General Policy - Broadbanding System

Policy:

Bismarck State College shall have a system of personnel classifications.

The Objectives of this Policy Are:

1. To define the various employee groups at Bismarck State College.
2. To provide the basis for accurate job descriptions standardized titles, and specifications for employment.

Classifications:

1. Officers of the North Dakota State Board of Higher Education are:
   a. The Chancellor
   b. Board of Higher Education professional staff
   c. The presidents of institutions
   d. Others designated by the Board of Higher Education

2. Officers of the institution are:
   a. Provost and Vice President for Academic and Student Affairs
   b. Executive Vice President
   c. Vice President for College Advancement and Executive Director, BSC Foundation
   d. Vice President, National Energy Center of Excellence
   e. Associate Vice President for Continuing Education, Training and Innovation
   f. Associate Vice President for Student Affairs
   g. Associate Vice President for Finance and Operations
   h. Associate Vice President, National Energy Center of Excellence
   i. Chief Human Resources Officer

3. Directors are:
   a. Chief Buildings and Grounds Officer
   b. Director of Academic Records and Registrar
   c. Director of Admissions and Enrollment Services
   d. Director of Athletics
   e. Chief Information Officer
   f. Director of Library Services
   g. Chief Institutional Effectiveness and Strategic Planning Officer
   h. Director of Financial Aid
   i. Director of Student and Residence Life
4. Deans are:
   a. Dean of Academic Affairs

5. The Coaches at BSC report to the Director of Athletics.

6. Classification of Faculty
   a. Full-time faculty are contracted to teach a regular class load of 15 or more credit hours per semester or an equivalent load. The three types of full-time faculty are:

      1. Probationary
      2. Tenured
      3. Special

   b. Adjunct Faculty - adjunct faculty are instructors, who are not otherwise employed by Bismarck State College, who teach one or more classes, seminars, or workshops on a part-time adjunct contract.

   c. Extra Duty Faculty - are employees of the College who instruct classes, laboratories, or workshops for an "extra duty" fee.

7. Support Staff - This category includes:
   a. Professional
   b. Office
   c. Technical/Paraprofessional
   d. Crafts & Trades
   e. Service

References and Statutory Authority:

North Dakota Century Code 5.15-10-13
State Board of Higher Education Policy Manual Section 606.1. and 606.1.1

History of This Policy:

First policy draft March 1, 1978.