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Chapter 1: Department Governance

Department Budgets and Fund Allocations

- Most departments have an operating budget (sometimes referred to as an M&E budget) and a student employment budget (which may include regular funds and/or work study funds). Work-Study funds come from the University’s pool of federal and/or state-supported programs. Students receiving work-study must qualify under the federal or state program. Since University money is used for regular funds student payroll, it is preferable to hire work-study students whenever possible.

- Departments are also allocated money for faculty development in accordance with IFO Master Agreement Article 19, Sec B.

- Departments may also apply to their college for equipment purchases.

- Some departments may receive differential tuition generated by particular classes. College deans can provide information on specific criteria for spending those monies.

- Deans are responsible for communicating the annual budget development process and timelines to their department chairs.

- Depending on the University’s budget, departments may (usually by late-May), complete a carry forward request requesting that remaining monies be carried forward for expenditure in next the year fiscal year. A specific purpose must be identified for such requests, and there is no guarantee the money will be available. Forms are distributed to departments by their Dean.

- Department also may have accounts managed by the Alumni Foundation Office. These may include phone-a-thon proceeds, endowed accounts, discretionary funds, and student scholarships. Staff/faculty may also direct contributions/payroll deductions help build such funds. Contact your Dean for more information about a department’s Alumni Foundation accounts.

Department Class Schedule

- IFO Master Agreement, Article 20, Sec A, Subd. 3 defines the process by which departments must establish teaching and other work schedules.

- Courses must be scheduled according to the Approved Times for Classes, and submitted by deadlines listed in the Registrar’s Schedule Building Calendar. Proposed class schedules must be approved by the department’s dean.

- Adjunct faculty may only be hired in accordance with IFO Master Agreement, Article 21, Sec. E, Subd. 3.

- Departments may be asked to plan teaching schedules for multiple years. The Faculty Assignment Record (FAR) is the primary document used for planning and reporting on faculty teaching loads and is available from your Dean.

- When changes are made to the course schedule (adding a section, changing instructors, etc.), use the following procedure so all are notified of the change and a contract can be issued in a timely manner:
  - The department should approve the change.
  - The FAR should be updated and sent to Dean (or uploaded to a designated college share drive, as applicable).
  - The Dean will notify Human Resources and the Registrar’s Office (if such changes impact the course schedule).

Curriculum Proposals and New Program Planning

Curriculum proposals are presented to the college curriculum committee using the online Curriculum Navigator system and timelines. Contact your Dean for assistance with this process.
Chairing Department Meetings
- Chairs are responsible for convening department meetings as often as necessary to accomplish the business of the department (as defined in IFO Master Agreement Article 20, Sec. A).
- IFO Master Agreement Article 20, Sect. A, Subd. 5 defines faculty voting privileges.

Potential Department Committees
- Departments may establish committees as needed (IFO Master Agreement, Article 20, Sec. A, Subd. 3b). Such committees may include:
  - Assessment: Review department plan, coordinate reports/processes for collecting and analyzing data, or suggest improvements to the program based on the results.
  - Equipment: Develop a list of required/requested equipment for annual department review.
  - Student Recruiting: Develop promotional materials and document department accomplishments. Be responsible for attending college fairs (if appropriate) and Dragon Days events.
  - Scholarships: Recommend scholarship recipients.
  - Internships: Approve internship applications and coordinate associated procedure for internship oversight.
  - Personnel: Provide mentoring to faculty and review faculty applications for promotion and tenure. Any recommendation from this type of committee must be approved by the department.
  - Curriculum: Review the curriculum, course rotation, and course schedule.

Department Planning and Reporting
Deans will communicate the current year’s process and timeline to department chairs.

Department Policies
- Departments are required (IFO Master Agreement, Article 20, Sect. A, Subd. 3), through a democratic process, to meet annually (at a minimum). It is recommended that departments review/approve the following:
  - Operational policies and procedures
  - Class schedules for each semester, including how adjunct and overloads are assigned
  - Department Work Plan/Report
  - Applicable faculty evaluations
  - Process for distribution of faculty development 19B funds
  - Process by which department selects members and makes recommendations for committees
- All department recommendations must be reviewed/approved by department faculty, and forwarded to the dean with a statement verifying that all requirements have been met (as defined in Article 20, Section A, Subd 1b).
- The Dean will send copies of all department recommendations to Academic Affairs.

Department Elections
- Departments must annually elect a member for the College Peer Review Committee that awards the 19A faculty development grants. Each academic department is entitled to one member on the college PRC. The process is detailed in MSUM Committee and Members.
- Each academic department is entitled to one member on the college Curriculum Committee. The process is detailed in MSUM Committee and Members.

Chapter 2: Working with Students

Student Advising
- Advisors can be assigned for your majors by the department or the Academic Support Center. The ASC will contact you on an annual basis to determine how your advisees should be assigned.
- A series of New Student Orientation & Registration events are held throughout the year. On these days, new students come to campus to register for their courses. Chair participation is an essential component of Transfer Days, and provides most-appreciated extra assistance on New Student Orientation & Registration. Please
consider the New Student Orientation & Registration schedule when planning your summer duty days. (see Appendix 4)

- Student Peer Advisors assist with the New Student Orientation & Registration process. In early February, you will be asked to recommend Peer Advisors for your department. Select prospective Peer Advisors carefully and plan to meet with him/her to discuss the courses your first-year students should take. You will also be asked to provide First Year Programs with a list of courses your new first year students should take.
- The department chair typically advises transfer students, initially. They come to campus throughout the year, though an effort is made to bring them to campus in groups during a Transfer New Student Orientation & Registration. Transfer advisor assignments are made by the ASC, and you will be contacted for your preference for how these are assigned as well.
- The student’s DARS audit is the definitive source of information about the student’s progress towards graduation. Please report any errors to the Registrar’s Office. For course exceptions, fill out and submit a course exception form at the time you and/or your faculty agree to the substitution. The DARS will note any courses the students have taken elsewhere that have established equivalencies with your courses. Contact your Dean if you have questions at any time about these equivalencies.
- In general, students should register for classes on their own or fill out a form to do so after the registration period has ended. The Registrar’s Office will not add a student to a course based on a phone call from a faculty member. Faculty members are also responsible for entering most overrides for filled courses which enable additional student to register for those classes.
- You and your faculty should advise students on the full range of requirements needed for graduation. A Graduation Checklist is posted on the Registrar’s Office website. Requirements include (but are not limited to) the following:
  - 120 credits
  - GPA of at least 2.0 for all credit applied to the degree program. Students should check with the major department to find out specific graduation GPA requirements.
  - 40 credits at the upper division (300 or 400 level). Note that two-year college courses at the 100 or 200 level that are accepted as equivalents for our upper division courses do not count as upper division courses.
  - 42 credits of LASC with a minimum 2.0 GPA.
  - All students entering with less than 32 transferrable credits must complete five writing-intensive courses at MSUM. Students entering with more than 32 transferrable credits must complete two writing-intensive courses at MSUM. Refer to the DARS for specific courses needed.
  - Major requirements
  - Students must earn at least 30 credits from MSUM, and eight of the last twelve must be awarded by MSUM. At least twelve credits must be earned by the department awarding the major. Ultimately, the student is responsible for meeting graduation requirements. Be sure to remind them of this and encourage them to take responsibility for following their DARS report.

FERPA
The Federal Educational Rights Privacy Act (FERPA) protects information about enrolled students. You cannot discuss information about a student with anyone (including parents or other faculty) unless that student has a signed waiver on file with the Registrar’s Office. Call the Registrar’s Office (218-477-2565) to verify a student has current waiver on file.

Course Equivalents, Substitutions and Exceptions Guidelines

1. To substitute a course taken by a student for his/her department’s major/minor requirement:
   - Decision-maker: Department, chair, and/or advisor of the student’s major department. Ultimately, the chair signs Course Exception form.
   - Process: Complete and submit a Course Exception Form.

2. In some cases, a department may wish to consult with the department that offers the substitute course to have it identify if a course is equivalent. This would be particularly true of courses required for licensure or accreditation (e.g. teacher education).
- Decision-maker: Department, the chair, and/or advisor of the department that teaches the course. Ultimately, the chair of the department teaching the course signs Course Exception form.
- Process: Complete and submit a Course Exception Form.

Special notes:

- For students seeking a teaching licensure, courses can be substituted (see #1 or 2) but experience cannot be used to “waive” program requirements.
- Transfer courses can only be used to satisfy a pre-requisite if they are a direct equivalent to a MSUM course. Course substitutions for one student will NOT satisfy a pre-requisite.
- Substituting a lower division class for an upper division class does not mean the class is included in the student’s upper division requirements for graduation—that threshold must be met with courses numbered 300 and above. Be sure students know this.

3. To identify transfer courses from a two-year college (or other four-year university) as equivalent to a course in your program:
   - Who decides: Department, the chair, and/or instructor of the course. The chair ultimately makes the recommendation. Only the department offering a course can identify a course as equivalent to another.
   - Process: Contact Gail Schmidt in the Registrar’s Office to have the course(s) entered in DARS.

The following cases are rare and should be avoided. In no case should an instructor or advisor assume that such appeals would be granted and the appropriate process must be followed. Do not simply contact the Registrar’s Office and ask that these exceptions be made.

4. To use a course for the general education curriculum (LASC) that has not been approved:
   - Who decides: Academic Appeal Committee
   - Process: Student must complete and submit an Academic Appeal Form

5. To use a course for the writing-intensive requirements that has not been approved:
   - Who decides: Academic Appeal Committee
   - Process: Student must complete and submit an Academic Appeal Form.

6. To withdraw from a course following the withdrawal deadline (this does not remove the W from the transcript, however, and a separate tuition refund appeal must be submitted):
   - Who decides: Academic Appeal Committee
   - Process: Student must complete and submit an Academic Appeal Form

In general, other policies are not waived or excused. Students bear the ultimate responsibility for knowing University policies and requirements. Be sure students take the following actions:

- Review their DARS audit. Areas marked with a red X are not fulfilled and unless courses will be taken to fulfill that requirement, those areas need to be addressed.
- Apply for graduation at least one semester prior to commencement (for instance, in the Fall semester prior to a May graduation). That way, missing requirements can be completed in the remaining semester.

Department Student Organizations

- Your department may or may not have active student organizations. If you do, be sure that there is an advisor assigned to the group. Typically, student organizations are required to file an annual document that lists officers, etc. and if they are to receive money from the student government, a budget request.
- The Office of Student Activities (OSA) is the primary contact for these groups. The OAS Business Manager handles the financial matters of student organizations.
Student Concerns and Complaints or Student Conduct Issues

- You may wish to have on hand copies of the student grade appeals policy. The first step in the grade appeals policy is for the student to meet with the faculty member to resolve the issue and may meet with the department chair. If resolution is not reached, the student files a formal appeal with the Dean’s office no later than the end of the sixth week of classes of the following semester. The Grade Appeal Form is available at the Dean's office.
- If a student expresses concern to you about discrimination/harassment based on a protected class, inform the student that he/she may file a complaint with Ashley Atteberry, the MSUM designated officer. In any case, you should report these concerns to your Dean immediately.
- Students who pose a threat to a faculty member or other students should be reported to Campus Public Safety (218-477-2449).
- Students who are suspected of academic misconduct issues should be reported to the Office of Student Conduct and Resolution director, Ashley Atteberry (218-477-2174). While the faculty member assigns an academic outcome for the course, the Office of Student Conduct and Resolution holds university records for student misconduct across departments and programs as well as ensures progressive outcomes are assigned for students who have had prior academic misconduct violations.
- Emotional distress, environmental safety concerns, or other distracting concerns due to student behavior or communication should be referred to the CARE team. MSU Moorhead's Campus CARE Team provides faculty, staff and students a resource to contact if they have concerns about a student. In order to provide an efficient and effective response based on the needs of the individual student and the University community, the team meets weekly to consult about the best way to respond to the faculty member and/or student given the concerns. You and your faculty are encouraged to communicate with the Dean about students who are referred to the CARE team.
  - [www.mnstate.edu/careteam](http://www.mnstate.edu/careteam) (Contact Us provides a full list of members)
  - Hendrix Clinic and Counseling Center: 218-477-2227
- Students who report a disability to you or your colleagues, must be referred to Accessibility Resources (Greg Toutges, 218-477-4318).

Travel with Students
Information and forms regarding Student Travel are posted on the Business Services website.

Student Recruitment

- There are two primary ways that you are involved in student recruitment:
  - The Admissions Office provides daily tours for prospective students, with stops in the academic departments. If a prospective student is interested in visiting your department, Admissions will schedule an appointment with you in advance.
  - Preview Days are events for prospective student not yet registered. New Student Orientation & Registration days are registration events that take place several times during the year. Your college dean will provide more information about specific dates, times, and department participation opportunities as event dates are finalized.

  The Admissions Office has a one-page fact sheet for every program and mails the fact sheets to student expressing interest in particular programs. Departments should also have a current stock of recruitment materials, which may include a brochure, and advising sheets that accurately reflect the approved curriculum for each of your department programs.

Chapter 3: Working with Faculty and Staff

Hiring Activities
The detailed Hiring Procedures for Classified and Unclassified Staff are posted on the Human Resources website.

- The department chair should work with the faculty and their dean to determine staffing needs during the budget planning process.
- The department chair should monitor the search committee to be sure that hiring process proceeds in a timely fashion.

**New Faculty Orientation**

Though a formal orientation program is done through the Faculty Development Center, Human Resources and Academic Affairs, department chairs are important components in helping new faculty. Department chairs may help make office, telephone, computer, key and email arrangements for new faculty members. Office managers can help with this. An example of New Hire Information from one campus department is included in Appendix 2.

**Faculty Professional Development**

- Department chairs should be aware of the resources available for faculty development, including:
  - Professional Development Funds allocated to the department on behalf of its faculty members;
  - Professional Development Grants made available through the Peer Review Committee;
- Chairs might also alert their colleagues to the work of the Faculty Development Committee and the professional development opportunities provided by the Faculty Development Center.
- Chairs often mentor new faculty throughout the review process or in other ways.

**Employees and Student Workers**

- Department chairs do not supervise faculty members. But they do provide a review of faculty members, according the IFO contract. Faculty reviews are specified by the contract timeline. A copy of the current Faculty Development, Evaluation and Non-Renewal Process /Deadlines is posted on the Academic Affairs website.
- Department chairs do supervise AFSCME, MAPE, and MSUAAF employees. Copies of each bargaining unit contract is available on the Human Resources website. Human Resources will notify you about the annual review deadlines for these employees approximately one month in advance of the deadline and provides a standard evaluation form for your use.
- Discuss any personnel issues with your Dean and/or HR in order to resolve them as soon as possible.

**Faculty Professional Development and Evaluation**

Department chairs play a key role in facilitating a number of components of the faculty professional development and evaluation process. A copy of the current Faculty Development, Evaluation and Non-Renewal Process /Deadlines is posted on the Academic Affairs website.

**Grants and Externally Supported Activities**

- Contact your Dean if you are considering applying for a grant of any kind.
- Dille Fund for Excellence Grant applications are typically due in November. Application information is announced to all faculty via the faculty email listserv and Dragon Digest, and posted on the Academic Affairs website each year.

**Chapter 4: Department Publicity, Media Contact, Publications, Public Affairs, and Alumni Activities**

- To promote your accomplishments or those of your students, it is important to use Dragon Digest and Dragon Student News. Consult with your Dean about the best way to provide this information to the University. Your
Dean will work with the Executive Director of Marketing and Communications on community media announcements.

- Direct all inquiries from the media to David Wahlberg, Executive Director of Marketing and Communications (218-477-2175). He will work with you on campus and community media interactions.
- Review your department website at least once each year. To make immediate changes, email requests to the Information Technology Help Desk or call 218-477-2603.

Chapter 5: Fiscal Procedures

For More Information
Information about fiscal procedures and policies is posted on the Business Services website. For training on any of these processes, please contact Deanne Drummond, Business Services Accounts Payable Supervisor (218-477-2222).

Special Expense Forms
Special expense forms must be pre-approved for various kinds of expenses, including food or meal for state employees when in non-travel status Food purchased only for students does not require this form. A complete description of expenses requiring pre-approval (as well as a description of non-eligible expenses) are posted on the Business Services website. The completed form will be returned to you by the Business Services with a notation if your expense request was approved or not. The approved Special Expense Form must be submitted with your expense reimbursement form and/or purchasing card statement.

Account Types
Verify that proper account numbers are clearly noted on all documentation sent to the Business Services for to avoid unnecessary time-consuming corrections. There are several types of accounts, and each has specific restrictions on how those funds may be used.

- General fund account: Usually begin with 2XX. This is either state allocated money or student tuition money, so must be spent on items directly related to our mission.

- Differential tuition: Usually begins with 18X. This is money collected from students as part of tuition to cover extra costs for a course or program.

- Enterprise account: Usually begins with 336 or 338. These accounts are governed by Minnesota State Board policy.

- Agency account: Usually begins with 900. These accounts are governed by Alumni Foundation Board policy and are limited to student organization use, study abroad trips, or for holding accounts. In order to preserve the flexibility associated with these accounts, do not transfer state funds (from virtually any other account) into an agency account.

- Grant account: Must be used in ways authorized by the granting agency.

- Foundation account: These monies have been donated and must be used in accord with the donor’s intent.

Using multiple accounts: It is possible to use multiple accounts for purchases (within the limits of that account). Clearly indicate the accounts used and monies allocated to each account on the appropriate paperwork. It is generally better to note account numbers on purchase documents instead of transferring money from one account to another to pay for a purchase.
Payment Methods

1. **Direct Bill**: Direct billing to a University cost center is permitted only when purchasing items on campus (Bookstore, Copy2Print, CMU, Sodexo, etc.)
   a. Give the cost center number to the clerk.
   b. Obtain a receipt for bookkeeping purposes.
   c. A statement of charges incurred is sent to the cost center’s responsible party at the end of each month.
   d. Charges will appear on the department’s monthly AC0531CP report (Transaction List by Fund/GL/CC/Object.)

2. **Purchase Order**:
   a. Department Office Managers create purchase orders using the [Web Based Accounting System](#).
   b. Your dean must approve the request.
   c. Item is purchased by giving the PO number to the vendor.
   d. Vendor notes PO number on the invoice.
   e. Signed packing slip and invoice with PO number noted are sent to Business Services for processing.
   f. A check is sent to the vendor.

3. **Purchasing Card**: Purchasing cards are generally issued to employees require them for more than occasional travel. The [Business Services](#) staff provide training to new cardholders and has reference documents posted on their website which outline the associated policies and procedures. Cardholders are expected to know the approved and prohibited uses of purchasing cards. If in doubt, use another method to make the purchase. Do not use purchasing cards on-campus (Bookstore, Copy2Print, CMU, Sodexo). Cardholders:
   a. Must get prior approval from card approver (Dean) using one of the following methods:
      i. For most college users, just send your approver a quick email with the item you intend to purchase, the amount, the cost center for the charge, and a very short description. Include documentation of the approval with the monthly purchase card statement.
      ii. For those users who make quite a few purchases over a period of time (differential tuition charges, theatre sets, etc.), please send the Dean a summary of what you intend to purchase over the coming month, semester or year. List as much as possible the items you will purchase, individual amounts, brief descriptions, and total amount.
   b. Must have special expense form approved prior to purchasing food for any state employees who are not in travel status.
   c. Keep original itemized receipts. Affidavits are not acceptable in many cases.
   d. Cardholders must monthly approve purchasing card transactions both electronically and by sending the printout of charges along with hard copies of all receipts to your card approver.
      i. Identify correct account number and object code on electronic statement. If you use multiple cost centers, accurately note which one should be charged for which purchases.
      ii. Electronically approve the statement and submit it to approver.
      iii. Print statement (landscape format), attach receipts, sign, and send to approver for their signature.
      iv. Approve your statements promptly each month. Your card will be suspended if you are late with providing documentation.
      v. Review the default cost center for the cardholders in your department. This is the cost center that, unless changed during the electronic approval process, will be charged for the purchase. Default cost centers can be changed by notifying Business Services.
      vi. Do not use your purchasing card for individual meal purchases on trips.

4. **Reimbursement**: If you personally incur expenses on behalf of the University and want to be reimbursed:
   a. Fill out an Employee Expense Report (form available on [Business Services website](#)) following purchase and attach the original receipt. The reimbursement will be included on a future paycheck.
   b. Keep a copy of the receipt and Expense Report.
   c. If reimbursed from an agency account, use an agency check request form.
5. **Contracts**
   For contracted work with non-MSUM employees, complete the Minnesota State contract before the work is performed and have it signed by your Dean. The Dean should be the only MSUM name that appears on the contract. Then, when the work is completed, fill out the vendor certification for payment and have the Dean sign that. Contact your Dean if you have questions. The necessary forms can be found on the [Business Services](#) website.

**Travel Requisitions and Expense Reports**

1. Deans require that all employees in their college submit a [Travel Authorization Form](#) prior to travel so the Dean has a clear understanding of when the employee will be absent from campus, how workload will be covered in their absence, and the anticipated cost of the trip. This form will be returned to the department/faculty member after the Dean signs it. The signed Travel Authorization must be attached to any [Employee Expense Reports](#) submitted and/or Purchasing Card statements.

2. Minnesota State Board policy requires all employees to submit a Travel Authorization for any out-of-state and international travel in advance of the trip. This form will be returned to the individual after the Dean (and any other required approvers) sign it. The signed Travel Authorization must be attached to any Employee Expense Reports submitted and/or Purchasing Card statements. International travel also requires that a [International Travel Risks and Responsibilities](#) form be pre-approved by the MSUM President and filed with Human Resources. Travel to locations designated in “Travel Alert Status” by the U.S. State Department must be pre-approved (in writing) by the Minnesota State Vice Chancellor of Finance.

3. Only include expenses for which they are requesting reimbursement on the Employee Expense Report. Original receipts must be attached to the Expense Report. Travel expenses paid with MSUM purchasing cards or purchase orders are not included on an Employee Expense Report. Original, itemized receipts are not necessary when claiming contractual maximum allowances for meals.

4. Incomplete paperwork will be returned to the supervisor for resolution with the employee.

**Chapter 6: Alumni Relations and Fundraising**

It is a great idea to keep in contact with your alumni. Be sure to pass along any emails, addresses, phone numbers to your Dean who will have them updated in the Alumni Foundation database. Do not contact your alumni using your own database of addresses or phone numbers. Review mailings or planned alumni outreach efforts with the Dean in advance.

**General Fundraising Principles**

All fundraising plans for the coming year should be included in the department work plan so the Dean can review them. Fundraising projects that arise during the year should be discussed with the Dean in advance. It is important to coordinate fundraising activities on campus. A department request to an alumni for a one-time or special-project donation may inadvertently jeopardize a much larger potential/pending contribution. The Dean is the link between departments and the Alumni Foundation.

**Donations Made Directly to the Foundation**

- Donors may donate to the [University online](#) or sends donations directly to the [Alumni Foundation](#).
- The Alumni Foundation sends a receipt and initial ‘thank you’ letter to the donor.
- Alumni Foundation provides monthly reports of donations $100 or more to the Dean, who forwards the reports to each department.
- Department chair/director sends ‘thank you’ letter/note.
- Dean sends ‘thank you’ letter.
- Dean will coordinate with the Alumni Foundation to keep online donor information accurate and current.
**Donations Sent Directly to College Staff**
- Donor sends check directly to a faculty or staff member.
- Recipient should notify the Alumni Foundation office immediately, and deliver the check to the Alumni Foundation Business Office (and arrange fund transfer if donation was deposited into an incorrect account).
- Alumni Foundation provides a receipt and initial acknowledgement letter to the donor. Faculty or staff may not provide a receipt to the donor. Only the Foundation has non-profit status to provide a tax deductible receipt.
- Alumni Foundation provides monthly reports (of donations $100 or greater) to the Dean, who forwards reports to each department.
- Department chair/director sends ‘thank you’ letters/notes.
- Dean sends ‘thank you’ letters/notes.

**Donations Collected by College Staff at Fundraising Event**
- Ideally, the Alumni Foundation office will record event registrations. This should be discussed with Foundation staff when planning the event.
- In the event the donor sends check or gives credit card information for event registration/reservation, silent auction purchase, etc., the recipient should notify the Alumni Foundation office immediately, and deliver the donation/information to the Alumni Foundation Business Office (and arrange fund transfer if donation was deposited into an incorrect account).
- Alumni Foundation provides a receipt and initial acknowledgement letter to the donor. Faculty or staff may not provide a receipt to the donor. Only the Foundation has non-profit status to provide a tax deductible receipt.
- Alumni Foundation provides monthly reports (of donations $100 or greater) to the Dean, who forwards reports to each department.
- Department chair/director sends ‘thank you’ letters/notes.
- Dean sends ‘thank you’ letters/notes.

**Donations of In-Kind Goods or Services**
- Departments should notify Dean of these opportunities prior to accepting the donation.
- The donor must establish the value of the good or service using an approved appraiser.
- Alumni Foundation provides a receipt and initial acknowledgement letter to the donor. Faculty or staff may not provide a receipt to the donor. Only the Foundation has non-profit status to provide a tax-deductible receipt.
- Department chair/director sends ‘thank you’ letters/notes.
- Dean sends ‘thank you’ letters/notes.

**MSUM Alumni Foundation Event Promotion**

Appealing to the wide-ranging MSUM groups from those who know them best is key to increased engagement, information sharing and giving. You know your group, and the events that will generate the most interest and bring the best results. The Alumni Foundation welcomes your suggestions and input and is here to assist in your planning, promotion and follow up.

Please notify Gina Monson, (Alumni Foundation) and your Dean of any alumni events you are planning.

**Top 10 ways The Alumni Foundation can help:**

1. Provide an up–to-date list of names, addresses, and emails for your mailing and contacts.
2. Promote your event on the [Alumni calendar of events](#).
3. Promote your event as appropriate in social media such as the [Alumni Facebook](#) and [Linked In](#) pages.
4. Promote your event in the monthly [Moorhead Magazine](#) sent to 23,000+ alumni & friends.
5. Send targeted emails on your behalf to appropriate segments.
6. Provide materials such as contact cards, pledge cards, door prizes and give away items when appropriate.
7. Ensure accurate database coding to maximize for future alumni events.
8. Ensure deposit, receipt, and acknowledge contributions in accordance with Alumni Foundation procedures and IRS regulations. Please contact the Alumni Foundation Comptroller, to discuss tax-deductible portions of all fundraising activities.

9. When appropriate, assure a fund is available to receive donations and pay expenses.

Chapter 7: Emergency Planning

College-Wide Continuity of Operations Plan
Each semester, each Dean will review the college-wide Continuity of Operations Plan (COOP) with their chairs and office managers and make changes as necessary. The plan is sent to University officials involved with emergency planning. Confidential information (phone numbers, etc.) will be noted.

Emergency Contact Lists
Each department should review its emergency contact list each semester and upload the most current version of the college share drive. Confidential information (phone numbers, etc.) should be noted.

Equipment Lists
Departments should maintain an accurate inventory of equipment worth less than $5,000, and send the inventory to their Dean. Do not include computer equipment. (An inventory of computer equipment and equipment worth more than $5,000 is maintained by Administrative Affairs.)

Chapter 8: Calendars

Semester Calendars (on Registrar’s Office website)

Semester Planning Deadlines (on Registrar’s Office website)

Duty Day Calendars (on Registrar’s Office website)

Final Examination Schedules (on Registrar’s Office website)

Summer Session Calendars (on Registrar’s Office website)

University Chairs and Graduate Program Coordinators Meetings
The University Chairs and Graduate Program Coordinators meet with the Provost and Deans throughout the year. The 2017-2018 schedule is:

Welcome Week meetings
1) with Interim Academic Affairs Vice President Marsha Weber:
   Wednesday, Aug 16, 2017 11:00-12:00 CB 109
2) with Faculty Association President Friday, Aug 18, 2017, 2:00-3:00 CMU 205

Academic Year meetings:
Tuesday, Aug 29, 2017 7:30-8:30 a.m. in CMU 200C
Tuesday, Oct 10, 2017 7:30-8:30 a.m. in CMU 200A (note date and room change from earlier announcement)
Tuesday, Nov 28, 2017 7:30-8:30 a.m. in CMU 200C
Tuesday, Jan 23, 2018 7:30-8:30 a.m. in CMU 200C
Tuesday, Mar 13, 2018 7:30-8:30 a.m. in CMU 200C
Tuesday, Apr 24, 2018 7:30-8:30 a.m. in CMU 200C

Academic Department Assistants and Deans’ Assistants also meet with the Provost and Deans throughout the year. Their 2017-2018 meetings will be announced as scheduled.
Appendix 1: IFO Master Agreements Between the Minnesota State Colleges and Universities Board of Trustees and the Inter Faculty Association

The Department Chair position description and responsibilities are listed in the 2015-2017 I.F.O. Bargaining Agreement available on the Human Resources website.
Appendix 2: Sample of One Department’s New Hire Information

New Hire Information

Department Chair
Name: _______________________
Office: ______________________
Phone: 218-477-_______
Email: ___________________@mnstate.edu

Department Office Manager (Office and Administrative Specialist)
Name: ______________________
Office: ______________________
Phone: 218-477-_______
Email: ___________________@mnstate.edu

Office Assignment
Your office location is: ______________

Telephone:
Your office phone number is: 218-477-_______
Dial 9 to access an outside line for all off-campus calls.
Dial the last four digits of the extension for on-campus calls.
Detailed information on the phone features is available on the Information Technology website.

Email
You will receive an email address after your signed contract is returned to the Human Resource office, and you have been assigned a Tech ID (also known as Dragon ID) number.

Computer
Once you have a Tech ID number, a computer will be prepared for you to pick up at the Information Technology (I.T.) Help Desk (located in the Livingston Lord Library). Your department chair or department office manager can help you with the ordering process, or you can contact Information Technology directly to place your order. You will need to specify if you are a PC or a MAC user.

Dragon/Tech ID Card
After you receive a Tech/Dragon ID, you will need to get a Dragon Card (MSUM photo identification card). Cards are available at the Information Technology (I.T.) Help Desk in the Livingston Lord Library.

StarID
A Star ID is necessary to access many campus (and MN State College and University System) functions, and can be requested through the Human Resources website for new employees.

Keys
The department office manager or department chair will notify the key office of which keys you will need and also have them activate your Dragon Card for card access to the building your office is assigned to and any other building you may be teaching in. You need to order your key(s) online at the Public Safety Key and Card Access website. You will be notified by email when you keys are ready to pick up. The Public Safety Office is located at on the corner of 9th Ave. S. and 17th St. S.
Name Badges
Name badges are ordered online. You will need an account number from your chair or department office manager before you place your order.

Faculty Orientation
The Faculty Development Center provides an orientation for new faculty at the beginning of Fall Semester. The orientation schedule has allotted time for department meetings. A Welcome Week schedule will be included in an orientation packet mailed to you in late July. The schedule is also posted on the Academic Affairs website.

Syllabi – The course syllabus is prepared to clearly notify students of course content, course requirements, and course expectations. The University’s syllabus policy is posted on the Policies & Procedures website.

Each syllabus MUST include the statement, “Students with disabilities who believe they may need an accommodation in this class are encouraged to contact Greg Toutges, Director of Ability Services at 477-4318 (Voice) or 1-800-627-3529 (MRS/TTY), Flora Frick 154 as soon as possible to ensure that accommodations are implemented in a timely fashion. Information regarding Ability Services is available at www.mnstate.edu/disability/”

If attendance is a part of determining a student’s grade, a copy of the syllabus must be submitted to the Provost in Academic Affairs.

Mail
You will be assigned a mail box in your department’s office. Each department determines a schedule for delivering and collecting mail to/from the campus post office. The campus post office offers a wide range of postal services commonly provided by U.S. Post Office contract-stations.

Photocopying/Printing
Most faculty computers are networked directly to one or more printers. In addition, faculty/staff can print to other locations on campus, and retrieve printed documents from printers throughout campus. Once you are on campus and have your computer, contact the Information Technology Help Desk to arrange printing options and/or receive training.

Evaluations
The MSU Moorhead Administration/Faculty Association Agreement regarding student evaluation of teaching, and optional evaluation form, are posted on the Academic Affairs website.

Grading
Grades are submitted online through eServices. The deadline for submitting grades is listed on the current semester’s Academic Calendar With Duty Days.

Class lists/Advisee Lists
Class lists, and your advisee list (full time faculty) are through eServices. Contact the Information Technology Help Desk for assistance.

Travel for School Purposes
Policies and forms related to travel are posted on the Business Services website. All faculty are required to fill out a Travel Authorization at least two weeks in advance of travel (even if you do not expect to incur expenses). International travel requires additional approvals. Travel to areas indicated as unsafe by the U.S. State Department require prior MnSCU written approval, and such requests may be denied.

Employee Expense Reimbursement
Policies and forms related to expense reimbursement are posted on the Business Services website.
IFO Funds
Each department is annually allocated funds for faculty development based on the number of full-time faculty in their department. Each department determines the policies and procedures for distributing those funds. Check with your chair regarding your department’s specific policies.

Sick/Vacation Days
The process and forms for requesting sick time or vacation time during assigned duty days are posted on the Business Services website.

Department Meetings
Departments may determine how often they meet and their process for conducting departmental business within the parameters defined in Article 20 Departments and Departments Chairperson of the IFO Master Agreement.

Work Orders
The department office manager can help you submit work requests for repairs or maintenance issues. Such requests can also be submitted directly to the Physical Plant via their website.

Computer Problems
Email the Information Technology Help Desk if you have computer issues. Indicate whether your problem is PC or MAC related, and what type of problem you are having. You may also call the Help Desk at 218.477.2603.

Office Supplies
Office supplies are kept in the main office storage/copy room cupboards in your department. Please let the department office manager know if there are particular supplies you need.

Business Cards
Full time/Probationary faculty will be provided with MSUM Business Cards at the department’s expense. The department’s office manager will order these when you have been assigned an office number and phone.

Notaries
A list of campus notaries is posted on the Business Services website.
Appendix 3: Chair Duty Days

Alternative Models for Department Chair Extended Appointments

May 2, 2017

The Faculty Association endorses, without additional review, any mutual agreement between a department Chair and President/designee for any of the following schedules for use of 28 extended duty days described in Article 20, Section C. Any other scheduling of the 28 days requires notification to, and the consent of, the Faculty Association.

Option 1: Of the 28 extra duty days, three days will be reserved for the June 2, July 20, and August 11 transfer days and you will identify 25 additional days during the summer when you agree to be on campus during regular business hours and accessible to current and prospective students. The summer days must (a) include at least 2 days per week for at least 9 weeks of the summer; and (b) coincide with Transfer Registration Day(s). During the 25 duty days, you will complete one or more department-sanctioned projects, which will be approved in advance by your Dean. Chairs may decline any portion of these days, in which case another member of the department may be paid to represent the department at Transfer Registration Days. Chairs who choose this option may teach a summer course for pay if the course does not meet on any of the aforementioned duty days.

Option 2: Of the 28 extra duty days, three days will be reserved for the June 2, July 20, and August 11 transfer day, and you will identify 25 additional days during the summer when you agree to be on campus during regular business hours and accessible to current and prospective students. These summer days must (a) include Transfer Registration Day(s) and (b) include all available extra duty days in the month of August. During the 25 duty days, you will complete one or more department-sanctioned projects, which will be approved in advance by your Dean. Chairs may decline any portion of these days, in which case another member of the department may be paid to represent the department at Transfer Registration Days. Chairs who choose this option may teach a summer course for pay if the course does not meet on any of the aforementioned duty days.

Option 3: Of the 28 extra duty days, teach a course of no more than 4 weeks duration (i.e., without additional pay), and identify an additional six days during the summer that you agree to be on campus during regular business hours and accessible to current and prospective students. Those 6 duty days must include Transfer Registration Day(s). Courses taught by department Chairs as part of their extended appointment will generally be subject to the same enrollment expectations as other summer courses. Courses with insufficient enrollment may be cancelled by the dean by the mutually agreed upon date, in which case the Chair, in consultation with the Dean, may elect option 1 or 2 above. Chairs may decline any portion of the extended duty days, in which case another member of the department may be paid to represent the department at Transfer Registration Days. Chairs who choose this option may teach a second summer course for pay if the course does not meet on any of the aforementioned duty days.

For all of these options, it would be helpful to have the chair, the lead advisor, or another appropriate faculty member attend freshmen registration days, which take place June 5 through June 9. This may a commitment that the chair cannot make, but we would like to ask the chairs to identify themselves or a faculty member for each of the freshmen registration days. We will pay extra duty days for faculty members who are working outside of their contract.

If chairs counted any Saturday preview days toward their duty days, they should inform their Dean.

Document presented at May 4, 2017 FA/Administration Meet & Confer
Appendix 4: Fall 2017-2017 New Student Orientation & Registration Schedule

Minnesota State University Moorhead
Office of First Year Programs
New Student Orientation and Registration
Fall 2017-Fall 2019 Dates

<table>
<thead>
<tr>
<th>Student Population</th>
<th>Fall 2017 Dates</th>
<th>Spring 2018 Dates</th>
<th>Fall 2018 Dates</th>
<th>Spring 2019 Dates</th>
<th>Fall 2019 Dates</th>
<th>Check In</th>
<th>Welcome</th>
<th>Event Times</th>
<th>Student Services Times</th>
<th>LASC Pres. Times</th>
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<tr>
<td>Domestic Transfer</td>
<td>April 7th-12th</td>
<td>March 29th-30th</td>
<td>April 6th-12th</td>
<td>June 6th-12th</td>
<td>April 12th-17th</td>
<td>11:30am</td>
<td>1:00pm</td>
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<td>11:30am-1:00pm</td>
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<td>Domestic Freshman</td>
<td>June 5th-9th</td>
<td>See Below</td>
<td>June 5th-8th</td>
<td>June 11th-14th</td>
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<td>See LASC</td>
<td>8:30am-9:00am</td>
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<td>Domestic Freshman-Transfer</td>
<td>August 1st-5th</td>
<td>Jan 5th-9th</td>
<td>Jan 5th-10th</td>
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<td>International Freshmen &amp; Transfer</td>
<td>August 16th</td>
<td>Jan 9th-10th</td>
<td>Jan 10th-11th</td>
<td>Jan 11th-12th</td>
<td>Aug 21st-25th</td>
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