

# Faculty Council Meeting, March 25<sup>th</sup>, 2024

Attendees: Susan Zimmerman, Matt Peterson, Robert Benson, Amanda Davis, Maren Furuseth, Leah Windnagle, Jessalyn Bachler, Wendy McGinley, Wanda Meyer, Ryan Freels, Gail Raasakka, Kari Lesmeister, Tim DeLorme, Hunter Erickson, Diane Anderson, Shawn Cote, Alexey Kovalev, Yulia Kovaleva, Wyatt Olson, Katie Renville, Kirby Lund, Richard Stenberg, Logan Rutledge, Brandon Jinpyo Lee, Diane Anderson, Derek VanderMolen, Beth Lusby, Elizabeth Johnson, Keri Fedler, and Steve Grunenwald

Staff Representative: Carol Campbell

- Meeting began 4:00PM
- Old Business
  - 8/17/23 minutes approved (D. VanderMolen, K. Renville)
- New Business
  - Moved and approved to change “AQIP” language to “Accreditation Teams” in all policy and procedures (A. Davis, B. Benson).
  - Moved and approved updates to the Faculty Workload and Compensation policy (A. Davis, D. VanderMolen). See attached document.
    - Workload reductions added for math and writing lab coordinators.
    - Music variations were created to expand performance courses.
    - Language about first-year advisor stipends was removed.
    - “Release time” language changed to “workload reduction” to be consistent with faculty contracts.
    - Added advising load language: “Advisee load should be determined by the VPAA with a cap of 50 and equitable distribution amongst full-time faculty members.
  - Katie Renville volunteered to introduce student speakers at graduation (thanks, Katie!).
  - Mace policy changes explained (R. Stenberg). Proposed policy was distributed and will be a future agenda item.
  - Moved to ask Ken Quamme to be this year’s Mace carrier. Lance Olson and Wanda Meyer were chosen as alternates (A. Davis, K. Lund).
  - WSC Constitution changes (D. VanderMolen). Please review the proposed changes that will be a future agenda item. See attached for proposed changes.
  - WSC 100: Digital and Financial Literacy for Student Success update.
  - Alexey Kovalev has volunteered to be WSC’s CCF representative. (thanks, Alexey!)
  - Faculty representative needed to sit on Executive Cabinet next year. Let your Department Chair know if you would be interested.
  - Wyatt Olson has volunteered to be one of WSC’s NDGEC representatives. (thanks, Wyatt!)
  - Subcommittee for drafting Faculty Council bylaws formed: Amanda Davis, Matt Peterson, and Ryan Freels
  - Adjourned at 5:15 PM

**SUBJECT:** Personnel

**EFFECTIVE:** April 27, 2022

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## **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.

### **Teaching Load:**

- a) By Credit Hours:
  - i) Nine-month teaching contracts are based on fall and spring semesters.
  - ii) 30 credit hours will be considered a full-time teaching load per year. This equates to an average of 15 credit hours per semester.
  - iii) Department Chairs and COMM Lab and MATH Lab coordinators will be granted three credits of workload reduction per fall and spring semesters.
  - iv) 31 credit hours or more a year is considered overload.
  
- b) By Contact Hours:
  - i) Nine-month teaching contracts are based on fall and spring semesters.
  - ii) 34 annual contact hours will be considered a full-time teaching load. This equates to an average of 17 contact hours per semester.
  
- c) Exceptions:
  - i) For Welding and Diesel Technology, a full-time teaching load will equate to program required contact hours.
  - ii) Music (see Music variation below)
  - iii) Nursing (see Nursing variation below)
  - iv) Other programs or classes that don't fit the above parameters (see workload variations below).
  
- d) Workload Variations:
  - i) Williston State College recognizes no workload policy can adequately take into account the multitude of differences in types of instruction and effort required to teach highly variable curricula.

- ii) The Vice President for Academic Affairs, with recommendations from Program Coordinators and Department Chairs, will determine appropriate workload adjustments.

**Advising Load:**

- a. All full-time faculty are required to advise, with an exception for faculty on their first year contracted with Williston State College.
- b. Student advisees are initially assigned through the office of Enrollment Services and transferred to new advisors as needed.
- c. Advisee load should be determined by the VPAA with a cap of 50 and equitable distribution amongst full-time faculty members.

**Committee Load:**

- a. Every faculty member is assigned to an accreditation team and is a member of a department.
- b. Other committees consist of departmental representation or at large.
- c. Time commitment differs dramatically with each committee, thus there is no specified maximum committee assignment.
- d. Disbursement of committee load is controlled by the Department Chair.

**Music Variation:**

Music is expected to teach 3 three-credit courses each semester, 2 performance classes (e.g. Concert Choir, Orchestra, Chamber Ensemble, etc.) and have at least 4 30-minute lessons per semester to meet full time status. Above this minimum, overload will be paid based on credit hours. One student taking a 30-minute lesson per week will constitute .5 credits of overload. There will be a maximum of two .5 credits of lessons for overload offered each semester.

**Nursing variation:**

Dakota Nursing Program Administrator Guide to Faculty Workload

The following guide is just that – a guide for nursing departments within the Dakota Nursing Program to use along with their college workload determinations to create a fair and equitable workload for nursing faculty. This calculation takes into consideration duties and responsibilities of full-time faculty such as teaching, class preparation, faculty meetings, office hours, committee work, advising, and recruitment.

The basic (minimum) faculty workload is 15-17 “workload units (WU)” per semester, based on full-time work. Workload units are equitable to didactic credits. In nursing the clinical hours also need to be incorporated into the workload so instead of credits we use the term “workload units”.

Faculty have a 9, 10, 11 or 12-month contract per Academic Year with separate contract for summer if appropriate. Nursing Program Director commonly has an 11 – 12-month contract per academic year.

Full-time faculty (not including the program director) to student ratio shall be a minimum 1 FT faculty to 24 students including those at satellite sites to be sufficient to meet the program’s outcomes.

**WU/Credits are determined using the following calculation:**

**Teaching**

**Lecture “Didactic” WU/Credits:**

The baseline is that each semester credit of didactic course work is worth one WU.

1 lecture credit = 15 hours per semester. Every hour in class, spend two hours out of class to prepare/evaluate student work.

The following modifiers are then applied:

- 1) Lead instructor for a course = 1 WU
- 2) 2nd section of course = same WU as first section
- 3) Enrollment over 40 students = 1 WU
- 4) New course syllabi preparation for never taught courses = 1 WU;
- 5) Course preparation when course is new for faculty, but syllabi is prepared = 0.5 WU

**Clinical and Lab Workload Units:**

1. Directly supervised (no preceptor) clinical and college labs are calculated by multiplying the number of clinical hours by 0.67 to obtain WUs.
2. Indirect clinical supervision – specialty units or preceptorship. Each indirect clinical hour with indirect supervision (8-12 students)

(not face-to-face) is credited at (0.25) WU (e.g., 9 hr./week = 2.25 WUs).

3. For courses that are mixed direct and indirect clinical supervision, a combined model may be used to determine workload.

Variations in Workload Calculations (0.5-2 WU):

1. Mentoring of new faculty members.
2. Special projects or circumstances.

Committee Service within Nursing Department

1. Committee Chair: monthly meeting = 1 WU
2. Exam Reviewer – 1 WU per semester for PN reviewers and 1 WU per semester for AD reviewers.

### **Administration**

1. Nursing Program Directors are allocated 50% for administration - 8 WU. This base begins with 1-2 programs (PN/AD) and a total of no more than 50 students. For each additional 16 students the program director shall increase 1 WU.
2. For each distance site under the local program the Program Director is allocated 1 to 1.5 WU depending on distance of program from the campus. To be determined by local academic officer and nursing Program Director.
3. The Program Director will teach at least one course or course equivalent (i.e. presentations, lectures, labs, clinical) per calendar year.
4. The area of instructional and administration WU may be negotiated according to the needs of the campus, department, and faculty member.
5. In Progress – develop WU for site facilitators, coordinators.

### **Overload:**

For full-time faculty, any coursework taught beyond the above parameters shall be considered overload. Faculty shall have the right to determine whether they would like to teach overload if courses are available for which they are qualified to teach. All overload up to six credits or two courses shall require approval of the department chair overseeing the interested faculty member. Any additional overload above the aforementioned amount shall require the approval of the Vice President of Academic Affairs.

### **Salary Matrix:**

1. The salary matrix below will be used to determine salaries for faculty members to provide equitable compensation for all faculty at WSC.
2. The Hiring Base salary will increase annually based on the legislative percentages allowed and reflective of market rates. Each faculty member's salary will be calculated based on: the Hiring Base; years of teaching experience at WSC; adjustments for years of prior related experience; highest degree completed; WSC faculty rank that has been awarded.
  - Teaching experience at WSC is valued at 1% of the hiring base and is awarded for each year of continuous teaching experience at WSC, with no limit to the number of years it can be awarded.
  - Prior related experience is valued at 0.5% of hiring base for each year of related experience prior to being hired. The number of years is determined at time of hiring (with a maximum cap of 10 years) and then documented within the faculty member's personnel file.
  - Highest degree completed is an adjustment to a faculty member's salary based on the level of education. Faculty are responsible for updating their files with HR and providing verified proof of any degrees they complete while employed by WSC. For any faculty member with a higher degree than required for their position and rank, an additional amount will be added to their salary.
  - Completion of a terminal graduate degree in a field will count as "Doctorate", regardless of the official name of the degree.
  - Faculty rank is a percentage of the hiring base (modified with degree) that is added to the salary for faculty members for the highest faculty rank awarded at WSC.

WSC Faculty Salary Matrix									
2023-2024	2024-25	2025-26	2026-27	2027-28	2028-29	2029-2030			
2%	2%	2%	2%	2%	2%	2%	Annual Target Rate Increase		
6%							Average Actual Increase		
\$ 46,993							Hiring Base (9 months)		
<b>Prior Related Experience Adjustment</b>				<b>Degree Adjustment</b>		<b>Faculty Rank Adjustment</b>			
\$235	per year (Maximum of 10)		Degree		Salary		Instructor	\$0	
			No degree		-\$2,120		Assistant	\$2,820	
			Associate		-\$1,060		Associate	\$5,169	
<b>WSC Teaching Experience</b>				Bachelors		\$0		Professor	\$6,579
\$470	per year (no limit)		Masters		\$1,880				
			Doctorate		\$2,820				
			Above Required		\$940				

2. The salary matrix will be reviewed each year by the Faculty Salary Committee, who will propose a new hiring base and any other recommended adjustments of the salary matrix to the WSC administration by April 1<sup>st</sup>.
  - The Faculty Salary Committee will be comprised of one representative from each department and the Faculty Senate President.
3. Faculty members who have a salary above the one calculated by the matrix are only eligible for a salary increase equal to the legislative increase.
4. Satisfactory performance evaluations are required to obtain any raise. Unsatisfactory performance evaluations may result in no raise, at the discretion of the VPAA.

**Adjunct and Overload Pay:**

1. Adjunct and overload pay is based on the level of education of the instructor and is priced per credit, as seen in the table below.
  - a. The values are calculated as a percentage of the hiring base (1% for Associates, 1.2% for Bachelors, 1.4% for Masters, and 1.6% for Doctorate/Terminal Degree).

- b. If calculated values result in a decrease compared to the previous year, the values shall be increased either by the legislative salary increase percentage or by 4%.
2. All adjunct credit load must follow the NDUS Affordable Care Act Update.

<b>Adjunct/Overload Pay</b>	
<b>Degree</b>	<b>Rate per Credit</b>
Associates	\$536
Bachelors	\$643
Masters	\$750
Doctorate/Terminal	\$857

**Stipends:**

Specific positions on the WSC campus have attached stipends that are not factored into the faculty salary matrix. These stipends are paid out annually over the calendar year to any individual filling one of these roles.

- Department Chair: \$6,000
- ~~First Year Advisor: \$3000~~
- Faculty Senate President: \$1,000

**Other additional compensation:**

1. When additional funding from an outside entity becomes available to faculty for a specific purpose, the extra compensation will be handled on a case-by-case basis. The VPAA will work with the affected faculty and will provide rationale for the temporary increase in compensation to Human Resources and the Business Office.
2. Documentation of this additional compensation and the rationale shall be added to the faculty member’s personnel file.

**HISTORY**

Approved by Faculty Council April 27, 2022  
 Approved by Instructional Administration April 27, 2022  
 Update approved by Senate 3-18-24  
 Approved by Faculty Council 3-25-24

## **I. THE GOVERNANCE OF WILLISTON STATE COLLEGE**

The colleges and universities governed by the State Board of Higher Education (hereinafter Board) are collectively known and referred to as the North Dakota University System. Formerly a branch campus of the University of North Dakota, Williston State College (WSC) was renamed and gained status as an independent two-year college in the North Dakota University System in 1999. The president, who is appointed by the Board, is the chief executive officer.

## **II. THE LEGISLATURE OF WILLISTON STATE COLLEGE**

The WSC legislature shall consist of the Faculty Council, Faculty Senate and Staff Senate.

### **FACULTY COUNCIL**

The Faculty Council consists of all **full-time** faculty members and other personnel as the Faculty Council may designate. Each member has one vote. The Faculty Council shall also include one non-voting Staff Senate representative appointed by the Staff **President** and one non-voting student representative selected by the student senate for a one-year term.

The Faculty **President** shall be the presiding officer of the Faculty Council. The presiding officer shall select a secretary who shall record and distribute the minutes to Faculty Council members.

Faculty Council meetings shall be held at least twice annually, shall be called by the presiding officer, and shall require a quorum of a number of members equal to fifty-one percent of the full-time faculty to conduct business. Meetings shall follow Robert's Rules of Order. Six Council members may request the presiding officer to call a special meeting of the Faculty Council. A council member may bring up any Faculty Senate action for consideration by the Faculty Council. A written ballot may be requested by a Faculty Council member on any issue before the Faculty Council.

The Faculty Council shall recommend to the college President; through the Vice President of Academic Affairs; any institutional policies dealing with the following, but not limited to:

- The requirements of admission to specialized programs
- The requirements for degrees and certificates
- The approval of curricula, authorization of new courses of study and changes in courses of study

- The policies/procedures for scholarships, attendance, methods of recording class standings and credits, and examination and recitation schedules
- The general policies of the library
- The election of faculty members to the Faculty Senate

The final approval of any such policies from the president, chancellor, North Dakota State Board of Higher Education or North Dakota State Legislature, which ever entity may apply, is reserved with those entities and such entity has the right to approve or deny those changes, so long as the policy is consistent with any/all applicable policy or law that may exist.

## **FACULTY SENATE**

The Faculty Senate shall consist of two voting faculty members from each of the instructional departments, **as detailed within the Faculty Senate Bylaws**. Faculty Senate shall also include one non-voting Staff Senate representative appointed by the Staff **President** and one non-voting student representative selected by the student senate for a one-year term.

Faculty Senators shall elect annually from their faculty membership a presiding officer who also shall act as the **Faculty President**. **The officer positions of Vice-President and Recorder shall be elected annually from the Faculty Senate membership.**

**Faculty Senate meetings shall be held at least once a month during the academic year, shall be called by the presiding officer, and shall require a quorum of a number of members equal to fifty-one percent of the senate membership to conduct business. Meetings shall follow Robert's Rules of Order. Special meetings may be called by any member. Faculty Council members may attend Faculty Senate meetings and may participate when invited by the presiding officer.**

The Faculty Senate may exercise all the powers of the Faculty Council, subject to the limitations the Faculty Council may impose.

## **STAFF SENATE**

The Staff Senate shall consist of representatives who hold permanent employment and are elected in accordance with the Staff Senate Bylaws. A Faculty Senate representative shall be appointed by the Faculty **President** to serve as a non-voting member of the Staff Senate.

Elected officers of the Staff Senate shall be the President, Vice-President, and Recorder. All officer positions shall be elected by the Staff Senate from the Staff Senate membership. The Staff President shall represent the Staff Senate in official communications with the college administration.

The Staff Senate shall be the representative body of staff to foster a spirit of unity and cooperation as a participant along with Faculty Senate and Student Senate in the College Governance. The Staff Senate shall serve as an active communication link for meaningful information exchanged between staff and administration relative to issues of mutual concern. Open meetings shall be provided to express, propose, represent, investigate, and debate issues. As an official and responsible voice in College Governance, the Staff Senate shall recommend action or issues which receive majority approval by the senators. The Staff Senate shall advise the president with regard to working conditions and employment practices, including recognition, compensation, and other pertinent issues. The Staff Senate shall also promote awareness of opportunities and encourage staff involvement in the activities and operation of the college. The Staff Senate shall be advisory to the college President.

### **III. THE PRESIDENT OF WILLISTON STATE COLLEGE**

Under Board policy 305.1, the president, as the institution's chief executive officer, is responsible to the chancellor and the State Board of Higher Education for all matters concerning WSC. Subject to applicable law and Board policies, the president is delegated full authority and responsibility to administer all affairs of WSC.

The president is an ex-officio member of committees and has the authority to present legislative proposals to the Faculty Senate, Faculty Council and/or Staff Council.

The president shall see that the rules and regulations of the Board are enforced. The president is the official conduit of communication between the chancellor, the Board, and WSC constituencies, namely: the faculty, the staff, and the students.

The president shall ensure effective and broad-based participation in the decision-making process from faculty, staff, students, and others in those areas in which their interests are affected. The president shall consult with the aforementioned WSC constituencies before making policy recommendations to the chancellor and the Board.

### **IV. THE FACULTY OF WILLISTON STATE COLLEGE**

The faculty shall consist of those individuals providing instruction. The makeup and definition of the faculty and its titles and ranks shall be established by action within current **Board** guidelines. The faculty may, through its legislature, formulate its attitude upon any matter affecting WSC and may make recommendations to the **college** president.

The departmental faculties consist of those faculty members providing instruction in the various **academic** departments. Each department chair may call a meeting of the departmental faculty whenever it is deemed advisable and must call such a meeting when requested to do so by any department member. Each department, **through the chair**, makes recommendations regarding its curriculum and budgetary matters; but may not nullify legislation that **affects** in any way the general policies.

Procedures relating to employment and the terms of employment for faculty shall follow **Board** policies, including all policies of affirmative action.

WSC is a forum for ideas, and it cannot fulfill its purpose of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method. Tenure, academic freedom, and faculty rights are the foundation of college practice with respect to faculty retention and dismissal and are basic to the WSC mission. WSC shall develop, through its faculty and administration, procedures by which faculty members are evaluated and recommended for tenure. These procedures shall follow **Board** policy.

Faculty members may be granted a leave of absence for the purpose of education, research or professional development, in accordance with Board policies. The leave normally shall not exceed one academic year and shall or shall not have financial assistance from WSC. The leave may be granted by the president for other purposes as appropriate to the interest of WSC.

Members of the faculty are urged to become members and to attend meetings of national, regional, and state professional associations. WSC shall develop policies appropriate to available resources to provide assistance for participation in professional meetings and travel for the benefit of WSC.

## **V. THE SPIRIT OF COOPERATION**

All persons connected with WSC shall cooperate with the college president and the chancellor in carrying out the purposes and the policies of WSC and the **Board**.

Administrators and chairpersons of departments may reasonably expect the loyal support of faculty members and employees who work with them in carrying out the policies approved by the president and the legislature. The administration is

expected to have an open mind to suggestions made by faculty members and other persons working under its direction.

## **VI. IMPASSE RESOLUTION**

The college president has authority to approve or veto all legislative acts as per SBHE Policy 305.1 [Presidents' Authority and Responsibility].

When the president opposes any action taken by the Faculty Senate, the matter shall be brought before the Faculty Council for discussion. If the Faculty Council upholds Faculty Senate action, the president has the right to veto the Faculty Council's decision. The Faculty Council may request from the president reconsideration by a two-thirds vote. The president shall respond to a Faculty Council request for reconsideration no sooner than 14 calendar days and no longer than 28 calendar days. The president's second decision shall be final.

When the president opposes any action taken by the Staff Senate, the matter shall be brought before the Staff **Senate** for discussion. If the Staff **Senate** upholds **their** action, the president has the right to veto **the** decision. The Staff **Senate** may request from the president reconsideration by a two-thirds vote. The president shall respond to Staff **Senate's** request for reconsideration no sooner than 14 calendar days and no longer than 28 calendar days. The president's second decision shall be final.

## **VII. AMENDING THE CONSTITUTION**

Amendments to the constitution may be introduced at any regular meeting of the Faculty Council but shall not be acted on until the next Faculty Council meeting. Amendments shall require a two-thirds majority vote from those voting, providing a quorum is present. The college president has the authority to veto an amendment approved by the Faculty Council. The president shall forward the proposed constitution to the chancellor or amendment to the Chancellor and the North Dakota State Board of Higher Education for final approval.

## **VIII. APPROVAL OF THE CONSTITUTION**

This constitution shall require the approval of two-thirds majority of the full-time faculty. Upon ratification, the constitution shall be submitted to the chancellor and the North Dakota State Board of Higher Education for approval.

*Amended and approved by the Legislative Council of Williston State College on January 30, 1989*

*Amended and approved by Senate on March 20, 1996*

*Amended and approved by Faculty Council on April 28, 2003*

*Approved by Dr. Joe McCann on May 24, 2003*

*Approved by State Board of Higher Education on June 26, 2003*

*Amended and approved by Faculty Council on XXXXX*

*Amendment approved by the WSC President on XXXXX*

*Amendment approved by the NDUS Chancellor on XXXX*

*Amendment approved by ND State Board of Higher Education on XXXXX*