

## ***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:
  - 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. Executive/Administrative staff (0000 Band):
  - a. Vice President of Operations/Chief Financial Officer
  - b. Vice President for College Advancement and Executive Director, BSC Foundation
  - c. Vice President for Academic Affairs
  - d. Vice President for Student Affairs
  - e. Dean of Humanities, Arts & Sciences
  - f. Dean of Continuing Education
  - g. Dean of Current & Emerging Technologies
  - h. Dean of Students
  - i. Dean of National Energy Center of Excellence
  - j. Dean of Enrollment Management
  - k. Chief Human Resources Officer
  - l. Chief College Relations Officer
  - m. Executive Assistant to the President
3. Administrative/Managerial-Directors (1000 Band):
  - a. Chief Accounting Officer
  - b. Chief Buildings and Grounds Officer
  - c. Director of Academic Records and Registrar
  - d. Director of Admissions and Outreach
  - e. Director of Athletics

- f. Chief Information Officer
  - g. Director of Library Services
  - h. Director of Institutional Effectiveness and Strategic Planning Officer
  - i. Director of Financial Aid
  - j. Director of Student and Residence Life
  - k. Director of Student Financial Services
  - l. Director of Continuing Education
  - m. Chief Distance Learning and Military Affairs Officer
  - n. Project Manager, National Energy Center of Excellence
  - o. Director, Great Plains Energy Corridor and Project Director, TREND Consortium
  - p. Director of Counseling and Advising Services
  - q. Department Chairs, National Energy Center of Excellence
4. The Coaches at BSC report to the Director of Athletics (2000 Band).
5. Classification of Faculty (2000 Band):
- 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.
6. Support Staff - This category includes:
- a. Professional (3000 Band)
  - b. Technical/Paraprofessional (4000 Band)
  - c. Office (5000 Band)
  - d. Crafts & Trades (6000 Band)
  - e. Service (7000 Band)

### **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  
 NDUS Broadband Job Classifications

### **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; March 30, 2011; August 29, 2011; September 4, 2012; August 29, 2014; March 8, 2016; November 3, 2016; September 12, 2018, September 23, 2019; July 23, 2020.