

College of the Muscogee Nation
Faculty Handbook



Okmulgee, Oklahoma
June 2008
(Revised June 2010)

College of the Muscogee Nation



Faculty Handbook

Table of Contents

	Page
1.0 COLLEGE OF THE MUSCOGEE NATION BACKGROUND.....	1
1.1 Brief History	
1.2 Cultural Context	
1.3 Mission Statement	
1.4 Philosophy	
1.5 Philosophy of Assessment of Student Learning	
1.6 Philosophy of General Education	
1.7 Vision Statement	
1.8 Core Values	
1.9 Goals	
1.10 Board of Regents	
1.11 Accreditation	
1.12 College Organization	
1.13 Faculty Handbook Revision Process	
2.0 FACULTY SERVICE.....	4
2.1 Committees	
2.2 Faculty Program Reports	
2.3 Faculty Meetings	
2.4 Faculty Council	
3.0 FACULTY EMPLOYMENT.....	7
3.1 Faculty Recruitment	
3.2 Advertisement	
3.3 Selection Committee	
3.4 Interview	
3.5 Offering a Position	
4.0 EMPLOYMENT POLICIES.....	8
4.1 Indian Preference/ Equal Employment	
4.2 Ethical Conduct	
4.3 Sexual Harassment Policy	

4.4	Racial and Ethnic Policy	
4.5	Disciplinary Action	
4.6	Grievance Procedure	
4.7	Drug-free Work Place Policy	
4.8	Tobacco Use in Public Places Policy	
4.9	Faculty with Disabilities	
4.10	Employment of Part-Time Faculty	
5.0	ACADEMIC CLASSIFICATIONS.....	10
5.1	Faculty	
5.2	Education Requirements	
5.3	Full-Time Faculty Work Load	
	5.3.1 Other Duties	
	5.3.2 Low Enrollment Classes	
	5.3.3 Office Hours	
6.0	ACADEMIC FREEDOM.....	12
6.1	Statement on Academic Freedom	
6.2	Academic Responsibility	
7.0	SALARY.....	13
7.1	Establishing Salaries	
7.2	Salary Changes	
7.3	Part-Time Salaries	
7.4	Standard Payroll Deductions	
7.5	Outside Employment	
8.0	FACULTY EVALUATION.....	14
8.1	Purpose	
8.2	Guidelines for Faculty Evaluation	
9.0	LEAVES AND ABSENCES.....	15
9.1	Work Role of Faculty	
9.2	Contacting Academic Dean When Absent	
9.3	Leave Information	
	9.3.1 Holiday Leave	
	9.3.2 Annual Leave	
	9.3.3 Sick Leave	
	9.3.4 Sabbatical Leave	
	9.3.5 Personal Leave	
	9.3.6 Bereavement Leave	
	9.3.7 Court Duty	
	9.3.8 Military Duty	
9.4	Sickness, Injury, and Medical	
9.5	Absence Report Form	

10.0	INSURANCE AND RETIREMENT.....	17
11.0	TRAVEL POLICIES.....	18
11.1	General Statement	
11.2	Professional Meetings	
11.3	Reimbursement	
11.4	Lodging	
11.5	Meals	
11.6	Transportation	
11.6.1	College Vehicle	
11.6.2	Personal Vehicle	
11.6.3	Transportation of Passengers	
11.6.4	Local Transportation	
11.6.5	Airline	
11.6.6	Local Transportation at the Destination	
11.6.7	Receipts Required	
11.6.8	Disbursement of Travel Checks	
12.0	FACULTY SERVICES.....	20
12.1	Faculty Identification Cards	
12.2	Recreational Facilities	
12.3	Campus Parking	
12.4	College Mail Services	
12.5	Telephone, Fax, Postal Usage	
13.0	STUDENT RELATED RESPONSIBILITIES.....	21
13.1	Student Advisement	
13.2	Classroom Policies Response to Disruptive or Threatening Situations	
13.3	Syllabus	
13.4	Change of Textbook	
13.5	Student Organizations	
13.6	Release of Confidential Information	
13.7	Student Rights and Responsibilities	
13.8	Speakers Policies	
13.8.1	Meetings and/or Events	
13.8.2	Responsibility for Speakers and/or Written Material	
13.8.3	Posting of Announcements	
14.0	ACADEMIC AND ADMINISTRATIVE SUPPORT.....	23
14.1	University Resources	
14.2	Learning Resource Center	
14.3	Clerical Services	
14.4	Student Employees	
14.5	Copying	
14.6	Printing	
14.7	College Bookstore	

14.8	Testing Services	
14.9	Public Relations	
14.10	College Catalog	
14.11	Semester Schedule	
14.12	Electronic Media and Service	
	14.12.1 Web Link	
	14.12.2 Voice Mail	
	14.12.3 Lap Top Computers	
15.0	PURCHASING PROCEDURES.....	25
	15.1 Purchase Requisitions	
	15.2 Solicitation	
16.0	FIRE REGULATIONS.....	25
17.0	MAINTENANCE.....	26
	17.1 Keys	
18.0	SECURITY SYSTEM.....	26
19.0	EMERGENCIES.....	26
	19.1 Weather	
	19.2 Telephone Numbers	
	APPENDIX.....	27
	A. Organization Chart	
	B. Faculty Council Bylaws	
	C. Professional Report for Faculty Evaluation	



College of the Muscogee Nation
Faculty Handbook

1.0 COLLEGE OF THE MUSCOGEE NATION BACKGROUND

1.1 Brief History

The College of the Muscogee Nation is a tribal college created September 1, 2004 by the Muscogee Nation Council and signed into law by the Principal Chief. The laws provided legislation to charter the institution and establish a board of regents. The charter was signed and enacted on July 19, 2006. Prior to the tribal college offering its first classes in the fall semester of 2004, the National Council adopted a resolution expressing support for the Tribal College with the cooperation of the Oklahoma State University system. In addition, an institutional charter has been drafted and by-laws were adopted as the organic documents to organize the college governance and administration.

The Muscogee people have had a longstanding commitment to higher education beginning in 1879 when Indian University (now Bacone College) was opened. In 1885, the institution was moved to its present location in Muskogee after the Creek Council granted 160 acres of land for its campus.

While continued support has always been expressed by tribal officials for higher education, this institution is the first college for the Muscogee Nation. The college currently operates under a Memorandum of Understanding with the Oklahoma State University system.

1.2 Cultural Context

The College of the Muscogee Nation tradition is founded in Muscogee language and culture passed to us by our elders. On our campus all are free to speak Native languages, share culture and participate in traditions. Vrakkeuckv (Respect) is cultivated.

Muscogee ways are interwoven into the curriculum by honoring generations past while teaching and learning in the present to build our tribal nation for generations to come. Academic quality is very much a part of the College of the Muscogee Nation learning outcomes.

1.3 Mission Statement

The College of the Muscogee Nation is the institution of higher education for the Muscogee Creek Nation emphasizing native culture, values, language and

self determination. The College will provide a positive learning environment for tribal and non-tribal students as citizens of a tribal and global society supported by teaching excellence and will offer exemplary academic programs that meet student, tribal, and societal needs. Through instructional quality and visionary leadership, the College of the Muscogee Nation will encourage life-long learners, for personal growth, professional development, and intellectual advancement.

1.4 Philosophy

As an institution of higher education, the College of the Muscogee Nation is dedicated to helping students achieve their academic and career goals by providing a quality learning environment sensitive to our rich tribal culture, language and history. Students, community, and Muscogee (Creek) people are the true foundation for every class taught, every degree offered and every service provided at the college. Together, we build and maintain a tribal college that embraces excellence.

1.5 Philosophy of Assessment of Student Learning

At the College of the Muscogee Nation student learning involves the mastery of subject content, application of knowledge, utilization of resources, and problem solving in a Muscogee context. College faculty, staff, and administration work to support a positive environment for student achievement and development. The primary function for determining effective student learning is the assessment process that uses a variety of valid and reliable measures to monitor and improve courses, services, and programs.

1.6 Philosophy of General Education

All students participate in common academic experiences during their time at the College of the Muscogee Nation. These experiences are best defined as general education requirements. A program of general education provides students broad and extensive experiences, which are both rich and important in preparation for living in a tribal and democratic society. Taken as a whole, they provide the opportunity for the development of individual talents and a satisfying education experience at the College of the Muscogee Nation. Students complete general education requirements by the time they have completed course work for the associate degree.

1.7 Vision Statement

The College of the Muscogee Nation fosters the spirit of enthusiasm for learning, identity embedded in culture and appreciation for tradition that will serve our students well into the future benefiting the interests of the Muscogee Nation and enhancing greater participation within the tribal, local, and global communities.

1.8 Core Values

The College of the Muscogee Nation is committed to core values inherited from our tribal elders and the following we hold true:

VRAKKUECKV (RESPECT): We value our Native culture, language and community, honoring the rights and dignity of all people;

FVTCETV (INTEGRITY): We are fair, honest and accountable for our actions;

MECVLKE (RESPONSIBILITY): We are loyal, reliable, and diligent in all tasks;

EYASKETV (HUMILITY): We are kind, concerned for the well being of others and embrace equality;

HOPORENKV (WISDOM): We gain insight from scholarly learning and the knowledge and experience of our elders.

1.9 Goals

The following established goals consistent with the Mission, Vision Statement, and Core Values will guide the College of the Muscogee Nation in the present and into the future. These goals will enable us to:

- Offer academic degree programs that are unique and reflect Mvskoke culture, history and language.
- Create educational opportunities that are accessible to the Native community and tribal members.
- Provide co-curricular activities that respect tribal traditions and culture.
- Develop quality educational programs that give students a scholastic foundation to pursue higher academic degrees or to achieve their career objectives.
- Maintain a focused learning environment in a safe and secure campus.

1.10 Board of Regents

The College of the Muscogee Nation Board of Regents is a board of five members created by tribal law and appointed by the Principal Chief and confirmed by the National Council. The Board issues degrees, determines the curricula and courses of study and establishes student fees in accordance with the policies of the OSU system. In addition, the Muscogee Creek Nation allocates

funds to the institution for operation and maintenance from tribal appropriations and other funds which are made to the board.

1.11 Accreditation

CMN has a partnership with the Oklahoma State University system to transcript courses. Through this partnership, students are dually enrolled, with courses transcribed through OSUIT. Thus, students earning an unaccredited CMN degree may have courses transferred to an accredited institution via an OSUIT transcript. Consistent with its mission, CMN is committed to student learning through this partnership. In further demonstrating this commitment to learning, CMN has attained Associate Member status in the American Indian Higher Education Consortium.

1.12 College Organization

The college organization chart, adopted January 11, 2010 by the Board of Regents is shown in Appendix A.

1.13 Faculty Handbook Revision Process

The revision of the Faculty Handbook will be the responsibility of the Publications Committee including the Chair or representative of the Faculty Council. The Committee will revise the Handbook every other year prior to March 1. Major revisions shall be approved by the Board of Regents. Revised copies will be distributed to the all faculty and professional staff. Current copies of the Handbook will be available in the offices of the Academic Dean, Academic Degree Coordinators and Business Manager.

2.0 FACULTY SERVICE

2.1 Committees

Committees are designed to improve communication, coordination and pool judgments on major functional elements to achieve for the tribal college shared decision making and a consensus within the parameters of the CMN Mission. Due to inherent problems associated with committees, an excessive amount of time may be devoted to committee meetings and their work; consequently each committee chair should facilitate the group's work to accomplish objectives and tasks within a reasonable timeframe.

It is the responsibility of the committee chair to prepare an agenda for each meeting and turn it in to the Executive Assistant to be filed. The chair will designate a committee member to keep notes and to be turned in to the Executive Assistant for filing. Committees must meet at least once per year. The following committees and its purpose have been identified for the College of the Muscogee Nation (the committees are neither mutually exclusive nor exhaustive):

Academic Affairs/Curriculum: The purpose of the Curriculum Committee is to review /approve course and degree revisions and new courses and degree programs before being submitted to the tribal college Regents and external entities.

Members:

- Dean of Academic Affairs, Chair
- Regents Director of Institutional Effectiveness
- Faculty Representative
- Librarian

Accreditation: The purpose of the Accreditation Committee is to prepare and plan the development of documents and tasks relating to accreditation requirements.

Members:

- Regents Director for Institutional Effectiveness, Chair
- President
- Dean of Academic Affairs
- Dean of Student Affairs
- Business Manager
- Faculty Representative
- Librarian
- Research Specialist
- Tribal College Regent

Publications/Website: The purpose of the Publications/Website Committee is to facilitate the development of publications including forms and maintenance of the tribal college website.

Members:

- Research Specialist, Chair
- Regents Director of Institutional Effectiveness
- Registrar
- Faculty Representative
- Librarian

Facilities and Vehicles Committee: The purpose of the Facilities and Vehicles Committee is to promote proper care and maintenance of the tribal college buildings, grounds and vehicles.

Members:

- Business Manager, Chair
- Faculty Representative
- Business Affairs Administrative Assistant
- Dean of Student Affairs

Special Events Committee: The purpose of the Special Events Committee is to plan and facilitate special events for the tribal college.

Members:

Dean of Student Affairs, Chair
President
Executive Assistant
Faculty Representative (Sponsor of a student organization)
Research Specialist
Administrative Assistant for Academic Affairs
Librarian

Student Services Committee: The purpose of the Student Services Committee is to plan, design, implement and evaluate student services (i.e., financial aid, scholarships, recreation, student registration, auxiliary services etc.). This committee will also hear grade appeals.

Committee:

Dean of Student Affairs, Chair
Faculty Representative (Sponsor of a student organization)
Librarian
Research Specialist
Student Representative

Executive Committee: The purpose of the Executive Committee is to plan and implement the major functional responsibilities of the tribal college (i.e., budget, site planning, equipment, major proposals, etc.).

Committee:

President, Chair
Dean of Academic Affairs
Dean of Student Affairs
Business Manager
Regents Director of Institutional Effectiveness

2.2 Faculty Program Reports

Each year program coordinators/faculty will provide a written report on the activities of their academic program to the President and Board of Regents. In addition the Academic Degree Coordinators/ Faculty will assist with preparation of the Annual Report to the American Indian Higher Education Consortium.

2.3 Faculty Meetings

General faculty meetings are held when called or authorized by the President or the Dean of Academic Affairs. The Faculty Council President may call a faculty meeting if requested by a majority of the faculty.

2.4 Faculty Council

The College of the Muscogee Nation Faculty Council is an organization of the faculty designed to facilitate democratic participation in the development of

applicable institutional policies. This is accomplished in accordance with the Council Bylaws through its elected representatives of the Faculty Council, serving as the liaison between the faculty and administration.

3.0 FACULTY EMPLOYMENT

3.1 Faculty Recruitment

Employment opportunities shall be advertised in a manner to ensure equal opportunity for employment. In the filling of the faculty position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Systematic efforts are made to affirmatively recruit and bring to the attention of qualified individuals the employment vacancies of the College of the Muscogee Nation.

3.2 Advertisement

Each faculty position which appears as a budgeted position shall be advertised. Unless a specific deadline is determined, the position will be advertised as open until filled. Applicants are solicited by advertising vacancies in journals and/or regional and local newspapers and/or online.

3.3 Selection Committee

The Dean of Academic Affairs and Business Manager shall have the responsibility for recruitment of full-time and adjunct faculty for their departments. The Dean of Academic Affairs and Business Manager reviews applications and compiles a roster of applicants to be interviewed by the selection committee which is composed of panel members for the College of the Muscogee Nation. The recommendation of the selection committee is forwarded to the Business Manager.

3.4 Interview

Each candidate is interviewed by the selection committee. After all interviews are complete, the candidates are listed in order of preference by the selection committee. Reference checks shall be conducted on each of the final candidates. Drug testing for job candidates is required once an offer of employment has been extended. Any candidate who fails a drug test shall be withdrawn from employment consideration.

3.5 Offering a Position

An offer for the faculty position shall be made to the candidate occupying the highest preference by the selection committee. If the job is accepted, then the application process ends. If the job is not accepted, then an offer may be made to the candidate occupying the next highest position on the order of preference list. This process continues until an offer is accepted. If each candidate declines the offer, then further action may include: reopening the entire application process; determining a new list of candidates from the previous applicant pool; leaving vacant the open position until filled. After the application process ends, each applicant who was not selected for the job is notified that the position for which he/she has applied has been filled.

4.0 EMPLOYMENT POLICIES

4.1 Indian Preference/Equal Employment

Indian Preference affords absolute hiring preference to qualified individuals who are enrolled in a federally recognized tribe. Indian Preference is applicable when appointments are made to vacant positions, no matter how the vacancies arise. Indian Preference applies to the initial hiring, reassignment, transfer, competitive promotion, reappointment, reinstatement, or any other personnel action intended to fill a vacancy.

The College of the Muscogee Nation actively supports equal opportunity and affirmative action, complying fully and willingly with the Civil Rights Act of 1964 and all other appropriate legislation. Initial employment as a faculty member, as well as reappointment, promotion, and tenure decisions, are made within applicable standards.

4.2 Ethical Conduct

Faculty members employed by the College of the Muscogee Nation are expected to maintain the highest ethical standards by observing applicable policies, practices, regulations, laws, and professional standards. Faculty shall conduct themselves ethically, honestly, and professionally with integrity in all situations; keep appointments and be punctual in all professional settings; treat students, fellow faculty members, staff, and administrators fairly and impartially; dress appropriately and professionally; be accessible and maintain adequate office hours; utilize the College's property, facilities, supplies, and other resources in the most effective and efficient manner; support student organizations and encourage student involvement; refrain from consensual relationships with students.

4.3 Sexual Harassment Policy

The College is committed to provide all faculty members with a work environment free of sexual harassment. Sexual harassment in any form is unacceptable. Sexual harassment is defined as any unwelcome comment, gesture, request, or physical contact of a sexual nature when such conduct unreasonably interferes with an individual's work environment or creates an intimidating, hostile, or offensive working environment.

4.4 Racial and Ethnic Policy

Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, gender, national origin, politics, disability, marital status, age, or membership or non-membership in any organization.

4.5 Disciplinary Action

Disciplinary action is sometimes necessary to ensure adherence to the high standard of conduct expected of faculty. The form of the disciplinary action may vary according to several factors including but not limited to: the seriousness of the action, any prior disciplinary actions in individual's history, and length of service. Specific procedures are located in the Muscogee Nation Personnel Policies.

4.6 Grievance Procedure

It is the policy of the College of the Muscogee Nation to ensure that all faculty members have access to a process whereby their grievances can be heard in a safe and fair atmosphere. The College recognizes the importance of open communication in resolving disputes. A procedure is provided in which complaints shall receive full and fair consideration. When a faculty member feels that he/she has been treated unfairly or that an unsatisfactory condition exists, he/she should bring it to the attention of the College through the grievance procedure. Clarification of the grievance procedure is located in the MCN Personnel Policies.

4.7 Drug-Free Work Place Policy

The College of the Muscogee Nation is committed to protecting the safety, health, and wellbeing of all faculty members and individuals in our workplace. We recognize that alcohol abuse and drug use pose a threat to our goals. The Muscogee Nation has established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol-and drug-free environment. For specific information regarding this issue the Muscogee Nation Personnel Policies should be consulted.

4.8 Tobacco Use in Public Places Policy

It is the policy of the College to provide a smoke free environment for all faculty members and visitors. This policy covers the smoking of any tobacco product and the use of smokeless tobacco and applies to both faculty members and non-faculty member visitors. Smoking is not allowed inside any building or company vehicle. Smoking occurs only at designated outdoor smoking locations. The designated smoking area will be located at least twenty (20) feet from the main entrance and other doorways. All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed in appropriate containers. Note: Effective July 1, 2010 OSUIT is smoke free.

4.9 Faculty with Disabilities

The College of the Muscogee Nation will not discriminate against qualified individuals with disabilities and will comply with Title I of the Americans with Disabilities Act of 1990.

4.10 Employment of Part-time Faculty

The policy for instructors teaching courses for the College is provided to promote a common understanding of the basic administrative and instructional requirements. All part-time faculty must have the approval of the Dean of Academic Affairs. Each instructor shall contact the College Executive Assistant to complete all forms, provide documentation, and provide a signed course syllabus required by the College. Faculty responsible for coordinating the degree will provide each instructor with a class roster by the first class meeting. A record of all student grades and attendance must be documented and turned in to the Registrar. If an instructor must be absent from class, it is the responsibility of the instructor to find a qualified substitute and be responsible for compensation prior to contacting the Dean of Academic Affairs. Instructors must meet the class on time.

5.0 ACADEMIC CLASSIFICATIONS

5.1 Faculty

The faculty is composed of two groups, the regular faculty and the supplemental faculty. The faculty includes permanent and temporary, full-time and part-time personnel.

Regular faculty includes those members of the faculty who are full-time employees of the college and who hold the title of instructor. Supplemental faculty consists of: (1) adjunct faculty who hold part-time appointments that are made for one year or less or (2) visiting faculty who are employed by the college

to teach and/or perform research and are on leave from another institution of higher education or professional practice.

5.2 Education Requirements

The earned degrees or graduate work should be in a field relevant to the individual's assignment at the College of the Muscogee Nation. Faculty should have at least a degree above the degree that students they teach are seeking. For eminent scholars, artists- in- residence and experts (i.e., Mvskoke language, culture, history and/or specialized knowledge) they will have expertise relevant to the mission and charter as well as qualifications demonstrated by record of achievement and recognition as a foremost expert.

5.3 Full-Time Faculty Work Load

Faculty teaching loads are expressed in semester credit hours and normally are 12-15 hours. The number of hours assigned will be influenced by such factors as: number of student contact hours; class size; number of preparations; and number and kind of other assigned activities.

5.3.1 Other Duties: The composition of a full-time faculty member's work load normally will include a combination of teaching assignments and the following types of activities: academic degree program coordination, student advisement, scholarly activities, grant solicitation, and other activities designated by the Dean of Academic Affairs.

5.3.2 Low Enrollment Classes: After regular enrollment, any class having fewer than the minimum number of students established by guidelines of the college will be subject to review before continuance. A class may be terminated only when it can be determined that it is not vital to a recognized degree program. Special consideration will be given to low enrollment classes in accordance with the prior guidelines.

5.3.3 Office Hours: Faculty salaries are based on a full-time twelve month position teaching fall, spring and summer semesters. Faculty will develop an updated office schedule each semester showing their hours in the office and hours teaching classes. Hours will be posted by faculty at their respective offices and copies will be provided to the Dean of Academic Affairs and Executive Assistant. When faculty teach classes after 5:00 pm then the number of hours taught after normal work hours will be offset by faculty taking time off during the following work day equal to the time spent in class after 5:00pm. Faculty will not be given time off for classes taught between 8:00 am to 5:00 pm. Time will not be accumulated past one week.

6.0 ACADEMIC FREEDOM

6.1 Statement on Academic Freedom

The College of the Muscogee Nation Faculty members are entitled to freedom in the classroom in discussing their subject, but faculty should be objective in teaching of a controversial matter which has a relation to that subject and of controversial topics introduced by students. The faculty member should not introduce controversial matters which have little or no significance to the subject of instruction.

Academic freedom should be distinguished clearly from constitutional freedom, which all citizens enjoy equally under the law. Academic freedom is an additional assurance to those who teach and pursue knowledge and, thus, pertains to rights of expression regarding teaching and research within specific areas of recognized professional competence.

6.2 Academic Responsibility

Faculty members are responsible for the quality of instruction, their participation in the academic community and responsible service, consistent with the objectives of the college.

Faculty members have responsibilities to their discipline and to the advancement of knowledge generally. They shall exercise critical self-discipline and judgment in using, extending, and transmitting knowledge and they shall practice intellectual honesty.

Faculty members have responsibilities to their students. They shall encourage in students the free pursuit of learning independence of mind, while holding before them the highest scholarly and professional standards. Faculty members shall show respect for the student as an individual and adhere to their proper role as intellectual leader and counselor.

Faculty members have responsibilities to their colleagues, deriving common membership in a community of tribal college scholars. They shall respect and defend the free inquiry of their associates.

Faculty members have responsibilities to the educational institution in which they work. While maintaining their right to academic freedom, they shall observe the stated regulations of the institution.

Faculty members have responsibilities to their community and to the tribal community as well. Faculty members have an obligation to promote conditions of free inquiry and to further public and tribal understanding of academic freedom. Administrators must protect, defend and promote academic freedom.

7.0 SALARY

7.1 Establishing Salaries

Compensation will fall into ranges determined by the salary schedule of the Muscogee Nation at the time of employment. Individual salary negotiations during the hiring process may lead to individual salary differences.

7.2 Salary Changes

If the budget permits, salary increases may be granted to faculty with the decision for actual amounts determined by merit awards and performance reviews. Cost of living adjustments may be provided as deemed necessary. Additional salary increases may be given to faculty receiving promotion or completing an advanced degree.

7.3 Part-Time Salaries

Adjunct faculty usually receive a fixed amount based on credit hours. Adjunct instructors are paid \$500.00 per credit hour depending on the type (lab, theory, lab/theory) of class. In unique situations the need for the college plus academic or special experience and/or knowledge will enter into determining the actual salary offered. Payment to part-time faculty is made in regular installments usually by the month.

7.4 Standard Payroll Deductions

The Muscogee Creek Nation Office of Finance and Accounting administers the system of payroll withholdings. Faculty are eligible for Health and Medical Insurance, Life Insurance, Disability Insurance, and a Retirement Plan and may have these benefits deducted from their payroll as they become eligible. Federal/State income tax is deducted from payroll depending on the number of deductions filed. Other deductions include FICA. For more specific information refer to the Muscogee Nation Policies and Procedures.

7.5 Outside Employment

Outside employment is discouraged. Any employment outside the college must be approved by the Academic Dean and President. Outside employment should in no way interfere with the College services for which the faculty member is employed.

8.0 FACULTY EVALUATION

8.1 Purpose

The purpose of faculty review and evaluation is to encourage and assist all members of the faculty to develop and perform to the best of their ability.

8.2 Guidelines for Faculty Evaluation

Evaluation of faculty is a shared responsibility of faculty and the Dean of Academic Affairs to assess the performance of faculty in relation to: (1) Teaching; (2) Contributions to the Institution, Profession and Tribal Community; (3) Tribal Cultural Enrichment. Faculty will provide summary evidence for each of the three areas listed in a Professional Report. The Academic Dean will provide the Professional Report Form to faculty at the appropriate date. Faculty will submit their Professional Report for faculty evaluation to the Academic Dean to be assessed; and presented and discussed with each respective faculty member. Following is a brief presentation of sample data/information to be provided in each of the three areas:

Teaching:

- Teaching load by semester (Courses, location of courses)
- Self-evaluation of Teaching
- Evaluation of Teaching by students
- Student projects guided

Contributions to the Institution, Profession, and Tribal Community:

- Committee Service in the College
- Participation in Student Recruitment
- Student Advisees
- Higher Education (Professional, tribal, etc.)
- Tribal Meetings (Community, tribal government, etc.)

Tribal Cultural Enrichment:

- Sponsor Student Cultural Events and Organizations
- Upgrade fluency in the Native Language
- Participate in tribal cultural-related activities
- Develop articles on the Tribal Culture
- Incorporate Tribal Culture, Language and History into the Curriculum

9.0 LEAVES AND ABSENCES

9.1 Work Role of Faculty

Each faculty member shall be responsible for his/her attendance and the performance of his/her job duties and responsibilities as described in the job description and such other duties and responsibilities as may be delegated by his/her supervisor. Faculty report directly to the Academic Dean. Faculty do not earn overtime pay or compensatory leave.

9.2 Contacting Academic Dean When Absent

Faculty members shall notify the Academic Dean any time they know they will be late or absent from work. In chronic or unusual cases of absenteeism, the college reserves the right to require documentation or verification of the reasons for absence.

9.3 Leave Information

9.3.1 Holiday Leave: Each faculty member shall be granted Holiday Leave on days observed as legal holidays. The holidays observed as legal holidays are identified in the Muscogee Nation Personnel Policies. To be eligible for Holiday Pay faculty members shall work the day preceding the holiday and the day after or shall have prior approved Leave, not to include approved Leave without Pay. For further clarification refer to the MCN Personnel Policies.

9.3.2 Annual Leave: Annual Leave shall be granted to all regular full-time faculty members based on a schedule of reward associated with the number of years of uninterrupted service by the faculty member. Faculty members shall be eligible upon the completion of the ninety (90) day Conditional Employment period. Annual Leave shall be based upon pay periods completed and the number of years of uninterrupted service by the faculty member. Specific accrual rates for annual leave are identified in the MCN Personnel Policies. Faculty Members shall complete a Leave of Absence Request Form through the faculty member signature line and obtain proper approvals from his/her supervisor. The request shall be forwarded to Personnel Services who shall complete the personnel section.

9.3.3 Sick Leave: Sick Leave shall be granted to all regular full-time faculty members based upon pay periods completed. Faculty members shall be eligible for Sick Leave upon completion of the ninety (90) calendar day Conditional Employment period. Sick Leave shall be extended to each faculty member upon an equal basis. Each faculty member shall accrue four hours per pay period completed. Additional information regarding sick leave is cited in the MCN Personnel Policies.

9.3.4 Sabbatical Leave: The College of the Muscogee Nation and the Board of Regents encourage faculty members to engage in activities that will promote their ongoing professional growth, refresh their teaching skills, and give faculty the opportunity for study in their fields of expertise. Such studies are essential to assure that faculty members are aware of the most current scholarship and practices in their fields and are giving their students the most current information and ideas of the College and it assures that they are receiving the best quality education possible. Sabbatical Leave is a privilege, not a right. It is not automatically guaranteed but must be earned through demonstrated commitment to the ideal of improving the quality of instruction at the College of the Muscogee Nation.

Faculty will be eligible to make application for sabbatical leave of one semester with full pay and benefits, or of one year at half pay and benefits, after six academic years of full-time teaching. The application will be made to the CMN Executive Committee. It will specify in detail the study to be undertaken, such as coursework for an advanced degree, participation in a special training program, seminar, or workshop, individual research and reading leading to publication or a scholarly paper or monograph, or other scholarly activities deemed appropriate by the CMN Executive Committee. The Executive Committee will assess the impact of the applicant's leave on both the divisional teaching program and the faculty member's professional growth. In all cases of sabbatical leave, the President must be able to assure the Board of Regents that replacement faculty members meet standards that the College has set for its faculty. Additional information regarding sabbatical leave is located in the College of the Muscogee Nation Operations Manual.

9.3.5 Personal Leave: Personal Leave shall be granted to all regular full-time faculty members based upon a specific number of days per year. Faculty members shall be eligible for Personal Leave upon completion of the ninety (90) calendar day Conditional Employment period. Personal Leave shall be extended to each faculty member upon an equal basis. Each faculty member shall be given three (3) days of Personal Leave per fiscal year. Personal Leave must be taken within current fiscal year. There will be no carry over for Personal Leave from year to year. Further clarification of personal leave is found in MCN Personnel Policies.

9.3.6 Bereavement Leave: In the event of the death of a family member of a regular full-time faculty member's immediate family, a faculty member may be granted a leave of absence with pay up to a maximum of three (3) consecutive working days, one of which shall be utilized to attend the funeral of the deceased. The amount of time authorized shall be determined by the Academic Dean/President and shall be allowed as the circumstances warrant. In the event of the death of a member of a regular

full-time faculty member's extended family or a friend, a faculty member may be granted a leave of absence with pay for eight (8) hours per fiscal year. The Academic Dean/President may require verification of death and the relationship of the deceased to the faculty member. Additional clarification of Bereavement Leave is included in the MCN Personnel Policies.

9.3.7 Court Duty: In the event a faculty member is called for Jury Duty in a Court of the State of Oklahoma, Court of the Muscogee (Creek) Nation, or U.S. Federal Court, said faculty member shall be granted leave of absence with pay. The faculty member shall retain monies received from the court for expenses they received while on jury duty. Upon notification that a faculty member is to serve on jury duty, he/she shall notify the Academic Dean/President of the jury duty and present a copy of the notification. Further information about Court Duty is located in the MCN Personnel Policies.

9.3.8 Military Duty: Leaves of absence for military or reserve duty will be granted to all faculty members. Leave will be with pay for up to twenty (20) days per fiscal year, and the remainder of such leave will be without pay. Eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws. The request procedure shall be identical to the Annual Leave procedure as given in this section with the additional requirement for the faculty member to attach a copy of the military orders to the leave request form and submit these to the supervisor as soon as possible after receiving the orders.

9.4 Sickness, Injury, and Medical

Faculty members qualify for the same benefits as identified in the Muscogee Nation Policies and Procedures. All faculty members should refer to MN Policy and Procedures and read carefully to avoid any misunderstanding of benefits.

9.5 Absence Report Form

This form is to report time that faculty will be away from the office on College business. Leave forms are to be approved by the Academic Dean/President and submitted to the tribal college Business Office to be filed and distributed if necessary.

10.0 INSURANCE AND RETIREMENT

Faculty members shall be entitled to insurance benefits at the completion of the ninety (90) calendar days after date of hire including health and medical insurance, life insurance and disability insurance. A retirement plan is available to faculty upon completion of one (1) calendar year of uninterrupted service. For details refer to the Muscogee Nation Policy and Procedure Handbook.

11.0 TRAVEL POLICIES

11.1 General Statement

Requests for travel must be approved by the appropriate supervisor. Faculty members requesting travel are expected to make satisfactory arrangements for those arrangements for their classes and list those arrangements on the Absence Report Form and/or Request for Travel Form. Failure to obtain approval in advance for travel is grounds for denying reimbursement. Official business includes attendance at professional meetings, representing the institution at appropriate conferences and agencies, travel related to internships, and travel that is a required part of carrying out specified College assignments. The Business Office shall keep records for all travel charged to College budgets. Before planning a trip, faculty members should consult with the Academic Dean/President to determine the source of travel funds and College policy affecting travel.

11.2 Professional Meetings

Requests to attend professional meetings must be accompanied by a program or letter of invitation. Reimbursement for travel expenses will follow the same procedures as explained in the section below.

11.3 Reimbursement

In order to receive reimbursement for travel, it is necessary to complete a Travel Reimbursement Form, available in the Business Office. Reimbursement for travel shall be in accordance with standards identified within the policy of the Muscogee Nation. For specific procedures regarding reimbursement refer to the Muscogee Nation Policy and Procedures.

11.4 Lodging

Reimbursement for overnight lodging while on official travel status may be made at a rate to not exceed the specified limit for in-state or out-of-state travel. Receipts issued by hotels, motels, or other public lodging places must show a zero (-0-) balance. Receipts must accompany the claim for reimbursement,

noting the city, and state in which the site of lodging was located and the dates of occupancy.

11.5 Meals

A per diem reimbursement for meals while on official travel status is provided. A rate schedule is established for both in-state and out-of-state travel. For computation of reimbursement for meals consult the Muscogee Creek Nation Policies and Procedures.

11.6 Transportation

11.6.1 College Vehicle: The College of the Muscogee Nation leases vehicles for the use of faculty or regents for College business. Private use of any College vehicle is prohibited. Vehicles are not to be kept at private residences. Vehicles are to be reserved/checked out by Business Office Personnel. Faculty members who check-out a College vehicle must be approved by the Department of Risk Management of the Muscogee Nation and submit an approved Activity Leave Form to the Executive Assistant. Faculty must have a valid driver's license and be prepared to show it as verification prior to operating the vehicle and be responsible for the safe operation and care of the vehicle. Faculty members will be responsible for citations received while operating the vehicle. If the vehicle is operated by anyone other than the individual who checked out the vehicle, the individual authorized shall be responsible for the approval of capable and licensed drivers. The faculty member will complete the vehicle log book which is stored in the vehicle glove box.

Keys and fuel card will be obtained within 24 hours prior to the trip. Only approved individuals can purchase fuel, oil and other automotive supplies during travel. All card invoices or receipts should have the authorized signature with the vehicle identified. All card invoices/receipts must be turned in to the Business Office within 24 hours upon returning from the trip or the first work day after the trip. The Business Office will attach card invoices/receipts to the bill received each month prior to authorizing payment.

11.6.2 Personal Vehicle: Personally Owned Vehicle (POV) may be used with prior approval according to MCN Policy. The rate of reimbursement shall be consistent with rates established by the IRS and/or policy established by the Muscogee Nation. For rates see the Muscogee Nation Policy and Procedure Handbook.

11.6.3 Transportation of Passengers: Vehicle Insurance through the Muscogee Nation does not permit/cover the transporting of non-employees.

11.6.4 Local Transportation: Use of a POV is limited to direct routing from the faculty member's house or workstation to a temporary workstation or meeting and return to work or home. Refer to the Muscogee Nation Policy and Procedure Handbook for additional information.

11.6.5 Airline: Travel by commercial airline is the preferred mode of transportation for all out-of-state travel and must be used whenever possible and reasonable. For additional information refer to the Muscogee Nation Policy and Procedure Handbook.

11.6.6 Local Transportation at the Destination: Rental vehicles may be approved for ground travel (local transportation) however if taxis, buses or shuttles are used for transportation individual receipts must be kept and provided with the travel report. Additional information may be found in the Muscogee Nation Policy and Procedure Handbook.

11.6.7 Receipts Required: Each traveler is required to obtain a detailed room bill, all original receipts including airline passenger receipts, toll parking, taxi fare, etc. Refer to the Muscogee Nation Policy and Procedure Handbook for further information.

11.6.8 Disbursement of Travel Checks: Travel checks are sent to the College mailbox at Muscogee Nation and will be picked up by the College mail clerk and distributed by the Business Office.

12.0 FACULTY SERVICES

12.1 Faculty Identification Cards

Our partnership with OSUIT allows faculty privileges afforded regular faculty for services from OSUIT. Faculty must apply and obtain a faculty identification card at the Admissions and Records Office of OSUIT.

12.2 Recreational Facilities

Due to Faculty members not being employees of OSUIT we are not eligible to use the recreational facilities and to check out equipment at the OSUIT facility. Faculty are encouraged to use the OSUIT walking trail and softball field and facilities of the Muscogee Nation.

12.3 Campus Parking

Parking is provided at the College of Muscogee Nation Office Building and on the OSU Institute of Technology campus. Parking at the CMN facility does not require a parking hang tag, however on the OSUIT campus faculty must

display an OSUIT hang tag on his/her vehicle. All vehicles including motorcycles, parked on OSUIT property must be registered at the Office of the OSUIT Bursar. Parking fees are not required.

12.4 College Mail Services

Mail is received and dispersed by the Muscogee Nation GSA located at the Muscogee Nation Complex. Mailboxes are located in the main administration building and in the Learning Resource Center (LRC). Mail is delivered and picked up once a day at 11:00 a.m., unless otherwise specified.

12.5 Telephone, Fax, Postal Usage

Each faculty office has a telephone for conducting College business and voice mail for receiving messages. Faculty may use the College fax machine as needed. Postage will be provided for faculty to conduct College business through the mail. Questions should be directed to Executive Assistant.

13.0 STUDENT RELATED RESPONSIBILITIES

13.1 Student Advisement

Faculty members serve as academic advisors for students that are pursuing degrees in their respective academic areas. The purpose of academic advisement is to assist students in completing official degree plans that will lead to graduation. Degree plans should be prepared by the end of the second semester.

13.2 Classroom Policies Response to Disruptive or Threatening Situations

Students who disrupt learning in the classroom are subject to removal and disciplinary action by the administration of CMN and OSUIT. When faculty perceives they are faced with potentially threatening actions or demeanor from individuals in or outside the classroom they should contact the OSUIT campus police or Muscogee Nation Lighthorse.

13.3 Syllabus

It is the responsibility of faculty to plan and develop syllabi according to the procedure and format adopted by College of the Muscogee Nation Board of Regents. Students will be provided with a syllabus during the first week of class. Faculty will provide the Executive Assistant with a copy of each syllabus every semester to be filed.

13.4 Change of Textbook

Faculty should notify the Academic Dean (Curriculum Committee) if they intend to change textbooks at least one semester before change is planned in order to comply with bookstore cutoff dates for ordering new textbooks.

13.5 Student Organizations

The College of the Muscogee Nation will offer a variety of clubs and activities including the Native American Student Association to enhance student development and initiative. However, until the college receives accreditation the tribal college will partner with OSUIT in offering student organizations. Faculty members may serve as faculty advisors to College of the Muscogee Nation student organizations.

13.6 Release of Confidential Information

College policies regarding family and privacy rights are governed by the Family Educational rights and Privacy Act of 1974 (FERPA).

13.7 Student Rights and Responsibilities

College policies regarding student rights and responsibilities are published and distributed by the tribal college. The publication will be displayed at the Learning Resource Center and the tribal college Administration Building. All policies are consistent with the OSU Institute of Technology's Student Rights and Responsibilities Policies.

13.8 Speakers Policies

13.8.1 Meetings and/or Events: To ensure peaceful conduct of activities the College retains the right to control specification of time and location for such activities for all on and off campus groups. The College of the Muscogee Nation may designate places for persons to conduct their activities so that it does not interfere with students going to and from class. Sound amplification must be approved in advance. OSUIT policies apply when on the campus of OSUIT.

13.8.2 Responsibility for Speakers and/or Written Material: All speakers invited to the campus must be approved in advance by the Dean of Student Affairs. The dissemination of written and/or printed material on the College of the Muscogee Nation Campus must be approved by the Dean of Student Affairs.

13.8.3 Posting of Announcements: Contact the Dean of Student Affairs for approval to post signs on campus.

14.0 ACADEMIC AND ADMINISTRATIVE SUPPORT

14.1 University Resources

The College of the Muscogee Nation currently has partnership with the Oklahoma State University system; however, please note that all of the curriculum programs for the College of the Muscogee Nation are of our own device. CMN is not an accredited institution. However, until our accreditation is achieved, this relationship will ensure that coursework completed through CMN is accepted and will transfer to accredited academic institution. Consequently, students will be required to *dually enroll* with OSUIT or OSU-OKC and CMN.

14.2 Learning Resource Center

The CMN Learning Resource Center is located in the Health and Environmental Technologies Building on the OSUIT campus. It has twenty (20) computer workstations, documents related to a variety of Native American topics, journals and newspapers relating to Native American issues, and general topic magazines. Faculty and students may also use the OSUIT Learning Resource Center which has electronic access to full text journals, database access, and newer non-print resources to expand study research capabilities.

14.3 Clerical Services

Faculty have access to clerical services provided by the institutional work study support staff who assist with copying, preparation of booklets for classroom, copying and equipment and other office assistance as needed. Faculty should request assistance from the Business Manager 4 to 5 days in advance if possible.

14.4 Student Employees

Faculty may request student employees on Work Study with CMN to assist in copying, preparing handouts and booklets for classroom use.

14.5 Copying

Copy machines are available for faculty use in the Learning Resource Center and in the CMN Administrative Office.

14.6 Printing

OSUIT Printing Services are available for graphic support to the college and faculty members. Prior to requesting printing service faculty must obtain the approval of the Academic Dean to determine the appropriate line item to be entered on the requisition.

14.7 College Bookstore

Books and related academic resource materials required for faculty may be obtained at the OSU Institute of Technology Bookstore or in some cases through the CMN Administrative Office. (Faculty must obtain the approval of the Academic Dean to access the appropriate line item to be entered on the requisition.)

14.8 Testing Services

OSU Institute of Technology assessment includes the COMPASS Test which is a computerized assessment of reading, math, and English skills for students. The CMN General Education Instructor has a Scantron grading machine available to faculty members. Evaluation of student work fairly and consistently requires regular written work and examinations. It is especially important to provide students with a measure of progress throughout the semester and not merely at the end. Faculty members are encouraged to give mid-term as well as final examinations. All examinations should be carefully prepared and announced in advance. Faculty are responsible for making clear to the students what material an examination covers, so that every examination is a fair and accurate assessment of the mastery of course content.

14.9 Public Relations

Faculty members may be requested to attend Recruitment Days at job fairs, high school career days, and various activities to represent the College of the Muscogee Nation. Brochures are available for distribution. Media coverage of College events and faculty involvement may be at the discretion of the President.

14.10 College Catalog

Faculty members should familiarize themselves with the College catalog and refer to it when advising students. The catalog will be updated every two years by the Publications Committee.

14.11 Semester Schedule

The semester schedule is published 2-3 months in advance on the college website and in the OSUIT schedule. The printed schedule for the college is printed at least 30 days in advance of the upcoming semester. The schedule is distributed to tribal programs and Muscogee Nation communities.

14.12 Electronic Media and Service

14.12.1 Web Link: The College has a link to the CMN Website. It is updated every semester for courses that are offered. The College is in the process of developing its own official website and will be used to communicate with students, parents, communities and other interested parties.

14.12.2 Voice Mail: Faculty members are encouraged to respond immediately and as soon as possible to all voice mail.

14.12.3 Lap Top Computers: Faculty members have access to a check out system through the General Education Instructor for portable computers, printer and portable projector for Powerpoint presentations.

15.0 PURCHASING PROCEDURES

15.1 Purchase Requisitions

Faculty members must submit a request to purchase by purchase requisition. Verbal permission must be obtained from the appropriate supervisor before any further steps can be made. After verbal permission is received, verify that the vendor/distributor will accept a purchase order. If the vendor will accept a PO, proceed to the next step. If the vendor does not accept a PO, see procedure for prepayment purchases. Obtain a quote or pricing information from the vendor. Complete a purchase requisition form and make sure to include the fund account number. Once the form has been completed, staple the original quote sheet or pricing information to the requisition. Submit to the Business Manager for review, who will then submit to the President for approval. After the form is signed, the Business Manager will copy both the purchase requisition form and the pricing information for College records to be stamped as file copy. Four (4) copies will be paper clipped to the back of the requisition form. The Business Office staff will process the PO for payment.

15.2 Solicitation

When seeking solicitation of bids, faculty must observe the procurement policy of the Muscogee Nation. Faculty members must request approval through

the Academic Dean for bids on equipment and materials and any work which relates to the College.

16.0 FIRE REGULATIONS

Fire protection for the College, including the administration building and the HET building on the OSUIT campus, is provided by the city of Okmulgee. Fire extinguishers are placed in the lobby of the College administration building and in the hall of the OSUIT HET building. Evacuation plans are placed in the hall and lobby of the building.

17.0 MAINTENANCE

The custodian is responsible to the Business Manager. Any requests should be given to the custodian supervisor. Requests for repairs are to be submitted through the Business Manager.

17.1 Keys

Keys for classrooms on the OSUIT campus are available through the Executive Assistant. Keys should never be loaned to anyone nor duplicates be made by a locksmith outside the OSUIT system. When a faculty member terminates service with the College all keys are to be returned to Executive Assistant.

18.0 SECURITY SYSTEM

The College administration building has been equipped with a security system that requires the use of a code to lock or unlock the doors. Faculty should obtain their code and become familiar with its operation.

19.0 EMERGENCIES

Faculty are provided emergency numbers for law enforcement, fire, and emergency response services. Emergencies should be reported immediately to the President and/or Dean of Student Affairs.

First aid kits are located in the OSUIT HET Building hallway, North of Room 107, in the LRC, and in the CMN Administration Building. Mounted Emergency Defibrillators are located in the OSUIT HET Building on the East wall in the LRC and in the entrance of the Conference Room in the CMN Administration Building. Two small mobile emergency defibrillators are also available. One is located in the safety officer's storage cabinet and the other is in the LRC storage cabinet.

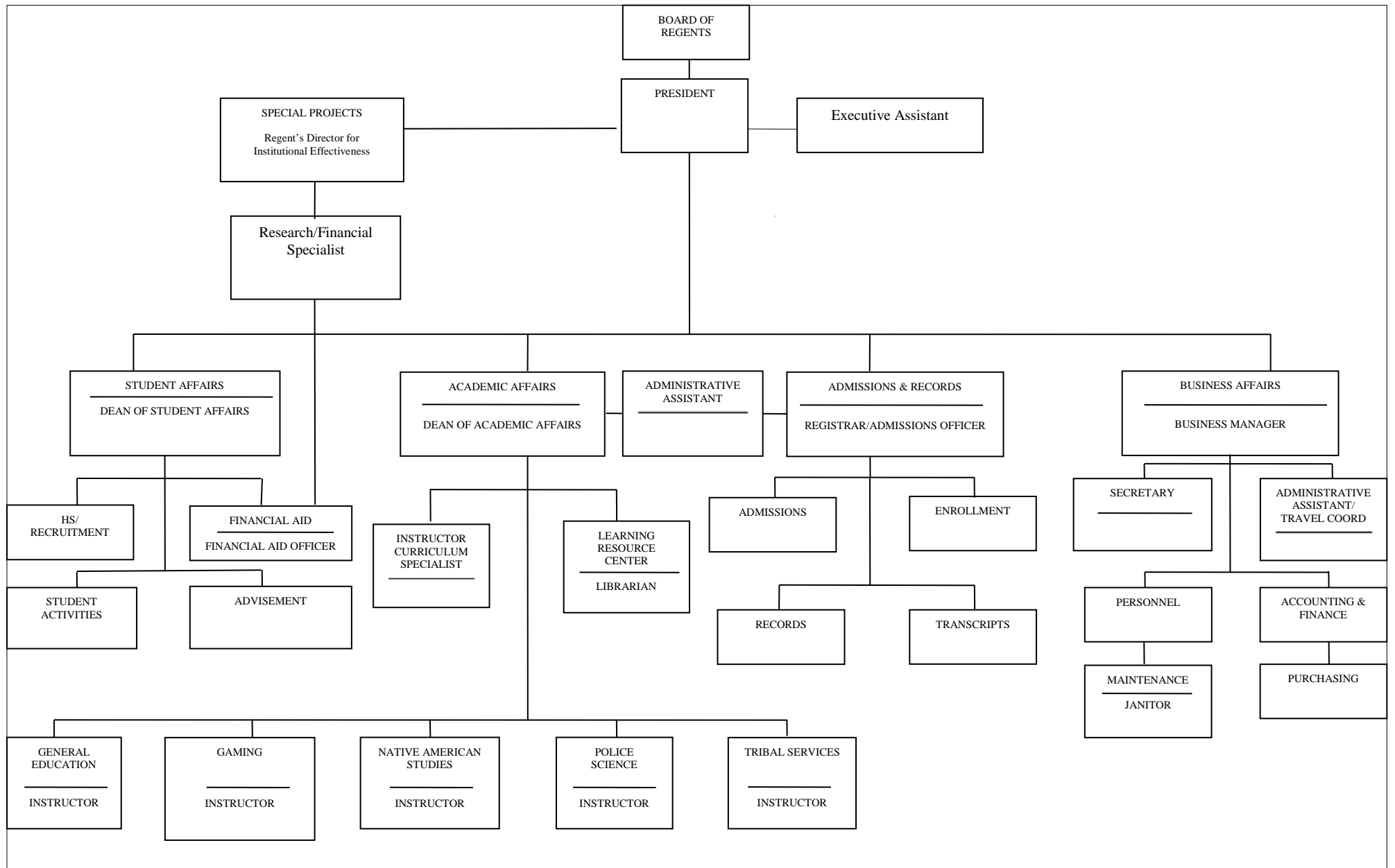
19.1 Weather

Currently policies regarding inclement weather are cited in the OSUIT procedures and should be adhered to by faculty when teaching their classes.

19.2 Telephone Numbers

Emergency numbers are provided to faculty for fire protection, emergency medical services, and police and security.

APPENDIX A
ORGANIZATION CHART



APPENDIX B
FACULTY COUNCIL BYLAWS



College of the Muscogee Nation

Faculty Council Bylaws

- I. NAME
- II. PURPOSE OF THE FACULTY COUNCIL
- III. MEMBERSHIP
- IV. MEETINGS
- V. OFFICERS
- VI. RATIFICATION
- VII. AMENDMENTS

I. NAME

- A. The name of this organization shall be the College of the Muscogee Nation Faculty Council.

II. PURPOSE OF THE FACULTY COUNCIL

- A. The purpose of the Faculty Council is to provide a general forum for faculty involvement in policy formulations and implementation and to facilitate communications between faculty, staff and administration. The Council shall consider and make recommendations to the President concerning such areas as curriculum, enrollment management, academic standards, academic support activities, and other matters of common interest which are not excluded by law or prior agreement.

III. MEMBERSHIP

- A. Faculty shall be defined as those full-time instructional and non-instructional faculty holding academic rank.
- B. The voting membership of the Faculty Council will consist of faculty and Faculty Council Officers.

IV. MEETINGS

- A. The first meeting to establish the Faculty Council shall be called by the Dean of Academic Affairs within 60 days of the approval of the Faculty Council Bylaws by the Board of Regents. Thereafter Faculty Council

meetings will be called by the Faculty Council Chairperson or a majority of the Faculty Council.

- B. A quorum for conducting business at either a regular or special meeting shall consist of a majority of the faculty members in attendance.
- C. The Faculty Council shall hold at least one meeting during the first six weeks of the fall and spring semester.
- D. The usual order of business shall be:
 - Meeting called to order
 - Confirmation of quorum present
 - Approval of minutes
 - Unfinished business
 - New business
 - Good of the order
 - Adjournment

V. OFFICERS

- A. The officers of the Faculty Council shall be Chairperson, Vice Chairperson, and Secretary elected by the faculty. Election of officers shall be for two years.
- B. It shall be the duty of Chairperson and in his or her absence the Vice Chairperson to conduct the meetings; and the duty of the Secretary to record minutes of meetings and maintain a record of all pertinent documents. These records will be retained by the Faculty Council for future reference and archival purposes.

VI. RATIFICATION

- A. These bylaws will become effective upon ratification by a majority of the faculty at the first meeting.

VII. AMENDMENTS

- B. Proposed amendments must be approved by a majority of the faculty present at the meeting.

APPENDIX C
PROFESSIONAL REPORT FOR FACULTY EVALUATION



College of the Muscogee Nation

Faculty Evaluation Report

I. APPOINTMENT INFORMATION: (This section will be completed by faculty)

Name: _____
(Last) (First) (Middle)

Employee ID Number: _____ Birthdate: _____

College, Division, or Unit Assigned: _____

Date of First Academic Appointment at CMN: _____

Type of Appointment: _____

Highest Degree Earned: _____ Date: _____

Hours Earned Above Highest Degree: _____

Rank: _____ Date Granted: _____

Title: _____

Evaluation Period Covered by this Report: _____

Name: _____

Purpose of Evaluation:

Annual Evaluation: _____

Tenure: _____

Promotion: _____

Five-year Review: _____

Sabbatical: _____

Other: _____

ESTIMATED TIME ALLOCATIONS:

	Percent Assigned in Each Area	Estimate of Hours Per Week
Teaching	_____	_____
Contributions to the Institution, Profession, and Tribal Community	_____	_____
Tribal Cultural Enrichment	_____	_____
Other (e.g., advisement)	_____	_____
Total:	_____	_____

INSTRUCTIONAL LOAD ASSIGNMENT: (The faculty member may wish to provide additional information)

Course Data Per Semester

_____ Semester, 20____

(Include if Appropriate)

Course Name/Number	Enrollment	Credit Hours	Contact Hours	Day or Evening	Location
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Name: _____

_____ Semester, 20__

Course Name/ Number	Enrollment	Credit Hours	Contact Hours	Day or Evening	Location
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

_____ Semester, 20__

Course Name/ Number	Enrollment	Credit Hours	Contact Hours	Day or Evening	Location
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

No. of Current Active Advisees: _____

Numbers of Student Projects Supervised: _____

Special Advising Considerations: _____

Other Considerations: _____

Name: _____

II. TEACHING:

- A. Competency in subject matter
- B. Manner of discharging professional responsibilities,(testing and grading practices, availability to students, classroom environment, etc.)
- C. Supervision of Service Learning Students
- D. New course development or major course improvement
- E. External teaching commitments (workshops, institutes, etc.)
- F. Evaluation of Teaching by peers
- G. Self-evaluation of Teaching
- H. Evaluation of Teaching by students
- I. Activity in experimental or innovative teaching
- J. Documentation such as statistics, letters of recommendation, items published, newspaper clippings, administrative evaluations, and materials developed
- K. Special Assignments
- L. Other

Describe Below:

Name: _____

III. Contributions to the Institution, Profession, and Tribal Community

- A. Continued relevant formal or informal education
- B. Recitals and performance
- C. Exhibits of artistic work
- D. Research in progress
- E. Grants, contract and submitted proposals
- F. Publications
- G. Preparation of unpublished materials, manuals, supplements
- H. Professional presentations, workshops, seminars, exhibits
- I. National, State, Tribal, or Regional Professional Associations or Boards – to include offices held and/or committee assignments
- J. Committee Service in the College
- K. Participation in student recruitment
- L. Student Advisees
- M. Higher Education (Professional, tribal, etc.)
- N. Tribal Meetings (Community, tribal government, etc.)
- O. Other

Describe Below:

Name: _____

IV: Tribal Cultural Enrichment

- A. Sponsor Student Cultural Events and Organizations
- B. Upgrade fluency in the Native Language
- C. Participate in tribal cultural-related activities
- D. Develop articles on the Tribal Culture
- E. Incorporate Tribal Culture, Language and History into the Curriculum
- F. Other

Describe Below:

Name: _____

V. GOALS ESTABLISHED BY FACULTY MEMBER FOR NEXT PERFORMANCE REVIEW:

In conjunction with your administrative supervisor, determine and briefly state your goals for the next performance review period in the areas of: teaching; contributions to the institution, profession, and tribal community; and tribal cultural enrichment.

A. Brief Statement of Goals for the 20__ Academic Year:

a. Teaching

b. Contributions to the Institution, Profession, and Tribal Community

c. Tribal Cultural Enrichment

B. Revision of goals stated by faculty member.

Date: _____

Reason: _____

(Signature/Faculty Member)

(Date)

(Signature/Administrator)
College of
Faculty Handbook
Approved: 6/14/10

(Date)

Name: _____

VI. PERFORMANCE APPRAISAL AND RECOMMENDATIONS:

- A. Review of goals from previous year (attach copy from Section VII).
- B. The appropriate administrator(s) will provide a summary and appraisal of performance and achievements of the faculty member, identifying areas of strength, areas needing additional work, and referring to previous performance reviews as appropriate, For all except first year faculty, indicate progress made since last review on professional goals established during prior evaluation period.
- C. Actions, recommendations, and/or comments by the appropriate Academic Dean.

THIS SECTION IS TO BE COMPLETED BY THE ACADEMIC DEAN WITH AN ATTACHMENT TO THIS PAGE.

The Academic Dean and faculty member have met concerning this performance document and the faculty member has been provided the opportunity to respond to the document orally and /or in written form.

(Signature/Title of
Administrator)

(Date)

The faculty member has been given a copy of this document and has been given the opportunity to discuss it with the Academic Dean. A written response is or is not attached.

(Signature/Faculty
Member)

(Date)

Name: _____

VII. ACADEMIC DEAN'S AND PRESIDENT'S RECOMMENDATIONS:

A. Recommendation and/or comments by Dean of Academic Affairs (see attached page).

(Signature/Dean of Academic Affairs)

(Date)

B. Recommendation and/or comments by President (see attached page).

(Signature/President)

(Date)