



**FACULTY HANDBOOK**

Leech Lake Tribal College

Revised and approved by  
Board of Trustees  
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## INTRODUCTION

The information contained in this Faculty Handbook is current as of July 2015

The Leech Lake Tribal College Personnel Policies Manual of October 20, 2011 is incorporated herein by reference.

## MISSION STATEMENT

All education programs of Leech Lake Tribal College are taught and delivered within the realm of our mission statement, as follows:

*Leech Lake Tribal College provides quality higher education grounded in Anishinaabe values.*

In order to fulfill its mission, the goal of Leech Lake Tribal College is:

*To be recognized as a center of academic excellence that advances the Anishinaabe worldview and empowers life-long learners who are fully engaged citizens, stewards, and leaders.*

The key purpose of the College and therefore of faculty, is instruction. Enabling students to fulfill their total personal, intellectual and vocational objectives constitutes the heart of faculty responsibility. Consulting, community service, and research are secondary to instruction, preparation and advising of students. Without quality execution of this basic mission, other activities become insignificant.

## ACADEMIC FREEDOM

Faculty members are entitled to full freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Instructors should present a balance of perspectives on topics related to the subject matter. Instructors must take care to avoid bias or making comments which could be construed as bias based on gender, race, religion, or any other personal and individual student characteristics.

Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return must be based upon a written understanding with the President of Leech Lake Tribal College.

Faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they are free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public might judge their profession and the College by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the College.

*Leech Lake Tribal College is an equal opportunity provider and employer.*

## **FACULTY CONTRACTS**

Faculty members are employees of Leech Lake Tribal College. In accordance with Minnesota employment law, all employees are “at will” and of indefinite duration.

The College shall make a reasonable effort to notify faculty members of the conditions of their contract renewals by May 1<sup>st</sup>. Failure to provide this information shall not result in an automatic award of a renewed appointment, but a faculty member not receiving such information after a request to the Vice President of Academic Affairs may appeal to the College President for assistance in securing an answer. Failure by a faculty member to accept the terms and conditions within one month of the date they were offered shall relieve the College of any obligation to reappoint the faculty member.

Written notice that an appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment.

These contracts are not intended to void the “at will” employer-employee relationship, but are intended to define the scope and term of work, and wages to be paid for the scope and term of work.

The contract-hire period is stated in the yearly contracts.

Full-time faculty members will take OJI 101 Speaking Ojibwe and ANI 100 Introduction to Anishinaabe Studies in the first five years of assignment. Continuing faculty have two years to complete this requirement starting in the Fall 2015 semester.

## **FACULTY CREDENTIALS**

### ***Faculty Credentials Guidelines***

Leech Lake Tribal College is committed to hiring and retaining qualified faculty who have both academic and field experience in their respective disciplines. Leech Lake Tribal College follows the guidelines set forth by the Higher Learning Commission of the North Central Association and Minnesota State.

### ***College Faculty Credentialing***

College faculty credentialing is a process for evaluating an individual’s education and experience in accordance with system-established minimum qualifications for individuals teaching credit-based courses.

### ***Minimum qualifications for full-time faculty members***

The minimum qualification for a full-time faculty member is a master’s degree in the assigned field or a master’s degree in any field with a minimum of 18 graduate semester credits in the assigned field. Full-time faculty members may be assigned work outside of their assigned field if it is

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determined that they possess the educational and/or occupational experience appropriate to the assignment, the assignment is essential to meet unexpected and/or sudden staffing needs of the Leech Lake Tribal College, to provide a full workload, or to meet other employment obligations. This will be established through the use of the “Justification of Faculty Credentials” form.

### ***Minimum qualifications for adjunct faculty members***

The minimum qualification for an adjunct faculty is a master’s degree in the assigned field or a master’s degree in any field with a minimum of 18 graduate semester credits in the assigned field. Adjunct faculty who do not meet the educational requirements may be hired to teach courses that require special expertise, developmental courses, courses that are not required under the Minnesota State transfer curriculum, or to fulfill emergency staffing needs as determined by the “Justification of Faculty Credentials” evaluation form.

### ***General Education Requirements***

Each faculty teaching college credit courses as part of the general education requirements toward an Associate degree program must have completed a Master’s degree in the teaching discipline or hold a Master’s degree with a minimum of 18 graduate semester credits in the teaching discipline.

### ***Developmental Courses/Non-Transfer Courses***

Each faculty member teaching developmental courses or non-transfer courses must have completed a bachelor’s degree in a relevant field.

### ***Alternative Credentials***

Faculty members may have experience that clearly contributes to student learning outcomes and can be considered in lieu of formal academic preparation. This may be particularly true in the areas of Ojibwe Language and Indigenous Studies. In these cases, the applicant may present a portfolio that documents such experience. The institution also considers competence in field, national accreditation, professional licensure, and/or certificates, honors and awards, continuous documents excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

### ***Certificate Programs***

As the college grows and academic programs are added, the educational requirements will be based on state and national industry standards and available educational and training opportunities.

### ***Guidelines for Evaluating Alternative Credentials***

All faculty members must meet the primary qualifications. Faculty members who hold alternative credentials may be considered for appointment if:

1. The faculty member has a bachelor’s degree in a related field and commits to completing 18 graduate credits in the appropriate discipline within three years of her/his hire date, or
2. The faculty member has outstanding professional experience and demonstrated contributions to the teaching discipline, which may be presented in lieu of formal academic preparation, or

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3. The faculty member has training in a closely related discipline and the competencies needed to teach the course objectives were covered in the related discipline.

Documentation of professional experience may include a combination of factors, such as:

1. Recognition in journals, online sources, or textbooks on the discipline
2. Certification of participation in training
3. Certification in field
4. Professional presentations
5. Professional registry
6. Apprenticeships
7. Honors and awards directly related to the discipline
8. Letters of support from past employers, colleagues, etc. on business stationary that speak directly to work in the discipline
9. Evidence of continuous excellence in teaching
10. Other discipline-related documentation that demonstrates third-party recognition of the applicant's expertise in the field.

### ***Tested Experience Policy***

The Higher Learning Commission's Handbook for Accreditation states that a "qualified faculty" consists of "people who by formal education and tested experience know what students must learn." Leech Lake Tribal College uses a "tested experience" process to determine qualified faculty in the following areas for faculty who may not possess the generally acceptable academic degree through the formal education process:

- Indigenous Language, Art, Music, History, Governance, and Culture Courses – The knowledge of Indigenous nationhood in the areas of language, culture, history, land base, and governance is of primary concern for the College and community. Faculty members teaching in these areas may be considered qualified through documentation of discipline-related experience that demonstrates third-party recognition of the applicant's expertise in the field. In order to ensure the integrity of the language, a faculty member who does not possess the formal education in the given discipline will demonstrate his/her qualification through formal recognition of competence by Leech Lake Tribal College tribal elder(s). The tribal elder(s) approved by the Language and Culture Committee will assess the individual's skills and abilities in the identified discipline. If the individual demonstrates competence, the tribal elder(s) will sign the Tested Experience Certification attesting to the individual's skills and abilities to effectively teach the information and assess student learning. A first speaker identified by the Language and Culture Committee shall automatically be considered qualified to teach Ojibwe language.

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- Information Technology – A faculty member who does not possess a graduate degree in the field may be eligible if the individual possesses industry certification(s).
- Law enforcement – A faculty member who does not possess a graduate degree in the field, but has relevant professional certifications, experiences and other trainings that demonstrates an understanding of the course content shall have the option of being retained to teach anything less than full time.

### ***Process for Evaluating Faculty Qualifications and Credentials***

Applicants for full-time and part-time (adjunct) faculty positions must mail or e-mail a LLTC employment application, cover letter, copies of undergraduate and graduate transcripts and curriculum vitae to the LLTC Office of Human Resources.

- Eligibility for employment will include undergraduate and graduate transcripts verifying a doctorate or Master's degree in the teaching discipline or a master's degree with 18 graduate semester credits in the teaching discipline. Eligibility for teaching associate level, transfer courses require a doctorate or Master's degree in the teaching discipline or a Master's degree with 18 graduate semester credits in the teaching discipline. Faculty teaching developmental or non-transfer courses must submit undergraduate and/or graduate transcripts at a minimum for the level of degree coursework being taught and documentation of alternative credentials, such as licensure, certification, or work experience in the teaching discipline.
- Coursework submitted by the faculty applicant as graduate credit must be clearly designated by the granting institution as part of a graduate program, or formally validated by the granting institution as graduate level study.
- Adjunct faculty teaching credit courses must fulfill the same degree requirements as fulltime faculty.
- For faculty positions requiring alternative credentialing qualifications, copies of the appropriate documents are acceptable. Applicants are responsible for providing the Vice President of Academic Affairs with the original document, which will be copied, initialed, and returned to the applicant.
- All official transcripts must be on file within 30 days of hire.
- The Dean of Academics completes the "Credential Evaluation Summary" form to ensure compliance. Alternative credentials, tested experience and justification documentation are reviewed by the Faculty Senate for compliance. This documentation will be placed in the faculty personnel file. If the applicant does not meet the required educational or alternative qualifications, they will be notified of the decision not to hire.

## **FACULTY EMPLOYEE BENEFITS**

### ***Eligibility***

All faculty members are eligible for faculty paid personal leave and paid holidays described below.

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**Permanent full-time faculty members** are eligible for employee benefits as defined in the Leech Lake Tribal College Personnel Policies Manual, including medical and dental benefits, short-term disability, and 403b plan participation with employer contribution. Permanent full-time faculty members are those who are contracted for at least one academic year for 30 credits per academic year (no more than 15 credits per semester except by approval of the faculty member; then the following semester s/he would have a lighter load). Full-time faculty members may be contracted for fewer credits with defined additional duties and will maintain their eligibility.

**Academic year** is defined as Fall and Spring semesters.

**Adjunct faculty** members are contracted for nine (9) credits or less per semester.

**Adjunct faculty** members are not eligible for benefits.

### ***Paid Holidays***

All faculty members are eligible for paid holidays as described in the Personnel Policy Manual if the holidays fall during the contracted academic period.

## **FACULTY EVALUATIONS**

### ***Evaluation Procedures***

- 1) The Dean of Instruction and/or the Department Chair will evaluate full-time and adjunct faculty members.
- 2) All students in classes during each semester will be given an opportunity to evaluate the course, based on the six institutional learning objectives, via a student survey document as part of the course assessment process, and student course assessments will be considered by the dean in faculty evaluations.
- 3) Faculty evaluations begin with the submission of faculty professional objectives and growth plan at the beginning of the academic year. The faculty member will review these objectives at the end of each academic year with the Dean of Instruction and the Department Chairperson.
- 4) Results of the evaluation shall be presented to each faculty member in written form. This report may be summarized on a standardized form, but must also include written narrative.
- 5) A copy of the evaluation document will be placed in the faculty member's personnel file.
- 6) Faculty evaluations will be considered in determining advancement and remuneration.
- 7) Faculty evaluation forms will be agreed upon in advance by the faculty

### ***Faculty Evaluation Criteria***

Excellence in teaching shall be the primary criterion for faculty evaluation. Deficiencies in this area cannot be compensated for, even by exceptional performance in other areas.

Faculty shall be evaluated in the areas of instruction, research and other contributions to their professional fields, and contributions to the institution and community.

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Evaluation criteria include:

- 1) Adequacy of course proposals, syllabi, lesson plans, and student assessment plans
- 2) Suitability of courses to institutional and community needs
- 3) Student course evaluations
- 4) Self-evaluations and peer reviews,
- 5) Contributions to the College and community
- 6) Drafting of proposals and significant institutional documents including grants and grant reporting
- 7) Faculty and student-faculty research
- 8) Service on College committees
- 9) Representation of the institution at professional meetings and conferences
- 10) Coaching or advising student activities
- 11) Development of new College programs
- 12) Consultation or technical assistance to other groups, programs or educational institutions serving the tribal community
- 13) Participation in the organization of social and cultural events to promote healthy living.
- 14) Practice of the seven Ojibwe values

### ***Evaluation Appeal***

If a faculty member feels he or she has not had a fair evaluation by the Dean of Instruction or the Department Chair, the faculty member can appeal in writing to the Vice President of Academic and Student Affairs within five days of receiving the evaluation.

After investigating with the faculty member her/his appeal and conferring with the Dean of Instruction, the VP of Academic Affairs will make the final decision on all faculty evaluation appeals.

## **FACULTY RESPONSIBILITIES**

### ***Professional Schedules***

Faculty members are considered professional personnel responsible for accomplishing the tasks for which they are employed. Regular faculty appointments carry the responsibilities as outlined in their contracts traditionally identified with academic positions. Faculty members are expected to meet their classes as scheduled, maintain regular office hours, and attend and contribute to college committees and activities. They are expected to attend duty days and other work days as assigned.

Supervisor approval is needed before missing scheduled classes, posted office hours, or scheduled college committee meetings, excepting emergencies. Missed classes must be mutually rescheduled with students or made up to meet students' needs.

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During the weeks that classes are in session, faculty members are obligated to be on campus four days per week, a minimum of 25 hours. Full-time faculty members are expected to maintain a significant and substantial on-campus presence. In order to be available to students, participate in activities related to student success, and contribute to faculty governance, a four/five-day per week on-campus presence is often necessary. Faculty members are expected to meet their classes as scheduled and to post a schedule with on-campus hours. All schedules should be sent to their Department Chairs and the Dean of Instruction for approval.

An instructor who must attend to school business (committee meetings, etc.) that conflicts with the posted schedule should leave word stating the time of return and how to be reached.

In accordance with LLTC Bereavement Policy 4170.02, an employee may be granted up to three (3) working days of bereavement leave within one week from date of death of an immediate family member (spouse, parent, child, sibling, grandparent, in-laws, aunt, uncle, niece, nephew, first cousin, step father, step mother, step son and step daughter). The Dean of Instruction may, at his/her own discretion, approve other cases, such as when an employee's relationship with the deceased is similar to any of the above relationships. Additional leave-time may be negotiated with the Dean of Instruction. During this time, the faculty member taking leave is responsible for arranging coverage of classes or making up missed classes to meet students' needs.

During summer and semester breaks, all faculty members should notify the administration how they can be reached.

### ***Faculty Teaching Load***

Quality instruction requires certain conditions. Among these are the following expectations:

1. That a faculty member will teach courses s/he is qualified to teach;
2. That s/he will be responsible for a reasonable number of preparations;
3. That s/he will be burdened with a reasonable number of contact hours;
4. That developing and presenting a new course will be recognized as a greater burden than presenting a familiar one; and
5. The burden of committee work, advising, community service, and research shall be taken into consideration. Therefore:
  - a) Maximum full-time instructional load will be 30 semester hours per academic year.
    - i. A class with at least one second-year student will not be cancelled due to low enrollment if that class is taught by a full-time faculty member.
    - ii. If a full-time faculty member's class is cancelled by the College for any reason, the Dean of Instruction will work with the faculty member to assign additional duties related to his or her discipline. In these instances the faculty member will still be considered full-time.
  - b) Maximum full-time load per semester will be 16 semester hours unless otherwise requested by the faculty member.
  - c) Any offer of teaching that exceeds the maximum established above, including summer employment, shall be agreed to in writing and shall include overload pay.
  - d) Classes shall meet for at least 15 hours per credit per semester.

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- e) Faculty members who must miss scheduled classes for any reason, including inclement weather, must provide instruction for those hours in order to ensure the 15 hours per credit per semester minimum.
  - i. For a planned absence, the faculty member must have a substitute instructor with a relevant activity planned for that absence, agree upon a mutually acceptable time with students to make up the class time, or make up the class in a way that meet students' needs for instruction.
  - ii. For an unexpected absence, the faculty member must find a mutual time to meet with students, online or otherwise, to make up that time.
- f) Faculty members who are Department Chairs and/or have grant related responsibilities will be given consideration for their administrative duties.
  - i. A Department Chair's course load will be reduced by up to two (1-2) courses per semester, and they will receive \$1,000 increase in pay per year.
  - ii. A faculty member who is the PI or PD on a grant shall have her/his course load reduced by one (1) course per academic year.

### ***Course Descriptions***

Each faculty member, in consultation with the Department Chair, will develop a course description for each course he or she will teach. The Department Chair and the Dean of Instruction must approve all courses descriptions before they are published. Proper course descriptions are important for the credibility of the education programs offered by Leech Lake Tribal College. The course descriptions are used in the College catalog, articulation agreements with other Colleges, and other College publications.

### ***Course Syllabus Requirements***

Each faculty member must prepare a course syllabus for each course he or she teaches. All syllabi developed by faculty must comply with the Master Syllabus format required by the Dean of Instruction.

The Department Chair and the Dean of Instruction must approve all syllabi before they are published and distributed to students. No course will be taught without the properly approved course syllabus. There are no exceptions to this institutional requirement.

### ***Student Retention***

Faculty members have the most influence and responsibility in the retention of students. Faculty must develop methods that stimulate students' desires to learn. Each faculty member must strive to make his/her courses interesting and motivational enough that students do not want to miss a single class.

### ***Course Files***

All materials used in the delivery of courses at the College are the property of the College. Faculty members are expected to leave a permanent copy of all materials, including lesson plans, lecture notes, presentations, and multi-media materials with the College. Faculty members are permitted to keep a personal copy of the same and use such material on condition of citing the College's proprietary rights. The College agrees to not use such materials in publications without prior agreement by the original author.

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***Class Cancellation***

Classes may not be cancelled without approval of the appropriate Department Chair and the Dean of Instruction. When a class or classes are cancelled, students must be given notice of the cancellation as early as possible. Failure to get approval for canceling a class or classes could result in loss of pay or possible termination of teaching contract.

***Class Location***

No classes shall be held off campus, without prior approval of the department chair and the dean of academics.

**FACULTY NON-TEACHING RESPONSIBILITIES*****Duty Days***

In addition to scheduled classes and on-campus hours, faculty is required to attend College scheduled duty days not to exceed 15 calendar days in a contract year. Faculty is responsible for completing some course preparations outside of these days.

***Committee Service***

All full-time faculty members are expected to serve on two or more College committees. In the semesters faculty take the required OJI 101 and ANI 100 classes, they will be assigned to one less committee.

Adjunct Faculty may serve on College committees at their discretion, but their contracted compensation will not be adjusted for such committee service.

***Student Advising/Mentoring***

Leech Lake Tribal College recognizes academic advising to be a critical component of the educational experience. Academic advising is designed to provide necessary tools and information for all students, allowing them to take responsibility for: developing educational and career plans compatible with their goals; meeting institutional and degree requirements; and preparing for a life of change, challenge and individual fulfillment as active citizens. Student Services will work with the student to develop their majors and initial study plan. The faculty will work with their advisee students to assure the plan fits the program and prerequisites are being followed.

- A. Thus, it is the policy of LLTC in a collaborative effort with the Director of Institutional Research and/or Assessment Director, Student Services and Faculty:
  1. that all students shall be informed of the advising policy and the advising process during initial introduction to the college and be directed to an appropriate advisor;
  2. that all enrolled students shall have an assigned advisor;
  3. that all seeking to change majors or programs shall be advised;
  4. that all students are expected to declare a major at the time of registration, and must meet with a faculty advisor and review their individual study plan no later than mid-terms
  5. that students on probation must be advised each semester;
  6. that all students applying for graduation must be advised ;

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7. that professional and on-going advising and career counseling activities shall be made available to all matriculated students;
8. that opportunities for major and program advising by faculty for all incoming and continuing students shall be made available at least once each semester;
9. that an assessment of department or program advising shall be a part of the regular program review process;
10. that all other advising programs shall be assessed and reviewed every fourth year;
11. that funding and resources shall be adequately maintained by all administrative units to ensure effective and efficient advising at all levels;
12. that training shall be provided for all advisors;

### ***Community Involvement***

All faculty members are expected, within their area of expertise, to assist the Leech Lake tribal community. Although faculty members are expected to be involved in the community, the Dean of Instruction will monitor the faculty community involvement activities to assure these activities do not interfere with their instructional assignments at the College.

### ***Student Recruitment***

Faculty members play a key role in the recruitment of students. Faculty members are encouraged to work with the admission/recruitment office to assist when and wherever they can. Faculty assistance in this area has a positive impact on the student enrollment numbers for the College.

## **ACADEMICS**

### ***Course Scheduling***

Leech Lake Tribal College develops full academic year course schedules. If the full academic year schedule is not possible, fall and spring semester course schedules will be completed in a timely manner.

Faculty input for the term course schedule is very important, but the needs of the students must be the driving force for the development of the term course schedule. The Dean of Instruction will try to accommodate individual faculty requests for times they would like to teach their courses, but the needs of the students and the College will be the major factors that determine the term course schedule.

### ***Cultural Components***

The College requires that every course offered be infused with the seven Ojibwe values, reflecting Leech Lake Anishinaabe heritage, customs and way of life.

### ***New Course Approval Procedure***

Faculty members desiring to add or develop a new course in their instructional area are required to follow the procedures described below.

1. Submit a written request for a new or enhanced course to the appropriate Department Chair. The request should include:
  - a. Documented need for the course or the enhancement, and how the new or enhanced course will improve educational offering of the College.
  - b. Estimated number of potential students for the course.

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- c. Estimated credit hours that will be generated.
  - d. Estimated cost of developing and implementing the new course.
  - e. Recommendation of the time the course should be offered to gain maximum enrollment.
  - f. Indication and substantiation whether or not the new course will require additional faculty.
  - g. An in-depth description of the new course, including reference to how the course fits with the standards for MN transfer curriculum.
2. The new course must have a documented cultural component and be in compliance with the Mission of the College.
  3. The appropriate Department Chair will review the request to verify and/or validate the data submitted. In preliminary consultation with the Dean of Instruction and/or the VP of Academic and Student Affairs, the Department Chair will determine if the new course will be a positive addition to the educational offering of the College.
  4. If approved by the Department Chair, the Chair will forward the appropriate information and documentation to the Curriculum Committee for their review.
  5. If the Curriculum Committee approves the new course, the documentation and recommendation will be forwarded to the Dean of Instruction and the VP of Academic and Student Affairs.
  6. The Dean of Instruction and the VP of Academic Affairs will review the new course information and either approve or disapprove the new course.

Occasionally, new courses are proposed by external educators or community/tribal leaders. These proposals from interested stakeholders will be assessed by the Dean of Instruction and VP of Academic Affairs in light of the College's Academic Plan and known feasibility factors. Course ideas with high potential will be forwarded to the appropriate Department Chair for further development as described above.

#### ***New Educational Program Approval***

The same procedures and process as described above for new course approval will be followed for new program approval. The President of the College and the Board of Trustees must approve all new educational programs.

Proposals for new educational programs from external stakeholders will be considered through the normal strategic and academic planning procedures of the College.

#### ***Revision of Course Numbers***

Revision of course numbers should first be discussed with the appropriate Department Chair. The Department Chair will recommend changes to the Curriculum Committee. The Curriculum Committee will review and make a recommendation to the Dean of Instruction. The Dean of Instruction will approve or disapprove of the recommendation, and will forward approved course number revisions to the Registrar.

### **PROFESSIONALISM**

All employees of the College are expected to conduct themselves professionally, both on and off campus. Faculty members have a responsibility to be positive role models in the classroom and the community. Students look to faculty for leadership and citizenship. Students are to be treated with respect. Faculty members are expected to treat all College staff with respect.

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Faculty members are prohibited from any type of sexual approach or verbal abuse of any student on or off campus. Faculty members are prohibited from fraternizing with students. Failure to adhere to faculty conduct requirements can result in an investigation by a review panel, which includes at least one faculty member, and termination of employment from the College.

### ***FERPA and the Clery Act***

All faculty members must complete FERPA – Family Educational Rights and Privacy Act – training and abide by privacy guidelines, which protect students’ records and information. Faculty must also complete training on The Clery Act guidelines, which mandate reporting of certain behaviors, such as discrimination, harassment, and crimes on campus.

### ***Classroom Atmosphere***

All faculty members are expected to provide a positive classroom atmosphere that will enhance the educational experience of each student in the class. Care must be taken to respect all students in the class. Faculty members should avoid all appearance of favoritism. Faculty members should be alert to the positive benefits of humor, but avoid joking or any speech or gestures specific to any individual student, as these may be misconstrued as favoritism or biased behavior.

Students who are disrespectful to faculty or other students may be removed from the class. If a faculty member removes a student from his or her class, the faculty member must inform the Dean of Instruction of the incident and complete an incident report with the name of the student or students involved.

### ***Attendance***

Faculty members are expected to be in their instructional areas prior to the stated start times when their classes meet and to be diligent in teaching the stated number of course contact hours. If a faculty member is ill, or for some other reason cannot be present for the class, the faculty member must notify the Department Chair and the Dean of Instruction.

Faculty members are asked to give one-day notice to the Department Chair and the Dean of Instruction for an absence from scheduled hours. Failure to notify the Department Chair and the Dean of Instruction of an anticipated absence may result in non-payment for neglected duties and possible termination of employment from the College. Class coverage as outlined above is required.

Faculty members are required to attend scheduled faculty and/or staff meetings, committee meetings, and academic department meetings. Failure to attend without proper notification may result in non-payment for neglected duties and possible termination of employment from the College.

### ***Tardiness***

Faculty members are expected to be present in their instructional area at the posted time of the class. Faculty tardiness sets a bad example for students and will not be tolerated. Excessive tardiness by faculty members may result in termination of employment from the College.

### ***Outside Employment***

Faculty members should be aware of the personnel policy on outside employment, discuss their personal situations with their Department Chair and Dean of Instruction, and gain the necessary

approval prior to accepting outside employment that may affect their contractual responsibilities to the College.

## STUDENT ATTENDANCE

Faculty members are expected to mark attendance for each course hour of instruction. Attendance should be taken within the first ten minutes of each course hour. Attendance is to be entered daily into the College's electronic data-collection program. Any student absent for three days in row should be considered at risk, and attempts to contact the student should be made through all possible routes of communication, including notifying the student's faculty advisor. If the student does not respond within one week, the absences should be reported through the Early Alert System to Student Services.

### ***Excused Absences***

Unexpected events that result in missed classes need to be reported as soon as possible to your instructor. The individual faculty members determine what make-up work is appropriate. Examples include: significant illness or injury, death in the immediate family, doctor's appointments and severe weather conditions. Students who are unexpectedly absent from class should contact the faculty member or the Student Services Office (if faculty cannot be reached) as soon as is reasonably possible for makeup work. This contact may include voice mail messages and/or e-mail messages. If makeup work is not completed, the absence will be considered unexcused.

***Policy:*** When unexpected events cause students to miss class, individual faculty members may decide to allow students to either make-up the missed material or assign appropriate substitute material by recognizing the absence as an "excused" absence. Individual faculty members may set their own standards for what constitutes an excused absence. If a student believes he or she is being treated unfairly regarding the denial of an excused absence, the student may appeal the matter to the Dean of Instruction or Vice President of Academic Affairs.

### ***Unexcused Absences***

Absences which are not "approved" or "excused" shall be considered unexcused. Oversleeping or other avoidable absences are not excused. *Previously excused absences for which the student does not complete makeup work within a reasonable time frame determined by the instructor must be marked as unexcused absences.*

***Policy:*** Faculty members are under no obligation to allow students to complete work missed from unexcused absences. If a student believes that a faculty member's absentee policy is unfair, the student may bring the matter to the attention of the Dean of Instruction or Vice President of Academic Affairs for discussion. Students who exceed the maximum number of unexcused absences may be administratively withdrawn from the course or receive a failing grade in the course.

## STUDENT GRADING

Faculty members are expected to adhere to and apply the student grading policy described in the Academic Catalog and in each course syllabus. Faculty members are expected to apply the appropriate grade each student has earned in the course.

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### ***Incomplete Grades***

Faculty members must be cautious in issuing “I” (for incomplete) grades. In order for a faculty member to assign an “I” grade to a student, the student must request the “I” grade, provide evidence of mitigating circumstances, and sign a “completion contract” with the instructor. Faculty must confirm student eligibility by first checking the electronic data system (CAMS). No student on probation is allowed to take incomplete grades.

Before a student can be issued an “I” grade, the student must have completed 70% of the course work successfully. Faculty members may not use the “I” grade in place of an earned grade if the student has not met the requirements for receiving the “I” grade.

The faculty member assigning an “I” grade must submit, with the “I” grade, the letter grade the student has earned up to the time the “I” grade was assigned. An incomplete contract must be signed and approved by the Dean of instruction.

Incomplete Contracts are discouraged; however, an instructor may assign a grade of “I” (incomplete) if the instructor believes that the student has been unable to complete course assignments and/or exams on time because of unavoidable circumstances, occurring after the official withdraw date. Note: Students on Academic Warning are not eligible for Incompletes. Incompletes will not be given during any summer session terms.

To be considered for an Incomplete:

- Students must have been in attendance during the semester, and must have satisfactorily completed 67% of the semester’s course work – this is determined by the Instructor.
- “I” grades will be given for Incomplete courses; however, note that students with “I”(s) on their Final Grade Report may have funding issues with their tribal agency.
- The student must fulfill the course requirements by the date indicated on the academic calendar as the “Last day to make up incompletes”. If the student does not do so, the “I” automatically becomes an “F.” This may result in Academic Warning and the list of incompletes will be reviewed by the PASS Committee.
- Procedure for requesting Incomplete(s):
- It is the student’s responsibility to consult with his/her Instructor and to initiate an Incomplete Contract.
- Obtain an “Incomplete Contract”(s) from the Student Services Office.
- Meet with your Instructor(s) to agree on incomplete course work, due dates and signatures.
- Instructor will obtain approval/signature from the Department Chair and the Dean of Instruction or VP of Academic Affairs then submit the contract to the Registrar when grades are due.

**The Incomplete Policy does not apply to the Summer Session, or to students on Academic Warning/Suspension.**

### ***Grade Change***

Grade changes are considered when a student contests a grade or when there has been a documented error in grade calculation. Faculty members must fill out the change of grade form. All grade changes must be reported to and approved by the appropriate Department Chair and the Dean of Instruction.

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***Final Examinations***

All faculty members are expected to require a final assessment in all courses they teach. These may be in the form of examinations, portfolios, final projects or other designated assessments. Final assessments must be scheduled and administrated during the **official final exam week** at the end of each semester. The Dean of Instruction must approve any changes to the final examination schedule.

***Grades Submission Deadlines***

Faculty members are expected to submit their final grades for each semester and summer session within one week after the last day of final exam week. The Dean of Instruction and VP of Academic Affairs reserve the right and responsibility to take action with faculty who violate grade submission deadlines to the jeopardy of student needs.

**INDEPENDENT STUDIES**

The option of an Independent Study will be used only when an eligible student needs the course to graduate, or some other documented circumstance that would prevent the student from taking the course on campus. Instructor approval is required for any independent-study course and a contract is to be signed by the student and the instructor. A syllabus with detailed assignment information will be provided to the student, including a schedule of work and deadlines.

The Dean of Instruction and the VP of Academic Affairs must approve all Independent Study requests. If Independent Study has been approved, the faculty member providing the Independent Study for his/her course must have on file evidence and documentation that the student did complete the requirements of the course.

**TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

Faculty members are required to submit their book and instructional material orders to the Bookstore Manager at the designated time.

Adjunct faculty books and instructional materials will be ordered by the appropriate Department Chair using the same submission dates as full-time faculty. The Department Chairs will review the orders with the faculty. If the book and instructional orders are appropriate, the Department Chairs will recommend to the Dean of Instruction that the orders be placed.

Summer Session books and instructional materials must be approved and ordered by the appropriate instructor or Department Chair on or before the first working day in April of each academic year.

**FACULTY DEVELOPMENT**

Faculty development is an on-going commitment of the College. Each Department Chair is responsible for working with the faculty in his or her department and seeking input from the Dean of Instruction to create annual individual faculty development plans.

The Dean of Instruction must approve all faculty development plans.

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***Faculty Research and Publishing***

Faculty members are expected to remain current in their academic discipline. To that end, faculty members are encouraged to read journals and new books in their field. Faculty members are also encouraged to define their interests in terms of specific research projects and to publish their research results. The Dean of Instruction and the VP of Academic Affairs will assist faculty members desiring to develop research interests or to publish.

***State-Of-The-Art Technology***

All faculty members are encouraged to bring technology into the classroom, or to bring the classroom to technology (to the computer lab). Technology includes such tools as student assignments involving Internet research, Power Point presentations, overhead projectors, computer models, specialized software, interactive or passive video, and other technology or audio video tools.

Our IT and multimedia staff are all prepared to assist faculty members in learning or adapting technology for classroom use.

Faculty may be required to learn and participate in the distance-learning process, as appropriate for their teaching disciplines, when the College enters into and develops Distance Learning Courses.

***Faculty Continuing Education Requirements***

Faculty members are encouraged to engage in life-long learning experiences in their teaching area. This can be accomplished by attending workshops, taking online courses, or seeking advanced degrees. Faculty members are encouraged to continue on to a terminal degree (PhD, EdD) in their field.

***Allocation of faculty development funds***

Every permanent, full-time faculty member is allowed a determined amount of funding per Fiscal Year, which begins July 1<sup>st</sup> and ends June 30<sup>th</sup>. Faculty members should submit written proposals for requested professional development activities using the template in Appendix I.

1. Funds cannot be allocated to another faculty member.
2. Unused funds cannot be carried into the next fiscal year or obtained retroactively.
3. An activity, class, or training must be attended in the current year.
4. Cancellation of plans must be reported, and reimbursement will not be allowed. If funds have been paid to the employee or on behalf of the employee, the employee will owe the money back to the College.
5. Faculty development funds are to be used for self-instigated training or education. Any other professional development opportunities that are required of the faculty member as part of his or her employment will be paid out of a different funding source.
6. Travel costs are separate from the cost of the professional development.
7. Faculty development funds may be used for summer professional development opportunities for faculty who have a contract for the following academic year.

***Faculty Development Funds Criteria***

Faculty members may use faculty development funds to gain knowledge in areas where the department needs additional instructional strength and in areas that are essential to accomplishing teaching objectives. These areas should be in an existing field within the discipline.

Funds may be used to *develop skills* beyond the normal disciplinary area, such as:

1. Retention of students
2. Addressing the needs of the diverse student population
3. Delivering instruction through distance learning
4. Designing and assessing instruction

***Guidelines for Funds***

The Leech Lake Tribal College has established the following guidelines for faculty development fund disbursement. Allowable expenses are:

1. *Professional Travel* for skill development or enhancement.
2. *Reimbursements (Academic Programs, Conferences, Seminars)*. Documentation must include:
  - a. itemized expenses
  - b. academic tuition and fees which directly contribute to the quality and content of existing field and instructional courses;
  - c. course requirements for completion of degree
  - d. proof of course completion
3. *Funding* for membership to professional organizations may be provided per fiscal year, depending on departmental budgets (see department chair).
4. *Materials*. Requests for purchases require a statement justifying the purchase as important for curriculum development for specific course(s) or research within a faculty member's field. These materials will become permanent property of the department.
5. *Research* and other Scholarly Development  
Payment of clerical duties to a Research Assistant:
  - i. Must include documentation for request (medical, etc.)
  - ii. Invoice must be submitted prior to payment.

***Faculty Development does NOT Fund***

1. Anything already funded by another grant.
2. Computer equipment
3. Honoraria for invited guests, presenters, etc.
4. Anything deemed to be of a purely personal nature.

***Request for Funds***

Requests are approved by the Dean of Instruction and must be submitted six weeks prior to the event or travel and two weeks prior to purchase or reimbursement.

## References

"Determining Qualified Faculty." *Higher Learning Commission*. Higher Learning Commission, 1 Jan. 2015. Web. 21 Apr. 2015. <<https://www.ncahlc.org/Document-Library/determining-qualified-faculty.html>>.