

# COMANCHE NATION



## Faculty Handbook 2016-2017

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## 1.0 THE COLLEGE: MISSION, HISTORY, AND INTRODUCTION

### 1.1 Mission

The mission of the Comanche Nation College (CNC) is to provide educational opportunities in higher education combined with the traditions and customs of the Comanche Nation and other American Indian perspectives. The Comanche Nation College provides students with a high quality and relevant education that is Comanche centered, based on the tribal culture, language, history and core values (Relationship, Responsibility, Reciprocity, and Redistribution) that will provide all students with the necessary knowledge, skills and experiences to function successfully in a multicultural society.

### 1.2 Philosophy

The foundation for learning, teaching and all other activities of the College shall be based on the culture and language of the Comanche Nation. The College recognizes the strength inherent in Comanche culture and language therefore; the basis for teaching and learning is Comanche-Centered Education.

An educated Comanche Nation College graduate can become:

- A contributing tribal citizen; and
- A lifelong learner; and
- One who demonstrates skills and knowledge in written and oral communications; and
- One who flourishes and adapts to new social, professional, and career tech environments; and
- One with a general understanding of the natural world with Native perspectives; and
- One with knowledge of cultural, historic, tribal language, and artistic expression.

### 1.3 The 4R Core Values

The 4R Core Values guide the institution throughout its structure and implementation of mission, vision, and purpose.

***Relationship*** – The kinship obligation – We are all related, not only to each other, but to all things, animals, plants, rocks – to the very energy of which stars are made.

***Responsibility***– The community obligation – This obligation rests on the understanding that we have a responsibility to care for all of our relatives.

***Reciprocity*** – The cyclical obligation – All things are circular, the cycle of seasons, cycle of life, as well as the dynamics between any two entities in relationship.

***Redistribution*** – Knowledge, expertise, materials, and social goods. – Its primary purpose is to balance and rebalance relationships. Comanche society has many ways of redistributing knowledge, expertise, materials and social goods.

#### **1.4 Purpose**

The purpose of Comanche Nation College (CNC) is to provide lower division programs and educational opportunities in higher education that meet the needs of Comanche Nation citizens, all other tribal members, and the global society. The following institutional functions were approved by the Comanche Nation College Board of Trustees, which acts as the governing body of the institution.

- To provide a lower division program of higher education based on American Indian culture for traditional and non-traditional students in Southwestern Oklahoma.
- To provide a general education that enables students to become informed responsible citizens in a global society.
- To provide programs of education in arts and sciences leading to an Associate's degree through campus-based learning.
- To provide transfer programs, which include liberal arts, sciences, and pre- and para-professional subjects, thus enabling students to pursue completion of baccalaureate or professional degrees at four-year institutions.
- To provide developmental courses, services, and programs in remedial education for individuals who require such assistance to function effectively at the college level.
- To provide guidance services and programs of student activities for the promotion of personal development and tribal cultural awareness.

#### **1.5 Comanche-Centered Education**

The foundation for teaching, learning, research and all educational activities of the CNC is based on the concept and philosophy of a Comanche-Centered Education. The College recognizes the strength in Comanche culture and language. Therefore, they are the basis and foundation for teaching and learning at Comanche Nation College.

This means the programs of the college will integrate both traditional (multicultural) and non-traditional knowledge and have a culturally responsive connection to the American Indian communities and others. This also means that flexible policies for personnel are established to foster the philosophy, intent and purposes of the college as it strives to meet its vision, core values, and mission and purpose statements.

#### **1.6 History of the College**

In August of 2002, the Comanche Nation College was officially chartered by Comanche Business Committee Resolution. In this year, the Comanche Nation College Council was created and comprised of some of the top leaders and nationally known Comanche educators. The initial goal of the Comanche Nation College was and still is to prepare students to operate, live, and prepare for jobs in the 21<sup>st</sup> Century. This goal includes recognizing the strength of the Comanche culture and empowerment of students while re-traditionalizing them. Therefore, culture, language and history are integrated across the curriculum.

### **1.7 Accreditation**

Comanche Nation College is a “Candidate for Accreditation with the Higher Learning Commission.” CNC operates through a collaborative model and consortium agreement with Bacone College (BC) since 2010, an accredited institution of higher education. CNC is an educational partner with BC for credit transfer, dual enrollment, articulation, as well as financial aid.

### **1.8 AIHEC**

In the Fall of 2015, Comanche Nation College was accepted as an official member of (AIHEC) American Indian Higher Education Consortium for Tribal Colleges. With membership into AIHEC, Comanche Nation College (CNC) is the 37th tribal college member. Although home to 39 federally recognized American Indian tribes and designated as Indian Territory in 1834, CNC was the first tribal college established in the state of Oklahoma.

### **1.9 Introduction to Comanche Nation College Faculty Handbook**

The Comanche Nation College (CNC) Faculty Handbook reinforces the academic quality of the institution. The policies and procedures are ultimately guided by the mission of the CNC. Comanche Nation College values its faculty and seeks their input in the planning and decision making that impacts their status as faculty members. The faculty are an essential component to the CNC infrastructure and capacity building. As essential components of the College, they must be informed of their responsibilities, rights, and privileges.

This Faculty Handbook will serve as a reference guide for faculty policy and procedures. The Faculty Handbook is a summary of the most current information on Comanche Nation College, its policies, and regulations. As the College continues to develop and change, the policies and regulations may also change.

A printed copy of this Handbook will be available to each new hire of the College. The complete text is also posted on the College’s website at <http://www.cnc.cc.ok.us>. Whether you prefer the printed page or electronic media, please familiarize yourself with the content of this Handbook. Refer to it whenever you have a question regarding the College’s employment policies. Many of these policies are based on federal, state, and Tribal law and it is important that you understand not only the policy but the legal guidelines that support them. I believe you will find the content of this Handbook informative, useful, and a valuable resource that you will reference frequently. Although fairly comprehensive, no policy manual can provide every rule and in those instances, CNC applies best practices in a fair and consistent manner.

This Handbook in no way construes any relationship other than at will. No supervisor, manager, or representative of the College has the authority to make any promises, commitments, or changes that conflict with the policies in this manual unless approved in writing by the President. These policies supersede any handbook or policy statements, whether written or oral, issued prior to Spring 2016. If in doubt about the latest edition or other questions, please contact the Vice President of Academic and Student Affairs.

Revised copies of the Faculty Handbook will be distributed to all faculty and professional staff.

## **2.0 COLLEGE GOVERNANCE AND ADMINISTRATION**

### **2.1 Comanche Nation College Board of Trustees**

The Comanche Nation College Board of Trustees is the governing board as indicated in the Comanche Nation College Charter Article 1, Section 1, and Comanche Nation Business Committee Resolution 45-15. The governing body of the Comanche Nation College is hereby vested in the Board of Trustees consisting of no less than five members, and no more than 7 to be appointed by the Comanche Nation Business Committee. The Board of Trustees acquires its authority to hire, evaluate, and if necessary, terminate employment of College President. The Board shall provide overall direction to the President and shall serve as the official policy-making body of the college according to Article II within the CNC bylaws of the Board of Trustees. In accordance with the College organizational chart, the administration consists of two professional staff: President, Vice President of Student and Academic Affairs as well as four Administrative Department Heads: Director of Academics, Director of Student Services, Director of Finance and Administration, and Director of Institutional Effectiveness.

Under the direction of the President CNC departments will establish its policies and procedures to govern the various functions of the institution that relate to them specifically. Each department will be responsible creating, reviewing and updating policies and procedures as needed. Policies and procedures are submitted to the President with final approval given by the Board of Trustees.

### **2.2 Administrative Organization**

In accordance with the College organizational chart, the administration consists of two professional staff: President and Vice President of Student and Academic Affairs, as well as four Department Heads: Director of Academics, Director of Student Services, Director of Finance and Administration, and Director of Institutional Effectiveness. Under the direction of the President CNC departments will establish its policies and procedures to govern the various functions of the institution that relate to them specifically. Each department will be responsible creating, reviewing and updating policies and procedures as needed. Policies and procedures are submitted to the President with final approval given by the Board of Trustees. The Comanche Nation College Organizational Chart is shown in located on the CNC website [www.cnc.cc.ok.us](http://www.cnc.cc.ok.us).

#### **2.2.1 Duties of the President**

The President is responsible for working within established policies and procedures in the overall administration of the College. The President works closely with the Board of Trustees to implement the College's program and policy development in accordance to the College's mission. As the Chief Executive Officer of the College, the President is responsible to the governing Board of Trustees for the administration of the College. All authority delegated by the Board of Trustees is administered through the President, who formulates an

administrative structure appropriate for the management and recommends its adoption to the Comanche Nation College Board of Trustees.

### **2.2.2 Duties of the Vice President of Student and Academic Affairs**

The Vice President of Student and Academic Affairs has the administrative responsibility for academics and faculty, as well as Student Services personnel. The Vice President works collaboratively with Academic Affairs, Student Services, and Business/Finance. Some activities may overlap, as evidenced by the CNC Organizational Chart, and require communication and coordination between administrative departments.

The Vice President of Student and Academic Affairs provides oversight to College faculty members in the performance of the duties that fulfill the mission of the College. The Vice President also provides additional oversight for faculty areas of teaching, committee, and scholarly participation and community outreach. The Vice President as an administrator often works collaboratively with all staff, faculty, administrators, and the community. The Vice President and other administrators communicate and administer the policies and procedures of the College.

### **2.2.3 The Duties of the Director of Academics**

The Director of Academics reports to the Vice President of Student and Academic Affairs. The Director, among other responsibilities as assigned by the Vice President, will collect a copy of all syllabi each academic term and deliver all syllabi to the Curriculum and Assessment Committee for approval per the syllabi checklist, assign teaching load to faculty, make room assignments, and participate in classroom observation and instructional recommendations. The Director of Academics also chairs the Faculty Committee which is an ad hoc committee of the Curriculum and Assessment Committee.

### **2.2.4 The Duties of the Director of Student Services**

The Director of Student Services reports to the Vice President of Student and Academic Affairs. The Director, among other responsibilities as assigned by the Vice President, will assist faculty with administrative withdrawal of students and process the Early Academic Alerts. A primary responsibility of the Director is to help faculty with student disability accommodations and academic intervention to help students be successful and increase retention. The goal is help students be successful and graduate with knowledge and skills as they transition to another higher education institution or to the work force.

### **2.2.5 The Duties of the Director of Institutional Effectiveness**

The Director of Institutional Effectiveness reports directly to the President. The Director, among other responsibilities as assigned by the President, will primarily be responsible for the compilation and presentation of assessment data. Assessment is an evaluation of instructional pedagogy, course design and effectiveness, and learning outcomes. A faculty assessment report will be

provided to faculty at the conclusion of each academic term with which they can use as a tool to improve instructional design. In addition to instructional assessment, the Director of Institutional Effectiveness will also take charge of institutional assessment. The Director will present data in the form of a Institutional Effectiveness Plan and make recommendations to the President and to the Executive Committee when necessary to modify existing institutional strategies.

### **2.3 Faculty Committees**

It is intended that all instructors have a voice and share in the responsibilities for the development of the College. Faculty are expected to serve in an active capacity on the following committees as assigned and applicable:

- Faculty Committee (All Faculty)
- Curriculum and Assessment Committee (All Full-Time Faculty)
- Academic Quality Committee (As assigned)
- Student Success Committee (As assigned)
- Resources and Facilities Committee (As assigned)
- Climate and Culture Committee (As assigned)
- Image and Communication Committee (As assigned)
- Community Engagement and Development Committee (As assigned)
- Executive Committee (As applicable)
- Search Committee (As needed)
- other or ad hoc committees

### **2.4 Academic Departmental Organization**

Comanche Nation College offers three Associate of Arts (A.A.) academic programs of study for students to choose from: American Indian Studies, Humanities, and Natural Science. Natural Science offers tracks in five different subject areas, including Allied Health, Biological Science, Physical Science, Pre-Nursing, and Mathematics; the American Indian Studies and Humanities programs offer one area of specialization. Upon successful completion of the required credit hours, fulfillment of all program and degree requirements, and a cumulative GPA of 2.0 or better, the student will be awarded an Associate of Arts (A.A.) degree.

The Departments support the institutional mission and goals of Comanche Nation College by seeking to promote and facilitate respect and appreciation for Comanche heritage and culture, by providing opportunities for students to realize their personal and professional potential, and by fostering a desire for lifelong learning.

#### **2.4.1 Department of American Indian Studies (AIS)**

The Department of American Indian Studies seeks to expose Comanche Nation College students to pre-contact history, contemporary issues, culture, philosophy, sovereignty, spirituality, arts, and politics, literature, and language with an emphasis on the Comanche. The Department approaches academia from an American Indian perspective. The goal is for students to gain an understanding of

all aspects of Native Studies through a Comanche-Centered Education. They will be able to apply this knowledge and these skills to higher education programs after leaving Comanche Nation College. Students must complete 45-46 credit hours of general education and 18 credit hours of American Indian Studies concentration.

#### **2.4.2 Department of Humanities (HUM)**

The Department of Humanities provides one track as a preparation for a planned major at a four-year college or university. The degree is designed to be taken in nine (9) hours of required courses and nine (9) hours of elective courses. Students majoring in Humanities must have 45-46 credit hours of general education and 18 credit hours of Humanities education.

#### **2.4.3 Department of Natural Science (NATS)**

The Department of Natural Science supports the institutional mission and goals of Comanche Nation College by seeking to promote and facilitate respect and appreciation for Comanche heritage and culture, by providing students with the basic knowledge of Indigenous and Western science and technology necessary to enter a bachelor's degree program, and by exposing students to the benefits of science and technology in their lives.

The Department of Natural Science seeks to empower students with a broad knowledge base in the natural sciences integrated into the concept of a Comanche-Centered Education. Students will learn the historical basis, social context, and scientific methodology of each of the major divisions of Natural Science along with science content knowledge. The degree offers five separate concentrations in Natural Science: Allied Health, Biological Science, Physical Science, Mathematics, and Pre-Nursing. The degree strengthens the science, technology, engineering, and mathematics (STEM curriculum) learning throughout the curriculum offering students an opportunity successfully complete their degrees and pursue a STEM-related career. Students majoring in Natural Science must complete 45-46 credit hours in general education and 18 hours in Natural Science selecting one area of concentration.

#### **2.4.4 General Education**

The General Education curriculum reflects CNC's conviction that the students must have knowledge of the principles of a Comanche-Centered Education, including the core values and concepts, and the methodologies unique to and shared by various disciplines. The College recognizes the strength in Comanche culture and language. Therefore, they are the basis and foundation for teaching and learning at Comanche Nation College.

Embedded outcomes within the general education curriculum and the various programs of study are defined by the programs of study to meet faculty-defined program competencies. Each program faculty defines the appropriate level of proficiency. Faculty within each program area will be responsible for

determining where and at what level embedded outcomes will be considered to have been met within their programs. In addition, program faculty will be solely responsible for assessing outcome fulfillment within their courses.

### **2.5 Library Services**

The Comanche Nation College Library supports the mission of the Comanche Nation College by providing a location for students, faculty, staff, Comanche Nation citizens, other tribal members, and the public members of the community to study and learn, conduct research, and engage in educational activities. The Comanche Nation College Library's policies, procedures and philosophy are based on a Comanche-Centered Education for students of all abilities. The Comanche Nation College Library supports the curriculum of programs offered, whether it is a degree, general developmental education, personal development, and/or tribal cultural awareness. The library is located in Room 7 and provides books, periodicals, electronic databases, local newspapers, audiovisual materials, and an extensive Native American collection available for student and faculty use. The library also provides students a location to study, research, and write papers. There are computers with internet connections, copier, printer, work tables, and reading area. The librarian is available to teach information literacy modules for any class as requested by college instructors.

### **2.6 Institutional Technology (IT) Services**

CNC offers technical assistance from an on-campus IT Director. Faculty may make requests directly to IT if special technology is needed to incorporate special technology for the classroom. Faculty may also direct IT-related requests and concerns to the Director of Academics, who will consult with the IT Director.

## **3.0 CLASSIFICATION AND BENEFITS DESIGNATION**

Faculty are employees of the College. Although faculty have additional academic standards and policies, they must also acknowledge the Staff Handbook. Faculty will be directed to the Staff Handbook for those policies that take precedent.

### **3.1 Faculty Appointments**

#### **3.1.1 Full-Time Faculty**

A full-time (FTE or full-time equivalent) appointment is one requiring 30 hours of work per week for purposes of the Health Care Act. However, the expectation of the College is for Full-Time Faculty to work a minimum 40-hour work week.

130 hours of service in a calendar month is treated as the monthly equivalent of at least 30 hours of service per week. An hour of service means each hour for which an employee is paid, or entitled to payment, for the performance of duties for the employer, and each hour for which an employee is paid, or entitled to payment, for a period of time during which no duties are performed due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, military duty or leave of absence.

Full-Time Faculty (30 or more hours per week as defined by the Affordable Healthcare Act) are benefits-eligible, nine month paid in twelve month appointments and only receive Extended Sick Leave (ESL). Full-Time Faculty have duties through the assigned academic departments. Faculty are encouraged to build networks to the academic community and share responsibility in the development of policies, regulations, and procedures concerning the whole College. The faculty will work collaboratively with other staff, as needed and report to the Director of Academics.

The initial Full-Time Faculty appointments are initiated by the Vice President of Student and Academic Affairs. Recommendations are submitted to the President who submits appointment considerations to the Comanche Nation College Board of Trustees.

### **3.1.2 Adjunct (Part-Time) Faculty**

A Part-Time Faculty appointment is one that requires less than 30 hours of work per week and are normally not eligible for benefits. The position title is known as Adjunct Faculty. Adjunct Faculty have duties through the assigned academic department(s).

Appointments to the Adjunct Faculty positions are made by the Vice President of Student and Academic Affairs and Director of Academics and do not require the approval of the Comanche Nation College Board of Trustees. These appointments are limited to specific duties, including but not limited to course instruction, office hours, and instructional assessment and reporting. Appointments are semester to semester, including fall, spring, and summer terms, and do require a signed semester-length contract agreement. Adjunct Faculty members do not receive formal notification of non-reappointment.

Temporary (including adjunct faculty), variable hour, seasonal, and student employees and employees scheduled to work less than 30 hours per week are generally not eligible for benefits other than Workers' Compensation, participation in the 403B, and when applicable, Unemployment Compensation. For more information, see Sections 3.2 and 3.4 of the Comanche Nation College Staff Handbook.

## **3.2 Benefits Designation**

College employment benefits are linked to the primary position for which an employee is hired. If an employee is hired through the staff hiring process but by virtue of his or her skills or expertise is assigned an additional academic title, benefits accrue to the primary staff title only, even though the employee's total title would reflect an additional academic appointment unless the President specifically determines that an exception is in the best interests of the College. Prior to any changes from staff or faculty or faculty to staff, a thorough consideration must be made regarding benefits, which do vary among classifications. For detailed information regarding staff policies and procedures, refer to the Staff Handbook on the CNC website.

### **3.3 Faculty Accountability and Credentialing**

All faculty, including both Full-Time and Adjunct, report directly to the Director of Academics. The terms and conditions, including course load and payment, of every faculty appointment or reappointment shall be stated in a written contract agreement distributed to the faculty person at the time of the appointment and a copy maintained in the CNC files including the faculty personnel file. Faculty appointments are made as required to meet the needs of the College.

#### **3.3.1 Full-Time Faculty**

Full-Time Faculty will be awarded annual contracts by the President. Terms of duty per annum begin one week before the Fall Semester begins until one week after Spring semester ends. The term of duty ends at the end of the one week after the final exam week is completed and if final grades are turned in, arrangements have been made for incompletes, and other required duties have been completed. Salaries cover 26 pay periods per annum; however, full time faculty are exempt from the Fair Labor Standards Act (see FLSA for more information).

Full-Time Faculty are required to have earned a Master's Degree or higher in their field and relevant to instruction. Credentials, including official transcripts and curricula vitae or resumes, are to be provided to HR and kept on file indefinitely. Credentials must be updated throughout the course of employment as needed.

#### **3.3.2 Adjunct (Part-Time) Faculty**

Adjunct Faculty are appointed by the Vice President of Student and Academic Affairs "as needed" and on a semester to semester basis. Terms of duty per semester coincide with the beginning of the courses taught. The term of duty ends when final exam week is completed and if final grades are turned in, arrangements have been made for incompletes, and other required duties have been completed. Payment throughout the course of the semester are made bi-weekly and coincide with the regular pay periods for all other CNC employees. Faculty are exempt from the Fair Labor Standards Act (see FLSA for more information).

Adjunct Faculty are required to have earned a Master's Degree or higher in their field, with the exception of those instructors credentialed as Subject Matter Experts (SME), and relevant to instruction. SME often have special cultural knowledge related to tribal history and culture, artistic ability, and/or tribal language abilities, but not necessarily a higher education degree. SME, when appointed as Adjunct Faculty, must provide the necessary supporting materials and credentials. Adjunct Faculty credentials, including official transcripts and curricula vitae or resumes, and SME documentation if applicable, are to be provided to the Vice President of Student and Academic Affairs upon initial appointment and kept on file indefinitely. Credentials must be updated throughout the course of employment as needed. See APPENDIX C – Subject Matter Expert Certification Rubric.

## **4.0 FACULTY ACTIVITIES**

### **4.1 Faculty Orientation**

Before each semester, a mandatory Faculty Orientation will be provided for all faculty, including both Full-Time and Adjunct Faculty. The Faculty Orientation will be conducted by the Vice President of Student and Academic Affairs and the Director of Academics. The purpose of the Faculty Orientation is to inform and update all faculty regarding CNC academic policies and procedures, including assessment, class cancellation, syllabi, important dates and deadlines, computer technology, Comanche-Centered Education, course load and payment schedule, timesheets, CNC email, student advising and mentoring, faculty expectations, and classroom conduct.

### **4.2 Teaching**

Full-Time Faculty are expected to teach a total of 30 credits for the Fall and Spring semesters each academic year. The typical load for Full-Time Faculty at Comanche Nation College (CNC) will be 15 credits per semester. If 30 total credit hours is not met during the regular semester, faculty are expected to “make up” credit hours during the summer session or complete a special project as agreed upon among the Faculty, Vice President of Student and Academic Affairs, and Director of Academics. The special project may be specific research or community service learning project or another special project to be completed by the end of the semester. A final report and an evaluation will be done by the Vice President of Student and Academic Affairs on the project.

#### **4.2.1 Course Syllabi**

Faculty are required to provide enrolled students a copy of the syllabus the first day the class meets and to provide syllabi to the Director of Academics at a specified time at the end of the previous semester so that it may be given to the Curriculum and Assessment Committee for review of required information (based on the syllabi checklist, see APPENDIX A – Syllabus Checklist) and Comanche-centered educational objectives. Copies of approved course syllabi are filed in the office of the Vice President of Student and Academic Affairs. All Comanche Nation College course syllabi are the property of Comanche Nation College (See Intellectual Property in the Staff Handbook). If a syllabus has been previously approved by the Curriculum and Assessment Committee, it does not have to be approved again unless there have been substantial changes to the syllabus.

The syllabus is considered a contract between the student and the faculty teaching the course. Faculty should include in their syllabi a course calendar that, at least, provides some scope and sequence to the topics to be discussed and the assignment schedule. Within reason and as a tentative schedule, students should be aware of the time frame (exact date) of major examinations and assessment activities.

#### **4.2.2 Textbook Selection**

All faculty must submit to the Director of Academics a list of required and/or recommended textbooks on a specified date prior to each academic term. The

Director of Academics will forward the full textbook list to the Librarian and Director of Student Services. The Librarian will purchase all required and recommended textbooks prior to each academic term, depending on resource availability. Some educational publishers offer a Desk Copy for examination and may be ordered directly by contacting the publishing company.

Students are responsible for purchasing the required and/or recommended textbooks for the classes in which they are enrolled. Student Services provides a list to students of all required textbooks needed for the upcoming academic term. Students can use a variety of websites such as Amazon.com, Chegg.com, or Alibris.com to locate and purchase the needed textbooks. Students can also use the local bookstores, including the Cameron University Bookstore. The Library maintains a selection of the required textbooks on reserve for students to check out. Generally, there is a 4-hour check out time. Students can also consider e-books or books on loan as an alternative if they are available.

#### **4.2.3 Class Time Expectations**

Faculty will meet classes at scheduled times and be prompt in beginning and dismissing classes, in an effort to ensure contact hours are being met. Faculty will administer final exams at scheduled times unless previously arranged through the Vice President of Student and Academic Affairs and Director of Academics. In the event students do not show up for a class session, the faculty are required to wait at least 15 minutes for their students to arrive. If the students have not shown up for the scheduled class session within the 15 minutes, the instructor can leave the classroom area. Students are responsible for all material and classroom activity planned for that day. The class is not made-up and the classroom schedule continues as if the students were present. If some students do show up for class, the class continues as planned. The other students will have an excused or unexcused absence. Faculty should refer to the Student Handbook for more information regarding student tardiness.

In the event that a faculty is tardy, student procedure is for students to wait 15 minutes for the instructor to arrive to class and begin class. If the instructor has not, students have permission to leave. If so, the class must be made-up by the instructor.

#### **4.2.4 Class Cancellations**

Upon occasion, a faculty person may be absent from class unintentionally due to sudden illness or unplanned event. The absence may necessitate the cancellation of a scheduled class or classes. Faculty will notify the Director of Academics immediately if they intend to be absent from a scheduled class meeting. Faculty must also complete a class cancellation form and inform enrolled students. Class Cancellation Forms can be found on the CNC website. Makeup arrangements are required for a missed class (i.e. relevant field assignments, attendance records, research, focused or culturally relevant curriculum assignments, guest speaker, group assignment, or other assignment).

#### **4.2.5 Final Exams**

It is required of faculty to meet with their students during final examination week (for final exams). Laboratory exams are given to students the week prior to final examinations. A final exam schedule is approved by the Director of Academics and made available prior to the first week of classes for each term. Faculty must adhere to the schedule. If an emergency arises, contact the Director of Academics immediately. If a student unintentionally has 3 or more finals scheduled for the same day, the procedure will be for one instructor to allow that student to take the exam at another time if the student makes the request prior to final exams week.

#### **4.2.6 Course Assessment**

Comanche Nation College conducts assessment at three levels: course, program, and institution. All Faculty, including both Full-Time and Adjunct Faculty are required to collect course-level assessment data which measures the Specific Learning Outcomes (SLOs) for each course taught. SLOs for each course offered are listed alongside course descriptions in the CNC Course Catalog. Assessment “tools” (assignments) have been created by the Curriculum and Assessment Committee to measure each SLO. Information regarding assessment policies and procedures will be covered in the Faculty Orientation each semester. Course Assessment Forms for each course will be provided to Adjunct Faculty by Department Chairs. All Faculty are required to assign the “tools” at some point in the academic term, record the average score and all other relevant information, determine if target goals were reached, and develop an action plan if the goal is not reached. All Faculty will communicate directly with their specific Department Chair and/or the Director of Academics regarding course assessment progress and strategies throughout the course of the semester. Course assessment forms must be submitted to Department Chairs at the end of each semester.

#### **4.2.7 Credit Hour Policy**

The Comanche Nation College credit hour policy applies to all undergraduate courses, in all departments at the College, which award academic credit that appears on an official College transcript. The College uses the Carnegie unit or hour as the basis for the credit hour with 50 minutes of instruction with transitional and break time for a total of one hour with a minimum of two hours of student work or activities outside the classroom each week for a typical 16-week semester. This policy is aligned with the federal regulations and the Oklahoma State Regents for Higher Education policy; a credit hour is an amount of work represented in intending learning outcomes and verified by evidence of student achievement that is reasonably achieved in one of the following ways:

1. A credit hour for a standard, face-to-face course include at least one Carnegie hour of classroom or direct faculty instruction and at least two hours of out-of-class student work each week for approximately sixteen weeks for one semester or an equivalent amount of work for a different amount of time.

2. At this time Comanche Nation College does not offer distance learning courses or hybrid courses and therefore does not have a credit policy relating to this mode of instruction.
3. A credit hour for other types of academic activities such as, but not limited to practicum, or capstone work include academic activities as established by the institution to demonstrate at least an equivalent amount of work as required for the standard credit hour.
4. A credit hour for laboratory work is typically not less than two hours of laboratory work each week throughout the course of a semester, but may vary by discipline.

#### **4.2.8 Course Format**

Courses are typically scheduled in a 16-week semester length term, or as a compressed format course in either an 8-week (during summer terms and occasionally during regular fall and spring terms) or 4-week format (only during summer terms). Contact time and credit hours earned across all scheduled course formats is equivalent.

#### **4.2.9 Course Numbering System**

Course numbers are 4 digits. The first digit indicates the class year of the course (i.e. freshman or sophomore class level). A zero or “0” first digit indicates a “zero level” course (no credit offered or workshop). Second and third “1 & 0” digits identify the course numbering within a department for college purposes. The fourth digit or “3” ending digit represents the number of credit hours offered.

#### **4.2.10 Academic Calendar**

The Academic Calendar is prepared by the Student Services Office. See the CNC website for the most current Academic Calendar. The Academic Calendar lists the holidays and breaks available to faculty prior to the beginning of a semester, as well as important dates (e.g. faculty office opening and closure; last day to add or drop a course, tuition payment due dates, midterm/final grades posting).

### **4.3 Student Academic Progress & Grading**

#### **4.3.1 Early Academic Alerts**

Faculty, including both Full-Time and Adjunct Faculty, are required to submit to the Director of Student Services the Early Academic Alert notifications regarding student progress. Early Academic Alert Forms can be found on the CNC website or in the CNC Student Services Office. It is mandatory that after the first full week of classes each academic term (before the last day to add or withdraw) faculty submit an Early Academic Alert Form listing all students that have not attended class at all. The Director of Student Services will notify the students receiving Early Academic Alerts via email.

Just prior to midterm (after 8 weeks of classes; 4 weeks normally for the summer term), faculty will submit the second Early Academic Alert Form identifying students that have missed 30% of the scheduled classes or who have missed 30% of the course assignments (less than a 70% course grade).

The third required time to submit the early academic alert one week prior to the last day to withdraw. The third Early Academic Alert Form identifies students that have missed 30% of the scheduled classes or who have missed 30% of the course assignments (less than a 70% course grade).

#### **4.3.2 Administrative Withdrawals**

A student may be administratively withdrawn from a course at an instructor's discretion if, after a significant period of time, a student has missed 30% of the course material and/or 30 % of the course contact hours. If a student has missed class or course material (missed assignments, etc.) that constitutes 30% of the class time of class work, the instructor shall complete an administrative withdrawal form. Administrative Withdrawal Forms can be found on the CNC website or in the CNC Student Services Office. The form is submitted first to the Director of Academics for approval who then submits the form to the Registrar.

Last date of attendance, date of Early Academic Alert submission(s), and highest grade possible at the time of the request must be indicated on the form. Highest grade possible at the time of the request must be failing at the time of the request.

Administrative withdrawal may be assigned by the Admissions and Records Office to indicate that a student has been involuntarily withdrawn by the institution during the designated semester for inadequate attendance or otherwise demonstrated lack of appropriate concern for satisfactory academic progress toward program objectives. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

#### **4.3.3 Grades Submission**

Faculty are required to submit midterm and final grades at specified time during the semester. Midterm and final grades must be submitted to CNC's Empower system and Bacone's CAMS system (for dually-enrolled students) by the required date of submission. Final Grades and gradebooks must also be submitted to the Director of Academics in electronic format (Microsoft Excel preferred) by all faculty at the end of each term when (or before) final grades are due. It is the discretion of the instructor who offers the course to make grade assignments for that course.

Grades are recorded with the letter grades A, B, C, D, F, RA, RB, RC, RD, RF, I, AU, AW, W, P/NP. Explanations of letter grades are found in Sections 4.3.3.1-4.3.3.4 below. Faculty must document graded material providing enough assessment grades to validate the assigned course grade. Faculty should keep in mind appropriate course rigor and potential grade inflation/deflation. Academic

performance for regular for-credit courses is evaluated using the following standard grading scale:

GRADE	NOTE	PT/HR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0

#### 4.3.3.1 Entering Laboratory Grades

Laboratory courses that receive separate credit hours separate from the lecture portion of the course (e.g. CHM 1371/1374) will receive a letter grade. Laboratory sections of a course that have the laboratory grade are averaged in with the lecture portion of the course and will receive a letter grade for the entire course. Laboratory sections that are built into courses (e.g. BIO 1004) will be assigned a P/NP on the grade sheet. The P/NP will be reflected on the transcript as well.

#### 4.3.3.2 Pass (P) or No Pass (NP) Grades

P/NP grade assignments are given for independent study or non-credit laboratory activity. Laboratory sections for courses that require a laboratory and where the lab grade is averaged in with the course grade for a final grade will receive a P/NP on the transcript.

#### 4.3.3.3 Incomplete (I) Grades

An Incomplete (I) grade is given at the instructor's discretion at the request of the student and only if all of the following criteria have been met: (1) there are extenuating circumstances and (2) the student is passing the course and (3) the request is made within the last week of classes and/or the final exam week. An Incomplete is not a substitute for a withdrawal or a failing grade. The student must be passing the course and because of extenuating circumstances cannot complete the final exam or last final grade entries prior to grade submission. The instructor assigning the "I" must submit a printed hard copy of their grade report to the Registrar with the requirements and deadlines for removing the "I" written on the back of the grade sheet. Both the instructor and the student must sign the grade sheet verifying that they are aware of the requirements and deadlines. Students have one semester, not counting the summer term, to complete the requirements. After that time, the "I" becomes the letter

grade the student achieved at the time of the valid request or the instructor can assign an “F” if the requirements are not completed. Instructors will submit a grade change changing the “I” to a letter grade A, B, C, D, or F once the required assignments have been submitted.

<b>SYMBOL</b>	<b>NOTE</b>
I	Incomplete
AW	Administrative Withdrawal
W	Withdrawal
AU	Audit
NR	Grade Not Recorded
P	Pass For Laboratory Score Averaged in With Lecture Grade
NP	No Pass For Laboratory Score Averaged in With Lecture Grade

#### 4.3.3.4 Developmental Course Grades

Developmental courses received a letter grade designated with an “R” preceding the grade. Development courses are designed as zero level and grades do not weigh into the student’s grade point average. Developmental Course grades will be assigned using the following grading scale:

<b>GRADE</b>	<b>NOTE</b>
RA	Excellent
RB	Good
RC	Average
RD	Below Average
RF	Failure

#### 4.3.3.5 Grade Appeals

Students with a grievance over a grade that has been assigned them by a faculty member may avail themselves of the following process to ensure that a careful review of the grade and the basis for it in the instructor's syllabus has been provided.

However, in the end, it must be clear that **only** the faculty member can change the letter grade given. Students need to understand that grades have to represent a professional judgment on the level of academic performance and that any hardship factors should not lead to the lowering of standards for student performance.

Faculty are required to provide students at the first class meeting a copy of the syllabus that describes the grading policies and attendance policies. The syllabus should also outline course objectives and student expectations.

The first step in the grade appeal process is for the student to request a meeting with the identified faculty member to present their case for a change grade than that was originally assigned. If the faculty member finds he/she had overlooked some work, not added correctly, etc., they can submit a "Change of Grade" form. Change of Grade Forms can be found on the CNC website or in the CNC Student Services Office. If the instructor does not respond to the student request and if the student is not satisfied with the instructor's action, the student may proceed to step two. Step 2 involves a meeting with the Director of Academics, the Department Chair, and the Vice President of Student and Academic Affairs within two (2) weeks of the request made by the student. This request is made to the Director of Academics.

The student or the faculty member will give a copy of the request with reasons for their actions to the Director of Academics. The syllabus should be a key reference in each case. If the Director of Academics agrees with the grade assigned by the faculty member, the grade stands and no further action is warranted. If the Director of Academics comes to a conclusion with the instructor that a change of grade is called for, the instructor will submit a "Change of Grade" form. If the Director of Academics determines a change is warranted and the faculty member does not agree, no Change of Grade will be submitted and the faculty member's rights will stand inviolate. No further review is provided or allowed. All efforts will be made for both parties to feel supported and affirmed by the outcome of the final decision.

Both Full-Time and Adjunct Faculty will submit electronic copies of the Gradebook and Attendance (in electronic format, Microsoft Excel

preferred) to the Director of Academics at the conclusion of each term at the same time grades are due (or before).

#### **4.4. Office Hours**

During specified office hours faculty are to be available to students. Faculty can use that time to enter grades and attendance, make course preparations, design a new course, write grants, or work on research or scholarly activities but most importantly be accessible and available to students. Students may need tutorial assistance or advice regarding careers in the discipline, course enrollment advice, or other relevant assistance. It is strongly encouraged that each faculty person maintain a log of any conversation with a student. The faculty person should date and sign the daily log as well as have the student sign or initial the log entry.

##### **4.4.1 Full-Time Faculty**

Full-Time Faculty are expected to keep two office hours per course per week for all classes taught. Schedules, including office hours, must be posted near the Faculty Office and with the Student Service Office. Office hours must be specified on course syllabi.

##### **4.4.2 Adjunct (Part-Time) Faculty**

Adjunct Faculty, within the limits of their personal schedules, shall maintain one office hour per week for each course they teach. Maintaining availability to students via email or phone during specified time period may also count as office hours. Office hours must be specified on course syllabi.

#### **4.5 Attendance Records**

Attendance is taken at each of the assigned class periods. It may be advisable to use an attendance sign-in sheet each class period. Faculty must submit attendance records for all enrolled students. Faculty have a user ID and password to Empower (CNC's database) and for CAMS (Bacone College's database). It is the faculty's responsibility to submit attendance records regularly. It is suggested that attendance is kept daily and submitted to Comanche Nation College and Bacone College (for dually-enrolled students) on a weekly basis. Attendance records must be submitted by all faculty to the Director of Academics (in electronic format, Microsoft Excel preferred) along with gradebooks at the end of each term when (or before) final grades are due.

#### **4.6 Academic Advising**

Comanche Nation College has an academic advisement process. The Director of Student Services is the assigned advisor for all incoming students, e.g. first-time students. After the first year of enrollment the Director of Student Services will direct students to their respective academic Department Chairs for assignment to faculty representing the discipline the students declared as a major. Faculty will be available to their assigned advisees during pre-enrollment, midterms, and early enrollment. Faculty may also be asked to assist with advisement needs throughout the course of the semester, particularly if a student is applying to graduate that semester.

#### **4.7 General Faculty Meetings**

Faculty Meetings will be scheduled once per month throughout the Fall and Spring semesters. The Director of Academics will schedule and oversee the meetings. A faculty meeting schedule will be made available to all faculty at the Faculty Orientation.

#### **4.8 Research/Scholarly Activity**

Faculty members are expected to collaborate and engage in research activities that affirm and strengthen the goals of the CNC, e.g. grant writing. Faculty may also be engaged in their own scholarly and research activities. Scholarly and research activities are defined as any activity that involves the intellectual and creative process in a way that brings credit on the individual or the department or college in a significant way. All faculty are expected to participate in research and scholarly activities relevant to their field of study.

#### **4.9 Professional Development**

All Full-Time Faculty will complete (depending on available funding) at least two in-house professional development trainings or workshops per academic year. When funds are available, all Full-Time Faculty will attend at least one professional conference relevant to their field per academic year. Upon return, faculty will present conference experience and findings to the CNC campus and community.

Faculty that desire to attend a conference, workshop, or event relevant to their field of study and job duties at the College during the regular semester must get prior approval from the Director of Academics, Vice President of Student and Academic Affairs, and the President. If the conference interferes with the Faculty's teaching schedule, arrangements must be made for the class or classes to be rescheduled or taught by another instructor or the faculty member must attend another conference at a different date and time.

#### **4.10 Professional and College Service**

Professional and college service includes service on college and departmental committees, volunteer for various CNC events and activities, and to use academic and professional expertise to serve the college, the community, the tribal group, and the state. Collegiality enhances teaching and learning and the reputation of the College.

#### **4.11 Community Outreach and Involvement**

Faculty are expected to participate in a community service and outreach. The purpose of community outreach is twofold – it benefits CNC by increasing awareness of the College in our community and bolsters recruitment activity, as well as provides support to various community organizations and members. Community outreach may include, but is not limited to service on a professional or organizational board, tribal cultural involvement and participation, community volunteerism, judging science fairs, or involvement with a community art event.

## **4.12 Guest Speakers and Field Trips**

### **4.11.1 Guest Speakers**

CNC faculty members are encouraged to seek appropriate approval to schedule guest speakers, especially if reimbursement is requested. Reimbursement, including mileage and presenter fees, is all subject to budget and resource availability. Proper information must be submitted with the requests. Consult with Human Resources for the appropriate way to pay guest speakers.

### **4.11.2 Field Trips**

CNC faculty members are encouraged to seek appropriate approval to schedule field trips. Reimbursement for such additional costs for mileage and entrance fees or to utilize CNC vehicles for class trips are all subject to budget and resource availability. Proper information must be submitted with the requests. Insurance may be required to take students off-campus. Travel request forms are found on the CNC website.

## **4.13 Overload Assignments**

Summer term teaching assignments for Full-Time Faculty are considered an overload assignment, if the regular academic term requirement of 30 credit hours has been met. Full-Time Faculty will be compensated at the regular Adjunct Faculty pay scale of \$500.00 per credit hour. In addition, any credit hour production over 30 credit hours during the regular academic term will receive overload compensation at the adjunct rate of \$500.00 per credit hour. During the regular academic year, overload payments to Full-Time Faculty will be made in full at the end of the academic year (Spring). During Summer terms,

## **4.14 Independent Study**

An independent study is generally not listed on the schedule and is specifically designed to meet the special needs or interests of a student. All independent study courses must be arranged with approval of the Vice President of Student and Academic Affairs.

## **4.15 New Course Offerings**

New course offerings may be proposed by Full-Time and Adjunct Faculty. New course offerings must be submitted to the Curriculum and Assessment Committee by submitting a proposed course description, specific learning outcomes, and a sample syllabus. Once the Committee reviews and approves the course, it is then submitted for final approval and signature through the Vice President of Student and Academic Affairs.

## **4.16 Instructional Materials and Office Supplies**

Requests to purchase of other supportive instructional materials or office supplies, i.e. memo pads, grade books, dry erase markers, etc. must be submitted for approval prior to purchase. Each Department has an instructional and office supply budget. The Director of Academics may also purchase certain items, pending approval from the Vice President of Student and Academic Affairs and the President, for general faculty use.

#### **4.17 Bulletin Boards**

Non-confidential student information and educationally-related materials, including class presentations, college events, and student-organized activities, may be posted throughout the school. Items of interest, posters, flyers, brochures, and announcements of students, faculty, and the community must have prior approval for posting materials by the Vice President of Student and Academic Affairs.

#### **4.18 Building Access and Security**

It is a responsibility and a privilege to have a key and a security code for the CNC building entry. The faculty member is responsible for the property in those areas. Do not leave offices unlocked. If a faculty member enters or leaves the building after regular working hours, they are responsible for locking the doors and setting the code.

### **5.0 ACADEMIC FREEDOM, RESPONSIBILITY, AND ETHICS**

#### **5.1 Academic Freedom**

Academic Freedom is necessary. Faculty are entitled to freedom in the classroom in discussing subject matter. This also applies to freedom to conduct research, which includes preparation for class, an assigned class activity, or any other academic contribution. A faculty member does not serve as an institutional spokesperson; however, a faculty member does hold a special position within the Comanche community, which imposes special obligations and recognition of a Comanche-Centered Education and the CNC Core Values.

#### **5.2 Academic Responsibility**

Faculty are required to adhere all policies and procedures of Comanche Nation College.

This statement is derived in substantial measure from the AAUP 1966 Statement on Professional Ethics as revised in 1987:

(A) Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

(B) As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Faculty members demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between

faculty member and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

(C) As colleagues, faculty members have obligations that derive from common membership in the community of scholars. They do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. They acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.

(D) As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. They give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

(E) As members of their community, faculty members have the rights and obligations of other citizens. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

### **5.3 Conflicts of Interest and Ethical Behavior**

Employees have a fundamental obligation to act in the best interests of the College and not let outside activities or outside financial interests interfere with that obligation. Actual Conflicts of Interest arise in situations where financial or other personal considerations compromise an individual's objectivity, professional judgment, professional integrity, and/or ability to perform his or her College responsibilities. In addition to situations that clearly give rise to an actual Conflict of Interest, individuals are cautioned also to consider gray areas that might create the perception of or the potential for a Conflict of Interest.

#### **Perceived or potential**

Conflicts of Interest can be said to exist in situations where an individual member of the College community, a member of the individual's family, or a close personal relation has financial interests, personal relationships, or professional associations with an individual, individuals, or an outside organization, such that his or her activities within the College could appear to be biased against the College by that interest or relationship. Therefore, the College expects all employees to apply their time and effort appropriately and use

College resources toward College ends. When the application or use of College time or resources results in inappropriate personal advantage, or is detrimental to the College's mission, that use of time or resources represents a conflict between one's interest and that of the College.

Examples of potential conflicts are:

- **Conflict of Commitment:** A situation where an individual engages in outside activities, either paid or unpaid, that interferes with his or her primary obligation and commitment to the College.
- **Conflict of Interest:** A situation in which an individual's financial, professional or other personal considerations may directly or indirectly affect, or have the appearance of affecting, his or her professional judgment in exercising any College duty or responsibility.
- **Financial Interest:** An interest in a business or the receipt or right to receive certain types of remuneration over stated thresholds.
- **Immediate Family Member:** Defined in Nepotism Policy, see Section 5.2.
- **Outside Professional Activities:** An outside activity is any paid or volunteer activity undertaken by a staff member outside the scope of his or her regular College duties. Outside Professional Activities may include consulting, participation in civic or charitable organizations, working as a technical or professional advisor or practitioner, or holding a part-time job with another employer, whether working in one's College occupation or another.

Good judgment of staff is essential, and no list of rules can provide direction for all the varied circumstances that may arise. In those instances where the President assures a conflict occurs or is present, he or she shall act using the Discipline Procedures (Section 3.16) or termination procedures (Section 3.5). Reference for the Conflicts Of Interest Policy is Section 5.23 Staff Handbook. Additional references: Oklahoma Ethics Rules, sections 257:20-1-3(a)(2), 257:20-1-4(c)(1) and 257:20-1-9(c)(2). These rules are promulgated by the Oklahoma Ethics Commission, not the legislature, but they have the force and effect of law and there are civil penalties available for violations. See [www.ethics.state.ok.us](http://www.ethics.state.ok.us), 2007 Amendments (final).

## **6.0 FACULTY PERSONNEL ACTIONS**

It is CNC's policy to administer wages and salaries in a fair, competitive, and nondiscriminatory manner and in compliance with applicable Tribal, local, federal, and state laws/policies. A goal of CNC's pay system is to pay employees wages and salaries competitive with those paid for similar work in the areas from which we recruit. The President and/or Human Resources are responsible for classification of each staff job. Faculty positions are classified with input from the Vice President of Student and Academic Affairs and the Director of Academics. The primary source for staff policies, which include faculty, is the Comanche Nation College Staff Handbook located on the CNC website.

### **6.1 Compensation**

**6.1.1 Full-Time Faculty**

Compensation for Full-Time Faculty is determined by the President and outlined in annual contracts. Continuous, benefits eligible Faculty and Staff who teach or volunteer to teach normally receive pay at the Initial Contract level regardless of SME or degree.

**6.1.2 Adjunct (Part-Time) Faculty**

Adjunct faculty pay at Comanche Nation College is normally on a per-credit-hour basis. The standard rate of pay for adjunct instructors is \$500.00 per credit hour for fall, spring, and summer terms. However, rates of pay may increase based on educational experience and length of employment at CNC. Pay increases do not apply to summer teaching appointments. All pay is based on availability of funding. Normally the amount of the contract is available upon signing of contract. The following table serves as a guide for how CNC pays:

<b>Adjunct Placement by Education Level</b>	<b>Per Credit Hour Pay</b>
Ph.D. or equivalent – third consecutive semester	\$650.00
Ph.D. or equivalent – initial placement	\$600.00
M.A. or equivalent – third consecutive semester	\$550.00
M.A. or equivalent – initial placement	\$500.00
Subject Matter Expert (SME) with documentation – third consecutive semester	\$550.00
Subject Matter Expert (SME) with documentation – initial placement	\$500.00

**6.1.3 Summer Term Appointments**

The standard compensation for all instructors, including both Full-Time and Adjunct Faculty, during a summer session will be \$500.00 per credit hour. Refer to Section 4.12 – Overload Assignments regarding payment in summer terms for Full-Time Faculty.

**6.1.4 New Course Development**

If an Adjunct Faculty develops a new course (a course that has never been taught at CNC, though it may be listed in the College Catalog), including course design and syllabus development, faculty will receive a one-time additional compensation of \$500.00. If the course is pre-existing (an approved syllabus for the course is already developed and on file) and the instructor is new, there is no compensation. If the newly developed course does not make, the Adjunct Faculty will receive a one-time additional compensation of \$250.00.

### **6.1.5 Combined and Cross-Listed Courses**

Certain classes, for example BIO 1114 and AIS 1114, are cross-listed and students enrolled in those types of classes meet at the same scheduled time. Faculty do not receive additional compensation for “teaching two classes.” For Full-Time Faculty teaching combined classes the credit hours are additive with respect to course teaching load, but compensation is not increased.

## **6.2 Faculty Evaluation, Recognition, and Promotion**

Faculty do not receive tenure, as they are employed with an annual contract renewable each year. Longevity is respected and honored at Comanche Nation College. Full-Time Faculty are rewarded with merit pay if funds are available and the faculty meet the merit pay criteria as determined by the President.

All faculty at Comanche Nation College are referred to as instructors. However, advancement in rank is a major way in which an institution recognizes a faculty member’s achievements. An academic promotion in rank is not a routine reward for satisfactory service but reflects a positive appraisal of high professional competence and accomplishment, may or may not be accompanied by additional compensation, and is determined by the President.

### **6.2.1 Faculty Observation and Evaluation Process**

The CNC Faculty Observation and Evaluation process is designed to promote faculty development and assess faculty performance on prescribed criteria. An observation and evaluation form will be used to evaluate an instructor’s effectiveness in the classroom. The evaluation of faculty performance reflects the College’s core values and provides a critical assessment process for continuous improvement of the College and its faculty. Faculty Observation and Evaluation will be conducted twice per semester (midterm and near the end of the semester) by either the Vice President of Student and Academic Affairs and/or the Director of Academics. See APPENDIX B – Classroom Observation and Evaluation Record.

### **6.2.2 Criteria for Faculty Promotion**

Decisions to promote a faculty member must be made in light of a thorough evaluation of his or her performance in all areas of faculty activity. The candidate’s performance is judged by all recommending parties against the College’s written statement of evaluation criteria for the promotion in rank.

The Vice President of Student and Academic Affairs in concert with the Department Chairs shall establish and publish the specific criteria for promotion in rank. The Vice President and Chairs shall establish the date on which the promotion criteria and procedures become effective. The criteria shall include:

1. Attainment of high standards in teaching, scholarly activity, professional service, College service, and public outreach.
2. Number of years in service to the College alone is not a reason for promotion.
3. Faculty member is of comparable stature with others in his or her discipline at the same rank outside the College.

### **6.2.3 Procedures for Promotion Decisions**

1. The Vice President for Student and Academic Affairs shall determine procedures for recommending advancement in rank.
2. The Vice President for Student and Academic Affairs may ask the Director of Academics to initiate consideration for promotion for an individual faculty member.
3. The faculty member considered for promotion is primarily the one responsible for completing a promotion portfolio (gathering information on professional activity).
4. A Promotion Committee will be established to review all submitted documents describing professional activity. Members of the Committee will vote by secret ballot to recommend the promotion. The Committee Chair will submit a letter of approval or of denial to the Vice President. With the recommendation there will be reasons document the approval or denial for promotion. If the recommendation for promotion is denied, the faculty member can request the numerical results of the secret ballot.
5. If the budget permits, a recommendation for promotion should come with a salary increase. However, unavailable budgeted funds should not delay a promotion.

### **6.3 Retaliation**

There is zero tolerance for retaliation for anyone filing informal or formal complaint, grievance, disputes, or other charges protected by law.

### **6.4 Faculty Leave Policies**

Full-Time Faculty are entitled to the following types of leave. Adjunct Faculty, as part-time employees of the College, do not receive or accrue paid leave. Refer to Section 4.2.4 for more information regarding class cancellations.

#### **6.4.1 Reporting Hours Worked for Purposes of the Affordable Health Care Act**

Adjunct Faculty are required to submit biweekly timesheets for purposes of the Health Care Act.

#### **6.4.2 Extended Sick Leave (ESL)**

Full-Time Faculty with nine (9) month appointments are provided 40 hours extended sick leave (ESL) each semester. ESL does not carry over to subsequent semesters. Faculty are not entitled Paid Time Off (PTO) or PTO accruals.

Faculty ESL is time taken for illness. ESL and FMLA normally run concurrently. ESL hours carry over from year to year but do not exceed 500 hours. ESL hours can only be paid on bona fide illness and under no other circumstances will these hours be paid out.

Section 3.9.2 in the Comanche Nation College Staff Handbook does not apply to faculty. For further information about leave with pay refer to Sections 3.9.5-3.9.8 of the Staff Handbook.

#### **6.4.3 Holidays**

Faculty are entitled to the same holidays as all other staff. The list below may be different from the academic calendar. CNC is an educational institution and holidays listed may not necessarily occur on the particular day listed nor will holidays necessarily match Tribal, state, or federal holidays. CNC staff employees shall be entitled to take time off without decrease in compensation on the following Holidays:

1. New Year's Day (January 1)
2. Martin Luther King Day (3<sup>rd</sup> Monday in January)
3. Spring Break (May fall on the second or third full week of March. Time off is subject to change.)
4. Memorial Day (last Monday in May)
5. Independence Day (July 4)
6. Chief's Day (Third Friday in July)
7. Labor Day (First Monday in September)
8. Veterans Day (November 11)
9. Thanksgiving Day and Day After
10. Christmas Eve Day (December 24); Christmas Day (December 25); Day after Christmas (December 26)
11. New Year's Eve Day (December 31)
12. Winter Break: Usually begins December 24 – January 1.

If a holiday falls on a Saturday, the preceding Friday shall be considered as a holiday, and if a holiday falls on a Sunday, the following Monday shall be considered as a holiday.

The President, with approval from the Board of Trustees, may set additional holiday dates that coincide with the schedule of Tribal, federal or state agencies.

#### **6.4.4 Inclement Weather**

The President will determine inclement weather days, as well as essential personnel on inclement weather days. Normally, essential personnel receive regular pay. Notification of CNC closure in the event of inclement weather will be on Channel 7.

## **6.5 Additional Policies, Staff Handbook**

The following policies apply to all benefits-eligible and possibly part-time faculty and staff, as indicated. Where full content is not discussed or for reference to the complete policy, refer to the following sections in the Comanche Nation College Staff Handbook on the CNC website or contact Human Resources:

### **3.10 Leave without Pay**

#### **3.10 Leaves of Absence without Pay**

##### **3.10.1 Personal Leave**

Nine (9) month faculty normally use summer for personal leaves of absence and do not accumulate PTO.

##### **3.10.2 Family and Medical Leave Act (FMLA)**

CNC provides to eligible employees a leave of absence in compliance with the provisions of the Family and Medical Leave Act (FMLA) 29 C.F.R. § 825. Provisions of existing CNC policies and the federal Family and Medical Leave Act of 1993 are designed to enable employees to balance their work responsibilities with the demands of caring for family members or in the event of serious personal illness or injury. The required posting is located on the CNC HR website along with details concerning the process for FMLA. The following material provides general policy information concerning FMLA. CNC's procedural elements of FMLA are the responsibility of Human Resources. When unique situations arise or when further clarification or assistance is necessary, Human Resources should be contacted. Because case law that further clarifies FMLA is constantly evolving, CNC will endeavor to keep its employees informed of relevant changes or clarifications to FMLA.

### **3.11 Returning From Leave**

### **3.12 Access to Personnel File**

### **3.13 Intellectual Property Policy**

### **3.14 Learning and Development**

### **3.15 Performance Evaluation**

### **3.16 Discipline**

### **3.17 Employee Grievance, Disputes, and Complaints (non-EEO)**

### **3.18 Grievance Procedure (non-EEO)**

## **4.0 Pay and Benefits**

The following policies apply to all benefits-eligible and possibly part-time faculty and staff, as indicated. For more information or complete policy, refer to the following sections in the Comanche Nation College Staff Handbook:

#### **4.1 Benefit Programs**

CNC offers sponsored benefit programs that include: health insurance, dental insurance, vision coverage, short and long-term disability coverage, life insurance, and retirement. The employee's type of employment determines the level of benefits eligibility.

##### **4.1.1 Eligibility**

##### **4.1.2 Payment**

##### **4.1.3 Other Benefits**

##### **4.1.4 Benefits Continuation**

#### **4.2 Retirement Plans**

#### **4.3. Pay**

##### **4.3.1 Overtime**

#### **4.4 Income Tax Withholding**

#### **4.5 Enrollment of Staff in Outside or CNC Courses**

#### **4.6 Breaks**

#### **5.0 General Policies, Staff Handbook**

For more information regarding general policies applicable to all employees, refer to the following sections in the Comanche Nation College Staff Handbook:

##### **5.1 Acknowledgement of Handbook**

Employees must acknowledge receipt of this policy manual. Doing so is the employee's oath of confidentiality, integrity, honesty, compliance, and overall loyalty to the College.

##### **5.2 Nepotism**

##### **5.3 Outside Employment and Extra Compensation**

##### **5.4 Administrative Teaching Policy**

##### **5.5 Contacts with Reporters**

##### **5.6 Advertising and Promotion**

##### **5.7 Name, Logos, Other Identifying Marks**

##### **5.8 Computer Use Policy**

The goals of the Computer Use Policy are to outline appropriate and inappropriate use of CNC's Internet resources, including the use of browsers, electronic mail and instant messaging, file uploads and download, and voice communications. Use of these services is subject to the following conditions.

- Internet access at CNC is controlled through individual accounts and passwords.
- Department managers are responsible for defining appropriate Internet access levels for the individuals in their department and conveying that information to the network administrator.
- Each user of the CNC system is required to read the Internet policy and sign an Internet Use Agreement prior to receiving an Internet access account and password.
- Individuals at CNC are encouraged to use the Internet to further the goals and objectives of CNC. The types of activities that are encouraged include:
  1. Communicating with fellow employees, business partners of CNC and clients within the context of an individual's assigned responsibilities;
  2. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities; and
  3. Participating in educational or professional development activities.

- Individual Internet personal use will not interfere with others' productive use of Internet resources.
- Users are not to violate the network policies of any network accessed through their account.
- Internet use at CNC will comply with all state and Federal Educational laws, all CNC policies, and all CNC contracts. This includes, but is not limited to, the following:
  1. The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, cyber-bullying, cyber-stalking, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g., spreading computer viruses).
  2. The Internet may not be used in any way that violates CNC's core values (Relationship, Responsibility, Reciprocity & Redistribution), policies, rules, or administrative orders including, but not limited to, any applicable code of conduct policies, etc.
  3. Use of the Internet in a manner that is not consistent with the mission of CNC, misrepresents CNC, or violates any CNC policy. Individuals should limit their personal use of the Internet. CNC understands that we live in a virtual world and allows limited personal use for communication with family and friends, independent learning, and public service that does not interfere with daily workloads and responsibilities.
  4. CNC prohibits Internet use for mass unsolicited mailings, access for non-employees to CNC resources or network facilities, uploading and downloading of files or music files for personal use or violating copyright laws, access to pornographic sites, gaming, competitive commercial activity and the dissemination of chain letters.
- Individuals may not establish company computers as participants in any peer-to-peer network, unless approved by the President.
- Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to CNC or another individual without authorized permission from the President.
- Individuals should not send unreasonably large electronic mail attachments or video files not needed for business purposes, in the interest of maintaining network performance.
- Individuals will only use CNC approved services, such as use for learning outcomes or other communication (such as, SKYPE) over the Internet.
- Individuals may not share account or password information with another person, for security purposes. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. A user must contact the IT administrator to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to Internet services.

Violations of this policy will be treated like other allegations of misconduct. Allegations of misconduct will be adjudicated according to established procedures.

Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
  2. Disciplinary action according to applicable CNC policies; and
  3. Legal action according to applicable state and federal laws and contractual agreements.
- CNC may monitor any Internet activity occurring on CNC equipment or accounts.
  - CNC currently employs filtering software to limit access to sites on the Internet.
  - If CNC discovers activities which do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.
  - CNC assumes no liability for any direct or indirect damages arising from the user's connection to the Internet.
  - CNC is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems.
  - Individuals are solely responsible for any material they access and disseminate through the Internet.
  - Plagiarism of any type is unacceptable.

### **5.9 Background Check**

### **5.10 Driver's License Policy**

### **5.11 Use of CNC vehicles for Private Purposes**

CNC prohibits the use of CNC-owned vehicles for private purposes. Passengers shall not be transported in CNC vehicles unless they are on CNC business.

### **5.12 Texting Policy**

Under U. S. Executive Order 2010-06, CNC employees are prohibited from text messaging, emailing, or texting when driving CNC vehicles, driving private vehicles on CNC business, or using electronic equipment supplied by CNC. The directive defines "texting" or "text messaging" as reading from or entering data into any handheld or other electronic device, including SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

### **5.13 Personal Vehicle Use**

CNC normally prohibits the use of personally-owned vehicles for CNC business. If CNC employees or authorized volunteers are permitted to use personal vehicles for college business, s/he must, at a minimum, meet the State of Oklahoma requirements.

The State of Oklahoma requires such persons to have personal automobile liability insurance in force at the time of use. No physical damage insurance is provided by CNC, the Tribe, or the state of Oklahoma for an employee's/volunteer's personal vehicle while that vehicle is being used on college business. When private vehicles are used for college business purposes and reimbursement is expected pursuant to applicable CNC policy, the transporting of private passengers is not prohibited; however, it is suggested and

requested the practice be held to a minimum. Requests for an exception must be submitted in writing to the President.

#### **5.14 Leased/Rented Vehicles**

The College's liability coverage extends to vehicles leased or rented by individuals or departments while the vehicles are being used on College business. Physical damage insurance is provided by the College.

#### **5.15 Travel Reimbursement**

All travel must be approved in advance and preferably a minimum of two weeks. When possible, CNC vehicles should be used. Airfare must be purchased from the travel agencies designated by the College or by contract unless a more reasonably priced fare can be purchased. The comparison must be attached well in advance of the request for approval of travel. Advance payments for other travel expenses are considered on a case by case basis but are normally not allowed. Upon completion of a trip, reconciliation must be done within 5 days of the travel. All receipts including those for baggage, lodging, registration, mileage, airport parking fees, and public transportation must be attached or reimbursement is not provided.

#### **5.16 Candidacy for Political Tribal or State Office**

#### **5.17 Keys**

Employees entrusted with keys (electronic, door, or skeleton) are responsible for reporting any loss of keys immediately to Property and Procurement or Human Resources. Employees are responsible for turning in all keys issued to them upon switching rooms, extended leaves of absence (including FMLA) and suspension, or termination of employment. Property and Procurement is responsible for auditing keys and may request an employee return a key he or she may have in their possession.

#### **5.18 Fund Raising**

#### **5.19 Employee Assistance Programs**

It is in the best interest of the College and its employees to provide assistance for employees in dealing with personal problems that may adversely affect their job performance. For this reason, the College promotes well-being through health insurance and by offering an extended list of state and Tribal agencies that provide assistance.

The purpose of Employee Assistance Programs is to provide: (1) Immediate assistance to employees with personal problems, including alcohol and drug abuse, which affect their work or job performance; (2) Job security and advancement opportunities for those who take advantage of this program; will in no way be jeopardized due solely to their participation in the program;(3) Complete confidentiality—all records involving services shall be treated as confidential medical records and shall be maintained separately from personnel records; (4) Employees who exhibit job performance problems the opportunity to seek assistance voluntarily through an Employee Assistance Program.

Mandatory referrals can be made by the supervisor discretion when there is evidence of work deterioration documented by the supervisor and discussed with the Vice President or President.

For a list of community resources visit the CNC website at [www.cnc.cc.ok.us](http://www.cnc.cc.ok.us)

### **5.20 CNC Tobacco-Free Policy**

The College has established a Tobacco Free Policy consistent with the State of Oklahoma's Executive Orders 2012-01 and 2013-43. The policy is designed to prevent or reduce exposure of individuals to secondhand smoke, and to help reduce tobacco use among students and employees. The policy is not intended to be judgmental of individual lifestyle choice or to be punitive towards any individual or group.

This policy is subject to all applicable laws, regulations and recognized exceptions contained therein, including without restriction, an exception allowing tobacco use for religious or ceremonial purposes.

This policy applies to:

1. The use of all tobacco products including but not limited to electronic cigarettes and vaping devices are prohibited in any buildings or portion thereof owned, leased, or operated by the College, including, without restriction, any parking structure, in any vehicle owned or leased by the College, or on College grounds or campuses, including but not limited to public and non-public areas, offices, restrooms, stairwells, driveways, sidewalks, etc.
2. **All** persons on College grounds.
3. The sale of tobacco products, electronic cigarettes and vaping devices on College property is prohibited.

Appropriate signage shall be posted strategically throughout the campus and in College facilities and vehicles as a reminder of the policy. Any complaints, non-adherence, etc. should be brought to the attention of the appropriate College administrator. Non-compliance with this policy will be handled in the same manner as any other policy violation and is subject to the disciplinary process. Fines may be imposed.

### **5.21 Firearms, Munitions, and Weapons Policy**

Firearms and munitions of all types are prohibited on all property owned, leased, or occupied by the Comanche Nation College at all times except as specifically authorized. For purposes of this policy, firearms include, but are not limited to, the following: conventional weapons, from which a projectile is discharged by an explosive propellant charge; antique, replica, and inert firearms; compressed gas weapons; and spring-propelled weapons. For purposes of this policy, munitions include, but are not limited to, any projectile which incorporates a propellant charge and/or explosive contents.

**Firearms** are permitted on campus only under the following circumstances:

- In the possession or control of sworn law enforcement officers or properly licensed armed security guards employed by the College who are performing their assigned duties. The President must approve in advance the use or employment of armed private security providers.

- In the possession of personnel of active or reserve armed forces of the United States or the Oklahoma National Guard when in the performance of duties assigned by an authorized commander.
- As “starter pistols,” incapable of chambering or firing live projectile ammunition, for events. Starter pistols and blank ammunition shall be secured at all times when not in use, and shall be under the supervision and control of appropriate staff or athletic officials when in use.
- As construction equipment employing blank ammunition as a propellant for setting fasteners when used by and under the supervision of authorized and trained personnel.
- For use as a teaching aid, subject to the following conditions: Permission for such use must be granted by the Vice President and prior written notice of the presence and secureness of the firearm on campus must be given to the President.

**Munitions** shall not be present with firearms when used in class. Any group desiring to use a firearm and/or munitions for ceremonial purposes on the campus will tender a request to the Vice President and President.

- For use during a public performance, subject to the following conditions:
- Firearms for use in public performances shall be rendered inoperable whenever discharge is not required as an integral part of the production.
- When discharge is necessary as part of a performance, blank ammunition shall be used. Blank ammunition is not permitted in weapons pointed at performers at any time during the production.

**Weapons** of any type present for a performance shall be kept secure or in the possession of a designated staff member at all times when not actively in use. For display in support of the educational mission of the College. Such firearms must be inoperable and approved and secured by means acceptable by the Vice President or President.

## **5.22 Communication with State or Tribal Agencies and Officials**

### **5.23 Conflicts Of Interest**

Employees have a fundamental obligation to act in the best interests of the College and not let outside activities or outside financial interests interfere with that obligation. Actual Conflicts of Interest arise in situations where financial or other personal considerations compromise an individual’s objectivity, professional judgment, professional integrity, and/or ability to perform his or her College responsibilities. In addition to situations that clearly give rise to an actual Conflict of Interest, individuals are cautioned also to consider gray areas that might create the perception of or the potential for a Conflict of Interest. Perceived or potential Conflicts of Interest can be said to exist in situations where an individual member of the College community, a member of the individual’s family, or a close personal relation has financial interests, personal relationships, or professional associations with an individual, individuals, or an outside organization, such that his or her activities within the College could appear to be biased against the College by that interest or relationship. Therefore, the College expects all employees to apply their time and effort appropriately and use College resources toward College ends. When

the application or use of College time or resources results in inappropriate personal advantage, or is detrimental to the College's mission, that use of time or resources represents a conflict between one's interest and that of the College.

Examples of potential conflicts are:

- **Conflict of Commitment:** A situation where an individual engages in outside activities, either paid or unpaid, that interferes with his or her primary obligation and commitment to the College.
- **Conflict of Interest:** A situation in which an individual's financial, professional or other personal considerations may directly or indirectly affect, or have the appearance of affecting, his or her professional judgment in exercising any College duty or responsibility.
- **Financial Interest:** An interest in a business or the receipt or right to receive certain types of remuneration over stated thresholds.
- **Immediate Family Member:** Defined in Nepotism Policy, see Section 5.2.
- **Outside Professional Activities:** An outside activity is any paid or volunteer activity undertaken by a staff member outside the scope of his or her regular College duties. Outside Professional Activities may include consulting, participation in civic or charitable organizations, working as a technical or professional advisor or practitioner, or holding a part-time job with another employer, whether working in one's College occupation or another.

Good judgment of staff is essential, and no list of rules can provide direction for all the varied circumstances that may arise. In those instances where the President assures a conflict occurs or is present, he or she shall act using the Discipline Procedures (Section 3.16) or termination procedures (Section 3.5).

#### **5.24 Prevention of Alcohol Abuse and Drug Use on Campus and in the Workplace**

The Comanche Nation College recognizes its responsibility as an educational and public service institution to promote a healthy and productive environment. This responsibility demands implementation of programs and services facilitating that effort. Comanche Nation College is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The policy:

1. Requires all students and employees to abide by the terms of this policy as a condition of initial and continued enrollment/employment.
2. Recognizes that the illegal use of drugs and alcohol is in direct violation of local, state, and federal laws as well as CNC policies included in this policy, the Staff and Faculty Handbooks, and the Student Code of Conduct. CNC policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of any CNC-sponsored activities.
3. Considers a violation of this policy to be a major offense, which can result in a requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to, and including, termination from employment and suspension or expulsion

from Comanche Nation College. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.

4. Recognizes that violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state, and federal sanctions can be obtained through Student Services and Human Resources.
5. Requires an employee to notify his/her supervisor in writing of a criminal conviction for drug or alcohol-related offenses occurring in the workplace no later than **five calendar days** following the conviction.
6. Provides access to Employee Assistance Programs and Student Counseling Services for counseling and training programs that inform students and employees about the dangers of drug and alcohol abuse. Voluntary participation in, or referral to, these services is strictly confidential. At a minimum, required training must be taken within 30 calendar days. This may be coordinated through Human Resources.
7. Forbids an employee from performing sensitive safety functions while a prohibited drug is in his/her system.
8. Mandates drug testing of sensitive safety employees prior to employment, when there is reasonable cause, after an accident, on a random basis, and before returning to duty after refusing to take a drug test or after not passing a drug test (Sensitive safety employees are defined in CFR Volume 32, Part 280 and CFR Volume 49, Part 653. This legislation is available for review in Human Resources).
9. Provides for annual distribution of this policy to all staff, faculty, and students. Health risks generally associated with alcohol and drug abuse can result in, but are not limited to, a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders. Comanche Nation Assistance Programs and Student Counseling Services staff are responsible for informing students and employees about the dangers of drug and alcohol abuse and the availability of counseling and rehabilitation programs.

The appropriate CNC official is responsible for notifying federal funding agencies within 10 calendar days whenever an employee is convicted of a drug-related crime that occurred in the workplace. This policy is based on the Drug Free Workplace Act of 1988 (P.L.100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L.101-226) and is subject to the grievance procedure as stated in the Staff and Faculty Handbooks and Comanche Nation College discipline system as outlined in the Student Code of Conduct.

### **5.25 Discrimination and Harassment:**

The Comanche Nation College (College) is committed to creating and maintaining a community where all persons who participate in College programs and activities can work and learn together in an atmosphere free from all forms of harassment, exploitation, or intimidation.

Comanche Nation College (CNC) in accordance with applicable federal (including the Indian Preference Act), state, local and Tribal laws, provides equal employment and educational opportunities (EEO) to all employees, applicants for employment, prospective and current students, guests, vendors, etc. without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital or parental status, political beliefs, amnesty or status as a covered veteran (herein called, “Protected Classes”). CNC expressly prohibits any form of unlawful harassment based on Protected Class. (References: Equal Employment Opportunity Commission (EEOC) under Title VII of the Civil Rights Act of 1964 and Equal Educational Opportunities Act (EEOA) of 1974) and Indian Preference, Title 25, United States Code (USC) 472, 472a., and 47; Title 25, Code of Federal Regulations, Part 5 located at <http://www.bia.gov>.

Any such activity committed by a member of the College community may subject the individual to College sanctions as well as state and federal civil and criminal penalties. Persons who have complaints alleging discrimination based upon sex or gender, which may include sexual harassment, sexual assault, sexual orientation discrimination, discrimination based on gender identity or gender expression, and sexual misconduct may file their complaints in writing with the College’s designated Title IX Coordinator.

Persons who have complaints alleging discrimination based upon race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age (40 or older), religion, political beliefs, disability, or status as a veteran (together, “discrimination and harassment or retaliation”), may file their complaints in writing with the EEO/Human Resources.

Where claims include sexual harassment, sexual orientation or gender discrimination, the entire process shall be handled through the procedures defined under Title IX. See: Procedure for Filing a Complaint (EEO and Sexual Misconduct)

### **5.26 Consensual Sexual Relationships Policy**

When individuals involved in a consensual romantic or sexual relationship are in positions of unequal power at the college, such as faculty-student, graduate assistant-student, supervisor-supervisee, advisor-advisee, senior faculty-junior faculty, senior staff-junior staff, or faculty-staff, there is the potential for a conflict of interest, favoritism, and exploitation. These relationships may be less voluntary than the person with greater power perceives, or circumstances may change and conduct that was once welcome may become unwelcome.

The fact that a relationship was initially consensual does not insulate the person with greater power from a claim of sexual harassment or assault. Further, a party's professional or academic reputation may suffer due to perceptions of favoritism or exploitation. Moreover, such relationships may lead to restricted opportunities, or a perception thereof, for others in the work or academic environment. To protect the integrity of the college academic and work environment, CNC requires that when a consensual romantic or sexual relationship exists or has existed between people in positions of unequal power at the college, the person with the greater power must not hold any supervisory or evaluative authority over the other person in the relationship. CNC requires mandatory reporting of any consensual sexual relationship to Human Resources, the Vice President, or the President.

Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action up to and including termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation. See: Procedure for Filing a Complaint (EEO and Sexual Misconduct)

### **5.27 Sexual Misconduct Policy**

Comanche Nation College is committed to fostering an environment in which all members of our community are safe, secure, and free from sexual misconduct of any form, including, but not limited to, sexual assault, sexual exploitation, stalking, and dating and domestic violence. This policy applies to students, faculty, staff, College vendors, contractors, visitors, guests, and third parties.

Consistent with the federal Violence Against Women Act of 1994, as amended, Comanche Nation College policy prohibits domestic violence, dating violence, sexual assault, and stalking (collectively, "Sexual Misconduct") committed by one employee against another. CNC follows the procedures in this policy in conducting disciplinary proceedings concerning co-employee charges of Sexual Misconduct. (Also see 5.24 Discrimination and Harassment, Title IX Coordinator)

Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action up to and including termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

### **Definitions or Regulations**

#### **Domestic violence**

Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the crime occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction where the crime occurred.

### **Dating violence**

Includes violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors

- i. The length of the relationship.
- ii. The type of relationship.
- iii. The frequency of interaction between the persons involved in the relationship.

### **Sexual assault**

Unwanted or unwelcome touching of a sexual nature, including: fondling; penetration of the mouth, anus, or vagina, however slight, with a body part or object; or other sexual activity that occurs without valid consent.

### **Stalking**

Occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, under circumstances that would:

- (a) Place the person in reasonable fear for safety, or of harm or bodily injury to self or others; or
- (b) Reasonably cause substantial emotional distress to the person.

A course of conduct refers to a pattern of behavior of two or more acts over a period of time that can be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party. The feared harm or injury may be physical, emotional, or psychological, or related to the personal safety, property, education, or employment of that individual. Stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals who are not known to one another.

### **Procedures for Disciplinary Action**

The procedures for disciplinary action shall, at a minimum:

- (a) Provide a prompt, fair, and impartial investigation and resolution.
- (b) Be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and how to conduct a hearing process that protects the safety of victims and promotes accountability.
- (c) Provide to the accuser and the accused the same opportunities to have others present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- (d) Simultaneously inform the accuser and the accused, in writing, of:
  - i. The outcome of the disciplinary proceeding;
  - ii. The procedures for the accused and the victim to appeal the results of the disciplinary proceeding;
  - iii. Any changes in the results that occur prior to the time that such results become final; and
  - iv. When the results become final.

Information on available counseling, medical, and advocacy services for all is found on

the CNC website, Consumer Information Guide or the Annual Campus Crime and Safety Awareness Report, at [www.cnc.cc.ok.us](http://www.cnc.cc.ok.us).

Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action up to and including termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation. See: Procedure for Filing a Complaint (EEO and Sexual Misconduct)

### **5.28 Reasonable Accommodation**

Pursuant to the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and state law, Comanche Nation College will reasonably accommodate employees with disabilities and pregnant employees, as defined by law. Failure to reasonably accommodate employees with disabilities and pregnant employees is a violation of federal and/or state law as well as College policy.

CNC assesses to ensure that an employee with a disability can perform or continue to perform (if the disability occurs after employment) his or her job responsibilities with a reasonable accommodation. Reasonable accommodation may include, but is not limited to, the purchase of special equipment, changing the physical layout of the workplace, restructuring job responsibilities and duties, and modifying the work schedule. In limited instances, a requested accommodation may pose an "undue hardship" on the College, which prevents the accommodation from being offered.

### **Academic Accommodations**

In accordance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Comanche Nation College recognizes the fundamental principles of nondiscrimination and accommodation in academic programs. Reasonable academic accommodations should NOT alter the objectives of a course. The purpose of the reasonable accommodations is to assure that the student has an equal opportunity to demonstrate his/her mastery of course material and to participate in the educational programs and activities offered by CNC. Reasonable academic accommodations to which a student may be entitled include changes in the length of time allowed to complete degree requirements, and adaptation of the manner in which specific courses or examinations are conducted.

Further information regarding this policy may be found on the CNC website in the Consumer Information Guide listed under the Student'-Right- To- Know section. Students may also consult with Human Resources,

**Accessibility:** CNC's facilities are accessible to the physically challenged. In those instances in which services or instruction are provided in buildings that are not physically accessible, reasonable arrangements will be made to assure that the needs of individual students are met. Please contact Human Resources or visit the CNC website [www.cnc.cc.ok.us](http://www.cnc.cc.ok.us) for further information.

Human Resources is the administrative office responsible for the management, implementation, and coordination of CNC's Reasonable Accommodation and Accessibility Policies. Concerns with respect to architectural barriers and building/program disability-related modifications should also be directed to Human Resources, the Vice President, President, or Facilities. Also see the Facilities & Services Available to Students with Disabilities and Academic Accommodations in the Consumer Information Guide located on the CNC websites.

**5.29 Communicable Disease Policy**

**5.30 Health and Safety Policy**

It is the responsibility of all faculty, staff, students, and visitors to follow safe working practices, obey health and safety rules and regulations, and work in a way that protects their health and that of others and does no harm to others or the environment. For more information see the Consumer Information Guide or the Annual Campus Crime and Safety Awareness Report on the CNC website at [cnc.cc.ok.us](http://cnc.cc.ok.us).

**5.31 Media Sanitization and Electronic Data Disposal Policy**

When declaring electronic devices or media (computers, copy machines which store data, hard drives, floppy diskettes, CDs, DVDs, flash drives, tapes, cell phones, mobile devices, etc.) as excess, CNC must ensure that all electronic data contained on these items is disposed of properly and not vulnerable to theft or electronic compromise. A record of each piece of equipment, including software or "cloud" access should detail the type of device or media, date, disposal method, and the final disposition of the media (sold, recycled, returned, etc.). CNC ensures compliance with any known Legal Hold Notices and records-retention requirements for data contained on the media.

**5.32 Financial Emergency Policy**

**5.33 Emergency Preparedness**

CNC preparedness for school, activities, and events involves Property and Procurement and administrative staff, city and Tribal first responders, and volunteer citizens. To meet these challenges and provide cohesion to organizing preparedness activities as well as event safety management CNC requires a written request to use the facility for both internal and external community members. CNC strives to take an all-hazards approach to disaster preparedness for events, one that encompasses terrorist attacks, natural hazards such as weather, health emergencies, etc.

Special areas of concern on our campus include, but are not limited to:

- Hazardous weather conditions
- Injuries/medical emergencies
- Suspicious behavior, activity, or packages
- Fire
- Missing/Lost Person

The Request to Use the Facility forms are located at the receptionist's desk.

**5.34 Annual Campus Crime and Safety Awareness Report**

The Comanche Nation College will annually publish a combined Campus Crime and Safety Awareness report for the safety and security of the campus community in compliance with the Higher Education Opportunity Act and the Clery Act. This will contain crime and fire statistics they may have occurred within the past 3 years.

The intent of the report is to notify all prospective students, current students, and all CNC employees of the crimes committed on or in the vicinity of the campus and all fires reported on campus. The report will also provide information on CNC policies, procedures for reporting crimes, emergency notification, evacuations, program information and etc. For more information visit the CNC website: Student's Right to Know, Consumer Information Guide



# APPENDICES



## APPENDIX A Syllabus Checklist

Syllabi are submitted before each semester to the Director of Academics and approved by the Curriculum and Assessment Committee. An approved syllabus is required for each class taught. Copies of syllabi are kept on file in the office of the Vice President of Student and Academic Affairs. If you are teaching multiple sections of the same course which use the same syllabus, please indicate all the sections on the syllabus. The syllabus is a contract between the instructor and the students, it is essential that it be accurate and comprehensive.

The following **MUST** be included:

### **COURSE IDENTIFICATION**

- Name of College and Logo
- Class/Department
- Semester/Year
- Course Prefix Number, Title
- Section #, Number of Credits
- Days/Times of Class Meetings

### **INSTRUCTOR INFORMATION**

- Instructor's Name
- Instructor's Office #
- Instructor's Office Hours
- Instructor's Phone #
- Instructor's CNC Email Address
- Tentative Schedule/Calendar

### **GENERAL COURSE INFORMATION**

- Prerequisites (or "No Prerequisites" if applicable)
- Course Description (aligned with College Catalog)
- Student Learning Outcomes (SLOs) (aligned with College Catalog)
- Textbook Title
- Attendance Policy
- Instructor's Individual Policy (Aligned with Program/Department/Division Policy, if one exists)
- Method of Instruction (Lecture, Lab, Classroom, Office Hours)
- Special Notes To Students (Expectations, Course Safety Guidelines, Procedures, Availability of Tutoring, Helpful Hints)
- Evaluation, Grading Policy (Including Make-Ups, Retakes)
- ADA Students with Disabilities Statement
- CNC Academic Policies, including plagiarism and administrative withdrawal

## APPENDIX B

## Classroom Evaluation and Observation Record

During and following the classroom observation the questions listed below are to be answered by the observer. Specific illustrations and behavioral descriptions should be included to the responses to each item.								
Full Time Faculty <input type="checkbox"/> Adjunct <input type="checkbox"/> C/T <input type="checkbox"/>			Course:					
Instructor:			Objective:					
Observer:			Date of Observation:					
5 = Evident      4 = Demonstrated Most of the Time      3 = Demonstrated Some of the Time 2 = Poorly Demonstrated      1 = Very Poorly Demonstrated      N/A = Not Observable/Not Applicable								
<b>PRE-TEACHING (Responsibility)</b>			<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
<b>Criterion 5</b>								
Arrived and began class on time								
Instructor was prepared for class								
Instructor kept attendance record								
Objectives for Lesson were posted								
Lesson matches content areas identified in course syllabus								
Comments:								
<b>USE OF TECHNOLOGY/RESOURCES (Responsibility)</b>			<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
<b>Criterion 2</b>								
Smartboard								
Overhead/PowerPoint								
Utilization of Internet components								
Utilization of Distance Learning component								
Comments:								
<b>EVIDENCE OF CRITICAL THINKING (Relationships)</b>			<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
<b>Criterion 4</b>								
Instructor engaged students in the classroom								
Instructor encouraged/motivated student interest in coursework								
Instructor demonstrates availability to College, its students in office hours, campus hours, and other academic and institutional tasks.								
Instructor was knowledgeable of subject matter								
Instructor encouraged critical thinking for students to draw reasoned conclusions based on the class lesson.								
Instructor provided a reasonable amount of time for assignments (e.g., take notes, project, discussion, etc.)								
Class lesson required Critical Thinking to draw reasoned conclusions								
Comments:								





**APPENDIX C**  
**COMANCHE NATION COLLEGE**  
**Subject Matter Expert Certification Rubric**

<b>Qualification Criteria</b>	<b>Unacceptable 0</b>	<b>Qualified 3</b>	<b>Highly Qualified 5</b>
<b>Networking</b>  (References; Contacts; Professional Organizations)	Minimal network of contacts	some contacts	well maintained network of contacts through continuous attention
<b>Credentials</b>  (Tribal Recognition; Certificates; Post-secondary Coursework)	no certifications or recognitions received in the field or discipline	a few certifications	certifications in education and experience
<b>Ambassador</b>  (Volunteer for Cultural & Language Classes; Workshop Facilitator)	no volunteering in the discipline or active participation in the field	limited volunteering	volunteering with a local, regional, state or national group
<b>Accolades</b>  (Tribal Awards; Invitations to Perform; Recognized by Others in the Field)	no recognitions received from other individuals or organization	limited recognition from other colleagues and organizations	achievements and recognitions from other noted professionals and experts

<p><b>Influencer</b></p> <p><b>(Free Lance Author/Artist; Promoter; Tribal Official; Editor)</b></p>	<p>not involved in decision making processes, nor uses other media to properly influence decisions</p>	<p>Limited exposure to the decision-making process which engages their expertise</p>	<p>affects decisions through influence by writing blogs, editorials, white papers</p>
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**1. Networking:** A robust network can provide a lifetime of leads. A network is an SME’s best friend as it is the members of the network that vouch for and recommend the SME.

Much is said about online networking through platforms such as LinkedIn. While LinkedIn and other social networks provide tremendous benefits, the old school face-to-face networking should not be abandoned.

**2. Credentials:** Three elements are required to establish oneself as a subject matter expert: education, experience, and marketing. Having the right credentials fulfills the education component.

The nature of the credentials is dependent upon the field. For example, an SME working in the field of materials science must likely hold a bachelors, masters, or doctorate. An SME in tribal languages, on the other hand, may not be hold an advanced degree but instead may be recognized by tribal authority, either locally, regionally, or nationally. The individual, without collegiate degrees, is sought after by other entities as a language authority or cultural authority. The lack of a certain credential may make earning SME status a bit more difficult.

**3. Ambassador:** Maintaining a robust network and holding the appropriate credentials goes a long way in earning SME status.

There are many ways to act as an ambassador. One technique is volunteering with a local, regional, national, or international organization. One can volunteer to assist with membership drives, conferences, and other activities undertaken by the organization.

This type of activity enhances the network, can be informative regarding emerging challenges, and provides access to other tools such as best practices. This knowledge increases the value to clients and prospective clients.

**4. Accolades:** There is nothing better than independent confirmation of SME status. Most industry organizations, as well as business journals, recognize experts and high achievers through some form of accolade. These accolades include some designation bestowed by a tribal group or other recognized organization. An additional source of recognition can be an alma mater.

Those seeking SME status should research the various accolades available and develop a plan to become nominated for an applicable award. While winning such an award can help solidify a person's role as a subject matter expert, in many cases a nomination can be just as beneficial.

**5. Influencer:** The final element on the path to SME status is establishing oneself as an "influencer." Becoming an influencer is easier if progress has been made on steps 1 through 4 above. However, it is not a requirement.

An influencer is essentially anyone who has the ability to affect a decision. In today's world, influencers include less-recognized individuals such as bloggers, self-published authors, and others. The social media-enabled world we live in today has democratized the influencer industry. Now it is possible to develop a reputation as an influencer from a living room, local coffee shop, or park bench.

Becoming an influencer requires one basic element – relevance. Examples of influencing activities include the creation of a blog or podcast that provides valuable information, writing and sharing books, e-books, and whitepapers that address tribal issues, responding to questions posed on social networks such as LinkedIn, and any other activity that highlights the person's expertise.



**APPENDIX D**  
**COMANCHE NATION COLLEGE**  
**Faculty Handbook Acknowledgement**

This is to verify that I, \_\_\_\_\_ received a copy of the Faculty Handbook for Comanche Nation College and have read and understand its contents.

A copy of this policy is posted at the Receptionist's desk and on the College Intranet. This acknowledgement will be placed in the faculty personnel file.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date



*The Comanche Nation College is responsible to its community and to those it serves. CNC is committed toward achieving the highest standards in teaching excellence, promoting and establishing a College community that is respectful and empowering for students, faculty, staff, and its entire community.*

*This Faculty Handbook is subject to change without notice. Revised copies will be distributed as necessary.  
Last updated: August 2016*