



# Little Big Horn College Faculty Handbook

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## 1. INSTITUTIONAL ORGANIZATION AND GOVERNANCE

**1.1 Little Big Horn College History:** Little Big Horn College was chartered by the Crow Tribe of Indians in January of 1980. After gaining its foundation through extensive adult and higher educational programming by the Crow Central Education Commission and the Montana University System demonstrated the Crow tribal ability to design and instruct college level coursework. The college began providing higher education and vocational training in 1981, with courses of study in business, home nursing production and general studies. The trustees, all Crow Tribal members, published the initial college catalog in 1983 and began accreditation correspondence. At that time all employees worked in the present Student Union Building (previously the tribal gymnasium building). In 1984 the college applied for and received candidacy for accreditation with the Northwest Association of Schools and Colleges. Full accreditation at the community college level was established in June of 1990. In 2001 faculty and the Dean of Academics moved into the new classroom building, Driftwood Lodges.

### **Governing Board Duties and Functions:**

The functions and duties of the Little Big Horn College Board of Trustees are:

- Clarifying the institution's mission.
- Promulgating long range plans.
- Developing the physical plant.
- Ensuring financial solvency.
- Establishing an adequate board organization.
- Appointing, supporting, and monitoring presidential performance.
- Approve educational programs.
- Bolstering student relationships.
- Serving as a court of appeal.

## 1.2 Role and Mission Statement

**Purposes and Powers:** Purposes include establishing, maintaining and operating educational institutions at the post-secondary level on and near the Crow Indian Reservation with educational, vocational and technical programs and curricula leading to degrees and certificates that may be granted by the college (Charter, 1980).

**Mission Statement:** Little Big Horn College, a 1994 Land Grant Institution is the Crow Higher Education and cultural center that grants Associate of Arts Associate of Science Degrees and certificates in areas that reflect the developing economic opportunities and social needs of the Crow Indian Reservation and surrounding communities, offering instruction by traditional and distance education methods. The College is dedicated to the professional, vocational and personal development of individual students for their advancement in higher education or in the workplace and inspiring Crow and American Indian Scholarship. The College is committed to the preservation, perpetuation and protection of Crow culture and language, and respects the distinct bilingual and bicultural aspects of the Crow Indian Community. Little Big Horn College is committed to the advancement of the Crow Indian family and community building.

### 1.3 Description of Administrative Staff

**President:** The President of the College is appointed by the Board of Trustees, and serves as the chief executive officer to oversee all administrators and department head. A primary responsibility is the role of educational leadership for the college and the LBHC Board of Trustees.

The college President informs the Board of matters related to policy decisions. The President also recommends prospective faculty and staff members to the board and conveys personnel search results and recommends trustee appropriations. The President chairs and convenes the President's Council and is a member of the Academic Council. The President administers special initiatives and institutes, delegate's administrative responsibilities to the Dean of Administration, Dean of Academics, Chief of Finance, Chief of Information and Dean of Students. A major responsibility of the President is budget planning for the institution and facilities development.

The President may serve on ad hoc committees and other standing committees; may serve as the liaison officer for accreditation, and spearheads fund-raising activities. As head administrator of the College, the President is responsible for public relations, outreach and involvement in national, state, community, and tribal relations.

**Dean of Administration:** The Dean of Administration is directly responsible to the President and monitors several various programs while also assuming administrative responsibility over general contractual compliance for various designated federal programs. The maintenance and facilities management is also under this Dean.

**Dean of Academics:** The Dean of Academics is directly responsible to the President and is the Chief administrator for all academic related affairs of the college. The Dean of Academics is responsible for engaging faculty in short and long-range planning, implementation and evaluation of program and/or curricular needs; assisting the Department Head(s) in recruitment, screening and selection of faculty for the department as appropriate; assessing/promoting faculty development, and initiating and coordinating faculty evaluation.

**Dean of Student Services:** The Dean of Student Services is directly responsible to the President and is the chief administrator for all programs and activities related to student affairs.

**Chief Financial Officer:** The Chief Financial Officer (CFO) is directly responsible to the President and is the chief administrator for the financial operations of the college.

**Chief Information Officer:** The Chief Information Officer (CIO) is directly responsible to the President and is the chief administrator for the technology operations of the college.

**Department Head:** A Department Head, nominated by their respective department members, administers each academic department within the College; candidates must agree to serve in writing to the Dean of Academics. An election is held by each department to approve the final candidate. The candidate from each department must then be presented by the Dean of Academics and approved by the Academic Council. Department Head(s) administer the academic programs of the respective divisions under the direction and supervision of the Dean of Academics.

Department Head duties include but are not limited to, scheduling departmental meetings, serving as a communication link between faculty and the Dean of Academics, directing faculty in development and review and/or revision of courses, promoting an effective academic advising system and representing the facts in Academic Council.

#### 1.4 Councils and Committees

**Presidents Council:** This committee is composed of the President, Dean of Academic, Dean of Administration, Dean of Student Services, the Chief Information Officer and the Chief Financial Officer. Occasionally, other college personnel may participate on this council.

The purpose of the committee is to serve in an advisory capacity for college business operations, personnel matters including contracts, and academic regulations and policy. The Council particularly reviews matters of college business that impact two or more departments.

**Academic Council:** Council members are the college President, Department Heads, Dean of Academic, Dean of Administration, and Dean of Student Services. The Council meets every month during the school term. The Academic Dean chairs this council.

The Academic Council reviews and approves major decisions regarding new course proposals, advising program planning, semester schedules, grading system procedures and changes, graduation requirement review, calendar planning and may send policy recommendations to the LBHC Board of Trustees. Catalog revision is a primary responsibility.

The Academic Council minutes are maintained in the Dean of Academic office.

**Faculty Council:** The Faculty Council is composed of all LBHC instructors who teach at least three (3) credit hours. The Faculty Council's purpose is to recognize, promote and maintain the highest standards of instruction in higher education. It also provides an active means of interaction and communication between Administration, the Board of Trustees and the Faculty itself.

The Faculty Council intends to be the formal body and voice of the faculty of LBHC. Therefore, this body, recognized by the Administration and Board of Trustees as a viable component of LBHC, will present appropriate and pertinent recommendations to the Academic Council, Administration and/or Board of Trustees.

The voting members of the Faculty Council consist of faculty or adjunct faculty members whose primary responsibility is teaching. A quorum consists of 50% of the full-time faculty, plus one.

Faculty Council meetings are held on a monthly basis during the Academic Year for discussion of issues of specific concerns to the faculty and as a means of communication. All persons holding faculty rank are encouraged to attend.

Faculty Council members are expected to serve on at least one of the following committees:

- Faculty Development/Scholarship
- Faculty Evaluation
- Cultural Committee
- Faculty Issues
- Assessment
- Catalog
- Course/Semester Scheduling and Academic Calendar

Faculty are also encouraged to serve on other committees of the College such as Self-Study, Library, Strategic Planning and others.

**Staff Council:** The Staff Council is composed of all staff that is not faculty or administrators. The Staff Council's purpose is to recognize, promote and maintain the highest standards of service to Little Big Horn College. It also provides an active means of interaction and communication between Administration, the Board of Trustees and the Staff itself. The Staff Council will meet once a month.

**Institutional Review Board:** The President will select the Institutional Review Board (IRB) members. The chairperson for this board will report directly to the President. The purpose of the board is to serve in an advisory capacity for the college research regulations and policy. The IRB reviews and approves decisions regarding new research proposals. Their function is to involve representatives of the College community who possess special knowledge, interest and skills in the decision-making process for approval or disapproval of research programs.

**1.5 Institutional Reorganization:** Increase or decrease in funding may have a significant impact on College institutional design and management. Accordingly, institutional changes may be needed in response to various constant external factors that affect the College in terms of student, community, and organizational and institutional needs. Such external factors may include possible revisions in Performance Standards as determined by the Northwest Accreditation as well as requirements mandated by changing tribal,

state, and federal laws, rules, and regulations.

Changes in the College institutional design and management must be supported by those organizational needs and requirements deemed appropriate for such change. Personnel actions may also be necessary as a result of employee performance, whether outstanding or below expectations. In all such cases, the President shall be responsible to present any such action to the Board of Trustees for approval.

**1.6 Overall Ethical Statement for LBHC:** Little Big Horn College is dedicated to upholding its mission statement by adhering to professional standards of conduct in our roles, obligations and behaviors. We are responsible for our behavior to the students, community, faculty, staff, administrators, Board of Trustees, funding agencies, and all other affiliations, as well as the Crow culture.

## 2. ACADEMIC ORGANIZATION

The College has two departments administered by a Department Head who is supervised by the Dean of Academics.

Each department is made up of faculty with the expertise and credentials for the different programs of study of the college within each department.

**2.1 Definition of Faculty:** The faculty of Little Big Horn College consists of all persons who are appointed by the College to teach one or more credit(s). The Faculty functions under the supervision of the Dean of Academics and the Department Head of their respective divisions.

**2.2 Definition of the Academic Year:** The academic work year begins on August 1 and ends on July 31.

**2.3 Academic Ethics:** Instructors of LBHC will agree to:

- Encourage the free pursuit of learning for the students, providing a safe, open, respectful classroom and educational environment.
- Hold for the students the best scholarly standards of the disciplines.
- Demonstrate respect for students as individuals and adhere to the proper role as intellectual guide and counselor.
- Treat all students fairly and equally, regardless of race, sex, religious affiliation, physical ability, sexual orientation, ethnic origin, or other personal reasons.
- Make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merits.

- Respect confidentiality and privacy in all matters relating to students, whether of an academic or personal nature.
- Respect confidentiality and ethical use in the use of information systems as well as the personal office space of others.
- Avoid exploitation of students, the Crow community and the Crow culture for private advantage.
- Adhere to high standards while conducting contracted responsibilities.
- Behave professionally and courteously toward other staff, faculty, Board members, and affiliated agency representatives.
- Exhibit fairness and honesty when performing evaluations of other faculty.
- Uphold high standards of conduct when acting as an LBHC representative at professional events and in all discourse with the public relating to LBHC.
- NOT use the position for personal advantage/gain or for the advantage/gain of relatives, friends, or supporters.
- NOT engage in inappropriate physical or emotional relationships with students.
- Ensure meeting contact and contract hours.

**2.4 Copyright Law:** The provisions of the copyright law pertain to faculty members, staff, and students as well as libraries. Library's may be in violation as well as individual faculty members who reproduce copies/materials covered by copyright. Information on copyright limitations can be obtained at the LBHC Library.

**2.5 Academic Freedom** is defined by these three major components:

- The instructor is entitled to full 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 must be based upon an understanding with the Department Head, Dean of Academics, or President of the institution and the institution will retain full copyright privileges.
- The instructor is entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce controversial matters which have no relation to the 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. Religious freedom limitations do not include discussion of religion or spiritual concepts in appropriate academic coursework.
- The college or university instructor is a citizen, a member of a learned profession, and an officer of an educational institution. When the faculty member speaks or writes as a citizen they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As a person of learning and an educational officer, faculty should remember that the public might judge their profession and their institution by their speech and behavior. They should exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not an institutional spokesperson.

**2.6 Academic Responsibility:** Faculty members are responsible for the quality of instruction, their participation in the academic community, and their service and loyalty to LBHC.

Effective teaching includes, but is not limited to: preparing and meeting assignments, conferring with and advising students, reporting student achievements, and participating in group deliberations which contribute to student growth.

Responsibility to the academic community includes acceptance of reasonably assigned duties in the following areas: curricular, co-curricular and extracurricular.

Institutional loyalty is exhibited when the faculty member preserves and supports the institution, supports institutional goals and retains the right to advocate change that is beneficial to the college.

**2.7 Curriculum:** All courses and programs of the LBHC curriculum are described in the current catalog and other College publications. The curriculum is primarily designed to meet the needs of Crow and community students to provide education and training to meet the requirements of four-year institutions as well as current opportunities in the job market.

**Changes in Curriculum:** Faculty members will develop and review changes in the required curriculum for degree programs, as will faculty council with final approval by Academic Council.

The development of each new college catalog is a time of serious evaluation of the programs of study and course offerings to ensure that they are meeting the mission and



goals of the college as well as the needs of the community.

The faculty of each program of study is responsible for developing student surveys, needs assessments and other evaluation tools to assess the effectiveness of that program in meeting the mission statement and goals of the college.



**Semester Class Schedule:** The Dean of Academics in cooperation with the Registrar sets the semester schedule. The time, day and room of any scheduled class may not be changed without the consent of the Dean of Academics.

Printed copies of the schedule are to be distributed three (3) weeks prior to the beginning of classes. The Dean of Academics may cancel any class listed on the course schedule if there is insufficient enrollment in the class at the close of registration.

**Maximum Class Size:** Each of the rooms designated as lecture, computer, science or lab have a maximum capacity of thirty (30) students. Due to the course content, type of class or feasibility for student learning, instructors must meet with the Dean of Academics before registration to adjust the class size.

**Course Syllabus and Outline:** Syllabi and Course Outline for each course is required to be on file in the Dean of Academics office. The course syllabus is the faculty members contract with the student and as such must be comprehensive and inclusive to prevent misunderstandings. The course syllabus must contain the following:

- Number and name of the course

- Textbook name, author, edition, publishing company
- Instructors name, office hours, contact information: office location, telephone and/or email address
- Room number, time of the class and days of week class is in session.
- Course description (from the catalog)
- Relationship to Writing Across the Curriculum and Cultural Integration
- Goals and objectives of the course with measurable outcomes.
- Specific course evaluation & grading criteria, due dates for papers, late assignment policy, etc.
- Specific rules or guidelines of the instructor (attendance, expectations, required, academic policy and optional learning materials, etc.)
- Proposed outline of course material and activities for the semester.

**Textbooks/Teaching Materials:** Requests for examination and/or desk copies are to be made by the instructor directly to the textbook company. All textbooks, handouts and materials to be purchased or provided according to the syllabi.

Faculty is responsible for ordering textbooks for the next semester courses before the existing semester ends or by the deadline set by the Bookstore. Failure to do so will result in disciplinary action.

It is the responsibility of the faculty member to select books and materials that are appropriate for the course level they are teaching. If several sections of the same class are taught by different instructors they should meet and decide on one textbook for the course.

**Class Fees:** If additional special fees are required for a course this must be approved

through the Dean of Academics prior to registration, so that students are informed of this additional expense. The faculty member cannot collect fees. Arrangements for the collection of special fees must be made with the Business Office.

**Class Scheduling:** Room assignments for regular classroom activities are made by the Dean of Academics and the Registrar and published in the semester course schedule. Once the schedule is published the faculty member must adhere to the room and course time as listed. Faculty members must consult with the Dean of Academics in order to change in class rooms and times.

**Class Time:** Lecture classes will meet one hour per week for each credit assigned. For example, a three-credit class will be in session for three (3) hours per week for fifteen (15) weeks with approximately ninety (90) hours of study outside the class. It is recommended that students be allowed a ten (10) minute break from classes that meet more than two hours at a time.

Faculty members must start and adjourn classes at the designated times set forth in the semester course schedule.

**Cancellation of Classes:** All classes are required to meet at the scheduled time for the specified hours. If the class is hybrid/online please see the policy on hybrid/online classes. If an instructor is not able to meet the class the instructor should make arrangements, the instructor must schedule a makeup session. If possible the Dean of Academics and Department Head should be notified in advance of class cancellation.

**Course Evaluations:** The Admissions Clerk will distribute course evaluations to each

class at the end of the semester. Completed course evaluations will be given to the Dean of Academics who will view them with the respective Department Head. Instructors will receive the summaries so that they may revise or change the course according to the needs of the students.

**Course Examinations:** Final examinations are required in every course. Final exams will be administered at the designated time established by the semester examination schedule. Waiver of the final examination requires the approval of the Department Head and Dean of Academics.

**Field Trips:** Faculty and program directors have the responsibility for advance planning of one week or more for course and program field trips. Advance planning includes the dissemination of information to the appropriate faculty members, Dean of Student Services, Dean of Academics and Finance offices. Students are required to be in good academic standing with a GPA of 2.0 or better and to obtain all instructors' signatures, including final approval by the Dean of Academics before participating in a field trip that would cause them to be absent from classes.

**Student Advising:** Faculty members will be available to students through designated office hours for consultation about assignments, course-related issues and as advisors to students who are majoring in their Program(s) of Study.

The Registrar will assign each student an advisor during Freshman Orientation. If the student is an undeclared major he/she will be assigned to an academic advisor. Once the student has declared a major, the student will be assigned to an advisor (faculty member) in his/her major. The advisor is responsible for providing guidance to the

student in course and major selection as well as informing students of internship opportunities and other school related information. The student's first meeting with the advisor will occur during registration. Advisors should then schedule a meeting with the student to complete a plan of study within the first two weeks of classes.

Students are encouraged to meet with their advisor to add/drop classes, to withdraw from a class or to withdraw from school. Students upon mutual agreement should meet with their advisor at mid-term time in order to discuss their mid-term progress and problems or issues that may have arisen.

Students should also meet with their advisor at the end of each semester to discuss which classes to register for the next semester and their advancement toward completion.

**Changing Advisors:** Students who desire to change advisors must request the change through the Registrar's Office. The Registrar will give written notification to both the sending and receiving advisors of the changes. Student advisement folder should be transferred to the receiving advisor.

## **2.8 Definition of Courses and Credits:**

A credit hour is the unit used in computing the amount of time required for a course. One unit requires one hour of student work per week in the classroom along with two hours of study time. Therefore a one-credit class would have 15 hours of class time and 30 hours of study time per semester. Certain subjects may require additional class or lab time such as internships, practicum or laboratory classes. These will meet for two to three hours per credit as designated in the catalog. Some courses may also have lab time incorporated into the course and the student is responsible to fulfill the extra

hours required for such courses in order to pass the class.

- Internships and practicum are offered in various programs. Credits and coursework are designated in the catalog. On the job internships are available through most of the LBHC departments. Students enrolled in these internships must have the approval of the Department Head under which the internship is being offered. To be eligible for this type of internship a student must be currently be enrolled, have satisfactorily completed at least 12 credits at LBHC within the last two semesters, have a current GPA of 2.0 or better, and have demonstrated the ability to perform in a manner that will reflect favorably on the department and LBHC.
- Individual Research/ Study Courses are sponsored learning under the direct supervision of an instructor. Students who demonstrate the ability to work independently and have exhibited a high level of academic achievement in an area of study may undertake work in the form of individual research or study.
- The instructor will recommend the number of credits, but the Department Head and Dean of Academics must provide approval. Individual research/study is not meant to replace course requirements but rather to enhance the knowledge of the student in a particular field of study. Individual Research course work may not be used to fulfill Core requirements.
- Courses may be challenged by a student. The Dean of Academics, Department Head and the instructor will make approval of the challenge request jointly. The challenge shall be by a

comprehensive examination and/or by some evidence of competence in the subject matter of the course. The instructor will determine the final grade for the challenge test.

**Core Requirement Courses:** Core courses are those designated in the catalog that all students must take at LBHC. These courses must be passed with a grade of “C” or better. A Program of Study may designate particular courses under this category where multiple listings occur.

**Program of Study Courses:** Program courses are those specifically designated for a particular major or degree. All grades in a Program of Study course must be a “C” or above.

**Elective Course:** Electives are courses chosen by the student and their advisor that do not fall under the Program of Study or within the Core Requirements. The student needs to consult with their advisor about such choices as they could enhance the education experience of the student or actually prohibit a timely graduation.

**Guest speakers:** Guest speakers arranged for a class by an instructor are the sole responsibility of that instructor. If financial obligations are incurred from the use of the speaker(s), the instructor is responsible if they have not had this expense approved. The use of rooms other than the regularly scheduled classroom must be arranged through the Dean of Academics prior to the presentation date.

**2.9 Grading Policies:** Evaluation of student work is based on the following system:

Grade	Interpretation	Grade Point
A	High degree of Excellence	4
B	Above Average	3
C	Average	2
D	Completion of minimum req.	1
F	Failure	0
P	Pass	0
NP	No Pass	0
I	Incomplete	0
AD	Audit Course	0
W	Withdraw	0

Grading criteria must be specific and measurable and should reflect true student performance. Faculty members should structure their evaluation criteria to assure that the student receives a fair assessment of their mastery of course material.

Faculty members are encouraged to explore a variety of performance evaluation methods, including discussion questions, written paper, weekly summaries, portfolios, quizzes and exams.

**Incomplete:** An incomplete grade should be given to a student only if the following criteria have been met:

- The student has attended 80% of the regularly scheduled class
- The student has completed 80% of the coursework
- The student cannot finish due to an extreme extenuating circumstance (hospitalization, serious illness, etc.)
- The student must sign a contract which fully explains the expectations of the instructor and a completion date (within one semester). The instructor must provide the Department Head with written documentation concerning the

reason for the incomplete grade as well as a copy of the contract. The Department Head then presents the request to the Dean of Academics. If both approve only then can the instructor give the student an “I”.

When the student has completed the work and the instructor has graded the work, the instructor must fill out a Change of Grade form and submit the new grade along with a copy of the contract to the Registrar. If the work is not completed within one semester the “I” will turn into an “F” on the student’s transcript.

**Change of Grade:** A change of grade may be made for recording the completion of an “I” grade or error only. A change of grade may not be made to allow additional time or for additional work once the semester is completed. A change of grade is not meant to substitute for an incomplete when an incomplete cannot be justified. All change of grade requests must have sufficient documentation to support the request and be made in writing to the Dean of Academics. The Dean of Academics will approve or disallow the request and return the request to the Registrar. Once a grade has been submitted to the Registrar it may not be changed without the written approval of the Dean of Academics. The form for a change of grade is at the Registrar’s office.

**Arbitrary or Capricious Grading:**  
Arbitrary or capricious grade means:

- The assignment of a course grade to a student on some basis other than performance in the course.
- The assignment of a course grade to a student by unreasonable application of standards different from the standards that were applied to other students in that course.

- The assignment of a course grade by a substantial and unreasonable departure from the instructor's initially articulated standards.

If a student believes they have received an arbitrary or capricious grade they must first discuss the situation with the faculty member responsible for the course within 10 business days of receiving the grade. If the issue is not resolved within 20 business days of receiving the grade, then the student should contact the Department Head to file a written allegation of arbitrary and capricious grading. An allegation should include:

- The course, program, and semester in which the grade was awarded.
- The basis for the allegation.
- A summary and the dates of any conversations held pursuant to the issue.

Upon receiving an allegation, the Department Head shall forward a copy of it to the faculty member who assigned the grade in question and to the Dean of Academics. The Dean of Academics will present the allegation to the Academic Council for a decision.

**Pass/Fail Elective Courses:** Under certain conditions a class may be graded using the “P” or “NP” grade. This type of evaluation must be determined at the beginning of the class and cannot be changed while the class is in progress. The students may only take up to three courses on a Pass/No Pass basis.

**Repeating a Course:** Students who receive a grade of D, F, or NP may repeat the course in which they received those grades. Both the old and new grades remain on the student transcript, but only the new grade will be used to compute the grade point

average. Financial aid can be applied only to the first retake of a course.

**Withdrawal from a Course:** Students must officially withdraw from a class by correctly filling out the “Add/Drop” card before the end of the 8th week of the regular semester and the 3rd week of the Summer Session in order for this class not to be included in the GPA. If the student does not officially withdraw from the class they will receive an appropriate grade from the instructor. These cards are available from the Registrar.

**2.10 Academic Progress:** LBHC students who maintain a GPA of 2.0 or better will be considered to be in good academic standing.

**Academic Honors:** LBHC encourages the highest level of academic success. In recognition of high scholastic achievement LBHC makes public the Dean’s List at the end of each semester. Students are listed to the Dean’s List who attempted at least 12 or more credits, which are not of a Pass/No Pass nature and who earn a GPA of 3.3 or better. Graduates earning a cumulative GPA of 3.7 or better will be awarded a gold honor cord to be worn during the graduation ceremony.

#### **Academic Probation/Suspension**

**Procedures for Students:** LBHC strives to see academic success for all of its students; however there are times when personal situations arise that jeopardize a student’s ability to succeed in the college environment. Lack of academic progress will prompt serious consequences.

**Academic Warning:** If a degree-seeking student has a current and/or cumulative GPA below 2.0 they will receive an Academic Warning. This serves notice to the student that their quality of work is below an acceptable level and that continuation of

unsatisfactory work during their next semester of enrollment will result in academic probation. Students who receive an academic warning will be required to contact their advisor and the Dean of Academics before registering the next semester.

**Academic Probation:** Students who have been placed on academic warning during the previous semester and whose current cumulative GPA is still below 2.0 will be placed on academic probation. An exception is made if they earn at least a 2.0 GPA for the current semester without raising their cumulative GPA to a 2.0. In such cases, students will remain on academic warning. The purpose of academic probation is to issue students a second and final reminder that they will be suspended from LBHC if their academic performance does not improve. Students placed on academic probation must contact their advisor and the Dean of Academics before registering the next semester.

**Academic Suspension:** Students who have been placed on academic probation during the previous semester and whose current cumulative GPA is still below 2.0 will be academically suspended. An exception is made if they earn at least a 2.0 GPA for the semester without raising their cumulative GPA to 2.0. In such cases the student remains on academic probation. Students on academic suspension may not re-enroll the next semester. The student may petition the Academic Council to continue attending LBHC in a subsequent semester.

**Reinstatement:** To be reinstated, students must get approval from the Academic Council. Students must notify the Registrar of their intent to return. The Registrar will then inform the Academic Council. All

students reinstated after suspension are placed on academic probation and will be suspended again unless they meet the requirements explained under academic suspension.

**Graduation:** Advisors must keep close track of their advisors so that they graduate in a timely manner. Students must file the "Petition to Graduate" form with the Dean of Academics before the end of the fall semester. Advisors need to check that this form is filled out correctly and accurately. Two weeks before spring final exams the Dean of Academics will circulate the "Completion Status Report" to the graduates. Faculty must fill in the appropriate grade for students in their courses. This form is returned to the Dean of Academics. The Dean of Academics and the Academic Council make the final approval of the candidate's graduation status. The Dean of Academics notifies the advisor of this status so that they can notify the student. Official diplomas and transcripts will be available from the Registrar's Office within three weeks after the official graduation date if the student has completed all coursework and does not have an outstanding bill.

**2.11 Academic Honesty:** Academic Honesty is highly valued at LBHC. A student or faculty member must always submit work that represents his or her original words or ideas. Words or ideas that do not represent the original work of a student or faculty member must be cited to include all relevant sources. The extent to which such sources were used should also be made clear. Works that require citations include, but are not limited to, hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. The work of a student or

faculty member that does not follow these standards may be considered plagiarism and violates the spirit of academic integrity.

It is the responsibility of the student and the faculty member to know and to adhere to principles of academic honesty. Burden of proof in cases of cheating and/or plagiarism rests with the instructor.

A student may be given a failing grade in any course in which the student has engaged in academic dishonesty. Repeated offenses may lead to disciplinary action or dismissal from the College. It is the responsibility of the instructor to take necessary precautions to prevent the unauthorized circulation of examination materials and to exercise reasonable watchfulness to prevent cheating on examinations. Cases of plagiarism and other cheating should be reported to the Dean of Academics.

**Preventing Plagiarism and Dishonesty:**

Faculty can take the following actions to prevent instances of plagiarism in their classrooms:

- Setting clear expectations for assignments, including format and citation requirements.
- Drafting assignments to fulfill specific objectives.
- Using the syllabus to communicate the definition and consequences of plagiarism and the importance of honesty.
- Taking action when plagiarism occurs.

**Classroom Sanctions:** Most instances of plagiarism or academic dishonesty, such as cheating, can and should be handled by the faculty member. Sanctions should be levied according to the severity of the offense.

Classroom sanctions may include the following:

- Resubmission of the assignment.
- Failure on the assignment.
- Additional assignment(s).
- Reduction of the final course grade.
- Failing grade in the course.

When a faculty member has determined that a classroom sanction is necessary, they should report this to the Department Head and Dean of Academics.

**2.12 Grade Appeals:** Relationships between students and educators at LBHC are based on the assumption of a mutual acceptance of certain rights and responsibilities. For the faculty these include the responsibility to respect the dignity and privacy of the student while providing an unbiased climate that encourages the pursuit of learning. For the student these responsibilities include respect for the faculty and the academic disciplines necessary for the attainment of a high education. When these ideals are not achieved, disagreement may arise.

A conflict resolution procedure has been developed for providing a full and fair hearing in resolving disputes involving academic performance (grades) and academic misconduct (cheating, plagiarism, inappropriate possession of exams or other course materials, etc.)

An academic conflict resolution committee composed of Academic Council will hear a case only after an attempt has been made by the involved persons to resolve their differences within the framework of the following structure:

- Student conference(s) with the instructor
- Student conference(s) with the advisor

- Student conference(s) with the Department Head
- Conference conducted by the Dean of Academics with all involved persons present

The student must present their case in writing, describing the situation factually and accurately. In each of the steps above, the LBHC employee must also put into writing the facts of the situation and/or their involvement as well as a summary of the conference with the student. This documentation will be placed in a confidential conflict resolution file in the Dean of Academics office and will be presented if the need arises to the Academic Council.

A student may not file a conflict resolution after the eighth week of the current semester following the semester in which the grade was awarded. The case must be resolved prior to the end of the current semester.

Information on the procedure for filing a conflict resolution appeal, and the procedure for hearing a conflict resolution are available from the Dean of Academics Office or the Dean of Student Services.

The Academic Council is the final appeal process of the academic conflict resolution procedure. An academic conflict resolution appeal to this body may be made either by the plaintiff or the defendant. The appeal must be submitted in writing to the Academic Council within five working days after the decision of the Dean of Academics. The Academic Council secretary will convey the decision of the appeal to the plaintiff or the defendant within five working days and this decision is binding.



### 3. FACULTY RESPONSIBILITIES

LBHC faculty is retained in their discipline in the respective department. The faculty is expected to...

- Instruct an average of 15-16 credit contact hours per semester.
- The Department Head will instruct 12 credit contact hours.
- Provide posted office hours for student conferences. One (1) hour a week per three (3) credit courses.
- Participate in campus committees that would include the accreditation self-study process as well as other duties.
- Provide student club advising when asked by a student organization.
- Advise student majors, assisting their progress toward graduation.
- Provide a plan of study in cooperation with the student.
- Participate in departmental meetings and curricular duties as assigned.
- Provide an updated and appropriate course syllabi outline each semester to the Dean of Academics, the Department Head, and to the students in respective classes.
- Select and process orders for appropriate textbooks in courses they are teaching or which are under their supervision.
- Attend Crow Indian community events and activities as appropriate.
- Abide by the catalog and regard it as the contract with the students with special regard to the academic regulations and the student handbook.
- Submit grade books and printouts that contain grade/course information for all courses taught to the Dean of Academics at the end of each semester.
- Faculty members of LBHC should understand the nature of the institution and its students and should prepare for and conduct classes in a way that

addresses student needs, the goals of the institution, as well as the faculty member's commitment to academic excellence. This obligation means that the faculty must constantly and continually seek to improve the quality of teaching throughout the college.

**3.1 Class Enrollment Records:** It is the responsibility of the instructor to keep class records of all courses taught. Class rosters can be obtained from the Registrar or through electronic means. Only students who are properly registered for a course may attend and receive credit for the course. Should faculty note discrepancies on the official class list they must give this information to the Registrar as soon as possible.

**3.2 Attendance:** Due to Pell, Crow Tribal Higher Education support and other forms of student funding, most of our students need accurate weekly records of class attendance. Excessive absences should be reported to the Dean of Academics and Financial Aid. If a student has not attended a course during the first six instructional days the instructor may drop them after notifying the Registrar. Being excused for an absence does not relieve the student of the responsibility for completing the course work.

Students must be in attendance 60% of the time during the entire semester to be eligible for Title IV (Pell) funds.

**3.3 Mid-Term and Final Grade Reports:** Instructors must submit a mid-term and final grade for each student listed on the class roster. Official Mid-term and Final grades are due in the Registrar's Office by the scheduled date listed in the College Catalog. Copies of the grade sheets and a class distribution are due in the Dean of

Academics office at the end of the semester. Salary payments may be withheld if the instructor fails to submit these grades on time.

**3.4 Classroom Department:** The faculty member is responsible for maintaining an orderly environment conducive to learning in the classroom. Therefore, it is the faculty member's right to dismiss from class any student whose clothing or behavior is interfering with the instruction of the course.

**3.5 Faculty Evaluation:** To meet professional responsibilities properly and adequately, faculty members should evaluate their performance critically. The purpose of faculty review and evaluation is to encourage and assist all members of the faculty to develop and perform to the best of their ability. Regular evaluations of the faculty, Department Head and the administration are designed to assist with reappointments, to inform the individual on how well they are meeting the set standards, to encourage improvement in performance and to evaluate the possibilities of promotion or transfer if applicable.

Part-time and adjunct faculty will be evaluated by student course evaluations, the Department Head and/or Dean of Academics prior to the end of their term/course.

New hires will be evaluated through student course evaluations, peer evaluation and by the Department Head before the end of their probationary period. If the faculty member is found to be completing their work in a satisfactory manner, they have successfully completed the probationary period. If the evaluation shows that the faculty member does not meet the standards set for instructors then the faculty member's

employment will cease or the probationary period will be extended with specific guidelines for improvement by the next evaluation. If the faculty member shows improvement they will be taken off the probationary status. If they fail to improve their employment will cease.

Continuous faculty will be evaluated every semester with student evaluations and every other year through peer evaluations and every third year by their respective Department Head and/or Dean of Academics. A portfolio system will be used to evaluate all faculty.

The faculty member, Department Head and Dean of Academics must undertake evaluation with candor and honesty, and exercise their best professional judgment in each stage of the process.

All faculty are expected to meet and will be evaluated under the following guidelines:

- Support and promote the functions, philosophy, mission statement and goals of the college as outlined in the College Catalog and Strategic Plan.
- Abide by the policies and procedures as outlined in this Faculty Handbook
- Fulfill the role and duties outlined in the position description for the faculty position.
- Prior to the beginning of the academic year, a contract is signed which includes the projected teaching load and any general or specific objectives.
- During the course of a year the faculty member and Department Head and/or Dean of Academics may reach other specific agreements, the content of which may be properly included in the evaluation.
- It is the faculty member's responsibility to adhere to the faculty evaluation

process and deadlines and to produce a professional, complete portfolio.

The Department Head and the faculty member use the same set of materials for the evaluation, including but not limited to information from students, peers and their own observations. The Dean of Academics and President while using this same set of materials will also have their own evaluation tools as well.

The Dean of Academics will also evaluate:

- Instructor effectiveness with students which will include Student Evaluations and/or changes in percent of student success as can be correlated to instructor performance.
- Formal or informal comments from students whose validity has been verified by the Department Head and/or other faculty.
- Observations by the Department Head and/or Dean of Academics.
- Accessibility to students.
- Teaching effectiveness.
- Genuine interest in and respect for students.
- Command of one's subject area.
- Ability to communicate clearly and enthusiastically the content of one's courses.
- Ability to organize subject matter and carefully plan courses.
- Ability to revise course offerings in the light of new developments in one's academic discipline.
- Ability to provide competent, thorough, and sensitive student advice.
- Possession of the attributes of intellectual honesty, fairness and objectivity.

**3.6 Professional Development:** Faculty members are encouraged to engage in a variety of professional development activities as a means of improving their knowledge and skills in their disciplines, increasing effectiveness, and broadening their understanding of the world.

Professional development includes:

- Work accomplished toward appropriate advanced degrees.
- Continuing education in one's area of expertise.
- Publication of books, articles, or creative works
- Developing courses for the internet/distance learning.
- Papers read before learned societies.
- Performance of creative works.
- Participation in professional organizations.
- Leadership in professional organizations (election or appointment to offices or committees.).
- Maintaining/improving skills in communication and instructional technology.

The college encourages faculty development that will result in upward mobility benefiting the individual and Little Big Horn College. For credential development the faculty member should submit a written outline of plans and goals to the President and Dean of Academics. Upon approval of the plan by the Dean of Academics and the President, faculty members will develop a proposal including course schedules, a plan of study and acceptance to a graduate school. The college budget may include faculty development funds to assist individual improvement opportunities. College funds may also be available for faculty attendance at and participation in professional

conferences/meetings, research, and publication.

**3.7 College Service:** LBHC depends on the faculty to promote the welfare of the institution by assuming responsibilities of leadership and governance. Attributes and qualifications to be considered are:

- Participation in College governance (Academic Council or Faculty Council meetings).
- Service on and participation in College committees.
- Service as Department Head.
- Fulfillment of special assignments.
- Curriculum development.
- Sponsorship and/or advisor of student organization.
- Engagement in fundraising activities, public relations or recruitment activities.
- Grant writing.
- Major accrediting activities.
- Other assigned or voluntary activities that contribute to the betterment of the College.

**3.8 Faculty Hours:** Faculty members are required to be on campus for instruction, office hours and related instructional duties 32 hours per week during the term. Faculty members shall establish regular and adequate office hours that are of convenience to the student. They also need to publicly post their office hours and be accessible for academic counseling, and advising at those times. Faculty should be available for office hours at least five (5) hours per week to be available to students and advisees. This contributes toward a caring, involved faculty member and does much to assist in student satisfaction and/or retention. For hybrid/online please look at the hybrid policy.

Faculty must provide a copy of their class and office hours schedule to the Department Head and Dean of Academics at the beginning of each semester.

The Department Head is required to be on campus for instruction, office hours and related instructional duties forty (40) hours per week during the term.

**Instructor Contact Hours:** Full-time instructors must have 15-16 contact hours per credit per semester. It is unacceptable to not meet a class when it is scheduled. Students need to be apprised if the instructor will be absent, either verbally (if it is known beforehand) or by a posted notice on the classroom and office door. If an instructor will be absent, they must make available a substitute instructor and/or submit a plan for arrangement on makeup contact hours on the leave form submitted to the Department Head and the Dean of Academics.

**Teaching Overload:** Unless the instructor agrees in writing to waive his right to overload compensation, a faculty member who teaches an overload will receive additional compensation. Overload remuneration is based on the teaching load for an academic year. Teaching loads that exceed 32 hours per academic year are regarded as overload and will receive remuneration at the current rate paid summer school faculty.

The faculty member, Department Head and Dean of Academics will determine which courses/classes are to be designated as overloads before the semester begins. When and if additional sections are warranted during student enrollment, faculty members may be asked to teach an overload. Overload remuneration is calculated after spring semester enrollment is finalized. Because heavy teaching loads reduce time for advising, intellectual and college

activities as well as professional development, six semester hours per academic year is considered the maximum overload.

**Outside Employment:** Full-time employment for the College is generally interpreted to mean the sole employment of the employee. Because of the possibility of conflict of interest, employees are not allowed to work for any other organization or engage in a business for themselves without expressed written permission of the President.

Permission will not be granted if such employment would result in any of the following:

- Impairment of on-the- job efficiency.
- Conflicts of interest.
- Unfavorable publicity of public relations to the College.

Requests for permission to engage in outside employment or business for themselves must be in writing and must state the following: the type of work to be engaged in, the name of the hiring organization, the hours of the work, and the reasons for desiring such employment. Permission will only be granted if the employee is able to fulfill their primary duties to LBHC in a satisfactory manner.

**3.9 Professional Attire:** Faculty members should dress in a professional, appropriate manner. Faculty clothing should not detract from the learning environment.

**3.10 Telephone Usage:** Faculty are given individual long distance telephone codes for use of college related business only. Local personal telephone use shall be kept to a very minimum. Faculty members are responsible for reimbursing the college for any unauthorized long distance usage.

**3.11 Equipment:** Faculty have access to personal office equipment, including a computer and printer. Faculty are responsible for the equipment provided for their use. All equipment must remain on campus and faculty should notify appropriate individuals when there are problems or breakdowns.

**3.12 Faculty Office:** All full time faculty members will be assigned office space that is appropriately equipped with a desk, chairs, bookshelves, file cabinet, computer, printer, telephone and office supplies. Part-time and adjunct faculty will be assigned communal office space.

**3.13 Faculty Codes:** Faculty will be assigned codes for telephone messages, long distance calls, faxes, the copy machine, and computers. The Chief Information Officer will provide these codes. It is imperative that these codes be kept confidential.

**3.14 Faculty Assistance:** Faculty members may request a student assistant and/or work study student through the Financial Aid Office. Faculty members who desire an assistant can fill out a form available from the Financial Aid Office to describe the qualifications and the hours needed.

**3.15 Faculty/Staff Lounge:** The faculty/staff lounge is a place for faculty or staff to congregate, eat or to have meetings. There are personal items in the cupboards and refrigerator as well as items to be shared by all (cupboards that are so marked.) Please be respectful of others personal items and do not use them without permission. The copy machine and printers are located in the lounge for faculty. Due to the fact that instructors are often printing or copying tests and other such materials students should not be in the lounge area, nor should they be

utilizing the copy machine, computers and/or printers in this area.

**3.16 Faculty Mail:** Mailboxes for faculty are provided in the Faculty/Staff lounge. Letters to be mailed must be processed by the faculty member in the reception office. All postage must be charged to the proper account. Packages will be delivered and picked up at the receptionist desk. Faculty members must pick up large packages at the reception office, smaller packages will be delivered to the mailbox area.

**3.17 Keys:** In order to provide for effective security through personnel key assignments the following policy has been established:

- LBHC employees are provided with keys necessary to access their work areas through written authorization forms.
- Keys shall be assigned on the basis of one key to each person whose duties require access to a building and/or room.
- Employees or visitors should not be provided access to a building, classroom, office or other campus area without proper authorization.
- A master set of keys to all areas are maintained in the Custodial Office.
- No key or keys assigned to faculty or staff members shall be duplicated or copied. Violation of this rule shall subject the violator to disciplinary action.
- All keys assigned shall be recorded on forms in the Custodial Office, with the description of the key, the person to whom it is assigned, and the date of assignment noted.
- No faculty or staff member shall have permanent possession of keys for rooms or buildings to which they are not assigned. They may however sign out for the necessary key(s) as warranted.

These keys are to be returned by the date designated at sign out.

- Faculty and staff who are reassigned during the course of their employment shall return all keys to their formerly assigned area(s) to the Head Custodian and have such keys recorded in and then be assigned new keys to the newly assigned area(s).
- Faculty and staff whose service terminates shall be required to return all assigned keys and record such returns to the Head Custodian.
- There is a penalty of \$5.00 per lost key. All losses shall be reported immediately to the Head Custodian.

## 4. ADMINISTRATIVE PROCEDURES

**4.1 Office Hours:** Office hours must be posted by the instructor's door and be listed on the current syllabus so that students are aware of the times. The posted office hour times must be strictly adhered. If the faculty member will be gone for some reason at that time there should be a note left on the door stating when they will be back.

**4.2 Faculty/Adjunct Criteria:** Criteria for all faculty, known as instructors, at Little Big Horn College, include the following:

- Possession of a master's degree or higher from a graduate institution of recognized standing or its professional equivalent (e.g., C.P.A., professional recognition in the creative arts, culturally, or in the business or health-care community).
- Possession of a degree that is relevant to the field of instruction where they will be teaching.
- Preferably has previous college-level teaching experience.
- Has either proven or presumptive potential for satisfactorily fulfilling the duties and responsibilities of a faculty member.

**4.3 Recruitment and Appointment for Faculty:** It is the desire of LBHC to recruit faculty members who have the potential to become outstanding instructors. In order to achieve this end, the college is highly selective in making initial appointments. In recruiting new faculty, LBHC complies with all federal and state non-discrimination laws and is an equal opportunity employer. In keeping with its role and mission, LBHC reserves the right to make employment decisions based on American Indian heritage when all other qualifications are equal.

**Procedural Steps in Recruitment and Appointment:** When a Department Head perceives a need for new faculty, either because of program changes or resignation, they will file a written request with the Dean of Academics, which includes justification for filling the position, a job description for the position and the criteria by which applicants will be evaluated.

The Dean of Academics will review the request, and if necessary confer with the Department Head concerning revisions. The Dean of Academics will then consult with the President to secure permission to initiate a job search and to establish salary range.

If permission to initiate a job search is denied, the Dean of Academics will communicate in writing to the Department Head the reasons for the denial. If the Department Head is not satisfied they may appeal to the President for a review of the decision. The decision of the President is final.

Appropriate announcements and advertisements of the vacancy will be prepared by the Dean of Academics, the Department Head and Human Resources and the appropriate means of circulation will be identified.

Applications will be received in the Human Resources office and logged and forwarded to the Dean of Academics who will appoint members and serve as chair of the Search Committee. The members will consist of the appropriate Department Head and at least one faculty in that department and/or staff members who have expertise in that particular area. Committee members must individually review all complete applications thoroughly and methodically by applying the hiring criteria of the college to all applicant files. The Search

Committee will then reconvene to discuss and to vote on the candidates. All application files and relevant deliberations by the search committee on application files must be kept confidential at all times.

After the search committee has identified the best qualified candidates for further consideration the Dean of Academics will contact these applicants and schedule an interview which will also consist of a twenty (20) minute lecture in the field of the announcement. If distance and time is a factor the interview may be done by telephone. The search committee shall also have the option of adding additional criteria points to be included in the interview rating. Example: professionalism displayed during the interview, overall confidence, verbal skills, etc.

Applicants may also be required to perform typing tests, spelling tests, etc.

Candidates that have been invited to the campus will be given a copy of the Faculty Handbook and given a tour of the facilities by either the Department Head or the Dean of Academics. They will also be introduced to the President and the other Deans.

After interviewing the candidate(s) the Chair of the Search Committee will call for a vote of the members. All points for interviews, Crow and Indian preference, and Affirmative Action (when applicable) will be tallied. If the search committee has determined that the individual with the most tallied points is not necessarily the individual who is best qualified for the position, the committee shall state forth such reasons in a memo of rationalization. Such reasons may be based on the results of reference checks, interviews, accuracy of responses, work history, or other pertinent reasons.

The results will be listed for candidate number one and candidate number two in a written recommendation, along with justification of that decision. After each committee member has signed this document the Dean of Academics will present it to the President. The President in consultation with the Dean of Academics will decide whether to offer a contract and direct the Dean of Academics to prepare a contract and notify the candidate. After the completion of negotiation and execution of a contract, all other candidates will be notified by Human Resources that the position has been filled.

In the event that a new faculty is terminated or resigns within the first 90 days of employment, the President shall have the option to offer a contract to the second place candidate and/or to use the same pool of applicants for a new search procedure.

The Board of Trustees reserves the right to review the files of the search committee to ensure that proper protocol and procedure were followed. All files of search committees will be maintained in the Human Resources Office.

**4.4 Recruitment of Adjunct and Part-Time Faculty:** Adjunct and part-time faculty will be recruited from the local community. In order to maintain the quality of instruction necessary to fulfill the educational mission of the college, the Department Head and Dean of Academics shall seek persons to fill these positions who meet or exceed the minimum criteria established above for faculty members.

Adjunct and Part-time faculty must provide a resume and official transcripts to the Dean of Academics. These records will be kept on file. The Dean of Academics will then write up a contract which has precise terms and



conditions. A copy will be kept in the individual's personnel file, a copy goes to Accounts Payable and a copy goes to the individual. Appointment is contingent upon adequate enrollment in the course(s) to be taught.

#### **4.5 Faculty Classifications:**

Faculty of Little Big Horn College are defined as Adjunct, Part-time, Preeminent Scholar and Continuous. The definition of each is as follows.

**Adjunct Faculty** are instructors employed to teach specific courses at the need of the college. An adjunct is appointed by the Dean of Academics and may be recommended by the Department Head where she/he will serve.

Adjunct faculty will receive compensation determined by the number of contact hours they are contracted to teach as well as by their educational qualifications. Mileage up to sixty (60) miles roundtrip will be paid at the current federal mileage rate.

Adjunct faculty have the same freedom and responsibilities in the management of their courses as do full-time faculty members. As part of their responsibilities, adjunct faculty are expected to spend a reasonable amount of time on campus each week so that they will be available to counsel students regarding their course work. (One-half an hour per three (3) credit per week would be considered reasonable).

**Part-time Faculty** are instructors employed to teach specific courses at the need of the college. A part-time faculty member is appointed by the Dean of Academics along with the Department Head recommendation and with approval by the Academic Council and final approval by the Board of Trustees. Part-time faculty teach a

minimum of 0.5 full-time equivalency to a maximum of 0.75 full-time equivalency.

Part-time faculty must also follow the criteria established above for faculty members of LBHC. Part-time faculties receive compensation determined by the years of experience, educational qualifications and the percentage of time they are required to teach. They are eligible for fringe benefits prorated according to their percentage of employment.

Part-time faculty have the same freedom and responsibilities in the management of their courses, as do full-time faculty members. As part of their responsibilities, part-time faculty are expected to spend one hour per week in addition to class time per credit hour taught so that they will be available for students, be able to attend faculty meetings and serve on committees as appointed.

**Preeminent scholars** are individuals who are offered appointments based on their artistic/cultural/teaching experience as well as their professional study or cultural experiences which equip them for instructional and performance responsibilities. Such individuals are designated artists, writers, cultural leaders or scholars in residence and perform their responsibilities as regular members of the faculty or as adjunct faculty. The terms and conditions of employment are determined on an individual basis prior to appointment.

**Continuous Faculty** status occurs after a faculty member has been employed for three consecutive years and confers on a faculty member the right to be re-employed from contract term to contract term until the faculty member resigns, retires, is terminated or laid off, or is dismissed in accordance with the policies and procedures established in this Faculty Handbook. A

faculty member on continuous contract may not be reduced in salary, rank, or contract term except for just cause or pursuant to a reduction in force or decreased financial funding.

**Summer School Faculty** may be full-time, part-time or adjunct faculty members. Faculty members with nine-month contracts shall also receive summer school compensation of two-thirds of their per credit salary and will not receive mileage. Due to classes being taught 1.5 hours every day for six weeks (for a three (3) credit class) a course load of six (6) credits is considered full time for faculty and for students.

Adjunct summer school faculties are appointed by the Dean of Academics and can be recommended by the Department Head. They are hired to teach specific courses during the summer session.

All summer school contracts are term contracts except in those cases where a faculty member is completing his/her normal course load during the summer session.

All summer school faculties are expected to be available for a reasonable amount of time to counsel students regarding their course work. Summer school faculty may also be required to advise new, returning, and transfer students as part of the summer enrollment procedure.

**4.6 Credit for Experience:** The following guidelines will be used to determine what credit, if any, may be allowed for previous experience for a new faculty member, however the maximum allowance to be credited will be three years regardless of the years of prior teaching or

experience in any of the three subcategories listed.

- A faculty member or prospective faculty member may be allowed one year's credit for each year's full time teaching experience in the field of specialization, or its equivalent in teaching and academic administrative responsibility at another college or university recognized by an approved accreditation agency.
- A faculty member or prospective faculty member may be allowed one year's credit for each two years full-time experience in the field of specialization in elementary or secondary institutions.
- A faculty member or prospective faculty member may be allowed one year's credit for each three years full-time experience in a non-teaching profession related to the field of specialization.
- Faculty who have taught at LBHC previously will be allowed to begin at the level where they would have been had they continued their employment. The exception to this is if the faculty member left LBHC in bad standing due to disciplinary action or misconduct.

**4.7 Faculty Contracts:** A faculty member's contract will indicate if he/she is an adjunct, part-time, term, provisional, or continuous contract. The college provides annual contracts at the end of the second term for the next academic term for continuous Faculty and Department Head.

Term contracts are issued for a specific period, usually one or two semesters, and carry no obligation or promise of further employment. The college may offer term contracts at any time. A person offered a term contract will have two weeks to accept or reject the contract.

A provisional contract at Little Big Horn College is a full-time contract for an

academic term. It carried no obligation or promise of further employment beyond its term. Lay off, dismissal, or suspension of a provisional faculty member can occur anytime within the contracted period. Faculty members holding provisional appointments are evaluated for reappointment on a yearly basis.

Written notice that a provisional contract is not being renewed will be given to the faculty member no later than April 1 if the appointment expires at the end of that academic year or if the appointment expires during an academic year at least two months before that expiration date.

**Changes in Faculty/College Contractual Agreement:** Any change in information, policies or procedures shall be distributed to the faculty at least fourteen (14) days before the change takes effect. Suggested revisions in the contractual portion of the faculty handbook may originate from the President, Dean of Academics and Chief Financial officer, through the President's Council, Academic Council, a college ad hoc committee, the Faculty Council or a subcommittee of that body, or a college standing committee whose function impacts upon some portion of the college/faculty contractual agreement.

**Review/Revision:** The President's Council, Academic Council and Faculty Council will review suggestions for a change or revision. Suggestions for revisions generated by these bodies shall be made in writing to the originator of the proposed change.

**Approval:** Following revision of the proposal, the originator of the revision shall send a final draft to each of the review groups mentioned above. Each group shall respond in writing within five (5) working

days whether it does or does not approve the recommended changes.

Consideration of the proposed change may be stopped at any point preceding the final step of the President's recommendation to the Board of Trustees by mutual consent of the Presidents Council, Academic Council or Faculty Council.

**Presidential Action:** The originator shall send the final draft of the proposed revision to the President, along with a memo indicating the response of each of the review groups. If there is a disagreement, the President shall talk with the members of each review group and attempt to resolve the problem. The President shall then formulate a recommendation to the Board of Trustees to either the appropriate committee or entire board as deemed appropriate. The original proposal and accompanying materials will also be submitted at that time.

**Faculty Probationary Period:** All new faculty hires will be on probation for one semester. They will be evaluated prior to the end of the probationary period and annually thereafter if they have received provisional status. The immediate supervisors, Department Head and Dean of Academics, will be responsible for the evaluation process. In the event of extended probation, the supervisor and faculty must agree on conditions of the extension, the performance criteria and its length.

**Faculty/Department Head Salary Schedule:** Beginning salaries and increments are governed by the current salary schedule set for faculty. Full-time faculty and Department Head will be paid according to the levels on the LBHC Salary schedule. Part time instructors will be paid at a rate based on credit hours taught according to the salary schedule. Adjunct

faculty will be paid at a rate that is commensurate with their education according to the current adjunct faculty salary schedule. Instructors will advance one step for each full academic year of teaching at LBHC, subject to funds being available. Part time instructors will be given credit for teaching experience earned only at LBHC.

Instructors will be allowed to move laterally on the salary schedule according to the following conditions:

- Credits are earned graduate credits.
- Proof of credits earned (official transcripts) are submitted.
- Salary increase for additional credits or degrees will be awarded at the time the next contract is made following the completion of the credits.

Salary increases are contingent upon the LBHC budget, which is established prior to the new fiscal year. As such, salary steps depend upon projected income for the college. The President shall be responsible for recommendation of salary steps, which must be approved by the Board of Trustees. Recommendation for salary steps may be based on various factors, including education, job performance, and length of service.

**Faculty Benefits:** Continuous and provisional faculty members qualify for social security benefits and workmen's compensation, life insurance, 401K, medical insurance and paid holidays. Temporary faculty will be eligible for the above benefits after ninety days, however they will still be considered on probationary status in their position until the end of the semester. Adjunct faculty does not accrue or receive any benefits.

Faculty can get additional information on these benefits from the Payroll Officer or Human Resources Officer.

**Leave Categories:** When faculty request leave, arrangements must be made with the Department Head with approval from the Dean of Academics. The appropriate leave category, specifying the type of leave must be specified as well as how contact hours will be fulfilled must be completed before leave can be granted. Forms are available for leave requests at the Business Office. The Finance Office's only responsibility is to record the leave it does not approve or determine the type of leave.

Leave must be approved in advance, except in cases of personal emergency.

Leave requests are submitted in writing at least one week prior to the leave.

Requests for leave of 40 hours or more must be approved two weeks in advance by the Department Head, Dean of Academics and by the President. Only sick leave may be used during the probationary period.

When faculty members have used all of their leave, yet continue to claim leave hours on their timesheet, they will not be paid for those leave hours.

**Sick Leave:** Faculty has five (5) days of sick leave per academic year.

Sick leave is used in the event of a faculty illness or for that of an immediate family member (same household). All sick leave beyond 3 (three) days must be accompanied by a doctor's statement. The College shall have the option to request a doctor's statement for a lesser time when deemed appropriate.

Extended sick leave may be negotiated with the Dean of Academics and President by the faculty or a family member in extenuating circumstances.

Sick Leave is a benefit only if used; no compensation is available under any circumstances for unused sick leave upon a faculty's separation from LBHC.

**Personal Leave** is available for Continuous faculty and Department Head. Instructors in these categories have five (5) days for personal leave per year, which cannot be carried over to another year. Personal leave is a benefit only if used, no compensation is available under any circumstances. Personal leave is for emergency leave other than illness.

**Bereavement Leave** is time off from job related duties when there are matters related to death, or critical illness where death appears to be imminent in the immediate family (parents, siblings, children, grandchildren, grandparents, and legal adoptions/guardianships). An extension can be negotiated with the Dean of Academics and subject to approval by the President of the College.

**Administrative Leave** is granted by the President when weather conditions and other special reasons exist which would make attendance at work dangerous or hazardous and when such factors such as "acts of God" might result in a threat to the safety or well-being of employees. It may also be granted in special circumstances at the discretion of the President.

**Maternity/Paternity Leave** shall be provided up to accumulated leave available for eligible faculty. Time requested beyond this will be leave without pay. This leave must be arranged with the Dean of Academics and the President. The college follows FMLA guidelines as amended.

**Jury Duty** is granted to comply with a subpoena to appear in court or before a

judge, or legislative committee or any office, board, or body authorized to conduct any hearing or inquiry or for jury duty. The LBHC faculty is requested to endorse his/her jury fee check to the college, whereupon he/she will be given a full paycheck. Serving as election judge is also considered in this class.

**Leave Without Pay (LWOP)** occurs for time away from college duties that are unrelated to the assigned position and are unrelated to the professional development of the faculty. Faculty who request leave of absence for a long-term duration are not eligible for benefits or a step increase in the salary scale. Leave without pay is not encouraged and not rated well in evaluation or performance evaluation.

Absences without prior approval shall result in LWOP. Failure to report to the classroom, office work station, mandated meetings such as in-service or college activities such as graduation may result in LWOP and the paycheck will be deducted at a respective hourly rate. Continued absence of three days or more, without approval, may result in disciplinary action. Faculty must call the Department Head and the Dean of Academics if they plan to be absent. Any faculty who has not called in for three consecutive days will be considered as abandonment of job duties and will face disciplinary action.

**Faculty Breaks** are outlined in Faculty Contracts. Faculty specific breaks shall be given from the ending date of the Fall semester through the first day of the Spring semester. Leave shall also be given during the Fall and Spring breaks. Department Head may be required to attend in-service or workshop training during all breaks. Faculty members will be obligated to attend four (4)

days of in-service or workshop training during the contract year.

**Professional Leave** is available for faculty attending college-sanctioned meetings, conventions or educational activities that require faculty to be absent from the classroom and other duties. Leave requests must be filled out and signed by the appropriate supervisors and Deans before the expected absence. Contact hours for each course must be met and how this will be accomplished must be written on the leave request.

**Educational Leave** is granted when a faculty member has a planned term of professional development that is in the interest of the college and approved prior to releasing the faculty. The faculty must have all detailed information for the leave approval six months prior to the leave. The Dean of Academics and President must approve the leave. Faculty will receive their annual salary during the leave, if budget allows. If other program monies support the salary, the amount shall not exceed the annual salary and benefits. Faculty who request leave of absence for a long-term duration are not eligible for benefits or a step increase in the salary scale.

**Sabbatical Leave** is available for faculty and administrators who have been employed at the college for seven years and have a satisfactory service record have the option of applying for a sabbatical leave with pay, if the budget allows.

The leave must be related to regular duties or to an instructional area of discipline. The Dean of Academics and President must approve this leave. Although sabbaticals are normally a year's leave, the leave may be for a shorter time period. Faculty who request leave of absence for a long-term duration (in excess of one academic year)

are not eligible for benefits or a step increase in the salary scale. Upon returning to the college, the faculty must submit a report to the President and the Board on the value of this leave.

**Military Leave** is available for faculty in any component of the United States Armed Forces. This form of leave shall be granted for required training or duty for a period not exceeding fifteen (15) working days during one calendar year. In the event that the time of such training is optional, the time shall be designated at the discretion of the Dean of Academics. Such leave will be with full pay, minus that which the faculty received from the military for service while on military leave. Faculty called to participate in military training shall furnish the President with certification, normally copies of official military orders, that they were called to duty by proper authority.

**In-House Contractual Compensation** must have approval from the Dean of Academics and final approval by the President before contractual obligations are arranged with college federal or foundation projects, which allow additional compensation outside of the regular duties and funding source. The limit of \$1500 extra pay per semester has been set for faculty members. Leave must be taken if the contract is during regular working hours. The President is the contract officer. Approved contractual agreements must be submitted to the Payroll Officer in order to receive payment.

Consultants who are hired for a short-term assignment or project are required to sign a consultant contract outlining expectations and remuneration for work. Consultants are paid upon completion of the duties as specified in the contract.

The President is the final contracting officer. Contracts must be completely filled out with the following information:

- Description of services or work to be performed.
- Account expense number to charge the services or work.
- Duration of the contract.
- Amount to be expended in total.
- Payment/compensation schedule.
- All required signatures.

Contracts do not need a separate purchase order as all the information is stated on the contract. A W-9 with current information must accompany all contracts. W-9 forms are in the file outside of the reception area or in the accounts payable office.

Employees on regular payroll cannot be paid through accounts payable for additional contracts. Employees cannot be paid through multiple contracts that would be in excess of 80 hours per pay period. Please refer to the Internal Revenue Service guidelines for additional clarification.

**Temporary Appointments** of a faculty member may be made by the President to ensure continuous function of a program or project. This may occur when a search is unsuccessful, or vacancy occurs without proper notice. A temporary appointment shall not exceed one semester. The President shall report any such appointments to the Board of Trustees.

**Promotions/Demotions** may occur when circumstances warrant such actions. A promotion is the act of moving a faculty to a different position within the College with increased responsibility and compensation. Promotions may occur when a vacancy occurs or when/if a new position is created based on institutional need. The formal selection process may be waived upon

recommendation by the President and approval by the Board of Trustees. The President shall be responsible for all recommendations for promotion. Promotions are based on, but not limited to the following criteria:

- Current and past job performance.
- Level of education.
- Job related experience.
- Professionalism.
- Seniority.
- Demonstrated commitment to the Mission of the College.

A demotion is the act of moving a faculty to a different position or duties that reflect less responsibility. A demotion is normally accompanied with a decrease in compensation. Demotions may occur from, but not limited to the following criteria:

- Poor job performances
- Disciplinary action
- Unprofessionalism
- Skills not to the level of tasks

**Release Time** refers to time deducted from the customary teaching load of a faculty member. The Department Head and Academic Dean must pre-approve release time. Final approval is by the President. Some examples for release time include, but are not limited to:

- Research Activities
- Curriculum development
- Professional development
- Grant activities

Release time will not be permitted if it impairs program or departmental efficiency. Payment for release time can come from college entities such as grants, or outside entities such as other educational institutions or agencies. The faculty member cannot receive more than their designated salary, plus \$1500.00 per semester, or put more

than 80 hours on the timesheet. As stated previously the college should be considered the primary employer and if extra employment or personal duties jeopardize fulfillment of college duties they will not be permitted.

### **3.8 Amendments to the Faculty**

**Handbook:** Little Big Horn College faculty shall be given an annual opportunity and/or such other time as deemed necessary by the Academic Council and/or the President to review and recommend any changes to this document. All changes must be presented through the minutes of the Faculty Council to the Academic Council, if approved by the Academic Council then a recommendation will be made to the President and if approved by the President he/she will present the recommendation to the Board of Trustees. The Board of Trustees authorizes final approval of any changes to the Faculty Handbook.