

# Fort Berthold Community College Faculty Handbook

## 2013-14



*The Faculty Handbook is considered part of the faculty contractual agreement and no changes will be made without negotiation with the faculty.*

*BOD Approved: November 6, 2013 by Resolution 13-004*

# FORT BERTHOLD COMMUNITY COLLEGE FACULTY HANDBOOK OF RIGHTS AND RESPONSIBILITIES

## **Declaration of Fort Berthold Community College Full Time Faculty Governance:**

This FBCC Faculty Handbook of Rights and Responsibilities (“Faculty Handbook”) contains information pertinent to Full Time Faculty employed at Fort Berthold Community College. All Full Time Faculty are contract employees with the term of employment equal to twelve months each year. Full Time Faculty members are also subject to the FBCC Personnel Policy manual. Notwithstanding the employee policies described in the FBCC Personnel Policy Manual, however, any discrepancies between the Faculty Handbook with regard to Full Time Faculty members’ rights and responsibilities and the Full Time Faculty members’ rights and obligations under the FBCC Personnel Policy Manual shall be interpreted for the Full Time Faculty members by the decision of the Vice President of Academics, with approval of the FBCC President, and, if applicable, the Board of Directors.

### **MISSION STATEMENT**

**Fort Berthold Community College will Provide Quality Cultural, Academic and Vocational Education Services for the Mandan, Hidatsa and Arikara Nation.**

#### **2.1 INSTITUTIONAL REQUIREMENTS**

##### **2.1A Orientation**

Orientation for all Full Time Faculty will be held prior to the beginning of each semester by the Vice-President of Academics. Procedures governing the institution’s philosophy and goals will be explained. Responsibility for additional orientation will rest with the Vice-President of Academics. A veteran Full Time Faculty member appointed by the Vice-President of Academics will mentor new Full Time Faculty members for a semester.

\*All new Full Time Faculty members will be required to take NAS 201- History of the Three Affiliated Tribes in the first year of employment.

##### **2.1B Full Time Faculty Professional Schedules**

Full Time Faculty members are considered professional personnel responsible for accomplishing the tasks for which they are employed. Full Time Faculty members are responsible for making time available for teaching classes, student conferences, and mandatory scheduled or ad hoc meetings, and are expected to post office hours. Full Time Faculty members who must attend to school business or personal affairs that conflict with his/her posted schedule must leave word with or sign out with the Vice President of Academics concerning the time of return and

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where he/she can be reached. During class vacations and other extended periods, all Full Time Faculty members must notify the administration concerning how they may be reached in case of Emergency.

Full Time Faculty working under 12-month appointments are responsible, during the Fall, Spring, and Summer terms, for making time available for teaching classes, mandatory scheduled or ad hoc meetings, and for office hours. Twelve-month Full Time Faculty may request, or be assigned, a Project for the remainder of the summer. Examples of such projects include: Assessment activities; revising policy manuals or the Catalog; curriculum development; developing on-line courses; and supervising student research. Full Time Faculty engaging in such projects must maintain a log of their activities, and write a final report. While not on an 'Eight-to-Five' schedule, Full Time Faculty should devote and log sufficient time to complete the assigned project.

### **2.1C Full Time Faculty Load**

The normal teaching load for a Full Time Faculty member shall be not less than twelve (12) credit hours nor more than sixteen (16) credit hours each semester. Should the Full Time Faculty member's teaching load become less than twelve (12) credit hours due to a lack of enrollment or circumstances beyond the control of either the Full Time Faculty member or the college, the Full Time Faculty member shall be assigned special projects by the college during the contract period. Should a Full Time Faculty member's load be more than 16 credit hours, he/she will be compensated at the same established fixed per credit hour as Adjunct Faculty. Practicum courses not meeting the minimum class size ( see 2.1M) are not counted toward the 12-credit minimum load, but will be paid as overload if: 1) they produce a load of more than 16 hours, and; 2) the students enrolled require the course in order to graduate that academic year.

Each Full Time Faculty member will teach one evening class per academic year, and as needed based on community needs.

### **2.1D Full Time Faculty Office Hours**

Each Full Time Faculty member is expected to schedule office hours so as to provide availability to staff and students. One copy of the office hours is to be submitted to the Vice-President of Academics prior to the first day of classes each semester and another copy is to be posted on the Full Time Faculty member's door. A minimum of ten (10) office hours is required per week during Spring and Fall Terms, and three (3) per week during Summer Session.

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### **2.1E Full Time Faculty Evaluation**

In addition to the Personnel Policy provision at 3.6, Probationary Period, the following evaluation procedure will apply to Full Time Faculty members:

2.1E1 All Full Time Faculty will participate in evaluations each semester and at the end of the academic year. Each semester a Small Group Instructional Diagnosis (SGID) will be conducted in one (1) class per Full Time Faculty member at or around mid-term week. The SGID will be conducted by another Full Time Faculty member as directed by the Full Time Faculty chair. Results of the SGID should be given to the evaluated Full Time Faculty member and to the office of the Vice President of Academics to be kept in the Full Time Faculty files. At the end of each semester, each course is evaluated by means of a student final evaluation. The evaluations are to be turned in directly to the Vice-President of Academics and final results are given to each Full Time Faculty member. At the end of the academic year, each Full Time Faculty member will sit with a team of two other Full Time Faculty (either chosen or assigned) AND either the Vice President of Academics (or his/her designee) or the Full Time Faculty Chair. During this time, the SGIDs, student final evaluations, Individual Development Plan (see Attached IDP Template), and electronic portfolio (see 2.1E2) will be evaluated. Results of the evaluation will be given to the evaluated Full Time Faculty member and to the office of the Vice President of Academics to be kept in the Full Time Faculty files, to be used for instructional improvement and professional development.

2.1E2 All Full Time Faculty members will complete their own e-portfolios. The e-portfolio must be updated every three years and will be evaluated on those years.

### **2.1F Full Time Faculty Advisor**

Full Time Faculty are required to be an advisor to students. It is the responsibility of the advisor to assist students with their course selection, degree plan, and other academic matters. Full Time Faculty must keep up-to-date files on all advisees.

### **2.1G Student Portfolio**

Some degree programs require students to construct and maintain an Electronic Portfolio (e-portfolio). Full Time Faculty advisors in programs which list a student e-portfolio as a Degree requirement will oversee the e-

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portfolios of degree-program advisees, and are responsible for scheduling and arranging the assessment of the e-portfolio prior to graduation. Such assessment consists of a presentation of the e-portfolio by the student to an assessment team consisting of the student's advisor plus two other Full Time Faculty (or staff approved by the advisor), who will rate the portfolio according to a Rubric, and provide feedback to the student and Department.

### **2.1H Syllabi or Course Plan**

All course offerings require a syllabus/course plan, which is to be submitted to the Vice-President of Academics before the courses are taught. The format should include: (a) the course requirements; (b) general information; (c) topics to be covered; (d) the course objectives; (e) the textbook(s); (f) the methods and materials to be used; (g) the evaluation procedures; (h) a statement of learning outcomes. An appropriate template may be obtained from the Vice-President of Academics or Academic Dean.

All syllabi must specify how culture, technology, information literacy, and constructivism are incorporated into the class.

The syllabus must contain a 'Special Needs' statement noting that it is the student's responsibility to notify the Instructor that he/she has a disability resulting in special learning needs, consistent with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act. If necessary and with documentation, it is required that Instructors contact Student Services to arrange one or more reasonable accommodations, including but not limited to the following types of accommodations:

- Supplementing classroom materials with other, more suitable materials,
- accessibility to tutors, access to taped textbooks, computer tutorials,
- tests read aloud,
- additional time given for test, or
- other room arrangements as necessary for a successful testing experience.

### **2.1I Cultural Awareness**

All courses must contain content relevant to the culture of the Nueta, Sahnish, or Hidatsa people.

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### **2.1J Registration**

At the beginning of each semester all full-time Full Time Faculty will assist the Student Service Department in registering students. This process will require knowledge of the major course requirements as well as an understanding of the financial aid process. Twelve (12) semester hours constitute a normal student course load during a semester. A student may not register for more than eighteen (18) semester hours without prior permission from the Vice-President of Academics.

Students may not register for more than eight (8) semester hours during a Summer Session without prior permission of the Vice President of Academics.

### **2.1K Drop/Add**

See FBCC Catalog.

### **2.1L Class List**

Immediately upon the completion of registration the Registrar will submit a class list for each offered course via the Jenzabar system. After the deadline for changing classes, the Full Time Faculty member will verify the class list, suggest necessary additions/deletions and notify the Registrar, who will then 'finalize' the class list (except that students may withdraw until the deadline).

### **2.1M Standards of Instruction**

A semester is a college term averaging fifteen (15) weeks of instruction and one (1) week for final exams, for a total of sixteen (16) weeks. In a lecture course, a semester hour of credit represents one fifty (50) minute class period per week for one semester; in a laboratory course, one semester hour of credit represents two fifty (50) minute class periods per week for one semester; and in practica and field experience courses, a semester hour of credit is equivalent to three fifty (50) minutes of practical experience for one semester. Additionally, a semester hour of credit shall include a reasonable approximation of (1) a minimum of two hours of out-of-class student work each week in addition to class time; or at least an equivalent amount of work as required in (1) for other activities, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours (34 CFR § 600.2).

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A Full Time Faculty member may not be absent from class without notifying the Vice-President of Academics nor can classes be cancelled except by the Vice-President of Academics. All work scheduled for cancelled classes must be made up before the end of the semester.

### **2.1N Class Size**

Classes failing to attain the Minimum enrollment number may be deleted from the schedule by the Vice-President of Academics; only the Vice-President of Academics is authorized to delete a class.

The normal minimum class size is five; exceptions to this rule are likewise determined solely by the Vice-President of Academics.

### **2.1O Student Evaluation**

The individual Full Time Faculty member determines the evaluation method. It is important each Full Time Faculty member presents a clear grading policy to the students at the first class meeting of each semester so students are aware of the evaluation procedures. Full Time Faculty are not required to administer mid-term and final examinations.

### **2.1P Grading**

Upon course completion the following grades will be administered:  
“A” – superior; “B” - above average; “C” – average; “D” – below average; “F” – failure; “I” - incomplete; “W” – withdrawal;  
“P” –Pass;

Pass/Fail grading is used for seminars, internships, practica, workshops, or special topics classes, and other specified classes.

A student may withdraw from a class up to the thirteenth week of class. The “W” grade becomes part of the student’s transcript.

The “I” – incomplete grade may be granted when students are unable to complete course requirements for reasons beyond their control or by circumstances created by the college. A grade of “I” (Incomplete) may be issued only in special circumstances.

Special circumstances include:

1. If the student has completed at least three-fourths (75%) of the assigned coursework, and
2. If the student was unable to complete the necessary coursework for a valid and documented reason beyond the student’s control or by circumstances created by the college, and

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3. If the student can execute a plan to complete the work.

The “I” grade may be granted after negotiation between the student and the instructor from completing the course work occurs. A copy of the negotiated requirements will be retained by the instructor and copies distributed to the student, the counselor, the Registrar, and the Vice-President of Academics. The time deadline (No later than the end of the 6<sup>th</sup> week of the following semester for Fall and Summer Classes, or the end of the following Summer Term, for Spring Classes) negotiated by the student and the Instructor for completing the work will be included in the requirements.

### **2.1Q Recording of Grades**

The only grades to be recorded will be final and mid-term grades. These grades are due in the Registrar’s office on the date indicated in the Academic Calendar.

All Full Time Faculty will enter attendance, mid-term grades, and final grades in Jenzabar. (Adjunct Faculty will send attendance to the Data Manager, or to a person designated by the Department head or Vice-President of Academics, on a weekly basis).

Full Time Faculty overloads will not be paid at mid-term until syllabi, mid-term grades, and attendance have been submitted. Full Time Faculty overloads will not be paid at the end of a semester until final grades and attendance have been submitted.

### **2.1R Change of Grade**

See FBCC Catalog.

### **2.1S Classroom Management and Attendance Policy**

Each Full Time Faculty member is responsible for the effective management of his/her class. Any problems or incidents during class should be reported to the Vice-President of Academics. All Full Time Faculty members are responsible for complying with the privacy rights of students as stated in the Educational Privacy Act of 1974.

Full Time Faculty members are responsible for accurately recording class attendance and submitting attendance on a daily basis. Each individual Full Time Faculty member will inform the students at the beginning of the course, in writing, of his or her attendance policy. A copy of the



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attendance policy should be listed on the syllabus which must be submitted to the Vice-President of Academics.

### 2.1T Independent Studies

See FBCC Catalog.

### 2.1U Course Challenge

Fort Berthold Community College Policy on Challenging a Course:  
The Challenge Program at FBCC is designed to free students from taking courses where content has already been mastered. Students enrolled at FBCC in good standing may submit a request to challenge any courses listed in the college catalog.

The Procedure for challenging a course is:

1. Contact the course Full Time Faculty member to obtain approval for a challenge exam or credit for prior learning/training, using the Course Challenge Form (CCF).
2. If approval is obtained, present the form to the Vice-President of Academics for approval.
3. Present the form to the Business Office and pay any fees due.
4. Return a copy of this form to the Full Time Faculty member and arrange to take the examination or submit documentation of prior learning/training; the Full Time Faculty member will note the grade, and 'P' or 'F' on the form
5. Return the completed form to the Vice-President of Academics for their records.
6. The Full Time Faculty member forwards the grade to the Registrar's Office. Credit is given if a grade of "C" or better is reported on an exam, or documentation of prior learning/training is deemed sufficient.
7. An exam to challenge a course may be taken only once; refusal of documentation of prior learning/training may be appealed to the Vice-President of Academics

### 2.1V Copyright Law of 1978

Many of provisions of the Copyright Law, which went into effect January 1, 1978, effect instructors as well as libraries. Not only are libraries held liable for the violation of the unlawful reproducing of materials covered by a copyright, but also the individual instructors. Copies of current practices will be distributed at orientation.

### 2.1W Committee Load

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Full Time Faculty members will be expected to serve on no more than two committees under normal circumstances. Each Full Time Faculty member in the various committees is expected to exhibit regular attendance and full participation. All Full Time Faculty are members of the Curriculum Committee, and are required to attend Curriculum Committee meetings.

### **2.1X Resignation**

A Full Time Faculty member who resigns from the college will inform the Vice-President of Academics in writing. The President will present the letter of resignation to the Board of Directors of the Fort Berthold Community College. A thirty (30) day notice is required. This thirty (30) day notice may be reduced or waived upon recommendation of the Vice-President of Academics and President, and approval of the Board of Directors.

### **2.1Y Academic Freedom**

Fort Berthold Community College is committed to intellectual thought and pursuit. The primary responsibility of the academic community is to provide for the enrichment of intellectual experience. Essential to the realization of this ideal is a free and open academic community which takes no ideological or policy position itself, while zealously guarding the right of those who do take such positions to do so. The 'Marketplace of Ideas' cannot function unless there is opportunity for a variety of viewpoints to be expressed, and toleration of what may be error. As part of the college's Native American tradition, it is recognized that certain tenets regarding the history, traditions, and ceremonies of the Nueta, Sahnish, and Hidatsa peoples will be expressed as part of the curriculum and are acceptable whenever applicable. At all times Full Time Faculty members should exercise sound judgment, respect the rights of others to express ideas and opinions and insure that same freedom be extended to students and colleagues. If there are controls to be exercised over Full Time Faculty members, they are the controls of personal integrity and the judgment of their colleagues, students, and co-workers.

### **2.1 Z Assessment Plan**

All FBCC Full Time Faculty members are required to follow the FBCC Student Assessment Plan. The Student Learning Assessment Coordinator (SLAC) is selected by the Vice President of Academics each fall, which may or may not be the Academic Dean.

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The FBCC Student Assessment plan consists of two components for each academic department: 1) Department Outcome Matrix and 2) One Page Paper.

### Department Outcome Matrix:

The matrix is specific to each department in that there are specific learning outcomes that department Full Time Faculty members feel are central to the students' knowledge upon graduation. The matrix has columns with the following headings: Learning Outcomes; Measurement; Expected Results; Actual Results; Analysis; Action/Recommendation; and Outcomes.

- Learning Outcomes: Full Time Faculty members are encouraged to keep the outcomes to a minimum to enable a reasonable and justifiable assessment plan for their department. They should be measurable, universal to program content in case of faculty changes, and consistent for the duration of the program.
- Measurement: This column identifies who will measure the learning outcome, where it will be measured, how it will be measured, and when it will be measured. Some departments may choose to measure outcomes in a specific class which all majors will take while other departments may choose to measure outcomes collectively in a capstone project or e-portfolio.
- Expected Results: This identifies what the Full Time Faculty members expect students will score in this outcome (collectively or as an average) during assessment.
- Actual Results: Data is given here as an aggregate of all students who completed the assessment for each learning outcome that year. Not all outcomes may be assessed each year if the Full Time Faculty members choose to assess during a certain class. If non-majors partake in the assessment as part of a class assignment, the data should be disaggregated.
- Analysis: This is the Full Time Faculty members' chance to explain outliers, circumstances, or explanation of why the assessment did or did not meet the Expected Result.
- Action/Recommendation: The department Full Time Faculty members give recommendations for how the assessment can be improved upon or changed in the following year; or provide no recommendations if the process is satisfactory.
- Outcomes: This column is filled out *the following year* on the matrix. It is the summary of how the previous years' Actions/Recommendations went for the assessment of that particular outcome.

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Matrix template:

Degree Program  
Department Faculty  
Year of Assessment

Learning Outcomes	Measurement	Expected Results	Actual Results	Analysis	Action/ Recommendations	Outcomes

**One Page Paper:**

It is called the ‘One Page Paper’ because that is the recommendation—that the paper be just One Page to flesh out the information in the Departmental Assessment Matrix.

The departmental Full Time Faculty members should focus on the following items in their One Page Paper:

- What worked particularly well?
- What didn't work?
- How can we fix it?
- What other changes do we need to make for next year?

It is important that the Matrix be limited to issues related to student learning. Therefore, the One-Page Paper provides an opportunity to evaluate pedagogic procedures and processes, and also to provide anecdotal information as appropriate.

The Department Program Matrix and One Page Paper are to be turned in annually to the Student Learning Assessment Coordinator by the end of May each year and are to be maintained by the Coordinator and also kept by the office of the Vice President of Academics.

**E-Portfolio**

Several programs require the completion of an electronic portfolio as a graduation requirement. The purpose of the FBCC student e-portfolio is to provide a framework and repository that will support learning in and out of the classroom. The e-portfolio will incorporate and demonstrate general education and core program outcomes as they relate to the seven institutional outcomes as approved by the FBCC Board of Directors. Students will engage in a process that helps them reflect as their education

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evolves and develop a dynamic portfolio that captures their accomplishments.

### E-Portfolio Rationale

1. Engages students in their learning process.
2. Increases student-learning perceptions. This includes their attitudes, motivations, and self-assessments of their learning.
3. Captures and showcases important learning experiences of students.
4. Accessibility of learning outcomes for students, advisors, and others.
5. Access students' technology skills.

An E-Portfolio may include the following:

- Writing samples
- Class papers and oral presentations
- Oral reflections
- PowerPoint presentations
- Art, photography, video, and music
- Work produce in out-of-classroom settings such as internships, community services, jobs, and extracurricular activities
- Capstone projects
- Resumes and writing samples for professional purposes

### Scoring the E-Portfolio

The rating will be on a score of five to one, five being exemplary, four strong, three developed, two emerging, and one underdeveloped. Three individuals, one of whom is the Full Time Faculty advisor, will assess the e-portfolio. The student will select the other two, from among Full Time Faculty members, approved (by the advisor) staff members, and administrators. If a student does not demonstrate proficiency on the e-portfolio they will be required to revise their portfolio until it demonstrates proficiency as determined by the program of study.

### Program Review and Assessment of Student Learning

The FBCC institutional goals aid in the development and assessment of course, program, and student learning outcomes. The e-portfolio assessment, the assessment of program goals, and course assessments completed by students feed into the overall program review. The program review identifies strengths and challenges, develops goals for program direction, and determines budget and curriculum changes and other program revisions. As these changes are implemented, continuous assessment of student outcomes continues, primarily in the annual review of graduate e-portfolios and the gathering of graduate survey data.

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## **2.1 AB Qualifications**

Full Time Faculty teaching in any Baccalaureate Degree Program must hold an earned Master's Degree or higher from an accredited institution of higher education. The Degree must be in the Program discipline, or in a closely-related discipline. Full Time Faculty teaching in any Associate Degree Program must hold an earned Baccalaureate Degree from an accredited institution of higher education. The Degree must be in the Program discipline, or in a closely-related discipline. Full Time Faculty teaching in a Certificate Program must be certified by that Vocation. Full Time Faculty teaching in Cultural classes must be approved by the FBCC Cultural Committee and/or the Native American Studies Department Chair with approval of the V.P. of Academics.

## **2.1 AC Professional Development**

The College supports Full Time Faculty Professional Development by funding, when possible, the Registration, Travel, Lodging, and Incidental costs of attending Training, Workshops, Seminars, Colloquia, and other meetings designed to help Full Time Faculty improve their pedagogy or professional competence. If a Full Time Faculty member chooses to use Training funds from the Development Grant or other FBCC dollars, he/she must agree to teach at Fort Berthold Community College one semester beyond the end of the Academic Year in which the event took place for each event paid for from this fund, up to a maximum of one year. If she/he does not fulfill this obligation, the "per event" amount must be paid back to the College. The College likewise supports, where possible, further Graduate coursework by Full Time Faculty. If a Full Time Faculty member chooses to use Graduate course funds from the Development Grant or other FBCC dollars, he/she must agree to teach at Fort Berthold Community College one semester beyond the end of the Academic Year in which the class took place for each course paid for from this fund, up to a maximum of two years. If she/he does not fulfill this obligation, the "per class" amount must be paid back to the College.

## **2.2 FULL TIME FACULTY RIGHTS AND RESPONSIBILITIES**

### **2.2A Rights:**

- ✓ To be accepted as a part of the College community professionally and socially in the spirit of trust and cooperation.
- ✓ To participate in college-sponsored academic programs.

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- ✓ To have an opportunity to attend workshops, seminars and conferences as the instructional budget permits.
- ✓ To have an opportunity to be involved in community service activities and academic research.
- ✓ To conduct his or her professional responsibilities in an environment free from prohibited discrimination, as described in the Personnel Policy Manual at Section 2.4.

### 2.2B Responsibilities

#### **To the College:**

- To satisfactorily carry out the duties and responsibilities as agreed upon in the individual contracts.
- To be committed to scholarship which will enrich instruction.
- To provide data and information for the purpose of Assessment, or for completion of Reports to granting bodies or other agencies.
- To participate in:
  - Full Time Faculty meetings
  - Full Time Faculty workshops
  - Major academic events
  - Staff or Full Time Faculty development projects or studies
  - Co-Curricular activities
  - Student advising
  - Curriculum Committee meetings (which are Mandatory)
- To cooperate in promoting safety and the care of college property.
- To direct individual learning projects and/or independent studies according to contract form.
- To uphold the mission, values, and goals of the College.

#### **To the Student:**

- To keep abreast of developments in respective fields of teaching and to be creative in the use of appropriate methods.
- To maintain an atmosphere for students in which learning and inquiry may take place.

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- To inform students regarding course objective, the general plan to be used and the expected outcomes.
- If unable to conduct classes, to make necessary arrangements.
- To be available for advising.
- To work cooperatively with the college community to further the work of the College.
- To respect the right of peers to teach and to express their opinions.

### **2.3 BENEFITS AND REMUNERATION**

#### **2.3 Annual/Vacation Leave**

In addition to the Personnel Policy Manual “Accrual of Annual/Vacation Leave” provisions at Section 4.6.A., Annual Leave for Full Time Faculty should not be utilized during the Fall, Spring, or Summer (June) Terms, but reserved for July and early August, or the gap between Spring and Summer Terms. Section 4.6.B. shall apply to Full Time Faculty members, except as modified in this paragraph.

#### **2.3A Sabbatical Leave**

Only Full Time Faculty who have been employed with the college for a consecutive period of three (3) years or longer shall be eligible for a sabbatical leave. Any Full Time Faculty member who meets the aforementioned criteria can negotiate with the President and Vice-President of Academics in regard to the educational goals to be achieved and requested length of leave needed. The Vice-President of Academics and President of the college shall review and present the request to the Board of Directors who shall make the final decision. The Full Time Faculty member receives no salary unless the Board has approved a stipend for a developmental leave or other employee benefits. A substitute is hired by the College to take the Full Time Faculty member’s place. The Full Time Faculty member may return to his/her post at the end of the leave without jeopardizing his/her employment status. A granted sabbatical leave does not jeopardize the Full Time Faculty member’s position and upon return full status will be resumed.

#### **2.3B Other Leave**

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See Personnel Policies, except as provided otherwise in this Faculty Handbook of Rights and Responsibilities.

### **2.3G Holidays**

In addition to the provision for “Holidays and Holiday Pay” at Section 4.3 of the Personnel Policy Manual, Full Time Faculty members shall receive two weeks of paid holiday at Christmas break, including New Year’s Day.

### **2.3H Full Time Faculty Retirement Benefits**

In addition to the “Contributory Retirement Plan [401(k)]” at Section 4.22 described in the Personnel Policy Manual, and contingent upon availability of funds, Full Time Faculty retiring from the College will receive:

- Two weeks pay (based on their current salary) for ten years’ service to the College
- Three weeks pay (based on their current salary) for fifteen years’ service to the College
- Four weeks pay (based on their current salary) for Twenty or more years’ service to the College

### **2.3I Insurance Benefits**

See Personnel Policies

### **2.3J Tuition Assistance**

See Personnel Policies

### **2.3K Full Time Faculty Family Educational Benefits**

In addition to the “Tuition Assistance” benefits described at Section 4.15 of the Personnel Policies, immediate family members (i.e., spouse, children, and parents of the employee only) of Full Time Faculty shall be eligible for a tuition waiver. All fees, including regular College fees, classroom fees, and books, are the responsibility of the student. Full Time Faculty must have been employed by the College for at least one year in order to qualify for this benefit. The maximum allowed to be used by the Full Time Faculty family members under this provision is 64 semester hours.

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Full Time Faculty must notify the Business Office prior to registration of the intention of their family member to enroll at the College under the tuition waiver. The Business Office will notify Full Time Faculty when the maximum semester hours have been reached.

### 2.3N Wage and Salary

- ❖ **Full Time Faculty compensation: See attached** Fort Berthold Community College **salary schedule**; funds permitting, adjustments will be made for long-time Full Time Faculty who have ‘maxed out’ on the Salary Schedule.
  
- ❖ **Adjunct Faculty compensation:**  
**Doctorate: \$650 per Credit Hour**  
**Masters: \$600 per Credit Hour**  
**Bachelors: \$550 per Credit Hour**  
**Associate: \$450 per Credit Hour**  
**Certificate/Specialized Training: Negotiable, based on requirements of the Certifying Agencies**

### 2.3O Contracts

A valid Full Time Faculty contract consists of a contract signed by the Full Time Faculty member, the Vice-President of Academics, the President of the College, and the Chairperson of the Board of Directors.

Contracts are specific as to the length and conditions of employment and both parties are bound legally to honor these conditions unless exceptions are mutually agreed upon in writing.

A letter of intent shall be released on or before April 15<sup>th</sup> of each academic year. Full Time Faculty have thirty (30) days in which to accept the offer. After thirty (30) days have elapsed all provisions of the offer become null and void unless an extension period is granted by mutual agreement. Full Time Faculty members who do not plan to return to the college indicate this on the letter of intent submitted to the Vice-President of Academics.

Satisfactory performance during the previous contract period is the main criterion for contract renewal. Additional criteria are: professional development, cooperation and communication within the college.

### 2.3P Purchasing Procedures

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# FORT BERTHOLD COMMUNITY COLLEGE FACULTY HANDBOOK OF RIGHTS AND RESPONSIBILITIES

2.3P1 Each Full Time Faculty member will have an individual annual instructional budget set by the Vice-President of Academics.

2.3P2 Requests for purchasing books, movies, textbooks, equipment, office supplies, etc., are made prior to the actual purchase.

2.3P3 The requests are forwarded to the Vice-President of Academics, who will approve or deny the request, contingent upon funding, and will then forward the request to the Business Manager who will prepare the transaction.

## **2.3Q Travel**

See Personnel Policies

## **2.3R Field Trips**

Full Time Faculty members planning field trips must make complete travel arrangements including a list of names, emergency phone numbers, and itinerary at least one week in advance. The President and/or Vice-President of Academics should receive written notification of any proposed trips so all necessary authorizations can be coordinated.

## **2.3S Public Relations and Issuance Policy**

See Personnel Policies

## **2.4 EMPLOYMENT PRACTICES AND CONDUCT PROVISIONS**

See Personnel Policies, except as provided otherwise in this Faculty Handbook of Rights and Responsibilities.

### **2.4A Disciplinary Policy**

All Full Time Faculty Disciplinary matters will be conducted by the V.P. of Academics

### **2.4B Fair Dismissal Policy for Full Time Faculty**

The recommendation for non-renewal of Full Time Faculty positions along with the stated reasons shall be submitted in writing both to the individual and the Board of Directors. The timeliness for such action is the following:

2.4B1 No later than April 15<sup>th</sup> of the first and second academic years of service.

# FORT BERTHOLD COMMUNITY COLLEGE

## FACULTY HANDBOOK OF RIGHTS AND RESPONSIBILITIES

2.4B2 No later than December 15<sup>th</sup> of the third academic year of service and for all years of service thereafter.

In the event the Full Time Faculty member believes the non-renewal to be unfair the Full Time Faculty member may request an informal private hearing within 30 days before a committee of three (3) members of the Grievance Committee to state his/her position.

If non-renewal is recommended through no fault of the Full Time Faculty member, then the College shall be obligated to attach a letter to this effect to any and all correspondence sent to prospective employers, to any correspondence requested by the individual and to be included within the personnel file of the Full Time Faculty member.

### **2.4C Grievance**

Notwithstanding the “Grievance Procedure” provisions at Section 3.17 of the Personnel Policy Manual, each Full Time Faculty member has the right to present a complaint to the Vice-President of Academics and is assured freedom from reprisal. Should a Full Time Faculty member have a grievance the following procedure will be adhered to:

2.4C1 Informal Procedure – an appointment shall be made with the Vice-President of Academics to discuss the matter.

2.4C2 Formal Procedure – if an informal discussion has not resolved the issue, the Full Time Faculty member can:

2.4C2a Submit a letter to the Vice-President of Academics stating the grievance. The Vice-President of Academics then has two (2) working days to respond in writing with a decision.

2.4C2b Appeal to the President of the College requesting a grievance hearing if the decision is unacceptable to the Full Time Faculty member.

Process:

2.4D1 The President of the College shall call for the election of grievance committee upon receiving the request from the Full Time Faculty member. The election process shall take no longer than three (3) working days and shall consist of the following members: One (1) Full Time Faculty member, one (1) administrative member, and one (1) staff member.

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If any elected member feels he/she cannot serve in an unbiased manner, the option of withdrawal from the committee is available.

2.4D2 The grievance committee shall convene within two (2) working days following the election, and shall perform the following functions:

2.4D2a Elect a chairperson and record the hearing.

2.4D2b Set a date within five (5) working days from the initial meeting to address the grievance.

2.4D2c Hear the facts from both sides involved in the grievance.

2.4D2d Submit a written recommendation to the President of the College no later than two (2) working days after the committee's last meeting.

2.4D3 The President of the College shall submit the final decision in writing to the Full Time Faculty member after receiving the committee's recommendation. This response shall be made no later than two (2) working days after receiving the committee's recommendation.

2.4D4 If the Full Time Faculty member so chooses, the Full Time Faculty member may make a written response to the President. This response shall be made no later than two (2) working days after receiving the President's decision.

Grievances dealing with Equal Opportunity and Non-Discrimination Policy – see Appendix A and Section 2 of the Personnel Policy Manual.

## **2.4E Safety**

See Personnel Policies.

## **2.4F Conduct Provisions**

See Personnel Policies.

## **2.4J FERPA: Confidentiality of Student Information and Records**

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 information and

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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." However, an educational agency or institution may disclose educational records, or personally identifiable information from educational records, to a parent without the prior written consent of an eligible student if the student is claimed as a dependent for Federal income tax purposes by either parent; the disclosure is in connection with a health or safety emergency described in 34 CFR § 99.36; the disclosure is in regard to the student's violation of a law or policy.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies;
  - and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

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## FACULTY HANDBOOK OF RIGHTS AND RESPONSIBILITIES

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. Disclosure "means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including, oral, written, or electronic means, to any party except that party identified as the party that provided or created the record." (34 CFR § 99.31) 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. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **2.4K Drug and Alcohol Use**

See Personnel Policies.

### **2.4L Harassment**

See Personnel Policies.

### **2.4M Zero Tolerance Policy**

The Fort Berthold Community College (FBCC) will promote an environment free from threats and acts of violence, whether perceived or real. FBCC will not tolerate violence of any type or from any source, including threatening or violent action by employees, students or visitors against anyone on campus or during school related activities despite location.

It is the policy of FBCC and the responsibility of its employees, students, and visitors to maintain a campus free from threats and acts of violence. Fort Berthold Community College will work to provide a safe campus for its employees, students, and visitors.

All employees, students, and visitors on campus deserve to be treated with courtesy and respect. This will be accomplished by encouraging mutual respect, establishing open and honest communication, and enforcing zero tolerance for any type of violent behavior.

Fort Berthold Community College will foster an environment and culture without violence for its employees, students and visitors by information sharing, training, and enforcement. The policy of FBCC includes these items.

## FORT BERTHOLD COMMUNITY COLLEGE FACULTY HANDBOOK OF RIGHTS AND RESPONSIBILITIES

- a) FBCC will work to prevent and eliminate acts of campus related violence.
- b) FBCC will respond promptly, positively, and aggressively to deal with threats or acts of violence. That response will include timely involvement of law enforcement agencies when appropriate.
- c) FBCC hereby adopts, and will work to enforce a policy prohibiting possession of firearms and other dangerous weapons in and on college property.
- d) FBCC will treat incidents of campus-related threats or acts of violence as serious. Reports of such acts will be promptly investigated and appropriate and necessary action will be taken.
- e) FBCC will take strong disciplinary action, up to and including discharge from employment or enrollment at the college if an employee or student is involved in the commission of campus related threats or acts of violence.
- f) FBCC will support criminal prosecution of those who threaten or commit campus related violence against its employees, students, or visitors.
- g) FBCC will provide information and training for employees, students, and visitors to ensure a safe environment that is respectful, proactive, and responsive to threats or acts of violence.

### **2.4N Amending Handbook**

The Full Time Faculty handbook shall be reviewed and amended annually and/or as the need arises by the Faculty Senate.

2.4N1 Full Time Faculty members or the members of the administration may submit a recommendation for amendment of the handbook to the Faculty Senate.

2.4N2 Should the Faculty Senate approve of the recommendation, it will be submitted for further approval, in this order, to the Curriculum Committee, The Administrative Committee, the President of the College and Board of Directors.

Fort Berthold Community College is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. For information contact: [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)



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APPENDIX A

**Equal Opportunity and Non-discrimination Policy**

The Fort-Berthold Community College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, religion, color, sex, national origin, age or handicap. In adhering to this policy the college abides by the requirements with Title IX, Education Amendments of 1972, and as further amended; with Title VI and VII of the 1964 Civil Rights Act, as amended; by section 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Age Discrimination Act of 1975, as amended.

**PROCEDURES:**

Specific complaints alleging discrimination should be in written form and referred to:

**COMPLAINT**

**RECEIVERS:**

- Fort Berthold Community College Vice-President of Academics

Mr. Wayne Fox

P.O. Box 490

New Town, ND 58763

(701) 627-4738 ext. 248

- Fort Berthold Community College Vice President of Students Services

Dr. Twyla Baker-Demaray

P.O. Box 490

New Town, ND 58763

(701) 627-4738 ext. 249

- Fort Berthold Community College Human Resources Director

Ms. Valerie Brady

P.O. Box 490

New Town, ND 58763

(701) 627-4738 ext. 216

- Fort Berthold Community College Campus Security/Facilities Coordinator

Mr. Keith Smith

P.O. Box 490

New Town, ND 58763

(701) 627-4738 ext. 269

Fort Berthold Community College President will have the discretion to review the facts and authorize further consideration.

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If the person filing a complaint wishes to pursue the complaint, a written report can be filed with the Chicago Regional Office of Civil Rights, U.S. 111 N. Canal St., Room 1053 Chicago, IL 60606 (312) 886-8434 (voice), (312) 353-4888 (Fax), (312) 353-2540 (TTY) Department's Web Site: [www.ed.gov](http://www.ed.gov), OCR's Web Site: [www.ed.gov/ocr](http://www.ed.gov/ocr)

## APPENDIX B

### Fort Berthold Community College CURRICULUM COMMITTEE BYLAWS, POLICIES AND PROCEDURES

Provisions of the Bylaws shall not be in conflict with the Policies of the Board of Directors.

#### ***Article I. Purpose***

To assist the Vice President of Academics in ensuring that the College is making effective and efficient use of its instructional resources for the educational benefit of the students.

#### ***Article II. Meetings (Regular, Special, Quorum)***

- Meetings will be held the First Friday of each month and at other times as deemed necessary. Meetings may be canceled or rescheduled by the Vice-President of Academics where necessary.
- Time of meeting shall usually be from 10:00 AM to noon.
- In the month of September, Nominations for Assistant Chair and Recording Secretary will take place, unless the Vice-President of Academics elects to appoint the Recording Secretary (see Article III).
- Special meetings may be called at any time by the Vice-President of Academics. Also, any member may request a special meeting through the Chairperson, in writing. The Chairperson shall forward the request to the Vice-President of Academics for disposition. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in advance to all members via the agenda.
- A quorum of 50% + 1 shall be present at any regular or special meeting in order for business to be conducted. A majority vote of the members present is needed to approve any business not otherwise specified in the Bylaws herein.
- A majority of members must be present at any regular or special Meeting before the election of Assistant Chair or Recording Secretary or amendments to the Committee Bylaws can commence. A majority vote of the members present is needed to approve amendments to the Bylaws, or to elect the Assistant Chair or Recording Secretary.
- Each member shall have one vote in all matters.

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- Any member who fails to attend regular meetings without being excused by the Vice-President of Academics from attending will be considered for disciplinary action as per the Full Time Faculty Handbook or relevant Personnel Policy Manual.
- The use of written proxies is not permitted for those members unable to attend any regular or special Meeting, except upon written permission from the Vice-President of Academics.

### ***Article III. Positions and Duties***

- ***Chairperson:*** Prepares agendas, conducts the committee meetings, sets the calendar of committee meetings, supervises the orientation of new members and on-going training of continuing members, assures that committee functions such as technical review, prerequisite review, distance education review, general education review, library sign-off, articulation, and program review reports take place smoothly, reviews catalog drafts for concurrence with approved changes, and signs off on final version of curriculum recommendations to the Board.
- ***Assistant Chair:*** Takes the place of the Chairperson when he/she is absent or incapacitated.
- ***Recording Secretary:*** Keeps a record (Official Minutes) of the actions authorized by the Committee, and Distributes these minutes to the members prior to the next Meeting. This position may, at the discretion of the Vice-President of Academics, be elected annually by the Committee, or be appointed by the Vice-President of Academics from within or outside the Committee. If an appointment from outside the Committee is made, said appointee automatically becomes a non-voting member of the Committee.
- ***Business Office Liaison:*** Keeps a record of the Committee's actions in terms of their impact on the operations of the Business Office. Participates in discussion of Motions to ensure that the ramifications of Committee actions on the Business Office are on record and considered. Such ramifications include, but are not limited to, the effects of: Tuition waivers; fee waivers; changes in number of credits for a course; the offering of Workshop or other Special Classes; special tuition/fee agreements with specific organizations. Reports back to the Business Office on the consequences of Committee actions.
- ***Student Services Liaison:*** Keeps a record of the Committee's actions in terms of their impact on the operations of the Office of Student Services. Participates in discussion of Motions to ensure that the ramifications of Committee actions on the Office of Student Services are on record and considered. Such ramifications include, but are not limited to, the effects of Committee actions on: Registration dates and procedures; Credits vs CEUs; provisions for providing required information (e.g., HS/GED Transcripts, CDIBs, or College Transcripts); entering students into Workshop or other Special Classes; changes in course numbering, prefix, description, or credits; changes in degree programs. Reports back to the Office of Student Services on the consequences of Committee actions.

### ***Article IV. Removal/Replacement of a Position-Holder***

If a holder of a position as described in Article III above does not fulfill the duties required, he/she will be notified in writing by her/his supervisor of the problem, and given opportunity to rectify the shortcomings. If the deficiency persists after a second

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warning, the supervisor may elect to remove the member from the position, and replace her/him with another member.

### ***Article V. Guests***

Members may invite guests to any meeting to speak to a particular issue under consideration; prior approval from the Vice-President of Academics is required.

### ***Article VI. Areas of Responsibility***

The Curriculum Committee shall be charged with considering and acting upon matters including, but not limited to, the following:

- Curriculum—establishment, modification, or termination of courses and academic programs, including establishing prerequisites and placing courses within disciplines
- Determine degree and certificate requirements
- Set grading policies
- Establish the schedule of courses, and the Academic Calendar, for each semester
- Establish standards or policies regarding student preparation and success, including approval of the list of Graduation Candidates
- Researching the needs of the community for new courses and programs, and developing proposals for curricula to meet those needs
- Define Full Time Faculty roles and involvement in accreditation processes, including self study and annual reports
- Establish policies for Full Time Faculty professional development activities
- Establish processes for program review
- Review, update, and recommend relevant revisions of Policy Manuals, and
- Other academic and professional matters as determined by the President, the Vice-President of Academics, and the Board of Directors.

### ***Article VII. Membership***

The membership of the Curriculum Committee shall consist of:

- All Full-Time Full Time Faculty
- The Vice-President of Academics
- A Representative of the Business Office (Business Office Liaison) designated by the the Chief Financial Officer/Support Services
- A Representative of the Student Services Office (Students Services Liaison)—typically, the Registrar or Dean of Students (or Both); however, the Vice President of Student Services may designate another member or members of the office to serve in this capacity
- Retention Counselor
- A Representative of the Technology Department, as chosen by the IT Director
- Directors (or their designees) of programs such as Native American Studies, Agriculture, and Teacher Education
- College Librarian

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- Classified staff appointed as Recording Secretary (non-voting)
- President (ex officio)

## ***Article VIII. Approval of New and Revised Courses***

The main function of the curriculum committee is that of primary responsibility for the development, review, renewal, and recommendation of curriculum to be approved by the Board of Directors.

The Curriculum Committee reviews and approves degree-applicable credit courses, non-degree credit courses, and noncredit courses.

### ***Standards for Approval for degree-applicable credit courses***

The curriculum committee shall recommend approval of a course for associate degree credit if it meets the following standards:

(A) ***Grading Policy.*** The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency.

(B) ***Units.*** The course grants units of credit based upon the relationship between the number of units assigned to the course and the number of lecture and/or laboratory hours of performance criteria specified in the course outline. The course also requires a minimum of one hour of class time per week for each unit of credit, prorated for short term courses. For laboratory courses, a minimum of two hours per week for each unit of credit is required. For practicum courses, a minimum of three hours per week for each unit of credit is required.

(C) ***Intensity.*** The course treats subject matter with a scope and intensity that requires students to study independently outside of class time, with a reasonable approximation of (1) a minimum of two hours of out-of-class student work each week in addition to class time; or at least an equivalent amount of work as required in (1) for other activities, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours (34 CFR § 600.2).

(D) ***Prerequisites and Corequisites.*** When the college and/or curriculum committee determines, based on a review of the course outline of record, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or corequisites that are established, reviewed, and applied in accordance with the standard practices of the discipline.

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- (E) **Basic Skills Requirements.** If success in the course is dependent upon communication or computation skills, then the course may require, as prerequisites or corequisites, eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively.
- (F) **Difficulty.** The course work calls for critical thinking and the understanding of concepts determined by the curriculum committee to be at college level.
- (G) **Level.** The course requires learning skills and a vocabulary that the curriculum committee deems appropriate for a college course.

### ***Standards for Approval for non-degree credit courses***

The curriculum committee shall recommend approval of the course on the basis of the standards which follow.

(A) **Grading Policy.** The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency.

(B) **Units.** The course grants units of credit based upon the relationship between the number of units assigned to the course and the number of lecture and/or laboratory hours of performance criteria specified in the course outline. The course also requires a minimum of one hour of class time per week for each unit of credit, prorated for short term courses. For laboratory courses, a minimum of two hours per week for each unit of credit is required. For practicum courses, a minimum of three hours per week for each unit of credit is required.

(C) **Intensity.** The course provides instruction in critical thinking and generally treats subject matter with a scope and intensity that prepare students to study independently outside of class time and includes reading and writing assignments and homework, with a reasonable approximation of (1) a minimum of two hours of out-of-class student work each week in addition to class time; or at least an equivalent amount of work as required in (1) for other activities, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours (34 CFR § 600.2). In particular, the assignments will be sufficiently rigorous that students completing each such course successfully will have acquired the skills necessary to successfully complete college-level work upon completion of the required sequence of such courses.

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(D) *Prerequisites and corequisites.* When the college and/or curriculum committee deems appropriate, the course may require prerequisites or corequisites for the course that are established, reviewed, and applied in accordance with the standard practices of the discipline.

### *Standards for Approval for non-credit courses (CEU Courses)*

A noncredit course is a course which, at a minimum, is recommended by the college and/or curriculum committee as a course meeting the needs of enrolled students or the community. The curriculum committee shall recommend approval of the course if the course treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement that the committee deems appropriate for the enrolled students and community members.

## **PROCEDURES**

### *Origination of Proposals*

Proposals for new and revised courses and programs should come from the discipline Full Time Faculty, not from the curriculum committee. The proposal forms contain a sign-off for the Full Time Faculty originator(s) in the discipline responsible for the course or program.

In instances when a curriculum revision is underway which encompasses more than one program, it may be best for the committee to form a task force of Full Time Faculty in affected disciplines. When the task force completes its work and the plans are approved by the curriculum committee, a coherent, unified proposal will be the result.

### *Review by Other Disciplines*

An individual course rarely stands alone. Almost always a course will serve the needs of students majoring outside the discipline of the course. A welding class may be taken by those working on an automotive repair degree or a physics class may prepare students for a major in education.

When courses clearly affect curricula in other disciplines, the curriculum committee shall require on the course submittal form a sign-off verifying that Full Time Faculty in those disciplines have had opportunity to review those courses.

### *Review by Vice President of Support Services*

The curriculum committee shall require on the course submittal form a sign-off verifying that the Vice President of Student Services, or his/her designee, has received a copy of course or program modification request forms. It is recommended that the forms be given to the Vice President of Student Services in both Electronic and hard-copy format.

### *Review by Vice President of Student Services*

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*BOD Approved: November 6, 2013 by Resolution 13-004*

## FORT BERTHOLD COMMUNITY COLLEGE FACULTY HANDBOOK OF RIGHTS AND RESPONSIBILITIES

The curriculum committee shall require on the course submittal form a sign-off verifying that the Vice President of Student Services , or his/her designee, has received a copy of course or program modification request forms. It is recommended that the forms be given to the the Vice President of Student Services in both Electronic and hard-copy format; it is further recommended that, within the office of the Vice President of Student Services, copies be given specifically to the Registrar.

### ***Final Sign-Off by Full Time Faculty Chair/Co-Chair***

It is often the case that alterations to proposals are made during committee discussions with the originator(s). These modifications should be noted on a master copy of the proposal for incorporation at a later date. The Full Time Faculty chair or co-chair shall sign-off on the final revised copy of the proposal for the new or revised course or program. The date of final approval should appear on the outline. This signed version can then be distributed to the originator(s) and committee members. This final approved version would be the official copy kept by the college, and it would be this copy that is entered into the database for inclusion in the college catalog. Liaisons to the Business Office and Student Services are responsible for informing those offices of the Committee's action.

### ***Final Sign-Off by Administration and Board***

Following sign-off by the Curriculum Chairperson (who keeps a copy of the approved proposal), the final version of the proposal shall be submitted to the Vice-President of Academics for signature; the proposal is then routed to the President for signature, and finally (where necessary) to the Board for signature by the Board Chairperson.

### ***Final Notification to Vice-President of Support Services and Vice-President of Student Services***

Copies of the final revised version of the proposals for the new or revised course or program, bearing the date of final approval and signed by all parties, can then be distributed to the Vice-President of Support Services and Vice-President of Student Services or their designees. It shall be the responsibility of the Administrators of these respective units to ensure that these copies are delivered from Board Meetings.

### ***Article IX. New or Amended Programs Standards for Approval:***

#### **• Appropriateness to Mission**

The stated goals and objectives of the proposed program are consistent with the mission and comprehensive or master plan of the college. Curricula fall within the mission when designed to be taught for credit towards the degree, and/or for purposes of transfer, occupational preparation, career supplementation or upgrade, or for a vocational use. Courses that develop the ability of students to succeed in college level courses and adult noncredit instruction also fall within the mission. For courses to be mission appropriate, they must also be designed primarily to provide systematic instruction in a body of content or skills whose mastery forms the basis of the student grade. Vocational, community service, and contract courses fall within the mission.

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- **Need**

There is a demonstrable need for a program that meets the stated goals and objectives, at this time, and in the region the college proposes to serve with the program.

- **Quality**

Courses and programs are integrated, with courses designed to effectively meet their objectives and the goals and objectives of the programs for which they are required.

- **Feasibility**

The college has the resources to maintain the program at the level of quality described in the new program application. Local approval procedures for new curricula incorporate a detailing of costs sufficient to determine that this criterion can be fulfilled by the college.

The college's affirmation of its ability to offer the program is based at least partly upon an analysis of cost estimates and includes a commitment to offer the required courses at least once every two years, unless the goals and rationale for the particular program justify a longer time frame as being in the best interests of students.

### ***Article X. Approval of Distance Education Courses and Sections***

Courses and sections delivered by distance education must be separately reviewed, approved, and recommended by the curriculum committee.

### ***Article XI. Criteria for Associate Degree and General Education***

The Curriculum Committee shall be responsible for establishing and modifying the college's General Education Requirements. In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major social problems.

The awarding of a Degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights.

Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to a Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects

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the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture and the society in which they live. Most importantly, General Education should lead to better self-understanding.

### **Article XII. Discontinuation of Existing Programs**

The Curriculum Committee, upon request of Full Time Faculty or the Vice-President of Academics, may evaluate programs and determine that an educational program should no longer be offered. Requests must be accompanied by appropriate supporting documents.

### **Article XIII. Catalog**

The Curriculum Committee shall assign the task of updating and modifying the college Catalog each year to appropriate Full Time Faculty and departments, and shall then approve each year's Catalog, according to the following criteria:

- Colleges must publish in the catalog the course work requirements for the Degree, both in general education and in the major.
- The catalog description of each course must include any prerequisites, corequisites, advisories, or other limitations on enrollment.
- Elsewhere in the catalog must appear all other related prerequisite policies and procedures.
- The catalog description of a course must also include the repeatability, if any.
- Accreditation standards also require accurate and complete curriculum information in the catalog.
- The Catalog must include:
  1. educational purposes
  2. degrees
  3. curricular offerings
  4. educational resources
  5. course offerings
  6. student fees and other financial obligations
  7. student financial aid, and fee refund policies
  8. requirements for admission and for achievement of degrees
  9. the academic calendar
  10. information regarding program length
  11. the names of administrators, Full Time Faculty, and governing board.

### **Article XIV .Schedule of Classes**

The Curriculum Committee shall assign the task of formulating the schedule for each academic term to appropriate Full Time Faculty, and shall then approve this schedule.

### **Article XV. Articulation**

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The curriculum committee shall receive copies of transfer articulation agreements and “major sheets.” These agreements serve as the basis for the transfer programs reviewed and approved by the curriculum committee. The committee shall also approve any changes in the list of courses included in the articulation agreements. In reviewing and approving courses, the curriculum committee should evaluate the appropriateness of the course to meet articulation standards, determined by four distinct categories:

- degree-credit courses: transfer for elective credit only
- general education-breadth: certified at the system level
- course-to-course articulation: between specific campuses are the responsibility of the individual campuses, whether in general education areas or other courses
- major preparation agreements: specify comparable courses at the college which, upon transfer, meet the lower-division major preparation requirements for a specific four-year institution or system. Such courses are accepted in lieu of the specified major preparation courses at the receiving school. Those agreements are negotiated on a campus-to-campus basis. Submission for major preparation agreements often require additional information beyond the course outline of record, such as syllabi, texts, and sample course materials.

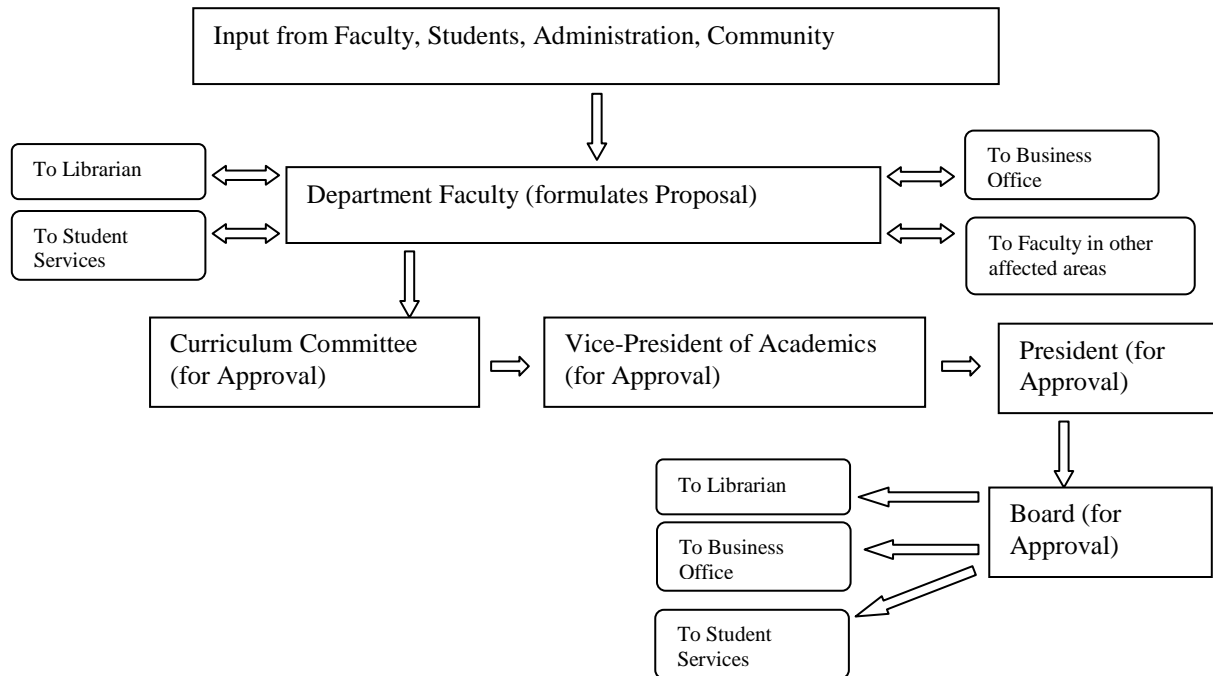
### **Article XVI. Handbook**

Each curriculum committee member shall be issued a **Curriculum Handbook** each Fall. This handbook shall contain the following information:

- A copy of these bylaws.
- A flow chart of the approval process with the roles and functions of all participants identified. In particular the process should include cross discipline review and a specific time line which demonstrates adequate allowance for a full review of each proposal.
- Curriculum proposal and review forms (with instructions):
  - Proposal for a new or revised course
  - Format for new or revised course syllabus
  - Proposal for a new program
  - Proposal to Discontinue a course or program

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## FLOWCHART OF PROCESS FOR COURSE/PROGRAM CREATION/CHANGE/TERMINATION



### ***Article XVII. CEU Courses/Workshops/Seminars***

The Vice-President of Academics and the CEU Coordinator are responsible for coordinating the awarding of CEUs by Fort Berthold Community College. This Includes:

1. The decision to approve a learning activity for CEU's
  2. The approval of instructors
  3. Registration
  4. Record keeping
  5. Financial reports
  6. Preparation and distribution of CEU Certificates
  7. Coordination with other offices
1. Decision to Approve a Learning Activity for CEUs:
    - a) The CEU Coordinator receives all requests for awarding CEUs. The request must include:
      - i) A description of the Learning Activity
      - ii) A Syllabus
      - iii) Documentation of Qualifications of Instructor(s)
      - iv) Name of the On-Campus Instructor-of-Record (an FBCC employee)
      - v) Meeting Times and Dates
      - vi) Verification that the contact hours plus required activities meet the criteria for the number of CEUs requested (15 hours = 1 CEU)

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- vii) Description of the criteria for awarding the CEUs to a student (full attendance is a given; Projects? Papers? In-Class assessments?)
- b) The requestor must also present the request to the Curriculum Committee for approval.
- 2. Approval of Instructors: The Requestor forwards the Instructor credentials to the Vice-President of Academics for approval; approval is transmitted to the CEU Coordinator.
- 3. Registration: Upon Instructor approval, the CEU Coordinator will submit to the Registrar the necessary information—Class Prefix/number/name, dates and times, Instructor name(s), number of CEU's—to print a Registration Form. The Registrar will then forward to the Instructor(s) the Registration Form, if registration is to be on-site, or a schedule of when the participants can pre-register at the Registrar's office.
- 4. Record-Keeping:
  - a) Both the CEU Coordinator and the Registrar or Data Manager will maintain a permanent record of CEUs awarded to each student.
  - b) An annual report of CEUs issued, and FTEs resulting, will be composed for reporting purposes.
  - c) The Registration Form used will require the same information—dates of prior FBCC credits/CEUs, contact information, Tribal Enrollment, Veteran Status, First-Generation student status, and permission to obtain records—as the standard FBCC Registration Form.
  - d) The CEU Coordinator will ensure that attendance is recorded, and grades are assigned, through the signature of the FBCC Instructor-of-Record.
- 5. Financial Records:
  - a) The Vice-President of Academics and the Curriculum Committee shall determine what tuition and fees (if any) shall be charged to participants.
  - b) Typically, if an outside Instructor (not paid by FBCC) is provided, only a \$50 per student recording fee is charged. This fee may be waived by the Vice-President of Academics and the Curriculum Committee.
- 6. Preparation and Distribution of CEU Certificates:
  - a) Each participant successfully completing the Learning Activity shall receive a Certificate indicating the Name of the activity and the number of CEUs awarded.
  - b) The CEU Coordinator shall arrange for the creation of the Certificates.
  - c) The Instructor-of-Record is responsible for distributing the Certificates to the Participants.
- 7. Coordination with Other Offices:
  - a) The CEU Coordinator shall work with Facilities to arrange room space.
  - b) The CEU Coordinator shall work with Technology to arrange any Tech needs.
  - c) The Instructor-of-Record is responsible for any food service, gifts to presenters, honoraria, or other related issues.
  - d) The Registrar shall provide information to the Business Office to enable any Billing.

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APPROVAL:

\_\_\_\_\_  
Chair of Curriculum Committee      Date      Vice-President of Academics      Date

\_\_\_\_\_  
President      Date      Board Chairperson      Date

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