



# **Faculty Manual**

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“Blackfeet Community College recognizes and supports the central role that faculty play in fulfilling the mission and strategic plan of the College. Faculty assume essential responsibilities related to instruction, scholarship, and service that are essential to achieving BFCC’s mission and vision goals.”

In the performance of their responsibilities in the areas of instruction, scholarship, and service, the faculty shall:

- Promote an environment where all members of the College community are free from abuse, threats, intimidation, bullying, discrimination, and unprofessional behavior.
- Contribute to a safe and effective working and learning environment that exemplifies the expectations set forth by Blackfeet Community College.”

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# I. Definitions:

**Academic Freedom:** Academic Freedom is the freedom of an instructor or researcher in higher education to investigate and discuss the issues in their academic field and to educate or publish findings without interference from political figures, boards of trustees, donors, or other entities.

**Academic Year:** An academic year is based on the academic calendar and includes fall and spring semesters.

**Adjunct Academic Year:** An academic year is based on an individual contract.

**Adjunct Faculty:** Adjunct faculty are hired on an as-needed basis per semester and can instruct up to 9 credit hours per semester.

**Administrative faculty:** A college division chair is a faculty member who leads and manages an academic department, overseeing its operations, faculty, curriculum, and resources. They serve as liaisons between the department and the college administration, support the needs of faculty and students, and ensure the department meets its academic and institutional objectives.

**Attrition:** The departure of an employee from the organization for any reason (voluntary or involuntary), including resignation, termination, death, or retirement.

**Course Data Sheets:** A "course data sheet" collects and manages information about a specific course, including the course name, instructor, schedule, and student enrollment.

**Course Syllabus:** A college course syllabus is a formal document that outlines the structure, expectations, and key details of a course, serving as a contract between the instructor and students. It typically includes course information, instructor contact details, a course description, learning objectives, required materials, a schedule of topics and assignments, grading criteria, attendance and academic policies, and available support services. As a roadmap, the syllabus helps students understand course requirements and manage their workload effectively. Please refer to the BFCC Syllabus Checklist distributed by the Vice President's Office.

**Curriculum Committee:** The Curriculum Committee comprises all administrative faculty, full-time faculty, and adjunct faculty. The registrar, financial aid, and Vice President of Academic Affairs will serve as consultants during the curriculum review and development process. The Curriculum Committee will review and approve all curriculum changes and developments by a majority vote. The Committee will meet as needed and select its own Chair.

**Educational Leave:** Educational leave with pay will not exceed six hours per week. An employee will be granted educational leave if attending an academic institution will benefit the college and aid the employee's professional and/or cultural development.

**Ethical and Professional Standards:** The faculty will adhere to the ethical and professional standards of their respective specialty disciplines. Here is a sample from the American Association of University Professors: "Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, professors dedicate their energies to developing and enhancing their scholarly expertise. They accept the obligation to exercise critical self-discipline and judgment in using,

extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.”

**Faculty Academic Year:** An Academic Year is based on a start and end date. The start date will be three days (two prep days and one professional development day) before the fall semester registration and will end when the spring semester final grades are submitted, and all required paperwork requested by the faculty members’ supervisor is submitted. Additionally, all faculty members are expected to attend Spring Graduation.

**Emeritus Faculty:** Full-time Faculty member who has retired from their position at the institution after completion of a minimum of 10 years of service, and meaningfully integrated Blackfeet culture, language, and ways of knowing over their years of teaching, research, and service.

**Eminent Scholar:** An individual who is well-known, respected, venerated, and outstanding in their respective area of expertise, whether cultural, vocational, or academic, especially for their seminal work, knowledge, and contributions that have demonstrated a significant impact on their community or professional certifications, and advanced the Blackfeet culture, language, and ways of knowing as applied to their scholarship, teaching, and research, vocation, and service to the community.

**Faculty:** When the term "faculty" is used, it refers to the body of educators, i.e., instructors or professors, who provide instruction to learners enrolled in the institution.

**Faculty Senate:** Provides a formal independent voice and organization through which the faculty of Blackfeet Community College can participate fully in the determination and development of college policy, and to promote communication and mutual understanding among the faculty, students, administration, Board of Trustees, and the community.

**Faculty Senate Officers:** The Faculty Senate Officers shall consist of a Chair, a Vice Chair, and a Secretary, comprising the leadership of the Faculty Senate. The Faculty Senate elects individuals who are eligible to hold these positions, provided they are full-time faculty members.

**Full-Time Faculty:** Instructs a maximum of fifteen (15) semester credits.

**The Northwest Commission on Colleges and Universities (NWCCU)** is a non-governmental organization that evaluates and accredits higher education institutions in the Pacific Northwest. The NWCCU accreditation process helps institutions improve quality, promote student achievement, and ensure accountability.

**Office Hours:** Faculty office hours must total nine hours per week, combining posted in-person, online, or by appointment hours around an instructor's course schedule.

**Principal Investigator (PI) or Program Director (PD):** A PI/ PD is responsible for the preparation, conduct, and administration of a research grant, cooperative agreement, training or public service project, contract, or another sponsored project(s). A full-time faculty member or a division chair can be a PI/PD, or one or more people can be hired for that position.

**Program Updates and Review:** Division Chairs/Directors, faculty, and staff are required to present their programs/services annually to the Board of Trustees and to annually submit at the end of each academic year a program review to the President/Vice President, consisting of enrollment data, program student learning outcomes, and other requested program information to

maintain accreditation standards for planning, implementation, and continuous improvement of programs/services provided to enrolled students in their division or discipline, following the fulfillment of the college's mission, core themes, core values, and strategic plan.

**Research:** Re-introduction or creation of knowledge and/or the use of existing knowledge in a new and creative way to generate emerging concepts, methodologies, understandings, and teachings related to Blackfeet history and ways of knowing that can include the integration of other knowledge in the synthesis and analysis of seminal or previous research to the extent that it leads to new and creative curriculum, student outcomes and benefits the community, in any discipline. Faculty members can primarily focus on research rather than teaching if they can cover their academic term course loads/faculty responsibilities, and summer employment with available funding. Research participation requires faculty members to obtain the requisite experience, training, and approval from the Blackfeet Nation Institutional Review Board (BNIRB).

**Service:** Contributions or work faculty members do in addition to teaching and research to support their college and community. The faculty member must receive advanced approval from his/her direct supervisor.

**Instruction:** Delivery of curriculum, courses, and established learning outcomes developed by faculty in any discipline to provide cultural, vocational, or academic instruction to students and/or community members to earn academic credits or Continuing Education Units (CEU) in coordination with Division Chairs/Directors based on semester and other scheduled courses, workshops, or activities tied to the assigned responsibilities of faculty members. Courses may be taught in-person, online (either synchronously or asynchronously), or in a hybrid modality (combination of in-person and online) based on student assessment, enrollment, needs, and faculty capabilities/availability.

**Time and Effort:** Time and effort should be spent on instruction, office hours, prep, grading, professional development, and college and community service. Service to the college includes, but is not limited to, research, student advising, advisory boards, Faculty Senate committees, curriculum development, community service, and grant writing. Time and effort will not exceed 100 percent.

**Vice President:** The Vice President of Academics, also known as the Vice President for Academic Affairs or Provost, is the chief academic officer of a college or university, reporting directly to the president. This role is responsible for planning, developing, and administering the college's instructional programs, including curriculum, faculty, and budget management.

## **II. Academic Freedom:**

Academic freedom is essential to achieving BFCC's mission. The faculty of Blackfeet Community College, hereinafter "BFCC," supports the principles of the American Association of University Professors' 1940 Statement of Principles on Academic Freedom.

*The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to ensure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free expression.*

*Academic freedom is essential to these purposes and applies to both instructing and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its instructing aspect is fundamental for the protection of the rights of the teacher in instructing and of the student to freedom in learning. It carries with it duties correlative with rights.<sup>1</sup>*

- a. BFCC Faculty members are entitled to complete freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; however, research for pecuniary return should be based upon an understanding with the institution's authorities.
- b. BFCC Faculty members have specialized education and are experts in their disciplines. They may utilize their expertise to engage in discussions on freedom of curriculum, course materials, required books, and critical thinking. However, they should be careful not to introduce controversial matters that have no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- c. College faculty are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline; however, their special position in the community imposes additional obligations. Scholars and educational officers should remember that the public may judge their profession and institution by their utterances. Hence, they should always be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution.

### **III. Division Chair**

The Division Chair is an Administrative Faculty or Directors who oversee cultural, vocational, and academic programs/divisions. A Division Chair should have a degree in a relevant field for the Division they are leading. Division chairs will have a minimum of a master's degree.

The Division Chair is responsible for planning, developing, and implementing educational programs of study designed to fulfill BFCC's mission and core values. The division chair approves course data forms and course syllabi, ensuring the syllabi conform to the required information on BFCC's syllabus checklist. Programs of study may consist of Bachelor, Associate of Arts, Associate of Science, Associate of Applied Science, 2+2/articulation agreements, and Certificate degrees. Faculty development for delivering in-person, online, and hybrid instruction utilizing the college's Learning Management Systems (LMS). The chairperson will evaluate the curriculum, supervise faculty and staff in their division, recruit students, complete mandatory paperwork, and perform other duties necessary to implement educational programs of study successfully. In addition, plan and manage Division/Program budgets, mentor division faculty/staff, coordinate Community Advisory Boards (CABs), prepare and present program



updates/reviews as required and model/enforces the college's core values, employee code of conduct and ethical professional standards among faculty and staff under their supervision. Chairs review grant proposals, assign faculty duties, assign course loads to faculty, and coordinate advising assignments and retention efforts among faculty advisors. Chairs collaborate with the Vice President of Academics and the Director of Student Services. These functions must be carried out or maintained to the best of his/her knowledge and ability. The Division Chairperson reports to the Vice President of BFCC. After five (5) years of serving in that capacity, division chairpersons may choose to return to full-time faculty without loss of pay. Salaries are based on the Division Chair pay scale approved by the Board of Trustees. Refer to **Appendix B**

## **IV. Full-Time Faculty**

Faculty members assume essential responsibilities related to instruction, scholarship, and service that are essential to achieving BFCC's mission and vision goals. A full-time faculty person instructs a maximum of fifteen (15) semester credits, at the discretion of the division chair / administrative faculty supervisor. FTF instructors who are requested to teach more than 15 credit hours will be compensated at the adjunct faculty credit pay scale for each credit above their standard fall and spring semester teaching load, as well as for any summer session teaching.

An FTF teaching/credit load is at the discretion of the faculty member's Division Chair and, upon approval of the Vice President, will be based on the following:

1. Lab hours
2. Number of students
3. Number of distinct course preparations
4. Number of advisees
5. Additional duties, such as research, grant management, and community service
6. Professional Development (following the BFCC strategic plan)

### **A. Qualifications of Faculty**

Faculty should have a certificate or a degree in a relevant field for the courses they are instructing. They must meet the requirements according to the degree level stipulated by the accreditation standards.

The Northwest Commission on Colleges and Universities stipulates the requirement for college faculty as follows:

1. **Qualified Faculty** – The institution must employ faculty members who are qualified to achieve its educational goals and ensure the quality of its programs.
2. **Sufficient Numbers** – The institution needs to have enough faculty to effectively deliver its programs and meet its educational objectives.
3. **Professional Development** – The institution should support faculty professional development to enhance their skills and knowledge.

4. **Regular Evaluation** – Faculty should be evaluated regularly to ensure they are meeting the institution's expectations and contributing effectively to its mission.
5. **Alignment with Institutional Goals** – Faculty evaluation processes should be aligned with the institution's mission, goals, and policies.
6. **Faculty Role in Policy and Program Development** – Faculty should be involved in the development and review of academic policies and programs.
7. **Student Learning Outcomes** – Faculty play a central role in establishing curricula, assessing student learning, and improving instructional programs.
8. **Continuous Improvement** – The institution should use assessment data to inform academic and learning support planning and practices, continuously improving student learning outcomes.

Faculty instructing courses in the General Education Core must hold a minimum of a bachelor's degree; however, a master's degree is preferred for transferability. However, as a tribal college, there are times when this qualification may be exempt for an eminent scholar.

#### **B. Full-Time Faculty (FTF) Instructional Responsibilities**

All faculty members are required to comply with the Employee Code of Conduct. Faculty instructional responsibilities may include, but are not limited to, creating and upgrading syllabi, instructing classes as scheduled, creating assessments, submitting grades, maintaining attendance records in JICS, adhering to all BFCC deadlines, arriving promptly for courses, and keeping accurate and confidential advising files on assigned students. In addition to instruction, full-time faculty will provide services to the institution and community through in-person, online, and hybrid instruction utilizing the college's Learning Management Systems (LMS). FTF will advise students and establish education plans in their respective degree programs. FTF will conduct annual training to comply with FERPA and the Northwest Commission on Colleges and Universities (NWCCU) guidelines. Full-time faculty members are hired for the Faculty Academic Year to instruct a maximum of 15 credit hours per fall and spring semester, as determined by budget and enrollment. FTF requested to teach more than 15 credit hours will be compensated at the adjunct faculty credit pay scale for each credit above their standard fall and spring semester teaching load, and for any summer session teaching. Course hours will be calculated within each semester at 15 instructional hours per credit. Refer to **Appendix C**

#### **C. Full-Time Faculty Compensation**

Any full-time BFCC faculty member is considered an exempt employee. The Fair Labor Standards Act categorizes all employees into two categories, exempt and non-exempt, for determining eligibility for overtime payments. They shall be defined as: a) Salaried Exempt – Positions of managerial, administrative, instructional, or professional nature, as prescribed by federal labor statutes, which are exempt from mandatory overtime payments.

1. Compensation is based on job obligations and duties, not calendar time.
2. Salaried Faculty have the discretion to choose between 20 or 26 payments.

3. Salaries are based on the Full-Time Faculty pay scale approved by the Board of Trustees. Refer to **Appendix A**
4. An Academic Year is based on a start and end date. The Start date for FTF will be two days before the fall registration. The end date for FTF will be the final grade due date. Faculty members will be excused from service when they have completed all assigned duties for the academic year. Please note: FTF must attend Commencement.
5. An HRA form is an automatic rehire (employment continues) unless disciplinary actions are pending.
6. HRAs are distributed by the Human Resource Office and signed annually by the full-time faculty before the start of the academic year.

\*All directives in the Faculty Manual/Personnel and Procedure Policy shall apply to the HRA form.

## **V. Adjunct Faculty**

Adjunct Faculty members are hired as needed to teach a maximum of 9 credits per semester. An Adjunct Instructor Agreement will be completed for each course taught. At their discretion, FTF or Staff may provide adjunct services to either their division or to another division for adjunct pay scale reimbursement above their current FTF salary. Approval must be obtained from the immediate supervisor.

### **A. Adjunct Transferring Within the Organization to FTF**

When an adjunct faculty person is hired to be full-time, their adjunct experience will be used to determine the number of years of experience. Experience will be calculated as three credit hours of instruction taught every semester, which equals one quarter of experience.

### **B. Division Chair Responsibilities to Adjunct Faculty**

The Division Chair is responsible for implementing the curriculum. If needed, they will locate and hire adjunct faculty in accordance with the BFCC Personnel Policies and Procedures hiring process. The Division Chair oversees the adjunct faculty as outlined in BFCC's catalog, assuring the curricula, related paperwork, and other duties are carried out or maintained to the best of the adjunct faculty's knowledge and ability.

### **C. Adjunct Faculty Responsibilities**

Adjunct instructional responsibilities may include, but are not limited to, creating course syllabi, instructing classes as scheduled, developing assessments, submitting attendance reports, arriving promptly for courses, meeting with students as needed, and submitting grades. All agreed-upon responsibilities must be completed by the end of each semester. Adjunct faculty must use the bfcc.edu email system for all communication with students. They must also use the online learning management systems to complete all required attendance, grade submissions, and course delivery.

## VI. Emeritus "sopoksistawa'si" Option for Full-Time Faculty

Current or retiring faculty who obtain emeritus status after ten (10) years of service.

Retired emeritus faculty can retain full access to BFCC facilities, email, and Learning Management Systems (LMS) if they choose to continue teaching or write grants to fund their teaching, research, and service in an adjunct capacity. This status also requires the full-time faculty member to have demonstrated that they have sufficiently over their years of service, have meaningfully integrated Blackfeet culture, language, and ways of knowing into their teaching, research, and service, so that they can continue to contribute to the college as emeritus faculty.

Emeritus faculty status is to be bestowed upon nomination of the Faculty Senate and recommendation of the Vice President to the President and conferred to qualifying full-time faculty at graduation.

### 1. Emeritus "sopoksistawa'si" Faculty Compensation and Mentorship

Emeritus faculty will be granted preferential choice of classes up to 9 credits and will be compensated based on the adjunct pay scale. If they apply for funded positions in-house, emeritus faculty can assume full-time status as Principal Investigators of a grant post-retirement. If funding is available, emeritus faculty credit loads can consist of the time and effort spent mentoring new or current faculty members in their respective fields and/or areas of expertise, with the goal of encouraging continuous improvement in their teaching, research, and service strategies.

### 2. Mentor Program

Upon deciding to retire, FTF can continue to instruct up to 6 credits per semester while mentoring incoming faculty, while retaining their full-time salary.

## VII. Aahsiiks Kookan and Eminent Scholars "sopoksistawa'si"

The Aahsiiks Kookan (Knowledge Carriers Lodge) ensures that community knowledge carriers (elders and eminent scholars) on the Blackfeet Nation have access to a socially welcoming and supportive space on the BFCC campus to connect them with community-based services/resources and to provide opportunities for them to take advantage of or contribute to the College's programs and services. Faculty are encouraged to collaborate with the Aahsiiks Kookan to identify and connect with eminent scholars, enriching and advancing their curriculum development and delivery to fulfill Core Theme #6 of the college's mission by integrating Blackfeet culture and language.

Eminent scholars can be granted a preferential choice of classes up to 9 credits. They will be compensated based on the availability of funding to support their appointment or contributions to the college's programs and services upon the recommendation of a Division Chair or Director. Eminent scholars are also encouraged to provide guidance, mentorship, and language support for students in courses and other learning settings (as applied to their course load limit if paid as an adjunct), advise faculty curriculum development/delivery and through their engagement with the college's staff in providing activities/services to students. Eminent scholars may be asked to provide documentation or evidence demonstrating the appropriate credentials to fulfill their obligations to the college.

Eminent Scholar status is to be bestowed upon faculty nomination within the division and upon recommendation to the Vice President by the Division Chair/Director to the President and conferred to qualifying individuals at graduation.

Refer to the Blackfeet Education Standards (2005)

## **VIII. Appendix A Full-Time Faculty Pay Scale**

### **A. Full-time Faculty Payment Schedule**

Refer to the Annual Payroll Schedule distributed by the Finance Department.

### **B. Full-Time Faculty Annual Salary Increase**

The base salary for determining the salary increase for faculty members employed shall be the faculty member's per academic year salary from the preceding year.

1. **Automatic Annual Increase:** Full-time faculty Members will receive pay for time in service per the FTF pay scale. Salary increases are based on a cost-of-living adjustment (COLA), which is subject to annual board budget appropriations. The base salary shall increase by a minimum annual percentage of 4% of the previous academic year's salary based on the availability of funds.
2. **Merit Compensation:** Merit compensation is at the discretion of the Division Chair and Vice President based on the availability of funds. Merit compensation can also include paid time off. Faculty members will receive release time for work assigned in addition to a full-time instructional load. This is negotiated on an individual basis.
3. **Salary Base Increment and Promotion:** Faculty members who obtain an advanced degree will immediately receive an appropriate compensation increase per the BFCC FTF Pay Scale. Refer to **Appendix A**

### **C. Summer Salary**

1. **Research Activities:** Faculty members' work performed on sponsored agreements (grants) during the summer months will be determined at a rate not exceeding their institutional base salary rate.
2. **Instructional Activities:** Instruction for the summer session will be based on the adjunct pay scale. Refer to **Appendix C**

### **D. Outside Employment**

Faculty are professionals in their disciplines and, as such, may enter into consultant roles. Additional employment may not interfere with their roles and responsibilities to BFCC. The faculty member and Division Chair must agree upon outside employment.

#### **H. Civic Engagement Leave**

1. Employees are granted leave with pay for Jury Duty (Tribal, County, State, or Federal Courts), Boards, institutional service, or community service.
2. When an employee appears as a witness under subpoena or direction of the proper authority, she/he will be granted paid leave for such service.

#### **I. Research/Grant Compensation**

1. The BFCC Incentive Program for Grants has been established to support and enhance sponsored research and scholarly activities. The program provides incentives for faculty to secure externally funded research grants and contracts and is in addition to and complements existing academic year salary. To be eligible for this compensation, faculty must meet the following criteria:
  - a. They must have received at least “meets expectations” in their most recent annual review of all assigned duties.
  - b. Must have demonstrated proper fiscal and administrative management of all grants/contracts for which he/she is/was principal investigator, including compliance with all relevant institutional, state, and federal research-related policies and completion of time and effort reports in a timely and accurate manner.
  - c. The program will be implemented in compliance with all applicable federal regulations and BFCC policies.
2. BFCC researchers are ethically obligated to BFCC and the larger global community as they seek knowledge and understanding. Faculty, staff, and employees are expected to:
  - a. Propose, conduct, and report research with integrity and honesty.
  - b. Learn, follow, and demonstrate accountability for meeting the requirements of sponsors, regulatory bodies, and other applicable entities.
  - c. Faithfully transmit research findings.
  - d. Protect the rights of individuals and BFCC's intellectual property.
  - e. Ensure originality of work, provide credit for the ideas of others upon which their work is built, and be responsible for the accuracy and fairness of information published.
  - f. Fairly assign authorship credit based on an appropriate array of significant
  - g. Intellectual contributions include conception, design, and performance; analysis and interpretation; manuscript preparation; and critical editing for intellectual content.

#### **J. Faculty Recruitment**

For purposes of recruitment and retention, particularly within specific, high-demand, and/or nationally high-salaried “critical area” disciplines, a one-time incentive payment up to \$2000 may be authorized at the discretion of the Division Chair/Director to incoming faculty, subject to availability of funding.

## **K. Transfer Within the Organization**

The purpose of this policy is to provide faculty with the opportunity to apply for open positions that may enhance career growth opportunities, ten days before offers of employment are extended to external applicants. Refer to Policies and Procedures. BFCC's current employees will have the hiring preference when new opportunities arise. Position advertisements shall be posted in-house first. If a position is not filled in-house, it may be posted externally. Employees may apply for transfer opportunities within the institution, provided they meet the following eligibility requirements:

1. Minimum of two years of continuous service in their current position or with the manager's approval.
  - a. Job performance is at a satisfactory level and not the subject of formal disciplinary action.
  - b. Meet the minimum experience, skills, and education qualifications for the open position.
  - c. Employees interested in applying for and transferring to an open position can contact Human Resources or the hiring manager for additional job information. If the employee shows interest in an open position, HR will keep their inquiries regarding a posted position confidential.
  - d. Before submitting the internal position application form, employees must discuss their intention to apply for an internal position with their Division Chair within one week of applying. The direct supervisor shall not retaliate against an employee considering a transfer. Eligible and qualified employees who formally apply will be invited to an interview.

## **L. After an employee transfers into a new position within the organization**

No probationary period will apply to employees who transfer within the organization. Leave accruals will follow faculty-to-faculty transfers and staff-to-faculty transfers. Leave accruals from staff to faculty will be converted to days not exceeding the allowable leave balance for a faculty member. Salaries will not decrease and may increase if warranted by the transfer to a higher position.

## **M. Leave Policy**

All full-time faculty receive at least 12 (96 hours) days of personal leave per academic year. At the end of the academic year, faculty members will determine whether they wish to have their unused leave balances paid to them in a single lump sum or carried over to the next academic year. Please refer to the Blackfeet Community College Employee Policies and Procedures, Section XV, Employee Benefits.

## **N. Full-Time Benefits**

Please refer to the Blackfeet Community College Employee Policies and Procedures, Section XV, Employee Benefits.

## **O. Fringe Benefits**

Please refer to the Blackfeet Community College Employee Policies and Procedures, Section XV, Employee Benefits.

**P. Retirement**

Please refer to the Blackfeet Community College Employee Policies and Procedures, Section XV, Employee Benefits.



**Q. Attrition**

Please refer to the Blackfeet Community College Employee Policies and Procedures section XI, Severance and Termination of Employment.

**R. Tuition Waivers**

Please refer to the Blackfeet Community College Employee Policies and Procedures, Section XV, Employee Benefits.

**S. Paid Holidays and Closures:**

BFCC recognizes all Blackfeet Nation, federal, and state holidays in the Academic Calendar. FTF will be granted administrative leave and receive pay for all holidays and closures during the faculty academic year.

Additional special holidays and emergency or other closures may be authorized by the BFCC administration following special directives, with or without advance notice. All faculty members must communicate with impacted students and courses, and pivot from in-person or hybrid to online instruction by utilizing the college's Learning Management Systems (LMS) during emergency closures to avoid interruptions in course content delivery. All faculty members are required to review the Annual Safety and Security Report posted on the college's website for information regarding responses to incidents and emergencies, as well as ensure they are registered for RAVE Alerts (<https://www.getrave.com/login/bfcc>) to receive timely notification of closures and other safety/emergency messages issued by the college.

**T. Faculty Professional Development**

BFCC may provide financial assistance for professional development when funding is available. Each division will implement its professional development strategy in alignment with the college's mission, core themes, core values, and strategic plan. Professional Development activities will align with a faculty member's or divisions' fields of study or will be pertinent to institutional operational functions and in fulfillment of the college's mission, core values, and expansion of programs and services. Professional Development activities will be at the discretion of BFCC and/or the relevant Division Chair. BFCC's Vice President will seek budget funding to support faculty enrichment for faculty growth, mentorship, collegiality, and wellness.

**U. Academic Calendar Information**

BFCC operates on a 15-week instructional semester structured into Fall and Spring Semesters. Summer and Winter Session courses may be scheduled based on enrollment and funding availability. The Academic Calendar in the current BFCC Catalog contains information about the academic year and all holidays, campus-wide events, and planned closures that faculty will recognize throughout the year.

**V. Equipment, Applications, and Supplies Needed for Courses:**

BFCC provides technology support to ensure all equipment is available and operational for instructors. If it is found that the equipment is not in working condition, please inform the Division Chair and Director of Information Technology. It is essential to check with the Academic Affairs Department to ensure equipment is available for the Adjunct

Faculty's scheduled time. Resources available to all instructors include BFCC's LMS, JICS (Jenzabar), phone, access to college vehicles at division expense, specialized equipment for online learning, computers, library and resources, RAVE alert, remote access, ZOOM, and Google Workspace.

## **W. Grading Criteria**

The Course Syllabus must list all grading criteria and course expectations. Student grade reports are available at the end of each semester for students who have completed course requirements. The registrar's office is responsible for the documentation and creation of transcripts based upon the submission of grades from faculty. Students may be denied transcripts based on BFCC policies.

Standard letter grades of A, B, C, D, and F are the norm in grading at BFCC. Pass/Fail (P/F) will be accepted for specific categories of classes for instructional grading. Course completion and grades utilized for graduation must have a "C" or better. A "D" grade can only be made up by repeating the course and completing all coursework with a "C" or better grade. Faculty members have the discretion to submit a formal grade change.

1. Incompletes Grade(s): Students who cannot complete assignments to receive a passing grade due to unexpected circumstances may request an "I" grade from the instructor. Incompletes are rarely given and must only be approved by the Instructor or Division Chair. The Incomplete may be used in an unforeseen emergency that makes it impossible for the student to complete the course. The student must be in good standing when an emergency occurs. An Incomplete is not used for students who choose not to finish, quit attending class, or simply get too far behind in their work. All "I" grades will revert to an "F" grade unless arrangements have been made with the Instructor and Registrar before the end of the next semester. The student must complete all course assignments within the following academic semester or with a written notification to the Registrar by the Instructor for an extension. If the student fails to complete course requirements in the given timeframe, the Instructor or Division Chair will request the registrar change the "I" to an "F".
2. Withdrawals: Each student is responsible for withdrawing from any course, or the student will receive an "F" from the instructor. Withdrawal forms can be obtained at the Student Success Center. Students can withdraw from classes by securing the advisor and instructor's signature. In exceptional circumstances, students can be withdrawn by the instructor or can extend their time to finish work for an incomplete grade after the actual withdrawal date.

## **Z. Faculty and Employee Code of Conduct**

Please see Blackfeet Community College Policy and Procedure section VI Code of conduct.

- A. Faculty Ethics: The faculty is responsible for assuring the highest ethical and
- B. Professional standards and behavior in:
- C. Working with undergraduate and graduate students, including the elimination of discrimination from the classroom and the entire university community

- D. Working with faculty and staff
- E. Performing their contracted responsibilities, including the employment and use of graduate assistants or adjunct faculty and staff
- F. Working with public and private agencies, organizations, and businesses
- G. Preventing conflicts of interest and reporting work done outside the university
- H. Conducting peer review
- I. Conducting research and creative activity (See, e.g., Research Misconduct Policy)
- J. Adhering to standards for biosafety, research utilizing human and animal subjects, and the use of radioactive materials
- K. Respecting confidentiality and privacy in the use of information systems (see Enterprise Information Technology Policies)
- L. Respecting copyright and patent requirements
- M. Respecting confidentiality and privacy in personnel decisions, including search committee discussions, participating in university planning and governance.
- N. Reporting alleged breaches of ethical standards

Please refer to the Blackfeet Community College Employee Policies and Procedures section Employee Code of Conduct . 

### **Faculty Senate Charter**

Please refer to the BFCC Faculty Senate Charter below.

Recognizing the need for involvement in BFCC's institutional governance, the faculty at BFCC organized a Faculty Senate whose purpose is stated in the Faculty Senate Charter's preamble:

*To provide a formal independent voice and organization through which the faculty of Blackfeet Community College can participate fully in the determination and development of college policy, and to promote communication and mutual understanding among the faculty, students, administration, Board of Trustees, and the community, the Blackfeet Community College Faculty Senate is hereby established.*

All Full-time faculty members must participate in curriculum development, review, and approval/disapproval through the Curriculum Committee process. Adjunct Faculty are encouraged to participate in curriculum development through Community Advisory Boards (CAB) meetings and with their respective Division Chairs. The Curriculum Committee operates as a subcommittee within the Faculty Senate.

## **THE BLACKFEET COMMUNITY COLLEGE**

### **FACULTY SENATE CHARTER**

*Established January 16, 2008*

*Revised 5-6-2008*

## **PREAMBLE**

To provide a formal independent voice and organization through which the faculty of Blackfeet Community College can participate fully in the determination and development of college policy, and to promote communication and mutual understanding among the faculty, students, administration, Board of Trustees, and the community, the Blackfeet Community College Faculty Senate is hereby established.

## **ARTICLE I. PURPOSE AND POWERS OF THE SENATE**

### **Section 1. Purpose**

The Faculty Senate is the delegate assembly through which the faculty can exercise its representative and consultative powers. The primary purpose is to serve the students and represent the faculty of Blackfeet Community College, most specifically in matters of academic and curricular concern.

### **Section 2. Curriculum Functions**

The Faculty Senate will work with revisions, changes, and stabilization of existing educational programs as needs arise. The Faculty Senate shall make recommendations to the curriculum committee, whose recommendations are brought by the respective Deans to the Senior Administration meeting, then the Board.

### **Section 3. Policy Functions**

The Faculty Senate will contribute to the formation of academic and curricular policies as well as general college policies. The Faculty Senate will review, consider, and recommend policies pertaining to the general welfare of the college, the faculty, and the students. The Faculty Senate will present faculty positions on academic and other issues of college concerns.

### **Section 4. Representation Functions**

The Faculty Senate will facilitate communication and cooperation among the administration and the college faculty. The Faculty Senate will do whatever lies within its power to maintain free communication between the faculty and administration. The Faculty Senate shall consider questions referred to it by the President and Board of Trustees.

### **Section 5. Financial Functions**

The Faculty Senate will promote the continued improvement of higher education at the college and procure the best conditions possible for instruction, research, and community service. The Faculty Senate may make recommendations to the President and the Board of Trustees on general budgetary policy, priority in the allocation of funds, and financial problems directly affecting the faculty.

## **Section 6. Committee Functions**

The Faculty Senate will have the power to establish ad hoc and standing committees. In so doing, the Faculty Senate will have the power to establish rules, membership, and procedures for its committees. The Faculty Senate will review, approve, or disapprove the actions of the committees under its jurisdiction. The committee shall consider questions referred to it by the President and the Board of Trustees.

## **ARTICLE II. COMPOSITION**

**Section 1. Membership** The Faculty Senate shall be composed of a Chairperson, Vice-Chairperson and a Secretary, full and half-time faculty members. Senior administrators are specifically excluded from membership. Part-time faculty are included as non-voting members. The Faculty Senate shall be the sole judge of the qualifications of its members.

## **Section 2. Elections**

a. Officers- At the end of the current academic year, the Senate shall conduct the election of the Chairperson, Vice-chairperson and Secretary. Elections shall be for a one-year term commencing on the date of the first meeting of that year and lasting to the first meeting of the next academic year.

### **1) Job Duties:**

- a. The responsibilities of the Chair include, but are not limited to: Meet with BCC president at least once monthly; Serve as the faculty representative at the Board of Trustees meetings; attend senior administration meetings. To facilitate these duties the chair will have class release time equivalent to one full class (3 Credit Hours).
- b. The responsibilities of the Vice-Chair include, but are not limited to: Preside in absence of the Chair; automatically becomes Chair in case of death or resignation of the Chair.
- c. The responsibilities of the Secretary include, but are not limited to: Maintain records of all of the proceedings of the Senate; Maintain complete roll of Senate membership, Distribute Senate communications.
- d. b. Unexpired Terms - The filling of unexpired terms shall be governed by the provisions in Article VI Section 3.

## **ARTICLE III. ORGANIZATION**

**Section 1. Officers** The Officers of the Senate shall be a Chairperson, a Vice-Chairperson, and a Secretary. The Senate shall elect new officers at a meeting convened for that purpose by the current Senate Chairperson. The term of each elected officer shall be for one year commencing on the date of the first meeting of that year and lasting to the beginning of

the new academic year. No member shall hold more than one office at a time, and no member shall serve more than three consecutive terms in the same office.

**Section 2. Executive Committee** The Officers of the Senate shall constitute the Executive Committee. The Executive Committee shall have the following duties; Prepare the agenda, fix the hour and place of meetings, perform other duties as are specified in the charter and By-Laws of the Faculty Senate.

**Section 3. Meetings** - During the academic year, the Senate shall meet at least once a month at a time agreed upon by the Executive Committee, unless the Executive Committee agrees that there is insufficient business to justify a meeting. Special meetings may be called by the Chairperson, the Executive Committee, or by the written request of three members of the Senate. All members of the Senate may attend all meetings and may participate in all discussion. Each meeting shall be limited to one and one-half hours unless a motion is passed to extend the meeting.

**Section 4. Bylaws** - The Senate may adopt bylaws as it deems necessary for its actions. Such bylaws shall be adopted and/or amended according to the provisions in Article V.

#### **ARTICLE IV. TRANSMITTAL OF SENATE RECOMMENDATIONS**

Transmission of Recommendations to the Administration A recommendation or other formal communication of the Senate shall, upon its adoption by the Senate, be put into writing and transmitted by the Chairperson to the President of the College and during the Senior Administrators Meeting. Further, the Chairperson shall transmit information to the Board of Trustees during their monthly meeting.

#### **ARTICLE V. AMENDMENT OF CHARTER**

**Section 1. Proposing Amendments** - Amendments may be proposed by any member of the Senate. Such proposals shall be transmitted in writing to the Executive Committee.

**Section 2. Voting of Amendments** The Executive Committee shall schedule the first reading of the proposal at the next meeting of the Senate. Consideration of the proposed amendment shall be given at the next meeting of the Senate following the first reading of the proposal. A majority of the votes cast by secret ballot shall constitute an effective vote.

#### **ARTICLE VI. BYLAWS**

**Section 1. Parliamentary Authority** The rules contained in the latest edition of Robert's Rules of Order shall govern the Senate in all parliamentary situations that are not provided for in its Charter and Bylaws.

**Section 2.** A quorum shall consist of at least one member of the executive branch and 51% of the voting members.

### **Section 3. Filling Unexpired Terms:**

- a. If for any reason the Chairperson is unable to fulfill their term the Vice-Chairperson shall assume his or her duties. A special election shall be convened by the new Chairperson one week after the resignation of the previous Chairperson to elect a new Vice-Chairperson. In the event the Vice-Chairperson is unable to fulfill their term the Chairperson shall convey a special election at the next Faculty Senate meeting to fill the vacancy. In the event the Secretary is unable to fulfill their term the Chairperson shall convey a special election at the next Faculty Senate meeting to fill the vacancy.

**Section 4. Amendment of Bylaws** The bylaws shall be amended according to the procedures stated in Article V, AMENDMENT OF CHARTER.

**Section 5. Meeting Procedures and Agenda Requests** A call for agenda items will be placed at least one week before each regularly scheduled meeting by the secretary. Agenda items will be accepted by the secretary up to two days in advance of the meeting. Items placed on the agenda in this manner may be discussed and voted on during the meeting. An open call for discussion items will be placed on each agenda. These items may be discussed but not voted on during the meeting they are brought forward for discussion. Discussion items brought to the Senate in this manner will automatically be placed on the next regularly scheduled meeting agenda.

**Section 6. Faculty Committee Responsibilities** The Faculty Senate shall appoint a faculty member to be a member of each campus-wide standing committee. Each faculty member sitting on a campus-wide standing committee shall then report on the activities of the committee during each regularly scheduled Faculty Senate meeting.

# **Appendices**



# Appendix A: Full-Time Faculty Pay Scale

\*\* This is not meant to be interpreted as a raise scale but as an increase in the base salary.

| This Pay Scale is based on 20 pay periods which equals the Academic Year for Faculty |                                                              |             |                                                        |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------|-------------|--------------------------------------------------------|
| Years of Experience                                                                  | Bachelors<br>Or Equivalent Credential<br>based on discipline | Masters     | Terminal Degree<br>(based on discipline<br>equivalent) |
| 0                                                                                    | \$50,000.00                                                  | \$53,000.00 | \$58,000.00                                            |
| 1                                                                                    | \$51,000.00                                                  | \$54,000.00 | \$59,000.00                                            |
| 2                                                                                    | \$52,000.00                                                  | \$55,000.00 | \$60,000.00                                            |
| 3                                                                                    | \$53,000.00                                                  | \$56,000.00 | \$61,000.00                                            |
| 4                                                                                    | \$54,000.00                                                  | \$57,000.00 | \$62,000.00                                            |
| 5                                                                                    | \$55,000.00                                                  | \$58,000.00 | \$63,000.00                                            |
| 6                                                                                    | \$56,000.00                                                  | \$59,000.00 | \$64,000.00                                            |
| 7                                                                                    | \$57,000.00                                                  | \$60,000.00 | \$65,000.00                                            |
| 8                                                                                    | \$58,000.00                                                  | \$61,000.00 | \$67,000.00                                            |
| 9                                                                                    | \$59,000.00                                                  | \$62,000.00 | \$68,000.00                                            |
| 10                                                                                   | \$60,000.00                                                  | \$63,000.00 | \$69,000.00                                            |
| 11                                                                                   | \$61,000.00                                                  | \$64,000.00 | \$70,000.00                                            |
| 12                                                                                   | \$62,000.00                                                  | \$65,000.00 | \$71,000.00                                            |
| 13                                                                                   | \$63,000.00                                                  | \$67,000.00 | \$72,000.00                                            |
| 14                                                                                   | \$64,000.00                                                  | \$68,000.00 | \$73,000.00                                            |
| 15                                                                                   | \$65,000.00                                                  | \$69,000.00 | \$74,000.00                                            |
| 16                                                                                   | \$67,000.00                                                  | \$70,000.00 | \$75,000.00                                            |
| 17                                                                                   | \$68,000.00                                                  | \$71,000.00 | \$76,000.00                                            |
| 18                                                                                   | \$69,000.00                                                  | \$72,000.00 | \$77,000.00                                            |

|     |                |                |                |
|-----|----------------|----------------|----------------|
| 19  | \$70,000.00    | \$73,000.00    | \$78,000.00    |
| 20  | \$71,000.00    | \$74,000.00    | \$79,000.00    |
| 20+ | \$1000 +/-year | \$1000 +/-year | \$1000 +/-year |

## Appendix B: Division Chair Pay Scale

\*\* This is not meant to be interpreted as a raise scale but as an increase in the base salary.

| Years of Experience | Masters     | Terminal Degree |
|---------------------|-------------|-----------------|
| 0                   | \$66,000.00 | \$69,000.00     |
| 1                   | \$67,000.00 | \$70,000.00     |
| 2                   | \$68,000.00 | \$71,000.00     |
| 3                   | \$69,000.00 | \$72,000.00     |
| 4                   | \$70,000.00 | \$73,000.00     |
| 5                   | \$71,000.00 | \$74,000.00     |
| 6                   | \$72,000.00 | \$75,000.00     |
| 7                   | \$73,000.00 | \$76,000.00     |
| 8                   | \$74,000.00 | \$77,000.00     |
| 9                   | \$75,000.00 | \$78,000.00     |
| 10                  | \$76,000.00 | \$79,000.00     |
| 11                  | \$77,000.00 | \$80,000.00     |
| 12                  | \$78,000.00 | \$81,000.00     |
| 13                  | \$79,000.00 | \$82,000.00     |
| 14                  | \$80,000.00 | \$83,000.00     |
| 15                  | \$81,000.00 | \$84,000.00     |
| 16                  | \$82,000.00 | \$85,000.00     |

|     |             |             |
|-----|-------------|-------------|
| 17  | \$83,000.00 | \$86,000.00 |
| 18  | \$84,000.00 | \$87,000.00 |
| 19  | \$85,000.00 | \$88,000.00 |
| 20  | \$86,000.00 | \$89,000.00 |
| 20+ | + \$1000    | +\$1000     |

## **Appendix C: Full-Time Summer Session/Adjunct Faculty Salary Per Credit**

| <b>Bachelors</b> | <b>Masters</b> | <b>Terminal Degree</b> |
|------------------|----------------|------------------------|
| \$1500           | \$1800         | \$2100                 |

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# VI. EMPLOYMENT POLICIES AND PROCEDURES

## I. Code of Conduct (revised and approved by Staff Senate and Faculty Senate May 2025)

A. **Scope.** The Code of Conduct (Code) applies to the following members of Blackfeet Community College community:

- 1) Faculty and division chairs;
- 2) Staff;
- 3) Any individual employed by the College, using College resources or facilities, or receiving funds administered by the College; and
- 4) Volunteers and other representatives when speaking or acting on behalf of the College.

This code is intended to reflect other Board and College Policies and Procedures. It does not create any additional or different rights or duties of a substantive or procedural nature.

## B. Guiding Principles.

- 1) **Values.** In carrying out the institution's research, teaching, and public service mission, members of the College community, faculty, staff and employees will be dedicated to advancing the College's core values, **Tsi-Ksi-Ka-Ta-Pi-Wa-Tsin, Nin-na-wa-tsin, Ini-yimm, Nit-Ta-Pi-Pa-Ta-Pi-Tsin, Ii-yi-kah-kii-ma-tsin, Aoh-kan-otah-tomo, and Ii-ta-mii-pa-ta-yoip.** These values embrace commitment to:
  - a. Excellence and innovation;
  - b. Supporting a multicultural community that accepts everyone's differences and embraces the unique talents, needs, and contributions of each individual;
  - c. Stewardship, partnership, respect, and accountability for resources, and our relationships with everything in the natural world;
  - d. Integrating **Tsi-Ksi-Ka-Ta-Pi-Wa-Tsin** (Blackfeet ways of knowing) & multicultural epistemologies throughout all college learning environments; supporting the academic freedom of our faculty to best serve our students' unique ways of learning;
  - e. The inherent ways that increased knowledge, skills, and integrity serve to advance the quality of life and economy of the Blackfeet Nation and the world; service, as a land grant institution, to the Blackfeet Nation and the broader world.

- 2) **Commitment to Ethical Conduct.** Faculty, staff, and employees are expected to uphold the highest standards of ethical behavior and integrity in all college-related activities. This Code of Conduct, along with supporting policies, procedures, workplace standards, and a culture of professionalism, provides clear guidance for ethical decision-making. These standards reflect **Nit-Ta-Pi-Pa-Ta-Pi-Tsin** (living in a good way) and reinforce the institution's ongoing commitment to responsible and principled conduct.

**C. Standards of Conduct.** The College holds itself and faculty, staff and employees to the following standards of conduct:

- 1) **Act Ethically and with Integrity.** Ethical conduct is a fundamental expectation for every member affiliated with BFCC. In practicing and modeling ethical conduct, BFCC community members are expected to:
  - a. Act according to the highest ethical and professional standards of higher education;
  - b. Be accountable for individual actions and behaviors; follow chain of command; and, fulfill contract responsibilities;
  - c. Fulfill obligations and responsibilities owed to students, advisees, and colleagues via **Ii-yi-kah-kii-ma-tsin** (trying hard) with high standards of professionalism; and
  - d. Communicate ethical standards of conduct through instruction and example.
- 2) **Be Fair and Respectful to Others.** The College is committed to **Ini-yimm** (respect) and **Aoh-kan-otah-tomo** (accepting everyone). When dealing with others, faculty, staff and employees are expected to:
  - a. Be respectful, fair, and civil;
  - b. Speak transparently and truthfully;
  - c. Avoid all forms of harassment, discrimination, threats, retaliation or violence; follow all related laws, policies, and workplace rules;
  - d. Provide equal access to programs, facilities, and employment; and
  - e. Support conflict resolution through solution-focused thinking that fosters a healthy campus culture.
- 3) **Manage Responsibly.** **Nin-na-wa-tsin** (being a leader) requires professionalism, integrity, and responsibility in human interaction. The College entrusts faculty, staff, and employees who supervise or instruct employees or students with significant professionalism, integrity, and responsibility. Faculty, staff, employees, and advisors in managerial situations are expected to:

- a. Interact in all cases with professionalism, integrity, and responsibility;
- b. Promote a healthy, innovative, and productive atmosphere that encourages dialogue and is responsive to concerns;
- c. Work through chain-of-command, policies, & procedures respectfully and fairly during instances of conflict, discipline, probation/suspension, or termination/resignation;
- d. Review performance conscientiously, professionally, ethically, and impartially;
- e. Foster intellectual growth and professional development;
- f. Ensure access to and delivery of proper training and guidance on applicable workplace and educational rules, policies, and procedures, including this Code;
- g. Ensure adherence to institutional and contractual requirements.

4) **Protect and Preserve College Resources.** The College is dedicated to responsible stewardship. Faculty, staff, volunteers, and employees are expected to:

- a. Use College property, equipment, finances, materials, electronic and other systems, and other resources for legitimate College purposes only;
- b. Prevent waste and abuse;
- c. Promote efficient operations and improved systems;
- d. Follow sound financial practices, including accurate financial reporting, processes to protect assets, and responsible fiscal management and internal controls, including Jenzabar module training; and
- e. Engage in appropriate accounting and monitoring.

5) **Observance and adherence to tribal, state, and federal law.** The College is committed to meeting legal requirements and fostering an ethical campus culture. Faculty, staff, volunteers, and employees are expected to:

- a. Understand and adhere to all applicable laws, regulations, contracts, College policies and procedures applicable to College activities;
- b. Actively work to prevent and detect any legal violations;
- c. Promptly report suspected legal violations to direct supervisor and/or other College officials; and
- d. Ensure that reports of violations within their area of responsibility are properly resolved, including disclosure to sponsors or other state or federal authorities as appropriate.

- 6) **Prohibition of Retaliation:** Retaliation against any individual—whether faculty, staff, student, volunteer, or employee—for reporting a suspected legal compliance violation or campus violation is strictly prohibited.
- 7) **Preserve Academic Freedom and Meet Academic Responsibilities.** Academic freedom is essential to achieving the College’s mission. Faculty, staff, and employees are expected to:
- a. Promote academic freedom, including the freedom to discuss all relevant matters in the classroom, to explore all avenues of scholarship, research, and creative expression, and to speak or write as a public citizen without institutional restraint or discipline; and
  - b. Meet academic responsibilities, including developing and maintaining scholarly competence; fostering and defending intellectual curiosity and freedom of inquiry and instruction; respecting those with differing views; engaging in scholarly/collegiate peer review and professional development for research and classroom pedagogy; and, working together to foster quality, meaningful education of students with varied learning needs.
- 8) **Ethical Standards for Teaching and Research.** Faculty, staff, and employees engaged in research are entrusted with a responsibility to uphold the ethical values of the College and the broader global community. In pursuing knowledge and discovery, they are expected to:
- a. Conduct all research activities with honesty, integrity, and transparency;
  - b. Understand and comply with the requirements set forth by sponsors, regulatory agencies, and other governing bodies, and accept accountability for doing so;
  - c. Communicate research findings accurately, without distortion or omission;
  - d. Safeguard the intellectual property rights of individuals and the College;
  - e. Ensure that their work is original, properly attribute the contributions of others, and uphold the accuracy and fairness of all published material; and
  - f. Assign authorship appropriately, based on substantial intellectual contributions to conception, design, execution, analysis, interpretation, writing, and critical review.
- 9) **Avoiding Conflicts of Interest and Commitment.** Faculty, staff, and employees have a duty to remain objective and impartial when making decisions on behalf of the College. To uphold this standard, they are expected to:

- a. Avoid individual and institutional conflicts of interest;
- b. Disclose any potential conflicts of interest to the President of Blackfeet Community College and recuse themselves from any decision-making processes that may be influenced by the conflict; and
- c. Ensure that personal relationships do not compromise objective judgment in matters affecting College employment decisions or a student's academic progress.

**10) Stewardship of Public, Private, and Confidential Information.** Faculty, staff, and employees serve as both creators and custodians of various types of information. Recognizing the balance between the public's right to access and the individual's right to privacy — both of which are governed by law and College policies — faculty, staff, and employees are expected to:

- a. Understand and adhere to all applicable laws, College policies, and agreements regarding the access, use, protection, disclosure, retention, and disposal of public, private, and confidential information;
- b. Follow established guidelines for document preservation and retention; and
- c. Maintain data security by employing appropriate electronic and physical safeguards, including completing annual required FERPA training.

**11) Promote Health and Safety in the Workplace.** All faculty, staff, and employees share a collective responsibility to foster a safe, secure, and healthy environment for students, colleagues, volunteers, and visitors. To support this commitment, individuals are expected to:

- a. Adhere to safe workplace practices, including attending relevant training, using appropriate personal protective equipment, and promptly reporting accidents, injuries, or unsafe conditions;
- b. Safeguard college property by maintaining the security of assets and facilities;
- c. Report any suspicious activities or behaviors; and
- d. Support environmental stewardship by properly handling hazardous materials and other potentially harmful substances or conditions.

**12) Delegation of Authority.** The President, or a designated representative, is responsible for establishing and maintaining the administrative policies that support this Code of Conduct. This responsibility includes regularly communicating the Code



and related policies through appropriate training, ongoing education, and periodic evaluation to ensure awareness and adherence to this Code of Conduct.

Violations of the Code of Conduct shall be grounds for discipline, suspension, and if warranted, termination pursuant to section X of this Manual.

## Policy on Faculty Manual Updates

The Blackfeet Community College Board of Trustees reserves the right to revise, amend, or update the Faculty Manual at any time during the academic year. Recommendations for updates may be submitted by the Vice President, Faculty Senate President, as needed. Any approved changes will take effect immediately upon approval and will be communicated promptly to faculty and other relevant stakeholders.

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### Procedures for Updates

- Submission of Recommendations
  - Faculty or committees submit proposed changes in writing to the Vice President or President of the Faculty Senate Include rationale and supporting documentation for the proposed update.
- Review Process
  - The Faculty Senate President reviews submissions and forwards recommendations to the Faculty Senate for discussion.
  - The Faculty Senate may approve, modify, or reject proposals before forwarding them to the Board of Trustees.
- Approval and Implementation
  - The Board of Trustees reviews and approves changes.
  - Approved updates are incorporated into the Faculty Manual and published on the college's official platform.
- Communication
  - Faculty will be notified of changes via email, faculty meetings, and updates posted on the college intranet.
  - A summary of changes will be included in the next faculty update.