



**FACULTY HANDBOOK**

Leech Lake Tribal College

Revised and approved by  
Board of Trustees  
January 2006  
Updated July 2008

*Revisions of September, 2011 Addendum September, 2012*

**COPYRIGHT © 2006**

Table of Contents

INTRODUCTION ..... 4

ACADEMIC FREEDOM ..... 4

MISSION STATEMENT ..... 4

FACULTY CONTRACTS ..... 4

FACULTY EMPLOYEE BENEFITS ..... 5

    Eligibility ..... 5

    Faculty Paid Personal Leave ..... 5

    Paid Holidays ..... 5

FACULTY EVALUATIONS ..... 6

    Evaluation Procedures ..... 6

    Faculty Evaluation Criteria ..... 6

FACULTY TEACHING RESPONSIBILITIES ..... 7

    Course Descriptions ..... 7

    Course Syllabus Requirements ..... 7

    Office Hours ..... 7

    Student Retention ..... 8

    Class Cancellation ..... 8

    Class Location ..... 8

FACULTY NON-TEACHING RESPONSIBILITIES ..... 8

    Committee Service ..... 8

    Student Advising/Mentoring ..... 8

    Community Involvement ..... 9

    Student Recruitment ..... 9

ACADEMICS ..... 10

    Course Scheduling ..... 10

    Cultural Components ..... 10

    New Course Approval Procedure ..... 10

    New Educational Program Approval ..... 11

    Revision of Course Numbers ..... 11

FACULTY CONDUCT ..... 11

    Classroom Atmosphere ..... 11

    Children in the Classroom ..... 12

    Attendance ..... 12

    Tardiness ..... 12

    Outside Employment ..... 12

Student Attendance ..... 12

STUDENT GRADING ..... 13

    Incomplete Grades ..... 13

    Grade Change ..... 13

    Mid-term Grades ..... 13

    Final Examinations ..... 14

    Grades Submission Deadlines ..... 14

INDEPENDENT STUDIES ..... 14

|   |    |
|---|----|
| TEXTBOOKS AND INSTRUCTIONAL MATERIALS .....     | 14 |
| FACULTY DEVELOPMENT.....                        | 14 |
| Faculty Continuing Education Requirements ..... | 15 |
| Faculty Cultural Class Requirement.....         | 15 |
| Faculty Research and Publishing .....           | 15 |
| State-Of-The-Art Technology .....               | 15 |
| Faculty Development Funds Criteria.....         | 16 |
| Guidelines for Funds.....                       | 16 |
| Faculty Development does NOT Fund.....          | 16 |
| Request for Funds.....                          | 16 |

## **INTRODUCTION**

The information contained in this Faculty Handbook is current as of September 2011.

The Leech Lake Tribal College Personnel Policies Manual of October 20, 2007 is incorporated herein by reference.

## **ACADEMIC FREEDOM**

Faculty members are entitled to full freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Instructors should present a balance of perspectives on topics related to the subject matter. Instructors must take care to avoid bias or making comments which could be construed as bias based on gender, race, religion, or any other personal and individual student characteristics.

Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return must be based upon a written understanding with the President of Leech Lake Tribal College.

Faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they are free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public might judge their profession and the College by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the College.

## **MISSION STATEMENT**

All education programs of Leech Lake Tribal College are taught and delivered within the realm of our mission statement, as follows:

*Leech Lake Tribal College provides quality higher education grounded in Anishinaabe values.*

In order to fulfill its mission, the goal of Leech Lake Tribal College is:

*To be recognized as a center of academic excellence that advances the Anishinaabe worldview and empowers life-long learners who are fully engaged citizens, stewards, and leaders.*

The two main academic initiatives of the 2008-2011 Academic Plan are:

- 1.) Maintain excellent academic degree and diploma programs.
- 2.) Develop new academic degree and diploma programs.

## **FACULTY CONTRACTS**

Faculty members are employees of Leech Lake Tribal College. In accordance with Minnesota employment law, all employees are “at will” and of indefinite duration.

Contracts are issued to all faculty members. These contracts are not intended to void the “at will” employer-employee relationship, but are intended to define the scope and term of work, and wages to be paid for the scope and term of work.

The contract-hire period is stated in the yearly contracts.

## **FACULTY EMPLOYEE BENEFITS**

### ***Eligibility***

All faculty members are eligible for faculty paid personal leave and paid holidays described below.

**Permanent full-time faculty members** and **Department Chairs** are eligible for employee benefits as defined in the Leech Lake Tribal College Personnel Policies Manual, including medical and dental benefits, short-term disability, and 403b plan participation with employer contribution. Permanent full-time faculty members are those who are contracted for at least one academic year for fifteen (15) or more credits per semester (30 credits minimum per academic year). Department chairs may be contracted for fewer credits and will maintain their eligibility.

**Adjunct faculty** members are not eligible for benefits.

**Adjunct faculty** members are contracted for nine (9) credits or less per semester.

### ***Faculty Paid Personal Leave***

Full-time faculty members are eligible to have two (2) paid personal leave days each semester for a total of four days paid personal leave per academic year. This leave may be taken in half-day increments.

1. Instructors must request personal leave in writing to their Department Chair.
2. The Department Chair and Dean of Instruction must approve faculty personal leave.
3. The faculty member must make arrangements to have his/her class covered during the approved leave.
4. Faculty personal leave must be used during the current contract year (August -June).
5. Faculty personal leave cannot be accrued.
6. Absence of more than two days per semester must be taken as leave without pay.

### ***Paid Holidays***

All faculty members are eligible for paid holidays as described in the Personnel Policy Manual if the holidays fall during the contracted academic period.

## **FACULTY EVALUATIONS**

### ***Evaluation Procedures***

- 1) The Dean of Instruction and/or the Department Chair will evaluate full-time and adjunct faculty members.
- 2) All students in classes during each semester will comment on the course, based on the six institutional learning objectives, via a student survey document as part of the course assessment process, and student course assessments will be considered by the dean in faculty evaluations.
- 3) Faculty evaluations begin with the submission of faculty professional objectives and growth plan at the beginning of the academic year. The faculty member will review these objectives at the end of each academic year with the Dean of Instruction and the Department Chairperson.
- 4) Results of the evaluation shall be presented to each faculty member in written form. This report may be summarized on a standardized form, but must also include written narrative.
- 5) A copy of the evaluation document will be placed in the faculty member's personnel file.
- 6) Faculty evaluations will be considered in determining advancement and remuneration.
- 7) Faculty evaluation forms will be agreed upon in advance by the faculty

### ***Faculty Evaluation Criteria***

Excellence in teaching shall be the primary criterion for faculty evaluation. Deficiencies in this area cannot be compensated for, even by exceptional performance in other areas.

Faculty shall be evaluated in the areas of instruction, research and other contributions to their professional fields, and contributions to the institution and community.

Evaluation criteria include:

- 1) Adequacy of course proposals, syllabi, lesson plans, and student assessment plans
- 2) Suitability of courses to institutional and community needs
- 3) Student course evaluations
- 4) Self-evaluations and peer reviews,
- 5) Contributions to the College and community
- 6) Drafting of proposals and significant institutional documents including grants and grant reporting
- 7) Faculty and student-faculty research
- 8) Service on College committees
- 9) Representation of the institution at professional meetings and conferences
- 10) Coaching or advising student activities
- 11) Development of new College programs
- 12) Consultation or technical assistance to other groups, programs or educational institutions serving the tribal community
- 13) Participation in the organization of social and cultural events to promote healthy living.
- 14) Practice of the seven Ojibwe values

## **Evaluation Appeal**

If a faculty member feels he or she has not had a fair evaluation by the Dean of Instruction or the Department Chair, the faculty member can appeal in writing to the Vice President of Academic and Student Affairs within five days of receiving the evaluation.

After investigating with the faculty member her/his appeal and conferring with the Dean of Instruction, the VP of Academic and Student Affairs will make the final decision on all faculty evaluation appeals.

## **FACULTY TEACHING RESPONSIBILITIES**

Faculty teaching responsibilities are defined in faculty contracts. Normal faculty responsibilities include:

### ***Course Descriptions***

Each faculty member, in consultation with the Department Chair, will develop a precise but brief course description for each course he or she will teach. The Department Chair and the Dean of Instruction must approve all courses descriptions before they are published. Proper course descriptions are important for the credibility of the education programs offered by Leech Lake Tribal College. The course descriptions are used in the College catalog, articulation agreements with other Colleges, and other College publications.

### ***Course Syllabus Requirements***

Each faculty member must prepare a course syllabus for each course he or she teaches. All syllabi developed by faculty must comply with the Master Syllabus format required by the Dean of Instruction.

The Department Chair and the Dean of Instruction must approve all syllabi before they are published and distributed to students. No course will be taught without the properly approved course syllabus. There are no exceptions to this institutional requirement.

### ***Office Hours***

Office hours are mandatory for all faculty members for consulting with students.

A full-time obligation assumes a five-day work week (Monday through Friday). During the weeks that classes are in session, faculty members are obligated to be on campus four days per week (a minimum of 25 hours), which includes holding two office hours per class each week and working in the student learning center or other student activity. Full-time faculty members are expected to maintain a significant and substantial on-campus presence. In order to be available to students, participate in activities related to student success, and contribute to faculty governance, a four/five-day per week on-campus presence is often necessary. Faculty members are expected to meet their

classes as scheduled and to post a schedule with office hours. All schedules should be sent to their Department Chairs and the Dean of Instruction for approval.

Adjunct faculty members are required to provide time for consulting with students, and are required to post a schedule of such availability. Two hours is considered minimum. Posted availability by email or phone is an option.

### ***Student Retention***

Faculty members have the most influence and responsibility in the retention of students. Faculty must develop methods that stimulate students' desires to learn. Each faculty member must strive to make his/her courses interesting and motivational enough that students do not want to miss a single class.

### ***Course Files***

All materials used in the delivery of courses at the College are the property of the College. Faculty members are expected to leave a permanent copy of all materials, including lesson plans, lecture notes, presentations, and multi-media materials with the College. Faculty members are permitted to keep a personal copy of the same and use such material on condition of citing the College's proprietary rights. The College agrees to not use such materials in publications without prior agreement by the original author.

### ***Class Cancellation***

Classes may not be cancelled without approval of the appropriate Department Chair and the Dean of Instruction. When a class or classes are cancelled, students must be given notice of the cancellation as early as possible. Failure to get approval for canceling a class or classes could result in loss of pay or possible termination of teaching contract.

### ***Class Location***

No classes shall be held off campus, without prior approval of the department chair and the dean of academics.

## **FACULTY NON-TEACHING RESPONSIBILITIES**

### ***Committee Service***

All full-time faculty members are expected to serve on two or more College committees. Adjunct Faculty may serve on College committees at their discretion, but their contracted compensation will not be adjusted for such committee service.

### ***Student Advising/Mentoring***

Leech Lake Tribal College recognizes academic advising to be a critical component of the educational experience. Academic advising is designed to provide necessary tools and

information for all students, allowing them to take responsibility for: developing educational and career plans compatible with their goals; meeting institutional and degree requirements; and preparing for a life of change, challenge and individual fulfillment as active citizens. Student Services will work with the student to develop their majors and initial study plan. The faculty will work with their advisee students to assure the plan fits the program and prerequisites are being followed.

- A. Thus, it is the policy of LLTC in a collaborative effort with the Assessment Director, Student Services and Faculty:
1. that all students shall be informed of the advising policy and the advising process during initial introduction to the college and be directed to an appropriate advisor;
  2. that all enrolled students shall have an assigned advisor;
  3. that all seeking to change majors or programs shall be advised;
  4. that all students are expected to declare a major at the time of registration, and must meet with a faculty advisor and review their individual study plan no later than mid-terms
  5. that students on probation must be advised each semester;
  6. that all students applying for graduation must be advised ;
  7. that professional and on-going advising and career counseling activities shall be made available to all matriculated students;
  8. that opportunities for major and program advising by faculty for all incoming and continuing students shall be made available at least once each semester;
  9. that an assessment of department or program advising shall be a part of the regular program review process;
  10. that all other advising programs shall be assessed and reviewed every fourth year;
  11. that funding and resources shall be adequately maintained by all administrative units to ensure effective and efficient advising at all levels;
  12. that training shall be provided for all advisors;

### ***Community Involvement***

All faculty members are expected, within their area of expertise, to assist the Leech Lake tribal community. Although faculty members are expected to be involved in the community, the Dean of Instruction will monitor the faculty community involvement activities to assure these activities do not interfere with their instructional assignments at the College.

### ***Student Recruitment***

Faculty members play a key role in the recruitment of students. Faculty members are encouraged to work with the admission/recruitment office to assist when and wherever they can. Faculty assistance in this area has a positive impact on the student enrollment numbers for the College.

### ***Faculty Senate***

Faculty is authorized to form and conduct a faculty senate

## ACADEMICS

### *Course Scheduling*

Leech Lake Tribal College develops full academic year course schedules. If the full academic year schedule is not possible, fall and spring semester course schedules will be completed in a timely manner.

Faculty input for the term course schedule is very important, but the needs of the students must be the driving force for the development of the term course schedule. The Dean of Instruction will try to accommodate individual faculty requests for times they would like to teach their courses, but the needs of the students and the College will be the major factors that determine the term course schedule.

### *Cultural Components*

The College requires that every course offered be infused with the seven Ojibwe values, reflecting Leech Lake Anishinaabe heritage, customs and way of life.

### *New Course Approval Procedure*

Faculty members desiring to add or develop a new course in their instructional area are required to follow the procedures described below.

1. Submit a written request for a new or enhanced course to the appropriate Department Chair. The request should include:
  - a. Documented need for the course or the enhancement, and how the new or enhanced course will improve educational offering of the College.
  - b. Estimated number of potential students for the course.
  - c. Estimated credit hours that will be generated.
  - d. Estimated cost of developing and implementing the new course.
  - e. Recommendation of the time the course should be offered to gain maximum enrollment.
  - f. Indication and substantiation whether or not the new course will require additional faculty.
  - g. An in-depth description of the new course, including reference to how the course fits with the standards for MN transfer curriculum.
2. The new course must have a documented cultural component and be in compliance with the Mission of the College.
3. The appropriate Department Chair will review the request to verify and/or validate the data submitted. In preliminary consultation with the Dean of Instruction and/or the VP of Academic and Student Affairs, the Department Chair will determine if the new course will be a positive addition to the educational offering of the College.
4. If approved by the Department Chair, the Chair will forward the appropriate information and documentation to the Curriculum Committee for their review.
5. If the Curriculum Committee approves the new course, the documentation and recommendation will be forwarded to the Dean of Instruction and the VP of Academic and Student Affairs.

6. The Dean of Instruction and the VP of Academic and Student Affairs will review the new course information and either approve or disapprove the new course.

Occasionally, new courses are proposed by external educators or community/tribal leaders. These proposals from interested stakeholders will be assessed by the Dean of Instruction and VP of Academic and Student Affairs in light of the College's Academic Plan and known feasibility factors. Course ideas with high potential will be forwarded to the appropriate Department Chair for further development as described above.

### ***New Educational Program Approval***

The same procedures and process as described above for new course approval will be followed for new program approval. The President of the College and the Board of Trustees must approve all new educational programs.

Proposals for new educational programs from external stakeholders will be considered through the normal strategic and academic planning procedures of the College.

### ***Revision of Course Numbers***

Revision of course numbers should first be discussed with the appropriate Department Chair. The Department Chair will recommend changes to the Curriculum Committee. The Curriculum Committee will review and make a recommendation to the Dean of Instruction. The Dean of Instruction will approve or disapprove of the recommendation, and will forward approved course number revisions to the Registrar.

## **FACULTY CONDUCT**

All employees of the College are expected to conduct themselves professionally, both on and off campus. Faculty members have a responsibility to be positive role models in the classroom and the community. Students look to faculty for leadership and citizenship. Students are to be treated with respect. Faculty members are expected to treat all College staff with respect.

Faculty members are prohibited from any type of sexual approach or verbal abuse of any student on or off campus. Faculty members are prohibited from fraternizing with students. Failure to adhere to faculty conduct requirements can result in an investigation by a review panel, which includes at least one faculty member, and termination of employment from the College.

### ***Classroom Atmosphere***

All faculty members are expected to provide a positive classroom atmosphere that will enhance the educational experience of each student in the class. Care must be taken to respect all students in the class. Faculty members should avoid all appearance of favoritism. Faculty members should be alert to the positive benefits of humor, but avoid joking or any speech or gestures specific to any individual student, as these may be misconstrued as favoritism or biased behavior.

Students who are disrespectful to faculty or other students may be removed from the class. If a faculty member removes a student from his or her class, the faculty member must inform the Dean of Instruction of the incident and complete an incident report with the name of the student or students involved.

### ***Children in the Classroom***

Children are allowed in the classroom when adequate childcare is unavailable. However, parents or guardians must remove disruptive children from the classroom.

### ***Attendance***

Faculty members are expected to be in their instructional areas prior to the stated start times when their classes meet and to be diligent in teaching the stated number of course contact hours. If a faculty member is ill, or for some other reason cannot be present for the class, the faculty member must notify the Department Chair and the Dean of Instruction in order to have leave approval, whether paid or unpaid. Faculty members should have prepared instructional materials in the case of illness or emergency absences in order to assist a substitute instructor. If planned leave do to conferences or college activity the faculty member needs to have a substitute instructor and/or activity planed for that absence. Otherwise faculty will need to find a mutual time to meet with your students (possibly *on-line* or *[addendum]* a field day) to make-up that time.

Faculty members are asked to give one-day notice to the Department Chair and the Dean of Instruction for their requests for leave. Failure to notify the Department Chair and the Dean of Instruction of anticipated absence will result in non-payment for unapproved leave, and possible termination of employment from the College.

Faculty members are required to attend scheduled faculty and/or staff meetings, committee meetings, and academic department meetings.

### ***Tardiness***

Faculty members are expected to be present in their instructional area at the posted time of the class. Faculty tardiness sets a bad example for students and will not be tolerated. Excessive tardiness by faculty members may result in termination of employment from the College.

### ***Outside Employment***

Faculty members should be aware of the personnel policy on outside employment, discuss their personal situations with their Department Chair and Dean of Instruction, and gain the necessary approval prior to accepting outside employment that may affect their contractual responsibilities to the College.

## **STUDENT ATTENDANCE**

Faculty members are expected to mark attendance for each course hour of instruction. Attendance should be taken within the first ten minutes of each course hour. Attendance is to be entered daily into the College's electronic data-collection program. Any student absent for two days in row should be reported through the Early Alert System to Student Services.

## **STUDENT GRADING**

Faculty members are expected to adhere to and apply the student grading policy described in the Academic Catalog and in each course syllabus. Faculty members are expected to apply the appropriate grade each student has earned in the course.

If a grade is left blank on roster, the Registrar will enter a failing grade and refer the student to the instructor.

### ***Incomplete Grades***

Faculty members must be cautious in issuing "I" (for incomplete) grades. In order for a faculty member to assign an "I" grade to a student, the student must request the "I" grade, provide evidence of mitigating circumstances, and sign a "completion contract" with the instructor. Faculty must confirm student eligibility by first checking the electronic data system (CAMS). No student on probation is allowed to take incomplete grades.

Before a student can be issued an "I" grade, the student must have completed 70% of the course work successfully. Faculty members may not use the "I" grade in place of an earned grade if the student has not met the requirements for receiving the "I" grade.

The faculty member assigning an "I" grade must submit, with the "I" grade, the letter grade the student has earned up to the time the "I" grade was assigned.

### ***Grade Change***

Grade changes are limited to one grade level up or down. Faculty members are expected to use proper judgment in making grade changes. Faculty members, after receiving a student request for a grade change, may formally change the student's grade if a review of the work or evidence warrants the grade change. Such grade changes must be made within four weeks after the semester for which the student is requesting the grade change.

All grade changes must be reported to and approved by the appropriate Department Chair and the Dean of Instruction.

### ***Mid-term Grades***

All faculty members must report student academic progress at the mid-point of each semester. Mid-term grades will be reported on the appropriate grade roster to the Registrar's office. Students with low achievement or who are absent from classes should first be contacted by the instructor and should also be referred to Student Services for assistance, in accordance with the Early Alert System.

### ***Final Examinations***

All faculty members are expected to require a final assessment in all courses they teach. These may be in the form of examinations, portfolios, final projects or other designated assessments. Final assessments must be scheduled and administrated during the **official final exam week** at the end of each semester. ***The Dean of Instruction must approve any changes to the final examination schedule.***

### ***Grades Submission Deadlines***

Faculty members are expected to submit their final grades for each semester and summer session within one week after the last day of final exam week. The Dean of Instruction and VP of Academic and Student Affairs reserve the right and responsibility to take action with faculty who violate grade submission deadlines to the jeopardy of student needs.

### **INDEPENDENT STUDIES**

The option of an Independent Study will be used only when an eligible student needs the course to graduate, or some other documented circumstance that would prevent the student from taking the course on campus. Instructor approval is required for any independent-study course and a contract is to be signed by the student and the instructor.

The Dean of Instruction and the VP of Academic and Student Affairs must approve all Independent Study requests. If Independent Study has been approved, the faculty member providing the Independent Study for his/her course must have on file evidence and documentation that the student did complete the requirements of the course.

### **TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

Faculty members are required to submit their book and instructional material orders to the Bookstore Manager at the designated time.

Adjunct faculty books and instructional materials will be ordered by the appropriate Department Chair using the same submission dates as full-time faculty. The Department Chairs will review the orders with the faculty. If the book and instructional orders are appropriate, the Department Chairs will recommend to the Dean of Instruction that the orders be placed.

Summer Session books and instructional materials must be approved and ordered by the appropriate instructor or Department Chair on or before the first working day in March of each academic year.

### **FACULTY DEVELOPMENT**

Faculty development is an on-going commitment of the College. Each Department Chair is responsible for working with each faculty member in his or her respective department and to seek input from the Dean of Instruction to develop annual individualized faculty development plans.

The Dean of Instruction must approve all faculty development plans.

### ***Faculty Continuing Education Requirements***

Faculty members are encouraged to engage in life-long learning experiences in their teaching area. This can be accomplished by attending workshops, taking online courses, or seeking advanced degrees. Faculty members are encouraged to continue on to a terminal degree (PhD, EdD) in their field.

### ***Faculty Cultural Class Requirement***

Permanent full-time faculty members are encouraged, within their first two semesters of employment, to take Introduction to Anishinaabe Studies (ANI100), and Speaking Ojibwe (OJI101 or OJI102) classes at no charge.

### ***Faculty Research and Publishing***

Faculty members are expected to remain current in their academic discipline. To that end, faculty members are encouraged to read journals and new books in their field. Faculty members are also encouraged to define their interests in terms of specific research projects and to publish their research results. The Dean of Instruction and the VP of Academic and Student Affairs will assist faculty members desiring to develop research interests or to publish.

### ***State-Of-The-Art Technology***

All faculty members are encouraged to bring technology into the classroom, or to bring the classroom to technology (to the computer lab). Technology includes such tools as student assignments involving Internet research, Power Point presentations, overhead projectors, computer models, specialized software, interactive or passive video, and other technology or audio video tools.

Our IT and multimedia staff are all prepared to assist faculty members in learning or adapting technology for classroom use.

Faculty may be required to learn and participate in the distance-learning process, as appropriate for their teaching disciplines, when the College enters into and develops Distance Learning Courses.

### ***Allocation of faculty development funds***

Every permanent, full-time faculty member is allowed a determined amount of funding per Fiscal Year, which begins July 1<sup>st</sup> and ends June 30<sup>th</sup>.

1. Funds cannot be allocated to another faculty member.
2. Unused funds cannot be carried into the next fiscal year or obtained retroactively.
3. An activity, class, or training must be attended in the current year.
4. Cancellation of plans must be reported, and reimbursement will not be allowed. If funds have been paid to the employee or on behalf of the employee, the employee will owe the money back.

### ***Faculty Development Funds Criteria***

Faculty members may use faculty development funds to gain knowledge in areas where the department needs additional instructional strength and in areas that are essential to accomplishing teaching objectives. These areas should be in an existing field within the discipline.

Funds may be used to *develop skills* beyond the normal disciplinary area, such as:

1. Retention of students
2. Addressing the needs of the diverse student population
3. Delivering instruction through distance learning
4. Designing and assessing instruction

### ***Guidelines for Funds***

The Leech Lake Tribal College has established the following guidelines for faculty development fund disbursement. Allowable expenses are:

1. *Professional Travel* for skill development or enhancement.
2. *Reimbursements (Academic Programs, Conferences, Seminars)*. Documentation must include:
  - a. itemized expenses
  - b. academic tuition and fees which directly contribute to the quality and content of existing field and instructional courses;
  - c. course requirements for completion of degree
  - d. proof of course completion
3. *Funding* for membership to professional organizations may be provided per fiscal year, depending on departmental budgets (see department chair).
4. *Materials*. Requests for purchases require a statement justifying the purchase as important for curriculum development for specific course(s) or research within a faculty member's field. These materials will become permanent property of the department.
5. *Research* and other Scholarly Development  
Payment of clerical duties to a Research Assistant:
  - i. Must include documentation for request (medical, etc.)
  - ii. Invoice must be submitted prior to payment.

### ***Faculty Development does NOT Fund***

1. Anything already funded by another grant.
2. Computer Equipment
3. Honoraria for invited guests, presenters, etc.
4. Anything deemed to be of a purely personal nature.

### ***Request for Funds***

Requests are approved by the Dean of Instruction and must be submitted six weeks prior to the event or travel and two weeks prior to purchase or reimbursement.

