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Handbook Disclaimer

The sole intent of this handbook is to provide all faculty and staff of South Dakota School of Mines and Technology (SDSM&T) access to general employment-related information. This handbook is not a contract, nor does it create a contract between SDSM&T and the employee, but merely provides a consolidation of various SDSM&T policies and employee benefits for ease of usage. SDSM&T reserves the right to make changes to this information at its sole discretion and/or on behalf of the State of South Dakota or the South Dakota Board of Regents at any time with or without notice.

This handbook contains very general and oftentimes condensed details and is not an exhaustive list of all employee obligations, policies, or procedures. SDSM&T reserves the right to enforce its rights in accordance with state laws and/or collective bargaining agreements.

This employee handbook replaces any previously distributed handbooks. If you have questions about this handbook or this disclaimer please contact the Human Resources Office.

Foreword

The laws of the state of South Dakota, and the policies, rules, and regulations of the South Dakota School of Mines and Technology and the Board of Regents govern all personnel of the South Dakota School of Mines and Technology. In addition, faculty unit members are governed by any existing contractual agreement between the Board of Regents and the Council of Higher Education.

Human Resources Website

Rules, regulations, laws, policies and procedures related to your employment may be viewed in their entirety on the Human Resources website at www.hpcnet.org/sdsmt/fac_staff_handbook.

History

The South Dakota School of Mines and Technology originated as the Dakota School of Mines with an act of the legislature of the Dakota Territory on March 7, 1885. When North and South Dakota were admitted to statehood in 1889, the institution was re designated the South Dakota School of Mines. In 1943, the legislature changed the name of the college to the South Dakota School of Mines and Technology in recognition of its expanded role in new areas of technology. The legislature of the state of South Dakota established the current role of the institution in 1975 as follows:

The South Dakota School of Mines and Technology shall be under the control of the Board of Regents and shall provide undergraduate and graduate programs of instruction in engineering and the natural sciences and other courses or programs as the Board of Regents may determine. (SDCL-13-60-1) 1975
Dear Friends,

The South Dakota School of Mines and Technology is a special place. That’s why I wanted to come here and serve as President after 10 years as President at another public university in the Rocky Mountain region. It was clear to me that South Dakota Tech offers the programs to help students achieve success – in the classroom, in life, and in the workforce. It’s the combination of those programs and the university’s dedicated faculty and staff that makes this university the wonderful place it is. I’m excited to join you in continuing that effort.

As I studied Tech’s history, I saw a constant effort to build on an already excellent university. Faculty and administrators search for ways to take classes, majors, and the university to a new level of distinction. They also work with industry to ensure that our curriculum meets the changing needs of the workplace. I also see staff members who work hard every day to support students in their co-curricular activities and to assist them in navigating university procedures. I am impressed by your efforts to make the lives of our students more enjoyable, fulfilling, and manageable.

My first year at Tech will be a time to acquaint myself with our students, faculty, and staff. If you see me on campus, please introduce yourself. I am eager to get to know as many people as possible, and I want to hear your thoughts and ideas. This coming year also will be a time for my wife Sally and I to explore and discover all that Rapid City and the Black Hills have to offer. It is sure to be an exciting year for us, and for the university. It’s my pleasure to share it with you.

Sincerely,

Charles Ruch
President
The mission of the South Dakota School of Mines and Technology is:

- To prepare men and women for an enhanced quality of life by providing a broad educational environment which fosters a quality educational experience leading to baccalaureate and post-baccalaureate degrees emphasizing science and engineering.

- To contribute to the expansion of knowledge through programs of basic and applied research, scholarship, and other creative endeavors.

- To utilize the special capabilities and expertise on the campus to address regional, national, and international needs.

Statement of Purposes
SDSM&T is dedicated to being a leader in twenty-first century education that reflects a belief in the role of engineers and scientists as crucial to the advancement of society. Responding to the unprecedented challenges facing today’s world, SDSM&T will seek opportunities to benefit the educational, civic, and economic activities of the community, state, and region. SDSM&T will maintain and expand its role in research, scholarship, and creative endeavors that advance knowledge, solve problems, develop individual potential, and explore the human condition. Through its rigorous academic programs and co-curricular activities, SDSM&T is committed to developing informed and responsible scientists and engineers who behave ethically, value a global perspective, and accept the duties and responsibilities of citizenship.

Objectives

The principal objectives in support of this mission are:

- To make the South Dakota School of Mines and Technology an outstanding undergraduate educational institution, enhanced by quality graduate education.

- To enhance our national recognition as an educational institution with emphasis in science and engineering.

- To continue to develop centers of excellence in research and graduate education using faculty expertise, and to further develop interdisciplinary research that involves faculty from several departments.

- To create and continually ensure an environment which nurtures growth of the intellect, character, and spirit of students, faculty, and staff.

- To build mutually beneficial partnerships with the broader community.

- To increase significantly the resources available to the institution.

This statement of mission and objectives serves as a framework for the continued growth of excellence at the South Dakota School of Mines and Technology.
Accreditation

The South Dakota School of Mines and Technology is accredited by the Higher Learning Commission of Colleges and Secondary Schools, the recognized accrediting agency for the north central states. In addition, the curriculum in Chemistry is accredited by the American Chemical Society.

All engineering programs with the exception of the Environmental Engineering, which is a new program, are accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology, a special accreditation body recognized by the Council on Post-Secondary Accreditation and the U.S. Department of Education. The computer science program is accredited by the Computing Accreditation Commission of the Accreditation Board for Engineering and Technology.

University Administration and Organization

General Administration

Governing Board
The South Dakota Board of Regents governs the South Dakota School of Mines and Technology. The nine members of this board are appointed by the Governor and confirmed by the senate.

President
The President is the chief executive and administrative officer of the university and is responsible to the Board of Regents.

Presidential Succession
In the absence of the President from campus, the principal administrative officer in order of succession is:

  - Vice President for Academic Affairs
  - Vice President for Business and Administration
  - Vice President for Student Affairs and Dean of Students
  - Vice President for University Relations

Vice President for Academic Affairs
The Vice President for Academic Affairs reports directly to the President and is accountable for all the academic affairs and instructional services of the institution and for those administrative affairs assigned by the President.

The Vice President for Academic Affairs has direct supervision over four colleges that include twelve academic departments, Academic and Enrollment Services, Academic Initiatives, Devereaux Library, Graduate Education and Sponsored Programs, the ROTC Program, and Information Technology Services. Academic responsibilities include curriculum planning, ensuring continued accreditation, administering funds, evaluating departmental and faculty performance, making recommendations on staffing, promotion, tenure, salary increments, and encouraging faculty development.

Administrative responsibilities include serving on the Board of Regents Academic Affairs Council and the Board of Regents Technology Affairs Council, assuming the duties of the President in his absence, preparing administrative reports as requested by the President and the Board of Regents, and performing other duties as assigned by the President.
Vice President for Business and Administration

The Vice President for Business and Administration is responsible to the President for the fiscal business and administrative affairs of the university. Specific duties include establishing an accounting policy; internal-external audit activities; fiscal supervision of student organizations and loan funds; assisting the President in the preparation of the annual budget, salary list, and budget request; supervision of disbursement of institutional funds in conformance with pre-established budgets; preparation of financial and statistical reports; oversight of Bookstore, Dining Services, Facility Services, Human Resources, Intercollegiate Athletics, Purchasing, and Telecommunications. In addition, the Vice President for Business and Administration serves on the Board of Regents’ Business Affairs Council and performs other duties as assigned by the President.

Vice President for Student Affairs and Dean of Students

The Vice President for Student Affairs and Dean of Students is responsible to the President of the University for the coordination and administration of the programs and services in the Division of Student Affairs. These efforts are designed to assist all students in fulfilling their educational and career objectives and in realizing their optimum potential intellectually, socially, and emotionally.

The Vice President for Student Affairs and Dean of Students serves as a student advocate; advises the SDSM&T community on student matters; supervises all units within student services; coordinates the academic appeals committee; advises student organizations; develops student-related policies and produces the Student Handbook. The Vice President for Student Affairs and Dean of Students serves on the Board of Regents’ Student Affairs Council and conducts other duties as assigned by the President.

Vice President for University Relations

The Vice President for University Relations is responsible to the President for the outreach efforts of the university including legislative relations, government relations, educational outreach, public relations, university publications, and technical assistance. Educational outreach activities with K-12, tribal colleges, and other educational organizations as well as the marketing of the university’s distance learning and continuing education activities are implemented through the Office of University and Public Relations. Implementation of media relations activities, serving as media consultant; coordinating university advertising and marketing efforts; and managing the production of all university publications is implemented through the Office of University and Public Relations. The Children’s Science Center is managed through the Office of University and Public Relations. Coordination of technical assistance, technology transfer, and economic development services are provided through the Technical Assistance Program.

The Vice President for University Relations serves on the Board of Regents’ Council on University Relations and performs other duties as assigned by the President.

Refer to policy I-B-01 for additional information.

Executive Council

The Executive Council, consisting of the President, the Vice President for Academic Affairs, the Vice President for Business and Administration, the Vice President for Student Affairs and Dean of Students, the Vice President for University Relations, the President of the SDSM&T Foundation, the Director of the SDSM&T Alumni Association, Chair of the Faculty, the Dean of Graduate Education and Sponsored Programs (new title), and the Assistant to the President shall meet at the call of the President and provide direction for the administration of the university.
**University Cabinet**
The University Cabinet, consisting of the President, the Vice President for Academic Affairs, the Vice President for Business and Administration, the Vice President for Student Affairs and Dean of Students, the Vice President for University Relations, the President of the SDSM&T Foundation, the Director of the SDSM&T Alumni Association, the Deans of the four Colleges, the Dean of Graduate Education and Sponsored Programs/Senior Advisor to the President for Research and Development, the Chair of the Faculty, the Director of Facilities, the Chair of Career Service Council, the Chair of Exempt Employees, the President of Student Association, and the Assistant to the President shall meet at the call of the President and advise the President concerning the development of policy, the governance of the university, strategic planning, and the fiscal operation of the university.

**Equal Employment Opportunity** (BOR 1:19 [http://www.sdbor.edu/policy/1-Governance/1-19.doc](http://www.sdbor.edu/policy/1-Governance/1-19.doc)) The institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension and other institutional services to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on race, color, creed, national origin, ancestry, citizenship, gender, sexual orientation, religion, age, or disability.

The Board reaffirms its commitment to the objectives of affirmative action, equal opportunity and non-discrimination in accordance with state and federal law. If you feel that you have been discriminated against please refer to the provisions of BOR 1:18 Human Rights Complaint Procedures policy and contact the Human Resources Office.

**Holidays**

All employees in permanent positions in state government receive their regular pay for ten legal holidays plus any other day proclaimed as a holiday by the Governor of South Dakota or the President of the United States. The State of South Dakota recognizes the following holidays:

- New Year’s Day.................................................. January 1
- Martin Luther King Jr. Day.................. third Monday in January
- President’s Day.................................. third Monday in February
- Memorial Day.................................. last Monday in May
- Independence Day................................. July 4
- Labor Day.................................. first Monday in September
- Native American’s Day.................... second Monday in October
- Veteran’s Day.................................. November 11
- Thanksgiving Day......................... fourth Thursday in November
- Christmas........................................... December 25

When a holiday falls on a Saturday, the preceding Friday is observed as the paid holiday for state employees. If a holiday falls on a Sunday, it is observed on the following Monday. Holiday pay is prorated based on hours worked for employees who are working less than full-time. For information about holiday pay provisions, contact the Human Resources Office.
Leaves of Absence

**Vacation (Annual) Leave**
Employees deemed eligible to accrue vacation (annual) leave credits start with the date of employment but may not be used or paid until six months of continuous service have been completed. An employee’s immediate supervisor must approve requests for vacation leave before the time of departure. Leave requests may not exceed the amount accumulated.

Employees with less than 15 years of service may accrue no more than 10 hours of vacation leave per month with a maximum accrual of 240 hours. Those employees with 15 years or more of service may not accrue more than 13.334 hours of vacation leave per month with a maximum of 320 hours. The 15 years of service does not have to be consecutive. Permanent employees who work less than full time accrue prorated vacation leave based on the number of hours paid in the pay period.

An employee whose appointment has expired or who has been laid off or terminated for cause must take earned vacation leave in a lump sum. If an employee who is terminating employment is on vacation leave, no other type of leave may be used.

If an employee transfers, all accumulated leave must be transferred to the new department.

**Exempt Employees and Faculty** report their vacation (annual) leave on their individualized online Faculty & Exempt Employee Leave Report, print the report, obtain supervisor’s approval signature, and turn it in to the Human Resources Office on the last working day of the month in which the leave was taken. Keep in mind as salaried employees; exempt employees must record their leave in no less than eight-hour increments unless on approved FMLA. *Eligibility is based upon number of months employed and requirements of position; 12-month faculty are eligible and 9-month faculty are ineligible.

**CSA** employees report their vacation (annual) leave on their individualized online Time & Leave Report, print the report, obtain their supervisor’s approval signature, and turn it in to the Human Resources Office on the last working day of each month.

**Sick Leave**
Sick leave with pay may be accrued at a rate of 9.334 hours per month for all permanent full-time employees – faculty, exempt and CSA. Employees who work less than full-time shall accrue prorated sick leave based on the number of hours paid in the pay period.

Sick leave may be granted for personal illness, pregnancy and related disabilities, exposure to contagious diseases that would endanger the health of fellow employees, required eye and dental care, required medical examination, or inpatient or outpatient treatment in approved centers for alcohol, drug abuse, psychiatric, or counseling care. Employees who are on approved leave, except terminal vacation leave, and become injured or ill may use sick leave.

**Exempt Employees and Faculty** report their sick leave on their individualized online Faculty & Exempt Employee Leave Report, print the report, obtain supervisor’s approval signature, and turn it in to the Human Resources Office on the last working day of the month in which the leave was taken. Keep in mind as salaried employees; the leave must be recorded in no less than eight-hour increments unless on approved FMLA.
**CSA** employees report their sick leave on their individualized online Time & Leave Report, print the report, obtain their supervisor’s approval signature, and turn it in to the Human Resources Office on the last working day of each month.

If you are ill, you must notify your supervisor no later than the start of your work shift. If misuse of sick leave is suspected, the institution has the authority and obligation to investigate. If you are guilty of misuse of sick leave, the time off will be charged to leave without pay and may be cause for disciplinary action. Your supervisor may, with formal approval of the Commissioner of the Bureau of Personnel (*requests originate in the Human Resources Office*), require the employee to produce a doctor’s statement to support a request for sick leave.

Upon an employee’s voluntary resignation, one-fourth of accumulated sick leave (up to 480 hours) will be paid to employees who have worked for the state continuously for at least seven years. The accumulated leave is calculated at the current rate of pay and is paid to the employee in their last paycheck.

**Compensatory Leave**

Employees subject to overtime under the Fair Labor Standards Act shall accumulate compensatory leave. Compensatory leave may be paid in cash or with compensatory time off at the discretion of the supervisor. Overtime will accrue at the rate of time and one-half based on a 40-hour workweek. Employees may have their compensatory time carried forward to subsequent pay periods. However, the maximum accumulation of compensatory time is 40 hours. Compensatory time exceeding this maximum must be paid in the next pay period. Compensatory leave is automatically calculated on the CSA employee’s individualized online Time & Leave Report. Usage of or requesting payment of compensatory leave is also reported on the employee’s individualized online Time & Leave Report.

An hourly employee who is “compensated” for 40 hours in one workweek, but did not actually work 40 hours (received sick leave, annual leave, holiday pay, etc.) within the workweek accrues “straight” hours for any additional hours they work within that workweek. On the other hand, if the employee actually worked 40 hours within the workweek with no leave or holiday pay included, any additional hours accrue at an “overtime rate.”

**Adjustments to Hourly Employee Leave**

(BOR 4:25 [http://www.sdbor.edu/policy/4-Personnel/4-25.doc](http://www.sdbor.edu/policy/4-Personnel/4-25.doc))

If annual or sick leave in combination with hours worked totals more than 40 hours during the work week, the amount of leave an employee must take should be reduced to bring the total hours paid to 40 hours for the week. If an employee works more than 40 hours, no leave time should be deducted from the employee’s balance, with the exception of employees who meet the criteria outlined in the following paragraph. If both sick and annual leave have been taken in a week that requires adjustment of leave, the sick leave should be adjusted before annual leave.

Work schedules will not be adjusted for employees who have reached the maximum annual leave balance and whose annual leave was approved prior to working the overtime. Hours that will prevent the employee from losing that pay period’s accrual will be paid. For example, if an employee had prior approval to take annual leave on a Friday and was required to work more than 40 hours Monday through Thursday, the employee should be paid for the amount of annual leave requested that is necessary to prevent a loss of annual leave. Payment to employees with scheduled leave applies only to employees with maximum leave balances.
**Personal Leave**
If necessary, you (faculty, exempt, and CSA) may use up to 40 hours per calendar year of *accumulated sick leave* for personal leave. The leave may be used for:

- A death in the immediate family (which is defined as your father, mother, spouse, children, mother-in-law, father-in-law, son-in-law, daughter-in-law, brothers, sisters, grandparents, grandchildren, stepchildren, stepparents, or foster children);
- The temporary care of members of the immediate family;
- The birth or adoption of a child;
- Volunteer police or rescue work; and
- A call to state active duty military reserve or National Guard members.

**Exempt Employees and Faculty** report personal leave on their individualized online Faculty & Exempt Employee Leave Report, print the report, obtain supervisor’s approval signature, and turn it in to the Human Resources Office on the last working day of the month in which the leave was taken.

**CSA** report their personal leave on their individualized online Time & Leave Report, print the report, obtain their supervisor’s approval signature, and turn the report in to the Human Resources Office the last working day of the month.

**Advanced Sick Leave**
An employee who has been employed by the state in a permanent position for one year or more may request advanced sick leave for not more than 28 days once all other leave is exhausted. An employee requesting advanced sick leave must submit a signed request supported by a statement from the employee’s doctor. An employee who is a Christian Scientist may submit a statement from a Christian Scientist practitioner. The Director of Human Resources and the President must approve the request before the advance is granted. An employee who terminates employment before advanced sick leave has been repaid must repay the remaining advanced hours at the employee’s current rate of pay.

**Faculty Rescheduling**
(https://www.sdbor.edu/COHE_Agree/FinalCopyHigherEd2002-2005.htm#_Toc25467868)
Per COHE 21.12, the parties recognize that faculty unit members serve in professional capacities. As such, it is reasonable for them to expect to receive some latitude in rescheduling their workload, from time to time, in order to accommodate significant outside commitments. Faculty unit members may request approval from their supervisors to reschedule their assigned responsibilities in order to pursue significant outside commitments. Where rescheduling affects a faculty unit member’s regularly scheduled classes, the department head may approve the rescheduling only if the faculty unit member has made suitable arrangements, consistent with accepted academic practice, to assure that student progress in the course will not be impeded by the rescheduling. The rescheduling permitted hereunder is not a substitute for any leave otherwise available to the faculty unit member; rescheduling will not be authorized to extend leave available for purposes of consulting.

**Family and Medical Leave Act**
(FMLA BOR 4:15 http://www.sdbor.edu/policy/4-Personnel/4-15.doc)
Family and medical leave is available to an employee of the state who has worked for twelve months or more and who has worked 1,250 hours or more. Up to 12 weeks of sick leave, personal leave, vacation leave, leave without pay, or any combination of these leaves may be taken as family and medical leave.
Reasons for taking FMLA

- To care for the employee’s child after birth, or placement for adoption or foster care (this leave must conclude within 12 months of the birth or placement);
- To care for the employee’s spouse, son or daughter (who is younger than eighteen years old, unless the son or daughter is not capable of self-care due to mental or physical disability), or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

Paid Versus Unpaid Leave (FMLA)
Employees may substitute eligible paid leave for unpaid leave during the FMLA period. To use paid leave during the FMLA period, the employee must meet all the leave requirements of that particular paid leave. For example, sick leave can only be used for the employee’s own illness. The state requires employees to use eligible paid leave before utilizing unpaid leave during the FMLA period. If the employee exhausts his or her eligible paid leave, then the remainder of the FMLA period is unpaid.

Advance Notice and Medical Certification (FMLA)
Employees are required to provide advance leave notice and medical certification. Taking of leave may be denied or delayed if requirements are not met. The employee ordinarily must provide 30 days advance notice when the leave is foreseeable. In other circumstances, the notice must be given as soon as practicable.

The state may require medical certification to support a request for leave because of a serious health condition, second or third opinions, periodic re-certification, periodic reports regarding the employee’s status and intent to return to work, and a fitness for duty report to return to work. Failure to provide this information may result in disciplinary action.

Job Benefits and Protection (FMLA)
During FMLA leave, the state will maintain the employee’s benefits coverage (such as health, life, and flexible benefits) at the same cost to the employee. The employee must pay his or her share of premiums, and, if the employee fails to pay the premium, coverage will cease. If the employee is on leave without pay, the employee must contact the Human Resources Office to make arrangements for the timely payment of premiums.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

The state may recover its share of insurance premiums if the employee fails to return after taking leave under certain circumstances.

Failure to Return to Work (FMLA)
If an employee fails to return to work after FMLA leave is exhausted, the employee may be subject to disciplinary action or termination due to inability to perform the essential functions of the job.
Court and Jury Leave
If a state employee is subpoenaed to testify in court, the employee shall receive both the employee’s regular salary from the state without loss of leave credits and witness fees. If the employee is subpoenaed by either party to testify in any civil or criminal proceeding because of the employee’s official capacity, the employee shall receive the employee’s regular salary without loss of leave credits and may receive actual expenses according to state rates, but may not receive witness fees. If an employee is a party to or witness who has not been subpoenaed for private litigation, the employee must use vacation leave or leave without pay. If a state employee is summoned to serve on a jury, the employee shall receive the employee’s regular salary without loss of leave credits and the per diem and mileage provided for by SDCL 16-13-46. A state employee summoned either as a witness or a juror shall notify the employee’s supervisor and the Human Resources Office at once.

Military Leave
Any permanent employee of the Board of Regents employees who is called to active duty in military service shall be granted a leave of absence without pay, and upon completion of his tour of duty shall be restored to his former position, provided he makes application within ninety days after discharge from active service. All individuals employed to replace such an employee shall be hired as temporary employees or on a terminal appointment.

Military Training Leave
Employees shall be allowed to use fifteen (15) days paid leave, per calendar year, for military training. Military leave for training shall not be granted to an employee who is on vacation leave and terminating employment. Military leave for training may not be accumulated. A temporary employee is not entitled to military leave for training. A new employee on six months probationary status is not considered a temporary employee. The Human Resources Office shall maintain a record of military leave taken with the regular vacation and sick leave account of each SDSM&T employee. An employee requesting military leave for training must obtain a written order or letter from the commander of the employee’s reserve or National Guard unit showing the dates of the training period. This notice must be submitted to the employee’s supervisor and the Human Resources Office 15 days before the date of the employee’s departure for training.

Leave of Absence Without Pay
Leave of absence without pay means approved absence from duty for which the employee is not paid. The leave is available to permanent employees, may not exceed twelve weeks, and must be approved by the employee’s supervisor and reported to the Human Resources Office. The supervisor may submit a written request with justification for an extension of an employee’s leave to the Human Resources Office. The Human Resources Office will forward the request to the Human Resources Director at the Board of Regents Office to submit the request to the Commissioner of the Bureau of Personnel. The appointing authority for an employee of the board of regents who is exempt from the career service act may submit a written request with justification for an extension of the employee’s leave to the board of regents. Leave of absence without pay may be granted an employee even though all of the employee’s accrued annual leave has not been used. No leave credits may be earned during the authorized leave of absence without pay.

Extended Leave of Absence
Leave of absence without pay may be granted to faculty or other Regental employees for one year, with an allowable extension not to exceed one additional year for educational reasons, employment, or experiences that would be of benefit to individuals, their disciplinary area, or administrative assignment at the institution, or in order to hold political office. A “Request for Leave without Pay in Excess of Three
Months” form must be completed. This form is available online or in the Vice President for Academic Affairs Office and/or the Human Resources Office.

Absence Without Leave
Any employee who is absent from duty shall report the reason to his/her supervisor as soon as possible. Unauthorized and unreported absences shall be considered absence without leave, and deduction of pay shall be made for the period of absence and also may be cause for disciplinary action.

Sabbatical, Faculty Member Improvement and Career Redirection Leaves
(BOR 4:15 [http://www.sdbor.edu/policy/4-Personnel/4-15.doc])
A faculty member may be granted sabbatical leave after six or more consecutive years of full-time employment in the system. A faculty member may be granted faculty member improvement or career redirection leave after three consecutive years of full-time employment in the system. Approval for such leave shall be contingent upon the faculty member presenting plans for formal study, research, or other experiences which are designed to improve the quality of service of the faculty member to the institution, to the Board and to the State of South Dakota.

Exempt Employee Professional Development Leave
(BOR 4:15 [http://www.sdbor.edu/policy/4-Personnel/4-15.doc])
An exempt employee may be granted a professional development leave after three consecutive years of full-time employment in the system. Approval for such leave shall be contingent upon the employee presenting plans for formal study, research, or other experiences which are designed to improve the quality of service of the employee to the institution, the Board and the State of South Dakota. For purposes of this section, an exempt employee is a person who is exempt from the career service system and who does not carry continuing faculty rank.

Donation of Leave
Donations may be made of vacation leave and/or “accrued vested leave” to another state employee who is caring for a terminally ill family member (SDCL 3-6-8.6) or is personally terminally ill or suffering from an acutely life threatening illness or injury (SDCL 3-6-8.4). There are various terms and conditions that must be met in order to donate leave. For instance only “accrued vested leave” may be donated, so if an employee has 2,080 hours of sick leave, they must first give up all sick leave hours over the “vested” amount, which equates to 1,920 hours (1,920 x .25 = 480). Codified law states if an employee has worked continuously for a minimum of seven years, one quarter of their sick leave, up to a maximum of 480 hours, is compensated upon an employee’s termination or retirement. In this example, the difference of 160 hours (2,080-1,920) would be forfeited before a donation of leave is made.

Donation of leave can be made to a state employee who works for any agency; however, as a Board of Regents’ institution, we are required to seek and/or donate within the Regental system first. Also, the leave being donated must come from an employee at the same or lower pay grade as the recipient of the leave.

If you or someone you know has exhausted their leave(s) and is in a situation of caring for a terminally ill family member or is personally terminally ill or suffering from an acutely life threatening illness or injury and must be off work, please contact Human Resources to discuss. Leave may only be donated when another state employee has met the criteria and has sought donations.
Flexible Work Schedule
(SDSM&T IV-A-10 www.hpcnet.org/policies/flex)

When mission requirements permit, flexible work schedules will be available to employees with the concurrence of the supervisor. Flexible work schedules are to be treated as a privilege by employees. Any abuse should promptly be reported and resolved, including disciplinary action if necessary. The purpose of adopting flexible work schedules is to accommodate, where feasible, the changing needs of the family, especially in regard to day care and school schedules. The policy is not intended to install a 4-day workweek throughout SDSM&T.

The following are guidelines for administering the flexible work schedule policy. Please note that the following guidelines apply only to employees who normally work Monday through Friday from 7:30 a.m. to 4:30 p.m. Employees who are scheduled for shift work or who normally work outside of 7:30 to 4:30 are not covered by this policy. Employees not covered by the Fair Labor Standards Act (FLSA) are also excluded from this policy.

- All offices will normally be open for business between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday, with sufficient staff to serve the needs of the public and the administration.
- Employees may not flex the start of work prior to 6:30 a.m. or flex the end of the workday past 5:30 p.m. Supervisors may, however, arrange an employee’s schedule to accommodate the workload.
- The flextime schedule of every employee must allocate at least one half hour lunch break every day.
- Schedules must be arranged prior to the workweek with the concurrence of the immediate supervisor within this flextime policy. Employees and supervisors are encouraged to establish a permanent flexible schedule so that there is consistency in the time an employee is available to the public and co-workers.
- Managers will make every effort to allow employees to work the predetermined schedule, however, if unforeseen circumstances arise, management may change the schedule to address those needs.
- Employees working other than an eight hour day will be required to adjust their flexible work schedule with the concurrence of the immediate supervisor during weeks in which a holiday falls.

Educational Release Time
(BOR 4:17 http://www.sdbor.edu/policy/4-Personnel/4-17.doc)

All full-time overtime eligible non-faculty employees of the Board of Regents with one or more years of continuous full-time service immediately prior to the academic census date may request approval to take up to three-clock hours per week of class work without being required to make up this time. Employees should forward requests (available online under HR forms) through their supervisor to their next level supervisor. Either supervisor can deny the request. All hours over the three-clock hours limitation must be made up. If time off is allowed to attend classes, the supervisor must assure that the job requirements are met.

All full-time employees exempt from the overtime provisions of the Fair Labor Standards Act with one or more years of continuous service immediately prior to the academic census date may also request permission to enroll in classes held during normal business hours. As with overtime-eligible employees, the request (available online under HR forms) must be approved by the employee’s immediate supervisor and their next level supervisor. If time off is allowed to attend classes, the supervisor must assure that the job requirements are met.
Private Practice and Consultation
(SDSM&T IV-C-02 www.hpcnet.org/policies/consulting)
Faculty, exempt, and CSA employees who propose to enter into private practice, private consulting, private teaching or research, or other activity for which compensation is received from external sources during the period when the employee is under contract to SDSM&T will submit a request/report. A request and report is needed for each such activity that will involve release time or the use of institutional facilities, materials, or personnel. The request form should be completed on a fiscal year basis for each client/activity.

A higher education faculty member who enters into private practice, private consulting, additional teaching or research, or other activity for which additional compensation is received during the faculty member’s contract period, and excepting as next provided, will not contract to devote more than four days per month on such activity if said activity requires the faculty member’s absence from duties. Such consultation and related activity privileges shall be cumulative to a maximum of six days, with all accumulated time to terminate with the end of the faculty member’s contract period. The activity for which the individual is released must be substantially and significantly related to assigned duties. Such activity must promote state and local economic development or must benefit the professional discipline and development of the individual, all as shall be determined by the President under such guidelines and restrictions as are established from time to time by the Board.

For additional information, refer to BOR 4:19, “Private Consultation/Practice,” and 4:35, “Conflict of Interest” and Council of Higher Education (COHE) Agreement 9.5, “Private Practice and Consultation.” The request form can be downloaded from www.hpcnet.org/forms, or hard copies can be obtained from the Vice President for Academic Affairs Office or the Human Resources Office.

Breaks
Your supervisor sets your schedule and hours of work. CSA employees may take a 15-minute break in the morning and again in the afternoon if employees’ workload permits and they have supervisor approval. Breaks are not guaranteed, cannot accumulate for purposes of making up time or taking time off, and employees must remain available and accessible during breaks to provide for the needs of the department.

Employee Responsibilities

Attendance
Your supervisor sets your schedule and hours of work and you are expected to adhere to these hours and schedules unless other arrangements are made between you and your supervisor.

Workweek and Office Hours
SDSM&T workweek is Sunday through Saturday and regular office hours are 7:30 am to 4:30 pm during the academic year. During the summer months office hours are 7:30 am to 4:00 pm.

Change of Address
It is the employee’s responsibility to update any change in a home address or telephone number. It is extremely important that you make the change as soon as it occurs because your health benefit information and/or reimbursements do not forward from your old address. Make address changes with the Human Resources Office.
Political Activity
(SDSM&T IV-A-19 www.hpcnet.org/policies/political)
Faculty and other Regental employees may seek and hold elective political office subject to certain conditions.

- A faculty member or other Regental employee, both during any election campaign and during the term of any part-time office to which the employee may be elected, is required to make specific arrangements satisfactory to the president or superintendent to assure that his or her regular duties are performed without additional cost to the institution.
- Following election to any full-time public office, a Regental employee must arrange for leave without pay according to the provisions and limitations described under leaves of absence.
- While faculty and staff members are guaranteed all constitutional rights of citizens, including participation in political activities, Regents’ policy forbids involvement of the institution in those activities. Therefore, the use of campus telephones, email, stationery, and other facilities to solicit money or support for political candidates must be avoided. Such prohibition is solely intended to protect the institution from identification with partisan political activities.

Travel Reimbursement
If your job requires you to travel away from your home station, you will be reimbursed for food and lodging in accordance with state rates.

State ID Cards
For employees who travel, a current state identification card is required at in-state motels/hotels to receive state rates, and can be obtained from the Human Resources Office.

Seat Belt Policy
Executive Order 88-7 requires state employees who are driving or are passengers in state-owned vehicles to wear seat belts. Exceptions to the seat belt policy, which must be made in writing and approved by the Governor’s Highway Safety Representative, are:

1. State vehicles not equipped with seat belt systems by the manufacturer;
2. When the work by state employees involves making frequent stops and getting in and out of the vehicle within very short distances traveled; and
3. Persons who have a written statement from a physician that the individual is unable for medical reasons to wear a seat belt.

Smoke-Free Environment
(SDSM&T IV-A-21 www.hpcnet.org/policies/smoke-free)
Executive Order 92-10 prohibits smoking in all state buildings. Therefore, smoking is prohibited in all facilities under the control of the South Dakota School of Mines and Technology except for some individual dormitory rooms. Smoking is permitted outdoors 20-feet from building entrances/exits. Violations should be reported to the supervisor for appropriate disciplinary action.

Drug Free Workplace
(BOR 4:27 http://www.sdbor.edu/policy/4-Personnel/4-27.doc)
The South Dakota Board of Regents is committed to providing a drug free workplace. Additional regulations may be found in sections 5.4.3(F), 15.1.1 and 15.1.2. It is the intent of the Board that all employees regardless of their faculty, exempt, or career service status be subject to the policies set out in those provisions.
Employee-Employee and Faculty-Student Consensual Relationships

When individuals exercising power delegated by the Board make work-related or academic decisions about people with whom they have sexual relationships, their conduct may give rise to the appearance, if not the reality, of favoritism or other self-serving motive. Even the appearance of such improper motives can diminish the confidence that students and employees have in the integrity of institutional decision-making and thereby disrupt the institutional workplace or academic processes. While the state and federal constitutions generally limit the power of government to regulate intimate relationships, government may impose reasonable restrictions to assure that actions taken on behalf of the people are free from actual or apparent favoritism or other self-serving motives.

The Board already has adopted regulations that address similar concerns that arise when individuals supervise close family members, Board Policy No. 4-22, or when individuals indulge in conduct that amounts to harassment, Board Policies No. 1-17 and 1-18.

Children in the Workplace

Children of SDSM&T faculty and staff members and student employees shall not be present in the workplace for extended periods of time or on a regular basis. While it is recognized that on rare occasions, children of faculty and staff members may visit the university for short periods of time it shall not be the practice of any faculty or staff member to allow their children to reside in their classroom, office, or any other area of the university, as this practice is disturbing to other employees, to students, and the general public, and also creates liability risks which SDSM&T cannot assume. The intent of this directive is to eliminate the regular one or two days per week, or everyday occurrences when children are in the workplace.

Nepotism

This policy governs the supervision of close relatives by employees. For purposes of this policy, close relatives are: spouses, children (whether natural or adopted), mothers, fathers, mothers-in-law, fathers-in-law, daughters-in-law, sons-in-law, brothers, sisters, grandparents, grandchildren, stepchildren or stepparents, and other persons where circumstances establish the existence of close bonds of affection characteristic of the foregoing relationships.

1. Close relatives may be employed in the same or different departments of the Board of Regents and the institutions placed under its control. Employees may not supervise a close relative. Where necessary to protect the interests of such close relatives, alternative supervisory arrangements shall be made as provided in paragraphs (2) and (6) below.
2. The fact that employees are close relatives of other employees in the same or different department shall not be used as a basis for denying them the rights, privileges, or benefits of regular appointment or regular job status; provided that, close relatives may not be allowed to take positions that will require them to supervise or to be supervised by other close relatives unless the institution is able to transfer supervisory responsibilities to a senior administrator.
3. An institution may decline to transfer supervisory responsibility to a senior administrator where the nature or scope of the supervisory responsibilities would prevent the senior administrator from providing the degree of supervision needed to operate the workplace effectively and to assure other employees that the close personal relationship will not result in favoritism.
4. Employees shall not participate in institutional decisions involving a direct employment benefit to a close relative. Employees whose duties relate solely to the performance or review of procedural measures involved in reaching such decisions may continue to perform such functions, but they shall not participate in the substantive deliberative process through which the decision is reached.
Such decisions include, but shall not be limited to, initial appointment, retention, promotion, tenure, salary, or leave of absence.

5. The Board of Regents and the institutions placed under its control reserve the right to reassign employees or duties when deemed a prudent business or management practice.

6. A close family relationship shall not be used as a basis for denying a student the rights, privileges or benefits of access to academic resources.
   a. Employees shall not participate in institutional academic decisions involving a direct benefit to close relatives. Alternative arrangements for academic decisions must be made for close relatives.
   b. Academic decisions include, but are not limited to, acceptance to an academic program, evaluation of the honors, masters or doctoral thesis, and recommendations to the institution for awards, employment, promotion, or tenure.
   c. This policy shall not be interpreted to restrict the rights of students to enroll in classes taught by close relatives. In such cases, the close relative faculty members shall be responsible for making those academic decisions normally incident to their instructional duties.

Outside Employment

(SDSM&T IV-C-02 www.hpcnet.org/policies/consulting)
You are entitled to outside employment, provided that, in the opinion of your appointing authority, there is not conflict with your working hours, your work efficiency, or conflict with the interests of state government.

Dual Compensation

(SDSM&T IV-A-09 www.hpcnet.org/policies/dual)
Dual compensation is prohibited in South Dakota codified law 3-8-4 with exceptions noted in sections 3-8-4.2.

- Except under conditions noted in section 3-8-4.2, no person receiving a salary payable out of the state treasury or from the funds of any state institution or department shall receive any other salary from the state or any institution or department thereof during the same period.
- If there is a potential for dual compensation through consulting work or other activity for other state agencies, please seek assistance from the Human Resources Office.

Compensation

Mandatory Payroll Direct Deposit

(BOR 4:36 http://www.sdbor.edu/policy/4-Personnel/4-36.doc)
All Board of Regents employees, except where prohibited by law, shall make arrangements to receive payroll payments via Automated Clearing House (ACH) direct deposit. Temporary and short-term employees, including student labor and work-study students, are excluded from this mandate.

Paycheck/Deposit Stubs

Employee paycheck and direct deposit stubs are bundled into departmental order and are picked up in the Human Resources Office by designated departmental employees. Student paycheck and direct deposit stubs are picked up at the Student Accounts/Cashiering Office in Surbeck Center.

Pay Periods

All employees are paid one time per month. Faculty, exempt, CSA, and GTA/GRA employees are routinely paid on the last working day of the month. Student labor, work-study students, and overtime
payments for CSA are routinely paid on the eighth working day of the month. Nine-month faculty pay is
distributed over ten-months with one half month’s payments made in August and May with full months’
payments from September through April.

**Overtime Pay**
Overtime is paid in accordance with the Fair Labor Standards Act. SDSM&T encourages supervisors to
minimize the use of employee overtime and may substitute compensatory leave time for overtime pay.

**Differential Hours for CSA Employees**
Compensation for full-time permanent CSA employees is equally distributed over twelve-months (173.33
hours per month). This may, at times, create a “differential pay” situation in which you have been
compensated for more or less hours than you actually worked. Once the review of hours is complete each
spring, you will be informed if you are affected by the concept. If the institution owes you a few hours
this is paid to you in your June pay. If, however, you owe the institution a few hours you have the choice
of either making the hours up or having the hours deducted from your pay in June. Your supervisor will
be requested to contact the Human Resources Office to report how your differential hours will be
handled.

**Standard Deductions**
The following deductions are made from employee’s paychecks:

- **Federal Income Tax** - The amount deducted is determined by your tax bracket and the number of
deductions you claim on your withholding form;
- **Social Security** - The percentage is set forth by the United States Congress and currently is
  7.65%;
- **State Retirement** - All SDSM&T benefited employees are required to participate in the South
  Dakota Retirement System and the contribution rate is 6%.

**Voluntary Deductions**
Several deductions have been authorized by the Bureau of Finance and Management and will be made at
your request:

- **Group Health Insurance** – Pre-tax premiums for spouse and/or children are dependent upon the
  plan chosen, is age graded with the spouse’s age, and the number of covered dependent children.
- **Life Insurance** -- The state provides free term life insurance to its permanent benefited employees
  in the amount of $25,000. You may purchase additional term insurance up to five times your
  annual salary to a maximum of $350,000. Dependent life insurance is also available for purchase.
- **Pre-tax deductions** - The state offers a pre-tax deduction for all flexible products, such as
  childcare, dental, vision, major medical, medical expense account, etc.
- **Savings bonds.**
- **Employee’s organization dues** – COHE, SDEA, etc.
- **Employee’s donations** -- Foundation, United Way, etc.
- **Optional Spouse Retirement Benefits.**
- **Tax-sheltered annuities** – 403(b), 457
- **SD 529 Plan**

If you have any questions regarding the standard or optional deductions, contact the Human Resources
Office.
**Workers’ Compensation**

If you are injured or contract a disease peculiar to your employment and the injury or disease arose out of and in the course of your employment, you must report it in writing within **THREE** working days. Report the circumstances of the injury or disease to your supervisor **and** the Human Resources Office. Within seven working days after the employer has knowledge of the occurrence of an injury, a report shall be made in writing to the Worker’s Compensation Division of the Bureau of Personnel. Failure by the employee to file the claim on time may result in denial of the claim. Failure to file the proper forms on time by the employing department can result in a Class II misdemeanor. You should keep in contact with the Human Resources Office to ensure a claim is properly filed.

For additional information and/or to report injuries contact the Human Resources Office.

**Longevity Pay**

Longevity pay is a reward for years of service to the State of South Dakota. It is a way to recognize experienced and dedicated state employees. Longevity pay is based on the total number of years worked for the state. The years of service need not be continuous. Employees with seven through ten years of service receive a $100 longevity check once per fiscal year. The rate increases by $5 per year in five-year increments.

For example, for years 11 through 14, the amount is $10 times the years of service. For 15 through 19 years of service, the amount is $15 times the years of service [i.e. an employee with 14 years of service will receive $140 ($10 x 14 years) longevity payment (minus deductions), and an employee who serves for 22 years will receive a $440 ($20 x 22 years) longevity payment (minus deductions).]

**Longevity Pins**

For ten or more total years of service, employees receive a lapel pin of the great seal of South Dakota. Pins are awarded at five-year increments: 10, 15, 20, 25, 30, and 35 years. In addition, employees with 30 years of service will receive a wall plaque.

**Terms and Conditions of Employment**

All institutional personnel (BOR 4:1 General Personnel Policy [http://www.sdbor.edu/policy/4-Personnel/4-1.doc](http://www.sdbor.edu/policy/4-Personnel/4-1.doc)) will be employed upon the recommendation of the president or superintendent of the institution and upon the approval of the Board of Regents. Before a campus appoints a candidate who has been employed by a Board of Regents institution AND who has been either terminated or allowed to resign in lieu of being terminated, the institutional executive officer and the board office shall be advised of the circumstances surrounding the separation. If a candidate is currently employed by an institution and applies for another position in the system, the employee’s institutional human resource office or academic affairs office, as appropriate, will share job-related information with the requesting academic or human resource office in the system.

All non-faculty exempt personnel will be employed upon the recommendation of the president or superintendent of the institution and approval of the Board of Regents. Upon Board approval, institutions shall issue contracts to its non-faculty exempt staff. Non-faculty exempt contracts may not be more than one year in length. Non-faculty exempt employees may be reassigned without cause to positions considered equivalent or lower in stature during their contract period, so long as the employee’s salary is not decreased during the term of the then-current contract. An employee’s contract may be terminated for cause at any time during the term of the contract.
Other Employment Governance

Career Service Act (BOR 4:2 [http://www.sdbor.edu/policy/4-Personnel/4-2.doc]) – All Career Service employees are subject to Bureau of Personnel Rules and Regulations. Activities within the Career Service System are also governed by SDCL § 3-6 and the Joint Powers Agreement between the Career Service Commission and the South Dakota Board of Regents. You can access the South Dakota Administrative Rules (ARSD) Article 55:01 Career Service System at [www.hpcnet.org/hr/rules](http://www.hpcnet.org/hr/rules).

Faculty ([http://www.sdbor.edu/COHE_Agree/agreement.htm](http://www.sdbor.edu/COHE_Agree/agreement.htm)) – Agreement between the South Dakota Board of Regents and the Council of Higher Education (COHE) governs faculty terms and conditions of employment.

Health, Life, and Flexible Benefits

All employees in permanent positions of the State of South Dakota with the exception of employees who work less than 20 hours per week are covered by the state’s group health and life plan. Covered employees’ dependents are also eligible for the coverage at the employees’ expense and may be included under one of the plan options. Employees may choose to opt out of the state’s health plan if they can provide proof of coverage under another group health plan.

PLEASE NOTE: The open enrollment period occurs each spring, at which time you can make (may require proof of insurability or previous coverage) changes to your benefit choices.

The state’s plan is based on the premise of medical necessity. Employees are expected to take good care of their own health. However, in the event of injury or illness, the plan is available to offset major diagnostic and treatment costs. The plan does not cover routine or sports physicals.

For additional information about the state’s health plan, contact the Human Resources Office or visit the Bureau of Personnel’s Benefits Program web site at [www.bopweb.com](http://www.bopweb.com).

Life Benefits
The state offers $25,000 of basic employer-paid term life coverage to its employees. In addition to the employer-paid coverage, you may also purchase additional amounts of supplemental group term life coverage up to five times your annual salary level or $350,000, whichever is less. A nominal amount of term life coverage is available for your dependents if you participate in the supplemental program. For information, contact the Human Resources Office.

Flexible Benefits Plan
The Flexible Benefits Plan was implemented by the state to provide you with an opportunity to reduce your taxes and increase take-home pay. You can pay for certain benefits and expenses through the plan and reduce your actual cost. The cost saving advantage of the plan is simple: most premiums you pay for through the plan are tax-free.

How the plan works:

1. Tax-free deductions are taken out of your gross pay. Each pay period, all tax-free premium deductions for benefits you have chosen are taken out of your paycheck before federal income tax and Social Security are calculated.
2. Taxes are calculated on the amount remaining. After all premiums have been deducted, federal income tax and Social Security are calculated on the remainder of your salary.

3. The following benefits and expenses may be purchased tax-free:
   a. Premiums paid for dependent coverage under the state group health plan;
   b. Dental and vision coverage for you and your eligible dependents;
   c. A medical or child-care spending account where your deposits are computer tax-free. Both accounts work like a checking account: you deposit tax-free money into your account each pay period, then you make tax-free withdrawals to reimburse yourself as you incur out-of-pocket medical expenses or daycare expenses;
   d. Major injury plan for you and your eligible dependents;
   e. Hospital indemnity plan for you and your eligible dependents; and
   f. Payroll-deducted premiums for certain cancer and intensive care plans.

4. A short-term disability plan is available for employees on an after-tax basis.

For additional information, contact the Human Resources Office.

**Family Status Change**
In the event you have a qualifying family status change (marriage, divorce, birth, pending birth, death, adoption, beginning or ending spouse employment, eligibility of your dependent, or change in day care provider, etc.) please contact Human Resources Office as soon as you have such an event planned or occur.

In addition to changing your health benefits with a family status change, it would also be wise at this time to review whether or not you need to make changes with your beneficiary, retirement, address, emergency contact number, etc.

**Health Education and Promotion**

State employees have several opportunities to become more actively aware of their personal health and health-related issues. Since the state is self-insured, health care claims directly affect the amount of dollars, which are available for state employees’ salaries. Employees play an active role in monitoring and controlling health care costs.

*Health Connection* will be your resource for convenient health information. The *Health Connection* toll-free phone lines (1-877-284-7339) are staffed by registered nurses at the Mayo Management Services, Inc., in Rochester, MN. A resource through the Internet is *Quick Click MD* ([mailto:quickclickmd@yahoo.com](mailto:quickclickmd@yahoo.com)). This email address will connect you to the State’s medical director in Sioux Falls, SD. These services can be reliable resources for advice on maintaining good health.

Also available through the Bureau of Personnel is the *Healthwise* program. It focuses on educating employees on topics such as prevention, identification, and treatment of common illnesses and improving the quality of home health care while keeping costs down. Participants receive a free *Healthwise Handbook* designed to provide the information and confidence necessary to deal with health care concerns.

Employee health checks are periodically (usually in the fall on our campus) conducted throughout the state by qualified health professionals. An employee can choose to be tested for blood cholesterol, blood
pressure, blood sugar, and body composition. If abnormal results are found, on-site education is conducted and a follow-up letter will be sent to the employee encouraging him/her to contact his/her doctor.

Other benefits include an annual flu vaccine for benefited employees and their dependents who are participants in the state’s health plan, discounts at wellness or fitness facilities, and the Benefits News newsletter that is electronically sent to all employees.

**Training**

The Human Resources Office emails the campus a variety of training courses that are offered to all employees by the Bureau of Personnel Training Program. Included are professional development training, computer training, and other work-related training opportunities. The training calendar is available through (state.sd.us/bop/training) or the Human Resources Office.

Additional training opportunities presented by SkillPath, CareerTrack, Fred Pryor, etc., is posted in the Human Resources Training Room. In addition, basic computer training is available in the HR Training room for all employees and students. This training consists of individualized CD ROM interactive training on all Microsoft products (PowerPoint, Word, Excel, Access, Outlook), Internet, basic PC, etc. Please contact the Human Resources Office to schedule the training.

**Resignation and Retirement**

If you decide to leave your current position, you are asked to give your supervisor a written notice (copy to the Human Resources Office) of your intent to leave the university at the earliest possible moment in order to assist the university to prepare for your departure and/or replacement.

To be eligible for unreduced retirement benefits, normal retirement age is 65 with at least three years of credited service under the South Dakota Retirement System (SDRS). Your normal retirement date is the first of the month of your 65th birthday. However, there is no mandatory retirement age in state government.

There are several opportunities to retire before your normal retirement date, depending on your age and years of service. The SDRS also provides disability coverage for employees who have three years of credited service or for employees who are accidentally disabled while performing the usual duties of their job. If you cannot work because of a disability that is expected to last one year or longer, you may be eligible to receive a monthly benefit from SDRS.

For additional information regarding your retirement benefits, contact the South Dakota Retirement System at (605) 773-3731.
CSA Probationary Period
(ARSD 55:01:09 [http://legis.state.sd.us/rules/rules/5501.htm#55:01:09])
New employees must serve a probationary period when they begin employment. The probationary period lasts for the first 1,040 regular hours of work, excluding overtime. This amounts to six months for full-time employees who have not taken leave without pay during the probationary period. During the probationary period, you accumulate annual and sick leave. You may use your accumulated sick leave as needed, but you may not use annual leave until you have completed six months of probationary period. You are not eligible for payment of annual leave if you leave employment during the probationary period.

You may be dismissed at any time during the probationary period. Your only right to appeal a termination during the probationary period is on the basis of a prohibited form of discrimination. During your probationary period you will have two formal reviews of your performance. For full-time employees, evaluations will be conducted at the end of three and five months of employment. For employees working less than full-time, evaluations will be conducted at the end of approximately 520 hours and 860 hours worked. Following successful completion of our probationary period, you achieve status in the Career Service.

CSA and Exempt (Non-Faculty) Employees
Performance Planning and Review (PPAR), is the state’s formal system for evaluating employee performance. Permanent employees meet with your supervisor annually in the month of your anniversary to review your performance during the past review period and to plan for your next review period. For employees who work less than twelve months per year and their anniversary date falls during the month they are off, the review will be scheduled the next full month they are scheduled to return to work.

CSA probationary employees will meet at the end of three and five months of employment. If your performance reviews reflect that you are progressing well within your position, your supervisor will recommend you for permanent status at the end of your probationary period. However, if your performance is not progressing well, you may be let go while on probation at any time. A probationary employee has no employment rights, other than the right to appeal a termination during the probationary period on the basis of a prohibited form of discrimination.

For additional information, contact the Human Resources Office.

Faculty Evaluations
(COHE XI [http://www.sdbor.edu/COHE_Agree/FinalCopyHigherEd2002-2005.htm#_Toc25467799])
Faculty unit member evaluations are conducted annually and are a joint concern of the faculty and the administration. The purpose of the evaluation will be to:

- Promote positive communication between faculty and administration.
- Increase awareness of institutional program objectives and needs.
- Provide information for decisions on professional training, staff improvement programs and those conditions, which promote quality performance.
- Provide basic information for personnel decisions such as discipline, contract renewal, salary and pay matters, tenure, and promotion.

Refer to for complete evaluation procedures and time lines.
Layoffs/Reduction of Force

CSA Employees
Appointing authorities may layoff an employee or reduce the regular working hours of a full-time employee in the Career Service when necessary. The reasons justifying a layoff include:

- Shortage of funds or work;
- Abolishment of a position;
- Inefficient or nonproductive position; or
- Material change in duties or organization.

The employee will be given a written notice of the reason(s) for the layoff at least fourteen calendar days before the effective date of layoff.

CSA Reemployment Consideration
(ARSD 55:01:07:02.06 [http://legis.state.sd.us/rules/rules/5501.htm#55:01:07:02.06](http://legis.state.sd.us/rules/rules/5501.htm#55:01:07:02.06))
A status employee who has been notified of a layoff, a termination pursuant to § 55:01:15.01:04, or a demotion in lieu of layoff pursuant to § 55:01:15:01:02 or who has had regular working hours reduced pursuant to § 55:01:15:01:02 may be placed on a certification for any position for which the employee applies and qualifies as a certified applicant. Any certified applicant who has requested re-employment consideration shall be identified on the certification as an applicant who must be interviewed by the appointing authority. The employee must submit a request for reemployment consideration within 45 days after layoff, termination, or demotion to the commissioner. Eligibility for reemployment consideration expires one year from the effective date of the layoff, termination, or demotion. If an employee requests reemployment consideration before the effective date of layoff, termination, or demotion, re-employment consideration expires one year from the date of the request. If an employee is re-employed in a permanent position with hours comparable to the employees’ previous job within one year of layoff, termination, or demotion, eligibility for re-employment consideration expires on the date of re-employment.

Exempt Employees
(BOR 4:33 [http://www.sdbor.edu/policy/4-Personnel/4-33.doc](http://www.sdbor.edu/policy/4-Personnel/4-33.doc))
Non-faculty exempt employees may be laid off at any time for the following reasons:

- Legislative action;
- Loss of grant, contract, or other funding;
- Governor’s executive order; or
- Reorganization. A Board of Regents appointing authority may only use this as a means to lay off an employee for such occasions as privatization, the movement of a function to another state agency, the elimination of an organizational function, the consolidation of departments or functions, or a reduction in a program’s activities.

The employee shall be given a minimum of fourteen calendar days written notice prior to the effective date of the layoff or reassignment.
Faculty
(BOR 4:23 [http://www.sdbor.edu/policy/4-Personnel/4-23.doc](http://www.sdbor.edu/policy/4-Personnel/4-23.doc))

If, in the judgment and discretion of the Board, it becomes necessary to terminate the contractual rights of faculty members because of governmental action, significant loss of enrollment, consolidation of departments, or other reorganization, dropping of courses, programs, or activities, or financial exigency, or for other valid reasons including those beyond the control of the Board, the Board may, notwithstanding any other policy of the Board, terminate the contracts of faculty members in accordance with the provisions of this section and Section 5.4.5, Reduction Procedures.

Disciplinary Action

CSA Employees:

**Notice Of Intended Disciplinary Action**
([http://legis.state.sd.us/rules/rules/5501.htm#55:01:12:04](http://legis.state.sd.us/rules/rules/5501.htm#55:01:12:04))

The appointing authority may discipline a status employee for cause at any time. Before a status employee is disciplined the appointing authority shall give the employee verbal or written notice and an opportunity to present reasons, either in person or in writing, why the proposed action should not be taken. The appointing authority shall provide the employee with a verbal or written statement of the specific reasons for the proposed action and shall advise the employee when the employee must respond.

Prior to imposition of any intended disciplinary action, the employee may be suspended with pay until the meeting, receipt of written response or waiver by the employee of the right to respond. The disciplinary action may be taken only after the meeting or receipt of a written response or after waiver of the right to respond.

The appointing authority shall give the employee written notice of the decision, with a copy to the Board of Regents, within five working days after the date of the meeting or the date of the employee’s written response, whichever occurs later. The notice shall advise the employee of the departmental grievance procedure.

**Work Improvement Plan**
([http://legis.state.sd.us/rules/rules/5501.htm#55:01:12:03.01](http://legis.state.sd.us/rules/rules/5501.htm#55:01:12:03.01))

If, in the performance of the duties of the employee’s position, an employee’s work is unsatisfactory, the appointing authority shall issue to a status employee a written notice that disciplinary action will be taken unless performance improves. The notice shall outline the duration of the work improvement period, the areas where performance is unsatisfactory, and the level of performance that is expected. Work improvement periods shall be a minimum of 30 days and may not exceed 6 months. If performance has not reached acceptable levels after completion of the work improvement period or if at any later date performance falls below standard, the appointing authority may take disciplinary action. An employee who is serving a work improvement period may be disciplined during the work improvement period for violations of § 55:01:12:05. Placement on a work improvement plan or notice of unsatisfactory work performance is not appealable. However, any action taken as a result of unsatisfactory completion of the work improvement period may be appealed to the commission. This section does not apply to action taken pursuant to § 55:01:15.01:04.
Causes for Disciplinary Action
(http://legis.state.sd.us/rules/rules/5501.htm#55:01:12:05)

Disciplinary action under this section may be taken for conduct within or outside the scope of employment. Disciplinary action may be taken for just cause as reported to the commissioner, including the just causes listed in this section:

1. The employee has admitted to committing, committed, or was convicted of a felony, any sex offense, or any crime involving illegal drugs or illegal use of legal drugs, whether the felony, offense, or crime occurred prior to or during the course of employment;
2. The employee has committed or contributed to any act of brutality, cruelty, or abuse to an inmate, prisoner, resident, or patient of an institution, to a person in custody, or to other persons, whether the conduct occurred prior to or during the course of employment, provided the act committed was not necessarily or lawfully done in self-defense, to protect the lives of others, or to prevent the escape of a person lawfully in custody;
3. The employee has violated any of the provisions of the Career Service Act or this article;
4. The employee has violated any department, division, bureau, or institution regulation, policy, or order or failed to obey any oral or written directions given by a supervisor or other person in authority;
5. The employee has consumed alcohol or other intoxicants or unauthorized controlled substances while on duty or is impaired while on duty or while operating state equipment or has unlawfully manufactured, distributed, dispensed, possessed, or used a controlled substance in the workplace;
6. The employee is guilty of insubordination;
7. The employee disrupts the efficiency or morale of the department;
8. The employee is careless or negligent with the money or other property of the state or property belonging to any person receiving services from the state or has stolen or attempted to steal money or property of the state or property belonging to any person receiving services from the state;
9. The employee has used, threatened to use, or attempted to use personal influence or political influence in securing employment, promotion, leave of absence, transfer, change of pay rate, or change in character of work for the employee or others;
10. The employee has induced or has attempted to induce an officer or employee of the state to commit an unlawful act or to act in violation of any department, division, bureau, or institution regulation or order;
11. The employee, in the course of work or in connection with it, has taken from any person for personal use a fee, gift, or other valuable thing when the fee, gift, or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that accorded other persons;
12. The employee has engaged in outside business or personal activities on government time or has used state property for those activities in violation of §55:01:11:03;
13. The employee has failed to maintain a satisfactory attendance record based on the established working hours or has had unreported or unauthorized absences;
14. The employee has made a false or misleading statement or intentionally omitted relevant information during the application and selection process;
15. The employee has misused or abused leave;
16. The employee has intentionally falsified a state record or document;
17. The employee has violated statutes or standard work rules established for the safe, efficient, or effective operation of the agency;
18. The employee has sexually harassed another person in the course of employment;
19. The employee has failed to notify the appointing authority within five days after a conviction of a violation of a criminal drug statute occurring in the workplace;
20. The employee has failed to obtain, renew, or maintain a license or certification necessary to perform the duties of the employee’s position;
21. The employee failed or refused to take a drug test administered pursuant to SDCL 23-3-64 to 23-3-69, inclusive, or 49 C.F.R. Part 382 (December 1, 1995);
22. The employee has failed to complete the counseling program outlined in § 55:01:15.01:05;
23. The employee has discriminated against another person in the course of employment or has taken wrongful actions against another person, which affect the vicarious or imputed responsibility of the state or any other state employee;
24. The employee has been found unacceptable as a result of an employment screening conducted by the appointing authority, the Bureau of Personnel, or an authorized representative; or
25. The employee has engaged in conduct, either prior to or during employment with the state, which reflects unfavorably on the state, destroys confidence in the operation of state services, or adversely affects the public trust in the state.

If you have specific questions regarding other causes for discipline, contact the Human Resources Office.

Faculty Code of Conduct – Discipline – Just Cause

15.1 Preamble -- The credibility and effectiveness of faculty and institutions are derived from the high standards of conduct and integrity demonstrated by those who generate, refine, and transmit knowledge. To protect and maintain the status of the profession, criteria and procedures for just cause actions are needed to provide for the rare occasions when established standards of conduct are violated. Just cause requires quick and efficient action when the standards and reputation of institutions and their faculties are jeopardized; it also requires meticulous due process to protect the rights of individuals and to guard against arbitrary and heedless actions. The burden of proof for any just cause action rests with the administration; any action is subject to the due process requirements specified in Articles VI and XI of this agreement.

15.2 Alternative Measures -- With full recognition for the foregoing, the Board may discipline faculty unit members for performance deficiencies or unacceptable conduct, as defined in Appendix E. Taking into consideration the nature of the performance deficiencies or unacceptable conduct, past service, scholarly achievements or other mitigating circumstances, any performance deficiencies, whether or not identified in evaluations conducted pursuant to Article XI, or unacceptable conduct, as herein referenced and attached, may result in any of the following alternative actions:

1. Warnings;
2. Warnings to be filed with the personnel file of the faculty unit member;
3. Required counseling or treatment at the cost of the faculty unit member;
4. Temporary suspension from duties with, or without, loss of pay commensurate therewith;
5. Reassignment;
6. Demotion;
7. Discharge.

15.3 Procedures -- Except in the case of all warnings under subparagraph 1 and 2 above, if the administration determines that probable cause for discipline exists, the faculty unit member will be furnished written notice of the allegation supporting the determination and the administration’s intended disciplinary action. At the same time, the COHE chapter president will be notified that the administration intends to discipline the faculty unit member. The matter will be discussed with the faculty member at a personal conference which will be held at a time not sooner than ten working days, nor later than fifteen working days from the date of the transmission of the written notice, unless otherwise agreed by the
faculty unit member and the administration. The faculty unit member may bring to this meeting a
representative chosen by the faculty unit member. At the close of the personal conference, or within five
working days thereafter, the administration will notify the faculty unit member of the disciplinary action
it will pursue. Any grievance appeal under this section will begin at Step 2. The grievance conference
required at Step 2 must be held by the president, or in the absence of the president, the acting president,
and may not be designated to any other person.

The administration may suspend a faculty unit member with pay, pending notification of the discipline to
be imposed, if the character of the charges and the nature of the conduct warrant such action. Suspension
may be without pay where the nature of the misconduct involves injury to or gross interference with
others or otherwise compromises the public’s confidence in the ability of faculty unit member to
discharge the responsibilities of his or her position.

In all cases, the burden to prove the charges will rest with the administration.

**Appeals & Grievances**

**CSA Classification Appeals/General CSA Grievances**
(BOR 4.9 [http://www.sdbor.edu/policy/4-Personnel/4-9.doc](http://www.sdbor.edu/policy/4-Personnel/4-9.doc))
The Regental Classification Appeals Procedure provides an orderly process for Regental Career Service
Act employees to request review of their classification and to appeal classification action decisions, and
the purpose of the general grievance appeals procedure is to provide a just and equitable method for the
resolution of grievances without discrimination, coercion, restraint or reprisal against any employee who
may submit or be involved in a grievance.

**Non-Faculty Exempt Employees**
(BOR 4.8 [http://www.sdbor.edu/policy/4-Personnel/4-8.doc](http://www.sdbor.edu/policy/4-Personnel/4-8.doc))
The purpose of the grievance appeals procedure is to provide a fast and equitable method for the
resolution of grievances without discrimination, coercion, restraint, or reprisal against any employee who
may submit or be involved in a grievance.

**Faculty-Non-COHE Eligible**
(BOR 4.7 [http://www.sdbor.edu/policy/4-Personnel/4-7.doc](http://www.sdbor.edu/policy/4-Personnel/4-7.doc))
All problems should be resolved, whenever possible, before the filing of a grievance. Open
communication is encouraged between administrators and faculty members so that resorting to the formal
grievance procedure will not be necessary. The purpose of this policy is to promote prompt and efficient
procedures for investigating and resolving grievances.

**Faculty-COHE Eligible**
The parties agree that all problems should be resolved, whenever possible, before the filing of a
grievance. They encourage open communication between administrators and faculty unit members so that
resorting to the formal grievance procedure will not be necessary. The purpose of this article is to promote
prompt and efficient procedures for investigating and resolving grievances.
Risk Management

**Risk Management** -- Under the auspices of the Bureau of Administration, the Office of Risk Management is focused on loss control for all state agencies. The office provides services such as negotiating insurance coverages, developing safety and loss control programs, conducting loss control audits, managing claims and lawsuits against state employees, educating through seminars and assistance information and sponsoring defensive driving courses.

Because many state employees are required to utilize state vehicles for business travel, it is important to understand the coverage that applies. When state employees are driving a vehicle on state business, all are covered for workers’ compensation while in the course of their employment; belongings in the vehicle are not insured by the state; liability to other persons (bodily injury and property damage) due to negligence in operating the vehicle is covered through the Public Entity Pool for Liability (PEPL); and automobile liability coverage through PEPL applies to non-state employees who are on official business for the state.

In cases where an employee uses a personal vehicle, their private auto-insurance policy provides coverage for physical damage, loss, or liability. Both the worker’s compensation and personal property coverage are the same as when operating a state vehicle. In situations where the loss exceeds personal policy limits, the state will cover the excess liability under certain terms of the PEPL agreement.

There are of course, limits to the state’s coverage. For example, the state does not pay for injuries covered by other insurance; does not pay when agencies, employees and agents did not cause or were not legally responsible to prevent accidents; does not cover incidents where the actions were wrongfully meant to harm someone or were not related to state work; and maintains a limit of $500,000 per occurrence.

In the unfortunate situation that employees are involved in an accident with a state vehicle, it must be reported to the nearest law enforcement official and the driver’s agency contact person. This contact person is responsible for filing the proper paper work. The driver is then required to obtain two damage repair estimates. In the event of an accident involving a fatality, serious bodily injury, or serious property damage, contact Claims Associates immediately. All accidents should be reported as soon as possible. All accident reporting information is located in the glove compartment or other convenient place in every state vehicle.

**Policies**

The South Dakota School of Mines and Technology operates under the jurisdiction of the South Dakota Board of Regents.

Proposed policies, suggestions for changes in policies, or questions concerning policies should be addressed to the Assistant to the President at 394-2413. Questions relating to an existing policy should be addressed to the office of record on the policy and/or the person who initiated the policy as listed in the top left-hand corner of the policy.

Proposed new policies or significant changes to existing policies are normally distributed to the members of SDSM&T via email for suggestions and comments. After the person initiating the policy has resolved all questions and comments, the policy is recommended for approval by the President.
**Antiharassment**
(SDSM&T IV-A-20 [www.hpcnet.org/policies/antiharassment](http://www.hpcnet.org/policies/antiharassment))

It is the policy of South Dakota School of Mines and Technology that harassment will not be tolerated. It distracts the harasser, the victim, and others from the tasks of the workplace and academic environment; it undermines morale and the psychological well being of the victim; and it leads to expensive litigation and to possible liability. The university has zero-tolerance for harassment, whether it occurs on or off campus, during or after normal business hours, at work-related social functions, or during business-related travel. Any employee or student violating this policy will be subject to disciplinary action including termination or dismissal.

**Buckley Amendment Or FERPA (Family Educational Rights And Privacy Act Of 1974)**

The purpose of FERPA is to protect the privacy rights of students from the indiscriminate collection, maintenance, disclosure and release of personally identifiable student information, including information regarding student status or performance.

Under FERPA each current and former student at SDSM&T has the following fundamental rights:

- The right to review and inspect the student’s education records.
- The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading, and the right to a hearing if the request for amendment is not granted.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by SDSM&T to comply with the requirements of FERPA.

Students should be aware that these rights and privileges are available to them. Formal notification regarding FERPA is provided annually in the SDSM&T Undergraduate and Graduate Catalog. An announcement covering information designated as Public or Directory Information is included in the “Tech Times” each Fall Term. Students have the right to request that such information concerning them be withheld from the annual University Directory.

For a full description of FERPA, information regarding the location of students’ educational records, and procedures at SDSM&T for compliance with the law, please contact the Office of Academic and Enrollment Services.

Faculty/staff members should not divulge educational record information about any student until they have checked with the Office of Academic and Enrollment Services.

**Conflict of Interest**
(BOR 4:35 [http://www.sdbor.edu/policy/4-Personnel/4-35.doc](http://www.sdbor.edu/policy/4-Personnel/4-35.doc))

Persons employed full-time by the South Dakota Board of Regents in professional capacities, whether as faculty members, exempt staff, career service staff, or extension agents, shall devote their best professional efforts to the service of the institution to which they are assigned.

If you are currently or considering additional employment or consultation projects please review this policy to insure that you do not have or will not have a conflict of interest in doing so.
**Domestic Animal Policy**  
(SDSM&T IV-A-06 [www.hpcnet.org/policies/animal](http://www.hpcnet.org/policies/animal))  
Service dogs for the assistance of persons with disabilities are permitted in the university. The presence of other animals, including pets, is restricted and requires prior approval.

**Fraud**  
(BOR 4:37 [http://www.sdbor.edu/policy/4-Personnel/4-37.doc](http://www.sdbor.edu/policy/4-Personnel/4-37.doc))  
Examples of a fraudulent act include but are not limited to:

- Embezzlement
- Misappropriation, misapplication, destruction, removal, or concealment of property
- Alteration or falsification of documents
- Theft of any asset (money, tangible property, etc.)
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked
- Misrepresentation of fact

Suspected fraudulent acts should be reported to the Human Resources Office.

**Human Rights Complaint Procedures**  
(BOR 1:18 [http://www.sdbor.edu/policy/1-Governance/1-18.doc](http://www.sdbor.edu/policy/1-Governance/1-18.doc))  
Discrimination includes all violations of rights guaranteed under federal, state or local anti-discrimination laws and regulations. Also, discrimination includes any allegation that, because of a person’s race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age or disability, a person has been subjected to disparate treatment in terms and conditions of employment, in the delivery of educational services or with respect to the participation in the activities of officially recognized organizations. Harassment complaints shall also constitute discrimination complaints within the meaning of these regulations.

The Title IX/EEO Coordinator for the campus is the Director of Human Resources.

**Intellectual Property**  
(BOR 4:34 [http://www.sdbor.edu/policy/4-Personnel/4-34.doc](http://www.sdbor.edu/policy/4-Personnel/4-34.doc))  
The policy is intended to guide management of intellectual property at the institutions governed by the South Dakota Board of Regents (Board). The people of the State of South Dakota have entrusted the Board with the responsibility to develop and to maintain a system of higher education that provides an opportunity for advanced education to all qualified persons, that explores and expands the frontiers of knowledge, and that serves to improve the quality of life for the people of South Dakota. Board employees who carry out or administer such instructional, research, and service activities routinely produce works or make discoveries that may be subject to legal protection as intellectual properties. Some such intellectual properties may have commercial value.

Where commercially valuable intellectual properties are developed within the scope of employment and using public funds or resources, the Board has an obligation to balance the interests of creators with those of the public. The Board recognizes and affirms the public policy principle, woven into the very fabric of the United States Constitution by its framers, that creators of intellectual properties should obtain a fair return from the fruits of their inventiveness. It also recognizes and affirms the principle that the public should have a fair return on its investment in support of such creative efforts. This policy sets forth the principles and procedures through which the Board will balance those interests.
Statement Concerning Faculty Expectations
(BOR 4:38 http://www.sdbor.edu/policy/4-Personnel/4-38.doc)

Civility in working with colleagues, staff members, students and others -- Universities play a special role in preparing students to lead the complex social organizations through which businesses and professions operate and through which free people govern themselves. Students must be taught, and they must be shown through the example given by institutional employees, that members of stable, effective, and prosperous social organizations observe norms of conduct under which all participants treat one another civilly and carry out their respective tasks in a constructive and informed manner. Complex social organizations derive their strength from the cooperation of those who participate in them. By virtue of their special role in preparing future generations of leaders, universities have a particular concern with conduct that destroys the bonds of cooperation and common purpose on which society rests by demeaning members of the community, and such conduct cannot be tolerated in an institution whose very purpose is to shape the skills and conscience of the rising generations.

Faculty members are responsible for discharging their instructional, scholarly, and service duties civilly, constructively, and in an informed manner. They must treat their colleagues, staff, students, and visitors with respect, and they must comport themselves at all times, even when expressing disagreement or when engaging in pedagogical exercises, in ways that will preserve and strengthen the willingness to cooperate and to give or to accept instruction, guidance or assistance.

Winter Weather Procedures
Although there are occasions when SDSM&T must cancel classes due to inclement weather and road conditions, in accordance with state rules, the campus offices will normally remain open for business activities. When an employee is unable to report to work, in accordance with the State of South Dakota policy, annual leave, leave without pay, or compensatory time (if applicable) will need to be utilized.

Weather related announcements will be posted with all local media; a message will be posted near the top of the SDSM&T homepage (www.sdsmt.edu); and a prerecorded message regarding cancellations will be available by calling (605) 394-2210.

Committees

The traditional shared collegial process provides opportunity for the many constituencies of the university to participate in the formation of policy and the administration and operation of programs. The formation of policy and the oversight of the operation of programs are traditionally accomplished through organized committees and councils charged to perform specific functions.

Advisory Councils are elected by their respective constituencies to which they report and provide advice to the President on matters of concern to these constituencies.

Each university committee is elected and/or appointed to provide guidance to the body or individual to which it reports regarding a specific function or activity. To encourage and facilitate fair and equal opportunity to all members of university constituencies for participation in university committees, procedures for nominations for committee appointments are provided. Such nominations should include consideration of other extraordinary duties and responsibilities assigned to the individual elected or nominated. Special consideration is appropriate for the nomination of persons, such as Department Chairs, who already have been assigned significant responsibility to assist in the administration of the university.
The appointment to serve the university as a member of a committee or council is a privilege and a responsibility. The active participation of all who are appointed to such service is essential if the group is to provide the advice relative to the matters charged the committee. Groups that wish to function as a committee, council, or organization on behalf of the university must obtain the approval of the President in advance of such representation of activity.

The Chairperson of each university committee or council is responsible for providing recommendations concerning the charge assigned to the committee or council to the body or individual to which it reports in a timely manner.

Advisory Councils

**Career Service Advisory Council**
The Career Service Advisory Council serves as the administrative body of the Career Service Association. The Council provides the association with recommendations, studies, data, and other information directly or indirectly affecting the membership. The elected Council serves as a study committee making recommendations to the administration on matters of concern to Career Service employees.

The five members of the Council are elected to serve two-year terms.

**Exempt Employees’ Advisory Council**
The Exempt Employees’ Advisory Council serves as the administrative body of the Exempt Employees’ Association. The Council provides the association with recommendations, studies, data, and other information directly or indirectly affecting the membership. The Council serves as a study committee making recommendations to the administration on matters of concern to Exempt Employees.

The five members of the Council are elected to serve two-year terms.

**Faculty Advisory Council (FAC)**
The Council represents the faculty in providing advice to the President on all matters relating to the responsibilities of faculty including the formation of university policy, the maintenance and development of curriculum, and the establishment of academic standards where such matters of interest to the faculty are specifically addressed within the Agreement between the Board of Regents and the Council of Higher Education. The Council serves as a study committee making recommendations to the faculty on matters of concern to the faculty.

The Faculty Advisory Council consists of eight members and is chaired by the Chair of the Faculty. One member is elected from engineering and one member is elected from science for each of the following colleges: Earth Systems, Materials Science and Engineering, and Systems Engineering. Two members are elected from the College of Interdisciplinary Studies. The immediate past Chair serves a one-year term.

Members are elected to serve two-year terms and may serve up to two consecutive terms. Elections are held in March and terms commence at the beginning of the fall contract period. Any member of the faculty may vote in the election of representatives from his/her division and is eligible for election as a division representative.
Academic Programs

Curriculum Committee
Faculty originates curricular developments.

Departmental Curriculum Committee: The Departmental Curriculum Committee that shall consist of the Department Chairperson as committee Chairperson and at least two faculty members, so that every program in the department is represented, shall review curricular developments. The recommendation of the Departmental Curriculum Committee shall be reported to the departmental faculty for appropriate endorsement action. The Department Chairperson shall report the recommendations of the Departmental Curriculum Committee and the actions of the faculty endorsing such recommendation to the Dean of the college.

College Curriculum Committee: Approved departmental curricular developments shall be submitted to the College Curriculum Committee for review and appropriate endorsement. The College Curriculum Committee shall consist of the Dean as Chairperson and at least four faculty members selected at large by vote of the faculty assigned to the college.

The Dean will report the results of the determination of the college faculty to the Vice President for Academic Affairs. The Dean will forward to the Chairperson of the University Curriculum Committee only the curricula requests that have received favorable endorsement by the college faculty for the review and recommendation of the committee.

General Education Assessment Committee: The committee advises the Vice President for Academic Affairs in developing and administering assessment of the General Education Program. Academic assessment is defined as the use of qualitative and quantitative methods and measures to evaluate the process and outcomes of student learning and to ensure the continuous improvement of the same.

The committee consists of two faculty from Interdisciplinary Studies; four faculty from engineering, math and science; and the Director of Academic Initiatives. The committee members shall elect the Chair.

Engineering Assessment Committee: The committee advises the Vice President for Academic Affairs in coordinating, promoting, and supporting assessment processes in the ABET-accredited programs. Academic assessment is defined as the use of qualitative and quantitative methods and measures to evaluate the process and outcomes of student learning and to ensure the continuous improvement of the same.

The committee consists of one faculty from Interdisciplinary Studies, five (or more) faculty from the engineering programs; and the Director of Academic Initiatives. The committee members shall elect the Chair.

University Curriculum Committee: approved College curricular developments shall be submitted to the University Curriculum Committee for review and appropriate endorsement for action by the university faculty. Curricula involving graduate level activity will be reviewed and endorsed by the Graduate Education and Research Council prior to consideration by the University Curriculum Committee. The chairperson of the University Curriculum Committee shall be elected by the Faculty Advisory council from the faculty representatives elected by the colleges. The Chairperson of the University Curriculum Committee shall report the results of the review including proposed endorsement actions if any, to the university faculty at a regularly scheduled meeting of the university faculty for a vote of approval or
disapproval by the faculty. The Chairperson of the Faculty Advisory Council shall report the results of the university faculty vote to the Vice President for Academic Affairs. The Chairperson of the University Curriculum Committee shall forward all approved college curricula proposals considered by the committee to the Vice President for Academic Affairs.

The University Curriculum Committee shall consist of one faculty representative elected by each college, the Dean of each college, and two members appointed by the Faculty Advisory Council.

**Graduate Education and Research Council:**
Approved college graduate level curricula developments will be submitted to the Graduate Education and Research Council for review and appropriate endorsement for final consideration by the University Curriculum Committee. The Council will advise the Dean of Graduate Education and Sponsored Programs/Senior Advisor to the President for Research and Development and the President concerning the formation of university policy relating to graduate education and research affairs. The Council shall be available to provide advice or recommendations concerning matters relating to graduate education and research when requested by the Dean of Graduate Education and Sponsored Programs/Senior Advisor to the President for Research and Development.

The committee shall consist of one faculty representative elected by each college, the Dean of each college, and two members nominated by the Faculty Advisory Council. The Faculty Advisory Council shall elect the Chairperson of the Graduate Education and Research Council from the faculty representatives elected by the colleges.

**Promotion and Tenure:**
The Promotion and Tenure Committee reviews requests for promotion and tenure submitted by an individual member of the faculty through the Vice President for Academic Affairs after appropriate consideration and recommendation at the departmental and college level. The Promotion and Tenure Committee will advise the President regarding each request for promotion and tenure. Specific processes for the operation of the promotion and tenure processes are provided in the policies of the Board of Regents and the Agreement between the South Dakota Board of Regents and the Council of Higher Education.

**Promotion and Tenure Committee (Unit)**
The faculty unit will elect faculty unit representatives on this committee as soon as possible after the commencement of activities in the fall. A total of four faculty representatives will serve for three-year terms. The four Deans of the colleges will represent the administration. This committee will only consider faculty who are members of the faculty unit.

**Promotion and Tenure Committee (Non-Unit)**
The faculty non-unit will elect faculty non-unit representatives on this committee as soon as possible after the commencement of activities in the fall. A total of four faculty representatives will serve for three-year terms. The four Deans of the colleges will represent the administration. This committee will only consider faculty who are not members of the faculty unit.
Program Steering Committees

Atmospheric, Environmental, and Water Resources (AEWR)
This joint doctoral AEWR program is operated as collaboration between the South Dakota School of Mines and Technology and the South Dakota State University. The Joint AEWR Steering Committee consists of the Graduate Deans from both universities, the two AEWR Program Coordinators from each campus, two faculty members from SDSM&T and two faculty members from SDSU, and the Executive Director of the BOR or his/her designee. The campus program coordination committee includes a chair appointed by the Dean of Graduate Education and Sponsored Programs/Senior Advisor to the President for Research and Development and representatives from the departments of atmospheric sciences, civil and environmental engineering, geology and geological engineering, and chemistry and chemical engineering.

Cooperative Education Program
The Cooperative Education (Co-op) Program provides students with opportunities to integrate their classroom learning with “real world” work experiences in industry. The Co-op Program is a partnership with business, industry, government agencies, and SDSM&T. Students are employed in positions related to their major and may obtain academic credit for their co-op experience.

The Cooperative Education Committee is responsible for developing qualified cooperative education experiences and assisting students with identifying co-op opportunities. The committee is comprised of cooperative education coordinators appointed by each department, the Vice President of Academic Affairs, and the Director of Career Planning, Placement, and Cooperative Education. The committee will select the Chair.

Experimental Program to Stimulate Competitive Research (EPSCoR)
The role of the committee is to oversee the various activities of the campus EPSCoR researchers, maintain the goal of the EPSCoR program and act as a liaison relating the EPSCoR research activities to university goals and objectives.

The Dean of Graduate Education and Sponsored Programs/Senior Advisor to the President for Research and Development shall nominate up to eight members of the faculty to serve on this committee, including the Chair.

Faculty Development Program
The committee advises the Vice President for Academic Affairs in administering the Professional Development Program that includes funding from the Bush Foundation. The Professional Development Program is provided through a coordination to improve student learning and success at SDSM&T.

The committee consists of two faculty from each of the four colleges and the Director of Academic Initiatives. The Director of Academic Initiatives shall serve as both the administrative representative and Chair.

Master of Science in Technology Management (MSTM)
The purpose of the committee is to provide long-term direction for the strengthening of the MSTM program by providing guidance for expanding program options across the university by increasing the flexibility of the program for non-traditional students.
The committee consists of the following members: the MSTM Program Coordinator, the Dean of the College of Interdisciplinary Studies, the Dean of the College of Systems Engineering, and the Dean of Graduate Education and Sponsored Programs/Senior Advisor to the President for Research and Development. The Dean of Graduate Education and Sponsored Programs/Senior Advisor to the President for Research and Development will serve as Chair.

**Materials Engineering and Science (MES – M.S.)**
This master’s program steering committee includes a representative from the following departments nominated by the Dean of the respective college: chemistry and chemical engineering, physics, and metallurgical engineering. The Dean of Graduate Education and Sponsored Programs/Senior Advisor to the President for Research and Development will designate the Chair of this committee.

**Materials Engineering and Science (MES – Ph.D.)**
This doctoral program steering committee includes a representative from the following departments nominated by the Dean of the respective college: chemistry and chemical engineering, civil and environmental engineering, electrical and computer engineering, mechanical engineering, metallurgical engineering and physics. The Dean of Graduate Education and Sponsored Programs/Senior Advisor to the President for Research and Development will designate the Chair of this committee.

**Appeals**

**Financial Aid Appeals Committee**
It shall be the responsibility of this committee to hear appeals from students involving assignments of financial aid including scholarships.

The committee consists of the Vice President for Student Affairs and Dean of Students (Chair), the Director of Financial Aid, one student nominated by the Student Association President, and two faculty selected from nominations by the college Deans.

**Judicial Council**
The Council is the designated body of the college that provides members of the student body with processes for appeal and adjudication as outlined in the constitution of the Student Association.

The Board consists of five members: two faculty members, two student representatives, and the campus Judicial Officer who shall serve as chair.

**Student Enrollment Appeals Committee**
The responsibility of this committee is to administer the academic probation and suspension policy of SDSM&T as approved by the faculty.

The committee is composed of a faculty member from each college, appointed by the Dean of the college, together with the Vice President for Student Affairs and Dean of Students who will serve as Chair.
Oversight

**ADA Advisory Committee**
The ADA Advisory Committee shall meet a minimum of one time per semester or as needed to advise the President on ADA issues, programs, and services and to assist the ADA co-coordinators with the task of educating the campus community about disabilities and ADA policies.

The committee consists of two students, two faculty, two career service, one exempt, the Director of Facilities Services, and one campus ADA co-coordinator. The Chair of the committee will be elected from committee membership.

**Affirmative Action Council**
The Affirmative Action Council provides advice to the President in the formation and operation of programs and activities to assure that equal opportunities in employment and for access to and participation in the activities of the university are without discrimination based on race, color, creed, national origin, ancestry, citizenship, gender, sexual orientation, religion, age or disability; and the commitment to the objectives of affirmative action, equal opportunity, and non-discrimination in accordance with state and federal law, are communicated effectively to members of the university community and the public at large.

The Council will include at least a member of the faculty, a career service employee, a student, and an exempt employee. The Faculty Advisory Council, Career Service Advisory Council, Exempt Employees Advisory Council, Student Association, and the University Cabinet are invited to nominate persons to serve on this Council. The Affirmative Action Officer is an ex-officio member of the committee. The President will select the Chair.

**Athletics Committee**
The mission of the committee is to foster a spirit of fair play and competitive sportsmanship among students at SDSM&T and to advise in matters concerning intercollegiate athletics.

The committee includes the Athletic Director as Chair, the Faculty Athletic Representative, one faculty member nominated by the Dean of each college, and two students nominated by the Student Association President.

**Campus Planning Committee**
The committee monitors the master plan for the improvement and development of the physical facilities needed by SDSM&T to achieve its purpose and accomplish its mission. The committee also advises the President on the implementation of the master plan, the incremental adjustments of that plan as appropriate, and the revision of the plan.

The committee consists of one faculty member nominated by the Dean of each college, a Student Affairs representative, and one student nominated by the Student Association President. The Director of Facility Services will chair the committee. The Director of Business Services and President of the SDSM&T Foundation are ex-officio members.

**Degrees Committee**
This committee will review the academic records of all baccalaureate candidates recommended by the various degree granting departments and programs. General graduation requirements, total hours completed, physical education graduation requirements, and grade point average will be examined. The
committee will report the results of the degree review to the faculty for consideration and appropriate recommendation to the President.

The committee consists of four faculty, one from each college, nominated by FAC. The Vice President for Student Affairs and Dean of Students and the Director of Academic and Enrollment Services are ex-officio members. The President will appoint the Chair from the members of the committee.

**Ethics Committee**

Description Currently Under Review

The committee investigates alleged breaches of ethical conduct on the part of faculty, staff, or students. An individual or group from any of these categories may request an investigation. The committee reports its findings to the Vice President for Academic Affairs who advises the President concerning such findings. The committee also serves as an appeal board for disciplinary actions resulting from cases of academic dishonesty by students. The findings are reported to the Vice President for Academic Affairs.

The committee consists of one faculty member from each college nominated by their Dean and three students nominated by the Student Association President. The Vice President for Student Affairs and Dean of Students is an ex-officio member. The President will appoint the Chair from the members of the committee.

**Faculty/Staff Lounge**

The Faculty/Staff Club operates the Faculty/Staff Lounge, located on the third floor of the Classroom Building. All faculty and staff are invited to become members. Faculty members are eligible to become voting members by paying the annual dues of $30. Other employees may choose to be a voting member ($30 per year dues) or an associate member ($25 per year, with no voting privileges).

The Faculty/Staff Club Board of Directors is responsible for the supervision and management of funds, properties and affairs of the Faculty/Staff Club. The purpose of the Faculty/Staff Club is to promote the interests of the faculty and staff of SDSM&T through fellowship among its members. The most important function of the club is the operation of the Faculty/Staff Lounge.

The Faculty/Staff Club Board of Directors consists of six employees, elected at the annual meeting each April for staggered three-year terms. The President, Vice President, and Secretary of the board will be selected by the board and serve for one year. A nominating committee appointed by the incumbent board makes nominations for board terms and nominations may be made at the annual meeting. The Vice President of Business and Administration is an ex-officio member of the Faculty/Staff Club Board.

**Institutional Agreement Management Committee (IAMCOM)**

The IAMCOM is intended to be an informal forum for identification and discussion of problems of interpretation of agreement language and agreement implementation and management.

The committee consists of three faculty unit members appointed by the COHE chapter President and three administrators appointed by the President. The President and the COHE chapter President will designate one of their appointees as co-chairperson.

**Library Committee**

The Library Committee provides advice to the President through the Vice President for Academic Affairs concerning the administration of the library in accordance with the goals to provide quality, comprehensive, and innovative library support and services to the university and the community.
The committee consists of the Director of the Devereaux Library, one faculty member from each of the four colleges nominated by the college Dean, each for a one year term with a three year limit, a junior and senior level student nominated by the Student Association President and a master’s and Ph.D. level student nominated by the Dean of Graduate Education and Sponsored Programs/Senior Advisor to the President for Research and Development for a one year term with a three year limit. The President will appoint the Chair from the members of the committee.

**Parking Committee**
The mission of the committee is to make recommendations to the President in matters relating to parking and parking privileges among faculty, staff, and students.

The committee shall consist of a member of the faculty, two students, a career service employee, and an exempt employee appointed by the President from a list of nominations provided from each of these four governance organizations. The Director of Facility Services and the Director of Residence Life are ex-officio members. The Director of Facility Services will convene the committee and the chair will be selected from within the committee by the committee.

**Risk Management Committee**
The mission of the committee is to recommend institutional policy guidelines and accepted procedures to minimize and control SDSM&T’s risk of loss while promoting a safe and healthy environment for the students, staff and campus guests. The committee will take an active role in making recommendations on campus safety issues including fire safety, campus evacuation plans, terrorist threats, campus crime, disaster recovery planning, and any other issues dealing with student, employee, systems, and facility risk management.

The committee will consist of a chairperson (Facility Services Director) and nine members with at least one representative from Chemistry Storeroom, Residence Life, ITS, Counseling, Business Services, Engineering and Science, University and Public Relations, and one student. The chair will be the contact for State Risk Management Office.

**Tech Educational Radio Council (TERC)**
TERC advises the President regarding the operation of the educational and cultural broadcast station (KTEQ).

The Council will include the Vice President for Business and Administration, the faculty advisor to KTEQ, and a member of the faculty selected from nominations from the college Dean, four full-time students appointed by the Student Association President with approval of the student senate, and a community member nominated from a slate of three names provided by the Council. The Chair will be a member of the Council elected by the Council and serve for one year.
Special Events

Commencement Committee
This committee aids the President in arranging commencement activities. The committee consists of one faculty member nominated by each college Dean, the Director of Academic and Enrollment Services or designee, the Assistant to the President, the Vice President for University Relations, the Vice President for Student Affairs and Dean of Students, the junior class President, the senior class President, and the President of the Student Association. The President will select the Chair.

Engineers Week Committee
The committee coordinates programs for National Engineers Week, invitations to area schools, planning for speakers and projects sponsored jointly with the Black Hills Chapter of the South Dakota Engineering Society. The Vice President for Academic Affairs nominates the committee, including the Chair.

Ennenga, Simpson, Kitchen, and Presidential Award for Outstanding Professor Committee
The committee chooses the recipient of the Benard Ennenga, Virginia Simpson, L. Richard Kitchen, and Presidential Outstanding Professor awards. The committee is composed of the Vice President for Academic Affairs, the President of the SDSM&T Foundation, the Dean of each college, the Chair of the Faculty Advisory Council, and the Presidents of the Career Service Advisory Council, the Exempt Employees’ Advisory Council, and the Student Association (or designees). The Vice President for Academic Affairs will serve as the Chair.

Honors Day Committee
This committee aids the President in arranging Honors Day activities. The committee consists of a representative of Student Affairs, one faculty member nominated by each college Dean, the Vice President for University Relations, and four students nominated by the Student Association President. The Assistant to the President will serve as an ex-officio member. The President will select the Chair from the committee.

Science Contest
The committee organizes, directs, and hosts the annual Science Contest. The committee consists of six faculty members nominated by the Vice President for Academic Affairs. The Chair will be selected from within the committee by the committee.

Science Fair
The committee organizes, directs, and hosts the annual High Plains Regional Science and Engineering Fair. The committee consists of two faculty members from each of the four colleges nominated by the college Deans, the Directors of the Children’s Science Center and SKILL, and three students nominated by the Student Association President. The Chair will be selected from within the committee by the committee.
**West River Math Contest**
The committee organizes, directs, and hosts the annual West River Math Contest.

The Department Chair of Mathematics and Computer Science is responsible for the organization of this committee.

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**University Services & Resources**

**Academic and Enrollment Services (AES)**
The Office of Academic and Enrollment Services (AES) provides assistance with course enrollment and other academic services such as admissions, financial assistance, student records, registration, veterans’ benefits, student computer information systems, and student academic success. The office, located in the O’Harra Building Room 216, provides “one stop shopping” for these services, which are described more fully below.

**Academic Services**
Enhances the continued development of the South Dakota School of Mines and Technology in quality teaching and learning by providing academic assistance to faculty, students and staff; advances academic student development through the coordination of academic advising, peer advising, mentoring, tutoring and academic intervention to assist students to achieve gateway competencies and increase the percentage of students who graduate from the university; administers the state-wide testing programs for course placement and proficiencies; provides career/interest assessment and advising; disseminates academic information to students, parents and faculty through a series of newsletters and publications.

**Admissions**
The Admissions Office staff coordinates all aspects of the undergraduate recruitment and admissions programs, contacts prospective students; distributes university publications; conducts campus visits; administers participation in college fairs, high school call backs, Tech Information Nights and Tour Tech; processes all electronic and written correspondence related to undergraduate admissions; develops and manages the admissions communication management process; is involved in all contacts with prospective students and public relations regarding admission to SDSM&T; accepts students to the university based on criteria established by the Board of Regents; conducts research to evaluate educational trends to determine marketing strategies and direction and administers the student ambassador program.

**Financial Aid**
Many students need financial assistance in order to attend college. For the 2002-2003 academic year, students at the School of Mines and Technology benefited from over $11 million in financial assistance from various funding sources from both within and outside the University. This assistance includes the federal financial aid programs such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Perkins, Stafford, and PLUS loans as well as institutional scholarships. The Financial Aid Office reviews applications, determines eligibility, monitors student’s continued eligibility; administers the satisfactory academic progress policy; reports on financial aid expenditures to various donors and agencies; and exercises professional judgment for deviations from the normal packaging practice for students with extraordinary circumstances.

Approximately 70% of enrolled students are receiving financial aid of one type or another.
**Student Information Systems (SIS)**
Ensures that the student information system supports the needs of SDSM&T faculty, staff and students. The SIS staff monitors the quality and protects the security of the data stored in the database; trains faculty and staff in the use of the features and modules of the database; documents the procedures by which the database adheres to the policies of the institution and the Board of Regents; extracts data to support reporting requirements; creates data extracts; maintains system tables, system parameters and user security profiles; coordinates interactions between various offices using the student records system; maintains WebAdvisor, the web interface to the Colleague Student information system; diagnoses student records system problems and serves as institutional representative to the committees that coordinate developments of the statewide student records system.

**Registration and Records**
The office is responsible for course scheduling, pre-registration and registration, and records maintenance (undergraduate and graduate). Transcript requests are processed in this office. The evaluation of transfer credits is made with assistance from academic departments. The office makes probation and suspension determinations. Students eligible for veterans’ benefits come to this office for assistance.

**Alumni Association**
The SDSM&T Alumni Association promotes communication and interaction among alumni, students, faculty, and administrators of the South Dakota School of Mines and Technology with the objective of strengthening the school’s academic, research, and service roles. The Alumni Association also maintains an alumni network and support services for SDSM&T graduates and friends throughout the world.

Our Mission is accomplished through a variety of events and activities, for example:

- Maintaining the Alumni database
- Weekly *Hardrock E-News* newsletter
- Quarterly *Hardrock* magazine
- Annual Alumni awards programs
- Biennial Alumni Directory
- Five-year all-school reunions
- Area meetings & get-togethers
- Network of Area Vice Presidents
- Local volunteers for campus activities
- Tech Alumni Recruiting Program (TARP)
- Student support funds and mentoring
- Video and web site media development
- Oversight by Board of Directors

The Alumni Office is located in Surbeck Center on campus. The next five-year Reunion will be July 7, 8, and 9, 2005.

**Campus-Wide Drug And Alcohol Abuse Prevention Program**
The South Dakota School of Mines and Technology’s campus-wide drug and alcohol abuse prevention program provides education sessions and referral information and is available to all SDSM&T students, faculty, staff, and administration. For more information, students should contact the University Counseling Office or University Health Services in Surbeck Student Center; faculty and staff should contact the Human Resources office.
Career Planning
The Career Planning Office assists students with their career development and their searches for full-time, internship, and cooperative education (co-op) positions. Career Planning professionals are actively engaged with students, faculty, alumni, and employers to achieve the goal of a good match between the individual student and the employer or graduate school.

Career Planning services include assistance with resumes, cover letters, interviewing skills, searches for jobs or graduate/professional schools, on-campus interviews, job postings, professional development workshops, and coordinating the co-op program. In addition to organizing career fairs on campus during the fall and spring semester, Career Planning tracks placement and salary information for SDSM&T graduates. The office provides students a variety of career resources that include employer information, career development materials, and an online job/resume posting system. Located in the Surbeck Center (north wing), the Career Planning Office provides services free of charge to all SDSM&T students and alumni.

Childcare Services
South Dakota School of Mines and Technology provides licensed childcare services to students, faculty, staff, and community members as the Kid’s Kastle Little Miner’s Clubhouse on the SDSM&T campus.

Applications are available for those interested in childcare services. For applications, contact The Kid’s Kastle Little Miner’s Clubhouse at 394-2586. The childcare center has room for the equivalent of 65 full-time users, but space for infants is limited so early application is recommended. The Kid’s Kastle Little Miner’s Clubhouse programs are designed to develop age appropriate skills for infants, toddlers, pre-schoolers, and kindergartners.

The center is open all year from 5:45 a.m. to 6:15 p.m. Monday through Friday.

Counseling and Student ADA Services
Free professional counseling services and ADA services are available to all SDSM&T students. Services include:

- Counseling for stress, depression, family, and relationship issues;
- Grief, sleeping, and eating disorders;
- Substance abuse assessment, counseling, and prevention information;
- Group presentations and training on stress management, communication skills, sexuality issues, and wellness topics;
- Referral to community agencies for needed services;
- Help with time management plans, study skills, and test anxiety;

Certification, accommodations, and counseling for students with physical, psychiatric, and learning disabilities.

Individual, group, and couples counseling as well as wellness programming is available. All services are confidential. This office is open during daytime hours with evening appointments on request. Call 394-1924 or 394-2416 for information or an appointment.

Devereaux Library
The mission of the Devereaux Library is to provide quality, comprehensive, and innovative library materials and services to the South Dakota School of Mines and Technology in support of the university’s mission and objectives.
The Devereaux Library offers the following resources and services:

**Archives**
The Archives includes material on the history of South Dakota, the mining history of the Black Hills, and the history of the South Dakota School of Mines and Technology.

**Bibliographic Instruction**
Classes are available for the use of library resources, including the Internet and the South Dakota Library Network.

**Books**
The book collection numbers more than 200,000 volumes with approximately 2,500 added each year. Best sellers are ordered and received on a weekly basis.

**Downtime**
*Downtime* is the popular reading area of Devereaux Library. *Downtime* contains popular magazines, newspapers, and books including recent best sellers and science fiction, conveniently displayed for easy access. *Downtime* is designed to be a place to relax, browse, and take a break from academic pressures.

**Electronic Resources**
Electronic resources cover hundreds of topics and are readily available to all library users. The resources are of two basic types, online and CD-ROM. Major online resources include the South Dakota Library Network (SDLN), *InfoTrac*, *ProQuest*, *Inspec*, and *Books in Print*. SDLN has the library catalog as well as indexes to various newspapers such as the Rapid City Journal and the Sioux Falls Argus Leader. *InfoTrac* has eleven databases, including Expanded Academic ASAP, General BusinessFile ASAP, Computer Database and Contemporary Authors. *ProQuest* is a broad database that covers topics such as arts, business, education, health, law and social sciences. *Inspec* is an index covering Computer and Control Abstracts, Electrical and Electronics Abstracts, and Physics Abstracts. *Books in Print* lists books currently available for purchase. CD-ROM resources are numerous and varied. There are several stand-alone systems available including Engineering Index and five years of IEE/IEEE. In addition to these stand-alone systems, the federal government has issued hundreds of CD-ROM’s through the Federal Depository Program, CD’s that cover census, agriculture, mining, geology and, taxes, just to name a few.

**Hours**
During the academic year the library is open 95 hours each week:

- Sunday……………………12 noon – 12 midnight
- Monday – Thursday………7 am – 12 midnight
- Friday……………………………7 am – 5 pm
- Saturday…………………………2 noon – 5 pm

Between semesters over holidays and during the summer, Devereaux establishes hours to meet the needs of the campus.

**Interlibrary Loan**
Access is provided to borrow books, theses, dissertations, and photocopies of journal articles.
**Patents & Trademarks**
South Dakota’s only Patent and Trademark Depository Library (PTDL) was established at SDSM&T in 1994. As a PTDL, the library receives copies of all newly issued patents from the U.S. Patent Office and maintains a collection of documents and resources necessary for patent and trademark searches.

**Reference Services**
A reference librarian is available from 8 am to 5 pm Monday through Friday. Reference inquiries may also be sent via email to library.reference@sdsmt.edu or by phone to 394-2419.

**Reserves**
Reserve material is information provided by instructors to help students with their studies. Reserve material may be searched through the online catalog and is located at the Circulation Desk. Electronic reserves are also possible using the South Dakota Library Network.

**Serials**
The Devereaux Library has more than 400 subscriptions to journals, magazines, and newspapers from around the world. Newspapers and current issues of 65 popular magazines are located in *downtime*.

**South Dakota Library Network (SDLN)**
Devereaux Library is a member of the South Dakota Library Network (SDLN), an integrated library system linking libraries in South Dakota by computer. Internet access and dial access are both available to SDLN.

**Educational Outreach**
Educational outreach activities including the Children’s Science Center, with K-12, tribal colleges, and other educational organizations as well as the marketing of the university’s distance learning and continuing education activities, are coordinated through the Office of University and Public Relations.

**Faculty/Staff Lounge**
The Faculty/Staff Club operates the Faculty/Staff Lounge, located on the third floor of the Classroom Building. SDSM&T employees are invited to become members. Faculty and staff may become a voting member by paying the annual dues of $30. Career Service employees may choose to be a voting member ($30 per year dues) or an associate member ($25 per year, with no voting privileges).

The Faculty/Staff Club Board of Directors is responsible for the supervision and management of funds, properties and affairs of the Faculty/Staff Club. The purpose of the Faculty/Staff Club is to promote the interests of the faculty and staff of SDSM&T through fellowship among its members. The most important function of the club is the operation of the Faculty/Staff Lounge.

The Faculty/Staff Club Board of Directors consists of six employees, elected at the annual meeting each April for staggered three-year terms. The President, Vice President, and Secretary of the board will be selected by the board and serve for one year. A nominating committee appointed by the incumbent board makes nominations for board terms and nominations may be made at the annual meeting. The Vice President for Business and Administration is an ex-officio member of the Faculty/Staff Club board.

**Human Resources**
The Office of Human Resources provides services to SDSM&T employees, students, and the general public. These services include administering campus payrolls and providing appropriate forms for pay purposes, such as time cards, pay authorizations, direct deposit forms, W-4 and I-9 forms, and all tax
treaty forms for registered alien workers. This office also provides assistance related to issues regarding personnel, such as position openings, benefits, training opportunities, employee discipline, interpretation and enforcement of policies and procedures, and worker’s compensation.

The Director of Human Resources is the campus EEO/Title IX Officer, and the Co-Coordinator of ADA (Americans with Disabilities Act).

**Industrial Assistance**
Coordination of technical assistance, technology transfer, and economic development services are provided through the Office of University and Public Relations. Services to conduct workshops and other continuing education offerings for the engineering and business communities are also provided.

**Information Technology Services (ITS)**
Information Technology Services serves academic and administrative needs by supporting and enhancing the technology resources available for students, faculty, and staff engaged in scholarly and supporting activities. ITS supports and maintains the network and communications server infrastructure for the entire campus.

The mission of ITS (http://www.hpcnet.org/its/home) is to provide proactive, responsive, people-oriented technology, training and support in the areas of computing, multimedia, and networking. In partnership with faculty, ITS pioneers new learning technologies to provide quality educational experiences outside the traditional classroom and to enhance traditional learning environments.

ITS operates and maintains the campus Local Area Network (LAN) and all centralized computing resources as well as gateways to external networks. Internet connections for individuals in the Residence Halls are also managed through ITS. SDSM&T participates in Internet2 (http://www.internet2.org) and is affiliated with Great Plains Network (http://www.greatplains.net).

ITS supports academic computing and multimedia facilities including computing labs, presentation classrooms, distributed learning facilities, video services, remote delivery mechanisms, videoconferencing the Governor’s Electronic Classroom (CB110), the Digital Dakota Network (DDN) video conferencing facilities (CB 109) and traditional audiovisual resources to support classroom instruction. ITS supports many Distributed Education course delivery systems (http://www.hpcnet.org/its/distributedlearning). Contact the ITS Help Desk (394-1295) to schedule reservable classroom technologies, videoconferencing, audiovisual resources, production facilities and class time in the DDN.

ITS is involved in supporting many SDSM&T outreach efforts including the on-campus daycare center (Kid’s Kastle Little Miner’s Clubhouse), Technology for Teaching and Learning-NA (for K-12 network administrators) and the Children’s Science Center. In partnership with Western Dakota Technical Institute, ITS hosts a Cisco Regional Academy in support of Cisco Local Academies at K-12 schools in western South Dakota.

**ITS Help Desk** (http://www.hpcnet.org/its/helpdesk)
Professional and student staff is available through the Help Desk to consult with students, faculty, and staff on software and hardware, multimedia, and networking technologies. The Help Desk also provides scheduling services for many shared resources. The Help Desk is located on the lower level of the Devereaux Library in the ‘Green Room’. For assistance, please stop by the Help Desk, call the Help Desk at 394-1295, email the Help Desk at mailto:helpdesk@sdsmt.edu or check our web pages (http://www.hpcnet.org/its/home) for answers to particular questions you may have.
Help Desk hours of operation during the academic year are: Monday - Thursday 7:30 a.m. - 9:00 p.m.;
Friday 7:30 a.m. - 5:00 p.m.; Sunday 5:00 p.m. - 9:00 p.m. Hours for holidays, summer and school breaks
varies according to need. For mission-critical services or outages outside of regular hours, call the
emergency ITS pager at 605-394-7834.

ITS manages campus computer lab facilities (http://www.hpcnet.org/its/pclabs). Reservable classroom
labs are located in the Library, McLaury, Mineral Industries, and EE/Physics buildings. Smaller open
labs are located in the Surbeck Student Center, and the Chemistry and Classroom Buildings. ITS also
works closely with distributed staff to manage departmental and research computing facilities. Please
contact USC (http://www.hpcnet.org/sdsmt/department/usc) to schedule the reservable PC labs. Please
contact the Help Desk to discuss specific software needs, installation, and licensing.

Ivanhoe International Center
The Ivanhoe International Center (IIC) is the center of international activities on campus. A broad
program of services is provided to international students. The director is available to assist students with
Bureau of Citizenship and Immigration Service (BCIS, formerly known as the INS) student matters;
advocacy with all campus offices, organizations, and the surrounding community; and housing inquiry
referrals.

The IIC also coordinates orientation sessions, a joint English as a Second Language program, social
activities, computer facilities and services, community and campus outreach, and the provision of
newspapers and literature from native countries. It serves as a resource for various community groups
and individuals, and collaborates with area universities and organizations on a number of activities. The
IIC offers a relaxed setting for students to work on computers, collaborate on projects, read a native
publication, or just “hang out” with friends.

Multi-Cultural Affairs
The Office of Multi-Cultural Affairs provides assistance and serves as a resource through the services
provided by the Minority Student Study Center and Scientific Knowledge for Indian Learning and
Leadership (SKILL). The Minority Student Study Center located on the third floor of the Devereaux
Library provides peer mentoring, individual/group tutoring, and a computer laboratory in addition to
scholarships, cooperative learning, and internship information and assistance. The SKILL Program
provides opportunities for women, minority, and disadvantaged persons to enter science and mathematics
based careers through experiential summer programs for students in the tenth through twelfth grades.
Culturally relevant science and mathematics curricula, outreach, and cooperative programs are designed
to increase appreciation for diversity.

Physical Education Center
The Darold “Dud” King Physical Education Center provides facilities for competition in basketball and
volleyball with two intramural courts and seating for 2,200. Other facilities include a swimming pool,
weight training room, exercise room, music and band rooms, locker and shower facilities,
handball/racquetball and squash courts, and classroom space.

The priorities for the use of the physical education center are 1) physical education classes; 2) intramural
and varsity athletics; 3) selected student and campus activities; and 4) faculty and staff activities.

The Director of Athletics is available to assist individuals or groups who desire to use the physical
education center.
Public Information And Publications  
The Managers of Publications and Public Information provide assistance to faculty, staff, and students in developing publications, releasing public information items, as well as advertising and marketing university activities. Graphic design, scanning, and photography services are also available.

Residence Life  
Residence Life is committed to providing a safe, secure, and friendly residence hall living environment where residents can experience the freedom and responsibility of living away from home while also achieving academic success.

The South Dakota Board of Regents policy regarding housing states that during the first two years from the time they were or would have been graduated from high school, all unmarried students who enroll in courses delivered on a main campus for six credit hours or more are required to enter into a housing agreement with the institution unless special permission to room elsewhere is received from the institution.

The four residence halls provide on-campus living space to 534 students during the academic year.

The residence halls are open during the summer months to provide lodging to summer school students as well as to provide housing for summer conference groups, which are scheduled through the University Scheduling Center.

SDSM&T Foundation  
The SDSM&T Foundation is a tax-exempt 501(c) 3 charitable organization that exists solely to serve the university by seeking the resources necessary to provide exceptional intellectual, professional, and personal development opportunities. Resources provided by the SDSM&T Foundation include student scholarships and graduate fellowships, the short-term loan program, general student assistance, faculty assistance, and areas of greatest need. Assistance is also provided to faculty for faculty development and research, educational leaves, travel costs, seminars, paper presentations, and educational support.

Campaigns to solicit funds from alumni and campus staff are held annually, as well as mini-campaigns for special purposes and an on-going approach to corporations for support. The Foundation’s portfolio is professionally managed and all accounts are audited yearly.

The Foundation Office is located in the lower level of the O’Harra Building and maintains the same business hours as all other administrative departments.

Student Activities And Leadership Center  
The mission of the Student Activities and Leadership Center is to enhance student involvement through enjoyable, educational activities while promoting leadership development and well-rounded students.

The Student Activities and Leadership Center is responsible for the following areas: New Student Orientation; Leadership Development Programs; Student Organizations; Student Programming; Greek Life, Grubby’s, and game room.

The Center also advises a variety of student organizations, including the student government, student programming board, and student newspaper, among others.
Student Affairs
The administration and personnel in the Division of Student Affairs are an integral part of the student learning at the South Dakota School of Mines and Technology. The Vice President for Student Affairs and Dean of Students provides leadership for the Division. Offices and programs within are:

- Career Planning, Placement and Cooperative Education Office
- Childcare Center -- Kids Kastle Little Miner’s Clubhouse
- Counseling and Student ADA Services
  - Alcohol Education Programs
- Health Services
- Ivanhoe International Center
- Judicial Affairs
- Multi-Cultural Affairs
  - Minority Student Study Center
- K-12 programming including SKILL (Scientific Knowledge for Indian Learning and Leadership)
- Residence Life
- Student Activities and Leadership Center
  - New Student Orientation
  - Student Organizations
  - Greek Life
  - M-Week
- Surbeck Center
- United Campus Ministries
  - Food Pantry
  - PRAXIS and Other Volunteer Service Programming
  - Vice President for Student Affairs and Dean of Students
  - Student Advocacy and Appeals
  - Student Code of Conduct & campus safety brochures
  - Tech Family Weekend

Programs are designed and intended to assist students in fulfilling their educational, career, and developmental objectives. The Division adheres to the Good Practices in Student Affairs (listed below) as outlined by the American College Personnel Association and the National Association of Student Personnel Administrators.

1. Engage students in active learning,
2. Help students develop coherent values and ethical standards,
3. Set and communicate high expectations for student learning,
4. Use systematic inquiry to improve student and institutional performance,
5. Use resources effectively to achieve institutional missions and goals,
6. Forge educational partnerships that advance student learning, and
7. Build supportive and inclusive communities.

United Campus Ministry
The United Campus Ministry (UCM) office helps students get involved in a variety of faith traditions and opportunities on campus. The UCM office also coordinates the Praxis Service Learning Program where students get credit for volunteering, a one credit volunteer class for the IS Dept. and various volunteer opportunities in the community. A food pantry and emergency funds for students in need are also coordinated through this office.
University Scheduling Center
The University Scheduling Center (USC), located in the Surbeck Student Center, serves as the central coordinating office for all campus scheduling. The USC provides a “one stop” scheduling service for the campus and public communities by coordinating all university resources: facilities, services, and equipment required for your event. The USC assists customers of the university in planning for the smallest meeting or conference to a formal banquet or large seminar. Call the University Scheduling Center for all your scheduling needs.

Research and Community Service

Apex Gallery
The Apex Gallery offers challenging educational art and science exhibitions for the personal enrichment of people of all ages. These exhibitions are designed to reflect a broad cross section of cultural traditions and perspectives. The 1000 sq. ft. gallery is well furnished, accessible to the handicapped, and meets security requirements necessary to offer exhibits of high quality. The exhibits are rotated every four to six weeks. Regular visitation is encouraged and welcomed.

Center For Advanced Manufacturing And Production (CAMP)
The mission of the Center of Excellence for Advanced Manufacturing and Production (CAMP) is to integrate students, faculty, and industry partners into a Center that provides a unique approach to manufacturing engineering education that simultaneously addresses explicit needs of industry. Its goals are 1) to develop an innovative educational program based on the concept of enterprise teams, 2) to create an electronic community to facilitate interaction between higher education and industry, and 3) to provide a focus to manufacturing technology assistance. By integrating engineering education with direct involvement with industry, the Center will develop graduates who have acquired multidisciplinary expertise along with industry experience and who are aware of opportunities within the state.

Engineering And Mining Experiment Station (EMES)
The Engineering and Mining Experiment Station provides analytical services and instruction for students, faculty and both public and private sectors in the area, region, and nation. Modern equipment for surface characterization, elemental determinations, and molecular analysis along with skilled personnel are available for use in faculty research projects. EMES staff through various instrumentation-based courses and training activities also provides assistance. Standard fees are charged for analytical services to on-campus projects and external agencies. These fees are often included in research proposal budgets and related projects. EMES staff members conduct sponsored research in their own academic areas of interest.

Current facilities include laboratories for X-ray diffraction (XRD); scanning electron microscopy (SEM) with elemental analysis; transmission electron microscopy (TEM) and scanning transmission electron microscopy (STEM), both with elemental analysis; atomic absorption (AA) spectroscopy; inductively-coupled plasma mass spectrometry (ICP-MS); atomic force and scanning tunneling microscopy (AFM/STM); chemical ionization and atmospheric pressure ionization mass spectrometers; gas chromatographs with a variety of selective detectors, including an atomic emission detector; Fourier Transform infrared and Laser Raman spectroscopy; and portable visible and near infrared spectroscopy.

Graduate Education And Sponsored Programs (GE&SP)
The Office of Graduate Education and Sponsored Programs serves the faculty, professional staff, and graduate students of the SDSM&T in three general areas: 1) graduate programs and concomitant graduate school policies, 2) project planning and proposal development, and 3) administration of awards received
for research and other creative activities. The Dean of Graduate Education and Sponsored Programs/Senior Advisor to the President for Research and Development is responsible for both the promotion and oversight of all the M.S. and Ph.D. programs at the SDSM&T. Records of SDSM&T graduate students and the Dean’s office staff maintain their programs of study. This Office also provides information to faculty, staff, and graduate students on external and internal funding opportunities; assists in the conceptualization, preparation, and review of grant and contract proposals; supports the preparation and submission of required financial and compliance documents for awarded projects; and ensures that award terms are consistent with federal, state, and campus policies and objectives. The Dean and his staff work closely with federal agency and state governmental program officers, as well as various corporation and foundation officials, to identify external funding opportunities that have the potential to generate additional financial support for research and educational activities at the SDSM&T. Large, multidisciplinary proposals and projects are usually developed and managed through this Office, with direct participation by the Dean and his professional associates. Institutional reports and policies on research and graduate programs are coordinated and monitored, respectively, within the Office. The Dean also currently serves as the Director of the SD NASA-EPSCoR Program, the Co-Director of the SD NSF-EPSCoR Program, and the Director of the SD Space Grant Consortium. The campus EPSCoR Office and associated staff are co-located with the Office of Graduate Education and Sponsored Programs.

South Dakota Space Grant Consortium
The SD Space Grant Consortium was established in March 1991 under a capability enhancement grant from NASA as one of 52 university-based Space Grant Consortia across the nation that fund education, research, and public service projects in the fields of science and technology supported by NASA’s unique mission. Current institutional members of the consortium include the South Dakota School of Mines and Technology (Headquarters), Augustana College, South Dakota State University, and the USGS EROS Data Center. The Consortium also has nineteen educational affiliates, nine industrial affiliates, one state government affiliate and one federal government affiliate. Educational affiliates include Black Hills State University, the University of South Dakota, Dakota State University, Northern State University, Lake Area Technical Institute, Si Tanka College, Lower Brule Community College, Oglala Lakota College, Sinte Gleska University, Sisseton Wahpeton Community College, Sitting Bull College, Black Hills Astronomical Society, Badlands Observatory, the Children’s Science Center, Kirby Science Center, the SD Discovery Center & Aquarium, Scientific Knowledge for Indian Learning and Leadership (SKILL), Teaching SMART, and Science Linkages in the Community (SLIC). Industrial affiliates include Raytheon ITSS, Horizons Inc., Cynetics Corp., Barrick Gold Corp., RESPEC, Raven Industries, Honeywell, SAIC, and QSS Group Inc. The SD Department of Transportation’s Office of Aeronautics is a state government affiliate. The National Weather Service Forecast Office in Aberdeen, SD is a federal government affiliate. A primary Consortium objective is to enhance the educational and research capabilities in South Dakota for both earth system science and aerospace science. As part of this mission, the Consortium offers summer faculty fellowships at the USGS EROS Data Center, provides graduate and undergraduate fellowships to students at participating universities, coordinates and conducts a variety of outreach activities for pre-college students and teachers, provides seed funding for innovative educational and research projects, and sponsors the annual South Dakota Space Day. Other Consortium programs support student research projects at member institutions and faculty travel to NASA Centers to establish professional links with NASA scientists and engineers. For more detailed information, please visit the Consortium’s website at http://www.sdsmt.edu/space/

Institute Of Atmospheric Sciences
Research in the atmospheric sciences forms a strong foundation for the Institute’s scholarship and research activities. As scientific interest and global concern surrounding climatic and environmental changes have come to the forefront, the Institute’s focus has broadened to encompass interdisciplinary
projects involving complex systems and linkages among the atmosphere, hydrosphere, biosphere and geosphere. Members of the Institute and collaborators around the world work together to provide an integrated approach to a variety of research areas centered on the atmospheric sciences. These include deliberate and inadvertent weather modification, air quality, cloud physics and dynamics, radar meteorology, radiative transfer, satellite remote sensing, climatology, atmospheric electricity, mesoscale meteorology, and hailstorms. The Institute operates the armored T-28 research aircraft, modified for penetration of strong convective storms, as a national facility, under a cooperative agreement with the National Science Foundation. Recently, Institute researchers have become involved in efforts to explore biocomplexity and to promote and improve science education for K-12 students. Several of the Institute’s scientists teach on a part-time basis in the university’s Department of Atmospheric Sciences, bringing with them into the classroom the excitement and currency of their research. The department offers a minor program, a B.S. through the Interdisciplinary Sciences program, an M.S. degree; and an interdisciplinary Ph.D. in Atmospheric, Environmental and Water Resources. The Institute employs a number of graduate students from Atmospheric Sciences and other departments as Graduate Research Assistants, as well as some undergraduate assistants.

**Museum Of Geology**

The Museum of Geology is a teaching and research resource of world renown operating under the administrative supervision of the Vice President for Academic Affairs and Dean of the College of Earth Systems. The mission of the Museum of Geology is to collect, conserve, curate, interpret, exhibit, and disseminate knowledge of geologically significant objects and serve as the repository for such objects from South Dakota and the Northern Great Plains, as well as from other areas that enhance our understanding of South Dakota geology. The Museum provides students, faculty, staff, the citizens of South Dakota, the international scientific community, and the visiting public access to objects of geologic significance and information on the geology of the State of South Dakota. The Museum holds in public trust some 300,000 specimens comprising internationally recognized collections including major collections of Black Hills Minerals, Cenozoic mammalian fossils from the White River Badlands, Cretaceous marine reptiles and dinosaurs, Pleistocene avian and mammalian fossils from Fossil Lake, Oregon; and Cretaceous marine invertebrate fossils. The Museum exhibits approximately 3,500 specimens of special significance and hosts approximately 70,000 visitors per year in its Exhibit Hall; acting as a front door to the SDSM&T Campus and Black Hills. The extensive collections provide research material for Museum staff members and 14-16 graduate students in the Paleontology Program, as well as visiting scientists, who interpret their historical significance and disseminate knowledge through presentations, publications, and web-based delivery to the public, other scientists, and to school children across the world.

Specific objectives of the Museum include: 1) Provide specimen based learning experiences for students at SDSM&T, Museum visitors, and audiences outside the Institution by dissemination of knowledge through traditional and emerging instructional technologies, 2) Conduct basic research on minerals and fossils from the collections of the Museum of Geology, 3) Assist students, researchers, and visitors to the South Dakota School of Mines and Technology in acquiring information, experience, and specimens for teaching and research, 4) Provide the opportunity for financial support for students through employment opportunities which also develop useful skills and knowledge for each student, and 5) Provide appropriate expertise to local, state, and national organizations.
Procedures

**Advertising, Press Releases, and Publications**
Staff of the Office of University and Public Relations will provide assistance to faculty, staff, and students in the development of publications to facilitate the integrity and quality of university publications. All publications, advertising, and press releases are to be reviewed by the Office of University and Public Relations prior to printing or release to ensure consistency with the university’s mission and policies.

**Bookstore**
The Bookstore’s mission is to be a consummate academic retailer by providing quality products, service, and support to students, faculty, staff, alumni, and friends of the university. Tech Bookstore is a member of the National Association of College Stores, Rocky Mountain Skyline Bookstore Association, and Tri-State Bookstore Association. The Bookstore will provide each academic department a course materials/supply requisition form prior to each term. Department purchases of $10.00 or more of regularly priced supply items receive a 25% discount.

**Campus Safety**
Campus Safety is here to serve the campus and to help provide a safe environment for all students, faculty, staff, and guests. We can be reached 24 hours a day at 394-6100 for any concerns. For ALL emergencies, call 9-911 first, and then inform Campus Safety. Campus buildings will be closed at 10:00 p.m., each night, except for special use buildings such as the Library, Physical Education Building, and Surbeck Student Center. Some buildings may be closed at 4:30 p.m. if no night classes are scheduled. All classes and events managed by the University Scheduling Center will determine building opening and closing times.

**Deposit Of Publications In State Library**
State law requires that every state agency shall deposit fourteen copies of each of its state publications with the State Library for record and depository system purposes. Sixteen copies of any state publication produced by the SDSM&T shall be submitted to the Devereaux Library. The Devereaux Library shall retain two copies and forward the remaining fourteen copies to the State Library. The term “state publication” includes state funded reports, and other scholarly works.

**Educational Outreach**
The Office of University and Public Relations provides K-12 educational outreach services through the Children’s Science Center.

**Emergency Procedures**
All employees and students at SDSM&T share the responsibility to cooperate in maintaining a safe environment on campus. Call 9-911 for police, fire, or emergency medical assistance. After a 9-911 call, please contact campus safety at 394-6100. Calls for other safety-related matters should also be directed to campus safety. Please refer to the red and white “Emergency Procedures” pamphlet that is located by your telephone. This should be reviewed on a periodic basis. Call the Safety Office if you need an updated copy.

**Key Issue**
Keys are issued by the Facility Services upon the written request of the Department Chair, Dean, or member of the university Executive Council. Keys will only be issued directly to the authorized individual. Keys must be returned before a person will be considered as completing their obligation to
SDSM&T either as a student or employee. SDSM&T will provide security of each faculty unit member’s office and files by means of a lockable office and a lockable desk or file. For assistance, please contact the Physical Plant (2251).

**Mail Service**
Official mail service is provided to SDSM&T department offices on campus daily. Personal mail is not authorized for delivery or processing through the university mail service.

Check with mail service for coordination of bulk mailing permits.

**Maintenance And Work Requests**
Normal building maintenance items (i.e. plumbing leaks, broken windows, malfunctioning lights, or heaters, etc.) may be reported to the physical plant by phone (394-2251) or e-mail (SDSM&T Facility Services) without a work request.

Requests for new projects are submitted to the physical plant office by telephone or e-mail for estimates. The e-mail or request must show the budget number to be charged and be signed by the person responsible for the indicated budget number.

The department initiating the work request will be responsible for all materials, labor, and other costs. The physical plant will assist in engineering, design, and cost estimating prior to starting any project if requested. Projects that fall into the scope of normal building maintenance will be paid entirely by the physical plant.

**Scheduling Of University Classrooms And Facilities**
The Office of Academic and Enrollment Services manage the initial assignment of classrooms. All revisions and scheduling needs are provided for by the University Scheduling Center (USC).

All other scheduling of university facilities, services, and equipment is provided through the USC. You may make your reservations by calling 394-6774. The Center will assist you with all your scheduling needs.

**SDSM&T Property**
Gifts of equipment to SDSM&T become the property of SDSM&T. All equipment acquired by direct donation or with SDSM&T Foundation funds and all losses of equipment are to be reported to inventory control. Equipment purchased through research funding is the property of SDSM&T and will be included in the inventory control system.

**Telephone System**
SDSM&T manages the Centrex System in Rapid City for the State of South Dakota that includes city government, and state offices as well as the School of Mines. This system offers access to various features and the State Telephone Network. Cellular phones, portable TDD (TTY machine), and a speaker conferencing unit are available to check out.

The telephone system is designed for official use only. In the event that it is necessary to make a personal call, the call must be charged to your personal calling card. It is not acceptable to charge such calls to the university and reimburse the university later.
Travel
Travel by staff and faculty members to professional, scientific, and educational meetings for the purpose of the improvement of instruction and professional advancement and for official business of the institution is encouraged within the budgetary limitations of the university. Please refer to SDSM&T policy #V-A-07 for procedures.
Bylaws of the 
Career Service Council

ARTICLE I
Name
This organization shall be known as the South Dakota School of Mines and Technology Career Service organization.

ARTICLE II
Definition
The Career Service organization shall be made up of all South Dakota School of Mines and Technology employees who are not faculty or exempt employees.

ARTICLE III
Mission
The mission of the Career Service organization shall be as follows:

1. The Career Service organization of the South Dakota School of Mines and Technology shall interact with the administration, the faculty, exempt employees, and the students for the purpose of improving the quality of the campus environment.
2. To promote better employment conditions for the welfare and best interests of its members. To improve job efficiency and to present training and informational programs to the membership.

ARTICLE IV
Career Service Council

1. The Career Service Council is the elected committee of the South Dakota School of Mines and Technology Career Service organization. The Council serves as a study committee making recommendations to the administrations on matters of concern to the Career Service employees. Studies of such matters might be requested by the employees, the administration, or initiated by the Council itself.
2. The Career Service Council represents the Career Service employees in its interaction with other entities such as the administration, Board of Regents, student body, faculty, and exempt employees.
3. The Career Service Council deals with problems for which there are no established procedures.
4. The Career Service Council shall be comprised of five members elected from the Career Service organization. The members of the Council are elected to a two-year term by written ballot method. Eligibility for service on the Council is re-established after an absence of one year. Beginning with the spring of 1981, there will be three members elected in odd numbered years and two members elected in even numbered years.
5. A Council member who is absent without cause from three consecutive meetings will be presumed to be inactive. The Council will appoint a replacement from among the top five Career Service Employees listed, but not elected, on the last written ballot.
6. The Chairperson of the previous Council may be invited to serve as a non-voting advisor to the Council for one year.
7. In filling vacancies caused by resignation from the Council, any term served less than six months will not be considered a two-year term and said member would eligible to serve another two-year term.

8. Three Career Service Council members must be present at a duly called meeting to conduct official business of the Council.

9. An election committee will be appointed by the Chairperson in April to process the election of Council members by May 5. The newly elected Council will take office by May 10.

10. The Chairperson of the Career Service Council performs the executive function of the Career Service employees. As such, the Chairperson:
   a. Serves as principal contact between the Career Service employees and other entities within and outside the institution.
   b. Serves as Chairperson of the Career Service employees Council.
   c. Presides over the meetings of the Career Service employees.
   e. The Chairperson of the Career Service Council is elected at the first meeting of the newly elected Council each year and takes office at that time. Term of office is one year.

11. Vice President - To perform the duties of the Chairperson in the absence of that officer.

12. Secretary - The Career Service Council secretary shall keep the minutes of the meetings; read and preserve all documents and correspondence; answer all correspondence and keep a copy thereof; issue calls to all regular and special meetings when required; and shall perform such other duties as assigned by the Chairperson.

13. The Council will be available to assist in the grievance procedure at the option of the employee. The function of the Council is to be:
   a. To seek a speedy and satisfactory solution to a grievance at the lowest possible level in the grievance procedure.
   b. To assist the employee in effectively pursuing his/her grievance with advice on letter writing, the respective steps involved, and to whom their grievance should be addressed, etc.
   c. The Council will advise the employee as to the validity of his/her grievance and, if possible, answer the question posed without the need to further pursue the grievance.

ARTICLE V
Procedure of General Membership

1. General membership meetings - There shall be a minimum of six general membership meetings per year; meeting location, date, and time to be announced by the Chairperson or his/her designee. The date of each general membership meeting shall be the third Thursday of the meeting month. The meeting months will be June, August, October, December, February, and April. The Career Service Council members shall meet during the months between the general membership meetings.

2. Recommendations by members - All Career Service employees may submit proposals, resolutions, amendments, and recommendations in writing to any Council member of the organization.

ARTICLE VI
Amendments

1. These bylaws may be amended at any regular or special meeting of the organization. To amend these bylaws a simple majority of the members present and voting is required.
   a. All proposed amendments must first be submitted to the Chairperson of the Career Service Council. The council shall review the proposed amendment and distribute (via campus mail
or e-mail) a written copy of the proposed amendment, along with the recommendation to the membership.

b. The proposed amendment will be considered for adoption or rejection by the organization membership at the next regular scheduled meeting.

c. Any exception to this procedure must have unanimous approval of the Career Service Council and consent of the majority of the members attending such meeting.

2. Members will be notified (via campus mail or e-mail) two (2) meeting times before a vote on an amendment to the bylaws. A two-thirds (2/3) majority of the members present and voting is required to adopt amendments to the bylaws.

**ARTICLE VII**

Career Service Banquet

The annual Career Service Banquet will be held at the President’s discretion. Employees whose anniversary date of employment is during the current fiscal year will be honored at the Banquet.
ARTICLE I
Name

This organization shall be known as the South Dakota School of Mines and Technology Exempt Employees’ Association. It shall be referred to in these bylaws as “the association.”

ARTICLE II
Mission

The mission of the association shall be as follows:

Section (1). Exempt Employees’ Association of the South Dakota School of Mines and Technology shall interact with the administration, the faculty, career service employees, and the students for the purpose of improving the quality of the campus environment.

Section (2). To promote better employment conditions, improve job efficiency, management training programs, the welfare, and best interests of its members.

Section (3). To provide improved channels of communication between middle managers and the administration.

Section (4). To promote entertainment, social programs, and activities for the members of the organization and their families.

ARTICLE III
Restrictions

Section (1). The association shall at no time participate in strikes or the inciting of strikes by any state employee.

Section (2). The association shall in no way participate in partisan political activity, it being the purpose of this association to represent all of its members regardless of their political beliefs.

Section (3). The association shall at no time participate in acts of whatever kind that violate institutional, state, or federal policies and statutes.

ARTICLE IV
Membership

The membership of the association shall consist of all employees who are NOT faculty, Career Service, or members of the Executive Council, and maintain at least half-time working status.
ARTICLE V
Association Officers

Section (1). Exempt Employees’ Council - Serves as the administrative body of the Exempt Employees’ Association. The Council provides the association with recommendations, studies, data, and other information directly or indirectly affecting the membership.

The Exempt Employees’ Council shall be comprised of five members, each serving two-year terms. In even numbered years, elections will be held for two members of the Council and in odd numbered years, three members will be elected. All elections shall be by ballot sent to the association members. Elections are to be held in the month of May of each year with the terms commencing on July 1. Exempt Employees’ Council members may not serve consecutive terms of office.

a. In the event that any Council member is, for any reason, unable to fulfill his/her term of office, the vacancy shall be filled for the remainder of the term by the individual who had the next highest number of votes in the previous election; said appointee shall be eligible for election to one full term of office following the appointment expiration.

b. Three Exempt Employees’ Council members must be present at a duly called meeting to conduct official business of the Council. The Council shall consider all administrative matters coming before it, and shall have the authority to direct all association activities.

c. If any Council member misses three meetings in one year, the council shall appoint as a replacement the individual who had the next highest number of votes in the previous election.

Section (2). Chair - The Chair of the Exempt Employees’ Council serves as the principal contact between association members, the administration, and other state organizations.

a. The Chair shall be elected by the Exempt Employees’ Council members at the first regular meeting following elections of Council members held in May and shall serve a one-year term. The Chair shall not serve consecutive terms of office.

b. The Chair or his/her designee shall preside at all meetings of the association and Exempt Employees’ Council.

c. The Chair shall represent membership of the association on the SDSM&T Institutional Council.

d. The Chair shall decide all topics to be debated, subject to appeal of the membership, and sign all official documents approved by the Exempt Employees’ Council and the association in accordance with bylaw rules, regulations, and amendments.

e. The Council shall designate a secretary to record all meetings of the association and Exempt Employees’ Council. The Chair shall also appoint special committees as needed.

f. The Chair shall call all regular and special association meetings and Exempt Employees’ Council meets as the bylaws require.

Section (3). Secretary - The Exempt Employees’ Association secretary shall keep the minutes of the meetings; read and preserve all documents and correspondence; answer all correspondence and keep a
copy thereof; issue calls to all regular and special meetings when requested by the Chair; and shall perform such other duties as assigned by the Chair.

a. The secretary shall serve for a period of one year and may serve a second term.

b. The secretary shall maintain historical information on the association, elected officials, and committee members to comply with the requirements of these bylaws.

ARTICLE VI
Committees

Section (1). The association may create special committees as needed:

Section (2). Appointments - The Chair shall appoint all committees and committee chairs except where otherwise provided.

Section (3). Committee Size - The number of the members of each committee shall be determined by the Exempt Employees’ Council.

Section (4). Powers and Duties - The committees shall make recommendations to the Exempt Employees’ Council and the association. All matters shall be assigned to the committees by the Chair. Questions concerning jurisdiction of the committees shall be decided by the Council. Written report of the results and research each committee completes shall be filed with the secretary of the association.

ARTICLE VII
Procedure of General Membership

Section (1). General membership meetings - There shall be a minimum of two general membership meetings per year; meeting location, date, and time to be announced by the Chair.

Section (2). Recommendations by members - In addition to resolutions, proposals, and recommendations submitted by committees, individual members may submit proposals, resolutions, amendments, and recommendations provided that they shall first be submitted in writing to the presiding officer of the association or to other proper committees as stated in these bylaws.

Section (3). Rules of order - All regular and special meetings of the association shall use the Roberts Rules of Order, revised, for the parliamentary authority on all questions not settled in the bylaws of the association.

ARTICLE VIII
Exempt Employees’ Council Meetings

Section (1). The Exempt Employees’ Council shall meet in the month of June following elections for the purpose of electing its Chair and conducting other business.

Section (2). Other regular meetings - In addition to the meeting, the Council shall meet at least once each semester and additional times as deemed necessary. Meeting dates and times to be set by mutual agreement between members of the Council.
Section (3). Special meetings - Special meetings may be called by the Chair or by a majority of the Council members when there is a demonstrated need to call such meetings.

ARTICLE IX
Amendments

Section (1). These bylaws may be amended at any regular or special meeting of the association. To amend these bylaws a simple majority of the members present and voting is required.

a. All proposed amendments must first be submitted to the Council for review at least one month prior to the next regular meeting of the association. The Council shall review the proposed amendment and distribute a written copy of the proposed amendment, along with the recommendations to the membership, at least three days prior to the next scheduled association meeting.

b. The proposed amendment will be considered for adoption or rejection by the association membership at the next regular scheduled meeting.

c. Any exception to this procedure must have unanimous approval of the Exempt Employees’ Council and consent of the majority of the members attending such meeting.
ARTICLE I
Name

The name of this Organization shall be the Faculty of the South Dakota School of Mines and Technology, herein referred to as the Faculty.

ARTICLE II
Responsibilities and Functions

Section 1. The responsibilities of the Faculty rest with the faculty as a whole, but faculty opinion shall normally be articulated through the Chair of the Faculty or the Faculty Advisory Council as herein constituted.

Section 2. The Faculty, the Chair of the Faculty, and the Faculty Advisory Council have the responsibility and authority to deliberate issues of general faculty concern and to communicate the results of these deliberations and its recommendations to the President or a designee.

Section 3. The Faculty Chair or the Faculty Advisory Council is entitled to be advised of the disposition of any recommendation it makes.

Section 4. The Faculty shall have the authority to recommend general policies to the President and the Board of Regents with regard to the following functions:

a. Objectives and academic standards for the institution and its components;
b. Educational matters, especially with regard to those affecting more than one academic division;
c. The organizational structure of the institution with reference to academic matters;
d. Admissions, transfers, scholastic achievement, and graduation requirements of the institution;
e. Addition and deletion of all programs and courses;
f. Faculty life, such as standards of appointment and conduct, tenure and retirement, academic freedom, promotion, salary, and the nature and conditions of their work, and all matters of faculty welfare;
g. Student life, such as standards of conduct, discipline, health, living conditions, student organizations, publications, financial aid, and student participation in extra-curricular activities and athletics;
h. Institutional convocations, lectures, entertainment, publications, and media broadcasts;
i. The academic calendar and scheduling of classes;
j. Equipment and physical facilities;

k. Candidates for academic and honorary degrees and other certificates;

l. Selection of a President, a Vice President, and Deans of the institution;

m. Such other matters as shall be referred to it for study and recommendation.

ARTICLE III
Members

Section 1. Members of the Faculty are those holding professorial rank with 50% or more employment or emeritus status.

Section 2. Additional employees may be granted membership by recommendation of the Faculty Advisory Council and approval of the Faculty.

Section 3. A degree candidate at this Institution cannot be a member of the Faculty.

Section 4. Termination of membership coincides with a loss of faculty status or termination of employment.

Section 5. Each member shall have one vote at meetings of the Faculty and in the election of the Chair of the Faculty.

Section 6. Members of the Faculty are divided into three divisions for representation purposes. The Engineering Division comprises those in engineering departments or in combined departments, those with the title of engineering in their job title or description. The Science Division comprises those in the science departments including Biology, Chemistry, Geology, Mathematics/Computer Science, Meteorology, Physics, and those with the title of science in their job title or description. The Arts Division comprises those in the Social Sciences (which includes the Library faculty), Humanities, Military Science, and Physical Education Departments.

Section 7. Members of the Faculty who hold positions that would result in membership in two divisions are considered part of the division in which the majority of their appointment is located. If equal appointment then the member of the Faculty shall indicate which division he/she shall be represented by in all future activities.

Section 8. Annual dues shall be on a voluntary basis, the amount of said dues to be determined by the members.

Section 9. Deans cannot serve on the Faculty Advisory Council.

ARTICLE IV
Officers

Section 1. The officers of the Faculty shall be a Chair, an Immediate Past Chair, a Recording Secretary/Treasurer, and Faculty Advisory Council members. The officers shall perform duties prescribed by these bylaws and by the parliamentary authority adopted by the Faculty.
Section 2. The Chair of the Faculty will preside at meetings of the Faculty and meetings of the Faculty Advisory Council. The Chair shall be the chief spokesman for the Faculty and shall provide liaison between the Faculty and other persons or agencies as recommended by the Faculty Advisory Council.

Section 3. The Chair of the Faculty shall be elected by ballot to serve for two years or until a successor is elected. No person shall be eligible to serve as Chair for more than two consecutive full terms.

Section 4. Should the Chair be unable to perform his or her duties, then he or she shall designate a member of the Faculty Advisory Council as a Chair pro tem.

Section 5. When necessary, an election shall be held to select a Chair of the Faculty to fill an unexpired term. Such a person would then be eligible for the normal two full terms.

Section 6. The immediate past Chair of the Faculty shall be an ex-officio member of the Faculty Advisory Council for one year, with voting privileges, if he or she is not a duly elected member of the Council.

Section 7. The Recording Secretary shall be appointed from the membership of the Faculty Advisory Council for a one year term by the Chair of the Faculty at the first meeting of the Advisory Council. The Recording Secretary shall also serve as Treasurer.

Section 8. The Faculty Advisory Council shall comprise of three (3) members elected by ballot from the Engineering Division, three (3) members elected by ballot from the Science Division and two (2) members elected by ballot from the Arts Division.

Section 9. Council members shall serve two-year staggered terms or until their successors are elected. No Council member shall be eligible to serve for more than two consecutive full terms, after which a one-year interim is necessary before such a Faculty member is qualified for re-election.

Section 10. When a Council member is unable to fulfill a term, the nominee that received the next highest number of votes will be asked to complete the term. Ballot results will be retained by the Nominating Committee (Article V, Section 1f). When necessary, an election shall be conducted within a division to elect a Faculty member to fill an unexpired term.

**ARTICLE V**

**Election of Officers**

Section 1. Elections for membership to the Faculty Advisory Council shall follow the procedure below:

a. A Nominating Committee of three members, one from each Division, will be appointed by the Chair of the Faculty from members of the Faculty Advisory Council. The Nominating Committee shall be appointed before the end of December and shall supervise the nomination and election procedure. The Nominating Committee may be the same as that for the election of the Chair of the Faculty.

b. The nominating committee shall notify the Faculty of the number of Council members to be elected from each division and shall prepare a list of nominees for those positions to be presented at the February meeting of the Faculty. Nominees shall prepare a written statement that shall indicate approval of the nomination.
c. Nominees must be a member of the Faculty and have plans to be present on campus for the next full academic year.

d. In addition, nominating petitions may be submitted to the Nominating Committee through the Chair of the Faculty or the Recording Secretary, before the March meeting of the Faculty. Nominating petitions are to be signed by the nominee, indicating a willingness to serve if elected, and co-signed by any five (5) members from the division that the nominee will represent. No restriction is placed on the number of petitions an individual may sign.

e. The full list of nominees for membership to the Faculty Advisory Council shall be presented to the Faculty at the regular March meeting. Additional nominations may be made from the floor during the meeting, with the nominee’s approval. If the number of nominations from any division equals the number of Council member vacancies, then those persons will become Council members without written ballot.

f. A secret written ballot shall be used to select Council members. Each Faculty member of a division shall receive a ballot containing only the nominees from his or her division. The ballot and voting procedure shall take place one week after the March meeting. Ballot results are to be returned to the Nominating Committee. The Nominating Committee will retain a record of voting results for one year.

g. The appropriate number of persons receiving the most votes will represent their division on the Faculty Advisory Council. A tie vote shall result in a run-off election by ballot. Further tie votes shall be settled by the drawing of lots.

h. The newly elected Council members shall attend the May Council meeting and assume official duties at the beginning of the fall contract period.

Section 2. Elections for Chair of the Faculty shall follow the procedure below:

a. A Nominating Committee of three members, one from each division, will be appointed by the Chair of the Faculty from members of the Faculty Advisory Council. The Nominating Committee shall be appointed before the end of December and shall supervise the nomination and election procedure. The Nominating Committee may be the same as that for the election of members to the Faculty Advisory Council.

b. The Nominating Committee shall prepare a list of nominees for Chair to be presented at the February meeting of the Faculty. Nominees shall prepare a written statement that shall indicate approval of the nomination.

c. Nominees must be a member of the Faculty and have plans to be present on campus for the next full academic year.

d. In addition, nominating petitions may be submitted to the Nominating Committee through the Chair of the Faculty or the Recording Secretary before the March meeting of the Faculty. Nominating petitions are to be signed by the nominee, indicating a willingness to serve if elected, and co-signed by any five (5) members of the Faculty. No restriction is placed on the number of petitions an individual may sign.
e. The full list of nominees for Chair of the Faculty shall be presented to the Faculty at the regular March meeting. Additional nominations may be made from the floor during the meeting, with the nominee’s approval. If there is only one nominee at the close of the meeting, then that person will become Chair of the Faculty without written ballot.

f. A secret written ballot shall take place during March to select the Chair of the Faculty.

g. The candidate obtaining a majority vote of those voting shall be elected Chair of the Faculty. If no candidate receives a majority vote, balloting will continue until such time as one candidate receives a majority vote. The candidate whose name received the least number of votes shall be removed on successive ballots.

h. If the newly elected Chair is a current member of the Faculty Advisory Council, then he or she shall relinquish that position upon taking office as the Chair of the Faculty. Article IV, Section 10 will be followed to complete the Faculty Advisory Council.

i. The newly elected Chair shall attend the May Council meeting and assume official duties at the beginning of the fall contract period.

**ARTICLE VI**

Meetings

Section 1. Regular meetings of the Faculty should be held on the first Thursday of each month from October to May, excluding January, unless otherwise ordered by the Faculty or by the Faculty Advisory Council.

Section 2. Special meetings of the Faculty can be called by the Chair of the Faculty, by a majority of the Faculty Advisory Council, or upon written request to the Chair of the Faculty, providing twenty percent (20%) of the faculty signed the request. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three working days’ notice shall be given.

Section 3. The members present at a meeting of the Faculty shall constitute a quorum.

Section 4. The Faculty Advisory Council shall meet on a regular basis throughout the academic year and, when necessary, during the summer. The times and locations of meetings shall be made known to the Faculty. Faculty members may attend any or all Council meetings.

Section 5. Fifty percent (50%) of the Council present at Council meetings, shall constitute a quorum.

Section 6. Minutes of all meetings of the Faculty and the Faculty Advisory Council shall be kept and distributed by the Recording Secretary or a designee. One copy shall be kept on file in the Library and shall be available to any Faculty member upon request.

**ARTICLE VII**

Committees

Section 1. The Administrative Affairs Committee, composed of six (6) members of the Faculty Advisory Council, may be appointed by the Chair of the Faculty at the first scheduled meeting of the Council. It shall be the duty of this committee to deliberate issues that pertain to administrative affairs of the faculty. A Chair shall be selected by its members at its first scheduled meeting.
Section 2. The Academic Affairs Committee, composed of six (6) members of the Faculty Advisory Council, may be appointed by the Chair of the Faculty at the first scheduled meeting of the Council. It shall be the duty of this committee to deliberate issues that pertain to academic affairs of the faculty. A Chair shall be selected by its members at its first scheduled meeting.

Section 3. At no time shall a Council member be appointed to more than one of the above committees.

Section 4. Other committees, standing or special, shall be appointed by the Chair of the Faculty, when necessary to carry on the work of the Faculty. The Chair of the Faculty shall be an ex officio member of all committees except the nominating committee.

ARTICLE VIII
Parliamentary Authority

The rules contained in the current edition of ROBERT’S RULES OF ORDER NEWLY REVISED shall govern the Faculty in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Faculty may adopt.

ARTICLE IX
Amendment of Bylaws

These bylaws can be amended at any regular meeting of the Faculty by a two-thirds (2/3) vote, providing that the amendment has been submitted in writing at the previous regular meeting.

HISTORICAL NOTES

November 18, 1973 - The Faculty Reorganization Document, which has been used as the basis of these Bylaws, was accepted by the Faculty.

December 8, 1988 - Article V, Sections 1 and 2, was accepted by the Faculty in order that the election procedure was in place for the Spring 1989 elections.

December 8, 1988 - Article IV, Section 9. To continue without disruption of an existing system, the terms of office are such that, for the 1989-90 academic year, 3 Engineering, 2 Science, and 1 Arts Council Members will be elected and, for the 1990-91 academic year, 2 Engineering, 2 Science, and 2 Arts Council Members will be elected.

March 21, 1989 - Article III, Section 2. This section allows groups of employees or specific employees by name to be added to the membership. The recommendation of the Ad Hoc Bylaws Committee of the Faculty Advisory Council is that the following additional categories of employees be considered for membership by the procedure outlined in this section of the Bylaws:

- Research Scientists
- Librarians
- Assistant Librarians
- Lecturers
- Instructors (but not degree candidates)
- Members of the Military Science Department involved in teaching
- Members of the Computer Services involved in teaching
March 23, 1989 - The Bylaws Draft was submitted to the Faculty Advisory Council for their approval and was approved.

March 27, 1989 - The Bylaws Draft was distributed to the Faculty for their consideration.

May 4, 1989 - The Bylaws were approved by the Faculty.

November 1, 1990 - Article VI, Section 1 was amended by substituting the word October for the word September.

April 6, 1995 - The Bylaws draft changes were distributed to the Faculty for their consideration.

May 4, 1995 - The Bylaws changes were approved. Detail Below.

Chair replaces Chairman throughout the document.
Co-signed replaces cosigned throughout the document.
Article II, Section 4, Item L, added the words “and Deans”
Article III, Section 6, “Social Sciences (that includes the Library faculty), Humanities” replaces “Library, and the Liberal Arts”
Article III, Section 9, added entire section
Article IV, Section 8, Council membership changed to three (3) from Engineering, three (3) from Science and two (2) from Arts. Replaces five (5) from Engineering, four (4) from Science, and three (3) from Arts.
Article IV, Section 10, “When a Council member is unable to fulfill a term, the nominee that received the next highest number of votes will be asked to complete the term. Ballot results will be retained by the Nominating Committee (Article V, Section 1f)” inserted before existing sentence.
Article V, Section 1, Item F, “Ballot results are to be returned to the Nominating Committee. The Nominating Committee will retain a record of voting results for 1 year.” Added to previous sentences.
Article V, Section 2, “Elections for Chair “ replaces “The election procedure for Chair man”.
Article V, Section 2, Item B, “February” replaces “January”.
Article V, Section 2, Item D, “March” replaces “February”.
Article V, Section 2, Item E, “March” replaces “February”.
Article V, Section 2, Item F, “during March to select the Chair of the Faculty”, replaces “at the regular March meeting of the Faculty to select the Chair man of the Faculty. Faculty members who know that they will be absent from the March meeting may obtain an absentee ballot from the Recording Secretary. The absentee ballots shall be submitted before and counted at the March meeting.”
Article V, Section 2, Item G, “shall be removed on successive ballots” replaces “on successive ballots shall be removed”
Article V, Section 2, Item H, added the sentence “Article IV, Section 10 will be followed to complete the Faculty Advisory Council.”
Article VI, Section 1, “October to May, excluding January” replaces “inclusive”.
Article VI, Section 2, “providing twenty percent (20%) of the faculty signed the request” replaces “of twenty percent (20%) of the Faculty”.
Article VI, Section 5, “Fifty percent (50%) of the Council present at Council meetings” replaces “Seven (7) members of the Council”
Article VI, Section 6, added “or a designee”.

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Article VII, Section 4, “when necessary to carry on the work of the Faculty” replaces “as the Faculty or Council shall from time to time deem necessary, to carry on the work of the Faculty”.
Article VII, Section 4, “an ex officio” replaces “ex officio a”.