

Section I: Introduction

College of Menominee Nation's Vision

Our vision is to serve as a center of lifelong learning, providing exemplary academic preparation and research.

College of Menominee Nation's Mission

The College of Menominee Nation's mission is to provide opportunities in higher education to its students. As an institution of higher education chartered by the Menominee people, the college infuses this education with American Indian culture, preparing students for careers and advanced studies in a multi-cultural world. As a land grant institution, the College is committed to researching, promoting, perpetuating, and nurturing American Indian Culture, and providing outreach workshops and community service.

College of Menominee Nation's History

On September 9, 1992, the Menominee Tribal Legislature (MTL) hired Verna Fowler Ph.D., a Menominee tribal member to found a college for the Menominee and their neighbors. On January 19, 1993, four courses were offered to forty-seven students. On March 4, 1993, MTL passed Ordinance 93-2, establishing the College of Menominee Nation (CMN) as an institution of higher education, dedicated to serving, the Menominee people, other tribal people, and the world at large. MTL amended Ordinance 93-2 on September 2, 1993, granting CMN the power to confer degrees. And in May 1995, CMN conferred its first 14 degrees: two Associate degrees and twelve Certificates. In 1996, MTL attempted to gain administrative control over the College. The Menominee Constitution and By-Laws (Article VIII, Section 4), however, invests the Menominee people with the power to enact tribal law through an Initiative and Referendum process. Using this constitutional power, the Menominee people initiated a revised charter for CMN, which reinforced and secured the College's existence. On October 3, 1996, MTL unanimously adopted the Charter for CMN, which states "the College of the Menominee Nation shall continue to be a college. . .at the will of the people of the Menominee Tribe." CMN, therefore, has the unique authorization of a sovereign people as well as authoritative support as outlined in the Charter and adopted by a governmental entity. Since the adoption of the Charter in 1996, there have been no challenges to the College's ability to control its operations.

CMN is designated as a Tribally Controlled College by the Bureau of Indian Affairs under the Tribally Controlled Community College Assistance Act (P.L.95-471) and is one of 34 tribally-controlled colleges and universities in the United States. The College is a member of the American Indian Higher Education Consortium (AIHEC) and the Higher Learning Commission—North Central Association of Colleges and Schools (HLC-NCA). It is one of two tribal colleges in the State of Wisconsin. CMN's main campus is located in Keshena,

Wisconsin, on the Menominee Reservation, and it has a branch campus in Green Bay, Wisconsin.

Land Grant Status

The College of Menominee Nation in Keshena, Wisconsin, Lac Courte Oreilles Ojibwa Community College in Hayward, Wisconsin, and University of Wisconsin—Madison are the state of Wisconsin's three Land Grant institutions. See the Academic Catalog for further details.

Accreditation History

CMN's Board of Directors approved the College's affiliation with the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education on October 4, 1993. Preparing a Self-Study Report, CMN applied for Candidacy Status in September 1995. A Consultant-Evaluator Team visited the campus in October 1995 and determined that the College met the General Institutional Requirements and demonstrated the potential to meet the Criteria for Accreditation.

In December 1996, CMN's Board of Directors determined the College should seek Initial Accreditation rather than continued Candidacy Status. A Consultant-Evaluator Team visited CMN in February 1998, and after review of the College's Self-Study Report, documents, main campus, and auxiliary sites recommended NCA grant CMN Initial Accreditation. NCA approved the Consultant-Evaluator Team's recommendation and CMN was awarded Initial Accreditation in 1998.

CMN was awarded 10-Year Continuing Accreditation in 2003 by HLC-NCA.

CMN Guiding Principles

CMN will foster within students the abilities to:

- Develop effective communications skills including verbal, written, interpersonal, and technical;
- Develop effective analytical skills, including numeric, statistical, and interpretive;
- Maintain technological literacy commensurate with knowledge across the curriculum;
- Think critically and analyze problems systematically;
- Synthesize knowledge from the humanities with the social, natural, and environmental sciences;
- Develop a sense of ethical and social responsibility;
- Develop interpersonal skills for constructive, effective, and ethical social interactions;
- Demonstrate an understanding of the function and value of diversity within and among cultures;
- Develop career competencies;

- Demonstrate an understanding of the history and traditions of the Menominee and neighboring communities, and
- Acknowledge the contribution of indigenous people to the global body of knowledge.

College of Menominee Nation will create a learning community that:

- Values the growth of individuals to their fullest potential;
- Validates individual progress through formal self-assessment;
- Challenges individuals to set high expectations for their community and themselves;
- Supports professional development opportunities for faculty, staff, and administrators, and
- Promotes the development of leadership skills by students, faculty, staff, administrators, and the community at large.

College of Menominee Nation will be accountable to the communities served by:

- Utilizing sound management and financial practices in the allocation of resources;
- Promoting a spirit of mutual trust, respect, and cooperation which transcends social, cultural, political, and economic differences;
- Serving as an open forum for discussion, discourse, and debate to allow informed decision-making;
- Collaborating and forming partnerships dedicated to the growth and stability of the institutional infrastructure of rural and reservation communities, and
- Networking with collegial and disciplinary associations to bring best practices to the campus, constituents, and communities.

Section II: CMN Governance and Organization

Board of Directors

CMN's Charter outlines the composition, qualifications, duties, and responsibilities of the Board of Directors and its Executive Committee for the College. Each of the seven-member Board of Directors is an enrolled Menominee and appointed to a staggered seven-year term by the Menominee Tribal Legislature (MTL) in accordance with the Charter. No member of the Board of Directors may have any contractual conflict of interest with the College. CMN's Board of Directors, in accordance with its Charter, has the power and authority to make policy, manage the assets, and allocate all resources--human, financial, and physical--to ensure the good order of the College, including the appointment and evaluation of the President. It serves as the employer of the College and its contractual agent.

The Board of Directors meets monthly throughout the academic year to discharge its duties and responsibilities, holding special meetings if the need arises. The regularly scheduled meetings are announced each month to the College community, and everyone has the opportunity to submit items for the meeting's agenda. Each fall, the Chairperson of the Board (or his/her delegate, usually the College President) presents a State of the College address to the Menominee Tribal Legislature, and at the beginning of each academic year, the Board of Directors holds an open public meeting to report the College's progress and to disseminate CMN's Annual Report to the community.

Campus Administration

President

The President of the College, Dr. Verna Fowler, was appointed President and Chief Executive Officer of CMN by the Board of Directors in 1993. She has continued in that position with an annual evaluation and re-appointment by the Board. In addition to being held responsible for administering all policies adopted by the Board, Dr. Fowler is charged with the general supervision of all the College's activities, including but not limited to budgeting; personnel administration; public and community relations; institutional networking; partnerships and collaborations; and most importantly, educational programming that supports and enhances student learning, achievement, and development. To assist her in fulfilling these duties and responsibilities, the President has a Leadership Team, composed of Vice-Presidents, who report directly to her on their assigned areas of responsibility.

Vice President of Academic Affairs

The Vice-President of Academic Affairs serves as the Chief Academic Officer. The position is responsible for the overall activities of Academic Affairs, including but not limited to budgeting; sponsored program/grants management; articulation and inter-institutional agreements; public information; academic; nursing; Continuing Educations, and technical education curriculum and certificate, diploma, and degree program design, implementation, management, and evaluation.

The Vice-President of Academic Affairs oversees the Letters and Science, Nursing, Continuing Educations, and Technical Education Divisions.

Vice-President of Finance

The Vice-President of Finance serves as the Chief Financial Officer. The position is responsible for all duties outlined in Article III, Section 5 of CMN's Charter, particularly as it relates to system of accounting with an adequate system of internal control for the College concerning the operation of its General Funds, Tribal, State, Federal, and Foundation grants, contracts, and/or programs. Chief Financial Officer supervises Business Office personnel, Human Resource Department, Bookstore personnel, and Student Financial Aid Office.

Vice-President of the CMN Green Bay/Oneida Campus

The Vice-President of the Green Bay/Oneida Campus is responsible for the overall management of the Green Bay/Oneida Campus, including, budget, facilities, staff, and student management as well as partnership with agencies and institutions. In coordination with other management officials, the Vice-President oversees the delivery of academic programming, outreach activities, student services, and financial aid.

Vice-President of Planning and Management

The Vice-President of Planning and Management is responsible for facilitating, coordinating, and reporting on the development and implementation of CMN's strategic plan, CMN's planning process, quality management systems such as Academic Quality Improvement Plan (AQIP) and campus planning. The Vice-President of Planning and Management oversees the Divisions of Facilities Maintenance and Management, Information Technology, Institutional Research, and Sponsored Programs.

Vice-President of Student Services

The Vice-President of Student Services is responsible for providing leadership in all aspects of student affairs policy and procedures, including enrollment management, admissions, advising, student life and government, student satisfaction, career counseling, job placement, and recruitment. The Vice-President of Student Services provides immediate oversight of registration, admissions, advising, tutoring, counseling, referral services, student government, and related services to ensure that students receive professional, equitable service.

Dean of Continuing Educations

The Dean of Continuing Educations is responsible for development and delivery of community-based training professional development programs. This responsibility includes, but is not limited to, the recruiting, hiring, and evaluating of departmental trainers; departmental instruction and workshop/training scheduling; providing departmental student services such as recruiting, advising, registration, and job placement; developing and maintaining appropriate

external partnerships (as appropriate); departmental budgeting, and departmental sponsored program administration.

Dean of External Relations

The Dean of External Relations is responsible for the design and development of initiatives of College of Menominee Nation and its collaborative partners from the public, private, and philanthropic sectors for advancing the non-academic program design and development aspects of the College's growth and institutional capacity.

Dean of Letters and Science

The Dean of Letters and Science is responsible for the management of full-time, part-time, and adjunct academic faculty, including but not limited to their recruiting, hiring, professional development, and performance evaluation as well as academic instructional planning and programming; program implementation and assessment; academic course scheduling; assessment of student learning; academic accreditation standards; developing and maintaining appropriate external partnerships, as appropriate; departmental budgeting, and departmental sponsored programs administration. The Dean of Letters and Science oversees the faculty divisions of Education, Humanities, Math and Science, and Social Science and Library Services.

Dean of Nursing

The Dean of Nursing is responsible for development and implementation of curriculum and programming for CMN's Professional Health Careers program, ensuring that the programming and curriculum meets the standard of State, Federal, and Tribal Health Care Agencies as well as the needs of the surrounding communities. This responsibility includes but is not limited to recruiting, hiring, and evaluating Nursing faculty; departmental instruction and course scheduling; providing departmental student services such as recruitment, advising, tutoring, and job placement; developing and maintaining appropriate external partnerships (as appropriate); departmental budgeting, and departmental sponsored program administration.

Dean of Technical Education

The Dean of Technical Education is responsible for designing and implementing model and replicable vocational/technical educational strategies that remove the barriers to student success and provide the resources that will allow students to reach their full potential. This responsibility includes, but is not limited to, recruiting, hiring, and evaluating Technical Education faculty; departmental instruction and course scheduling; providing departmental student services such as recruitment, advising, tutoring, and job placement; developing and maintaining appropriate external partnerships (as appropriate); departmental budgeting, and departmental sponsored program administration.

See Appendix A for CMN Organization Chart.

CMN Committee Structure

Board of Directors Standing Committees

The Board of Directors established five Standing Committees: Budget and Planning, Curriculum, Facilities, and Policy. The Board specified each Standing Committee “shall consist of a broad institutional membership and represent various constituencies” (College Board, Faculty, faculty, student body, administration, staff, and community at large). Formal By-Laws have been written by each Standing Committee and approved by the Board. A Board member chairs each committee, and their respective minutes are available in the Resource Room. The Standing Committees purposes and goals are listed below.

Budget and Planning

The purpose of the Planning and Budget Committee is to coordinate, monitor, evaluate, and regularly recommend and report to the College of Menominee Nation Board of Directors on the integration of the strategic planning and budget processes.

Curriculum Committee

The purpose of the Curriculum Committee is to review and make recommendations on requests for changes in curriculum based upon new, relevant or changing aspects of:

- college mission;
- strategic planning;
- tribal, state, or federal laws or regulations;
- accreditation requirements;
- articulation agreements;
- sponsored program/grant proposals;
- technology;
- faculty, administration, committee, or college board research, and
- requests from students, faculty, administration, College Board, standing committees, or the communities served by CMN.

Its goal is to ensure CMN adheres to the highest academic standards to provide quality higher education learning experiences.

Facilities Committee

The purpose of the Facilities Committee is to conduct an assessment of physical resources and personnel to enable the College of Menominee Nation to carry out its mission and meet regulations necessary for a safe and healthy environment. Its goal is to ensure CMN provides safe facilities that support effective teaching and learning, including academic resources and equipment.

Policy Committee

The purpose of the Policy Committee is to review policies, procedures and practices that are consistent with the institution's mission, appropriate to its educational programs, and consistent with aspects of access, equity, and diversity for all constituencies. Its goal is to ensure CMN provides access to learning resources and support services free of any barriers based on gender, handicap, ethnicity, religion, or sexual preference.

Endowment Committee

The purpose of the Endowment Committee is to oversee the investment of CMN Endowment Funds. Three Board of Directors serve on this committee.

Internal College Committees

Internal Facilities Committee

The Internal Facilities Committee is responsible for campus facilities planning initiatives, prioritizing those initiatives as well as their tactical implementation of all building projects. The Internal Facilities Committee reports to the Standing Board Facilities Committee.

Internal Planning Committee

The purpose of the Internal Planning Committee is to coordinate the integration of strategic planning and budgeting at the departmental level.

Leadership Team

The Leadership Team oversees all CMN operations. It is composed of the President, all Vice-Presidents, and the Sustainable Development Institute Director.

Safety Committee

The purpose of the Safety Committee is to coordinate the activities of CMN to ensure a safe and secure environment for students, faculty, and staff.

Technology Committee

The purpose of the Technology Committee is to oversee all information technology, including but not limited to planning, acquisition, maintenance and evaluation.

Section III: Letters and Science Department

Letters and Science Course Definitions

Alternative Course Delivery: Because there need to be a certain number of students registered in a class, there are times when classes at CMN will be cancelled due to low enrollment. To compensate for this, CMN offers some classes by Alternative Course Delivery. See the Academic Catalog, Student Handbook, and “Faculty Workload” section of this handbook, for further details.

Independent Study: The purpose of Independent Study is to allow the student to explore a topic of scholarly or research interest which is not available through traditional CMN coursework. See the Academic Catalog, Student Handbook and “Faculty Workload” section of this handbook for further details.

ITV: Using an Interactive TV network, CMN may simultaneously deliver courses to more than one site.

Letter and Science Instructional Definitions

Adjunct Faculty: Professionals who work for hire, exempt from employee benefits, and are contracted to teach specific classes during a specific semester and participate in related faculty duties, e.g., preparing syllabus, keeping office hours, student assessment and grading.

Faculty Division Chair: Professionals who are full-time faculty and receive additional compensation for administrative duties. They assist the Dean to carry out administrative duties relating to the faculty as prescribed in a particular position description.

Full-time Faculty: Professionals contracted for a full academic year to teach a maximum of 30 credits per Academic Year or equivalent duties, as defined by contract, are eligible for full employee benefits, and required to participate in CMN community service, research, scholarship, and/or other disciplinary participation activities such as conference attendance.

Part-time Faculty: Professionals contracted for the full academic year to teach 12 or fewer credit hours per semester, participate in ASL and faculty in-services, attend the commencement ceremony, and encouraged (but not required) to participate in CMN community service, research, scholarship, and/or disciplinary activities. Part-time faculty are eligible for limited employee benefits,

Letter and Science Faculty Policy

Letters and Science Faculty’s Mission Statement

The College of Menominee Nation Faculty's Mission reflects the College of Menominee Nation's Mission Statement. To reflect the mandates of the College of Menominee Nation Mission Statement and fulfill the Letters and Science Faculty Mission Statement, Faculty will provide quality education, community outreach and service, research, scholarship and other creative activities, as well as infuse American Indian culture and values throughout the curriculum.

The Letters and Science Faculty's Guiding Principles in support of it's and the College's Vision and Mission:

Quality Education

To provide quality education, the Letters and Science Faculty will aspire to:

- Instill lifelong learning in students;
- Provide students with academic rigor;
- Treat students with respect;
- Listen to students;
- Be receptive to student needs;
- Establish rapport with students;
- Take advantage of teachable moments; and
- Instill student confidence.

Teaching

Letters and Science Faculty will:

- Prepare students for upper-division coursework and/or for transfer to 4-year institutions or direct employment;
- Participate in the ASL program, using results to improve curriculum and teaching;
- Use a variety of teaching methods to accommodate all student learning styles
- Provide timely feedback on student assignments;
- Provide a syllabus that reflects program outcomes and student learning outcomes;
- Provide clear and meaningful assignments that reflect measurable learning outcomes;
- Work with advisors and tutors;
- Complete academic alerts, student counts, and attendance;
- Maintain regular office hours;
- Write letters of recommendation for students;
- Develop new courses and programs;
- Recommend books, films, and other materials to be added to the library;
- Select books, films, and other materials for classroom and lab use;
- Design, prepare, instruct and supervise laboratory activities; and

Community Outreach and Service

Letters and Science Faculty will:

- Serve on division, faculty, standing board, or institutional committees;
- Participate in College sponsored activities such as recruiting students, graduation activities, and other planned student activities;
- Interview and screen candidates for faculty and staff positions;
- Coordinate, advise, and supervise student organizations or student activities not directly related but supplemental to academic programs;
- Participate in academic and career counseling of students; and
- Advise students.

A note on confidentiality: Letters and Science Faculty bear a responsibility for confidentiality in their dealings with students. Privileged information should be respected as such; privileged information may be shared with other professionals only with the student's consent.

Research, Scholarship, and Other Disciplinary Participation Activities

Letters and Science Faculty will:

- Experiment in developing more effective teaching methods and teaching-oriented research;
- Conduct ongoing research intended to lead to publications in scholarly journals, papers, or books;
- Conduct ongoing research which leads to the discovery of new knowledge or new applications of existing knowledge;
- Complete ongoing reading and research to maintain proficiency and growth in one's field of professional specialization;
- Hold office of membership in professional organizations;
- Attend and participate in meetings, conferences, and conventions of professional associations;
- Write proposals for financial support of research or other projects including academic institutes or workshops;
- Conduct relevant research to support community wants and needs; and
- Consult with other departmental faculty on research proposals or projects.

Service Activities

Letters and Science Faculty will:

- Coordinate and supervise student activities directly related to the academic program such as supervision of student clubs and organizations;
- Coordinate, advise, and supervise student organizations or student activities not directly related but supplemental to academic programs;

- Write letters of recommendations for students;
- Select and procure books, films, and other materials for classroom or laboratory use;
- Take inventory of equipment and supplies in faculty member's area as well as laboratories, as appropriate;
- Serve on departmental, self-study, or institutional committees;
- Participate in college sponsored activities such as recruiting students, graduation activities and other planned student activities;
- Interview and screen candidates for faculty and staff positions
- Coordinate grant activities;
- Participate in ASL evaluation activities and program reviews;
- Represent the college by performing consultation or professional community services; and
- Participate in community-sponsored activities held.

Infusion of American Indian Culture

Letters and Science Faculty will:

- Participate in a Menominee or other American Indian cultural event. (e.g., CMN Student Powwow, Menominee Powwow, Oneida Powwow, Stockbridge-Munsee Powwow, Sturgeon Feast, etc.);
- Represent and promote the unique tribal college identity of CMN;
- Incorporate traditional Menominee, Oneida, Stockbridge-Munsee or other American Indian history, including contemporary issues and situations, into coursework and instruction;
- Promote on and off-campus cultural activities to peers, students, and other community members;
- Incorporate American Indian community leaders and elders to be a part of the campus community (i.e., Classroom quest speakers, Brown Bag lunches, guest speakers, etc.);
- Participate in college sponsored tribal community service or community projects;
- Serve as a designated representative of the College; and
- Participate in community sponsored activities.

Letters and Science Faculty Organization and Governance

Line of Authority

The Board of Directors is the governing body of the College of Menominee Nation. The President is the chief executive officer and supervises the Vice President of Academic Affairs. The Vice President of Academic Affairs is the chief academic officer and supervises the Deans of Continuing Educations, Letters and Science, Nursing, and Technical Education. See Appendix B for Academic Affairs Organizational Chart.

Letters and Science Faculty Department Chairs

Letters and Science Faculty Division Chairs are full-time faculty who assist the Dean to carry out administrative duties. They receive additional compensation for administrative duties. They are elected by the faculty members in the Division and serve a three-year term.

Letters and Science Faculty Division Chairs will:

- Attend Office of the Dean of Letters and Science meetings, as required;
- Disseminate Academic Affairs' information to division faculty, as required;
- Coordinate division activities, data collection, and/or reporting, as required;
- Certify Student Applications for Graduation for degree/certificate, diploma programs within the division;
- Respond to student concerns with regard to Department Faculty and inform Dean of Letters and Science, as appropriate;
- Serve on Faculty Development Committee.
- Serve on Library Acquisitions Committee, and
- Complete Full-time, Part-time, and adjunct Department Faculty Evaluations.

Letters and Science Faculty Committee Appointments

Faculty Committee

In decisions involving curriculum, collateral matters involving the classroom, planning, and faculty activities, the Faculty acts as a democratic group in the form of the Faculty Committee. Membership in the Faculty Committee is limited to full-time faculty and part-time faculty.

Officers: The officers of the Faculty Committee are the chairperson and vice chairperson. .

Chairperson: Elected by the faculty to set agendas and preside at meetings. The Chairperson represents the faculty at events as requested by CMN administration.

Vice Chairperson: Acts as Chairperson in the absence of the Chairperson.

Faculty Agenda: The heading of the agenda for faculty meetings will include the date, time, and place of the meeting. The body of the agenda includes the following information in the order specified: Call to Order, Roll Call, Moment of Silence, Minutes, Administrative Announcements, New Business, Old Business, Other Business, Announcements, ASL Update, Division Chairs' Report, Student Organization Updates, and adjournment.

Faculty Meetings: Regular faculty meetings are held once a month during the academic year. Special meetings may be called when additional business needs to be addressed by faculty.

Board Standing Committees

The board standing committees are:

- the Curriculum Committee,
- the Executive Committee,
- the Endowment Committee,
- the Facilities Committee,
- the Finance Committee, and
- the Policy Committee.

The Vice President of Academic Affairs, in consultation with the President, will nominate at least one full-time faculty for appointment to the board standing committees every year with the exception of the Curriculum Committee. In the case of the Curriculum Committee, the Vice President of Academic Affairs, in consultation with the President, will nominate at least five full-time faculty for appointment every year. For the by-laws of each of the board standing committees, see Appendix C in the back of this handbook.

Board Special Committees: From time to time, the Board of Directors needs to appoint special committees to resolve or oversee short-term issues. The President will make an effort to nominate full-time faculty members on issues that concern faculty.

President Committees: From time to time, the President needs to appoint special committees to resolve or oversee short-term issues. The President will make an effort to nominate full-time faculty members on the issues that concern faculty.

Letters and Science Faculty Standing Committees

The Letters and Science faculty standing committees are:

Academic Misconduct Committee: A Academic Misconduct Disciplinary Committee of no more than five will be appointed by the Departmental Dean on an annual basis to serve on the Disciplinary Committee. At least three committee members will be chosen by the Departmental Dean to conduct the requested hearing.

Assessment of Student Learning (ASL) Committee: CMN provides educational evaluation through the Assessment of Student Learning Committee. Educational evaluation spans academic program planning and development. It provides an objective verification that the academic plan is carried out and that legitimate learning experience occurred. This committee is chaired by a full-time Letters and Science faculty member. All Division Chairs within the Letter and Science Department are required to sit on the ASL Committee as well as all new faculty members within the Department. In addition to Letter and Science Departmental faculty, the Deans of Nursing and Technical Education Departments may appoint faculty representatives to the committee. Other committee members include representatives from student advising and institutional research.

Grade Appeal Committee: This committee serves on an “as needed basis” when a student formally petitions the Dean of Letters and Science to appeal his/her final grade in a course. Three Letters and Science faculty members are assigned to the Grade Appeal Committee.

Judicial Council: This committee meets on an “as needed basis” to address issues of nonacademic student misconduct. This committee is chaired by the Vice President of Student Services. Faculty members are assigned by the appropriate Dean to the Judicial Council.

Faculty Special Committees: From time to time, the Vice President of Academic Affairs, the Dean of Letters and Science, the Faculty Chairperson, or the Assessment of Student Learning Chairperson needs to appoint special committees to resolve or oversee short-term issues. The officer identifying the need for the special committee will appoint the committee members.

Faculty Rights and Responsibilities

The hiring of full-time and part-time faculty members follows CMN policy and procedures. See CMN Personnel Policies and Procedures at Common Drive: Human Resources/Policies.

Exempt Employee Status and Faculty Contract

On June 20, 2005 the CMN Board of Directors approved the Personnel Policies and Procedures. The Personnel Policies and Procedures became effective on July 1, 2005 for staff and Faculty; however, some policies and procedures do not apply to Faculty. All Faculty have a unique relationship with the College of Menominee Nation due to employment by contract and their status as an “exempt employee” under the Fair Labor Standards Act (FLSA). The policies and procedures superseded by Faculty contract and “exempt employee” status are as follows:

Section III, Page 6, Employee Classification

Section III, Page 9, Hours of Work

Section III, Page 11, Introductory Period

Section III, Page 13, Promotion/Transfer

Section III, Page 15, Layoff and Recall

Section III, Page 17, Termination of Employment

Section IV, Pages 2 and 3, Wage-Hour Provisions, Exempt Employees, (2)c. and (3) only

Section IV, Page 4, Pay Days, (3) only

Section IV, Page 8, Performance Evaluation

Section V, Page 5, Holiday Leave

Section V, Pages 6 and 7, Vacation Leave

Section V, Page 8, Personal Leave

Section V, Pages 9 – 11, Absences, Funeral, Jury/Witness, Military, Firefighter/EMT, and Administrative only (Family and Medical Leave and Discretionary Leave still apply)

Section VII, Pages 2 and 3, Disciplinary Action

Section VII, Pages 4 – 6, Grievance Procedures

Contracts

Faculty is invited to join CMN in providing “quality education” to CMN students by contract. The contract is signed by the President or the President’s designee and details the terms and conditions of the appointment, including, but not limited to, duration of the appointment, salary, starting date, ending date, general position responsibilities, status (adjunct, part-time, full-time) and a statement which pledges the faculty member’s agreement with the college’s mission statement.

In order to accomplish its Mission, CMN recognizes that faculty instruction impact the quality of education in the classroom. Additionally, CMN recognizes that faculty must participate in recruitment and retention in order to maintain excellence. The full-time faculty contract is for 42 weeks or more. Additionally, faculty may contract for the summer term. Full-time faculty is expected to teach 30 credits per Academic Year with a maximum of eight course preparations.

Part-time faculty is expected to teach 18 credit hours per Academic Year with a maximum of six course preparations.

Adjunct faculty will receive a contract on a semester-by-semester basis for 1 – 12 credit hours per semester with a maximum of three course preparations.

Faculty minimal contractual obligations for full-time faculty are outlined, but are not limited to, the list below:

- Teach 30 credits per contract year with a maximum of eight class preparations;
- Serve as liaison to all CMN constituencies;
- Submit in a timely fashion data and reports requested by the Dean of Letters and Science or designee;
- Submit syllabi for all courses in the form prescribed by Employer;
- Take class attendance and submit in a timely manner as prescribed by the Dean of Letters and Science;
- Schedule make-up class session if Employee cannot be present for a scheduled course session;
- Hold weekly office hours of one (1) hour for every course taught;
- Post office hours in a visible place in assigned office area;
- Promote and participate in recruitment activities;
- Assist adjunct faculty;
- Evaluate degree programs, if requested;
- Participate in institutional planning;
- Assist academic advisors;
- Participate in assessment of student learning activities;
- Compile and submit a current resume or curriculum vitae to Human Resource Department by September 1 of each contracted year;
- Attend faculty meetings;

- Attend in-service trainings, workshops, and seminars;
- Serve as student group advisors, as appropriate;
- Participate in conferences, trainings, workshops, and seminars outside of CMN to keep knowledge within discipline current;
- Participate as a committee member in meetings and activities of assigned or appointed committees;
- Participate in commencement ceremonies for graduating students;
- Participate in communities served by CMN; and
- Perform other duties as assigned.

Faculty Payroll

CMN employees are paid weekly. All employees must be paid by direct deposit. All matters of payroll are conducted through the Human Resources Office. These include, but are not limited to, contact information, emergency contact information, direct deposit/bank information, insurance, federal and state deductions, and so forth.

Notice Periods

Faculty receives Letters of Intent for Renewal/Letters of Intent for Non-Renewal (See Appendices D and E) for another academic year no later than March 15 prior to the start of the following academic year. If the initial appointment expires during an academic year, the faculty member will receive no less than two months notice prior to the contract's expiration of whether or not their contract will be renewed. All other dates for notice are as stated in the faculty contract.

Summer Teaching Appointments

Summer teaching assignments are separate from academic year appointments and are based on curricular need. Employment during the academic year does not imply an obligation for faculty to accept summer teaching assignments unless they so desire. Summer teaching contracts are paid at regular adjunct rates as follows:

Baccalaureate Degree \$800.00 per credit hour

Master's Degree \$900.00 per credit hour

Doctorate Degree \$1,000.00 per credit hour

Over Credit Load or Over Preparation Load Compensation

Faculty is compensated for Over Credit Load (more than 30 credits) or Over Preparation Load (more than 8 class preparations), using the formulas below:

Overload: .5 times Number of Credits over Load times Adjunct Rate
 $.5 (3 \text{ credits over load}) \times \$900.00 = \$1,350.00$

Over prep: .25 times Number of Preps Over times Adjunct Rate
 .25 (3 Over preps) x \$900 = \$675.00

Termination

Faculty termination of employment occurs according to the provisions provided in the faculty contract. See faculty contract for termination with cause or termination without cause.

Faculty Records: Refer to “Employee Records” in Personnel Policies & Procedures Manual. Faculty records are confidential but Faculty may request to review their personnel files under Human Resources supervision.

Faculty Identification Card: All Faculty must obtain CMN Identification Cards through the Office of Student Services. These cards provide access to all Northeast Wisconsin Education Resource Alliance (NEW ERA) Libraries.

Faculty Workload

The primary mission of CMN Full-time Faculty is teaching and advising students. Accordingly, teaching load for full-time Faculty members at CMN is 30 credit hours of class teaching per Academic Year with one office hour per week for each class taught. Office hours must be posted on office doors and devoted primarily to working directly and individually with students. Various circumstances may make full-time faculty eligible for a reduction in instruction load. Circumstances for instruction release time may include but are not limited to:

- Course development;
- Recruitment/retention activities;
- Professional development;
- Grant/Sponsored Program administration; and
- Other non-teaching activities as directed by Administration.

Please refer to each individual faculty contract for further details.

If a full-time or part-time faculty member’s course load falls below the required minimum workload, i.e. 15 credits with four preparations per semester, (s)he will receive equal workload assignments through the Continuing Education Department for duration of that semester.

If full-time faculty wishes to reduce their assigned instruction load, they may present a formal petition to the Dean of Letters and Science that clearly outlines all reasons for the requested reduction in instruction load.

Faculty may agree to teach either an individualized course through Alternative Course Delivery or Independent Study.

Alternative Course Delivery: This mode of delivery may be necessary to advance a student in his/her program. Alternative Course Delivery is compensated through the College's general fund. The following formula is used to compute the faculty member's compensation:

10% of the adjunct faculty rate times the number of course credits times the number of students

Example: 10 % (\$900.00) x 3 credits x 2 students = \$540.00

Independent Study: While encouraged for the benefit of the student and the faculty member's research agenda, independent study courses are not compensated through the College's general fund; they may, however, be compensated through a sponsored program for which the faculty member has principle investigator or research responsibilities so long as the funds have been allocated in the sponsored program for these purposes. See the Academic Catalog and Student Handbook for further explanation of Independent Study.

Faculty Evaluation

Full-time and part-time faculty is evaluated through administrative assessment, self-assessment, student evaluations, classroom observation, and annual portfolio. Faculty evaluations are intended to be instruments for job performance and instructional improvement.

Administrative Assessment: Administrative assessment for full-time and part-time faculty will occur no later than May of the Academic Year. Administrative assessment will include the following.

- Review of student evaluations;
- Review of annual portfolio;
- Review of contract responsibilities, collegiality, and overall job performance;
- Review of classroom observation;
- Review of faculty self-assessment; and
- Annual Faculty and Dean of Letters and Science conference.

Self-assessment: Self-assessment is part of the annual portfolio and administrative assessment. Self-assessment will include, but is not limited to, the following.

- Reflection on community service, research/scholarship and infusion of Menominee culture;
- Reflection on student evaluations;
- Reflection on any external data (alumni survey, etc.);
- Reflection on prior goals, accomplishments, and challenges;
- Reflection on components of quality education;
- Reflection on professional development activities; and
- Future goals.

Student Evaluation: Student evaluation is part of the administrative assessment. Student evaluations are conducted twice during each semester on a standard evaluation instrument. A copy of the evaluation(s) are provided to the Dean of Letters and Science and faculty member, and placed in the faculty member's personnel file.

Classroom Observation: Classroom observations will be conducted by Division Chairs and/or the Dean of Letters and Science as appropriate. Classroom observations will be conducted for all full-time and part-time faculty at least once in their first year and no less than once every three years thereafter. Classroom observations for Adjunct Faculty will be conducted by Division Chairs and will occur no less than Fall Semester of each Academic Year. Classroom observation documentation is included in the full-time faculty annual portfolio.

Peer Review: Peer review includes the following elements that are intended to promote professional growth and development. Peer review will occur at least once in the first contract year and not less than every third year thereafter. Peer Review will include, but is not limited to, the following:

- Documented classroom observation, using the faculty classroom procedure (see Appendix F);
- Review of the prior year's goal accomplishment;
- Recommendations for professional development and/or improvement.

Faculty Portfolio: The faculty portfolio is reviewed every year as a part of the administrator assessment. The portfolio will include, but is not limited to, a self-assessment, Division Chair classroom observation documentation, student evaluations, and evidence of the following six components.

- Instruction;
- Contributions to Educational Program, CMN or the Community;
- Academic Recognition;
- Disciplinary Participation, creative accomplishment and/or service;
- Professional Service;
- Student Involvement; and
- Professional Development.

Academic Recognition: Faculty are expected to be a member of a professional, technical or trade society; attend its meetings; and network with its members to minimally meet the disciplinary participation standard. Ways to demonstrate academic recognition are contributions to a professional society in a way that brings recognition to faculty and to CMN. (For example, establishing a newsletter for a professional group and continuing to credit and distribute the newsletter over a period of years) and hosting a meeting of the professional society at CMN, with the approval of the administration, including offering contributions to the programming.

Creative Accomplishments: Creative accomplishments are comprised of research and publication and/or economic development activity.

1. **Research and publication:** Creative accomplishment is demonstrated by research and publishing. Faculty is expected to read the research in their discipline. Conducting research in their discipline and sharing those results with their professional societies is considered creative accomplishment.
2. **Community and Economic Development:** Other ways to demonstrate creative accomplishment is to provide leadership or assistance in helping CMN obtain grants that would forward the mission of the institution, provide leadership or assistance in helping the Menominee Tribe to develop economic programs that benefit tribal members, and provide leadership or assistance that would assist the community surrounding the Menominee Reservation to develop economic programs or strategies that contribute to the economic prosperity of the area.

Creative Service: Creative service is providing a needed and valued community service. (Examples include: a yearly career fair to help high school students think about their directions after graduation, providing a supervised youth activity on a weekly basis; providing a community service project such as a clean-up, paint-up, straighten-up campaign for some tribal property or elder or handicapped citizens, and conducting and analyzing community surveys). Starting a club/organization is also considered creative service.

Professional Service: Service to a professional society is defined by active participation: introducing a speaker at a meeting, serving as an evaluator of a meeting, gathering data of various components of the meeting, preparing and delivering a presentation at a meeting, serving as a committee member for the organization, serving as chair of a committee, or a number of other means. Service to the profession means service to the members of the profession.

Student Involvement: Effective student involvement ensures that the student is “personally connected” to CMN. This personal connection enhances the probability of the student being well prepared to meet educational and/or work goals.

1. **Career Advisement:** Helping a student select a career that will be rewarding and satisfying is an important contribution of faculty. Helping a student who lacks skills or talent in one discipline to select a more appropriate discipline allows the student to retain his/her dignity. Motivating a student to become excited about knowledge, skill, and competence is rewarding to faculty and the student.
2. **Personal Advisement:** Counselors are trained professionals who help individuals work through problems. They seldom have the contact or build the trust with students like caring faculty do. Students ask faculty for advice about personal matters. Faculty has more experience than most students and can often give excellent advice in a sensitive and caring manner. Faculty need to recognize their limitations, however, and not attempt to give advice about things that require a more highly trained professional. The faculty serves the student best by taking the student who needs professional assistance to the Vice President of Student Services for the appropriate referrals.

Contributions to Educational Program, CMN or the Community: Contributions to educational programs for CMN and the community are also recognized as proper faculty activities.

1. Contributions to Program: Each faculty member has a primary affiliation with a division. Service to that division would include the following:
 - Taking a leadership role in upgrading the curriculum;
 - Taking a leadership role in affiliating with institutions that would be in a position to further the education of the graduates;
 - Taking a leadership role in recruiting new students; and
 - Assisting students with appropriate job placement or university transfer.

2. Contributions to the College of Menominee Nation: Faculty are members of the CMN education community. “Quality education” is provided by quality faculty. CMN service would include the following:
 - Making the name of a CMN program stand for excellence;
 - Helping to develop excellence by promoting CMN to new students;
 - Actively participating in committee work; and
 - Chairing committees.

3. Contributions to the community: Faculty are role models by virtue of their positions and have responsibilities to the community they serve. Service to the community include the following:
 - Assisting in community activities that go beyond the college;
 - Getting to know the families of their students;
 - Participating in cultural, athletic, and other social events; and
 - Utilizing opportunities to bring their special competence to the assistance of the tribal community, the surrounding community and other American Indian Reservations.

Professional Development: Professional development may include, but is not limited to, disciplinary graduate course work, course work in teaching, instruction, or curriculum design, workshops/training that advances the innovative use of technology or course/program delivery and so forth.

It is the policy of CMN to encourage further education by providing career development. All full-time faculty may be granted release time from their regular duties at the discretion of the Dean of Letters and Science. However, this professional development or continuing education must further the interests of CMN.

All faculty are encouraged to keep their personnel file current by submitting documentation (grade sheet, transcript, completion certificate, etc.) of degree or course work completed on a semester-by-semester basis to the Human Resources Department.

Faculty Rank and Promotion

Under Development

Faculty Merit Pay

Under Development

Grievance Procedure for Faculty Evaluation and Performance

If a faculty member disagrees with any part of the faculty evaluation, (s) he has the right to lodge a grievance and to have the written description reviewed. To review a grievance, an Appeals Committee is established and the following procedure is followed.

1. Establishment of Appeals Committee

The grieving faculty will nominate six faculty to serve on Appeals Committee(s). From the six faculty, the Vice President of Academic Affairs will appoint three faculty to review the information pertinent to the grievance of an evaluation committee decision. If the grievance includes the Vice President of Academic Affairs, then the President will appoint three faculty to review the grievance.

2. Appeals Committee Procedure

The Appeals Committee will, within two weeks of appointment, convene to review the files and hear the parties concerning the grievance. The faculty who was observed and the faculty observer(s) and/or administrative observer have a right to call “witnesses” who have knowledge of the situation. Faculty who was observed and the observer(s) will be notified no less than three days in advance of any witnesses. Only the Appeals Committee will question the witnesses. The Appeals Committee will present a finding supporting the written description of the observer(s) or it will overturn the written description of the observer(s). The Appeals Committee will provide a rationale for its decision.

Grievance Procedures for Reasons Other than Faculty Performance

If a faculty member wishes to file a grievance, for a reason other than faculty performance, he/she must follow the grievance procedures described in the CMN Personnel Policies and Procedures. It is the policy of the CMN to provide its employees notice and due process in the resolution of work related issues that affect the performance of his/her duties.

Employees who seek resolution of employment situations by using established procedures are assured they will not be subjected to discrimination or retaliation or be penalized in any way for use of these procedures.

Definitions:

Eligible Employees	Regular full-time and regular part-time employees who have successfully completed the introductory period.
Grievable Issues	A grievable issue is an action or inaction affecting the employee that directly relates to the employee's employment. Grievable issues may include, but are not limited to, the application of policy, disciplinary action, reprisals, discriminatory actions, harassment, documented unresolved difficulties experienced by the employee due to supervisor inaction or unfair treatment, disharmony among employees and facility concerns.
Non-grievable Issues	Performance evaluations, salary increases, necessary schedule changes, extension of introductory period, and default and final determinations of the grievance process.
Grievant	The employee filing a grievance.
Respondent	The individual against whom a grievance is filed.

Procedure:

1) Informal Resolution:

Employees and supervisors must attempt to identify and resolve workplace problems and disputes as early as possible. Informal methods include direct discussion with the individual(s) involved, involvement of the supervisor or assistance by the Human Resources Director. Depending on the nature of the problem, other individuals or offices may also be of help. Documentation of attempts at resolution or of resolution must be kept.

2) Administrative Level:

- a) An eligible employee who has a grievable issue will submit the grievance in writing to the Human Resources Director on the approved form. The following information must be included:
- the policy or rule which the employee believes has been violated;
 - the facts surrounding the grievance;
 - the remedy the employee seeks, and
 - documentation of informal resolution attempts must be attached.

- b) A grievance cannot be filed unless an informal resolution has been attempted and documented.
- c) No grievance will be accepted or processed unless it is submitted within thirty (30) calendar days after the occurrence of the event giving rise to the grievance.
- d) The grievance will be limited to a maximum of two (2) issues.
- e) The respondent will be notified of the grievance by Human Resources Department and will be allowed to review the written grievance in the Human Resources Department but will not receive a copy.
- f) After receiving the grievance and specified paper work from Human Resources Department, the supervisor's next level of management will discuss the matter with the grievant and the respondent and will make a determination concerning the grievance within ten (10) workdays. The determination will be put into writing. Copies will be given to the grievant and the respondent and the original will be forwarded to the Human Resources Department.
- g) If the grievant is not satisfied with the determination because he/she believe the treatment was unjust, (s) he will be permitted to appeal to the next level in the grievance process. The appeal to the next level shall be done within ten (10) workdays on an appeals form and submitted to the Human Resources Department. The appeal must include a statement of perceived injustice.

3) Review Level:

- a) The Human Resources Department will receive the request from the grievant to proceed to a Review Level. The Human Resources Director, in conjunction with the President or the Board of Directors, as appropriate, will appoint a three (3) member Review Team. If the President is the supervisor involved with the grievance process at any prior level, (s) he cannot appoint members to, or serve on, the Review Team. The Executive Committee of the Board of Directors will serve as the Review Team if a Vice-President, Institute Director or President is the grievant or respondent in a grievance.
- b) The Review Team will review the request to determine if an injustice occurred and the appeal can proceed to Level 3 or if the determination at Level 2 stands.
- c) If the Review Team does not agree that an injustice occurred at Level 2, the Review Team is responsible for issuing a written statement that the decision at Level 2 stands and is final.
- d) If the Review Team agrees that an injustice occurred at Level 2, they will conduct a hearing, on the record, and will limit all testimony and evidence to that material relating to the grievance.

- (i) The grievant will be provided sufficient time at the hearing, as set by the Review Team, to present his/her issues, any related evidence, and any witnesses. The grievant will be allowed to question both the respondent and the witnesses.
- (ii) The respondent will be provided sufficient time at the hearing, as set by the Review Team, to present his/her issues, any related evidence, and any witnesses. The respondent will be allowed to question both the grievant and any witnesses.
- (iii) If there are sufficient complexities, the Review Team may approve an extension of the ten work day's time frame at this level, while making every effort to resolve the issue expeditiously.
- (iv) The Review Team will produce a written summary of the issues, findings of fact, and a determination on the grievance within ten work days from the hearing's conclusion. The grievant and respondent will be notified of the determination in writing.
- (v) The decision at the Review Level is final.

4) Violations of the Law:

If the grievance or problem involves a known or suspected violation of law, the grievant should notify the Human Resources Department immediately.

- 5) Default Determination: The Human Resources Director will issue a default determination against any party who has failed to respond within the timelines or has failed to follow the process. Default determinations issued for failure to follow process or timelines will bind all parties.
- 6) Nepotism: An employee will not participate formally or informally in the grievance process for an immediate or extended family member.

Leaves of Absence

Sick Leave

Faculty are not entitled to sick leave under contract. If a faculty member cannot make a scheduled course session due to illness, the faculty member must notify the Office of the Dean of Letters and Science as soon as possible. Further, the faculty member must contact the receptionist(s) for the site(s) affected by the absence. Faculty must make up hour for hour every course session missed. As a courtesy, the Dean of Letters and Science is notified in writing of the manner in which the missed time is being made up.

Funeral Leave

Faculty is allowed up to three working days off with pay for a death in their immediate family and up to one working day off with pay for extended family members with proper notification to the Dean of Letters and Science. The following are the definitions of immediate and extended family member as contained in the CMN Policies and Procedures.

Immediate Family	This term will include Father, Mother, Sister, Brother, Husband, Wife, Child, Father-in-Law, Mother-in-Law, Step Father, Step Mother, Grandparents, Grandchildren, Step Children, and significant other.
Extended Family	This term will include Aunts, Uncles, Sons-in-Law, Daughters-in-Law, Sisters-in-Law, Brothers-in-Law, Nieces, Nephews, Stepsisters, Stepbrothers, and First Cousins.

In addition to notification to the Dean of Letters and Science, the faculty member must make arrangements for assigned classes which will meet during the funeral absence. The faculty member may arrange for a substitute instructor, approved by the Dean of Letters and Science, or make up hour for hour for the missed time.

Family and Medical Leave

- 1) CMN will allow medical leave of absence in accordance with the regulations of the federal Family and Medical Leave Act (FMLA) and Wisconsin's Family and Medical Leave Act (WFMLA). Any medical leaves of absence will be unpaid; however, faculty may use Disability Insurance for this absence.
- 2) All full-time faculty who meet the applicable time-of-service requirements may be granted a total of 12 weeks (480 hours) combined Family and Medical leave during any 12 month period. Note: Time available for Family and Medical Leave Act (FMLA) after first use of this time will be calculated counting back 12 months from the date the subsequent FMLA is to begin. Any FMLA time used within this period will be counted toward the total 12 weeks allowed in any 12 month period.
- 3) Notification requirements: - Leave request forms are available in Human Resources. The following applies:
 - When leave is foreseeable, a leave request form (available in Human Resources) must be submitted a minimum of 5 workdays ahead of desired leave;
 - When leave is not foreseeable (e.g. accident or sudden illness), verbal notice to Director of Human Resources is required as soon as is reasonably possible and must be followed by written notice to Human Resources within 5 work days;
 - Employee must report in or call in any extensions or continued leave as necessary or required;

- Medical certification of a serious health condition must be submitted, as requested, and
 - Leaves due to employee medical condition require a physician's fitness-for-duty certificate prior to being restored to work.
- 4) If the faculty member does not return on the first agreed upon workday after the leave of absence, she/he will be considered as having voluntarily tendered his/her resignation and breached his/her contract.
 - 5) A formal leave of absence will not constitute a break in employment service. Faculty is responsible for any deduction amount as it relates to his/her fringe benefits.

Jury/Witness Duty

Faculty may be allowed leave with pay for jury duty or other legal duty when subpoenaed for such service. Any compensation received for such duty may be retained by the faculty member. The faculty member may arrange for a substitute instructor, approved by the Dean of Letters and Science, or make up hour for hour for the missed time.

Military Duty

- 1) A military leave of absence will be granted to faculty who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice to the Dean of Letters and Science of military service is required.
- 2) Any military leaves of absence will be unpaid.
- 3) Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the faculty member is otherwise eligible.
- 4) If the faculty member is eligible to be re-employed, the faculty member must be restored to the benefits he/she would have attained if it had not been for an absence due to military service.
- 5) If the faculty member does not return on the first agreed upon workday after the leave of absence, she/he will be considered as having voluntarily tendered their resignation.
- 6) A formal leave of absence will not constitute a break in employment service; however, the faculty member is responsible for any deduction amount as it relates to his/her fringe benefits

Administrative Leave Due to Campus Closure

Since CMN is closed on the holidays listed below, there will be no classes scheduled to meet on these days.

- New Years Day (January 1);
- New Year's Day (January 1);
- Martin Luther King Day (third Monday in January);
- Native American Day (May 13);
- Memorial Day (last Monday in May);
- Independence Day (July 4);
- Labor Day (first Monday in September);
- Veteran's Day (November 11);
- Thanksgiving Day (fourth Thursday in November);
- Day After Thanksgiving;
- Restoration Day (December 22);
- Christmas Eve Day (December 24);
- Christmas Day (December 25); and
- New Year's Eve Day (December 31)

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If CMN is closed on any other days due to weather, problems with the facilities, etc., there will be no classes scheduled to meet on those days. Notification of class cancellations are posted on campus. If no announcement/posting is made, students should remain for 10 minutes after class is scheduled to begin. Campus closures, resulting from severe weather conditions, natural disasters, or mechanical failures will be announced by the President or designee. Campus closings will be broadcast on two television networks (Fox11, Channel 2) and three radio stations (WTCH-AM 960, WTCH, WIXX).

Leave Without Pay

Leave without pay may be granted to faculty who maintained a satisfactory service record as defined by the Dean of Letters and Science and Vice President of Academic Affairs. Such leave may be taken for the following reasons:

- The earning of advanced degrees that further CMN academic or administrative interests;
- Necessary absences due to an illness or for personal reasons approved in advance by the President; and/or
- Other necessary training leading to improved job competencies.

In all cases other than illness, a faculty member is required to submit the request for leave without pay in writing to the Dean of Letters and Science and Vice-President's office not less than 30 days before the leave is to commence. Failure of a faculty member to report for duty upon expiration of leave granted may be cause for automatic termination.

Leave of absence is granted with assurance of offer of a faculty contract upon return unless funding is not available. While on leave, a faculty member retains their years of service rights and accumulated benefits, but will not earn additional benefits during the time on leave.

Resignation

If a faculty member chooses to resign before the end of his/her contract term, the faculty member should review the clause in his/her contract which deals with resignation. In many cases, the contract establishes financial penalties for resignations.

If the faculty member chooses not to renew his/her contract for the next academic year, the faculty member should indicate that intent with the Letter of Intent for Renewal.

Retirement

Retirement of faculty is not mandatory. Any retired faculty member may be engaged for service at the discretion of the President.

Letters and Science Departmental Policy

Policy on Confidentiality of Student Records

Student education records are protected by federal law. CMN is mandated to follow the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. sec. 1232(g).

Faculty Guidelines for FERPA:

1. Refer requests for information from the educational record of a student to the proper education record custodian—Student Services.
2. Keep only those individual student records necessary for the fulfillment of your teaching and advising responsibilities. Private notes of a faculty member intended for his or her own use are NOT part of the student educational records and should be kept separate from the student educational records.
3. Do not display student scores or grades publicly.
4. Do not put papers, graded exams, lab reports or other student work containing student names and grades in publicly accessible places.
5. Do not request information from the educational record custodian without a legitimate educational interest.
6. Do not share student information, including grades or grade point averages, with other CMN faculty or staff members except for “legitimate educational interest” in that student.
7. Do not share student information, including grades or grade point averages, with parents, or others outside the institution, including in letters of recommendation, without written permission from the student.

Policy on Academic Freedom

All members of the faculty are entitled to academic freedom as set forth in the 1940 "Statement of Principles on Academic Freedom and Tenure," formulated by the Association of American Colleges and the American Association of University Faculty as well as in *Keyishian v. Board of Regents*, 385 U.S. 589 (1967). The United States Supreme Court stated, “Our Nation is deeply committed to safeguarding academic freedom, which is of transcendent value to all of us and not merely to the teachers concerned. That freedom is therefore a special concern of the First Amendment, which does not tolerate laws that cast a pall of orthodoxy over the classroom.”

Faculty members are citizens, members of a learned professionals and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As learned persons and as educational officers, they should remember the public may judge the

profession and the institution by their actions and utterances. Therefore, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate they are not an institutional spokesman.

CMN guarantees that faculty may freely pursue scholarly inquiry, discussion, and publication. CMN believes that academic freedom in teaching, research and artistic creation is fundamental to the advancement of knowledge.

CMN seeks to enlist faculty who subscribe to high standards of professional conduct, who are knowledgeable in their fields and who are fair and constructive in presenting ideas and issues. CMN further desires to foster in students a respect for differing points of view, the ability to discriminate between fact and fiction and the capacity to think intelligently.

CMN is committed to promoting responsible academic freedom for its faculty and students including the right of faculty to control classroom presentations and discussions of subject matter, as well as to evaluate students within the expressed and recognized goals, objectives and standards of the college.

It is improper not to present the subject matter of a course as announced to students through the catalog or other public literature.

Policy on Non-Discrimination and Equal Opportunity Employment

CMN does not discriminate on the basis of race, color, sex, national origin, or disability in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid, and educational services. CMN complies with all applicable state and federal laws including, but not limited to: Title VI and Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act Amendments of 1974; the Civil Rights Restoration Act of 1987; the Americans with Disabilities Act of 1990; the Civil Rights Act of 1991; and the Family and Medical Leave Act of 1993.

Policy on Sexual Harassment

It is the policy of the College of Menominee Nation to maintain the College community as a place of work and study for staff, faculty, and students free of harassment, including sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the College is concerned and prepared to take action to prevent and correct such behavior.

Sexual harassment by any faculty, staff, or student is a violation of both law and College Policy and will not be tolerated. CMN considers sexual harassment to be a very serious issue and shall subject the offender to dismissal or other sanctions following the College's investigation and substantiation of the complaint and compliance with due process requirements. The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be generally described as repeated and unwanted sexual behavior, such as physical

contact and verbal comments or suggestions that adversely affect the working or learning environments of others. EEOC Guidelines define sexual harassment as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is either explicitly or implicitly made a condition of an individual's employment with the College or a factor in the educational program of a student; and/or
2. Submission to or a rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individuals; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's right to achieve an educational objective or to work in an environment free of intimidation, hostility, or threats stemming from acts or language of a sexual nature.

Although sexual harassment most frequently occurs when there is an authority differential between the persons involved (Faculty member and student, supervisor and staff member), it may also occur between persons of the same status (e.g. faculty-faculty, staff-staff, student-student). Both men and women may be victims of sexual harassment and sexual harassment may occur between individuals of the same gender.

Because of the unique situations which exist between students, faculty, supervisors and staff, relationships in the workplace and on campus should at all times remain professional. In particular, due to the professional power differential between faculty and students, faculty members are encouraged to remain professional in all relationships with students. As teachers, Faculty encourages the free pursuit of learning by their students. They hold before them the best scholarly standards of their discipline. Faculty demonstrates respect for students as individuals and adheres to their proper roles as intellectual guides and counselors. Faculty makes every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflects each student's true merit. They respect the confidential nature of the relationship between faculty and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge academic or scholarly assistance from them. They protect their academic freedom.

Policy on Faculty/Student Consensual Relationships

Romantic involvement and/or sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a faculty member by a student, as well as the power exercised by faculty in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students. In their relationships with students, members of the faculty are expected to be aware of their professional responsibilities and to avoid apparent or actual conflict

of interest, favoritism, or bias. Therefore, romantic involvement and/or sexual relations between students and faculty members are prohibited.

An employee, whether faculty or staff will not develop a dating or sexual relationship with a student whenever the employee is in a “position of authority” over that student. An employee is in a “position of authority” whenever he or she is that student’s teacher, or when the employee is either evaluating or supervising the student. The “position of authority” may also include formally advising the student or when that student is a major in the employee’s department. A supervisor, whether faculty or staff should also not develop a dating or sexual relationship with an employee when the supervisor has a “position of authority” with respect to the employee. Should a dating or sexual relationship develop or exist, the person with the greater position of authority must consult with the Dean of Letter and Science. If this policy is violated, any disciplinary action or sanction, including immediate discharge or non-renewal of contract, shall be reviewed on a case by case basis.

Policy on Outside Employment

Certain outside employment situations may provide needed services to the community, as well as supplemental income to faculty members, without impeding the fulfillment of the faculty member's contractual agreement with the College. However, full-time and part-time faculty personnel are expected to discharge all professional responsibilities and time obligations related to their position at CMN.

Conflict of Interest

Every faculty member, at the time of appointment, makes a personal commitment to professional honesty and integrity, to seek knowledge, and to share that knowledge freely. It is a violation of this commitment for faculty to pursue outside interest or to seek commitment for faculty members to pursue outside interest or to seek financial gain for themselves, their immediate families, or organizations with which they are associated through activities that conflict with their responsibilities as full-time employees of the College of the Menominee Nation. Thus, outside activities can only be pursued in ways that ensure devotion to teaching, research, and all normal faculty responsibilities. This general policy is meant to encourage participation in public service or community activities, including those related to the faculty member’s fields of academic interest.

The following are examples of activities likely to present the possibility of conflict of interest for faculty members. The faculty member should seek the advice of the Dean of Letters and Science before undertaking any of these activities:

1. Extensive or recurring paid consulting;
2. Associations with for-profit organizations;
3. College research funded in whole or in part by non-governmental sponsors through contract, grant, or restricted gift where the faculty member has a financial interest in the sponsor or the research results;

4. Activities involving a private remunerative relationship between a faculty member and a non-governmental sponsor of college research for which the faculty member is a principal sponsor;
5. Situations which may result in research that would normally be carried out at the College being diverted to a private establishment to the detriment of the College;
6. Situations in which the faculty member gives to a private entity exclusive access to information resulting from a faculty member's college research; and/or
7. Situations in which a faculty member directs a student into research from which the faculty member expects financial gain.

Policy on Enrollment of Faculty or Faculty Member Family in CMN Courses and/or Programs

All full-time faculty wishing to enroll in a course offered by CMN may do so without being charged tuition for the course. Faculty taking such courses must pay any extra fees, material costs, book or lab fees, or special costs above the normal tuition cost. Faculty may attend the course and receive credit without paying tuition.

Direct members of Faculty families (spouses or children) may take up to 12 credits per semester, paying 50% of the normal tuition. Family members must pay any material costs, book, or lab fees, or special costs above the normal cost for tuition associated with the course.

Policy on Faculty/Student Research

All research conducted by a Letters and Science faculty member and student(s) will follow CMN's Undergraduate Student Research Policy. See Appendix H.

Policy on Intellectual Property and Course Ownership

Academic Affairs follows CMN's Policy on Intellectual Property. See CMN's Personnel Policy and Procedure located in the Dean's Office for further details.

Policy on Course Syllabus

All courses and sections of a course require a course syllabus be developed using CMN's Course Syllabus Template located on the common drive. All students in all courses and sections of a course are to receive a complete syllabus no later than the second week of classes. All course syllabi are electronically submitted to the Assessment of Student Learning database no later than the second week of classes.

Faculty Involvement in Student Portfolio Process

Portfolio Presentation Attendance

To support and encourage prospective graduates of College of Menominee Nation, faculty members, unless prohibited by instructional duties, must attend at least one portfolio

presentation event at either the Green Bay or Keshena campus each academic calendar year. In addition, EDU295 instructors will provide adequate notification regarding student names and majors so that division directors can assign appropriate division representation.

Portfolio Documents

It is each instructor's responsibility to encourage students to save key documents. Instructors will submit portfolio coversheet and students' paper/electronic/multi-media materials from required courses (EDU100, COM100, and ENG101) and program emphasis courses, to ASL Coordinator.

Portfolio Assessments

Faculty members will be involved in evaluating portfolios for institutional assessment items not measured by the CAAP exam. Particular assessment requirements will be determined by the ASL Committee.

Faculty Professional Portfolio

Faculty will document the degree of participation in the student portfolio process in their professional portfolios.

Policy on Grading and Grade Reporting

Midterm and Final Grades

Mid-term and Final grades are issued by letter grades only. CMN's grade scale follows:

A (Excellent)	4.00
AB	3.50
B (Above Average)	3.00
BC	2.50
C (Average)	2.00
CD	1.50
D (Poor)	1.00
F (Failure)	0.00
AU	Audited course
I	Incomplete
W	Withdrawal
UK	Unknown (Recorded only by the registrar when faculty have not submitted a grade for the student.)

Incomplete Grades

Faculty may issue an Incomplete for a student who has successfully complete 75% or more of a course's assignments/exams. Incomplete Forms are available in the Student Services Office. The forms must be signed by both the faculty member and the student. If a date for completion is not assigned by the faculty member, the student must complete the work by 30 days of the signature dates. If the faculty does not issue a Change of Grade in the allotted time, an Incomplete lapses to an F. For further details, see Student Handbook.

Grade Reporting

Faculty record Midterm and Final grades through CMN's Empower System.

Grade Changes

All grades put into the Empower system and/or received by the Registrar's Office are considered final. If the grade was an Incomplete or was technically incorrect, e.g., faculty inaccurately computed the grade, it may be changed either by the Incomplete prescribed date or not later than four (4) weeks after the end of the term in which it was received. Change of Grades must be approved by the Dean of Letters and Science. Change of Grade Forms are available in the Student Services Office.

Student Grade Appeals

Students may appeal grades of BC or lower. The first level of appeal is to the faculty member. If the faculty member and student do not resolve the issue, the student may request a formal grade appeal through the Dean of Letters and Science. The Dean of Letters and Science serves as the student's advisor in the preparation of the appeal documentation. When the documentation has been submitted to the Office of the Dean of Letters and Science, the Dean appoints a three-member faculty Grade Appeal Committee to review the student's grade appeal.

The Grade Appeal process is closed; neither the student nor the faculty member may appear before the committee or present witnesses. After review of the appeal documentation, the Grade Appeal Committee issues its decision in writing. The Dean of Letters and Science notifies the student of the Grade Appeal Committee's Decision.

If the Grade Appeal Committee upholds the issued grade, then there is no action. If the Grade Appeal Committee overturns the issued grade, the Dean of Letters and Science completes and signs the Change of Grade, attaching the Grade Appeal Committee's Decision, and submits the Change of Grade to the Registrar's Office.

Grade Appeal Committee decisions are final.

Policy on Student Academic Conduct

Academic honesty is an absolute for the fulfillment of CMN mission and guiding principles. Our students are proud of their work and are committed to doing the best for their communities. Their grades, certificates, and degrees are their record of that work. These are used by

prospective employers to make hiring decisions, by transfer colleges and universities to make admissions decisions, by funding organizations to determine eligibility for scholarships and other financial aid, and, most importantly, by family and other community members to express their pride in our students accomplishments. Therefore, CMN will not tolerate any form of academic dishonesty. Incidents of Student Academic Misconduct are reported to the Dean of Letters and Science and may be submitted to the Committee on Academic Misconduct for disciplinary action. See the Appendix G for Letters and Sciences Student Policies and the Student Handbook on “Academic Misconduct.”

Policy on Student Non-Academic Conduct

Violations of law, alcohol use, drug use, deception, disorderly conduct (physical or verbal), harassment, theft, vandalism, stalking, weapons possession, etc. are some of the examples of student non-academic misconduct. Non-academic misconduct is reported to the Vice President of Student Services. Upon receipt of a complaint, the Vice President of Student Services may refer the complaint to the CMN Judicial Council, a team of three CMN staff members, for resolution. Incidents of Student Non-Academic Misconduct are reported to the Dean of Letters and Science, using the Accident/Incident Report Form. See the Student Handbook for more information on “Non-Academic Misconduct.”

Policy on Student Feedback on Instruction

In order to provide quality education, it is a policy of CMN to engage the student in evaluation of the faculty in their teaching. During mid-semester and end of semester, students are provided forms to provide feedback on faculty instruction. The Office of the Dean of Letters and Science is responsible for providing the student feedback forms for students and copies of completed forms to Letters and Science faculty.

Policy on Faculty Submission of Student Academic Alerts

CMN has an Academic Alert policy to help students get services they may not realize they need. Academic Alerts are submitted to Student Services through email, using the address “Academic Alerts.” and returns the completed forms into that office. Faculty files Academic Alerts with Student Services for any student who needs academic or non-academic help. Academic help includes tutoring, completion of missing assignments, exams, academic performance, attending class, etc. Non-academic help includes referral for counseling, etc. Academic Alerts must be submitted in a timely manner so that students receive the guidance they need in order to successfully complete their coursework.

Policy on Faculty Student Attendance Reporting

Faculty will submit student attendance for each class for which (s) he is responsible via the Empower system on a weekly basis. If requested, faculty will verify the last day of a student’s attendance in any class for which (s) he is responsible.

Policy on Faculty Office Hours

Faculty must have one (1) office hour weekly for every course taught. Office hours must be delineated on each course syllabus and clearly posted on the faculty member’s office door no later than one (1) week after the start of classes.

Policy on Class Cancellation

Scheduling Class Make-Up Work:

For whatever reason a CMN class meeting was canceled, each CMN instructor is responsible for creating a plan to make-up the materials scheduled to be covered in canceled class meeting, and this plan must be provided in writing to the students and the Dean, Associate Administrator, and Administrative Assistant of Letters and Science within one week following the cancelled class’s meeting. Similarly, the course instructor must ensure that all of the make-up materials are covered in a satisfactory manner; hence, he/she may extend future class meetings, select an additional day to make-up the course, require supplemental materials and work to be completed outside of class, etc. In all the aforementioned cases, the instructor must decide his/her course of action based upon space and student availability.

Notification of CMN Class Cancellation:

Class Cancellation Due to Inclement Weather or Building Closure: Closures resulting from severe weather conditions, natural disasters, or mechanical failure will be announced by the President or her designee. Campus closing will be announced on WTCH-AM 960, WTCH, WIXX as well as Fox11 and Channel 2 TV stations. When in doubt, call 715-799-5600 for a recorded message. Notifications of class cancellations will be posted on campus.

Class Cancellation by Instructor More Than an Hour before a Class Meeting: Faculty members should determine the optimal way to contact students in their classes. Keep in mind that some of the students may live an hour or more from campus and thus deserve to have cancellation information in advance. Each instructor should discuss his/her approach to class cancellation with the class's students well in advance, ideally at the beginning of the semester. The instructor may do this by email or phone; but if this method is chosen, the instructor should solicit an email address and/or phone number from each of the students, asking for the best way to contact them just previous to your class meeting time. Students should be assured that the information on the list is expressly for this purpose and will not be shared with anyone. Instructors may choose to use the "Send out Selected Email" option in Empower, but he/she should notify students of his/her intent to do so to ensure students check the proper email for notices.

Perhaps the easiest and most convenient way to implement an individual contact system is for an instructor to use his/her voice mailbox to relay the information, thereby enabling an individual "weather hotline". A voice mail "greeting" can be changed from off campus as instructed below. If using this method, the instructor should discuss this method of contact with his/her students well in advance, informing them of a class cancellation due to weather if the college is open. If there is a potential weather problem, students should know to call their instructor's campus voice mail before coming to class.

How to log on to voicemail from off campus

1. Dial CMN phone number 715-799-6226 or if you are local 799-6226 or 1-800-567-2344.
2. Press the * key when the greeting comes on.
3. Enter your ID (your extension number), then press the # key.
4. Enter your message password.
5. You will then be prompted to answer your messages like if you were at your desk.

Class Cancellation by Instructor In-Case within an Hour of a Class Meeting:

Notification of class cancellations must be sent to the Dean, Associate Administrator. In the event that the Associate Administrator cannot be reached the switchboard operator for the campus in which the class is being held must also be contacted. In this occurrence the class cancellation will be posted on campus entryways and the door of the classroom. In this instance, the method for contacting students established by the instructor for a Class Cancellation by Instructor More Than an Hour before a Class Meeting must also be followed.

If a class meeting is canceled for any reason outside of campus wide closure, notification of the cancellation must be sent to the Dean, Associate Administrator, and Administrative Assistant of Letters and Science immediately.

Policy on Instructor Consent

At times, faculty is requested to give consent so that a student, who does not meet course

requirements or prerequisites, may be registered for the course. The faculty member will provide his/her consent in writing, using the appropriate form, and include the rationale for waiving a course requirement or pre-requisite. The consent document will be submitted to Dean of Letters and Science and Vice-President of Student Services; if a petition is required the consent documentation will be included in the student petition.

Policy on Non-Academic Accident/Incident Reporting

All Accidents/Incidents will be reported to the Dean of Letters and Science and Human Resource Office, using an Accident/Incident Report form.

Policy on Faculty Library Privileges

Regular circulating books are loaned to faculty for indefinite periods during the school year. However, all loans to faculty expire at the end of the Spring semester each year. The faculty is requested to return volumes promptly when they have finished using them. Faculty members will be charged no overdue fines.

Interlibrary loans are requested for faculty members at no additional charge. However, any surcharges passed on by lending libraries are the responsibility of the borrowing faculty member.

Should a title charged to a faculty member be needed by someone else, a recall notice requesting its return will be sent. These requests should be honored promptly. The library may enlist the aid of the Dean of Letters and Science and administration in recovering needed materials.

Faculty should know and understand the policies for the circulation on library materials. Any inquiry about library policy should be directed to the Library Director.

Policy on Nepotism

No member of the faculty may participate, formally or informally, in the decision to hire, retain, promote, or determine the salary of an immediate family member. No member of the faculty may supervise another immediate family member who is a member or give preferential or favored treatment.

Policy on Smoking

Smoking is in permitted in designated areas only.

Academic Affairs Procedures

Textbook Ordering

Orders for textbooks are placed through CMN's Bookstore, Paw Prints, using the Textbook Order Form found on the Common Drive: Bookstore folder. Textbooks orders are to be submitted to the Bookstore in accordance with the following schedule:

For Fall Semester	April 1
For Spring Semester	November 1
For Summer Term	May 1

Textbook Examination and Instructor Copies

Faculty are responsible for obtaining their own examination and/or instructor copies of textbooks from publishers. Any books purchased using general or sponsored program funds will be held by the Office of the Dean of Letters and Science or CMN's Library.

Supply and Equipment Purchasing

All requests for the purchase of instructional supplies and/or equipment follow CMN's purchasing policy and procedures.

All purchase orders and/or check requests made with general funds must be processed through the Office of the Dean of Letters and Science.

All purchase orders and/or check requests made with sponsored program or grant funds for which a faculty is designated the Principle Investigator/Project Director must be signed by the responsible principle investigator/project director and processed through the Office of the Dean of Letters and Science.

All purchase orders and/or check requests for more than \$2,000.00 must follow CMN's bid process and the bid documentation must be submitted with the purchase order or check request.

Purchase Order, Check Request, and Bid Documentation Forms may be obtained on the Common Drive: Business Office/Forms/Accounts Payable.

Faculty members will annually submit a written inventory of all minor tools or equipment purchases to the Office of the Dean of Letters and Science.

Faculty Travel, Entertainment, Recruitment, and other Outreach Activities

All faculty travel must be approved in advance by the Dean of Letters and Science. When possible, all travel requests will be submitted to the Office of the Dean of Letters and Science no later than three weeks prior to the anticipated travel.

All requests for travel for College and/or professional business follow CMN's Travel Policies and Procedures. An explanation is required for all car rentals, special events, and special materials. Reimbursement for travel and/or entertainment of guests must be in accordance with CMN Business Department policies and procedures. All travel advances must be requested to the Business Office not less than five days before commencement of the trip. Travel Requests must include the following:

- A complete and signed Travel Advance form;
- Documentation supporting the travel, e.g., conference agenda or overview;
- Registration Form, if appropriate;
- Mileage form, as appropriate; and
- College Vehicle Request, as appropriate.

Current proof of insurance must be on file in the Human Resource Office to receive mileage payments. To use a college vehicle, submit driver's license to Human Resources to be placed on CMN's Approved Driver's list.

If a travel advance request has not been submitted in the appropriate time frame, all travel expenses will be reimbursed with receipt and in accordance with CMN policies.

If a faculty member is traveling during the academic semester, (s) he must make arrangements for the class time that (s) he is absent to be covered, e.g., recruit a substitute instructor or guest speaker, arrange for a proctored exam, and so forth.

No later than five days after a faculty member returns from travel, (s) he will submit a Travel Voucher Form. All travel forms can be found on the Common Drive in the Business Office folder. Receipts for the travel must be submitted and attached to the travel expense report: lodging, registration, rental cars, and travel fares. The Travel Voucher must include the following:

- A complete and signed Travel Voucher form;
- A copy of the original Travel Request; and
- Receipts for hotels, taxis/shuttles, airport parking, and any other allowable expenses not covered by per diem.

For further information, review CMN's Travel Policies and Procedures located on the Common drive in the Business Office folder.

Travel and/or Entertainment of Guest Speakers and/or Visitors

Expenses for guest speakers and/or visitors must be approved by the Dean of Letters and Science prior to the Speaker's/Visitor's arrival on campus.

Honorariums for Guest Speakers

The Office of the Dean of Letters and Science funds modest honorariums for faculty Guest Speakers. Honorariums must be requested in advance of the Guest Speakers presentation.

Section IV: Letters and Science Curriculum Policy

Policy on Course Standardizations

To ensure quality and accurate data collection of learning outcomes, CMN has standardized the following courses:

CMP180
 COM100
 EDU100
 EDU295
 ENG090
 ENG101
 ENG102
 MAT090
 MAT106

As the need arises, other courses may be added to the standardization list. Faculty, who conduct these courses, must use the selected textbook for the course and complete all assignments as outlined in the course standardization outline and/or related documentation.

Policy on Course Outlines

Course outlines, using CMN's Course Outline Template (see Curriculum Development Procedures), for all courses must be filed electronically and in hard copy in the Office of the Dean of Letters and Science.

Policy on Curriculum Development

All course, certificate, diploma, and degree programming in the Letters and Science Department must support CMN's Mission, CMN's Strategic Plan, and the Master Academic Plan of Academic Affairs. All course, certificate, diploma, and degree curriculum development must follow the Curriculum Committee Approval procedures and process.

The Standing Board Curriculum Committee approves, in accordance with its by-laws, all new or substantially modified courses, and certificate, diploma, and degree programs.

All Curriculum Committee approved curriculum, including courses, certificates, diplomas, and degrees, will be added and delivered in accordance with Academic Affairs procedures:

- Academic Affairs officially updates CMN's Academic Catalog every two years;
- Academic Affairs annually provides Academic Catalog Addendum;

- All certificate, diploma, or degree program designs must be approved in accordance with the Curriculum Committee Approval procedures and process;
- All courses for a new certificate, diploma, or degree program must be approved prior to the course scheduling and delivery of any single course; and
- All courses, certificate, diploma, or degree programs must be entered into the official Academic Catalog or its annual addendum and the Empower systems prior to the scheduling or delivery of a single course.

Procedures for Letters and Science Curriculum Development

Procedures for Curriculum Development follow Academic Affairs and Curriculum Committee Policy.

Proposals for new or substantially modified courses as well as course standardizations initiated by faculty must be approved in accordance with Curriculum Committee Procedures and process.

Faculty member(s) or teams will be appointed by the Dean of Letters and Science to complete new or substantially modified courses as well as course standardizations initiated by administration. Once appointments have been assigned, Curriculum Committee Procedures and Process will be followed.

See Appendix I for Curriculum Committee Course and Program Preparation Guidelines.