

FACULTY MANUAL



(Approved by Blackfeet Board of Trustees)

January 2014

ACADEMIC FREEDOM

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

ACADEMIC INFORMATION

Division Chair

The Division Chair oversees an educational program, assuring the curricula, mandatory paperwork, course evaluations, recruitment, committee assignments and other duties are carried out or maintained, to the best of his/her knowledge and ability. The Division Chairperson is responsible for planning, developing, and implementing a program designed to support BCC's mission and goals, which includes transfer or a two-year AA/AS/AAS degree program and/or certificate program. The Division Chairperson is under the supervision of the Vice President for Academic Affairs and Student Services. Salary is based on BCC's current salary scale. Division Chairs are responsible for the overall operation of the program. Specific duties include but are not limited to:

- Responsible for the supervision of all faculty under the division
- Teach up to six (6) credits in their discipline
- Perform administrative duties and coordinate all activities under the division
- Recommend to the Vice-President needs and modifications necessary to the functioning of the division
- Coordinate, manage, collaborate and solve problems to attain educational goals
- Act as an advocate for faculty
- Facilitate community relations, as appropriate
- Complete required reports, including but not limited to, such as personnel absence reports
- Coordinate with faculty on textbooks for the division
- Work with faculty to ensure all classes are up to date
- Conduct regular divisional faculty meetings and participate in Curriculum Committee meetings.
- Maintain a file of current syllabi for all faculty in all classes in the division
- Evaluate division faculty as outlined in the Faculty Policy Manual
- Develop advisory committees to support program goals
- Attend division chairperson meetings
- Work closely with Vice-President to coordinate all instructional activities
- Work with the Grants Management Office on grants budgets in consultation with division faculty and recommend to the Vice-President
- On behalf of the division, request information of capital items for the division and submit that request to the Vice-President for Academic Affairs and Student Services.
- Represent the division on appropriate campus committees, such as those involving campus leadership, strategic planning, budget, academic issues and student issues
- Establish learning outcomes for the division
- Responsible for catalog information for the division
- Responsible for curriculum under the division
- Provide instructional leadership for the division
- Communicate college philosophies, objectives, policies, and procedures to the division faculty

Division Chair Responsibilities to Full-time Faculty

The Division Chair oversees the department as outlined in the BCC Catalog, assuring the curricula, course data forms, related paperwork, course evaluations, mid-term grades, recruitment, committee assignments and other duties are carried out or maintained to the best of their knowledge and ability. The full-time faculty are hired according to the BCC Employee Policies and Procedures Manual hiring process.

a. Collaborate expectation for class(es) to be taught.

The Division Chair and full-time faculty will discuss the educational programs and expectations of BCC, the instructor and the Division Chair.

b. Course Information and Updates

- 1) Course Data Form. The Division Chair shall submit a Course Data Form to the Vice-President for Academic Affairs & Student Services for approval prior to hiring adjunct faculty for that course. The Course Data Form can be obtained from the Academic Affairs office. Classes will not be entered into unless they have been approved in writing by the Vice-President.
- 2) Textbook Form. The Division Chair is responsible for submitting the textbook information to the Vice-President for approval and then to the Bookstore Manager. The Textbook Form can be obtained from the Bookstore or Academic Affairs office.

Full-time Faculty

Full-time faculty members are hired by academic year to teach a maximum of 15 credits. No more than 15 semester credits are allowed (with the exception of special cases and upon approval by the Division Chair). A credit load reduction will be at the discretion of the Division Chair and will be based upon following:

1. Lab hours
2. Number of students
3. Number of distinct course preparations
4. Number of advisees
5. Additional duties

Office Hours

The BCC Faculty acknowledges that a full-time position mandates a minimum of 40 hours per week. The faculty will use flexible scheduling to meet this responsibility. In acknowledgement of the need to meet with faculty extensively by appointment, BCC faculty will maintain 10 scheduled office hours and will be available by appointment as needed.

Full-time Faculty Responsibilities: Under the supervision of the Division Chair, these individuals are responsible for instructing courses, assisting the Division Chair in developing curriculum/instruction materials, advising students, serving on committees and other duties as outlined below:

- Instruct a maximum of 15 credits per semester to assure adequate scheduling for students who wish to work toward a certificate or two-year degree in accordance with published BCC Catalogs.
- Arrive a minimum of five (5) minutes prior to class time
- Report any changes in the class schedule.
- Notify Division Chair, in a timely manner, if full-time instructor is going to miss any class.
- Submit all attendance reports through the campus management software every Friday morning of the semester.
- Submit referrals to the Division Chairs as needed.

- Complete Instructor/Course Evaluation Forms for each class taught each semester.
- Submit grades to the Division Chairs office by the Grades Due Date of the current college calendar.
- Identify current information to use as library resource material
- Research material/instructional documents to use in instruction, research, readings, and support materials for the division.
- Participate in the advising process for degree in program of study. This includes but is not limited to being available during pre-registration and regular registration, maintaining consistent office hours, maintaining contact with students throughout the semester, and maintaining advising records and two-year education plans. If a student identifies any special needs, this must be communicated to the counselors for proper follow- up.
- Assist the Division Chair to articulate of courses relevant to transfer to other TCCC's and to four-year degree granting institutions, if in a transferable degree program.
- Serve as an active member on the Curriculum Committee to coordinate the total instructional program at BCC to provide and maintain the highest quality educational services that includes up to date educational information.
- Work with the Division Chair to establish an advisory committee with a broad spectrum of representatives to guide/assist in enhancing the division and curriculum. This committee should meet at least one time per year with minutes distributed and follow- up made with the Vice-President and the Curriculum Committee as needed.
- Maintain liaison with reservation community, relevant tribal programs, government, schools, and individuals to utilize resources available in the community.
- Assist the Division Chair in maintaining records, curriculum information, student records, course syllabi and outlines, activities, book orders, attendance records, grade records, advising files, education plans, referrals, instructor withdrawals, etc., and have available upon request.
- Provide required assistance and documentation in working with NWCCU regarding accreditation.
- Complete student course evaluations on a semester basis.
- Assist on special projects and ad-hoc committees, as directed or required by the Division Chair or Vice-President.
- Prepare reports as required.
- Work with BCC's College Readiness instructors for seamless transition into regular courses.
- Other duties necessary to the function of BCC.

Required full-time Documentation

BCC requires certain paperwork to be submitted for the full-time faculty personnel file and payment purposes. The following is a list of required information:

BCC application transcript(s) with degree(s) posted, Request for Human Resource Action, W-4, I-9, course syllabi and outline, and other paperwork such as general correspondence or verification of payment, etc.

a. Course Syllabi and Outline

BCC requires that a copy of the Course Syllabi and Outline be provided to the Division Chair and the Vice-President's office before the start of the first academic week of each semester.

✓ *Federal Definition of Credit Hour: (Federal regulation Section 600.2)*

One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount

of work over a different amount of time; or (See Northwest Commission on Colleges and Universities (NWCCU) Policy on Credit hour)

b. BCC Application, Transcripts

A current BCC application, transcript with degree(s) posted, proof of tribal enrollment (if applicable) are required as part of the personnel file to follow accrediting procedures.

c. Request for Human Resource Action

After determining a rate of pay per BCC faculty salary scale, a Request for Human Resource Action will be for the faculty to review and sign.

d. I-9 Form – Employment Eligibility Verification

All employees hired as permanent or temporary status are required by law to fill out this form. Proof of identification must be provided by the employee; they include: Passport, Driver's License, Social Security Card, Tribal Identification, State Identification, etc. A list of acceptable documents is noted on back of I-9.

e. W-4 Form – Employee's Withholding Allowance Certificate

All employees must fill out the W-4 for tax purposes.

Full-time Personnel Files

a. Access to personnel files:

All employee personnel files are confidential and are kept in the Human Resource Office. The file is accessible to the individual employee, the employee's supervisor, the President and the Human Resource Director. The Human Resource Director shall document persons accessing the employee's personnel file and the reasons(s) therefore.

b. Information contained in full-time faculty file:

- BCC Application
- Request for Human Resource Action
- Credentials (Transcripts, Certificates, etc.)
- Contract
- I-9 Form – Employment Eligibility Verification
- W-4 Form – Employee's Withholding Allowance Certificate
- Position Description

Full-time Financial Information

a. Full-time Salaries

Salaries are based on the current salary scale approved by the Board of Trustees. Full-time faculty are considered regular employees of BCC.

b. Full-time Tax

All full-time faculty are subject to FICA and Workmen's Compensation.

c. Contracts

Instructional contracts are distributed by the Human Resource Office and signed by the full-time faculty before the beginning of the academic year.

d. Full-time Payment Schedule

Full-time faculty are paid in conjunction with BCC's pay period process. In addition to the Syllabus and Course Outline, the following documents need to be turned into the Division Chair's office before receiving the final payment for the academic year:

- Syllabi
- Attendance (up-to-date)
- Grades
- Course/Instructor Evaluations

- Grade Book
- BCC Instructional Materials
- Keys
- Student Files

e. Full-time Benefits:

1) Legally Required Payments:

- i. **Unemployment Insurance:** All employees are covered by unemployment insurance as provided by the Employment Security Division of Montana.
- ii. **Workmen's Compensation:** All employees are covered by Workmen's Compensation for the purpose of offsetting the loss of income suffered by an employee or consultant who is injured on the job.
- iii. **Federal Insurance Contribution Act (FICA, Social Security):** FICA covers all employees.

2) Fringe Benefits:

- iv. **Term Life Insurance:** \$20,000 of Term Life Insurance is provided for full and half-time regular employees. BCC contributes 100 percent of the present coverage. Coverage will begin at the end of the probation period.
- v. **Accidental Death and Dismemberment:** \$20,000 of Accidental Death and Dismemberment insurance is provided for full time regular employees. BCC contributes 100 percent of the present coverage. Coverage will begin at the end of the probationary period.
- vi. **Long-term Disability:** BCC's plan of Long Term Disability Insurance provides you with income protection if you become disabled from a covered accidental bodily injury, sickness or pregnancy.
- vii. **Retirement:** Retirement is provided for all full-time regular employees. BCC contributes four percent of the employee's salary. Contributions will begin at the end of the probationary period.
- viii. **Tuition Waivers:** Full-time regular employees, spouses and up to two children at a time can enroll for six college credits, tuition-free. Employees must ensure that said courses do not conflict with professional responsibilities. Adjunct employees can enroll for three college credits, tuition -free, providing said courses do not conflict with professional responsibilities. These waivers do not cover fees or books.
- ix. **Salary advances:** Salary advances may be given to regular full-time and half-time employees (temporary, probationary, adjunct faculty and student employees are not eligible for salary advances) if an emergency exists and the following is adhered to:
 - a) A Payroll Advance Request must be submitted to the immediate supervisor and President who will approve or disapprove the request.
 - b) The total amount advanced cannot exceed \$250.00 or 50% of gross pay at the time of the advance, whichever is lesser amount, for one pay period.
 - c) The employee must agree in writing that the total amount of the advance may be deducted from the following paycheck.
 - d) The employee will not be eligible for further salary advances if he/she fails to abide by this policy.
 - e) Records of salary advances are kept in the Business Office.
 - f) Emergency Defined. The common definition of "emergency" applies: "1. A serious situation or occurrence that happens unexpectedly and demands immediate action. 2. A condition of urgent need for action or assistance" (American Heritage Dictionary, 4th Edition 2000);

scale. No more than 9 semester credits will be allowed. Adjunct Faculty are considered temporary employees of BCC.

Division Chair Responsibilities to Adjunct Faculty

The Division Chair oversees the department as outlined in BCC's catalog, assuring the curricula, course data forms, related paperwork, course evaluations, mid-term grades, recruitment, committee assignments and other duties are carried out or maintained, to the best of their knowledge and ability. Adjunct Faculty are hired according to BCC Personnel Policies and Procedures hiring process.

a. Convey expectations for class(es) to be taught.

The Division Chair and Adjunct Faculty will discuss the educational program and expectations of BCC the instructor and the division chair.

b. Course Information and Updates

1) Course Data Form. The Division Chair is responsible for submitting a Course Data Form to the Vice-President for Academic Affairs and Student Services for approval prior to hiring an adjunct faculty for that course. The Course Data Form can be obtained from the Academic Affairs office. Classes will not be entered into the campus management software unless they have been approved by the Vice-President.

2) Textbook Form. The Division Chair is responsible for submitting textbook information to the Vice-President for approval and then to the Bookstore Manager. The Textbook Form can be obtained from the Bookstore or Academic Affairs office.

Adjunct Faculty Responsibilities

1. Arrive a minimum of five (5) minutes prior to class time.
2. Report any changes in the class schedule.
3. Notify Division Chair, in a timely manner, of any absences if Adjunct Faculty is going to miss any class. Any class time missed will be deducted from the Adjunct Faculty's pay and distributed to the substitute instructor.
4. Submit all attendance reports into the Division Chair every Friday morning of the semester.
5. Submit referrals to the Division Chair as needed.
6. Submit grades to the Division Chair by the Grades Due Date of BCC's current calendar.
7. Unexcused absences will not be tolerated.

Required Adjunct Documentation

BCC requires documentation to be submitted for the Adjunct Faculty personnel file and payment purposes. The following is a list of information needed: BCC Temporary Employee Application credentials, -W-4, I-9 and Adjunct Teaching Agreement.

a. Course Syllabi and Outline:

BCC requires a copy of the Course Syllabi and Outline be provided to the Academic Affairs office before the start of the first academic week of that semester.

b. BCC Application/ Transcripts, and Degrees:

A current BCC Temporary Employee Application, transcript with degree(s) posted, proof of tribal enrollment (if applicable) are required as part of the Adjunct personnel file to follow accrediting procedures.

c. Adjunct Teaching Agreements

After determining a rate of pay per credit, an Adjunct Teaching Agreement and will be completed for the Adjunct Faculty to review and sign.

d. HRA Form

All employees hired as part time must complete a HRA form, signed by employee, supervisor and any other signatures required before payment is made.

e. I-9 Form – Employment Eligibility Verification

All employees hired as permanent or temporary shall complete an I-9 Form as required by law. Proof of identification must be provided by the employee; they include: Passport, Driver's License, Social Security Card, Tribal Identification, State Identification, etc. A list of acceptable documents is contained on back of the I-9.

f. W-4 Form – Employee's Withholding Allowance Certificate

All employees must fill out the W-4 for tax purposes.

Adjunct Personnel Files

a. Access to personnel files:

All employee personnel files are confidential and are kept in the Human Resource Office. The file is accessible to the individual employee, the employee's supervisor, the President and the Human Resource Director. The Human Resource Director shall document persons accessing the employee's personnel file and the reasons(s) therefore.

b. Information contained in Adjunct Faculty files:

- BCC Application
- Request for Human Resource Action
- Credentials –Transcripts
- Adjunct Instructional Agreement
- I-9 Form – Employment Eligibility Verification
- W-4 Form – Employee's Withholding Allowance Certificate
- Position Description

Adjunct Financial Information

a. Adjunct Salaries

Salaries are based on the current salary scale approved by the Board of Trustees.

b. Adjunct Tax

All Adjunct Faculty are subject to FICA and Workmen's Compensation.

c. Adjunct Instructional Agreements

Adjunct Teaching Agreements are signed by the Adjunct Faculty prior to the first week of classes of the current semester.

d. Adjunct Payment Schedule

Adjunct faculty will be paid bi-weekly over the course of the semester on the same payroll schedule as regular full time employees. In addition to the Syllabus and Course Outline, the following documents must be provided to the Academic Affairs office before receiving the final payment:

- Attendance (up-to-date)
- Grades
- Course Evaluations
- Grade Book
- BCC Instructional Materials
- Keys
- Student Files (be turned into the Division Chair)

e. Adjunct Benefits

- i. Unemployment Benefits- all employees are covered by unemployment insurance as provided by the Employment Security Division of Montana.

- ii. **Faculty Development:** When possible, BCC will obtain grants to provide financial assistance for Adjunct Faculty professional development. Further, BCC will seek to provide faculty retreats for the purpose of faculty growth and collegiality.

Curriculum Committee

All Full-time faculty participate in the curriculum development and review through the Curriculum Committee process. Adjunct Faculty participates in curriculum development through meetings with their respective Division Chairs. The Curriculum Committee is governed by the Faculty Curriculum Guidelines.

Faculty Senate

Recognizing the need for involvement in BCC's institutional government, the faculty at BCC 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.

Academic Calendar Information

BCC operates on a 45 credit hour schedule (15-week basis) structured within fall and Spring Semesters. Summer Session may be held with substantially fewer classes. The Academic Calendar listed in the current BCC Catalog contains information relating to the academic year and all holidays that BCC will recognize throughout the year.

Equipment and Supplies Needed for Class(es):

BCC has technology in place to assure that all equipment is on-hand for instructors to use. If it is found that the equipment is not in working condition, please inform the Division Chair and- Director of Information Technology. It is important to check with the Academic Affairs Department to assure that equipment is available for the Adjunct Faculty's scheduled time.

Supplies are available through the Academic Affairs Department Executive Secretary. Grade book, planners, notebooks, pens, pencils, chalk, markers, overhead sheets, etc. are among the supplies available. Check with the Executive Secretary if there is a need for special supplies to be ordered.

Need for Key during Weekend Workshops

For faculty who will be instructing a class (es) on a workshop or weekend basis, the faculty will need to contact Facilities Director. If children are present, please monitor at all times, so they are not hurt and do not cause damage to the equipment, etc.

Grading Criteria

The grading criteria must be listed clearly in the Course Syllabus. Student grade reports are available at the end of each semester for those who have completed course requirements, have required information transcribed, and have no financial obligations to BCC.

Standard letter grades of A, B, C, D, F, are the norm in grading at BCC. No Pass/Fail (P/F) will be accepted; an "F" grade can only be made up by repeating the course.

Incompletes: Students who are not able to complete assignments may request an “I” grade from the instructor, providing at least 80% of the course work is complete. All “I” grades will revert to an “F” grade unless arrangements have been made with the instructor and Registrar prior to the end of the semester. The student must complete the incomplete course assignments within two weeks into the next semester.

Withdrawals: It is each student’s responsibility to withdraw from any course, or the student will receive an “F” from the instructor. Withdrawal forms can be obtained at the Registrar’s Office. Students can withdraw from classes by securing the signature of the advisor and instructor.

FOR MORE GRADE INFORMATION, PLEASE CONSULT BCC’S CURRENT CATALOG, FACULTY CURRICULUM GUIDELINES, AND/OR BCC POLICY & PROCEDURES.

ETHICAL CONDUCT IN RESEARCH

BCC researchers have an ethical obligation to both BCC and to the larger global community as they seek knowledge and understanding. Faculty, staff and employees are expected to:

- Propose, conduct and report research with integrity and honesty;
- Learn, follow, and demonstrate accountability for meeting the requirements of sponsors, regulatory bodies, and other applicable entities;
- Faithfully transmit research findings;
- Protect right to individuals and BCC intellectual property;
- 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; and
- Fairly assign authorship credit on the basis of an appropriate array of significant intellectual contributions, including: conception, design, and performance; analysis and interpretation; and manuscript preparation and critical editing for intellectual content.