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

2.1Z **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
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.
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:
  - Syallabi, 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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BOD Approved: November 6, 2013 by Resolution 13-004
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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*BOD Approved: November 6, 2013 by Resolution 13-004*
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 Academic Affairs.

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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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BOD Approved: November 6, 2013 by Resolution 13-004
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
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
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.
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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NUETA HIDATSA SAHNISH COLLEGE
FACULTY HANDBOOK OF RIGHTS AND RESPONSIBILITIES

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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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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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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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: ______________
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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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

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

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