



# Lac Courte Oreilles Ojibwe University Faculty Handbook

# LAC COURTE OREILLES OJIBWE UNIVERSITY FACULTY HANDBOOK

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This Faculty Handbook details faculty related information and policies. General employee information and policies can be found in the Employee Handbook.

# **Chapter 1**

## **PURPOSE and RESPONSIBILITIES**

### **1.1 FUNCTIONS of FACULTY**

The functions of a full-time faculty member are divided into the four categories of teaching, advising, scholarship and service to the University and the community.

### **1.2 TEACHING**

1. Classroom instruction, preparation, and supervision of students.
2. Community instruction such as preparation and presentation of University course work of campus, workshop, seminars, and in-service for professionals and others.
3. Laboratory design, preparation, instruction, supervision, and other associated responsibilities.
4. Assessment of student performance including the preparation, administration, grading, and evaluation of tests, papers, examinations, and assessment rubrics and the reporting of grades.
5. Conferences with academic advisement of students outside of their registration needs.
6. Coordination, supervision, and evaluation of student research.
7. Coordination and supervision of academic programs.
8. Coordination and supervision of student activities directly related to the academic program.
9. Development of more effective teaching methods and teaching oriented research.
10. Writing letters of recommendation for students.
11. Selection and procurement of books, films, and other materials for classroom or laboratory use.
12. Periodic evaluation of library holdings and recommendations of books to be ordered by the library.
13. Participate in the development of new courses and programs of study as well as the ongoing review and updating of current curriculum.

### **1.3 ADVISING**

1. Students Services Advisors work with new students and those that have stopped out for more than a semester and require new admissions, the Student Services Advisors hand-off the students and their degree plans to an assigned Faculty Advisor in the student's field of interest. Faculty Advisors take over students as advisees half-way through their first semester to help the advisee meet their academic goals.
2. Faculty and Student Services work collaboratively for the new student's first semester to assist with and approve advisee class schedules.
3. Faculty advise and counsel students in their respective program and curricular areas after completion of the student's first semester.
4. Student Services Advisors are available throughout a student's academic career for resources that may be beyond the scope of Faculty.
5. Complete appropriate forms in a timely manner.
6. All advisors have access to maintain an Advisee's primary file.
7. Faculty advises current students at the University during summer months outside of the time period enumerated in Section 1.1 of the Faculty employment Agreement, as the need arises.

**Confidentiality.** Faculty bear a responsibility for confidentiality in their dealings with students. Privileged information should be respected as such. Privileged information should be shared with other professionals only with the student's consent. Information regarding the Confidentiality of Student Information and the Family Educational Rights and Privacy Act (FERPA) can be found in the LCOOU Student Handbook under Academic and Student Policies. Any questions regarding FERPA and student confidentiality can be addressed by the Registrar.

#### **1.4 SCHOLARSHIP**

1. Ongoing research which leads to the discovery of new knowledge or new applications of existing knowledge.
2. Ongoing research intended to lead to publications in scholarly journals or books.
3. Ongoing reading and research to maintain proficiency and growth in one's field of professional specialization.
4. In the case of Fine or Performing Arts, regular practice and performance to maintain and develop professional skills.
5. Research intended to lead to the preparation and presentation of a scholarly paper to a professional society or to any group in one's field of specialization.
6. Editing professional journals and serving as a reference of manuscripts that have been submitted to a journal.
7. Reviewing texts in one's field of specialization for publishing.
8. Holding office or membership in professional organizations.
9. Attending and participating in meetings, conferences, and conventions of professional associations.
10. Writing proposals for financial support of research or other projects including academic institutes or workshops.
11. Consulting with the faculty on research proposals or projects.
12. University connected consultation or professional community service.

#### **1.5 SERVICE**

1. Serve on faculty, division, accreditation, or institutional committees.
2. Participate in University sponsored activities such as student recruitment, new student orientation, graduation, and other planned student events.
3. Participate in screening and interviewing candidates for faculty and staff positions.
4. Coordinate, advise, mentor, and supervise student organizations or student activities not directly related but supplemental to academic programs. Examples include: AISES and AIHEC Student Conference participants.
5. Participate in University sponsored community service or community projects.

6. Assist in taking inventory of equipment and supplies in office and/or classroom(s).
7. Serve as a designated representative of the University, including participation in community and University cultural activities.

# **Chapter 2**

## **RESPONSIBILITIES and ACTIVITIES**

### **2.1 BASIC PHILOSOPHY**

Regular full-time faculty appointments carry the responsibilities and privileges traditionally identified with academic positions. In addition, University faculty is obligated to enrich their understanding of the unique mission of this tribally chartered institution. The faculty member is under obligation to render to the University the most effective service for which the faculty member is capable. Moreover, faculty is expected to increase the depth and range of competency with increased length of service. All members of the faculty have continuous responsibility to develop their professional proficiency and to represent the University in community service.

The University will make available resources to ensure cultural competency.

### **2.2 PROFESSIONAL SCHEDULES FOR FULL-TIME FACULTY**

1. Faculty members are considered professional exempt personnel responsible for accomplishing the tasks for which they are employed. Faculty members are responsible for making time available for student conferences and are required to post a minimum of 5 office hours per week per semester during the regular academic year.
2. A weekly schedule showing class times, office hours, and scheduled meetings shall be created and maintained in Outlook and shared with the Provost and Front Desk by the first week of the semester.
3. One copy of the weekly schedule shall be posted outside of the faculty member's office door and on each course Canvas page.
4. An instructor who must attend to University business or personal affairs that conflict with the posted schedule should inform the Provost and the front desk concerning the time of return and where the faculty member can be reached (see Class Cancellation Policy – Section 5.9).
5. It is recognized that full-time faculty members are exempt and may average 40 hours or more per week in carrying out their professional responsibilities.
6. Depending on the program, student, and community needs, classes may be scheduled between the hours of 7:00 a.m. to 9:00 p.m., including weekends.
7. When scheduling, certain factors may be taken into consideration such as enrollments, first time teaching a course, a newly developed course, faculty requests, accreditation and certification requirements and total number of contact hours.
8. See academic calendar for assignable days.
9. Faculty members may schedule office hours and teaching schedules during a four-day week if approved by the Provost.

### **2.3 ACADEMIC CALENDAR YEAR, HOLIDAYS, and BREAKS**

1. The academic calendar year for faculty consists of 190 days (38-week contracts), which

includes twenty 20 break days when faculty are off (4 weeks or 15 days between semesters for winter break, 5 days for spring break), instructional (32 weeks or 160 days) and preparation/training workdays (2 weeks or 10 day) one week before fall and spring semesters during the academic calendar year. There are 13 holidays (per the Employee Handbook 9.1) observed during the 190 days (38-week contracts).

2. Full-time faculty and adjunct faculty members are expected to attend and participate in all in-service and other training as required by supervisor.
3. Full-time faculty members are expected to attend and participate in commencement ceremonies. Adjunct faculty members are encouraged to attend and participate in commencement ceremonies but are not required.
4. Full-time faculty members are eligible to have (1) paid personal leave day each semester for a total of (2) days paid personal leave per academic year.
  - a. Faculty must request personal leave in writing to the Provost.
  - b. Faculty personal leave must be used during the current contract year (August-June).
  - c. Faculty personal leave cannot be accrued.
  - d. Absence of more than two days per academic year (not listed as sick or holiday) must be taken as leave without pay.

For more information on policies regarding holidays, and the various types of leave (annual, personal, sick, sabbatical, etc.) see the LCOOU Employee Handbook Article IV.

## **2.4 INSTRUCTION**

The key purpose of the University and therefore of faculty, is instruction. Enabling students to fulfill their total personal, intellectual, and vocational objectives constitutes the heart of faculty responsibility.

Consulting, community services, and research are secondary to instruction, preparation, and advising of students. Without quality execution of this basic mission, other activities become insignificant. Carrying out this critical task entails the following activities of faculty:

1. Continuous professional enrichment through advanced course work
2. Familiarity with professional literature
3. Attendance at professional conferences, and regular research
4. Basic knowledge of Ojibwe and Native American traditions, practices, perspectives and learning styles
5. Consistent and updated preparation
6. Creation of a classroom environment conducive to University-level learning
7. Administration of examinations and prompt submission of grades
8. Maintenance of appropriate records

## **2.5 FACULTY TEACHING LOAD**

The following acknowledgements, expectations, and conditions apply to the faculty teaching load:

1. An instructor will teach courses for which the faculty member is credentialed or trained



to teach.

2. An instructor will maintain five office hours per week whether face to face or virtually.
3. Excessive enrollment in courses will be credited in calculating the faculty member's workload (see Section 2.5.D. Workload Equivalency by Delivery Method and Section 2.5.F. Course and Site Enrollment Quantifications).

Committee work, advising, community service, research, assessment, and the various methods and conditions of instruction are a significant component for the workload duties and responsibilities of a faculty member; therefore, a reasonable instructional load shall be determined by discussions between the faculty member, the Division Chair, and the Provost.

#### **A. INSTRUCTIONAL CREDIT WORKLOAD**

**1. Undergraduate Faculty Instructional Workload:** Full-time faculty will teach twenty-four (24) instructional credit hours per academic calendar year. If a faculty member's workload exceeds twenty-four (24) credit hours maximum per academic calendar year, the faculty member will be paid an overload amount for the additional workload (see Section 2.5.F. on Overload and Summer Contracts for more information). If a faculty member's workload falls below the minimum of twenty-four (24) credits per academic calendar year, the faculty member will be assigned other faculty-related duties without a reduction in pay. Duties are determined jointly by the faculty member and the Provost. Examples of other assignable activities include grant activities, research, institutional/public service, and development of new curriculum or programs.

**2. Graduate Faculty Instructional Workload;** is 18 instructional credit hours per academic calendar year.

**3. Student Advising Capacity:** Faculty advising load will be capped at 24 advisees. Faculty advising more than 24 students will qualify for overload compensation.

**4. Non-Advising Faculty:** Faculty whose job duties and responsibilities do not include advising, will be assigned additional instructional credits, scholarship, or service to be equivalent to Faculty required workload. Non-advising Faculty will get overload pay when they exceed 30 credits/academic year.

#### **B. ACADEMIC HOUR**

**Academic Hour:** An academic hour is equal to fifty-five (55) minutes of lecture or instruction.

#### **C. CREDIT HOURS**

**1. Instructional (or Lecture) Credit Hour:** One (1) instructional or lecture credit hour is equal to one academic hour of formalized, organized instruction per week for a 16-week academic semester.

**2. Practicum/Internship Credit Hour:** An experience that serves to synthesize a student's education and to apply it to a workplace setting. These are usually undertaken near the end of a student's program of study so as to reflect the whole of the student's educational experience. Supervision is provided by an LCOOU faculty member; on-site

supervision is provided by an agency/company employee. One (1) practicum credit hour is equal to twenty-five to forty hours (25 – 40) of academic hours of course contact per semester in accordance with specific program accrediting body requirements. Practicum credit hours will be equal to the number of contact hours that the students are expected to meet with the instructor.

**3. Field Experience (e.g. Human Services and Early Childhood):** An experiential application of student learning either from a particular course or from a set of courses in the discipline. Supervision is provided by an LCOOU faculty member; continuous supervision is provided by an agency/company employee. Field Experience credit hours will be equal to the number of contact hours that the students are expected to meet with the instructor.

**4. Studio Credit Hour (e.g. Art):** Students execute prescribed techniques and methods specific to their chosen media to complete required course work and to develop their individual points of view. One (1) studio credit hour is equal to one academic hour of formalized, organized instruction per week for an academic semester.

**5. Laboratory Credits (e.g. Science):** One (1) lab credit is equal to two (2) hours of formalized instruction per week in a semester and will be compensated at 2 credits.

**6. Faculty members coordinating lab activities** with an adjunct or another instructor will receive 1 (one) credit hour compensation per semester.

**7. Clinical Credits Requiring Direct Supervision (Nursing):** One (1) clinical credit requiring direct supervision is calculated using a factor of 1.5 per credit of clinical instruction. For example, if a faculty member is teaching 3 clinical hours, they would be credited for 4.5 credit hours for that instruction. The additional time is required for the extended preparation and follow-up required for that instruction

**7. Clinical Credits Requiring Limited Supervision (Nursing):** This includes credits that are precepted by the clinical staff and are calculated using a factor of 1.0 since the faculty member only visits the clinical site(s) intermittently and the clinical staff provide the direct supervision. An example of precepted clinical would be: A faculty member teaching a 3 (three) credit precepted clinical course would receive 3 (three) credits towards their total workload responsibility.

**8. Lab Instruction/Testing (Nursing) Credits:** Lab Instruction/Testing credits for the nursing program are calculated using a 1.25 factor. For example, a 3 (three) credit lab course would be calculated as 3.75 credits of total teaching.

#### **D. WORKLOAD CREDIT EQUIVALENCY BY COURSE**

**1. Student Enrollment:** Each course or section of a course (lecture, lab, and studio) is limited to a maximum of twenty-five (25) students (unless other accreditation limitations apply per course). Lower maximum student enrollment numbers may apply for courses with professional or accreditation limitations cited as appropriate by those entities. Faculty members will receive one (1) additional workload credit equivalency hour per course for any course with twenty-six to thirty-six (26– 36) students. An additional section of the course will be created for any face-to-face courses with class enrollment exceeding thirty-six (36) students.

**2. Independent Study, Directed Study, and Capstone Courses:** A faculty member teaching an Independent Study, Directed Study, or Capstone course will receive the same

number of workload credit equivalency hours as listed for the course credits. All independent study courses must be approved by the Provost.

**3. Online, and Accelerated Courses:** All faculty members will receive one (1) additional workload credit equivalency for the first time they teach using the delivery method.

#### **E. WORKLOAD CREDIT EQUIVALENCY by POSITION**

**1. Academic Program Director:** Program Directors, who are also faculty, have flexible teaching workloads according to specific program accrediting body requirements. Instructional assignments will be jointly agreed upon by the Program Director and the Provost, taking those requirements into account. Academic Program Directors are not eligible for overload compensation.

**2. Division Chair:** See section 4.4 B

**3. Faculty Senate Officer:** See section 4.5 B

**4. Professional Accreditation:** Programs that have professional accreditation requirements dictating extensive faculty monitoring of students shall be given load consideration in collaboration with the Provost.

#### **F. OVERLOAD AND SUMMER CONTRACT**

1. Overload will be calculated as follows: Annual salary divided by 38 weeks in a full academic year divided by 40 hours per week equals the hourly rate of pay. Hourly rate is multiplied by 16 (for the number of weeks of the semester) to arrive at a per credit pay amount. The per credit pay amount is then multiplied by the number of credits, then multiplied by 1.5.

2. Summer Contracts will be calculated using the same formula as above for overload and paid on the regular biweekly payroll during the summer semester.

#### **G. ACADEMIC PROGRAM REVIEW**

Please consult the Program Review Manual located on Canvas under the Academic Department page. For guidelines, instructions, and timelines for conducting an Academic Program Review. Program Review is the work of each division with oversight provided by Provost. The Division Chair oversees the process ensuring all tasks are carried out and are submitted on time. A lead instructor is assigned and will gather necessary documentation and data and write the report. Other division faculty members and the Division Chair may also be included as part of the Program Review. In special circumstances, such as a program review that runs concurrent with a program accreditation process, faculty may be granted credit equivalency as part of their workload.

#### **2.6 RESEARCH**

Professional research in respective academic areas is both necessary and desirable. Faculty members are encouraged to undertake worthy projects which do not detract from their other responsibilities of instruction and service to students and the University. All research projects must be approved by Provost.

#### **2.7 FACULTY CONSULTING ACTIVITIES**

The duty and primary professional responsibility of all full-time faculty is to the University;

faculty must not engage in any other enterprises on a regular basis when such practices are in direct conflict with their services to the University.

1. **Approval.** The practice of professional consulting of a non-routine nature is recognized as a desirable activity; however, each faculty member engaged in paid consulting service must obtain approval from the Provost. Likewise, community service should be undertaken enthusiastically but without disrupting basic duties.
2. **Time.** The time used for consulting must not interfere with the regular duties of the individual and should in no case require more than the equivalent of one day per week. The use of any University facilities or equipment for consulting work is prohibited unless such activity is undertaken specifically for the University's benefit and with University approval.

## **2.8 ACADEMIC FREEDOM**

1. The LCOOU mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe. Essential to the realization of these ideals is a free and open academic community which takes no ideological or policy position. Expression of ideas cannot be realized unless there is opportunity for a variety of viewpoints to be expressed. Toleration of what may be in error is an inescapable condition of the meaningful pursuit of truth. The academic community must be hospitable even to closed minds, and it must welcome the conflict of ideas likely to ensue. Academic responsibility to provide opportunity for expression of diverse points of view generates academic freedom.
2. The faculty member is entitled to full freedom in the style and methodology he/she chooses to provide instruction, such as by lecturing or conducting demonstrations in his/her subject or field of competence. He/she is entitled like any other member of the community in which he/she lives to establish membership in voluntary groups, to seek or hold public office, to express his/her opinions as an individual on public questions, and to take action in accordance with his/her views. Cognizant of his/her responsibilities to his/her profession and to his/her institution, the instructor accepts certain obligations: he/she respects the rights of others to express opinions and to ensure that his/her personal views do not interfere with the unfettered search for truths by students and colleagues.
3. He/she must make clear, however, that his/her actions, statements, and memberships do not necessarily represent the views of the academic community. If there are controls to be exercised over the instructor, they are the controls of personal integrity and the judgment of his/her colleagues. Violations of academic integrity warrant collegial censure.

## **2.9 GRANTSMANSHIP**

Faculty members may be asked to participate in the writing of grants related to their areas of expertise if the necessity presents itself. If this is anticipated for a semester at the time of load

assignment, release time shall be considered to provide the time necessary to complete this task.

## **2.10 FACULTY DEVELOPMENT**

Faculty and Adjunct orientation and development is conducted through an Onboarding process with the members of the Executive Council and Faculty in-services provided by the office of the Provost.

1. Faculty development requests should be submitted to the faculty member's supervisor and will be incorporated into the performance evaluation and goal setting process. This process is in accordance with the Professional Development Policy & Procedure (Policy 10.7) which can be found online.
2. For information regarding sabbatical or educational leave, please consult the Employee Handbook.
3. Faculty development is an ongoing commitment at the University. The Provost, in collaboration with each faculty member, is responsible for developing an individualized faculty development plan as part of the annual goal setting and performance evaluation process.
4. The Provost has final approval of all faculty development requests.
5. An annual professional development budget will be established under the direction of the Provost.
6. Funds may be used to develop skills beyond the disciplinary area such as: student retention, addressing the needs of a diverse student population, delivering instruction through distance learning, designing and assessing instruction.
7. The following guidelines will be used for faculty development requests/support:
  - a. Professional travel relevant to credentialed teaching area(s)
  - b. Reimbursement for coursework
  - c. Academic tuition and fees which contribute directly to field and content of course
8. Course requirements and successful course completion must be verified prior to reimbursement.
9. Funding for professional memberships in organizations may be provided per fiscal year depending upon budgets. Requests should be submitted as part of the annual planning process and included in the employee performance evaluation document.
10. Materials needed for curriculum development for specific courses or research within the faculty member's field. These materials will become permanent property of the department.

# **Chapter 3**

## **Adjunct or Part-time Faculty**

### **3. ACTIVITIES and RESPONSIBILITIES of PART-TIME FACULTY (ADJUNCT)**

1. Part-time faculty members are hired to teach one or more courses. They are required to meet with their classes during prearranged times and attend meetings with the Academic Leadership as scheduled.
2. Adjunct faculty activities are coordinated and evaluated by the office of the Provost. Part-time faculty members are on contract in accordance with the number of credits taught.-Adjunct faculty should meet regularly with their Adjunct Mentor in consultation with the Division Chair.
3. Adjunct faculty are contracted up to three (3) courses or approximately nine (9-11) credit hours per semester or term.
4. Adjunct faculty are not eligible for benefits.
5. Adjunct faculty members are required to provide time for student consultation and required to post a schedule of such availability. One hour per week per course is considered the minimum.
6. Training is required in adjunct contracts. Adjuncts must attend all trainings as required by the Provost; these trainings will be compensated.

# Chapter 4

## UNIVERSITY ASSIGNMENTS

### 4.1 COMMITTEE WORK/LOAD

Participation on University committees is expected of faculty as part of their service. Effective committee work is integral to University growth and performance. The Provost meets with faculty at the beginning of the academic year to discuss which committees are of interest and appropriate for each faculty member. Committee assignments that require appointments are determined at the beginning of each academic year or as soon as possible after a vacancy occurs. Administration is expected to adjust workloads in other areas in order to ensure that instruction and advising are given priority. Faculty Senate Officers may count their service on Faculty Senate as a committee appointment. Please refer to the Employee Handbook for further information.

### 4.2 ACADEMIC DIVISION MEETINGS

The academic divisions hold monthly meetings. Such meetings will be called, chaired, and recorded by the Division Chair or designee. Minutes should be distributed to the Provost and be posted on the Division Canvas page.

### 4.3 ACADEMIC DIVISION STRUCTURE BY

#### **Allied Health and Nursing Division**

1. Associate Degree of Nursing (A.D.N.)
2. Associate Degree of Science in Pre-Nursing

#### **Business, Science, Math, and Applied Technology (BSMAT) Division:**

1. Native American Tribal Management Certificate
2. Associate of Applied Science in Agriculture & Natural Resource Management
3. Associate of Science in Accounting
4. 5. Associate of Science in Biomedical Sciences
6. Associate of Science in Small Business Management
7. Bachelor of Science in Business Administration
8. Bachelor of Science in Biology
9. Master of Science in Business Management

#### **Native American Studies and Humanities Division (NASHUM):**

1. Alcohol and Other Drug Addiction (AODA) Certificate
2. Specialized Certificate in Ojibwe Language
3. Associate of Science in Early Childhood Education
4. Associate of Science in Human Services
5. Associate of Arts in Liberal Arts
6. Associate of Arts in Native American Studies
7. Associate of Arts in Native American Studies: Ojibwe Language
8. Bachelor of Science in Early/Middle Childhood Education (Pilot)
9. Bachelor of Science in Human Services

## 10. Master of Science in Human Services

### **Continuing Education and Customized Training (CED) Division:**

Defined programming, certificate and micro-certificates, structure and course descriptions can be found in the Continuing Education and Customized Training Catalog located on the LCOOU website under Continuing Ed and Training.

1. Road Construction Specialized Certificate
2. Carpentry Essentials Specialized Certificate
3. Culinary Arts Specialized Certificate
4. Native American Arts Specialized Certificate
5. Early Childhood Learning Standards and Practices Certificate

## **4.3 ACADEMIC DIVISION CHAIRS**

### **A. DIVISION CHAIR DUTIES**

1. Coordinate academic assessment activities within division.
2. Mentor new and adjunct faculty within the division.
3. Coordinate curriculum and syllabi development and revision.
4. Coordinate and review program degree and certificate offerings.
5. Collaborate with the Provost on articulation/accreditation (2+2) activities.
6. Facilitate textbook selection.
7. Collaborate with Provost on course offerings and scheduling.
8. Division Chair or Division Representative in field of new faculty will assist in hiring of new faculty within division and serve on hiring committee.
9. Facilitate regular division meetings with recorded minutes and ensure that agendas, meeting minutes, and divisional documents are maintained and available.
10. Participate in appropriate committee work.
11. Facilitate budgetary recommendations and management for division.
12. When possible, departing Division Chairs will mentor incoming Division Chairs.
13. Division chairs will assist Provost with adjunct evaluations.
14. Division chairs will coordinate peer evaluations within divisions.

### **B. DIVISION CHAIR COMPENSATION**

Division Chairs will receive a stipend of \$2000 per semester or a 4 instructional credit release per semester. Division chairs are given a choice of stipend or release time if it is possible to accommodate it in the scheduling each academic year. Turn-over in positions may make this planning difficult, so a discussion with the Provost is documented and taken in good faith when it occurs to assure smooth transitions.

For example:

8 credits + 4 credits release time - no additional pay  
12 credits and no credit release time - \$2000



16 credits - \$2000 plus overload pay

### **C. DIVISION CHAIR APPOINTMENT**

Division Chairs will be elected by the faculty within the division.

1. A two (2) year term will begin with elections in April with the term to begin in August; or the term will begin with elections in November with the term to begin in January.
2. The Division Chair appointment will be for two (2) year terms.
3. There are no term limits associated with holding of the Division Chair appointment.
4. If a Division Chair cannot continue his/her duties before the April or November election, then a special election will be held within the division to elect a new Division Chair.
5. The process for an election will take place at a division meeting with nominations and election from the members.

### **4.5 FACULTY SENATE MEETINGS**

The Faculty Senate exists to represent the interests of the faculty to the University administration and to advise the University on matters pertaining to faculty. In addition, the Bylaws of the Faculty Senate identify the mission and purpose of the Senate, while also enumerating duties and responsibilities of officers, elections, and conducting of business. The full-time faculty members hold monthly Faculty Senate meetings on the second Tuesday of each month during the academic year. The Bylaws of the Faculty Senate can be found on the LCOOU webpage under staff resources; academic resources.

#### **A. FACULTY SENATE OFFICER DUTIES**

The officers of the Faculty Senate are composed of a Senate President, a Senate Vice-President, and a Senate Secretary. The duties of the officers are outlined in the Bylaws of the Lac Courte Oreilles Ojibwe University Faculty Senate (Section VI. Officers).

#### **B. FACULTY SENATE OFFICER COMPENSATION**

Faculty Senate President will receive the equivalence of three (3) instructional credit hours per semester in the calculation of instructional workload credit hours for Faculty Senate Officer duties and responsibilities. Faculty Senate Secretary will receive one (1) credit. In addition, Faculty Senate Officers shall count their service on Faculty Senate as an appointment to one (1) University or faculty committee. Faculty Senate President will be compensated for executive council meetings at the rate of \$50 per meeting in the summer outside of academic year.

### **4.6 ACADEMIC YEAR FACULTY MEETING SCHEDULE**

Faculty meetings are scheduled weekly and will meet at noon on a weekday determined to meet the majority of faculty schedules during the academic year.

1. First week Faculty with the Provost
2. Second week for Faculty Senate
3. Third week for academic divisions
4. Fourth week for Academic Leadership: Provost, Dean of Continuing Education, Division Chairs, Faculty Senate President

# **Chapter 5**

## **INSTRUCTIONAL POLICIES and PROCEDURES**

### **5.1 CURRICULUM**

The role of developing curriculum in any University is an exclusive function to the faculty, under leadership of the Provost. Planning for curriculum development begins within academic divisions. No contract for curriculum development shall be issued without consulting the appropriate division, nor without the written approval of the Provost. The Provost reserves the right to consult with members of the faculty prior to granting permission for the contract to be forwarded to the President for final approval. Curriculum development is compensated the same as instruction pay.

#### **A. PROCESS FOR CURRICULUM APPROVAL**

See Curriculum Committee policies and procedures posted on the LCOOU website under Policies and Procedures.

### **5.2 DISTANCE LEARNING and ZOOM COURSES**

Online and Zoom courses are subject to the same parameters as other delivery methods. For example, courses must have the same outcomes, students are expected to attend, and faculty are expected to take attendance. Policies and procedures regarding the use of ZOOM technology are in development at the writing of this faculty handbook. Please check the LCOOU website under Policies and Procedures for the most up to date information.

### **5.3 STUDENT ACADEMIC HONESTY**

When instances of suspected student academic misconduct (as defined in the LCOOU Student Handbook) including plagiarism, cheating, and/or collusion occurring on tests, examinations, projects or term papers, a report shall be made to the office of the Provost and to the Dean of Students and Community Engagement. A faculty member is under an obligation to report to the Provost of a student's clear case of dishonest use of another's work presented in connection with a program of study as well as any case of cheating or collusion or other academic misconduct. Please consult the LCOOU Student Handbook for more information.

### **5.4 STUDENT GRADES**

All adjunct and full-time faculty are responsible for posting grades on MyLCO as designated for each term. These dates can be found on the University website on the academic calendar. It is important for faculty to be aware of midterm and final grade deadlines for all terms in which they are teaching. Questions can be addressed by either the Registrar or Provost.

1. Mid-term grades: Instructors submit mid-term grades on MyLCO for students halfway through the term, e.g. end of week 8 for 16-week term, end of week 4 of an 8-week term, and so on. For terms of other length, please see the University calendar on the University website. Information is also available from the Registrar's office.
2. Final grades: Instructors submit final grades on MyLCO for students at the end of each term.

3. **Appeal Process:** The grade appeal process at LCOOU consists of both formal and informal processes. If the situation cannot be resolved informally, the student has a right to bring an advocate to any formal appeal proceedings. An advocate must be a faculty member, advisor, counselor, or other employee of LCOOU. Please see the LCOOU Student Handbook for further information regarding the grounds, process, and timeline for student appeals of grades.

### **5.5 STUDENT RECORDS**

Any student records maintained by faculty/advisors should be confidential and are subject to the FERPA guidelines. More information regarding these guidelines can be found in the University catalog and the Student Handbook.

### **5.6 STUDENT REFERRALS**

Instructors make referrals of students for attendance and performance issues to the Student Success Director. The form for referrals can be found on the LCOOU website.

### **5.7 STUDENT SUPPORT SERVICES**

Services for students include academic advising, career coaching, personal support, transfer guidance, student grant aid, computer lab, tutoring and refresher help in English and Math, along with assistance in the coordination of educational, social, and cultural activities. Services are available at no cost.

### **5.8 FIELD TRIPS—Instructional and Co-curricular travel**

1. Instructional travel is an integral part of many University students' education and experience. The group travel or class trip must be part of the educational objective of the course of study and fall within budgetary limitations. Refer to Policy 13.8 Travel for University Business (Employee Handbook) which contains a sub-paragraph on Instructional and Co-curricular Travel that complements this section. Field trip forms will be available electronically—contact student services. A copy of each of these signed forms must be with the instructor/leader of the field trip and a copy with the Dean of Students and Community Engagement before the trip leaves in case they are needed during the course of the field trip.
2. Field trips for instructional purposes require an approval in advance by the Provost via a signature on the vehicle use form or e-mail approval.
3. The trip supervisor must file an approved requisition requesting the travel at least two weeks before any trip is taken.
4. Allowable expenses may be paid in advance upon request to the business office or will be paid upon return to campus. To claim these expenses, a Travel Expense Voucher and necessary receipts must be filed in the business office. In the case of an advance, an estimate of the expenses must be provided by the supervisor of the trip.
5. An employee or student may not solicit funds in support of a University sponsored trip from outside University sources without prior permission from the President or authorized representative.

## **5.9 CLASS CANCELLATION POLICY**

1. If during the one-hundred and sixty (160) instructional days the University is closed and/or classes are cancelled by administration, the instructor will ensure that any instructional material missed during the closure will be covered, as deemed appropriate, by the faculty member.
2. A class at LCOOU may be cancelled for the following reasons: weather; facility emergency; or an “act of God”. An instructor may cancel a class only with prior arrangement with the Provost in case of illness. If this condition occurs the following steps will be followed:
  - a. call the Provost and the front desk;
  - b. Post a message on the Canvas course site for the class if it is canceled at the last minute.
3. If a class or classes are cancelled for any of the above reasons, the class content that was missed will be made up.

## **5.10 FACULTY ABSENCES**

1. Absence due to illness or other emergency must be reported to the front desk (and/or outreach staff, if applicable) and the Provost by 8:00 a.m. on the day of the absence. Class cancellations will be posted as noted above in 5.9 Class Cancellation Policy. For these absences, fill out the Leave Request Slip found on the LCOOU website under the Faculty & Staff Documents page and submit to the Provost
2. Requests to be absent from the campus to attend professional meetings or to transact other official University business should be written and directed to the Provost in advance of the intended absence and noted on the faculty member’s Outlook Calendar. If the absence will result in a class cancellation, the Class Cancellation Policy should be followed as noted in 5.9 above.
3. Adjunct faculty also need to notify the Provost and appropriate staff as outlined in 5.10.1 above. Adjunct faculty may also be subject to prorating of pay for class cancellations.
4. If a need should arise for substitute faculty to teach one or more classes, a request for a substitute should be submitted by the faculty member to the Provost for approval as far in advance as possible.

## **5.11 CLASSROOM ENVIRONMENT**

The classroom environment is the designated place for teaching and learning. As such, it is imperative to maintain a respectful, free, and open atmosphere for knowledge exchange between students and University staff. If irreconcilable issues within the classroom arise, these issues shall be dealt with outside the classroom in a manner consistent with the conflict resolution principles in the Employee Handbook.

## **5.12 TEXTBOOKS**

Course textbook orders are due in the Canvas Textbook Dropbox at least six weeks prior to registration for the following semester. Full-time faculty members are responsible for submitting the orders for instructor copies. Adjunct faculty should consult with the Provost

for current textbooks being used. Adjunct Faculty textbooks must be returned to the office of the Provost.

### **5.13 LEARNING MANAGEMENT SYSTEM**

The Provost administers the Learning Management System (LMS) to ensure optimal performance, manage user accounts, safeguards user privacy and data, and provide technical support for University faculty, adjunct, and students.

Instructure Canvas is the official LMS supported by the University. This policy applies to all full time and adjunct faculty who use LCOOU's instance of Instructure Canvas.

Exceptions may apply within the continuing education program.

Instructors are required to utilize Canvas for a minimum of the following activities:

- Attendance
- Student course progression (Grades)
- Weekly Modules
- Course Syllabus

# Chapter 6

## AMENDMENTS

### 6.1 AMENDING FACULTY HANDBOOK

Representatives from faculty and administration will collaboratively review and update the handbook annually by the end of the Academic Year in May and present the amendments to the Board of Regents. Handbook will be effective for the following academic year.

### 7. COURSE SYLLABUS GUIDELINES

### 8. Please consult Curriculum Committee EVALUATION and ASSESSMENT

#### 8.1 FACULTY EVALUATION

**Annual performance evaluation per academic year will take place by the Provost and faculty together, as directed in the employee handbook. Components of this process include student end-of-course surveys and peer mentor evaluations of classroom instruction, both face-to-face and online. Peer mentor evaluations are based on years of classroom experience as outlined below.**

The philosophy of evaluating faculty performance is in keeping with the purpose of the Lac Courte Oreilles Ojibwe University to provide quality instruction. Evaluation can identify faculty strengths, challenges and opportunities for improvement. These activities are designed to ensure that faculty contribution can be highlighted as well as outline improvement plans and support needs for the following year. This benchmark activity is crucial to faculty development, quality of instruction and excellence in Tribal University higher education.

#### Peer mentor classroom evaluation timeline:

- First year – Each Semester
- Second year – Once annually
- Third year through the tenth year – every other year
- Ten years and beyond – every third year

The completed evaluation form is provided to the employee to review and respond to in writing if desired. This evaluation shall be signed by the supervisor and the employee being evaluated. A signed copy of the evaluation will be filed in the employee's personnel file. Employee's signature indicates neither agreement nor disagreement with the summary. The signature indicates that the summary has been discussed with the employee. The supervisor will provide a statement if the employee refuses to sign the summary.

See addendum A. for Faculty Evaluation Tool. (Things not applicable to adjuncts will be specified there.)

Performance Improvement Plan (PIP)

In the event there is need for immediate corrective behavior, a performance improvement plan will be utilized. Prior to the performance discussion with the employee, a detailed plan to address areas rated "Needs Improvement" must be processed by the Provost and submitted to the Provost and Director of Human Resources for review. The form to be used for a performance improvement plan should be obtained from the Human Resources Director. (Performance improvement plans should be conducted on an as-needed basis and can be addressed during the yearly review when necessary.)

**8.2 FACULTY ASSESSMENT of Student Learning**

Faculty members will complete assessment at various levels, including at the course, program and institutional levels, as appropriate. Please see the Assessment Handbook posted on the LCOOU Academic Department Canvas page for more detailed information.

**Addendum A. LCOOU Faculty Evaluation**

**LCOOU FACULTY EVALUATION**

*Please print or type to complete form*

Employee's Name:		Date of Evaluation:
Evaluation Period: From:	To:	
Department/Discipline:		
Evaluator:	Title:	Date:

**Instructions for Evaluator:**

This evaluation may be based on data, including documents such as grade distribution reports, communications from students, examples of students' work, syllabi, teaching and assessment materials, dean/instructor conferences, and classroom observation reports. A copy of this evaluation shall be made a part of the instructor's permanent record.

**Section One**

**Teaching Evaluation for all Instructors (FT/Adjunct)**

4-Recognized Strength, 3- Professional Performance, 2- Needs Improvement, 1- NA/Unable to observe

		4	3	2	1	Comments
1.	Prepares and uses a syllabus that meets department standards and requirements.					
2.	Shows skills at getting students to participate actively in their learning.					
3.	Devises evaluation instruments/techniques that are well constructed, fair, reasonable, and consistent with subject matter being taught.					
4.	Uses a variety of teaching and evaluation strategies and follows all University-set assessments.					
5.	Uses techniques that reflect awareness of individual differences and learning styles.					
6.	Encourages students to think critically and analytically.					
7.	Treats students with patience, courtesy, and respect.					
8.	Is prepared for class or lab with course content, supplies, and/or equipment.					
9.	Keeps accurate student records.					
10.	Meets class as scheduled, including beginning and ending class on time.					
11.	Teaches subject matter that is consistent with course.					
12.	Organizes and presents subject matter effectively.					
13.	Works cooperatively with colleagues and staff.					
14.	Maintains appropriate communication with supervisor.					



**Section Two (Full-Time Instructors Only)**

**Scholarship:**

4-Recognized Strength, 3- Professional Performance, 2- Needs Improvement, 1- NA/Unable to observe

		4	3	2	1	Comments
1.	Keeps abreast of developments in the discipline or content area.					
2.	Participates in professional development activities.					

**Advising:**

4-Recognized Strength, 3- Professional Performance, 2- Needs Improvement, 1- NA/Unable to observe

		4	3	2	1	Comments
1.	Confidential maintenance of student advising records.					
2.	Assisting with student schedules and advising duties.					

**Service:**

4-Recognized Strength, 3- Professional Performance, 2- Needs Improvement, 1- NA/Unable to observe

		4	3	2	1	Comments
1.	Participation on organizational committees.					
2.	Participation in University-sponsored activities or community service.					

**Reliability & Attendance:**

4-Recognized Strength, 3- Professional Performance, 2- Needs Improvement, 1- NA/Unable to observe

		4	3	2	1	Comments
1.	Completes work properly and on time.					
2.	Is regularly available for scheduled workdays and hours.					

**Section Three (All Instructors)  
Department Specific Items (Optional):**

**Evaluator's Summary Comments:**

**Complete Professional Development Tracking form and attach to this Performance Evaluation Form.  
Employee's Comments (may be continued on the back or attached):**

**Signing this document does not indicate agreement with the statements above, only that this document has been received and reviewed by the employee.**

Evaluator's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Submit Copy to HR office for Employee File.

<b>Professional Development Plan for Fiscal Year (July 01, 20__ to June 30, 20__)</b>			
<b>Employee Name/Job Title</b>			
<b>Supervisor Name/Department</b>			
<b>Goal</b>	<b>Date to be Completed</b>	<b>Actual Date Completed</b>	<b>Reason Not Completed</b>

## Faculty Handbook Meeting

Friday, April 14, 2023 12:00pm-1:00pm

**Members:** Deb Anderson, Pam Ebel, Rachel Cooley, Dawn Petit, Lisa Munive, Tamara Thimm

**Present:** Deb, Rachel, Lisa, Dawn

<b>Agenda Item</b>	<b>Tasks/Discussion/Information</b>	<b>Actions/Outcomes</b>
<b>Review changes suggested by Deb and Lisa</b>	<p>Page 17: Faculty Senate President will be compensated for executive council meetings by \$50 per meeting in the summer outside of academic year.</p> <p>Lisa will provide updated structure for 4.3 with updated degree list.</p> <p>4.5 Bylaws found on LCOOU webpage under staff resources; academic resources.</p> <p>5.8.1 Field trip forms will be available electronically—contact student services</p> <p>p. 9 Instructional workload Separate by 1. undergraduate faculty and 2. graduate faculty (18 ins. credit hours per. academic calendar year)</p>	

	<p>4.3.A, no. 13 Division chairs will assist with evaluations.</p> <p>14 Coordinate peer evaluations within division. 3 credit release time changed to 4, which increases the stipend.</p> <p>P. 11, 2.5.F Overload pay No. 1 Overload is paid out in the May of the academic year.</p> <p>2.5.E No. 1, at the end of the description, add "Academic program directors are not eligible for overload compensation."</p> <p>2.5.F No. 2 add WHEN they are paid per summer contract (ask Tamara)</p> <p>2.8 no. 1 Academic Freedom Change Ojibwa to Ojibwe.</p> <p>p. 14: Adjuncts Training is required in adjunct contracts. Adjuncts must attend all trainings as required by the Provost; these trainings will be compensated</p>	
<b>Next Meeting</b>	Rachel will update document with tracked changes, then Tamara will approve.	

## FACULTY SENATE MINUTES

**Thursday, May 11, 2023, 12:00pm-1:00pm Room 504 – Zoom at Jim’s Zoom Meeting ID#: 328 174 2762  
(password Legal-20)**

President: *James Schanandore*, Vice-President: *Dr. Debra Anderson*, Secretary: *Dr. Michael Sullivan*

Present: *Lori St. Germaine, Joy Taylor, Rachel Cooley, Harley Fredrickson, Thomas DePaoli, Laura Moore, Brook Kmiecik*

Agenda Item	Tasks/Discussion/Information	Actions/Outcomes
<b>1. Minutes (previous) &amp; Agenda</b>	<p><i>Welcome Faculty</i>  <i>Agenda Approval:</i>  <i>Meeting Minutes Approval: Regular Meeting Minutes March 09, 2023</i></p>	<p>Welcome!                      Meeting called to order by James Schanandore                      Motion to approve agenda by Deb Anderson, Joy Taylor                      Motion to approve minutes: by Rachel Cooley 2<sup>nd</sup> by Tom DePaoli</p>
<b>2. Faculty Senate President Update- Jim Schanandore</b>	<p>Executive Council Update:</p> <p>Reporting from Departments:                      Faculty                      Academics                      Student Services and Outreach                      Extension                      Advancement                      Human Resources                      Operations</p> <p>Intellectual Property Policies (approved by Faculty Senate 2/10/22; presented to Executive Council 3/08/22; Review by attorney Jeff Cornell 4/10/22)</p>	<p>James Schanandore provided WIEA trip update and BOR meeting update. Also, discussion of student grievance process and procedure.</p> <p>Tamara reminds us to check email during the summer, contracts should be out mid-June, per Deb.</p> <p>Employment contracts/letters will be sent over the summer months – watch your emails</p> <p>Review and Readdress in Fall Semester 2023</p>
<b>3. Faculty Senate Bylaws</b>	<p>Review and amend</p>	<p>Deb, James, and Migizi have updated the by-laws, James provides overview, Deb makes motion for referendum vote, Harley 2<sup>nd</sup>, passes unanimously. Rachel makes motion to move the vote to referendum, Brook 2<sup>nd</sup>, passes unanimously.</p>
<b>4. Faculty Senate Handbook</b>	<p>Review and amend</p>	<p>James provides handbook committee update with Rachel and Deb, Rachel provides overview on revisions proposed, Joy makes motion to approve revisions, 2<sup>nd</sup> by Lori, passes unanimously</p>

<p><b>5. Faculty Committee Assignments and Updates</b></p>	<p>Divisions:</p> <ul style="list-style-type: none"> <li>• NASHUM: Rachel Cooley</li> <li>• Allied Health and Nursing: Jamie Gohde</li> <li>• BSMAT: Joy Taylor</li> </ul> <p>Curriculum: Assessment: Bylaws: Faculty Handbook:</p>	<p>NASHUM: Rachel informs us that NASHUM passed Lib. Arts. Degree plan, also has passed curriculum committee, BSMAT: Allied Health/Nursing: Not in attendance Curriculum: everything that has been brought has passed Assessment: Still not meetings, Deb has reminded Lisa that course assessments needs a place on Canvas. Deb reminds us to save course assessments for when they ask.</p>
<p><b>6. Other</b></p>	<p>Summer 2023 Class Schedules and Registration Fall 2023 Course Scheduling and Registration</p>	<p>Lori has an issue with how GPAs are calculated, spring term is not being considered. Admin says there is not time for calculation. Migizi or Deb will fill in for Exec Council next week. Will bring up the issue there.</p>
<p><b>7. Next Faculty Senate Meeting:</b></p>	<p><i>Next meeting to be held on September 14, 2023</i> <i>Jim's <u>Zoom Meeting ID#</u>: 328 174 2762 (password Legal-20)</i></p>	<p>Joy moves to adjourn, Rachel 2<sup>nd</sup>.</p>


**Faculty Members (updated 3/09/23)**- Dr. Debra Anderson, Reggie Cadotte, Rachel Cooley, Cariann Dudley, Pamela Ebel, Harley Fredriksen, Jamie Gohde, Mike Heim, Dana Jorczak, Brook Kmiecik, Laura Moore, Lori St. Germaine, James Schanandore, Dr. Michael Sullivan, Joy Taylor

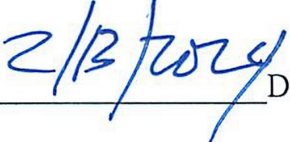
**Adjunct Faculty Members (updated 10/12/22)**-Sharon Wilber, Ramona Morrow, Stephan Fritz, Jim McLaughlin, Lisa Whitecloud, Dr. James Pete, Mary Revoy Lopez, Dale Hegstrom, Stephanie St. Germaine, Antonette Koons, Corinne Wherley, Lavonne Goslin, Jessica Golburg, Sirella Ford, Thi Le, Ariga Grigoryan, Beth Paap, Lisa Fellows, Brian Devries, Wes Wilson, Denise Sweet, Ron Jacobson, Thomas DePaoli, Lisa Munive, Kristin JC Thompson, Pablo Trujillo, Connie Mohawk, Laura Merchant, Kristin JC Thompson, Dennis White

**Faculty Handbook for the Lac Courte Oreilles Ojibwe University**

**Executive Council Date approved: 02/13/2024**

**Executive Council Review date: 02/13/2024**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Date