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The University of North Dakota: Constitution and Regulations Governing the University

University of North Dakota

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I. THE STATE BOARD OF REGENTS

The government of the University of North Dakota and the laboratories and stations associated with it by legislative act is vested by law in the State Board of Regents. The Board is final authority in all matters affecting the institutions, and exercises jurisdiction over its financial, educational and other policies, and its relation with the state and federal government and with other governmental and non-governmental agencies. In accordance with the experience and practice of this and other institutions of similar character, the Board entrusts the execution of all matters, together with the internal government and administration of the institutions, to the President, and the faculty, and such other officers as it may select. The President submits monthly for the information of the Board a report showing what matters already approved by the Board have been put into execution, and all new matters which, in his judgment, demand attention, or for which he wishes the approval of the Board. Since the Board is responsible to the legislature for the management of the institution, it desires full information upon all matters, financial and educational, from proper officials.

II. THE PRESIDENT

The President is the executive head of the University and the laboratories and stations associated with it, and ex-officio a member of all faculties and of all committees. He is the official medium of communication between the Board of Regents, on the one hand, and the council, faculties, administrative officers, student organizations, and students, on the other. He is responsible to the Board for the educational and business policy of the institution and accordingly has supervision over all officials and officers and all of its interests, subject to the laws and the rules and regulations of the Board of Regents.

It is the duty of the President to call meetings of the council and faculties and to preside over them. It is his duty, in consultation with the University Council to make recommendations covering the general policy of the University for securing and coordinating its parts. While it is the duty of the President to make such recommendations, no recommendations covering any general policy may be made to the Board of Regents without first consulting the council, except in emergencies requiring immediate action. Nor shall any recommendations be made affecting the policy of any school or college or department without first consulting the dean or head of that department.

It is the duty of the President to see that all recommendations and regulations of the Board of Regents and of the Council are enforced. It is, moreover, the duty of the President to consult the advisory committee and also the deans of the faculties concerned, or the appointment, or the reappointment, of any member of the faculty, on the reorganization of schools and departments, on disputes arising between schools, and on matters of budget apportionment. The right of decision in these matters is reserved to the President, but in case of difference between the President and a dean or the majority of his faculty, or the council and a majority of its members, the President shall present in writing to the Board of Regents their views and the reasons therefor, and also his own.

Among the duties of the President are the preparation, in cooperation with the various schools and colleges, of the annual budget, and reports to the Board of Regents, recommendations to the Board of Regents in regard to all appointments, changes of rank, removals and salaries of officers, instructors and other employees, the conduct of Commencement and other public exercises, and the calling of special meetings, except as provided for otherwise. Before submitting the biennial budget to the state legislature, through the Board of Regents, the President shall submit it to the council for its inspection, and first submitting to the deans or directors of the various schools and colleges the part of the report affecting their departments.

III. THE ADVISORY COMMITTEE

The Advisory Committee consists of the deans of the various schools and colleges, Associate Professors, Associate Professors, the Director of Athletics, the Dean of Women, the Secretary of the University, the Librarian, and the Assistant Professors whose appointment has been renewed after three years of service. The presiding officer of the Council is the President, or in his absence the Dean of one of the colleges, appointed by the President. The registrar is ex officio secretary of the Council. The Council holds regular meetings on the third Thursday of the month of the college year and special meetings at the call of the President or at the call of the Secretary of the Council, on the written request of ten members. One half of the members shall constitute a quorum.

The Council has jurisdiction over all matters involving the general University policy, so far as these are not reserved to the Board of Regents or to the President. It determines what constitute questions of educational policy, exercises legislative functions concerning the same, and makes such rules and regulations as it may deem advisable to promote the educational interests of the University.

Among other matters, the Council has jurisdiction over the following:
(a) Requirements and methods for admission to the institution and questions relating to advanced standing.
(b) Requirements for degrees and certificates.
(c) Determination of the curricula, authorization of new courses of study and changes in courses of study.
(d) Questions of scholarship and attendance, coordination of outside activities, methods of recording class standing and credits, examination and recitation schedules, vacations, and the institution catalog and calendar.
(e) Institution prizes, honors, and honorary degrees.
(f) General relations and interests of students, including health, conditions of living, regulation of social life, athletes, student organization.
tions and publications, musical and dramatic clubs, debate and oratory.

V. The Deans

The deans of the various schools and colleges, the directors of stations, and all executive officers are appointed by the Board of Regents upon the recommendation of the President. Before making such recommendation, however, the President is expected to confer with the Advisory Committee, and in making his recommendations to the Board he is expected to present the qualifications of all candidates, together with such testimonials as they may submit. When the Board is not satisfied with the recommendation made by the President, it reserves the right either to select from the names presented some other than the one recommended by the President or to present its own recommendation to the President or to ask the President to make another recommendation.

The dean of each school recommends to the President all appointments, promotions, and recommendations of professors or teachers in his department, but the President may reserve the right to recommend some other than the name recommended by the dean in case of a vacancy or of a new appointment, or to ask the dean to make a new recommendation. When the President does not endorse the recommendation of the dean for the promotion, removal, or appointment of a member of the faculty, he shall state in writing, when requested to do so, to the Board of Regents the recommendations of the dean and the reasons therefor. Heads of departments shall have the same rights granted deans in recommendations for the promotion, removal, or appointment of their teaching staff. In general, the responsibilities of securing harmony and cooperation, all officers and professors shall have a hearing concerning the appointment of their subordinates, and as a general rule an appointment should not be made without their approval.

The deans have charge of the enrolling of students and general oversight of their work. They recommend, from time to time, to the faculty, or to the departmental faculty, or to the college authorities, suggestions concerning the curriculums, methods of procedure, and they make an annual report to the President of the condition of their schools or colleges. They are ex officio members of the Administrative Committee of the Council and of the Advisory Committee. They are charged with the oversight of the educational work of their colleges and their efficient conduct, and together with the President, with the responsibility for the well-being of the institution as a whole.

VII. The Faculties of Schools and Colleges

Any instructor giving instruction in any of the schools or colleges of the institution is considered a member of any of the faculties of that school or college in which such instruction is given. Only the deans, professors, associate professors, assistant professors, and students selected by the dean and faculty with the approval of the President, shall have the right to vote in matters affecting the general policy of any school or college. Each administrative head may call a meeting of the faculty of his school or college or division whenever it seems advisable to him, or whenever requested to do so by one-fourth of the faculty. The President should be informed of such meetings, especially when matters of importance are under consideration. The faculty of each school or college or division meets from time to time to consider the welfare of the group and to make suggestions for the consideration of such committee whose to the President and Council as may be deemed advantageous; but no special faculty has the power to nullify legislation that touches in any way the general policies of the institution.

VIII. Departmental Faculties

Each departmental faculty consists of such professors, associate professors, assistant professors and instructors as may be appointed by the Board of Regents to give instruction in one of the recognized fields of study. The head of the department has general direction of the work of the department. In this capacity he makes departmental reports and is finally responsible for the work and progress of his department.

The departmental faculty has jurisdiction over all matters, concerning its own internal policies, in so far as these do not conflict with other departments or with the rules and regulations of the Council. It determines the organization of the work of the department, recommends new courses, when deemed advisable and consults in regard to matters of departmental policy and budget. The head of the department recommends to the President the appointment, promotion or removal of professors and instructors, but when the President is not satisfied with the recommendation of the head of the Department he may select from names presented some other than the one recommended by the head of the department, or he may ask him to make another recommendation. Full professors may make recommendations to the head of the department under conditions similar to those governing the head of the department in making recommendations to the President. In the event of disagreement, the President shall present to the Board of Regents not only his own, but also the views of the faculty or dean.

IX. Other Administrative Officers

1. The Dean of Women

The Dean of Women is charged with the general oversight of all the women students of the institution. It is her duty to aid and advise them in the r institutional life.

2. The Registrar

The Registrar has charge of the registration and the permanent records of students. He conducts correspondence with prospective students, examines and passes upon entrance credentials, and, subject to the rules of the Council, examines and passes upon credentials for advanced standing. He edits the institution directory and compiles institution statistics. He is ex officio secretary of the Council and of the Advisory Committee.

3. The Secretary

The Treasurer of the University is the accounting and purchasing officer of the institution. He shall cooperate with departments in the purchase of supplies, he shall keep all accounts, assist the President in the formulation of the budget, and act upon such committees as he may be appointed by the President. He shall prepare an annual report for the Board of Regents and cooperate with the Secretary of the Board in the conduct of financial and business matters relating to the University. He may employ such assistants, subject to the approval of the President, as the Board of Regents may authorize.

4. The Librarian

The Librarian has the custody of all library equipment and of all books, magazines, pamphlets, etc., belonging to the University. It is his duty to make all books as easy of access as possible to all patrons of the library. He consults with departments regarding the purchase and manage-
ment of books of a technical nature, but selects alone, or in cooperation

with the library committee, reference and circulating books whose trend of literature is continuous, and in the
case of assistant departments and offices and of other employees of
the institution, the President, or the President and the head of the department,
director, or superintendent of the institution concerned, may determine upon such terms of
vacation as seem reasonable and just, and shall report the same to the
Board of Regents.

XII. TENURE

The President may be appointed permanently, at the discretion of the
Board. Deans of schools and colleges, professors and associate professors
are placed on permanent appointment upon the recommendation of the
President, and with the approval of the Board. Assistant professors and
the Dean of Women may be appointed for three years, upon the recom-
mendation of the President and with the approval of the Board. Instruc-
tors are appointed for one year.

Before dismissal or demotion, particularly when there is an alleged
breach of academic freedom or individual liberty, any member of the faculty
is entitled to have the charges against him stated in writing, to have a fair
trial before a special committee of the Council and to have the recommenda-
tions of such committee presented to the Board of Regents, upon whom
rests final authority for the promotion, appointment or removal of the

XIII. LEAVE OF ABSENCE

A professor, associate professor, or assistant professor who has served
four consecutive years, and requests it, is entitled to a leave of absence for
the purpose of travel and study, for one semester on one-half pay. If the
serve has been for seven consecutive years, a leave of absence may be
granted upon request for one year on one-half pay. These permits, how-
ever, shall be given only on the advice of the President, and are open only
to persons permanently appointed to positions. They shall not be given so
as to conflict with each other in any way, or to hamper the work of the
institute. Service in the summer session without pay, for three summers,
etitles a professor to leave of absence on full pay for one semester.

No member of the instructional staff or other employee shall absent
himself from his proper duties at the University for any other cause than
sickness, except by the permission of the President. The President shall
report to the Board all absences whether from illness or other cause.

XIV. REPRESENTATION AND ATTENDANCE AT
MEETINGS

In order that the institution may be properly represented at the various
academic and other gatherings or functions in which it is required or invited
from time to time to participate, the President, or at his request the Council,
selects such members of the faculty as he or the Council deem appropriate
or worthy to represent the institution. A sum is set aside in the annual
budget to defray the expenses of such representation in whole or in part.

In addition to the above, members of the faculty are urged to become
members of and attend meetings of the national and state teachers' associa-
tions and of associations of teachers of their own class. Members are also
expected to attend meetings held for the promotion of the particular field in
which they are engaged or interested. In order to encourage teaching efficien-
cy and promote original and creative work among the members of the facul-
ty, a sum is set aside also to defray the expenses in whole or in part of those
who attend such meetings. The expenses for participation in such meetings
from the fund are made by the President irrespective of the rank of
the applicant. Members of the faculty to whom such assignments are made are
expected to make a brief report to the President on their return or at some
University gathering, if requested.
XV. ORDER OF COMMUNICATIONS AND REPORTS

Communications or reports pertaining to matters of business or appointments to be presented to the Board of Regents shall be first presented to the President for his examination and recommendation; but the Council or the Advisory Committee may, if they deem it advisable, address the Board directly.

In the same way communications and reports to superior authorities shall in general be transmitted through all the intermediary officers, but the right of the President to call for immediate reports from any member of the instructional or the administrative staff, or the right of any member of the faculty or of any employee of the University to address the President directly shall not be denied.

XVI. REGULATING THE USE OF UNIVERSITY PROPERTY

No one connected with the University shall use, for his own personal pleasure, or for other personal purposes, or remove from the buildings or grounds, any property of whatever description belonging to the institution, even though it may seem to be of no value, unless it be temporarily and pursuant to some well established regulation or usage, or with the distinct approval of the President.

XVII. THE SPIRIT OF COOPERATION

It shall be the duty of all persons connected with the institution to cooperate with the Board of Regents in carrying out the purpose and policies of the Board, and it shall also be the duty of all such persons to cooperate with the President, who is the representative of the Board. Deans, heads of departments and full professors may reasonably expect the loyal support of professors and employes who work with them in carrying out the policies approved by the President and faculty. At the same time all superior officers are reasonably expected to give an open mind to criticism or suggestions made to them by teachers and other persons working under their direction. The Board of Regents desires all persons connected with the University to deal with each other frankly and kindly and to work harmoniously together for the advancement of the institution. In the opinion of the Board, it is only under such conditions that a noble spirit of cooperation and helpfulness may be created at the institution. Such a spirit cannot be created by legislation or constitutional amendments.

XVIII. AMENDMENTS

Subject to the approval of the Board of Regents, this constitution may be amended by the Council by a majority vote of the members present at two regular meetings, written notice having been given to each member at least two weeks prior to any meeting when an amendment is to be considered.

This constitution may be amended by the Board of Regents by a majority vote of the Board at two regular meetings, written notice having been given to each member of the Board at least a month prior to any meeting at which an amendment is to be considered. Notice should also be given to the President and Council of the University when such amendments are under consideration by the Board of Regents.

Adopted as the University Constitution and agreed to as the method of governing the University under its provisions, October 11, 1916.

Two copies are deposited, one with the Secretary of the State Board of Regents, and one with the Secretary of the University.

Signed,

LEWIS F. CRAWFORD
President of the State Board of Regents.

CHARLES BREWER
Secretary of the State Board of Regents.

Bismarck, N. D., October 11, 1916.