


**NORTH DAKOTA  
UNIVERSITY SYSTEM**



A-Z INDEX

ACCESS. INNOVATION. EXCELLENCE.

COLLEGES & UNIVERSITIES

ACADEMICS & ACTIVITIES


STATE BOARD OF HIGHER EDUCATION


NORTH DAKOTA UNIVERSITY SYSTEM

NEWS

REPORTS & INFORMATION

[STUDENTS](#)  
[POLICYMAKERS](#)  
[BUSINESS & INDUSTRY](#)  
[EMPLOYEES](#)  
[MEDIA](#)  
[HOME](#)



 **PRINTER FRIENDLY PAGE**

**Campus Employment Opportunities**

**NDUS Office Openings and Requests for Proposals**

**2011-13 NDUS Budget**

**Policies and Procedures**

Broadband Job Classifications

SBHE Policies

Proposed SBHE Policies

NDUS Procedures

IT Policies

NDUS Human Resource Policy Manual

Articulation and Transfer

Grant Development

Accounting Manual and Forms

Reporting Fraud

Academic Calendar

**YOU ARE HERE**

[NDUS Home](#) | [Employees](#) | [Policies and Procedures](#) | [SBHE Policies](#)

**SBHE Policies**

[<< return](#)

**SUBJECT:** 600s: Personnel

**EFFECTIVE:** May 3, 2007

**Section:** 608.2 NDUS Employees - Non-renewal and Dismissals

1. Employees excluded from the broadbanding system who are not members of the academic staff at an institution may be terminated, without cause, pursuant to written notice of termination in accordance with the following schedule:

- A. At least three months, if written notice is given during the first year of service;
- B. At least six months, if written notice is given during the second year of service;
- C. At least twelve months, if written notice is given thereafter.

As used in this section 1, "service" means employment at the same institution or agency in a position or positions excluded from the broadbanding system and not an academic appointment.

2. Employees excluded from the broadbanding system who are not members of the academic staff at an institution may be dismissed for just cause or based upon financial exigency as determined by the Board, loss of appropriations, loss of institutional or program enrollment, consolidation of organizational units or program areas or elimination of courses, in which cases the notice

requirements of the preceding section shall not apply. If a dismissal other than for just cause is implemented pursuant to this subsection, no less than 90 days notice shall be given the employee.

3. Just cause means just cause for dismissal of staff employees as defined in the North Dakota University System Human Resource Policy Manual. Notice of intent to dismiss for cause, stating the reasons for the proposed action, shall be given by a department head or other designated official unless the employee is an institution officer who reports directly to the institution's chief executive, in which case the chief executive shall give notice, or a university system employee who reports to the Chancellor, in which case the Chancellor shall give notice. The notice shall be given at least five calendar days prior to the date of dismissal and the employee has the right, within that time, to respond in writing and request a pre-termination review. Following notice of intent to dismiss and, if requested by the employee, the pre-termination review, the department head or other designated individual, if the notice of intent to dismiss was not given by the chief executive or Chancellor, shall forward a recommendation to the institution's chief executive or Chancellor. The chief executive or Chancellor shall make a final decision and give written notice of that decision.

4. An employee who is dismissed for just cause pursuant to this policy may, within 20 days of dismissal, appeal the decision by filing a notice of appeal, accompanied by a specification of the reasons or grounds upon which the appeal is based, with the institution's chief executive or the Chancellor. The chief executive or Chancellor shall appoint a hearing officer to conduct an evidentiary hearing and submit recommended findings, conclusions and a recommended decision. The hearing officer shall conduct the hearing according to appeal procedures governing hearings conducted by a staff personnel board that are set forth in Section 27 of the North Dakota University System Human Resource Policy Manual. The chief executive or Chancellor shall make a final decision and provide written notice of that

decision to the hearing officer and the employee within 20 calendar days of receiving the hearing officer's recommendation.

5. This policy applies to all employees excluded from the broadbanding system who are not members of the academic staff, and, with respect to their positions as administrators or other non-academic positions, to employees with appointments to the academic staff. This policy applies to coaches unless the employing institution has adopted a different policy governing coaches and that policy is stated or adopted by reference in a coach's employment contract, in which case the institution's policy applies. Members of the academic staff are governed by SBHE Policy Sections 605.1, 605.2, 605.3 and 605.4.
6. This policy does not apply to student residence hall assistants, work-study students and other students employed on a part-time basis for a limited term. The terms and conditions of employment for student resident hall assistants shall be stated in a written contract.

**History:**

This policy combines parts of what were formerly SBHE Policies 305.4, 306.3, and 608.1. SBHE Minutes, November 18-19, 1999.

Amendment, SBHE Minutes, May 3, 2007.



COPYRIGHT 2012 NDUS

DESIGN & PROGRAMMING BY ODNEY

[Contact Us](#) | [Privacy Policy](#) | [Disclaimer](#) | [Accessibility](#) | [Security Policy](#)

**NORTH DAKOTA STATE BOARD OF HIGHER EDUCATION**  
**POLICY MANUAL**

**SUBJECT: PERSONNEL**

**EFFECTIVE: May 3, 2007**

**Section: 608.2 NDUS Employees – Non-renewal and Dismissals**

---

1. Employees excluded from the broadbanding system who are not members of the academic staff at an institution may be terminated, without cause, pursuant to written notice of termination in accordance with the following schedule:

- A. At least three months, if written notice is given during the first year of service;
- B. At least six months, if written notice is given during the second year of service or thereafter;
- ~~C. At least twelve months, if written notice is given thereafter.~~

As used in this section 1, "service" means employment at the same institution or agency in a position or positions excluded from the broadbanding system and not an academic appointment.


2. Employees excluded from the broadbanding system who are not members of the academic staff at an institution may be dismissed for just cause or based upon financial exigency as determined by the Board, loss of appropriations, loss of institutional or program enrollment, consolidation of organizational units or program areas or elimination of courses, in which cases the notice requirements of the preceding section shall not apply. If a dismissal other than for just cause is implemented pursuant to this subsection, no less than 90 days notice shall be given the employee.
3. Just cause means just cause for dismissal of staff employees as defined in the North Dakota University System Human Resource Policy Manual. Notice of intent to dismiss for cause, stating the reasons for the proposed action, shall be given by a department head or other designated official unless the employee is an institution officer who reports directly to the institution's chief executive, in which case the chief executive shall give notice, or a university system employee who reports to the Chancellor, in which case the Chancellor shall give notice. The notice shall be given at least five calendar days prior to the date of dismissal and the employee has the right, within that time, to respond in writing and request a pre-termination review. Following notice of intent to dismiss and, if requested by the employee, the pre-termination review, the department head or other designated individual, if the notice

of intent to dismiss was not given by the chief executive or Chancellor, shall forward a recommendation to the institution's chief executive or Chancellor. The chief executive or Chancellor shall make a final decision and give written notice of that decision.

4. An employee who is dismissed for just cause pursuant to this policy may, within 20 days of dismissal, appeal the decision by filing a notice of appeal, accompanied by a specification of the reasons or grounds upon which the appeal is based, with the institution's chief executive or the Chancellor. The chief executive or Chancellor shall appoint a hearing officer to conduct an evidentiary hearing and submit recommended findings, conclusions and a recommended decision. The hearing officer shall conduct the hearing according to appeal procedures governing hearings conducted by a staff personnel board that are set forth in Section 27 of the North Dakota University System Human Resource Policy Manual. The chief executive or Chancellor shall make a final decision and provide written notice of that decision to the hearing officer and the employee within 20 calendar days of receiving the hearing officer's recommendation.
5. ~~This~~ Except for positions explicitly exempt as stated in this section 5 or section 6, this policy applies to all employees excluded from the broadbanding system who are not members of the academic staff, and, with respect to their positions as administrators or other non-academic positions, to employees with appointments to the academic staff. This policy applies to coaches unless the employing institution has adopted a different policy governing coaches and that policy is stated or adopted by reference in a coach's employment contract, in which case the institution's policy applies. ~~Members of the academic staff~~ This policy does not apply to faculty; employees with academic appointments are governed by SBHE Policy Sections 605.1, 605.2, 605.3 and 605.4.
6. This policy does not apply to the Chancellor and institution presidents. This policy does not apply to student residence hall assistants, work-study students and other students employed on a part-time basis for a limited term. The terms and conditions or employment for student resident hall assistants shall be stated in a written contract.

**HISTORY:** This policy combines parts of what were formerly SBHE Policies 305.4, 306.3 and 608.1. SBHE Minutes, November 18-19, 1999, page \_\_\_\_.  
Amendment, SBHE Minutes, May 3, 2007






**NORTH DAKOTA  
UNIVERSITY SYSTEM**


[A-Z INDEX](#)  
 ACCESS. INNOVATION. EXCELLENCE.

COLLEGES & UNIVERSITIES
ACADEMICS & ACTIVITIES
STATE BOARD OF HIGHER EDUCATION
NORTH DAKOTA UNIVERSITY SYSTEM
NEWS
REPORTS & INFORMATION

[STUDENTS](#)  
[POLICYMAKERS](#)  
[BUSINESS & INDUSTRY](#)  
[EMPLOYEES](#)  
[MEDIA](#)  
[HOME](#)



EMPLOYEES


[PRINTER FRIENDLY PAGE](#)

### Campus Employment Opportunities

NDUS Office Openings and Requests for Proposals

2011-13 NDUS Budget

Policies and Procedures

Broadband Job Classifications

SBHE Policies

Proposed SBHE Policies

NDUS Procedures

IT Policies

NDUS Human Resource Policy Manual

Articulation and Transfer

Grant Development

Accounting Manual and Forms

Reporting Fraud

Academic Calendar

### YOU ARE HERE

[NDUS Home](#) | [Employees](#) | [Policies and Procedures](#) | [SBHE Policies](#)

### SBHE Policies

[<< return](#)

**SUBJECT:** 600s: Personnel

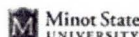
**EFFECTIVE:** November 19, 1999

**Section:** 606.1 Classification - Higher Education Employees

1. All employees within the North Dakota University System, except those excluded by subsection 2 of this policy, are subject to the broadbanding system as described within the North Dakota University System Human Resource Policy Manual.
2. Those excluded from the broadbanding system are: faculty; coaches; the chancellor, vice chancellors and system office professional staff; presidents, provosts, vice presidents, and other employees of the institutions holding positions the institution president has excluded from the broadbanding system by designation.

### History:

New policy, SBHE Minutes, June 7-8, 1984, page 5256.  
 Amendment SBHE Minutes, September 20, 1991, page 6162.  
 Amendment SBHE Minutes, June 25, 1992, page 6254.  
 Amendment SBHE Minutes, January 20, 1994, page 6427.  
 Amendment SBHE Minutes, May 12, 1999, page 6984.  
 Amendment SBHE Minutes November 18-19, 1999.



# Education Excellence

December 2010

## Employees

*The North Dakota University System employs almost 18,000 people. This number includes about 4,000 faculty and more than 8,000 staff who provide services in areas such as student housing, food services, counseling and maintenance/physical plant. The University System also employs more than 6,000 students, providing them funding for their college education, as well as on-the-job training. The remaining positions are temporary employees who fill a variety of short-term campus functions in both instructional and non-instructional roles.*

North Dakota University System Employee Count October 2010										
Campus	FACULTY		BROADBAND		OTHER NON-BROADBAND		TEMPORARY		Students	Total
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Instructional	Non-Instructional		
BSC	121	5	175	13	11	2	187	133	114	761
DCB	23	2	41	3	2	0	48	25	56	200
DSU	91	3	132	11	16	2	138	33	245	671
LRSC	32	11	56	10	7	0	103	65	77	361
MaSU	38	2	123	8	10	0	18	44	157	400
MISU	170	10	191	21	44	3	77	156	483	1,155
NDSCS	111	10	179	6	20	1	125	109	250	811
NDSU	527	145	1,424	125	364	46	470	1,092	2,031	6,224
UND	676	71	1,815	127	150	9	627	846	2,376	6,697
VCSU	68	0	88	5	21	0	39	15	227	463
WSC	35	3	56	4	5	1	53	20	32	209
NDUS Office	0	0	15	0	9	0	0	1	0	25
<b>TOTALS</b>	<b>1,892</b>	<b>262</b>	<b>4,295</b>	<b>333</b>	<b>659</b>	<b>64</b>	<b>1,885</b>	<b>2,539</b>	<b>6,048</b>	<b>17,977</b>

FOR MORE INFORMATION CONTACT:

**Laura Glatt**, Vice Chancellor for Administrative Affairs  
701.328.4116 [Laura.Glatt@ndus.edu](mailto:Laura.Glatt@ndus.edu)