



2-26-1992

March 5, 1992: Agenda

University of North Dakota

[How does access to this work benefit you? Let us know!](#)

Follow this and additional works at: <https://commons.und.edu/und-senate-minutes>

Recommended Citation

University of North Dakota. "March 5, 1992: Agenda" (1992). *University Senate Meeting Minutes*. 253.
<https://commons.und.edu/und-senate-minutes/253>

This Minutes is brought to you for free and open access by the UND Publications at UND Scholarly Commons. It has been accepted for inclusion in University Senate Meeting Minutes by an authorized administrator of UND Scholarly Commons. For more information, please contact und.common@library.und.edu.

Hospital - Jones
Alice T. Clark
Academic Affairs
Box 002

FEB 27 1992

file
TO: Members of the Senate
FROM: Secretary of the Senate
SUBJECT: Senate Meeting on March 5, 1992
DATE: February 26, 1992

The March meeting of the University Senate will be held on Thursday, March 5, 1992, at 4:05 p.m. in room 7, Gamble Hall.

AGENDA

- WAC - March 26 - Sioux Room - 4-5pm
April 30, 1992 - May Senate mtg. 6:30pm - Party*
- 1) Announcements.
 - 2) Minutes of the previous meeting and business arising from the minutes.
 - 3) Question Period.

CONSENT CALENDAR:

- 4) Annual Report of the Administrative Procedures Committee. Monty Nielsen. (See Attachment #1.)
- 5) Annual Report of the Student Academic Standards Committee. Monty Nielsen. (See Attachment #2.)
- 6) Annual Report of the Admissions Committee. Bruce Eberhardt, Chair. (See Attachment #3.)
- 7) Special Report from the Compensation Committee concerning initiated measures pertaining to state employees. Tom Robinson, Chair.

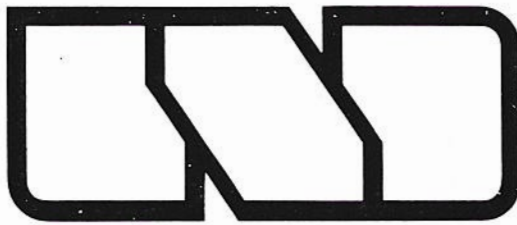
Business Calendar:

- 8) Report of Faculty Research Committee on Guidelines on Misconduct in Science Policy:
The University Senate, on November 2, 1989, adopted a document titled "Guidelines on Misconduct in Scholarly Activities." This policy was developed as a result of federal regulations that mandated that each institution receiving Public Health Services or National Science Foundation monies have in place a misconduct in science policy. The Senate did pass the proposed policy after an amendment and a stipulation that the policy, as passed, be referred to an "appropriate committee" for further review. The matter was referred to the Faculty Research Committee. Although the Committee reviewed the policy and attempted to make essential changes, they eventually

reached the conclusion that the basic policy is so flawed that the most appropriate action is to develop a completely new policy statement. Therefore, it is the recommendation of the Faculty Research Committee that the policy, "Guidelines on Misconduct in Scholarly Activities," be referred back to the Senate with the recommendation that the Senate appoint a committee to develop a new policy statement. It is further recommended, in order to remain in compliance with the federal regulations, that the current policy remain in effect until a new policy is adopted by the Senate. Robert King, Chair.

Direct the Faculty Research Committee

- 9) Report of Faculty Research Committee on Patent Review Procedures.
The University Senate adopted a patents policy in May of 1982. Because that policy was perceived to be in need of revision, Vice President Alice Clark recently appointed a committee to review the existing policy and to make recommendations concerning possible revisions. This committee, comprised of Alice Brekke, Don Mathsen, John Vennes, Bruce Gjovig and Ken Dawes developed a revised statement which was subsequently reviewed by the Faculty Research Committee. The Faculty Research Committee unanimously endorsed the revised statement and recommends that the proposed revision be adopted by the University Senate. Robert King, Chair. (See Attachment #4.)
- 10) Proposed Constitution of the North Dakota University System Council of College Faculties. Elizabeth Hampsten. (See Attachment #5.)
- 11) Recommendation that the proposal for Senior Lecturers at UND be received by the Senate and referred to the Recruitment, Reward and Retention Committee for recommendation. Elizabeth Hampsten. (See Attachment #6.)
- 12) Report from Presidential Search Committee. Sara Hanhan, Chair.



memorandum

TO: University Senate
 FROM: *mm* Monty Nielsen, Chair
 RE: Annual Administrative Procedures Committee Report to Senate

DATE: 2-5-92

I. The Administrative Procedures Committee met on 19 occasions to review student petitions for deviations from university-wide academic requirements and policies, such as registration deadlines, grade changes, and all other administrative procedures not reserved to the jurisdiction of the Deans, except for general education requirements. The summary table below reports the activity of the committee from January 1, 1991 to December 31, 1991.

II. Membership:

Spring 1991

Dean Schubert
 Dean Henriksen
 Jack Miller
 Ronald Pynn
 Mary Askim
 Michael Meyer

Fall 1991

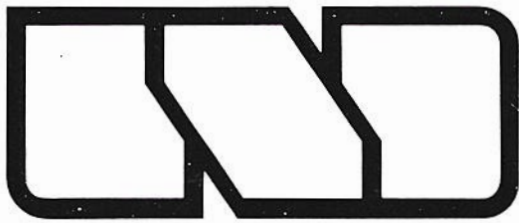
Dean Schubert
 Dean Henriksen
 Mary Askim
 Michael Meyer
 Don Lemon
 Ken Westby

Anthony Weiler - Student member
 Monty Nielsen - ex officio, non-voting chair

III. ADMINISTRATIVE PROCEDURES COMMITTEE SUMMARY REPORT FOR 1991

| A. Petitions by type: | Approved | Denied | Total |
|--|----------|--------|-------|
| 1. Drops after deadline | 31 | 90 | 121 |
| 2. Grade Changes | 20 | 32 | 52 |
| 3. Change to/from S-U grading | 1 | 14 | 15 |
| 4. Remove "I" or "W" from student record | 7 | 5 | 12 |
| 5. Withdraw from school after deadline | 1 | 7 | 8 |
| 6. Receive transfer credit | 2 | 2 | 4 |
| 7. Permanent Incompletes | 3 | 1 | 4 |
| 8. Grade Forgiveness | 0 | 3 | 3 |
| 9. Drop incorrect course and register for alternate | 2 | 1 | 3 |

| | | | |
|--|----------|----------|----------|
| 10. Indicate as audit course | 1 | 0 | 1 |
| 11. Late addition of course | <u>0</u> | <u>1</u> | <u>1</u> |
| | 68 | 155 | 2 2 3 |
| | | | |
| B. Personal re-considerations after denials | 6 | 4 | 10 |
| | | | |
| C. Referred back for additonal information | - | 13 | |
| | | | |
| D. Referred to other department | - | 6 | |
| | | | |
| E. Re-Submits | - | 1 | |



memorandum

TO: University Senate

DATE: 2-20-92

FROM: *MM*
Monty Nielsen, Chair, Student Academic Standards Committee

RE: Annual Student Academic Standards Committee Report to Senate

The Student Academic Standards Committee, an appeals board, meets upon demand. The committee functions within the guidelines approved by the Senate on February 3, 1983, and also those as revised in April, 1985. A summary of the year's Probation/Dismissal, Reinstatement, and Academic Grievance activities is attached.

Because of the confidential nature of the information about the students, the committee keeps no written minutes other than a statement about the action taken with respect to each student seeking reinstatement. When a grade grievance is the issue before the committee, minutes are kept of the entire proceedings.

The committee meets as needs arise, with the greatest demand usually occurring at a time immediately preceding the beginning of a term.

Six meetings were held during 1991.

Membership:

Spring, 1991

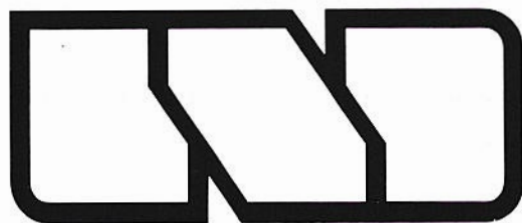
Bette Olson
Patricia Videtich
Mary Askim
Theodore Pedeliski
Martha Meek
John Vitton
Amy Petersen - student member
Monty Nielsen - ex officio, non-voting chair

Fall, 1991

Bette Olson
John Hammen
Richard Millspaugh
John Vitton
Martha Meek
Angela Elsperger - student member
Christopher Zitzer - student member
Monty Nielsen - ex officio, non-voting chair

STUDENT ACADEMIC STANDARDS COMMITTEE SUMMARY REPORT FOR 1991

| | | |
|--|---|-----------|
| A. Students dismissed: | | |
| 1. Dismissed after Spring Semester 1991 | | 297 |
| 2. Dismissed after Summer Session 1991 | | 32 |
| 3. Dismissed after Fall Semester 1991 | | <u>88</u> |
| Total dismissed for year | | 417 |
| B. Students reinstated by Deans | | |
| 1. Reinstated after Spring Semester 1991 | | 124 |
| 2. Reinstated after Summer Session 1991 | | 15 |
| 3. Reinstated after Fall Semester 1991 | | <u>64</u> |
| Total reinstatements by Dean for the year | | 203 |
| C. Requests for Reinstatement by Committee | | 4 |
| 1. Approved | 1 | |
| 2. Denied | 3 | |
| D. Personal Appeals of Denied Reinstatements | | 0 |
| E. Academic Grievance Reviews | | 3 |



memorandum

TO: Secretary of the University Senate
FROM: Bruce J. Eberhardt, Chairperson, Admissions Committee
RE: Annual Committee Report to the University Senate

DATE: 2/24/92

Membership:

Bruce Eberhardt (Chairperson)

Robert Kweit

Dory Marken

Judy DeMers

Douglas Munski

Ann Pederson

Maria Burkland

Scott Larsen

Monty Nielsen (Ex-Officio)

Donna Bruce (Consultant)

Judy Sannes (Consultant)

Meetings were held on the following dates during the 1991-92 academic year:

September 13

October 4

November 1

December 6

January 17

January 24

February 7

Scheduled dates are:

March 6

March 20

April 3

April 24

At the September 13, 1991 meeting the committee considered an appeal of a denial of admission. The University Admissions Committee (UAC) upheld the denial.

The other meetings which have taken place have focused on two primary issues: an appeals process and exemptions to the State Board of Higher Education Core Curriculum

requirements which are scheduled to take effect in the summer of 1993. The Committee has taken the following actions concerning these two issues.

Appeals Process:

Because of the core curriculum requirements which will be in place in the Summer of 1993 it was thought that an appeals process must be developed and implemented. It is anticipated that the number of admission denials will increase because of the core curriculum requirements. On January 17, 1992 the following process was formulated and adopted.

The Admissions Office will send out the initial letter of denial. The letter of denial will inform the denied student that an appeals process exists. If requested by the denied student, the appeals form (see attached) will also be sent to the student by the Admissions Office.

Because of the additional effort which will be required to review a student's high school transcript to determine whether the core curriculum requirements have been met, the Committee adopted the following deadline dates:

- July 1: application deadline for fall term
- August 1: appeal deadline for fall term
- November 15: application deadline for spring term
- December 15: appeal deadline for spring term
- April 15: application deadline for summer term
- May 15: appeal deadline for summer term.

If a student chooses to appeal on admissions denial, he/she requests the appeals form from the Admissions Office, who in turn sends out the appeals form. The completed form is due back in the Admissions Office by the dates established for the respective terms.

A three-person subcommittee of the UAC will act upon appeals in a timely manner. A representative of the Student Affairs area will be invited to appeals proceedings to appear as a non-voting advocate for special interest students.

Exemptions to Core Curriculum Requirements

Donna Bruce, Associate Director of Admissions, reported to the committee that there are approximately 3,600 applicants who seek admission to UND per calendar year. She anticipates one-half of those will meet the core curriculum requirements in Summer 1993. The SBOHE has indicated that each institution should grant an unspecified number of exemptions to the requirements.

The committee has proposed the following exemption categories:

1. Anyone scoring 21 or greater on the ACT will be exempted from the requirements.
2. Individuals with an overall average of 50 on the entire GED exam and with no score lower than 40 on any of the subparts of the exam will be exempted.
3. Individuals with a high school GPA of 3.00 or above will be exempted from the requirements.
4. Individuals deficient in any one area, by one unit, will be exempted by substituting two units of a single classical or modern language, including American Sign Language and Native American Languages.

The committee expects that these exemption categories will be subject to review and possible change. The committee will place these proposals on the Senate's business agenda for the April meeting.

ADMISSION APPEAL FORM

You have been denied admission to the University of North Dakota and in a previous letter were informed of the reason(s) you did not meet the current admission standards. If you wish to appeal the University's decision, you must complete this form.

Please describe the circumstances or conditions that existed which explain why you did not meet the admission criteria. Some of the reasons why a person may not have met the criteria include: extended illness or a medical condition, learning difficulties, and personal or family problems.

In addition to completing this form, submit letters of support from appropriate people. These people could include: high school counselors, principals, special education teachers, social service workers, counselors and psychologists, or health care personnel. The support letters should be sent directly to the Admissions Office.

Name _____ Social Security # _____

High School _____ City or Town _____

Home Telephone Number _____

The Admissions Appeals Committee will decide whether you will be admitted to the University of North Dakota based on the information you provide on this form and the letters of support. Please describe your unique circumstances carefully, as this is your opportunity to present your situation.

1. Explain the reason(s) why you did not meet the admission criteria.

SUMMARY STATEMENT FOR ADMISSION RECONSIDERATION

2. Explain why the Appeals Committee should grant you admission.

Signature of Student _____

Date _____

Mail this form to the Admissions Office, Box 8070, University of North Dakota, Grand Forks, North Dakota 58202-8070. The letters of support should be sent by the people providing the statements directly to the Admissions Office at the same address.

4.3 PATENTS

4.3.1 STATE BOARD OF HIGHER EDUCATION PATENTS POLICY

(Transfer policy from Section 611.2)

4.3.2 UND PATENT REVIEW PROCEDURE

The University of North Dakota encourages the transfer of technology from the University to the private sector via appropriate commercialization strategies. Accordingly, all employees of the University who create patentable technologies (hereafter the Inventor(s)) through the use of University facilities, time or materials assume obligations and rewards commensurate with this Procedure and the State Board of Higher Education policy (Art. 4.3.1). UND vests the principal responsibility for initiating, developing, commercializing, and administering patents with the University Inventor(s) and his/her respective College/School/Research/Service Agency (hereafter the "Administrative Unit").

Patentable University innovations may be derived through university activities such as sponsored projects, internal University assignments, or personal design/development projects which utilize University resources. Funding may come from cooperating agencies such as federal and/or state government agencies or private/industrial sponsors, or the work may be performed with University resources or some combination thereof. In accordance with ND Century Code 47-28-01, all such inventions "shall inure to and be taken out by or assigned to the respective state institution of higher learning in accordance with a general policy established by each institution of higher learning with the approval of the state board of higher education."

Subject to overriding obligations of the institution pursuant to gifts, grants, contracts, or other agreements with cooperating agencies, the University of North Dakota encourages their Administrative Units to transfer University-derived patent rights to independent foundations (ND Century Code 47-28-01) or private sector entities in order to facilitate commercialization while protecting the rights of the Inventor.

Each Administrative Unit significantly engaged in patentable activities shall establish a management process for facilitating the patenting and commercialization of technologies. The University President, or designee, shall delegate the responsibility for facilitating the review and commercialization of those patents coming out of administrative units where no formal management process for patents has been established.

Two assistance organizations are available to facilitate the handling of patents and their commercialization. The Center for Innovation and Business Development (CIBD) is an independent not-for-profit North Dakota foundation offering technology commercialization services to both University and private parties. CIBD can assist in patent disclosure evaluations, market assessment, and commercialization strategy development. The University also has a non-exclusive contract for patent development services with Research Corporation Technologies (RCT) of Tucson, Arizona. RCT is available to University inventors and administrators as a technology brokerage and investment company. RCT will take on patent assignments from the University under a royalty-sharing agreement to facilitate commercialization of select technologies. RCT is active in the development of pharmaceuticals, materials, chemicals, and biotechnologies.

The Office of Research and Program Development (ORPD) serves as the University's contact for interpretation of University patent policy review procedure and records maintenance.

The following checklist shall serve as a guide to University Inventor(s) and Administrative Units in meeting the reporting requirements of cooperating agencies and the requirements of the North Dakota State Board of Higher Education Patent Policy. Each Administrative Unit shall maintain a permanent file referencing the pertinent steps of this process and shall be responsible for all background correspondence necessary to secure a patent and for its defense in a court of law.

1. **Contract Review** - Prior to executing a contract award, the ORPD and the Administrative Unit shall ascertain that intellectual property clauses in sponsored projects are acceptable to the Principal Investigator(s), the Administrative Unit, the University and are consistent with policies of the State Board of Higher Education. The University's Principal Investigator and Administrative Unit shall

verify that the terms of a contract will not willfully or knowingly infringe on any background technology on which the University has previously secured a patent or on any proprietary agreement which the University may have with another party.

2. **University Patent Searches** - The UND Chester Fritz Patent & Trademark Depository Library offers a preliminary review of active U.S. patents at no cost to Inventors. Principal Investigators and/or Inventor(s) are encouraged to use this resource in proposal preparation and early in a research program to document current patent coverage in an area of interest.
3. **Documentation and Tracking** - University Inventor(s) are responsible for recording and maintaining the discovery records of all potentially patentable discoveries derived through University activity. Bound, dated, witnessed documentation is the encouraged procedure.
4. **Enabling Disclosure** - A University Inventor(s) shall make an "enabling disclosure" to the appropriate Administrative Unit at the earliest possible time after recognizing a potentially patentable discovery. Such a disclosure consists of 1) a description of the discovery, 2) citation of publications containing partial or complete descriptions, 3) an overview of the advantages of the discovery over other known competitive technologies, 4) identification of all individuals to which this discovery is known, 5) verification of the first documentation of the discovery, 6) the actual Inventor(s), and 7) a citation of any cooperating agencies funding the development of the discovery.
5. **Internal Evaluation** - The Administrative Unit shall review each discovery before committing University or other funds in the pursuit of a patent. Such an evaluation should consider the discovery's market potential, potential licensees, financial return, obligation to sponsoring parties, and other factors impacting the investment of time and funds to complete the patent application process. Subsequent to a decision to proceed with a patent application, (1) the official University patent file shall contain documentation identifying the source of funds used to cover the patenting costs; (2) the Administrative Unit shall notify the Office of Grants and Contracts of its intent to pursue a patent application, and (3) the Office of Grants and Contracts, or its designee, shall implement any obligatory patent filing notices to cooperating agencies.
6. **Formal Patent Search** - The Administrative Unit shall secure the necessary professional services to conduct and evaluate a formal patent search based on the "Enabling Disclosure."
7. **Second Internal Evaluation** - Upon receipt of a patent search evaluation, the Inventor(s) and the management of the Administrative Unit shall determine if additional funds will be committed to pursue a formal patent application. If at any time, the decision is made to halt the patent application process, ownership of the discovery shall revert to the inventor via a letter of release of all University rights and obligations subject to any University obligations to a cooperating agency.
8. **Patent Application** - The Administrative Unit shall track the process of the patent application and see that all necessary technical, assignment, and contractor acknowledgement information is provided to the patent attorney during the application and examination period by the Patent and Trademark Office. The office of Grants and Contracts, or its designee, shall provide a copy of the patent application to all pertinent cooperating agencies.
9. **Patent Assignment** - The University authorizes Administrative Units to establish a means of administering and managing patent assets which (1) expedites their commercialization, (2) provides means for defense of a patent, and (3) provides financial returns to the Inventor(s) the Administrative Unit and the University. This may typically involve the assignment of patent titles to commercialization organizations such as independent foundations, private companies, and technology development corporations. The University President, or designee, shall sign appropriate documentation acknowledging the assignment of a University patent to another organization.
10. **Fund Distribution Agreement** - Documentation of the distribution of funds to the Inventor(s), Inventor(s) Department, Administrative Unit, University via President's Office or designee, any cooperating agencies, and other parties should be prepared and signed by all parties at the earliest

possible time, typically at the time of a patent assignment or at the time the patent issues. The Inventor(s) shall receive no less than 30% of the net proceeds on an invention. (ND Century Code 47-28-02.)

11. **The Patent Document** - Each Administrative Unit shall maintain a permanent filing and storage system for the original patent document. A copy of the document should be provided to any cooperating agency and the Inventor(s).
12. **Commercialization** - The Administrative Unit shall outline a commercialization plan in cooperation with the Inventor(s). A copy of this plan and annual progress reports shall be provided the Inventor(s), the University, and any applicable cooperating agency. The principal elements of this plan shall be incorporated into any commercialization agreement between the University of North Dakota and any commercialization organization.

Filing and Reporting Requirements - As necessary to protect the interests of the Inventor(s), the Administrative Unit, and the University, the records supporting a patent application and appropriate documents with any commercialization organization may be maintained confidential under ND Century Code 15-10-17 and the policy of the State Board of Higher Education. At the minimum, the official University patent file should contain copies of the following documents. The Inventor(s) shall be provided copies of each.

1. Any obligatory contract or grant terms and conditions under which the discovery was conceived or developed.
2. Initial records of invention (i.e. notebook references, drawings, sketches, etc.).
3. Any formal records of invention required by sponsors.
4. Disclosure documents prepared by the Inventor(s).
5. Disclosure documents submitted to a patent attorney.
6. Documentation of an Administrative Unit's decision to proceed in securing a patent, the source(s) of funds used in covering the costs, and the patent attorney or other professional service involved in securing the patent.
7. The patent attorney's findings and assessment from a preliminary patent search.
8. The final draft of a patent application as filed.
9. Any patent assignment.
10. A disbursement of funds agreement identifying financial returns to the Inventor(s), Inventor(s)' University department, Administrative Unit, and any patent development/ commercialization entity.
11. The patent document.
12. Any licenses, equity positions, or other commercialization documents which determine financial returns to the Inventor(s) and the institution or its entities.
13. Obligatory confirmatory licenses to any sponsor.
14. Documentation of any abandonment of the patent by the Administrative Unit, any agreements transferring title back to the Inventor(s) or any obligatory transfer of title to the sponsor.

[APPROVED, 02/12/92 BY THE
NORTH DAKOTA UNIVERSITY SYSTEM
COUNCIL OF COLLEGE FACULTIES]

THE CONSTITUTION OF
THE NORTH DAKOTA UNIVERSITY SYSTEM
COUNCIL OF COLLEGE FACULTIES

The faculties of the campuses in the North Dakota University System, in order to organize for their mutual benefit a structure within which they

- (a) may identify the interests shared among System faculty,
- (b) may identify the particular interests shared among faculty appointed to institutions with like roles and missions, where those particular interests are not necessarily shared by faculty appointed to institutions with roles and missions which differently emphasize the relationships among teaching, research, and service,
- (c) may work together to find ways to agree regarding their interests as faculty even when differing missions inhibit the identification of common interests of System faculty,
- (d) may assist the Board in its duty to improve higher education by ministering to the needs and proper development of each institution, in harmony with the best interests of the people of North Dakota,
- (e) may assist the Board in its duties to coordinate and correlate the diverse work in the different institutions and to develop cooperation among the institutions,
- (f) may reach agreement on, and identify disagreement in, the views of faculty matters of interest to or pending before the State Board of Higher Education,
- (g) may communicate their agreement or disagreement to the Board in a manner which respects and presents any disagreement as clearly as it reports agreement; communication to the Board of the agreement of faculty at institutions with like roles and missions, through the faculty representative to the Board, on issues as to which faculty at the other institutions are not in accord, will proceed in a manner which informs the Board of the diversity of views on the issue or issues so that the Board might perform its governing role for the benefit of the entire system,

establish this Constitution of the North Dakota University System Council of College Faculties.

I

NAME

The name of this organization shall be North Dakota University System Council of College Faculties, referred to hereafter as the Council. The Council shall be the organization identified in Chapter 159 and 160 of the 1991 Session Laws of the North Dakota Legislative Assembly, codified at the time of adoption of this Constitution as Section 15-10-02, North Dakota Century Code.

II

PURPOSE

The purpose of the Council shall be to foster quality in scholarly activities, teaching and learning, and consider all issues and conditions of employment which apply to the faculty at all campuses of the system. Furthermore, the Council's representative shall articulate these concerns to the SBHE, the Chancellor's Cabinet, and other organizations deemed pertinent to the Council.

III

MEMBERSHIP

(a) The Council membership shall consist of faculty representatives from each campus as selected by procedures at each campus in the System. The representative members and alternates from each institution shall have full rights to discussion and deliberation. An alternate may vote only in the absence of a member from that campus. No proxy votes will be allowed.

(b) Each representative will serve a three year term.

(c) Representatives must act as a liaison between the Council and campus faculty governance organizations.

(d) The number of representative shall be based on the percentage of the total System faculty at a given campus as established by the SBHE FTE faculty allotment.

0.00 to 4.00 % one representative

4.01 to 10.00 % two representatives

more than 10.00 % three representatives

Adjustments to the number of representatives shall be made annually based on SBHE data as of April 15 of each year.

Representatives will assume duties at the first meeting following September 1 of each year.

IV

MEETINGS

The Council must meet at least three times throughout the academic year, including a meeting in May. Additional meetings may be called as deemed necessary by the President of the Council or by majority vote of the members. Meetings shall be conducted according to Robert's Rules of Order, latest edition. Fifty (50) percent of the membership plus one (1) shall constitute a quorum.

V

OFFICERS

The elected officers shall consist of a president, vice president, a secretary, treasurer/parliamentarian, and representative to the SBHE. Terms of office will be one year. Election of officers for the next academic year will occur at the May meeting. Term of office begins June 1st.

Section A. President

The President shall preside at Council meetings and otherwise act as the chief executive officer of the Council.

Section B. Vice President

The Vice President shall preside at meetings in the absence of the president, act as liaison to the Academic Affairs Council, and carry out duties as assigned.

Section C. Secretary

1. The secretary shall record and maintain a file of minutes of the Council meetings and distribute copies within 2 weeks after each meeting to all Council members, SBHE members, the Chancellor and the members of the Chancellor's Cabinet.
2. The secretary shall keep a record of membership and activities of the Council.

Section D. Treasurer

1. The Treasurer shall keep an account book of any and all receipts and expenditures of the Council, and coordinate reimbursements.
2. The Treasurer shall serve as parliamentarian.

Section E. Representative to the SBHE

1. The Representative to the SBHE shall report the actions and concerns of the Council as agreed to by vote of the Council.
2. The Representative to the SBHE shall report to Council the actions and concerns of the SBHE.

Section F. Vacancies

1. Vacancies occurring during a term of office shall be filled by vote at the next scheduled meeting after the vacancy occurs.

VI

QUALIFICATIONS, NOMINATION AND ELECTION OF OFFICERS

Section A. Qualifications

Any member of the Council may be eligible to hold any office.

Section B. Nominations

Nominations may be made from the floor or in writing at any meeting prior to the May meeting of the academic year, but no later than April 15th.

Section C. Election

The election of officers will be by majority vote of the members voting at the May meeting. If more than 2 candidates are competing for an office, and no one receives a majority, a run off between the top two will be held at the same meeting.

VII

RATIFICATION AND AMENDMENTS

Section A. Ratification

This constitution must be approved by at least two-thirds (2/3) of the members present and voting of the Council of College Faculties.

After approval by the Council of College Faculties, this constitution must be submitted to the faculty governing bodies in the North Dakota University System and ratified by two-thirds (2/3) of those bodies.

After consideration and approval by the State Board of Higher Education, this constitution shall become effective immediately.

Section B. Amendments

Amendments to the constitution may be introduced by any member of the Council at any regularly scheduled meeting. Proposed amendments should be distributed to all members of the Council at least 30 days before the meeting at which they are to be considered.

Amendments must be approved by at least two-thirds (2/3) of the members present and voting of the Council. After approval by the Council, amendments must be submitted to the faculty governing bodies in the North Dakota University System and approved by two-thirds (2/3) of them.

After consideration and approval by the State Board of Higher Education, amendments shall become effective immediately.

VIII

The Council may establish by-laws constant with this constitution.

BY-LAWS

Section I. Council Agenda

The president with advice from officers and members will set an agenda prior to each scheduled meeting. The agenda must be distributed to all campus representatives, SBHE members, the Chancellor, and the Chancellor's Cabinet at least 2 weeks in advance of the meeting.

Section II. Council Functions

1. Liaisons

The Council shall establish formal liaisons with SBHE, Academic Affairs Council, Chancellor's Cabinet, and other groups deemed appropriate by the Council.

2. Recall and Initiative

Any motion passed by the Council may be rescinded by a vote of two-thirds (2/3) of the campus faculty governance organizations. Also, motions may be placed on the Council agenda for consideration by a two-thirds (2/3) vote of campus faculty governance organization.

Section III. Amendments to By-Laws

Amendments to the By-Laws may be introduced by any member of the Council at any regularly scheduled meeting. Proposed amendments shall be distributed to all members of the Council at least 30 days before the meeting at which they are to be considered.

Amendments must be approved by two-thirds (2/3) of the members present and voting.

Senior Lecturers at UND

The Senior Lecturer is a full-time position, not eligible for promotion to Assistant Professor and beyond. It assumes continuing appointment in return for satisfactory performance, limited faculty status, annual evaluations, access to a grievance procedure, clearly defined working conditions and salary raises as funds allow. Teaching duties for Senior Lecturers normally include twelve credit hours a semester, and the expectation that Senior Lecturers will continue their professional development, being aware of and willing to take part in the conversation within the profession. The position focuses on teaching, and requires:

1. An M.A. degree or the equivalent in the discipline of the department in question, or in an acceptable related field. Those holding a terminal degree in the discipline are not eligible.
2. Four years teaching experience as lecturer or the equivalent.
3. A record of superior performance as a teacher.

The Senior Lecturer contract may be arranged on a time-share basis, meaning a minimum of 43% of a full-time defined position (12 credit hours a semester), and includes proportional benefits. Salaries will range from not less than 75% to not more than 85% of salaries of entry level Assistant Professors in that department.

Applicants for senior lecturers normally should complete their application by turning in to the chair a portfolio containing the following:

1. An official transcript of all academic work.
2. A vita describing educational and professional career.
3. A file of teaching materials that provides as full a representation as possible of the applicant's teaching ability, and should include student evaluations, sample syllabi, assignment sheets, graded papers, at least two letters from faculty that focus on teaching, and possibly other testimonies of teaching such as letters from students, and videotapes.
4. Evidence of professional activity, such as copies of written works published or presented at professional meetings or other occasions, and a descriptive list of any other professional activities, conferences attended and the like within the last three years.

Normally first consideration will be given to current and former department lecturers.

Background for a Senior Lecturer Proposal

For at least a decade, UND has experienced slowly rising enrollments in lower-division courses at the same time as appropriations for sufficient faculty positions have not materialized. To meet what began as emergency staffing shortages, departments hired teaching staff on a part-time basis. However, in departments with large commitments to courses that satisfy degree requirements (as foreign languages, mathematics, English composition), the over-enrollment that initially appeared a temporary and flexible emergency before long became a fixed enrollment increase. But even though a department might be generating more FTEs, comparable increases in regular faculty allocations were not forthcoming. As the years go on, increased staffing of permanent faculty appears less and less likely, but staffing problems do not disappear.

From the point of view of persons being hired in part-time temporary positions, a short-coming of the present system is their feeling undervalued, not only because of low pay, but also because their contribution to teaching and the academic life of the department is not fairly valued. They sense little encouragement or incentive for advancement. A department likewise may feel dissatisfied: because part-timers are hired by the course, and sometimes only a semester at a time, little else can be expected of them than that they show up for class and then go home. They are hardly integrated into the rest of the life of the department, or the university, and cannot be expected to continue their professional development except for their own personal satisfaction. Nor have all departments even managed regular evaluations for part-time teaching staff. To be sure, in most cases, teaching quality remains high; part-time staff tend to be well qualified and dedicated, and teaching part time is a convenient arrangement for numbers of people in the Grand Forks community.

The Senior Lecturer proposal is an effort toward making more equitable the current imbalance caused by an uneven relationship between enrollment and funding. Senior Lecturers would be paid slightly more (with benefits) than lecturers and other part-time teaching staff, and they also would be expected to participate more fully in the profession. These positions are expected to be filled by about 1/4 of any department's part-time teaching staff. Senior Lecturers would be evaluated regularly, and could expect continuous employment as long as their performance was satisfactory and their services needed.