

Nueta Hidatsa Sahnish College Faculty Handbook 2016-18



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

BOD Approved: March 9, 2016 by Resolution

NUETA HIDATSA SAHNISH COLLEGE FACULTY HANDBOOK OF RIGHTS AND RESPONSIBILITIES

Declaration of Nueta Hidatsa Sahnish College Full-Time Faculty Governance:

This NHSC Faculty Handbook of Rights and Responsibilities (“Faculty Handbook”) contains information pertinent to full-time faculty employed at Nueta Hidatsa Sahnish 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 NHSC Personnel Policy manual. Notwithstanding the employee policies described in the NHSC 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 NHSC Personnel Policy Manual shall be interpreted for the full-time faculty members by the decision of the Vice President of Academic Affairs, with approval of the NHSC President, and, if applicable, the Board of Directors.

MISSION STATEMENT

Nueta Hidatsa Sahnish 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 new full-time faculty members will be held prior to the beginning of each semester. Procedures governing the institution’s philosophy and goals will be explained. Responsibility for additional orientation will rest with the Vice-President of Academic Affairs.

*All new full-time faculty members are 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 responsible for teaching all of their scheduled classes, facilitating student conferences, attending mandatory scheduled meetings, and attending posted office hours. All full-time faculty members must notify the administration concerning how they may be reached in case of emergencies.

2.1C Full-Time Faculty Load

The normal teaching load for a full-time faculty member is twelve (12) credit hours per semester. The teaching load should not exceed 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 the 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

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more than 16 hours, and; 2) the students enrolled require the course in order to graduate that academic year.

2.1D Full-Time Faculty Office Hours

Each faculty member is expected to schedule and post office hours each semester. One copy of the office hours should be submitted to the Vice-President of Academic Affairs prior to the first day of classes each semester and another copy should be posted on the faculty member's door. A minimum of ten (10) office hours is required per week.

2.1E Full-Time Faculty Evaluation

In addition to the Personnel Policy provision 3.6, Probationary Period, the following evaluation procedure will apply to new faculty members:

2.1E1 All faculty members 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 faculty member as directed. Results of the SGID should be given to the evaluated faculty member and to the office of the Vice President of Academic Affairs. 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 Academic Affairs and final results are given to each faculty member. In addition, a formal evaluation of each instructor will be completed during the spring semester. At the end of the academic year, each full-time faculty member will sit with a team of two faculty members (either chosen or assigned) and an academic affairs administrator. During this time, the SGIDs, student final evaluations, and Individual Development Plan (see Attached IDP Template) will be evaluated. Results of the evaluation will be given to the evaluated faculty member and to the office of the Vice President of Academic Affairs to be kept in the faculty files, to be used for instructional improvement and professional development.

2.1F Full-Time Faculty Advisor

Faculty members are required to advise students. It is the responsibility of the advisor to assist students with their course selection, degree plan, and other academic matters. Faculty members 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). Faculty advisors in programs which list a student e-portfolio as a degree requirement will oversee the e-portfolios of degree-program advisees, and advisors are responsible for scheduling and arranging the assessment of the e-portfolio prior to graduation. Such

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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 faculty (or staff approved by the advisor), who will rate the portfolio according to a rubric, and provide feedback to the student and department. This also pertains to capstone projects.

2.1H Syllabi or Course Plan

All course offerings require a syllabus/course plan, which is to be submitted to the Vice President of Academic Affairs 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 should be utilized by all faculty members.

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, instructors should 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, Hidatsa people.

2.1J Registration

At the beginning of each semester all faculty members will assist the Student Services 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 Academic Affairs.

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

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2.1K Drop/Add

See NHSC Bulletin.

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 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).

A faculty member may not be absent from class without notifying the Vice President of Academic Affairs nor can classes be cancelled except by the Vice President of Academic Affairs. Faculty members missing more than three class sessions without documentation of extenuating circumstances will face sanctions. Faculty leave forms (see appendix) must be filed with the the Academic Affairs Office.

2.1N Class Size

Classes failing to attain the minimum enrollment number may be deleted from the schedule by the Vice President of Academic Affairs; **only the Vice President of Academic Affairs 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 Academic Affairs.

2.1O Student Evaluation

The individual faculty member determines appropriate evaluation methods. It is imperative that each faculty member present a clear grading policy for all students. Faculty members are required to administer mid-term and final assessments.

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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:

- If the student has completed at least three-fourths (75%) of the assigned coursework, and
- 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
- 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 Academic Affairs. The time deadline (No later than the end of the 6th 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

All faculty members will enter attendance, mid-term grades, and final grades in Jenzabar. Faculty overloads will not be paid at mid-term until syllabi, mid-term grades, and attendance have been submitted. 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 NHSC Bulletin.

2.1S Classroom Management and Attendance Policy

Each 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 Academic Affairs. All faculty members are responsible for

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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 faculty member will inform the students at the beginning of the course, in writing, of his or her attendance policy. A copy of the attendance policy should be listed in each syllabi.

2.1T Independent Studies

See NHSC Bulletin.

2.1U Course Challenge

Nueta Hidatsa Sahnish College Policy on Challenging a Course:

The Challenge Program at NHSC is designed to free students from taking courses where content has already been mastered. Students enrolled at NHSC in good standing may submit a request to challenge any courses listed in the college bulletin.

The Procedure for challenging a course is:

1. Contact the course 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 Academic Affairs for approval.
3. Present the form to the Business Office and pay any fees due.
4. Return a copy of this form to the faculty member and arrange to take the examination or submit documentation of prior learning/training; the faculty member will note the grade, and 'P' or 'F' on the form
5. Return the completed form to the Vice-President of Academic Affairs 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 Academic Affairs.

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

Faculty members will be expected to serve on no more than two

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committees under normal circumstances. Each faculty member in the various committees is expected to exhibit regular attendance and full participation. All faculty are members of the Curriculum Committee and Faculty Senate.

2.1X Resignation

A faculty member who resigns from the college will inform the Vice President of Academic Affairs in writing. A thirty (30) day notice is required. This thirty (30) day notice may be reduced or waived upon recommendation of the Vice President of Academic Affairs or the President.

2.1Y Academic Freedom

Nueta Hidatsa Sahnish 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. 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 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 program reviews require assessment plans.

2.1 AA Program Review and Assessment of Student Learning

The NHSC 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.

2.1 AB Qualifications

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

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- 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).

2.1 AC Professional Development

The College supports 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 faculty members improve their pedagogy or professional competence. If a faculty member chooses to use Training funds from the Development Grant or other NHSC dollars, he/she must agree to teach at Nueta Hidatsa Sahnish 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

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back to the College. The college likewise supports, where possible, further graduate coursework by full-time faculty. If a faculty member chooses to use Graduate course funds from the Development Grant or other NHSC dollars, he/she must agree to teach at Nueta Hidatsa Sahnish 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.
- ✓ 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
 - Student advising
 - Curriculum Committee/Faculty Senate meetings (which are mandatory)
- To enter all relevant information into Jenzabar:
 - Syllabi, course information, grades, attendance, etc.
- 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.

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- To maintain an atmosphere for students in which learning and inquiry may take place.
- 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 faculty member who meets the aforementioned criteria can negotiate with the President and Vice President of Academic Affairs in regard to the educational goals to be achieved and requested length of leave needed. The Vice President of Academic Affairs and President of the college shall review and make the final decision. The faculty member receives no salary. A substitute is hired by the college to take the faculty member’s place. The 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**

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

2.3G **Holidays**

The following paid holidays will be observed for faculty members: Labor Day; Veterans Day; Thanksgiving Day and the day after; two weeks at Christmas including New Year’s Day; Martin Luther King Day; All Chiefs Day; AIHEC/Spring Break, Good Friday, Easter Monday, Memorial Day and the 4th of July.

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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.

Faculty members 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.

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 faculty member when the maximum semester hours have been reached.

2.3N Wage and Salary

- ❖ **Full-Time Faculty compensation:** Will be based on qualifications, experience, placement on the salary schedule and available funding, adjustments may be made.

Adjunct Faculty compensation:

Doctorate Degree: \$650 per Credit Hour

Master’s Degree: \$600 per Credit Hour

After two years of successful employment an adjunct professor will receive a \$50 per credit hour raise.

- ❖ **Certificate/Specialized Training: Negotiable, based on requirements of the Certifying Agencies**

2.3O Contracts

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A valid full-time faculty contract consists of a contract signed by the faculty member, the Vice President of Academic Affairs, 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 15th 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 Academic Affairs.

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

2.3P1 Each full-time faculty member will have an individual annual instructional budget set by the Vice President of Academic Affairs.

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 Academic Affairs, 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

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, Vice President of Academic Affairs, and the Vice President of Student Services 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 faculty disciplinary matters will be conducted by the Vice President of

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Academic Affairs.

2.4B Fair Dismissal Policy for Full-Time Faculty

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

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

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

In the event the faculty member believes the non-renewal to be unfair the 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 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 faculty member.

All documents pertaining to non-renewal or dismissal will be kept in the NHSC Office of Human Resources.

2.4C Grievance

Notwithstanding the “Grievance Procedure” provisions at Section 3.17 of the Personnel Policy Manual, each faculty member has the right to present a complaint to the Vice President of Academic Affairs and is assured freedom from reprisal. Should a 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 Academic Affairs to discuss the matter;

2.4C2 Formal Procedure – if an informed discussion has not resolved the issue, the faculty member can:

2.4C2a – Submit a letter to the Vice-President of Academic Affairs. The Vice-President of Academic Affairs 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 faculty member.

2.4E Safety

See Personnel Policies.

2.4F Conduct Provisions

See Personnel Policies.

2.4J FERPA: Confidentiality of Student Information and Records

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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 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.

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,

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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 Nueta Hidatsa Sahnish College (NHSC) will promote an environment free from threats and acts of violence, whether perceived or real. NHSC 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 NHSC and the responsibility of its employees, students, and visitors to maintain a campus free from threats and acts of violence. Nueta Hidatsa Sahnish 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.

Nueta Hidatsa Sahnish College will foster an environment and culture without violence for its employees, students and visitors by information sharing, training, and enforcement. The policy of NHSC includes these items.

- a) NHSC will work to prevent and eliminate acts of campus related violence.
- b) NHSC 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) NHSC hereby adopts, and will work to enforce a policy prohibiting possession of firearms and other dangerous weapons in and on college property.
- d) NHSC 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) NHSC 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) NHSC will support criminal prosecution of those who threaten or

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commit campus related violence against its employees, students, or visitors.

- g) NHSC 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.

Nueta Hidatsa Sahnish 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

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APPENDIX A

Equal Opportunity and Non-discrimination Policy

Nueta Hidatsa Sahnish 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:

Nueta Hidatsa Sahnish College Vice-President of Academic Affairs
P.O. Box 490
New Town, ND 58763 (701)
627-4738 ext. 248

Nueta Hidatsa Sahnish College Vice President of Students Services
P.O. Box 490
New Town, ND 58763 (701)
627-4738 ext. 249

Nueta Hidatsa Sahnish College Human Resources Director
P.O. Box 490
New Town, ND 58763 (701)
627-4738 ext. 216

Nueta Hidatsa Sahnish College Campus Security/Facilities Coordinator
P.O. Box 490
New Town, ND 58763 (701)
627-4738 ext. 269

Nueta Hidatsa Sahnish College President Dr. Twyla Baker-Demaray will have the discretion to review the facts and authorize further consideration.

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, OCR's Web Site: www.ed.gov/ocr

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APPENDIX B

E-Portfolio

Several programs require the completion of an electronic portfolio as a graduation requirement. The purpose of the NHSC 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 NHSC Board of Directors. Students will engage in a process that helps them reflect as their education 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 faculty advisor, will assess the e-portfolio. The student will select the other two, from among 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.

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APPENDIX C

Nueta Hidatsa Sahnish 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 Academic Affairs 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 Academic Affairs 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 Academic Affairs. Also, any member may request a special meeting through the Chairperson, in writing. The Chairperson shall forward the request to the Vice President of Academic Affairs 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.

Any member who fails to attend regular meetings without being excused by the Vice President of Academic Affairs 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 Academic Affairs.

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-

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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 bulletin 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 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

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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 Faculty (**mandatory**)
- The Vice President of Academic Affairs
- 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
- 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

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The curriculum committee shall recommend approval of a course for 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 Co-requisites.** 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 co-requisites that are established, reviewed, and applied in accordance with the standard practices of the discipline.

(E) **Basic Skills Requirements.** If success in the course is dependent upon communication or computation skills, then the course may require, as prerequisites or co-requisites, 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

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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.

(D) **Prerequisites and co-requisites.** When the college and/or curriculum committee deems appropriate, the course may require prerequisites or co-requisites 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

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

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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 the Registrar

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 Registrar in both Electronic and hard-copy format.

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 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 bulletin. 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 Academic Affairs 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

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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.

- **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

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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 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 Academic Affairs, may evaluate programs and determine that an educational program should no longer be offered. Requests must be accompanied by appropriate supporting documents.

Article XIII. Bulletin

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

- Colleges must publish in the bulletin the course work requirements for the Degree, both in general education and in the major.
- The bulletin description of each course must include any prerequisites, core requisites, advisories, or other limitations on enrollment.
- Elsewhere in the bulletin must appear all other related prerequisite policies and procedures.
- The bulletin's description of a course must also include the repeatability, if any.
- Accreditation standards also require accurate and complete curriculum information in the Bulletin.
- The bulletin 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

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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 faculty, and shall then approve this schedule.

Article XV. Articulation

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 **copy of appendix C** each Fall. Appendix C 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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Article XVII. CEU Courses/Workshops/Seminars

The Vice-President of Academics and the CEU Coordinator are responsible for coordinating the awarding of CEUs by Nueta Hidatsa Sahnish 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 NHSC 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)

 - 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 NHSC credits/CEUs, contact information, Tribal Enrollment, Veteran Status, First-Generation student status, and permission to obtain records—as the standard NHSC Registration Form.
 - d) The CEU Coordinator will ensure that attendance is recorded, and grades are assigned, through the signature of the NHSC Instructor-of-Record.
 5. Financial Records:

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- 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 NHSC) 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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Using Tested Experience as a Basis for Determining Qualified Faculty

The Nueta Hidatsa Sahnish College (NHSC) Faculty Handbook lists the credentials necessary for the teaching of all academic disciplines at Nueta Hidatsa Sahnish College. **This form will be utilized to evaluate instructors teaching in Vocational Programs and specific Native American Studies Classes.**

In instances where an instructor's academic preparation varies from the traditional credentialing criteria but the instructor possesses relevant qualifications or experience to the teaching assignment and contribute to effective teaching and student learning outcomes, a request for an exception may be submitted. Qualifications to be considered may include:

- On the job training
- Certification and licensure
- Professional and work experience

The faculty member listed below has been credentialed to teach in their specified field as attested to by the Vice President of the College. Please see the attached documentation.

Faculty Name: _____

Teaching Field: _____

Rationale:

Approvals

President _____

Date: _____

Vice President of Academic Affairs: _____

Date: _____

Academic Dean: _____

Date: _____

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

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Individual Development Plan

Part I: Consider your progress and accomplishments of the last year. List your SPECIFIC professional accomplishments and growth experiences during the last 12 months. Include workshops, conferences, classes, and seminars.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

List any additional skills that assisted you in developing your professional accomplishments.

1. _____
2. _____
3. _____
4. _____

Part II: Assessing current professional strengths and weaknesses.

Please explain how you have used your professional growth experiences to improve your teaching style and method?

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Based upon your professional accomplishments and growth experiences, and your new knowledge about yourself, please assess your current strengths and weaknesses?

Strengths:

1. _____
2. _____
3. _____
4. _____

Weaknesses:

1. _____
2. _____
3. _____
4. _____

Part III: How can this information be used to improve the quality of education we provide our students?

Please establish five professional goals for the coming year and prioritize them in order of importance as they apply to your growth as an instructor.

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1. _____
2. _____
3. _____
4. _____
5. _____

As an indication of your commitment to your goals, please sign below.

Instructor's Name

Date

Academic Dean

Date

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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

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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 –

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SGID-Small Group Instruction Diagnosis—Report Form

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 –

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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

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