

COLLEGE OF ARTS, HUMANITIES AND SOCIAL SCIENCES
HANDBOOK FOR FACULTY
February 2008

TABLE OF CONTENTS

	Mission and Vision Statements.....	3
I.	Faculty	
	A. Membership and Ranks.....	4
	B. Officers.....	4
	C. Responsibilities of Nine- and Ten-Month Faculty.....	5
II.	Lecturers/Senior Lecturers.....	7
III.	College Meetings.....	9
IV.	Committees	
	A. Student Progress Committee.....	10
	B. Policy and Planning Committee.....	10
	C. Curriculum Committee.....	11
	D. Promotion, Tenure and Evaluation Committee.....	11
	E. Faculty/Lecturer Recognition Committee	12
V.	Senate Representation.....	13
VI.	Curriculum.....	14
VII.	Instruction	
	A. Final Examinations.....	15
	B. Dead Week Policy.....	15
	C. Tests.....	15
	D. Pass-Fail Grading.....	15
	E. Incomplete Grading.....	16
VIII.	Academic Promotion Standards	17
	A. STANDARD I: TEACHING.....	18
	B. STANDARD II: SCHOLARSHIP/CREATIVE ACTIVITY.....	19
	C. STANDARD III: SERVICE.....	20
IX.	Periodic Review and Evaluation	
	A. Faculty Senate Policy	21
	B. College Evaluation Policy.....	21
	C. Pre-sixth Year Non-renewals.....	22
X.	Procedures for Promotion.....	23
XI.	Tenure.....	25
XII.	Early Promotion and Tenure and Extension of Probationary Period.....	26
XIII.	Departmental Reports.....	27
XIV.	Some Administrative Procedures in the College of AHSS	
	A. Department Chairs/Heads and the Dean	28
	B. Evaluation.....	28
	C. Salary Administration.....	28
	D. Appointments.....	29
XV.	Procedures for Amending AHSS Handbook for Faculty and Lecturers	29
XVI.	Administrative Calendar of Deadlines AHSS.....	30

This handbook is a "living" document, a supplement to the University Policy Manual, in particular Sections 350-353, Promotion and Tenure, to which the reader is referred for clarification of any ambiguous or unclear points. The information contained in the following pages will be updated as needed, in response to changing conditions or specific proposals from faculty and administrators.

The NDSU Policy Manual is available at <http://www.ndsu.nodak.edu/policy/sec3.htm>

Editorial revision 12/2007

NORTH DAKOTA STATE UNIVERSITY

MISSION

With energy and momentum, North Dakota State University addresses the needs and aspirations of people in a changing world by building on our land-grant foundation.

VISION

We envision a vibrant university that will be globally identified as a contemporary metropolitan land-grant institution.

THE COLLEGE OF ARTS, HUMANITIES AND SOCIAL SCIENCES

MISSION

We provide the insights, creativity, and enrichment of the fine arts, the humanities, and the social sciences within the land-grant mission of North Dakota State University.

approved by the faculty February 17, 1999.

VISION

The College of Arts, Humanities and Social Sciences embraces the teaching, research, creative activities, and service objectives of NDSU's land grant mission, and the needs of a diverse constituency. The College is committed to:

Providing its students the highest quality of academic and technical preparation in an atmosphere that promotes intellectual vigor, critical inquiry, ethical citizenry, and creative decision-making requisite for professional success;

Encouraging in its faculty exemplary scholarship of teaching, research, and service, leading to significant publications, performances, and exhibitions.

Incorporating the tradition of outreach through enriching performance, presentation, and cultural understanding.

In its vision to realize human potential and achievements, the College of Arts, Humanities and Social Sciences is guided by the qualities of creativity, ethical integrity, and mutual respect.

I. Faculty

A. Membership and Ranks

1. Faculty ranks are: Professor, Associate Professor, Assistant Professor, and Instructor.
2. The College of Arts, Humanities and Social Sciences has faculty members in the following units: Communication; Criminal Justice and Political Science; English; History; Modern Languages; Music, Sociology, Anthropology, and Emergency Management; Theatre Arts; and Visual Arts.

Several members of the Library staff also have faculty rank in the College.

The Division of Fine Arts comprises the departments of Music, Theatre Arts, and Visual Arts.

The Humanities area group comprises the departments of English, History, Modern Languages, and the Library.

The Social Sciences area group comprises the departments of Communication; Criminal Justice and Political Science; and Sociology, Anthropology, and Emergency Management.

3. Some faculty members are designated "special appointees." The initial appointment is for one year only, but may be renewed annually for a total of six years of service as a special appointee. The University has established these limitations governing special appointments, based on State Board of Higher Education regulations. Special appointees are not eligible for tenure.
4. Adjunct Professors are not considered permanent faculty members. They are not eligible for tenure nor are they subject to the evaluation procedures explained in Section IX of this handbook.

B. Officers

1. Of the faculty

Dean - appointed by the President on the recommendation of a faculty committee

Secretary - appointed by the Dean

Parliamentarian and Alternate Parliamentarian - appointed by the Dean and confirmed by the faculty

2. Of the College

Associate Dean - appointed by the Dean

Assistant Dean - appointed by the Dean

C. Some Responsibilities of Nine- and Ten-Month Faculty

Although specific expectations for nine- and ten-month appointees are determined by individual department policy, the NDSU Faculty Handbook Section 320 identifies the following faculty obligations:

1. Basic Obligations

Regular 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, they are under obligation to render to the University 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 responsibility to develop their professional proficiency.

Faculty member obligations fall into these four broad areas: (1) academic instruction, (2) research and other scholarly/creative activities, (3) administrative and related duties, and (4) professional service to communities. Primary responsibilities for most appointees include the functions of teaching and research.

These broad statements of faculty responsibility mean that faculty members are accountable to the University during the term of their appointment (including summer school appointments) for all necessary or appropriate teaching, research, administrative and service obligations. More specifically, this means that nine-month faculty members are obligated to meet all their scheduled classes, to schedule and be available for a reasonable amount of consultation hours in their office, and to attend scheduled meetings that are related to their professional obligations.

2. Office Hours

Faculty members are considered professional personnel responsible for accomplishing the tasks for which they are employed. Faculty members are responsible for making time available for student conferences and are expected to post a listing of office hours.

3. Annual Leave

While nine-month faculty members thus have considerable flexibility in scheduling and fulfilling these professional obligations, they should not regard as automatic vacations all those periods when University classes are in recess. It should be clearly understood that there is no formal **annual leave** policy established for faculty whose regular term of employment is less than 12 months either by the State Board of Higher Education or by the University, other than the obvious fact that all faculty members are entitled to take the holidays defined by the State of North Dakota for state institutions. This should not be interpreted to mean that nine-month faculty members are obligated to work from 8:00 AM to 5:00 PM on all other days of the academic year, just as it would be inappropriate to assume that faculty members are excused from all academic responsibilities during the breaks provided for students. Instead, the guiding principle should be the more flexible requirement of professional obligation and accountability referred to above.

4. Sick Leave

This same philosophy prevails at NDSU with regard to sick leave for faculty whose regular term of appointment is less than 12 months. Although there is no formal sick leave policy or provision for such faculty, the understanding is that they have the opportunity to reschedule their commitments or make appropriate voluntary arrangements with their colleagues during times when sickness makes it impossible or unwise for them to meet their professional obligations. This does not guarantee any certain amount of paid sick leave hours or days to faculty members whose regular term of appointment is less than twelve months, but the flexibility it provides seems to meet the needs of most faculty members. Where extended illness or disability is involved, however, the amount of such informal sick leave shall be limited to a maximum of two weeks for each year of academic service to NDSU, unless an exception is authorized by the Provost/Vice President for Academic Affairs. In any event, the University's TIAA-CREF disability insurance provides salary benefits after six months of disability.

D. Consulting

Finally, some mention should be made of the University policy on consulting and external professional activities that is stated in Section 152 of the NDSU Policy Manual. While this policy recognizes beneficial aspects of such activity, it both authorizes and limits it in order to ensure that the faculty member's primary obligation to the University will not be interfered with.

II. Lecturers/Senior Lecturers

- A. Lecturers/senior lecturers are hired primarily to teach, i.e., they are not expected to do research or perform duties usually referred to as "service," unless there are specific stipulations to that effect on their individual Lecturer Appointment letter. See also the Policy Manual, Section 350.1 (4.c.8).

Lecturers/senior lecturers are not members of the faculty and are not eligible for tenure. They are not subject to the evaluation procedures explained in Section IX (Periodic Review and Evaluation) of this handbook. A lecturer's appointment is made for a maximum of one year at a time but may be renewed (the Provost/Vice President for Academic Affairs approval is required after completion of the sixth year of appointment).

- B. The position of senior lecturer is a special one designed for lecturers who demonstrate truly distinguished teaching skills and a strong commitment to professional development.

Senior lecturers shall be appointed annually (or for a longer period with the approval of the Provost/Vice President for Academic Affairs) at a salary appropriate for their qualifications, responsibilities and department. Notice of termination of a senior lecturer appointment must be given by March 1 of the first full year of academic service, or by December 15 of the second or subsequent year of service, in order for the termination to be effective as of the end of that fiscal year of service.

1. Criteria for elevation to the position of senior lecturer:
 - a. At least four years of service as a lecturer at NDSU.
 - b. Distinguished teaching performance, reflected in high quality, creativity, demonstrated mastery of a range of materials in a variety of classes, and skilled use of contemporary pedagogical techniques and methods.
 - c. Continuing commitment to professional development, reflected in progress toward advanced degrees, scholarly and creative activities, and/or fundamental improvement of course content.

Lecturers fulfilling these criteria may be nominated for the position of senior lecturer by their department chair, or a faculty member or senior lecturer in their department. Nominees must submit up-to-date curriculum vitae when they are nominated.

2. Nominees for the position of senior lecturer shall be evaluated in the following manner:
 - a. The faculty and senior lecturers of the department shall select a committee of three, including no more than one senior lecturer, to evaluate the qualifications of the nominee. The committee may include no more than one faculty member from another department. This committee shall evaluate teaching qualifications through classroom visits, student evaluations, and confidential student interviews. The committee shall then prepare a report on the nominee, to be submitted to the department chair and the dean of the college.
 - b. The department chair and the dean of the college shall evaluate the nominee, on the basis of the committee report, as well as any other materials they choose to study.

If the committee, the department chair, and the dean of the college agree that the nominee

is qualified for elevation to the position of senior lecturer, they shall forward that recommendation to the Vice-President for Academic Affairs. If one of the three evaluating units believes the nominee to be unqualified, he, she, or it may submit a dissenting report to the Vice-President for Academic Affairs. If two or more of the evaluating units believe the nominee to be unqualified, elevation to the status of senior lecturer shall be denied.

- C. Departments will decide individually to what extent they wish to encourage their lecturers/senior lecturers to participate in departmental affairs.

Lecturers and senior lecturers are eligible to serve on the College Faculty/Lecturer Recognition Committee. Senior Lecturers in Arts, Humanities and Social Sciences are eligible to serve on the following college committees:

1. Curriculum Committee;
2. Student Progress Committee.

Each of these committees may have only one senior lecturer among its members, and each senior lecturer may serve on only one of these committees at any given time. With regard to nomination, area representation, and length of service, the stipulations applying to faculty members also apply to senior lecturers.

In addition to being eligible to serve on the aforementioned college committees, senior lecturers are eligible to participate fully in all aspects of governance pertaining to these committees (e.g. vote on curriculum proposals) in college meetings. Thus senior lecturers can vote on certain college wide matters, while lecturers do not have voting rights in the college meetings.

Lecturers and senior lecturers are strongly encouraged to attend college meetings and to participate in the discussions.

III. College Meetings

- A. There are at least four meetings a year at which the dean or the dean's proxy presides.
- B. In order to conduct business, a quorum consisting of the majority of faculty members of the College, represented in person or by proxy, must be present. The number of faculty in the College during any given year is the number used to determine the College's representation in the University Senate.
- C. College meetings are scheduled for a designated time. Classes should not be cancelled to allow faculty members to attend. Faculty members unable to attend a college meeting may designate another member as their proxy. The Policy and Planning Committee determines and announces the dates for college meetings at the beginning of the academic year.
- D. The agenda for college meetings is sent to the faculty and lecturers one week in advance of the meeting. Minutes of college meetings are sent to the faculty and lecturers as soon as possible after each meeting.
- E. Meetings are governed by Robert's Rules of Order.

IV. Committees

There are five elected committees in the College. Committee members are elected for three-year terms. Terms are staggered so that the terms of approximately one-third of the members of each committee expire annually. Although elections for vacancies on committees are held in the spring, the terms of committee members usually begin on August 16.

Representation on College Committees (except Faculty/Lecturer Recognition Committee) is as follows: Humanities (English; History; Modern Languages)—two members; Social Sciences (Communication; Criminal Justice and Political Science; and Sociology, Anthropology, and Emergency Management)—two members; and Fine Arts (Music; Theatre Arts; Visual Art)—two members.

No more than one person from a department shall be on any committee at one time. Moreover, no tenure track faculty member will serve on more than one college committee at any given time during his or her probationary period.

Senior Lecturers in AHSS are eligible to serve on the Curriculum Committee and the Student Progress Committee. Each of these committees may have only one senior lecturer among its members, and each senior lecturer may serve on only one of these committees at any given time. With regard to nomination, area representation, and length of service, the stipulations applying to faculty members also apply to senior lecturers. In addition to being eligible to serve on the aforementioned college committees, senior lecturers are eligible to participate fully in all aspects of governance pertaining to these committees (e.g. vote on curriculum proposals) in college meetings.

A. Student Progress Committee

The committee acts on behalf of the faculty in the following areas:

1. Probations, suspensions, and other matters relating to deficient students
2. Petitions, such as requests for waivers of graduation requirements
3. Selection of scholarship recipients for the following:
 - AHSS Student Ambassador Enhancement Scholarship
 - Glenn Hill Memorial Scholarship
 - Delsie Holmquist Memorial Scholarship
 - Byron L. Berntson Memorial Scholarship
 - John T. Schneider Peace Memorial Scholarship
 - Ann and Tom Riley Scholarship

A student always has the right to appeal to the committee in person.

Members are eligible for immediate re-election.

B. Policy and Planning Committee

1. The Policy and Planning Committee functions as the gateway for proposed changes to the Handbook for Faculty and Lecturers.
2. It determines and announces the dates for college meetings at the beginning of the academic year.
3. It considers questions from faculty and administration that are not clearly within the jurisdiction of the other elected committees in the college.

Members are eligible for immediate re-election.

C. Curriculum Committee

1. Membership

- a. The Curriculum Committee of the College of Arts, Humanities and Social Sciences shall nominate a college representative to the Academic Affairs Committee of the University. The nominee shall be confirmed by a majority vote of the College faculty. The representative will serve a four-year term. The college representative to the Academic Affairs Committee will serve ex-officio as a voting member of the College Curriculum Committee.
- b. Members of the Curriculum Committee are not eligible for immediate re-election.

2. Duties

- a. The Committee acts on all matters pertaining to curriculum, such as course changes, new courses and changes in degree requirements. The Committee then presents its report on these matters with its recommendation to the faculty for approval.
- b. All temporary/trial courses must receive prior approval from the Curriculum Committee on a 3 year cycle. Actions on these courses are not presented to the faculty unless a decision of the Committee is appealed.

D. Promotion, Tenure and Evaluation Committee

1. Eligibility

- a. Minimum rank of Associate Professor with tenure at the time of election
- b. Three years of service to the University
- c. Chairs are not eligible to serve.
- d. Members are not eligible for immediate re-election.

2. Duties

- a. The duties of the Promotion, Tenure and Evaluation Committee are outlined in Sections VIII through XI of this handbook (Academic Promotion Standards; Pre-sixth Year Non-renewals; Procedures for Promotion; and Tenure, respectively).
- b. The Committee shares with the dean the responsibility for the completion of the required written evaluations for faculty in departments having two or fewer full-time equivalent faculty members.
- c. The Committee recommends to the Provost/VPAA the members of the evaluation committees for the evaluation of academic deans and directors (Policy 327: 3.2.a).

E. Faculty/Lecturer Recognition Committee

1. Membership

Membership is composed of five members, with two appointed by the Dean and three elected by the faculty for three-year terms, one from the humanities, one from the social sciences, and one from the fine arts.

2. Eligibility

Any faculty or lecturer in the College is eligible to serve.

3. Duties

The Committee solicits, accepts nominations for, and selects the annual recipients of the College's Outstanding Research/Creative Activity Award, the Outstanding Teaching Award, and the Outstanding Service Award.

V. Senate Representation

The original delegation to the University Senate made the following Statement of Policy:

- A. Faculty Members have the constant obligation to present their ideas to the Senators, to ask them what is going on in the Senate, and to inform the Senators what the Faculty are thinking.
- B. It would seem, then, that the Faculty Members have the obligation to present their concerns to their Senators, in those areas where the University Senate has jurisdiction.
- C. It is understood that Senators have the Faculty as a constituency and it is the Faculty's interests that they represent as they legislate and pass upon University policies.
- D. It follows that a Senator is not a free agent but an elected representative of the University Faculty.

VI. Curriculum

- A. Degrees: BA, BS, BMusic, BFA, MA, MM, MS, DMA, and PHD
- B. The faculty controls and is responsible for courses and common graduation requirements.
- C. Committee: See Curriculum Committee, Section IV-C.
- D. Major: The sponsoring Department controls and is responsible for the major.

The Committee recommends that departments adopt the following policy for their majors and minors:

Students must complete half of the credits for a major or minor (or higher percentage at the discretion of the department) at NDSU to qualify for a major or minor within the College of AHSS. Substitution waivers are required to approve allocation of credits to a major or minor.

The Humanities major is administered through the Dean's Office.

- E. A minor or a second major in approved fields is required of students pursuing the B.S. degree in the College. For students pursuing the B.A., a foreign language requirement takes the place of the required minor.
- F. Options are a grouping of courses which reflect a vocational or other special interest. Options are usually independent of the major and degree requirements, though courses used in fulfillment of the major or general degree requirements may also be used to fulfill the requirements of an option. Options thus facilitate the broadening of the graduates' capabilities and employment opportunities. Options are by nature interdisciplinary, since disciplinary options are, in most cases, identical with a minor.

The following are the general rules governing options within the College of Arts, Humanities and Social Sciences.

1. All options will be sponsored by a department, which will utilize an interdisciplinary committee to advise the department when determining the content of such options. The departments will appoint the committees and may meet with them individually or as a whole committee.
2. As with majors, the content of options shall be controlled by the sponsoring department, except that no options shall require fewer than 8 nor more than 24 semester credits.

VII. Instruction

A. Final Examinations

College policy is that examinations will be given in all but one-credit courses and will be given during the examination period. If for some reason it is appropriate to dispense with an examination or to give it earlier than the examination period, it is necessary to secure the approval in advance of the department chair.

College policy is that the chair may act for the dean in cases where University policy requires the permission of the dean.

The University policy (Section 336: Examinations and Grading) on final examinations is as follows:

1. Final examinations outside the Final Examination Schedule are not permitted except in one-credit hour courses.
2. No student shall be obligated to take more than three final examinations scheduled for the same calendar day. In the event that a student has four or more final examinations on the same calendar day, the student shall notify the instructor(s) from the highest numbered course(s) no later than two weeks before the last day of class to schedule a make-up examination to be administered at a mutually acceptable time.

B. Dead Week Policy

Only one exam or quiz per course may be given during the last two weeks of the semester (prorated accordingly for variable length courses), which includes finals week. Exceptions include summer classes, self-paced/correspondence courses, make-up exams, courses in which laboratory is incorporated with a lecture, one-credit courses, and quizzes that account for less than 5% of the students' overall grade. If a professor chooses to give an exam during the last week of classes, he/she is expected to make some instructional use of the final examination time.

C. Tests

All departments should enforce the policy of permitting students several opportunities to be graded in order that the final grade in a course should not rest too much on a single aspect or component of the assigned course work.

D. Pass-Fail Grading

1. STUDENT OPTION

Students in the College of Arts, Humanities and Social Sciences may take a course under this option for free elective credit only.

Credits required for the major or required minor may not be taken under this option.

Courses taken to satisfy specific degree requirements (minimal requirements in Physical Education, Social and Behavioral Sciences, etc.) may not be taken under this option.

2. FACULTY OPTION

Courses used for degree requirements by any department may not be offered under the pass-fail option. Individual students using such courses as free electives may enroll in such classes under the pass-fail system as described in the student option.

- E. Under extraordinary circumstances, a student may be assigned a grade of Incomplete (I). See Policy Manual Section 336 for policies governing the assignment of an Incomplete.

VIII. Academic Promotion Standards

The College of Arts, Humanities and Social Sciences recognizes that the awarding of tenure is essential to the free and effective functioning of the University. It represents a commitment on the part of the University to valued faculty members, whose past contributions are appreciated and whose future contributions are anticipated. For the faculty member, tenure provides a degree of financial security and an underpinning for academic freedom, without which honest and untrammelled teaching and scholarship are impossible.

Promotion represents the recognition by the College and the University of the quality of achievement in teaching, scholarship, and service of faculty members. Promotion is further based on the expectation that faculty will grow as they proceed through their careers, taking on greater responsibilities and demonstrating ever-higher levels of achievement as teachers, scholars, and servants. The College has traditionally delineated its expectations of performance by faculty in the various academic ranks in the following manner:

The assistant professor,

1. has a terminal degree or is completing one (rare exceptions may occur in the various areas of applied arts based on applied experience and/or ability),
2. is prepared to teach some advanced as well as introductory courses,
3. has made substantial progress toward the development of a scholarly/creative view, as demonstrated by appropriate scholarship/creative activity,
4. is expected to make contributions to department policy and university governance, and
5. is capable of sponsoring graduate students.

The associate professor, in addition to the appropriate characteristics of an assistant professor,

1. demonstrates substantial competence in teaching at the introductory and the advanced level,
2. continues to make substantial contributions to scholarship/creative activity, and
3. plays a major consultative role in formulating departmental policy, contributes to the advancement of his or her profession, is expected to assume greater responsibilities in university governance, and shares academic and professional expertise with the public.

The professor, in addition to the appropriate characteristics of an associate professor,

1. demonstrates exemplary teaching at all levels,
2. is an academically mature scholar/creator who continues to make marked contributions to his or her discipline and has acquired recognition in that discipline, and
3. assumes major consultative and leadership roles in formulating departmental and university policy, in advancing his or her profession, and in contributing to the public in areas of his or her academic expertise.

The College of Arts, Humanities and Social Sciences upholds the land-grant mission of teaching, scholarship, and service, and affirms that these are complementary, not contradictory, activities. The College recognizes that not all faculty will be equally accomplished in all of these areas of activity, and that different departments will not necessarily accord each activity equal weight. However, all faculty are expected to demonstrate accomplishment as teachers, scholars, and servants if they are to be awarded tenure and promoted.

A. STANDARD I: TEACHING

A good teacher is knowledgeable. That knowledge should be current and include knowledge both of the discipline and pedagogy of that field. A good teacher is effective. Methods used should be designed to engage students in active learning and encourage critical thinking. A good teacher is a good learner. This means going beyond keeping up to date in the field and pedagogy to learning more about student characteristics and the processes whereby students acquire knowledge. A good teacher respects students, and is receptive to their questions and concerns. Good teachers recognize that learning is a mutual enterprise, and that they learn from students even as students learn from them. Advising is a part of the teaching process for most faculty. Advising should be effective and responsive to student needs.

Information for evaluating teaching must be sought from the following three sources: students, colleagues, and the department chair.

1. Students. Evaluating committees will consider both written, formal evaluations by former and current students and advisees, and interviews with a cross-section of the candidate's current students and advisees as available.
2. Colleagues. Tenured colleagues will be requested to provide written evaluations. These faculty should come primarily from within the department and should hold rank at or above the level to which promotion is being considered. Colleagues are to consider specifically the courses taught, as well as the candidate's contribution to improvement of the department's overall curriculum and instructional program. Many diverse factors influence teaching, and should enter into this evaluation, including class sizes, conceptual levels, course content and design, and efforts to introduce innovative teaching methods. The receipt of special awards and recognition is not required but will be considered meritorious.

Colleagues are generally the most knowledgeable on these points because of their relatively close association within the particular discipline and familiarity with the faculty member's competence in stimulating creative learning in students.

3. Department Chair. The chair will supply a written evaluation of the faculty member's qualifications for promotion. The chair generally has an overview of the qualifications of the members of a department and the related conditions that have a bearing on teaching in the discipline at this university.

The development of specific evaluative procedures and standards of judgment is left to individual departments. Questions involving such issues as teaching methods, syllabi, accessibility, and timely grading of student work should be the province of the department. But such identification is, indeed, the responsibility of every department in the college. Each department must have written procedures in place before any of its candidates for promotion and tenure will be evaluated. These procedures can vary from department to department, depending upon the field and the kinds of classes. But the standards of the college must guide any judgments of the faculty's teaching.

B. STANDARD II: SCHOLARSHIP/CREATIVE ACTIVITY

Performance in scholarship/creative activity is a significant standard in determining if a faculty member is worthy of promotion and tenure. Such performance is essential, and it should be refereed or juried. Whether scholarship or creative activity will be the determining factor in such decisions will vary according to the particular discipline and departmental requirements.

Scholarship is the systematic study and investigation of a particular disciplinary or interdisciplinary area that makes a new and/or original contribution to that field. Scholarship might involve research into new or neglected topics, creative and innovative investigation of traditional topics, or development of syntheses that order and explain existing knowledge in new ways. Successful scholarship requires that faculty demonstrate a mastery of research and analytical materials, critical ability, thoroughness, and accuracy.

Creative activity is the on-going production of art forms, artistic performance, or other creative effort undertaken to explore the medium of such forms, performances, or efforts. It must be verified that faculty demonstrate a mastery of the materials of the medium, and they must exhibit originality and breadth of vision.

The sources of information to be used for the evaluation of a faculty member's scholarship or creative activity are colleagues and the department chair.

1. Colleagues. Tenured colleagues who are knowledgeable in the discipline or who have interdisciplinary expertise will provide written evaluations. Some of these evaluations must come from colleagues who are outside the Tri-College area. The department must certify the objectivity and expertise of outside evaluators. Receipt of grants, special awards, and other recognition is not required, but will be considered meritorious.
2. Department Chair. The chair of the department will supply a written evaluation of the faculty member's qualifications for promotion. The chair generally has an overall view of the qualifications of the members of a department and the measures for evaluating scholarly and creative activity. The chair should review works in progress as well as published and/or performed material.

The specific definition of scholarship or creative activity is left to individual departments. Traditionally, the college has valued such things as books, chapters, monographs, articles, and papers as examples of scholarship. Likewise, it has valued such things as musical composition, creative writing, painting, sculpture, photography, production, and direction as examples of creative activity. But these examples are not meant to be prescriptive or limiting. Questions involving definition of scholarship and anticipated levels of productivity are the province of the department. But such matters are, indeed, the responsibility of every department in the college. Each department must have written definitions of scholarship or creative activity in place before any of its candidates for promotion and tenure will be evaluated. Likewise, written procedures for evaluating that scholarship or creative activity must be in place. Departments are expected to justify and support both these definitions and procedures on the basis of recognized professional standards and practices. While some variation can be expected from department to department, the standards of the college must guide any judgments of the faculty's scholarship and creative activity.

C. STANDARD III: SERVICE

Service includes service to the department, College, and University, to the candidate's profession, and to the public.

Service to the institution, such as faculty participation on department, college, and university committees, is a part of a faculty member's commitment to the university. University service is essential for effective participation by faculty in university governance. Extraordinary committee or administrative service that results in improvements in academic procedures or programs is especially meritorious.

Professional service consists of service which is directly related to a faculty member's profession or is within the area of specialized knowledge, skill, and experience of the faculty member. Professional service activities further the development of faculty and enhance the academic reputation of the university. Faculty members are therefore encouraged to become actively involved in associations which have as their objective the furtherance of scholarly or professional interests and participate in other activities of a professional nature. Professional service is considered the most important component of a faculty member's overall responsibility for service.

Public service consists of contributions to the community directly related to the candidate's disciplinary specialty and area of academic expertise.

The sources of information for evaluation of service activities are colleagues, the department chair, and individuals outside the university who are knowledgeable of the candidate's work off campus.

1. Colleagues. Tenured and administrative colleagues will provide written evaluations. On-campus committee work is a frequent responsibility, and fellow committee members are best able to evaluate this service contribution. Off-campus colleagues, usually professionals within the same discipline, are often best able to judge contributions made to professional organizations, and, thus, their opinions should be sought. As with outside "experts" in scholarship/creative activity, objectivity should be assured. The receipt of special awards and recognition for service is not required but will be considered meritorious.
2. Department Chair. The chair will supply a written evaluation of the faculty member's qualifications for promotion. The chair generally has an overview of the service activity in the department, and he or she is best able to comment upon the value of different kinds of service for his or her particular unit.
3. Other Individuals. Sometimes off-campus service will involve people who are not strictly academic colleagues. Indeed, that service may be directed or requested by such people. Their written evaluations should be included, too, when acceptable community service is to be considered.

As with the other two major standards, procedures and measures for evaluating service should be the prerogative of the department. Likewise, the department has the responsibility to articulate its expectations and procedures. Each department must have written procedures in place before any of its candidates for promotion and tenure will be evaluated. As with the other standards, some variation within and between departments is to be expected. But the standards of the College must guide any judgments of the faculty's service.

IX. Periodic Reviews and Evaluation

A. Section 352 of the Policy Manual requires periodic reviews.

Periodic reviews of faculty serve multiple functions. The reviews assist faculty members in assessing their professional performance, assist the administration with delineating areas to which particular effort should be directed to aid in improving the professional achievement of the faculty members, and contribute to the cumulative base upon which decisions about renewal, promotion, and tenure are made. In addition, periodic reviews may result in changes in responsibilities, modified expectations, and/or altered goals for performance.

- a) An evaluation every year of each non-tenured faculty member who is not otherwise evaluated that year, prior to February 1 (unless department procedures provide for another deadline; however, see deadlines for non-renewal, Policy Manual, Section 350.3);
- b) A cumulative evaluation during the third probationary year of a faculty member that includes an assessment of the faculty member's progress toward tenure and recommendations for improvement. Should there be evidence of serious deficiencies that make the prospect for timely remediation highly unlikely, the report may include a recommendation for non-renewal.
- c) An evaluation at least once in three years of each tenured faculty member who is not otherwise evaluated during that period prior to April 1; and
- d) An evaluation at least once every three years of the administrative performance of each department chair and dean.

The evaluations shall be reported in writing to the person evaluated and to the administrator to whom that person reports. The faculty member being reviewed shall have 14 calendar days to respond in writing to the written report if the faculty member wishes to do so. The written report, and any written response from the faculty member, shall become part of the faculty member's official personnel file. Appeals of periodic reviews are made by requesting a reconsideration by the evaluating party. If not satisfied, the faculty member may initiate the grievance process pursuant to Policy Manual, Section 353.

B. The College faculty has established the following:

To implement the Senate requirement for faculty evaluation it is recommended that each department (chair and other faculty members) either utilize existing evaluation procedures or develop new procedures to evaluate both tenured and non-tenured faculty members. In order to provide oversight of compliance with the Senate directive, the departments shall, at the close of each academic year, report to the dean the names of faculty members evaluated during the year. Copies of the written evaluation itself shall go to the faculty members evaluated and to the chair of their departments.

For departments with two or fewer full-time equivalent faculty, the evaluations will be performed by the College Dean with the assistance of the Promotion, Tenure and Evaluation Committee.

Each department chair and two representatives of the faculty elected at large will serve as a committee of the whole to evaluate the Dean.

C. Pre-sixth Year Non-renewals

In accordance with NDSU Policy 350.3(1)(a) and (b), the Department shall make non-renewal recommendations of probationary faculty prior to the final probationary year. The department's recommendation and supporting documentation and the faculty member's response and supporting documentation (hereafter referred to as the "non-renewal file") shall then be forwarded to the Dean and the AHSS PTE Committee. The Dean and the PTE Committee will independently evaluate the non-renewal file and then submit separate recommendations based upon the process of the non-renewal and the substance of the non-renewal file, along with the non-renewal file, to the Provost/Vice President for Academic Affairs for recommendation to the President. The President makes the official notice of a non-renewal decision.

Procedures for pre-sixth year non-renewals may vary slightly from department to department, but generally the following procedures, approved by the Dean and the faculty, must be followed.

The department chair or head of the academic unit shall first meet with the faculty member being considered for non-renewal to discuss the non-renewal recommendation. The faculty member shall be provided with an explanation for and documentation of reasons for this recommendation, based on department and college criteria for promotion and tenure and or other appropriate reasons. Both the chair and the faculty member may each invite a neutral party to be present. Within three working days, the department chair shall summarize the meeting in writing and provide a copy to the faculty member. The faculty member shall have ten working days from receipt of the summary to respond in writing to the chair to the non-renewal recommendation.

The complete non-renewal file will be forwarded to the Dean and the PTE Committee. Upon receipt of the non-renewal file, the PTE committee and the Dean will independently review and evaluate the department's recommendation for pre-sixth year non-renewal. The PTE Committee will prepare a written evaluation of the non-renewal, including recommendations and an explanation of the basis for them. This will be forwarded to the Provost/Vice President for Academic Affairs along with the evaluation from the Dean. A copy of the AHSS PTE Committee evaluation shall be sent to the chair or head of the academic unit and the faculty member.

Concurrently with the review being conducted by the PTE Committee, the Dean shall review the non-renewal file and prepare a separate written evaluation, including recommendations and an explanation of the basis for them, that will be included in the non-renewal file submitted to the Provost/Vice President for Academic Affairs along with the written evaluation from the PTE Committee. A copy of the Dean's report shall be sent to the college PTE Committee, the chair or head of the academic unit, and the faculty member.

Recommendations and any other materials collected as part of the evaluation process at the department, college, and university levels must be added to the non-renewal file before being sent forward to the next level of review. At the time that any written materials are added to the non-renewal file, copies of the added material must be sent to the faculty member who shall, upon receipt of these materials, have ten working days to respond in writing.

Approved by the College Faculty on 2/2/2000.

X. Procedures for Promotion

The dean and the faculty have adopted a promotion policy applicable to all departments and all faculty. This policy may be found in Section VIII (Academic Promotion Standards) of this handbook.

All parties will adhere to the published university, college, and unit procedures for promotion, tenure, and evaluation. *Any exceptions to these procedures, including deadlines, must be negotiated in advance between the parties involved.*

Candidates from any department/division in the college may make applications for promotion. Procedures may vary slightly from department to department, but generally the following procedures, approved by the dean and the faculty, must be followed.

- A. The candidate shall submit his or her application to the department chair or head of the academic unit for review at the departmental level by the department's deadline, using the procedures developed by the department. By October 1, the department chair or head of unit shall submit a letter of intent to the chair of the College PTE committee.
- B. The letter of intent shall inform the College PTE committee of the candidate's name and requested action and list the composition of the departmental level committee designated to evaluate the candidate's qualifications for promotion. The department PTE committee shall exclude the department chair. In case no evaluation committee is identified, the College PTE Committee, in consultation with the candidate, the department chair, and the dean shall name such a committee. Should fewer than three qualified faculty members be available from the department, the College PTE Committee, in consultation with the qualified faculty, the candidate, the chair, and the dean shall name additional qualified faculty.
- C. On or before October 15, the department PTE committee shall send the candidate's complete(d) application and its recommendation regarding the application to the department chair for review and subsequent forwarding to the College PTE committee and dean. The department chair may submit a separate letter of evaluation and response to the recommendation of the department PTE committee regarding the candidate. The chair shall forward the dossier with the original application materials plus seven copies of the dossier to the College Dean and the College PTE Committee no later than November 1.
- D. Upon receipt of the departmental committee's recommendation and supporting documentation, the College PTE committee will independently review, evaluate, and vote on each candidate's application for promotion and/or tenure. The College PTE committee will prepare a written evaluation of the application, including recommendations and an explanation of the basis for them, which will be included in the candidate's application. The evaluation shall include the committee's vote tally. The evaluation by the College PTE Committee shall be added to the original application for subsequent submission to the Provost/Vice President for Academic Affairs by January 15.

A simple majority vote of the entire College PTE Committee shall be sufficient to carry any motion or decision. Abstention from voting shall be left to the discretion of each committee member.

A copy of the evaluation by the College PTE committee shall be sent to the dean, the chair or head of the academic unit and the candidate.

- E. Independent of, and concurrent with the review being conducted by the College PTE committee, the College Dean shall review the application and prepare a separate written evaluation, including recommendations and an explanation of the basis for them, which will be included in the candidate's application for subsequent submission to the Provost/Vice President for Academic Affairs.

A copy of the Dean's report shall be sent to the College PTE Committee, the chair or head of the academic unit, and the candidate.

The dean shall forward the original application, including both recommendations, to the Provost/Vice President for Academic Affairs no later than January 15.

- F. Recommendations and any other materials collected as part of the evaluation process at the department, college, and university levels must be added to the candidate's application before the application is sent forward to the next level of review. At the time that any written materials are added to the candidate's application, copies of the added material must be sent to the candidate and to all previous and subsequent points of evaluation. The candidate shall have 14 calendar days to respond in writing to the additional materials.

All written materials submitted to the College PTE Committee will be subject to the North Dakota Open Records Act. The Committee will comply with the North Dakota Open Meetings Act and hold either open meetings (subject to the requirements for public notice and open roll call votes, and subject to attendance by members of the public) or executive sessions (subject to the right of a faculty member whose promotion will be considered during a particular session to request that meeting to be open).

- G. The candidate retains the option of withdrawing the application from consideration at any stage of the process.

Approved by the College Faculty on 02/15/2006

XI. Tenure

In many instances a faculty member will be considered for promotion and tenure at the same time, but there are also cases where a faculty member is considered for tenure only (e.g., a person who is appointed to a position at NDSU in the rank of Associate Professor or Professor, usually with tenure credit).

In the first instance, the promotion standards described in the section VIII (Academic Promotion Standards) will be used to evaluate the candidate both for promotion and tenure.

If a faculty member is being considered for tenure only, the PTE Committee will evaluate whether that candidate has displayed and is likely to continue to display the characteristics associated with his/her academic rank. In order to make such an evaluation the same standards and procedures should be used as those described for promotions.

XII. Early Promotion and Tenure and Extension of Probationary Period
(See Policy Manual Sections 350.1 and 352)

Probationary faculty are normally eligible to apply for promotion to Associate Professor and tenure during their sixth year of continued academic service at NDSU. Promotion and tenure decisions generally occur concomitantly.

FACULTY WITHOUT PREVIOUS, RELEVANT EXPERIENCE

For a faculty member without previous academic-relevant experience (first academic position), eligibility for tenure requires a probationary period of six years; however, such probationary faculty who have demonstrated exceptional academic accomplishments in teaching, research, and service may apply for early promotion prior to the completion of the six years of the probationary period.

FACULTY WITH PREVIOUS RELEVANT EXPERIENCE

Conversely, a faculty member with relevant professional/academic experience in teaching, research, and service may be given credit toward tenure and promotion when negotiated as a provision in their original hiring contract. There are two options:

- (1) Faculty may be given one to three years of credit (maximum allowed). They would then apply for promotion and tenure in the sixth year of academic service, (for example, given one year of credit, promotion and tenure application would be due after four years of service; given three years, the application would be due after two years of service).
- (2) Faculty may be given the full six-year probationary period with the option of applying for promotion, or promotion and tenure, at any time following three years of academic service.

In either option (1) or (2), failure to achieve tenure will lead to a terminal year contract.

EXTENSION OF PROBATIONARY PERIOD

At any time during the probationary period but prior to the sixth year (when the portfolio is due), a faculty member may request an extension of the probationary period not to exceed three years based on personal or family circumstances (See Policy 350.1, 3c and 352, 4.4). Faculty given promotion and tenure credit are eligible for this extension. The request must be in writing and will be reviewed and forwarded sequentially with recommendation by the chair/head, dean, and Provost/VPAA to the President who will approve or deny the request. Denial of an extension may be appealed pursuant to Policy 350.4.

Approved by the College Faculty on 02/15/2006

XIII. Departmental Reports

- A. In addition to the individual faculty evaluations mentioned in Section IX (Periodic Review and Evaluation), each department will prepare an annual report of its accomplishments, activities, and goals, according to an established format. This departmental report must include individual faculty activity reports.

- B. Program Evaluations

Existing undergraduate instructional programs shall be evaluated at least every seven years and graduate programs shall be evaluated at least every ten years by each institution. New programs shall be evaluated within one year after the first class graduates.

See SBHE policy 403.1.2 "Institutional Instructional Program Evaluation."

XIV. Some Administrative Procedures in the College of Arts, Humanities and Social Sciences

The College has an essentially decentralized system of administration, characteristic of Colleges of Art and Sciences nationally. No single feature of this system is essential to decentralized administration, but all features together constitute a system representative of that used nationally.

A. Department Chairs/Heads and the Dean

The department is the fundamental unit of the College. Although the faculty members and, to some extent, the senior lecturers act as a whole in their meetings and through their committees, the most important activity is carried on through the departments. This includes instruction, research, and much curricular change. Continuing Studies activity and public service are also essentially departmental.

In most departments the chair/head serves for a three-year renewable term. The dean appoints these chairs/heads upon nomination by the faculty. The dean need not appoint the departmental nominee but customarily does.

The dean seeks to be the chair's/head's advisor and collaborator and expects the chair to represent candidly the achievements, needs, and concerns of the department and to give the dean advice on matters about the welfare of the College.

B. Evaluation

Evaluation is essentially a departmental matter. In addition to the written evaluations required by the Senate, it is expected that the departmental chair/head review the year's work with each faculty member and lecturer. In this way every member of the teaching staff receives a continuing performance evaluation.

NDSU Policy 327 governs the evaluation of the Dean, Directors, Chairs/Heads, and other academic supervisory personnel.

C. Salary Administration

When a promotion has been approved, the faculty member promoted is entitled to a salary raise, uniform throughout the College, and dependent on the rank to which the faculty member is promoted. The dean sets aside money for these promotion raises before general consideration of other raises. Promotion raises are therefore not a matter of departmental decision or concern.

Otherwise, salary determination for faculty members and senior lecturers is to a large extent influenced by departmental recommendations. For lecturers the dean annually establishes rates for each credit hour of teaching and other duties.

The dean enters into salary administration when the chair reviews salaries with him, providing the dean with an evaluation of each teaching staff member. In this way the dean has up-to-date estimates of each member's contribution. The principal purpose of the chair's/head's visit with the dean is to seek additional funds to recognize special merit. In some instances the department has no faculty member who the chair/head believes needs special salary recognition. In other instances, however, several faculty members in one department need special recognition in a single year. In responding to these requests for additional funds to

recognize special merit, the dean must compare individuals among departments and seek, by a very inexact basis of comparison, to try to assure that comparable merit within the College receives comparable recognition, regardless of the individual's department.

Salary raises for senior lecturers are determined individually. Important criteria for basic and special merit increases are length and quality of service.

D. Appointments

Even though the departments recruit and choose their faculty and lecturers, the dean does have the principal voice in the decision about the rank at which the department will fill a position. Once the level is determined the department selects the appointee and recommends the salary. At times the dean may require the department to justify very thoroughly the particular specialty in which a new faculty member is to be employed.

XV. Procedures for Amending AHSS Handbook for Faculty and Lecturers

Proposed changes should be submitted to the Policy and Planning Committee for distribution to the appropriate college committee four weeks prior to the final college meeting of the academic year to be added to the meeting agenda. Updates will be distributed to faculty at the beginning of the following academic year.

XVI. Administrative Calendar of Deadlines, College of Arts, Humanities and Social Sciences

<u>Deadline</u>	<u>Responsible Party</u>	<u>Task</u>
Jan 10	Chairs/Heads	Submit temporary course requests for Fall Semester to Curriculum Comm
Jan 15	Dean	Dossiers for Promotion and Tenure due to Provost/VPAA
Feb 1	Chairs/Heads	Forward equipment requests to Dean for next academic year
Feb 1	Chairs/Heads	Recommend to Dean renewal/non-renewal of 1st-year TT Faculty
Mar 1	Dean	Notices of non-renewal for 1st-year TT faculty due to Provost/VPAA
Mar 1	Chairs/Heads	Request permission to re-appoint lecturers beyond 6 years
Mar 1	Chairs/Heads	Notices of termination for 1st-year senior lecturers
Mar 1	Chairs/Heads	Recommend emeritus appointments to Dean
Mar 15	Chairs/Heads	Forward merit evaluations to Dean
April 15	Dean	Recommends emeritus appointments to Provost/VPAA
April 15	Chairs/Heads	Submit temporary course requests for Spring Sem to Curriculum Comm
April 15	Chairs/Heads	Recommend to Dean renewal/non-renewal of 3-4-5th year TT faculty
Apr 30	Dean	Notices of non-renewal for 3-4-5th year TT faculty due to Provost/VPAA
June 1	Dean	Forward to Provost/VPAA list of tenured faculty evaluated during current yr
June 30	Chairs/Heads	Provide information for annual report to Dean
July 31	Dean	Annual report due to Provost/VPAA
Oct 1	Chairs/Heads	Forward list of candidates for promotion & tenure to PT&E Committee
Nov 1	Chairs/Heads	Forward complete dossiers of candidates for PTE to PT&E Comm & dean
Nov 15	Chairs/Heads	Recommend to Dean renewal/non-renewal of 2nd year TT faculty
Nov 30	Dean	Submit list of proposed new programs in the College to Provost/VPAA
Dec 1	Dean	Notices of non-renewal for 2nd year TT faculty due to Provost/VPAA
Dec 1	Chairs/Heads	Notices of termination for senior lecturers in 2nd or subsequent yrs
Dec 15	Chairs/Heads	Submit temporary course requests for Summer to Curriculum Comm

Chairs/Heads/Directors meet at 3:00 the first Wednesday of the month.

College committees will meet according to their members' schedules.