

SISSETON WAHPETON COLLEGE



FACULTY HANDBOOK

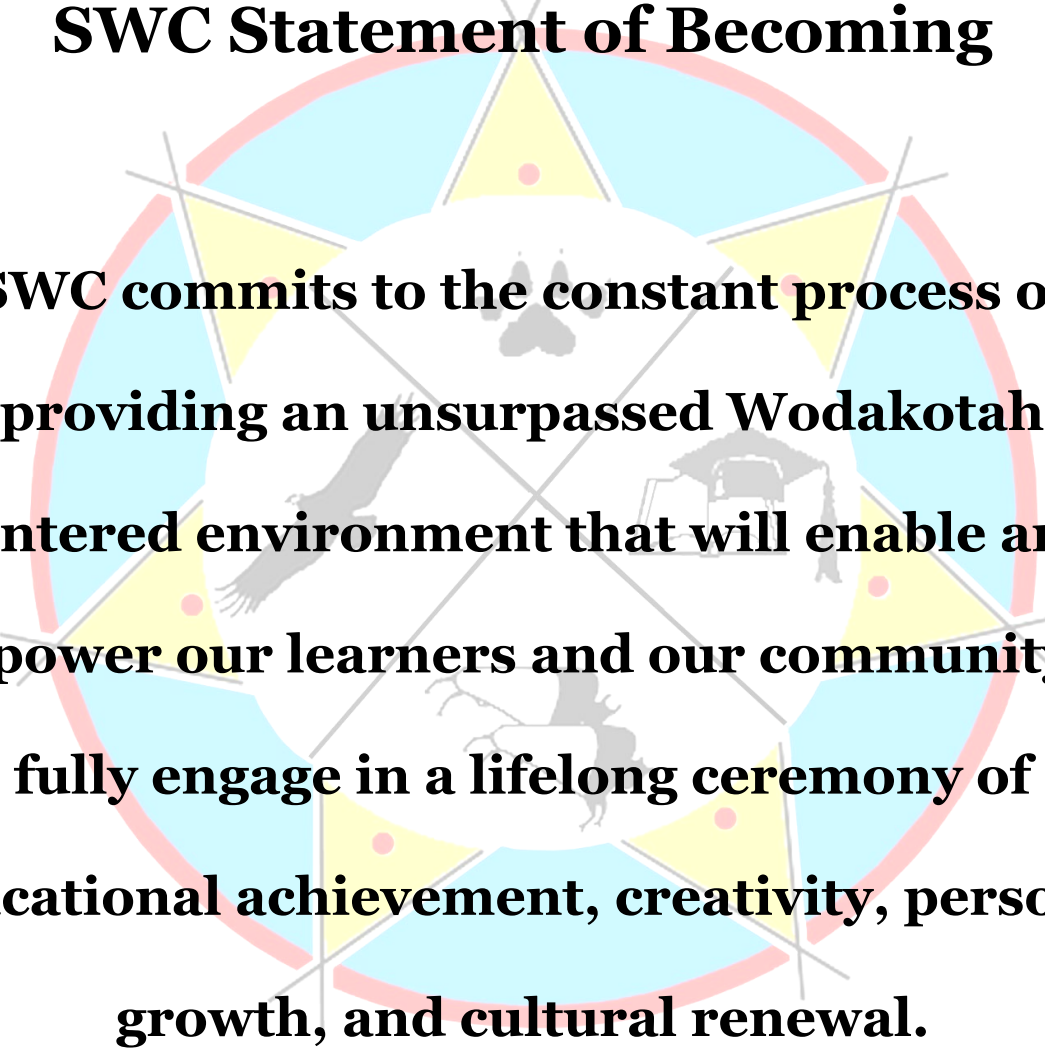
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SWC Statement of Becoming



SWC commits to the constant process of providing an unsurpassed Wodakotah centered environment that will enable and empower our learners and our community to fully engage in a lifelong ceremony of educational achievement, creativity, personal growth, and cultural renewal.

Mission Statement

Sisseton Wahpeton College provides extensive, relevant, and varied educational programs and opportunities for the intellectual, cultural, and personal growth for all its community. The college values its role as an educational leader, embracing change and responding to the complex needs of those it serves.

Vision Statement

As a 1994 land grant institution, SWC will lead higher education in preserving and extending Dakota culture, language, and history while contributing to economic development through the provision of human capital and other resources.

Academics Mission Statement

Sisseton Wahpeton College, Academic Affairs Department is committed to nurturing a student-centered environment that respects cultural preservation, promotes community involvement, and reflects the fundamental values of our heritage: bravery, wisdom, perseverance, and knowledge. We are dedicated to providing an inclusive and supportive learning environment that fosters academic excellence and innovation. Our commitment is to cultivate leaders who are equipped to contribute positively to our tribe and the global community, while upholding the values of our ancestors and promoting lifelong learning.

INTRODUCTION

The word Dakota has, in a contemporary sense, come to mean more than the name of people and the name of a language. It has become a way of living. To live as a Dakota has come to mean to live in the way of the Dakota people, and specifically, living your life within the *values* of the Dakota people.

The heart and spirit of Sisseton Wahpeton College are reflected in the Dakota philosophy which teaches that the essence of living is to give back more than was received. To the Dakota people, the human being, above all else, values: *wausida* (compassion), *waditaka* (fortitude), *ohitika* (courage), and *ohoda* (respect with honor for all things).

The college exists to offer a quality post-secondary educational opportunity to residents in this area and to preserve and enrich the Dakota culture in a multicultural society. For some, the college offers the opportunity to reconnect to their indigenous roots while restoring pride in being Native American; others will be able to discover the richness of the Dakota culture, language or history from the unique Dakota perspective.

SWC welcomes you as a faculty member and invites your assistance in creating an environment where people work together to add to the quality of life so that all who walk these halls may prosper together as human beings.

The intent of this handbook is to acquaint you with the institutional policies and procedures that will directly affect you as SWC faculty.

STATEMENT OF NON-DISCRIMINATION

It is the policy of Sisseton Wahpeton College to provide equal opportunity to all individuals regardless of ethnicity, creed, national origin, gender, disability, or age.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA generally provides students with rights regarding access to and amendment of their education records and limits the disclosure of personally identifiable information from those records without the student's consent, except as permitted by law.

Employees are responsible for maintaining the confidentiality of student education records and should access or disclose student information only as permitted by FERPA and institutional policy. Questions regarding FERPA, student records, or the disclosure of student information should be directed to the Records Specialist or designated institutional FERPA official.

All employees are expected to comply with all institutional policies and procedures related to FERPA and student privacy.

GENERAL ADMINISTRATION

The Board of Trustees of SWC consists of nine members; seven members represent the districts of the Lake Traverse Reservation, and one Ex-Officio appointed by Council of the Sisseton Wahpeton Oyate (SWO). An additional voting member is elected by the student body to ensure student representation. It is the responsibility of the Board of Trustees to develop the policies necessary to govern the institution. The board regularly meets once a month and the minutes to these meetings are on file in the library.

The President is the Chief Administrative Officer of the college. The President is responsible for carrying out all administrative policies of the Board of Trustees and for the implementation of SWC institutional goals and objectives. It is also the responsibility of the President to supervise all SWC personnel and periodically evaluate personnel performance.

The Vice President of Academic and Student Affairs (VPASA) has the responsibility to schedule courses, arrange physical facilities, and prepare contracts for full and part-time instructors each academic term. In order to ensure smooth coordination of academic programs, VPASA has the responsibility to provide an orientation program for the faculty at the beginning of each year. The VPASA also assists faculty and students in solving academically related problems. In addition to supervisory responsibilities for all academic programs, the Library, Student Support

Services, the Records Specialist, and the VPASA also has the primary responsibility for preparation and revision of Catalog materials. Faculty members report to their department head, or directly to the VPASA. Nursing faculty report to and are evaluated by the Director of Nursing. Dakota Studies faculty report to and are evaluated by the Director of Dakota Studies.

The Chief Financial Officer (CFO) is responsible for all aspects of SWC business affairs: disbursements, purchasing, payroll and accounts receivable. The CFO develops, implements, and updates the institution's fringe benefit package, as well as assisting the President in developing and revising institutional program budgets. It is also the responsibility of the CFO to prepare monthly financial reports for the Board of Trustees meeting.

The Records Specialist works with students on a daily basis to maintain student academic records, like grade reports, transcripts, and program evaluations. They will prepare reports on full-time equivalent for the Bureau of Indian Education as required under P.L. 98-192 and student enrollment patterns for accrediting and funding agencies.

ACADEMIC INFORMATION

Academic Year

Sisseton Wahpeton College's academic year begins in August and ends in May following the annual graduation. The College's academic term is the semester which consists of fifteen weeks of instruction with a sixteenth week set aside for finals. Summer sessions take place between the end of spring semester and the beginning of the next fall semester. These sessions are more intensive, although shorter in duration, which results in the same amount of contact hours per credit. **Attendance at graduation is required.**

Registration

There is pre-registration for the fall and spring term in May and December respectively. Students may also register at the beginning of each semester. Students who are pre-registered need to confirm their registration, obtain textbooks, and visit the business office immediately prior to the start of classes. Course programmatic Deans and full-time faculty are required to act as academic advisors during registration.

Add/Drop and Withdrawal Procedures

Approval for dropping or adding courses is initiated with a student's advisor, signed by an SWC staff member and the instructor of the course, and is then submitted to the Records Specialist to

be recorded. Courses may be added during the first five (5) days of a semester; courses may be dropped without charge to the student during the first ten (10) class days. After that time, fees are assessed. Students may not add, drop, or withdraw from classes after the deadline established on the academic calendar. Students who do not attend classes and who have not officially dropped or withdrawn from the class will receive a grade of "F."

Instructors may administratively drop any student who has missed all classes held during the first ten (10) days of the semester. Any student who has not been in attendance during any part of the four-week period prior to the last day to withdraw can be administratively withdrawn by the instructor. The last date to withdraw is published in the academic calendar. Instructors are advised to discuss administrative drops and withdrawals with the Records Specialist.

Student Absences

Students are expected to attend all class meetings unless they are ill, an emergency occurs, or officially excused as the result of a college function.

In cases of individual absence due to health or another emergency, the student must notify their instructor as soon as possible. Each instructor will determine the appropriateness of the absence, all work to be made up, and any effect on the course grade.

Examinations

The College encourages instructors to give frequent examinations during the semester. These examinations should be of a rigorous nature that challenges students to engage in a process of learning and reasoning. The examinations are to be of a quality that assess how and what students are learning in the course.

Final examinations are to be retained for a minimum of **six (6) weeks** into the next regular term or returned to the student.

The term "examination" is understood to mean a variety of meaningful culminating activities, as well as written tests.

Grades

Grades are recorded by instructors on the eLearning system utilized by SWC at the mid-point and end of each semester.

- Fall Midterms due October
- Spring Midterms due March
- Fall Final Grades due in December

- Spring Final Grades due in May

Grades are submitted to the Records Specialist at the end of each semester. The college's grading criteria is explained in the Catalog.

Grade Appeal

- SWC has set formal policies and procedures for disputing final grades.
- Students, under typical circumstances, must contact the instructor and department lead as a primary step.
- SWC may honor grade change requests based on errors, arbitrariness, or prejudice.
- Students have 30 days after the grade was awarded to file an appeal and must provide evidence.

GRADE APPEAL POLICY AND PROCESS

The basis for filing a grade appeal in any given course is limited to fundamental fairness in the treatment of the student by the instructor. This is specified by a syllabus which conforms to the **Course Syllabus** supplied to students at the beginning of the semester, and in light of grading of the student by the instructor relative to other students in the same course and section. Issues that do not meet these criteria are not appropriate for a grade appeal.

A student may appeal a grade by using the following procedures. All timelines refer to the first regular (16-week) semester after the semester or summer term in which the grade was awarded. A week consists of five business days or seven calendar days. Grade appeals are not processed during the summer sessions unless the VPASA determines a particular case warrants immediate review, such as those for students cleared for May graduation.

A grade appeal is only available before the student's degree is awarded. Graduation students completing final degree requirements should alert the Records Specialist office as soon as course grades are posted, if they intend to file a grade appeal in the next regular semester. Assuming the student will be awarded and backdated to the term when all requirements were satisfied. During the interim, students may request an official letter of degree completion for purposes of employment or graduate or professional school admissions.

Written verification of each step below is critical. Steps three, five, and seven require the student to submit a written appeal. Therefore, either mail the appeal via return receipt or deliver it to the appropriate office and have a staff member verify the date and time of delivery. The VPASA's decision on deadlines is final. The VPASA has authority to extend the deadlines, but only in extraordinary circumstances shall the appeal extend beyond the first regular semester.

STUDENT Step 1: Within 30 days after the grade was awarded, or sooner if possible, the

student should discuss the concerns with the course instructor, stating the reasons for questioning the grade.

STUDENT Step 2: Within 30 days after which the grade was awarded, or sooner if possible, the student shall begin the process of submitting a grade appeal by utilizing the forms located in the Records Specialist's office. The student must attest in writing that they have informed the instructor and intends to file a grade appeal.

STUDENT Step 3: Within 30 days after which the grade was awarded, or sooner if possible, the student shall carefully formulate an appeal in writing, and submit it to the instructor with a copy to the department head.

INSTRUCTOR Step 4: Within two weeks from the date of receipt of the student's written statement, the instructor shall respond to the student in writing. The instructor should explain the grading procedures, including how the grade in question was determined.

STUDENT Step 5: If the instructor is not available or does not resolve the matter within the two-week period, the student shall, within one week thereafter, readdress and submit the written appeal to the department head.

INSTRUCTOR Step 6: The VPASA has two weeks to consider the student's written statement, the instructor's written statement, and to confer with each. The VPASA may not change the grade, but shall inform the Instructor and the student in writing of their recommendation.

If a grade change is recommended, the instructor may refuse to accept the recommendation. The instructor shall notify the department head and the student in writing of their decision.

STUDENT Step 7: If the department head does not act on or resolve this matter to the student's satisfaction within a two-week period, the student shall, within one week thereafter, readdress and submit the written appeal to the VPASA.

VPASA Step 8: The VPASA shall review the student's appeal and take appropriate action. If the basis of the appeal is the fundamental fairness of treatment of the student by the instructor, the VPASA should convene a committee to review the case. Valid reasons for convening an appeal committee include but are not limited to the following: a violation of College policy, a failure to follow published course policies, a lack of consistency within the student's course section, or a dispute over the factual accuracy of graded work. The following are **NOT** reasons that should be brought to a committee: a disagreement with published course policies, differences in classroom policies or grading schemes in different courses or between different sections of the same course, or a grade's impact on a student's academic progress, athletic eligibility, or eligibility for veteran's benefits.

VPASA Step 9: When appropriate, the VPASA shall convene a committee to review the case.

Appeal Committee

The VPASA shall design an Appeal Committee. The Appeal Committee has its own rules of operation and will select a chair other than the faculty representative from the department concerned. The student and instructor shall represent themselves. The committee may or may not: meet separately with the student, the instructor, and the department head, request each party to submit a brief written summary statement of the issues, and/or interview other persons who have relevant information.

If feasible, the committee should meet with the student and the instructor together in an attempt to resolve the difference. The committee shall consider all aspects of the case before making its recommendation. The committee shall make a written report with recommendations and provide copies to the student, the instructor, and the VPASA.

VPASA Step 10: The VPASA shall make a final decision after full consideration of the committee's recommendation and within four weeks of receiving the student's appeal. The VPASA has the authority to change the grade to a different credit-bearing grade, which includes regular grades (A, B, C) or alternative grades (P, F), depending on the course grading system and the system chosen by the student at registration. The Records Specialist shall accept the VPASA's decision. The department head, the instructor, and the student shall be notified in writing of the VPASA's decision.

Extra Curricular/Intra Curricular Activities

Students may participate in SWC activities, athletic and/or non-athletic, provided they maintain Good Academic Standing of 2.0 Grade Point Average or higher and successfully completing at least 67% of all attempted credits. Advisors for student groups should check with the Records Specialist to determine eligibility of the students.

FACULTY INFORMATION

ACADEMIC FREEDOM

All faculty are encouraged to teach and present learning materials in the classroom in a way that challenges students to think analytically. In order to do so, faculty should be free from political interference. Divergent opinions are encouraged in the classroom. Respect and tolerance for different views are to be maintained in the classroom. Faculty are encouraged to be autonomous in the teaching of materials that present different points of view that should be free of political concerns.

Professional Requirements

Full-time faculty are expected to have either documented teaching experience or course work in curriculum and instruction. Faculty who are hired without this will be expected to make plans with their supervisor to obtain this education.

Upon hire, each faculty member will have 30 days to submit their official transcripts to the Human Resources Department in order to comply with accreditation standards.

Additionally, full-time faculty need to document knowledge (course work or workshops) in the area of Dakota culture or Dakota history and in Methods of Teaching Native American students. Faculty without this knowledge may take a course at SWC or arrange with their supervisor to take courses elsewhere. Workshop and courses may be offered to faculty during summers and during the school year.

Workload

The VPASA determines what will constitute the full workload for each faculty member; however, the usual teaching load per semester is between 12 to 15 credit or 24 contact hours, including both theory and laboratory contact. The number of credit or contact hours may vary depending on the number of preparations, new course preparations, travel involved, and other variables such as client-care-assigning in the case of nursing faculty. The load will be negotiated between the instructor and the VPASA.

Any instructor whose teaching load exceeds 15 credit or 24 contact hours may be eligible to receive additional compensation according to the part-time pay schedule and with the approval of the VPASA.

In addition to teaching, full-time faculty are expected to be involved in at least two college committees, individual student advising, student organization advising, and recruitment of students. The level of involvement will depend on the total assignment. Part-time faculty will have these assignments as appropriate and as negotiated with the VPASA.

Committees on which faculty may be requested to serve include, but are not limited to: Curriculum, Educational Assistance Committee, Scholarship, Accreditation, Grants, and Strategic Planning. Periodically, ad hoc committees are formed and faculty members will be appointed or asked to volunteer to serve on these.

Academic advising is an important function of faculty. Full-time faculty will normally be assigned advisees. Students with declared interests in particular degree programs will be

assigned advisors who are professionally competent in that specific subject area. Adjunct faculty will be assigned advisees as appropriate within their workload.

Full-time instructional faculty shall maintain a minimum of **ten (10) to twelve (12) office hours per week** arranged so that the instructor is accessible to the students. When necessary, faculty should also be available to meet with students at other times during the workday. Adjunct faculty shall maintain a minimum of **one (1) office hour per week** per each three-credit course being taught. The schedule of office hours for both full-time and adjunct faculty should be posted, sent to their department head and Student Support Services, and be clearly stated on the course syllabi.

Full-time faculty are required to be onsite when their classes are in session and for office hours. They also need to be available for their committee and faculty meetings as well as any special activities that may occur.

Contract Year

A contract year for full-time faculty commences the week of registration prior to the beginning of fall semester. Full-time faculty are not required to be present during times when students do not have class: holidays, spring break, etc. Exceptions to this policy are the week of registration, prior to the beginning of the fall and spring semesters and the week following the completion of spring semester. All grades must be turned in to the Records Specialist prior to the completion of the contract.

Adjunct faculty contracts will be awarded by semester as needed. Adjunct faculty report the first day of classes and their contract is fulfilled when their final grades are accepted by the Records Specialist at the end of each semester. Adjunct faculty are required to attend a one-day orientation each academic year, as scheduled by the VPASA.

Full-time and adjunct faculty members are **required** to participate in the Spring Commencement program.

Full-time faculty are required to participate in the Fall (August) and Spring (January) registration days. Course programmatic Deans are required to participate in Summer (May) registration.

Adjunct Instructor Salaries

Adjunct faculty will receive a stipend per credit hour as set by the College. Mileage may be considered by the VPASA, if it exceeds a 25-mile and will not exceed the GSA rates or the maximum per semester set by the College. Adjunct faculty members are paid in two (2) equal payments; one after the last day to drop a course and the second after grades are accepted by the Records Specialist.

Please refer to the Employee Handbook for more information.

Scheduling Classes

In preparing each semester's schedule, the VPASA will request from instructors or departments a list of courses they propose to offer in the next term. The VPASA and department heads will work together to develop a schedule that takes into consideration student requirements.

As availability of appropriate clinical facilities for student laboratory practice often dictates when laboratories can be scheduled, the Director of Nursing will provide them with a schedule of the nursing classes.

Meeting Classes

It is the responsibility of all faculty members to start all classes promptly and present a full period of significant and professional instruction. Maintaining a high professional standard reflects not only in the quality of our faculty but it also reflects in the quality and academic standards maintained by our students.

Faculty must give students a two week notice if class will be cancelled because of attending a college approved workshop or activity. Students must be provided an appropriate assignment in lieu of the class meeting.

Class Cancellation Expectations

Instructors are expected to meet all scheduled classes unless cancellation is necessitated by an emergency, illness, approved institutional activity, or other circumstances authorized by the institution. When a class must be canceled, the instructor shall notify the appropriate supervisor and students as soon as reasonably possible and shall provide an appropriate plan for addressing missed instructional time.

The institution may consider the frequency and circumstances of the cancellations, the notice provided to students and the institution, the impact on students, and whether missed instructional time was appropriately addressed or made up.

Repeated Cancellations

Instructors may not repeatedly cancel scheduled classes. Three (3) or more cancellations within a semester that are not supported by appropriate documentation, including a physician's note when the cancellation is due to illness, will trigger a formal review and may result in corrective action. These actions may include a verbal query and a written reprimand for first offense. Subsequent offenses may result in a loss of pay, suspension, or dismissal.

Faculty failing to report to work for three (3) consecutive days without notifying his or her department head and the Human Resources office will be considered to have abandoned the job and voluntarily terminated their employment relationship with SWC.

Student Attendance

Faculty members may develop their own attendance policies within the guidelines established by the VPASA and their department heads. However, due to federal financial aid policies, all course instructors are required to submit attendance reports for the first **fifteen (15) days** of classes, which allows for ten days after the last day to add a class. Attendance will be recorded on the eLearning platform utilized by SWC; financial aid requirements require monitoring until the last day to withdraw from a course in the semester.

If a student is absent from class repeatedly, the instructor shall submit a report to the student's advisor and/or Student Support Services. As early interventions are generally more effective, it is important to contact Student Support Services personnel promptly. If absences persist, the advisor, Student Support Services personnel, and the instructor may meet to take appropriate action, which may include dropping or withdrawing the student from the course.

The VPASA, Student Support Services personnel, or Athletic Director shall notify instructors when a student will be absent due to an approved college activity. This should be treated as an excused absence and students shall be permitted to make up the work.

SCHOOL CANCELLATIONS

At the start of each academic year the President will issue the procedures to follow governing school cancellations. This will include which radio and TV stations will announce late starts or cancellations of classes and/or events. At times, SWC follows the closings or late starts of tribal or public schools due to inclement weather conditions; these schools will be identified by the President. If it is announced that classes will be two hours late, the College will start at 10:00 A.M. Courses with more than **forty-five (45) minutes** of class-time will still meet.

INCLEMENT CLOSURE PROCEDURES

In most cases, SWC will follow Tiospa Zina Tribal School when it comes to closing due to inclement weather.

If SWC is closed, employees are to report to work via zoom. Classes will be held on that day utilizing eLearning, HyFlex, or Zoom. The choice of either of these three course delivery methods will be contingent on the individual course and the instructor's preparation for these course delivery methods.

This closure policy may apply to other emergency circumstances. If SWC closes for other circumstances, a notification will be sent to students and employees through the college's notification system, "One Call".

Notifications sent will summarize the reason for closing with any further instructions.

SCHOLARLY AND PROFESSIONAL ACTIVITIES

SWC encourages, as a matter of institutional policy, the scholarly and professional activities of the faculty. Financial support may be provided, within the budget limitations of the institution. Such support may take the form of travel to professional meetings, assistance in manuscript preparation and purchase of research materials, particularly when these are also useful for instructional purposes. Faculty members are encouraged to maintain accurate records of their scholarly and professional activities and to present those records at their yearly evaluation(s).

EDUCATIONAL ADVANCEMENT

In order to encourage life-long learning, faculty members are encouraged to attend/enroll in classes which may be held at SWC or other appropriate institutions. After completion of the probationary period, tuition and fees **may** be paid depending on availability of financial resources. The following stipulations must be met:

1. The faculty member must make a formal, written request to their supervisor. This request should include an educational plan, show how the class will benefit both the college and the faculty member, and show a relevancy to the faculty member's teaching area.
2. Course work must be arranged around the instructor's work assignment.
3. The supervisor will forward the request to the President for final approval.

This policy is to maintain and increase the quality of SWC's faculty and staff. The ongoing development of personnel committed to SWC increases their ability to contribute effectively to the mission and goals of SWC. This policy is further based in the understanding that education is a primary cultural value of the Dakota people. SWC believes that benefits achieved through this policy will further strengthen the Sisseton Wahpeton Oyate and enhance the development of the Lake Traverse Reservation.

Employee development programs are offered in two forms:

1. Professional Development targets job duties related to an employee's current position;
2. Education Assistance Program, which supports broader career development.

PROFESSIONAL DEVELOPMENT

It is the policy of SWC to assist and support employees in order to improve job performance. Supervisors are encouraged to maintain an environment that facilitates employees acquiring skills and knowledge increasing job effectiveness.

All employees, regardless of status, are eligible to receive professional development. Employees must request professional development by submitting a proposal to their supervisor. Requests that are mandated by supervisors or by funding and other regulatory agencies will receive priority. New employees will be made aware of the professional development process during faculty orientation at the beginning of the academic year, as well as other means such as electronic messages and hard copy postings.

Professional development is generally accomplished through on-the-job training, seminars, conferences, institutes, participation in professional and technical associations, and/or workshops.

Approval for Professional Development

Employees requesting professional development will complete and submit the proper form to their supervisor for approval. If the supervisor endorses the request, or wishes to mandate professional development for staff members, the request form is forwarded to the Human Resources office for further processing. Professional development of this nature (not part of a formal degree program or significant coursework for college credit) is not reviewed by the Education Assistance Committee (EAC).

- If the professional development would be supported, even partially, by a grant then the PI/PD of that award must approve and sign the form to allocate the funds.
- The President, or specifically delegated representative, makes the final determination of approval.

EDUCATIONAL ASSISTANCE PROGRAM

The SWC's Educational Assistance Program (EAP) was initiated to increase SWC's capacity to fulfill its mission. As it is sometimes difficult to recruit and retain qualified new employee's, there are times that it is beneficial to assist existing employees committed to SWC to gain additional or new skills and expertise. The intent of the EAP is to assist employees to obtain the education (coursework or degree programs) that will benefit SWC in targeted areas.

Implementation of EAP should be driven by the mission and strategic planning conducted by SWC, and by the department to meet their objectives. The VPASA and department heads will typically identify candidates for the EAP as they review the current and future staffing needs of various programs and departments at SWC. Employees interested in participating in EAP to gain

new skills or career advancement are encouraged to inform their supervisors and the Human Resources Office.

Eligibility

To be eligible for this option, employees must have completed their probationary period, are not currently subject to any disciplinary action, and their performance should demonstrate a commitment to SWC. To continue receiving this benefit the employee must maintain a minimum Grade Point Average (GPA) of 2.5 on a 4.0 numerical scale. Other qualifications and eligibility requirements could be established.

Employees must submit copies of their transcripts and/or grades for classes completed in relation to the EAP to the Human Resources Office and their supervisors prior to receiving additional support. Employees receiving EAP are required to submit a release of information waiver to the institution where they are enrolled so SWC can monitor progress and expenditures of funds provided by EAP.

The coursework does not have to be directly related to an employee's position, as capacity building is the primary focus of this benefit. However, the employee must be able to demonstrate how the coursework or degree program being pursued will benefit SWC. Mandatory coursework homework such as the cultural competency requirements (located in Section B: Employment) must be completed prior to taking courses in other areas.

LEAVE AND FINANCIAL SUPPORT

Supervisor's prior approval is required to receive leave to attend certain educational activities. Leave will be granted only if it does not interfere with an employee's other duties and responsibilities. This release time is to allow an employee to attend a class or take an exam that is scheduled during regular work hours. It is not to provide time for the employee to study, complete coursework homework, or attend classes online or hybrid that could be completed outside of the employee's normal workday.

Employees have the primary, including financial, responsibility for individual development. In certain cases, SWC will determine that it is beneficial to support an employee's efforts when it would enhance current or future needs of SWC. Even if an Employee Education Plan has been approved, SWC retains the right to alter the level of support provided, or revoke the approval of EAP at any time.

Depending on available funding, SWC will pay up to \$5,000.00 (yearly) towards the tuition and standard fees for enrolling in an approved course(s) each year. SWC will provide EAP support for a specific course only once, unless specifically approved by the Education Assistance Committee (EAC). The qualified employee will be required to pay for all books, materials, and ancillary fees associated with the class. SWC will limit or deny EAP requests to attend specific

institutions due to accreditation issues, high tuition rates, or other factors.

Immediate family members can take one (1) course per semester at SWC only.

The employee can take up to one (1) course during the day weekly per semester.

SISSETON WAHPETON COLLEGE OPTION

This option is for employees taking courses or completing their degrees at SWC. Under this option EAP is limited to a maximum of four (4) credit hours per semester. Course enrollment is on a space available basis. EAP will only pay for an employee to attempt a particular course one time. Subsequent attempts to complete the same course will be paid for entirely by the employee, although leave might be granted. The maximum amount of educational leave an employee can receive under this option is equivalent to 48 hours per semester if the course is scheduled during the regular work week during the day.

EXTERNAL INSTITUTION OPTION

This benefit allows employees to complete courses or degree programs from other accredited institutions of higher education. Approved candidates will be provided with assistance to pay for courses, individually or as part of a degree program, dependent on the current availability of resources and relevancy to SWC. If the EAP is approved, funds will be paid to the institution of enrollment and not directly to the employee. The maximum amount of educational leave an employee can receive under this option is forty-eight (48) hours per semester, and is subject to approval by the supervisor and the Education Assistance Committee.

ESTABLISHING AN EMPLOYEE EDUCATION PLAN

After reviewing a completed Employee Education Plan, the employee's supervisor or department head will forward it to the Human Resources Office within five (5) working days with their recommendations. The plan is then submitted to the EAC for review. The Committee Chair, or delegated representative, will signify the Committee's support, provisional support, or disapproval of the plan. Rejected plans will be returned to the employee. All endorsed plans will be submitted to the President for final approval – the exception being a plan for the President. If there is any conflict of interest for the President, the plan will be submitted to the Human Resources Office to present to the Board of Trustees for approval.

If the Committee grants provisional support, a written recommendation will be attached to the plan. The President will then decide on approval. The President can reject any plan and return it to the requesting employee for alterations and resubmission to the committee. The supervisor of the employee receiving EAP, the Human Resources Office, or the President can ask the Committee to review the employee's progress, at any time, to make recommendations regarding continuing EAP support. The Committee must also endorse any significant changes to the

Employee Education Plan. The Committee's recommendations in this case will be forwarded to the President for final determination.

APPROVAL FOR THE EDUCATIONAL ASSISTANCE PROGRAM

Employees requesting EAP will complete and submit the appropriate form to their supervisors. After receiving an application for EAP the supervisor, based on the employee's prior work performance, the employee's supervisor should recommend either approval or disapproval of the request. The application will then be forwarded to the Human Resources Office for further processing.

If the EAP would be supported, even partially, by grant funds then the PI/PD of the award must approve and sign the proper form to allocate the funds.

In order to participate in the Educational Assistance Program, employees must sign a statement that if they resign within twelve (12) months after receiving this assistance, they may be required to repay partially or in full, SWC for the funds expended for their support during that period. This decision will be made by the President.

COMMUNITY SERVICE

SWC encourages, as a matter of institutional policy, the service activities of faculty members to the Lake Traverse reservation and surrounding area. Particularly desirable are those activities that allow faculty members to use their educational or professional skills to improve the quality of life - economically, socially, artistically, intellectually - on or near the Lake Traverse Reservation. Institutional support may be provided within the budget limitations of the college. Such support may consist of release time and assistance in manuscript or proposal preparation as determined by the VPASA. Faculty members are encouraged to maintain records of their community service activities and to present those records at their yearly evaluation.

Scheduling Non-Staff speakers for Class Lectures

When persons who are not regular faculty are invited to lecture in scheduled classes, during hours when credit is being earned, the VPASA is to be notified in advance as to the name of the speaker and the date and time of the scheduled appearance. Speaker's fees, honoraria, and travel arrangements must be approved by the President in advance.

Authorized Travel

Travel to workshops, professional meetings, etc., must be authorized well in advance (two

weeks) of the event by the President or VPASA. Travel authorization forms and mileage reimbursement forms, if necessary, may be obtained from the business office.

Please refer to the Employee Handbook for the policies governing Travel.

Evaluation

Evaluation at SWC is an interactive process involving at least two parties: 1) the evaluator and 2) the instructor being evaluated. Each party bears a portion of the responsibility for the useful conclusion of the evaluative process.

1. Time lines:

Faculty members shall be evaluated annually by either the VPASA or their department head. Any faculty member may request an evaluation at any time during the year. This request should be filed in writing with the individual's immediate supervisor, with a copy sent to the HR Department to be placed in the faculty member's official file. Such a request shall be met within **thirty (30) calendar days** after it is filed. No individual may request more than one special evaluation during any calendar year.

2. Criteria for Evaluation:

- A. Faculty: Full- time faculty shall be evaluated in **three (3) areas**.

1. Instruction: Adequacy of course proposals and syllabus, suitability of courses to institutional and community needs, student course evaluations, and student course completion rates. Other considerations such as assessment data and peer evaluations may be incorporated.
 2. Contributions to the institution and the community: Drafting of proposals and significant institutional documents, service on college committees, academic advising, representation of the institution at professional meetings and conferences, coaching or advising student activities, development of new college programs, and consultant or technical assistance to other groups, programs, or educational institutions within or serving the tribal community.
 3. Faculty classroom observations.

Excellence in teaching shall be the primary criteria for evaluation; deficiencies in this area

cannot be compensated for even by exceptional performance in the others. Results of the evaluation shall be presented to each faculty member in written form; this report may be summarized in a standardized form but must also include a specific written narrative.

The evaluator shall discuss with each faculty the results of their evaluation individually. Faculty shall have the right to file a written response within two weeks after receiving their evaluation document. The evaluation document does become a part of the faculty member's permanent personnel file.

Course Evaluation

At the end of each semester, the VPASA will provide a tool for the students to provide a final evaluation for each of their courses. This evaluation will be submitted directly to the VPASA. Individual faculty and/or departments may conduct separate evaluations of their courses and programs within the guidelines established by the VPASA.

Course and Curriculum Planning and Development

Formal proposals may be made by departments or faculty members to add, delete, or modify majors, minors and individual courses. Proposals are also required to offer a specific course via a distance education medium for the first time the course is offered. These proposals are submitted to the VPASA and the Curriculum Committee. The appropriate forms can be obtained from the chairperson of the Curriculum Committee.

COURSE PLANS AND SYLLABI

Faculty members develop a syllabus for their courses within the guidelines set by the VPASA and their individual departments. Specific requirements for a syllabus include:

1. Course Summary – A course summary provides a profile of a course and competencies each student should gain at the completion of each course.
2. Course Plan – Faculty members shall provide their students with a course plan indicating:
 - A. The grading system to be used including: method of testing, the amount of testing, and material for which the student will be held responsible.
 - B. Notification of office hours and information of how and by what means a student may confer with their faculty member outside of class.
 - C. The attendance policy including procedure for having an absence excused and how to make up work.
 - D. Cultural relevance. How will the specific course advance student learning and how it advances or reinforces Dakota cultural values?
3. Course Syllabi Template – Faculty members must follow the general template(s) as established by the VPASA or their respective department.

Expectations for student assessments should be stated clearly and explained to the students. If attendance is counted as part of the grading process, this must be clearly stated.

A rough estimate is that a student might reasonably spend two to three hours studying outside of class for every hour spent in class.

Inform students in class and in the syllabus what kind of help can be given to students who are

having trouble in the course.

In order to comply with HLC requirements, each faculty member needs to provide a copy of all syllabi to the VPASA, Library, and other locations as required by the VPASA. An official transcript must also be on file at the Human Resources Office to comply with accreditation standards.

FACULTY LEAVE

Personal Leave

In place of annual leave, each contract year, faculty will be awarded four (4) days of personal leave per year. Personal leave does not accrue. Use of personal leave days must have prior approval of either the VPASA and/or department head.

Sick Leave

Due to the nature of their roles and responsibilities, full-time faculty do not accrue Annual leave. In place of annual leave, each contract year, faculty will be awarded four (4) days of personal leave and ten (10) days of sick leave. A faculty member cannot carry over any personal or sick leave into the next contract year. Arrangements for the use of personal leave must be made in advance. The faculty member requesting annual leave must make all arrangements to ensure their classes will function during their absence. At no time will a faculty member take annual leave when to do so would cancel classes or otherwise unduly impact students. In addition, faculty members are able to work around their teaching schedules and are often able to take days off when classes are not being held.

Religious Leave

Three (3) days will be allowed per year for observance of religious holidays. Requests must be made in writing and approved by the VPASA and/or department head prior to taking leave.

Military Leave

Leave without pay will be granted for military duty in the Armed Forces of the United States.

Parental Leave

Accrued sick and personal leave can be used for parental purposes. When this leave is used, employees may take leave without pay. The total amount of leave shall not exceed 12 weeks. According to the Family Medical Leave Act, the combined leave cannot exceed 12 weeks if both parents are employed by SWC.

Parental leave may also cover absences created by adoption, miscarriage, or abortion.

Jury/Court Leave

Leave of absence will be given for employees in order to fulfill jury and court obligations. No deduction will be made from the salary of an employee for required appearances in court, including jury duty, when the reason for such an appearance is not personal to the employee. If the employee receives witness fees, the amount remitted by the college shall be reduced accordingly. A subpoena or a jury duty statement must be presented to the VPASA.

Emergency Leave

Emergency leave will be granted with pay but approval for the leave must be given by the VPASA and one of the following criteria must be met:

1. Critical illness of an immediate family member (mother, father, mother-in-law, father-in-law, spouse, children, brothers, and sisters). Leave is not to exceed two (2) days.
2. Death of an immediate family member. Leave is not to exceed five (5) days.
3. Unusual conditions (acts of the Creator and/or natural disasters) over which the employee has no control and which require their presence (could include inability to report to work because of weather conditions).

Administrative Leave

Administrative leave will be granted in order to allow a veteran to participate as an active pallbearer or as a member of a guard of honor in a military funeral. The amount of leave shall not exceed four (4) hours in any one (1) day.

Faculty Responsibility for Leave

For unscheduled or emergency leave the faculty must:

1. Contact the supervisor and request a notification be posted to inform students.
2. Provide an assignment for students in lieu of the class meeting.

ALCOHOL OR DRUGS

1. The use or possession of alcohol and controlled substances is prohibited on college premises. Alcohol or other drug intoxication while on college premises is grounds for dismissal. In all instances, the Tribal Police will be notified. This policy is complying with the Tribal Code: Section 9, Chapter 3636 of the Tribal Alcohol Code. Faculty can find additional information on this matter in the Procedures and Policy Handbook.
2. Use of smoking or smokeless tobacco is not permitted within any SWC facility as prohibited by federal smoke-free, drug-free regulations. Because of the dangers associated with both primary or secondary smoke, all faculty and staff are required to report violations of the smoke-free and drug-free policy to their supervisor.
3. Under no circumstance will a student be allowed to register or attend class if they're under the influence of alcohol or drugs. The following steps should be taken if an instructor believes or suspects a student is under such as influence:
 - A. The instructor should ask the student to leave the college premises until they are no longer intoxicated. This will constitute a verbal warning. The VPASA should be informed immediately. If the instructor is unsure of the student's condition or very uncomfortable with the situation, the instructor should immediately inform the VPASA. A written account of the incident will be placed in the student's file.
 - B. If this situation occurs a second time with the same student, the above procedure should be repeated. However, this will constitute a second warning which may also be given in writing to the student by the VPASA.
 - C. If a student returns to College premises a third time while intoxicated, the above procedures should be repeated. However, at this point, the student will be placed on disciplinary dismissal for an appropriate period of time.

The purpose of this policy is not to be punitive, but to ensure that this institution is not enabling a student's abusive use of alcohol or drugs. At each step in the procedure, it will be strongly recommended that the student meet with a substance abuse counselor.

Please refer to the Employee Handbook, Section G, for additional information and other related issues.

INTELLECTUAL PROPERTY

Any intellectual property developed during the scope of employment at Sisseton Wahpeton College, including research, publications, forms, and other materials, shall be the exclusive property of Sisseton Wahpeton College.

GRIEVANCES

Policy Statement

If employees have a grievance because they feel that they have been discharged or disciplined without just cause, or discriminated against in connection with their employment because of ethnicity, creed, national origin, gender, disability, or age, they should adhere to the following procedures.

A. Informal

1. Discuss the matter with the VPASA and/or department head. The grievance may be a result of a misunderstanding that can be resolved by fair and frank discussion.
2. Each employee has the right to present a complaint to the VPASA while being assured of freedom from discrimination, coercion, restraint or reprisal for doing so.

B. Formal

This procedure shall be construed as encompassing all situations for which an employee feels aggrieved, including discrimination, for which formal discussions have not been satisfactory.

1. The employee shall submit in writing a memo to the next level of authority stating the reason for the grievance. This level of authority has **two (2) working days** to respond in writing as to the decision reached at this step.
2. If the grievance is not settled at step (a), the employee shall submit a written appeal to the President of the college requesting a grievance hearing.
3. The President shall call for the election of a grievance committee upon receiving the request of the employee. The election process shall take **no longer than three (3) working days**. The committee shall consist of four members with the faculty, administration, non-administration and student body each providing one member to the committee. Elected members may withdraw from the committee if they feel that they cannot serve in an unbiased manner.
4. The grievance committee shall convene within **two (2) days** following the election and shall perform the following functions:
 - a. Elect a chairperson and recorder of the hearing.
 - b. Set a date to hear the grievance.
 - c. Hear the facts of both sides involved in the grievance.
 - d. Submit a written recommendation to the President of the college concerning their

- findings no later than **two (2) working days** after the committee's last meeting.
- e. The President shall make the final determination and notify the employee in writing within **two (2) working days** after receiving the committee's report.

GENERAL INFORMATION

AIHEC

SWC is a member of the American Indian Higher Education Consortium (AIHEC), a group consisting of the tribal colleges in the U.S. and Canada. Among its activities, AIHEC sponsors an annual convention with activities pertinent to most areas of academic study. Faculty members are invited to make presentations at the convention and to encourage their students to participate in the various activities and competitions.

COLLEGE OPTION EMPLOYEE TUITION WAIVER

Per the Employee Educational Benefit, Sisseton Wahpeton College is committed to the ongoing development of personnel to increase their ability to contribute effectively to the mission and goals of the college. This is further based on the understanding that education is a primary cultural value of the college and will enhance the community as a whole.

This option is for employees taking courses or completing their degree at SWC. Under this option, EAP is limited to a maximum of four (4) credit hours per semester. Course enrollment is on a space available basis. EAP will only pay for an employee to attempt a particular course one time. Subsequent attempts to complete the same course will be paid for entirely by the employee, although leave might be granted. The maximum amount of educational leave an employee can receive under this option is equivalent to hours the course is scheduled for during the regular work week.

This is further based on the understanding that education is a primary cultural value of the college and will enhance the community as a whole. Thus, as stated in the Employee Handbook an Employee will be granted a waiver of up to four (4) credit hours per semester for Tuition and Fees only. This waiver will be applied to a specific course once. If another attempt is needed to pass the class, the course will be paid for entirely by the employee.

FAMILY MEMBER TUITION FEE

As an expansion of the Employee Educational Benefit, the spouse and children of a full-time employee are granted a waiver of tuition and fees for courses taken at SWC. This waiver will be applied to the first four (4) credits during a semester, with a maximum of eight (8) credits per

academic year being waived for each eligible recipient. The SWC Family Member Tuition/Fee Waiver will only be applied to a specific course once. Fees associated with specific courses and programs, along with books and other associated costs of attendance are not covered by this waiver.

Bush Faculty Development

In the past, SWC has received a grant for faculty development from the Bush Foundation. Funds from this grant are available to both full-time and adjunct faculty and can be used for such things as tuition and reference books. An application for reimbursement should be made by submitting your request to the Bush Faculty Fund Committee.

CONCLUSION

If this is your first time teaching at SWC, this and the other handbooks will undoubtedly leave you with many unanswered questions. Feel comfortable asking these questions. It has been our experience that generally speaking the administration, staff, and faculty are extremely approachable people. As to the students, you will find that the majority are highly motivated individuals desirous of a meaningful educational experience. You can expect to find them challenging and stimulating.