



BEMIDJI
STATE UNIVERSITY

ADJUNCT FACULTY HANDBOOK

2008-2009

The information included in this “Abbreviated Handbook” is designed to provide a quick reference to your questions. You may access the most current handbook online at

http://www.bemidjistate.edu/faculty_staff/professional_development/

Emergency Telephone Numbers

9+911

Police, Fire, Ambulance, and Sheriff

3888

Campus Security

3988

Maintenance Problems

3888

(weekends and evenings)

Bemidji State University is an equal opportunity educator and employer

WELCOME!

WELCOME to the faculty of Bemidji State University! We are most appreciative of your commitment to the education of our students. You have been selected because you possess talents and knowledge that will enhance the expertise of the entire faculty, and we encourage you to use your abilities to their fullest extent.

For those of you who have not previously taught at Bemidji State University, we know that you will have many questions about the *what, where, when, why and how* of our institution. This handbook will answer some of your questions and the administrative offices of the Deans and Departments stand ready to answer those questions that are not answered here.

Thank you for joining us at Bemidji State University community of learners! We hope the following information will be helpful as you plan for the semester ahead.

Thank you!

Jon E. Quistgaard, President
Bemidji State University

IMPORTANT!

The purpose of this volume is to provide adjunct faculty with a quick reference for information, which may not otherwise be easily available. Faculty should also access the following publications for complete policies and procedures:

BSU Student Guide & Planner <http://www.bemidjistate.edu/students/guide>

Affirmative Action Policy <http://www.diversity.mnscu.edu/services/>

University Undergraduate and Graduate Catalogs <http://www.bemidjistate.edu/academics/catalog/>



IFO-MnSCU Agreement http://www.bemidjistate.edu/faculty_staff/faculty_association/


Students with Disabilities Handbook <http://www.bemidjistate.edu/students/disabilities/>


Please direct any questions to the [department chair](#), [dean](#), and/or the office of the [Inter Faculty Organization](#). Policies, regulations, and procedures listed here are in many cases summaries of official policies listed elsewhere, and are subject to change.


This manual is published by Human Resources and is based on the [BSU Faculty Handbook](#).







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Section I: University Background

Minnesota State Colleges and Universities (MnSCU): Bemidji State University is one of 62 college and university campuses that make up Minnesota State Colleges and Universities ([MnSCU](#)). A Board of Trustees governs this statewide system of community colleges, state universities and technical colleges. MnSCU is dedicated to providing students with a wide array of opportunities for life-long education in both technical and academic fields, ranging from short-course certificates to the master's degree. More than 162,000 students attend Minnesota State Colleges and Universities.

University Mission: [Bemidji State University](#), since its founding in 1919, has been a center of intellectual, cultural, social, and economic life in northern Minnesota. Beginning as a small teachers' college, Bemidji State has grown into a comprehensive university, part of a diverse, statewide system of higher education. As its primary strength and function, Bemidji State University delivers, at the baccalaureate and graduate levels, substantial and affordable educational opportunities that enhance student access to leadership roles and encourage responsible citizenship. Thus poised to lead its students into the twenty-first century, the University further recognizes that sweeping changes in society and technology call for new ideas and new skills, yet ones ever more grounded in shared human values.

College Mission Statements: In addition, each of the three colleges has a published mission statement, which connects the mission of the college to that of the university.

College of Arts and Sciences. The college prepares students to encounter questions, search for answers, and develop a vision that transcends limited perspectives, to fashion a view of life that is spiritually creative and intellectually defensible in this closely linked and highly pluralistic world.

College of Health Sciences and Human Ecology. The college prepares students for scientific inquiry, career opportunities, responsible citizenship, and life-long learning.

College of Business, Technology, and Communication. The college develops leaders for an evolving world.

Accreditation: Programs at Bemidji State University are accredited by the Higher Learning Commission (North Central Association), the Minnesota Department of Education, the Council on Social Work Education, the National Association of Schools of Music, the American Chemical Society, and the Commission on Collegiate Nursing Education.

MnSCU/BSU Affirmative Action in Employment: Bemidji State University is committed to implementation of the affirmative action plan and fully supports the university's affirmative action efforts. BSU will implement and maintain an affirmative action program that takes aggressive measures to eliminate internal barriers to equal opportunity and will strive to remedy the historical under-representation in the employment, retention and promotion of qualified persons with disabilities, racial minorities/persons of color, and women. For the complete policy and procedures, go to http://www.bemidjistate.edu/offices/affirmative_action.

Cultural Diversity: Minnesota's colleges and universities have accepted special roles and responsibilities in fostering diversity in our society. We are dedicated to the search for knowledge and the rights of the individual in our learning communities to pursue that search with freedom, dignity, and security, regardless of religious affiliation, race, ethnic heritage, gender, age, sexual orientation, or physical ability.

Representing all sectors of higher education in Minnesota, we publicly declare our intentions:

- to continue the development of multicultural learning communities that will not tolerate acts of harassment and intolerance;
- to establish, communicate, and enforce standards of behavior for student, staff, and faculty that uphold our academic values and our legal obligations; and,
- to promote the acceptance and respect for individuals in an atmosphere of caring for others.

We are and will remain intolerant of intolerance!

Section II: Getting Started

Academic Calendar: The President establishes the academic calendar of the University. Prior to establishing or making changes in the calendar, the President or his/her designee shall afford opportunity to meet-and-confer with the association. A current academic calendar is provided by [Human Resources](#) at 218-755-3966.

Book Orders: Ordering textbooks is the responsibility of the assigned instructor. Contact the department chair or [clerical support personnel](#) in the area in which you will be teaching for the appropriate order form. You may also visit the [University bookstore website](#).

BSU Bookstore: The University Bookstore is normally open from 8:00 a.m.- 4:30 p.m. Monday-Friday. During the summer and semester breaks hours are 8:30 a.m.- 3:30 p.m. Monday-Friday. The bookstore maintains extended hours during the first few days of classes each semester. Visit the [bookstore's website](#) or stop by Hobson Memorial Union - Lakeside Level, 218-751-1660.

Campus Telephone Directory: Go to the [University Homepage](#), Directory, Faculty & Staff.

Class Lists: To access class lists, go to the BSU Homepage, click on 'My BSU' and enter your BSU Faculty/Tech ID# and PIN#,

- Account Management
 - User Account Maintenance
- Advisees
 - Overall
 - Enrolled
- Class Management
 - Class List
 - Faculty Overrides
 - Grade Entry
- Courses
 - Closed Section Search
 - Open Section Search

The web class list includes functionality to report if a student has never attended or stopped attending class prior to the last class day. You are encouraged to enter this information after the last day to withdraw from classes. See [Section III](#) titled, “Web Functions for Faculty-Student Records System.”

If you experience difficulty accessing your class list(s), contact Records (218-755-2020). Final class lists are available from Records during the last week of classes prior to final exams. These final class lists may be used for grade entry or faculty may opt to enter their grades via the web.

Classroom Assignment: Room assignments are made by [clerical support personnel](#) in the area in which you will be teaching. Contact this person to access the classroom assigned prior to the beginning of class if you wish.

Clerical Support Personnel: Contact the [clerical support personnel](#) (see page 28) in the area in which you will be teaching as soon as possible. Provide them with your contact information and secure the departmental guidelines concerning duplication and other anticipated teaching needs.

Course Syllabi: Each college and university shall establish institutional procedures, which assure that each student enrolled in a course shall be provided a course syllabus within a maximum of one week from the first class meeting. A copy must also be submitted to the respective Dean’s office. When courses are offered in a condensed format, the timeframe for distribution of the syllabus shall be adjusted accordingly. **Under the Americans with Disabilities Act, each syllabus must include the following “ADA tagline”: “Upon request, this document can be made available in alternate formats. Please contact the instructor (your name and phone number) or Kathi Hagen in the Office for Students with Disabilities at 218-755-3883.”**

Contact your [department chair](#) for a copy of the course syllabus for the class you are scheduled to teach. If one is not available and you need assistance in creating one, contact your department chair or the [Center for Professional Development](#).

Desire2Learn (D2L): See Section VII, [Faculty Resources](#), Information Technology Services, e-Learning Support.

Direct Deposit: You must complete the Direct Deposit form from Payroll. Human Resources will provide this form to you or you may contact either HR (218-755-3966) or Payroll (218-755-2902).

Email Account: BSU employees are given accounts on BSU’s Novell GroupWise email server upon request. Most PC users use the full-featured GroupWise Desktop Client to access email on their primary computer. Macintosh users are encouraged to use the new GroupWise Desktop Client for Macintosh or GroupWise WebAccess. Our web-based GroupWise WebAccess application makes it easy for all employees to manage their email while away from campus.

BSU adopted a policy requiring BSU students to monitor their BSU-assigned email accounts. **Administrative offices and faculty should make every effort to correspond with students using the BSU assigned email addresses.** The student email accounts have the domain of st.bemidjistate.edu whereas faculty and staff have the domain name of bemidjistate.edu. Student email addresses are in the format John.Doe@st.bemidjistate.edu

Adjunct faculty should contact their department chair or [clerical support personnel](#) to apply for a BSU email account. This account will remain active for one full year.

Faculty/Tech ID#: A faculty/tech ID# and PIN# (YYMMDD of your birth) is generated by Human Resources once your appointment request form has been processed and New Employee Profile information has been received by HR. Both forms are completed through your [department chair and/or Dean's office](#). To reset your PIN#, contact Records (218-755-2020).

Faculty ID Card: ID cards are available for all new employees through the information desk in the student union. ID cards may be used to utilize the services of the library, the Gillett Recreation/Fitness Center, and to purchase activity tickets through the Cashier's Office. A faculty ID card may also be used at certain hotels and motels to obtain a lower government room rate while traveling on State business. Contact the information desk at the Hobson Union, 218-755-3760, for the current schedule of when ID pictures will be taken. If you are a **distance educator**, contact the Center for Extended Learning by calling 218-755-2068. There is a service charge for lost or replaced IDs.

FAX Service: FAX technology is available throughout the University campus. Faculty should contact the department chair or [clerical support personnel](#) for information concerning use.

Inter Faculty Organization (IFO) Membership: All faculty teaching more than **3 semester** credit hours **or** teaching more than one course during the academic year are employees in the IFO bargaining unit and pay either dues (if a member) or a fair share fee (if a non-member). Adjunct dues or fair share assessments will normally be deducted in three equal installments. For more information or options for payment of dues, go to [IFO Membership & Dues](#) or contact Payroll at 218-755-2850.

Keys: Employees may receive keys to both their office and to the building in which they work. Contact your [department chair or clerical support personnel](#) for the appropriate key request form. A record of issuance is kept and upon termination of employment, all keys must be returned. Lost keys are to be reported immediately. There is a per key charge for all replacement keys issued. Starting Fall 2007, an electronic key system will be installed beginning with outside doors to various campus buildings.

Laptop/Wireless Availability: Teaching faculty may request use of a previously assigned laptop computer. Contact the [department chair or clerical support personnel](#) for the appropriate request form.

Mail/Mailbox Assignment: Faculty will be assigned a mailbox in the department. Contact [clerical support personnel](#) for the appropriate departmental box #.

Office Hours: Although office hours are not required of adjunct faculty, reasonable time should be allotted beyond classroom hours to meet with students. A telephone number and/or email address where you can be reached should also be included on the class syllabus.

Office Space: Contact the [department chair or clerical support personnel](#) on the availability of office space.

Office Supplies: Contact [clerical support personnel](#) concerning office supplies.

Parking Permits: All motor vehicles that park on campus during the academic year are required to display a current permit. In order to purchase a parking permit, a vehicle must be registered at the Cashiers Office (2nd floor Deputy Hall), 218-755-2045. The make, model, year, color and license number of the vehicle is required for registration. Phone registrations are not accepted. For current information, go to http://www.bemidjistate.edu/offices/security/parking_regs.html.

Payroll: Each payroll period covers a two-week period that begins on a Wednesday and ends on a Tuesday. Paycheck/advice information is available online under Administrative Offices, Payroll Advice at <http://www.bemidjistate.edu/offices/business/payroll.htm>. You will receive a payroll ID# that is created upon issuance of your first payroll check. **The payroll ID# is different from your Faculty/Tech ID#.** You will need your payroll ID# to access your paycheck/advice information. Please contact Payroll at (218-755-2902 or 2850). A calendar of pay periods and paydays for the current year is available from Human Resources, Deputy 350, 218-755-3966.

PIN#: Your PIN# will be assigned once HR receives your appointment request form. The PIN# will be the YYMMDD of your birth; you will be asked to change this number upon first entering the system. Should you lose your PIN#, contact Records (218-755-2020).

Printing/Duplication Services: Contact [clerical support personnel](#) in the department. Sufficient lead-time is required for duplication of handouts, exams, etc.

Telephone Instructions/Regulations: Telephone Services administers all University telephone services. The State of Minnesota prohibits the use of University long distance service or University cellular phones for making personal calls. This prohibition includes calls to the University toll-free line.

To obtain new telephone service (local, long distance), or changes to existing service, contact the [department chair or clerical support personnel](#).

The University has a toll free line for University business purposes only. The number is 800-475-2001. **The number may not be used to receive personal calls.**

Dialing Instructions:

- Within the University, calls to other University members require only the last four digits (ex. 2044).
- Calls to student dorm phones require a 333 prefix before the four-digit extension.
- To make a call out of the University, press 9 first to get an outside line. This includes calls to other state agencies.
- To make a long distance call, you must first have a long distance authorization code (available from your department). This unique code links your long distance charges to be billed to your departmental telephone number, so remember it should **not** be used for personal calls. With a code, the dialing sequence is 8 + 1 + area code and phone number, wait for dial tone change, then input your six-digit authorization code.
- To reach an outside operator, press 9 for an outside line, then 0 for operator. (Do not use this method for making University long distance calls.)

- For Directory Assistance within the 218 area code, press 9 for an outside line, then 411. **There is a charge for all directory assistance calls so these calls should not be for personal information.**
- For Directory Assistance outside the 218 area code, you will need to use your long distance authorization code and the dialing sequence is 8 + 1 + area code + 555-1212, wait for dial tone change, then add your six-digit authorization code. **There is a charge for all directory assistance calls so these calls should not be for personal information.**

To report problems with the campus telephone system, contact Telephone Services (218-755-2050).

Required Training/Education: (must complete within the first month of hire)

Public Jobs: Private Data: The Office of the Chancellor requests all MnSCU employees to complete this online training, which is being provided to campuses through Desire2Learn (D2L). The online educational program consists of three primary training modules that focus on best practices for securing information that faculty and staff handle every day.

- Data Security in Your Job
- Securing Your Computer Workstation
- Using Data in the Workplace

BSU faculty members who do not have an active D2L login page will receive an email that includes a link to the D2L login page and a username and password for access into the training modules.

Section III: Administrative Policies and Procedures

Class Cancellation: Faculty members are expected to make arrangements through their supervisor for approved leave. Contact [clerical support personnel](#) in your area for the appropriate leave form and to post a cancellation notice on the classroom door.

Classroom Emergencies: If there is a classroom emergency, faculty members are to call 9+911 or Campus Security at 755-3888 (on campus, dial 3888). Please provide specific information, including the exact location and nature of the emergency. After an emergency is over, faculty should discuss the matter with their [chair or dean](#) and complete any appropriate forms.

Classroom/Technology (Smart Room) Cabinet Accessibility: Contact your [clerical support personnel](#) for a key request form for a Smart Classroom Cabinet key #CM74. Technology training is available through the Academic Technology Center, 218-755-2759.

Computer Usage Policy: Computer and information technology resources are essential tools in accomplishing the mission of Minnesota State Colleges and Universities and its individual institutions. These resources must be used and managed responsibly in order to ensure their availability for the competing demands of teaching, scholarship, administration and other mission-related uses. This policy establishes responsibilities for acceptable use of MnSCU

information technology resources. **Acceptable use:** System information technology resources are provided for use by currently enrolled System students, administrators, faculty, other employees, and other authorized users. System information technology resources are the property of MnSCU, and are provided for the direct and indirect support of the System's **educational, research, service, student and campus life activities, administrative and business purposes**, within the limitation of available System technology, financial and human resources. The use of MnSCU information technology is a privilege conditioned on adherence to this policy and any procedures or guidelines adopted pursuant to this policy.

Data Privacy (FERPA): All educational records are covered by both the Family Educational Rights and Privacy Act of 1974, as amended, and the Minnesota Data Privacy Act. **Students' records are classified as private and are not available to anyone other than the student and the university unless the student gives written permission.** See the appendices in the [BSU Faculty Handbook](#) http://www.bemidjistate.edu/faculty_staff/professional_development/PDF/Current%20Faculty%20Handbook.pdf for a more detailed explanation or contact the Registrar, Deputy 101, 218-755-2020.

There are several things a faculty member should be aware of:

- Do not post grades with student names, complete social security numbers, or complete BSU ID numbers;
- Do not leave graded student papers and tests in an area accessible to the public;
- Do not discuss a student's academic performance or personal life with anyone other than the student, unless permission is granted.
- Should you have a “legitimate educational interest” for a student, it is appropriate to discuss your concerns with faculty within your area and/or contact the Office of Student Development and Enrollment at 218-755-2075.

Emergency Closing: If a weather related or other emergency is declared by the President of Bemidji State University, the decision to close will be communicated to employees through the BSU website at www.bemidjistate.edu. Closures will also be announced through the following media:

Radio	KKCQ 96.7 FM	TV	
KKBJ 1360 AM	KPRM 97.5 FM	KSAX	Walker/Alexandria
KBUN 1450 AM	WBJI 98.3 FM	KVLY/KVRR/KXJB	Grand Forks/Fargo
KKCQ 1480 AM	KZY 99.5 FM	WDIO/KBJR	Duluth
KCRB 88.5 FM	KB101 101.1 FM	KBSU	Bemidji State Uni
KBSB 89.7 FM	KKBJ 103.7 FM	KAWE	Northern MN Public TV
KNBJ 91.3 FM	KJ104 103.7 FM		
KAXE 91.7 & 94.7 FM	KKEQ 107.1 FM		

Other: *Bemidji Pioneer, Associated Press, United Press International.*

Employees may also be notified directly through processes established by their respective Vice President's office. All media notices will specifically address the University. Employees should rely on these announcements **only** rather than a general message on local stations or messages broadcast over statewide radio networks.

An alternative to a total closure of the University is the **cancellation of classes only**. In this event, employees are expected to report for regularly scheduled work hours unless arrangements have been made through their supervisor for approved leave. Please direct any questions

regarding closure to the Security Services Office (218-755-3888); policy closure questions can be directed to the Human Resources Office (218-755-3966).

Grade Books/Electronic Grade Reports: It is recommended that grade books, electronic grade reports, or copies of grading sheets be retained by faculty for at least six (6) years. In the event that faculty leaves the University, either permanently or on leave, records of grades should be retained by the [department chair or dean](#).

Smoking Policy: Bemidji State University is committed to providing students, employees, and the public with a safe and healthy work environment and to conforming to the intent of the Minnesota Clean Indoor Air Act and other relevant legislation. As a result, smoking is prohibited in its entirety in all campus buildings including connecting entrances, hallways, and tunnels except for the residence halls, student union complex and the boiler room in the Power Plant. The residence halls and the student union complex will continue to comply with the Minnesota Clean Indoor Air Act provisions by designating smoking/no smoking areas. "No Smoking" signs will be posted at entrances to all affected buildings.

Video Equipment for Classrooms: Check with the contact person for the building where the class is held as far in advance as possible.

Bangsberg	218-755-2915
Bridgeman	218-755-2950
Deputy	218-755-3892
Ed/Arts	218-755-2934
Decker	218-755-2907
Hobson Union	218-755-3763
Phy Ed	218-755-2940
Hagg-Sauer	218-755-2880
Sattgast	218-755-3875

Web Functions for Faculty-Student Records System: There are several Faculty Web functions as they relate to the Student Records System. They are: Class Lists, Grade Entry, Open Sections, and Overrides. These functions are available by logging on to the e-Services System using your Faculty/Tech ID# and PIN#. If you experience difficulties, contact Records (218-755-2020).

To view a Powerpoint presentation on most of the Web functions listed above, access the following website: <http://www.bemidjistate.edu/students/records/advising/facultyadvising.html>. Additional faculty information is available through the Records and Advising Services home page at <http://www.bemidjistate.edu/students/records>. Questions may be directed to the Records Office (218-755-2020).

Section IV: Academic Policies and Procedures

Academic Freedom: It shall be the policy of the Minnesota State Universities to maintain and encourage full freedom, within the law, of inquiry, teaching, and research. The employer shall not discriminate against a faculty member for engaging in political activities or holding or

voicing political views, so long as the exercise of this right does not interfere with his/her responsibilities as a faculty member/employee. For the complete policy, go to the IFO-MnSCU agreement at http://www.bemidjistate.edu/faculty_staff/faculty_association/.

Academic Integrity, Statement of: Several recent studies have concluded that incidents of student academic dishonesty are fairly prevalent. A student study conducted in 1995 indicates we are not immune from such behavior. Accordingly, the inclusion of a statement of academic integrity on each course syllabi is encouraged. The recommended statement of academic integrity is as follows:

Students are expected to practice the highest standards of ethics, honesty and integrity in all of their academic work. Any form of academic dishonesty (e.g., plagiarism, cheating, misrepresentation) may result in disciplinary action. Possible disciplinary actions may include failure for part or all of a course, as well as suspension from the University.

See also “Cheating in the Classroom” in this section and in the *BSU Student Guide & Planner*, ["Policies and Procedures-Cheating."](#)

Adding/Dropping Courses:

- Schedule changes may be made without financial obligation through the fourth class day of the semester.
- Students must obtain instructor approval to register for a class after the “last day to add” date published in the semester class schedule.
- Students may withdraw (drop) from a course at any time up to twenty-five days before final examinations begin (five days in summer) unless otherwise noted in the current semester class schedule—after this time, no course may be dropped except in special hardship cases. A student wishing to withdraw from a course must follow the proper procedure using the Web registration system. Courses dropped after the fourth day of classes will be assigned a “W” grade.
- See “[Academic Procedures](#)” in the Undergraduate Catalog for withdrawal from all classes.
- No refunds for dropped courses will be given after the fourth class day of the semester unless otherwise noted in the current Class Schedule.
- No course may be dropped during the last twenty-five instructional days of the semester (last five days of summer) except in special hardship cases.
- No student is added or dropped from a course until the proper procedure is followed using the Web Registration system.
- Withdrawal from classes could affect continued eligibility for financial aid.

Auditing Courses: A student who wishes to audit a course (i.e., attend without seeking credit) must be admitted to the University, register for the course, and pay full tuition and fees. An "audit" student may attend all class sessions but is not required to complete assignments or projects, participate in discussions, take examinations, or meet other requirements. An entry of "AU" is made on the student's permanent academic record when a course is audited.

Authorized Excused Absences: All university scheduled events that are approved by the Office of the Vice President for Academic Affairs shall assure students participating in such events the right to make up exams and other class requirements that may have been missed as a result of authorized excused absences. Faculty and coaches responsible for the approved university activity will provide a schedule of activities and names of students involved in

advance usually through the Faculty List Service (all university email). **The student is responsible for informing the instructor of the absence in advance and making up the exam/class requirements in a timely manner.** The instructor will determine the nature, time and place of the make-up work. The make-up test/class requirements will be fair and comparable to that given in class. Any questions that arise will be resolved through the respective [Dean's office](#).

Cheating in the Classroom: Course instructors should take all reasonable measures to prevent academic dishonesty. When the instructor has convincing evidence of cheating, including plagiarism, the following actions may be taken:

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

In either case the student must be informed and the instructor should report his/her actions to the [department chair](#) and the [Office of Student Development and Enrollment](#) for institutional record keeping.

If the instructor feels the seriousness of the offense warrants a more severe penalty, or if he/she believes it is appropriate to do so for any other reasons, the incident may be reported to the Academic Integrity Review Board. The instructor's report should be in writing and accompanied by evidence. After its study of the case, the Academic Integrity Review Board may take disciplinary action, including suspension or expulsion from the University. Referrals to the Academic Integrity Review Board should be sent to the [Office of Student Development and Enrollment](#).

Any student who has been accused of cheating has the right to appeal to his/her advisor, the department chair, the dean, the vice president for academic affairs, and ultimately to the president of the University.

Additional information concerning cheating and other academic irregularities may be found in the [BSU Student Guide & Planner](#), "Policies and Procedures-Cheating." Also, see "Academic Integrity, Statement of" in this section.

Computerized Grading Sheets: Contact [clerical support personnel](#) to set up computerized grading sheets for tests.

Copyright Considerations in Higher Education: The Minnesota State Colleges and University Office of the Chancellor has established guidelines for the copying, distribution, and use of copyrighted materials. Copyright protection does not extend to works in the public domain, however. For complete guidelines, go to http://www.bemidjistate.edu/faculty_staff/professional_development/, under Copyright Considerations.

Course Evaluations: Course evaluations are not required of adjunct faculty members. Should you wish to administer a classroom evaluation, please contact your department chair or the [Center for Professional Development](#) for possible evaluation forms. You also have the option to create your own evaluation document.

Disruptive Student Behavior: [The Student Conduct Code and Conduct Process](#) may be accessed on the Office of Student Development and Enrollment's website, or in the [BSU Student Guide & Planner](#). You may also contact the Office of Student Development and Enrollment (218-755-2075).

Final Examinations: The University provides an examination schedule for all courses of two credits or more during the final examination week. Final examinations in all one-credit courses are to be held on the last class meeting during the last week of instruction. No final examination is to be given at any other time without the permission of the dean and the provost and vice president for academic affairs. **Also, no major examination in any course of two credits or more can be scheduled during the last week of classes.**

Final Term Grades: Final class lists will be sent to the instructors approximately one week prior to final examinations. Final grades are expected in the Record's Office in accordance with the [academic calendar](#).

Grade Changes: A grade may be changed under certain circumstances. If a course is repeated, the last grade received will be computed in the grade point average and a repeat course form must be filed in the Records Office. If an error is made in assigning the grade, the instructor must file a grade change form with the Records Office (see [clerical support personnel](#) for form). If a student disagrees with the grade given and discussion with the instructor does not solve the problem, the student may submit a grade challenge. The procedure for this challenge may be found in the "Policies and Procedures" section of the [BSU Student Guide & Planner](#).

Grade Appeal Guidelines for Academic Courses: In appeals of an academic judgment, only the following conditions will be considered as legitimate grounds for an appeal:

- The methods or criteria for evaluating academic performance as stated by the instructor at the beginning of the course were not actually applied in determining the final grade.
- The instructor applied predetermined criteria unfairly; the evaluation of academic performance so exceeded the reasonable limits of the instructor's discretion as not to be acceptable to the instructor's peers;

A student may challenge a final grade or a grade on a component of a course on the grounds the instructor made the grade unjustly low as a penalty for alleged violation of academic integrity.

Policies Regarding Grade Challenge:

- Procedures for challenging a grade should meet the ordinary criteria of due process;
- The student who challenges a grade bears the full burden of proving that there are sufficient grounds for changing a grade.

A student's action in bringing to the attention of the instructor a clerical error in entering a grade on the student's record is not a "challenge" in the sense used here, and the policies and procedures for "Student Academic Grievance" do not apply.

Procedures for Challenging a Grade: Refer to the [BSU Student Guide & Planner](#), "Policies and Procedures-Grade Challenges" for specific steps a student must follow when making a grade challenge.

Grade Types:

A* -- Excellent	NC -- No Credit
B* -- Very Good	P -- Pass
C* -- Average	S -- Satisfactory
D -- Passing	U -- Unsatisfactory
F -- Failure	AU -- Audit (visitor)
I -- Incomplete	W -- Withdraw
IP -- In Progress	Z -- No grade reported

*These are the only grades to be considered graduate "letter grades." A letter grade of "C" or better is passing in graduate course work.

Incomplete: Professors should be aware of what an incomplete means. It is to be given by prior arrangement between the student and the instructor or in the case of a verifiable emergency situation. An incomplete must be removed by the student within twenty (20) class days of the next semester of attendance, or within one (1) year if the student does not return to the University. Otherwise the grade is a failure and so recorded. Any exception must be petitioned and approved by the Student Program and Admission Committee. This failing grade may be discounted from the grade-point average only when the courses are repeated.

In-Progress Grades (IP): An IP grade is intended for academic work designed to take more than one academic semester.

Human Subjects: Approval is required prior to administering surveys or interviewing human subjects. Complete instructions and forms are located on the [School of Graduate Studies](#) website or call 218-755-2027.

Intellectual Property Rights: Ownership of intellectual property, or patentable discoveries or inventions, shall be shared by the faculty member and the university in an equitable ratio of the intellectual property, or the discoveries or inventions, are produced under the following circumstances:

- With substantial university support and involvement;
- With release time granted with the expectation that patentable information or products will result;
- Under an assigned duty and/or work-for-hire arrangement with an external sponsor.

For more information on Intellectual Property Rights, see Article 27 of the [IFO-Master Agreement](#).

Make-Up Tests: Should students need to make-up tests, contact [clerical support personnel](#) for test room schedules.

Plagiarism Guidelines: See "Cheating in the Classroom" in this section. Also, access the [plagiarism](#) website.

Student Conduct Code: The BSU Student Code of Conduct and Student Conduct System are an integral part of Bemidji State University's mission. The student conduct system contributes to the teaching of appropriate individual and group behavior and establishes behavioral expectations to foster a campus community free from disruption and harm. See the [BSU Student Guide and Planner](#) or contact the Office of Student Development and Enrollment (218-755-2075).

Section V: Human Resources Policies & Procedures

Absence from Duty: It is the responsibility of each faculty member to report his/her temporary absence from duty. **Leave verification forms** may be obtained from [clerical support personnel](#). The completed form is to be submitted to the chairperson for processing. Except in an emergency or unexpected absence due to illness, the request should be presented at least ten (10) days in advance of the requested absence days. Questions concerning absence from duty should be directed to the appropriate supervisor or Human Resources, Deputy 350, 218-755-3966.

Adjunct Faculty Appointment Request Form: The [department chair/clerical support personnel](#) and/or Dean's office will complete a faculty appointment request form and New Employee Profile form, and secure required signatures before an appointment form is generated by Human Resources. Adjunct faculty members are hired for a specific purpose and for a pre-determined period of time. The salary for persons serving as adjunct faculty members is based on adjunct rates as per the [IFO-Master Agreement](#) (Section 11). The salary can be pro-rated. The salary is not paid until approved and authorized by the appropriate dean.

An adjunct faculty member shall not teach more than ten (10) semester credits in any academic year. If an adjunct faculty member's appointment is to teach a graduate level course (5000 or 6000 level), they must apply for Graduate Faculty Status through the [School of Graduate Studies](#). Select the Graduate Faculty link for the appropriate form or call 218-755-2027.

Benefits:

Recreation Center Facilities Use: With a BSU photo ID, a newly appointed adjunct faculty member may request a waiver of the Recreation Center Facilities user fee for one semester. A purchased membership is available to any BSU employee, retired faculty and staff, their spouses and/or dependents for the current fee. The Aerobics, Intramurals and Wellness/Fitness programs are also available by paying the appropriate fee. For complete information, go to the [Recreation Center](#) website.

Sick Leave: Adjunct faculty members shall be given sick leave credit on a pro rata basis. Such part-time faculty members shall accumulate sick leave on the basis of one (1) day for each month employed pro rata multiplied by the fraction of the time employed. Use of sick leave for such faculty members shall be deducted on a pro rata basis according to the fraction of the time employed at the time of leave. Contact the department chair or [clerical support personnel](#) for the appropriate sick leave form. For more information on sick leave, see Article 17 in the [IFO-Master Agreement](#).

Tuition Waiver: Part-time fixed-term, adjunct and community faculty shall be entitled to enrollment in courses at any university in the MnSCU system without payment of tuition or

fees, except laboratory and special course fees. However, the number of credits available to part-time fixed-term faculty, adjunct faculty and community faculty members for this tuition and fee waiver shall be equal to the number of credit hours taught by the part-time fixed-term, adjunct or community faculty member within that year. A year begins the first day of fall semester and concludes the day before the beginning of the succeeding fall semester. The tuition and fee waiver must be used in the period from the first day of fall semester to the day before the succeeding fall semester in which the faculty member is employed. The faculty member's spouse, or dependent children may share this right with the credit limit established above, with waiver of tuition only. Proof of financial dependency shall not be required. For purposes of this section, dependent children are financial dependents of the faculty member, defined as dependent on the faculty member for significant financial support. For more information, see Article 27 in the [IFO-Master Agreement](#). For tuition waiver forms, contact your [clerical support personnel](#).

University Committee Involvement: Involvement of adjunct faculty members on departmental and/or university committees is at the discretion of the department and university personnel pending IFO membership.

Commencement Participation: Adjunct faculty members are encouraged to participate in BSU's commencement activities from the Pre-Commencement Celebration and Brunch in the morning to the University Commencement Ceremony in the afternoon. The Pre-Commencement Celebration and Brunch centralizes the morning festivities allowing students, parents, and faculty to interact and celebrate. The Commencement Processional requires appropriate regalia, which is available for purchase at the University Bookstore. Information concerning commencement activities is available on the [BSU website](#) during Spring semester or call Records at 218-755-2020.

First Report of Injury: Please be aware that a (1) First Report of Injury form and an (2) Agency Claims Investigation form are to be completed by a supervisor whenever a BSU employee is injured on duty or experiences a work-related illness. The MN State Workers' Compensation Program requires a report to be filed with them **within three (3) calendar days**. The forms are available on line.

The Department of Labor and Industry assesses Late Reporting Penalties if any report of injury is received after the deadline. Any fines assessed will be charged back to the employing department if the report was not submitted in a timely manner by the supervisor.

If you have any questions regarding the completion of these forms or on Workers' Compensation in general, contact Richard Marsolek (218-755-3988) or Human Resources (218-755-3966).

Grievance Procedure: In the event a complaint arises between the employee and the employer, which cannot be settled informally, a grievance procedure has been established, the terms or steps of which are described in Article 28 of the [IFO-Master Agreement](#).

Maximum Credit Load: According to the *IFO-Master Agreement*, an adjunct faculty member shall not teach more than ten (10) semester credits in any academic year.

Workplace Violence: Bemidji State University is committed to ensuring an educational and employment environment totally free of violence. Violent behavior has no place in a University where students, faculty and staff are expected to learn and work to their full potential. Workplace violence that impedes that potential is not acceptable and will not be tolerated within the University. For the complete policy, see Appendix D in this document or go to the [Center for Professional Development website](#), under Center Services.

Section VI: Student Resources

A.C. Clark Library: The library’s service hours, catalog (MnPALS), electronic reference resource list (Ready Reference), and directory can easily be accessed via the library’s [homepage](#).

Checkout Privileges: Each faculty member in good standing may have up to 200 items (book, periodical issues, videos, etc.) checked out at any one time. Loan periods and renewal capabilities for the most popular types of circulating items are as follows:

Items from:	Loan Period/Due Date	Renewals?	Holds Allowed?
General Collection	End of term	Yes, up to 5 renewals	Yes
Periodicals (hardcopy)	3 days	None	No
Videos and Films	7 days	Yes, once	Yes*
Government Publications	End of term	Yes, up to 5 renewals	Yes*
LC & K-12 Media	End of term	Yes, up to 5 renewals	Yes*
K-12 Easy, Fiction & Non-Fiction	End of term	Yes, up to 5 renewals	Yes*

Faculty members are not fined for overdue library items; however, they may be billed for the replacement of an item, which has not been renewed or returned within 16 days of its due date. Once such an item is returned (and a replacement has not been ordered), the bill for it will be cancelled. Overdue notices are sent by e-mail to faculty as a courtesy. All borrowers are expected to be aware of what they have checked out and when such items are due.

Interlibrary Loan Privileges: The [Interlibrary Loan Home Page](#) provides detailed instructions for requesting items from other libraries. Specific faculty privileges include:

- E-mail notification of the arrival of loaned materials to pick up at the Circulation Desk of the library, or of electronic delivery of an item
- Delivery of photocopied articles to the faculty member's office through intra-campus mail
- Option to request electronic delivery of articles to the desktop
- Waiver of overdue fines

Placing Materials on Course Reserve: The library encourages faculty to use the library's course reserve services to make available to students materials used in support of specific courses. Faculty may not only place personal items on course reserve, they may also request that specific library holdings be placed on course reserve. For the options, guidelines, and procedures for placing an item on course reserve, please consult the library's [Course Reserves](#) web page

At the instructor's request, the library will recall an item from any borrower should it be needed for placement on course reserve. The library does expect that all items placed on reserve are in compliance with copyright laws. For information about placing items on course reserve, please call the Circulation Desk at 218-755-3345.

Reserving Video Materials and Rooms

	Direct Reservation Request to:	Minimum Recommended Lead Time
Videocassettes and Films	Circulation Librarian Phone: 755-4233 e-mail: srosselet@bemidjistate.edu	1 week
Information Lab 122	Equipment Services Desk Phone: 755-4129	2 days
Library Classroom 327	William Shaman Instructional Services Librarian Phone: 755-3349 e-mail: wshaman@bemidjistate.edu	1 week

Class Library Instruction: Library instruction/orientation for classes is available upon request. For specific information, contact the Instructional Services Librarian at 218-755-3349.

Faculty and Collection Development: The library encourages faculty to suggest materials to be purchased for the library's collections. In accordance with its collection development policy, the library primarily acquires materials that build a core collection for undergraduate use. Each librarian acts as a collection developer for many subject areas and welcomes faculty input. There are several ways that faculty can recommend the purchase of materials for the library. For more information, and for a list of subject bibliographers, contact Tammy Bobrowsky, Collection Development Librarian at 218-755-4110, or e-mail tbobrowsky@bemidjistate.edu.

Academic Resource Center (ARC): The ARC is located in lower Maple Hall and focuses on freshman level courses for the most part.

American Indian Resource Center (AIRC): The AIRC facility includes offices for the Center's staff as well as the Indian Studies program and the Ojibwe Language program. The Center is a place where Indian students can gather for learning, support, and culture interaction. Assistance is provided for class scheduling, and academic and personal counseling. The Center's goal is to enhance recruitment, retention, and graduation of American Indian students. For more information, go to <http://www.bemidjistate.edu/airc/> or call 218-755-2032.

Career Services: Students needing assistance with a choice in major, résumé skills, interviewing skills, and/or internship workshops may seek assistance in Career Services. For more information, go to www.bemidjistate.edu/career or call 218-755-2038.

Clubs & Organizations: For a complete listing of student clubs and organizations, go to the [BSU website](#), select Students, Student Life, Student Organizations.

Computer Labs/Reservations: There are three computer labs that are open to all BSU students—the “SuperLab” in Deputy Hall, the Decker lab and the Oak Hall lab. Many

departments have labs for use exclusively by students in their departments. For more information, contact ballen@bemidjistate.edu.

Computer Support (on-and-off campus): See [Information Technology Services](#) in Section VII.

Counseling Center: The Counseling Center provides individuals personal counseling, testing, consultation and referral for a variety of life issues such as mood management, anxiety, depression, relationship concerns, grief and loss, adjustment and life transitions, alcohol and drug concerns, body and food concerns, abuse, trauma and crisis intervention. Calling for an appointment is recommended. Walk-in appointments are on a staff available basis. The Counseling Center is located in Birch Hall 1A (218-755-2024).

Disabilities Services Office (DSO): There are typically two types of referrals faculty make to the Disability Services Office (DSO). The first type is for students who present themselves to faculty self-disclosing they have a disability and are requesting some type of accommodation. These students should be referred to the Disability Services Office Coordinator to set up a file and determine reasonable appropriate accommodations for the student. Faculty are strongly urged to provide accommodations only to students presenting a Faculty Notification Form from the DSO.

The second type of referral is for a student who you believe may have a disability or a student approaches you wondering if they have some type of disability. These students should be given a referral to the DSO to determine if they have a disability or if they need to be evaluated for a disability. The DSO will help refer the student to the proper agency for help. For more information, check their website at <http://www.bemidjistate.edu/students/disabilities/>

International Program Center:

- **International Program Center's services** include international student admissions and services, coordination of Bemidji State University study abroad, domestic travel study programs and exchange programs.
- **International Student Services** includes international student admission and orientation programs, international student advising, processing of Immigration documents and assuring adherence to regulations of the U.S. Department of Homeland Security.
- **English as a Second Language** includes assessment of English language skill of international students, ESL classes emphasizing listening/speaking and reading/writing competencies, and ESL tutoring.

For more information, visit their [website](#) or contact the Director in Deputy Hall 103 (218-755-4096).

Math Tutoring Room: The Math Tutor Room is available for students that have difficulties with mathematics. It offers qualified tutors weekdays. For scheduling and more information, contact Hagg Sauer Hall reception area (218-755-2880).

Oral Communication Lab: The Oral Communications Lab, located in Bangsberg 224-225, is designed to assist students with speech anxiety, outline preparation, practice (including videotape), situation analysis, audience analysis, sensory aids, contact, vocal skills, dialect coaching, and more. For more information, call 218-755-2150.

Student Handbook: The complete [BSU Student Guide & Planner](#) may be accessed online on the Office of Student Development and Enrollment' website or request a copy from the department [clerical support personnel](#).

Student Health Services: The Student Health Services provides health care and health education/promotion for all registered students on days classes are in session. Service is provided on a limited schedule in the summer. Student Health Services is located in Birch Hall 169, 218-755-2053 or visit their [website](#).

TRIO/Student Support Services (TRIO/SSS) is funded through the U.S. Department of Education and provides academic advising and counseling, college assessment, tutoring, mentoring, and developmental courses (College Orientation, Reading and Study Skills, and Life Career Planning) to eligible students. To qualify, you must meet low income eligibility guidelines, be first generation and/or a student with a disability and a U.S. citizen or permanent resident alien. During the summer AAR programs, students are assisted with academic, financial aid, and personal advising. Services are designed to result in enhanced academic skills, persistence in college through to graduation, and potential for entry into graduate or professional school. Interested persons should contact TRIO/SSS in Sanford Hall 002, visit their [website](#) or call 218-755-2614.

Tutoring: Tutoring in academic subjects is available free through most academic departments. For information, consult with a course instructor, or with the Advising Services, Deputy Hall 101, (218-755-4005). Peer tutors, who have been recommended by faculty, help students on an individual or small group basis. Free tutorial assistance is also available through the Campus-wide Tutorial Program, Sanford Hall, (218-755-3883), for all students. Also see the Writing Center, Academic Resource Center (ARC), Math Tutoring Room, and/or the Oral Communication Lab in this section.

Veterans Resource Center (VRC): Located on the top floor of Sanford Hall, Room 226, the VRC serves veterans attending or planning to attend Bemidji State and will assist in addressing needs, answering questions, and accessing resources to facilitate and support their educational progress. The office will also assist families and dependents of veterans. The VCR, together with the Admissions and Records offices, Advising Center, TRIO, and all campus student and academic resources, is especially dedicated to helping veterans readjust to civilian and academic life upon return from active duty. Persons with questions or desiring more information may contact the BSU Veterans Resource Center (218-755-2230) or the Office of Student Development and Enrollment (218-755-2075).

Women's Resource Center: The Women's Center is affiliated with the academic program of Women's Studies. Together they provide co-curricular programming and a variety of services that focus on the expressed needs and interests of the University women's community. The Center is located in Hobson Memorial Union (218-755-3771).

Writing Resource Center: The Writing Resource Center provides a student-staffed writing consultancy for students as well as a resource facility for writing and the study of writing. The Center's chief role is as a peer tutoring service to help student writers with their academic and occasionally other writing. They also perform similar work on-line via web and e-mail for student writers around the world. There is an arrangement whereby the director supervises paid

student copy-editing for a scholarly journal that is edited at BSU. More information is available on their [website](#). The Center is located in Hagg Sauer 110, 218-755-3919.

Section VII: Faculty Resources

A.C. Clark Library: See [Section VI](#), Student Resources. Please note you will need a BSU Faculty/Tech ID Card to access library materials.

BSU Faculty Association (BSUFA): The BSUFA is the local chapter of the Inter Faculty Organization, and its purpose shall be to improve the quality of education at Bemidji State University. The BSUFA shall pursue this improvement by promoting such conditions of faculty employment and University governance as are conducive to optimum faculty morale and performance. The BSUFA shall promote these conditions through collective bargaining, faculty participation in governance, and other appropriate means. For complete information, go to their [website](#) or visit the BSUFA office in Memorial 201 (218-755-3780).

BSU Faculty Handbook: The purpose of this document is to provide faculty with a quick reference for information which may not otherwise be easily available. Faculty should also have copies of the [BSU Student Guide & Planner](#), the [MnSCU/BSU Affirmative Action Policy](#), the [University Undergraduate and Graduate Catalogs](#), the [IFO-MnSCU Agreement](#), the [Students with Disabilities Handbook](#), and other information publications distributed throughout campus. Please direct any questions to the department chair, dean, and/or the office of the Inter Faculty Organization. Policies, regulations, and procedures listed in the faculty handbook are in many cases summaries of official policies listed elsewhere, and are subject to change. To access the faculty handbook, go to [BSU Faculty Handbook](#).

Center for Extended Learning (CEL): CEL was created in 1973 to facilitate the delivery of high-quality learning opportunities for students who, for various reasons, were not able to travel to Bemidji to pursue their education. For over thirty years, CEL has been working to achieve its mission to be a leading provider of high-quality distance learning programs regionally, nationally, and internationally.

Take individual classes or earn complete degrees online. CEL offers flexible, affordable, and accredited distance learning programs that meet the same high standards of traditional education at BSU. And just because this is distance education, does not mean you will lack personalized support. CEL offers a host of services, ranging from convenient online registration to personalized technical support to one-on-one assistance. For more information, visit the [CEL website](#) or call 218-755-2068.

Center for Professional Development: The [Center for Professional Development](#) was officially established in the fall of 1986 in order to address a wide variety of professional development needs. Originally sponsored by a federal grant, this innovative program is staffed and directed by faculty members and supported through the University.

Center Objectives

1. To develop an independent capacity to carry on a wide range of faculty and staff development activities.
2. To improve teaching effectiveness, stimulate faculty interest in new approaches to teaching, and to foster voluntary participation in teaching enhancement activities.
3. To encourage and to provide opportunities for faculty use of innovative teaching strategies and faculty research on the effectiveness of various approaches to teaching.
4. To assist in the coordination of institutional efforts in support of professional development.

Services Provided

All faculty and members of the professional staff of the University, including graduate assistants, are encouraged to make use of the full range of services provided by the Center.

- **New Faculty Orientation:** The Center for Professional Development is responsible for providing an orientation for all new faculty, to include a New Faculty Handbook, with a section on advice for new faculty from past years' new faculty.
- **New Faculty Mentor Program:** The center administers a program in which new faculty are paired with mentors from outside the new faculty's department, to provide ongoing support and advice.
- **Individual Teaching Consultation:** Confidential consultations may include observing and analyzing classroom teaching, assisting in identifying skills and competencies expected of students in a particular course or discipline, or helping identify techniques and approaches appropriate for a discipline. Videotaping is optional.
- **Course Evaluations:** Every semester the Center makes available mid-term and final evaluation forms designed to provide confidential feedback to faculty. These are available on-line at http://www.bemidjistate.edu/faculty_staff/professional_development
- **Student Group Instructional Diagnosis:** A member of the Center staff may make a 15-minute visit to a regular class session to facilitate the expression of student opinions and suggestions about the course. Consensus views are written down and discussed privately with the instructor.
- **Help in Documenting Teaching Effectiveness:** While the Center is not involved in the administrative evaluation of faculty and will not provide letters of recommendation for faculty, staff members are available to assist instructors in developing appropriate ways to demonstrate or document teaching effectiveness.
- **Undergraduate Teaching Associate Program:** The Undergraduate Teaching Associate Program (UTAP) allows gifted undergraduate juniors and seniors to experience some of the challenges and rewards of college teaching by working closely with faculty as they prepare and teach their classes. Faculty nominate students to work with them on a semester-by-semester basis.
- **Advisor Evaluations:** Every semester the Center makes available advisor evaluations for academic advisors to pass out to their advisees. The forms are analyzed by the Advising Center and a report is sent to the faculty advisors.
- **Park House Dialogues:** Several times a year the Center for Professional Development conducts informal discussions with groups of faculty at a comfortable site adjacent to campus. These dialogues, usually relaxed and casual, are designed to be interesting to and supportive of faculty.

- **White Paper Series:** The white paper series consists of short papers on topics of current interest to the campus and our work as teachers and creators of knowledge.
- **Metamorphosis:** *Metamorphosis*, a newsletter, is published by the Center for Professional Development at Bemidji State University. It is intended to serve as a medium for the exchange of ideas about teaching and higher education and to highlight ongoing and upcoming professional development opportunities at BSU.

The [Center for Professional Development](#) is located in Hagg Sauer 357, 218-755-3984.

Center for Teaching and Learning (MnSCU): The [Center for Teaching and Learning](#) is a system wide resource for faculty development in the Minnesota State Colleges and Universities.

Information Technology Services: Contact: helpdesk@bemidjistate.edu

Email: BSU employees are given accounts on BSU's Novell GroupWise email server upon request. Most PC users use the full-featured GroupWise Desktop Client to access email on their primary computer. Macintosh users are encouraged to use the new GroupWise Desktop Client for Macintosh or GroupWise WebAccess. Our web-based GroupWise WebAccess application makes it easy for all employees to manage their email while away from campus.

BSU adopted a policy requiring BSU students to monitor their BSU-assigned email accounts. Administrative offices and faculty should make every effort to correspond with students using the BSU assigned email addresses. The student email accounts have the domain of st.bemidjistate.edu whereas faculty and staff have the domain name of bemidjistate.edu. Student email addresses are in the format John.Doe@st.bemidjistate.edu

Other Accounts: In addition to email accounts, faculty and staff are given access to the Netware file server for storing files. As well as storing personal files, many employees have a location on the server for storing files that they want to share within their department or workgroup. All files on the Netware server are backed up on a regular basis.

Accounts on BSU's web server are available on request. Contact your [clerical support personnel](#).

Individual departments may require faculty to access other servers for department-specific projects.

University List Services:

University-related announcements: Fac_staff_1@listserv.bemidjistate.edu

Social, not-for-profit messages: Social_1@listserv.bemidjistate.edu

(**Note:** messages must be sent in plain text; attachments are not accepted)

Faculty Laptop Program: BSU provides laptop computers to most full-time teaching faculty. It is not always possible to assign new faculty the type of laptop they prefer. New laptops are ordered every three years. A brief orientation is required prior to being assigned a laptop. **Adjunct** and teaching graduate assistants may have their dean request the assignment of a previously assigned laptop. Contact the [department chair or clerical personnel support](#) in your area.

Software: BSU and the Minnesota State Colleges and Universities system participate in several software agreements. BSU covers the cost of the Microsoft Campus Agreement, Apple TAP contract (for Macintosh Operating System upgrades) and Symantec AntiVirus for BSU owned computers. We also have academic volume purchase contracts for software from Macromedia, Adobe, SPSS, Hyperion (BRIO) Filemaker and others. Please contact the Help Desk for the most up-to-date pricing.

Computer Store: Contact: mqualley@bemidjistate.edu. The BSU Computer Store contracts with Apple and Gateway and sells computers and peripheral devices for personal purchase as well as for University purchase. Consultations with staff in the technical support area are required prior to making purchases for university business.

Public Computing Labs: Contact: ballen@bemidjistate.edu. There are three computer labs that are open to all BSU students—the “SuperLab” in Deputy Hall, the Decker lab and the Oak Hall lab. Many departments have labs for use exclusively by students in their departments.

Learning Opportunities: Contact: training@bemidjistate.edu. A variety of short workshops on technology topics are offered throughout the year. We also post helpful documents and tutorials on our website. If there is a specific topic that you would like to know more about, just send an email. We are also willing to work with individual departments or offices on specific software as time permits.

eLearning Support: Contact: d2lhelp@bemidjistate.edu; <http://onlinelearning.bemidjistate.edu> eLearning responds to the faculty need for support with their web-enhanced and online courses. Desire2Learn (D2L) is the instructional management system used for these types of courses within the MnSCU system and at BSU. We provide instructional design help and technical support. For assistance, contact us by email or by phone at 218-755-2007.

Technology Exchange Learning Lab: Contact: tell@bemidjistate.edu. TELL provides a collaborative and supportive environment that empowers faculty members to experiment with advanced educational technologies. TELL offers a fun location to learn, explore, research, and share. For more information, check out our website or send an email.

Academic Technology Center: Contact: lmorgan@bemidjistate.edu; <http://www.bemidjistate.edu/offices/atc/>. The Academic Technology Center puts learning first by providing the most technologically advanced tools to enhance the learning experience. The Center supports a wide range of technologies, including: ITV classrooms, smart classrooms; web page design and support; satellite downlinks; PowerPoint presentation help; video production; digital media recording, production, and duplication services; video bulletin boards; brochure design; large-format inkjet printing; conference hosting; and equipment setup and troubleshooting. Either email or call 218-755-2759.

Other Information Technology Services: Contact: rhansen@bemidjistate.edu. BSU IT staff offer a variety of other services for faculty and staff such as test scanning for faculty, programming for specific projects, report generation for offices needing statistical information, demographic information about students, etc.

Information Technology Help Desk: Contact: helpdesk@bemidjistate.edu. The Help Desk is your one-stop access to computer-related issues. We are located in Memorial Hall 11 and

may be contacted in person, by phone (218 755-3777) or by sending an email. Normal hours are 8:00-4:30 Monday through Friday. Please leave a message with complete contact information if you call and get voice mail.

For complete information, go to the [Information Technology Services website](http://www.bemidjistate.edu/its/).
<http://www.bemidjistate.edu/its/>

Inter Faculty Organization MnSCU Contract (IFO-MnSCU Agreement): This agreement is entered into by and between the Board of Trustees, Minnesota State Colleges and Universities (MnSCU), and the Inter Faculty Organization (IFO). Upon employment, each adjunct faculty member shall receive a copy of the current contract or [download](#) a copy.

Faculty and Social List Services: Adjunct faculty BSU email addresses are automatically added to the Faculty and Social List Services. These services provide important information and faculty should regularly access their BSU email account. Contact [Information Technology Support](#) if you do not receive Faculty and Social List Serve notices.

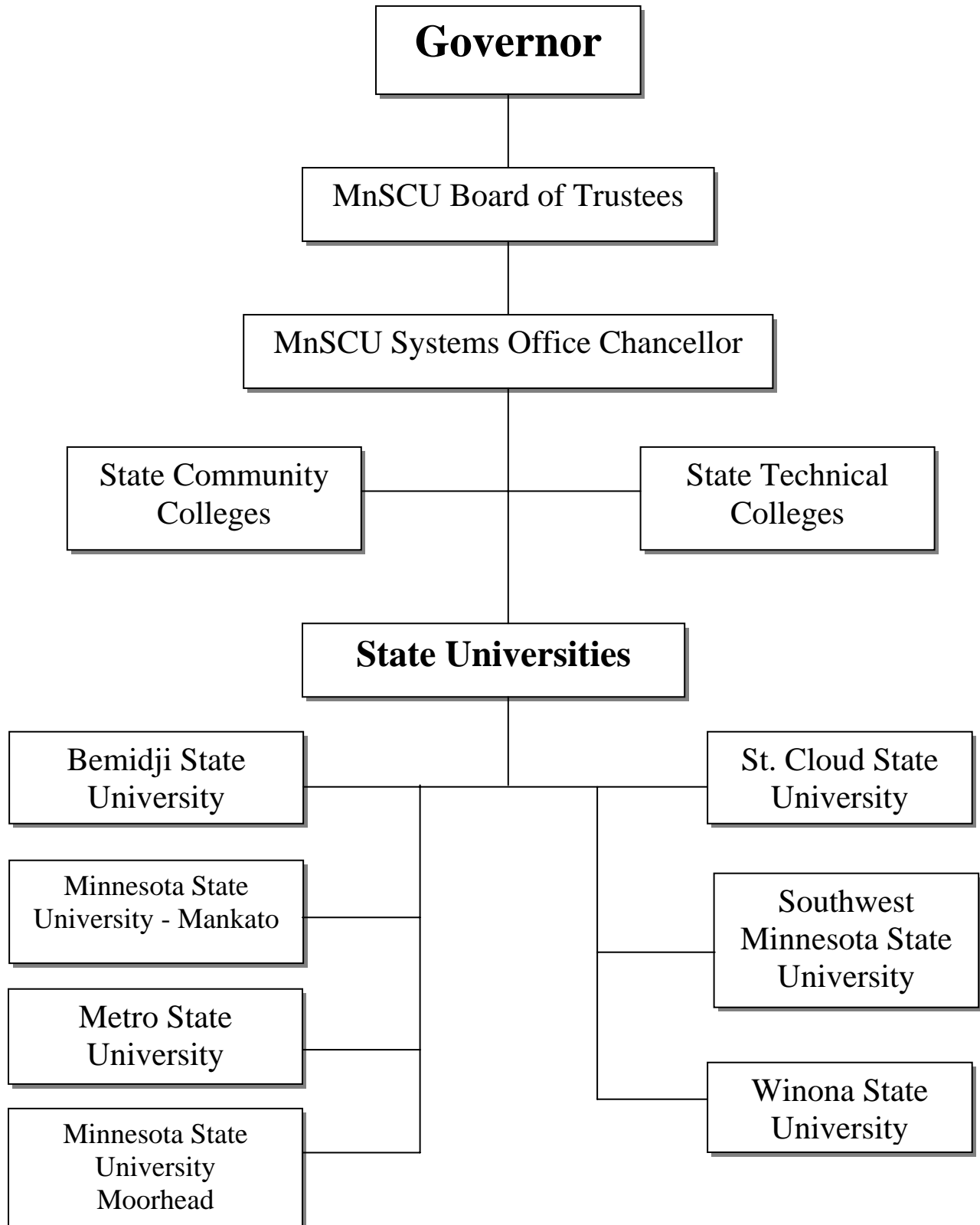
Faculty Resource Library: Teaching texts and resources are available for check-out by BSU faculty in the Center for Professional Development located in Hagg Sauer 357. The titles and brief summaries of available resources may be accessed at http://www.bemidjistate.edu/faculty_staff/professional_development/, under Center Services or call 218-755-3984.

Section VIII: Campus Contacts

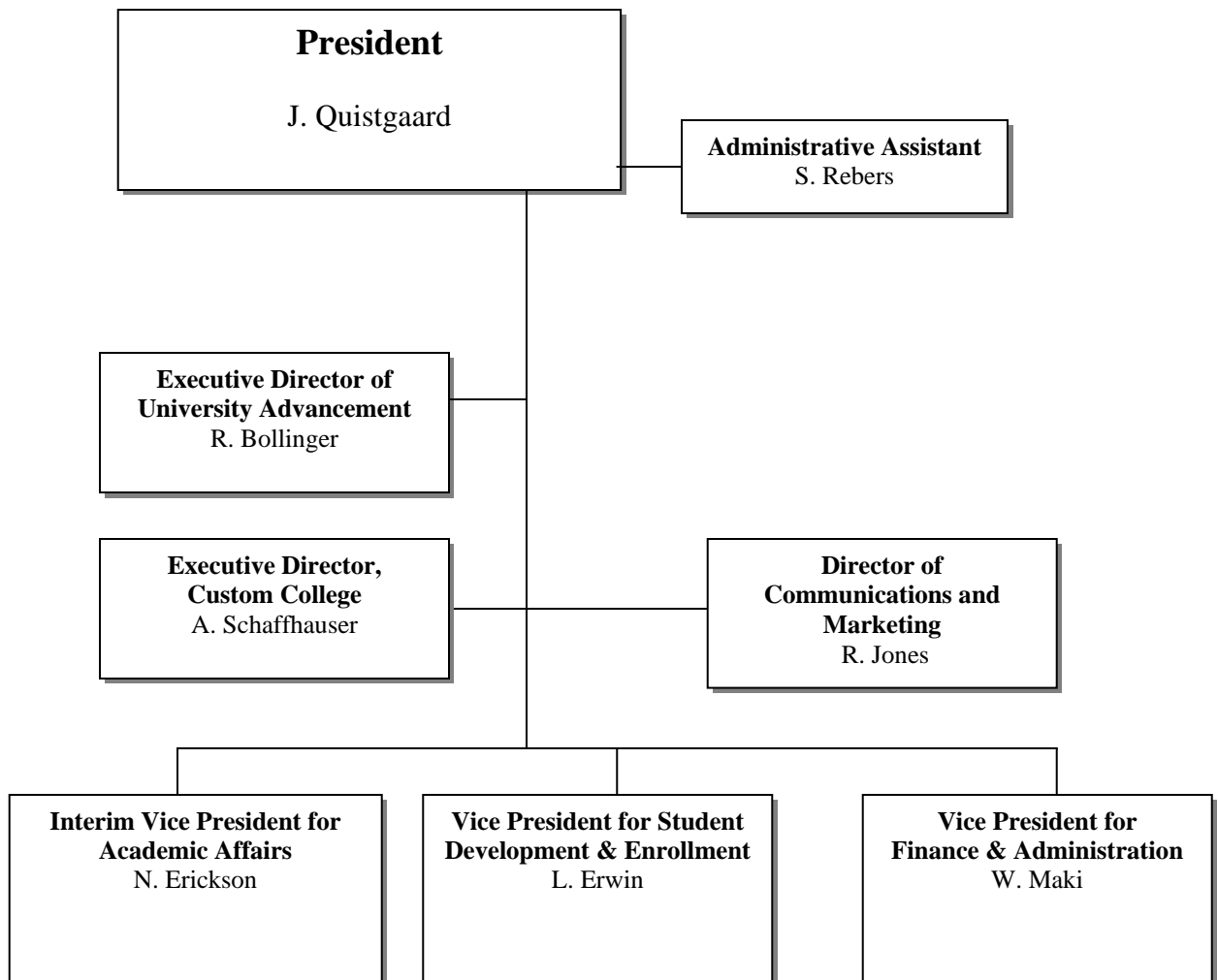
<i>Arts and Sciences, College of</i>	Dean	Sattgast 231	755-2988
<i>Associate Dean</i>		Hagg Sauer 301	755-2988
Biology		Sattgast	755-2880
English		Hagg Sauer	755-2880
Environmental, Earth & Space Studies; Economics; & Space Studies		Sattgast	755-2920
Geography & Political Science		Hagg Sauer	755-2880
Languages & Ethnic Studies		Hagg Sauer	755-2880
Mathematics & Computer Science		Hagg Sauer	755-2880
Music		Bangsberg	755-2915
Philosophy, Art History, History, & Theatre		Hagg Sauer	755-2880
Visual Arts		Education Art	755-3735
<i>Health Sciences and Human Ecology, College of</i>	Dean	Sattgast 323	755-2965
Criminal Justice		Hagg Sauer	755-2880
Nursing		Deputy Hall	755-3860
Social Work		Hagg Sauer	755-2880
Psychology		Hagg Sauer	755-2880
Professional Education		Education Art	755-2934
Physical Education, Health and Sport		PE Complex	755-2940
		Hagg Sauer	755-2880
<i>Business, Technology, and Communication, College of</i>	Dean	Decker Hall 110	755-3732
Accounting		Decker Hall	755-2907
Business Administration		Decker Hall	755-2907
Physics		Sattgast	755-2920
Mass Communications		Bangsberg	755-2915
Technological Studies		Bridgeman	755-2950
<i>BSU Faculty Association</i>	Director	Memorial 201	755-3780
<i>Extended Learning, Center for</i>		Deputy Hall	755-2068
<i>Graduate Studies, School of</i>	Dean	Sattgast 323	755-2027
<i>Student Health/Counseling Center</i>	Director	Birch 1A	755-2024
<i>Human Resources/Affirmative Action Office</i>	Director	Deputy 350	755-3966
<i>Information Technology Center</i>		Memorial 11	755-3777
<i>Payroll</i>		Deputy 201	755-2850
<i>Records Office</i>	Registrar	Deputy 101	755-2020
<i>Professional Development, Center for</i>	Director	Hagg Sauer 357	755-3984
<i>Security & Safety</i>	Director	Walnut Hall	755-3988
<i>Student Development & Enrollment</i>	VP	Deputy Hall	755-2075

Section IX: Organizational Charts

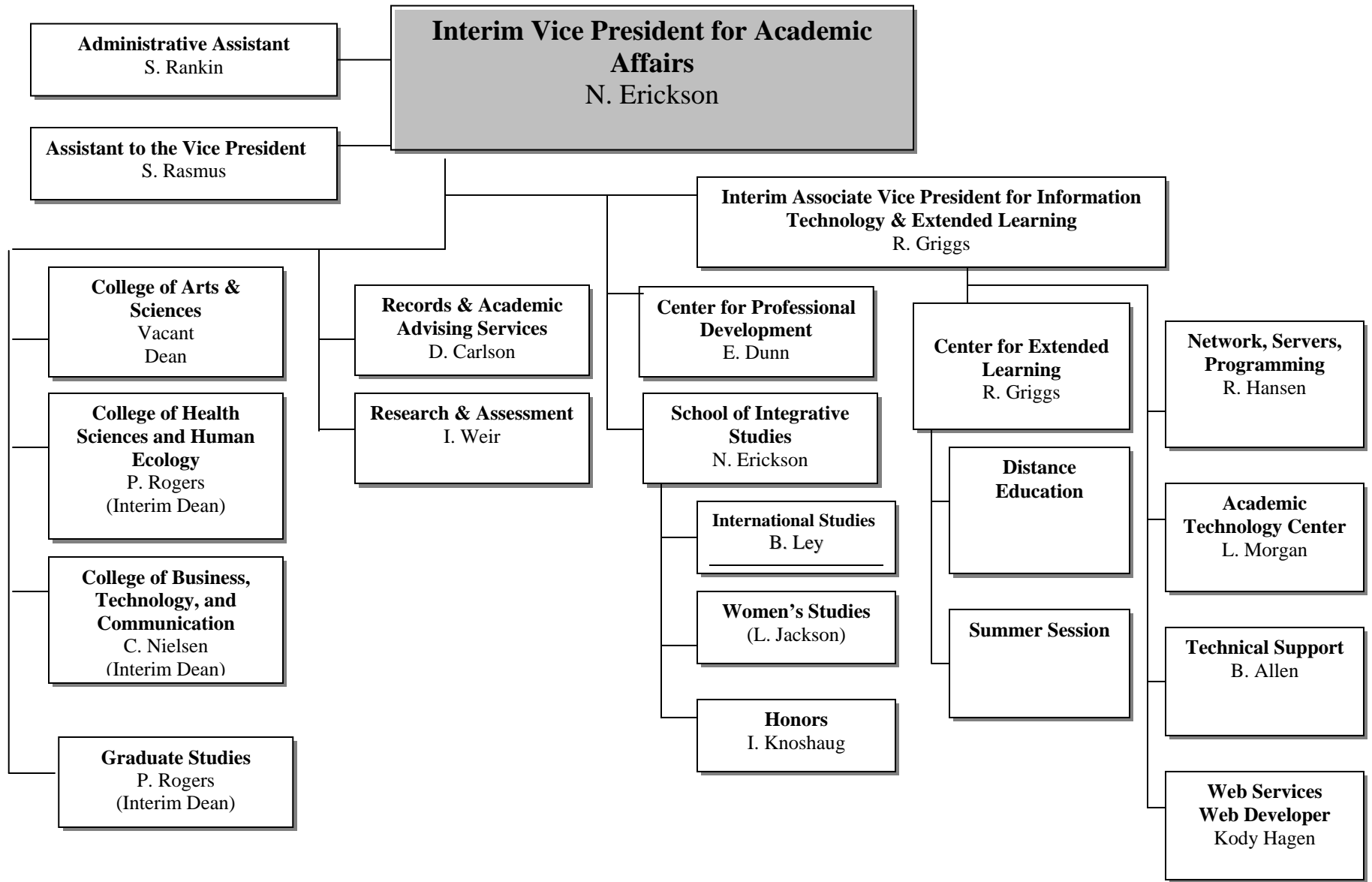
MnSCU Organizational Chart



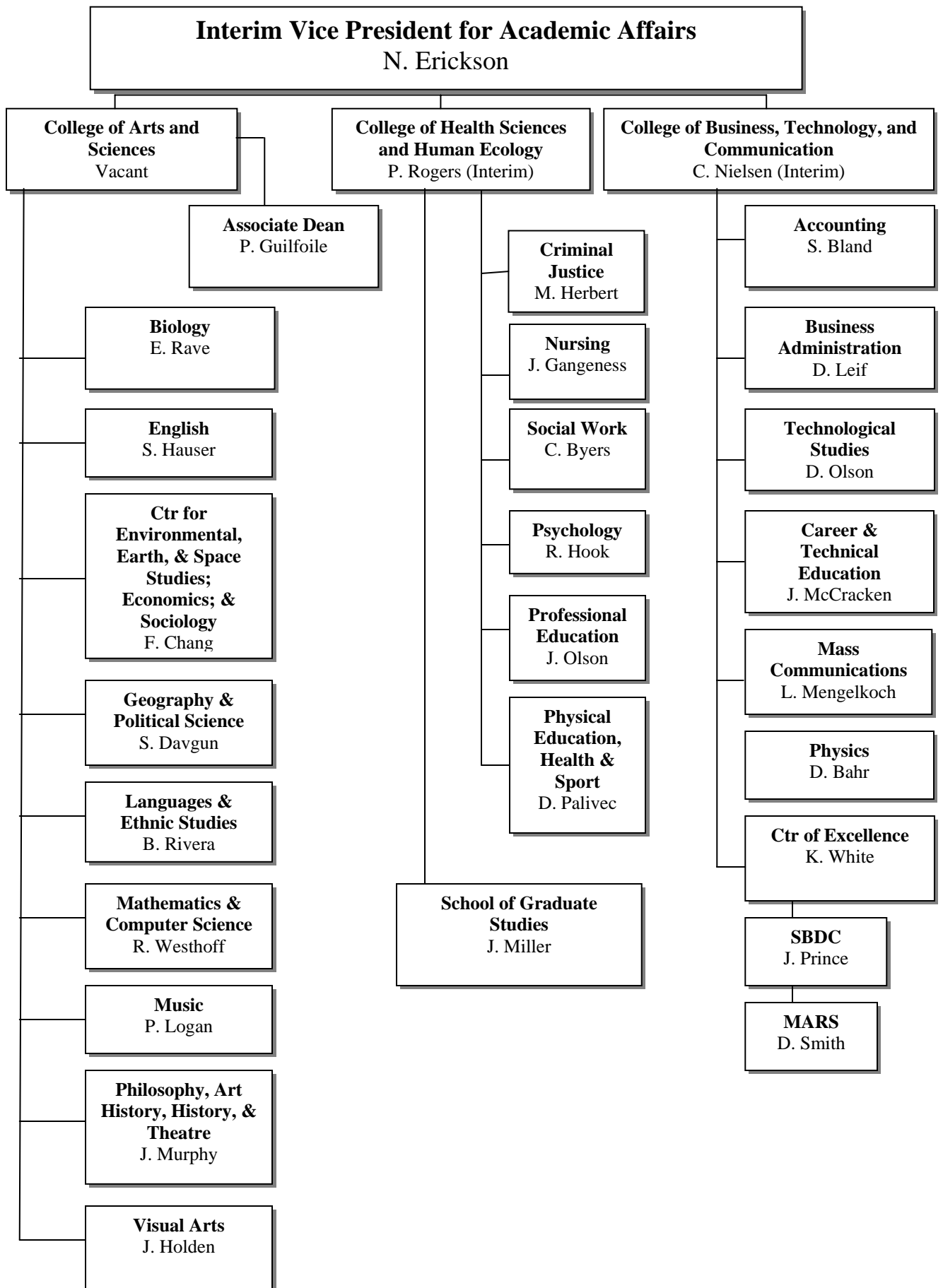
BSU Organizational Chart



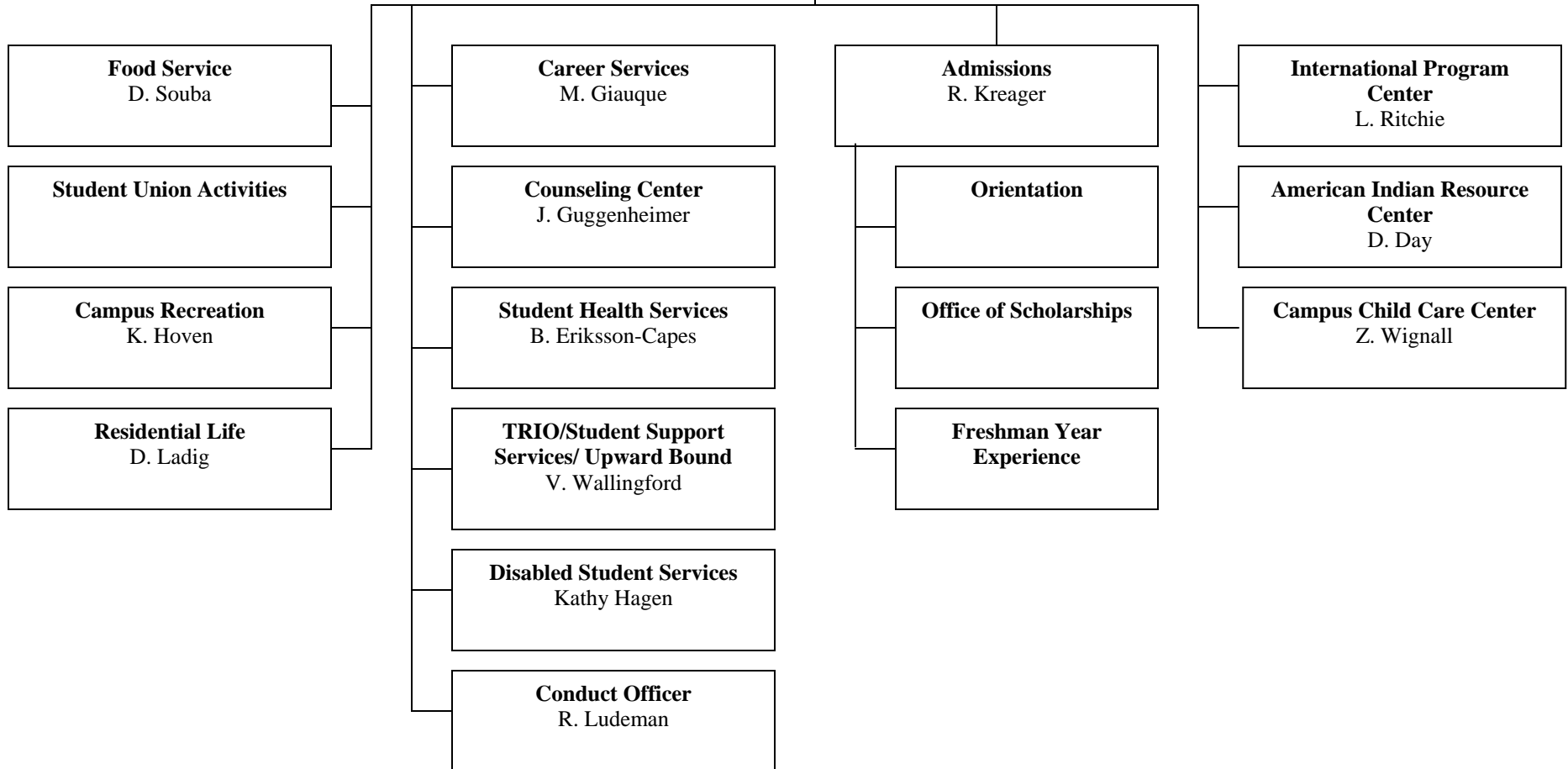
8-13-2008



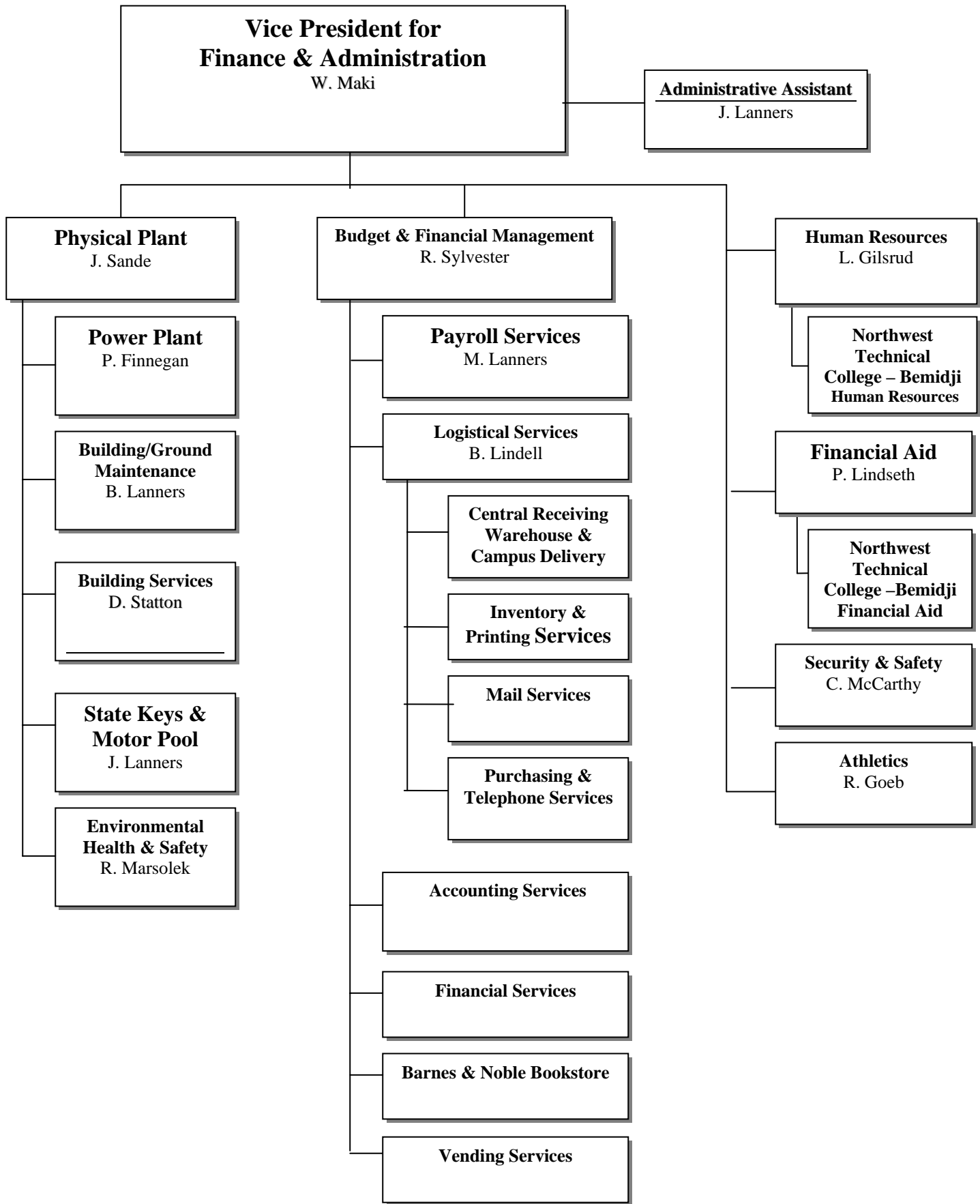
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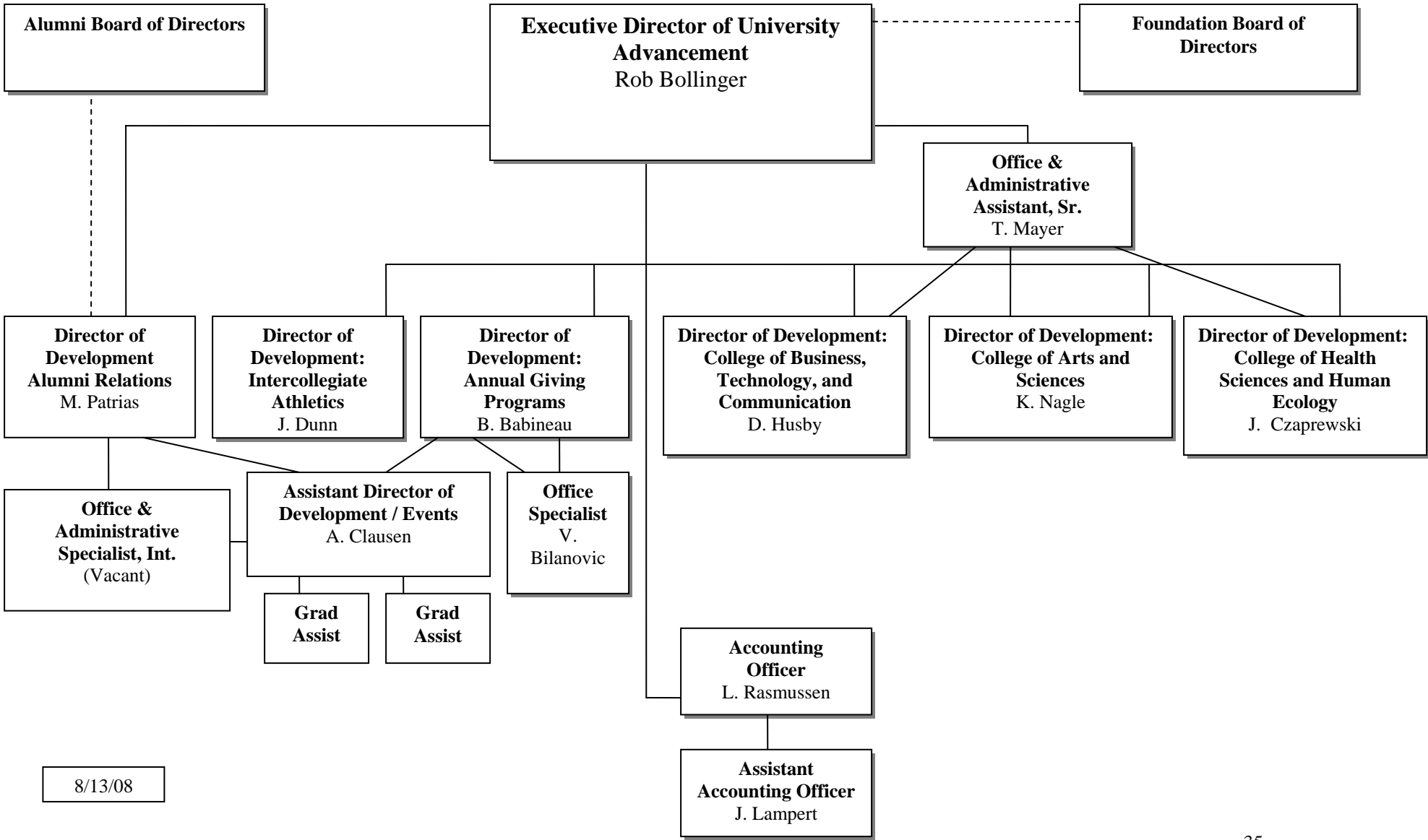
**Vice President for
Student Development &
Enrollment**
L. Erwin



8/13/08

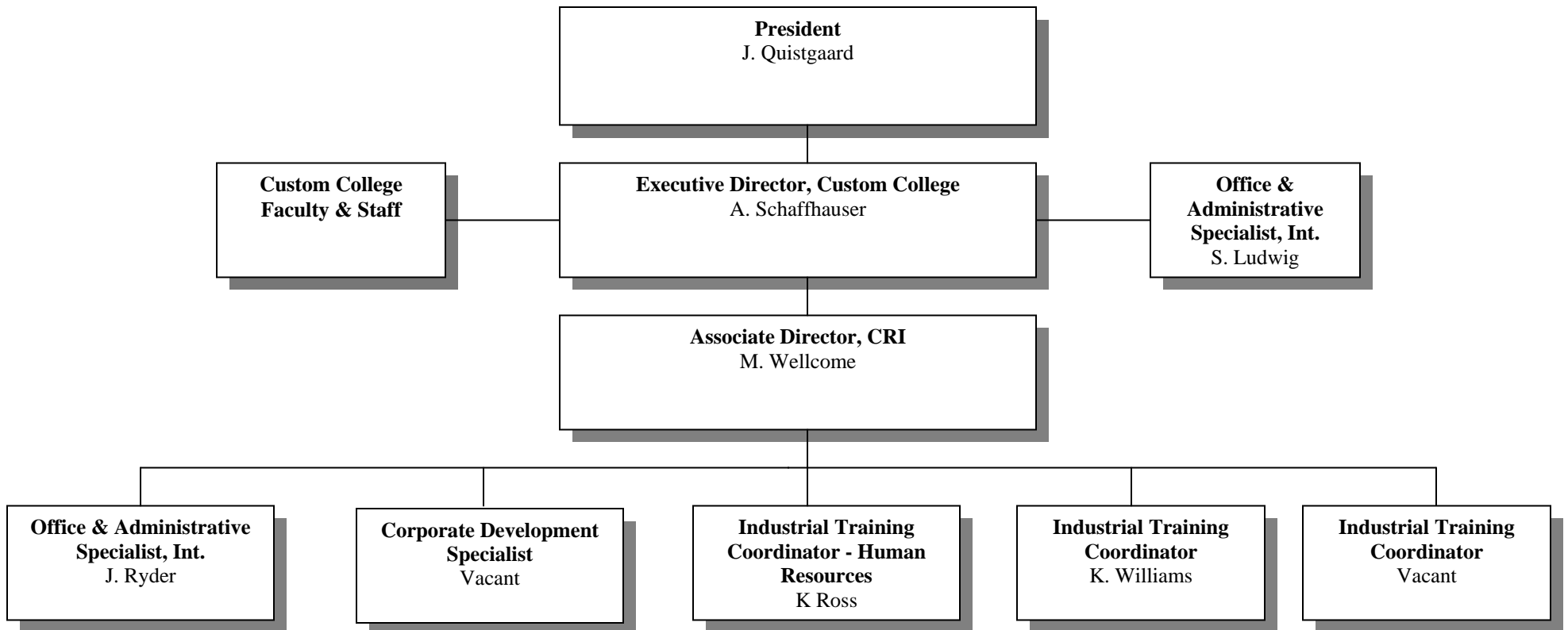


Foundation / Alumni Relations

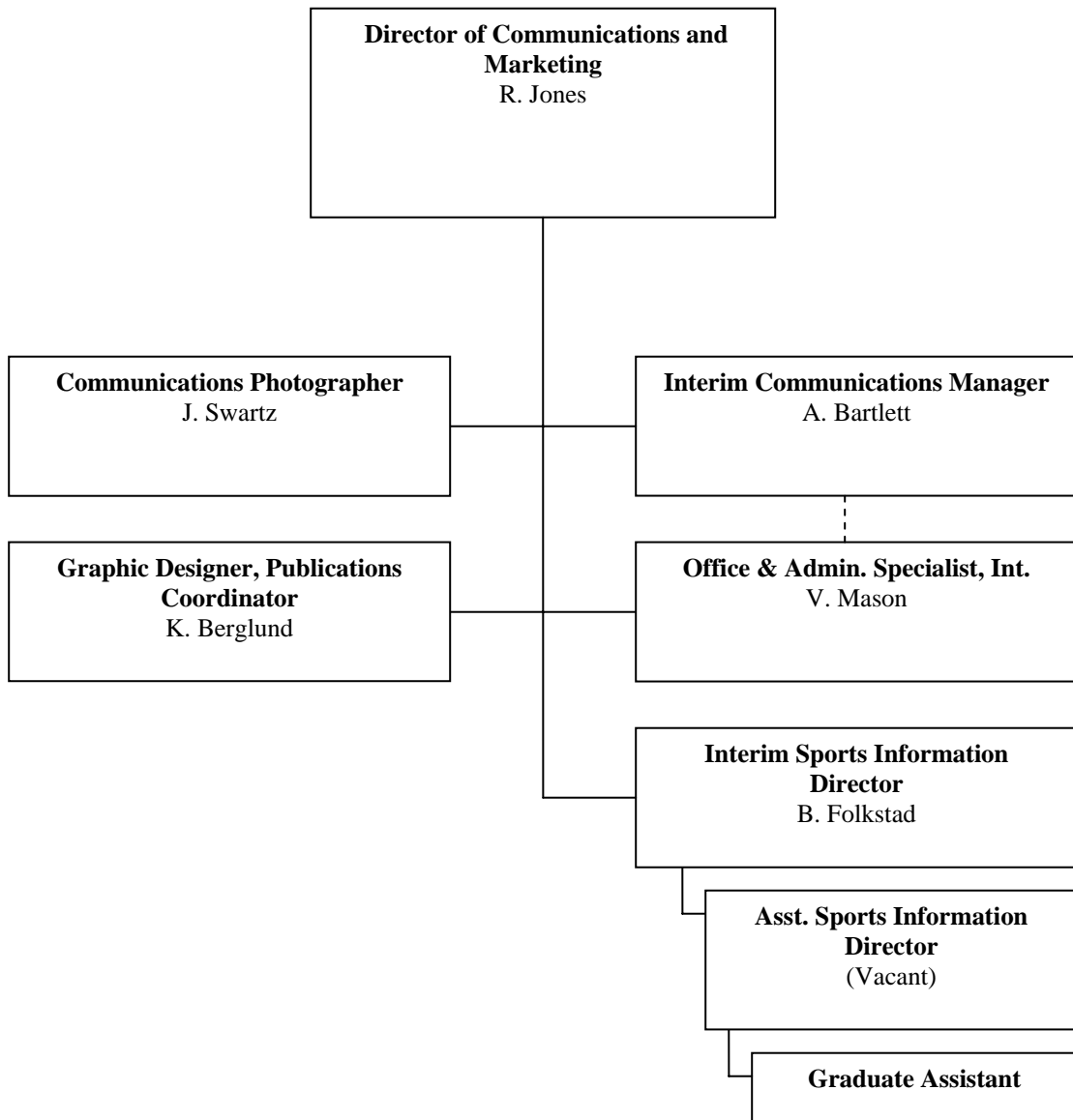


8/13/08

Custom College Organizational Chart



8/13/08



8/13/08

Section X: Appendices

- A. MnSCU and BSU Harassment/Discrimination Policy**
- B. MnSCU and BSU Report/Complaint of Discrimination/Harassment Investigation and Resolution**
- C. BSU Student Rights and Data Privacy Policy**
- D. BSU Policy Statement On and Plan to Prevent Workplace Violence**

MnSCU and BSU Harassment/Discrimination Policy

System Policy – Chapter 1 – System Organization and Administration

Section B – Equal Education and Employment Opportunity

1B.1 Nondiscrimination in Employment and Education Opportunity

Part 1. Policy Statement. Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination /harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing system, college, and university non-discrimination policies.

Part 2. Definitions.

Subpart A. Consensual Relationship. A sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the Board of Trustees Nepotism policy 4.10.

Subpart B. Discrimination. Discrimination is defined as conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

Subpart C. Discriminatory harassment. Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe,

pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State Colleges and Universities has further defined sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose and effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Subpart D. Employee. Minnesota State Colleges and Universities personnel include all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

Subpart E. Protected Class. Protected class for the purpose of this policy means that discrimination and harassment in employment and education are prohibited on the basis of: race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation. In addition, membership or activity in a local human rights commission is a protected class in employment.

Subpart F. Retaliation. Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she made a complaint under this policy or assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated; or associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation or national origin. Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Subpart G. Sexual harassment and violence as sexual abuse. Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse. Minnesota State Colleges and Universities 1B.3 Sexual Violence Policy addresses sexual violence.

Subpart H. Student. "Student" means an individual who is:

1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

Part 3. Consensual Relationships. An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Retaliation. Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

The chancellor shall establish procedures to implement this policy. The nondiscrimination in employment and education opportunity policy and procedures of colleges and universities shall comply with Policy 1B.1 and Procedure 1B.1.1.

Related Documents:

- [Procedure 1B.1.1](#) - Report/Complaint of Discrimination/Harassment Investigation and Resolution
- [Minnesota State Statute 626.556](#) - reporting of maltreatment of minors
- [Minnesota State Statute 626.557](#) - Vulnerable Adult Protection Act

Date of Implementation: 9/20/94,

Date of Adoption: 9/20/94,

Date & Subject of Revisions:

6/21/06 - Amended policy to streamline and clarify language. Part 3 was amended to prohibit relations between employees and students or employees over whom the employee exercises direct or significant authority or influence. Amendments do not take effect until November 1, 2006

12/20/95 Added everything after the first paragraph.

There is no additional HISTORY for 1B.1 at this time.

**MnSCU and BSU Procedure 1B.1.1 Report/Complaint of Discrimination/
Harassment Investigation and Resolution** for [Board Policy 1B.1](#).

Part 1. Purpose and applicability

- [Subpart A.](#) Purpose
- [Subpart B.](#) Applicability
- [Subpart C.](#) Scope

Part 2. Definitions

- [Subpart A.](#) Designated officer
- [Subpart B.](#) Decision maker
- [Subpart C.](#) Retaliation

[Part 3.](#) Consensual relationships

Part 4. Reporting incidents of discrimination/harassment

- [Subpart A.](#) Reporting an incident
- [Subpart B.](#) Duty to report
- [Subpart C.](#) Reports against a president
- [Subpart D.](#) Reports against Office of the Chancellor employees or Board of Trustees
- [Subpart E.](#) False statements prohibited
- [Subpart F.](#) Withdrawn complaints

[Part 5.](#) Right to representation

Part 6. Investigation and resolution

- [Subpart A.](#) Personal resolution
- [Subpart B.](#) Information privacy
- [Subpart C.](#) Processing the complaint
- [Subpart D.](#) Resolution
- [Subpart E.](#) Decision process

[Part 7.](#) Office of the Chancellor, college or university Action

Part 8. Appeal

- [Subpart A.](#) Filing an appeal
- [Subpart B.](#) Effect of review
- [Subpart C.](#) Appeal process

[Part 9.](#) Education and training

[Part 10.](#) Dissemination of report/complaint procedure

[Part 11.](#) Maintenance of report/complaint procedure documentation

Part 1. Purpose and applicability.

Subpart A. Purpose. This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Subpart B. Applicability. This procedure shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of Board Policy 1B.1, conduct must be considered sufficiently serious to deny or limit a student's or employee's ability to participate in or benefit from the services, activities, or privileges provided by Minnesota State Colleges and Universities.

Subpart C. Scope. This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

Part 2. Definitions. The definitions in Board Policy 1B.1 also apply to this procedure.

Subpart A. Designated officer. Designated officer means an individual designated by the president or chancellor to be primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure, and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

Prior to serving as the designated officer, the individual must complete investigator training provided by the Office of the Chancellor.

Subpart B. Decision maker. Decision maker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether Board policy 1B.1 has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings.

Prior to serving as a decision maker for complaints under this procedure, administrators must complete decision maker training provided by the Office of the Chancellor.

Subpart C. Retaliation. Retaliation means any action against a complainant or other individual because the individual:

1. Participated in the investigation or resolution of a complaint under this procedure;
2. Opposed conduct the individual believes was in violation of Board policy 1B1.; or

3. Associates with another individual who is protected from discrimination under Policy 1B.1.

Part 3. Consensual relationships. Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

Examples of prohibited consensual relationships include, but are not limited to:

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member's course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person's supervision.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Reporting incidents of discrimination/harassment

Subpart A. Reporting an incident. Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the Office of the Chancellor, college, or university.

Subpart B. Duty to report. Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Board Policy 1B.1 to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

Subpart C. Reports against a president. A report/complaint against a president of a college or university shall be filed with the Office of the Chancellor. However, complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a

recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

Subpart D. Reports against Office of the Chancellor employees or Board of Trustees. For reports/complaints that involve allegations against Office of the Chancellor employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

Subpart E. False statements prohibited. Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

Subpart F. Withdrawn complaints. If a complainant no longer desires to pursue a complaint, the Office of the Chancellor, colleges, and universities reserve the right to investigate and take appropriate action.

Part 5. Right to representation. In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Part 6. Investigation and Resolution. The Office of the Chancellor, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

Subpart A. Personal resolution. This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of Board Policy 1B.1. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

Subpart B. Information privacy. Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

Subpart C. Processing the complaint. The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. **Jurisdiction.** The designated officer shall determine whether the report/complaint is one which should be processed through another Office of the Chancellor, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.
2. **Conflicts.** The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.

3. **Information provided to complainant.** At the time the report/complaint is made, the designated officer shall:
 - a.) inform the complainant of the provisions of the Board Policy 1B.1 and this procedure;
 - b.) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant;
 - c.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
 - d.) inform the complainant of the provisions of Board policy 1B.1 prohibiting retaliation.
4. **Complaint documentation.** The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the Office of the Chancellor, college or university.
5. **Information provided to the respondent.** At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:
 - a) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
 - b.) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
 - c.) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
 - d.) determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
 - e.) inform the respondent of the provisions of Board policy 1B.1 prohibiting retaliation.
6. **Investigatory process.** The designated officer shall:
 - a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
 - b.) inform the witnesses and other involved individuals of the prohibition against retaliation;
 - c.) create, gather and maintain investigative documentation as appropriate;
 - d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
 - e.) handle all data in accordance with applicable federal and state privacy laws.
7. **Interim Actions.**
 - a.) Employee reassignment or administrative leave.** Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.
 - b.) Student summary suspension or other action.** Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

8. **No basis to proceed.** At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

Subpart D. Resolution. After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate Office of the Chancellor, college or university personnel;
4. other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. the Office of the Chancellor, college or university may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
6. upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

Subpart E. Decision process. If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1. **Designated officer.** The designated officer shall:
 - a.) prepare an investigation report and forward it to the decision maker for review and decision;
 - b.) take additional investigative measures as requested by the decision maker; and
 - c.) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.
2. **Decision maker.** After receiving the investigation report prepared by the designated officer, the decision maker shall:
 - a.) determine whether additional steps should be taken prior to making the decision. Additional steps may include:
 1. a request that the designated officer conduct further investigative measures;
 2. a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
 3. a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.
 - b.) take other measures deemed necessary to determine whether a violation of Policy 1B.1 has been established;
 - c.) when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the

- alleged incident(s) occurred, and other relevant factors;
- d.) determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;
- e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Board policy 1B.1 has been violated. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.
- f.) Conduct that is determined not to have violated Board policy 1B.1 shall be referred to another procedure for further action, if appropriate.

Part 7. Office of the Chancellor, college, or university action. The Office of the Chancellor, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board policy 1B.1, as well as allegations of retaliation.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the Office of the Chancellor, college or university. In accordance with state law, the Office of the Chancellor, college or university is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

Part 8. Appeal.

Subpart A. Filing an appeal. The complainant or the respondent may appeal the decision of the decision maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision maker.

Subpart B. Effect of review. For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

Subpart C. Appeal process. The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

Part 9. Education and training. The Office of the Chancellor, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board policy 1B.1 and this procedure. All colleges and universities and the Office of the Chancellor shall promote awareness of Board policy 1B.1 and this procedure, and shall publicly identify the designated officer.

Part 10. Distribution of board policy 1B.1 and this procedure. Information regarding Board Policy 1B.1 and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees

at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations at the Office of the Chancellor and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.

Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Web sites and other appropriate public announcements.

Part 11. Maintenance of report/complaint procedure documentation. During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the Office of the Chancellor, college or university in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

Effective date: February 17, 1997

Date & Subject of Revisions:

January 31, 2007– Procedure completely reviewed – Technical changes throughout. Part 3 – Revised to support the change in the 1B.1 policy concerning consensual relationships.

April 2, 2003- amended portions of the policy

Part 1. - added second paragraph Part 2, Subpart A - added second paragraph

Part 2, Subpart B - added second paragraph

Part 3, Subpart D, 1, 2. - slight modifications

Part 5, Subpart G, 3. - slight modification

Part 6 - deleted last sentence

Part 7, Subpart A - deleted a sentence

Part 7, Subpart C - slight addition

Part 10 - added second paragraph

December 18, 2000 - amended the entire procedure

There is no additional history for procedure 1B.1.1 at this time.

BSU Student Rights and Data Privacy Policy

Bemidji State University is obligated to conform to the fair information practices required by the Family Educational Rights and Privacy Act of 1974 as amended (the "Buckley Amendment") and the Minnesota Government Data Practices Act. The Minnesota Government Data Practices Act (Chapter 13 of the Minnesota Statutes) can be found at www.revisor.leg.state.mn.us/stats/13 as well as in the reference section of the A.C. Clark Library (Ref KFM 5430 1946 .A315).

The laws are applicable to postsecondary institutions in two primary ways:

- institutions must permit students to inspect and review their education records;
- in most instances only information defined and publicized by the institution as "directory information" will be released without the express consent of the student unless otherwise directed by the student.

However, under certain circumstances all educational records may be released without the consent of the student. Examples of such circumstances are identified in this document. BSU semester class schedules and the catalog contain a statement regarding the release of information and describe what is considered to be "directory information."

1. Students may inspect and review their educational records.

Students may request permission to review any of their educational records at Bemidji State. (Educational records do not include personal teaching records of instructors, information kept by the law enforcement arm of the university [campus security] or records pertaining to student employment, which is classified as public personnel data.) An appointment should be made for this purpose with the designated authority within the appropriate department or office.

Students must be provided an opportunity to challenge the contents of their education records, which they consider inaccurate, misleading, or otherwise in violation of their privacy or other rights. Such challenges must be acted upon within a reasonable period of time and students notified of the decision. If not satisfied with the decision, students may request a formal hearing in writing. Decisions of the university will be final. Students may, if they wish, place a statement in their records explaining their position, which will be included in the educational records disclosed to an authorized party.

2. Directory information for release

Information that will be released upon request that is considered "directory information" includes name; address; telephone number; degrees, awards, and licenses received; participation in officially recognized activities and sports; dates of attendance and major and minor fields of study; names of parents when associated with awards and officially recognized activities and sports events, year in school and date of graduation. Students who do not wish this information to be released may submit a written request for anonymity to the Records Office. (Note: schedules of students' classes are not considered directory information.)

3. Institutions may disclose education records without written consent of students to:

- Personnel within the institution who have a legitimate educational interest. Personnel authorized for such access are to use it only for legitimate purposes and are not to release or disclose personal identification or information of students to others who **are not** authorized for such access;
- persons or organizations providing financial aid to the students (except parents of students over 18 unless the parents have established that the student is a dependent according to Internal Revenue Code of 1954, Section 152);

- organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personal identification of students and information must be destroyed when no longer needed for the projects;
- accrediting organizations carrying out their accrediting functions;
- persons in compliance with a judicial order or subpoena;
- persons in an emergency, if the knowledge of information, in fact, is **necessary** to protect the health or safety of students or other persons.

All personnel who have access to education records are to be informed by supervisors and department heads of the above restrictions. Student employees allowed access to such information should be screened and informed of their obligations to protect the students' records and personal identification.

Copies of the AACRAO guide referenced above, which includes a copy of the "Buckley Amendment," can be ordered from AACRAO. To obtain a copy, contact the Registrar, Deputy 101, 755-2020, for more information. A copy is available for reference in that office. The Minnesota Government Data Practices Act can be found in the library and is cited as Minnesota Statutes Section 13.01.

Violations of the Data Practices Act can result in certain civil and criminal penalties.
Office of the Registrar 01-06-95

BSU Policy Statement On and Plan to Prevent Workplace Violence

POLICY

Bemidji State University is committed to ensuring an educational and employment environment totally free of violence. Violent behavior has no place in a University where students, faculty and staff are expected to learn and work to their full potential. Workplace violence that impedes that potential is not acceptable and will not be tolerated within the University.

AUTHORITY:

- 1) Minnesota Statute 15.86 Chapter 452; (SF #1985) - (April 10, 1992) (Zero Tolerance of Workplace Violence.); MS 609.66 (Dangerous Weapons)
- 2) Governor's Directive; January 1, 1993. Requires each state agency to create and implement a Workplace Violence Policy and Plan
- 3) Compliance responsibility delegated to the Department of Employee Relations in 1995.

DEFINITION

"Violence is repeated intimidation or harassment and/or the threatened or actual use of force which results in or has a high likelihood of causing physical hurt, fear of physical injury, physical suffering or death."

PURPOSE OF PLAN

The purpose of this plan is to outline a program for Bemidji State University employees, students, guests and organizations contracting with the University, to prevent workplace violence. In instances where prevention is ineffective this plan provides a means of responding to workplace violence and provides recovery support.

CONSEQUENCES

Acts of work related violence are unacceptable. **Such acts will be investigated and where substantiated, may be cause for disciplinary action, including dismissal of employees; or students. The University will support criminal prosecution of those who threaten or commit work-related violence against its employees, students, guests and contractors.** This policy applies to any serious threats made or violent acts occurring on Bemidji State University property and at Bemidji State University sponsored events. Employees knowingly recruiting a student(s) for intercollegiate athletic participation and/or extracurricular activities with a documentable history of violent behavior will be subject to disciplinary action.

RESTRICTIONS

Possession, use or threat of use of a dangerous weapon (Appendix II), is not permitted at work or in any University building, unless such weapon is a necessary and approved requirement of the person's position during the period of time the person is on campus.

EXCEPTIONS:

- 1) Legal rifles, pistols, shotguns and knives with blades in excess of 3 inches, may be stored in Walnut Hall under the supervision of the Office of Security and Safety or in a locked vehicle. Registration, checkout and cleaning procedures are detailed in the Bemidji State University Residence Hall Handbook.

- 2) Persons licensed to carry concealed weapons, but not required to carry as part of their job duties, are prohibited from carrying the weapon on campus. For special circumstances, a request for exemption from this negotiation can be made to the Office of Security and Safety.
- 3) Bows and arrows may be possessed on campus while enrolled in a University archery course. When not in class the arrows must be kept in the weapons storage area or a locked vehicle.
- 4) Knives with blades exceeding three inches may be possessed on campus when required to perform coursework. When not being used in class, the knives must be kept in a locked storage area.
- 5) Employees and organizations contracting with the University, required to use knives with blades greater than three inches in length to perform their job duties, may do so. Those knives must be kept in a limited access area when not in use.
- 6) Martial arts weapons may be possessed on campus while participating in a martial arts activity recognized by the University. While not present at an activity the weapons must be kept in the weapons storage area or a locked vehicle.
- 7) Firearms used for theatrical purposes must be disabled and stored with the faculty advisor/director when not being used in practice or during a production.
- 8) Swords, daggers and other knifelike theatrical props may be used for theatrical presentations. Any props with cutting surfaces must have all those surfaces dulled and be stored with the advisor/faculty director when not being used in practice or during a production.
- 9) On the infrequent occasions where a presentation involves dangerous weapons, as defined in Appendix II, the prior approval of the Director of Security and Safety must be obtained.

RECOURSE

Any individual who believes that he/she has been, or may be, a target of violence, as defined on page 1, shall contact either Campus Security (755-3888) or Local Law Enforcement (911).

NON-RETALIATION/FALSE CHARGES

Any individual, acting in good faith, who reports threats of real or implied violent behavior will not be subject to retaliation or harassment. Any individual filing a false report will be subject to University disciplinary action or prosecution.

PROGRAM

The Bemidji State University Program to prevent or respond to violence in the workplace has three major components: prevention of violence, response to incidents of violence and recovery.

Prevention:

- The Bemidji State University President will appoint a Crisis Management Team to serve as a sub-committee of the University Security Committee. It is recommended that the Crisis Management Team be gender balanced and be comprised of the Director of Security and Safety, the Coordinator of Health and Safety, the Director of Student Affairs, the Director of Human Resources and faculty/staff with expertise to advise the balanced team. The team will be responsible for conducting periodic workplace reviews related to violence and will determine specific responsibilities during a crisis where advanced planning is possible. This team will also be responsible for preparing for potential violence and for conducting an immediate review after a violent incident has occurred.

The Office of Security and Safety is authorized to act independently of the Crisis Management Team.

- The University will utilize the Employee Assistance Program to conduct training and provide employee assistance. They will also make appropriate recommendations for protecting Bemidji State University personnel, students, guests and property.
- The Director of Residential Life will request the Human Resources Office to perform background investigations on all employees who have access to student's "dwelling units" on campus. The Human Resources Office will also request the Office of Security and Safety to perform background checks on Bemidji

State University personnel who have made threats. Currently, the Office of Security and Safety provides an escort service for personnel and students.

- The Office of the Vice President for Academic & Student Affairs will address issues affecting potential violence in the classroom or between students and faculty in the academic setting.

TRAINING

The University will coordinate training programs for management and supervisors. Bargaining units and the Employee Assistance Program will be invited to co-sponsor training that will include:

- identifying and reporting individuals engaging in violent behavior, incidents and physical settings
- de-escalation of hostile situations
- conflict resolution
- dealing with anger
- listening and problem solving
- implementation of progressive discipline
- general harassment procedure
- Employee Assistance Program
- special programs for laid-off employees:
 - Available counseling programs
 - Out-placement assistance and job training via the Job Services Office
 - Dislocated Worker Program/Unemployment Compensation
 - Claiming rights
 - Advisory Testing
 - Temporary and/or emergency appointments
 - Job Search Resource Series
 - "Surviving a Layoff" booklet

IMPLEMENTATION:

- Because many incidents of physical violence are a result of escalating verbal harassment, the immediate supervisor will receive all initial employee complaints and in consultation with the Director of Human Resources, recommend the appropriate means to address those complaints while maintaining confidentiality, assuring contractual compliance and guaranteeing timely due process.
- The Office of Student Development and Enrollment will receive all student complaints and recommend the appropriate means to address those complaints.
- Supervisors will be responsible for developing an action plan. This plan shall include:
 - 1) Selection of a meeting site when the potential for violence to occur is known in advance.
 - 2) Contacting the Office of Security and Safety or Law Enforcement by other members of the office/area when violence or the potential for violence occurs.
 - 3) Coordinating attendance of employees in their areas at training sessions and conducting follow-up meetings to review/implement the concepts that were shared during the training sessions.
- The Bemidji State University Newsletter and other campus publications will be encouraged to assist in the education of the campus community by including articles on violence prevention, tolerance and non-violent resolution of problems.
- Crisis Management Team will develop and coordinate installation of appropriate signage.
- All supervisors, as part of the selection process, will contact previous employers and references to verify job performance and job related disciplinary action.
- Security and safety will be provided for the campus outside of normal business hours by the Office of Security and Safety.
- All final applicants for positions requiring access to student dwelling units will be provided an advisory statement (Appendix V) regarding the release of information provided. Failure to provide this information or sign this form will cause the candidate to be removed from the applicant pool.

- All employees granted access to student dwelling units after the inception of this proposal will read this policy/plan and acknowledge reading and understanding it by signing the form contained in Appendix IV. Failure to acknowledge reading and understanding this form will result in termination of employment.

RETENTION OF RECORDS

Information provided as a result of the background check will be retained in a candidates application file if it reveals conviction of a felony cited in Appendix III or conviction of an attempt to commit any one or more of those felonies.

Other information provided as a result of the background check will be destroyed.

RESPONSE TO INCIDENTS OF VIOLENCE:

- If the initial reference concerning threatening behavior or violence is made to the supervisor, the supervisor will determine if he/she can address the problem. The supervisor will attempt to isolate the threatening individual and then proceed to de-escalate the situation or,
- immediately report the problem to the Office of Security and Safety (3888) or,
- immediately contact Local Law Enforcement (911).
- Acts of violence or threatening behavior, as defined on page one, will immediately be documented by the threatened party and submitted to the Office of Security and Safety.
- The Vice President of Development will serve as the University's single point of contact with the news media during a crisis. The Vice President will also promote an interchange of information between University Management and the University Community in regard to violence issues.
- Guidelines to address threats or violent incidents (See Appendix I)

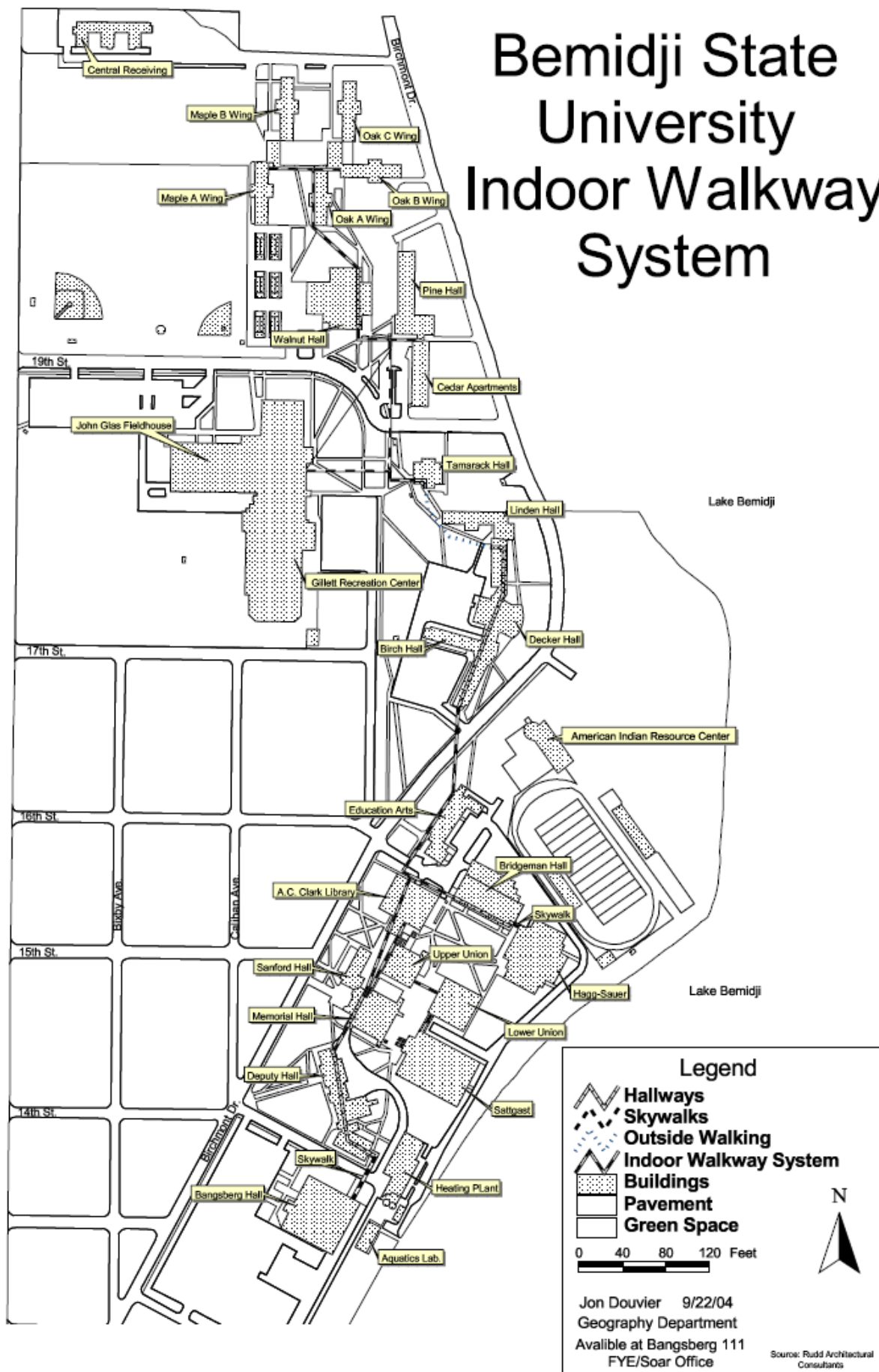
RECOVERY

The Crisis Management Team will coordinate the post-incident intervention program. Crisis intervention will begin immediately following an incident, and will include group counseling sessions, individual counseling sessions, post-trauma awareness counseling for supervisors and co-workers of traumatized employees.

The Crisis Management Team will conduct a post-incident review and analysis to provide recommendations for change to this policy/plan as needed.

NOTES:

Bemidji State University Indoor Walkway System



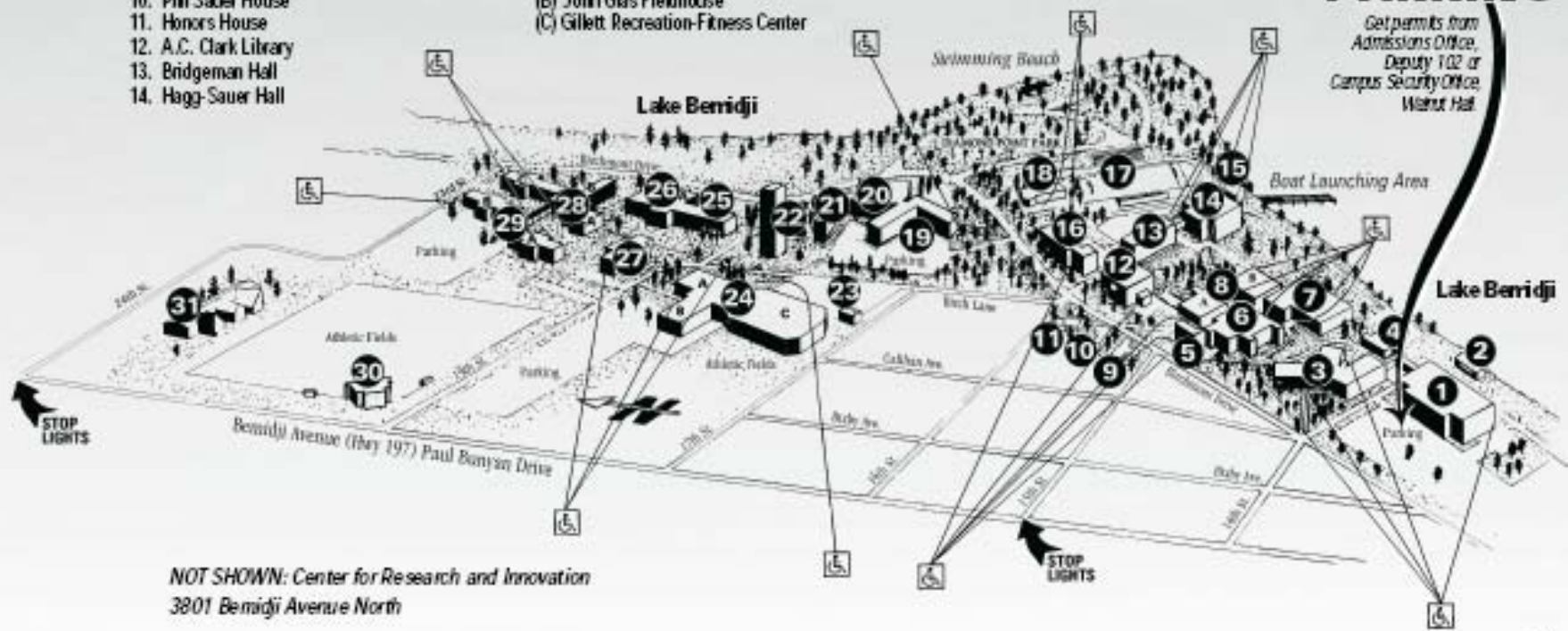
Bemidji State University

A member of the Minnesota State Colleges and Universities System

- | | | |
|----------------------------------|---------------------------------------|-----------------------|
| 1. Bangsberg Fine Arts Complex | 15. Waterfront/Boat House | 25. Cedar Apartments |
| 2. Peters Aquatic Laboratory | 16. Education-Art Building | 26. Fine Hall |
| 3. Deputy Hall | 17. Chet Anderson Stadium | (A) Campus Child Care |
| 4. Heating Plant | 18. American Indian Resource Center | 27. Walnut Hall |
| 5. Sanford Hall | 19. Birch Hall | 28. Oak Hall |
| 6. Memorial Hall | 20. Decker Hall | 29. Maple Hall |
| 7. Sattgast Hall of Science | 21. Linden Hall | 30. Baseball Stadium |
| 8. Hobson Memorial Student Union | 22. Tamarack Hall | 31. Central Receiving |
| (A) Upper Union | 23. Electrical Switch Gear Building | |
| (B) Lower Union | 24. Physical Education Complex | |
| 9. David Park House | (A) BSU Gymnasium | |
| 10. Phil Sauer House | (B) John Glas Fieldhouse | |
| 11. Honors House | (C) Gillett Recreation-Fitness Center | |
| 12. A.C. Clark Library | | |
| 13. Bridgeman Hall | | |
| 14. Hagg-Sauer Hall | | |

VISITOR PARKING

Get permits from
Admissions Office,
Deputy T02 or
Campus Security Office
Walnut Hall.



*NOT SHOWN: Center for Research and Innovation
3801 Bemidji Avenue North*