

**Campus Decision-Making Policy**

Section: 2  
Policy number: 2.1  
Responsible Office: Vice President for Health Affairs/Dean  
Issued: 04.01.10  
Latest Review: 03.16.22

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**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, in consultation with the Vice President for Health Affairs or his/her designee, to cancel classes and/or close his/her respective campus office in the event of adverse weather or other public safety incident.

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**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.

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**SCOPE of POLICY**

This policy applies to:

√Deans, Directors, and Department Heads  
√Managers and supervisors  
√Students

√Faculty  
√Staff  
Others: \_\_\_\_\_

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**WEB SITE REFERENCES**

Policy Office: <http://www.med.und.edu/policies/index.cfm>  
Responsible Office: <https://med.und.edu/deans-office/index.html>

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## DEFINITIONS

Northeast Campus	Campus located in Grand Forks, ND
Northwest Campus	Campus located in Minot, ND
Southeast Campus	Campus located in Fargo, ND
Southwest Campus	Campus located in Bismarck, ND
UND-Alert	Campus-wide emergency notification system used to provide timely information and instructions directly to students, faculty, staff, and others during emergencies or urgent situations.

## RELATED INFORMATION

Emergency Management	<a href="http://und.edu/public-safety/emergencies/">http://und.edu/public-safety/emergencies/</a>
Severe Weather	<a href="http://und.edu/public-safety/emergencies/weather.cfm">http://und.edu/public-safety/emergencies/weather.cfm</a>

## CONTACTS

General questions about this policy can be answered by your department's administrative office. Specific questions should be directed to the following:

Subject	Contact	Telephone/FAX	Office/Dept
Policy clarification	Dean's Office	777.2514/777.3527	<a href="mailto:judy.solberg@und.edu">judy.solberg@und.edu</a>
Policy format	Dean's Office	777.2514/777.3527	<a href="mailto:judy.solberg@und.edu">judy.solberg@und.edu</a>
Emergency Mgmt	Ofc of Emergency Mgmt	777.3341	<a href="mailto:und.safety@und.edu">und.safety@und.edu</a>

## 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, in consultation with the Vice President for Health Affairs or his/her designee, to cancel classes and/or close his/her respective campus office in the event of adverse weather or other public safety incidents.

## PROCEDURES

For the SMHS' Southeast, Southwest, and Northwest campuses, the respective Campus Dean will make the decision, in consultation with the Vice President for Health Affairs or his/her designee, as to cancel classes and/or other academic activities as well as to close the campus office for that particular campus. For the Northeast Campus, the decision to close the campus or cancel classes/academic activities will follow the University of North Dakota's determination, as amplified as need be by the Vice President for Health Affairs/Dean of the SMHS.

## RESPONSIBILITIES

Campus Dean	Make decisions, in consultation with the Vice President for Health Affairs or his/her designee, relating to the cancelation of classes and other academic activities as well as closing the campus office for his/her respective campus; and provide notification to all respective faculty, staff, and students of all event delays or closing.
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## FORMS

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## REVISION RECORD

04.01.10—Dean Approved

05.30.17—Minor Edits

03.16.22—Executive Committee Approved