



# **Faculty Manual**

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**Disclaimer:** This Faculty Manual is a living document. Its contents are subject to change at any time to reflect current educational trends, institutional updates, and regulatory requirements. While every effort is made to ensure the information herein is accurate, the administration reserves the right to modify policies and procedures as needed. Please ensure you are referencing the most recent version.

## **Acknowledgement**

Blackfeet Community College recognizes and supports the central role faculty play in fulfilling the College's mission and strategic plan. Faculty assume important 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, to include 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.

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

**Curriculum Committee:** The Curriculum Committee is comprised of all full-time faculty (voting) and adjunct faculty (non-voting). The registrar, financial aid, and Vice-President of Academic Affairs will be consultants during curriculum review and development. The Curriculum Committee will review and approve all curriculum changes and development by a majority vote. The Committee will meet as needed, and the officers will remain the same as the Faculty Senate.

**Division Chairs:** These are Administrative Faculty who lead the academic division teams.

**Educational Leave:** Educational leave with pay will not exceed five hours per week. An employee will be granted educational leave if attendance at an educational 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 specialty disciplines.

**Faculty Academic Year:** An Academic Year is based on a start and end date. The start date will be two days before the fall semester registration and end when the spring semester final grades are submitted, and all required paperwork is completed that has been requested by the faculty members' supervisor. All faculty members are expected to attend Spring Graduation.

**Faculty Emeritus:** A full-time faculty member who has retired from their position at the institution after completion of a minimum of 10 years of service.

**Faculty Senate Officers:** (Chairperson, Vice-Chairperson, Secretary): Persons eligible to hold these offices must be full-time faculty members.

**Faculty Senate:** The Faculty Senate is to promote effective and open communication; provide formal recommendations of faculty-specific matters; continue to strive for shared decision-making in the areas that directly affect faculty; and provide support and safeguards for the faculty in the areas of academic freedom.

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

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

Office Hours: 5 scheduled and 4 hours per week by appointment around an instructor's class schedule.

**Principal Investigator (PI) or Program Director (PD):** A PI/ PD can be 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 division chair is eligible to be a PI/PD or a person(s) hired for that position.

**Time and Effort:** Time and effort will be divided into instruction and service to the Blackfeet Community College (BFCC). Service to the college may include, but not be limited to, research, advising, advisory boards, committees, and academic development. Time and effort will not exceed 100 percent.

## **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 instruction 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 full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

**b.** BFCC Faculty members have specialized education and are experts in their disciplines. They may use their expertise to engage in freedom of curriculum, course materials, required books, and critical thinking discussions. 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, but their special position in the community imposes special obligations. Scholars and educational officers should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

### **III. Division Chair**

Division Chair is defined as an Administrative Faculty member who oversees educational 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 Chairperson is responsible for planning, developing, and implementing educational programs of study designed to support BFCC's mission and goals. This may include Bachelor's, Associate of Arts, Associate of Science, Associate of Applied Science, 2+2/articulation agreements, and Certificate degrees. The chairperson will evaluate the curriculum, supervise the faculty and staff in their division, recruit students, complete mandatory paperwork, and perform other duties necessary for the successful implementation of educational programs of study. These functions are to be carried out or maintained, to the best of his/her knowledge and ability. The Division Chairperson is under the supervision of the Vice President of BFCC. After 5 years of serving in that capacity, division chairpersons may choose to return to full-time faculty without loss of pay. They may also choose to move to adjunct faculty status.

Salaries are based on the Division Chair pay scale approved by the Board of Trustees. Refer to Appendix B

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

Faculty assume important responsibilities related to instruction, scholarship, and service that are essential to achieving BFCC's mission and vision goals. A full-time faculty member instructs a maximum of fifteen (15) semester credits.

#### **a. Qualifications of Faculty**

Faculty should have a degree in a relevant field for the courses they are instructing. Vo-educational faculty must have certifications and/or experience in the discipline area they are instructing.

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

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

Faculty instructional responsibilities may include, but are not limited to, creating syllabi, instructing classes as scheduled, creating assessments, submitting attendance reports, arriving before classes in a timely manner, submitting grades, and keeping accurate and

confidential advising files. These position requirements must be completed in a timely and accurate manner. In addition to instruction, full-time faculty will provide service to the institution and community. FTF will advise students in their respective degree programs. FTF will maintain training annually to comply with FERPA and Northwest Accreditation guidelines. Full-time faculty members are hired for the Faculty Academic Year to instruct a maximum of 15 credit hours per semester. FTF who are requested to instruct more than 15 credit hours will be compensated at the adjunct credit rate for each credit hour above 15/semester. Refer to Appendix C

A credit load is at the discretion of the Division Chair and 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

c. Full-Time Faculty Compensation

Any full-time BFCC faculty are considered an exempt employee. Provisions in the Fair Labor Standards Act divide all employees into two categories, exempt and non-exempt, with respect to 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/duties, not calendar time.
2. Salaried Faculty have the discretion to choose 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 will be excused from service when they complete 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 each year by the full-time faculty before the beginning of the academic year.

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

d. Full-time Faculty Payment Schedule

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

e. Full-Time Faculty Annual Salary Increase

The base salary for determining the salary increase for faculty members currently 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 FTF pay scale. The base salary shall increase by an annual minimum percentage of 4% of the previous academic year's salary.
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 get release time for work assigned over and above a full-time instruction load. This is negotiated on an individual basis.
3. Salary Base Increment Promotion: Faculty members who obtain an advanced degree will receive appropriate compensation per BFCC FTF Pay Scale immediately. Refer to Appendix A

f. Summer Salary

- A. 1. Research Activities: Work performed by faculty members on sponsored agreements (grants) during the summer months will be determined for each faculty member at a rate not in excess of their institutional base salary rate.
- B. 2. Instructional Activities: Instruction for the summer session will be based on the adjunct pay scale. Refer to Appendix C

g. Outside Employment

- A. Faculty are professionals in their disciplines and, as such, may enter into consultant roles.
- B. Additional employment may not interfere with their roles and responsibilities to BFCC.
- C. Outside employment must be agreed upon by the faculty member and the Division Chair.

h. Civic Engagement Leave

- A. Employees are granted leave with pay for the period of Jury Duty (Tribal, County, State, or Federal Courts), Boards, institutional service, or community service.
- B. 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 developed to 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

the existing academic year salary. To be eligible for this compensation, faculty must meet the following criteria:

- A. Must have received at least “meets expectations” in their most recent annual review in 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 policies of BFCC.
2. BFCC researchers have an ethical obligation to both 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 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.

#### J. Faculty Recruitment

- A. 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 to incoming faculty.

#### K. Transfer Within the Organization

- A. The purpose of this policy is to provide employees the opportunity to apply for open positions that may enhance career growth opportunities before offers of employment are extended to external applicants.
- B. BFCC 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 then be posted externally. Employees may apply for transfer opportunities within the institution, provided they meet the following eligibility requirements:
  - a. Minimum of two years of continuous service in their current position or at the approval of the manager.

- b. Job performance is at a satisfactory level and not the subject of formal disciplinary action.
  - c. Meet the minimum experience, skills, and education qualifications for the open position.
- C. Employees interested in applying 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 with their Division Chair their intention of applying for an internal position within 1 week before applying.
- E. The direct supervisor shall not retaliate against an employee who is considering a transfer. Eligible and qualified employees who formally apply will be interviewed.

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. Leave accruals will follow faculty-to-staff transfers. Leave accruals from staff to faculty will be converted to days, not to exceed the allowable leave balance for a faculty member. Salaries will not decrease and may increase if warranted by the transfer position.

M. Leave Policy

All full-time faculty receive a minimum of 12 days of personal leave per academic year. At the end of the academic year, faculty members will determine if they desire to have unused leave balances paid to them in one lump sum or carried over to the next academic year. Upon termination of employment, all accrued personal leave shall be paid to faculty members in a lump sum.

If faculty/staff have an emergency or have exhausted their leave, another faculty member can donate unused leave without penalty.

N. Full-Time Benefits

Please see Blackfeet Community College Policy and Procedure section XV Employee Benefits.

O. Fringe Benefits

Please see Blackfeet Community College Policy and Procedure section XV Employee Benefits.

P. Retirement

Please see Blackfeet Community College Policy and Procedure section XV Employee Benefits.

#### Q. Attrition

Please see Blackfeet Community College Policy and Procedure section XI, Severance and Termination of Employment.

#### R. Emeritus Option for Full-Time Faculty

Faculty who obtain emeritus status by providing 10 years of service to BFCC can retain full access to BFCC facilities and email. They may choose to continue instructing at BFCC.

#### S. Mentor Program

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

#### T. Tuition Waivers

Please see Blackfeet Community College Policy and Procedure section XV Employee Benefits.

#### U. Paid Holidays and Breaks:

BFCC recognizes all Blackfeet Nation, federal, and state holidays. FTF will be paid all holidays and breaks occurring during the academic year.

Additional special holidays may be authorized in accordance with special directives of BFCC.

#### V. Faculty Development

When possible, BFCC will provide financial assistance for professional development. Each department will implement its own professional development. Professional Development activities will pertain to a faculty member's or division's fields of study or will be pertinent to institutional operational functions and the BFCC mission. Professional Development activities will be at the discretion of BFCC and/or the relevant Division Chair. Further, BFCC will seek to provide faculty retreats for the purpose of faculty growth and collegiality.

#### W. Academic Calendar Information

BFCC operates on a 15-week instructional semester structured within Fall and Spring Semesters. Summer Session may be held with substantially fewer classes. The Academic Calendar listed in the current BFCC Catalog contains information relating to the academic year and all holidays that BFCC will recognize throughout the year.

Within each semester, course hours will be calculated at 15 instructional hours per credit.

## X. Equipment and Supplies Needed for Class(es):

BFCC has technology in place to ensure 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 ensure that equipment is available for the Adjunct Faculty's scheduled time.

## Y. Grading Criteria

All grading criteria and course expectations must be listed clearly in the Course Syllabus. 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 on 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 certain categories of classes for instructional grading. Course completion and grades utilized for graduation must have a grade of "C" or better. A "D" grade can only be made up by repeating the course, by completing all coursework with a grade of "C" or better. Faculty members have the discretion to submit a formal grade change.

**1. Incompletes Grade(s):** Students who are unable to 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 be approved by the Instructor or Division Chair only. The Incomplete may be used in the event of 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 prior to the end of the semester. The student must complete all course assignments within the following academic semester or submit 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:** It is each student's responsibility to withdraw from any course; 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 signature of the advisor and instructor. In special circumstances, students can be withdrawn or can extend their time to finish work for an incomplete grade after the actual withdrawal date.

## Z. Code of Conduct

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

Faculty Ethics: The faculty are responsible for assuring the highest ethical and professional standards and behavior in:

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

## **V. Adjunct Faculty**

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

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

When an adjunct faculty person is hired to be FTF, their adjunct experience will be used to determine years of experience. Experience will be calculated as three credit hours of instruction every semester taught equals one quarter year of experience.

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

The Division Chair is responsible for the implementation of the curriculum. If needed, they will locate and hire adjunct faculty according to 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 syllabi, instructing classes as scheduled, creating assessments, submitting attendance

reports, arriving before classes in a timely manner, meeting with students as needed, and submitting grades. All agreed-upon responsibilities must be completed by the end of each semester.

Adjunct faculty must utilize the bfcc.edu email system for all email communication with students. They must use the online learning management systems to complete all required attendance, grade submissions, and course delivery.

## **VI. Faculty Senate**

**\*\*Please refer to the BFCC Faculty Senate Charter.**

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 participate in curriculum development, review, and approval/disapproval through the Curriculum Committee process. Adjunct Faculty participate in curriculum development through meetings with their respective Division Chairs. The Faculty Senate governs the Curriculum Committee.

## 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 an Academic Year for Faculty			
Years of Experience	Bachelors	Masters	PhD
0	\$42,000.00	\$45,000.00	\$48,000.00
1	\$43,000.00	\$46,000.00	\$49,000.00
2	\$44,000.00	\$47,000.00	\$50,000.00
3	\$45,000.00	\$48,000.00	\$51,000.00
4	\$46,000.00	\$49,000.00	\$52,000.00
5	\$47,000.00	\$50,000.00	\$53,000.00
6	\$48,000.00	\$51,000.00	\$54,000.00
7	\$49,000.00	\$52,000.00	\$55,000.00
8	\$50,000.00	\$53,000.00	\$56,000.00
9	\$51,000.00	\$54,000.00	\$57,000.00
10	\$52,000.00	\$55,000.00	\$58,000.00
11	\$53,000.00	\$56,000.00	\$59,000.00
12	\$54,000.00	\$57,000.00	\$60,000.00
13	\$55,000.00	\$58,000.00	\$61,000.00
14	\$56,000.00	\$59,000.00	\$62,000.00
15	\$57,000.00	\$60,000.00	\$63,000.00
16	\$58,000.00	\$61,000.00	\$64,000.00
17	\$59,000.00	\$62,000.00	\$65,000.00
18	\$60,000.00	\$63,000.00	\$66,000.00
19	\$61,000.00	\$64,000.00	\$67,000.00
20	\$62,000.00	\$65,000.00	\$68,000.00

## 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.

This Pay Scale is based on an Academic Year for Faculty			
Years of Experience	Bachelors	Masters	PhD
0	\$63,000.00	\$66,000.00	\$69,000.00
1	\$64,000.00	\$67,000.00	\$70,000.00
2	\$65,000.00	\$68,000.00	\$71,000.00
3	\$66,000.00	\$69,000.00	\$72,000.00
4	\$67,000.00	\$70,000.00	\$73,000.00
5	\$68,000.00	\$71,000.00	\$74,000.00
6	\$69,000.00	\$72,000.00	\$75,000.00
7	\$70,000.00	\$73,000.00	\$76,000.00
8	\$71,000.00	\$74,000.00	\$77,000.00
9	\$72,000.00	\$75,000.00	\$78,000.00
10	\$73,000.00	\$76,000.00	\$79,000.00
11	\$74,000.00	\$77,000.00	\$80,000.00
12	\$75,000.00	\$78,000.00	\$81,000.00
13	\$76,000.00	\$79,000.00	\$82,000.00
14	\$77,000.00	\$80,000.00	\$83,000.00
15	\$78,000.00	\$81,000.00	\$84,000.00
16	\$79,000.00	\$82,000.00	\$85,000.00
17	\$80,000.00	\$83,000.00	\$86,000.00
18	\$81,000.00	\$84,000.00	\$87,000.00
19	\$82,000.00	\$85,000.00	\$88,000.00
20	\$83,000.00	\$86,000.00	\$89,000.00

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

<b>Bachelors</b>	<b>Masters</b>	<b>PHD</b>
\$1200	\$1500	\$1800