



1969

Faculty Handbook (1969-1970)

Moorhead State College

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Moorhead State College

FACULTY HANDBOOK

1969-1970

MINNESOTA STATE COLLEGE BOARD

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Rochester, Minnesota 55901

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Commissioner of Education
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St. Paul, Minnesota 55101

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Minnesota State College System
c/o Cambridge Public Schools
Cambridge, Minnesota 55008

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Minnesota Mining & Manufacturing
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550 Cedar Street
St. Paul, Minnesota 55101

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407 Capitol Square Building
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St. Paul, Minnesota 55101

ADMINISTRATIVE STAFF
MOORHEAD STATE COLLEGE

Roland Dille, President
John McCune, Assistant to the President
Robert A. Hanson, Dean of Academic Affairs
William B. Treumann, Associate Dean of Academic Affairs
John Jenkins, Acting Dean of Administrative Affairs
Robert MacLeod, Dean of Student Personnel Services
Roger Hamilton, Director of Educational Relations
Chet Lacy, Director of Development and Coordinator of Alumni
and Parents Programs

ADMINISTRATIVE AND DEPARTMENT DIRECTORY

Any department may be reached from another campus phone simply by dialing the last four digits (following 236-) of the number listed. To call a department from an off campus phone, dial the entire seven digit number.

Academic Affairs.....	236-2166	History Department.....	236-2281
Administrative Affairs.....	236-2156	Home Economics Department.....	236-2149
Admissions & Records(Registrar).....	236-2161	Housing, Director.....	236-2118
Admissions Counselors.....	236-2206	Humanities Department.....	236-2235
Alumni Association.....	236-2188	Industrial Arts Department.....	236-2104
Athletic Department.....	236-2258	*Kise Commons.....	233-9277
Art Department.....	236-2151	Library.....	236-2121
Audio-Visual Department.....	236-2295	Library Science.....	236-2121
Biology Department.....	236-2141	Maintenance Building.....	236-2260
Bookstore.....	236-2111	Mass Communications Dept.....	236-2194
Bldgs. & Grnds (Maint.Bldg).....	236-2260	Mathematics & Astronomy Dept.....	236-2276
Business Department.....	236-2165	Moorhead State College Theatre.....	236-2127
Business Office.....	236-2221	Music Department.....	236-2101
Campus Laboratory School		Nemzek Fieldhouse.....	236-2140
Office.....	236-2178	News Bureau.....	236-2125
Director.....	236-2176	Off Campus Courses.....	236-2166
Chemistry Department.....	236-2136	Performing Arts Series.....	236-2271
Clinical Experiences.....	236-2187	Philosophy Department.....	236-2294
Computer Center.....	236-2154	Physical Education (Men).....	236-2140
Comstock Memorial Student Union		Physical Education (Women).....	236-2109
(See Student Union)		Physical Plant, Director.....	236-2156
Counseling.....	236-2227	Physics Department.....	236-2141
Dean of Students.....	236-2171	Placement Service.....	236-2131
Development Office.....	236-3397	Political Science Department.....	236-2218
Dormitories..(See Residence Halls)		Post Office.....	236-2205
Duplicating Room.....	236-2239	Pre-Engineering Department.....	236-2200
Economics Department.....	235-2105	President's Office.....	236-2243
Education Department.....	236-2186	Project E-Quality.....	236-2282
Office of the Dean.....	236-3127	Project Test(Search for Talent).....	236-2134
Educational Relations.....	236-2194	Psychology Department.....	236-2296
Engineering (See Pre-Engineering)		Purchasing:	
Engineering Services.....	236-2156	Administrative Dean.....	236-2156
English Department.....	236-2235	Business Office.....	236-2221
Evening Classes.....	236-2161	*Slater Food Service.....	233-9277
Extension Svc.(Off-Cmps Courses).....	236-2166	Radio Station KMSC.....	236-2115
Federal Programs, Director.....	236-2166	Reading Clinic.....	236-2286
Fieldhouse.....	236-2140	Registrar's Office.....	236-2161
Fifth Year Program.....	236-3127	Research Director.....	236-2138
Financial Aids for Students.....	236-2251	Residence Halls:	
Fine Arts Program.....	236-2271	Ballard Hall - Office.....	236-2231
*Food Service (Slater).....	233-9277	Resident Dir... ..	236-2219
Foreign Language Department.....	236-2117	Dahl Hall - Office.....	236-2180
Garage (Maintenance Bldg).....	236-2260	Resident Dir... ..	236-2195
Geography Department.....	236-2296	Grantham Hall- Office.....	236-2210
Graduate Studies Office.....	236-3127	Resident Dir... ..	236-2170
Health Center.....	236-2211	Nelson Hall - Office.....	236-2248
Health, Phys. Ed. & Rec. Dept... ..	236-2140	Resident Dir... ..	236-2108
Heating Plant.....	236-2155		

*Please dial ALL SEVEN DIGITS whether calling from on-campus or off-campus phones.

ADMINISTRATIVE AND DEPARTMENT DIRECTORY

Residence Halls: (continued)

Snarr Hall - Office.....	236-2145
Resident Dir.....	236-2110
Asst. Res. Dir.....	236-2250
G-1 - Office.....	236-2291
Resident Dir.....	236-2292
Scheduling Coord.-College Actv..	236-2173
Series for the Performing Arts..	236-2271
Slater Food Service.....	233-9277
Sociology-Anthropology Dept.....	236-3333
Special Education Department....	236-2286
Speech Department.....	236-2126
Speech & Hearing Clinic.....	236-2286
Sports Information.....	236-3465
Student Personnel Svcs.....	236-2171

Student Publications:

THE MISTIC

Editor.....	236-2232
Business Mgr., Adv.....	236-2233

THE DRAGON.....

Student Senate.....	236-2150
---------------------	----------

Student Union:

Office.....	236-2261
Director.....	236-2262
Gift Shop.....	236-2263
Program Director.....	236-2264
Recreation Room.....	236-2265

Summer Sessions.....	236-2166
Television Studio.....	236-2168
Theatre.....	236-2127

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I. EMPLOYMENT CONDITIONS AND STATUS

A. Appointments

All employees of the College who hold academic rank are members of the faculty. Faculty appointments are normally for nine or twelve months and are renewed by contract annually. If the contract of a non-tenured faculty member is not to be renewed the faculty member must be notified in writing of this fact not later than March 1 during his first contract or not later than December 15 during his second or subsequent contract periods (see tenure and termination). Contracts are normally prepared and distributed to the faculty in April or early May. However, in legislative years (odd numbered years) the amount of money available for salary increases may not be known in time to prepare the contracts before the first of June.

Nine-month contracts run from approximately the middle of September to the middle of June. The exact dates are dependent upon the official college calendar which has been previously approved by the faculty and the President.

B. Pay Periods

Pay checks are normally distributed ten days after the end of each pay period on the 10th and the 25th of each month, beginning on October 10 for nine-month employees with the last check for nine-month employees coming on June 25th.

C. Rank

For details concerning faculty rank refer to State College Board regulation number 17. This regulation prescribes certain minimum academic achievement for each of the five academic ranks which are: assistant instructor, instructor, assistant professor, associate professor, and professor.

D. Salary Increases and Promotion

The Minnesota State Legislature each biennium appropriates a sum of money for salary increases. The State College Board, in turn, determines procedures for the distribution of this money. The Constitution of Moorhead State College provides that the Advisory Committee on Faculty Assignments shall advise the President on the formulation of procedures and on specific decisions with respect to such things as salary and ranking. When the State College Board Office has informed the President of the amount of money available for salary increases and of the guidelines specified by the State College Board, each member of the faculty is notified on the procedures which will be followed. In general, these procedures are as follows:

- (1) The Dean of Academic Affairs sends all faculty members a form on which they submit a statement to him concerning their achievements during the current year.

- (2) The Dean of Academic Affairs asks each department chairman and administrative area-head to submit to him on a form provided by him, an evaluation of each of the faculty members in his department or administrative area. This statement normally includes a recommended percentage salary increase for the current year and a statement regarding promotion.
- (3) The Dean of Academic Affairs examines the statements that he has received from faculty members and from the department chairmen and prepares a recommendation regarding salary increase and promotion for each faculty member. This recommendation, together with the other information already received by him, is forwarded to the Advisory Committee on Faculty Assignments.
- (4) The Advisory Committee on Faculty Assignments examines the information available and makes a recommendation to the President regarding salary increases and promotion. The Committee forwards to the President, together with its own recommendations, all materials previously mentioned.
- (5) The President of the College examines all recommendations and makes his tentative decisions regarding salary increases and promotion.
- (6) The President discusses with the Advisory Committee and the Dean of Academic Affairs those cases where his decision differs from the recommendations of either or both. Opportunity is given to committee members and the Dean of Academic Affairs to explain their recommendation. The President considers all information available to him at this point and prepares his preliminary recommendations to the State College Board.
- (7) Individual faculty members are notified of the preliminary recommendations of the President and are given an opportunity to appear before the jointly assembled Advisory Committee, Dean of Academic Affairs, and President in order to appeal this recommendation.
- (8) After discussing the appeals with the Advisory Committee and Dean of Academic Affairs the President prepares his final recommendations to the Minnesota State College Board.

E. Tenure and Termination

Regulation 17 of the Minnesota State College Board contains details of the rules governing tenure and termination of appointments. Professors and associate professors may be granted tenure in a minimum of one and a maximum of three years after initial employment as full-time members of the faculty. Assistant professors may be granted tenure after a minimum of two and a maximum of four years. Instructors may be granted tenure after a minimum of four years and a maximum of seven years. Assistant instructors are not eligible for tenure in that rank.

The procedure for the consideration of tenure for eligible faculty members and for non-renewal of contracts for non-tenured faculty is as follows:

- (1) The department chairman consults with the tenured faculty members in his department and then makes his recommendation to the Dean of Academic Affairs.
- (2) The Dean of Academic Affairs makes his recommendation to the Advisory Committee on Faculty Assignments and includes with his recommendation the department chairman's recommendation.
- (3) The Advisory Committee makes a recommendation to the President and includes along with its recommendation those of the Dean of Academic Affairs and the department chairman.
- (4) The President makes his recommendation to the Minnesota State College Board.

F. Outside Employment

State College Board regulation 18 provides that no faculty member shall engage in any outside activity which substantially interferes with his regular duties. All full-time faculty members should discuss prospective arrangements for consultantships, outside teaching appointments, etc., with the Dean of Academic Affairs and their department chairmen prior to agreeing to such arrangements.

G. Retirement

The mandatory retirement age for faculty members in the Minnesota State College Board system is 68 years.

H. Summer Session Employment

An attempt will be made to provide employment for one summer session to each full-time nine-month faculty member who desires such employment. However, the number of allocations available for a summer session in each department is determined by the anticipated enrollment in that department and the course schedule is determined by the anticipated needs of students. Thus, it is not always possible to provide summer session employment for all those desiring it. In instances where there are faculty members of comparable ability available to teach needed courses the department in question, under the guidance of the chairman, should work out an equitable arrangement which keeps the need for a strong summer program foremost in mind. There are also instances in which department offerings can be improved by bringing in a distinguished professor from outside the college for a particular summer course, and this is to be encouraged.

Workshops and Institutes lasting one or two weeks may sometimes be arranged where the demand warrants doing so. This may provide additional opportunities for summer session employment.

I. Workload

It is recognized that no formula, simple or complex, can define adequately and equitably what constitutes a full-time teaching assignment. However, the necessity of dividing the workload in a non-capricious manner has led to the use of twelve class hours as the basis for a full-time teaching assignment, with an hour of laboratory instruction counting as two-thirds of an hour for these purposes. Twenty hours of individual lessons constitutes a full-time assignment. It is hoped that the many services other than classroom teaching which faculty members perform for the college are divided with due regard to unavoidable inequities in the teaching load. Ideally, part-time workloads are pro-rata fractions of all of the services performed by the full-time appointee.

II. BENEFITS PROVIDED FACULTY

A. Admission to Concerts, Plays and Athletic Events

Special rates for faculty are provided for concerts and theatre offerings. These rates apply to season tickets for the Series for the Performing Arts and individual productions for Moorhead State College Theatre. In both cases the limit is two tickets. Special announcements are sent to individual faculty members in advance of general ticket sales.

An activity ticket which covers all college athletic events is available to the faculty and may be purchased from the Business Office.

B. Lounge

In Ingleside Lounge, located on the 2nd Floor of MacLean Hall, refreshments are sold to faculty and staff between 8:30 a.m. and 4:00 p.m. weekdays.

C. Annual Leave

No annual leave benefits accrue to any faculty member unless serving under a 12-month appointment in which case he shall be entitled to annual leave with pay for up to 22 duty days during the fiscal year (July 1st through June 30th). No more than 22 days of annual leave shall be allowed to accumulate without the express approval of the State College Board in specific cases. New employees are not to take annual leave until they ~~have~~ been employed a sufficient length of time to have earned the number of annual leave days taken.

D. Sick Leave

Fifteen duty days of sick leave is credited to all new full-time faculty members at the time of their employment to cover possible disability during the first 15 months of employment. Beginning with the sixteenth month of employment each faculty member is credited with one additional day of sick leave for each succeeding month of employment completed or nine days for each regular school year plus one and one-half days for each single summer session and three days for each double summer session employed, cumulative to a total of 100 days (for additional information, see Faculty Absences and the Rules and Regulations, Minnesota State College Board, SCB 17,e.

E. Emergency Leave

The President of the College may grant to faculty members Emergency Leave with pay not to exceed five days in any one academic year (see SCB 17,f). The term Emergency in this case is interpreted in a rigorous manner, and leave with pay is made available only upon application and only for reasons which are clearly set forth, e.g., illness or death or tragedy outside the immediate family which requires the presence of the faculty member; any required appearance before a judicial or official public body; the observance

of a religious day if absence is required by the tenets of the faith; etc. Forms are available in the Office of Administrative Affairs.

F. Sabbatical Leave

Faculty members may apply for sabbatical leaves for purposes such as travel, research or obtaining additional education by completing the appropriate form available in the Office of Academic Affairs. They are eligible if they have been full-time faculty members for at least six years and have not been on such a leave during the past six years. However, there usually is not enough money available in any one year to grant all such requests from eligible persons. In this case the Dean of Academic Affairs and the Advisory Committee on Faculty Assignments recommend an order of priority to the President of the College who makes the final decision subject to Board approval.

A sabbatical leave may be granted for one quarter on full pay or for up to one academic year on one-half pay. If a faculty member fails to return to Moorhead State College, he will be required to refund the money received. See also Section L, Faculty Improvement Grants.

G. Credit Union

State employees are eligible for membership in the State Capitol Credit Union and may avail themselves of the many services offered including savings plans (shares and deposits), loans (with life insurance coverage on both savings and loans) and other services. If you are interested, please see the State Capitol Credit Union representative in the Business Office.

H. Teachers Retirement

Faculty members are required to be a member of the coordinated system of the State Teachers Retirement Association regardless of age and regardless of any previous exemption status. Retirement deductions of 3.5% of total salary are matched by the State. This is in addition to the Social Security deduction of 4.8% on the first \$7,800 of salary. Detailed explanations of this deduction is attached in Appendix III.

I. Supplemental Retirement

At the beginning of the third contract year, or when tenure is granted if this comes first, (or at the beginning of the first year of a twelve-month appointment) all faculty members participate in the supplemental retirement plan. Five percent of the annual salary between \$6,000 and \$15,000 is deducted and matched by the State of Minnesota. Faculty members have the option to invest this money in the Income Share Account or the Growth Share Account. An explanation of these options is attached in Appendix III.

J. Employee Group Insurance

All faculty and staff members with an appointment for three-fourths time or more are eligible for \$5,000 life insurance coverage (\$10,000 for accidental death), hospital benefits, and surgical-medical-major medical benefits, with the total premium paid for by the State. Dependent coverage may be obtained by the employee if he authorizes a deduction from his paycheck for the additional premium. Employee Group Insurance coverage begins one-month after initial employment. Details are found in Appendix III.

K. Tax Sheltered Annuities

Each faculty member may, if he wishes, authorize a limited deduction from his salary under the Tax Sheltered Annuity Program. The amount of the salary reduction, less a charge for investment services, is used to purchase either fixed return annuities, a combination of fixed return and variable return annuities, or all variable return annuities. The faculty member does not pay income taxes on the amount of the salary reduction or on the increase in value of the account until the annuities mature or are cashed. Details of this program will be supplied by the Agency representative or may be secured in the Business Office.

L. Faculty Improvement Grants

For the current biennium the legislature has appropriated \$15,000 yearly to Moorhead State College for Faculty Improvement Grants. The grants may be used for a one-quarter leave, for summer study or research, or for a partial reduction of teaching load. The maximum grant is \$1,500.

Highest priority will be given to faculty members who are not eligible for sabbaticals and whose work toward the doctorate would receive substantial encouragement from a grant.

Deadline dates for application for these grants will be announced by the Dean of Academic Affairs. Applications should be sent to him and he will make recommendations to the Advisory Committee on Faculty Assignments who in turn will make recommendations to the President. Final approval will come from the Chancellor's Office.

III. GENERAL ADMINISTRATIVE REGULATIONS

A. Academic Dress

Faculty members are asked to wear academic garb at certain formal events, notably Commencement. Faculty members who do not own these garments may rent them at the Bookstore.

B. Attendance at College Functions

Faculty members are encouraged to attend the college social functions and student activities whenever it is convenient for them to do so.

C. Change of Name, Address

Any change of name or address should be promptly reported to the Business Office and to the Secretary to the President.

D. Faculty Absences

Faculty members who anticipate absences due to illness, surgery, hospitalization, etc. (see also sick leave) should notify their department chairman and complete appropriate forms available in the Office of Administrative Affairs. If these absences are not anticipated in advance, a faculty member should call his department chairman and the Dean of Academic Affairs and inform them of the situation. He should also complete the appropriate form in the Office of Administrative Affairs upon his return to the college.

Faculty members anticipating absences when the college is in session for such reasons as attending professional meetings, accompanying students on official college trips, or performing their official duties should apply in advance for permission first to the department chairman and then by completing the appropriate form in the Office of Administrative Affairs (see travel). A faculty member may be absent from his regular post to perform special duties of an educational nature for another school or affiliated organization, receive extra compensation for such duties from the educational organization served, and receive his regular salary from this institution if he has received approval from the President prior to the absence and if the regular assigned duties of the faculty member at the college are carried out in a satisfactory manner at no additional cost to the college.

Nine-month faculty members may be absent from the campus whenever the college is not officially in session. Twelve-month faculty members shall be entitled to annual leave with pay to include 22 duty days during the fiscal year (July 1 through June 30). For details see Annual Leave and SCB 17,d. Details concerning Emergency Leave are found under that heading.

E. Department Chairmanships

The initial appointment of one year as chairman is made by the President after consultation with the Dean of Academic Affairs and all members of the department. At the end of one year, the President, after consultation with the Dean of Academic Affairs and all members of the department, may reappoint the chairman or may appoint another chairman. A reappointment shall be for a period of three years. There is no limit to the number of times a chairman may be reappointed. The same consultation procedure shall be followed for each term of a chairmanship.

A chairman shall provide leadership by working democratically with members of the department in the following areas:

1. Presiding at regular departmental meetings.
2. Systematic review and development of curriculum.
3. Recruitment and employment of members of the department.
4. Scheduling and assignment of classes.
5. Budgets: Library, equipment and supplies.
6. Providing pertinent information to department members.
7. Supervision of academic advising of students.
8. Such other matters as affect the department.

The department and its presiding officer have the responsibility of making certain recommendations to the administration regarding matters of tenure, reappointments, sabbatical leave, salary and promotion. Before making an adverse recommendation to the Advisory Committee on Faculty Assignments, the Chairman should discuss with the affected department members reasons for considering such a recommendation and at the same time inform the Dean of Academic Affairs.

The foregoing functions of the Chairman shall in no way infringe the right of the individual faculty member to consult with and/or appeal directly to the President and Dean of Academic Affairs on departmental issues which to him are unsatisfactorily resolved. The faculty member, however, should inform his chairman of his intent to appeal.

F. Graduate Programs and Graduate Faculty

Since the state legislature first authorized the Minnesota State Colleges to offer master's degrees in 1953, the number of programs leading to graduate degrees at Moorhead State College has slowly increased as adequate resources have permitted.

The Dean of Graduate Studies administers the graduate programs with particular responsibility for admission to graduate study, graduate record-keeping, and insuring that requirements for the various degrees are met.

The Graduate Studies Committee (see Council and Committee Functions, Appendix II) is the chief policy-formulating body for all graduate programs and acts as an appeal committee for petitions involving the waiver of normal graduate requirements. This committee is appointed by the President, in consultation with the Dean of Academic Affairs and the Advisory Committee on Faculty Assignments, and consists of eleven members of the Graduate Faculty possessing earned doctorates plus the Graduate Dean.

Membership on the Graduate Faculty is determined by a majority vote of the Graduate Studies Committee upon recommendation by the candidate's department chairman. The guidelines for selection of Graduate Faculty members include (1) the earned doctorate or 60 semester hours beyond the bachelor's degree, and (2) at least a year's teaching experience at the graduate level and at least one year's service at Moorhead State College. Appointments to the Graduate Faculty must be confirmed by the Faculty Senate.

Members of the Graduate Faculty have the responsibility to advise graduate students, serve on graduate Examination Committees, develop and administer qualifying and comprehensive examinations, and teach graduate courses (non-members of the Graduate Faculty may teach graduate courses only with the approval of the Department Chairman and the Graduate Dean).

More specific information concerning admission policies, graduate offerings and requirements, and Graduate Faculty responsibilities, is found in the Graduate Catalog and the "Regulations Pertaining to Graduate Faculty," both available in the Office of Graduate Studies.

G. Off-Campus Teaching

Regular college courses are sometimes taught in the evenings in communities such as Breckenridge, Crookston, Detroit Lakes, and Fergus Falls. Minnesota State College Board Regulations governing off-campus courses include SCB 17,r and 24,e. The Off-Campus Program is directed through the Office of Academic Affairs but all off-campus course offerings must have the approval of the department chairman from whose department the course is offered. No contract for off-campus courses will be offered until a syllabus of the planned course is filed in both the department office and the Office of Academic Affairs. A schedule of examinations for an off-campus course must be turned in to the department chairman. Courses carrying a 500 number must have the approval of the Dean of Graduate Studies before being offered off-campus.

H. Parking Procedures

Every effort is made to provide convenient parking facilities on campus for the faculty. However, budget and space limitations make it difficult to satisfy all the requirements. Each faculty member who operates a vehicle on the campus must register each vehicle and pay a fee for an annual parking permit that is to be attached to the rear window of his vehicle.

Parking permits are available through the Office of Administrative Affairs. Each vehicle so registered will be assigned to park in an assigned faculty parking lot as near as possible to the faculty member's office. Possession of a parking permit does not guarantee that a space will be available. A parking and traffic regulation brochure along with the campus map designating parking lots will be issued to the faculty member at the time the permit is purchased. Additional information about parking and traffic procedures is available through the Office of Administrative Affairs.

I. Travel

There are two separate budget classifications for travel, In-State and Out-of-State. The procedures for travel in these two different categories vary to some degree. For both In-State and Out-of-State travel, separate Requests For Travel forms are available in the Office of Administrative Affairs. No travel will be authorized or reimbursements made unless the proper form has been completed and signed by the designated persons. All travel reimbursements are processed through the Department of Administration in St. Paul and must conform to travel regulations as established by the Commissioner of Administration in the State Capitol. Some of the most pertinent requirements in these regulations are as follows:

1. The maximum reimbursement for meals within the state shall be \$1.50 for breakfast, \$1.85 for lunch, and \$4.00 for dinner. The maximum reimbursement for meals outside the state and on trains shall be \$2.00 for breakfast, \$2.30 for lunch, and \$5.50 for dinner. Reimbursement will not be made for lunch expenses for one day travel not requiring an overnight stay.
2. Every effort should be made to keep the lodging charges reasonable and not generally to exceed a rate of \$10.00 per night for single occupancy. Lodging receipts must be submitted with the reimbursement form.
3. Receipts are required to be submitted with the reimbursement form for public tax exempt transportation costs.
4. Reimbursement forms should be submitted on a monthly basis on Form MSA 21 (available from the Office of Administrative Affairs). The completed and signed form should be submitted directly to the Business Office.
5. If Registration Fees exceed \$5.00, a Form 435 must accompany the travel request form. Requests requiring the Form 435 must be submitted at least 20 days in advance to conform to state procedures.

To conserve funds allocated for travel and to maximize the participation by faculty in conferences requiring travel, College owned vehicles should be used whenever possible. The Request for College Vehicle form is attached to the regular Request for Travel form and should be completed at the time the travel request is initiated. Because we are a publicly supported system, it is essential that we be sensitive to those situations involving the use of state vehicles which might bring public criticism. It is essential that each state employee who uses a state vehicle conforms with all laws, rules and regulations which pertain to the operation of state-owned vehicles and that every effort be made to avoid situations that may result in public criticism.

Funds for all travel are very limited, but the Out-of-State College allocation falls far short of meeting the travel requests. Each academic department is given an annual budget for out-of-state travel based on the number of faculty members in the department. The decision on the use of departmental out-of-state allocations are left to the determination of the department as coordinated by the department Chairman.

IV. SUPPLIES, FACILITIES AND SERVICES

A. Educational Supplies and Equipment

The college receives annual allotments for educational supplies and educational equipment based on formula related to the number of students enrolled. The educational supply budget (#33) is used for the purchase of educationally related expendable supplies that generally cost under \$15.00 per unit, e.g., chemicals, film, sheet music, glassware, paints, etc. The educational equipment category (budget #54) refers to permanent equipment, generally having a unit cost of \$15.00 or more, that is used for instructional purposes, e.g., microscopes, film projectors, lathes, pianos, etc.

In the spring of each year the Council on Business Affairs holds departmental hearings at which time the departments present their needs for educational supplies and educational equipment for the coming fiscal year, July 1st through June 30th. Before the close of spring quarter the Council recommends to the President of the College the distribution of funds in these two categories to the various departments for the coming year. Departmental chairmen are responsible to work with the departmental faculty in determining for what purpose these funds shall be spent, and to prepare the College requisition form that is available from and to be submitted to the Office of Administrative Affairs. Approximately 30 to 90 days should be allowed for delivery of items after submission of requisition.

B. Office Supplies

The College Central Supply Room is open every Tuesday and Thursday afternoon from 1:00 p.m. to 3:00 p.m. for any office supplies needed. There is a Request for Office Supplies form available in the Business Office or in the Central Supply Room which should be filled out prior to getting the materials.

Most common supplies needed in the office are available through the Central Supply Room. If any specialized items are requested, these will be charged to your educational supply allotment.

If it is not convenient for the department secretary or representative to get the supplies on the hours that the supply room is open, the request can be sent through inter-office mail. The supplies will then be placed in the Post Office for pick up.

C. Secretarial Services

College secretarial services come from two major sources, (1) full-time Civil Service employees, (2) student assistants. The allocation of Civil Service secretarial positions as established by the Legislature falls far below the requirements of the college. Consequently, it is necessary to depend heavily on students to assist in carrying out the clerical requirements of all departments. (See also Student Employment and Duplicating Services.)

D. Duplicating Services

Duplicating services available include the processing of dittos and stencils. The Duplicating Office is open from 8:00 a.m. to 5:00 p.m. each week day. Any material to be duplicated should be turned in at least twenty-four hours in advance of when the material is expected. At times, particularly during mid-term and before finals, the delay may of necessity be longer.

Questions concerning the typing of dittos or stencils should be referred to the duplicating operator. When the duplicating operator is caught up on all her scheduled runs, she is available for some typing but this must be arranged with her. Ditto materials and stencils are available from the duplicating operator. Obviously, College owned material and equipment may not be used for personal needs not directly related to one's position.

To provide maximum security for tests, students will not be permitted to pick up any material for a department without the signature of the professor involved. These forms are also available in the Duplicating Office. Faculty members are reminded, also, that security of examinations may be lost if rough drafts, final copy for typists, ditto stencils, defective copies, etc. are discarded before the time of the examination.

E. Computer Center Services

Interested faculty members are invited to visit the Computer Center and see the facilities available which include a 1620 IBM computer. One of their new services is the scoring of tests by computer accompanied by a complete item analysis. Details of this operation are available from the Director of the Computer Center.

A fairly extensive library of computer programs, including several programs that perform a variety of statistical computations, is now available. If research requiring any such computations is contemplated, faculty members are encouraged to call the Director of the Computer Center for further information.

As in the past, the Computer Center is responsible for maintaining certain student records on punched cards. Much of this stored information can be readily printed out when it is needed for official college use, including individual research.

F. Audio-Visual Center Services

Among the services available from the A-V Center are ordering instructional films, providing audio-visual equipment for instructional use, and the repair and maintenance of this equipment; production of teaching aids such as two-by-two slides and transparencies for overhead projectors, taking and processing photographs, production and duplication of recordings on magnetic tape, and the production of video tapes.

To order a film for class use the instructor should send to the A-V Center the title of the film, the name of the film vendor, and the date on which the film is to be shown. A film rental budget has been established for each department. Upon receipt of the film, or notice of unavailability, the instructor is notified by campus mail. Equipment to project 16 mm. sound film is stored throughout the campus and, in general, there is one on each floor of each classroom building.

More detailed information concerning any of these services may be obtained by calling the A-V Center.

G. Television Production Center

In 1968, Moorhead State College obtained a grant from the State of Minnesota to equip a Regional Television Production Center. This Center is used not only by the faculty of this college but also by the faculties of other Minnesota colleges and post-high school educational institutions. Faculty members who wish to utilize the facilities and/or need assistance in planning for the production of a televised or video taped session or course should contact the Studio Director at the Television Production Center. It should be noted that many of the classrooms are wired for closed circuit television programming.

H. College Bookstore

The newly remodeled and expanded facilities of the Moorhead State College Bookstore provide space to carry all college textbooks, course related paperbacks, general interest paperbacks and hard bound books, educational supplies, and miscellaneous items. The Bookstore is open five days a week from 8:30 a.m. until 4:30 p.m. Forms are available in the Bookstore for faculty members to order desk copies directly from the publisher. The Bookstore manager periodically sends notices to the faculty members requesting information related to books and other materials needed for classes. Typically, book orders must be submitted six to eight weeks in advance of the term when the materials will be needed. You are cordially invited by the Bookstore Board (See committee and council functions, Appendix II) and manager to browse in the Bookstore and make suggestions on how the service might be improved.

I. Dining Facilities

Campus dining facilities include Kise Commons Cafeteria, the Student Union Snack Bar, and the Faculty Dining Room in Comstock Memorial Union. Kise Cafeteria serves three meals per day every day. Meal rates are \$.50, \$.75, and \$1.00 for breakfast, lunch and dinner respectively. The Snack Bar is open from 7:30 a.m. to 11:00 p.m. weekdays and from 7:00 a.m. to 11:00 p.m. on weekends.

The Faculty Dining Room serves a la carte luncheon between 11:30 a.m. and 1:15 p.m. on weekdays.

J. Office Assignments

Each faculty member will be assigned office space by the Administrative Dean. In making assignments the recommendations of the Department Chairman and individual faculty members are carefully considered. In all the newer buildings individual faculty offices are provided. However, in some of the older buildings it has been necessary to house several faculty members in one room with at least visual separation usually provided. Each faculty member is provided with a desk, a chair, a filing cabinet and a bookcase.

K. Keys

Each faculty member will be issued keys that will permit him to enter the building and the office where he is housed. Typically, this will involve two keys, one for the exterior entrance to the building and a separate key that will open his office and any other classrooms or laboratories that he uses. Keys are issued by the secretary to the Business Manager. Loss of keys should be immediately reported to this same office.

L. Telephone Service

All campus telephones are in the direct dial Centrex system. Calls to the College should be made to the extension wanted by dialing the seven-digit number. To place an intra-campus call, the last four digits should be dialed. To call off the campus, the number 9 should first be dialed and then the seven-digit number. Calls are not placed through the College switchboard unless information is needed. Because of budget limitations, it is usually necessary for two or more faculty members to share a telephone or an extension. Questions about telephone service should be directed to the Office of Administrative Affairs.

V. LIBRARY PROCEDURES

A. Library Book Orders

The money available for library book orders comes from special legislative appropriations, federal grants, and money appropriated for "equipment". This money is allocated (on the basis of Library Committee recommendations) to the various departments who in turn divide it according to departmental policy. The department designates one person, usually the chairman, to sign order slips.

To order a book a faculty member fills out the three-part book order form and submits two copies to his department chairman who sends an approved copy to the library acquisition department. They in turn will order the book, process and catalogue it, and notify the department which originated the request.

Although the library budget has been greatly expanded in recent years it is still not enough for even the necessary books; it is expected that every faculty member will take seriously the need to order with care as well as take a personal responsibility for examining the holdings in his own area of specialization. One member of each department should be given the task of coordinating the ordering and of supervising the study of and planning for the library collection.

B. Library Loan Privileges

Books may be checked out by faculty members but should be returned at the end of the quarter unless the librarian is notified that the book is needed for a longer period. Periodicals are not ordinarily charged out of the library; however, faculty members needing certain periodicals for current research may check them out for short periods.

C. Inter-Library Loans

Requests for book loans from other libraries should be presented to the Circulation Clerk.

D. Reserve Book Lists

Faculty members may place books on reserve by notifying the Reserve Clerk on the proper Reserved List forms at least twenty-four hours in advance.

VI. PROFESSIONAL RESPONSIBILITIES

A. Academic Freedom

Moorhead State College subscribes to the principles of academic freedom as delineated by the American Association of University Professors. Article 2, Section B, of the Constitution of Moorhead State College contains specific reference to academic freedom.

B. Committee Work

In general, faculty members are expected to serve on faculty committees (See Appendix II) when they are appointed to them. However, if the workload of the faculty members is such that it does not permit him to serve on a committee or if he has a particular reason for not wishing to serve on a specific committee, he may ask the President to be relieved of this responsibility or to be appointed to a different committee.

C. Credentials File

Accrediting agencies including the North Central Association of Colleges and Secondary Schools expect an up-to-date credentials file to be kept on all faculty members. This file is kept in the Office of the President. Included in the file should be: (1) a statement of a physician concerning a health examination given at or about the time of initial employment, (2) a complete set of official transcripts of the faculty member's undergraduate and graduate record, (3) a biographical sketch, and (4) at least three letters of recommendation from competent people who know the faculty member professionally. The faculty member's credential file should be updated periodically by providing transcripts of additional course work completed and by noting on the biographical sketch important accomplishments such as books written, major offices held, research completed, etc.

D. Developing Policies

Policies affecting the faculty are the result of action by one or more of the following groups: the Minnesota Legislature, the Minnesota State College Board, the Moorhead State College Faculty, the Faculty Senate, or a council or committee. Any major change in policy originating within the institution should be referred to the Faculty Senate for consideration before implementation. Policy changes must also be referred for consideration to the faculty and/or the Minnesota State College Board when either of these bodies request referral or when there is reason to suspect that the policy change may be contrary to the wishes of either body. Article 2, Section A, of the Constitution of Moorhead State College outlines the duties and responsibilities of the President of the college in regard to policy matters.

E. Developing New Courses of Study and Programs

Any faculty member may present to his department or to the appropriate committee or council proposals for new courses or programs as well as proposed changes in existing courses and programs. If the change or addition directly affects a department it should first be acted upon by the department in question. All such proposals must eventually be considered by the Council on Curriculum and Instruction (see Council and Committee Functions). All actions taken by this council are recommendations to the Faculty Senate, the Faculty and the President; however, none of these is required to take specific action and if no action is taken the approved change or addition becomes effective after thirty days.

When State College Board approval is necessary (as when a new major or degree is to be offered) a recommendation is submitted to the Board and becomes effective only after Board approval. The Council on Curriculum and Instruction is responsible for a continuing study of the curriculum, of graduation requirements, and of matters of instruction and is expected to set up a plan that will insure that the study is given the necessary attention. The Dean of Academic Affairs may make recommendations to the Council in addition to those received from departments, committees and councils.

F. Professional Meetings and Conventions

Faculty members are encouraged to attend professional meetings and conventions. Out-of-state travel funds, however, are severely restricted by the legislature. Faculty members contemplating attendance at such meetings should confer with their department chairman and should apply for approval on the appropriate form available in the Office of Administrative Affairs. If re-imbusement of expenses is expected the faculty member should also complete the appropriate form (see Travel Allowances).

G. Publication and Research

A faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties. Because of budgetary problems and the high student-teacher ratio, most research in the past has been conducted either by faculty members who also carry a full teaching load concurrently with their research or by faculty members who obtain grants from the state or federal government or from other sources.

VII. REGISTRATION AND CLASSROOM PROCEDURES

A. Assignment of Rooms

Rooms for classes and laboratory sessions are all scheduled through the Office of the Registrar. Classes may be moved only after the receipt of permission to do so from the Registrar.

B. Class Periods

The first class period of each class day (Monday through Friday) begins at 8:00 a.m. and ends at 8:50 a.m. The second class period begins at 9:00 a.m. and ends at 9:50 a.m. Classes continue throughout the day until the end of the tenth class period which begins at 5:00 p.m. and ends at 5:50 p.m. Many other classes are scheduled at various times in the evenings. The summer session class schedule varies somewhat from that of the academic year (see Summer Bulletin).

C. Course Schedules

Schedules of courses to be offered are prepared by the departments, subject to approval by the Dean of Academic Affairs, and submitted to the Registrar. Tentative course schedules for the fall, winter, and spring quarters will be requested early in the previous spring quarter for purposes of pre-registration.

Course schedules for summer sessions will be requested about December 1 by the Director of Summer Sessions.

D. Pre-Registration

Pre-registration for winter and spring quarters will occur approximately one week prior to final examinations during the preceding quarter. Pre-registration for currently enrolled students for the fall quarter is held about one week prior to spring final examinations. Incoming students are registered during their orientation program prior to fall quarter.

E. Drop-Add Procedures

To drop or add classes after registration the student fills in the Change of Program form, secures the advisor's signature, checks with the Registrar's Office for class availability and class cards, and pays additional fees, if any, at the Business Office. The student's name is added to the official class list and a Notice of Withdrawal is sent to the instructors of dropped classes.

F. Arranged Class Permits

These forms (available in the Registrar's Office) are to be used for either (1) making special arrangements with students for classes not assigned specific rooms, credit hours, and/or times (marked Arr. on course schedule) or (2) for permitting students to enter a class that is officially filled and should not be used as a means of reserving class space in advance of registration.

G. Common Market Registration

Moorhead State College students who wish to take courses at North Dakota State University or Concordia College should request forms and information from the Registrar. Details of recording grades and paying of fees will be handled as though the class were being offered by Moorhead State College. Credits earned from these classes will be treated as on-campus credits.

H. Withdrawal from Class

The Registrar's Office will send a dated Notice of Withdrawal or Audit Change to instructors whenever a student officially drops from his class or changes his registration to audit. If a withdrawal occurs on or before the 15th class day (5th day in summer), a grade of "W" must be entered on the grade cards and grade sheets for withdrawn students. After the 15th class day, a "W" must be entered if the work to the date of withdrawal is satisfactory or "F" if the work is unsatisfactory.

A grade of "V" should be submitted for students taking courses for audit.

I. Repeating Courses

A student may repeat a course only once. He should mark a large "R" on the Registration Form beside repeated courses. He may not repeat a course to improve his grade if he has already earned a grade of "C" or better in that course.

J. Examinations

All instructors of courses are expected to evaluate effectively the performance of the students in their classes, however, in rare instances the grades of "S" and "F" may be given (see Pass-No credit). It is, nevertheless, the prerogative of the instructor whether or not to give formal examinations. Many faculty members give major examinations at approximately the middle of each term and again at the end of the term. The final examinations are scheduled by the Registrar and each one may last for as long as two hours. Final examinations may not be rescheduled without the permission of the Dean of Academic Affairs.

K. Dishonesty in the Classroom

Course instructors should ask students to report instances of cheating to them. When the instructor has evidence of cheating, he may take any of the following actions:

1. Assign a failing grade to the paper, examination, report, etc. on which the student cheated.
2. Assign a failing grade for the course in which the student cheated.

In the case of either (1) or (2) he must inform the student and may, but is not required to, report the offense and his action to any or all of the following: the Registrar, the Dean of Academic Affairs, and the Dean of Student Personnel Services. If the offense is reported the student must simultaneously be notified.

3. If the instructor feels the seriousness of the offense warrants a more severe penalty, or if he wishes to do so for any other reason, he may report the incident to the Student Conduct Committee through the Dean of Student Personnel Services.

The instructor's report should be in writing and accompanied by evidence. The Student Conduct Committee will examine the situation and the evidence and will meet with the student in question. After its study of the case, the Student Conduct Committee may take disciplinary action, including suspension or expulsion from the College.

Any student who has been accused of cheating has the right to appeal to his advisor, the department chairman, the Dean of Academic Affairs and, ultimately, to the President of the College.

L. Deficiency Reports (Mid-term)

Instructors should fill out an Academic Deficiency Notice at mid-quarter for any student doing failing work at that time. Notices may also be filled out for students who are below a "C" but passing or who are doing work below their capabilities. Forms are available in the Registrar's Office.

M. Final Term Grades

Final class lists and grade cards will be sent to the instructors approximately one week prior to final examinations and grades should be reported on both forms. Final grades are expected in the Registrar's Office within 48 hours after the last scheduled examination. It is imperative that all grades be in on time since the computer operation cannot be started until every grade card has been received.

N. Incompletes

The grade of "I" may be given when a student is unable, due to illness or other unavoidable circumstances, to complete course requirements by the time grades must be turned in. Incompletes should be made up by the end of the next quarter in which a student is registered. It is up to the student to make arrangements for completing the course work within this period in order to remove an incomplete. The instructor may change the grade to "F" upon expiration of this period. Cards are available in the Registrar's Office for removal of an "I" grade.

O. In-Progress Courses

When the nature of the course is such that the requirements for it cannot be completed during a quarter, a grade of "X" should be submitted for students whose work is in progress, as, for example, a master's degree thesis. An "X" grade should not be confused with an Incomplete ("I") grade. In computing the cumulative GPA, the "I" grade is considered as an "F"; an "X" grade is not counted at all. Cards are available in the Registrar's Office for conversion of an "X" grade.

P. Change of Grade

Any change of a grade on the official grade report must be made by the instructor involved who should contact the Registrar personally.

Q. Pass-No Credit Grades

In order to encourage students to branch out into fields of learning other than their own, a pass-no credit system has been implemented. A student is eligible for a pass-no credit option on a course if he has completed at least 48 quarter credits prior to the quarter and the course in question is not included in the general studies requirements or on the major or minor requirements of the student. He may take no more than one course during any one quarter under this option and may apply up to 24 credits earned under this option towards the baccalaureate degree. No course which has previously been failed by the student may be repeated under the pass/no credit option.

An agreement form must be submitted to the Registrar's Office during the first ten class days (five in summer sessions) of the quarter in order to qualify for this option. One copy will be sent to the instructor. At the end of the quarter, a grade of "S" or "No Credit" should be submitted on the grade sheet and class cards. The division point between pass and no credit is the same level of performance as that dividing "D" and "F" work.

Occasionally the method of instruction or material in a course is such that it is not feasible to further define passing grades into A, B, C or D. In these cases the course instructor may give the grade of "S" to all students who pass the course if he has first obtained permission to do so from the Dean of Academic Affairs. In the case of failed work the student should be given the grade of "F".

R. Class Lists

Three class lists will be sent from the Registrar's Office each session:

<u>List</u>	<u>Time</u>
Preliminary	First week of classes
Second (after additions and drops)	After third week of classes
Final (for reporting grades)	Prior to final exams

S. Graduation Lists

A list of candidates for graduation will be sent to the faculty approximately two weeks prior to Commencement. If there are any errors or omissions, they should be called to the attention of the Registrar at once.

T. Student Absences

Students are expected to attend all class meetings unless they are ill or officially excused as the result of participation in a college function. However, faculty members may or may not take roll in their classes and they may or may not lower the marks of students for the sole reason of unexcused absence. If a faculty member has a policy of penalizing for nonattendance, he must (1) announce his policy regarding penalty for nonattendance at the first class meeting of the quarter and (2) not penalize the student for nonattendance unless the student is absent without official excuse more class periods during the quarter than the number of periods the class meets each week (or more than two class periods during a summer session), and (3) submit in writing to the Dean of Academic Affairs an explicit statement of his policy.

In cases of individual absence due to illness or for other legitimate reasons a faculty member may require of the student a written verification of the circumstances causing the absence. A student who has been ill or has had a medical appointment should apply for such an excuse at the Health Service. In cases of family emergency, military obligations, or other unavoidable causes of absence the student should consult the Office of Student Personnel Services.

There will from time to time be groups of students absent from class because of participation in student activities. Before such an event can be scheduled it must be approved by the Athletic Committee if it is an inter-collegiate athletic event, by the Council on Student Affairs if it is for debate or other forensic events, music events, student organization trips, etc., or by the Dean of Academic Affairs if it is a field trip or a special event of an academic nature. Scheduled events that conflict with regularly scheduled final examinations must be approved by the Dean of Academic Affairs as well as the group listed above before being publicized.

After an activity schedule has received the required approval it is to be sent to the Dean of Student Personnel Services whose office will be responsible for sending the schedule to the faculty. This will normally be done at the beginning of each quarter. Events which are scheduled after the beginning of the quarter must be approved in the usual manner and sent to the faculty by the Dean of Student Personnel Services as early as possible. An effort should be made to schedule and receive approval for all events at least one quarter in advance.

When an event has been officially scheduled a list of participants shall be sent prior to the date of the event by the adviser of the group in question to all concerned faculty. Absences of students on these participant lists will be regarded as excused absences. An excused absence assures a student of the right to make up the class requirements missed. The nature, time and place of the make-up work will be at the discretion of the professor involved. It is the student's responsibility to consult with the professor regarding the make-up requirements prior to the absence, except in cases of emergency.

In the event a student feels the work required of him is excessive and arbitrary, he has the right of appeal to the Committee on Student Academic Appeals.

VIII. STUDENT-FACULTY MATTERS

A. Admissions Policy

Minnesota high school graduates applying for admission to a four-year baccalaureate degree program at Moorhead State College are admitted if they are in the upper 50 per cent of their graduating class or if they earned a composite score of 20 or more on the American College Test. Residents of other states are admitted if they rank in the upper 40 per cent of their class or have a composite score of at least 22 on the ACT. Because of reciprocal agreements, North Dakota residents are treated the same as Minnesota residents in this regard. Applicants denied admission may appeal the denial on the basis of other evidence of college ability.

B. Academic Probation and Suspension

Any student whose cumulative grade point average is less than 2.0, i.e. "C", will be placed on academic probation. If a student's cumulative average is less than 1.6 after three quarters of full-time college work, or less than 1.9 after six quarters of full-time work or its equivalent, he will be suspended. Also, any student with more than six quarters of college work whose cumulative average drops below 1.9 will be suspended at the end of the next quarter unless (1) he earns a grade point average of at least 2.15 for that succeeding quarter or (2) the grades earned in that quarter bring his cumulative average up to 2.0 or higher. A student who fails more than half the credits for which he enrolls during any quarter in which he is on probation will also be suspended.

Academic suspension is automatically for a period of three quarters unless it is the second suspension, in which case it is permanent. During any period of academic suspension a student may file a written appeal for re-instatement with the Committee on Admission and Retention (which must also approve any exception to these regulations) but if the re-instatement is granted by that Committee, it will become effective only after the expiration of one quarter of suspension.

C. Student Counseling and Guidance Services

Faculty members often become cognizant of student problems ranging from class schedules to those of deep personal concern. The college Counseling Center staff is available to assist students to work through many of their problems, whether they are vocational, educational, social, or personal. The Counseling Center staff welcomes conferences with faculty members about student problems, and the Center is the primary place where students should be referred when personal problems are indicated.

An occupational-educational library is also available to students seeking career information. In connection with occupational guidance the Center provides limited testing services including tests measuring vocational interest, intelligence, personality, aptitude, and study habits.

D. Advising Students

Academic advising of students is a function of major importance to faculty members and requires a substantial portion of their time. Freshmen advisors are selected by the Dean of Academic Affairs after consultation with the department chairmen and assigned about 25 students each. Freshmen who have declared a major in a particular department are assigned advisors from that department, if possible. Freshmen advisees are reassigned by the Chairman of the department of their major during the spring quarter of their freshman year. These new advisors usually remain in that capacity throughout the sophomore, junior and senior years.

If advisors of upper-class students leave the college or are unable to continue this function, the department chairman reassigns the advisee and notifies the Registrar of the change. If an upper-class student changes his major or has another good reason to change advisors he may do so by completing a Change of Major and/or Advisor form which is available in the Registrar's Office. The student contacts the chairman of his major department to obtain his new advisor's name and returns the completed form to the Registrar. The Registrar notifies the old advisor of the change and the old advisor should forward the student's file to the new advisor.

Advisors are expected to post reasonable office hours on their office doors so that their advisees may contact them. The advisor should assist the student in selecting a suitable program and should sign his registration form to indicate that this advice has been given. Change of Program forms and Application for Graduation forms must also be signed by the advisor. The advisor is supplied with the available high school records, testing information, mid-term deficiency reports and grade reports to assist him in arriving at sound recommendations to the student.

In order to prevent confusion the Registrar will send a list of advisees to each advisor some time after the start of each quarter. If a student appears seeking official advisement and his name does not appear on this list, he should be asked to report to the Registrar's Office to clarify the matter.

E. Scholarships

Incoming freshmen and transfer students who show exceptional promise and enrolled students who have shown superior achievement may be considered for scholarship awards, although some scholarship sponsors attach other qualifications. The Financial Aid Committee makes awards (typically \$150.) from student applications and faculty recommendations during the winter and spring quarters for the following academic year. Scholarship funds have come primarily from annual appropriations by the Bookstore Board with additional monies coming from interested individuals and organizations. Funds have been sufficient to provide scholarship awards to only about one per cent of the student body. Needy students should also be encouraged to consult the Financial Aid Office about student employment or loans.

F. Student Employment: State Funds

Some State funds are available for the employment of students to perform clerical and maintenance tasks as well as the more specialized activities related to instruction.

Typically a department's allocation of State student-help money is insufficient to hire all the student-help that might be desired and the chairman must divide as equitably as possible the allocation.

When a student is employed a Report of Student Employment--Request for Time Card form should be sent to the Financial Aid Office. Student employees can be paid on schedule only if the employment processes are completed and the time card is submitted by the deadline announced periodically by the Financial Aid Office.

G. Student Employment: Work-Study Program

The major campus student employee payroll is for work done under the federal College Work-Study Program. Most of each work-study payroll dollar is from federal funds with the balance from appropriations by the State Legislature.

There is no difference in what "State" and "Work-Study" student employees do, their rates of pay, or their payroll procedures. However, Work-Study student employment is different in several respects from State student employment. A student must, first of all, qualify for work-study employment on the basis of Federal regulations concerning need. Then, a needy student's unique combination of Work-Study and/or Defense Loan and/or Opportunity Grant assistance is determined with him upon his application for financial aid made to the Financial Aid Office. This means that only those students given a specific Work-Study employment authorization may be employed under the Work-Study program. This authorization usually is in terms of a specified maximum amount of earnings for a specific period of time, usually a summer or an academic year. Work-Study students may not be employed more than 15 hours per week while enrolled in classes.

Funds have been sufficient to offer Work-Study employment opportunities to most eligible students desiring it. Departments may inform the Financial Aid Office of needs for replacement or new Work-Study employees. Work-Study candidates will be referred to the department desiring them with selection and supervision the responsibilities of the department and its staff members.

Work-Study employment is intended to provide financial help to needy students, but an hour's work should be expected for each hour's pay. Student employees do need supervision and should be helped to develop positive habits of responsibility, initiative and promptness. Unsatisfactory student employees should be referred to the Financial Aid Office so that appropriate guidance can be given and possible re-assignment or termination can be considered.

H. Health Service

The College Health Service, located on the campus at 706 South 16th Street, but soon to be moved to the basement of Dahl Hall, provides the services of registered nurses and physicians for students and should be called in case emergency illness occurs in class.

A notification from the Health Service to the faculty members concerned is sent when a student's illness is expected to necessitate an absence (see also Student Absences) of more than a few days. During midquarter and final examinations, notifications are often sent for short absences.

I. Placement Office

The Placement Office is designed to assist all graduating seniors and alumni in finding job opportunities commensurate with their skills and educational backgrounds. Advisees who will graduate in the spring or the summer of the next year should be urged to contact the Placement Office in early fall prior to their graduation. A file of job opportunities for current students is maintained in the Financial Aid Office.

J. Student Organizations

Procedures for obtaining recognition as a campus organization are available in the Student Personnel Office. Organizations scheduling events must do so through the Student Personnel Office so the facilities can be reserved and the event entered on the college calendar. Posters advertising an event must include the name of the sponsoring organization. Further information about student organizations may be obtained from the Student Personnel Office.

K. Student Senate

The Student Senate is the major student government body at the college. It is composed of nineteen members including four executive officers, six senators-at-large, and nine senators elected according to fields of study. The Student Senate is actively and extensively involved in the affairs of the college, e.g., nominating (for the President's appointment) the student members of the numerous student-faculty college committees, reviewing the Student Activity Fund budget, approving student social events, and working with the Dean of Student Personnel Services in coordinating various student sponsored events.

L. Project E-Quality

Project E-Quality is a program to aid financially and educationally disadvantaged Negro, American Indian, and Mexican-American students to enter Moorhead State College and to increase their chances of success. The project makes use of available federal financial aids to students, grants from the local "E-Quality Fund" and volunteer faculty and student help in tutoring, advising, and counseling.

IX. COMMUNICATIONS

A. Faculty-Staff Newsletter

The Faculty-Staff Newsletter is published weekly during the academic year and less regularly during the summer by the Office of Educational Relations. It is circulated to all faculty and staff members, to members of the Minnesota State College Board and to some other state officials and mailed to new faculty members who have not yet begun their assignments on campus. The Newsletter endeavors to include information of general college interest relating to personnel, academic programs, services and building construction. There is also a calendar of coming events, and it may be used without charge for advertisements to buy, sell, rent, etc. Faculty members are encouraged to submit items concerning their own accomplishments, activities and publications, some of which can subsequently be developed by the College News Service for the public news media. The Newsletter is available for faculty announcements, advertisements or editorials. Since more than 800 Newsletters must be processed weekly, the need for brevity and observance of deadlines (Fridays) should be noted.

B. Mail

Until the new Administration Building is ready in the fall of 1969, faculty mail boxes may be found in the post office area near the south end of the first floor of MacLean Hall. Box numbers and combinations are assigned by personnel in the post office. Outgoing mail is picked up at the college post office at 9:15 a.m. and 1:15, 3:30 and 4:15 p.m.

Special envelopes and transmittal slips are available for inter-office mail, and the deposit box for these communications is also located in the post office area. Since many memos are filed for future reference, you are reminded that it is important to date these communications. The person or persons to whom the message is addressed should be clearly identified, and the name of the person or persons from whom the message is originating should be typed and initialed.

C. News Service

The College News Service functions through the Office of Educational Relations. The office maintains local, area and state mailing lists, as well as selected addresses of state and national educational associations and other professional offices which have interests related to higher education. Mailings are made at least once a week and frequently more often. The News Service also maintains files of general college information and faculty information, as well as a limited clipping service. The News Service can better assist faculty in publicizing an event if there is sufficient advance notice. Press conferences, when warranted, can also be arranged. Again, notice well in advance is necessary for scheduling, room reservation and arrangements made for the special electrical services required.

E. Alumni Association

The Alumni Office maintains information and addresses for about 7,000 graduates and former students, and has a mailing list, converted to IBM, which permits selected mailings by classes or geographic areas. The Association also publishes a 12-page quarterly, which, in addition to news about alumni and their activities, also includes general information about developments at the college and achievements of faculty and students. This Report to The Alumni is published in September, December, March and May, and has a circulation of about 7,000. Items for publication should be submitted no later than the first week in the month in which publication is scheduled.

The Association has also established scholarships for upperclass students and sponsors a number of events on and off campus. All funds contributed to the Association are used for college-related projects.

The Association is administered by a nine-member board of officers and directors with the college providing the part-time services of a coordinator. Faculty members, even when not graduates, are eligible to join the association. The dues are \$3.00 for an individual, \$5.00 for husband and wife and \$100 for a life membership.

X. ORGANIZATIONS

A. American Association of University Professors

Moorhead State College has a chapter of the American Association of University Professors. All faculty members who are assigned at least half-time as teachers or research scholars (including librarians) are eligible for membership.

B. Faculty Association

Minnesota State College Board regulations delegate to the Faculty Association "duties and responsibilities that affect faculty welfare" (SCB 12,a). Each of the six Minnesota state colleges has a Faculty Association in which membership is open to all faculty members except the president of the college. The six Faculty Associations in the aggregate is called the Inter-Faculty Organization. The Inter-Faculty Organization has biennial meetings at the various colleges.

Each Faculty Association elects two members to the Inter-Faculty Policy Committee which has representatives at all State College Board meetings and acts as an executive board for the Inter-Faculty Organization.

C. The Faculty

Article II of the Moorhead State College Constitution defines The Faculty and provides for meetings of the faculty at least once each quarter during the academic year and from June through August on call of the President of the College. Special meetings of the Faculty may be called by the President, who is the presiding officer, and shall be called within one week upon written request of twenty-five percent of the membership. The Faculty, through the Constitution, has designated the Faculty Senate as its representative body to be "concerned with the formulation of college policy" (Sec. C,1). However, any action of a council or committee or the Faculty Senate (See Council and Committee Functions) may be reviewed and overruled at a meeting of the Faculty.

D. Faculty Wives of Moorhead State College

Membership is open to the wives of men officially associated with the College. Its purpose is to promote the social fellowship of its members and to further the interests of the College. In addition to regular monthly meetings, there are "welcome coffees" for new wives and several small groups serving special interests of the membership.

E. Alumni Association

The Alumni Office maintains information and addresses for about 7,000 graduates and former students, and has a mailing list, converted to IBM, which permits selected mailings by classes or geographic areas. The Association also publishes a 12-page quarterly, which, in addition to news about alumni and their activities, also includes general information about developments at the college and achievements of faculty and students. This Report to the Alumni is published in September, December, March and May, and has a circulation of about 7,000. Items for publication should be submitted no later than the first week in the month in which publication is scheduled.

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Appendix I

Constitution and By-Laws
of
Moorhead State College

Pages 1-11

THE CONSTITUTION

of

MOORHEAD STATE COLLEGE

as amended to
July 21, 1969

Article I. General Powers

All matters relating to the educational and administrative affairs of the College, consistent with actions or policies of the Minnesota State College Board, are, for the purpose of effectuating the government of the College under and by the Board, committed to the President and the Faculty, as herein provided. In the event that any provision of this Constitution conflicts with the Rules and Regulations of the Minnesota State College Board, the latter shall govern.

Article II. Organization and Officers

Section A. The President of the College

1. The President of the College shall be the chief administrative and executive officer of the College, and shall have general administrative authority over College affairs.
2. The President shall have final authority to make budgetary recommendations to the Minnesota State College Board, but shall consult with and consider any recommendations of appropriate representatives of the Faculty concerning such budgetary recommendations as materially affect the College as a whole.
3. The President shall preside at all meetings of the Faculty, except that in his absence the Dean of Academic Affairs, or in the latter's absence the President's designated representative, shall preside.
4. The President may suspend action taken by the Faculty, or by any of its subdivisions, committees, or other bodies, and ask for a reconsideration of such action.

Article II, continued

5. If the President and the Faculty or any of its subdivisions do not reach agreement on the action, further steps may be taken in accordance with the provisions of Article II, Section C, Sub-section 7 of this Constitution.

Section B. The Faculty

1. The Faculty shall consist of all unclassified employees as defined by Minnesota Statutes, 1961, Section 43.09 and as provided by Article III, Section I of the Minnesota State College Board Rules and Regulations.
2. Administrative personnel who hold academic rank are subject to all provisions of Article II, Section B, in their capacity as faculty members.
3. All members of the faculty are entitled to academic freedom as defined by the following statements:
 - a. A teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution, and in accordance with Section 3 of Article IV of the Rules and Regulations (1962) of the Minnesota State College Board.
 - b. A teacher is entitled to freedom in the classroom in discussing his subject, and it is expected that he will do so in a responsible manner as befits the best standards of the academic profession.
 - c. The college teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline. He should remember, however, that the public tends to judge his profession and his institution by his utterances. Hence, he should show respect for the right of others to express opinions, and should not indicate that he is an institutional spokesman unless authorized to do so by the President or the Faculty.
4. Opportunities for appropriate faculty participation shall be provided at each major organizational level in the institution.

Article II, continued

5. The Faculty shall have primary responsibility for determination and implementation of the educational policies of the institution, subject to the conducting of College business, in accordance with Article I, and other articles dealing with the decision-making responsibilities of the President and the Faculty, insofar as permitted by the Regulations of the Minnesota State College Board. Education policies include such fundamental matters as curriculum, subject matter, instruction, methods of instruction, facilities and support for research conducted by faculty members and students, standards for academic performance and for the granting of degrees, and all other affairs of the College which are not primarily administrative in nature.
6. The Faculty shall meet at least once each quarter during the academic year, September through May, and from June through August on call of the President of the College.
 - a. Written notice of the time and place of meetings and of the proposed agenda shall be given to the faculty members at least three days in advance by the President, or his designated representative.
 - b. A quorum shall consist of fifty percent of the full-time Faculty.
7. Faculty appointments, reappointments, promotions, evaluations of meritorious service, and actions resulting in tenure require the active participation of the Faculty through its appropriate representatives.
8. The terms and conditions of every appointment to the Faculty shall be stated in writing, and said document shall be in the possession of both the institution and the faculty member before the appointment can take effect.
9. With the exception of temporary appointments for specifically limited terms, all full-time appointments to the rank of Instructor or higher shall be either probationary appointments, or appointments with tenure.
 - a. All appointments made shall indicate clearly that they are for tenure or for one of the other categories specified in Article II, Section B, Sub-section 9.
 - b. In accordance with Minnesota State College Board regulations, probationary appointments may be for one year or for other stated periods, subject to renewal; but the total probationary period shall not exceed three years for Professors and Associate Professors, or four years for Assistant Professors, or seven years for Instructors.

Article II, continued

14. The Faculty may at any time review the actions of the Senate (see Article II, Section C).

Section C. The Senate

1. The Senate is the representative body of the Faculty which is concerned with the formulation of College policy, and is directly responsible only to the Faculty.
 - a. It shall be composed of twenty-three voting members, two of whom are the President and the Dean of Academic Affairs ex officio, and twenty-one of whom are elected at large from the Faculty.
 - b. A quorum shall consist of twelve members.
 - c. With the exception of the President and the Dean of Academic Affairs, no members of the Faculty will be eligible for election to the Senate until the completion of six months of full-time membership on the Faculty, exclusive of summer sessions.
 - d. Business for consideration may be submitted to the Senate by any member of the Faculty, any Board, Council, or Committee, or any Department or Division of the Faculty.
2. The Senate shall be especially concerned with, but not limited to, the following areas: admissions, scholarship, advisement, selection and retention of students, grading practices and evaluation, requirements for major and minor programs, addition and deletion of courses, development of programs and curriculums, instruction, library, student activities, and such other academic affairs which are not primarily administrative in nature.
3. The Senate shall make its recommendations to the President, or directly to the Faculty after the President has had an opportunity to consider the recommendation.
4. The Senate may, in the same manner, recommend to other bodies, including the Minnesota State College Board.
5. The Senate shall meet at least once each month from September through May, inclusive. The second meeting in any academic quarter shall be a meeting of the elected members only.
 - a. Written notice of the time and place of each meeting and of the proposed agenda shall be given to the Senators at least three days in advance by the Chairman of the Senate or his designated representative.

Article II, continued

- b. A secret written ballot on any motion shall be taken upon the request of any member of the Senate.
6. Members of the Senate shall be elected for terms of three years. Terms shall be staggered, with seven terms ending each year, except that in 1969 eleven senators shall be elected: seven for three-year terms; two for two-year terms; and two for one-year terms.
 - a. The Faculty Election Board shall determine the method of selection for the various terms.
 - b. A senator whose term is expiring shall be ineligible for immediate re-election but shall again become eligible for election in the spring of the academic year following the expiration of his term.
 - c. The annual election shall be held early enough to permit the newly elected senators to take office at the last regular meeting of the same academic year.
 - d. At this meeting, the Chairman, Vice Chairman, and Secretary of the Senate shall be elected for terms of one year, to begin immediately upon election.
7. The President of the College may suspend or overrule action taken by the Senate, provided that the specific reasons therefor are submitted in writing by the President to the Senate. In forwarding this statement of reasons, the President shall request the Senate to reconsider the overruled action.
 - a. If the Senate declines to alter its decision, the President shall either rescind the overruling, or he shall appeal the decision of the Senate to a vote by secret ballot of the Faculty.
 - b. After the decision of the Faculty is ascertained, if no agreement is reached between the Faculty and the President, the Senate may appeal to the Minnesota State College Board.
 - c. Such an appeal shall be made in writing, with copies delivered without delay to the Chairman of the Senate and to the President of the College.
 - d. If a written appeal is to be supported by a personal appearance before the Board, notice shall be given, and an opportunity shall be provided for the opposing views to be defended before the Board through personal appearance of adherents to such views.
 - e. The President's decision shall prevail until the question has been decided by the Board.

Article II, continued

Section D. The Advisory Committee on Faculty Assignments

1. The Advisory Committee on Faculty Assignments shall consist of six members of the Faculty, two of whom are to be appointed by the President and four of whom are to be elected by the Faculty.
 - a. A quorum shall consist of four members.
 - b. The term of office shall be one calendar year, beginning September first.
 - c. No limit is placed on the number of terms any individual may serve, except that no more than three terms may be consecutive.
2. Each year, not later than April 30, the Senate shall act as a nominating committee and through preferential ballot provide a slate of eight candidates for the Advisory Committee on Faculty Assignments.
3. The Advisory Committee on Faculty Assignments shall select its own officers and formulate its own rules of procedures.
4. The function of the Advisory Committee on Faculty Assignments shall be to advise the President on the formulation of procedures and on specific decisions with respect to tenure, salary, ranking, meritorious service, sabbatical leaves, the number and nature of Councils and Committees, and membership thereon.
5. All actions of the Advisory Committee on Faculty Assignments shall be subject to review by the Senate.

Section E. Councils and Committees

1. The President, in consultation with the Advisory Committee on Faculty Assignments, shall organize standing committees, including the Curriculum Committee and the Committee on Student Admissions and Programs, and such other committees as shall be needed for the proper fulfillment of the purposes and programs of the College.
2. The Senate shall have the right to review, approve, or disapprove the establishment and membership of all committees, except that in cases of disagreement with the President, appeals may be made to the Minnesota State College Board, in accordance with the provisions of Article II, Section C, Sub-section 7 of this Constitution.
3. The Senate may initiate discussion of changes in curriculums and programs, but cannot take final action until the appropriate Councils or Committees have had an opportunity to consider the recommendations.

Article II, continued

4. The Senate may request information from any Council or Committee.
5. The Senate shall have the right to review the actions of all Councils and Committees.
6. Any faculty member or member of any Council or Committee may appeal a Senate decision to the President or to the Faculty.

Section F. Student Body

1. The Faculty recognizes the importance of involving students in the decision-making process in appropriate areas of the College, whenever and wherever possible.
2. It is the prerogative and duty of the Senate to maintain general supervision over student government policies and student activities.

Article III. Effective Date*

This Constitution shall be in effect upon approval by the Minnesota State College Board and the Faculty of Moorhead State College.

Article IV. Amending Procedure

Section A. The Chairman of the Senate, after his election and before the end of the current academic year, shall appoint members to a Committee on the Constitution and By-Laws which shall meet once a quarter, and more often as necessary, during the regular academic year. The members of the Committee, not more than half of whom shall be senators at the time of their appointment, shall serve for one year or until their successors have been appointed.

Section B. Proposals for amendments to this Constitution or to the By-Laws shall be made either (1) by the Committee on the Constitution and By-Laws, (2) by the Senate, or (3) by petition of fifteen sponsors among the Faculty. In either of the latter two cases, the proposed amendment shall be submitted in writing to the Committee on the Constitution and By-Laws. Whenever an amendment is proposed, the Committee shall solicit written recommendations from members of the Faculty concerning the proposed amendment and shall hold one or more hearings, as necessary, at which members of the Faculty may testify.

*This Constitution, in its original form, was adopted on September 30, 1963. Since that date, a number of revisions have been made by the Faculty and approved by the Minnesota State College Board.

Article IV, continued

1. In the event that the Committee then recommends the adoption of an amendment to the Constitution or the By-Laws, it shall publish the text of the proposed amendment to the Faculty and, simultaneously, shall transmit a copy of the text to the Faculty Election Board. Not earlier than fifteen days after the publication of the text (none of the fifteen days to fall between the end of one regular academic year and the beginning of another or within official recesses or examination periods), the Faculty Election Board shall conduct, by mailed ballot, a general election on the question of adopting the proposed amendment.
2. If, before the end of the period of fifteen days as defined in paragraph (1) of this Section, fifteen members of the Faculty (other than the original sponsors) indicate, by petition filed with the Faculty Election Board, that they are dissatisfied with the amendment proposed by the Committee and that they endorse instead the amendment proposed by the original sponsors, the Faculty Election Board shall put the amendment proposed by the original sponsors on the ballot in place of the amendment proposed by the Committee. In such an event, since the Committee on the Constitution and By-Laws will not have published the text of the amendment proposed by the original sponsors, the Faculty Election Board shall publish it to the Faculty and shall conduct a general election under the conditions set forth in paragraph (1) of this Section.
3. If, after soliciting written recommendations from members of the Faculty and holding one or more hearings, the Committee concludes that no amendment should be adopted, it shall publish the reasons for its conclusion to the Faculty. But if fifteen members of the Faculty then indicate, by petition filed with the Faculty Election Board, that they endorse the amendment proposed by the original sponsors, the Faculty Election Board shall publish the text of the sponsors' amendment to the Faculty and shall conduct a general election under the conditions set forth in paragraph (1) of this Section.

Section C. Amendments to this Constitution shall be approved if they are passed by sixty per cent of the votes cast in a general election; and such amendments shall become effective upon their approval by the Minnesota State College Board. Amendments to the By-Laws shall be approved and become effective if they are passed by a majority of the votes cast in a general election.

Article V. By-Laws

By-Laws shall be enacted or repealed in accordance with the procedures set forth in Article IV concerning amendments.

THE BY-LAWS
of
MOORHEAD STATE COLLEGE

as amended to
July 21, 1969

Article I. Faculty Meetings

Section A. Written notice of the time and place of regular meetings of the Faculty and Senate shall be given in advance by the presiding officers of the respective bodies, or their designated representatives.

Section B. Either the Faculty or the Senate may be called into special session by the presiding officer, upon written notice provided to all members at least twenty-four hours in advance.

Section C. A special session of the Faculty or the Senate shall be called within one week by the presiding officer, upon written request of twenty-five percent of the membership.

Article II. Election and Recall of Senators

At the regular February meeting of each year the Chairman of the Senate shall appoint a Faculty Election Board consisting of two senators whose terms are not expiring and one member of the Faculty not serving on the Senate at the time of the election. The Chairman of the Senate shall designate as chairman one of the members of the Board.

The Faculty Election Board shall be responsible for early announcement of elections, notice of filing periods, publication of election procedures and distribution of necessary forms, conduct of elections, and publication of the results.

Section A. Nominations. A full-time member of the Faculty shall be nominated for election to the Senate upon satisfaction of the following conditions:

1. that fifteen other members of the Faculty shall have signed a "Petition for Nomination";
2. that the person whom it is sought to nominate shall have signed a "Statement of Acknowledgement and Consent"; and

Article II, continued

3. that both the "Petition for Nomination" and the "Statement of Acknowledgement and Consent" shall have been filed with the Faculty Election Board no later than 6:00 P. M. on the day of the filing period.

Section B. The Filing Period. The filing period shall extend for at least ten regular class days (not including "preparation" days, examination periods, or official recesses). The dates of the filing period shall be announced promptly by the Faculty Election Board after its appointment and before the filing period begins.

Section C. Publication of the List of Nominees. Not later than the third regular class day after the end of the filing period the Faculty Election Board shall publish to the Faculty an alphabetical list of all nominees.

Section D. Regular Elections. Not later than the fifth regular class day after the publication of the list of nominees the Faculty Election Board shall distribute to all members of the Faculty an official secret ballot. The Faculty Election Board shall allow a reasonable period of time for voting and shall stipulate, in the instructions for voting, a time and a single place for the return of ballots.

1. In the event that the number of nominees is equal to or greater than twice the number of vacancies, all nominees receiving a majority of the votes cast on the first ballot shall be elected. If vacancies then remain, the names of the nominees polling the highest number of votes still falling short of a majority shall appear on the second or any subsequent ballot, the number of names being twice the number of vacant seats remaining. In the event of any minority tie, the names of all nominees receiving the same number of votes shall appear on the ballot in question. And all nominees receiving a majority of the votes cast on the second or any subsequent ballot shall be elected.
2. In the event that the number of nominees is less than twice the number of vacancies, all nominees receiving a majority of the votes cast on the first ballot shall be elected. The remaining vacancies shall not be filled unless a special election is called for on petition of fifteen members of the Faculty or until they are filled at a subsequent regular election.

Section E. Vacancies. The question of vacancies shall be treated in the following ways:

1. Recall proceedings against a member of the Senate may be instituted by a petition signed by twenty-five per cent of the Faculty and filed with the Faculty Election Board. A vote must then be conducted by the Board within fifteen days of the date of filing. The Senate member is recalled and relieved of his office if the petition is sustained by a majority of the Faculty.

Article II, continued

2. A member of the Senate who for two academic quarters or longer is unable to serve shall vacate his position for the remainder of his term of office.
3. Vacancies occurring in the Senate for reasons other than the expiration of a term of office shall remain unfilled until the next regular election unless the provisions of Section F below are invoked.

Section F. Special Elections. If the number of elected members of the Senate falls below eighteen, the vacancies may be filled by a special election. A special election shall be held if a petition requesting one is signed by fifteen members of the Faculty and filed with the Faculty Election Board. Such an election shall be conducted in the manner prescribed for regular elections.

Article III. Duties of Officers

Section A. The Chairman of the Senate shall call the Senate into session and shall preside at all meetings, except that in his absence the Vice Chairman shall preside.

Section B. The Chairman shall determine the order of business and perform all other duties appropriate to his office.

1. He may vote to break a tie vote.
2. He shall call for a record vote on any matter, upon the request of any member of the Senate.

Section C. The Secretary of the Senate shall be responsible for the records of all proceedings of the Senate.

1. He shall be responsible for the distribution of the minutes of the Senate to all members of the Faculty within seven days following the date of each meeting.
2. He shall send three copies of all minutes to the President of the College; two copies to the Chairman of the Senate; two copies shall be retained by the Secretary, and he shall send one official copy to the Registrar of the College, who shall be official keeper of the Senate minutes.

Article IV. Parliamentary Procedure

All meetings of the Faculty and the Senate shall be conducted in accordance with acceptable and generally used parliamentary rules of order. In each case of question, Roberts Rules of Order shall be the final authority.

APPENDIX II

COUNCIL AND COMMITTEE FUNCTIONS

MOORHEAD STATE COLLEGE

COUNCIL AND COMMITTEE FUNCTIONS

Moorhead State College

1969-70

Faculty Senate

The Senate is established in Article II, Section C of the Constitution of Moorhead State College as a representative body of the faculty which is concerned with the formulation of college policy, and is directly responsible only to the faculty. The Senate consists of twenty-three voting members including the President and the Dean of Academic Affairs. The Senate shall be especially concerned with, but not limited to, the following areas: admissions, scholarships, advisement, selection and retention of students, grading practices and evaluation, requirements for major and minor programs, addition and deletion of courses, development of programs and curriculums, instruction, library, student activities, and such other academic affairs as are not primarily administrative in nature.

The actions of all councils and committees may be reviewed by the Faculty Senate.

Advisory Committee on Faculty Assignments

This committee consists of four members elected by the faculty and two faculty members appointed by the President. Its function is to advise the President on the formulation of procedures and on specific decisions with respect to tenure, salary, ranking, meritorious service, sabbatical leaves, and the number and nature of councils and committees and membership thereon.

Social Committee

The Social Committee has the responsibility of organizing certain faculty social functions such as the Christmas Tea and the Spring Faculty Banquet.

House Committee

This Committee has the responsibility of collecting information concerning births, marriages, illnesses and deaths within the immediate families of faculty members. It also has the responsibility of purchasing from voluntary faculty assessments appropriate flowers or mementos for these occurrences.

Administrative Staff

The Administrative Staff consists of the chief administrators of the College. Its duty is to advise the President on administrative matters.

Council on Business Affairs

The primary responsibility of the Council is to make recommendations to the President for the allocation of funds available for educational equipment and educational supplies. It also acts as a liaison group for the students, faculty and the administration with respect to fiscal and other business operations not dealt with by other committees and councils.

The following six committees are under the general jurisdiction of the Council on Business Affairs and their actions may be reviewed by that Council.

Bookstore Board

The Bookstore Board operates under its own constitution and is responsible for the establishment of policy regarding the operations of the Bookstore.

Campus Safety Committee

This Committee should survey the campus for conditions which are or may be injurious to the health of students and faculty and make recommendations concerning the correction of these hazardous conditions.

Civil Defense Committee

The role of this Committee is to make recommendations concerning action to be taken in the event of an imminent enemy attack or the occurrence of some disaster directly affecting the College.

Institutional Grants Committee

This committee was established in 1967 as an ad hoc committee to develop an institutional policy for governing the spending of National Science Foundation Institutional Grants for Science. The committee functions as a panel to evaluate requests for these funds which must be allocated within the science area as stipulated by the National Science Foundation. Institutional Grants for Science are awarded to the College annually and are based on the total amount of National Science Foundation grants received by the institution in the areas of basic research, undergraduate research participation, and research participation by college teachers.

Parking Committee

The purpose of the Parking Committee is to develop and review existing and proposed regulations concerning the governing of vehicular parking on the campus and problems related thereto.

Plant and Development Committee

The role of this Committee is largely consultative in nature because of the considerable involvement of other State agencies in the area of physical plant. Its function is to provide liaison between the faculty, students and college administration in regard to all phases of physical plant development and operation.

Council on Curriculum and Instruction

This Council elects its own chairman at the initial meeting in the fall of each year. It is responsible for examining all departmental proposals for the addition, dropping, and revision of courses, programs, and curricula, and for approving or rejecting such proposals. The Council is also responsible for examination and approval or rejection of inter-departmental proposals and proposals concerning graduation requirements which have been recommended by the appropriate committees. Departments or committees making proposals for changes in the curricula will present them to the Dean of Academic Affairs, who will present them to the Council with such recommendation as he wishes to make. The Council on Curriculum and Instruction has general jurisdiction over the following ten committees and may review all actions taken by them.

Admission and Retention Committee

This Committee has the responsibility of hearing all appeals concerning admission to undergraduate programs of the College and appeals for exception to the academic suspension regulations. All undergraduate students who are suspended from the College for academic reasons shall have the opportunity to appeal in person to this committee. The Committee may also make recommendations to the Council on Curriculum and Instruction concerning changes in admission or retention regulations.

Convocations Committee

This committee is to make the necessary arrangements, including program determination, for College Convocations. Its actions may be reviewed by the Council on Curriculum and Instruction.

Fifth Year Committee

This Committee shall develop proposals for regulations concerning the Fifth Year Program in teacher education. It shall also hear appeals for exceptions to regulations concerning the Fifth Year Program.

General Studies Committee (Proposed 1969)

This Committee shall make recommendations to the Council on Curricula and Instruction concerning the General Studies requirements and courses.

Graduate Studies Committee

All faculty members of the Graduate Studies Committee must possess the earned doctorate degree and at least fifty percent of the membership from the previous year shall be retained on each new committee. The Committee shall have the responsibility for (1) establishing regulations pertaining to the graduate programs of the College, (2) screening all new graduate course and program proposals after their initiation by the various departments, (3) working with the departments, the Dean of Graduate Studies and the other administrative officials of the College in maintaining suitable standards for graduate study, and (4) acting on all appeals by graduate students concerning exceptions to graduate regulations.

Library Committee

The role of the Library Committee is to advise the Head Librarian and the Dean of Academic Affairs concerning library policy. It shall serve as a liaison group for the faculty, the student body, and the head librarian for exchange of information concerning the library.

Radio-Isotope Safety Committee

The responsibility of this Committee is to establish regulations as provided for by federal law for the safe handling of radio-isotopes and for the proper administration of these regulations at this institution.

Research Committee (Proposed 1969)

It shall make recommendations to the Council on Curricula and Instruction concerning the spending of state research funds and other matters relating to research.

Student Academic Appeals Committee

Its responsibility is to make recommendations to the Dean of Academic Affairs regarding student petitions for exceptions to graduation requirements.

Teacher Education Committee

It is the responsibility of this Committee to make recommendations to the Council on Curriculum and Instruction regarding the overall undergraduate teacher education programs including the areas of professional education and specialized subject matter.

Council on Student Affairs

This Council shall develop and/or act upon proposed regulations concerning student affairs and the conduct of students while under the jurisdiction of the College. It shall also be concerned with all other aspects of student welfare. It shall have the authority to review the actions of the following six committees which fall under its general jurisdiction.

Athletic Committee

This committee shall be responsible for liaison between the faculty and student body on the one hand and the Director of Athletics on the other hand. It shall be responsible for approving all intercollegiate athletic schedules in which a team from Moorhead State College participates and shall be responsible for instructing the Moorhead State College representative on the Conference Athletic Committee in regard to proposed changes in athletic regulations.

Comstock Union Committee

This Committee shall serve as a liaison group for the faculty, students and Comstock Union Director in regard to the operation of the Comstock Union. It shall make recommendations to the Comstock Union Director concerning such matters as programs and policies for the Union.

Dining Service Committee

This Committee shall work with the manager of the dining halls to maintain and promote good food services and the proper atmosphere in the dining halls. It shall channel information from the students and faculty to the manager.

Financial Aid Committee

The Financial Aid Committee shall seek sources of financial aid, develop policies for equitable distribution of this aid within the overall college policy and restrictions placed by the source of the aid and shall act as a liaison group for the Financial Aid Director and the faculty and student body.

International Students Committee

It shall be the responsibility of this Committee to assist students coming from other nations in adjusting to life at this institution. It shall promote the understanding of other cultures in this community.

Student Conduct Committee

The Student Conduct Committee shall conduct hearings regarding serious charges of violation of College regulations brought against students and referred to them by the Dean of Student Personnel Services. The Committee shall also specify probation, suspension or expulsion when the Committee, by a majority vote, deems it necessary. The decisions of the Committee are subject to appeal to the President of the College.

Council on Educational Relations

This Council shall advise the Director of Educational Relations concerning policies affecting news releases and other publicity, community relations, and relations with parents and others. The Council shall have the authority to review the actions taken by the College Publications Committee and the Performing Arts Committee.

College Publications Committee

The College Publications Committee shall have the responsibility for developing policies concerning college publications including the College catalogs, departmental brochures, recruitment materials and the binding of library materials.

Performing Arts Committee

Its duty is to develop policies for governing the Series for the Performing Arts and it shall act upon all proposals regarding the selection of performers and the management of the series.

General Statement Concerning Duties of All Councils and Committees

Each committee and council may discuss whatever matter it deems within its legitimate authority. The minutes of all committees and councils are to be sent to the President of the College, the Dean of Academic Affairs, the appropriate administrative area-head and to all members of the Faculty Senate. Committee minutes should also be sent to all members of the appropriate council having jurisdiction over it.

APPENDIX III

FRINGE BENEFIT DETAILS

MOORHEAD STATE COLLEGE

Printed material for this section will be distributed to
the Faculty through the campus mail at a later date.

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