

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 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 Academic Affairs
 - g. Associate Vice President for Student Affairs
 - h. Associate Vice President for Finance and Operations
 - i. Associate Vice President, National Energy Center of Excellence
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 Services Officer
 - f. Director of Library Services
 - g. Director of Continuing Education, Training and Innovation
 - h. Director of Financial Aid
 - i. Director of Student and Residence Life

- j. Director of Communications
- k. Chief Distance Learning and Military Affairs Officer
- l. Chief Human Resources Officer
- m. Director of Marketing
- n. Program Manager, National Energy Center of Excellence
- o. Project Manager, National Energy Center of Excellence
- p. Director, Great Plains Energy Corridor
- q. Director of Counseling and Advising Services
- r. Director of Resource Development

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
- d. 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.

Revisions - June 15, 1978; January 23, 1980; August 15, 1985; September 25, 1985; July 1, 1987; July 1, 1988; June 1, 1990; October 3, 1991; June 2, 1993; June 28, 1994; August 6, 1997; August 12, 1997; July 1, 1998, April 15, 2003; March 7, 2005; November 20, 2007; March 3, 2009; August 6, 2009.