

**North Dakota State Board of Higher Education**

July 12, 2023, Post-Tenure Ad Hoc Committee Meeting Minutes

The State Board of Higher Education Post-Tenure Ad Hoc Committee met Wednesday, July 12<sup>th</sup> at 3:30 p.m. CT, via Teams.

Dr. Ryan called the meeting to order at 3:30 p.m. CT.

**SBHE Members participating:**

Dr. Casey Ryan  
Mr. Tim Mihalick  
Dr. Lisa Montplaisir (Faculty Advisor)

**NDUSO Participating:**

Chancellor Hagerott, NDUS  
Ms. Lisa Johnson, NDUS  
Mr. Darin King, CTS  
Ms. Terry Meyer, NDUS  
Ms. Claire Gunwall, NDUS  
Mr. Jerry Rostad, NDUS  
Mr. Chris Pieske, NDUS

**Institution Representatives Present:**

Dr. Steve Shirley, President, MiSU  
Dr. Bernell Hirning, President, WSC  
Mr. Chris Wilson, Chief of Staff, NDSU  
Dr. Doug Jensen, President, BSC  
Dr. Alan LaFave, President, VCSU  
Dr. Carmen Simone, Dean, DCB  
Dr. Doug Darling, President, LRSC  
Dr. Andy Armacost, President, UND  
Dr. Brian Vanhorn, President, MaSU  
Mr. Steve Easton J.D., President, DSU  
Dr. Rod Flanigan, President, NDSCS

**Others Participating:**

Ms. Meredith Larson, AG's Office

1. **Agenda**  
Approved by consensus.
2. **June 14, 2023, Meeting Minutes** – moved to next agenda.

Dr. Montplaisir stated she wanted to clarify her response to a question asked by the Board at their previous meeting; she explained that all NDUS institutions that grant tenure do follow the same process per SBHE Policy 605.1. She further explained that it is the post-tenure review process that may vary from institution to institution, based on several factors, such as faculty/department/college structure, the size of an institution, and other variables.

**3. SBHE Member Feedback to Overview of the Tenure Process in May**

The working group discussed the questionnaire that was sent to Board members regarding the level of understanding they have on processes for granting/approving NDUS tenure and post-tenure review. Ms. Johnson offered to further summarize the input and provide the information to committee members to discuss at their next meeting.

Vice Chancellor Johnson presented the following SBHE policies and NDUS procedures:

**4. SBHE Policies and NDUS Procedures Related to Tenure**

- a. Policy 305.1 Institution President Authority and Responsibilities
- b. Policy 602.2 Report on Faculty Appointments
- c. Policy 605.1 Academic Freedom and Tenure
- d. Policy 605.2 Standing Committee on Faculty Rights
- e. Policy 605.3 Nonrenewal, Termination or Dismissal of Faculty
- f. Procedure 602.2.1 Procedure and Timeline for Faculty Appointment Report
- g. Procedure 605.1 Tenure Recommendation Format

Ms. Johnson stated that the policies and procedures listed above pertain to tenure; currently none of them reference or include SBHE guidance for post-tenure reviews.

**5. NDUS Tenure Data from 2018 to Present**

The working group reviewed an NDUS report with data showing the previous five years of faculty appointments by campus:

- Faculty currently being recommended for tenure.
- Faculty not on a tenure track but have faculty rank, i.e., instructors (not lecturers), assistant professors, associate professors, or professors.
- All faculty with tenure.
- Lecturers whose appointments warrant fringe benefits.
- Tenure track faculty currently being recommended for tenure.
- Temporary and very part-time, usually teaching 1-2 courses/year.

The working group discussed the different variables and factors at each campus and agreed to further discuss at a future meeting, after they have more specific information/data from the institutions regarding tenure/post-tenure review.

**6. Percent of Tenured Faculty (NCES Regional Data)**

The working group reviewed regional data, discussed current trends, and identified possible factors that have and will continue to impact tenure/post-tenure trends.

**7. Draft Post-Tenure Review Campus Template**

The working group discussed the pros and cons of using a template based on variances in specific campus processes. After discussion, Ms. Johnson agreed to make amendments as discussed and will provide an updated version at the August meeting.

**8. Proposed data request from NDUS and/or campuses**

- a. Tenure track faculty no longer in the NDUS during the six-year time frame
  - i. 2010 Cohort
  - ii. 2017 Cohort
- b. Measuring post-tenure work responsibilities

The working group agreed that the purpose for the foundational information presented today is for the purpose of gaining a common understanding on tenure/post-tenure and to form a baseline as they work through the data provided.

The meeting adjourned at 4:40 p.m. CT.

Approved August 9, 2023.

**NORTH DAKOTA  
STATE BOARD OF HIGHER EDUCATION  
Policy Manual**

**Policy:** 305.1 Institution President Authority and Responsibilities; Contract Terms

**Effective:** May 30, 2019

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1. The SBHE delegates to the president of each institution full authority and responsibility to administer the affairs of the institution in accordance with SBHE policies, plans, budgets, and standards, including the management and expenditure of all institutional funds, within budgetary and other limitations imposed by law or by the SBHE.
2. The president is the chief executive officer of the institution and a member of the Chancellor's executive staff. The president reports and is responsible to the Chancellor for all matters concerning the institution and is an advisor to the Chancellor in matters of inter-institutional policy and administration.
3. Presidents have the authority to work with the Chancellor to develop, shape, and sustain the vision and mission of their institution within the context of the overall NDUS and to manage their institution on a day-to-day operational basis. Presidents shall consult with the Chancellor on decisions of mutual interest before those decisions are made or announced. Subject to SBHE policies, NDUS procedures, and SBHE and Chancellor directives, presidents:
  - a. Are responsible for carrying out approved policies, guidelines, and regulations governing the management of academic, business, and student affairs, delegating execution to administrative aids and heads of appropriate functional areas;
  - b. Have primary responsibility for the internal organization of the institution's administration, including academic, administrative, and student affairs, and the development and management of the physical plant and auxiliary services;
  - c. Ensure the assets of the institution are continually directed toward maintaining and sustaining the quality of teaching, research, and service that comprise the mission and goals of the institution;
  - d. Are responsible for consensus building; facilitation of quality scholarship; careful management of resources; recruitment and retention of outstanding faculty, staff, and students; problem solving; and promoting the intellectual, physical, and fiscal health of the institution
  - e. Provide the necessary leadership and management skills, including planning and policy development, for the institution to achieve its mission and goals;

- f. Ensure excellence in the institution's teaching, research, and service missions while maintaining the strength of the institution's academic and co-curricular programs and furthering the recruitment and retention of outstanding teachers, scholars, staff, and students;
  - g. Maintain a productive relationship with faculty, students, staff, and alumni;
  - h. Ensure a fair and appropriate distribution of resources to support and sustain the institution's academic, research, and service assets;
  - i. Develop and maintain effective and productive relationships with the institution's adjoining communities, business, and government agencies by building strong town-gown partnerships;
  - j. Articulate to the institution community the SBHE and Chancellor's goals and assigned mission of the institution;
  - k. Secure grants, gifts, and contracts from private, state, and federal sources that further the mission and goals of the institution;
  - l. Appoint academic and non-academic employees within the limitation of powers delegated by the SBHE and Chancellor;
  - m. Assume primary responsibility for fund-raising and alumni relations; and
  - n. Shall have an annual performance review by the Chancellor based upon a statement of goals for the year of evaluation which were previously formulated by the president and approved by the Chancellor.
4. Each president shall:
- a. Ensure effective and broad-based participation in the decision-making process from faculty, staff, students, and others in those areas in which their interests are affected;
  - b. Develop and approve or recommend to the Chancellor and the SBHE, in consultation with appropriate committees or members of the institution, such policies, plans, budgets, programs, and standards affecting the institution as deemed necessary, advisable or as required by the SBHE;
  - c. Make recommendations to the Chancellor concerning all requests for tenure;
  - d. Approve all personnel actions, except the award or change in tenure status, involving all faculty members and other institution employees;
  - e. Notify the Chancellor of any dismissal or termination of senior staff;
  - f. Review and evaluate all recommendations transmitted from the institution to the

Chancellor or the SBHE;

- g. Define the scope of authority of faculties, councils, committees and administrative officers of the institution;
- h. Establish a process for adoption and implementation of institution policies and procedures that includes:
  - i. The president's approval before a policy takes effect; and
  - ii. Authority for the president to adopt interim policies and procedures concerning matters for which legislative authority is delegated to an institution's legislative bodies. Adoption of an interim policy or procedure must include notice to the faculty senate or other legislative body before or when the policy or procedure takes effect. Not later than six months of its effective date, the president shall present the interim policy or procedure to the appropriate legislative body for review and its decision, subject to the president's approval or veto, concerning whether the policy or procedure should be adopted, revised, or discontinued;
- i. Comply with the rules of the athletic association(s) to which the institution belongs.
- j. Assume responsibility for the establishment of guidelines for student conduct which set forth prohibited conduct and provide for appropriate disciplinary procedures and sanctions for violation of institutional rules, consistent with standards of procedural fairness;
- k. Maintain positive relations and effective communication with the Chancellor and Chancellor's staff, the SBHE, and other North Dakota institutions of higher education and cooperate with other NDUS institutions to improve academic offerings, expand access to higher education, promote faculty development, improve support services, reduce unnecessary duplication, and enhance efficiency;
- l. Inform and advise the Chancellor and SBHE regarding significant issues at the institution;
- m. Maintain positive relations with the public by:
  - i. Developing sound relationships between the institution and the community and region in which it is located and the public it serves;
  - ii. Establishing and administering a development program with alumni and other institutional supporters;
  - iii. Interpreting the institution and its mission to the public; and
  - iv. Developing positive relationships with legislators and with other public policy makers in coordination with the Chancellor;
- n. Be accountable for all funds, equipment, property, including the security of information systems and data, as well as and other facilities assigned or provided to the institution.

- i. Prepare an annual report to the Chancellor that details efforts that the institution has undertaken to comply with information technology policies found in major section SBHE Policy 1200s as well as related procedures and standards;
  - o. Consistently support and adhere to, and require responsible institution officers and employees to support and adhere to, SBHE beliefs and core values set forth in SBHE Policy 100.5, SBHE policies and NDUS procedures, and SBHE and Chancellor directives and guidelines; and
  - p. Exercise such other authority and perform such other responsibilities as may be assigned by the Chancellor or the SBHE.
- 5. A president may delegate duties and responsibilities as necessary or appropriate.
- 6. In exercising this authority and carrying out these responsibilities, a president shall strive to conform to and advocate the SBHE beliefs and core values.
- 7. Presidents are hired at the pleasure of the SBHE. Each president shall have a written contract. The Chancellor shall annually evaluate a president's performance and report on the evaluation to the SBHE.
  - a. Presidents shall have an initial appointment of three years and may receive subsequent appointments between one and three years in duration.
  - b. If the SBHE terminates a president's appointment without cause, the president will receive an amount equal to twelve months' salary and benefits based on the president's salary and benefits at the time of the termination. Alternatively, a president of a four-year institution who has a tenured faculty appointment may exercise retreat rights instead of receiving an amount equal to twelve months' salary and benefits. Retreat rights allow the president to revert to a tenured faculty position in the department in which tenure was previously awarded.
- 8. In consultation with the SBHE, the Chancellor may initiate dismissal of a president for just cause during the contract term and shall provide a written notice of intent to do so and an opportunity for a hearing conducted by the Chancellor. The Chancellor shall provide not less than five days for a response by the president following delivery of notice of intent, before a dismissal decision. The Chancellor may suspend a president with pay and benefits or reassign a president to other duties pending a decision. The Chancellor may limit the hearing to Chancellor review of the president's written response to the notice and opportunity to submit additional information or may include an opportunity for an informal meeting with the Chancellor. Following the hearing conducted by the Chancellor, the Chancellor may recommend dismissal or other appropriate action by the SBHE. Following a dismissal decision or imposition of other discipline by the SBHE, a president may, within ten days of notice of the SBHE decision, file with the SBHE secretary or legal counsel a written appeal and request for evidentiary hearing, which must be accompanied by a specification of reasons for the request. The Board shall then conduct or arrange for a hearing. The SBHE may

appoint a hearing officer or administrative law judge to conduct the hearing and make findings of fact, conclusions of law, and a recommendation to the SBHE, which shall then make a final decision based on the hearing record.

9. A tenured faculty member at a NDUS institution who is appointed president shall retain that status during the term as president.

Reference(s): SBHE Policy 100.5; NDUS Procedure 301.



**NORTH DAKOTA  
STATE BOARD OF HIGHER EDUCATION  
Policy Manual**

**Policy:** 602.2 Report on Faculty Appointments  
**Effective:** November 19, 1999

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Each institution shall annually report to the NDUS office current numbers of full-time tenured, probationary and other faculty appointments at the institution, including numbers in each college or department.

Reference: NDUS Procedure 602.2.1

**NORTH DAKOTA  
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Policy Manual**

**Policy:** 605.1 Academic Freedom and Tenure; Academic Appointments

**Effective:** March 31, 2022

*\* no reference to post-tenure review*

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1. An institution is a forum for ideas, and it cannot fulfill its purpose of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method. Academic freedom and tenure are both important in guaranteeing the existence of such a forum. This policy is intended to enable institutions under the authority of the SBHE to protect academic freedom.
2. The purpose of tenure is to assure academic freedom. Academic freedom applies to all scholarly pursuits. Freedom in scholarship is fundamental to the advancement of knowledge and for the protection of the rights of the faculty members and students. It carries with it duties and responsibilities correlative with rights. These duties and rights are set forth in SBHE Policy 401.1, relating to academic freedom, and the 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments, adopted by the American Association of University Professors and the Association of American Colleges. These policies apply to all institution faculty unless otherwise indicated.
3. Tenure is awarded by the SBHE upon recommendation of the Chancellor, following review and recommendations made pursuant to the procedures established at the institution and a recommendation by the institution's president to the Chancellor. A favorable recommendation means that the applicant meets the prerequisites and criteria and the award of tenure is consistent with the sound fiscal management and academic priorities of the institution and the system of education under the control of the SBHE. Tenure recommendations submitted to the SBHE shall include a brief summary of the candidate's qualifications and reasons for the recommendation. Tenure is not an entitlement, and the granting of tenure requires an affirmative act by the SBHE. Tenure is limited to the academic unit or program area in the institution in which tenure is granted and shall not extend to an administrative or coaching position.
4. For purposes of SBHE Policies 605.1, 605.2, 605.3 and 605.4:
  - a. "Academic year" means the period, approximately nine months in duration, starting with the beginning of the fall semester and ending following completion of the spring semester.
  - b. "SBHE" means the North Dakota state board of higher education.
  - c. "Faculty" means all members of the academic staff, excluding coaches and administrators in their capacities as coaches or administrators.

- d. "Receipt" means either actual or constructive receipt. Constructive receipt means the sending party has taken all reasonable steps to ensure that the receiving party has received actual notice.
5. Because of the variety of scope and organizational structure of the institutions under the control of the SBHE, the faculty governance structure at each institution shall recommend procedural regulations to the president to implement SBHE Policies 605.1, 605.2, 605.3 and 605.4, in accordance with SBHE Policy 305.1:
- a. Institution procedural regulations must include:
    - i. Procedures for continuing evaluation of both probationary and tenured faculty members; and
    - ii. Criteria and procedures by which faculty members are evaluated and recommended for tenure.
  - b. The criteria for tenure evaluation and continuing evaluation of probationary and tenured faculty shall include scholarship in teaching, contribution to a discipline or profession through research, other scholarly or professional activities, and service to the institution and society. Institutions may adopt additional criteria. The regulations defining these criteria shall be consistent with the nature and mission of the institution.
    - i. Institutions shall establish various tenure plans appropriate to the diverse missions of individual institutions, designed to encourage emphasis on research, scholarship in teaching, service, and other areas of emphasis. Scholarship in teaching may include the use of technology or other innovative teaching methods. Service may include technology transfer and economic development. Institution regulations shall include guidelines for determining the proper weight distribution of the criteria for tenure evaluation and continuing evaluation. The guidelines shall provide for varying emphases on the enumerated criteria based upon the faculty member's plan, the needs of the institution and the background, abilities and interests of the faculty member.
    - ii. Tenured and probationary faculty contracts shall identify the faculty member's tenure plan and describe the faculty member's duties and goals. The contracts shall specify the distribution of the criteria used for evaluating performance. The contract provisions shall be reviewed and, when appropriate, revised as a part of the faculty member's periodic evaluations.
  - c. Eligibility for tenure requires a probationary period of six years of continuous academic service to the institution, during which the faculty member is evaluated at least annually according to an evaluation process designed to foster continuous improvement. The term may be extended beyond six years or the continuous service requirement may be waived in exceptional circumstances. Institutions shall establish procedures for granting extensions or waivers of the continuous service requirement

in exceptional circumstances, including maternity or parental leave and appropriate accommodations for faculty members with disabilities. Institution procedures may define additional exceptional circumstances including family emergencies or extended illness.

- d. An institution may decline to renew the contract of a probationary faculty member without cause at any time during the probationary period, subject to procedural requirements in SBHE Policies 605.1, 605.2, 605.3, and 605.4.

6. Faculty appointments shall be probationary, tenured or special.

- a. Probationary appointments are renewable annually and yield credit toward tenure. The probationary term is limited to six years of continuous academic service, excluding extensions to the term or exceptions to the continuous service requirement granted in exceptional circumstances.
  - i. An individual with previous professional experience may, at the discretion of the institution, be given tenure credit not to exceed three years for this experience, with such credit to be regarded as academic service to the institution for the purpose of these regulations. The faculty member shall be informed in writing of this policy and the institution's decision before or at the time of appointment.
  - ii. Time spent on leave of absence or developmental leave may be counted, up to a maximum of two years, as academic service for the purposes of these regulations. The amount shall be determined, and the faculty member informed in writing, including any applicable conditions, before authorization of the leave.
- b. Tenured appointments recognize a right, subject to SBHE policy, to continuous academic year employment in an academic unit or program area as defined by an institution and stated on the contract. A faculty member shall qualify to be recommended for a tenured appointment by satisfying the criteria for tenure developed in accordance with SBHE Policy 605.1(5).
  - i. The following persons are not eligible for tenured appointment:
    - 1. Faculty members with a part-time or temporary appointment.  
However, faculty members who have been awarded part-time tenure as established by previous SBHE policy and those who accept a part-time appointment after being awarded tenure in a full-time position shall continue to have such tenure recognized.
    - 2. An institution's president, except under subdivision 6(b)(ii).
  - ii. The Board may, following review and recommendations made pursuant to the procedures established at an institution award tenure in exceptional circumstances, defined by the institution's procedures, to an institution's chief

academic officer or to any other person appointed to the faculty who has not met the eligibility requirement of subdivision 5(c) of this policy, provided that the person, at the time tenure is granted, has:

1. held a tenured appointment at another institution, or,
  2. been a faculty member at the institution for at least one prior academic year.
- iii. The SBHE may award tenure to an institution's current chief executive officer if they have held a tenured appointment at another institution. If a chief executive officer granted tenure under this subdivision resigns their position or is terminated, that individual may request appointment as a tenured faculty member. If such a request is received, the SBHE shall determine whether to offer that individual a tenured faculty position at their former institution. The compensation for such a tenured faculty position shall be commensurate with similar positions in the department, and such compensation shall be paid from the institution's general funds, rather than a departmental budget.
  - iv. The SBHE may award tenure to any individual appointed to the faculty who has not met the eligibility requirements of subdivisions 5(b) and 5(c) of this policy in exceptional circumstances, defined by the institution's procedures, following review and recommendation made pursuant to the procedures established at an institution. The individual shall possess a documented record of outstanding achievement and consistent excellence in a discipline or profession gained through research, scholarly or professional activities, or service.
- c. Special appointments do not involve either tenure credit or status. Special appointments are all appointments except tenured or probationary appointments, including:
- i. Courtesy adjunct appointments awarded in accordance with SBHE policy to professional people who contribute to the academic or research program of the institution;
  - ii. Visiting appointments for people holding academic rank at another institution of higher education;
  - iii. Appointments of retired faculty members on special conditions;
  - iv. Initial appointments supported wholly or partially by other than state appropriated funds;

- v. Appointments clearly limited to a brief association with the institution, as defined by the institution;
  - vi. Terminal appointments given with notice of nonrenewal to faculty members who were previously on probationary appointment. A terminal appointment with notice of nonrenewal must be given to a faculty member no later than the end of the sixth year of probationary appointment if the decision is made to deny tenure;
  - vii. Part-time faculty;
  - viii. Lectureship appointments, which shall be for performance of specifically assigned academic duties only, without general faculty responsibilities;
  - ix. Graduate teaching assistant appointments;
  - x. Postdoctoral fellowships and clinical appointments; and
  - xi. Other faculty appointments, not probationary or tenured, that are designed to help fulfill the institution's mission or meet long-term needs. The appointments shall be subject to an agreement describing the faculty member's duties and goals, criteria and weight distribution for evaluation criteria. The term of an appointment and agreement, or renewal thereof, may not exceed three years. The faculty member's performance and achievement of goals shall be evaluated during the final year of an appointment. An appointment may be renewed only if the evaluation demonstrates satisfactory performance.
7. The general terms and conditions of appointment shall be provided the appointee in a written contract. The contract shall state whether the appointment is probationary, tenured or special. The term of a contract, except contracts made pursuant to subdivision 6(c)(xi), shall generally not exceed one year. A multiple-year contract is subject to termination upon discontinuance of the program in which the faculty member is employed, non-appropriation or loss of funds, or other financial exigency. For faculty on nine- or ten-month contracts covering the traditional academic year, institutions shall issue contracts no later than June thirtieth each year, provide notice of renewal terms and an agreement or appointment letter to be signed by both parties. Absent good cause or agreement extending or establishing a different deadline, faculty shall sign and return a contract or other document indicating acceptance of contract terms not later than July twentieth. Any contract issued with a deadline prior to July twentieth must provide faculty a minimum of two weeks from the date in which the contract was issued for review. Institutions shall establish procedures providing that failure to return a signed contract or other document indicating acceptance of contract terms the date stipulated on the contract constitutes a resignation resulting in termination of employment, except for good cause shown by the faculty member or unless the institution has granted an extension. All nine- or ten-month contracts must be returned no later than July twentieth. Before the end of the spring semester each year, institutions shall provide notice to faculty summarizing the process and deadlines for contract renewal, including information on

extending deadlines to accommodate faculty who may be traveling or not able to readily receive and respond to communications during summer months.

8. The institutional process for evaluation of faculty, the criteria and minimum expectations for promotion and for tenure, and provisions concerning required notices, shall be made known to the appointee at the time of appointment. This disclosure may be accomplished by a published description of the process, criteria, and expectations in a faculty handbook or similar document. Such provisions are subject to change according to processes established for adoption or Amended of SBHE and institutional policies. Institution procedures shall provide for annual evaluation of all full-time faculty. The procedures shall include provisions requiring that evaluations are completed in a timely and appropriate fashion and that the institution takes appropriate remedial action in response to unsatisfactory evaluations. Evaluation criteria shall relate to a faculty member's duties and goals and be appropriately weighted in accordance with the terms of the faculty member's contract. Evaluations of all teaching faculty must include significant student input.

References: SBHE Policies 305.1, 401.1, 605.1 through 605.4; NDUS Procedure 605.1

**NORTH DAKOTA  
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Policy Manual**

**Policy:** 605.2 Standing Committee on Faculty Rights

**Effective:** February 23, 2022

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1. Each institution shall have a standing committee on faculty rights consisting of three, five, or seven tenured faculty members elected for staggered terms by the faculty governance structure. The committee shall elect its own presiding officer annually and shall hold formal hearings in accordance with the procedures described in SBHE Policy 605.4 on all matters referred to it under these policies. The committee shall judge any allegation of bias or conflict of interest. If an individual member is judged by the committee to be biased or to have a conflict of interest in a specific case, the committee shall replace the member with a substitute member for that case.
2. Each institution shall adopt procedures concerning mediation implementing SBHE Policy 605.5. Institutions shall pay all mediation costs.
3. Proceedings before a standing committee on faculty rights shall be closed to the public, unless the faculty member requests that the proceedings be open, in which case the proceedings shall be open.

References: SBHE Policies 605.4, 605.5



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**Policy:** 605.3 Nonrenewal, Termination or Dismissal of Faculty

**Effective:** April 29, 2021

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1. A probationary appointment may be terminated, without cause, with notice to the faculty member that the appointment will not be renewed.
  - a. Notice shall be given:
    - i. At least 90 days prior to termination during the first year of probationary employment at the institution.
    - ii. At least 180 days prior to termination during the second year of probationary employment at the institution.
    - iii. At least one year prior to termination after two or more years of probationary employment at the institution.
  - b. A department chair, dean or other person authorized under institution policies to give such notice shall provide written notice of the decision, including a reference to the policy section pursuant to which the action is taken. The faculty member may within ten calendar days after receipt of the notice request a reconsideration by the deciding body or individual. The faculty member may incorporate a request for mediation in the request for reconsideration. The institution shall respond in writing to the faculty member within ten calendar days after receipt of the request.
2. An institution may terminate a probationary appointment effective at the end of any contract term, with no less than 90-day notice of nonrenewal based upon a determination by the Board that a financial exigency exists which requires such action at an institution or institutions, or upon determination by the institution that such action is necessary because of loss of legislative appropriations, loss of institutional or program enrollment, consolidation of organizational units or program areas or elimination of courses. The notice of nonrenewal shall include a reference to the policy section pursuant to which the action is taken. When a probationary appointment is terminated pursuant to this subsection, the provisions of subsection 1 do not apply.
3. A special appointment terminates at the end of the term stated on the contract and may be renewed at the discretion of the institution.
4. The following individuals may request review of the below decisions and a hearing by the Standing Committee on Faculty Rights:
  - a. A faculty member on a probationary appointment which is not renewed; or
  - b. A faculty member whose special appointment that is terminated.

The request for review and a hearing must be made within twenty calendar days after receipt of notice of the proposed action or, if the faculty member requests reconsideration or the parties agree to mediation pursuant to this Policy, within twenty calendar days of receipt of the results of the reconsideration or conclusion of mediation. Such request shall be filed in writing with the deciding body or individual and the chair or the senior member of the Standing Committee on Faculty Rights. The request for review may be based on allegations that the institution failed to comply with applicable policies or gave the decision inadequate consideration, or that the nonrenewal decision violated (a) academic freedom, (b) rights guaranteed by the United States Constitution, or (c) terms of the employment contract or other written agreement. The allegation must be supported by a specification of the reasons why the decision violated these rights and a summary of the evidence supporting the allegation(s). The institution shall, within twenty calendar days of receipt of the written notice and specifications, provide a written response to the faculty member and the chair of the Standing Committee on Faculty Rights.

5. A faculty member may terminate an appointment by giving notice in writing. Faculty are encouraged to give notice well in advance of the date of termination of employment at the end of a contract term. For the purpose of determining eligibility for participation in the state uniform group insurance program during summer months only, the effective date of termination of a faculty member with a nine- or ten-month contract covering the regular academic year (generally, August to May) who gives notice of resignation prior to the end of the contract term but completes the contract term, or who completes the contract term and then gives notice of resignation before the beginning of the next regular contract term or does not return to work for the next regular term, is July 2. This provision does not apply if a faculty member's spouse is employed by the state and eligible for participation in the state uniform group insurance program during the summer months. Also, this provision does not apply if employment is terminated and a faculty member does not complete the contract term or if a faculty member provides notice of other health plan coverage during the summer months. If a faculty member with a nine- or ten-month contract also has a contract for the summer term and resigns but completes the term, the effective date of termination is July 2 or the ending date of the summer term contract, whichever is later.
6. A tenured faculty member terminated pursuant to Board declared financial exigency shall be given written notice of termination at least 90 days prior to the date of termination. A tenured faculty member terminated pursuant to loss of legislative appropriations shall be given written notice of termination at least 12 months prior to the date of termination. A tenured faculty member terminated pursuant to loss of institutional or program enrollment, consolidation of academic units or program areas, or elimination of courses shall be given written notice of termination at least 12 months prior to the date of termination. In such cases as described in this subsection, significant consideration shall be given to length of service and tenure status in the retention of faculty members within the affected academic unit or program area, curriculum requirements, professional achievements, breadth of competence, and equal employment opportunity. Each institution shall establish procedures for implementing this policy.

- a. A tenured faculty member given notice of termination under this section may request that the institution circulate his or her vita to other academic units or program areas within the institutions of the NDUS system. In addition, the institutions shall ensure that fair consideration is given to the faculty member, during the period of the terminal appointment, for vacant academic positions in the employing institutions for which the faculty member is qualified. The faculty within any academic unit or program area shall have the major responsibility in determining qualifications for appointment therein. If a tenured faculty member accepts an appointment in a different academic unit or program area, the faculty member shall retain his or her tenure status, subject to approval of the Board.
  - b. A position terminated under this section shall not be filled by a replacement within two years, unless the released faculty member has been offered appointment with tenure and a reasonable time within which to accept or decline it.
  - c. The provisions of section 605.4 do not apply when a tenured faculty member is terminated under this subsection. The faculty member may, however, within twenty calendar days of receipt of notice of termination, file a request for review under processes established at the institution for that purpose.
7. In accordance with principles of shared governance, the faculty governance structure at each institution shall adopt procedures by which faculty participation is solicited before notice of termination is given any tenured faculty member pursuant to section 6. Faculty participation shall be solicited concerning:
  - a. The extent to which there are grounds for termination of tenured appointments;
  - b. Judgments determining where within the overall academic program termination of appointments may occur; and
  - c. The procedure and criteria for identifying the individuals whose appointments are to be terminated.
8. A faculty member may be dismissed at any time for adequate cause. Adequate cause means: (a) demonstrated incompetence or dishonesty in teaching, research, or other professional activity related to institutional responsibilities, (b) continued or repeated unsatisfactory performance evaluations and failure to respond in a satisfactory manner to a recommended plan for improvement; (c) substantial and manifest neglect of duty, (d) conduct which substantially impairs the individual's fulfillment of his or her institutional responsibilities or the institutional responsibilities of others, (e) a physical or mental inability to perform assigned duties, provided that such action is consistent with laws prohibiting discrimination based upon disability, or (f) significant or continued violations of Board policy or institutional policy, provided that for violations of institutional policy the institution must notify the faculty member in advance in writing that violation would constitute grounds for dismissal, or the institutional policy must provide specifically for dismissal as a sanction.

- a. An authorized institution officer shall give written notice of intent to dismiss and specify the reasons for the action. The officer may, in the officer's discretion, also schedule a meeting with the faculty member to discuss the action. The notice shall state that the officer will forward to the institution president a recommendation to dismiss unless the faculty member, within twenty calendar days of receipt of the notice, requests a hearing before the Standing Committee on Faculty Rights. If the faculty member does not make a timely request for a hearing, the president, upon receipt of a recommendation to dismiss, shall make a decision and provide written notice and reasons for the action to the faculty member within ten business days of receipt of the recommendation.
  - b. A faculty member may, within twenty calendar days of receipt of notice of intent to forward to the institution president a recommendation to dismiss, request a formal hearing before the Standing Committee on Faculty Rights, pursuant to section 605.4.
  - c. Pending a final decision on dismissal for adequate cause, the faculty member may be suspended by the institution's president or assigned to other duties in lieu of suspension, if it is reasonably determined that it is in the best interests of the faculty member or the institution to do so. The decision to suspend a faculty member or to assign a faculty member to other duties under this paragraph shall not be subject to grievance under Policy 612, except to the extent that the assigned duties are not within the scope of a faculty position. The faculty member's salary and fringe benefits shall continue during a period of suspension. Salary and benefits shall be terminated upon a final decision by the institution president to dismiss the faculty member following conclusion of proceedings at the institution.
  - d. This section shall not apply to conduct by a faculty member which is alleged to constitute sexual harassment under Title IX of the Education Amendments of 1972, which is governed by Policy 520.
9. If the administration determines that the conduct of a faculty member, although not constituting ground for termination or dismissal, provides reasonable cause for imposition of a sanction, the administration shall inform the faculty member in writing of the sanction and the reasons for the sanction. A sanction means demotion, suspension (but not including suspension pending a dismissal or termination decision), salary reduction or loss of salary, or restriction or loss of privileges imposed as a formal disciplinary measure. A sanction does not include implementation of an improvement plan or performance action plan or negative comments in a performance review, letter of reprimand or other document placed in a personnel file; rights to respond to a performance review or to a letter of reprimand or other document placed in a personnel file are set forth in N.D.C.C. § 54-06-21 and institution grievance procedures adopted under SBHE Policy 612. If the sanction is imposed following a hearing by the Standing Committee on Faculty Rights and based on the hearing record, there is no further review. If the sanction is imposed without a hearing, the faculty member may request review upon filing with the institution's president and chair or senior member of the Standing Committee on Faculty Rights a request for review and specifications of reasons

within twenty calendar days of receipt of notice of imposition of a sanction. The institution shall have twenty calendar days following receipt of the request for review to file a response. The Standing Committee on Faculty Rights shall review the matter according to procedures established at the institution for that purpose and issue a written report within twenty calendar days of receipt of the institution's response and may make a recommendation to resolve the dispute, stating its reasons. The institution shall make its final decision upon reconsideration and provide written notice of that decision to the faculty member within ten days of receipt of the report and recommendation of the Standing Committee on Faculty Rights. Upon filing of a request for review pursuant to this subsection, imposition of the sanction shall be suspended pending a final decision of the institution's president following conclusion of those proceedings.

References: N.D.C.C. § 54-06-21, SBHE Policies 520, 605.4, 612



**NORTH DAKOTA UNIVERSITY SYSTEM  
Procedures Manual**

**Procedure:** 602.2.1 Procedure and Timeline for Faculty Appointment Report

**Effective:** April 18, 2007

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1. **The purpose** of these reports are two-fold:
  - a. The reports are needed to meet policy 602.2 in order to keep the Board informed. Policy 602.2: *Each institution shall annually report to the University System office current numbers of tenured, probationary and other faculty appointments at the institution, including numbers in each college or department.*
  - b. The report keeps campuses up-to-date on their faculty appointments.
2. **Time Frame:** AAC determined it made sense to have this information reported to the Board at the same time that tenure requests go to the Board, typically in the spring.

With this in mind the following procedures were developed:

- a. **In late January** of each year, the campuses run the query necessary to review the faculty appointment data for their campus. These data are obtained by running the query, NDU\_HR\_Faculty\_Appoint.:
  - i. campus staff can run this query with appropriate security
  - ii. or, campuses may call their production control people (computer center) and request they run the query.
- b. **Responsibility for editing data:** It is the responsibility of the campus to correct the data on the faculty member's payroll/personnel record on HECN if an error is found.
- c. **By March 1** a campus report along with a summary of the Faculty Appointment Record will be submitted to the System Office on a Faculty Appointment DATA SHEET along with recommendations for tenure. This DATA SHEET should reconcile with the HECN Faculty Appointment Query NDU\_HR\_Faculty\_Appoint.
  - i. The Faculty Appointment Data Sheet is a template that is provided for this report.
- d. The System Office will present the Faculty Appointment Report at the SBHE March/April meeting.

Reference: SBHE Policy 602.2

## Faculty Appointments Data Sheet

**CAMPUS:** \_\_\_\_\_

**ACADEMIC YEAR:** \_\_\_\_\_

**INSTITUTIONAL DATA:**

Total number of tenured faculty:<sup>1</sup> \_\_\_\_\_  
 Total number of tenure track faculty:<sup>2</sup> \_\_\_\_\_  
 Total number of other faculty:<sup>3,4,5</sup> \_\_\_\_\_  
**Grand total number of faculty** \_\_\_\_\_  
 Total number of tenure candidates:<sup>6</sup> \_\_\_\_\_

**TENURE UNIT DATA:** (Policy 605.1, section 1.d., states "Tenure is limited to the academic unit or program area in the institution in which tenure is granted..." The tenure unit data refers to the appropriate academic unit or program area.)

	Number of Faculty						
Tenure Unit	Tenured Faculty <sup>1</sup>	Tenure Track Faculty <sup>2</sup>	Non-tenure Track Faculty <sup>3</sup>	Other Benefited Instructional Staff <sup>4</sup>	Temp, Non-Benefited Instructional Staff <sup>5</sup>	Grand Total Instructional Staff	Tenure Candidates <sup>6</sup>

<sup>1</sup> This includes all faculty with tenure.

<sup>2</sup> This number includes tenure track faculty who are currently being recommended for tenure.

<sup>3</sup> This number includes NON-tenure track faculty (those who are NOT on a tenure track but who have faculty rank, i.e., instructors, [not lecturers] assistant professors, associate professors or professors.)

<sup>4</sup> “Other benefited instructional staff” will primarily include lecturers whose appointments warrant fringe benefits.

<sup>5</sup> “Temporary instructional staff” are temporary and very part-time; usually teaching one or two courses a year or fewer.

<sup>6</sup> This is the number of faculty currently being recommended for tenure.



**NORTH DAKOTA UNIVERSITY SYSTEM  
Procedure Manual**

**Procedure: 605.1 Tenure Recommendation Format**

**Effective:** September 11, 2019

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**CANDIDATE RECOMMENDATION**

Institution: \_\_\_\_\_

Tenure Unit: \_\_\_\_\_

Tenure Candidate Name: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Number of years of tenure credit earned at current institution (including current year): \_\_\_\_\_

Number of years of tenure credit awarded for previous professional experience: \_\_\_\_\_

Academic Credentials and Institution: \_\_\_\_\_

Policy 605.1 – Provide substantiation for the tenure recommendation and indicate the paragraph being referenced. Use additional sheets if necessary. (Check one)

\_\_\_ 3. “The criteria for tenure evaluation shall include teaching, contribution to a discipline or profession through scholarships, research or professional activities, and service to the institution and society. . . Eligibility for tenure requires a probationary period of six years of continuous academic service to the institution.” Use of paragraph 3 requires only a brief substantiation.

\_\_\_ 4. “The Board may, following review and recommendations made pursuant to the procedures established at an institution award tenure in exceptional circumstances, defined by the institution’s procedures, to any person appointed to the faculty who has not met the eligibility requirements of subdivisions 3(b) and 3(c) of this policy, provided that the person has a documented record of outstanding achievement and consistent excellence in a discipline or professional gained through research, scholarly or professional activities, or service.” Use of paragraph 4 requires a reference to specific institutional policy requirements and a description as to how the candidate satisfies the institution criteria.

If the recommendation of the institution's chief executive differs from the consensus of the campus review, the chief executive is to explain the basis for her/his recommendation.

Reference: SBHE Policy 605.1

## Faculty Appointment Report 5 Year Summary

Academic Year	Tenure Candidates <sup>1</sup>	Ranked Faculty							Non-Ranked Faculty		
		Tenured <sup>2</sup>	%	Tenure Track <sup>3</sup>	%	Non- Tenure Track <sup>4</sup>	%	Total Ranked Faculty	Other Benefited Instructional <sup>5</sup>	Temp Non- Benefited Instructional <sup>6</sup>	Total Non- Ranked Instructional
2022-2023	38	994	51%	374	19%	574	30%	1,942	163	1,312	1,475
2021-2022	55	1027	52%	382	19%	555	28%	1,964	147	1,211	1,358
2020-2021	62	1,027	52%	418	21%	517	26%	1,962	165	1,162	1,327
2019-2020	66	1,044	53%	422	21%	512	26%	1,978	159	1,100	1,259
2018-2019	55	973	58%	363	22%	337	20%	1,673	175	841	1,016

<sup>1</sup> Faculty currently being recommended for tenure

<sup>2</sup> All faculty with tenure

<sup>3</sup> Tenure track faculty currently being recommended for tenure

<sup>4</sup> Faculty not on a tenure track but have faculty rank, i.e., instructors (not lecturers), assistant professors, associate professors or professors

<sup>5</sup> Lecturers whose appointments warrant fringe benefits

<sup>6</sup> Temporary and very part-time, usually teaching 1-2 courses/year

Total Ranked & Non-Ranked
3,417
3,322
3,289
3,237
2,689

3 professors,

## Faculty Appointment Report

Academic Year 2022-2023

Institution	Tenure Candidates <sup>1</sup>	Ranked Faculty							Non-Ranked Faculty			Total Ranked & Non-Ranked
		Tenured <sup>2</sup>	%	Tenure Track <sup>3</sup>	%	Non- Tenure Track <sup>4</sup>	%	Total Ranked Faculty	Other Benefited Instructional <sup>5</sup>	Temp Non- Benefited Instructional <sup>6</sup>	Total Non- Ranked Instructional	
Bismarck State College	1	67	66%	23	23%	12	12%	102	0	263	263	365
Dakota College at Bottineau	0	6	19%	3	10%	22	71%	31	8	55	63	94
Dickinson State University	1	35	54%	10	15%	20	31%	65	2	75	77	142
Lake Region State College	0	16	41%	8	21%	15	38%	39	4	66	70	109
Mayville State University	0	19	43%	8	18%	17	39%	44	12	19	31	75
Minot State University	10	66	45%	62	42%	18	12%	146	23	79	102	248
ND State College of Science	2	68	63%	37	34%	3	3%	108	11	160	171	279
North Dakota State University	17	369	61%	128	21%	107	18%	604	67	124	191	795
University of North Dakota	5	295	43%	65	9%	330	48%	690	33	344	377	1,067
Valley City State University	2	35	43%	25	31%	21	26%	81	1	67	68	149
Williston State College	0	18	56%	5	16%	9	28%	32	2	60	62	94
Totals	38	994	51%	374	19%	574	30%	1,942	163	1,312	1,475	3,417

<sup>1</sup> Faculty currently being recommended for tenure

<sup>2</sup> All faculty with tenure

<sup>3</sup> Tenure track faculty currently being recommended for tenure

<sup>4</sup> Faculty not on a tenure track but have faculty rank, i.e., instructors (not lecturers), assistant professors, associate professors, or professors

<sup>5</sup> Lecturers whose appointments warrant fringe benefits

<sup>6</sup> Temporary and very part-time, usually teaching 1-2 courses/year



# Faculty Appointment Report

Academic Year 2022-2023

Institution: Bismarck State College

For each tenure unit for which there is a tenure candidate, provide the information below.

Tenure Unit	Number of Faculty					
	Tenured <sup>1</sup>	Tenure Track <sup>2</sup>	Non-Tenure Track <sup>3</sup>	Other Benefited Instructional <sup>4</sup>	Temp Non-Benefited Instructional <sup>5</sup>	Tenure Candidates <sup>6</sup>
Associate Degree Nursing (ADN) Program	3	1	1			
Agriculture	4	1	1		2	1
Air Conditioning	1					
Art	2		1			
Auto Collision Technology		1				
Automotive Technology	2				1	
Biological Sciences	5				16	
Business Administration	1				12	
Carpentry		1				
Chemistry	3				5	
Computer Information Systems (CIS)	3		1		3	
Computers & Office Technology	2				18	
Cybersecurity & Computer Networks			1		4	
Diagnostic Medical Sonography			1		1	
Drama	1					
Electronics/Telecommunications Technology	1	1			3	
EMT-Paramedic Technology			2		2	
Engineering	2				6	
English	7	2			22	
Farm Management Education			2			
Fine Arts & Humanities	1	1			14	
Foreign Language	1				4	
Geographic Information Systems	1				4	
Graphic Design & Communication	2				1	
Instrumentation & Control Technology	1		2		3	
Lineworker	1	1			1	
Management	1	1			2	
Mathematics	6	1			25	
Mechanical Maintenance Technology	1				1	
Medical Laboratory Technician		1			1	
Music	2	1			7	
National Energy Center of Excellence (NECE)	7	5			51	
Physical Science	1				7	
Social Sciences, Business & Education	3	1			41	
Speech	1	1			6	
Surgical Technology	1	1				
Welding		2				
<b>Totals</b>	<b>67</b>	<b>23</b>	<b>12</b>	<b>0</b>	<b>263</b>	<b>1</b>

<sup>1</sup> All faculty with tenure

<sup>2</sup> Tenure track faculty currently being recommended for tenure

<sup>3</sup> Faculty not on a tenure track but have faculty rank, i.e., instructors (not lecturers), assistant professors, associate professors, or professors

<sup>4</sup> Lecturers whose appointments warrant fringe benefits

<sup>5</sup> Temporary and very part-time, usually teaching 1-2 courses/year

<sup>6</sup> Faculty currently being recommended for tenure



## Faculty Appointment Report

Academic Year 2022-2023

Institution: **Dakota College at Bottineau**

For each tenure unit for which there is a tenure candidate, provide the information below.

Number of Faculty						
Tenure Unit	Tenured <sup>1</sup>	Tenure Track <sup>2</sup>	Non-Tenure Track <sup>3</sup>	Other Benefited Instructional <sup>4</sup>	Temp Non-Benefited Instructional <sup>5</sup>	Tenure Candidates <sup>6</sup>
Dakota College at Bottineau	6	3	22	8	55	
<b>Totals</b>	<b>6</b>	<b>3</b>	<b>22</b>	<b>8</b>	<b>55</b>	<b>0</b>

<sup>1</sup> All faculty with tenure

<sup>2</sup> Tenure track faculty currently being recommended for tenure

<sup>3</sup> Faculty not on a tenure track but have faculty rank, i.e., instructors (not lecturers), assistant professors, associate professors, or professors

<sup>4</sup> Lecturers whose appointments warrant fringe benefits

<sup>5</sup> Temporary and very part-time, usually teaching 1-2 courses/year

<sup>6</sup> Faculty currently being recommended for tenure

## Faculty Appointment Report

Academic Year 2022-2023

Institution: Dickinson State University

For each tenure unit for which there is a tenure candidate, provide the information below.

Number of Faculty						
Tenure Unit	Tenured <sup>1</sup>	Tenure Track <sup>2</sup>	Non-Tenure Track <sup>3</sup>	Other Benefited Instructional <sup>4</sup>	Temp Non-Benefited Instructional <sup>5</sup>	Tenure Candidates <sup>6</sup>
Dept of Agriculture & Technical Studies	3			1	12	
Dept of Arts & Letters	7	1	2		14	
School of Business & Entrepreneurship	7		3	1	13	
School of Education	1	3	3		6	1
School of Kinesiology	3		4		5	
Dept of Mathematics & Computer Science	5	1	1		3	
Dept of Natural Sciences		1	5		5	
Dept of Nursing	3	3	1		5	
Dept of Social Sciences	6	1			11	
Theodore Roosevelt Honors Leadership Program			1		1	
<b>Totals</b>	<b>35</b>	<b>10</b>	<b>20</b>	<b>2</b>	<b>75</b>	<b>1</b>

<sup>1</sup> All faculty with tenure

<sup>2</sup> Tenure track faculty currently being recommended for tenure

<sup>3</sup> Faculty not on a tenure track but have faculty rank, i.e., instructors (not lecturers), assistant professors, associate professors, or professors

<sup>4</sup> Lecturers whose appointments warrant fringe benefits

<sup>5</sup> Temporary and very part-time, usually teaching 1-2 courses/year

<sup>6</sup> Faculty currently being recommended for tenure

## Faculty Appointment Report

Academic Year 2022-2023

Institution: Lake Region State College

For each tenure unit for which there is a tenure candidate, provide the information below.

Number of Faculty						
Tenure Unit	Tenured <sup>1</sup>	Tenure Track <sup>2</sup>	Non-Tenure Track <sup>3</sup>	Other Benefited Instructional <sup>4</sup>	Temp Non-Benefited Instructional <sup>5</sup>	Tenure Candidates <sup>6</sup>
Academic	8	5	1	4	44	
Career and Technical Education	8	3	14		22	
<b>Totals</b>	<b>16</b>	<b>8</b>	<b>15</b>	<b>4</b>	<b>66</b>	<b>0</b>

<sup>1</sup> All faculty with tenure

<sup>2</sup> Tenure track faculty currently being recommended for tenure

<sup>3</sup> Faculty not on a tenure track but have faculty rank, i.e., instructors (not lecturers), assistant professors, associate professors, or professors

<sup>4</sup> Lecturers whose appointments warrant fringe benefits

<sup>5</sup> Temporary and very part-time, usually teaching 1-2 courses/year

<sup>6</sup> Faculty currently being recommended for tenure



<sup>6</sup> Faculty currently being recommended for tenure



## Faculty Appointment Report

Academic Year 2022-2023

Institution: **Minot State University**

For each tenure unit for which there is a tenure candidate, provide the information below.

Number of Faculty						
Tenure Unit	Tenured <sup>1</sup>	Tenure Track <sup>2</sup>	Non-Tenure Track <sup>3</sup>	Other Benefited Instructional <sup>4</sup>	Temp Non-Benefited Instructional <sup>5</sup>	Tenure Candidates <sup>6</sup>
Accounting / Finance	2	5				
Addiction/SW/Psych	1	9			10	2
Communications	5	2	1	2	7	
Biology	2	3	2		3	
Business Administration (BADM)	2	2	2	1	5	1
(BIT)	3	2	1		4	
Disorders	5	5	2		2	3
Criminal Justice	3	2	1			
Honors			1			
Studies	3	3	2	1	7	
Math & Computer Science	3	6	1	1	5	
Performing Arts (Mus/Thea)	6	3			4	1
Nursing	7	9			5	1
Science	8	1	1		3	
Social Science	7	3			4	1
Special Education (SPED)	3	1	3	5	15	1
Teacher Education & Kinesiology (TEK)	6	6	1	13	5	
<b>Totals</b>	<b>66</b>	<b>62</b>	<b>18</b>	<b>23</b>	<b>79</b>	<b>10</b>

<sup>1</sup> All faculty with tenure

<sup>2</sup> Tenure track faculty currently being recommended for tenure

<sup>3</sup> Faculty not on a tenure track but have faculty rank, i.e., instructors (not lecturers), assistant professors, associate professors, or professors

<sup>4</sup> Lecturers whose appointments warrant fringe benefits

<sup>5</sup> Temporary and very part-time, usually teaching 1-2 courses/year

<sup>6</sup> Faculty currently being recommended for tenure

## Faculty Appointment Report

Academic Year 2022-2023

Institution: ND State College of Science

For each tenure unit for which there is a tenure candidate, provide the information below.

Tenure Unit	Number of Faculty					
	Tenured <sup>1</sup>	Tenure Track <sup>2</sup>	Non-Tenure Track <sup>3</sup>	Other Benefited Instructional <sup>4</sup>	Temp Non-Benefited Instructional <sup>5</sup>	Tenure Candidates <sup>6</sup>
Academic Services	4	2			1	1
Agriculture	2	2	2		1	
Allied Dental Education	3	2			7	
Architectural Modeling & Design	2	1			1	
Auto Body	1	1		1		
Automotive Technology		2				
Building Const Tech	1	1			1	
Business Adm & Management	4			9		
Culinary Arts	2					
Diesel Technology	6	7			2	
Division of Workforce Training					6	
Electrical Tech	4	1			1	
English & Humanities	4				10	
Health Information		2			6	
Health, Phy Ed & Rec				1	9	
HVAC/R Technology	1	1			2	
Info & Comm. Tech	3				9	
Land Surveying/Civil Eng	2				1	
Manufacturing Tech	3				3	
Math & Science	5	2			38	1
Nursing	3	9			17	
Occupational Therapy Asst	2		1		3	
Paramedic Technician					8	
Performing Arts	3				3	
Pharmacy Tech	1				1	
Plumbing		1				
Powersports Technology	2					
Robotics, Automation & Mechatronics Technology	2					
Social & Behav Science	3	3			22	
Student Success/Career Srv					7	
Unmanned Aircraft Systems (UAS)					1	
Welding Technology	5					
<b>Totals</b>	<b>68</b>	<b>37</b>	<b>3</b>	<b>11</b>	<b>160</b>	<b>2</b>

<sup>1</sup> All faculty with tenure

<sup>2</sup> Tenure track faculty currently being recommended for tenure

<sup>3</sup> Faculty not on a tenure track but have faculty rank, i.e., instructors (not lecturers), assistant professors, associate professors, or professors

<sup>4</sup> Lecturers whose appointments warrant fringe benefits

<sup>5</sup> Temporary and very part-time, usually teaching 1-2 courses/year

<sup>6</sup> Faculty currently being recommended for tenure



## Faculty Appointment Report

Academic Year 2022-2023

Institution: North Dakota State University

For each tenure unit for which there is a tenure candidate, provide the information below.

Number of Faculty						
Tenure Unit	Tenured <sup>1</sup>	Tenure Track <sup>2</sup>	Non-Tenure Track <sup>3</sup>	Other Benefited Instructional <sup>4</sup>	Temp Non-Benefited Instructional <sup>5</sup>	Tenure Candidates <sup>6</sup>
Systems, and Natural Resources	96	33	17	9	10	3
Social Sciences	74	18	6	21	38	2
College of Business	30	8	5	6	3	2
College of Engineering	39	27	8	5	19	5
College of Health Professions	17	11	50	9	17	2
Education	38	17	11	9	19	2
Mathematics	75	14	10	8	17	1
No College Affiliation					1	
Totals	369	128	107	67	124	17

<sup>1</sup> All faculty with tenure

<sup>2</sup> Tenure track faculty currently being recommended for tenure

<sup>3</sup> Faculty not on a tenure track but have faculty rank, i.e., instructors (not lecturers), assistant professors, associate professors, or professors

<sup>4</sup> Lecturers whose appointments warrant fringe benefits

<sup>5</sup> Temporary and very part-time, usually teaching 1-2 courses/year

<sup>6</sup> Faculty currently being recommended for tenure

<sup>6</sup> Faculty currently being recommended for tenure



**VALLEY CITY**  
STATE UNIVERSITY

## Faculty Appointment Report

Academic Year 2022-2023

Institution: **Valley City State University**

For each tenure unit for which there is a tenure candidate, provide the information below.

Number of Faculty						
Tenure Unit	Tenured <sup>1</sup>	Tenure Track <sup>2</sup>	Non-Tenure Track <sup>3</sup>	Other Benefited Instructional <sup>4</sup>	Temp Non-Benefited Instructional <sup>5</sup>	Tenure Candidates <sup>6</sup>
Business and Information Technology	1	4	1		1	1
Computer Systems and Software Engineering	1	3				
Communication Arts	4				4	
Language and Literature	4	2	1		10	
Social Science	5	2	1		5	
Music		3	4		5	1
Art		3			3	
Science	7	1	1		9	
Math	1	2			7	
Kinesiology and Human Performance	2	1	3		6	
SEGS (Education)	7	1	10	1	13	
Technology	3	3			4	
<b>Totals</b>	<b>35</b>	<b>25</b>	<b>21</b>	<b>1</b>	<b>67</b>	<b>2</b>

<sup>1</sup> All faculty with tenure

<sup>2</sup> Tenure track faculty currently being recommended for tenure

<sup>3</sup> Faculty not on a tenure track but have faculty rank, i.e., instructors (not lecturers), assistant professors, associate professors, or professors

<sup>4</sup> Lecturers whose appointments warrant fringe benefits

<sup>5</sup> Temporary and very part-time, usually teaching 1-2 courses/year

<sup>6</sup> Faculty currently being recommended for tenure



## Faculty Appointment Report

Academic Year 2022-2023

Institution: Williston State College

For each tenure unit for which there is a tenure candidate, provide the information below.

Number of Faculty						
Tenure Unit	Tenured <sup>1</sup>	Tenure Track <sup>2</sup>	Non-Tenure Track <sup>3</sup>	Other Benefited Instructional <sup>4</sup>	Temp Non-Benefited Instructional <sup>5</sup>	Tenure Candidates <sup>6</sup>
Business	1	1			4	
Agriculture			1			
Health, Phy Ed, Recreation	1				9	
Nursing	2	1	2	1	4	
Massage Therapy	1					
Information Technology	1					
Humanities	7	2			24	
Science and Mathematics	5		3	1	19	
Diesel Technology			1			
Sports & Rec Management		1				
Welding			1			
Petroleum Production			1			
<b>Totals</b>	<b>18</b>	<b>5</b>	<b>9</b>	<b>2</b>	<b>60</b>	<b>0</b>

<sup>1</sup> All faculty with tenure

<sup>2</sup> Tenure track faculty currently being recommended for tenure

<sup>3</sup> Faculty not on a tenure track but have faculty rank, i.e., instructors (not lecturers), assistant professors, associate professors, or professors

<sup>4</sup> Lecturers whose appointments warrant fringe benefits

<sup>5</sup> Temporary and very part-time, usually teaching 1-2 courses/year

<sup>6</sup> Faculty currently being recommended for tenure

State	Type	Institution name	All full-time instructional staff	With tenure	% Faculty with Tenure	On tenure track	% Faculty on Tenure Track	% Total Faculty Tenure & No tenure Flag	
								Tenure Track	No tenure Flag
MN	2YR	Century College	135	128	95%	7	5%	100% Tenure	
MN	2YR	Rochester Community and Technical College	102	93	91%	9	9%	100% Tenure	
MN	2YR	St Cloud Technical and Community College	89	80	90%	9	10%	100% Tenure	
MN	2YR	Anoka Technical College	55	49	89%	6	11%	100% Tenure	
MN	2YR	Minneapolis Community and Technical College	106	94	89%	12	11%	100% Tenure	
MN	2YR	Anoka-Ramsey Community College	122	108	89%	13	11%	99% Tenure	
MN	2YR	Minnesota State Community and Technical Col	108	95	88%	12	11%	99% Tenure	
MN	2YR	North Hennepin Community College	91	80	88%	11	12%	100% Tenure	
MN	2YR	Minnesota West Community and Technical Col	72	63	88%	9	13%	100% Tenure	
MN	2YR	Normandale Community College	153	133	87%	19	12%	99% Tenure	
NE	2YR	Western Nebraska Community College	64	55	86%	9	14%	100% Tenure	
MN	2YR	Saint Paul College	120	102	85%	17	14%	99% Tenure	
MN	2YR	Hennepin Technical College	100	85	85%	13	13%	98% Tenure	
MN	2YR	Central Lakes College-Brainerd	78	66	85%	8	10%	95% Tenure	
MN	2YR	Alexandria Technical & Community College	64	54	84%	10	16%	100% Tenure	
MN	2YR	Mesabi Range College	30	25	83%	5	17%	100% Tenure	
MN	2YR	Vermilion Community College	12	10	83%	2	17%	100% Tenure	
MN	2YR	Ridgewater College	87	72	83%	15	17%	100% Tenure	
MN	2YR	Minnesota State College Southeast	44	36	82%	8	18%	100% Tenure	
MT	2YR	Flathead Valley Community College	70	40	82%	8	16%	98% Tenure	
MN	2YR	Northland Community and Technical College	76	62	82%	13	17%	99% Tenure	
MN	2YR	Dakota County Technical College	61	49	80%	11	18%	98% Tenure	
MN	2YR	Inver Hills Community College	80	64	80%	14	18%	98% Tenure	
WI	2YR	Fond du Lac Tribal and Community College	24	19	79%	5	21%	100% Tenure	
MN	2YR	Hibbing Community College	33	26	79%	7	21%	100% Tenure	
WI	2YR	Casper College	119	93	78%	26	22%	100% Tenure	
MN	2YR	Riverland Community College	64	50	78%	13	20%	98% Tenure	
MN	2YR	Pine Technical & Community College	22	17	77%	4	18%	95% Tenure	
MN	2YR	Lake Superior College	72	55	76%	17	24%	100% Tenure	



State	Type	Institution name	All full-time instructional staff	With tenure	% Faculty with Tenure	On tenure track	% Faculty on Tenure Track	% Total Faculty Tenure & No tenure Flag	
								Tenure Track	No tenure Flag
MN	2YR	Itasca Community College	27	20	74%	7	26%	100% Tenure	
MN	2YR	South Central College	78	56	72%	22	28%	100% Tenure	
ND	2YR	Williston State College	32	17	71%	3	13%	83% Tenure	
ND	2YR	North Dakota State College of Science	107	66	67%	32	32%	99% Tenure	
WI	2YR	Northern Wyoming Community College District	98	55	60%	30	33%	92% Tenure	
MT	2YR	Great Falls College Montana State University	38	22	58%	11	29%	87% Tenure	
WI	2YR	Eastern Wyoming College	33	17	55%	14	45%	100% Tenure	
MN	2YR	Northwest Technical College	21	11	52%	10	48%	100% Tenure	
MT	2YR	Dawson Community College	12	6	50%	6	50%	100% Tenure	
MT	2YR	Helena College University of Montana	28	12	43%	14	50%	93% Tenure	
ND	2YR	Lake Region State College	40	14	35%	11	28%	63% Tenure	
ND	2YR	Dakota College at Bottineau	29	6	21%	4	14%	34% Tenure	
MN	4YR	University of Minnesota-Morris	101	64	74%	19	22%	97% Tenure	
MN	4YR	Southwest Minnesota State University	100	71	71%	18	18%	89% Tenure	
MN	4YR	Minnesota State University Moorhead	190	133	70%	34	18%	88% Tenure	
MN	4YR	Minnesota State University-Mankato	489	337	69%	113	23%	92% Tenure	
MN	4YR	Winona State University	294	202	69%	55	19%	87% Tenure	
MN	4YR	Metropolitan State University	182	125	69%	48	26%	95% Tenure	
WI	4YR	Northwest College	51	35	69%	6	12%	80% Tenure	
MT	4YR	The University of Montana	426	290	68%	72	17%	85% Tenure	
MN	4YR	Saint Cloud State University	374	248	66%	72	19%	86% Tenure	
IA	4YR	University of Northern Iowa	446	285	64%	85	19%	83% Tenure	
WI	4YR	University of Wisconsin-Stevens Point	318	201	63%	66	21%	84% Tenure	
ND	4YR	Bismarck State College	112	68	63%	30	28%	91% Tenure	
MT	4YR	Montana State University	613	382	62%	123	20%	82% Tenure	
IA	4YR	Iowa State University	1,485	897	60%	254	17%	78% Tenure	
MN	4YR	University of Minnesota-Crookston	63	24	60%	12	30%	90% Tenure	
WI	4YR	University of Wisconsin-River Falls	207	120	58%	53	26%	84% Tenure	
NE	4YR	University of Nebraska-Lincoln	1,304	743	57%	261	20%	77% Tenure	

State	Type	Institution name	All full-time instructional staff	With tenure	% Faculty with Tenure	On tenure track	% Faculty on Tenure Track	% Total Faculty Tenure & No tenure Flag	
								Tenure Track	No tenure Flag
NE	4YR	Wayne State College	121	68	56%	40	33%	89% Tenure	
WI	4YR	University of Wisconsin-Whitewater	462	258	56%	90	19%	75% Tenure	
ND	4YR	Dickinson State University	61	34	56%	14	23%	79% Tenure	
WI	4YR	University of Wisconsin-Eau Claire	440	239	54%	102	23%	78% Tenure	
NE	4YR	University of Nebraska at Kearney	330	179	54%	81	25%	79% Tenure	
WI	4YR	University of Wisconsin-Oshkosh	397	213	54%	73	18%	72% Tenure	
WI	4YR	University of Wisconsin-Milwaukee	952	509	53%	114	12%	65% Tenure	
WI	4YR	University of Wisconsin-Platteville	272	145	53%	66	24%	78% Tenure	
WI	4YR	University of Wyoming	711	379	53%	137	19%	73% Tenure	
MN	4YR	Bemidji State University	177	94	53%	59	33%	86% Tenure	
WI	4YR	University of Wisconsin-Green Bay	252	131	52%	50	20%	72% Tenure	
ND	4YR	North Dakota State University-Main Campus	533	275	52%	110	21%	72% Tenure	
MT	4YR	The University of Montana-Western	68	35	51%	18	26%	78% Tenure	
WI	4YR	University of Wisconsin-Stout	285	145	51%	79	28%	79% Tenure	
SD	4YR	Black Hills State University	109	55	50%	29	27%	77% Tenure	
MN	4YR	University of Minnesota-Duluth	478	240	50%	77	16%	66% Tenure	
MN	4YR	University of Minnesota-Rochester	38	6	50%	6	50%	100% Tenure	
MN	4YR	University of Minnesota-Twin Cities	3,659	1,638	50%	489	15%	64% Tenure	
WI	4YR	University of Wisconsin-La Crosse	475	235	49%	104	22%	71% Tenure	
ND	4YR	University of North Dakota	707	300	49%	63	10%	59% Tenure	
SD	4YR	South Dakota School of Mines and Technology	159	75	47%	44	28%	75% Tenure	
ND	4YR	Minot State University	151	71	47%	59	39%	86% Tenure	
ND	4YR	Valley City State University	69	32	46%	22	32%	78% Tenure	
WI	4YR	University of Wisconsin-Superior	120	55	46%	29	24%	70% Tenure	
ND	4YR	Mayville State University	42	16	46%	10	29%	74% Tenure	
MT	4YR	Montana Technological University	122	55	45%	52	43%	88% Tenure	
MT	4YR	Montana State University Billings	141	63	45%	39	28%	72% Tenure	
SD	4YR	Northern State University	94	42	45%	34	36%	81% Tenure	
NE	4YR	University of Nebraska at Omaha	596	262	44%	165	28%	72% Tenure	

State	Type	Institution name	All full-time instructional staff	With tenure	% Faculty with Tenure	On tenure track	% Faculty on Tenure Track	% Total Faculty Tenure & No tenure Flag	
								Tenure Track	No tenure Flag
MT	4YR	Chadron State College	87	36	41%	37	43%	84% Tenure	
SD	4YR	Dakota State University	100	41	41%	31	31%	72% Tenure	
SD	4YR	South Dakota State University	481	193	40%	91	19%	59% Tenure	
WI	4YR	University of Wisconsin-Parkside	168	66	40%	62	38%	78% Tenure	
IA	4YR	University of Iowa	2,503	1,000	40%	323	13%	53% Tenure	
WI	4YR	University of Wisconsin-Madison	3,748	1,444	39%	526	14%	53% Tenure	
SD	4YR	University of South Dakota	429	156	38%	89	22%	60% Tenure	
NE	4YR	Peru State College	51	17	33%	20	39%	73% Tenure	
MT	4YR	Montana State University-Northern	48	16	33%	25	52%	85% Tenure	
NE	4YR	University of Nebraska Medical Center	629	99	16%	262	43%	59% Tenure	
MT	2YR	Highlands College of Montana Tech	-	-		-			No Tenure
SD	2YR	Milwaukee Area Technical College	511	-		-			No Tenure
NE	2YR	Southeast Community College Area	362	-		-			No Tenure
IA	2YR	Des Moines Area Community College	350	-		-			No Tenure
SD	2YR	Fox Valley Technical College	293	-		-			No Tenure
SD	2YR	Northeast Wisconsin Technical College	258	-		-			No Tenure
IA	2YR	Kirkwood Community College	255	-		-			No Tenure
NE	2YR	Metropolitan Community College Area	235	-		-			No Tenure
WI	2YR	Chippewa Valley Technical College	232	-		-			No Tenure
SD	2YR	Gateway Technical College	229	-		-			No Tenure
WI	2YR	Waukesha County Technical College	195	-		-			No Tenure
WI	2YR	Western Technical College	192	-		-			No Tenure
MT	2YR	Central Community College	156	-		-			No Tenure
SD	2YR	Northcentral Technical College	143	-		-			No Tenure
WI	2YR	Northwood Technical College	143	-		-			No Tenure
SD	2YR	Moraine Park Technical College	139	-		-			No Tenure
NE	2YR	Northeast Community College	129	-		-			No Tenure
IA	2YR	Indian Hills Community College	128	-		-			No Tenure
IA	2YR	Eastern Iowa Community College District	127	-		-			No Tenure

State	Type	Institution name	All full-time instructional staff	With tenure	% Faculty with Tenure	On tenure track	% Faculty on Tenure Track	% Total Faculty Tenure & No tenure Flag	
								Tenure Track	No tenure Flag
SD	2YR	Lake Area Technical College	116	-	-	-	-	-	No Tenure
IA	2YR	Northeast Iowa Community College	110	-	-	-	-	-	No Tenure
IA	2YR	Hawkeye Community College	109	-	-	-	-	-	No Tenure
IA	2YR	Iowa Western Community College	101	-	-	-	-	-	No Tenure
SD	2YR	Lakeshore Technical College	100	-	-	-	-	-	No Tenure
SD	2YR	Southeast Technical College	95	-	-	-	-	-	No Tenure
IA	2YR	Iowa Central Community College	92	-	-	-	-	-	No Tenure
IA	2YR	Southeastern Community College	89	-	-	-	-	-	No Tenure
SD	2YR	Blackhawk Technical College	80	-	-	-	-	-	No Tenure
SD	2YR	Mid-State Technical College	80	-	-	-	-	-	No Tenure
IA	2YR	Iowa Lakes Community College	73	-	-	-	-	-	No Tenure
SD	2YR	Southwest Wisconsin Technical College	72	-	-	-	-	-	No Tenure
NE	2YR	Mid-Plains Community College	69	-	-	-	-	-	No Tenure
SD	2YR	Mitchell Technical College	69	-	-	-	-	-	No Tenure
IA	2YR	North Iowa Area Community College	66	-	-	-	-	-	No Tenure
IA	2YR	Western Iowa Tech Community College	66	-	-	-	-	-	No Tenure
SD	2YR	Western Dakota Technical College	50	-	-	-	-	-	No Tenure
SD	2YR	Nicolet Area Technical College	50	-	-	-	-	-	No Tenure
IA	2YR	Marshalltown Community College	44	-	-	-	-	-	No Tenure
IA	2YR	Southwestern Community College	38	-	-	-	-	-	No Tenure
IA	2YR	Northwest Iowa Community College	34	-	-	-	-	-	No Tenure
IA	2YR	Ellsworth Community College	27	-	-	-	-	-	No Tenure
MT	2YR	Miles Community College	23	-	-	-	-	-	No Tenure
MN	2YR	Leech Lake Tribal College	21	-	-	-	-	-	No Tenure
MT	2YR	Fort Peck Community College	20	-	-	-	-	-	No Tenure
ND	2YR	Cankdeska Cikana Community College	17	-	-	-	-	-	No Tenure
NE	2YR	Nebraska Indian Community College	15	-	-	-	-	-	No Tenure
NE	2YR	Nebraska College of Technical Agriculture	13	-	-	-	-	-	No Tenure
MT	2YR	Chief Dull Knife College	12	-	-	-	-	-	No Tenure

State	Type	Institution name			% Faculty with Tenure	On tenure track	% Faculty on Tenure Track	% Total Faculty Tenure & No tenure Flag	
			All full-time instructional staff	With tenure				Tenure Track	No tenure Flag
MT	2YR	Little Big Horn College	12	-		-			No Tenure
SD	2YR	Sisseton Wahpeton College	12	-		-			No Tenure
NE	2YR	Little Priest Tribal College	8	-		-			No Tenure
MN	2YR	Rainy River Community College	6	-		-			No Tenure
MN	2YR	Red Lake Nation College	6	-		-			No Tenure
WI	4YR	University of Wisconsin-Milwaukee Flex	-	-		-			No Tenure
WI	4YR	University of Wisconsin-Parkside Flex	-	-		-			No Tenure
SD	4YR	Madison Area Technical College	436	-		-			No Tenure
WI	4YR	Laramie County Community College	114	-		-			No Tenure
MT	4YR	Salish Kootenai College	69	-		-			No Tenure
WI	4YR	Western Wyoming Community College	64	-		-			No Tenure
WI	4YR	Central Wyoming College	62	-		-			No Tenure
SD	4YR	Oglala Lakota College	61	-		-			No Tenure
ND	4YR	Sitting Bull College	27	-		-			No Tenure
ND	4YR	Nueta Hidatsa Sahnish College	25	-		-			No Tenure
SD	4YR	Sinte Gleska University	17	-		-			No Tenure
WI	4YR	Lac Courte Oreilles Ojibwe College	15	-		-			No Tenure
MT	4YR	Aaniih Nakoda College	12	-		-			No Tenure
WI	4YR	Stone Child College	8	-		-			No Tenure

# Institution Post-Tenure Information

Deadline:  
To be determined, 2023



\* Required

\* This form will record your name, please fill your name.

1. Institution. \*

Select your answer



2. Does your institution have a post-tenure review/evaluation process? \*

Select your answer



3. When is a post-tenure review conducted for tenured faculty? \*

Select your answer



4. How does the post-tenure review of tenured faculty differ from annual evaluations of ranked tenure track and non-tenured faculty? \*

5. Please provide campus level policies and/or procedures that detail your post-tenure review process. \*

 Upload file

File number limit: 10 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image

6. What is the role of the institution president/campus dean in the post-tenure review process? \*

7. Briefly summarize what metrics are examined at the institutional level in the post-tenure review process: \*

8. Briefly summarize what metrics are examined at the departmental level in the post-tenure review process: \*

9. What is the average teaching load of ranked, non-tenure track faculty (Column G) at your institution? \*

10. What is the average teaching load of ranked, tenure track faculty (Column E) at your institution? \*



11. What is the average teaching load of ranked, tenured faculty (Column C) with less than 10 years of service? Between 10 and 19 years of service? Between 20 and 29 years of service? With 30 years or more of service? \*

12. For research universities, what metrics of research productivity are included in your post-tenure review? e.g. patents, IP revenue generated, doctoral advisees, doctoral committees, grants received? Similar to above, how does productivity vary over the career of faculty as categorized above? \*

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