Campus Decision-Making Policy

Section: 1
Policy number: 1.10
Responsible Office: Vice President for Health Affairs/Dean
Issued: 04.01.10
Latest Review: N/A

POLICY STATEMENT

This policy establishes guidelines for campus deans at the School of Medicine and Health Sciences regarding emergency closure of activities at campus sites.

Each Campus Dean has the authority to cancel classes and/or close their respective campus office in the event of adverse weather or other event.

REASON for POLICY

With the SMHS having three satellite offices, there are times when specific situations present themselves wherein the campus dean must take quick action particular to that campus’s needs.

SCOPE of POLICY

This policy applies to:
- Deans
- Directors
- Department Heads
- Faculty
- Managers and supervisors
- Staff
- Students
- Others:________

WEB SITE REFERENCES

This policy: TBD
Policy Office: http://www.med.und.edu/policies/index.cfm
Vice President for Health Affairs and Dean: http://www.med.und.edu/administration/deans-office/index.cfm
CONTENTS

Policy Statement.......................................................................................................................................................... 1
Reason for Policy .........................................................................................................................................................1
Scope of Policy .......................................................................................................................................................... 1
Web Site References .................................................................................................................................................. 1
Definitions .................................................................................................................................................................3
Related Information .................................................................................................................................................... 4
Contacts................................................................................................................................................................. 5
Principles................................................................................................................................................................... 6
Overview ................................................................................................................................................................. 6
Procedures................................................................................................................................................................. 3
Responsibilities......................................................................................................................................................... 4
Forms......................................................................................................................................................................... 4
Revision records....................................................................................................................................................... 4
DEFINITIONS

<table>
<thead>
<tr>
<th>Southeast Campus</th>
<th>Campus located in Fargo, ND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southwest Campus</td>
<td>Campus located in Bismarck, ND</td>
</tr>
<tr>
<td>Northeast Campus</td>
<td>Campus located in Grand Forks, ND</td>
</tr>
<tr>
<td>Northwest Campus</td>
<td>Campus located in Minot, ND</td>
</tr>
<tr>
<td>Notifind</td>
<td>Emergency notification system used by all 11 North Dakota University System colleges and universities to provide timely information and instructions directly to students, faculty, staff and others during emergencies or urgent situations</td>
</tr>
</tbody>
</table>

RELATED INFORMATION

<table>
<thead>
<tr>
<th>Emergency Management</th>
<th><a href="http://und.edu/emergency-management/">http://und.edu/emergency-management/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Severe Weather</td>
<td><a href="http://www.crh.noaa.gov/fgf/">http://www.crh.noaa.gov/fgf/</a></td>
</tr>
<tr>
<td>Notifind</td>
<td><a href="http://und.edu/emergency-management/notifind.cfm">http://und.edu/emergency-management/notifind.cfm</a></td>
</tr>
</tbody>
</table>

CONTACTS

Specific questions should be directed to the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone/FAX</th>
<th>Office/Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy clarification</td>
<td>Dean’s Office</td>
<td>777.2514/777.3527</td>
<td><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></td>
</tr>
<tr>
<td>Policy format</td>
<td>Dean’s Office</td>
<td>777.2514/777.3527</td>
<td><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></td>
</tr>
<tr>
<td>Emergency Mgmt</td>
<td>Ofc of Emergency Mgmt</td>
<td>777.3341</td>
<td><a href="mailto:und.safety@email.und.edu">und.safety@email.und.edu</a></td>
</tr>
</tbody>
</table>

PRINCIPLES

OVERVIEW—This policy establishes guidelines for campus deans at the School of Medicine and Health Sciences regarding emergency closure of activities at campus sites.

Each Campus Dean has the authority to cancel classes and/or close their respective campus office in the event of adverse weather or other event.

PROCEDURES

For the SMHS Southeast, Southwest and Northwest campuses, the respective Campus Dean will make the decision as to cancel classes and other academic activities as well as close the campus office for that particular campus. The Campus Dean is encouraged to coordinate as necessary and appropriate with the administration of the SMHS. For the Northeast Campus, the decision about cancelation of classes and other academic activities as well as closure of the campus office will follow the University of North Dakota’s determination, as amplified as need be by the Dean of the SMHS.
RESPONSIBILITIES

| Campus Dean | ● Make decisions relating to the cancelation of classes and other academic activities as well as closing the campus office for his or her respective campus.  
|             | ● Provide notification to all respective faculty, staff, and students of all event delays or closing. |
| Dean’s Office | ● Make decisions relating to the cancelation of classes and other academic activities as well as closing the campus office for the NE campus. |

FORMS


REVISION RECORD

04.01.10—Dean approved