

# EMPLOYEE HANDBOOK



## 2024-2025

The official edition of this handbook resides online. The online version will be updated as expeditiously as possible. Changes, deletions, and additions to the document will be sent to faculty and staff at the time updates are made.

## PREFACE

This handbook is intended to be a guide that sets forth routine operating procedures for Dakota College at Bottineau (DCB). It is also a reference containing general information that is beneficial and useful for staff orientation. As such, it does not constitute a contract. DCB will revise this handbook, as it deems necessary.

The handbook does not purport to provide enough information to address all aspects of day-to-day operations or its customs and conduct. Other resources such as the ND State Board of Higher Ed (SBHE) Policy and Procedures Manuals (<https://ndus.edu/state-board-of-higher-education/sbhe-policies/>), the North Dakota University System (NDUS) Human Resource Policy Manual (<https://ndus.edu/human-resource-policy-manual>) along with DCB department handbooks, policies and procedures are also available.

## EQUAL OPPORTUNITY

DCB is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws for all individuals without regard to race, color, national origin, religion, gender, disability, age, sexual orientation, marital status or veteran status.

DCB abides by the requirements of Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Titles VI and VII of the Civil Rights Act of 1964; Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990.

Inquiries concerning compliance may be directed to the Equal Opportunity Officer, Human Resource Coordinator located in Thatcher Hall, [dcbhuman.resources@dakotacollege.edu](mailto:dcbhuman.resources@dakotacollege.edu), (701) 228-5480, or Human Resource Director located at Minot State University, 701-858-4610, [hr@minotstateu.edu](mailto:hr@minotstateu.edu) or the Chicago Office of Civil Rights –U.S. Department of Education John C. Kluczynski Federal Building 230 South Dearborn St, 37<sup>th</sup> Floor, Chicago, IL 60604, telephone 312-730-1560 [https://ocras.ed.gov/contact-ocr?field\\_state\\_value=652](https://ocras.ed.gov/contact-ocr?field_state_value=652)

Inquiries concerning the Americans with Disabilities Act (ADA) may be directed to Human Resources, Thatcher Hall, (701) 228-5409.

## NON-DISCRIMINATION STATEMENT

Dakota College at Bottineau (DCB) does not engage in discrimination or harassment against any person because of race, color, religion or creed, sex, gender, gender identity, pregnancy, national or ethnic origin, disability, age, ancestry, marital status, sexual orientation, veteran status, political beliefs or affiliations, or information protected by the Genetic Information Nondiscrimination Act (GINA); and complies with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations, including remaining compliant and consistent with the Civil Rights Act, the Americans with Disabilities Act, the

Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. This policy on non-discrimination applies to admissions, enrollment, scholarships, loan programs, participation in college activities, employment, and access to participation in, and treatment in all college programs and activities.

DCB prohibits retaliation against any individual or group who exercises its rights or responsibilities protected under the provisions of state law, federal law and/or DCB policy. Employees or students who violate this policy may face disciplinary action up to and including separation from DCB. Third parties who commit discrimination or harassment may have their relationships with DCB terminated and/or their privileges of being on college premises withdrawn.

Questions, comments, or complaints regarding sexual discrimination or sexual harassment may be directed to the Title IX Office. All other forms of discrimination or harassment may be directed to the appropriate associate dean or director of human resources. Complaints may also be filed with the U.S. Department of Education, Office for Civil Rights.

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**CHAPTER I ~ DCB EMPLOYEE POLICIES AND PROCEDURES**

**1. Advisor Responsibilities**

- Help students define and develop realistic educational plans and monitor progress towards goals.
- Assist students with class registration each semester.
- Be available to students, especially during registration dates and add/drop periods.
- Approve designated educational transactions (e.g., course overloads, course substitutions, graduation applications, etc.).
- Interpret and provide rationale for institutional academic policies and procedures.
- Maintain knowledge of program requirements for graduation.
- Prepare and maintain an advising file for each advisee.
- Maintain contact with each advisee at least twice per semester regarding academic progress and maintain records in the appropriate software.
- Manage Starfish flags weekly (commenting to instructors or closing the loop).
- Complete Academic Improvement Plan (AIP) with students on Satisfactory Academic Progress (SAP) plans or placed on academic probation (use designated Starfish note).
  - Follow roles and responsibilities of AIP.
- Connect students with campus support services/resources with the need arises.
- Assist students with transfers and career transitions.
- Carry out the objectives of the advising handbook.

**2. Campus Services**

**2.1 Basic Purchasing**

Basic purchases may be made within departments with supervisory approval. A receipt must accompany a payment voucher and be presented to the Business Office for payment. The payment voucher form may be found on the DCB website under forms.

DCB follows the NDUS procurement process. The requirements for this process are located on the NDUS website – NDUS Procedures, Financial Affairs, Section 803.1.

Please contact the DCB Business Office with any questions or for assistance on the purchasing procedures.



## **2.2 Buildings and Grounds Work Request**

All employees requesting work to be done by the Physical Plant staff must complete a Minor Repair Order found on the DCB website under the Faculty and Staff section.

## **2.3 Library Services**

The library is centrally located on the campus on the first floor of the east wing in Thatcher Hall. This facility provides students, faculty, staff, and residents of the surrounding communities with access to traditional library materials, computer databases and the many informational resources on the Internet. The library circulates a variety of individual items and current subscriptions to many periodicals.

Access to the library's collection is through ODIN (Online Dakota Information Network), a computerized database listing holdings of all North Dakota public college and university libraries as well as a wide variety of public, school, and special libraries. The combined collection of these libraries' numbers more than 1,500,000 unique records. In addition, ODIN accesses similar databases in Minnesota and South Dakota and this interface gives patrons access to more than 6,000,000 bibliographic records. Also available through ODIN membership are a wide variety of databases that provide indexing and full-text articles to many newspaper and magazine titles.

During the regular academic year, the library is available for student use six days a week. There are a variety of areas for both individual and group study and computers for student research activities. Library staff and student workers are available to assist students with their research efforts.

## **3. Committees, Faculty and Staff Appointments**

Faculty and staff committees are assigned to conduct business. Membership is updated annually. Contact the Academic Affairs office for a current appointment list. The Faculty Senate operates according to the Faculty Senate Constitution. Staff Senate operates according to the Staff Senate Constitution.

## **4. Communications**

### **4.1 Mailroom Services**

Incoming Mail - U.S. mail is distributed to campus mailboxes in the Business Office daily between 10:30 a.m. and 12:00 noon. Articles received by Airborne Express, Federal Express, and United Parcel Service (UPS) are also routed through the Business Office.

Outgoing Mail – Items to be mailed should be brought to the mailroom by 9:30 am. Each item must be marked with a fund number for postage charges. DCB provides services to UPS and Federal Express. The Bookstore is available

to process UPS and Business Office may process Federal Express packages.

#### **4.2 Internal Communications**

During the school year, weekly campus communication is published and sent via e-mail to all faculty and staff. Events or news to be published may be submitted to the Dean's Office by 8:00 a.m. Monday for inclusion in the publication.

#### **4.3 Telephone Communications**

To set up a phone extension or to report problems with the telephone system, contact Information Technology Services.

### **5. Contract Review**

Only the Campus Dean or an appropriate Associate Dean may sign contracts, contract amendments, Memorandums of Understanding, or any other documents that commit or obligate the institution. In most instances, these documents will be sent to the SBHE legal counsel for review.

### **6. Copyright**

Faculty and staff members are encouraged to avoid infringement of the Copyright Act and exercise good judgment in serving the best interests of students. The Fair Use doctrine of the Copyright Act allows for limited usage of photocopied materials for supplemental research and teaching, so long as these materials are solely used for educational purposes. Under Fair Use, photocopies may not be utilized to replace the normal purchase of course materials by students. In addition, consumable materials, such as workbooks and standardized tests, may not be copied. There shall be no charge to students when photocopied material is utilized under Fair Use. Further details may be found at the .gov website, [www.copyright.gov/fair-use](http://www.copyright.gov/fair-use)

### **7. Emergency Notifications**

DCB provides timely information and instructions to students, faculty, staff, and others during emergencies or urgent situations. In an Emergency, safety instructions may be made available to the campus community through e-mail, text messaging, phone and/or the Dakota College website. The Assurance System will be used by DCB to contact faculty, staff, and students when the situation warrants.

In the event of a threat such as severe weather, alerts may be sent directly via cell-based telephone (voice and/or text), landlines, and/or e-mail. Campus closures may be announced via the Assurance System. Emergency Notifications and Alerts are authorized and sent by the Campus Dean or designee.

**Extreme weather may necessitate a decision to cancel all classes and events and close offices on campus or operate on a delayed schedule during winter conditions. However, DCB's goal is to remain open, when possible, in consideration of tuition paid by the students and DCB's mission.**

Living in North Dakota means living with snow and cold. Unless the weather is extreme and street crews are unable to keep up with clearing snow, DCB will likely stay open.

Who Makes the Decision: DCB's Campus Dean/CEO and DCB Leadership

The following information will be considered:

- ND DOT Road conditions website
- Condition of campus parking lots and sidewalks, including if the physical plant has been able to adequately clear most areas
- Assessments by physical plant on campus, such as tree damage, sidewalks, etc.
- Local school districts. DCB does not automatically close if local school districts close. K-12 students are not adults and have different safety considerations than college-aged students

Notifications:

- In the event of a campus closure, delayed start, or early dismissal, the Assurance NM system will be used, alerting Students, faculty, and staff via email, text, and an automated phone call
- Whenever possible, notifications will be sent out by 6:00 am.

Essential personnel must report in person if possible.

Faculty and Staff should consider their safety in determining when, or if, to report to work and communicate their availability to their supervisors. In some areas, minor adjustments to the workday (i.e. arriving late/leaving early) or working from home may be an option and should be discussed with the supervisor.

Faculty and Staff members who are unable to report to work as regularly scheduled or with a minor work schedule adjustment will be required to use annual leave or may arrange with their supervisor to make up the time during the same pay period.

## **8. Emergency Notification - Timely Warning**

A timely warning will be issued to students, staff, and faculty when a serious and/or ongoing crime or threat has occurred on campus or in the surrounding area as soon as relevant information is available. Timely Warning alerts may be sent directly via cell-based telephone (voice and/or text) landlines, and/or email. Timely warnings may be announced via the Assurance System. Emergency Notifications and alerts are authorized and sent by the Campus Dean or designee.

## **9. Employee Separation and Exit**

DCB requires that faculty and staff who separate from employment complete the actions listed on the Employee Separation Checklist by their last workday. DCB asks all employees who voluntarily terminate their employment to complete an Exit Survey. The checklist and survey are in the forms section of the Faculty and Staff page on the DCB website. Upon completion filed in the employee's personnel file.

**10. Equipment Requests (software, hardware, furniture, etc. over \$750)**

The following describes how equipment requests for the next fiscal year will proceed. Only purchases of \$750 and over are classified as equipment.

**10.1 Processing for Next Fiscal Year**

- a. By March 15, the Associate Dean for Administrative Services will send a reminder for all equipment requests to be submitted to the Business Office by April 15.
- b. Faculty and staff are expected to work collaboratively to request items that can be used in multiple areas to reduce redundancy and waste. Fund group signatories are responsible for organizing and conducting collaborative meetings.
- c. Requests will be collected by the Business Office and disseminated to the Technology Committee, Assessment Committee or other designated committees for review and recommendations.
- d. Equipment requests pertaining to the DCB athletic program are to be submitted to the Athletic Director for consideration for inclusion in the athletic budgets.

Recommendations will be reviewed by Leadership Council and finalized by May 31. Individuals and groups may be asked to provide further information to the Leadership Council regarding the item(s) requested.

During June or after annual budgets have been finalized (whichever is sooner), the Associate Dean for Administrative Services will provide a final list of approved purchases with funding sources to the Leadership Council. The Associate Deans will inform faculty and staff in their respective areas if budget requests have been approved for purchase. The policy and procedure for consideration of purchase requests arising after the completion of the fiscal year request process is as follows:

**10.2 Processing for After Completion of Fiscal Year**

- a. Fill out the equipment request form and attach additional information for consideration.
- b. Turn the form into the Business Office. (Note: form must be signed by fund group signatory)
- c. The form will be presented to the Leadership Council for approval.
- d. Criteria/priority for elements for review process:
  - Request is for items necessary for health, life, or safety. Mandated

change to teaching and learning process. Examples: new program, new process, new discipline, etc.

- Emergency replacement of existing equipment.
- Mandated initiatives by outside entities. Examples: Higher Learning Commission (HLC), SBHE, ND Department of Health (NDDH) etc.

### **11. The Family Education Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act (FERPA) affords students attending post-secondary institutions certain rights with respect to their education records. See the DCB College Catalog on the website.

### **12. Funeral Leave**

Absence from work because of a death in the immediate family of the employee or their spouse may be excused without loss of pay to a maximum of three working days. The immediate family includes spouse, child, foster children, grandchildren, parents, foster parents, grandparents, siblings, in-laws, and all family associated in-laws of employee.

### **13. Governance – Organizational Information**

#### **13.1 North Dakota University System**

Mission - To enhance the quality of life for those we serve and the economic and social vitality of North Dakota through the discovery, sharing and application of knowledge.

Vision - Leading the nation in educational attainment through access, innovation, and excellence.

#### **13.2 Administrative Structure**

##### **General Administration**

The SBHE is the policy-setting and advocacy body for the NDUS and the governing body for North Dakota's 11 publicly supported colleges and universities. The SBHE also oversees the NDSU Extension Service and Agricultural Research Stations, Northern Crops Institute, State Forest Service, and the Upper Great Plains Transportation Institute.

The SBHE is made up of seven citizen members appointed to four-year terms by the governor and one student appointed by the governor to serve a one-year term. The Council of College Faculties selects the Board's non-voting faculty advisor, and the NDUS Staff Senate selects the Board's non-voting staff advisor.

The SBHE is a policy-making body with broad powers that retains any authority it does not delegate to the campuses. The Board appoints a Chancellor

who serves as the chief executive officer of the state-supported University System and who executes and administers the policies, decisions, procedures, and rules of the Board.

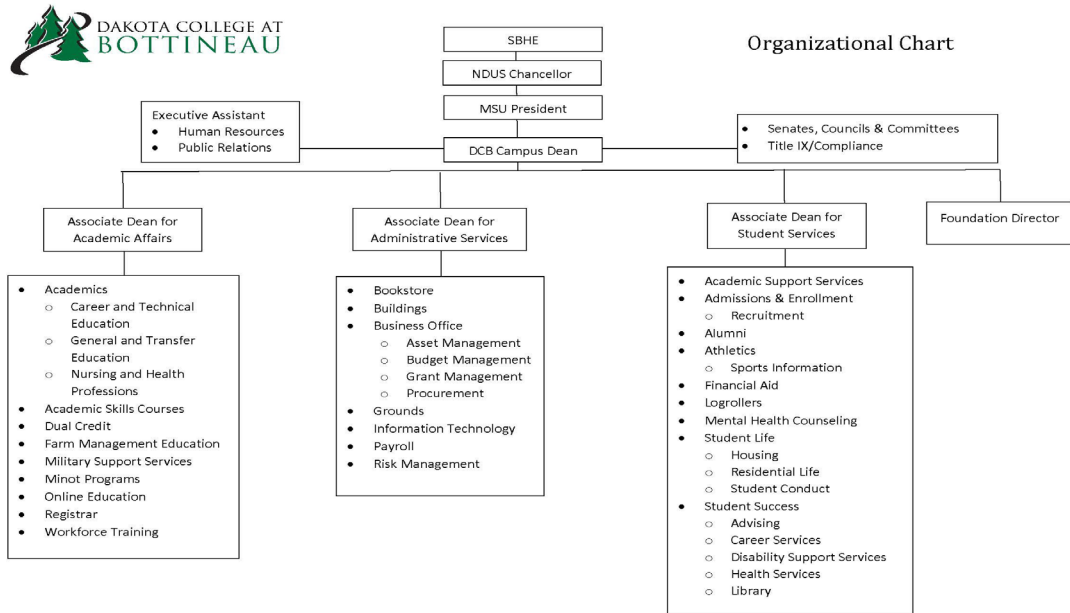
The SBHE publishes policy and procedure manuals governing the institutions under its control. Copies of the manuals are available at the following website: [www.ndus.edu](http://www.ndus.edu).

The Campus Dean is the chief executive officer of the institution and along with other officers carries out policies and delegated duties. Executive officers of the college manage the institution in accordance with SBHE and other appropriate policies.

Participation in the decision-making process is engendered from faculty, staff, students, and others in those areas in which their interests are affected, e.g., Student Senate, Faculty Senate, Staff Senate, and College Council.

Although DCB is an operationally and fiscally separate institution, it is an affiliate of Minot State University (MiSU). As a result, the operation of DCB is under the jurisdiction of the MiSU president, and the Campus Dean reports to the president. A Memorandum of Understanding between MiSU and DCB provides general procedural relationships between the institutions.

### 13.3 Organizational Chart



July 2024

### 13.4 Campus Administration)

The **Leadership Council** reports directly to the Campus Dean. Members are the Associate Dean for Academic Affairs, the Associate Dean for Student Services, and the Associate Dean for Administrative Services. These individuals, along with the Campus Dean comprises the Leadership Council. The Leadership Council is the primary coordination body at DCB. The Council assists the Campus Dean in developing and recommending policies and plans, budgets, programs, and standards affecting the institution. The Leadership Council meets weekly. The following is a description of the responsibilities of Leadership council members:

The **Campus Dean** of DCB is the chief executive officer of DCB and is responsible to the President of MiSU for all institutional activities. The Campus Dean represents students, faculty, and staff. The Campus Dean has full authority to administer the affairs of the institution with oversight provided by the President.

The **Associate Dean for Academic Affairs** is an executive officer of the institution. Responsible for providing appropriate instructional pathways for students to utilize in achieving their academic goals. Programming includes courses, certificates, and degrees that can be either transfer or terminal, all of which are assessed for quality and relevance regularly. Responsible for personnel, programs, budget, evaluations, facilities, and overall general

management of academics. The Associate Dean is the chief academic officer of the institution.

The **Associate Dean for Student Services** is an executive officer of the institution. Responsible for personnel, budgets, evaluations, facilities, and overall general management of the departments within the Student Services division. The Associate Dean is the chief student services officer of the institution.

The **Associate Dean for Administrative Services** is an executive officer of the institution. Responsible for personnel, budgets, evaluations, and overall general management of the following areas: business office, bookstore, physical plant, and information technology. Responsible for providing and maintaining a physical environment conducive to learning and living. Provides quality maintenance and custodial services necessary to operate, maintain, and enhance campus buildings and grounds. In collaboration with MiSU, the Associate Dean for Administrative Services is the chief financial affairs officer of DCB.

The **College Council** – The College Council facilitates the general flow of information throughout the organization. Members serve as liaisons for their representative groups. They will review and recommend institutional policies and procedures and ensure compliance with governmental regulations and accreditation standards. They will establish, review, and sunset college-wide committees and task forces, receive and consider feedback from college committees, and make recommendations on planning, budgeting, and assessment. The council will provide advice to the campus Dean regarding major decisions.

The Council consists of the Campus Dean, Associate Deans for Academic Affairs, Administrative Services, Student Services, the Student Senate advisor, the Faculty Senate President and Secretary, and the Staff Senate President and Vice President.

The **Strategic Planning and Institutional Council for Effectiveness (SPICE)** - SPICE develops the college strategic plan with input from constituents aligning it with the college mission and the NDUS strategic planning goals. The council supports ongoing connections between strategic planning, budgeting, assessment, and evaluation. They monitor, evaluate, and document progress toward fulfillment of the college's strategic plan goals. They monitor, evaluate, and document progress toward addressing audit findings. Recommendations and updates are provided to the Campus Dean. They keep the college community informed of progress toward the achievement of the strategic plan goals.

SPICE consists of the Director of Accreditation and DCB priority leaders



chosen per priorities as designed annually, Campus Dean, Associate Deans for Academic Affairs, Administrative Services, and Student Services, Assessment co-chair.

The **Faculty Senate** – The Faculty Senate functions for the purpose of establishing an orderly process whereby faculty may share in the determination of academic and professional policy. The faculty of DCB has the responsibility to express concern for the welfare of the institution, to discuss and develop ideas for growth within the institution, to contribute to the formulation of policy and to provide for reliable channels of communication among all segments of the college. The DCB Faculty Senate accepts the responsibility of recommending academic and professional policies to the Campus Dean, subject to the policies of the SBHE.

The **Student Senate** – The Student Senate acts as a liaison between DCB’s student body and the college’s faculty, administration, and staff. The Student Senate promotes development and protection of student rights as designed by the Student Handbook and fosters participation and coordination of college activities.

The **Staff Senate** – The Staff Senate is established to be a representative body of college staff. The Staff Senate shall strive to promote communication between the Campus Dean, other administrators, and staff. The Staff Senate shall inform and serve the staff of DCB.

#### 14. **Graduation Remarks – Selection of Student**

The student selected to speak at the commencement ceremony will best represent the DCB graduate profile listed below.

In addition, the committee has approved the following selection criteria:

- a. The student nominated must be in good academic standing, have a cumulative GPA of 3.00 or higher, and participate in the graduation ceremony.
- b. The student nominated must be in good social standing both on and off campus.
- c. The student nominated must be active in campus and community life.
- d. The Student, Faculty, and Staff senates will each nominate two students for the recognition. The presidents of the respective groups will determine the method of selection for their group.
- e. The student nominated must have been enrolled at DCB for four semesters, either full-time or part-time (at least nine credits), immediately prior to and including the semester in which they are nominated. For example, for a student

nominated to provide remarks at commencement 2016, the start date for satisfying the enrollment criteria is fall, 2014.

- f. The student chosen to provide commencement remarks will be selected by a Faculty Senate vote conducted at a scheduled meeting. The faculty will select a first choice and a first and second alternate from the ballot of nominees.

## **15. Incident Reports**

An incident is an unplanned occurrence that resulted or could have resulted in injury to people or damage to property, specifically involving the public and state employees. An incident can also involve issues such as harassment, violence, and discrimination. In addition, incidents may be referred to as an accident or near miss. Prompt reporting of incidents involving injury or property damage adds tremendous value to the risk management process by helping to identify risks, limiting liability, and offering timely handling of claims.

### **15.1 Reporting Requirements**

All incidents or near misses involving staff, faculty, students, or visitors that occur on campus must be reported within 24 hours of the incident. Incidents are reported on the ND OMB website as a General or Motor Vehicle case. The link, and reporting instructions, are on the DCB website under Faculty and Staff. Reporting is done by the individual employee. If assistance is needed, contact your supervisor or the DCB Risk Manager.

### **15.2 Injury Reporting – Workers Compensation**

Employees must report all work-related injuries to their supervisor immediately. The supervisor reports each work-related injury to Human Resources within 24 hours of notification or at the beginning of the next regularly scheduled workday (whichever is appropriate). Incidents are reported on the ND OMB website. The link and reporting instructions are on the DCB website under Faculty and Staff. Reporting is done by the individual employee. If you need assistance, contact your supervisor or the DCB Risk Manager. When medical assistance is required, the supervisor or assigned person is encouraged to accompany the injured worker to the medical facility rendering service. In all cases, the worker or person accompanying the worker shall notify the medical facility that this is a work-related injury and that the injured is a DCB employee.

## **16. Jury Duty**

An employee will be allowed to leave with pay for jury or other legal duty when subpoenaed for such service. Any compensation received for such duty may be retained by the employee.

When an employee is called as a witness on behalf of the state, where the employee's department is a party to the action, and where the department reimburses the employee

for mileage, sustenance and room (which it may do), no witness fees or mileage shall be charged by said employee and no time shall be deducted from the absence of said employee and said employee shall be deemed to be performing duties or services for the state.

Where an employee is called as a witness when the department is not a party to the action and the department does not reimburse such employee for mileage, sustenance and room, the employee may collect fees and mileage from the proper party and retain same without any loss of time or pay provided said employee remains current with assigned duties, responsibilities, and work.

## **17. Parking**

The college has several parking lots available for faculty, staff, and students. DCB requires display of a DCB parking permit on all vehicles. These permits are free to faculty and staff and issued in the Business Office.

## **18. Payroll Administration**

The following is an explanation of the salary plan administered:

### **18.1 Contracts & Notification of Salary**

Benefited faculty receive an annual contract with a start date of one week prior to the first day of classes and an end date of the Monday following graduation. Benefited staff receive an annual Notification of Salary for the fiscal year, July 1-June 30.

Payroll is distributed via direct deposit semi-monthly. If an account is unavailable for direct deposit a paycheck will be provided. If a pay day is on a Saturday, Sunday, or holiday, the preceding workday shall be pay day.

The paycheck will be released to the employee only. Written authorization to have an alternate pick up the paycheck must be completed stating the name of the person authorized.

The required deductions of federal and state taxes, social security, and retirement are deducted from each paycheck. Optional deductions such as life insurance, FlexComp, etc. are also deducted over the salary period.

For personal budgeting, employees on a less than 12-month agreement may opt in to a 9-over-12 payment program. The current payroll system for the NDUS allows this flexibility. The 9-over-12 Pay Program form must be completed with the Payroll Specialist to opt into this payment option.

### **18.2 Fringe Benefits**

Details are available in a Summary of Benefits for DCB Benefited Faculty and DCB Benefited Staff on the Faculty and Staff page of the DCB website.

### **18.3 Tax Annuities**

Salary reductions can be made for individual tax-sheltered annuities.

### **18.4 Income Projections**

TIAA and NDPERS offer retirement support enabling calculation of hypothetical income illustrations based on a participant's retirement plan accumulation, tax-deferred annuity plan (SRA) accumulation, or both. They may also calculate and assist with transfers, and changes in allocations, earnings rates, and contribution levels.

### **18.5 Personal Data Change**

Employees may update their personal information on the HRMS Self Service in Peoplesoft. The link is available on the Faculty and Staff page of the DCB website under Campus Connection Admin Portals. A change in name, address, telephone number, marital status, number of dependents, or person to be notified in an emergency may be updated on the HRMS Portal under Employee Self Service – Personal Details.

### **18.6 Others**

Employees not covered under the examples given above will be considered on a case-by-case basis and should contact the Payroll Specialist with questions concerning their payroll schedule.

### **18.7 Employees Earning Statements**

Employees may go to HRMS Self Service in Peoplesoft to see their earning statements or contact the Payroll Specialist for information.

### **18.8 Social Security**

All employees participate in the Federal Social Security Program. The Payroll Specialist deducts from the salary check whatever annual rate is in effect at the time, and DCB contributes the required amount. Benefits paid are contingent on federal statute. Information regarding this deduction may be secured from the Social Security Administration Office.

### **18.9 Withholding**

The Federal Income Tax and North Dakota Income Tax assessments are automatically withheld from each salary check. New employees must provide the Payroll Specialist with a withholding tax form (W-4), retirement forms, and insurance forms before the payroll deadline. No salary checks will be issued until these forms have been signed.

### **18.10 Other Deductions**

Other automatic deductions may be arranged. Arrangements for these services can be made with the Payroll Specialist.

**19. Pets in the Workplace**

Pets, other than certified service animals, will not be allowed in campus facilities other than pets that fall under the Service Animal policy guidelines.

**20. Posting Materials on Campus**

This is a guideline in terms of the place and manner of postings on campus. DCB reserves the right to address concerns or make suggestions related to content of postings to reinforce the educational mission of the college. The intent of this policy is to contribute to an orderly presentation of information.

Postings include flyers for DCB or community events. They may stay up for a maximum of two weeks. Posting is limited to bulletin boards and clip strips located throughout the campus. Postings may not be applied to glass entrance doors.

**21. Professional Development**

Professional Development is encouraged and funds available for benefited employees who have successfully completed a six-month probationary period. Employees must submit an application to their supervisor which will be reviewed by the Professional Development committee. Guidelines for financial assistance for professional development may be found on the DCB website under Faculty and Staff quick link and forms.

Benefited employees may also receive a waiver or tuition assistance, limited to three approved for-credit undergraduate or graduate courses during each calendar year. Details may be referenced in the ND SBHE policy manual SBHE policy 820.

**22. Publicity and Public Information**

All publication information regarding students, instructional programs, and public service announcements should be channeled through the Campus Dean's office, which serves as the clearing house for media releases.

**23. Risk Management Handbook**

The following policies and procedures are outlined in the Campus Emergency Procedures pamphlet:

- Disclaimer and Purpose
- Responding to an Emergency and Emergency Numbers
- Emergency Management
- News Media Communication
- Fallen Aircraft
- Hazardous Material Spills
- Fire
- Armed Intruder
- Threatening Calls

- Bomb Treat
- Medical Emergency
- College closing
- Tornado Watch/Warning
- Behavior Intervention Team
- Title IX
- Suicide
- Suspicious Package
- Explosives
- Violent Events

**24. Scholarship Program Guidelines - Vinje**

The Vinje Scholarship is used to help defray tuition and fees for dependents of DCB employees who are employed by the college based on at least 17 hours or more per week. Dependents are defined as those legally claimed by an employee as a deduction for income tax purposes.

Employees will be required to submit the name(s) of the dependent(s) for whom they are requesting a Vinje Scholarship by July 1 for the upcoming academic year.

The money available in the trust for the upcoming academic term will be determined July 1. The amount of the scholarship awarded to each eligible dependent will be determined by dividing the number of eligible dependents into money available for the upcoming academic term.

The maximum amount for an individual dependent’s scholarship is equivalent to tuition and fees for a five-credit class. For dependents receiving federal financial aid, the Vinje Scholarship will be calculated with their aid package.

**25. Scheduling Instructional and Other Campus Facilities**

Meeting rooms and classrooms are used for classes and to host meetings and events of varying scope. This requires special scheduling considerations. Those who plan activities are asked to observe the scheduling meetings and events guidelines found on the website under forms – the Facilities Scheduling Form.

At least 72 hours before the event, schedule the room, time, and date by contacting one of the following Ad Astra (room scheduling system) users:

- Administrative Assistant, Academic Support: all faculty
- Athletic Department Representative: Athletic personnel and gymnasium requests
- Dean’s Office Executive Assistant: Dean’s Office personnel
- Distance Education Coordinator: Distance Education Personnel
- Physical Plant Administrative Assistant: Plant Services personnel and off-campus requests

- Student Services Administrative Assistant: Student Services, staff personnel and off- campus requests

Rooms will be reserved up to two months in advance. Any events scheduled later than two months in advance must have a need such as a large group, event registration is required, or speakers need to be confirmed. An example event is graduation commencement. Those who use the facility must take responsibility for minimum care of the room, e.g., reporting spills, reporting malfunctions, place food waste/containers in the garbage can.

Off-campus requests must be processed through the Rental Agreement. A rental fee will be accessed, and liability insurance must be provided per agreement.

## **26. School Colors and Logos**

Branding information is found on the DCB website. Go to [www.dakotacollege.edu](http://www.dakotacollege.edu) – Faculty & Staff – Brand Guidelines. You can download the official logos and fonts on this page.

### **26.1 Official Colors**

Brand Guidelines for colors and fonts may be found on the DCB website. Academics, athletic uniforms, publications, and materials that describe and promote DCB will use these guidelines. Officially designating school colors and fonts helps emphasize that DCB is a cohesive school representing DCB academics and athletics.

### **26.2 Official Academic Logo**

The academic logo for DCB has optional layouts with and without the MiSU affiliation. Brand Guidelines for colors and fonts may be found on the DCB website. This is a trademarked logo.

### **26.3 Official Athletic Team Logo**

The logo for DCB athletic teams is depicted in the Brand Guidelines. Lumberjacks or Jacks will be used exclusively to characterize DCB athletics on uniforms, publications, and other representations and materials that describe and promote varsity sports.

## **27. Social Media Guidelines**

DCB provides guidelines covering social media services. The social media guidelines may be found on the DCB website under Faculty and Staff quick link and forms. All social media accounts must be approved by the Campus Dean, appropriate supervisor and the DCB Marketing Committee. DCB reserves the right to enforce the deletion of any unapproved or unmaintained social media page, account, or site.

Students and employees must adhere to DCB guidelines, SBHE and NDUS policies and procedures, including but not limited to NDUS 1901.2 Computer and Network



Usage and SBHE 840 Contract Review. Students and employees must also adhere to their respective Codes of Conduct. Users of social media accounts must follow the terms of service outlined by the service providers.

**28. Student Organization Funds**

The Business Office has the responsibility of accounting for the monies of student organizations. All monies generated by these groups must be recorded by a receipt by the Business Office, which will act as comptroller of those funds. A separate fund is established for each individual club. A financial report is available monthly and upon request. All Request for Payment forms must be signed by both the advisor and club president.

**29. Suggestion Incentive Program for State Employees**

All state employees are eligible to participate in the program except state agency heads, administrators, or any supervisors considered at the management level.

A state employee may submit a recommendation or proposal to reduce expenditure within the employee's agency. The recommendation or proposal may be submitted on the OMB.nd.gov website: [www.omb.nd.gov/sites/www/files/documents/financial-transparency/fiscaladminpolicy.pdf](http://www.omb.nd.gov/sites/www/files/documents/financial-transparency/fiscaladminpolicy.pdf)

The suggestion incentive committee reviews all recommendations or proposals and determines if:

- a. The recommendation or proposal was previously submitted and rejected.
- b. The recommendation or proposal is beyond the reasonable expectations of job performance for the employee who made the suggestion.
- c. Implementation of the recommendation or proposal is desirable and feasible.
- d. Implementation of the recommendation or proposal will continue to provide the quality of the services presently provided by the employing state agency and any other state agency affected by the recommendation or proposal.

The state agency head determines whether a recommendation or proposal that is approved is entitled to receive 20 percent of the first year's savings realized, up to a maximum of \$2,000. The amount is paid in a lump sum from funds of the employing state agency.

**30. Travel, Employee**

Travel for official college business should be coordinated to minimize expenses. Employees who travel as part of their regular duties must communicate plans with supervisors. Those traveling to participate in professional and educational conferences are encouraged to seek professional development funding. Subsequent reimbursement requires supervisor approval



and cannot be expected without prior approval to travel.

### **30.1 Insurance**

Employees traveling on college business bear the primary responsibility for making sure there is adequate insurance protection, both for their own medical and personal losses in case of accident and to cover any liability for injury to others.

All personnel using DCB vehicles are covered by a collision, bodily injury, and liability policy. Personal vehicles used for college-related travel are not covered by State Fleet insurance; employees should be sure they have adequate liability when using their personal vehicle.

### **30.2 Reimbursement**

Employees who are authorized to travel at DCB's expense are required to submit a record of travel expenses on the Travel Expense Module. Employees should submit reimbursable travel expenses and per-diem in the Travel Expense Module along with uploading all required receipts after travel occurs.

If meals are included in registration fees for conferences, provided by the hotel or other meetings, the related meal allowance cannot be claimed. The expense allowance for each quarter of any 24-hour period is found within the Office of Management (OMB) and Budget Travel manual, Policy 505 – Reimbursement for Meals and Lodging according to NDCC Chapter 44-08-04. This may be found at <https://www.omb.nd.gov/sites/www/files/documents/financial-transparency/fiscaladminpolicy.pdf>

When a trip starts in one month and ends in another, reimbursement for each month's expenses must be requested separately. All the lodging receipts should be attached in the Travel Expense Module and submitted to substantiate the portion claimed that month.

All travel vouchers are audited by the State Auditing Department and any employee may be contacted for an explanation and verification of amounts shown.

## **31. Travel, Student**

### **31.1 Field Trip Reports**

A request to take students on a field trip should be placed with, and approval granted by, the Associate Dean for Academic Affairs prior to taking the trip. This does not pertain to regularly scheduled labs which might occur at sites away from the institution. Travel must be done by the most practical means and with the least cost to DCB. When the request is filed, the names of all participants should be submitted, along with the departure date, destination, and duration of the trip. A copy of this report should be submitted prior to travel to

the Associate Dean for Academic Affairs, the residence halls, the faculty, and the Business Office for medical expense insurance. The cost of insurance is borne by the institution.

No travel expenses for students can be authorized or claimed on state appropriations. If reimbursement is claimed for students on local funds, then the names must be included on the travel authorization request along with a notation that there will be no expense to the state.

### **31.2 Major Student Travel (Funds)**

A major Student Travel Fund provides monies for student travel for national academic and athletic competitions. These funds are intended to supplement fund-raising activities.

**Normal activities** for a group or organization include regularly scheduled conferences, meetings, conventions, and athletic yearly schedules (which include normally scheduled playoff tournaments, regardless of the site.)

**Major activities** for a group or organization include national competitions which require winning at a regularly scheduled state or regional site.

Any DCB group or organization may request funds if the nature of the request meets the description of a major activity.

The following steps must be followed before funds will be approved:

- Each group or organization must submit a written request to the Campus Dean. All requests must be received no later than one month prior to the date needed. (The only exception is where the next level of competition begins 1-30 days after the local, state, or regional competition.)
- A copy of the written request must be submitted with a detail of all expenditures and sources of funds, including a list of all fundraising activities.
- After completion of the event, the group or organization must fill out a Student Activity/Athletic Trip Report which will be maintained on file.

## **32. Travel, Motor Pool Procedures**

### **32.1 To Use a State Vehicle**

- a.** Contact the Business Office to reserve the vehicle. Provide the following information: name, destination, and dates of travel.
- b.** Before leaving, pick up the vehicle packet at the Business Office. At that time, employees are required to show their driver's license.

- c. The vehicle packet contains instructions and policies regarding the use of State Fleet vehicles. Please read through the material.
- d. Before leaving campus, write the beginning odometer reading on the Trip Report Card found in the vehicle packet. Upon returning, write the ending odometer reading and complete the remainder of the card.
- e. Fill the vehicle with gas before returning to campus. Use a station that accepts *Voyager* credit cards. When away from Bottineau, fill at a Department of Transportation fueling station, if possible. Maps of these sites are in the vehicle packet.
- f. Employees will need an issued pin number from State Fleet. If an employee does not have one, they will need to contact the Business Office to have one ordered.
- g. Remove any personal refuse upon returning to campus.
- h. The credit card located in the glove box is used for all charges such as gas, repairs, and jump-starts. After using the card, place it back in the glove box and place receipts in the vehicle packet.

### **32.2 General Regulations for Operators**

For further explanation, see the ND State Fleet Services Policy Manual in the key packet.

- a. Operators must have completed the Defensive Driving Course within the past four years.
- b. Operators must possess a valid driver's license.
- c. Only state employees may operate a state vehicle.
- d. Operators must obey and comply with all traffic laws.
- e. Operators must pay, without reimbursement and as soon as possible, all illegal parking fees and traffic fines.
- f. Operators must immediately report all accidents. See the ND State Fleet Services Policy Manual in the key packet.
- g. Operators must use state vehicles for conducting state business and not for personal use. Vehicles should not be taken to personal residences for overnight parking.

- h.** Operators may not transport their spouses, children, animals, or hitchhikers in state vehicles.
- i.** Operators must wear properly fastened safety belts.
- j.** Smoking is prohibited in all State Fleet vehicles.
- k.** All vehicles assigned daily must be returned to the parking lot at the end of the day unless other arrangements are made ahead of time.
- l.** Employees are encouraged to use a State Fleet vehicle rather than a personal vehicle.

### **32.3 Large Passenger Vans**

The large passenger vans transport up to 15 people. The following people may drive these vans:

- a.** Those who have a valid CDL and have completed on-line training within the past four years.
- b.** Those who have a valid driver's license and have completed on-line training and behind-the-wheel training. Call the Business Office to set up training.

### **32.4 Student Drivers**

All student drivers must have a valid driver's license. Please contact the Business Office prior to having a student drive a state vehicle to complete the necessary paperwork. The student must present their driver's license at the Business Office before driving a State Fleet vehicle.

**CHAPTER I ~ FACULTY PROCEDURES – PERSONNEL INFORMATION**

**1. Basic Obligations**

Faculty appointments carry those responsibilities and privileges traditionally identified with academic positions. While a minimum of specific restrictions is imposed on the activities of faculty members, employees are under obligation to render to DCB the most effective service of which they are capable. Moreover, they are expected to increase their depth and range of competency with increased length of service. All members of the faculty have a continuous responsibility to develop their professional proficiency. The essence of faculty obligations is captured in the institution's core values. Following, and in the section that follows, are examples of how these values are placed into practice:

- a. Sharing student progress evaluations with students in a timely manner.
- b. Continuously updating course content.
- c. Maintaining updated course syllabi and using them at the beginning of each semester to inform students of course expectations. Each faculty is responsible for submitting to the Associate Dean for Academic Affairs office an updated course syllabi each semester the course is taught.
- d. Assess student learning.
- e. Conducting classes and exams as scheduled, or making the necessary arrangements when exceptions are required. Final exams are to be administered in accordance with the published final exam schedule.
- f. Submitting midterm and final grade reports by the published deadline.
- g. Carrying a fair share of the workload required to successfully serve the DCB community.
- h. Contributing to making the NDUS a vital link to a brighter future.

**2. Responsibilities and Workload Guidelines**

An underlying purpose for a standard workload guideline is to provide a framework or guideline within which equity in load can be measured. However, it is understood that no guidelines can cover every possible variation in the work faculty perform daily. Therefore, guidelines must be flexible so DCB may provide the best learning environment possible. This document does not attempt to delineate every aspect of faculty workload, but rather provides a depiction of responsibilities within broad parameters.

## **2.1 Expectations**

- a.** Develop and deliver the curricula required to meet the needs of students and the mission of DCB.
- b.** Assess student learning outcomes as a basis for improving learning and maintaining the academic integrity of programs.
- c.** Evaluate instructional programs as required by SBHE policy.
- d.** Attend committee meetings and participate in committee work as assigned and take an active role in other bodies concerned with day-to-day operations.
- e.** Maintain proficiency in the appropriate discipline.
- f.** Establish and maintain an appropriate presence in the community.

## **2.2 Considerations**

- a.** The first priority for scheduling classes is to meet the needs of students and the college and to make the best use of limited resources. Meeting these needs may necessitate providing instruction in the evening, through distance education, or through other non-traditional methods of delivery.
- b.** DCB has the responsibility to ascribe to faculty the development and instruction of distance classes that meet the needs of DCB and its constituents.
- c.** The institution has the responsibility to alter or amend the number of sections of lecture classes or labs based on the needs of the college. Sections of a lecture class or lab that enroll few students will be considered for cancellation for faculty resources to be used more productively. Typically, these will be multiple sections of the same lecture class or lab.

## **2.3 Workload by Credit Hour**

- a.** Lecture hours are on a 1:1 ratio – 45-50 minutes of lecture per week for approximately 15 weeks is equal to one credit.
- b.** Most labs are on a 1:2 ratio -- two 45-50 minutes periods of lab per week for approximately 15 weeks are equal to one credit. (Not all lab class is lecture; a component of the lab is based on hands-on work. Labs require the instructor to be present in the classroom, teaching or observing.)
- c.** 15 credit hours a semester, or 30 credit hours during an academic year will be considered a full-time load. OR

20 contract hours per week will be considered a full-time load when teaching a combination of lecture and laboratory classes. 40 contact hours during an academic year will be considered a full-time load.

- d. When determining full-time load, either credit hour total or contact hour total -- whichever is reached first -- will be used.

Field studies, special topics, internships, and independent study course work are not calculated in the workload equation. Special assignments may be used as part of the load. A full-time load does not typically include online classes, or other classes for which separate teaching contracts are issued.

#### **2.4 Overloads** These guidelines are applicable to full-time faculty.

- a. Faculty teaching courses outside of their regular workload will receive overload compensation according to the Adjunct and Overload Pay Schedule, available upon request from the Associate Dean for Academic Affairs. Overloads must be approved in advance by the Associate Dean for Academic Affairs.
- b. Work overload for full-time employees is typically restricted as follows:
  - The maximum overload during fall and spring semesters is 12 semester hour credits.
  - The maximum overload during the summer session (8 weeks) is 3 classes for the term – up to 12 semester hour credits.

The form must be submitted and approved by the Associate Dean for Academic Affairs. The Overload Agreement forms will be turned over to the Campus Dean for final approval.

### **3. Types of Appointments**

Academic appointments to DCB shall be probationary, tenured, or special.

- a. Probationary appointments are renewable annually and yield credit toward tenure.
- b. Tenured appointments recognize a right, subject to conditions in tenure guidelines, to continuous academic year employment in a program area as defined by DCB and stated on the contract.
- c. Special appointments for academic staff do not involve either tenure credits or status. However, there is a provision for faculty in non-tenure positions to request consideration for tenure track status if certain requirements are met as per DCB's tenure policy. All appointments are special except tenured and probationary.

Faculty appointments shall be confirmed by a contract which shall state on its face whether the appointment is probationary, tenured, or special. Contracts are issued for one academic year at a time.

The academic ranking of faculty shall be at the rank of lecturer, instructor, assistant professor, associate professor, and professor.

Provisions for required notices for faculty appointments may be found in Section 605 of the SBHE Policy Manual ([www.ndus.edu](http://www.ndus.edu)). This section of the manual also contains information regarding general principles and procedures, due process, definition of terms, nonrenewal, termination, and dismissal as it relates to faculty.

#### **4. Faculty Emeritus**

According to institution policies and procedures, institutions may confer emeritus status upon professors who have retired or are about to retire. Criteria for emeritus status may include but are not limited to, length of service to the institution, significant contributions to the institution and the State of North Dakota, or particularly distinguished service to an academic discipline. There shall be no salary, rights, or responsibilities that accrue to the holder of emeritus status.

## **CHAPTER II ~ FACULTY RESPONSIBILITIES**

### **1. Office Hours**

Faculty members are considered professional personnel responsible for accomplishing the tasks for which they are employed. They are responsible for making time available for student conferences and are expected to post and schedule a minimum of five office hours throughout the week at times that meet students' needs. A schedule of instructional and office hours is submitted to the Academic Affairs office each semester. The combination of classroom contact hours and office hours does not define the number of hours faculty are to spend on campus per week. Additional time will be spent for classroom preparation, committee work, program development, assessment, and scholarship.

### **2. Academic Honesty/Dishonesty**

The academic community is operated based on honesty, integrity, and fair play. Occasionally, this trust is violated when cheating occurs, either inadvertently or deliberately. This section will serve as the guideline for cases where cheating, plagiarism, or other academic improprieties have occurred.

#### **2.1 Primary Responsibility**

The primary responsibility of the students, faculty, and administration is to create an atmosphere where the honesty of individuals will not be questioned.



- a. Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course and should use precautionary measures and security in cases where cheating is likely to occur.
- b. Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred.

## **2.2 Procedural Fairness**

Faculty members and administration are responsible for procedural fairness to the accused student or students in accordance with the following procedure:

- a. Faculty members who suspect that prohibited academic conduct has occurred in their classes have an initial responsibility for informing the student or students involved of their suspicion, for allowing them a fair opportunity to refute them, and for making an impartial judgment as to whether any prohibited academic conduct occurred only upon the basis of substantial evidence.
- b. Faculty members have the prerogative of determining the penalty for prohibited academic conduct in their classes. Faculty members may fail the student for the assignment, test, or course involved, or they may recommend that the student drop the course in question, or these penalties may be varied with the gravity of the offense and the circumstances of the particular case.
- c. In addition to the prerogative above, faculty members may recommend a disciplinary sanction to the Associate Dean for Academic Affairs. The Associate Dean may impose academic warning or probation or may recommend suspension or expulsion to the Student Conduct Committee.
- d. A student who has received a penalty or a disciplinary action for prohibited academic conduct may appeal the decision to the Conduct Appeals Committee.

The student must consult with the instructor and the Associate Dean for Academic Affairs, in sequence, to resolve the conflict. Then, the student may request a hearing by the Academic Standards Committee.

The student may be suspended or expelled for prohibited academic conduct by the Student Conduct Committee in accordance with the following procedure:

The Associate Dean for Academic Affairs must notify the student that they will recommend suspension or expulsion to the Student Conduct Committee. The student must be given two school days to file a written notice of appeal with the Academic Standards Committee before the recommendation is presented to the Student Conduct Committee.

The student may appeal the recommendation of suspension or expulsion to the Academic Standards Committee as described on Section I, Chapter II.5.

The Student Conduct Committee may impose suspension or expulsion if an appeal with the Academic Standards Committee is not in progress.

### 3. **Grade Appeals**

A Grade Appeals Committee has been established by DCB. The committee handles cases in which students allege inequitable or prejudiced academic evaluation has occurred. The composition of the committee is determined by Faculty Senate. It is to be utilized only after the student has contacted the instructor and the Associate Dean for Academic Affairs first with the appeal.

#### 3.1 **Grade Appeals Procedures**

- a. **Step 1** Within three calendar weeks following issuance of the grade in question, the student shall confer with the instructor who issued the grade and outline the reasons why they believe the grade is incorrect. Following the student-instructor conference, the instructor shall advise the student of the outcome of the course grade review and shall process a grade change if appropriate.
- b. **Step 2** If the student still considers the grade to be incorrect, the student may appeal the grade to the Associate Dean for Academic Affairs within 14 calendar days following the completion of Step 1. During Step 2 of the appeal process, the student again needs to outline the reasons why they believe the grade is incorrect. The Associate Dean will decide on the appeal by discussing it with as many individuals as they deem appropriate and/or by reviewing documents and evidence at the Associate Dean's discretion.

In the event the Associate Dean for Academic Affairs is the instructor involved, they need only be consulted in the capacity of instructor.

- c. **Step 3** If the student is still dissatisfied, the student may request that a case be reviewed at a hearing by the Grade Appeals Committee. The formal (written) request for the hearing must be received by the Associate Dean for Academic Affairs by 14 calendar days after the completion of *Step 2*. The Grade Appeals Committee shall meet within 10 calendar days of being notified by the Associate Dean for Academic Affairs. The chair of the Committee shall report the Committee's decision in writing to the Associate Dean for Academic Affairs within two calendar days after the hearing. The Associate Dean for Academic Affairs shall report the Committee's decision to the student within five calendar days. The decision of the Grade Appeals Committee shall be considered final.

## 4. Grade Reports

### 4.1 Midterm Grades

Midterm grades are reported in Campus Connection and are due at least five days before the last day to drop classes. Each student listed on the grade report form is to receive a grade other than a “W.”

### 4.2. Final Grades

Final grades are reported in Campus Connection and are due each semester at times established on the current academic calendar. Each student listed on the grade report form is to receive a grade other than a “W.”

### 4.3 Incomplete Work

Incomplete grades (I) are assigned only to students who have been in attendance and performed satisfactory work up to a time within three weeks of the close of the semester, and whose work is incomplete for reasons acceptable to the instructor. The student must fulfill all requirements of the course 30 calendar days from the date that final grades were due in the semester in which the “I” was received. Eight-week sessions have a 15-calendar day requirement. If the “I” is not removed by this time, the grade is automatically changed to “F.” Students are responsible for removing incomplete grades from their record.

## 5. Class Lists

Instructors access class lists for the courses they teach through Campus Connection and are encouraged to access lists periodically to maintain current rosters.

## 6. Term Schedules/Final Exams

Term schedules are automatically rolled over from previous academic years. However, in the fall semester the Associate Dean for Academic Affairs will request faculty input regarding the new academic year’s term schedule. Class schedules are finalized by the Associate Dean for Academic Affairs before distribution.

Deviations from the previous year’s class schedule require Associate Dean for Academic Affairs’ approval. The intent is to minimize changes from year-to-year so that individual student schedule conflicts can be avoided.

Faculty and advisors are responsible for reviewing draft term schedules and resolving time conflicts for the students in their programs. They are also responsible for aligning the curriculum outlines that appear in the college catalog with the term schedule.

A final examination will be given in all classes that are scheduled at a specific time and a specific day on the semester class schedule. The final exams will be given in accordance with the final exam schedule.

## 7. Initiation, Termination, and Changes in Courses and Programs

## 7.1 Procedures Pertaining to Courses

Proposals for new courses, termination of courses, or changes in courses (credits, titles, course #'s) originate with faculty in consultation with their department. Following approval, the proposal is forwarded to the Curriculum Committee, which makes a recommendation to the Faculty Senate. Following approval by the Faculty Senate, the proposal is submitted to the Associate Dean for Academic Affairs and the Campus Dean for final approval.

## 7.2 Procedures Pertaining to Programs

a. Approval by the SBHE or the Chancellor is required for the following:

- Start a new program.
- Terminate a program.
- Adding a course prefix.
- Place a program on inactive status.
- Course inventories and title changes (variable).
- Program title change.
- Start program via distance education.
- Organizational change.

Any proposed action pertaining to the above issues needs to be coordinated with the Associate Dean for Academic Affairs to ensure proper SBHE procedures are followed. For more information see the North Dakota State University System Academic Affairs Council Guidelines.

b. Approval by the Higher Learning Commission is required for the following:

- Start a new program.
- Terminate a program.
- Place a program on inactive status.
- Course inventories and title changes (variable).
- Program title change.
- Start program via distance education.
- Organizational change.
- Program offered through contractual arrangement.
- Program offered at new locations.

Any proposed action pertaining to the above issues needs to be coordinated with the Director of Accreditation to ensure proper HLC-related paperwork is submitted and approved.

## CHAPTER III ~ FACULTY LEAVE AND SUPPORT SERVICES

### 1. Leave

Faculty members must receive approval from the Associate Dean for Academic Affairs and submit an absence report prior to leaving campus when such absence involves missing a class or being gone for a significant period of time.

Faculty who are absent for professional reasons also must comply with DCB travel policies and submit travel forms regardless of the source of funding.

### **1.1 Developmental Leave (Sabbatical)**

- a.** Developmental leave for retraining and/or professional development is permitted for university system employees providing:
- Institutional resources are available.
  - Workload is absorbed within the existing faculty resource allocations.
  - A written proposal describing the planned use of the leave and its anticipated benefits to the institution, to the State, and to the employee is approved. The proposal should also include the detail of the source of funds for the total stipend.
  - The employee signs an agreement to return to the system upon completion of the leave for a period of time at least equal to the leave time or refund the stipend payment.
  - To assist in retrenchment efforts, developmental leave may be granted without a signed agreement to return. The employee must execute a resignation effective at the termination of the developmental leave.
- b.** Developmental (sabbatical) leave may not exceed 12 months and the base stipend may not exceed the salary scheduled for the leave period.

## **2. Faculty Absences from Scheduled Classes**

### **2.1 When a faculty member knows in advance of an absence:**

The faculty member must complete the Faculty Absence Report and submit it to the Associate Dean for Academic Affairs at least three days prior to the scheduled absence.

Faculty members may not simply cancel classes during their absence. Instead, the faculty needs to provide students with a meaningful educational experience for each class period they are absent. Such experiences would include, but are not limited to the following:

- A guest speaker, internal or external to the college.
- A relevant video and, if applicable, an accompanying worksheet.
- A recorded lecture.
- A discussion group led by another faculty member.
- An examination.

- A formal session led by the librarian.
- An in-class assignment lead by another faculty/staff member.
- Least desirable, an out-of-class assignment.

For absences of more than three consecutive college business days, the faculty member must obtain approval from both the Associate Dean for Academic Affairs and Campus Dean.

## **2.2 When a faculty member is unexpectedly absent.**

A faculty member needs to contact the Associate Dean for Academic Affairs when they miss one or more classes. If the Associate Dean for Academic Affairs cannot be reached, the faculty member should contact the Associate Dean for Academic Affairs' administrative assistant. It is important that the faculty member communicates their absence.

The faculty member should provide for a classroom educational experience and only cancel class as a last resort. However, if the class is to be cancelled, the Associate Dean for Academic Affairs or their designee will make the announcement to the students in the class.

The faculty member must complete a Faculty Absence Report upon returning.

## **2.3 When a faculty member teaching over IVN is absent.**

A faculty member teaching over IVN must initially complete leave request as previously referenced depending on the type of absence. In addition, the faculty member should notify the following individuals of the absence:

- DCB IVN Coordinator and classroom technician(s)
- IVN Coordinator and classroom technician(s) at all distance sites
- Students at all sites. Faculty should consider developing a student list-serve for each class they teach to facilitate email communication with students.

## **3. Leave of Absence**

Faculty members may secure a leave of absence for a short period of time without loss of pay by securing permission from the Associate Dean for Academic Affairs and by making satisfactory arrangements for handling classes missed. College business, professional obligations or appearances, and emergencies are the usual reasons for short leaves.

A leave of absence from one to two semesters may be granted by the Campus Dean to faculty members. The faculty member receives no salary for leaves of this type. A substitute is hired by DCB to take the instructor's place. The faculty member may return at the end of the leave without jeopardizing tenure status.

**4. Sick Leave**

The DCB non-accrual, sick leave policy FS.611.1 is intended to provide the institution with the ability to accommodate faculty sick leave based on the unique environment and needs of the institution and its unique employment relationship with faculty. Sick leave should be used when illness or injury prevents the faculty employee from performing his or her work, or when the employee is needed to care for and assist an eligible family member. Sick leave does not accumulate from contract to contract and has no cash value upon separation from employment. Benefitted faculty's sick leave eligibility begins on the first date of their appointment and terminates on the last day of their contract or appointment. See policy FS.611.1 for additional details.

**5. Book Order**

Each faculty member is responsible for the selection of textbooks and instructional materials required for each course they teach. The DCB bookstore issues a request form each semester to obtain information necessary for ordering. The purchasing and selling of books for instruction is the responsibility of the bookstore.

**6. Faculty Oath**

Every member of the academic staff at university system institutions, before entering upon the discharge of their duties, shall execute the oath or affirmation required by NDCC section 15-10-13.2. The oath shall be executed and filed in the faculty member's personnel file.

**CHAPTER I ~ STAFF POLICIES & PROCEDURES**

**1. Benefits**

Details are available in a Summary of Benefits for DCB Benefited Staff located on the website on the Faculty and Staff quick link.

**2. Pool Position Employment**

Employees hired to work pool positions cannot average more than 19.5 hours per week during a month. Supervisors have the responsibility to ensure that the employee does not exceed this monthly average. It is important to pay special attention as pay periods may begin and end mid-week.

Supervisors should monitor the hours worked on a weekly basis. This will make it easier to make the necessary adjustments during the succeeding week to keep the weekly average for the month at no more than 19.5 hours.

It is permissible that pool position employees can average, for limited duration, more than 19.5 hours per week for a month. Temporary needs for additional hours such as a special project or seasonal workload can cause the monthly hours to exceed the 19.5 weekly average. However, additional hours cannot occur during more than 5 months in any 12-month period. In other words, supervisors must review the hours worked by month for the past 11 months before deciding to have the employee work additional hours during the current month. Keep in mind that any month that exceeds the weekly average of 19.5 counts toward the five-month limit.

The reason for the 19.5 hour per week limitation is to comply with state law governing temporary staff employment and employee benefits.

**3. Probationary Employee Salary Adjustments**

DCB grants probationary employees who don't meet the six-month employment minimum a pro-rated adjustment based on months of service prior to the end of the fiscal year, as follows:

Salary adjustments are not automatic. They are at the discretion of the employee's supervisor and must be triggered by the supervisor.

<b>Months of Service</b>	<b>Adjustment</b>
7+	Non-probationary status
6+	6/12 of across-the-board adjustment & consideration for market merit
5+	5/12
4+	4/12
3+	3/12
2+	2/12
1+	1/12



