

# **Nueta Hidatsa Sahnish College Adjunct Faculty Handbook**

**2016-18**



## **ADJUNCT FACULTY**

Adjunct faculty is defined as an instructor contracted to teach less than a full-time credit load of (12-15 credit hours) with no other assigned duties for one semester.

## **ABSENCE FROM CLASS**

### **(Instructor)**

NHSC has no official leave policy for adjunct faculty. Instructors are expected to meet all classes as scheduled. It is realized, however, that illness, accident or personal or professional matters may force you to miss a class on occasion. It is the responsibility of the adjunct faculty to contact the Vice President of Academic Affairs, the Academic Affairs Office Manager, or the Faculty Chair, or the faculty Administrative Assistant at ext. 235 (in advance, if possible) when classes will not be held. Arrangements should be made to have a substitute faculty or guest lecturer meet with the class, or to have outside work assigned to students for the period in question.

### In case of an Emergency

Call: 701-627-4738

## **CLOSING THE COLLEGE BECAUSE OF WEATHER CONDITIONS**

The college may close because of inclement weather. It is therefore ESSENTIAL that you provide accurate contact information to the office of the Vice President of Academic Affairs, so that you can be contacted in case of closing. When winter storms do force closing, announcements will be broadcast on local radio stations. If day classes are cancelled, evening classes will also be cancelled. Adjunct faculty are not required to make-up storm days, unless there has been an excessive number.

## **ATTENDANCE**

### **(Students)**

Students are expected to attend classes regularly. The instructor will announce attendance requirements for each class and has final authority in excusing students from classes. This should be clearly explained in the course syllabus.

The student alone assumes responsibility for all absences, and must make arrangements with his/her instructor to make-up work. Conflicts about excused and unexcused absences must be resolved between the student and instructor. Permission to make-up the work is at the discretion of the individual instructor.

Faculty are to keep accurate records of student attendance. All faculty are to enter attendance into the Jenzabar Internet Campus Solution (JICS) known as *myNHSC* system at least weekly. Adjunct faculty must request a *myNHSC* login/password from the Technology Department, or must submit hard-copy or e-mail attendance at least weekly to the Chair of the Department for which they are teaching.

Students with excessive absences will be referred by the instructor to the Retention Counselor; *myNHSC* system allows you to set up an automatic e-mail notification to the Retention Counselor when a student misses more than a set number of classes, or more than a set number of consecutive classes.

Excessive absences may also be a cause for the Instructor to Administratively Drop a student—see the ‘Administrative Drop’ section below.

## **NO SHOW POLICY**

A student who does not attend any classes within the first three weeks of the fall/spring semester or the first week of the summer session shall be considered a “no show” and will be dropped from the course.

For classes that only meet once a week, a student is considered a “no show” if s/he does not attend at least the first two classes that are held.

## **CHILDREN IN CLASSROOM POLICY**

Children may be allowed in the classroom at the discretion of the instructor. However, parents are requested to use discretion when bringing children to class. Please take into consideration whether or not the child will disrupt class. It is understood that there are emergencies when the parent has no choice but to bring children to class. The instructor will inform each class at the beginning of the semester of his/her policy.

## **ADMINISTRATIVE**

The college administrative offices are open from 8:00am to 5:00pm CST Monday through Friday. However, a member of the Maintenance staff will be on campus Monday - Friday until 8:00 pm to provide security in the buildings.

## **AUDIO-VISUAL SERVICES**

NHSC has the following technology equipment available for use:

Laptop Computers, PowerPoint Projectors: Contract the Technology Director at [helpdesk@nhsc.edu](mailto:helpdesk@nhsc.edu) for more information.

## **COURSE PLANNING**

Each instructor is required to complete a course syllabus for each course taught, using the standard NHSC Syllabus Template. See appendix for syllabus format.

It is the responsibility of each instructor to establish objectives for each course. Courses that are taught by more than one instructor will have the same course objectives. These objectives must be agreed upon by each faculty and consistent with NHSC assessment outcomes. It is also the responsibility of each instructor to inform his/her students how they will be graded for the respective course.

When selecting a technology component for coursework instructors need to take into consideration student technology levels, such as whether the students know how to prepare a PowerPoint presentation. In the advising processes it is highly recommended that a student take CSCI 101 Introduction to Computers during their first semester, but in some cases that is not always possible. Therefore, faculty may need to assist students with completion of technology assignments; this may include a short presentation on the use of PowerPoint or other software programs.

## **TEXTBOOKS**

When possible, adjunct faculty are given freedom to select their own course textbooks. On occasion, however, it is to the advantage of students to have a text common to all like courses; likewise, if the Bookstore already has numerous copies of the current text for a course, it is **STRONGLY** advised that instructors use the current text rather than adding to the bookstore's inventory by ordering new books. Please contact the Department Chair, or the Faculty Chair, with any questions on text selection.

Most publishers will provide examination copies of textbooks free of charge to instructors. The Vice President of Academic Affairs or the Faculty Chair will provide adjunct faculty with information on how to contact the publishers for their complementary copies, if needed.

A request/book order form must be used to order new texts a form can be obtained from the Faculty Chair or from the Administrative Assistant for the Vice President of Academic Affairs.

## **CLASS ROSTERS**

The Registrar or Data Manager will distribute official class rosters to adjunct faculty during the first three

weeks of classes, and thereafter, when a student withdraws from a course. Class rosters are available in *myNHSC* system for each course. Any discrepancy in a class roster should be reported immediately.

### **ADMINISTRATIVE DROP**

NHSC faculty members reserve the right to withdraw a student from any enrolled course. The purpose of administrative withdrawal is to limit the financial liability and academic consequences for the student. Reasons for administrative withdrawal include, but are not limited to:

- Lack of attendance – Students who have excessive or extended unexcused absences in a face-to-face class may be dropped. It is up to each instructor as to what is excessive or extended, and will differ depending on the course length and weekly schedule. Students in on-line, hybrid, or independent study courses who fail to make contact with the instructor either in person or electronically within the first two weeks and/or a minimum of once a week thereafter may also be dropped.
- Prerequisites not met – Students who are unable to show completion of required courses or who do not have the background needed to succeed in the course may be dropped before add/drop deadline.
- Academic dishonesty – Students involved in any form of dishonesty may be dropped as per discretion of the instructor and Dean of Students.

Students should not assume they are automatically withdrawn. Instead, they are strongly encouraged to check with the instructor of the course.

Students will remain responsible for any financial liability they have incurred, less applicable refunds, and for any academic and financial aid consequences due to the administrative withdrawal.

If an administrative withdrawal occurs before the add/drop date set by the registrar's office, the course will not appear on the student's transcript. After add/drop date, a "W" will appear for that course. An administrative drop can be given up to two weeks before the last day to withdraw as assigned by the registrar's office.

Students will receive notification from the registrar by mail that they will be administratively dropped if they do not directly appeal to the instructor within one week. A copy of the notification will be sent directly to the instructor as well as to the Dean of Students for recording.

Students who feel they have been wrongfully withdrawn should follow the appeal process:

1. A student has one week from receiving the notification from the registrar to appeal in writing to the instructor. The instructor will meet with the student within three working days.
2. If the matter cannot be settled within those three working days, the student has the responsibility to confer with the Vice President of Academic Affairs within three additional working days. The student must give a copy of the written appeal to the Vice President of Academic Affairs. The Vice President of Academic Affairs will meet with the student, Faculty Chair, faculty member, and Dean of Students. A recommendation and/or decision will be made at this meeting.
3. The student must attend class during the appeal process. If he/she does not attend class during the appeal process, the Vice President of Academic Affairs may decide to omit step 2 of the appeal process, and the student will remain administratively withdrawn.

### **DUPLICATION AND PHOTOCOPYING**

The Faculty Suites (Room 51) have copiers and printers to attend to any duplicating needs.

Copyright law tightly regulates duplication of published materials. Portions of published material can be duplicated for individual classes, but duplication of entire works is not permitted. Students should buy textbooks. Please contact the Librarian with any questions concerning what can and cannot be duplicated.

## **EVALUATION OF FACULTY**

Students enrolled in courses will complete a Small-Group Instructional Diagnosis (SGID) at mid-term, and an NHSC course evaluation at the end of the semester. The evaluations will be tallied and a copy of the results given to each faculty member. See Appendix for the SGID Form. The SGID requires that another Faculty Member administer the form to your class (about a 20-minute process); consult the Department or Faculty Chair to schedule this. End-of-Term evaluations are distributed by the Registrar; see the Registrar BEFORE finals week to get your forms and instructions on how to administer and return them.

## **DROP POLICY**

Change of schedule forms may be obtained from the Registrar, and must be completed within the date allowed to withdraw from classes. The student must sign the form. If the student is unable to personally come to Campus, then he/she must provide a signed notice of intent\* that states the reason for withdrawing and includes the name(s) of the class or classes from which the student will withdraw and have it delivered before the allowed date to withdraw or, if mailed, to have it postmarked no later than the date allowed to withdraw from classes. Upon obtaining a signature from a student or letter of intent, the Registrar's office will notify the student's instructor(s) and advisor; and, (only if dropping all courses) NHSC Librarian, business office and Data Manager.

## **GRADING PRACTICES**

Students MUST be given letter grades of A, B, C, D, or F, at Mid-Term. Students earn letter grades of A, B, C, D, or F, at the end of a semester. NHSC does not use a plus and minus system. 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.
2. If the student was unable to complete the necessary coursework for a valid and documented reason.
3. If the student can execute a plan to complete the work.

The student and instructor must complete an "Incomplete Grade Contract" indicating the course work to be completed; the deadline date for completion; and the grade assigned if the student does not complete the work as indicated. The Contract must be signed by the Student, Instructor, and Vice President of Academic Affairs; copies are kept by the Instructor and student, and a copy must be given to the Registrar when final grades are submitted. Students will have six weeks into the following semester to complete the course work unless the instructor indicates an earlier date. If the course work is not finished, the grade will be changed from an "I" to the grade the instructor indicated on the "Incomplete Grade Contract".

NHSC adjunct faculty are free to devise their own system for determining letter grades. It is not necessary to either approximate a grading curve or to use rigid categories. The grading system should be fair and equitable, however, and should ensure that a student receives the grade he or she earns. Also, it is very important that the grading criteria be spelled out clearly in the course syllabus.

## **FACULTY QUALIFICATIONS POLICY**

1. Instructors teaching a transferable course must have a master's degree in the discipline and at least 18 graduate credits in the specific discipline. Faculty should have completed a program of study in the discipline or subfield in which they will teach. Per the Higher Learning Commission: "Faculty teaching in undergraduate programs hold a degree at least one level above that of the program in which they are teaching. Those in general education or transfer courses hold a master's or higher in the discipline or subfield OR master's plus a minimum of 18 graduate credits in the discipline or subfield."
2. Current faculty members who do not meet this criterion must be placed on a development plan. This plan will include a professional development agreement with the college (if the college is paying for tuition), anticipated course completion dates, and an expected graduation date.

a. Each development plan shall be submitted with a degree plan. The administration needs to see evidence that adequate progress is being made toward the completion of the credits/degree.

b. Transcripts must be provided for each semester that NHSC is providing funding. Failure to submit transcripts demonstrating adequate academic progress will result in the college not issuing reimbursement payments. The tuition payments will be the employee's responsibility after that. The employee will have to repay the initial tuition back to the college, because they will be out of compliance.

c. Only course work that meets the needs of the specific department will be covered by NHSC. The Program Director, Vice President of Academic Affairs, and President must agree that the coursework meets the needs of the college.

d. Letters of intent will include language regarding development plans and adequate academic progress. No faculty or adjunct faculty member will be listed in the 2016 Fall Schedule without meeting these requirements.

3. Tested experience refers to Native American Studies and vocational education at NHSC. The Vice President of Academic Affairs will decide whether new faculty members in Native American Studies and vocational education have achieved the necessary certification. "In practice-oriented disciplines or programs, 'tested experience' in the field may be needed as much as the formal educational preparation at the prescribed level."
4. All faculty, without teaching methods coursework, are required to complete the course "College Teaching" 3-credits. All faculty are encouraged to complete the Graduate Certificate in College Teaching: a 12 credit program that focuses on both principles and techniques of effective college instruction, currently offered through UND. Funding will be proved by the college as stated in #2 (professional development agreement).

## **FINAL GRADES**

Adjunct faculty having access to Jenzabar Internet Campus Solution (JICS) known as *myNHSC* must enter mid-term and final grades into the system; those without access must submit a signed copy to the Registrar by the due date listed in the Academic Calendar. If a student is receiving an incomplete grade, an Incomplete Grade Contract must be completed, signed, and submitted to the Registrar as described in 'Grading Practices' above. You must contact Technology Department at [helpdesk@nhsc.edu](mailto:helpdesk@nhsc.edu) in order to request access into myNHSC.

## **GRIEVANCE PROCEDURE**

NHSC adjunct faculty members who have grievances should contact the Vice President of Academics to obtain information on the procedure to follow. Students also have the right to file grievances against adjunct faculty members; contact the Vice President of Academic Affairs to obtain information on the procedure to follow in such cases.

## **CONFIDENTIALITY**

Due to the possibility of being privy to information, which is confidential and/or intended for college use only, all employees of NHSC will maintain all information in strict confidence. This policy is to benefit the employee by protecting the interests of the college in the safeguard of confidential, unique and valuable information. Should an occasion arise in which you are unsure of your obligation under this policy, it is your responsibility to consult with the Vice President of Academic Affairs.

## **STUDENT TRAVEL**

The student travel policy must be followed at all times (Contact the Vice President of Student Services for the Policy, and for Student Travel Forms). This includes travel that is paid through other sources where students are representing NHSC. If the travel takes place in between semesters or summer session the student's past semester or summer grades will be used to determine travel eligibility. All students, whether travel is paid through the College or not, are required to complete the student travel form.

## **EMAIL ADDRESS**

Your email address will be your first initial first 5 letters of last name @nhsc.edu. You must contact Technology Department at [helpdesk@nhsc.edu](mailto:helpdesk@nhsc.edu) in order to request for e-mail access. Your emails can be accessed from outside the institution by going to the college web page, [www.nhsc.edu](http://www.nhsc.edu), and selecting 'WebMail' from the menu. Also, the NHSC library has computers available for use for adjunct faculty to check emails. Adjunct faculty are encouraged to use the email system as a means of communicating with students. It can be a method for students to submit required coursework.

## **GUEST SPEAKERS**

We certainly encourage instructors to invite outside authorities to address classes, since they often add valuable dimensions to classes. We do not, however, have a budget line item for paying speakers.

## **KEYS**

Classrooms and exterior doors will usually be open during regular day and evening hours; so adjunct faculty should not need keys. If a room is locked, please contact Maintenance, the Vice President of Academic Affairs Office, or the Faculty Chair to unlock it for you; if the problem persists, contact the Vice President of Academic Affairs Office to arrange for a room and/or exterior door key. Building and rooms are usually locked on Saturday, Sunday, and holidays. Please contact the Vice President of Academic Affairs office if you need to use a room during non-scheduled times. We will either make arrangements to have rooms open or provide you with a key.

## **SALARY SCALE AND COMPENSATION SCHEDULE**

Adjunct faculty salaries are set according to a scale based on earned degree. Checks for compensation will be issued after midterm and final grades are submitted. Checks will not be released until all required paperwork (including attendance and Grades) has been turned in. The Vice President of Academic Affairs requires a current resume, official transcripts, and current syllabi. The Registrar requires midterm or final grades and attendance. Please contact the Vice President of Academics with any questions.

All new adjunct faculty must complete institutional payroll forms at the beginning of the term. The forms are available from the business office.

## **PART-TIME SALARY SCALE**

Master Degree	600.00 per credit hour
Ph.D. Degree	650.00 per credit hour

## APPENDIX





# Nueta Hidatsa Sahnish College

Office of the VICE-PRESIDENT

Of Academic Affairs

## REGULAR, PART-TIME ADJUNCT FACULTY APPOINTMENT AGREEMENT

**This Regular, Part-Time Adjunct Faculty Appointment Agreement** (“Agreement”) is between Nueta Hidatsa Sahnish College, (“NHSC”), P.O. Box 490, New Town, North Dakota, and, \_\_\_\_\_, each of whom, in consideration of the promises, covenants and agreements herein, agree as follows:

- (1) NHSC offers and agrees to employ Adjunct Faculty Member as follows:

**Position:** Adjunct Faculty \_\_\_\_\_

**Classes/Total Hrs.:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

**Total Payment Sum:** \_\_\_\_\_, paid in two (2) equal installments of \_\_\_\_\_ each, with the first payment after receipt of mid-term grades/attendance, and the final payment after receipt of final grades/attendance \_\_\_\_\_. Each payment is subject to applicable taxes and deductions. It may take up to two weeks after grades/attendance are received to process the payment.

- (2) Adjunct Faculty Member accepts the above stated position for the designated term, at the stated total payment sum, payable as specified. Adjunct Faculty Member agrees to perform all duties associated with the above stated position to the best of his/her abilities, as per the Job Description, professional requirements, and direction of NHSC Administrative Staff. Adjunct Faculty Member further acknowledges that this appointment is a regular, part-time position, which includes limited benefit eligibility and accrual.

- (3) Adjunct Faculty Member’s immediate supervisor will be the Vice-President of Academic Affairs. The Adjunct Faculty Member agrees to be bound by the terms of the NHSC Personnel Policy Manual and NHSC Faculty Handbook; the terms of which are incorporated herein by reference, including all employment and benefit provisions, conduct provisions, and internal grievance procedure.

- (4) Adjunct Faculty members are required to contact the Vice President of Academic Affairs or Academic Dean if she/he is unable to make it to class. Missing more than three classes in a semester will result in a pay reduction.
  
- (5) The terms of this Agreement supercede any prior Faculty Appointment Agreements between NHSC and Adjunct Faculty Member; this Agreement constitutes the entire agreement between NHSC and Adjunct Faculty Member relating to his/her employment; and this Agreement may only be amended or modified through written amendment signed by both parties.

IN WITNESS WHEREOF, the parties have affixed their signatures to this Agreement at Nueta Hidatsa Sahnish College, New Town, North Dakota, and this Agreement will become effective upon the date it is fully executed.

_____	_____
Adjunct Faculty Member	Date of Acceptance

**By and on behalf of Nueta Hidatsa Sahnish College**

By: _____	_____
<b>Vice President of Academic Affairs</b>	<b>Date of Acceptance</b>

By: _____	_____
<b>Human Resources Director/Coordinator</b>	<b>Date of Acceptance</b>

By: _____	_____
<b>President</b>	

## SGID-Small Group Instruction Diagnosis

### Procedure:

- 1) Divide the students into groups of 3-4 each, unless:
  - a) If there are 2 or 3 students total, they are the one Group
  - b) If there are 4 students total, use 2 groups of 2 each
  - c) If there are 5 students total, use one group of 2, one of 3
- 2) Give one SGID sheet to each group; keep one for yourself
- 3) Ask them to spend 10-15 minutes discussing the 4 questions and adding any Comments
- 4) When they're done, go to the board, and ask each group in turn to read their answers, one question at a time
  - a) Write down all the answers to Question 1 ("In this course, we are learning to...") on the board and on your SGID sheet
  - b) Ask the entire class (one by one, if possible) whether they agree with the answers; on your sheet, make a note of how many disagreed.
  - c) Repeat the steps in a) and b) for questions 2 ("What is helping you to learn in this course..."), 3 ("What changes could be made..."), and 4("Overall, the amount we are learning...")
  - d) Repeat the steps in a) and b) for the Comments
- 5) Collect the SGID sheets
- 6) Transfer the information from your SGID sheet to the Report Form
- 7) One copy of the Report Form goes to the Instructor, and one goes to Jen in the Academic office

## SGID-Small Group Instruction Diagnosis

Course Number & Name:

Instructor:

Number of participants was \_\_\_\_\_, In \_\_\_\_\_ group(s).

**In this course we are learning to . . . .** (Please complete this sentence).

- 1.
- 2.
- 3.

What is helping you to learn in this course? Please explain briefly or give an example.

- 1.
- 2.
- 3.

What changes could be made to enhance your learning in this course. Please explain how these changes could be made.

- 1.
- 2.
- 3.

**Overall, the amount we are learning in this course is:**

Almost Nothing    Below Average    Average    Above Average    A Great Deal

**Other Comments –**

**SGID-Small Group Instruction Diagnosis—Report Form**  
**PLEASE TYPE**

Completed By: \_\_\_\_\_ For (Instructor): \_\_\_\_\_

Course Number & Name: \_\_\_\_\_ Location (Room #): \_\_\_\_\_

Number of participants was \_\_\_\_, in \_\_\_\_ group(s).

**In this course we are learning to . . . .** (Please complete this sentence).

What is helping you to learn in this course? Please explain briefly or give an example.

What changes could be made to enhance your learning in this course. Please explain how these changes could be made.

**Overall, the amount we are learning in this course is:**

**Other Comments –**



## Nueta Hidatsa Sahnish College

Tribally educated; globally prepared

### **Nueta Hidatsa Sahnish College Mission Statement:**

The Nueta Hidatsa Sahnish College will provide Quality Cultural, Academic, and Vocational Education and Services for the Mandan, Hidatsa and Arikara Nation.

#### CLASS COVERAGE FORM

Full Name \_\_\_\_\_

Phone Number \_\_\_\_\_

School E-mail Address \_\_\_\_\_

Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

Missed Classes \_\_\_\_\_

Class Time \_\_\_\_\_

Location \_\_\_\_\_

Who will be covering your classes \_\_\_\_\_

Please list the class activities \_\_\_\_\_

Academic Dean or Vice President of Academic Affairs \_\_\_\_\_

A copy of this form must be filed with Vice President of Academic Affairs