

Williston State College

Employee Handbook



1410 University Avenue
Williston, ND 58801 www.willistonstate.edu

August, 2026

Preface

The purpose of this Employee Handbook is to assist appointed staff and faculty members in becoming oriented to the college and to provide a reference for personnel. It includes information on the mission and history of WSC; governance; personnel matters; campus operations; WSC general, faculty, student and library policies; North Dakota University System and State Board of Higher Education policies.

This manual is not intended to and does not constitute a contract between Williston State College and its employees. None of the provisions contained herein are interpreted as contractually binding upon Williston State College. Williston State College retains the right to alter any or all of the terms of this manual whenever it elects to do so. This handbook is not all-inclusive. Persons needing further information should contact Human Resources.

Equal Opportunity

Williston State College (WSC) operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 which provide that "No person in the United States shall, on the basis of sex, race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance; and prohibits discrimination on the basis of handicap against existing employees, students and applicants for employment and admission." Williston State College does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs or activities.

Notice of Non-Discrimination

Williston State College (WSC) is committed to providing an educational and employment environment free from discrimination. WSC does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, genetic information, creed, marital status, veteran's status, political belief or affiliation or any other status protected by law. WSC complies with Title IX of the Education Amendments of 1972 which prohibits discrimination and harassment based on sex in an institution's education programs and activities, employment and admission. WSC will take prompt and equitable action to investigate and resolve reports of sexual harassment or sexual violence and take disciplinary action as appropriate.

Retaliation against any person who initiates an inquiry or complaint or participates in the investigation of a complaint is prohibited. Such conduct will be further cause for disciplinary action.

Concerns regarding WSC's equal opportunity and non-discrimination policies may be addressed to the following:

Title VI, Title VII, and Section 504:

Director for Human Resources 1410 University Ave
Williston, ND 58801
701-774-4204

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SECTION 1. GENERAL INFORMATION

MISSION STATEMENT

The mission of WSC, "Where the People Make the Difference," is to provide accessible, affordable, life-changing, and life-long educational pathways to residents of North Dakota, the Upper Plains, and beyond.

THE VISION OF THE COLLEGE

We are committed to student excellence. We embrace quality student experiences, open communication, and actionable data that enrich personal relationships among our college, faculty, and students.

We believe that people make the difference; that the College is the heart of the communities we serve; that our facilities are a needed, neutral, and central community space; and that our faculty and staff serve multiple and diverse needs in a global environment.

We strive for a strong student presence on-campus, expanded offerings, fiscal sustainability, modern facilities, current technologies, and continuous improvement as a result of both our master and strategic plans.

THE VALUES OF THE COLLEGE

Learning: Inspire and empower our campus and community with a passion for lifelong learning and personal growth.

Integrity: Uphold the highest standards of honesty and accountability, building trust and respect in all we do.

Accessibility: Champion affordable and open access to education, embracing and nurturing the diverse potential of every student.

Success: Celebrate and elevate student achievements, creating a culture of excellence and inspiring futures filled with promise and possibility.

THE PURPOSE OF THE COLLEGE

The two-year colleges respect and acknowledge the need to remain open to evolutionary change to ensure they can respond to the needs of the citizens of North Dakota. They share the following core purposes:

To provide academic transfer courses and programs that are parallel and equivalent to those offered during the first two years at baccalaureate institutions.

To provide career and technical education, as well as customized training, to prepare the learner for careers in a specific occupation.

To provide cultural, educational, occupational, and vocational programs to each campus' host community and the state of North Dakota in the form of courses, workshops, seminars, and institutes.

To provide community service and applied research in collaboration with business and industry to enhance economic development.

To provide open access and support services for a diverse student body.
To facilitate baccalaureate and graduate degree course work within the service area via telecommunications and other appropriate modes.

ROLE AND SCOPE

The Williston State College service areas include the immediate, contiguous geographical region for most programs, and statewide, regional or nationwide areas for select, unique programs. The college places primary emphasis on high-quality, student-oriented teaching, but it recognizes the importance of promoting research, public service, economic development, and cultural awareness.

HISTORY

The University of North Dakota in Grand Forks began offering extension classes in Williston in the Fall of 1957. In 1961, Williston State College, then known as the University of North Dakota – Williston Center, founded its own resident campus, faculty, and curricula through a contractual arrangement between the University of North Dakota in Grand Forks and the Williston School District #1. This contractual arrangement continued until the college became the responsibility of the North Dakota State Board of Higher Education on July 1, 1984, at which time the college became known as the University of North Dakota – Williston.

Williston State College has occupied the main building located on an 80-acre campus since 1967. Legislative action in 1999 expanded the college's mission to include TrainND, at which time it became an autonomous campus and its name was changed to Williston State College.

STEVENS HALL

Stevens Hall has been the main building on campus since 1967. Renovated and updated in phases through 2020, Stevens Hall serves as the primary academic and student services hub on campus. The building houses classrooms, the Learning Commons (library), Student Services, the Teton Grill, Andrea's Bookstore & Café, the Skadeland Gymnasium, the Teton Lounge, Student Life, Academic Affairs, administrative, staff, faculty, and marketing offices, as well as instructional spaces supporting physical education, wellness, Adult Learning, and GED programs.

WESTERN STAR CAREER AND TECHNOLOGY CENTER (CTE)

Completed in 2010, the Western Star Career and Technology Center houses classrooms, laboratories, studios, and faculty offices supporting career and technical education programs. The facility is home to programs in business, information technology, cybersecurity, agriculture, art, petroleum technology, welding, and other workforce-focused disciplines, providing students with hands-on learning in modern instructional spaces.

JANE S. NELSON HEALTHCARE TRAINING FACILITY

Opened in 2026, the Jane S. Nelson Healthcare Training Facility is a state-of-the-art healthcare education center designed to address regional workforce needs and expand healthcare training opportunities throughout northwest North Dakota and eastern Montana. The facility features advanced simulation labs, specialized healthcare training environments, modern classrooms, collaborative learning spaces, and faculty offices. It houses nursing, emergency medical services, medical assisting, massage therapy, behavioral health, allied health, and other healthcare programs while strengthening partnerships with regional healthcare providers and universities to prepare the next generation of healthcare professionals.

ART WOOD BUILDING

Constructed in 1972, the Art Wood Building currently houses Campus Services and provides operational support for campus facilities and maintenance functions.

Construction of the Health Science & Sports Complex was completed in 2004.. It has a 2,400-seat sports arena that is used for sports programs, special events at the college, and by the local community for meetings and programs. A walking track is open to the public during normal business hours and closed during events.

CRIGHTON BUILDING

Constructed in 1977 and expanded in 1993, the Crighton Building houses the Diesel Technology program, including classrooms, laboratories, faculty offices, and shop space. The building also serves as home to the Student Success Center and Continuing Education, providing academic support services, workforce training, enrichment opportunities, and community education programs.

On-campus housing includes a residence hall built in 2011 with 171 beds, co-ed dormitory, and Nelson Hall.

THOMAS WITT LEACH COMPLEX (THE WELL)

Completed in 2004, the Thomas Witt Leach Complex, commonly known as The Well, features a 2,200-seat arena, community walking track, fitness facilities, athletic training areas, and athletic department offices. The facility serves as a premier venue for athletics, cultural events, community gatherings, and college activities.

ON-CAMPUS HOUSING

Williston State College offers a variety of on-campus housing options designed to support student success and community engagement. Frontier Hall, constructed in 2011, is the College's largest residence hall and accommodates up to 171 students. Additional housing options include Nelson Hall, Abramson Hall, and Manger Hall, which provide apartment-style and suite-style living environments for students.

KASMER & AAFEDT ATHLETIC COMPLEX

The Kasmer & Aafedt Athletic Complex is home to Phil Rabon Baseball Field and Leininger Softball Field, serving as the outdoor athletic competition venue for Teton Baseball and Teton

Softball. Located on the north side of campus, the complex features championship-caliber facilities designed to support student-athlete success while enhancing the game-day experience for fans and the community. Through significant support from donors and community partners, the complex has undergone major improvements, including synthetic turf playing surfaces, upgraded spectator amenities, and facility enhancements that position the complex among the premier junior college baseball and softball venues in the region.

WILLISTON AREA RECREATION CENTER (WARC)

The Williston Area Recreation Center (WARC) is a community recreation facility exceeding 250,000 square feet and is available for use by WSC students, faculty, and staff. Amenities include indoor walking and running tracks, turf fields, a golf simulator, tennis courts, batting cages, cardio and weight training areas, multi-sport courts, an Olympic-size pool, teaching pool, water park, lazy river, and family recreation areas.

BOOKSTORE (ANDREA'S)

The bookstore sells textbooks and related materials for courses offered by the college, as well as clothing, health items, gifts, and other general merchandise. The Teton Java coffee shop was opened in 2005.

EXTENDED LEARNING

The Extended Learning Department supports the integration of technology into learning for all delivery methods (online, interactive video, traditional classroom, and hybrid).

Extended Learning provides technical support for users of the learning management system, interactive video system, and other related technologies. The Extended Learning Department is a resource for evaluating new technologies and assisting in implementing technologies into learning.

Extended Learning courses and programs count as regular college credit. Students are eligible for the same or equivalent services provided to on-campus students. The same standards are used for distance courses to ensure quality of instruction as are used for on-campus courses.

Students may earn an Associate in Arts Degree, Associates in Science, Associate in Applied Science Degree, and Certificates. Courses are offered in delivery modes including online, dual credit, and interactive video. Students may take courses from more than one NDUS institution at the same time through the Collaborative Student Process to complete degree requirements.

FOOD SERVICE DEPARTMENT

The cafeteria (the Teton Grill) is operated by Elmor Collegiate Dining on a meal plan and cash basis. Hours of operation are posted outside of the grill or found on our website. [Teton Grill](#)

WILLISTON STATE COLLEGE FOUNDATION

The Williston State College Foundation solicits and manages donations through perpetual endowments and capital campaign funds for the benefit of the college. It also prepares, submits and/or coordinates grant applications for the benefit of the college. It is a nonprofit, tax-exempt corporation and is governed by a Board of Trustees. The trustees, who are business, professional, community, and education leaders of the community, meet monthly to conduct Foundation business. The Foundation is the major contributor of the WSC Academic Scholarship program.

LEARNING COMMONS

The mission of the Williston State College Learning Commons is to provide access to the materials, services, technology, and facility necessary to meet the current and future informational and technological needs of Williston State College students, faculty, and staff.

Williston State College Learning Commons, located on the second floor of Stevens Hall, supports the curriculum of the college with more than 25,000 print and electronic books and audiovisual titles and is continually updated and expanded. In addition, the Learning Commons also provides access to technologies such as computers, printers, and online course support for students, and faculty.

Access to the Online Dakota Information Network (ODIN), the statewide online library catalog, which includes the holdings of the Williston State College Library and many licensed resources, some of which contain full-text articles, is available via the Internet. Resources not available locally may be requested through interlibrary loan. Services for distance education students are augmented via the Off-Campus Library Services link on the library's web page.

Purchase suggestions are always welcome and may be submitted verbally, in writing, or electronically.

The college community and the general public are encouraged to utilize learning commons services and facilities and to request assistance from learning commons staff.

TRAINND DIVISION

Following the 1999 ND Legislative session, at which time House Bill 1443 was passed, a separate division under the direction of Continuing Education was formed at Williston State College. The division is called the NW ND TrainND Quadrant. It serves the needs of business and industry in the ten counties of the NW Quadrant of ND. Offices of TrainND are in the Train ND Building. Visit the [TrainND website](#) for information

SECTION 2. GOVERNANCE

ACCREDITATION

Williston State College is accredited by the Higher Learning Commission. Several career and technical education programs also maintain accreditation by independent accrediting agencies.

BOARD OF HIGHER EDUCATION

The North Dakota State Board of Higher Education shall have all the powers and perform all the duties necessary to the control and management of the institutions as provided by NDCC 15-10-17.

The North Dakota State Board of Higher Education is the final authority in all matters affecting the College and exercises jurisdiction over its financial, educational, and other policies, and its relation with the State and Federal Governments. Certain administrative responsibilities of the Board have been delegated to the Commissioner. The board entrusts the execution of all its plans and policies, together with the internal government and administration of the College, to the president and the faculty and such officers as it may select.

THE PRESIDENT

The president is the chief executive officer of the institution and a member of the Commissioners' executive staff. The president is responsible to the commissioner for all matters concerning the institution and is an advisor to the commissioner in matters of inter-institutional policy and administration.

The Board delegates to the president of each institution full authority and responsibility to administer the affairs of the institution in accordance with Board policies, plans, budgets and standards, including the management and expenditure of all institutional funds, within budgetary and other limitations imposed by the law or by the Board.

Reference: State Board of Higher Education Policy Manual, Section 305.1.

FACULTY SENATE

WSC's Faculty Senate consists of eight voting members, a non-voting Staff Senate representative, and a non-voting Student Senate representative. The voting members represent the following academic departments: Arts & Human Sciences, Math & Sciences, Business & Trades, and Health & Wellness. Faculty members are elected in April to serve three-year terms. Annually, Faculty Senators elect a faculty member to be the presiding officer and serve as the Faculty President for both the Faculty Senate and the Faculty Council.

WSC's Faculty Senate meets monthly from August to May and may exercise all the powers of the Faculty Council, subject to limitations the Faculty Council may impose. Additional

responsibilities include creating and/or amending institutional policies and appropriate procedures, and ensuring the implementation of Faculty Council and Faculty Senate legislation.

The faculty senate bylaws and approved meeting minutes can be found on the [WSC Leadership Webpage](#).

STAFF SENATE

The Staff Senate is a representative group that addresses staff issues, ideas, and related matters. The members are appointed by their peers. Up to two representatives from each of the following service areas are appointed: Academic Affairs, Student Affairs, Finance, Office of the President, Athletics, Campus Services, Train ND, Adult Learning Center, and a non-voting Faculty Senate/Student representative. Each representative serves a term of two years, except for the Faculty Senate representative, who is appointed each year. Not all positions' terms are up at the same time. The Staff Senate Bylaws can be accessed on the [Staff Senate Website](#). Refer to Appendix C for the Williston State College Governance.

INSTITUTIONAL MANAGEMENT

FACULTY

The Faculty of Williston State College consists of all faculty members not holding a full-time administrative position, full-time faculty with the rank of instructor or above, permanent part-time faculty, and adjunct faculty.

STAFF

The Staff of Williston State College consists of all full-time and part-time non-teaching professional staff, technical/paraprofessional, clerical/secretarial, and service/maintenance employees. Each staff position is part of one of the following divisions: Academic Affairs, Student Affairs, Financial Affairs, Office of the President, Athletics, Campus Services, Train ND.

POLICIES AND PROCEDURES

Some but not all of WSC's policies and procedures are included in this handbook. All currently approved policies and procedures can be found on the Williston State Website under the About Tab. Policies and procedures are subject to change upon the president's approval. Faculty and staff are responsible for abiding by policies and procedures.

SECTION 3. PERSONNEL INFORMATION

ACADEMIC CALENDAR

WSC uses the North Dakota University System academic calendar as a guide to create our internal academic calendar. WSC's academic calendar is updated every spring for the upcoming academic year. The NDUS academic calendar can be found at: [NDUS Calendar](#). WSC's academic calendar can be found on the WSC website.

ACCESS TO PUBLIC RECORDS

Except as otherwise specifically provided by law, all records of public or governmental bodies, boards, bureaus, commissions or agencies of the state or any political subdivision of the state, or organizations or agencies supported in whole or in part by public funds, or expending public funds, shall be public records, open and accessible for inspection during reasonable office hours.

REFERENCE: North Dakota Century Code 44-04-18.1

PERSONNEL FILES POLICY

The university system office and each institution shall maintain a continuing program for the management of records as required by N.D.C.C. ch. 54-46.

[SBHE Policy 311 Public Records](#)

ACCORDING TO STATE LAW:

No documents that address an employee's character or performance may be placed in the file unless the employee has had the opportunity to read the material. The employee must acknowledge that the employee has read the material by signing the actual copy to be filed, with understanding that the signature merely signifies that the employee has read the material to be filed and does not necessarily indicate agreement with its content. If the employee refuses to sign the copy to be filed, the designated representative shall indicate on the copy that the employee was shown material to verify that the material had been read, and that the employee refused to sign the copy to be filed. In the presence of the employee and a witness, the designated representative shall sign and date a statement verifying the refusal of the employee to sign the copy to be filed. The material must then be placed in the file.

The employee has the right to answer any material filed, and any answer must be attached to the file copy. The employee's answer to material filed may not be used as the basis for any subsequent adverse personnel action. If any material is found to be without merit or unfounded through an established grievance procedure, it must be immediately removed from the file and may not be used in any subsequent actions or proceedings against the employee.

The employee or the employee's designated representative must be permitted to examine the employee's official personnel file by appointment during normal business hours.

No anonymous letters or materials may be placed in the employee's file.

The employee must be permitted to reproduce at the employee's expense any material in the employee's file.

An employee may file a grievance regarding non-evaluation material placed in the employee's personnel file. A grievance is limited to an internal grievance unless such material is merged into a disciplinary proceeding.

This Act does not prohibit administrators from maintaining written notes or records of an employee's performance separate from the personnel file for the purpose of preparing evaluations or possible disciplinary action.

Administrators are encouraged to place in the employee's file information of a positive nature, including any such material received from outside competent and responsible sources, indicating special competency, achievements, performances, or contributions of a professional or civic nature.

A record of access must be maintained by the employing agency and must be provided to the employee when the employee examines his/her file.

North Dakota Century Code 54-06-21.

CONFIDENTIALITY OF MEDICAL AND EMPLOYEE ASSISTANCE RECORDS

Personnel records other than personnel records that relate to an individual in attendance at the agency or institution and employed as a result of his or her status as a student are public records open to inspection by the public. However, pursuant to N.D.C.C. Section 44-04-18.1, employee medical and employee assistance program records are confidential and may not be placed in an employee's personnel file and may not be released without the written consent of the employee or as otherwise provided by law.

Further, personal information as defined in section 44-04-18.1, including a person's home address, home telephone number, photograph, medical information, motor vehicle operator's identification number, payroll deduction information, the name, address, phone number, date of birth of any dependent or emergency contact, any credit, debit or electronic fund transfer card number, and any account number at a bank or other financial institution, are exempt from the open records law and may be released only as required by law, pursuant to institution policy or with the employee's written consent. The commissioner shall adopt a procedure establishing a uniform, system policy concerning release of exempt personal information, which must be incorporated in required institution procedures and apply to the system office. Placement of documents in an employee's personnel file is governed by N.D.C.C. Section 54-06-21.

Additional records exempt from or confidential under open records law include (without limitation):

Information pertaining to an employee's retirement account balance, disability applications and benefits, and surviving spouse applications and benefits under N.D.C.C. ch. 54-52 or a plan adopted by the board (N.D.C.C. Section 54-52-26);

Certain economic development records (N.D.C.C. Section 44-04-18.2);

Trade secret, proprietary, commercial and financial information (N.D.C.C. Section 44-04-18.4 and SBHE Policy 611.6);

Computer software programs or components for which a copyright, patent or license is acquired (N.D.C.C. Section 44-04-18.5);

Attorney work product (N.D.C.C. Section 44-04-19.1); and

Social security numbers, which are confidential under N.D.C.C. Section 44-04-28.

BROADBANDING SYSTEM

Legislative action in 1999 removed Higher Education from the Central Personnel System. As a result, the State Board of Higher Education has approved change from the previous point-factor classification system to a broadbanding system, effective July 1, 1999.

Broadbanding is an approach to compensation that focuses on performance and market, uses a few, wide salary bands to deliver pay, and emphasized management pay decisions with expert human resource advice.

REFERENCE: [NDUS web page](#)

BUSINESS CARDS

Each department may order business cards for new employees (if applicable). If you have changes or need more cards, contact your supervisor or order through our website.

[Business Cards and More](#)

BUSINESS OFFICE FORMS

Necessary forms for travel requests, reimbursements, technology requests, payroll forms, etc. can be accessed on the website. [Employee Forms](#)

CAMPUS SAFETY-

WSC's Badlands Security Services provides for the safety and well-being of WSC students, faculty, staff, and property through the development, maintenance, and enforcement of college policies and procedures. It preserves peace through conspicuous patrol, responds to calls for assistance, including emergency and crisis situations, and provides other safety-related services. The Security Department provides a full range of public safety services, including crime prevention, crime and incident reports, and assistance in investigations.

EMERGENCIES

In case of emergency, where ambulance, police or fire personnel are required, **call 911**. (From campus phones, dial **9-911**)

In other cases where assistance is needed, call WSC's Stonewall Security Services **701.570.6699**.

EMERGENCY OPERATIONS PLAN

Williston State College also has an Emergency Operations Plan (EOP). [Click here to access that plan](#).

CAMPUS SERVICES

The maintenance crew oversees the buildings and grounds of the campus. All phone numbers for maintenance personnel are in the Phone Directory.

Maintenance requests must go through **FAMIS**, which is found on WSC website. There is an after-hours phone available in case of an emergency. Contact the maintenance personnel with any questions/requests.

COLLEGE CATALOG

The WSC College Catalog is updated regularly. The College Catalog can be found on the [WSC website](#).

COLLEGE PROPERTY

No one shall use for his/her own use any property belonging to the institution without prior approval of the Executive Cabinet.

CONTRACT FOR SERVICES

A contract-for-services policy is in the approval process. Discuss questions/concerns with your supervisor. The VP of Business is responsible for signing off on all contracts.

DISABILITY ACCOMMODATION

Disabled employees may require reasonable accommodations in their positions to carry out their job functions. The disabled individual must be on record with the College as having a disability. The staff member should discuss any accommodation requirements with the President.

ACCESSIBILITY AND RETENTION SPECIALIST

Accessibility and Retention specialist works with students, faculty, staff, and outside agencies to ensure that eligible students with disabilities can fully participate in all college programs, services, and activities. Accessibility and Retention specialist assists individuals with disabilities to overcome barriers that can otherwise limit their academic, professional, and personal potential in an environment that is accessible to students for an equal learning opportunity. Accessibility and Retention specialist does not promise success to the students, only access.

CODE OF CONDUCT

Employees are expected to follow the [Code of Conduct](#). At time of hiring employee's are required to sign this Code of Conduct.

COMMUNICATIONS PROFICIENCY POLICY

Williston State College follows [SBHE 609 Communications Proficiency Policy](#).

All faculty and personnel shall demonstrate communication skills consistent with written English language proficiency and the ability to speak English clearly and with good pronunciation. Proficiency will be determined in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act and SBHE policies.

DRESS CODE

All employees are expected to dress appropriately for his/her working conditions with the intent to portray the best appearance possible to students and to the public. Certain positions may require name tags.

DRUG FREE WORKPLACE

Williston State College recognizes that the use of illegal drugs, and abuse of alcohol and prescription drugs is a serious problem within our society. In response to this concern, Williston State College is committed to the following goals: (1) to establish and enforce clear campus policies regarding the use of alcohol and illegal drugs; (2) to educate members of the campus community for the purpose of preventing alcohol abuse and illegal drug use; (3) to create a campus environment that promotes the individual's responsibility to him/herself and to the campus community; and (4) to provide resources through counseling and referral services for students, faculty, and staff who experience alcohol and other drug abuse problems.

Policy: [615 Drug Free Workplace Effective:](#) (05/20/2024)

Williston State College follows [SBHE 615 Drug Free Workplace Policy](#).

The Director of Human Resources is responsible for this policy and Williston State College's 615.06 Drug Free Workplace Procedure.

All Williston State College employees shall comply with the Drug Free Workplace Act of 1988. Employees in violation of this policy shall be placed on leave for treatment or dismissed from their positions at Williston State College, as deemed appropriate, based on documentation provided by the direct supervisor, in conjunction with the Director of Human Resources.

TOBACCO/NICOTINE USE

Tobacco use of any kind is prohibited on campus. As of November 1, 2013, WSC became smoke-free. In 2025, WSC updated the policy to prohibit the use of smokeless tobacco and tobacco on campus, including in one's own personal vehicle. [Policy 618.1](#)

EMAIL

All employees at Williston State College are provided a campus email. This is the only email address employees should use for WSC-related communication. Personal emails are not allowed to be used for WSC business purposes. For additional information regarding campus email, please contact Williston State College's [IT Department](#).

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is provided through St. Alexius Medical Center. Contact the Human Resource Office to receive more information about this program and its services.

ENROLLING IN COURSES:

TUITION WAIVERS

All benefited employees are eligible to receive tuition waivers for three classes per calendar year. Employees are required to register for their class(es) through PeopleSoft. Once the registration has taken place, they must complete a Tuition Waiver Request form. The Tuition Waiver Request form must be signed by your supervisor and submitted to the Human Resource Office. For classes taken at other North Dakota campuses, the employee must register at the institution, fill out the [Employee Tuition Waiver Form](#), which can be obtained at the college's Website, and submit it to the Human Resource Office. The Human Resource Office will then send the form to the appropriate office at the other institution. Not all institutions honor the tuition waiver for distance classes; therefore, the employee will be notified if the waiver is not accepted. Employees may also opt to donate their three waivers to their spouse or children and should fill out the [Spouse Tuition Waiver](#) or [Dependent Tuition Waiver](#). This tuition waiver is considered a resource in a dependent's financial aid package.

EQUAL EMPLOYMENT OPPORTUNITY (NDUS)

State Board of Higher Education Policy: Every vacant position shall be based upon applicant's qualifications and performance requirements of the job.

See full reference: [State Board of Higher Education Policy, Section 603.2](#)

EQUIPMENT USE, DISPOSAL, AND TRANSFER

Employees are responsible for the custody, proper use, reasonable care, and maintenance of equipment purchased for or assigned to the respective departments of the college. Equipment over the amount of \$5,000.00 must be tagged and inventoried annually. A Disposition or Transfer of Equipment form must be completed for the disposal of property and transfer of property from one department to another. Forms are available in the Business Office.

Each employee is expected to report the disappearance, suspected theft, fraud, or unlawful or improper use of any college property to his/her supervisor.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

WSC's Academic Records Office will disclose FERPA information by publishing a notice in the college catalog, website and email to currently enrolled students within the first 10 days of the semester. This notice shall prescribe the procedures by which a student may make a formal request for non-disclosure of directory information, exercise the right to

inspect and review education records, and obtain other information pertaining to FERPA. Williston State College requires all its employees to comply with FERPA.

All WSC employees are responsible for protecting the confidentiality of student education records. “Need to Know”- Access to student data is to perform job responsibilities and role with WSC. Data stored/transmitted electronically must be secure and only available to those entitled to it. Be vigilant and report any FERPA violations. Once a student is enrolled with WSC, you must communicate with the student via their WSC email address.

For additional information see [Ferpa Guidelines for Faculty and Staff](#)

FLEXIBLE SPENDING ACCOUNT

WSC offers its employees the option to enroll in a flex comp program. Employees will be notified of their annual open enrollment period. Contact the Human Resource Office with any questions regarding this program.

GRIEVANCES

STAFF GRIEVANCES

Williston State College follows the [SBHE HR Policy 28 Grievance Procedures](#).

FACULTY GRIEVANCES

Each institution shall establish procedures to attempt mediation or resolution of faculty grievances.” [SBHE 612 Faculty Grievances](#)

POLICY

It is the policy of Williston State College that all faculty of the College are provided specific and equitable procedures that afford due process for resolving grievances.

This policy provides for nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973 which provides that:

"No person in the United States shall, on the basis of sex, race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance; and prohibit discrimination on the basis of handicap against existing employees, students, and applicants for employment and admission."

The coordinator of Title VI, Title IX, and Section 504 is the Vice President for Business Services, Williston State College, (701) 774-4240.

Williston State College will follow [WSC Procedure 612](#) to resolve faculty grievances.

HAZARDOUS SUBSTANCES POLICY

Institutions and entities, under the control of the Board, having hazardous substances shall implement and employ: (1) an information program in compliance with North Dakota Century Code

ch. 65-14 (Right-to-Know Law); and (2) a hazardous waste management program in accordance with federal and state laws and regulations.

[SBHE Policy: Section 614 Hazardous Substances Information Program](#)

Faculty and staff who have authority over any Williston State College personnel must provide to their employees all health and safety information regarding any hazardous substances they are required to work with on the job. For more detailed information contact the business manager.

All faculty and staff who use toxic chemical compounds and have hazardous waste must use specific Federal Environmental Protection Agency Approved methods of disposal.

HOLIDAYS

Refer to the following NDUS website for information regarding Holidays: [NDUS Calendars](#)

ID CARDS

All employees must possess an employee ID card. Photo ID cards may be obtained in the Learning Commons. These cards are to be used when traveling on college business to obtain state employee lodging discounts, access library services, for admission to campus facilities and events, to utilize campus dining services, etc.

INVENTORY CONTROL

Staff members are responsible for the custody, proper use, reasonable care, and maintenance of all equipment and supplies purchased for or assigned by the administration to the respective departments of the college. This responsibility behooves the staff to establish adequate security for assigned items. The theft or disappearance of any college property shall be reported immediately to his/her supervisor. Information on inventory control may be obtained from the Business Office.

KEYS

Keys are issued through Williston State College Facilities Department and remain the property of Williston State College. Any exemption to this policy may be made only with permission from the WSC President. [See WSC Procedure 919.01.](#)

LEAVE

ANNUAL LEAVE STAFF

Presidents, executive deans, provosts, vice presidents, positions excluded from the broad banding system, and other positions approved by the president or commissioner at the time of hire are entitled to a minimum of twelve working days and a maximum of twenty-four working days of annual leave each year to be taken at the convenience of the administration. Accrual rates for these employees are determined by the institution president or commissioner.

ANNUAL FACULTY

Anticipated instructor absences from the campus must have prior approval of their Academic Dean and will include submission of a [Notification of Faculty Leave](#) form. When an instructor is unable to meet his/her scheduled classes due to unforeseen circumstances, he/she must notify their Academic Dean. Faculty should also, if possible, send a message to their students notifying them and providing instructions.

Faculty members are encouraged to attend professional meetings for their improvement. The number of such meetings to be attended and the amount of travel allowance will be determined by each department or the Personnel Development Committee subject to the approval of the President and the Vice President for Academic Affairs. Advanced notice of at least 2 weeks is required for all out-of-state travel. The President or Vice President for Academic Affairs must be informed of absences for half a day or more. A sign should be posted listing the time the faculty member is available for students.

SICK LEAVE STAFF

Presidents, executive deans, provosts, vice presidents, positions excluded from the broad banding system, and other positions approved by the president or commissioner at the time of hire are entitled to a minimum of twelve working days and a maximum of twenty-four working days of annual leave each year to be taken at the convenience of the administration. Accrual rates for these employees are determined by the institution president or commissioner. Sick leave accumulation is unlimited.

SICK LEAVE FACULTY

A faculty member is granted sick leave without loss of salary, provided arrangements can be made to have his or her classes taught in another format, for example, prerecorded lecture, covered by another faculty member, etc., and provided the College program does not suffer because of his or her absence.

NEPOTISM

An officer or employee may not, except as permitted by law, serve in a supervisory capacity over, or enter into a personal services contract with, a member of the officer's or employee's immediate family.

See full reference: [SBHE Policy: Section 603.3 Nepotism](#)

NEWS RELEASES

News and information pertaining to Williston State College, its programs, staff and faculty members, and students which is to be published in the major media (newspaper, magazine, radio, or television) should be directed to the Director of Marketing. [Marketing Request](#) form should be completed for all marketing requests.

OFFICE HOURS

STAFF

Standard office hours are 8:00 am to 4:30 pm Monday – Friday. The campus remains open until 10:00 pm during the academic year, and summer hours are determined by each department.

FACULTY

Faculty are expected to work 35 hours per week. These hours may vary depending on the instructor's class schedule. Faculty are required to post regular “office hours” during which they will be available for student assistance. Faculty should include those office hours on their syllabi as well as post their schedule outside their office door, utilizing the schedule template provided by marketing.

OPEN MEETINGS POLICY

All meetings of governing bodies, including department and committee meetings, are open. Some exceptions may apply. Review the following:

- [NDUS Policy 605.2: Standing Committee on Faculty Rights](#)
- [State of North Dakota, Office of the Attorney General: Open Records & Meetings](#)
- [North Dakota Century Code, 15-10-17: State Board of Higher Education](#)
- [North Dakota Century Code, Chapter 44-04: Duties, Records, and Meetings](#)

PAY

New employees are referred to the Human Resource Office to complete the required forms necessary for processing payroll checks and fringe benefits. Deductions automatically made from the payroll check are federal and state withholding tax, Social Security, specific health and retirement premiums. With proper authorization from the staff member, payroll checks may also be deducted for other approved payroll deductions as approved by NDUS.

Each January, the Business Office will provide a W-2 form listing your earnings, tax deductions, and taxable income for the prior year for use when filing your income tax returns.

Payday will be on the 15th and last day of each month. If the 15th or last day of the month is a Saturday, Sunday, or holiday, the preceding workday shall be payday. Checks will be on a 15-day pay lag. WSC requires direct deposit as a means of providing payments to employees by enabling us to electronically transfer money to your bank account. If you have any questions regarding the direct deposit process, contact the HR Director.

OTHER APPROVED COMPENSATION

Compensation if Funds are Available

[Leave Without Pay](#)

[Developmental Leave](#)

[Early Retirement](#)

[North Dakota State Retirement](#)

[Benefits](#)

[Severance Pay](#)

PERFORMANCE EVALUATIONS

All benefited university system employees shall have an annual written and verbal performance development review that includes evaluation of performance based upon mutually agreed upon development plans or goals. Procedures governing faculty shall be consistent with requirements stated in [SBHE Policy 605.1](#). Requirements for employees included within the broadbanding system are stated in Section 17 of the NDUS Human Resource Policy Manual; those requirements shall also apply to all other employees except faculty.

All merit pay increases must be supported by current written performance reviews and consistent with a salary administration plan adopted under [SBHE policy 702.4](#).

See policy: [State Board of Higher Education, Section 604.3](#).

STAFF EVALUATIONS

Staff Evaluations are conducted by each department's supervisors. They are prepared annually, except for new employees, who have a six-month probationary performance review.

FACULTY EVALUATIONS

Faculty Evaluations are complete annually for all faculty members. This process is currently being revised, and once complete, will be linked here.

PERSONAL DATA CHANGE

If you change your name, address, telephone number, marital status, number of dependents, or person to be notified in an emergency, you must advise the Human Resource Office so your records can be kept up to date.

PHONE DIRECTORY

The directory contains the campus telephone numbers for each employee and the associated agencies, as well as campus fax numbers. Changes to any of these numbers should be given to the marketing director.

POLITICAL ACTIVITIES

The Board of Higher Education recognizes the importance of and encourages participation by individuals in the political, social, and economic affairs of the community, state, and nation. While the Board respects the deep concern of individual faculty members and students about current events and issues, and the committed desire to actively participate in elections, the Board must emphasize the distinction between an individual's involvement and an institution's involvement. The Board affirms its traditional concern for society's well-being; at the same time, the institution must remain outside the political arena. Adjustment of the academic calendar to free students, faculty, or other employees to engage in political activity is not consistent with the foregoing affirmation.

[WSC Policy 308.31 Political Activity](#)

POSITION DESCRIPTIONS

STAFF

Each position has a description. A position description is a written statement of the responsibilities and duties performed by the employee. It also contains information regarding the knowledge, skills, and abilities required to perform the job. The description of a position reflects the position and not the individual who holds the job.

Position descriptions will be reviewed annually and updated as needed as part of everyone's performance evaluation. Refer to the Broadbanding System above for an explanation of staff classification.

Overtime and compensatory time are left to the supervisor and the employee. Any changes to a staff member's job description and/or duties shall go through the supervisor. If it affects the level of responsibility and salary range, final approval must be made by the President.

FACULTY

Each year, faculty will receive an employment contract that specifies the position type, contract type, contract length, and salary. Faculty must sign and submit this contract by the date stated on the document.

PRINTING

Access to printing is available in multiple areas on campus. Each department is provided access to a specific printer or printers which can only be used for work related printing. Most printers also have the ability to scan documents which can be sent directly to emails as well.

PROFESSIONAL DEVELOPMENT

In recognition of WSC as a learning community, faculty and staff members are encouraged to participate in professional development activities to remain up to date in their area of service, to expand their knowledge base, and to promote the enterprise in which the college engages. Professional development activities include, but are not limited to, workshops, non-credit courses, courses for credit, and degree programs.

[Staff Professional Development Information](#)

[Faculty Professions Development Information](#)

RECRUITMENT AND APPOINTMENT PROCEDURES

When an opening exists in a department, the department head shall secure permission from the college president to fill the position. The various steps in the hiring procedure consist of the following:

Updating the job description

Permission to hire (position authorization form)
Preparing the position announcement
Advertising the position
Applicants for employment
Interview procedures
Reference checks
Selection process
Appointment to a position

REQUEST FOR CHECKS

Submit an invoice with department coding when requesting a check for reimbursement (with receipt attached) for WSC organizations, payment of memberships and dues (with the original registration attached), and payment of athletic team travel funds, etc. [Request for Check Form](#).

RESIGNATIONS

STAFF

Employees are requested to give two weeks' written notice. Employees should address resignation letters to their supervisors.

FACULTY

When a faculty member returns a signed contract for the ensuing academic year, it is assumed that both parties will adhere to the express and implied conditions of that contract. A faculty member may terminate an appointment effective at the end of the academic year, provided that he or she gives notice in writing at the earliest possible opportunity, but not later than May 15, or one month after receiving notification by the institution of the terms of an appointment for the coming academic year, whichever date occurs later. After discussion with the college president, the faculty member may properly request a waiver of this notice requirement in the event of hardship or if he or she would otherwise be denied substantial professional advancement or other opportunities.

REST PERIODS

Staff shall be allowed a rest period of 15 minutes each half day to be arranged by the employee's supervisor. The workday may not be shortened, and lunch periods may not be lengthened by omitting rest periods. Employees shall be allowed a minimum of 30 consecutive minutes for one meal. Meal breaks may extend to a maximum of 60 minutes.

RETIREMENT PLANS

STAFF

Staff members at WSC are normally covered under two different retirement programs: Social Security and ND Public Employees Retirement System, or if eligible TIAA/CREF.

Social Security – All staff members are required to participate in the federal Social Security program. Rates and amount of income to be taxed are fixed by Congress and are subject to change.

ND Public Employees Retirement System (NDPERS) – All agencies of state government participate in the Public Employees Retirement System. Only those employees who do not qualify for TIAA are eligible for PERS.

TIAA – is a retirement plan for eligible professional staff. For further information, contact the Human Resource Office.

Employees should contact the following agencies during the months preceding retirement:

WSC Human Resource Office

ND Public Employees Retirement System – if you are under this retirement plan

Social Security

TIAA – if you are under this retirement plan

FACULTY

Faculty members at the College are normally covered under the following retirement program: Federal Social Security and the Teachers' Insurance and Annuity Association (TIAA).

This is a privately administered defined contribution retirement plan that provides individual retirement fund contracts for eligible employees as defined by the Board of Higher Education in its approved TIAA-CREF retirement resolution. All benefits vest immediately to the participant. All permanent faculty are participants in TIAA, and all new faculty are required to participate in TIAA. Plan contributions by participants are made on a tax-deferred basis in accordance with Section 414(h)(2) of the Internal Revenue Code. All contributions are applied as premiums to retirement annuity contracts owned by the participant. The plan requires employee and employer contributions be based on a classification system based on the following schedule:

Employment Classification	By the Participant	By the Institution	Total
Class I and III	3.5%	7.5%	11%
Class II	4.5%	12.5%	17%
Class IV	5%	13%	18 %

*Class I is full-time faculty with 0-2 years of service. Class II is full-time faculty with 3-10 years of service. Class III is full-time faculty with 10 or more years of service.

Plan contributions by participants will be deducted from salary payments, or if elected by the participant, will be made on a tax-deferred basis under an agreement for salary reduction executed in accordance with Section 403 (b) of the Internal Revenue Code. All

contributions are applied as premiums to retirement annuity contracts owned by the participant.

ROOM/FACILITY RESERVATIONS

Reservations for all on-campus functions must be made on Outlook using the room reservation process. To reserve a classroom, contact the Conference Services Coordinator/Ad Astra administrator.

Complete a work order with Campus Services personnel as needed for setting up tables, chairs, equipment, etc. The work order is available at the college's website. It is recommended at least a 48-hour notice be given to the Campus personnel for their assistance.

For tech needs in the classroom, please contact the IT department.

SEXUAL HARASSMENT POLICY

Williston State College follows [SBHE 601.1 Harassment and Discrimination Policy](#), and Williston State College's [603.11 Harassment and Discrimination Procedure](#)

SUPPLIES

Each department is responsible for their own supplies. Contact your department supervisor regarding supplies.

TECHNOLOGY ASSISTANCE

Any requests concerning technology such as repair, updates, problems need to be directed to the IT Department. A help ticket should be submitted through the Williston State College helpdesk at <https://www.willistonstate.edu/students/Information-Technology/>. Computer software is available to faculty and staff at special educational prices.

TELEPHONE SERVICE

To call within the WSC campus system you can dial the last 4 digits of the phone number. Dial 9 + the 7-digit number for local calls off campus. You may call long distance by dialing 9 + 1 + area code + the 7-digit telephone number and entering the individual authorization code when prompted by the system. Complete dialing instructions and system feature instructions are available from the IT Department.

TRANSPORTATION

The state fleet motor pool vehicles located at WSC are under the control of the North Dakota Department of Transportation. The vehicles are available to staff and faculty for college business only and are scheduled and dispatched by the Business Office. If you are in need of a state fleet vehicle, please contact the Business Office as far in advance as possible. You will be advised of NDDOT State Fleet policies and procedures at the time the

vehicle is dispatched. A valid driver's license must be presented when checking out a state vehicle.

TRAVEL REQUESTS

A "[request for travel](#)" form must be filled out and signatures secured prior to leaving. Fill out separate requests for separate trips. If you are planning to take a state vehicle for travel, check out a vehicle in the Business Office. If travel is to a conference, seminar, or workshop, and the travel exceeds four days, a conference schedule must be attached to the form. If personal travel is included, dates of personal leave must be indicated on both the travel request form and the [travel expense reimbursement request form](#). Completed forms are to be submitted online. For information on how to complete the travel expense form utilize the [Travel and Expense User Guide](#)

VENDING SERVICE

Private vendors own the vending machines at the college. Any request for maintenance or placement of a vending machine in a new location must be cleared with the Finance Department.

WEB SITE

WSC's home page address is: www.willistonstate.edu. You can access information about the college, various departments, college activities, etc. For questions regarding the website, or to make changes to content, please contact the marketing department

SECTION 3: FACULTY SPECIFIC INFORMATION

FACULTY RESPONSIBILITIES

Along with academic freedom and tenure, all faculty members recognize certain concomitant responsibilities to their students, their colleagues, to the College, and to the State and broader community.

To students, faculty members have a responsibility for:

- Keeping abreast of current developments in their disciplines, continuously updating course content, improving the methods of instruction, and regularly evaluating the effectiveness of their instruction.
- Maintaining, in their classrooms and elsewhere, an intellectual and attitudinal environment in which students are stimulated to learn, to ask questions, and to explore alternative approaches to problems.
- Assisting in the advisement of students in selecting courses to meet graduation and transfer requirements.
- Respecting students as persons, being concerned about their progress, and being willing to hear their points of view without prejudice.
- Informing students at the beginning of each semester of the expected outcomes of each course and organizing the method of instruction and time allocation so as to accomplish those outcomes.

- Informing students at the beginning of each semester concerning term papers and other requirements for the course and the basis on which grades will be determined. Examinations and papers used to determine a course grade should be available to students for inspection and discussion. Students' grades should be based on recognized academic standards. Students should also be informed during the first week of the course of the attendance policy.
- Holding classes and examinations as scheduled and, in the event of necessary absence, informing students in advance of changes in schedule and making suitable alternative arrangements.
- Being readily available to students for individual conferences relating to coursework or other matters of concern and interest to students. Faculty should post a schedule of office hours indicating times when they will be available for consultation.
- Providing adequate supervision to ensure accident prevention and the promotion of safety. Should any injuries occur, faculty will report the incident to their immediate supervisor after necessary first aid has been administered. An [incident report](#) must be filed with the Vice President for Business Services.
- Providing Student Progress Reports: Faculty will make reasonable attempts to notify students of their progress--especially deficient progress--throughout the semester. Faculty should provide students with access to up-to-date grades regularly. Students in danger of failing should be reported via [Starfish](#).

With respect to their colleagues, faculty members are responsible for:

- Avoiding conduct which intentionally and substantially obstructs or disrupts teaching or other lawful activities on the campus.
- Respecting the rights of free inquiry and expression of opinion by their colleagues in accordance with the College's statement on academic freedom.
- Acknowledging in their publications, the contributions which colleagues have made to their research and other endeavors.
- Evaluating or commenting fairly and objectively on the work of colleagues when peer evaluation is required for the purpose of promotion, curriculum assessment, and the like.
- Respect and follow proper chain of command and organization communication.

With respect to the College, faculty members have a responsibility for:

- Participating in the committee work and other channels of self-governance on all college levels.
- Advising students during scheduled registrations and at other necessary times.
- Observing the regulations of the College which are designed to promote freedom for teaching and research, and participating through orderly means in seeking modification in these regulations when these are considered inappropriate.
- Indicating that when they are speaking as a private person, they are not speaking for or representing the College.
- Faculty members are encouraged to participate in endeavors for improvement of the economic, social, and cultural life of the community, especially when they have

an expertise which may make their contribution particularly valuable, and when such a contribution can be made without interfering with their primary obligations for teaching and scholarly endeavor.

ADMINISTRATOR RESPONSIBILITIES

The term "administrator" as used in this statement applies to the following positions at Williston State College: the President, Vice President for Business Services, Vice President for Academic Affairs, Chief Information Officer, Vice President for Student Services, Athletic Director, Executive Director for TrainND, Academic Deans, Director for Communication and Marketing, and other coordinators of college programs and functions. The statement on Faculty Responsibilities applies equally to those administrators who exercise teaching responsibilities and/or hold faculty rank.

The College administrator has responsibilities in most of the following areas: financial administration, faculty and personnel administration, administration of the educational program, relationships with students, responsibilities as a teacher, responsibilities with his or her colleagues for the committee work of the College, the promotion of extracurricular activities within the area of his or her concern, and the provision of services to his or her profession and to the public. In order to discharge these responsibilities, two essentials must prevail: 1) The administrator has the responsibility for defining in writing and publishing where appropriate the scope of work and the duties of those who are responsible to him or her, and 2) authority to discharge these duties must be commensurate with the responsibilities assigned.

Each administrator should adhere to the following principles of democratic administration:

- Respect for individuals.
- Faith in the power of human intelligence to solve problems.
- The right of each individual affected by policy formation or alteration to have an equitable part in the determination of that policy.
- The right to act through his or her chosen representatives.
- The right to equality of opportunity.
- The exercise of fairness.
- The right of each individual to appeal decisions and actions affecting him or her and the right of the individual to be informed of avenues of appeal.

In the exercise of these basic principles, the administrator should nurture an atmosphere of mutual trust and honesty based on good communication.

The administrator also has a unique responsibility to keep abreast of the developments in his or her administrative field and to exercise leadership which encourages innovation and the development of receptivity to new ideas. As a leader, the administrator functions within his or her group as its spokesperson, harmonizer, planner, executive, educator, and symbol of its ideals.

See full policy: [SBHE Policy: Section 305.1 College and University President's Authority and Responsibilities](#)

See procedure: [NDUS Procedure: 301.1 Commissioner's Cabinet](#)

AUTHORITY AND RESPONSIBILITY OF WILLISTON STATE COLLEGE'S PRESIDENT

See description in the [Williston State College Constitution.](#)

PROFESSIONALISM

The first and foremost priority of any faculty member is teaching. Class instruction must be approached with philosophies that underwrite the spirit of scientific inquiry rather than that of a propagandist. The trend of instruction should be above prejudice, personal interests, spite, invalidity, and bias.

In addition to the regular classroom and laboratory instruction, faculty members are encouraged to contribute to the general educational program of the community. Such contributions may include assisting in evening classes, workshops, seminars, refresher institutes, lectures, concerts, plays, art exhibits, science fairs, and similar programs and projects.

Being a good citizen of the community is just as important as participating in the affairs of the College. Public interest and support are the lifeblood of the College. The interest and support are best engendered by individual faculty members making the College favorably known and felt throughout the community. Therefore, the faculty member should refrain from discussing the affairs of the College or associates with students or persons not connected with the College. If a student or other person initiates the discussion, extreme caution should be used so as not to violate professional responsibility to colleagues and the College; but, at the same time, respect and appreciation should be shown for the concern and interest in the College.

Faculty members should respect the general practices and policies of the College. The democratic process should be used for any changes felt needed. Serious grievances should not be aired outside the College; rather, administrative channels and procedures provided by the College should be used.

STUDENT ACADEMIC INTEGRITY

Work submitted for this course must follow Student Academic Integrity as cited in the WSC Student Code of Conduct:

Acts of cheating and plagiarism are prohibited. Cases of academic dishonesty may be treated as an academic matter or as a disciplinary matter at the discretion of the instructor.

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment. It includes using or attempting to use materials or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgment. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

Students may not use generative Artificial Intelligence (AI) in any form to complete any coursework without explicit permission from the instructor. If explicit permission is given by an instructor, through indication in the syllabus or in individual instructions for course activities/assignments, students must use AI in a responsible and ethical manner and attribute or cite appropriately. A violation of this would constitute plagiarism and be subject to the consequences as noted above.

Self-plagiarism is the use of one's own previous work in another context without citing that it was used previously.

The instructor may reflect the incident of academic dishonesty through the assignment of the student's grade in the course. If the student has a grievance related to this action, that grievance would be directed to the Chair of the department in which the course is housed. Alternatively, the instructor may refer the case as a disciplinary matter to the Vice President for Academic Affairs. The Vice President for Academic Affairs may refer the case to the Student Review Committee for action.

Breach of academic integrity may result in failure of the assignment, exam, and/or class.

LEARNING OUTCOMES AND ASSESSMENT

INSTITUTIONAL LEARNING OUTCOMES

All students graduating with an associate's degree (AA, AS, AAS) will demonstrate that they have completed the following 4 institutional outcomes.

Students will demonstrate effective communication skills.

Students will use reasoning skills to analyze and solve problems.

Students will demonstrate knowledge of diverse cultures and value systems.

Students will apply health-related knowledge to promote physical and mental well-being.

See the section on outcome assessment for how to include and assess these within courses and programs.

PROGRAM LEARNING OUTCOMES

Each program at Williston State College has specific program learning outcomes that have been selected and should be assessed. These learning outcomes should be available to faculty in the WIDs system and should be assessment in courses each semester. See the outcome assessment section for information on how to do this. Program learning outcomes are changed through the Curriculum Committee by way of a program change form.

COURSE LEARNING OUTCOMES

Course learning outcomes should be updated and available to faculty members within the WIDs system. These outcomes should be assessed in courses each semester. See the outcome assessment section for information on how to do this. Course learning outcomes are changed through a department-level proposal and are approved by the department in which the course is housed.

OUTCOME ASSESSMENT

Institutional learning outcomes have historically been assessed using the ePortfolio process. Currently, this process is under review. Once revisions have been made, faculty will be informed of this new process, and information will be included in this handbook.

Program and course learning outcomes should be evaluated using the outcome assessment resource in Blackboard.

EXPECTATIONS FOR INSTRUCTION AND ADVISING

CLASS SCHEDULES AND TEACHING ASSIGNMENTS

Academic Deans, along with the Vice President for Academic Affairs, are responsible for determining the schedule of courses to be taught and for assigning courses to individual faculty members. In making course schedules and teaching assignments, consideration should be given to the course offerings required to meet student needs, faculty specialization areas, the equitable distribution of teaching load among faculty members, and other department schedules.

See full policy [SBHE Section 406.1 Academic Calendars](#)

CLASS SCHEDULE TIMELINE PROCEDURE

Williston State College utilizes a full-year schedule and full-year enrollment as of Spring 2025.

Prior to the start of the Fall semester, the Executive Assistant or a designee rolls over both the previous year's Fall, Summer, and Spring schedules in PeopleSoft.

The Executive Assistant sends Excel versions of both schedules to Academic Deans to work on updating with input from faculty members.

Once all changes have been made, the finalized copy of the schedule is sent to Academic Deans for approval.

After receiving approval, the Executive Assistant inputs the information into PeopleSoft.

COURSE ALLOCATION/SELECTION PROCEDURE

1. Full-time faculty shall have first right of acceptance/refusal for any individual class section in any term.
2. The faculty member who is most qualified (degree, faculty rank, experience, teaching record) will be offered the course each semester.
3. If there is more than one section of a course being offered and one does not fill, the consensus of full-time faculty will be used to determine who is offered to teach the course.
4. Implementation Guide

- a. A full-time teaching load for a semester will be determined by the credit-hour total and /or the contact hour total.
- b. A semester teaching load exceeding the full-time credit and/or contact hour may be offset with a lighter load in the other semester to achieve an average annual teaching load within the guidelines.
- c. Special assignments may be used as part of load.
- d. Unusually heavy advising or committee loads, if documented, may be used to reduce teaching load.

5. Workload Variations

- a. Williston State College recognizes that no workload policy can adequately take into account the multitude of differences in types of instruction and effort required to teach highly viable curricula well. The Vice President for Academic Affairs, with recommendations from the Program Coordinator and Academic Dean, will determine workload adjustments.

6. Teaching Assignments

- a. Flexibility in workload policy is needed to meet the demands of rapidly changing formats and media for delivering courses for the benefit of the students, faculty, and the college. The following guidelines are to be used by the Departments and the Vice President for Academic Affairs when offering classes and faculty to teach:
 - i. The first priority for offering classes is to meet the needs of students.
 - ii. Second- and subsequent-priorities are to meet the college's needs and to make the best use of limited resources.
 - iii. An instructor may teach a low-enrollment course if it is a program requirement and/or supported by sufficient enrollment in other courses the instructor might teach.
 - iv. Individual Departments have the right to present justification to the Vice President for Academic Affairs to offer other low-enrollment courses.
 - v. Faculty teaching courses with low enrollment may agree to waive overload pay in lieu of discontinuing the program/course.

FACULTY WORKLOAD AND COMPENSATION

Measurable workload to meet a faculty contract includes Teaching Load, Advising Load, and Committee Load. Compensation for faculty members of Williston State College (WSC) is calculated from the WSC Faculty Salary Matrix and additional compensation as described within this procedure. [See WSC Procedure 702.42 Faculty Workload and Compensation](#)

STUDENT ADVISING

Williston State College currently employs two full-time academic advisors. The Student Services Office assigns faculty advisors; the Vice President for Student Services is

responsible for other advising areas and concerns. While the structured aspects of student advising are handled in the Student Services Office, unstructured advisement and general student advising by individual faculty members are essential if students are to be assisted in their development to their maximum potential. A list of student advisees will be available to faculty in Campus Connection. Advisors should promise students only what can be delivered regarding transfer program requirements, career placement, etc., and should utilize the [Advising Handbook](#).

ORIENTATION AND REGISTRATION

Faculty members are expected to be on campus and available to assist students during orientation and scheduled on-contract registration periods to provide specialized advisement in a discipline.

TEXTBOOK SELECTION AND ADOPTION

Full-time faculty have the right to choose appropriate textbooks for their classes. Chosen textbooks must be submitted to the Bookstore via the Textbook adoption process. The bookstore manager will distribute textbook adoption requests well in advance of the start of the semester in which they are to be used. The bookstore manager will notify faculty when it is time, and a due date will also be provided. Books not adopted utilizing the adoption process cannot be required. The adoption form should include the book title and ISBN, the estimated number of students who may enroll in the course, and whether the book is required or optional. Even if the instructor does not plan to use materials, this also needs to be reported. The bookstore manager has the responsibility to inventory and supply the needed textbooks. In other words, the requisition does not require the instructor to inform the bookstore manager as to the number of texts needed in addition to those still on hand. The adoption process is described in the following video. [Book Adoption](#). If the instructor has any questions, he/she should contact their Academic Dean and/or the bookstore manager.

Classroom and laboratory materials that are written/prepared by Williston State College personnel for sale to students must be sold through Williston State College's bookstore. Classroom and laboratory materials that are written/prepared by Williston State College personnel for sale to students must be sold through Williston State College's bookstore. The prices of textbooks are determined by the bookstore manager after weighing the costs of purchase. Faculty should not require textbooks that are not used.

All Williston State College personnel who require their students to purchase books or instructional materials must do so through the Williston State College bookstore or seek special approval from the president to deviate from the policy.

[WSC Policy 611.92 Selection of Textbooks or Other Curricular Materials.](#)

TEXTBOOKS (NDUS)

An instructor may not receive financial compensation or any other form of remuneration, excluding supporting educational materials for teaching, from a publisher or an agent of

the publisher for the purpose of selecting or assigning textbooks or other curricular materials.

See full reference: [SBHE Policy: Section 611.9 Selection of Textbooks and Other Curricular Materials](#) (12/7/2023)

COURSE SYLLABI

Faculty must submit their course syllabi in WIDS prior to the start of each semester.

CLASSROOM USAGE

As a professional courtesy to other instructors, boards should be erased and chairs left in their normal positions. Furniture should not be moved from its assigned classroom.

STUDENT COURSE SURVEYS

Course surveys should be conducted in classes at the end of the term. The following guidelines will be followed for faculty members:

1. Tenured faculty will conduct a minimum of one student satisfaction survey at the end of the semester.
2. Tenure-track faculty will conduct a minimum of two student satisfaction surveys at the end of the semester.
3. All special contract and adjunct faculty will conduct student satisfaction surveys at the end of the semester in all of their classes.
4. Student satisfaction surveys will be completed at the end of the course. Surveys will be provided to faculty members at least one month prior to finals week. Surveys will be closed on Thursday at the end of the course.
5. All faculty will receive results from the course surveys within 14 days of their course completion date.

ABSENCES/CLASS CANCELLATIONS

Student Absences

Students who must miss class for reasons not related to college functions should inform instructors prior to the absence from the classes concerned. Instructors will be informed of school-related absences by the activity advisor and should also be informed by the student.

Instructor Class Cancellation

In the event an instructor must cancel class, whether for a scheduled event, or due to illness or emergency, students should be notified via email, and a Blackboard announcement. If due to an illness or emergency a note should also be placed outside the classroom or inside the room on the whiteboard. The instructor should provide information to students on what should be done in place of the regular class meeting time.

THE GRADING SYSTEM

At the close of each semester or upon completion of a course, each instructor determines student progress on an individual basis and awards grades accordingly. Honor points are assigned for each semester hour of credit earned according to the grading system below:

Grading Symbols	Significance	Honor Points
A	Marked	4
B	Excellence	3
C	Superior	2
D	Average	1
F	Passing	0
I	Failure	-
S	Incomplete	-
U	Satisfactory	-
Au	Unsatisfactory	-
W	Audit	-
CW	Withdrawal	-
NR	Credit	-
	Withdrawn	-
	Not Reported	-

F (FAILURE)

- Received when a student does not satisfy the requirements of the course and of the instructor. It may be assigned if the student fails to hand in work, scores failing grades on tests and assignments, or does not participate in class.

I (INCOMPLETE)

- Assigned only to the student who has been in attendance and has done satisfactory work up to a time within four weeks of the end of the semester including the final examination week, and whose work is incomplete for reasons satisfactory to his/her instructor.
- See Full [WSC Incomplete Procedure](#) found on page 30 of the linked document for more specific information.

S-U (SATISFACTORY/UNSATISFACTORY)

S/U grading is used rather than the traditional A through F according to the following regulations:

A grade of S shall be awarded to students whose grades would have otherwise been A, B, or C. A grade of U shall be awarded to students whose grades would have otherwise been D or F.

A maximum of twelve S/U semester credits may be applied toward program completion requirements for any certificate, diploma, Associate in Applied Science, Associate in Arts, or Associate in Science Degree.

AU (AUDIT)

Must be requested from the instructor of the course to be audited prior to enrolling in the course. Anyone enrolling without such consent may be canceled from the class by the instructor.

A student may audit courses only on a space-available basis.

An auditor is not required to participate in the oral or written work of the class. They take no examinations and receive no credit for the course.

W (WITHDRAWAL)

Will appear on the permanent academic transcripts of students who withdraw from any class after the tenth day of instruction (after the fifth day of instruction for half-term courses). To withdraw from a class, a student must follow the established procedures. Students receiving financial assistance may have a change of financial aid status when withdrawing or being withdrawn from one or more classes.

The W (withdraw) is not averaged into the student's GPA.

NR (NOT REPORTED)

- Shown on a student's transcript for courses that he/she is currently enrolled in or for grades that have not been provided by the instructor at the end of the semester.

GRADE POINT AVERAGE (GPA)

Calculated by dividing the honor points earned by the credit hours attempted. Incomplete (I), audit (AU), satisfactory (S), unsatisfactory (U), and withdraw (W) passing grades are not averaged into the GPA.

GPA's are calculated to three places, then rounded to two.

REPORTING GRADES

At the close of each semester, grade rosters will be available to faculty members in Campus Connection. Faculty must submit grades in Campus Connection within the time frame defined by the registrar.

All students whose names appear on the final grade roster must be awarded only grades of A, B, C, D, F, S, U, Au, or I. Faculty may not award a student a W (withdrawal) grade.

SEMESTER FINAL EXAMINATION

Final examinations/activities are a vital part of the college experience. They allow students to demonstrate learning in the subject area and instructors to assess the experience that their courses offer and deliver. Students are required to take the final examinations or engage in the final activities on the date and at the time presented as part of the course syllabus. All examinations/activities must take place during final examination week, following the final exam schedule, unless otherwise approved. If a student requests to complete a final examination/activity at a time and/or day other than the official scheduled time due to extenuating circumstances, the following procedure must be followed:

1. The student must initiate a request with the instructor of the respective course as directed in the course syllabus.
2. The instructor has final approval regarding this decision.

INCOMPLETE POLICY

In accordance with the WSC policy regarding Student Academic Records and SBHE/NDUS Policy 440 (enrollment reporting), an Incomplete may be assigned to the student who has been in attendance and has done satisfactory work within four weeks to the close of the course and whose work is incomplete as a result of extenuating reasons.

Please see [WSC's Academic Records Policies and Procedures](#) page 30 for additional information.

DISABILITY POLICY

Faculty are responsible for serving exceptional students. The course syllabus should include information on accessibility services. Faculty should use the language already created in the WIDS syllabus template.

STUDENT ATTENDANCE AND PARTICIPATION

Attendance and participation are deemed an essential part of college education at Williston State College. Attendance provides the opportunity for students to grow intellectually as well as allowing them to demonstrate competency in classroom activities.

On the first day of class, students will be informed of the attendance and grading policy of each instructor. Instructors may choose to base a part of the student's grade on class participation which may include attendance.

Students who are "no-shows" (never attended any class meeting) must be reported as a no show through following the Cancellation for Non-Attendance Procedure as listed below. Students who wish to appeal an instructor's actions based on attendance may appeal in accordance with the normal appeals channels as defined within the Williston State College catalog.

CANCELLATION FOR NON-ATTENDANCE PROCEDURE

Williston State College follows guidelines for student attendance based on the Williston State College (WSC) Student Code of Conduct, WSC Student Rights and Responsibilities, and SBHE/NDUS Policies 440 and 605.

Attendance and participation in class activities are considered integral parts of education. It is the WSC policy that attendance in classes is expected of all students. If attendance and/or participation are required and will impact grading, it is the responsibility of the instructor to clearly communicate that policy to students during the first week of class in the course syllabus.

Cancellation for non-attendance occurs when WSC is unable to verify that a student is actively attending classes or has engaged in Blackboard activity. Reporting of students for non-attendance purposes is vital for Financial Aid, Veteran, and Enrollment reporting purposes. It is the instructor's responsibility to report students who have no activity within their course(s). Student information must be reported by the set dates for the course sessions.

Non-attendance students are those who have not shown to class or have not participated in their online course by the deadline.

Non-attendance reporting for a full-term course is to be reported on the 10th calendar day of class.

For sessions less than 16 weeks in length, non-attendance reporting dates are set proportionately.

The definition of a no-show includes the following:

Not completing an assignment or activity in an online class

Lack of attendance in an on-campus class or virtual class

The Registrar will send important dates for the upcoming term prior to the beginning of the term. The Registrar will also include the link and this policy when these dates are sent out.

Every instructor must complete the online non-attendance form in Starfish for every course. **Emailed no-show reporting will not be accepted unless specifically stated by the Registrar.** If you do not have any students to report for non-attendance purposes, you still must complete the non-attendance reporting form via Starfish and just not select any students. The non-attendance reporting form will be email to faculty each semester when it is time to submit.

DROP POLICY

A student may drop a full-term course at any time through the tenth day of instruction without the course being reflected on the academic transcript. A student may drop a half-term course anytime through the fifth day of instruction without record of the course being part of the academic transcript.

Dropping a course after the time frame defined above is considered a course withdrawal and results in a W being placed in the grade column on the student's official transcript. A student may withdraw from courses on or before the Friday of the second week following mid-term.

Students can drop a single class by utilizing the Drop section in Campus Connection. To fully drop all classes, students must complete the Withdrawal to Zero Credit form in Campus Connection. The student is responsible for his/her enrollment in all courses.

SPECIAL STUDENT REQUESTS

Special requests or petitions by students for an excess number of class hours (more than 20 credits) or waiver of any requirements should be submitted to the Vice President for Academic Affairs, utilizing the appropriate form.

PRIVATE INSTRUCTION

No faculty member is permitted to give private instruction with or without pay to any student without first obtaining the approval of the Vice President for Academic Affairs.

ONLINE COURSE DESIGN

Williston State College Online courses must include specific requirements. Online courses must follow WSC Procedure [482.2W Online Course Design and Instruction](#).

STUDENT CONDUCT

Faculty should understand the policy and procedures regarding student conduct as printed in the [Student Code of Conduct](#).

COMMENCEMENT

Commencement exercises are held at the end of the academic year. All members of the faculty are required to be in the academic procession and to wear attire appropriate to their educational degree, i.e., master's hoods, mortar board, etc. Instruction and information concerning commencement exercises will be sent out prior to the day of commencement.

FIELD TRIPS

Class field trips are encouraged whenever they serve to enhance the education of the student and, secondly, the faculty.

A faculty member who desires to take a class on a field trip must receive approval from the Vice President for Academic Affairs two weeks in advance of the trip. The faculty member should submit a [Field Trip Request Form](#).

SPECIAL CONSIDERATIONS FOR ADJUNCT FACULTY

ORIENTATION FOR PART-TIME FACULTY

An orientation session for part-time instructors is scheduled prior to the beginning of classes each semester. This session informs instructors about college policies and procedures and provides vital information related to instruction and student services.

REMINDERS/CHECKLIST FOR SEMESTER

- Contracts must be returned by the date indicated on the contract prior to receiving your first paycheck.
- If you don't have an ID card, and desire one please contact the HR Department.
- Check Campus Connection to see if there is a wait list for your course(s).
- If you need software for record-keeping, check with your Academic Dean.
- Turn in copies of your course syllabus in WID's.
- Ensure all online courses following the [WSC Procedure 482.2W Online Course Design and Instruction](#)
- Complete no shows by the date provided by the Registrar utilizing the Starfish program.
- Submit in danger of failing, and a lack of attendance reports in Starfish when requested.
- Submit the final grade in Campus Connection by the due date indicated by the registrar.
- Return textbooks and ancillary materials to the Academic Dean at the end of the term unless you are teaching the same course(s) the following term.

CURRICULUM

CURRICULUM COMMITTEE

To ensure College courses and programs are established and changed for reasons and in manners consistent with the institutional mission, the Curriculum Committee plays a major role in the establishment and maintenance of the educational atmosphere of WSC.

Membership on the Curriculum Committee represents the institutional entities involved with establishing and delivering educational opportunities to WSC students.

CURRICULUM GUIDELINES

If you are planning on adding, deleting, or changing a course or a program, please follow the curriculum guidelines. A new curriculum process is being implemented, and information will be uploaded here once complete.

PROGRAM APPROVAL (NDUS)

Board approval is required for all new programs of study that designate a focused collection of instructional/learning activities, the completion of which signifies a level of competence that the awarding institution so designates by a notation on the front of the student transcript. Board approval is required for all requests for appropriations in support of new programs.

See policy reference: [SBHE Policy: Section 432 Academic Program Requests](#) (02/22/2002)

WILLISTON STATE COLLEGE PROGRAM REVIEW

Established programs at Williston State College will be reviewed through a formal program review process every 4 years. Two years after a program review is completed or a new program is established, a program update will be conducted.

The Academic Affairs Office will maintain a schedule with a roughly even number of program reviews each year.

Anticipated Annual Timeline:

By June 1: Core Enrollment Data requests to the Institutional Research Office

By September 1: Additional Department Specific Data requests to the Institutional Research Office

By Mid -September: Preliminary report completion/writing

Mid – late September: Analysis by program/department and summarize findings

October 15th: Program Updates due to Accreditation Team 3/4

November 1: Full Program Reviews due to Accreditation Team 3/4

November – December: Accreditation Team 1 reviews program reviews and updates

January 15: Program review and update summaries are returned to Program Coordinators

March 15: Final reports are due to Academic Affairs

March – May: Incorporate findings into next year's academic plans where feasible

April – May: Evaluation of the program review process/instruments

By May 1: Reminders will be sent to Academic Deans and program chairs, reminding them of next year's review requirements.

Subsequent years: Review the report annually to assess progress and revise goals as appropriate

Review/Reporting Process

Results will be shared via Teams with the administrative leadership of the respective academic program, together with the Vice President for Academic Affairs and Accreditation Team 3/4 Leads.

As needed, Program Coordinators and/or faculty will participate in the review meeting to discuss the findings of the report.

Upon completion of the Academic Program Review, where feasible, the department/program will incorporate findings into its subsequent year's goals and objectives. Some recommendations may be incorporated immediately, while others may be more long-range. This will become a planning tool for the program, department, and college.

The report's results will be shared with the respective advisory committee/industry groups as appropriate.

FACULTY APPOINTMENT AND DEVELOPMENT

FACULTY RECRUITMENT AND APPOINTMENT PROCEDURES

Williston State College (WSC) follows [SBHE 605.1 Academic Appointments Policy](#).

The Williston State College president, vice presidents, dean(s), the directors, and department personnel determine the qualifications required for the position.

RENEWAL OF APPOINTMENT

All faculty appointments fall into one of three categories: tenured, probationary (tenure track), or special. All special contracts are, by definition, for a limited term and are continued or renewed at the institution's discretion.

For full reference, see [SBHE 605.1 Academic Appointments](#).

ACADEMIC FREEDOM

The primary responsibility of the academic community is to provide for the enrichment of intellectual experience. Essential to the realization of this ideal is a free and open academic community that takes no ideological or policy position itself. The responsible academic community welcomes those who do take an ideological or policy position and jealously guards their right to do so. Conflict of ideas cannot occur unless there is an opportunity for a variety of viewpoints to be expressed. Toleration of what may be error is an inescapable condition of the meaningful pursuit of truth. The academic community must be hospitable, even to closed minds, and it must welcome the conflict of ideas likely to ensue. Academic responsibility to provide opportunity for expression of diverse points of view generates academic freedom.

WSC Policy: [401.12 Academic Freedom](#)

Williston State College follows [SBHE 401.1 Academic Freedom Policy](#).

See also: [SBHE Policy: Section 605.1 Academic Freedom and Tenure; Academic Appointments](#)

FACULTY RANK AND TENURE PROCEDURES

Williston State College (WSC) [SBHE Policy: Section 605.1 Academic Freedom and Tenure; Academic Appointments](#). The Vice President for Academic Affairs (VPAA) of Williston State College, in consultation with the faculty governance (Faculty Senate and Faculty Council), is responsible for establishing and maintaining the following policy. [WSC Policy 605.12 Academic Freedom and Tenure; Academic Appointment](#).

[Per SBHE 605.1 Tenure Appointments](#)

- a. Eligibility for tenure is dependent on faculty holding a master's, doctorate, and/or terminal professional degree in a teaching or professional field. Tenure eligibility will also be dependent on specific program accreditation standards.
 - i. This provision is not to be applied retroactively, and faculty members who have obtained tenure but do not meet this requirement will maintain tenure.
 - ii. Institutions may set additional requirements for tenure as a matter of institutional policy.
- b. Eligibility for a tenure appointment requires a probationary appointment 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 policies and 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 policies and procedures may define additional exceptional circumstances including family emergencies or extended illness.

See [WSC Policy 605.12 Academic Freedom and Tenure; Academic Appointment](#) and [WSC Procedure 605.1.1](#) for specific information on the process and requirements for applying for tenure.

POST-TENURE REVIEW

In compliance with state law SB2003 Section 24 and Century Code Chapter 15-10 Subsection 1, the Tenure Committee will conduct a post-tenure review of all faculty during the third year after their initial awarding of tenured status and at least every three years thereafter. See [Procedure 605.1.1](#) for detailed information on the requirements for Post Tenure Review.

FACULTY RANK

The purpose of faculty rank at Williston State College is to acknowledge and reward members of the faculty for professional competence and service to the institution.

Procedures and criteria for the attainment and advancement of rank have been established to ensure that quality performance is rewarded and recognized. Faculty, regardless of track (tenure or non-tenure), may be eligible to apply for movements in rank. See [WSC Policy 605.12](#) and [WSC Procedure 605.1.1](#) for details.

STANDING COMMITTEE ON FACULTY RIGHTS (NDUS)

The Standing Committee on Faculty Rights shall consist of three or five 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 605.4](#) on all matters referred to it under these policies. The Committee shall judge any allegation of bias or conflict of interest. In the event that 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.

See full reference: [State Board of Higher Education Policy, Section 605.2](#)

HEARINGS AND APPEALS (NDUS)

For a full explanation hearings and appeals, view State Board of Higher Education Policy Section 605.4.

See policy: [SBHE Policy: Section 605.4 Hearings and Appeals](#)

NON-RENEWAL, TERMINATION, OR DISMISSAL OF FACULTY (NDUS)

For a full explanation of nonrenewal, termination, or dismissal of faculty, view State Board of Higher Education Policy Section 605.3.

See policy: [SBHE Policy: Section 605.3 Nonrenewal, Termination or Dismissal of Faculty](#)

OUTSIDE COMMITTEES

Faculty are encouraged to participate on and hold office on committees outside of the NDUS. As stated under ["Outside Employment"], the faculty members' or administrators' first obligation is to perform all services associated with their contract at the college. Prior to agreeing to serve or hold office on committees outside the NDUS, faculty should present information regarding the nature of the position, time commitments away from normal working responsibilities, and any known financial impact to the college to their Academic Dean, the president and the Vice President for Academic Affairs. Permission to serve on outside committees will be granted by the president.

OUTSIDE EMPLOYMENT

A full-time member of the College faculty and administration is first and foremost a member of the College staff. Therefore, any outside employment must be cleared with the president and must not interfere with university system job duties and does not constitute a conflict of interest.

Faculty members' or administrators' first obligation is to perform all services associated with their contract at the College. The unique demands for a faculty member at the College

go beyond the traditional teaching and cannot always be programmed or clocked. For example, a faculty member is expected to be accessible to students and to spend time counseling and advising them, to participate in continuing professional development, and to serve on college committees.

[State Board of Higher Education Policy, Section 611.5](#)

SECTION 5 TRANSFER AGREEMENTS, CREDIT FOR PRIOR LEARNING, AND DUAL-CREDIT

TRANSFER AGREEMENTS

Williston State College accepts transfer credits from regionally accredited colleges and universities. Generally, lower division (100-200 level, or freshman- and sophomore-level) general education courses, as well as lower division Career and Technical-technical courses related to the student's major will be accepted in transfer and applied to the student's course of study. The Director for Admission & Records, in consultation with department coordinators, determines acceptability of transfer credits. Contact the Director for Admission & Records for specific information on credit transfer and course evaluation.

CREDIT FOR PRIOR LEARNING

To better serve adult learners, Williston State College may award credit for learning that took place outside a formal college setting, at unaccredited and non-degree granting institutions, or for courses in which students have superior preparation or knowledge directly related to existing courses in the College Catalog.

See WSC's [Credit for Prior Learning Policy](#) for additional information.

DUAL-CREDIT GUIDELINES

INTRODUCTION

High school students can enroll in Dual Credit courses that allow them to earn **both** college and high school credits. For example, the student who successfully completes ENGL 110: College Composition I, will earn 3 college credits **and** equivalent high school credit.

The Dual Credit program allows eligible high school sophomores, juniors, and seniors to take coursework and earn both high school and college credits.

Early Entry programs allow high school students to take college courses from WSC in addition **to** their high school schedule. The student will receive college credit for these courses only.

Dual-credit courses are authorized according to the provisions of North Dakota Century Code 28-32-01.

Also see full SBHE policy: [SHBE Policy 469 College Credit in High School](#).

WILLISTON STATE COLLEGE'S COPYRIGHT POLICY¹-

Williston State College Follows SBHE policy 611.2. WSC is in the process of updating the WSC policy which will be added here once complete.

[SBHE 611.2 Employee Responsibility and Activities: Intellectual Property](#)

REPORTING REQUIREMENTS AND RECORDS RETENTION

An Academic Dean or supervisor who has disciplined a faculty or staff member for alcohol or drug-related workplace problems or who has knowledge of an alcohol or drug-related conviction shall notify the appropriate vice president in whose area the faculty or staff member is employed. The following information will be retained: Faculty or staff member's name, department, date and type of offense, date and type of action taken, and any follow-up or aftercare required. Disciplinary reports on staff shall be submitted to the director for business affairs, who shall be the official repository of this data. Disciplinary reports on faculty shall be placed in their official personnel file. Referral data for evaluation, treatment, or aftercare that are non-disciplinary or contain medical information shall be retained by the director for instruction or the director for business affairs.

Williston State College will undertake, at minimum, a biennial review of the program starting in 1991 to (1) determine effectiveness of and changes to the program and (2) to ensure that disciplinary sanctions are consistently enforced.

RESEARCH ON HUMAN SUBJECTS POLICY

[SBHE Policy 611.8 Employee Responsibility and Activities: Research on Human Subjects](#)

It is the policy of Williston State College to protect the rights and welfare of those individuals who are

involved as human subjects in biomedical or behavioral research, development, or related activities which are conducted or supervised by faculty, staff, students, or other College-affiliated personnel when such individuals are conducting the research projects or activities as members of the College community.

To ensure adequate protection and discharge the responsibility of the institution, no research, development, or related activity involving human subjects may be undertaken unless and until the College Review Process (which includes submissions to the College's Institutional Review Board) has taken place and the proposed activity has been approved. This policy applies to all biomedical or behavioral research, development, or related activities or projects involving human subjects and carried out or conducted by individuals affiliated with or sponsored by Williston State College. Projects or activities which do not provide the required safeguards to the rights and welfare of the subjects shall not be performed at Williston State College facilities or under Williston State College auspices.

INSTITUTIONAL REVIEW BOARD PROCEDURAL STATEMENT

WSC Institutional Review Board (IRB) Procedure

Purpose:

The primary purpose of the Institutional Review Board (IRB) is to protect the welfare of human subjects used in research. All research requests meeting the following conditions must be reviewed by the IRB. This procedure is intended to assure college staff and students who may be affected by the research that the research is sound and does not violate board policy, college operating procedures, or federal regulations concerning protection of human participants.

Please see the [IRB Procedure](#) for information and the process of how to submit a proposal to the IRB Board.