Faculty Orientation Handbook

The University of North Dakota™

School of Medicine & Health Sciences

www.med.und.edu

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**2010-2012 Academic Catalogue of the University of North Dakota School of Medicine and Health Sciences**
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Welcome to our community

From the Dean:

Welcome to the University of North Dakota (UND), and its School of Medicine and Health Sciences. As the only medical school in the state, we have a unique role in the region. We are one of only about 25 medical schools around the country that are community-based, and rely on voluntary clinical faculty members throughout the community to teach our students. We utilize all six of the larger hospitals in the state for clinical education, and do not have our own university hospital. We take seriously our responsibility to help optimize the health of the state, whether through education, research, service, or the provision of the health care workforce for North Dakota. Because we are a smaller school with one of the smallest class sizes in the country, our research programs are, by necessity, focused and finite. We have identified several core areas of research emphasis, and we strive to build those areas using a disciplined approach. As one of the smaller states in the country with a low population density, we value cooperation and collaboration. Around these parts, in times of stress—such as during our periodic floods—neighbors help neighbors. That same spirit is part of our culture at the School, and part of our service commitment to the communities throughout the state. It is our great pleasure to welcome you into our home away from home, the UND School of Medicine and Health Sciences.
University of North Dakota (UND) School of Medicine and Health Sciences (SMHS) main website: http://www.med.und.edu/

UND School of Medicine and Health Sciences Mission Statement

The mission of the UND School of Medicine and Health Sciences is to educate and prepare North Dakota residents as physicians, medical scientists and other health professionals for service to the people of North Dakota and the nation, and to advance medical and biomedical knowledge through research.

UND School of Medicine and Health Sciences Purpose Statement

From the 2009 North Dakota Century Code (Chapter 15-52 State Medical Center)

“15-52-01. School and medicine and health sciences. The primary purpose of the University of North Dakota School of Medicine and Health Sciences is to educate physicians and other health professionals and to enhance the quality of life in North Dakota. Other purposes include the discovery of knowledge that benefits the people of this state and enhances the quality of their lives.”
http://www.legis.nd.gov/cencode/t15c52.pdf
General information and facts

North Dakota

North Dakota tourism  http://www.ndtourism.com/

North Dakota state government  http://www.nd.gov/

North Dakota Century Code 15-52 (regarding the SMHS)
http://www.legis.nd.gov/cencode/t15c52.pdf
Grand Forks

City of Grand Forks http://www.grandforksgov.com/

Facts-at-a-Glance from the City of Grand Forks
http://www.grandforksgov.com/gfgov/home.nsf/Pages/Facts-at-a-Glance

Grand Forks Convention and Visitors Bureau

Grand Forks Chamber of Commerce: http://www.gochamber.org/

Grand Forks Public Schools
http://www.grand-forks.k12.nd.us/education/components/scrapbook/default.php?sectionid=1

East Grand Forks Public Schools http://www.egf.k12.mn.us/

Grand Forks Park District http://www.gfparks.org/

University of North Dakota

UND Mission Statement

The University of North Dakota, as a member of the North Dakota University System, serves the state, the country, and the world community through teaching, research, creative activities, and service. State-assisted, the University's work depends also on federal, private, and corporate sources. With other research universities, the University shares a distinctive responsibility for the discovery, development, preservation, and dissemination of knowledge. Through its sponsorship and encouragement of basic and applied research, scholarship, and creative endeavor, the University contributes to the public well-being.

The University maintains its original mission in liberal arts, business, education, law, medicine, engineering and mines; and has also developed special missions in nursing, fine arts, aerospace, energy, human resources, and international studies. It provides a wide range of challenging academic programs for undergraduate, professional and graduate students through the doctoral level. The University encourages students to make informed choices, to communicate effectively, to be intellectually curious and creative, to commit themselves to lifelong learning and the service of others, and to share responsibility both for their own communities and for the world. The University promotes cultural diversity among its students, staff and faculty.

In addition to its on-campus instructional and research programs, the University of North Dakota separately and cooperatively provides extensive continuing education and public service programs for all areas of the state and region.
Useful UND and related web links

North Dakota University System [http://www.ndus.edu/]

North Dakota University System Policies and Procedures
[http://www.ndus.nodak.edu/policies/]

UND main website: [http://www.und.edu/]

About UND [http://www.und.edu/aboutund/]

UND Directories [http://www.und.edu/directory/]

University of North Dakota interactive map
[http://www.und.edu/map/Map/map.html]

UND Online Tour [http://www.und.edu/map/tour/index.html]

UND Policies and Regulations [http://www.und.edu/policy/]

UND Faculty Handbook
[http://www.und.edu/dept/registrar/senate/FacultyHandbook/]

UND Payroll Office [http://www.und.edu/dept/payroll/]

UND Code of Student Life [http://sos.und.edu/csl/]

UND Academic Catalog [http://www.und.edu/dept/registrar/catalogs/catalog/index.htm]

UND Calendars [http://www2.und.nodak.edu/our/calendar_new/]

UND Academic Calendars [http://www.und.edu/dept/registrar/Calendar.htm]

UND Research Development and Compliance [http://www.und.edu/dept/rdc/]

UND Human Resources [http://www.humanresources.und.edu/]

UND Affirmative Action [http://www.und.edu/dept/aa/o/]


Center for Instructional Learning Technologies (CILT)
[http://www.cilt.und.nodak.edu/index.html]

UND Children’s Center [http://www.housing.und.edu/ucc/]

UND Conflict Resolution Center [http://conflictresolution.und.nodak.edu/]

UND Faculty Services [http://www.und.edu/services/faculty.html]
School of Medicine and Health Sciences

SMHS main website: http://www.med.und.edu/

E-news: from the Dean: http://www.med.und.edu/enews/

Administration and Finance: http://www.med.und.edu/adminfinance/index.html

Jean Altepeter; Staff Human Resources Manager jaltepeter@medicine.nodak.edu

SMHS Policies (secured): http://www.med.und.edu/resources/policies.cfm

SMHS Meeting Minutes (secured): http://www.med.und.edu/resources/minutes.cfm

SMHS Faculty Affairs http://smhs.med.und.nodak.edu/UNDSMHS/facultyaffairs/

-see: http://www.med.und.edu/facultyaffairs/facultyresources.cfm for information on
the following: SMHS and Departmental Promotion and Tenure Guidelines,
Awards, SMHS Bylaws, Faculty Standing Committees: bylaws, descriptions and
membership

-see: http://smhs.med.und.nodak.edu/UNDSMHS/facultyaffairs/meetings.cfm for
School reports

-see http://www.med.und.edu/academicaffairs/hipaa/ for information on HIPAA

Faculty Development: http://www.med.und.edu/facultydevelopment/

Organizational chart: http://www.med.und.edu/dean/documents/OrgChart.pdf


SMHS Information resources:

http://www.med.und.edu/informationresources/index.cfm

SMHS Computer Services http://www.med.und.edu/depts/computer/

SMHS Medical Media http://www.med.und.edu/medicalmedia/

SMHS Office of Medical Education: http://www.med.und.edu/ome/

Room scheduling: http://smhs.med.und.nodak.edu/Ress/Viewer/
SMHS Computer Services

   Email: http://medicine.nodak.edu/

   DropBox: https://files.undsmhs.net/dropbox/

   Blackboard: http://online.und.edu/webapps/portal/frameset.jsp

SMHS Continuing Medical Education & Outreach
   http://www.med.und.edu/cme/cmemission.html

SMHS Academic Departments & Centers http://www.med.und.edu/departments/

SMHS Floor Plans http://smhs.med.und.nodak.edu/UNDSMHS/floorplans.html

SMHS Room and Event Schedule Viewer
   http://smhs.med.und.nodak.edu/Ress/Viewer/

New employee orientation

UND New Employee Orientation program

The Office of Human Resources offers the following staff training opportunities:

New Employee Orientation

Your selection for the attached position vacancy has been approved by Affirmative Action. The New Employee Orientation program is being provided on a weekly basis for new employees of the University and lasts approximately 3 hours. All new employees - faculty, staff, students, full-time, part-time, and temporary employees - should now attend the first orientation session offered after their first work day. The orientation will take approximately three hours. Please have your new employee bring the benefit packets to the orientation session. When driving to orientation, new employees should park in an “A” zone. If ticketed for not having a permit, they need to return the ticket to the Office of Human Resources. The schedule of upcoming orientation sessions is listed below. [http://www.humanresources.und.edu/docs/Orientation%20Schedule.doc](http://www.humanresources.und.edu/docs/Orientation%20Schedule.doc)

All New Employee Orientation sessions will be held in 305 Twamley Hall unless otherwise noted.

If you have any questions regarding Orientation, contact Human Resources at 777-4361.
The U Card is the official dual-purpose card for the University of North Dakota that is an identification card and a debit card. All enrolled students, faculty, and staff are eligible to receive a card. This ID card provides access to library resource materials, entrance to athletic events and dining services. In addition, the U Card can be used as a debit card for purchases made on campus.

On the front of each U Card is your photograph, Empl number (known as student ID #, or User ID #), and a bar code. Because your photo and ID number are on the card, you can use it any time identification is needed on campus.

The bar code is used for checking out books at the Chester Fritz Library, as well as the Medical School Library, and the Law Library, if you have access to these specialized libraries. The back of the card contains a notice to cardholders and one magnetic stripe. This magnetic stripe will need to be protected against scratches and other magnetic objects (such as a cell phone).

Your card is valid and remains active as long as you are a registered student or employee. The "01" or "02" tells us how many cards have been issued to you. A U Card is valid for as long as the person retains their student, faculty, or staff status at UND.

**Obtaining/Replacing A Card**

Faculty, students and staff should go to the U Card Office, located in the lower level of the Memorial Union, to get an ID Card. Everyone will need to bring a government issued form of identification at the time they request an ID. Acceptable forms of photo ID’s include: U Card Office

* Driver's License,

* Identification Card, or

* Passport

If faculty and staff members request an ID before they have received their initial paycheck, they should bring verification of employment (letter from employer) with them to the U Card Office. Employees need to have an EMPL # before receiving a U Card.
Parking

Employees can purchase a parking permit online
http://www.parking.und.edu/html/employeepurchasepermit.html

Employee parking terms and conditions can be found at:

Parking FAQs can be found at: http://www.parking.und.edu/html/faq.html

Parking maps:
Affirmative Action Office policies

You should be aware of the following Affirmative Action and policy issues. Some issues may require training such as HIPAA and anti-Harassment (please refer to the Faculty handbook and http://www.und.edu/dept/aa/newharassmentinstructions.htm for more specifics)

Americans with Disabilities Act

The ADA is a Federal law, enacted by Congress in January, 1992. It protects qualified individuals with disabilities from employment discrimination. This includes access to educational settings.

The ADA has a three-part definition of disability. It is based on the definition found in the Rehabilitation Act, and reflects the specific types of discrimination experienced by people with disabilities.

Under the ADA, and individual with a disability is a person who has:

A physical or mental impairment that substantially limits one or more major life activities; a record of such an impairment; or is regarded as having such an impairment.

It is the responsibility of the educational institution to accurately determine essential functions of the position and to provide this information to the student. It is also the institution’s responsibility to assess and provide reasonable accommodation for restrictions that may be determined by the examining physician for qualified individuals with disabilities. At the University of North Dakota, these decisions are made by Disability Services for Students (DSS). They will determine if a student is eligible for reasonable accommodating and the specific accommodations each student is authorized to use. Students must register with DSS. Faculty can consult with DSS by calling 701-777-3425. Please consult with your mentor with additional questions.
The Affirmative Action Office (AAO) is responsible for oversight of the University's equal opportunity and Affirmative Action program and for receiving complaints of discrimination or harassment under the following federal regulations:

- Title IX of the Education Amendments of 1972 (sex/gender discrimination)
- Title VI of the Civil Rights Act of 1964 (race, national origin, religious discrimination)
- Age Discrimination Act of 1975 (age discrimination)
- Other equal opportunity statutes for which a coordinator is not required
- Family Rights and Privacy (educational privacy)
(Anti-) Harassment Training

All new UND employees and all current employees who previously have not completed the mandatory harassment training program are required to do so within their first month as a condition of employment. Each faculty member should complete the computerized, on-line training. The module you take will depend on your job responsibilities. It takes approximately 45 minutes to complete.

http://www.und.edu/dept/aaq/newharassmentinstructions.htm
Health Insurance Portability and Accountability Act (HIPAA) Training

You are also required to complete the HIPAA (Health Insurance Portability and Accountability Act) training as a requirement of the UND School of Medicine and Health Sciences (SMHS). Every month the SMHS will receive new employee information and update their system (so you may not be able to access this training for a couple weeks). The test consists of 5 questions. Please read: [http://www.med.und.edu/academicaffairs/hipaa/index.html](http://www.med.und.edu/academicaffairs/hipaa/index.html) and then go to HIPAA Training at: [http://www.med.und.edu/academicaffairs/hipaa/hipaatraining.html](http://www.med.und.edu/academicaffairs/hipaa/hipaatraining.html)

A new Federal law, known as "HIPAA" (the Health Insurance Portability and Accountability Act of 1996) requires health care providers to implement a comprehensive approach to protect the privacy of personal health information.

**HOW DOES HIPAA IMPACT UND and the SMHS?**

HIPAA has an impact on UND and the SMHS in several ways. Patient/client records, human subject research records, and marketing demographics contain personal health information as identified in the HIPAA privacy regulation. There are nine parts to HIPAA, but our immediate compliance will focus on three areas:

**Privacy Rule:** The Privacy Rule regulates the use and distribution of identifiable health information and gives individuals the right to determine and restrict access to their health information. Compliance with HIPAA’s privacy regulations will be required beginning April 14, 2003. Substantial penalties, both civil and criminal, may be imposed for noncompliance.

**Security Rule:** The HIPAA Security Rule mandates that reasonable and appropriate technical, physical, and administrative safeguards be implemented with electronic identifiable health information. We must ensure the confidentiality, integrity, and availability of all electronic protected health information we create, receive, maintain or transmit. Compliance date for the Security Rule is October 16, 2003.

**Transactions and Codes:** HIPAA requires DHHS to adopt standards to facilitate Electronic Data Interchange. HIPAA transaction standards apply to any health care provider that transmits any health information in electronic form. A summary of the ACT can be found at [http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/privacysummary.pdf](http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/privacysummary.pdf).
Family Educational Rights and Privacy Act (FERPA)

You must be familiar with FERPA laws if you have access to student records. This information is available at:
http://www.und.edu/dept/registrar/FERPA%20NEW/Introduction.html#intro

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

The University of North Dakota requires all its employees to comply with all Family Educational Rights and Privacy Act, as amended. It is good for our students; it's good for us; and it's the law. Whether you are faculty, staff, or students, maintaining the confidentiality of our students' records is everyone's responsibility.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

**SPECIAL NOTE FOR FACULTY FERPA DON'TS TO AVOID VIOLATIONS OF FERPA RULES**

- **Don't** display student scores or grades publicly
- **Don't** link the name of a student with any part of that student's social security number or ID in any public manner
- **Don't** leave graded papers and tests unattended or have students sort through papers of other students to reach their own
- **Don't** circulate a printed class list with student name and social security number, student ID, or grades as an attendance roster
- **Don't** discuss the progress of a student with anyone other than the student (including parents/spouses/employers) without the consent of the student

6/24/2011
Don’t provide anyone with lists of students enrolled in your classes for commercial or any other purpose

Don’t provide anyone with a student's schedule or assist anyone in finding a student on campus. Refer inquiries to the Office of the Registrar

6/24/2011
UND travel policies

http://www.und.edu/dept/policyoffice/Policies/finance/accounting_services/PDF/employee%20travel%20policies.pdf

-Reserving a Vehicle http://www.transportation.und.edu/motorpool/index.html

-the tax exempt code for UND is E-2001
Human Resources

- UND Human Resources website hosts a variety of useful information and can be found at: http://www.humanresources.und.edu/

- particular UND Human Resources policies can be found at http://www.und.edu/dept/policyoffice/html/human%20resources.html

- as UND is part of the North Dakota University System (NDUS), the NDUS Human Resource Policy Manual is also very useful: http://www.ndus.nodak.edu/makers/procedures/hr/?ID=290

- Easy access to a comprehensive electronic collection of UND Administrative Policies and Procedures can be found through: http://www.und.edu/dept/policyoffice/html/ecapp%20home.html

Payroll

- http://www.und.edu/dept/payroll/

- the Payroll Office “Employee Information Center” can be accessed at http://www.und.edu/dept/payroll/html/employeecenter.htm and provides information and links regarding Employee Self Service, benefits and FAQs
Employee assistance program
http://www.humanresources.und.edu/html/Employee%20Assistant%20Program.htm

“The Employee Assistance Program (EAP) is a confidential assessment/counseling/referral service staffed by trained professionals who can help you and your family members evaluate your problems and take positive action to resolve them.

The University of North Dakota provides employee assistance services to all employees and their immediate family members. Immediate family members includes the spouses and/or children living in the same household as the employee or dependent children attending school. When you or your family members contact EAP, a staff member will assess your situation and provide the assistance needed to resolve it. This may include personal contacts with the counselor and/or referral to a professional who is specially trained in your area of difficulty. All contact with the EAP is confidential. The EAP provides up to eight (8) counseling sessions without cost. Counseling in the following areas is available: Alcohol and Drug Concerns, Family or Marriage Concerns, Emotional Concerns, Work-Related Concerns and Financial Concerns.”

Visit the St. Alexius EAP web site at http://www.st.alexius.org/eap/
Information you will want to know:

Dining


Other dining locations on campus:

- Tower Café in the UND Bookstore; 775 Hamline St.
- North Dakota Museum of Art Café and Coffee Shop in the NDMA
- Wings Airport Café: Aerospace Administration Building, 5th Floor - Airport
- Stomping Grounds Coffee Shops: First floor Memorial Union & Main floor University Place
- Medical School Snack Bar: Lower level of the Medical School atrium
- Twamley Snack Bar: Twamley Hall, 4th Floor
- Campus Convenience Stores: Wilkerson & Walsh Halls and Memorial Union

Information related to dining on campus can be found at: [http://www.dining.und.edu/dineoncampus.html](http://www.dining.und.edu/dineoncampus.html)

Menus can be found at: [http://www.dining.und.edu/menus.html](http://www.dining.und.edu/menus.html).
Safety [http://www.safety.und.edu/](http://www.safety.und.edu/)

-at the above link, you will find information on policies and procedures and on Notifind, the emergency notification system that we use at UND.

“For UND Faculty & Staff: It is required by the NDUS that all University of North Dakota employees have on file with HR/Payroll an emergency notification phone number(s) in the event it is necessary to release immediate emergency or important campus information. This includes all full-time, part-time, and student employees.”


-workplace incident and other campus safety and security forms can be found at: [http://www.safety.und.edu/forms/index.html](http://www.safety.und.edu/forms/index.html)

-safety-related links, including databases of Material Safety Data Sheets and OSHA and NIOSH regulations can be found at: [http://www.safety.und.edu/links/index.html](http://www.safety.und.edu/links/index.html)

-Fires: When the fire alarms sound (they are loud and include flashing lights) exit quickly by the nearest stairway and step away from the entrances to the building. There is a map next to each elevator that identifies stairs and fire extinguisher locations.

-Chemical Leaks/Gas Leaks: When an alarm sounds you MUST evacuate the building. Exit quickly by the nearest stairway and step away from the entrances to the building.
Severe weather and emergencies

-U-Weather & ND Road Condition Information http://www.und.edu/weather/

-the Emergency Preparedness section contains information on responding to emergencies and threats including severe weather:

-information about where to proceed during tornado and severe weather warnings is available from:

-a map of the tornado and severe weather shelter areas within the School of Medicine can be found at:

The UND Severe Weather Policy is below and can be found at the following link:

**EMERGENCY ALERTS** The University of North Dakota has an emergency notification system called **NotiFind** for reaching students, faculty and staff. In case of a campus emergency, NotiFind can be used to send out a message by telephone or text. Additionally, emergency information will be communicated through the use of e-mail, UND’s website, cable channel 3 and residence hall channel 17, and the local media. Information on the status of UND activities can also be obtained by calling 777-6700. To read more about NotiFind, please visit the NotiFind website at http://www.safety.und.edu/NotiFind/index.html The Grand Forks community has an Emergency Alert System that may be activated for many different reasons. Some examples include: tornados, floods, wind storms, terrorist/war threat, or chemical spills. These emergencies often occur with little or no warning. Typically, notification of emergencies having immediate potential for injury or death will be initiated by the sounding of the city sirens. Whenever you hear these sirens, immediately go inside and turn on either a radio or television. Local stations will provide the appropriate instructions relative to the emergency. These instructions may be to evacuate the area/neighborhood or seek shelter inside a building. For special hazards, specific instructions also will be provided (place wet towels under doors, turn off furnace, etc.). UND is in the process of installing a campus siren system. The system will function like the city system, except UND will activate its siren independently from the city. The UND Siren will also have the capability of broadcasting audible messages after the warning tone is sounded. This audible message capability will be used by UND to communicate special instructions when needed.
EMERGENCIES/SEVERE WEATHER Although such occurrences are rare, severe weather conditions and other emergencies sometimes require the University of North Dakota (UND) to suspend services in order to protect public health and secure the campus. Each individual has the ultimate responsibility of deciding for himself or herself whether conditions are safe. The exercise of common sense is urged. UND’s Severe Weather Policy considers the situation of the campus as a whole. The University will suspend services only under extreme circumstances so that the minimum number of students will lose educational time or opportunity. Official closing of the University or cancellation of classes will be announced through the UND Emergency Alert process. Conditions will be monitored regularly by emergency personnel, and updates to the campus community will normally be issued by 6:00 AM, 11:00 AM and 9:00 PM. To read additional information about Severe Weather Emergencies, please visit: http://www.safety.und.edu/policy/manual/emergency/emergency.html#epsw which states:
University Closures and Cancellations

For Up-To-The Minute Information About University Closure:

1) Tune to Local Radio or Television
2) Consult Cable Channel 3
3) Call 777-6700

Although such occurrences are rare, severe weather conditions sometimes require the University of North Dakota (UND) to suspend services in order to protect public health and secure the campus. In the event the University must close, the public and campus community will be notified through the local media and by the deans, department chairs and other unit heads.

The concentration of a large number of people within a relatively small area means that emergency conditions at the University can have an unusually large impact. Because of this and the high level of public concern, it is important to have plans of action drawn up in advance. Each emergency, however, is unique; thus these plans must be general in nature and must be adapted as the specific situation requires.

UND’s Severe Weather Policy considers the situation of the campus as a whole. The University will suspend services only under extreme circumstances so that the minimum number of students will lose educational time or opportunity.

INFORMATION REGARDING THE SUSPENSION OF CLASSES, ADMINISTRATIVE FUNCTIONS, SPECIAL EVENTS, OR SPECIFIC BUILDING CLOSURES OR OPENINGS WILL BE GIVEN TO THE LOCAL MEDIA.

Each individual has the ultimate responsibility of deciding for himself or herself whether conditions are safe for travel. The exercise of common sense is urged.

Deans, department heads and directors are encouraged to use good judgment in accommodating individual employee circumstances, such as distance to travel from home or child care obligations resulting from public school closures during weather situations that do not warrant suspension of University services. Such accommodations could include late reporting, early release time, or leave time as defined in the NDUS Human Resource Policy Manual.

Deans, department heads and directors must identify those University facilities that are essential for public health and safety and which must remain operational even under severe weather or emergency conditions. They are responsible for notifying affected employees of their responsibilities. Special
transportation arrangements may have to be considered for employees in those areas.

When the decision is made to suspend all or part of campus services because of severe weather or other emergency conditions, information will be given to media and also will be available by calling 777-6700. PLEASE DO NOT CALL FACILITIES OR CAMPUS POLICE TO VERIFY THAT THE UNIVERSITY IS CLOSED. These phone lines must remain open for emergency communications.

Listeners should consider the information on radio and television to be accurate. The operational status of the University will be reviewed regularly, and announcements will be made as to when the campus will reopen.

If the decision to suspend campus operations is made during a workday, deans, directors and department heads will be notified and asked to pass along the information to their employees.

If weather conditions deteriorate during the course of an athletic, theater or other University function, spectators/participants will be advised through the public address system. Announcements will include travel advisories. If no travel is advised, spectators/participants will be urged to remain at the facility until conditions improve.

In no case will an event be canceled unless the Director of the facility, in consultation with the UND Vice President for Finance and Operations, makes such a decision. When a cancellation/release decision is made, the information will be given to local media.

The UND Vice President for Finance and Operations is responsible for overall emergency operations. The highest-ranking person within each division/department assumes responsibility for assigned emergency duties in that unit. Staff and other full-time employees are responsible to their respective supervisors/heads for assisting in the execution of emergency plans.

The University of North Dakota will consult with the city of Grand Forks, the Grand Forks Public School District, Meridian Environmental Technology, and the North Dakota Highway Patrol in making operational decisions concerning storm situations.

Students/Instructors: Even when the University is open and classes have not been cancelled, individual instructors, who live at some distance from campus may not have been able to reach the campus. Students may be well-advised to call the department or the instructor for information about particular classes/instructors.
Technology

-queries regarding information technology and management, telecommunications, online systems, distance-learning resources, computer services, medical media and room and event scheduling should be directed to SMHS Information Resources at: http://www.med.und.edu/informationresources/index.cfm

Blackboard Learning Systems Software

Blackboard is a server based software program used throughout the University of North Dakota and the SMHS. It allows faculty to post documents, email students in specific courses, post announcements, hold on-line discussions for classes, record grades and utilize other tools such as WIKIS, blogs, etc. The capabilities of this system are immense and there are a number of tutorials that faculty can access on Blackboard to gain knowledge about how to use and implement these options in class. Within this document, there is enough information to get you started on Blackboard but please explore and try the numerous options available.

You can access Blackboard through http://online.und.edu/webapps/portal/frameset.jsp.

Connect ‘U’ND and PeopleSoft

PeopleSoft is a table-driven database application designed to meet each organization’s business processing and information needs. Sorting information into tables ensures data integrity and minimizes data redundancy. The tables are then organized into a relational database. At UND it is used for student records and grading (Campus Solutions), for workforce recruiting, hiring, commitment accounting, department budgeting, and payroll (Human Resources Management—HRMS) and for finance (Finance). See the website below to log on to these modules: http://www.und.edu/cnd/HTML/LogOntoPS.htm
Research-related information http://www.med.und.edu/research/

UND Grants and Contracts Administration: http://www.und.edu/dept/undgca/

UND Research Development & Compliance http://www.und.edu/dept/rdc/

Community of Science http://www.cos.com/


Animal Use and Care Committee: http://www.und.edu/dept/research/html/animalcare.html

Institutional Biosafety Committee: http://www.und.edu/dept/rdc/regucomm/ibc/ibc.htm

Conflict of Interest Policy: http://www.und.edu/dept/rdc/ConflictPreface.htm

Ethical Conduct in Research, Scholarship and Creative Activity: http://www.und.edu/dept/rdc/EthicalIntroduction.htm

SMHS Research Administration: at this site, information may be accessed on proposal resources, grant management, policies and procedures, training and educational resources and eRA commons http://www.med.und.edu/researchadmin/

-information regarding the Center for Biomedical Research (animal research facility), the Biostatistics group, the Breast Cancer Research Lab, the MD/PhD program and the Neuropsychiatric Research Institute can be accessed through: http://www.med.und.edu/research/centersprograms.cfm

Center for Biomedical Research Forms site: for forms related to animal care and use, courses, protocols and welfare: http://www.med.und.edu/cbr/forms.html
Teaching-related information

MD/PhD program: http://www.med.und.edu/mdphd/

Office of Instructional Development (OID) www.und.edu/dept/oid/index.htm

“The Office of Instructional Development is dedicated to enhancing the quality of teaching and learning at the University of North Dakota. Through its various activities, programs, and resources OID promotes campus-wide conversations about teaching, fosters innovation in curriculum and instruction, recognizes excellence, and encourages the continuing development of faculty as teachers.”

The Writing Center www.und.edu/dept/wac/faculty.html

“The mission of the Writing Center is to serve as a resource on writing for the university community. We help people as they seek to improve their writing by offering positive, constructive responses to their work in any genre or discipline and at any stage of the writing process. We believe that the development of writing abilities is a life-long process, and that writing is a skill and art that enables people to create and communicate ideas.”

University Counseling Center (UCC) http://www.und.edu/dept/counsel/

“With special attention to respecting diversity, the mission of the University Counseling Center is to empower all students in developing their fullest potential through promoting and modeling positive mental health.”

“UCC offers many services to UND undergraduate, graduate and professional students. These services include brief individual counseling and therapy, consultation, couples and group counseling, and assistance with referrals.”

“Our vision at the University Counseling Center is to be pro-active in raising awareness of positive mental health and increasing the accessibility and visibility of cutting edge services.”

Student Success Center http://ssc.und.edu/

“The Student Success Center provides programs and services to students to aid in the development and implementation of their educational plans and goals. Through the Center’s programs and services, students are empowered to develop the skills and abilities to make a positive adjustment within the campus community. The Student Success Center focuses on three areas – advising, learning services, and programming.”
Disability Services for Students (DSS) [http://www.und.edu/dept/dss/](http://www.und.edu/dept/dss/)

The vision of Disability Services for Students is: “A University community where disability is neutral; a community where services are integrated and only unique or uncommon accommodations are provided through DSS. We envision a University where the enrollment of students with disabilities is comparable to the occurrence of disability in the general population.” It is important to familiarize yourself with your responsibilities regarding related accommodations. Information sheets are available at: [http://www.und.edu/dept/dss/access%20information/dss%20info.html](http://www.und.edu/dept/dss/access%20information/dss%20info.html)

In brief (from [http://www.und.edu/dept/dss/html/access%20statements.html](http://www.und.edu/dept/dss/html/access%20statements.html))

All persons representing University programs and activities have a responsibility to give information about the process for requesting alternate format and disability accommodations.

* **In the classroom:** Include a disability statement on each course syllabus: 

  *If you need accommodations in this course because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. My office location and hours are.... If you plan to request disability accommodations, you are expected to register with the Disability Services for Students (DSS) office (Room 190 McCannel Hall, 777-3425).*

* **For printed literature:** “This (publication (or material) is available in an alternate format upon request. Please contact name/department/phone/address.”

* **On literature advertising any event you are sponsoring:** To request disability accommodations, contact _ (name)_ at the _ (unit name or location)_ , 777-, prior to _ (the date of the event)_.

  Note: Use only physically accessible meeting rooms and buildings or be ready to relocate if requested.

**RESPONSE TO A REQUEST**

The University community has a responsibility to respond in a timely manner to requests for alternate formats and accommodations.

“Timely” means the person receiving the request initiates the steps necessary to arrange the accommodation as soon as it is received. Most requests for another format or other accommodations can be arranged in less than 5 working days. The cost of a reasonable accommodation is not a valid reason to delay. DSS will consult with you regarding possible funding options.

The person making the request also needs to be “timely.” It is reasonable to expect 3-5 days notice, although we must always make a good faith effort to provide the access, even on short notice. If you are unsure how to provide the accommodation, consult with Disability Services for Students, 777-3425. After consulting with DSS, do get back to the requester as soon as possible.

**Readiness Tips**

* Maintain documents on the computer. Digital material is the most easily converted format.

* Refer to Alternate Formats for more information.
Office of Medical Education: http://www.med.und.edu/ome/

Student Affairs, Admissions and Financial Aid: http://www.med.und.edu/studentaffairs/
Service-related information

UND SMHS information on faculty standing committees (current membership, membership regulations, charge, line of reporting, terms/conditions) and UND SMHS bylaws can be found at: http://www.med.und.edu/facultyaffairs/facultyresources.cfm

-most committees at UND follow parliamentary procedure as outlined in The Standard Code of Parliamentary Procedure 4th edition by Sturgis

-some committees may follow parliamentary procedure as outlined in Robert’s Rules of Order http://www.robertsrules.org/