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


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.