to his/her chairperson by November 1.

The chairperson shall attach a letter of recommendation with rationale and submit the promotion packet to the Vice President for Academic Affairs by November 12. A copy of the chair's letter shall also be submitted to the applicant by November 12.

The applicant's promotion materials and personnel file shall be made available to the Promotion committee for its deliberations by December 15.

As part of the Promotion Committee's deliberations, applicants will be given the option to briefly present their application before the Promotion Committee followed by questions from committee members.

By February 15, the Promotion Committee shall submit the list of candidates and committee recommendations to the University President and shall send notice to each candidate. Candidates qualified under Paragraph H shall be forwarded at this time to Faculty Senate.

Approved promotions shall take effect at the beginning of next academic year.

In rare instance, under the conditions of highly exceptional performance, a faculty member may be promoted to the next rank without fulfilling the education and/or experience requirements for that rank. The candidate shall apply for promotion according to the procedure outlined in Article VI, Section 5. of the Bylaws. However, the application must also be accompanied by a formal letter of support from the Vice President for Academic Affairs. This letter of support must clearly outline the exceptional achievements of the candidate. The recommendation for promotion must be approved first by the Promotion Committee and then also by the Faculty Senate.

The Faculty Senate will use the following procedure in its deliberations:

1. Promotion applications for exceptional candidates will be made available for Faculty Senate's consultation in advance of the Faculty Senate meeting.
2. The Faculty Senate secretary will prepare ballots to be used for a secret ballot for each candidate. The purpose and wording of the ballot is to "recommend," to "not recommend" or to "abstain."
3. While the Faculty Senate may elect to ask each candidate to make a brief



- presentation, all candidates will leave the Senate meeting room during the discussion and voting.
4. In the event that a candidate being considered is also a member of the Faculty Senate that person shall not participate in the discussion nor vote by proxy and shall leave the senate meeting room during discussion and voting.
  5. The Faculty Senate will notify, in writing, each candidate whether he or she has or has not been recommended to the President for promotion.
  6. The Faculty Senate will notify, in writing, the President of its recommendations.

## Section 6. Application File/Package Requirements

Each promotion candidate shall submit an application file which must contain the following sections clearly separated by marked tabbed dividers and placed in the following order:

1. A table of contents.
2. A completed official promotion application form.
3. A letter of support from the applicant's department/division chairperson.
4. Letters of support from both on-campus and off-campus colleagues which address the applicant's achievements in the areas of teaching, scholarship and service.
5. A copy of the letter of appointment which documents the appointment to the current rank.
6. A current curriculum vitae (CV) with the date of the last revision on the front page. The CV must address the applicant's education listing all institutions attended and degrees obtained. The CV must also address the applicant's professional experience listing separately academic positions (including part-time and adjunct faculty positions) and all other positions starting with the most recent ones (including dates).
7. A narrative, which addresses the applicant's performance/achievements in the areas of teaching, scholarship and service since the appointment to the current rank as specified in the respective sections of these guidelines.
8. A list of publications since the appointment to the current rank, listing separately peer review publications and all other publications. The list may include submitted and accepted publications. The evidence for this section must include copies of the published, submitted or accepted manuscripts and the copies of the letters of acceptance from the publishers or submission receipts.
9. If applicable, a list of patent applications/patents submitted or published since the appointment to the current rank. The evidence for this section must include copies of the submitted or published patent applications and patents and copies of the submission receipts.
10. A list of professional presentations since the appointment to the current rank, listing separately original research presentations and all other presentations starting with the most recent ones. The level of the presentation, such as international, national, state and regional, or local, should be clearly indicated. The evidence for this section must include copies of the published abstracts and/or copies of the conference program pages.
11. A list of submitted grant applications and funded grants since the appointment to the current rank clearly indicating the amount of funding and the funding period. Include appropriate documentation such as copies of the submitted grant applications, the copies of the submission receipts, and copies of the award letters.
12. A list of honors and awards received since the appointment to the current rank. If

applicable, the list should contain a separate section for honors and awards received by the members of the applicant's research group, including undergraduate and graduate students, recognized for their research/scholarly work completed under the applicant's supervision. The evidence for this section must include the copies of the award certificates and/or copies of the award letters.

13. A list of membership in professional organizations indicating offices held and other leadership positions for the period since the appointment to the current rank. The evidence for this section must include copies of the membership lists, or copies of the membership dues receipts, or copies of the membership cards, or similar evidence of membership.
  14. Annual chair evaluations, signed by both the applicant and the department/division chairperson, for each completed year at Minot State University since the appointment to the current rank.
  15. Annual self-evaluations for each completed year at Minot State University since the appointment to the current rank.
  16. Official summary sheets of student evaluations of the applicant's teaching from the initial term of the appointment to the current rank through the term immediately preceding the promotion application.
  17. Documentation of service as specified in the respective sections of these guidelines.
- Items 1-17 should be contained in a single binder no larger than 3 inches. All supporting materials should be contained in a supplemental binder.

## **Section 7. Official Application for Promotion**

The Official Application for Promotion form must be printed, completed, and placed in the front of the application packet. This form can be found on the Faculty Senate Promotion Committee webpage.

# Article VII—MSU Faculty Sabbatical Program

## Section 1. Background and Purpose

The purpose of Minot State University's Faculty Sabbatical Program is to renew and embolden our faculty members as teachers and scholars. The award of a sabbatical is a privilege predicated on the faculty member's record of positive contribution to the university. The granting of faculty sabbaticals is competitive and will be evaluated against clear criteria. The ideal sabbatical proposal comprises faculty renewal and scholarly activity and will promote the core values reflected in the University Vision.

## Section 2. Eligibility

A tenured faculty member at the associate or full professor rank who has completed seven years of full-time academic employment at MSU is eligible to apply for sabbatical.

The faculty member may not have taken a sabbatical or developmental leave within the NDUS system during the previous seven years.

Preference will be given to faculty members exhibiting a consistent record of teaching excellence.

## Section 3. Sabbatical Options

There are two options for sabbatical for MSU faculty members:

A faculty member may take a sabbatical over a full academic year with financial support at fifty percent. The faculty member may choose to cover the remainder of her/his compensation with support from grants and fellowships. A full-year sabbatical will take place over a continuous interval comprising two consecutive semesters (Fall/Spring or Spring/Fall).

A faculty member may take a one-semester sabbatical with one-hundred percent financial support. A one-semester sabbatical may be taken in either the Fall or Spring semester.

All employment benefits currently received by the faculty member will be maintained by MSU throughout the duration of the sabbatical leave.

A faculty member can apply for a sabbatical to take place at any point during the two academic years following the year of application.

## Section 4. Criteria for Evaluation of Sabbatical Proposal

In addition to satisfying eligibility requirements for the sabbatical, three major criteria will guide the evaluation of sabbatical proposals:

Criterion 1: Teaching Excellence.

The applicant will have a record of teaching excellence and will write a narrative describing a teaching philosophy along with a compelling argument that she or he is an excellent teacher.

Teaching excellence is not always buoyed by student evaluations, i.e., the best teacher may not

always be the most “popular” teacher; the narrative gives the applicant an opportunity to demonstrate her/his evidence of excellence in teaching.

The applicant will demonstrate teaching excellence with supporting evidence, which might include student evaluations, university awards of recognition, and chairperson evaluations.

Criterion 2: Advancing Professional Development within the Discipline.

A sabbatical provides an opportunity for the faculty member to achieve noteworthy professional development within her/his respective discipline. As such, the faculty member is expected to articulate a plan of scholarly work, including a pertinent review of the literature within the discipline and a clear rationale for the goals described in the sabbatical proposal.

Scholarship across the university is evidenced by widely varying activities. It is often characterized by intellectual curiosity, artistic expression, creativity, and reflective analysis, in keeping with the standards of the faculty member’s respective discipline. Such work typically fits into one or more of the following categories:

Theoretical or applied scholarship validated by external peer review:

- Published articles in appropriate professional journals or presses.
- Creative or interpretive performance (e.g. concerts, recitals, exhibits, recordings, or film.)
- Scholarly papers presented at conventions or meetings of professional organizations.
- Authored books or chapters in books.
- Published computer programs.
- Materials produced or adopted for use by professional/business, or governmental organizations and agencies.

Grants and Contracts:

- Submitted grant proposals.
- Secured funding for support of research
- Scholarly activity or creative/interpretive work.

Consulting:

- Editorial work within the field of specialization.
- Service as a panelist for conventions or meetings of professional organizations.
- Development and sharing of knowledge by the individual within her/his discipline through recognized institutions and/or organizations.

Other recognized scholarly contributions within her/his discipline not elsewhere defined in the section.

Criterion 3: Contribution to MSU’s Mission.

The University Vision is a product of shared university governance and reflects our core values, inspiring current endeavors on our campus as well as indicating the direction of growth we have articulated for our future. A faculty sabbatical program is a key component of our vision for MSU as a premiere institution of higher learning.

Consistent with this institutional spirit, the faculty member should describe how the sabbatical proposal contributes to the University Vision. Instead of simply repeating the language of the University Vision in the proposal, the faculty member should develop a deeper understanding of this plan for our university. The faculty member is encouraged to think creatively and broadly, developing goals and objectives in the sabbatical proposal that on a practical level help us to make tangible our commitment to excellence in teaching and learning, respect for diversity, developing the character of our students, high ethical and moral standards, service to our community, and our stewardship of place.

## Section 5. Review Process

A call for sabbatical applications will go out in March from the Office of the University President, encouraging eligible faculty members to submit sabbatical applications in the Fall. In early April, the Faculty Senate Sabbatical Committee will host an “open house” workshop to provide an overview of the Faculty Sabbatical Program and to inform faculty members about the application process, followed by subsequent reminders. Each faculty member is strongly encouraged to start planning for sabbatical leave in the Spring semester and should inform the appropriate chairperson at this time about her/his intention to submit a sabbatical application in the Fall. Successful applicants will be announced in December. They will take their sabbatical leave during one of the two following academic years as specified in their application.

### Deadlines

In the first week of September, the President of the University, considering the financial situation, determines the maximum number of sabbaticals that can be awarded, and notifies the Faculty Senate President.

1. Submission of Complete Application by Faculty Member to Chairperson: Second Friday of September
2. Forward from Chairperson to Vice President for Academic Affairs: Last Friday of September
3. Forward from Vice President for Academic Affairs to Faculty Senate Sabbatical Committee: Second Friday of October
4. Recommendations to President of University and to applicants: Wednesday prior to Thanksgiving Break
5. Announcement of Awards by President of University: First Friday of December.

### Appraisal of Available Slots for Sabbatical Leave

In the first week of September, the President of the University, considering the financial situation, determines the maximum number of sabbaticals that can be awarded, and notifies the Faculty Senate President.

It is the goal of MSU to provide a number of sabbatical leaves (slots) each academic year equal to five percent of the current full-time faculty positions; this number currently equals about nine sabbatical slots for each academic year. The number of available slots, however, may change slightly in either direction from year to year based on a variety of considerations, e.g., funding, curricular demands, enrollment growth, etc. The number of sabbaticals slots will be apportioned

across the three colleges in a fair manner that is commensurate with the number of FTE faculty within each college.

The purpose of a sabbatical appraisal report (generated each Fall term) is to help project the number of slots that can be funded within each college for the subsequent year. However, because the sabbatical program is competitive, it must be noted that while a specific number of available slots may be anticipated for each college, the quality of the applications will take higher priority over a college-quota system in determining who is awarded a sabbatical. Thus, a projection of a number of sabbatical slots for a college is no guarantee that there will be the same number of applications originating in that college that achieve the standard of quality that will merit the award.

The University President will inform the President of the Faculty Senate on the number of sabbaticals that will be allowed within each college for the subsequent academic year in the first week of September; the President of the Faculty Senate will give the charge accordingly to the Sabbatical Committee.

#### Submission of Complete Application by Faculty Member

Second Friday of September. The applicant will submit the complete electronic application to the chairperson of the academic unit, as directed in the application packet.

The applicant will submit the complete application to the chairperson of the academic unit no later than the second Friday of September. The application includes the completed form titled "Application for Faculty Sabbatical," the sabbatical proposal, a current curriculum vitae, two letters of support from colleagues, the completed "Conditions of Agreement for Faculty Sabbatical" form, and all necessary supporting documentation.

Last Friday of September. The chairperson will forward the application, along with the completed "Chairperson Review" form (found on the Faculty Senate Sabbatical Committee webpage) and the chairperson's letter of clear (yes/no) recommendation, to the Vice President for Academic Affairs by the last Friday of September.

#### Faculty Senate Sabbatical Committee Recommendation

Thanksgiving Break. Faculty Senate Sabbatical Committee forwards recommendations to the President of the University.

The Sabbatical Committee of the Faculty Senate will evaluate the sabbatical applications and will recommend sabbatical applications of sufficient quality that merit award to the President of the University. Concurrently, the Committee will notify applicants of the committee recommendations. The number of applications recommended to the President may be less than but shall not exceed the number of slots determined available for the following academic year. This work will be completed prior to the Thanksgiving Break.

If a member of the committee intends to make application for a sabbatical in the current year of review, he/she must recuse himself/herself and notify the Faculty Senate President, so that he/she

may appoint a replacement.

#### Administrative Approval

First Friday of December. Announcement by the President of the University.

The President of the University will consider recommended proposals. The President will announce the names of successful applicants on the first Friday of December. An award letter will be sent to each successful applicant at this time; a copy of this letter will be placed in the faculty member's personnel file (VPAA's office).

#### Application for Faculty Sabbatical (Form)

North Dakota State Board of Higher Education Policy Section 701.2 describes the general guidelines for Developmental Leave for faculty members in the North Dakota University System; each university is required to develop policy and procedure specific to its campus. The Application for Faculty Sabbatical form and Conditions of Agreement for Faculty Sabbatical Leave form can be found on the Faculty Senate Sabbatical Committee webpage. Applicants should complete the forms and attach a well-formatted electronic proposal using the guidelines that follow.

#### Guidelines for Sabbatical Proposal

The applicant will submit an electronic sabbatical proposal that includes these elements and follows these guidelines:

#### COVER SHEET

The cover sheet should include the proposal title, applicant's name, academic rank, academic unit and college, and calendar date corresponding to the day of actual submission.

#### ABSTRACT

Provide a general description of the intended sabbatical (300 word maximum).

#### PART I: NARRATIVE

The Narrative includes Sections A through D below and should not exceed a total of twenty pages.

##### Section A. Goals and Objectives.

Describe in detail your goals and objectives for the sabbatical leave, elaborating on the following questions under "Goals and Objectives":

What are the major goals of your sabbatical and how are they related? What objectives have you created that will lead you to these goals? What are the anticipated practical outcomes of your sabbatical (skills, knowledge, publications, artistic work, products, etc.)?

##### Section B. Criteria

Please critically describe and support with evidence how your proposal qualifies for Criterion 1 and supports Criteria 2 and 3 (please consult "Criteria for Evaluation of Sabbatical Proposal" under "General Information" for details regarding these criteria):

Criterion 1: Teaching Excellence

Criterion 2: Advancing Professional Development within the Discipline

Criterion 3: Contribution to MSU's Mission and Vision.

### Section C. Schedule and Location

Please describe your anticipated activity in terms of a schedule (e.g., daily activities, timelines) and by location (e.g., at home, at MSU, the British Museum) with as much detail as you can presently verify.

### Section D. Procedure

It is highly advised that colleagues familiar with your area of interest review and help you optimize this critical section of the proposal; these same individuals may write your letters of support (see Part V). Please address the following points under "Procedure":

- Describe methods (or techniques) and materials that will be utilized during your sabbatical; include references as appropriate.
- What resources are critical to the success of this proposal? What is "Plan B" if these resources should fail in any way?
- Provide your rationale for site selection and colleagues you will be working with during your sabbatical, if applicable.
- If relevant, research involving human subjects or non-human animals must be approved by the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC), respectively, before the sabbatical begins. Attach supporting documentation.
- Any concerns or questions regarding intellectual property or copyright resulting from the sabbatical leave should be addressed in this section of the proposal after consultation with the Vice President for Academic Affairs.

### Section E. References

Follow current APA-formatting guidelines (or other acceptable professional style sheet from your discipline) while preparing the "Reference" section.

## PART II. BUDGET

Present a budget describing the expenses necessary for this sabbatical, including but not limited to relocation costs, housing, travel, literature, photocopying, materials, etc. How will you cover these expenses?

## PART III: SUPPORT

### Section F. Financial Support.

List and elaborate on any awards, fellowships, or grants you are planning or have applied for to supplement your income during the intended period of sabbatical leave. Include agency contact information.

### Section G. Prior Developmental Leave

List any prior leave(s) of absence during your employment with the North Dakota University



System. Include description and dates covering the interval(s) of leave regardless of type of funding support, personal or otherwise.

#### PART IV: POST-SABBATICAL EVALUATION

##### Section H. Final Report

Describe what major points you will address in your final report. What evidence will you use to convince the university that public funding was appropriately allocated for your sabbatical leave? The final report should explicitly address the goals and objectives described in the Narrative and be electronically submitted to the office of the Vice President of Academic Affairs and to the Chairperson of the Faculty Senate Sabbatical Committee no later than December 31st, just following the end of the sabbatical period, or by June 30th, the end of the university's pertinent fiscal year.

##### Section I. Presentation

Specify your plan for sharing the results of your leave with the university community. Note that any publications or presentations resulting from your sabbatical should formally acknowledge that funding for this work, in part, came from the Minot State University Faculty Sabbatical Program.

#### PART V: CURRICULUM VITAE

Attach your curriculum vitae which should be current through the month prior to your submission of the sabbatical application.

#### PART VI: LETTERS OF SUPPORT

Two colleagues familiar with your work and its significance to the discipline  
Chairperson (Note: the chairperson will submit a letter of recommendation along with the completed "Chairperson Review" form).

# Article VIII—Salary Administration Policy

## Section 1. Philosophy

In fulfillment of the mission and goals of the Strategic Plan, Minot State University shall support a compensation policy directed toward attracting, retaining, and rewarding a qualified and diverse Faculty. Within the boundaries of financial feasibility, faculty compensation shall be externally competitive and internally equitable, and it shall reward contribution and encourage growth and development. Moreover, salary administration shall be based upon the precepts of transparency and openness.

### *Guiding Principles*

Minot State University will strive to:

- Attract and retain a talented and highly skilled Faculty.
- Provide a comprehensive compensation package that includes salary and benefits.
- Ensure transparency and annually inform Faculty of principles, goals, design, procedures, and relevant external market information used to set compensation.
- Achieve and maintain competitive salaries, respond to changes in the cost of living, and market forces in relevant labor markets (using data from recognized sources, e.g., CUPA-HR [College and University Professional Association for Human Resources], Bureau of Labor Statistics, recent peer institutions) and internal equity.
- Award merit-based compensation (salary adjustments or one-time bonus payments) for excellent performance (including contribution to mission, purpose, and strategic plan) as determined by the University in consultation with academic units (department/division).
- Provide flexibility appropriate to the dynamic challenges facing the University and to differences across colleges, divisions, and departments.

## Section 2. Policies

The accomplishment of salary policy objectives shall require thoughtful, counseled decisions in alignment with the faculty compensation philosophy stated above.

Salary decisions are dependent upon legislative action and North Dakota SBHE direction, and made in accordance with the North Dakota University Resource Policy Manual Section 5. SBHE and NDUS policies or mandates take precedence over this policy.

### *Procedures*

1. The University President, with advice from the Faculty Senate Budget and Salary Committee shall establish guidelines for the apportionment of new salary money. Each academic unit of the University shall follow these guidelines in Section 2.B Methods and Guidelines. Members of any advisory group shall be charged with the responsibility of informing themselves regarding the opinions of their constituents.

2. Salary adjustments shall be determined by the President as described in Section 2.A.1 above. Adjustments for similar rank advancements shall be the same across the entire university. Rank advances are independent of regular annual salary administration decisions.
3. Market and equity adjustments shall be based on rational consideration of inequity, and external criteria appropriate to Minot State University.
4. The academic unit chairs, in consultation of with their faculty, shall annually recommend to the VPAA any necessary increases to specific positions to address compression and related salary equity issues.
5. Merit-based salary adjustments will be determined by the individual academic unit, in consultation with the VPAA.
6. Salary adjustments may not be contested unless they meet the criteria for a grievance (see Article IX, Section 2).
7. The current advancement-in-rank salary increases will be posted and maintained on the Human Resources website.

### ***B. Methods and Guidelines***

1. When the campus is authorized to make annual salary adjustments, the decision process shall be as follows:
  - a. The Vice President for Administration and Finance (VPAF) provides the President and other members of President's Staff with relevant information from the North Dakota Legislature and the State Board of Higher Education (SBHE), including any guidelines from the Chancellor and the Cabinet.
  - b. President's Staff determines priority needs of the institution that require use of salary dollars and establishes guidelines for salary distribution, including:
    - i. Amount required to meet mandates from the Legislature or SBHE.
    - ii. Amounts to be distributed for any or all of the following: internal equity, cost of living, market or external equity, merit, and faculty advancement in rank.
  - c. The Director of Human Resources annually provides cost of living, market, retention, and internal equity data to assist in priority determination.
  - d. Members of President's Staff consult with chairs to ensure that any individual salary changes, other than across-the-board, are consistent with this policy.
  - e. The President considers Faculty Senate Budget and Salary Committee advice; recommendations of the Vice Presidents; market, retention, merit, and internal equity data; and other input and approves salary increases for individuals.
  - f. The VPAF presents the University's budget to NDUS for review and approval. A copy of the approved budget is placed in the university library.
2. Other salary adjustments may be made during the year for extraordinary circumstances, following a faculty-initiated written process whereby faculty members will request a review from the chair and then the VPAA.
3. Salary adjustments will be made for advancement in rank from Instructor to Assistant Professor, from Assistant Professor to Associate Professor, and from Associate Professor to Full Professor. These adjustments shall be annually examined and increased to maintain parity with cost of living and other salary adjustments. The current advancement in rank dollar amounts can be found on the Human Resources website.

4. The VPAA and VPAF, together with the HR director, shall annually (every spring) examine the salaries of all faculty to determine potential inequities in salary and adjust salaries accordingly.
5. The contract of every faculty member shall include information about how their salary was determined. This information shall include the percent increase in salary, how this percent increase was determined, and information on the relevant labor markets, using data from recognized sources, e.g., CUPA-HR (College and University Professional Association for Human Resources) while also considering internal equity, Bureau of Labor and Statistics and recent, review peer review institution data.

### **Section 3. Notification of Policy**

A copy of the Minot State University Salary Administration Policy shall be included in all relevant University, college, and departmental/divisional faculty handbooks. New faculty shall have all salary policies explained to them during their orientation to the University.

### **Section 4. Biannual Review of Policy**

The Budget and Salary Committee of Faculty Senate shall review and propose changes to this policy every two years to coincide with the meeting of the North Dakota State Legislature so appropriate adjustments may be made in accordance with the Legislature's decisions. This policy may also be updated as necessary by action of the Minot State University Faculty Senate, and the approval of the President.

## Article IX—Dispute Resolution and Grievance Policy

Procedures for resolving disputes arising between faculty members and administrators are determined by the nature of the subject being disputed.

Disputes related to non-renewal, termination, or dismissal of faculty or related to sanctions imposed because of alleged faculty misconduct shall be resolved following the procedures outlined in SBHE sections 605.3 and 605.4.

Disputes concerning violations of SBHE or University policies, procedures, or practices that specifically pertain to the employment relationship, or discretionary actions that can be documented as clear abuse of discretion, shall be resolved by following the procedures set forth in Section 3 below.

Allegations of illegal discrimination are not handled through these procedures.

If a faculty member is unclear about the category in which a dispute belongs, the President of Faculty Senate may be consulted. The President of Faculty Senate is obliged by office to consult other institutional officials, such as the Vice President for Academic Affairs or the Director of Human Resources, or others as necessary, to determine in which of the above categories the dispute belongs.

### Section 1. Definitions

“Grievance” means an allegation of a violation of a specific SBHE or University policy, procedure, or practice pertaining to the employment relationship.

“Discretionary actions” are administrative actions or decisions such as salary adjustments and promotion.

“FRC” refers to the Minot State University’s standing Faculty Rights Committee as outlined in the University’s Bylaws.

“SBHE” refers to the North Dakota State Board of Higher Education.

### Section 2. Right to File a Grievance

Discretionary action such as salary adjustments and performance evaluations may not be grieved unless the action (a) violated an SBHE or University policy, procedure, practice, or criterion or (b) constitutes a clear abuse of discretion.

Any faculty member who is adversely affected by a perceived violation of SBHE or University policy, procedure, or practice pertaining to the employment relationship, may file a notice of grievance with their department/division chair within 120 calendar days from the date on which the grievant knew or could reasonably be expected to know of the action or decision causing the individual to file the grievance.

### Section 3. Procedures for Resolving a Grievance

Initial Response to Grievance. Although an action or decision being grieved may come from an office other than the academic or division chair, the faculty member must first visit informally

with their academic supervisor (in most cases a department chair or division director) to seek understanding or resolution. The chair shall attempt to resolve the issue or assist in the resolution process.

**Formal Filing of Grievance.** If the informal initial response fails to resolve the dispute, the formal grievance process begins when a faculty member notifies their chair or division director in writing of the alleged violation of policy, procedure, practice, criterion, or discretion. The letter must describe the management action which caused the grievance, cite the policy, procedure, or practice involved. If the grievance is a result of a discretionary decision, the letter must provide evidence of a clear abuse of discretion. The letter must recommend a suggested remedy. The remedy must be applicable to the grievant.

**Filing Procedure and Records.** The formal letter of grievance is filed with the Vice President for Academic Affairs (VPAA). A copy of the grievance and all relevant documentation must also be filed with the University Human Resources (HR) office. The HR office will maintain a record of documents related to the grievance, which is an open record according to ND State law.

**Assurances.** All faculty members have the right to present grievances and are assured freedom from illegal discrimination, coercion, restraint, or reprisal in presenting grievances. At each step of the grievance procedure, the employee may be represented by another institutional employee or by a representative of the employee's choosing. Should a grievant NOT advance a grievance within the time allowed, the grievance shall be considered settled and the last remedy provided shall be binding on the employee and the institution. Timelines may be extended by mutual agreement and with documentation of the extension. The offices that may be required to respond to the grievance include the chair, VPAA, and President (revised 12/2017). The decision of the President is final.

**Mediation.** Once a formal grievance is filed, mediation between the identified parties is mandatory under SBHE Policy 605.5. At least one mediation session is mandatory. The VPAA and HR office will provide for the mediation services. Within 15 calendar days, the mediator shall meet with the parties to explain the process and begin coordinating the mediation sessions. Mediators may be selected by agreement of the parties or, if no agreement can be reached, by the NDUS staff from a pool of trained, volunteer mediators. It is expected that in most cases the mediator will come from a source external to the University.

Mediator responsibilities do not include finding fault, imposing solutions, or making decisions. No report or transcript of communication shall be issued by the mediator, except to notify the VPAA whether mediation efforts were successful or not.

**Advancing the Grievance.** Within 7 calendar days after the last mediation session, the grievant must provide a written notice to the chair indicating unsuccessful mediation and the desire to advance the grievance process, otherwise the mediation efforts will be considered successful. Successful mediation ends the grievance process.

When mediation does not provide a solution and the grievant has formally indicated a desire to

advance the process, the office which made the aggrieved management action or decision must provide a response in writing to the grievant within 15 calendar days.

If the grievance is not settled, the grievant may advance the issue by providing written notification to the next level of management within 15 calendar days. Each level of management must provide a response in writing to the grievant within 15 calendar days. Once the grievance is advanced to the President's office, the President will contact the Faculty Senate President. The Senate President will then convene the Faculty Rights Committee (FRC). The FRC will investigate the grievance and provide a recommendation to the President within 30 calendar days.

Faculty Rights Committee. The FRC shall review the grievance and supervisory responses and may investigate any issue pertaining to the grievance in their effort to provide a recommendation to the President. The FRC shall not conduct hearings. The FRC may request to interview any employee whose input may provide relevant information. Employees are not required to take part in an interview, though such a decision may weaken the effort to resolve the grievance.

The FRC will make its recommendation to the President in writing within 30 calendar days of convening. The recommendation may include any information the FRC believes to be relevant and necessary for the President to consider.

The President shall consider the recommendation of the FRC and provide a response to the grievant within 15 calendar days of receiving the recommendation. The President's decision shall be final.

## Article X—Amendment of Bylaws

Amendments to the Bylaws shall be approved in accordance with the provisions of Article IX of the Constitution of Minot State University.